

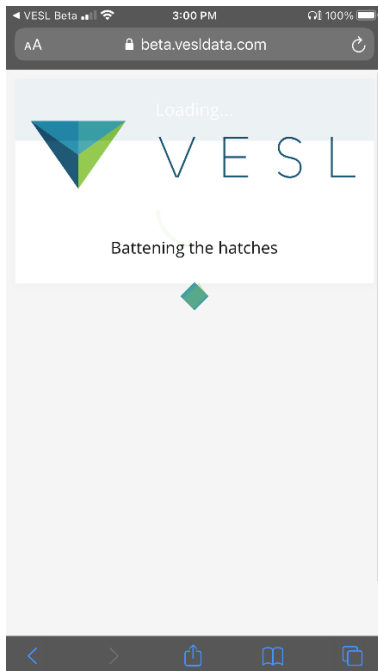
CREATING A DID NOT FISH REPORT USING THE VESL HARVESTER APPLICATION

The ME DMR VESL Harvester Application uses a dynamic form, which means the fields you are required to fill out are dependent on the gear you select. Only the fields you are required to report will be displayed.

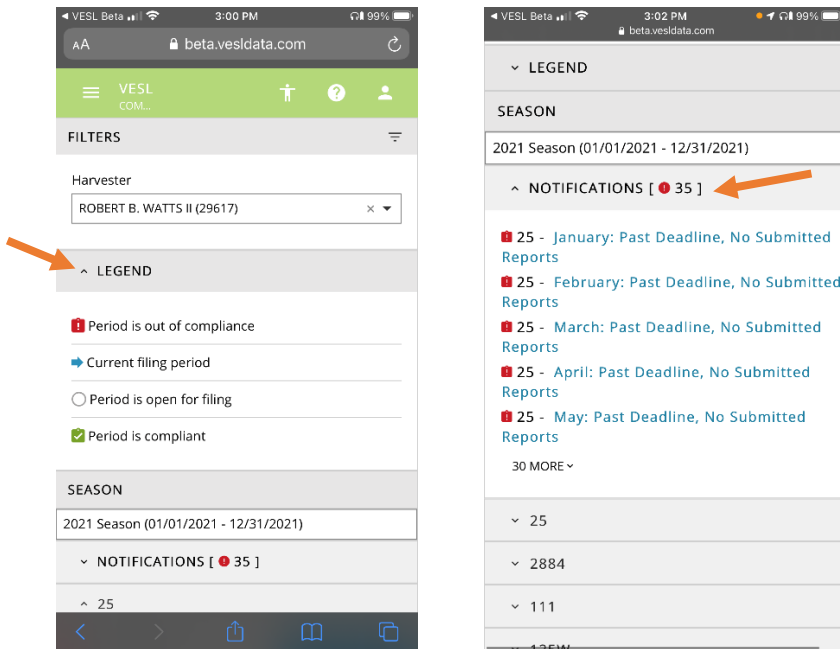
1. After you have logged into (or opened) the application you are presented with three options:
 - a. "FIND REPORT" allows you to search on previously created reports.
 - b. "CREATE REPORT" opens the applications reporting screen.
 - c. "CREATE DID NOT FISH" will bring you to the VESL website (requires active internet connection) to create and submit your "did not fish" reports.



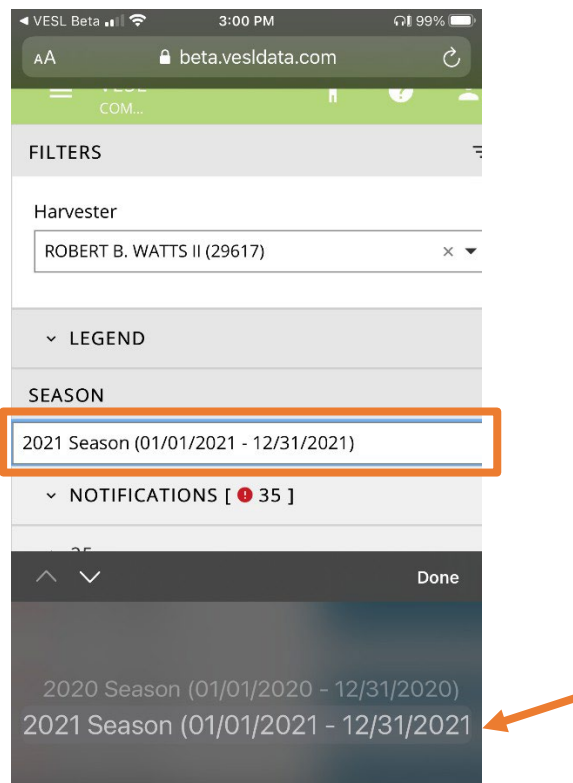
2. Submitting a Did Not Fish Report
 - a. After you click on "CREATE DID NOT FISH" (in Step 1c above) you will automatically be taken out of the app and into a web browser where the VESL page will load.



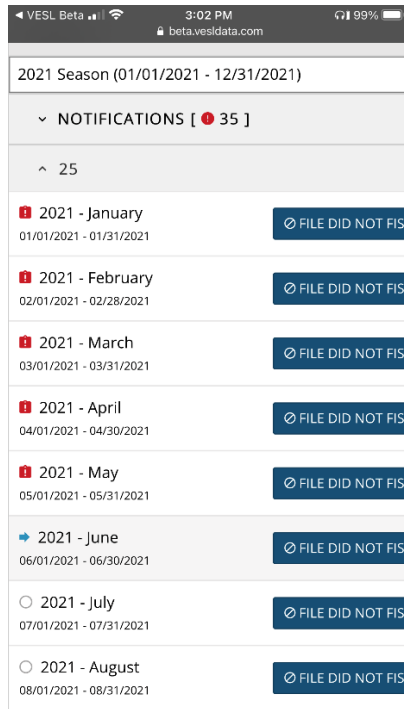
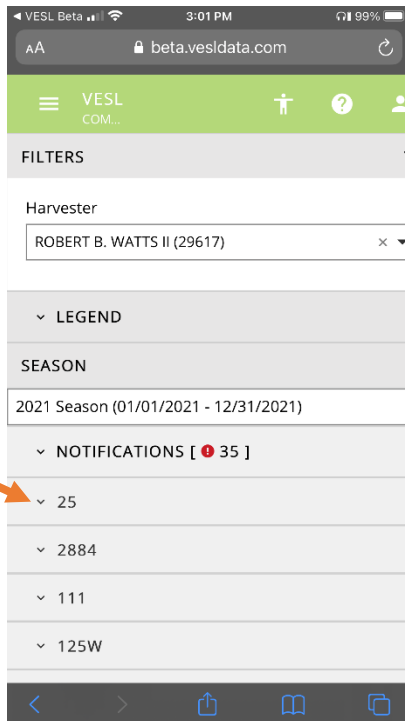
- b. Once the page loads, you'll see your name, a legend, fishing seasons, notifications, and a list of your licenses. If you click on the drop-down arrows, you can expand or minimize each section. The "LEGEND" will tell you what the different icons mean regarding your compliance status. The "NOTIFICATIONS" will tell you more about your compliance status and will appear in red if you have missing reports. The number in the [] shows how many compliance reports are missing.



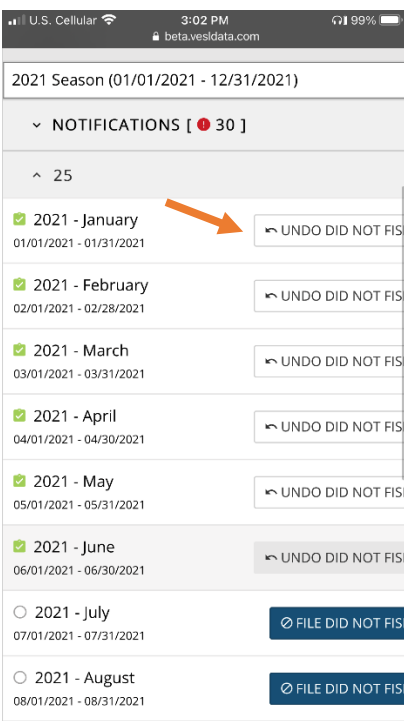
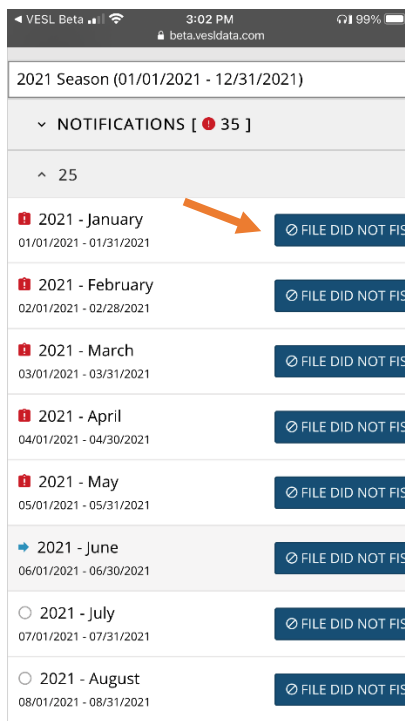
- c. To file a did not fish report, you'll need to make sure you have the correct season selected. To change it, you'll click the box that lists the year and date range. Once you do this, a list will pop-up. Click on the fishing season you want to report on.



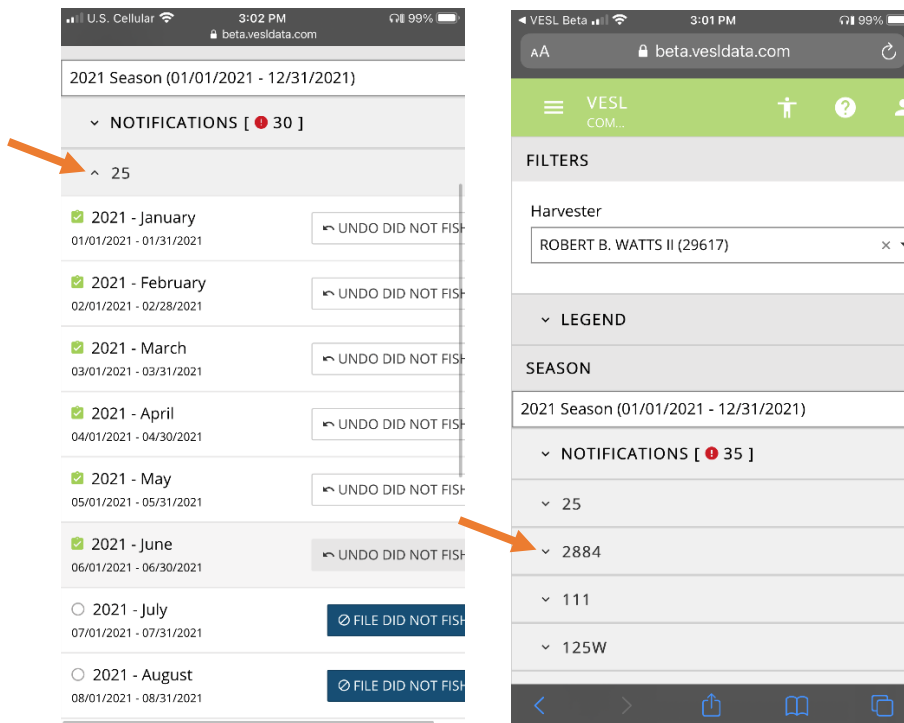
- d. Next, you will use the drop-down arrows next to each license number to expand the reporting status for the license(s) you want to report on.



- e. Once you have the license expanded, you will click on the blue “FILE DID NOT FISH” button for the applicable timeframe(s). Anything with a red exclamation indicates a report that is past due. Once you click the “FILE DID NOT FISH” button, it will say “UNDO DID NOT FISH” and the red exclamation will change to a green checkmark.



- f. To submit reports for another license, click the drop-down arrow to minimize the license you were just reporting on, then click the drop-down arrow for the next license. You will follow step “e” to submit did not fish reports for the next license. If you have a license with daily or weekly reporting, you will see each day/week listed instead of each month.



- g. Once you are caught up on reporting (did not fish and fishing days), your “NOTIFICATIONS” will have a green check mark with a [0], showing that you are up to date on reporting. To leave the reporting screen, just close the page to the web browser.

