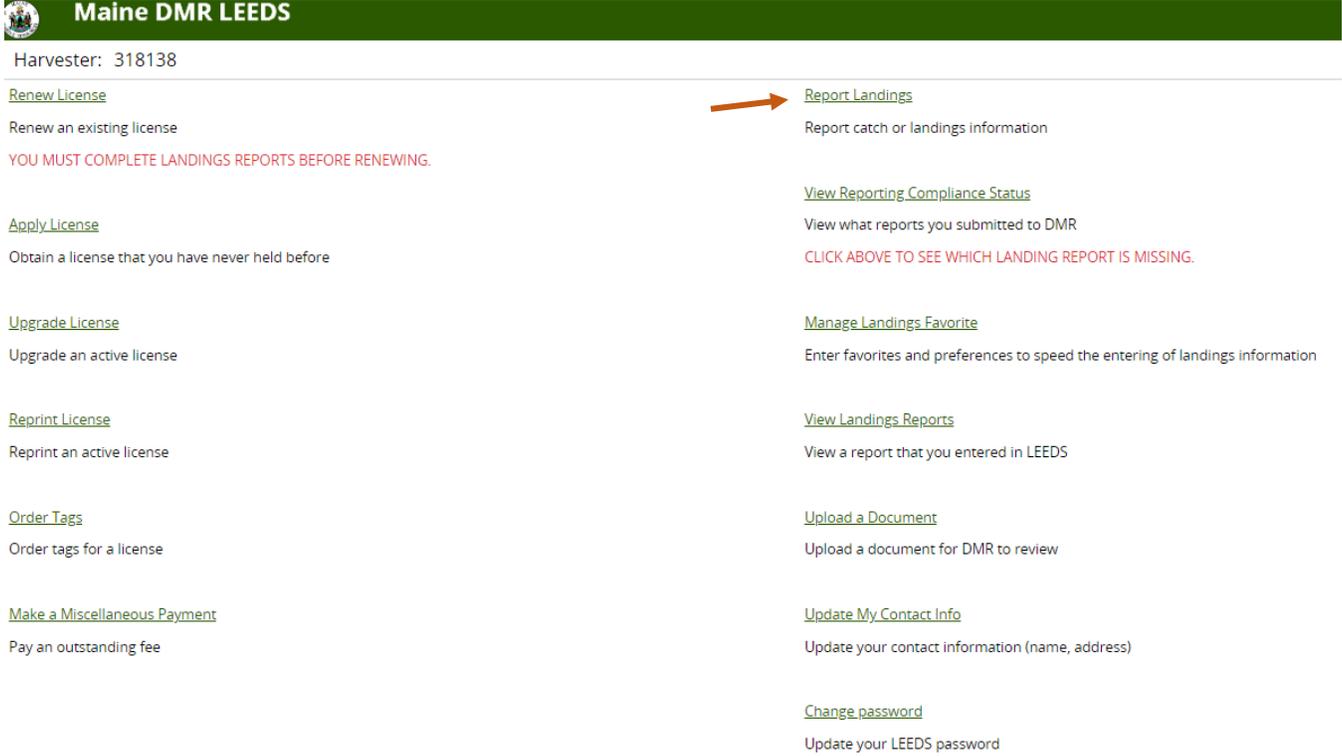


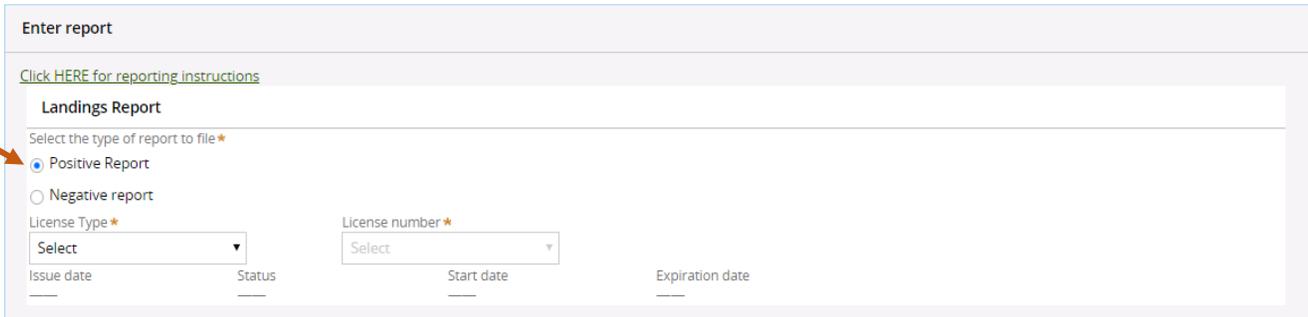
# FILE A POSITIVE LANDINGS REPORT- MENHADEN

1. Click on "Report Landings" to file a positive report.



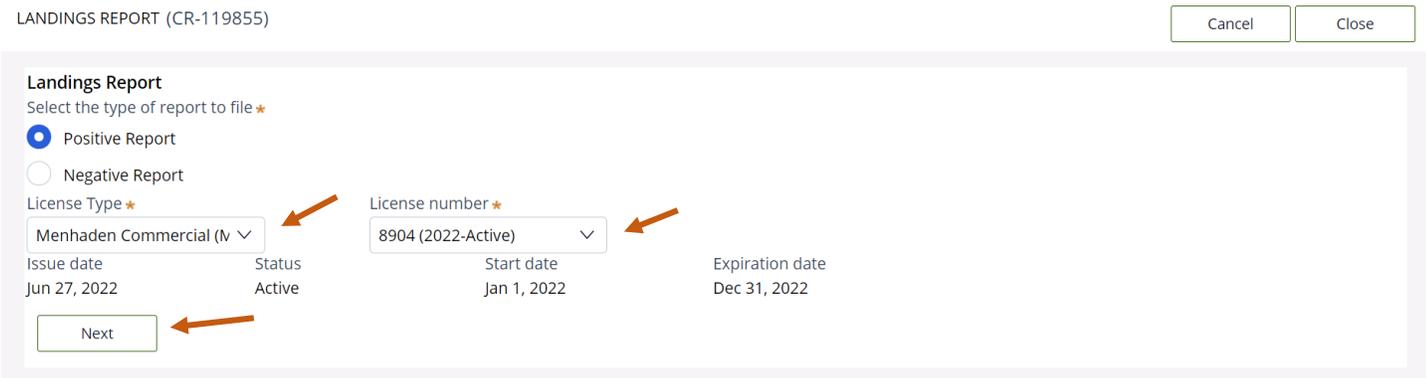
The screenshot shows the 'Maine DMR LEEDS' dashboard. At the top, it displays 'Harvester: 318138'. Below this, there are several menu items arranged in two columns. An orange arrow points from the 'Report Landings' link in the right column to the 'Report Landings' link in the left column. The left column includes links for 'Renew License', 'Apply License', 'Upgrade License', 'Reprint License', and 'Order Tags'. The right column includes links for 'Report Landings', 'View Reporting Compliance Status', 'Manage Landings Favorite', 'View Landings Reports', 'Upload a Document', 'Update My Contact Info', and 'Change password'. A red text warning states: 'YOU MUST COMPLETE LANDINGS REPORTS BEFORE RENEWING. CLICK ABOVE TO SEE WHICH LANDING REPORT IS MISSING.'

2. Select "Positive Report."



The screenshot shows the 'Enter report' form. At the top, there is a link 'Click HERE for reporting instructions'. Below this is the 'Landings Report' section. It contains a radio button selection for 'Positive Report' (which is selected) and 'Negative report'. Below the radio buttons are two dropdown menus: 'License Type' and 'License number'. The 'License Type' dropdown is currently set to 'Select'. Below these are fields for 'Issue date', 'Status', 'Start date', and 'Expiration date'. An orange arrow points to the 'Positive Report' radio button.

3. Next, select the Menhaden License and License number that you want to report on by using the drop-down arrows. Once the license type and number have been selected, click "Submit."



The screenshot shows the 'LANDINGS REPORT (CR-119855)' form with 'Cancel' and 'Close' buttons at the top right. The 'Landings Report' section is filled out. The 'Positive Report' radio button is selected. The 'License Type' dropdown is set to 'Menhaden Commercial (lv)'. The 'License number' dropdown is set to '8904 (2022-Active)'. The 'Issue date' is 'Jun 27, 2022' and the 'Status' is 'Active'. The 'Start date' is 'Jan 1, 2022' and the 'Expiration date' is 'Dec 31, 2022'. A 'Next' button is visible at the bottom left. Three orange arrows point to the 'Menhaden Commercial (lv)' dropdown, the '8904 (2022-Active)' dropdown, and the 'Next' button.

4. The first section of the report is “General Information.” Here you will select the trip date and vessel. You can select the date by using the calendar icon or by using the drop-down arrows to select month, day and year.

**GENERAL INFORMATION**

Trip Start Date\*

Unload Date\*

Vessel Name\*

**FISHING & SEA TIME**

Number of Crew (including Captain)\*

Fishing time\*  Fishing time units\*

Sea Time\*  Sea Time Units\*

**FISHING & LANDING AREA**

Latitude

Lat Degrees\*  Lat Minutes\*  Lat Second\*

Longitude

5. The second section of the report is “Effort Information” and you will enter everything from gear to area fished. You can only enter latitude and longitude in LEEDS. Loran/TDs cannot be entered here.

**Effort Information**

**Gear Information**

Gear\*

Quantity of gear\*

Number of Sets\*

Depth\*  Depth Unit\*

**Fishing & Sea Time**

Number of Crew (including Captain)\*

Fishing time\*  Fishing time units\*

Sea Time Hrs\*

**Fishing & Landing Area**

Latitude

Lat Degrees\*  Lat Minutes\*  Lat Second\*

Longitude

Long Degrees\*  Long Minutes\*  Long Second\*

State Landed\*

Port Landed\*

**Gear:** likely a purse seine, could be a gill net  
**# of Sets:** # of times you set your seine or net  
**Fishing time:** length of time seine or net was in the water for each set  
**Sea time:** total time at sea for the day

**For Decimal Degrees, enter like this:**  
 Lat Deg: 44.56215; Lat Min: 0; Lat Sec: 0  
 Long Deg: 66.45252; Long Min: 0; Long Sec: 0

**For Decimal Minutes, enter like this:**  
 Lat Deg: 44; Lat Min: 25.5231; Lat Sec: 0  
 Long Deg: 66; Long Min: 45.5282; Long Sec: 0

6. 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.

No Catch Associated with this Trip 

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 fish harvested. In this example, the harvester is keeping the catch for bait.

Species Information	Catch Information
Species  <input type="text" value="MENHADEN,ATLANTIC"/>	
Grade  <input type="text" value="Ungraded"/>	Disposition in Compliance Reports  <input type="text" value="Bait"/>
Market Description  <input type="text" value="unsized - unsized"/>	Catch Source <input type="text" value="Trip"/>
Quantity  <input type="text" value="1000"/>	
Quantity Unit  <input type="text" value="LB - Pounds"/>	

8. If you need to add more fish or another disposition to this trip, select “Add Another Catch.” If you would like to delete a catch, you can click on the catch you would like to delete and then click “Delete Selected Catch.”

Species Information	Catch Information
Species  <input type="text" value="MENHADEN,ATLANTIC"/>	
Grade  <input type="text" value="Ungraded"/>	Disposition in Compliance Reports  <input type="text" value="Bait"/>
Market Description  <input type="text" value="unsized - unsized"/>	Catch Source <input type="text" value="Trip"/>
Quantity  <input type="text" value="1000"/>	
Quantity Unit  <input type="text" value="LB - Pounds"/>	

9. Another box will pop-up below the species information you just entered, and you can add more data to your trip. For this example, the harvester kept 1000 pounds menhaden for bait and sold 6000 pounds to a dealer.

Species Information	Catch Information
<p>Species * MENHADEN,ATLANTIC</p> <p>Grade * Ungraded</p> <p>Market Description * unsized - unsized</p> <p>Quantity * 1000</p> <p>Quantity Unit * LB - Pounds</p>	<p>Disposition in Compliance Reports * Bait</p> <p>Catch Source Trip</p>
<p>Species * MENHADEN,ATLANTIC</p> <p>Grade * Ungraded</p> <p>Market Description * unsized - unsized</p> <p>Quantity * 6000</p> <p>Units * LB - Pounds</p>	<p>Disposition in Compliance Reports * Sold to Dealer</p> <p>Enter first few letters then select from drop down</p> <p>Dealer name ROB'S LOBSTER SHOPPE</p> <p>Catch Source Trip</p>

You will need to select "Sold to Dealer" for a disposition and then begin typing in the dealer's name if you have not already saved them in your Favorites.

10. 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 MENHADEN,ATLANTIC	
Grade Ungraded	Disposition in Compliance Reports Bait
Market Description unsized - unsized	Catch Source Trip
Quantity 1000	
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

11. 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.

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

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

