# 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.
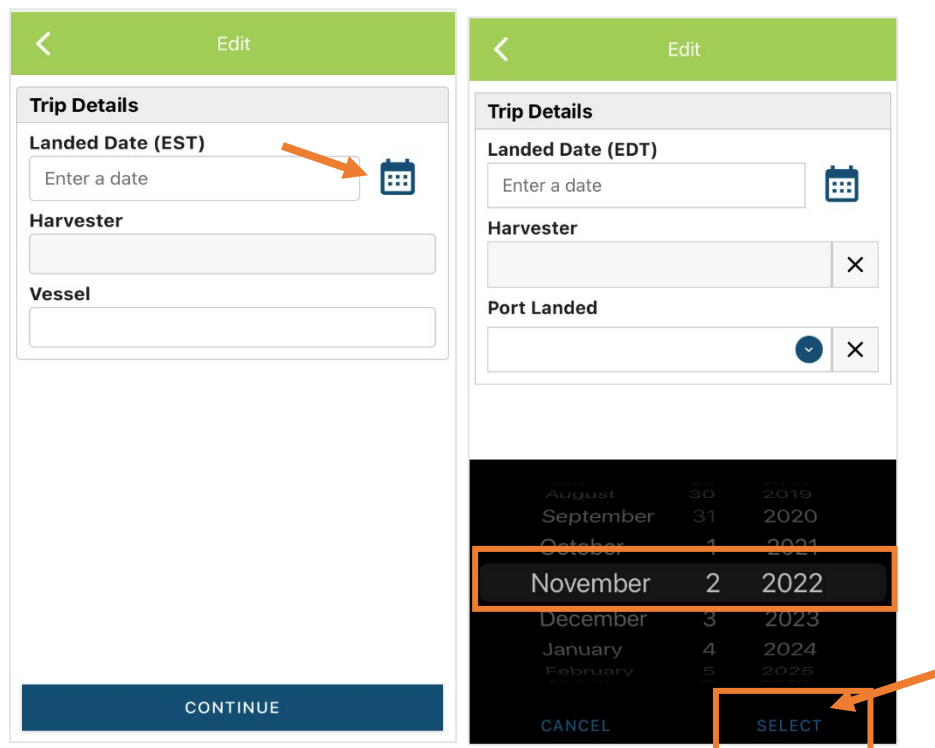
1. After you have logged into (or opened) the application you are presented with three options:
   A. "FIND REPORT" allows you to search on previously created reports.
   B. "CREATE REPORT" opens the applications reporting screen.
   C. "CREATE DID NOT FISH" will bring you to the VESL website (requires 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. Click "SELECT" once you've chosen the date.

B. Click on "Harvester." 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 on "Vessel" 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 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.

F.  Enter the number of crew (including the captain in the count). Then click "CONTINUE."



G.  After clicking "CONTINUE", you will be able to add your effort information by clicking on the "+ ADD" button.

H. 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. You will select "By hand, diving gear" if you are diving instead of dragging.



I. For "Gear Qty," enter the number of individual dredges being towed at one time during this trip. This is usually 1.

J.  Enter the number of tows you did under "Gear Sets."



K.  Next, click on the drop-down arrow for "Set Time" to enter the length of each tow. You will need to select your "Set Time Units" (hrs, days, mins) first, then you can enter the corresponding time.

L. Next, 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.
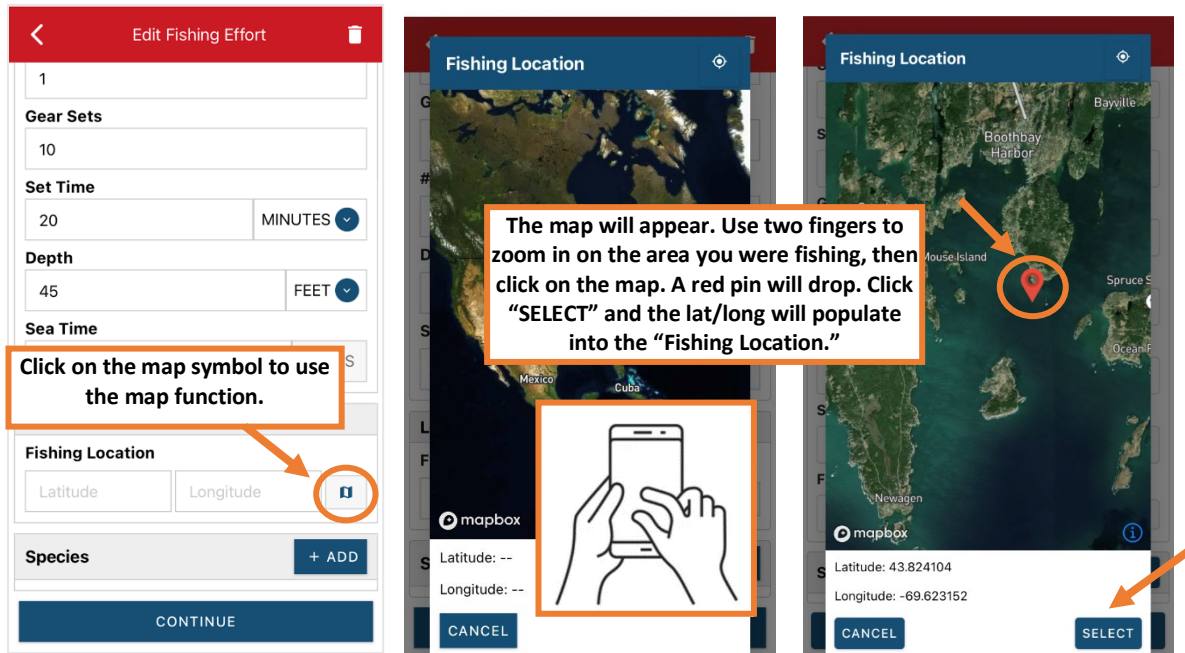


M. Next, enter the "Sea Time." The "Sea Time" units are defaulted to hours and cannot be changed. This will be your total time spent at sea for the trip you are reporting on.

N. Next is your "Fishing Location." You may need to scroll down to see this section. You can manually enter the latitude and longitude from your plotter into the two boxes under "Fishing Location" or you can use the map function in the application to auto-populate fishing area.

**Using the Map Function if you are not actively fishing:**



Click on the map symbol to use the map function.

The map will appear. Use two fingers to zoom in on the area you were fishing, then click on the map. A red pin will drop. Click "SELECT" and the lat/long will populate into the "Fishing Location."

**Using the Map Function if you are actively fishing:**



Click on the map symbol to use the map function.

The map will appear. Click on the compass at the top right of the map. A pin will drop based on where you are currently located. Click "SELECT" and the lat/long will populate into the "Fishing Location."
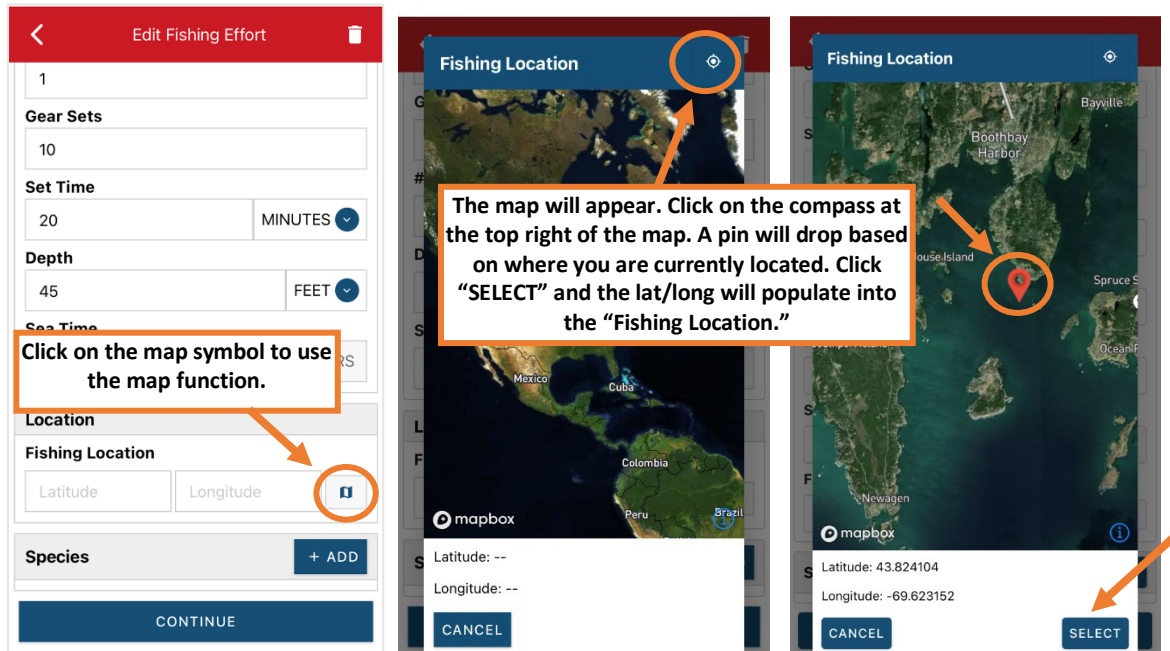
O. Next click the "+ ADD" button next to the "Species." Click the drop-down arrow for "Species." Then, in the search box start typing the species name. You can also scroll through the list. Once you find the species you want to report, click on the species name.



P. 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.

Q.  Next, select the drop-down arrow for the "Catch Source."  This is where you indicate if the catch you are reporting on were carred (held from multiple trips), from an aquaculture operation, for a research set aside (not common) or standard (caught from that day's trip). You will likely choose "STANDARD" or "CARRED."



R.  Next, you will choose your "Catch Disposition." This is where you declare what the products end use was. Scallop is 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.

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S. If you select food or any other "Catch Disposition" that could indicate a catch were sold, you will need to enter your "Offload." Click on the "+ ADD" box.



T. Next you will enter your "Sale Disposition." Click on the drop-down arrow and a box will pop-up with dispositions to choose from. If you select "SOLD TO DEALER" from the list that pops up, you will need to fill out the "Dealer" field. Click the "Dealer" field and another window will open.
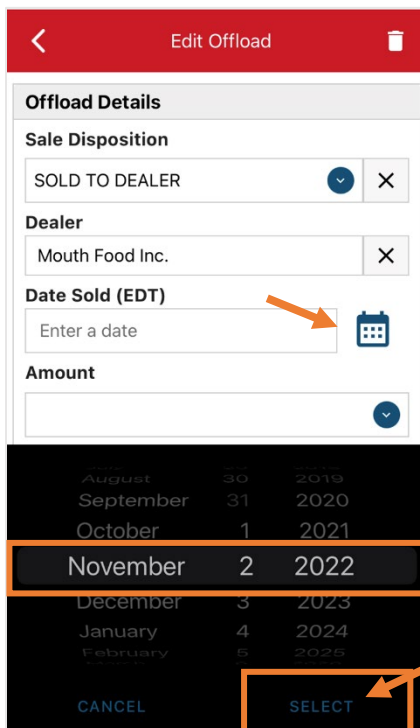
U. Click on the drop-down arrow and you can search or scroll through the list of dealers. Click on the dealer you sold to once you find them in the list and then click "SELECT."
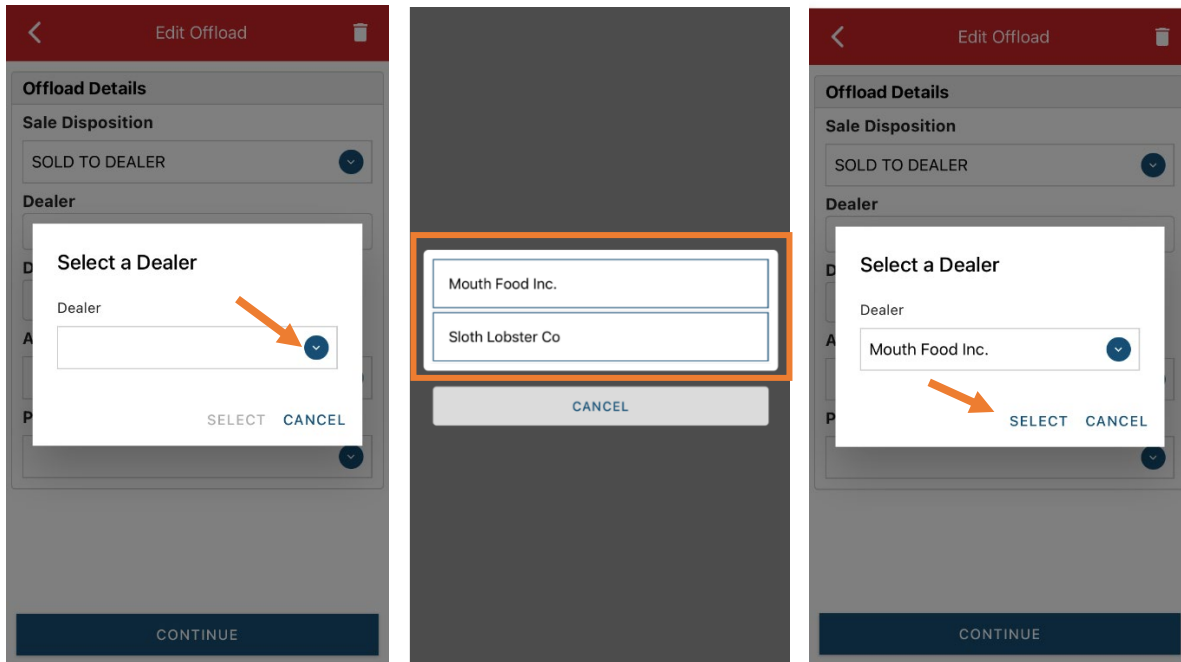


V. Next you will enter a date sold. Click on the calendar icon and choose your date. Click on "SELECT" once you have your date selected.

W. Now you will add the amount you sold on this Offload. Click on the drop-down arrow for "Amount" and you will choose the units for amount sold. Once you've chosen the units, you can enter the amount you sold. *If all of your catch was sold to one dealer, you'd enter the total quantity landed for your trip in this field. If you sold to more than one dealer or had more than one "Sale Disposition" for this trip (ex: sold to dealer and personal use), you would only enter the amount sold on this Offload as it applies to the "Sale Disposition" you've selected.* For this example, the total pounds landed this day were 90 and all of that was sold to one dealer.



X. 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.

Y.  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 T-X. When you have entered all the offloads, click "CONTINUE."



Z.  If you need to add another catch from the same trip, scroll down and click "+ADD" next to "Species." You will repeat steps O – X. After repeating those steps click "CONTINUE."

AA. 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.**

BB. 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. 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.

CC. Once the report is submitted, click on the back arrow in the upper left corner and you will return to the home screen where you can submit more or find previously submitted reports. You will see "WITHDRAW" at the bottom of the screen. You should only click this if you've realized that you entered something incorrectly and need to update your report.

# 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.

| Enter search... |
| --- |
| 🕐 BY HAND, DIVING GEAR |
| 🕐 DIP NETS |
| 🕐 DREDGE, NEW BEDFORD |
| 🕐 DREDGE, SCALLOP |
| 🕐 DREDGE, URCHIN |
| 🕐 FYKE NETS |
| 🕐 LONG LINES, BOTTOM |
| 🕐 POTS AND TRAPS, LOBSTER |
| 🕐 PURSE SEINE |

| Enter search... |
| --- |
| 🕐 CRAB, JONAH |
| 🕐 EEL, AMERICAN |
| 🕐 HALIBUT, ATLANTIC |
| 🕐 LOBSTER, AMERICAN |
| 🕐 MENHADENS |
| 🕐 SCALLOP, SEA |
| 🕐 URCHIN, GREEN SEA |
| ALEWIFE |
| AMBERJACKS |

| Enter search... |
| --- |
| 🕐 BAIT |
| 🕐 FOOD |
| 🕐 PERSONAL USE |
| 🕐 PERSONAL USE/FOOD |
| 🕐 RELEASED ALIVE |

| Enter search... |
| --- |
| 🕐 BOOTHBAY HARBOR, ME |
| 🕐 PINE POINT, ME |
| 🕐 PORTLAND, ME |
| 🕐 SOUTHWEST HARBOR, ME |
| 100 ACRE COVE RAMP/WALKER FARM, RI |
| 101 BRIDGE – TIDAL RIVER, NH |