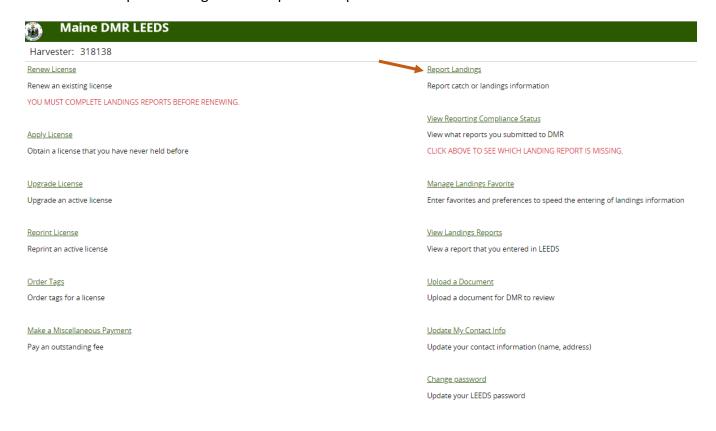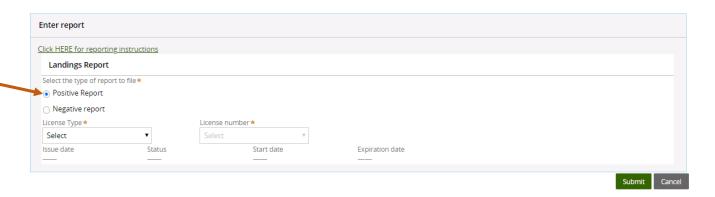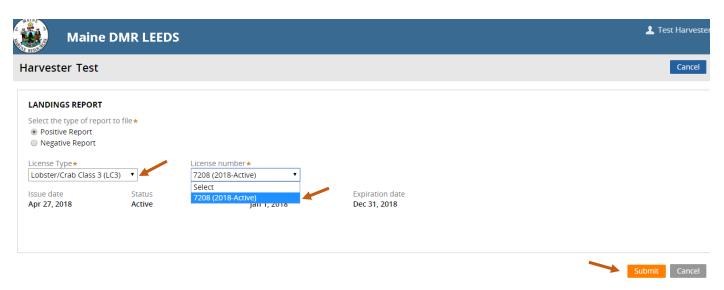# FILE A POSITIVE LANDINGS REPORT- LOBSTER/CRAB
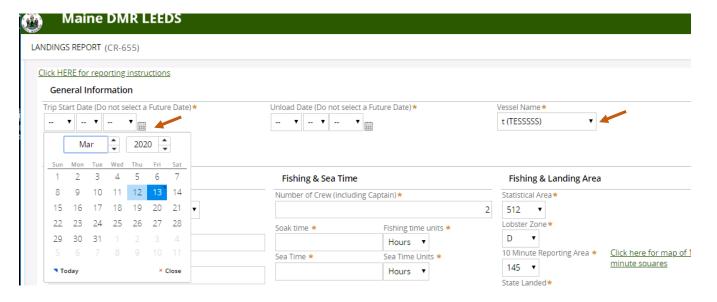
1. Click on "Report Landings" to file a positive report.

2. Select "Positive Report."

3. Next, select the license type and number that you want to report for by using the drop-down arrows. Once the license type has been selected, click "Submit."
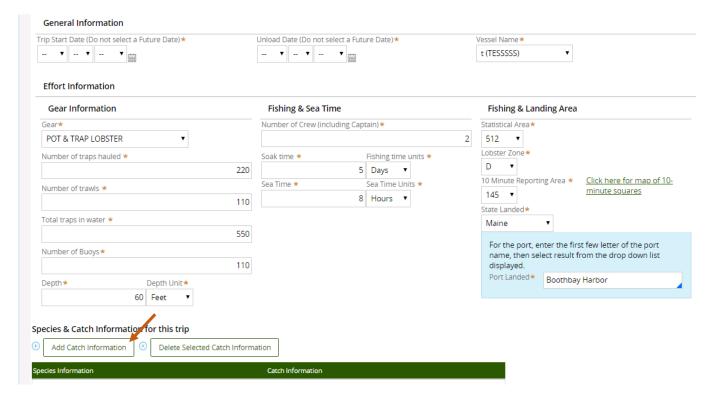

4. The first section of the report is "General Information." Here you'll select the trip date and vessel (if used). You can select the date by using the calendar icon or by using the drop-down arrows to select month, day and year. The unload date will automatically fill. Change it if your trip was more than one fishing day.
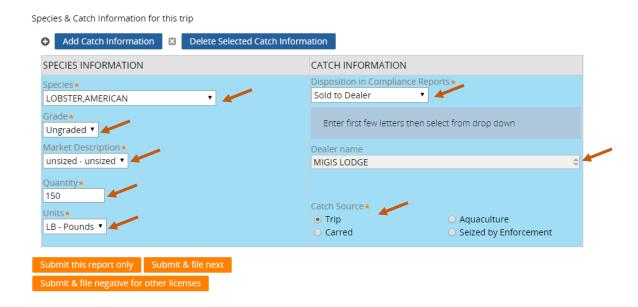
5. The second section of the report is "Effort Information." Here you'll type or select using the drop-down arrows the gear type and quantity, fishing and sea time, area fished, and port landed. If you aren't sure which 10-minute square to use, select "Click here for map of 10-minute squares" to search for your fishing area and 10-minute square.
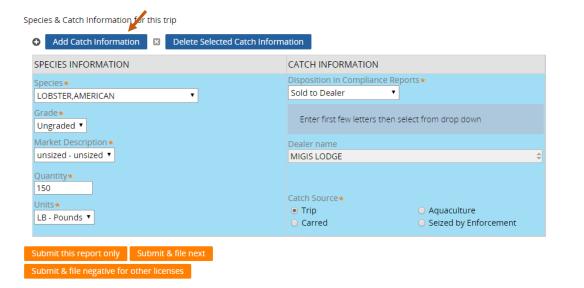

6. Once you are done with the effort information, click "Add Catch Information" and another window will drop down.

7. For the "Species Information" section, you'll select lobster or crab quantity harvested, and for the "Catch Information" section you'll select what you did with the lobster or crab.
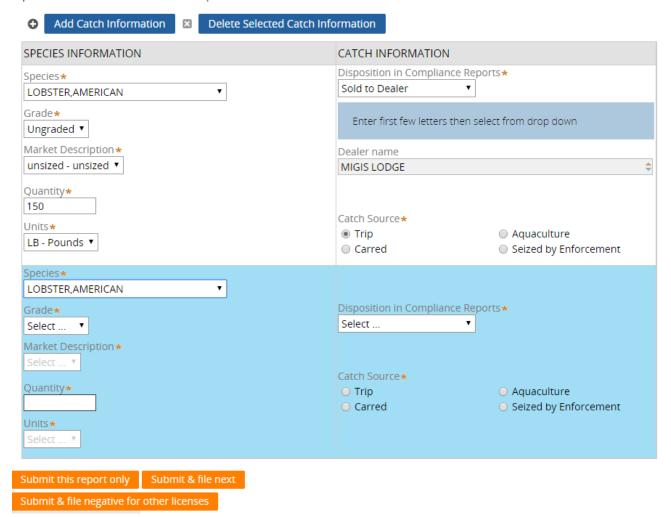

8. If you need to add more lobster or crab to this trip, select "Add Catch Information."
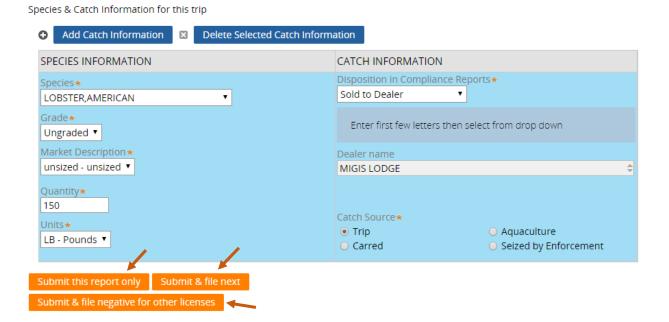
9. Another box will pop-up below the species information you just entered and you can add more lobster or crab data to your trip. Click "Add Catch Information" if you need to enter more lobster or crab data.

Species & Catch Information for this trip

⊕ **Add Catch Information** ⊠ **Delete Selected Catch Information**

SPECIES INFORMATION	CATCH INFORMATION
Species * LOBSTER,AMERICAN ▼	Disposition in Compliance Reports * Sold to Dealer ▼
Grade * Ungraded ▼	Enter first few letters then select from drop down
Market Description * unsized - unsized ▼	Dealer name MIGIS LODGE ⬍
Quantity * 150	
Units * LB - Pounds ▼	Catch Source * ◉ Trip ○ Aquaculture ○ Carred ○ Seized by Enforcement

SPECIES INFORMATION	CATCH INFORMATION
Species * LOBSTER,AMERICAN ▼	
Grade * Select ... ▼	Disposition in Compliance Reports * Select ... ▼
Market Description * Select ... ▼	
Quantity *	Catch Source * ○ Trip ○ Aquaculture ○ Carred ○ Seized by Enforcement
Units * Select ... ▼	

Submit this report only   **Submit & file next**

Submit & file negative for other licenses

10. Once you're done entering your data, you'll select whether you want to "Submit this report only," "Submit & file next," or "Submit & file negative for other licenses."

- **Submit this report only-** submits the landings data you entered for the specific license and date chosen
- **Submit & file next-** submits the landings data you entered for the specific license and date chosen and you'll receive a pop-up box giving you the option to submit another report for the same license or pick another license
- **Submit & file negative for other licenses-** submits the landings data you entered for the specific license and date chosen and files negative reports for any other licenses you may have that require reporting

11. If you choose to "Submit this report only, "you'll receive a notification telling you the report was filed successfully. Click "Close" to return to the home screen.