

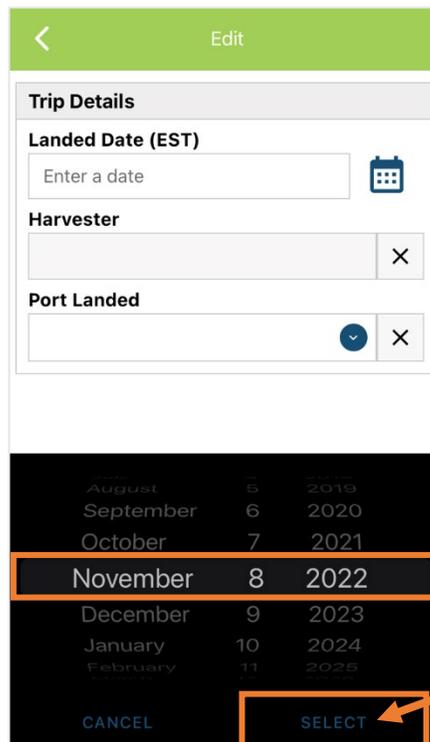
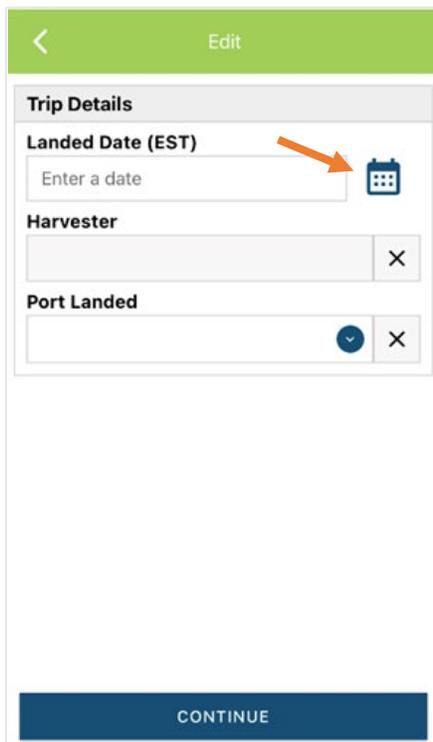
CREATING A POSITIVE REPORT USING THE VESL HARVESTER APPLICATION

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.

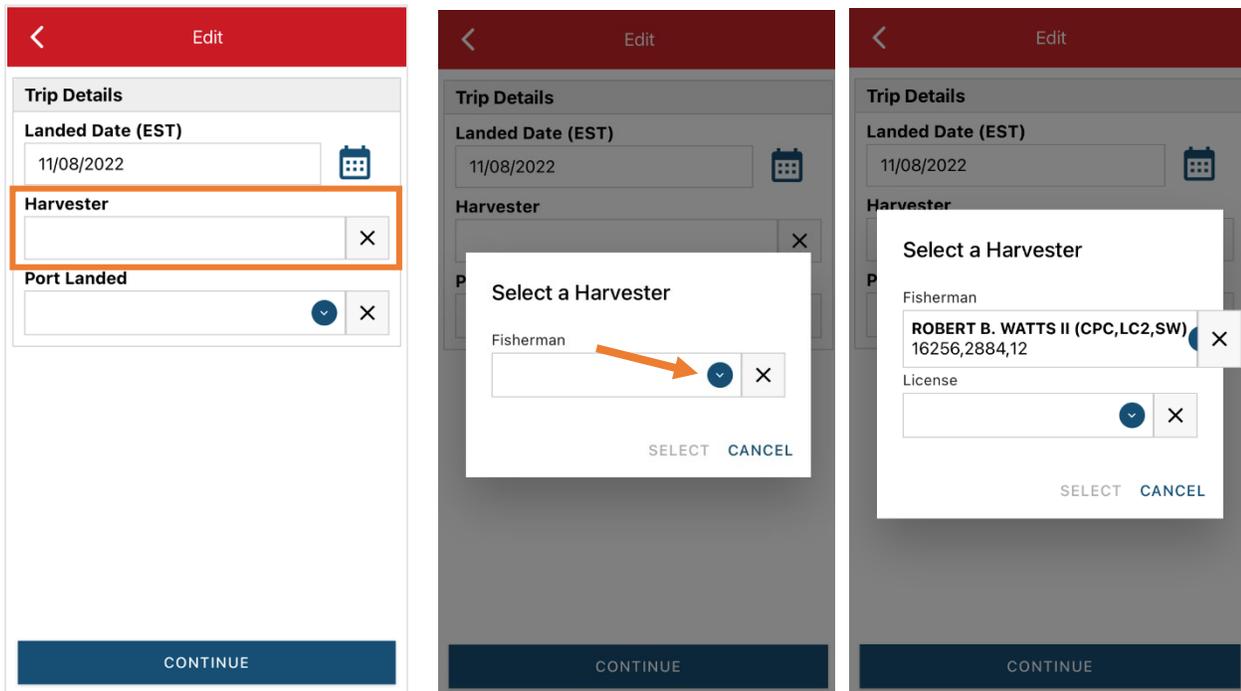
1. After you have logged into (or opened) the application you are presented with three options:
 - A. "FIND REPORT" allows you to search on previously created reports.
 - B. "CREATE REPORT" opens the applications reporting screen.
 - C. "CREATE DID NOT FISH" will bring you to the VESL website (requires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



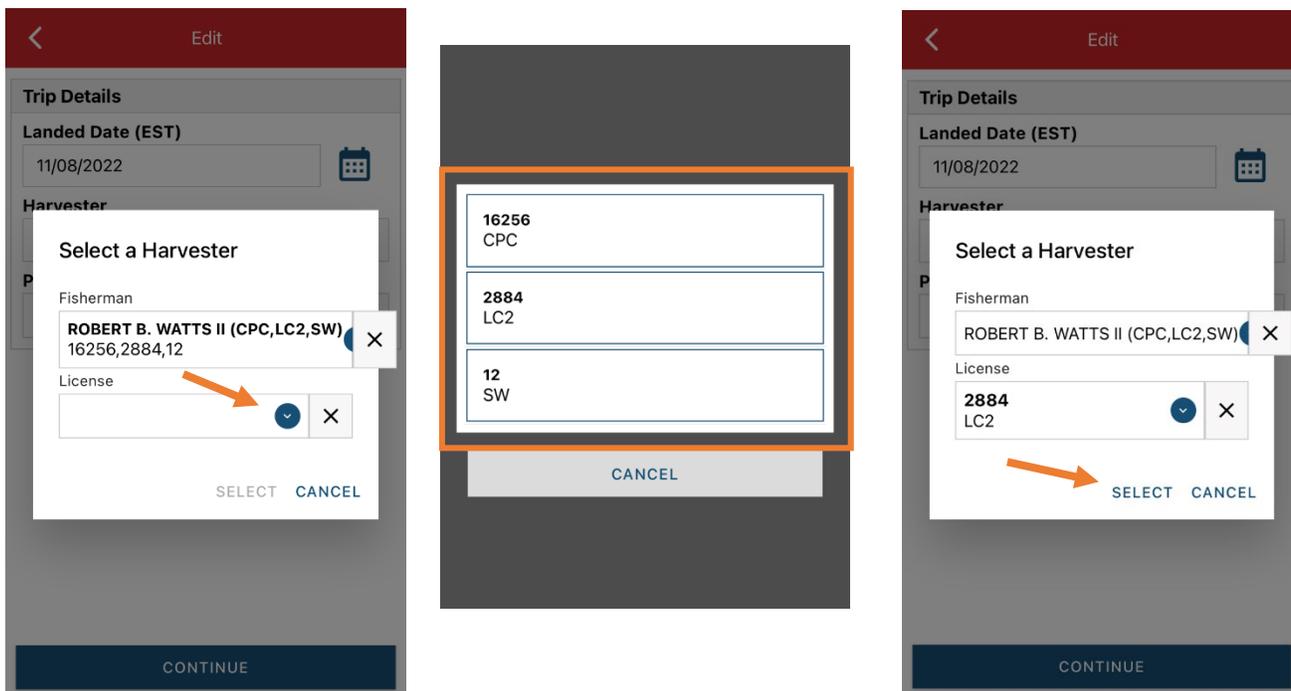
2. Creating a Report
 - A. After you click on "CREATE REPORT" (in Step 1b above) you will arrive at this screen. Click on the calendar icon to select your "Landed Date." A box will pop up showing the month, day and year, and you can choose your date. Click "SELECT" once you've chosen the date.



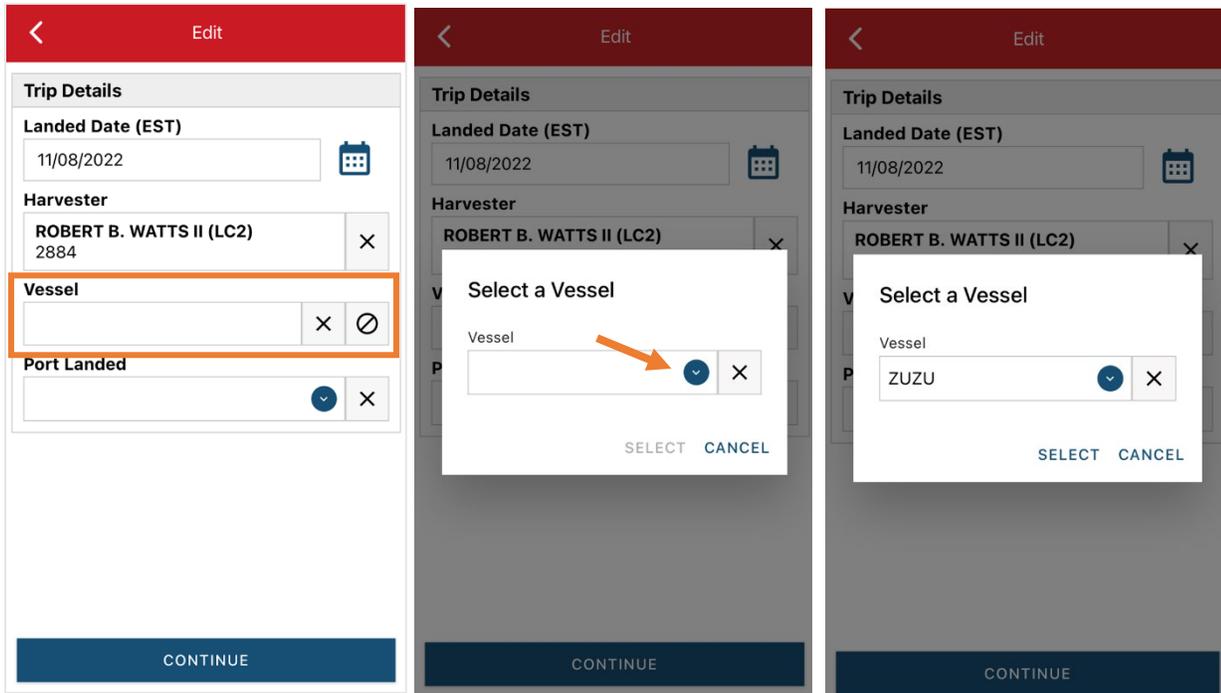
B. Click in the “Harvester” box. Click the drop-down arrow, then click on your name when it pops up.



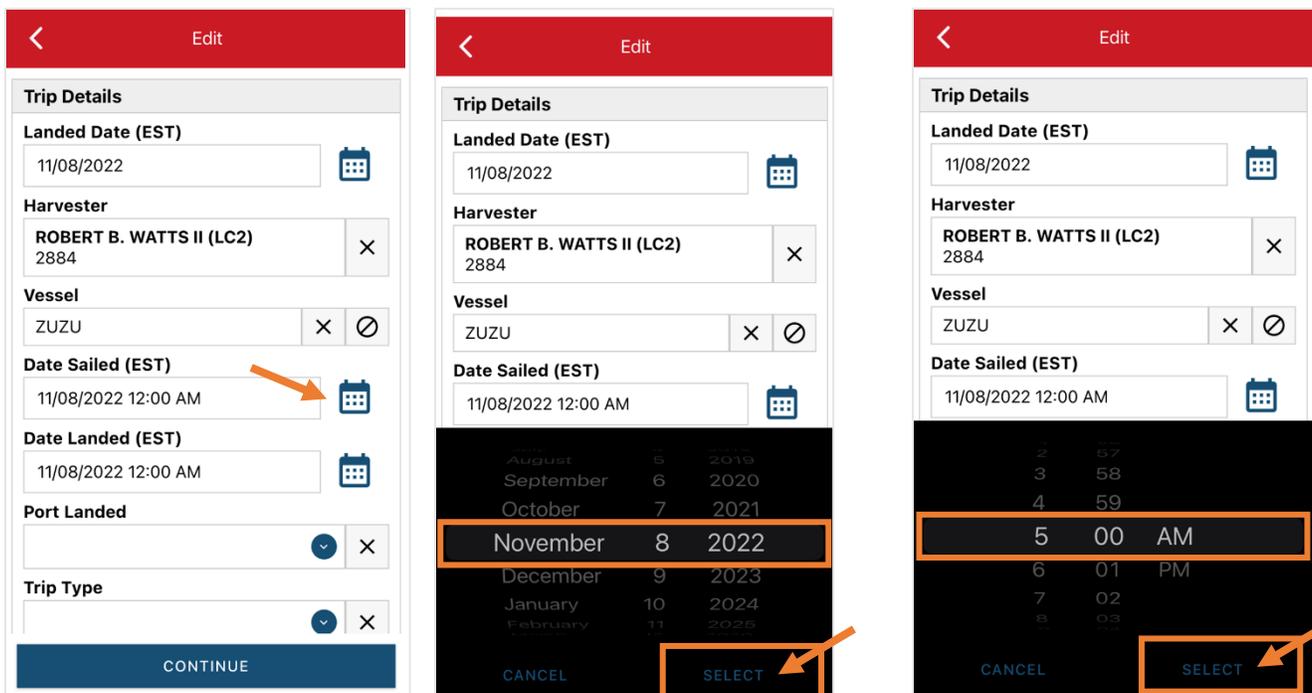
C. Then click on the drop-down arrow for “License” and select the license you want to report for by clicking on the license number in the list that pops up. Click “SELECT” once you are done selecting the license.



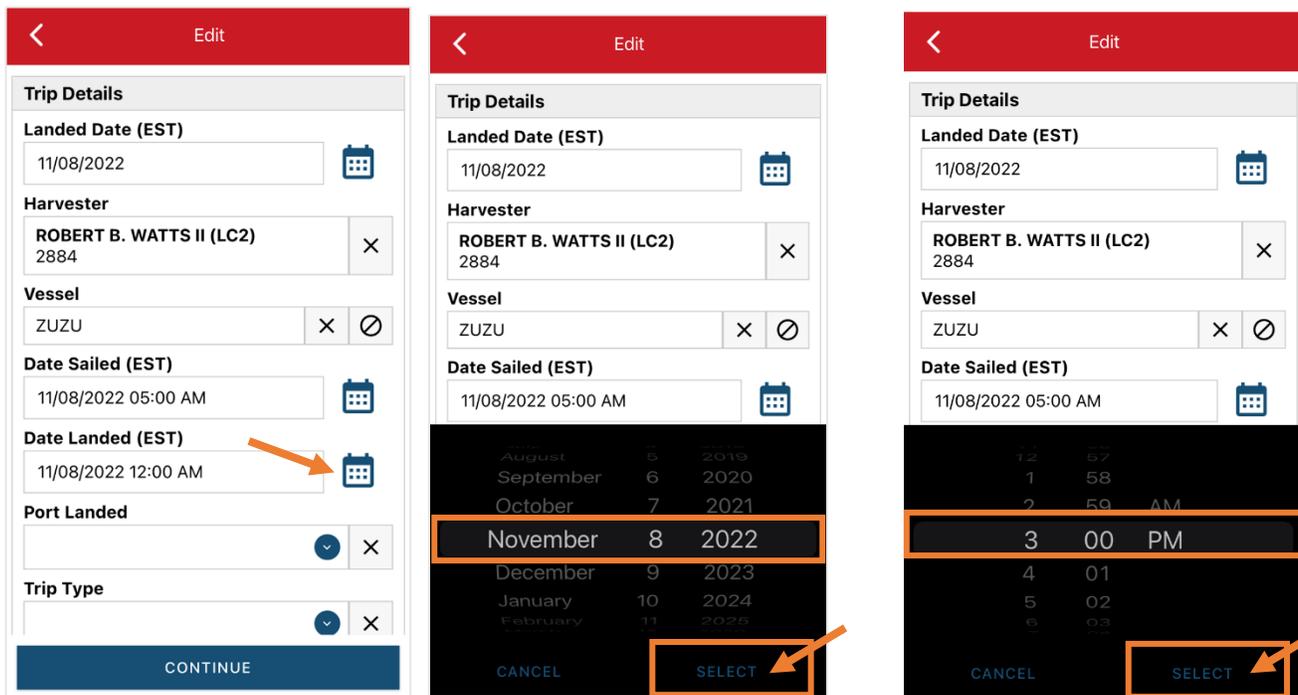
- D. Then click in the “Vessel” box to choose your vessel. Click the drop-down arrow to see the list of vessels available. Click the vessel from the list and then click “SELECT” once you choose the vessel.



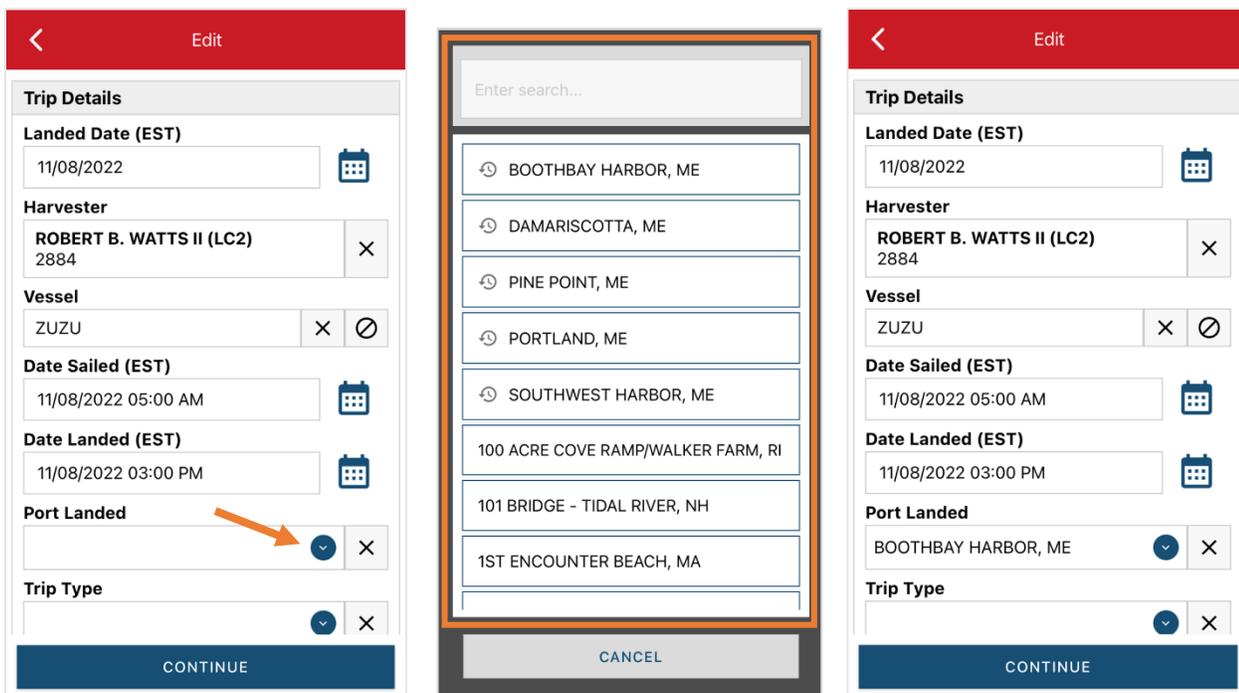
- E. Click on the calendar icon to select your “Date Sailed.” A box will pop up showing the month, day and year, and you can choose your date. Click “SELECT” once you’ve chosen the date. Another box will open so you can select the time you left the dock. Choose the appropriate time and click “SELECT.”



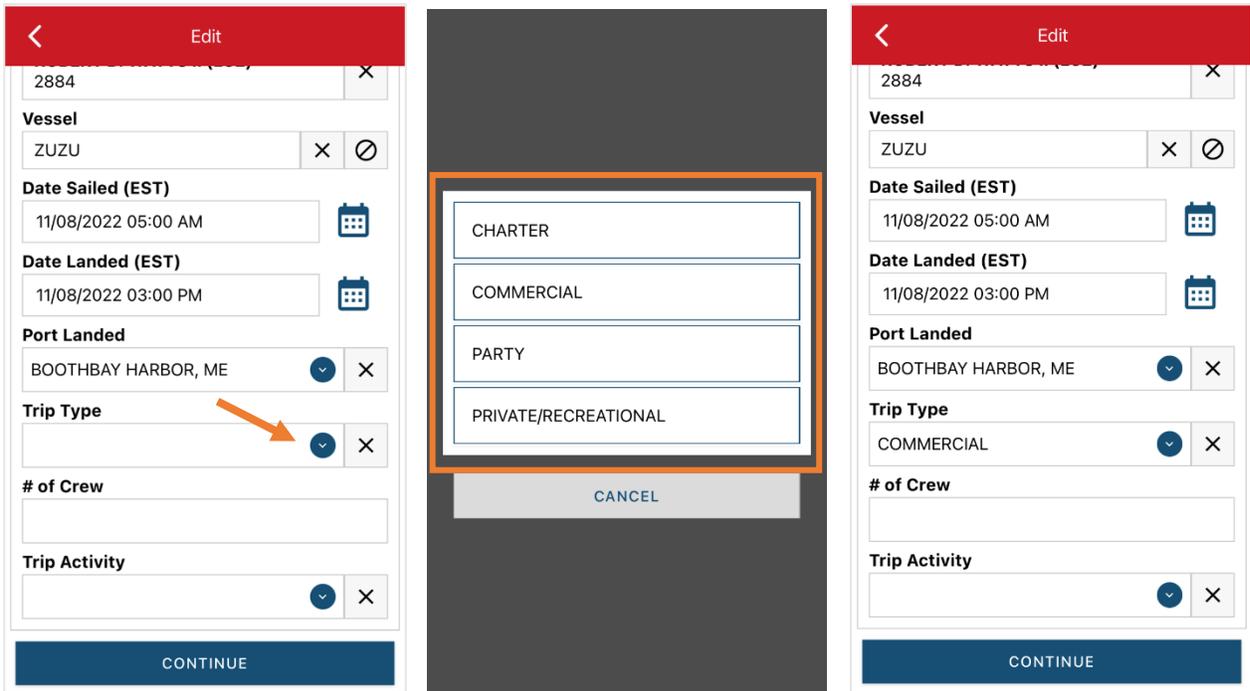
- F. Click on the calendar icon to select your “Date Landed.” A box will pop up showing the month, day and year, and you can choose your date. Click “SELECT” once you’ve chosen the date. Another box will open so you can select the time you returned to the dock. Choose the appropriate time and click “SELECT.”



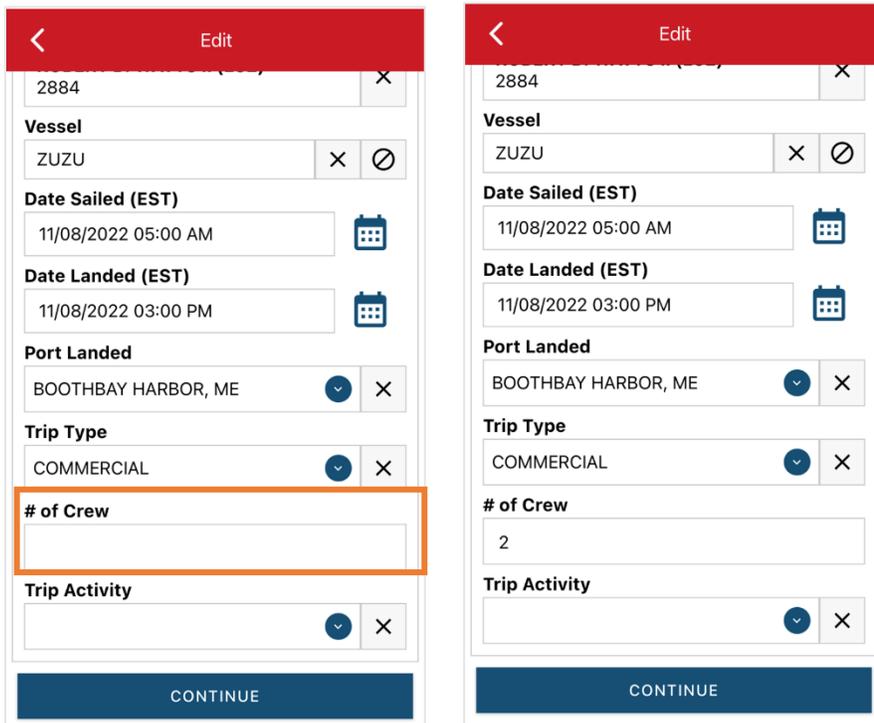
- G. Click the drop-down arrow to enter the “Port Landed.” You can search for your port in the Search bar on the window that opens. When you see your Port in the list, click on it.



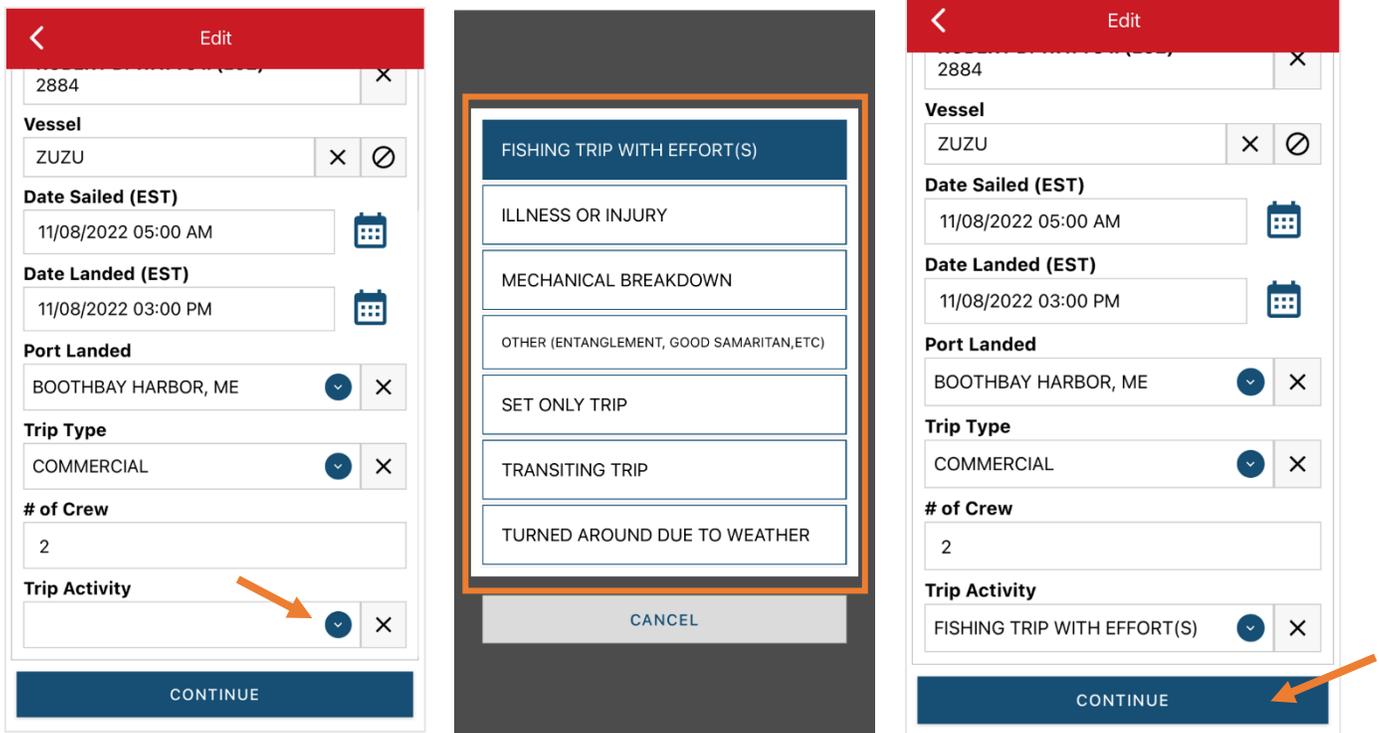
H. Click the “Trip Type” drop-down arrow and select the appropriate “Trip Type” from the screen that pops up.



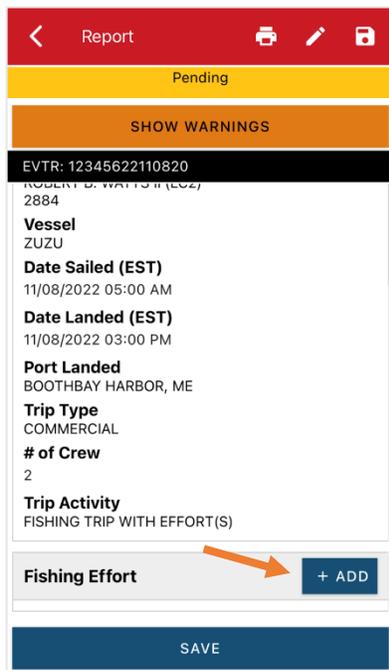
I. Enter the number of crew (including the captain in the count).



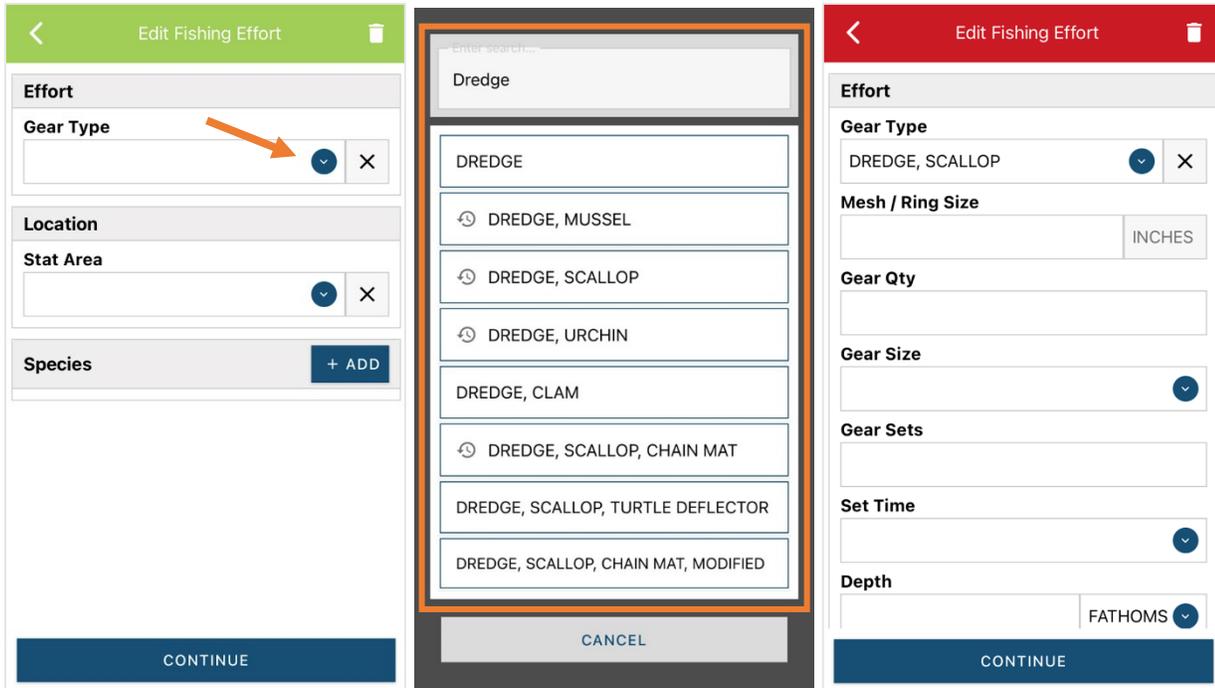
- J. Next, click the drop-down arrow for “Trip Activity” and select the appropriate “Trip Activity” from the screen that pops up. Then click “CONTINUE.”



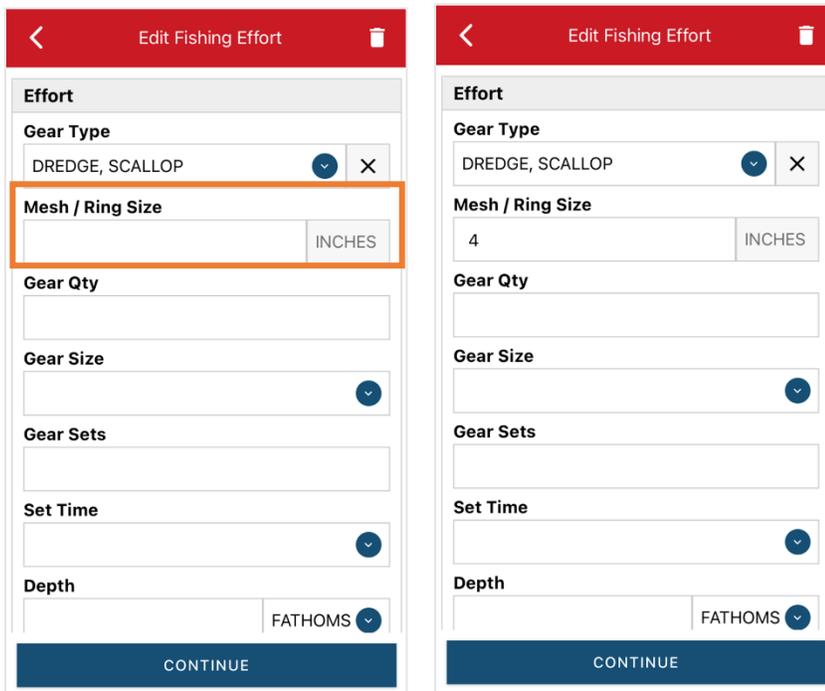
- K. After clicking “CONTINUE,” you will see the information you just entered. Scroll down until you see where it reads, “Fishing Effort.” Add your effort information by clicking on the “+ ADD” button next to “Fishing Effort.”



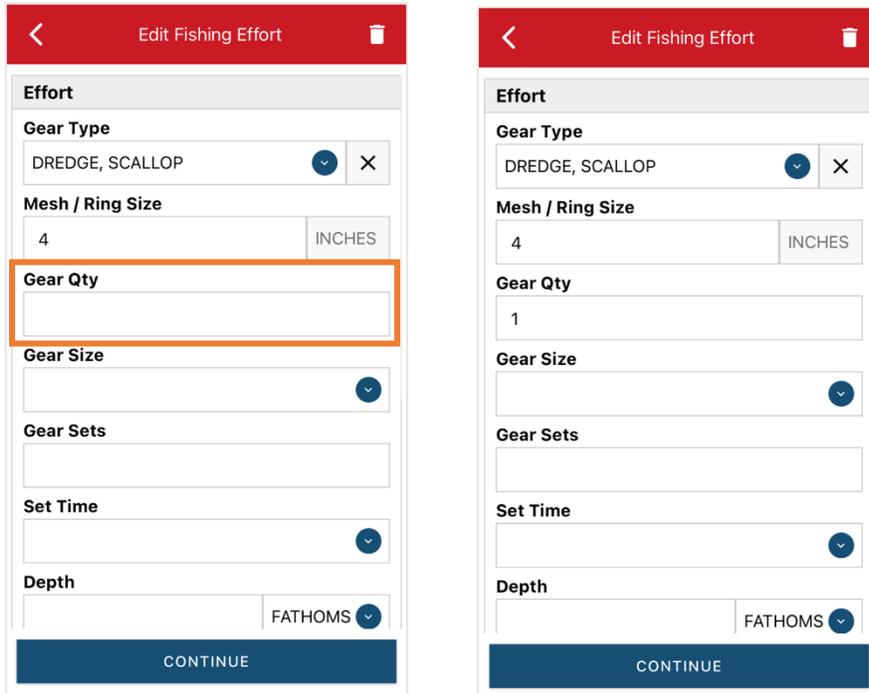
- L. First, pick your gear by clicking on the drop-down arrow for “Gear Type.” You can start typing the gear name into the search field. Click on the applicable gear type from the list. Once you do this, more effort fields will appear.



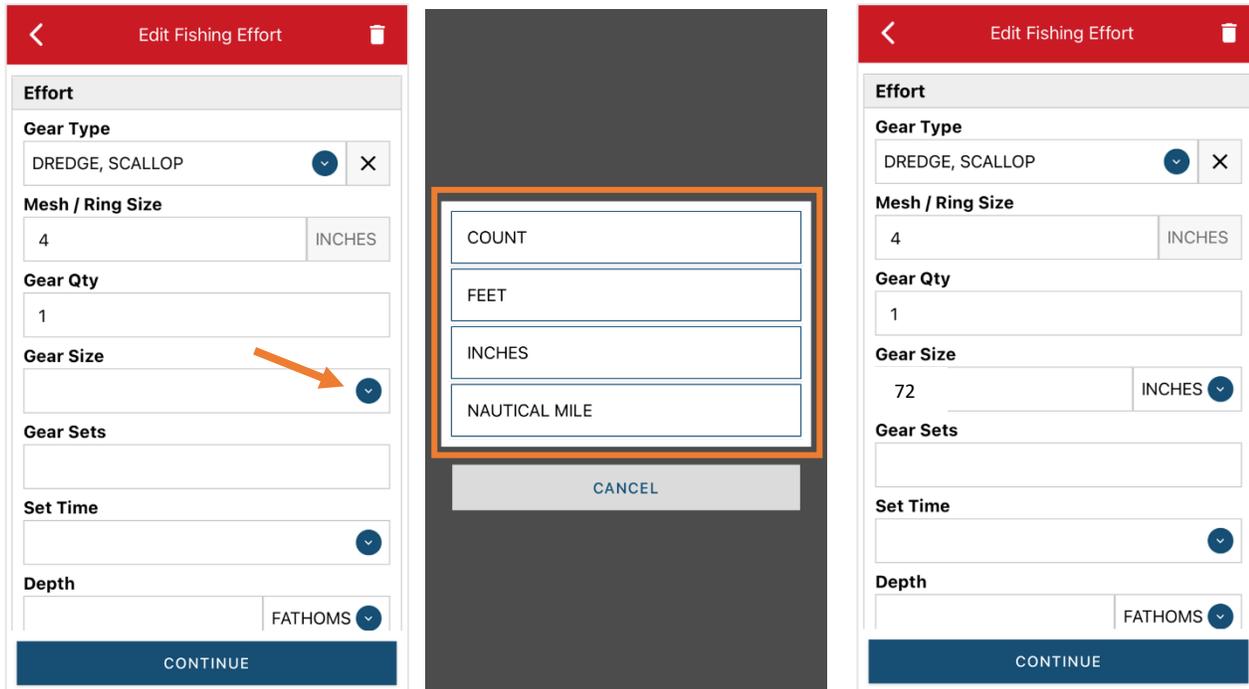
- M. Enter the “Mesh/Ring Size” (the dredge ring size). The units for “Mesh/Ring Size” are defaulted to inches and cannot be changed



N. For “Gear Qty,” enter the number of individual dredges being towed at one time during this trip.



O. For “Gear Size,” you will enter the dredge width, in inches. Click the drop-down arrow for “Gear Size” and choose the appropriate unit (inches) from the list that appears



P. In the “Gear Sets” box, enter the number of tows hauled for this trip.

The screenshot shows the 'Edit Fishing Effort' form with the following fields: Gear Type (DREDGE, SCALLOP), Mesh / Ring Size (4 INCHES), Gear Qty (1), Gear Size (72 INCHES), Gear Sets (empty field highlighted in orange), Set Time (empty dropdown), and Depth (empty dropdown). A 'CONTINUE' button is at the bottom.

The screenshot shows the 'Edit Fishing Effort' form with the following fields: Gear Type (DREDGE, SCALLOP), Mesh / Ring Size (4 INCHES), Gear Qty (1), Gear Size (72 INCHES), Gear Sets (12), Set Time (empty dropdown), and Depth (empty dropdown). A 'CONTINUE' button is at the bottom.

Q. Next, click on the drop-down arrow for “Set Time” to enter the average tow/soak time for each set/haul. You will need to click the drop-down arrow for “Set Time” to select your “Set Time Units” (hrs, mins, days) first, then you can enter the corresponding time.

The screenshot shows the 'Edit Fishing Effort' form with the following fields: Gear Type (DREDGE, SCALLOP), Mesh / Ring Size (4 INCHES), Gear Qty (1), Gear Size (72 INCHES), Gear Sets (12), Set Time (empty dropdown with an orange arrow pointing to the arrow), and Depth (empty dropdown). A 'CONTINUE' button is at the bottom.

The screenshot shows the 'Set Time' dropdown menu with three options: DAYS, HOURS, and MINUTES. A 'CANCEL' button is at the bottom.

The screenshot shows the 'Edit Fishing Effort' form with the following fields: Gear Type (DREDGE, SCALLOP), Mesh / Ring Size (4 INCHES), Gear Qty (1), Gear Size (72 INCHES), Gear Sets (12), Set Time (20 MINUTES), and Depth (empty dropdown). A 'CONTINUE' button is at the bottom.

- R. Then, enter the “Depth” by clicking the drop-down arrow for depth unit. The depth unit is defaulted to FATHOMS. To change this, click on the drop-down arrow. You will then choose the applicable depth unit and enter your depth.

This screenshot shows the 'Edit Fishing Effort' form. The 'Depth' field is set to 'FATHOMS'. An orange arrow points to the drop-down arrow next to 'FATHOMS'. Other fields include 'Set Time' (20 MINUTES), 'Sea Time' (HOURS), 'Fishing Location' (Latitude and Longitude), 'Stat Area', and 'Species' (+ ADD). A 'CONTINUE' button is at the bottom.

This is a modal dialog for selecting the depth unit. It has a white background with a dark border. The 'FATHOMS' option is selected and highlighted in blue. The 'FEET' option is also visible. A 'CANCEL' button is at the bottom.

This screenshot shows the 'Edit Fishing Effort' form after the depth unit has been changed. The 'Depth' field is now set to 'FEET'. The 'Set Time' is 20 MINUTES and 'Sea Time' is HOURS. The 'CONTINUE' button is at the bottom.

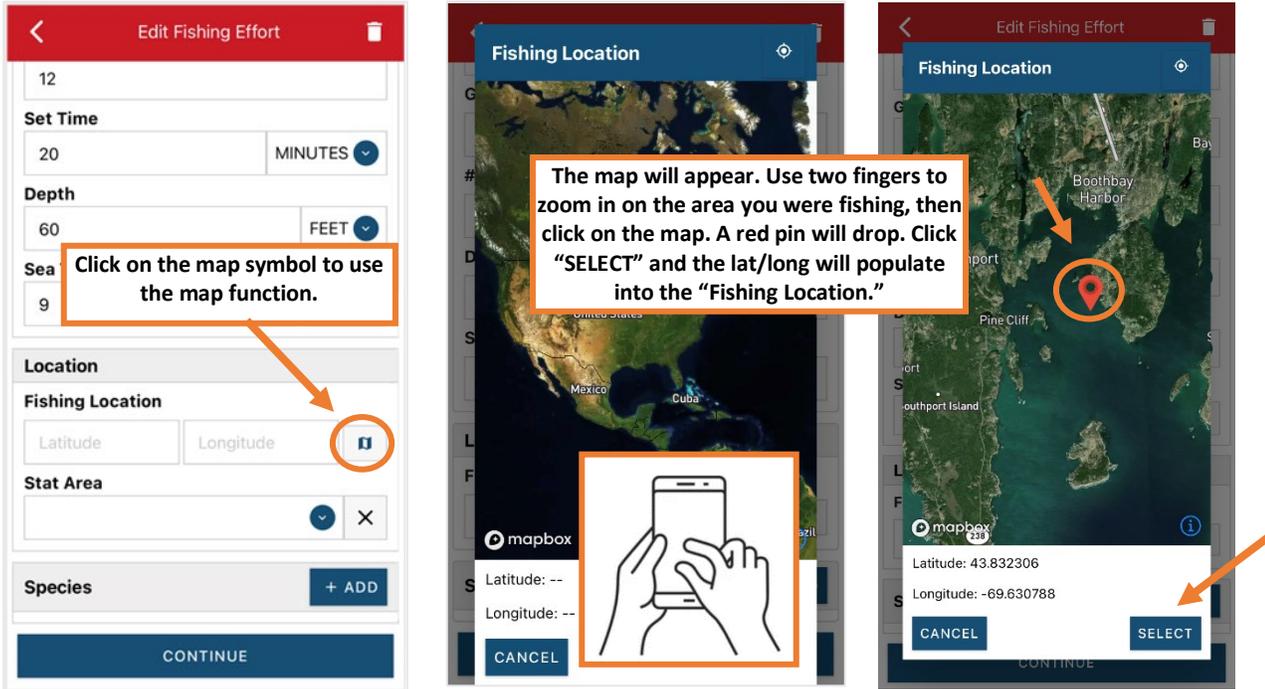
- S. Next, enter the “Sea Time.” The “Sea Time” units are defaulted to hours and cannot be changed.

This screenshot shows the 'Edit Fishing Effort' form. The 'Sea Time' field is highlighted with an orange border. The 'Depth' is set to 60 FEET. Other fields include 'Set Time' (20 MINUTES), 'Fishing Location', 'Stat Area', and 'Species' (+ ADD). A 'CONTINUE' button is at the bottom.

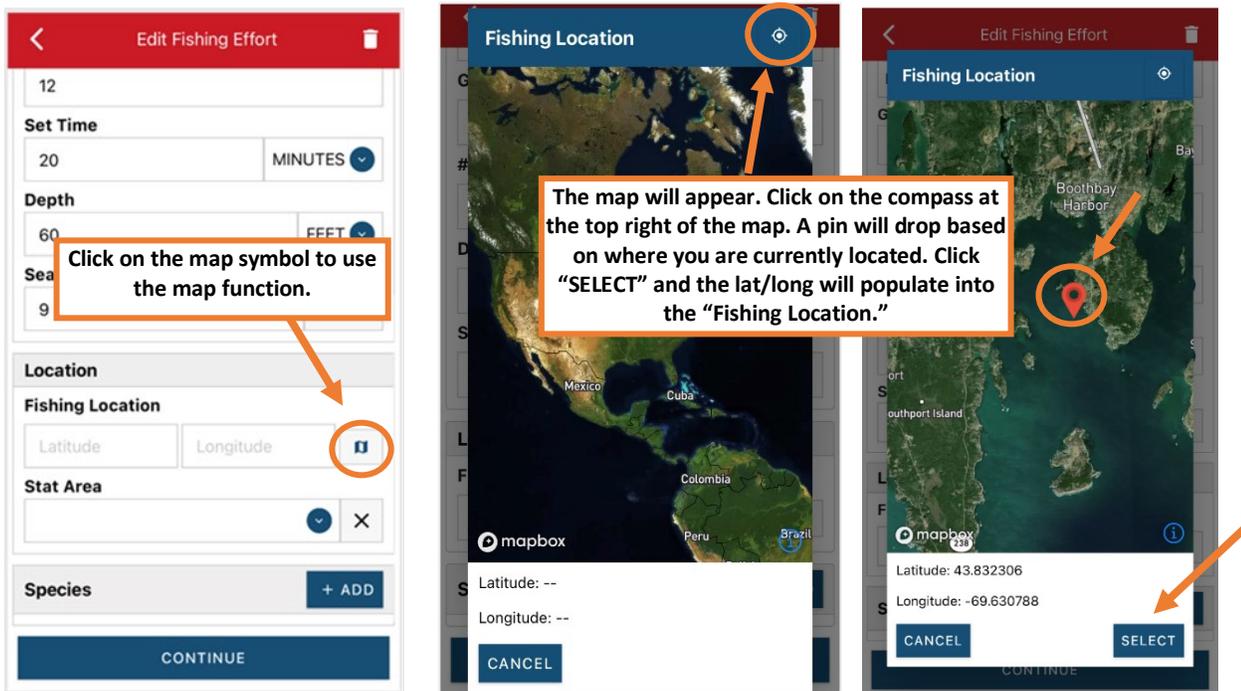
This screenshot shows the 'Edit Fishing Effort' form with the 'Sea Time' field now containing the value '9'. The 'Depth' is 60 FEET. Other fields remain the same. A 'CONTINUE' button is at the bottom.

- T. Next is your "Fishing Location." You can either use the map function or manually enter the latitude/longitude into the two boxes under "Fishing Location."

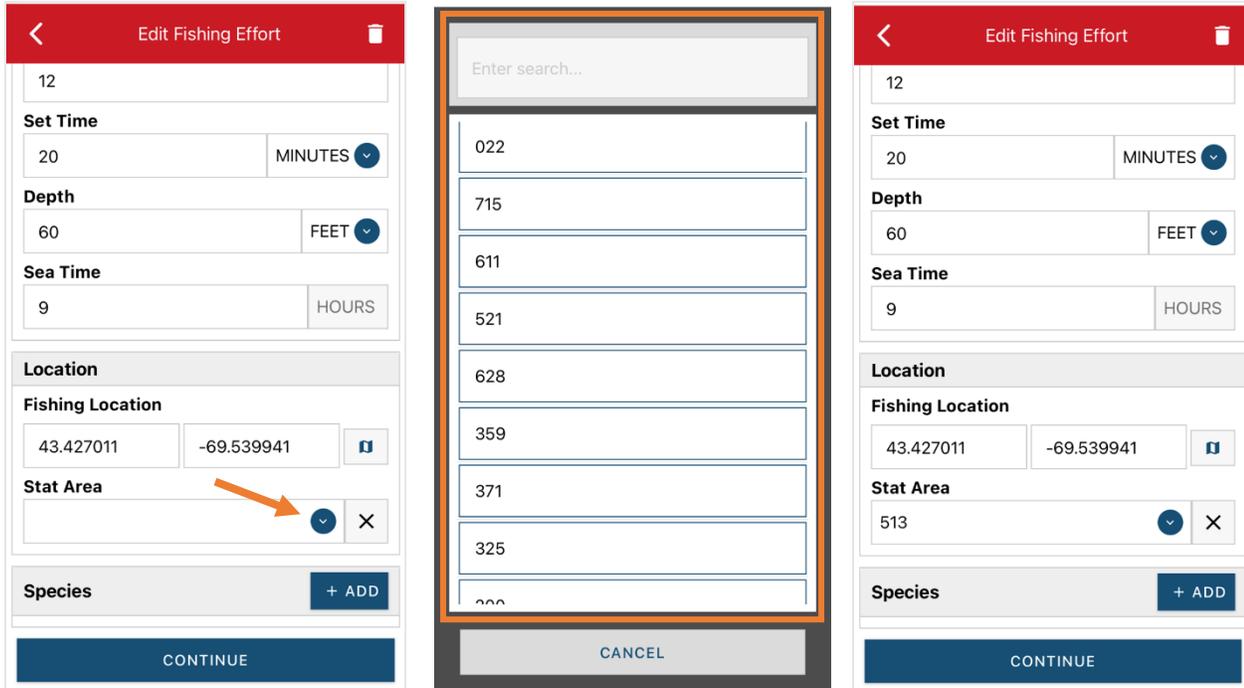
Using the Map Function if you are not actively fishing:



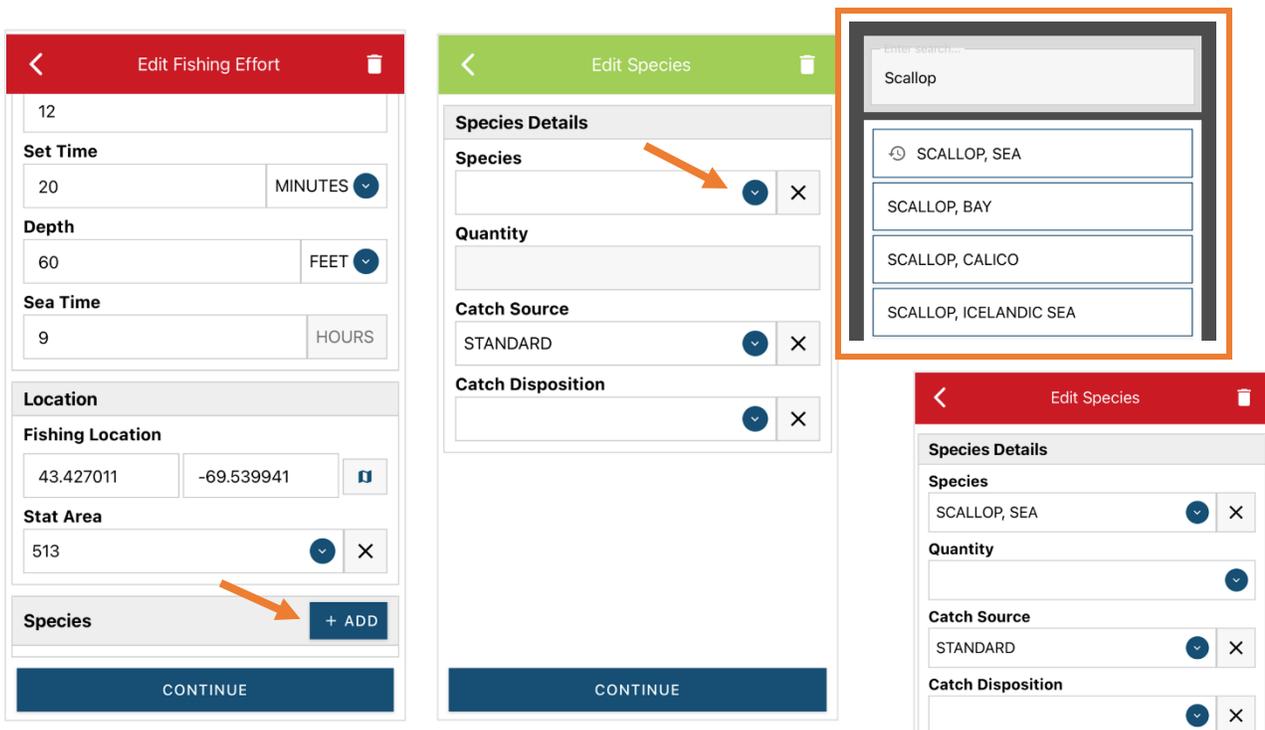
Using the Map Function if you are actively fishing:



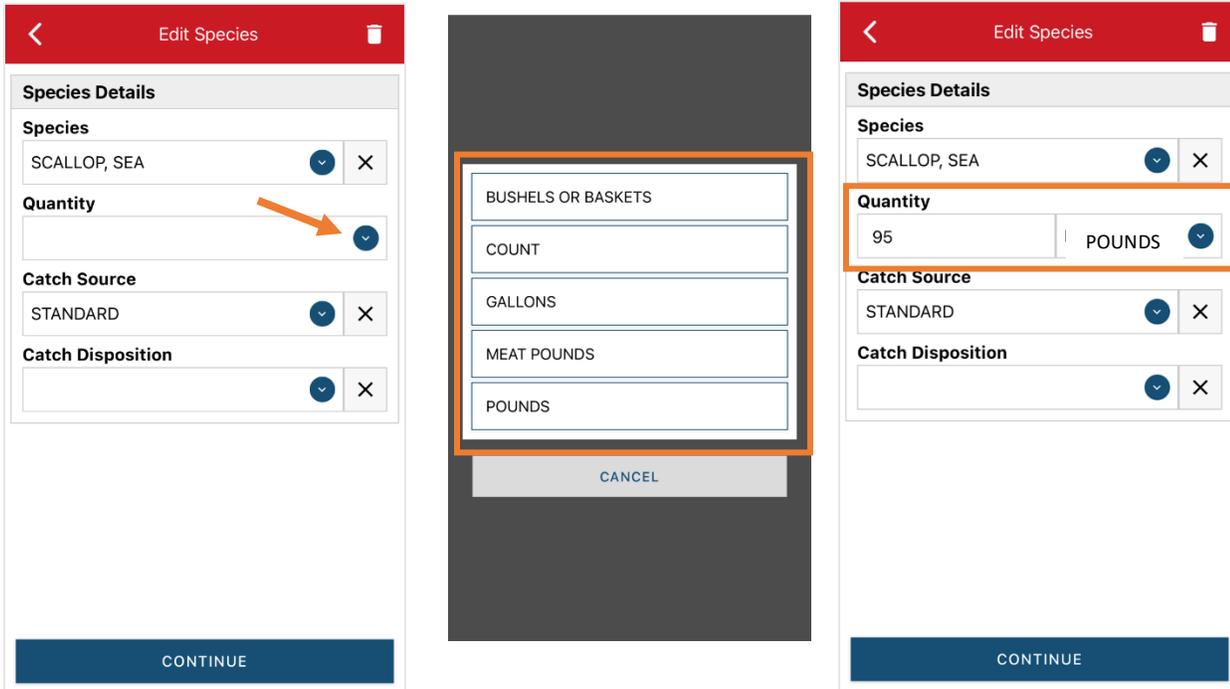
- U. Next, enter the federal "Stat Area." Click the drop-down arrow and a list of stat areas will appear. Type your stat area into the search box or scroll through the list. Click the correct stat area once you've found it.



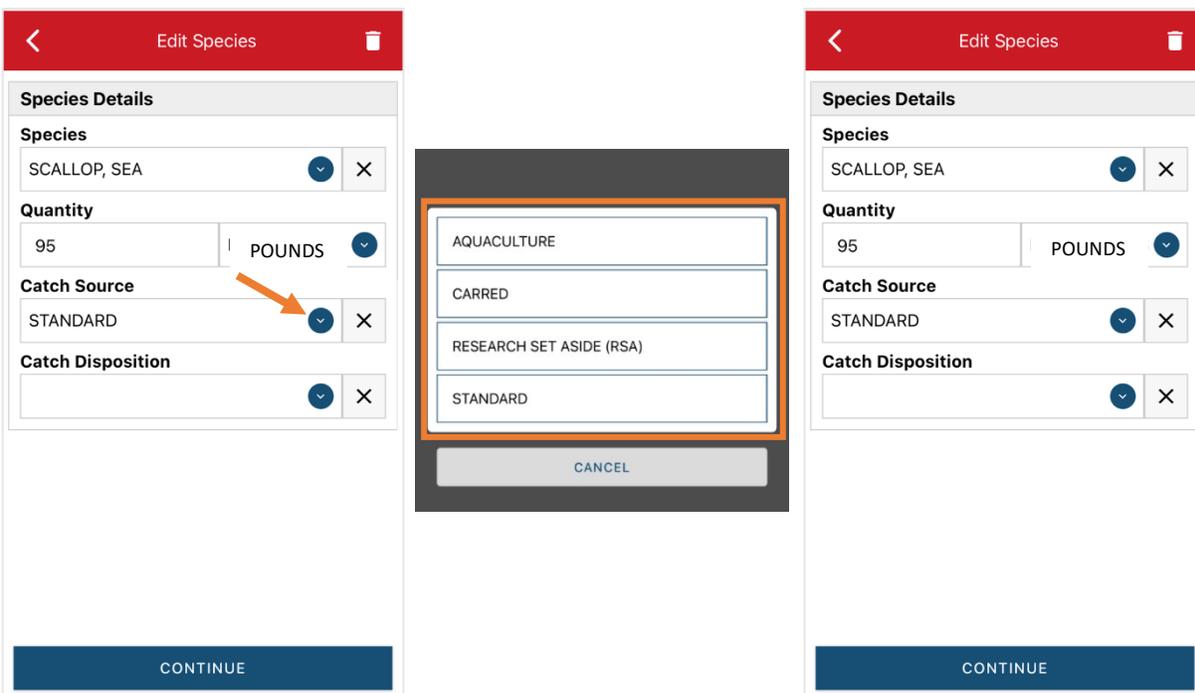
- V. Next, click the "+ ADD" button next to the "Species." Click the drop-down arrow for "Species," then in the search box start typing the species name. You can also scroll through the list. Once you find the species you want to report, click on the species name.



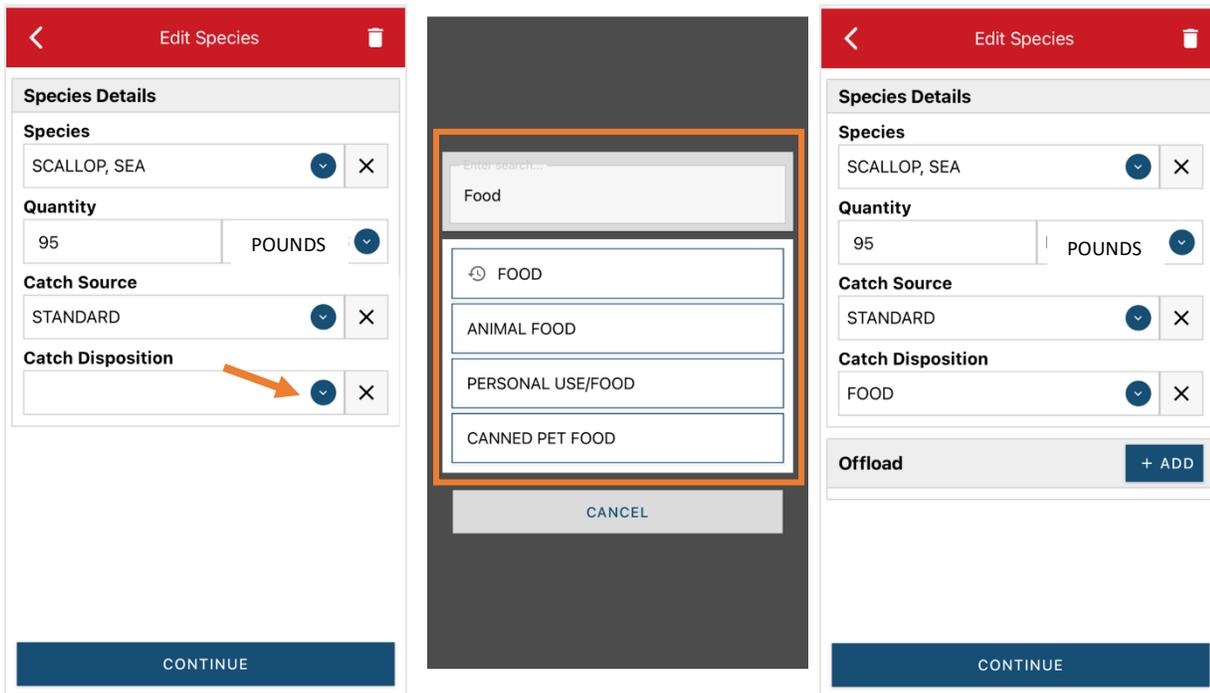
W. Next, click on the drop-down arrow for the “Quantity” field. You will be prompted to pick the “Quantity Units” before entering a value, so click on the applicable unit from the list and then type in the total “Quantity” you landed.



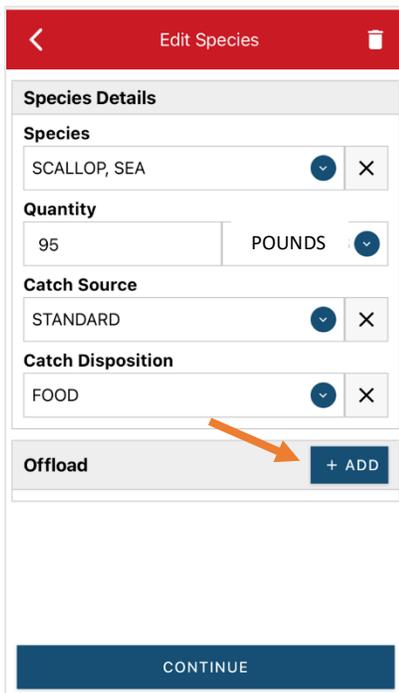
X. Next, select the drop-down arrow for the “Catch Source.” It is defaulted to “STANDARD,” so you can skip this if that catch source is accurate for your catch. This is where you indicate if the catch were carried (held from multiple trips), from an aquaculture operation, for a research set aside (not common) or standard (caught from that day’s trip).



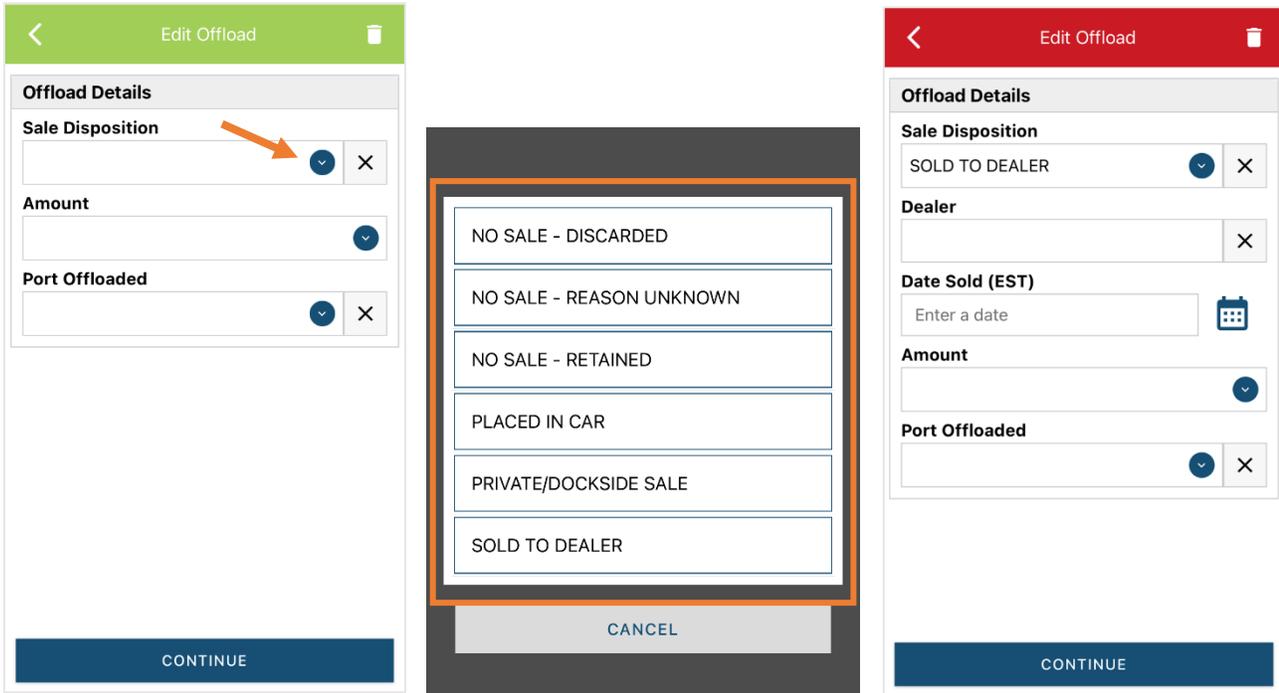
- Y. Next, you will choose your “Catch Disposition.” This is where you declare what the product were used for. Scallop is usually always FOOD. Click the drop-down arrow to choose. You can begin typing the disposition into the search bar, or you can scroll through the list. Click on the applicable “Catch Disposition” from the list.



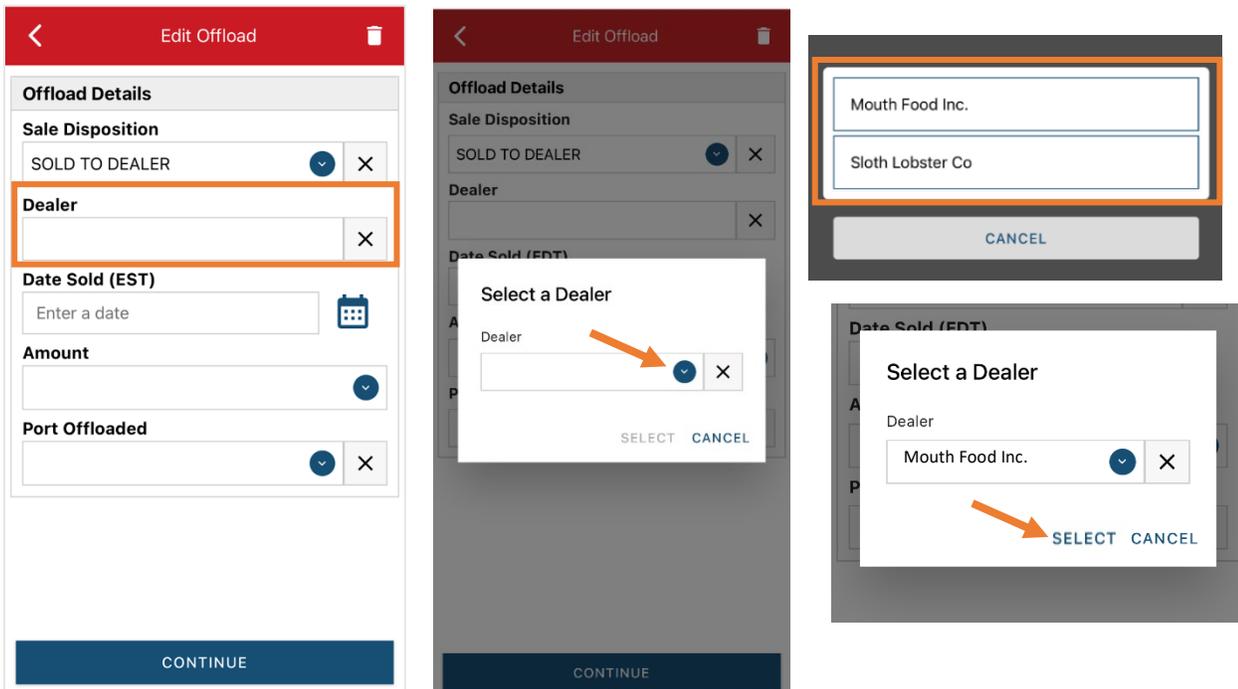
- Z. If you selected food or any other “Catch Disposition” that could indicate a catch was sold, you’ll need to click “+ADD” next to “Offload.”



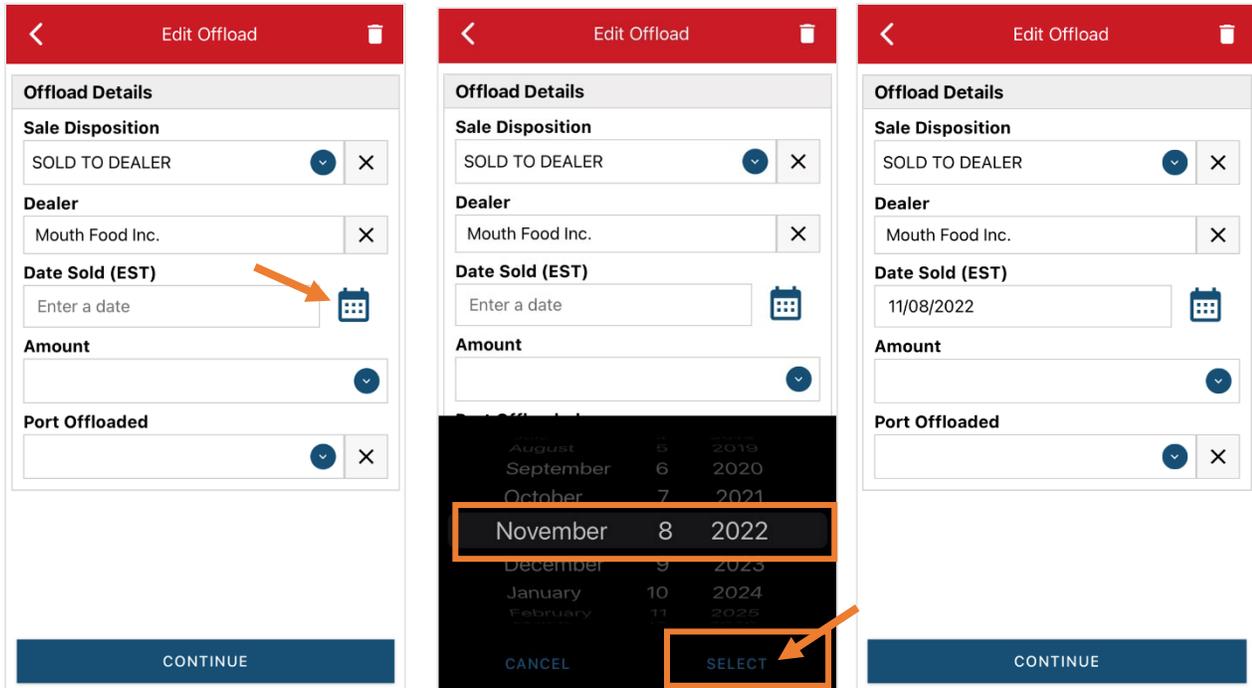
AA. Click on the drop-down arrow for “Sale Disposition” and choose from the list that pops up.



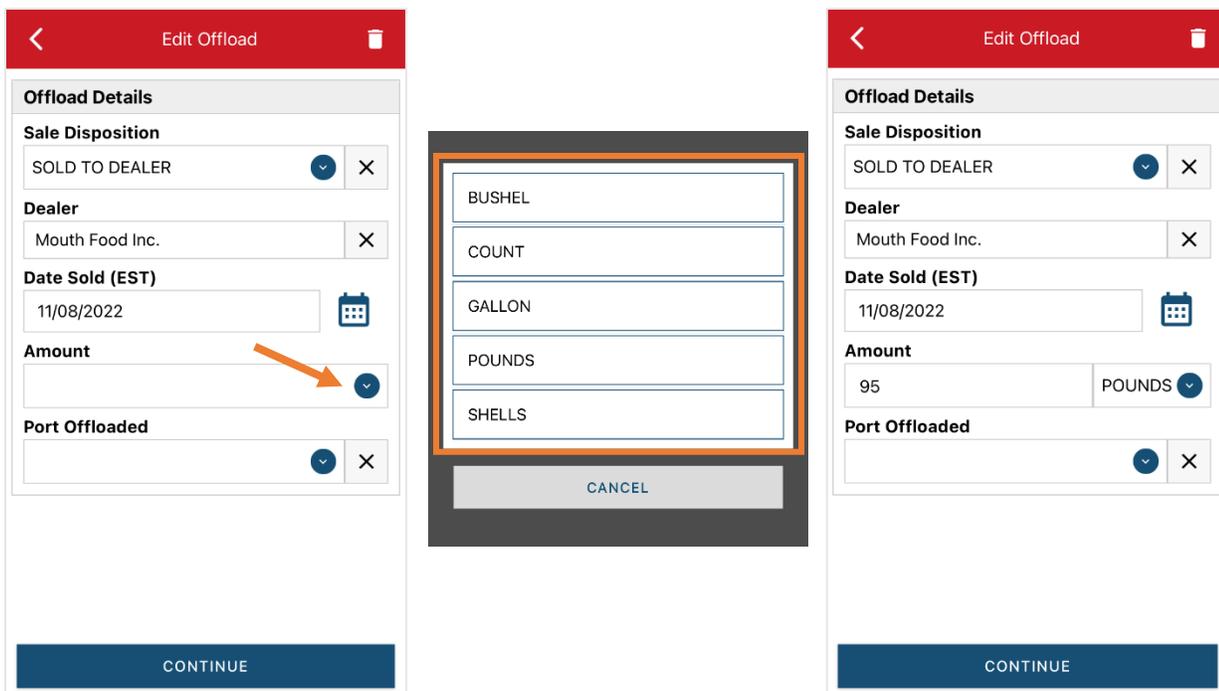
BB. If you selected “SOLD TO DEALER” from the list that popped up, you will need to fill out the “Dealer” field. Click in the “Dealer” box and another window will pop up. Click on the drop-down arrow and you can search or scroll through the list of dealers. Click on the dealer you sold to once you find them in the list, then click “SELECT.”



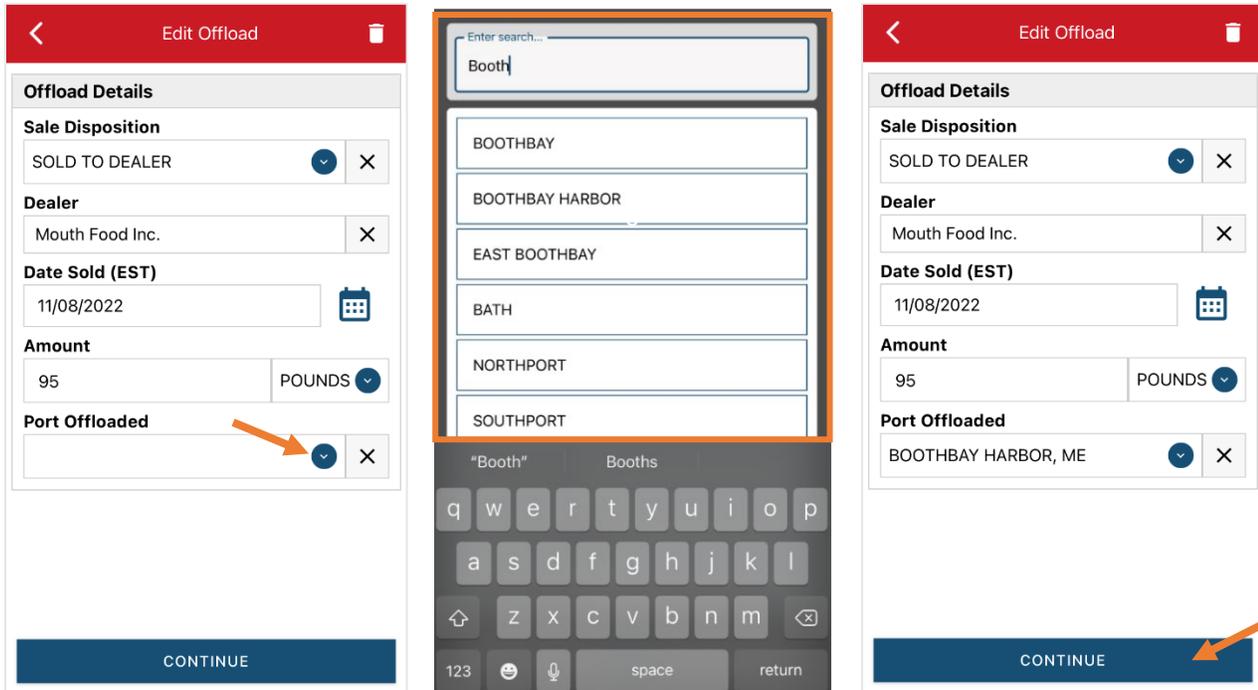
CC. Click on the calendar icon to select your “Date Sold.” A box will pop up showing the month, day and year, and you can choose your sale date. Click “SELECT” once you’ve chosen the date.



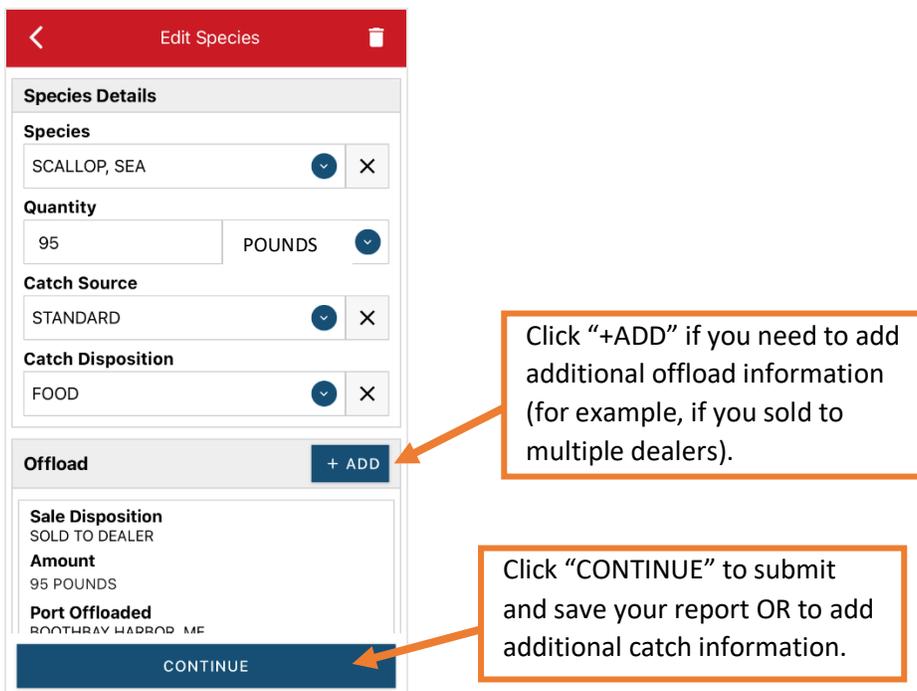
DD. Next, click on the drop-down arrow for the “Amount” to enter the amount/quantity you sold to the dealer. You will need to select the amount unit first. Once you have chosen the unit, enter the amount sold.



EE. Next, click on the drop-down arrow for the “Port Offloaded.” You can start typing your Port into the search bar. Once you see your Port, click on it. Then click “CONTINUE” when the “Port Offloaded” has been selected.



FF. If you had more than one “Sale Disposition” for the trip (for example, Sold to Dealer and kept for personal use), click “+ ADD” to add another Offload and Follow steps AA – EE. When you have entered all the offloads, click “CONTINUE.”

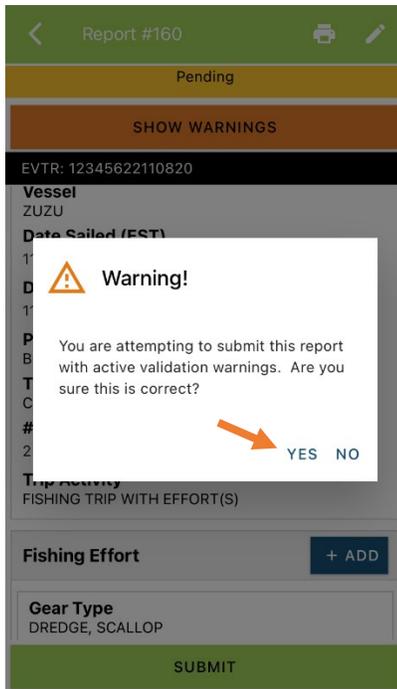


GG. If you need to add another catch from the same trip, scroll down and click “+ADD” next to “Species.” You will repeat steps V – EE. Once you have entered all species and offloads associated with this trip, click “CONTINUE” again.

Click “CONTINUE” to submit and save your report if you have no additional catch to add.

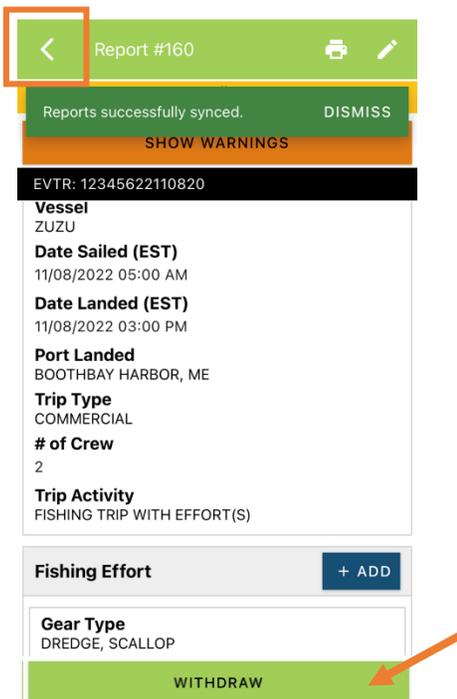
HH. Once you click “CONTINUE,” you can click on the “disk” icon in the upper right corner of your screen or “SAVE” at the bottom. You will see a spinning wheel. After that goes away, click “SUBMIT” at the bottom of the screen.

- II. After you click “SUBMIT” at the bottom of the screen, you will receive the following error message*. Click “YES.” The report will upload immediately if you are connected to the internet/have cell service, or it will save to your phone until you are connected to the internet/regain cell service and go back into the application. If you are not connected to the internet when completing your report, you will need to open the program when reconnected to the internet/regain cell service to automatically submit any unsent reports.



***The error message refers to the following warning:** By submitting I certify that the vessel trip information I am providing is true, complete, and correct to the best of my knowledge

- JJ. Once the report is submitted, click on the back arrow in the upper left corner and you will return to the home screen. You will see “WITHDRAW” at the bottom of the screen. You should only click this if you realized you made a mistake on the report and need to make changes.



TIPS FOR CREATING A POSITIVE REPORT USING THE VESL HARVESTER APPLICATION

Frequent selections:

After your first submission, the program remembers your frequently selected gear types, species, catch disposition and port landed. These selections float to the top of the list to make it easier to report.



Entering fields correctly

For more information on what values to enter in each field of your report, please see [NOAA Fisheries' Electronic Vessel Trip Report \(eVTR\) Reporting Instructions](#). Relevant information can be found on pages 16 – 21. **For lobster/crab reporting, refer to the instructions for pot gear, not traps.** If the link above does not work, click [here](#) and navigate to the Electronic Vessel trip Reporting (eVTR) Instructions link on that page:

The screenshot shows the NOAA Fisheries website. The header includes the NOAA Fisheries logo and a search bar. The navigation menu contains: Find A Species, Fishing & Seafood, Protecting Marine Life, Environment, Regions, Resources & Services, and About Us. The main content area is titled "RESOURCES FOR FISHING" and "Vessel Trip Reporting in the Greater Atlantic Region". Below the title, it states: "Vessel Trip Reports capture important information about commercial, for-hire, and recreational fishing trips." and "New England/Mid-Atlantic". A "Table of Contents" is listed on the left, with an orange arrow pointing to the "Vessel Trip Reporting Requirement by Permit" link. The main content area contains a bulleted list: "Operators of most GARFO-permitted commercial, for-hire, and private recreational tilefish vessels must submit a vessel trip report (VTR) for each fishing trip." and "VTRs are important because they provide data that informs fishery science and management decisions." The second bullet point is highlighted with an orange box: "See the [Electronic Vessel Trip Reporting \(eVTR\) Instructions](#) to learn how to complete an electronic VTR (eVTR) for your fishing gear." Below this, it states: "Vessels that only possess an American Lobster and no other GARFO-issued permit are exempt from VTR reporting requirements. See [Vessel Trip Reporting Requirement by Permit Type](#) table below for trip report details for each permit."