

# FILE A POSITIVE LANDINGS REPORT- ELVER FYKE NET

1. Click on “Report Landings” to file a positive report.

The screenshot shows the 'Maine DMR LEEDS' dashboard. At the top, the user's harvester ID is '318138'. Below this, there are two columns of navigation links. An orange arrow points from the 'Report Landings' link in the right column to the 'Report Landings' link in the left column.

Link	Description
<a href="#">Renew License</a>	Renew an existing license <b>YOU MUST COMPLETE LANDINGS REPORTS BEFORE RENEWING.</b>
<a href="#">Apply License</a>	Obtain a license that you have never held before
<a href="#">Upgrade License</a>	Upgrade an active license
<a href="#">Reprint License</a>	Reprint an active license
<a href="#">Order Tags</a>	Order tags for a license
<a href="#">Make a Miscellaneous Payment</a>	Pay an outstanding fee
<a href="#">Report Landings</a>	Report catch or landings information
<a href="#">View Reporting Compliance Status</a>	View what reports you submitted to DMR <b>CLICK ABOVE TO SEE WHICH LANDING REPORT IS MISSING.</b>
<a href="#">Manage Landings Favorite</a>	Enter favorites and preferences to speed the entering of landings information
<a href="#">View Landings Reports</a>	View a report that you entered in LEEDS
<a href="#">Upload a Document</a>	Upload a document for DMR to review
<a href="#">Update My Contact Info</a>	Update your contact information (name, address)
<a href="#">Change password</a>	Update your LEEDS password

2. Select “Positive Report.”

The screenshot shows the 'Enter report' form. A link 'Click HERE for reporting instructions' is at the top. Under 'Landings Report', the user is prompted to 'Select the type of report to file \*'. The 'Positive Report' radio button is selected, indicated by an orange arrow. Below this are fields for 'License Type \*' (a dropdown menu), 'License number \*' (a dropdown menu), 'Issue date', 'Status', 'Start date', and 'Expiration date'.

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 “Next.”

The screenshot shows the 'Enter report' form with the license type and number selected. The 'License Type \*' dropdown is set to 'Elver 1 Fyke Net (E1)' and the 'License number \*' dropdown is set to '8861 (2021-Inactive-Suspe)'. The 'Issue date' is 'May 12, 2021', the 'Status' is 'Inactive-Suspended', the 'Start date' is 'Jan 1, 2021', and the 'Expiration date' is 'Dec 31, 2021'. The 'Next' button is highlighted with an orange arrow. At the top right, there are 'Cancel' and 'Close' buttons. The title of the form is 'LANDINGS REPORT (CR-121839)'.

- 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.

**LANDINGS REPORT (CR-116)** Test Harvest Close

**GENERAL INFORMATION**

Trip Start Date\*    ←

Unload Date\*

Vessel Name\*  ←

May 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Today

Number of Sets\*

**FISHING & SEA TIME**

Number of Crew (including Captain)\*

Fishing time\*  Fishing time units\*

Total Dip Time\*  Dip Time Units\*

**FISHING & LANDING AREA**

Area Fished\*

State Landed\*

For the port, enter the first few letter of the port name, then select result from the drop

- The second section of the report is “Effort Information.” Here you’ll type or select using the drop-down arrows the gear type, crew, fishing time, area fished and port landed.

**Effort Information**

**Gear Information**

Gear\*

**Fishing & Sea Time**

Number of Crew (including Captain)\*

Fishing time\*  Fishing time units\*

**Fishing & Landing Area**

Area Fished\*

State Landed\*

Port Landed\*







For the port, enter the first few letter of the port name, then select result from the drop down list displayed.

- Once you are done with the effort information, you will add catch information. If there is no catch associated with the trip, click “No Catch Associated with this Trip.” If you choose this option, you will then be able to submit your report (see step #10).

Clicking this will remove all catch data entered so far.













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7. Below, you will see the “Species Information” and “Catch Information” sections. For the “Species Information” section, you’ll select species and quantity harvested, and for the “Catch Information” section you’ll select what you did with the elvers.

Species Information	Catch Information
<p>Species </p> <p>EEL,AMERICAN <input type="button" value="v"/></p>	<p>Disposition in Compliance Reports </p> <p>Sold to Dealer <input type="button" value="v"/></p>
<p>Grade </p> <p>Ungraded <input type="button" value="v"/></p>	<p>Enter first few letters then select from drop down</p>
<p>Market Description </p> <p>EV - Elver <input type="button" value="v"/></p>	<p>Dealer name</p> <p>MIGIS LODGE (54661) <input type="button" value="v"/></p>
<p>Quantity </p> <p>2.05</p>	<p>Catch Source</p> <p>Trip <input type="button" value="v"/></p>
<p>Quantity Unit </p> <p>LB - Pounds <input type="button" value="v"/></p>	

8. Once you're done entering your data, you'll select whether you want to "Submit this report only," "Submit this report and create another positive report," or "Submit this report and create another negative report." Make sure to click the "Submit" button.

- **Submit this report only**- submits the landings data you entered for the specific license and date chosen
- **Submit this report and create another positive report** - 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 this report and create another negative report** - 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

Species Information	Catch Information
Species  EEL,AMERICAN 	Disposition in Compliance Reports  Sold to Dealer 
Grade  Ungraded 	Enter first few letters then select from drop down
Market Description  EV - Elver 	Dealer name MIGIS LODGE (54661)
Quantity  2.05	Catch Source Trip 
Quantity Unit  LB - Pounds 	

Pick one: \*

- Submit this report only
- Submit this report and create another positive report
- Submit this report and create another negative report

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

Pick one: \*

- Submit this report only
- Submit this report and create another positive report
- Submit this report and create another negative report



b. If you choose to **“Submit this report and create another positive report,”** a new page will ask you if you would like to report on the same license. Select **“Yes”** or **“No”** depending on what license you are creating a positive report for.

Pick one: \*

Submit this report only

**Submit this report and create another positive report**

Submit this report and create another negative report

LANDINGS REPORT (CR-121843)

Do you want to report on the same license?

If you click **“Yes,”** it will bring you to the General Information section to create a landings report for the same license.

LANDINGS REPORT (CR-121843)

[Click HERE for reporting instructions](#)

**General Information**

Trip Start Date (Do not select a Future Date) \*

Unload Date (Do not select a Future Date) \*

Vessel Name \*

If you click **“No,”** it will bring you to the page where you can select the license and type of report to file.

LANDINGS REPORT (CR-121843)

**Landings Report**

Select the type of report to file \*

Positive Report

Negative Report

License Type \*

License number \*

c. If you select **“Submit this report and create another negative report,”** it will bring you to a the page for filing a negative report. Select the start and end date for your negative report, and check the license you are creating a negative report for.

Pick one: \*

Submit this report only

Submit this report and create another positive report

**Submit this report and create another negative report**

**Landings Report**

Select the type of report to file \*

Positive Report

Negative Report

Negative Report Start Date \*

Negative Report End Date \*

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Check off the license you are creating a negative report for.

<input type="checkbox"/>	Menhaden Commercial (MENC) 8904 (2022-Active)
<input type="checkbox"/>	Sea Cucumber Drag (SCD) 8975 (2022-Active)
<input type="checkbox"/>	Sea Urchin Dragger (SUB) 9867 (2022-Active)
<input type="checkbox"/>	Sea Urchin Diver (SUH) 51816 (2022-Active)
<input type="checkbox"/>	Sea Urchin with Tender (SUWT) 25893 (2022-Active)