## **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.

F	IND REPORT	
CR	EATE REPORT	
CREA	TE DID NOT FISH	

- 2. Creating a Report
- A. After you click on "CREATE REPORT" (in Step 1b above) you will arrive at this screen. Click on "Harvester." Click the drop-down arrow, then click on your name when it pops up. Click "SELECT".

K Edit	K Edit	K Edit
Trip Details	Trip Details	Trip Details
Harvester X	Harvester	Harvester
Date Sailed (EST)	Date Sailed (EST)	Date Sailed (EST)
Enter a date and time	Enter a date and time	Enter a date and time
Date Landed (EST)	D Select a Harvester	Select a Harvester
Enter a date and time		
Port Landed	P ELECT CANCEL	Harvester ROBERT B. WATTS II O X SELECT CANCEL
CONTINUE	CONTINUE	CONTINUE

B. Then click on the calendar icon next to "Date Sailed (EST)" to select the date and time you left the dock. A box will pop up showing the month, day, and year. Click "SELECT" once you've chosen the date (you may need to scroll through the available dates). Next you will select the time you left the dock and hit "SELECT" again.

K Edit	K Edit	K Edit
Trip Details	Trip Details	Trip Details
Harvester	Harvester	Harvester
ROBERT B. WATTS II X	ROBERT B. WATTS II	ROBERT B. WATTS II
Date Sailed (EST)	Date Sailed (EST)	Date Sailed (EST)
Enter a date and time	Enter a date and time	Enter a date and time
Date Landed (EST)	Date Landed (EST)	Date Landed (EST)
Enter a date and time	Enter a date and time	Enter a date and time
Vessel	Vessel	Vessel
× Ø	× Ø	× O
Port Landed	Dave I and ad	Dort I and ad
S ×	August 4 2019 September 5 2020	3 57 4 58
	October 6 2021	5 59
	November 7 2022	6 00 AM
	December 8 2023	7 01 PM
	January         9         2024           February         10         2025	8 02 9 03
CONTINUE	CANCEL SELECT	CANCEL SELECT

C. Click on the calendar icon next to "Date Landed (EST)" to select the date and time you returned to the dock. Click "SELECT" once you've chosen the date. Next you will choose the time you returned to the dock and hit "SELECT" again.

rip Details	Trip Details				Trip Details				
larvester	Harvester				Harvester				
ROBERT B. WATTS II	ROBERT B. WATTS I	I		×	ROBERT B. WAT	TS II			>
ate Sailed (EST)					Date Sailed (EST	.)			
11/07/2022 06:00 AM					11/07/2022 06:0				
ate Landed (EST)	11/07/2022 06:00 A	М	l						
Enter a date and time	Date Landed (EST)				Date Landed (ES	ST)			
essel	Enter a date and tim	ne			11/07/2022 11:30	MA (			1
×	Vessel				Vessel				
ort Landed			×	$\bigcirc$				×	C
	< Double and ad			J	Dart Landad				
-		4	2019		8	27			
	September	5	2020		9	28			
	October	6	2021	_	10	29			-
	November	7	2022		11	30	AM		
	December	8	2023		12	31	Pivi		
CONTINUE	January	9	2024		1	32			
	February	10							

D. Next, a box will appear for selecting your vessel. If you did not use a vessel to harvest seaweed, select the symbol at the right. The symbol will then appear Red. If you did use a vessel, then click the "vessel" box to choose your vessel. Click the drop-down arrow to se the list of vessel available. Click the vessel from the list and click "SELECT".

rip Details		Trip Details	
larvester		Harvester	
ROBERT B. WATTS II	×	ROBERT B. WATTS II	2
ate Sailed (EST)		Date Sailed (EST)	
11/07/2022 06:00 AM	Ē	11/07/2022 06:00 AM	
ate Landed (EST)		Date Landed (EST)	
11/07/2022 11:30 AM		11/07/2022 11:30 AM	
essel		Vessel	
	× Ø		× (
ort Landed		Port Landed	
	🕑 🗙		•
		# of Crew	

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.

K Edit	Enter search	K Edit
Trip Details		Trip Details
Harvester	💿 BOOTHBAY HARBOR, ME	Harvester
ROBERT B. WATTS II	S BOUTHBAT HARBOR, ME	ROBERT B. WATTS II
	100 ACRE COVE RAMP/WALKER FARM, RI	Date Sailed (EST)
Date Sailed (EST)		11/07/2022 06:00 AM
11/07/2022 06:00 AM	101 BRIDGE - TIDAL RIVER, NH	Date Landed (EST)
Date Landed (EST)	1ST ENCOUNTER BEACH, MA	11/07/2022 11:30 AM
11/07/2022 11:30 AM		Vessel
Vessel	24-7 BAIT AND TACKLE, NJ	× 🛇
× O	69TH ST PIER BELT PKWY, NY	Port Landed
Port Landed	A AND W MARINA, CT	BOOTHBAY HARBOR, ME 📀 🗙
- 🕑 🗙		# of Crew
# of Crew	ABIGAL ADAMS STATE PARK, MA	
	ABSECON BAY SPORTSMAN CENTER, NJ	
	ABSECON, NJ	
		CONTINUE
CONTINUE	CANCEL	

F. Enter the number of crew then click "Continue"

٦

K Edit		K Edit	
Trip Details		Trip Details	
Harvester		Harvester	
ROBERT B. WATTS II	×	ROBERT B. WATTS II	
ate Sailed (EST)		Date Sailed (EST)	
11/07/2022 06:00 AM	i i i i i i i i i i i i i i i i i i i	11/07/2022 06:00 AM	
ate Landed (EST)		Date Landed (EST)	
11/07/2022 11:30 AM	Ē	11/07/2022 11:30 AM	
essel		Vessel	
	× 🛇		×
ort Landed		Port Landed	
BOOTHBAY HARBOR, ME	오 🗙	BOOTHBAY HARBOR, ME	0
of Crew		# of Crew	
		1	
CONTINUE		CONTINUE	

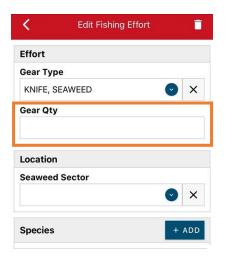
G. After clicking "CONTINUE," you will be able to add your effort information by clicking on the "+ ADD" button.

<	Report		÷	1	•
	F	Pending			
Trip	Details				
ROBE Date	ester RT B. WATTS II Sailed (EST) /2022 06:00 AM				
	Landed (EST) 2022 11:30 AM				
Vess Not A	el vailable				
	Landed HBAY HARBOR, M	мЕ			
<b># of</b> 1	Crew				
Fishi	ing Effort			+ /	ADD

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.

C Edit Fishing Effort	Enter search	K Edit Fishing Effort
Effort	М	Effort
Gear Type		Gear Type
	S KNIFE, SEAWEED	KNIFE, SEAWEED 📀 🗙
Species + ADD	③ RAKES	Gear Qty
	RAKES/SHOVELS/PITCHFORKS	
	I FYKE NETS	Location Seaweed Sector
	RAKES, BULL	<b>O</b> ×
	"K" Know Keep	Species + ADD
	qwertyuiop	
	asdfghjkl	
	☆ z x c v b n m ⊗	
CONTINUE	123 😄 👰 space return	CONTINUE

I. Enter the gear quantity in the "Gear Qty" field (usually 1).



<	Edit Fishing Effort		Ē
Effort			
Gear Typ	e		
KNIFE, S	EAWEED	•	×
Gear Qty			
1			
Location			
Seaweed	Sector		
		C	×
Species		+	ADD

CONTINUE

CONTINUE

J. Then, click the drop-down arrow for "Seaweed Sector." A list of the sectors will appear and you may scroll through to find the sector or begin typing the sector number in the search bar at the top. You can identify the appropriate seaweed sector using this <u>map</u>.

K Edit Fishing Effort		< Edit Fishing Effort
Effort	Enter search	Effort
Gear Type		Gear Type
KNIFE, SEAWEED 🕑 🗙	· 06-16	KNIFE, SEAWEED 📀 🗙
Gear Qty	01-01	Gear Qty
1	01-02	
Location		Location
Seaweed Sector	01-03	Seaweed Sector
	01-18	06-16 <b>X</b>
Species + ADD	02-01	Species + ADD
	02-02	
	02-03	
	↓ 	
CONTINUE	CANCEL	CONTINUE

K. 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.

🕻 Edit Fishing Effort 📋	🖌 Edit Species	Enter search
Effort	Species Details	Rock
Gear Type	Species	
KNIFE, SEAWEED 📀 🗙		SEAWEED, ROCKWEED
Gear Qty	Quantity	CRAB, ROCK, ATLANTIC
1		
Location	Catch Source	WRECKFISH
Seaweed Sector	STANDARD	HADDOCK
06-16 💌 🗙	Catch Disposition	
		K Edit Species
Species + ADD		Species Details
		Species
		SEAWEED, ROCKWEED 📀 🗙
		Quantity
		$\bigcirc$
CONTINUE	CONTINUE	Catch Source
	CONTINUE	STANDARD 🕑 🗙

L. Next, click on the drop-down arrow for "Quantity." A box with available units ("BAGS OR SACKS" or "POUNDS") will appear. Select the unit you would like to use for reporting the amount of seaweed harvested. Then, enter the amount harvested in the "Quantity" box.

🕻 Edit Species 📋		K Edi	t Species	Ē
Species Details		Species Details		
Species		Species		_
SEAWEED, ROCKWEED 🛛 🗙		SEAWEED, ROCKWE	EED 📀	×
Quantity		Quantity		
•		1500	POUND	is 💽
Catch Source		Catch Source		
STANDARD 🕑 🗙	BAGS OR SACKS	STANDARD	•	×
Catch Disposition	POUNDS	<b>Catch Disposition</b>		
<b>O</b> ×			$\bigcirc$	×
	CANCEL			
CONTINUE		со	NTINUE	

M. Next, select the drop-down arrow for the "Catch Source." This is defaulted to "STANDARD" so you can skip this field if this describes your catch. This field indicates 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).

K Edit Species		<b>K</b> Edit Species
Species Details		Species Details
Species		Species
SEAWEED, ROCKWEED 📀 🗙		SEAWEED, ROCKWEED
Quantity		Quantity
1500 POUNDS 🕑		1500 POUNDS
Catch Source	AQUACULTURE	Catch Source
STANDARD 🛛 🗸	CARRED	STANDARD 📀
Catch Disposition		Catch Disposition
♥ ×	RESEARCH SET ASIDE (RSA)	
	STANDARD	
	CANCEL	
CONTINUE		CONTINUE

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

K Edit Spe	ecies	ī		<	Edit Species
Species Details				Species Det	ails
Species				Species	
SEAWEED, ROCKWEED	<b>~</b>	×		SEAWEED, F	ROCKWEED 📀 🗙
Quantity			- Enter search	Quantity	
1500	POUND	s 💽	Food	1500	POUNDS 오
Catch Source				Catch Source	e
STANDARD	V	×	I FOOD	STANDARD	✓ ×
Catch Disposition 🛛 🛌			ANIMAL FOOD	Catch Dispo	
	- •	×	PERSONAL USE/FOOD	FOOD	S × S
			CANNED PET FOOD	Offload	+ ADD
			CANCEL		
CONTIN	IUE				CONTINUE

O. 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.

<	Edit Species	Î
Species D	etails	
Species		
SEAWEED	, ROCKWEED	<ul> <li>×</li> </ul>
Quantity		
1500		POUNDS 🕑
Catch Sou	irce	
STANDAR	D	<ul> <li>×</li> </ul>
Catch Dis	position	
FOOD		X
Offload		+ ADD
	CONTINUE	

P. 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 sold to a dealer, select "SOLD TO DEALER" from the list that pops up.

🕻 Edit Offload		🗙 Edit Offload
Offload Details		Offload Details
Sale Disposition		Sale Disposition
		SOLD TO DEALER
Amount		Dealer
Port Landed	NO SALE - DISCARDED	Date Sold (EST)
	NO SALE - REASON UNKNOWN	Enter a date
	NO SALE - RETAINED	Amount
	PLACED IN CAR	Port Landed
	PRIVATE/DOCKSIDE SALE	
	SOLD TO DEALER	
	CANCEL	
CONTINUE		CONTINUE

Q. Click on the "Dealer" box and another window will open. 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."

< Edit Offload	K Edit Offload	
Offload Details Sale Disposition SOLD TO DEALER	Offload Details Sale Disposition SOLD TO DEALER	Mouth Food Inc. Sloth Lobster Co
Dealer X Date Sold (EST) Enter a date IIII Amount	Dealer Dealer Dealer	CANCEL
Port Offloaded	P SELECT CANCEL	Dealer Dealer A Mouth Food Inc.
CONTINUE	CONTINUE	

R. 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.

K Edit Offload	Ē	K Edit	Offload	Î	<	Edit Offload	
Offload Details		Offload Details			Offloa	d Details	
Sale Disposition		Sale Disposition			Sale D	isposition	
SOLD TO DEALER	• ×	SOLD TO DEALER		<b>v</b> ×	SOLD	TO DEALER	v
Dealer		Dealer			Dealer	r	
Mouth Food Inc.	×	Mouth Food Inc.		×	Mout	h Food Inc.	
Date Sold (EST)		Date Sold (EST)			Date S	Sold (EST)	
Enter a date		Enter a date			11/07	/2022	
Amount		Amount			Amou	nt	
	•			•			
Port Offloaded					Port O	offloaded	
	🕑 🗙	August					v
		October	5	2020 2021			
		November	7	2022	1		
		December	8	2023			
		January February					
CONTINUE		CANCEL		SELECT		CONTINUE	

S. 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 you would only enter the amount sold to that dealer on this Offload. You would then create another Offload for catch sold to another dealer to account for the remaining pounds landed on your trip. For this example, the total pounds landed this day were 1,500 and all of that was sold to one dealer.* 

🕻 Edit Offload 📋		K Edit Offload
Offload Details		Offload Details
Sale Disposition		Sale Disposition
SOLD TO DEALER 📀 🗙		SOLD TO DEALER 🕑 🗙
Dealer		Dealer
Mouth Food Inc.	BUSHEL	Mouth Food Inc.
Date Sold (EST)	COUNT	Date Sold (EST)
11/07/2022		11/07/2022
Amount	GALLON	Amount
		1500 POUNDS 🕑
Port Offloaded	POUNDS	Port Offloaded
<b>•</b> ×	SHELLS	♥ ×
	CANCEL	
CONTINUE		CONTINUE

T. 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 Landed" has been selected.

K Edit Offload	Ī		K Edit Offload
Offload Details			Offload Details
Sale Disposition		Enter search	Sale Disposition
SOLD TO DEALER	<b>•</b> ×		SOLD TO DEALER 🕑 🗙
Dealer		🕙 BOOTHBAY HARBOR, ME	Dealer
Mouth Food Inc.	×	DAMARISCOTTA, ME	Mouth Food Inc.
Date Sold (EST)		-S DAMARISCOTTA, ME	Date Sold (EST)
11/07/2022	<b></b>	GEORGETOWN, ME	11/07/2022
Amount		INE POINT, ME	Amount
1500	POUNDS 📀		1500 POUNDS 📀
Port Offloaded		O PORTLAND, ME	Port Offloaded
7	<b>v</b> ×	SOUTHWEST HARBOR, ME	BOOTHBAY HARBOR, ME 🕑 🗙
		100 ACRE COVE RAMP/WALKER FARM, RI	
		101 BRIDGE - TIDAL RIVER, NH	
CONTINUE		CANCEL	CONTINUE

U. If you sold to more than one dealer, click "+ ADD" to add another Offload and Follow steps P – T. Once you have added all of your offloads, then click "CONTINUE."

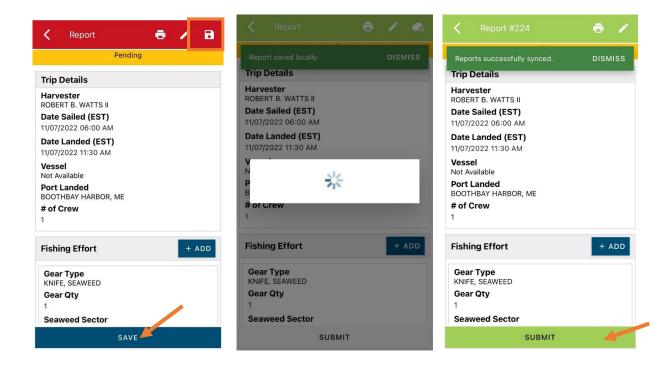
<	Edit Species		ī
openies bet	ano		
Species			
SEAWEED, R	OCKWEED	·	×
Quantity			
1500		POUNDS	S 💽
Catch Sourc	e		
STANDARD		<ul><li></li></ul>	×
Catch Dispo	sition		
FOOD		Ŷ	×
Offload		+	ADD
Sale Disposi SOLD TO DEA			
Amount 1500 POUNDS	6		
Port Offload BOOTHBAY H			
	CONTINUE		

opeores becans			
Species			
SEAWEED, ROCK	WEED	Ý	×
Quantity			
1500		POUNDS	
Catch Source			
STANDARD		<b>v</b>	×
Catch Dispositio	n		
FOOD		Ŷ	×
Offload		+	ADD
Sale Disposition			
Amount 1500 POUNDS			
Port Offloaded BOOTHBAY HARBO	R, ME		
	CONTINUE	4	-

V. Here, you can add another catch (species) from the same trip by clicking the "+ADD" button next to "Species" and repeating steps K – U. Click "CONTINUE" if you have no additional catch to add to your trip.

<	Edit Fishing Effort		Î
Effort			
Gear Type	)		
KNIFE, SE	AWEED	$\bigcirc$	×
Gear Qty			
1			
Sea Time			
2		HOU	RS
Location			
Seaweed S	Sector		
06-16		•	×
Species		+ A	\DD
Species			
Quantity	ROCKWEED		
	CONTINUE		
	CONTINUE		

W. 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.



X. 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.

<	Report #224	- e 🖌		
Reports successfully synced.		DISMISS		
Trip Details				
	ster IT B. WATTS II Sailed (EST)			
11/07/2022 06:00 AM				
Date Landed (EST) 11/07/2022 11:30 AM				
Vessel Not Available				
Port Landed BOOTHBAY HARBOR, ME				
<b># of C</b> 1	rew			
Fishing Effort		+ ADD		
	<b>Type</b> , SEAWEED			
Gear 1	Qty			
Soom	and Sector			
WITHDRAW				

## 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	Enter search	Enter search
	Enter search	S BAIT
O BY HAND, DIVING GEAR	🕙 CRAB, JONAH	I FOOD
① DIP NETS	🕙 EEL, AMERICAN	PERSONAL USE
DREDGE, NEW BEDFORD	HALIBUT, ATLANTIC	PERSONAL USE/FOOD
O DREDGE, SCALLOP	S LOBSTER, AMERICAN	
O DREDGE, URCHIN		•3 RELEASED ALIVE
• FYKE NETS		Edward .
O LONG LINES, BOTTOM	SCALLOP, SEA	Enter search
POTS AND TRAPS, LOBSTER	O URCHIN, GREEN SEA	O BOOTHBAY HARBOR, ME
	ALEWIFE	PINE POINT, ME
AMBERJACKS		O PORTLAND, ME
		SOUTHWEST HARBOR, ME
		100 ACRE COVE RAMP/WALKER FARM, RI

101 BRIDGE - TIDAL RIVER, NH