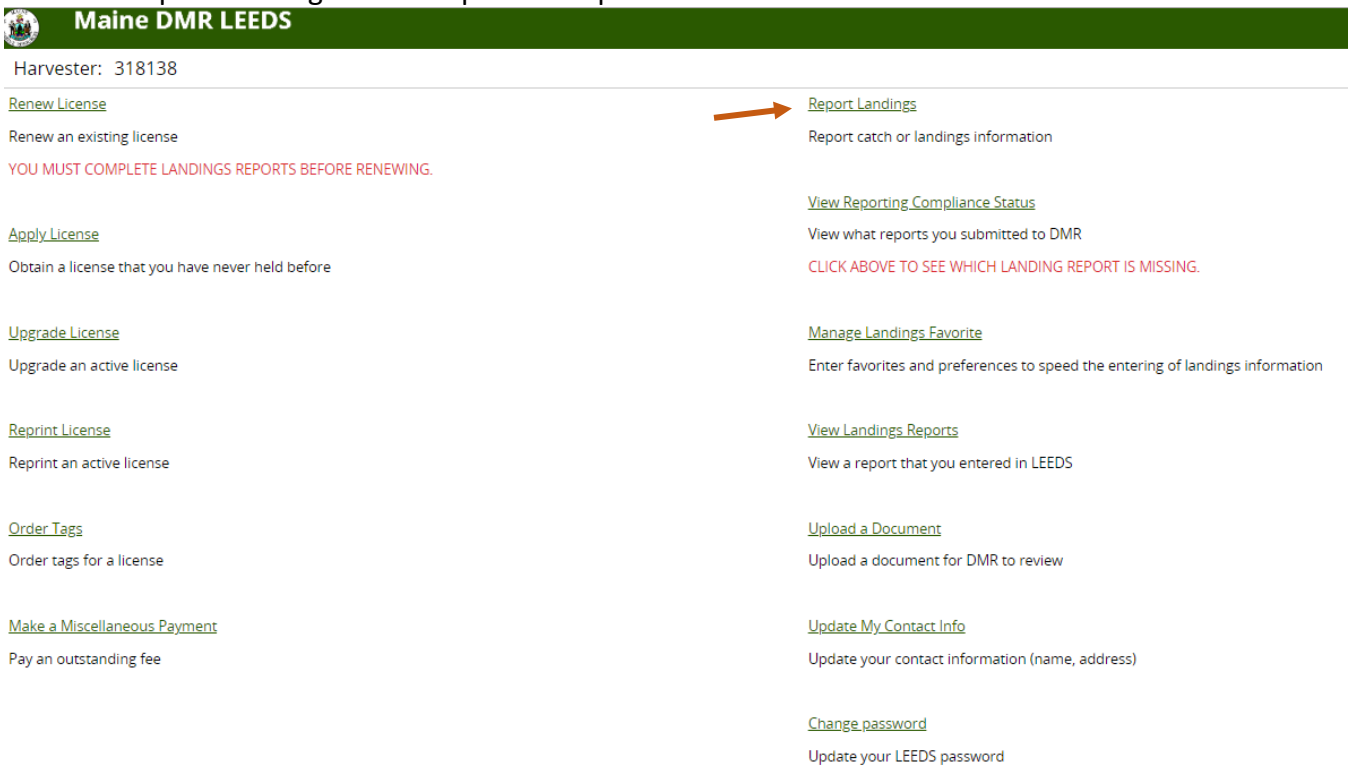
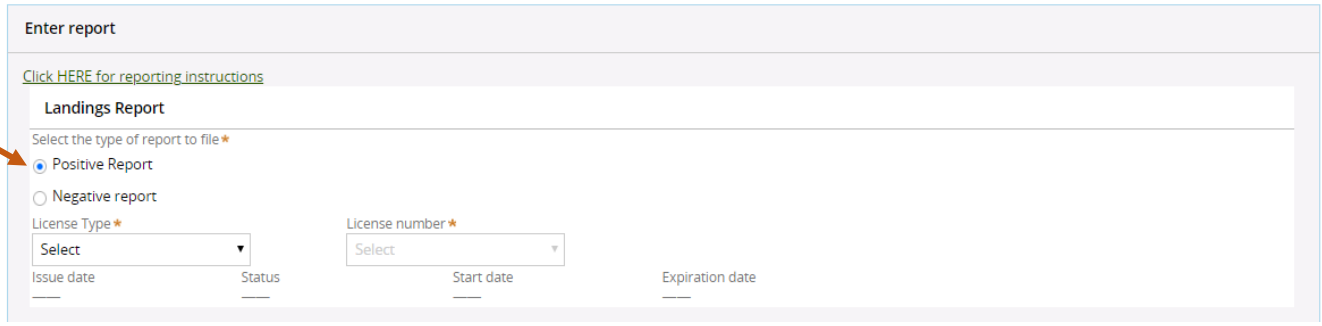
FILE A POSITIVE LANDINGS REPORT- MENHADEN

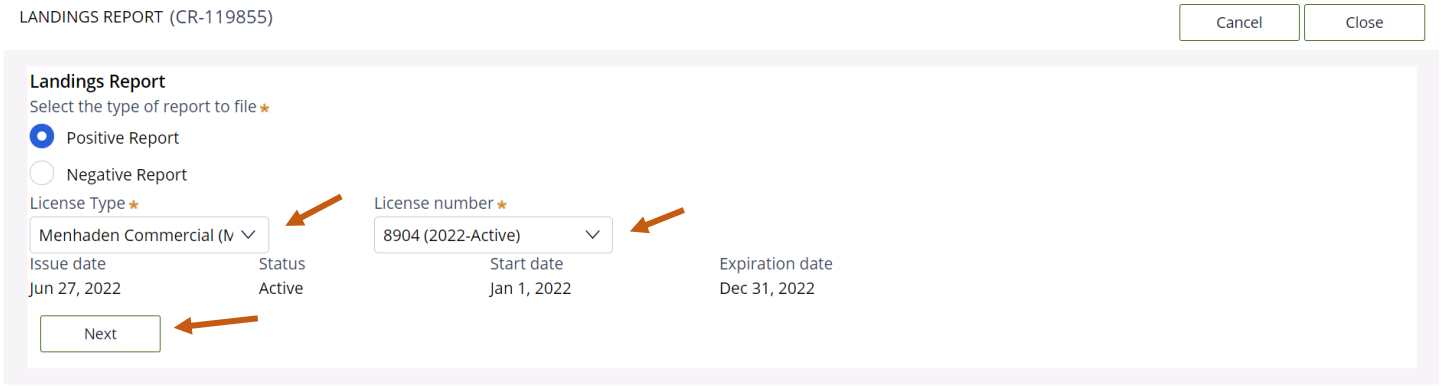
1. Click on “Report Landings” to file a positive report.



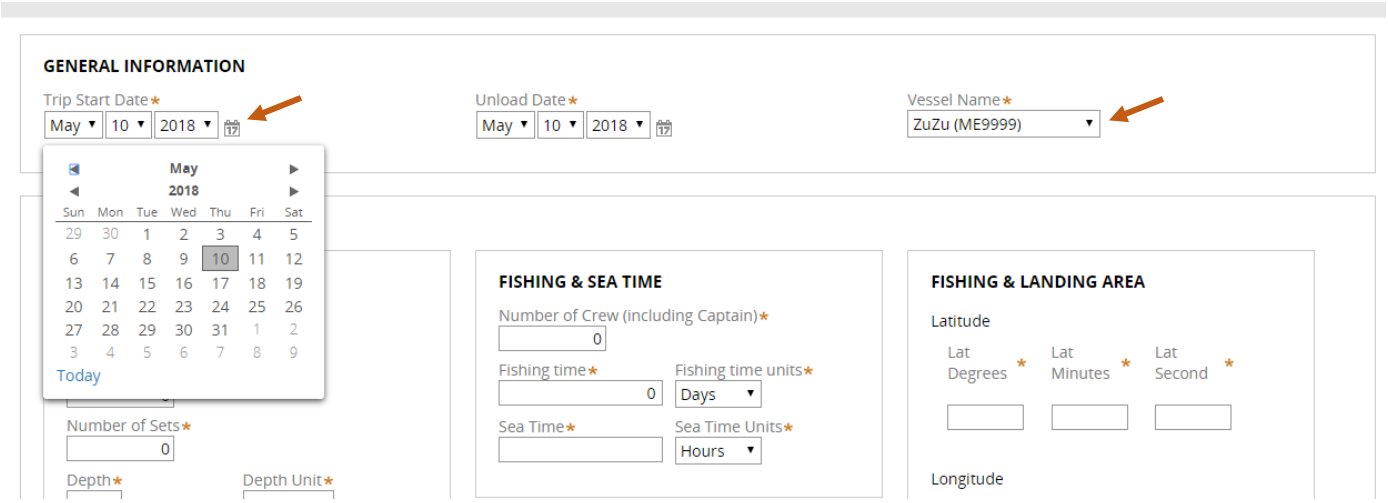
2. Select “Positive Report.”



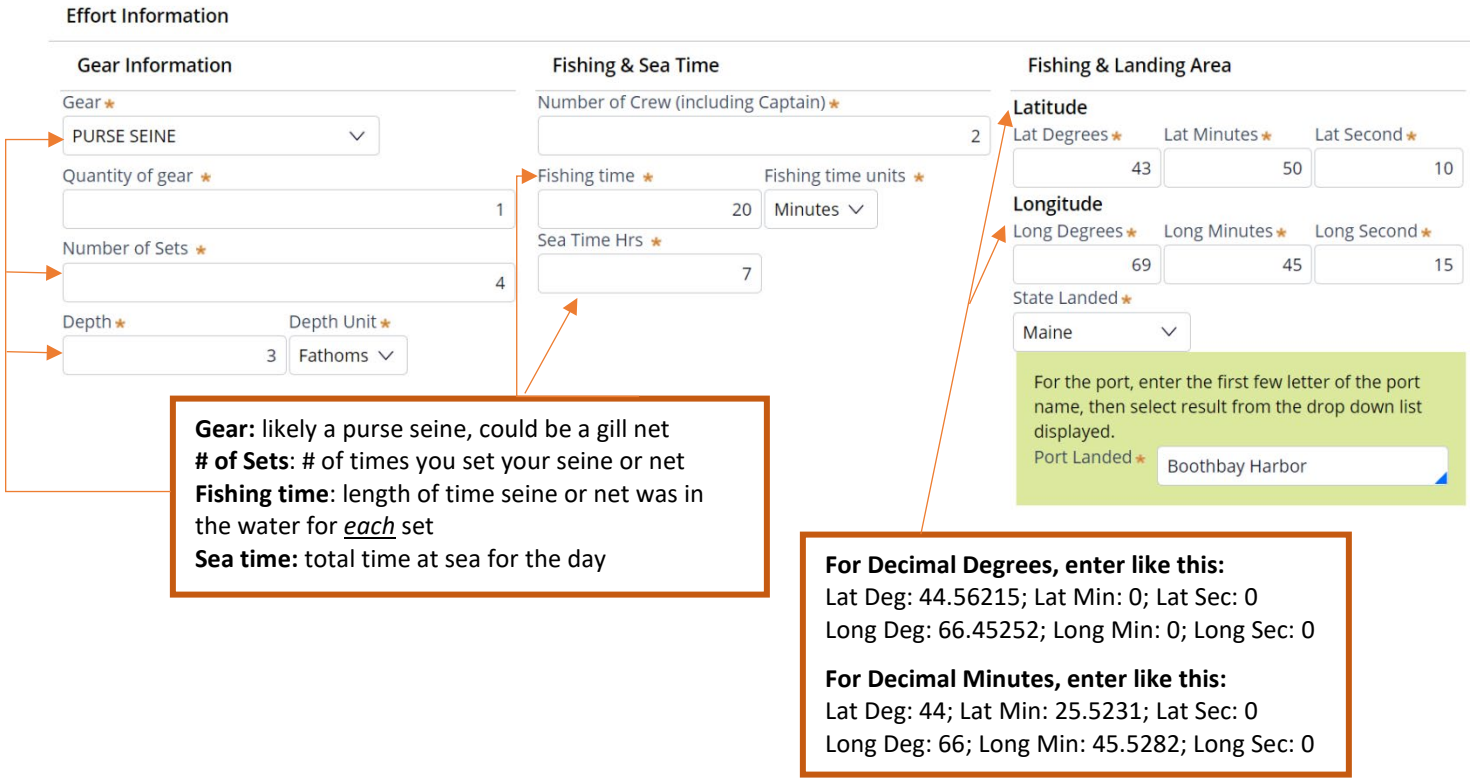
3. Next, select the Menhaden License and License number that you want to report on by using the drop-down arrows. Once the license type and number have been selected, click “Submit.”



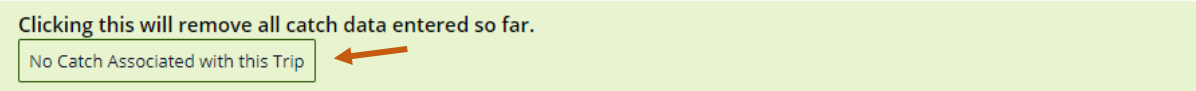
4. The first section of the report is “General Information.” Here you will select the trip date and vessel. You can select the date by using the calendar icon or by using the drop-down arrows to select month, day and year.



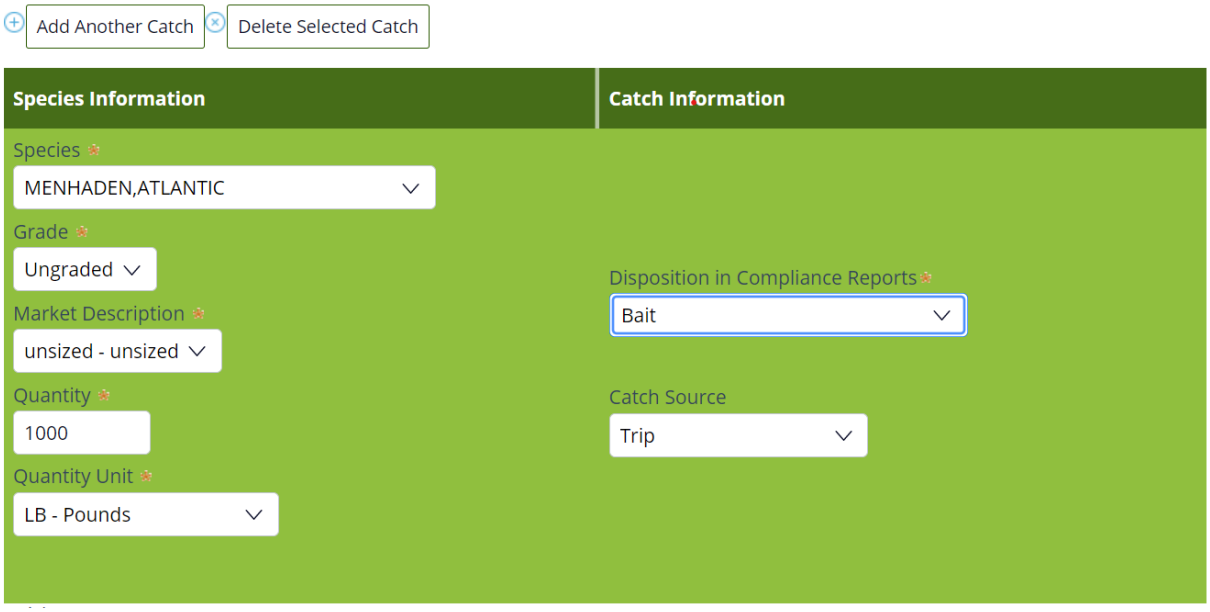
5. The second section of the report is “Effort Information” and you will enter everything from gear to area fished. You can only enter latitude and longitude in LEEDS. Loran/TDs cannot be entered here.



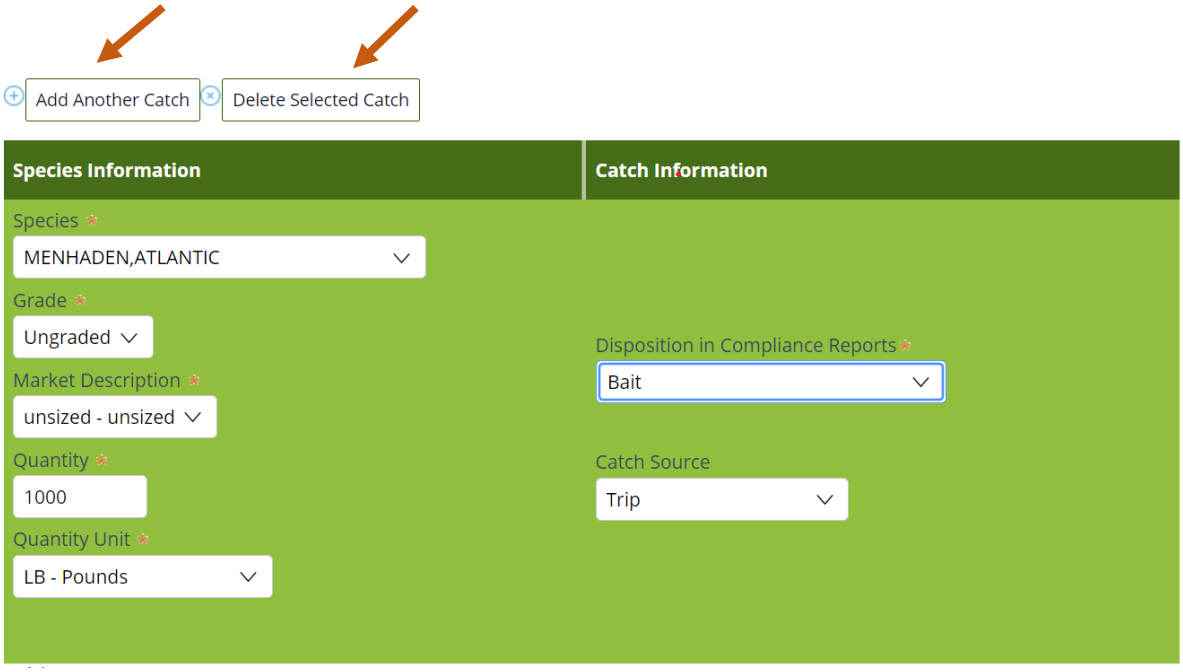
6. Once you are done with the effort information, you will add catch information. If there is no catch associated with the trip, click “No Catch Associated with this Trip.” If you choose this option, you will then be able to submit your report (see step #10).



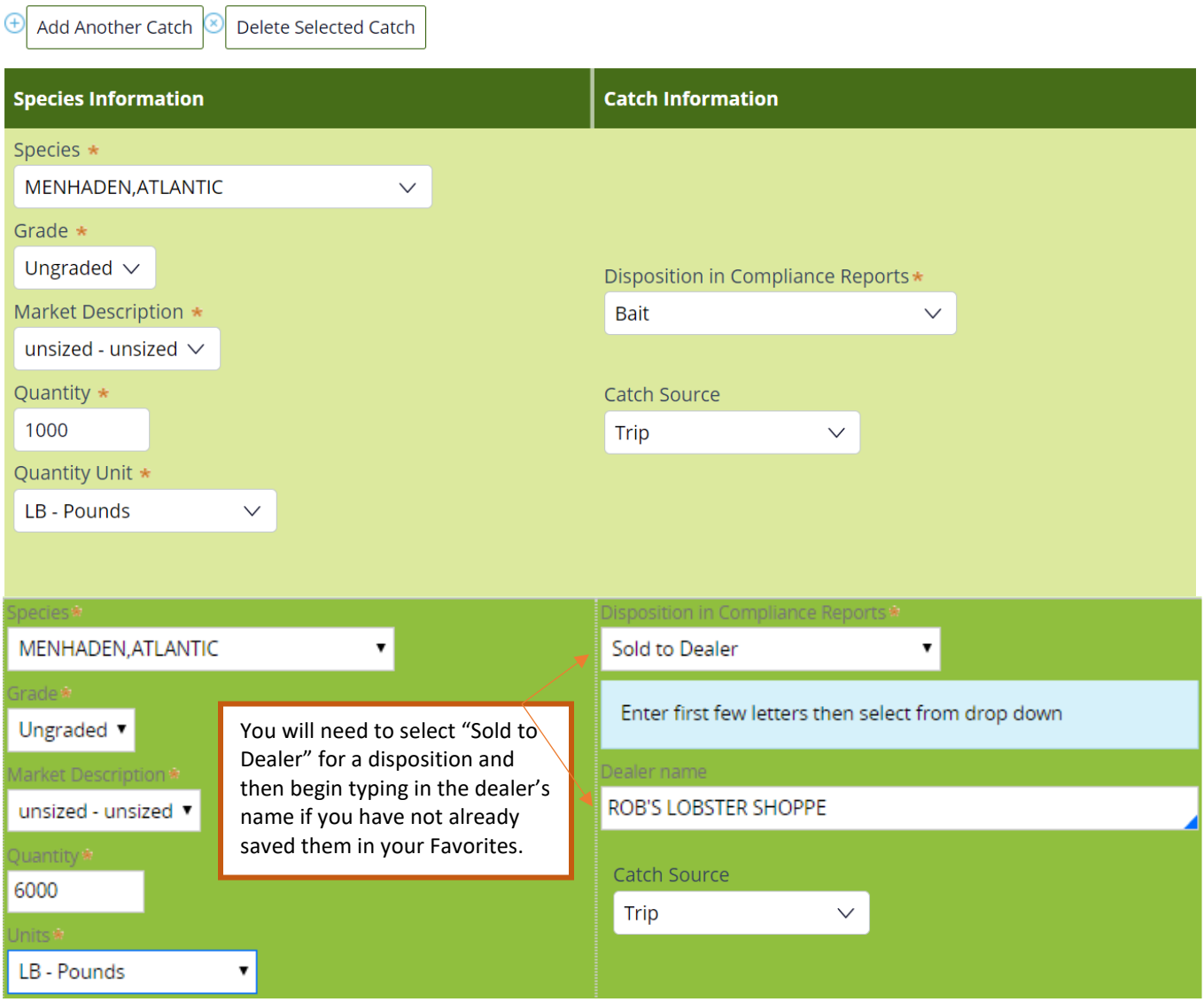
7. Below, you will see the “Species Information” and “Catch Information” sections. For the “Species Information” section, you’ll select species and quantity harvested, and for the “Catch Information” section, you’ll select what you did with the fish harvested. In this example, the harvester is keeping the catch for bait.



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.”

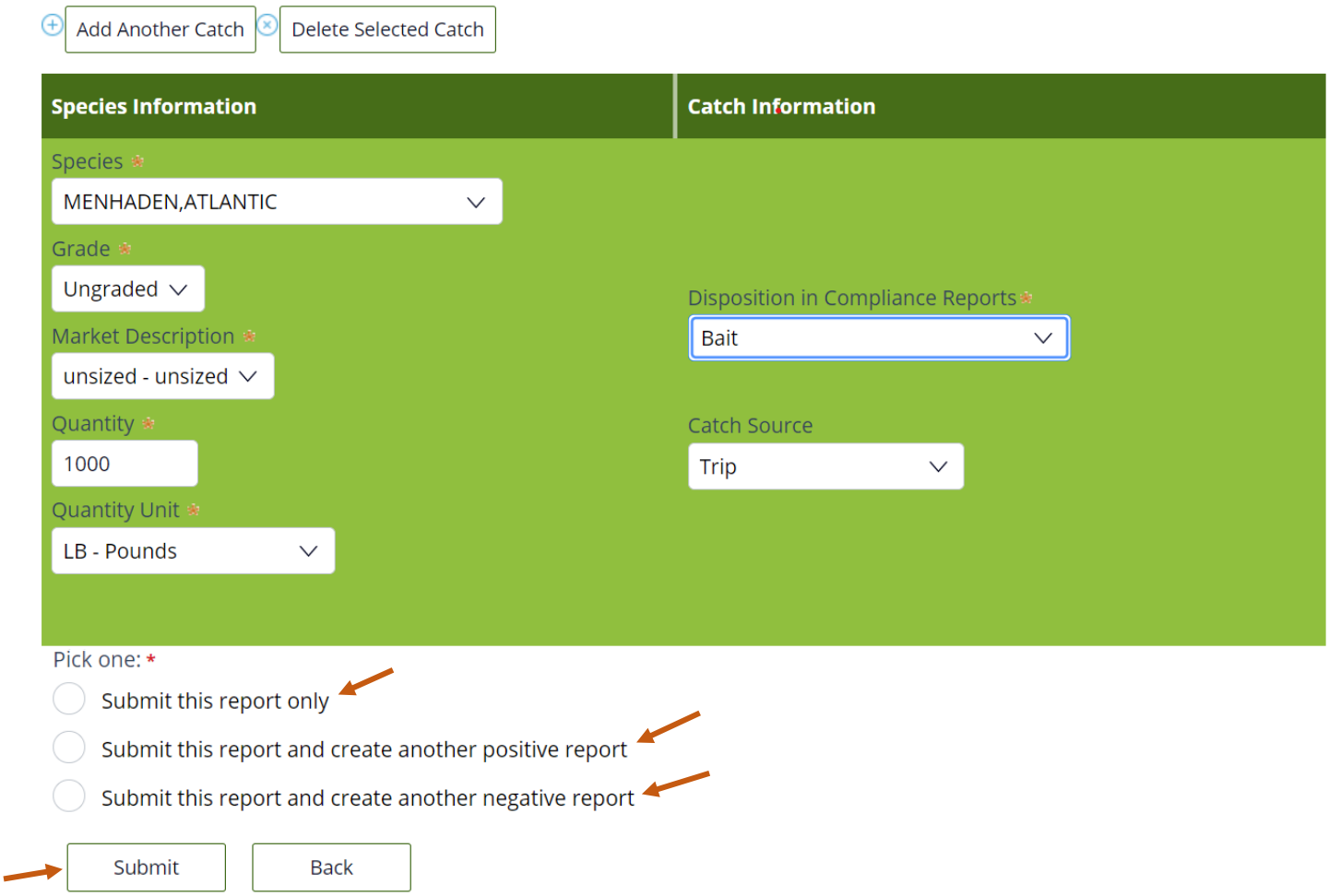


9. Another box will pop-up below the species information you just entered, and you can add more data to your trip. For this example, the harvester kept 1000 pounds menhaden for bait and sold 6000 pounds to a dealer.

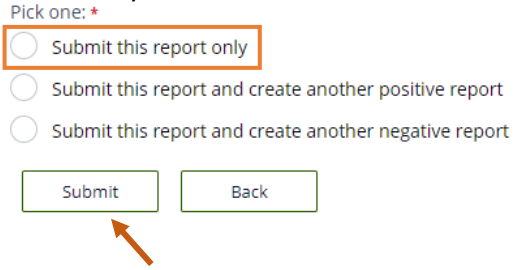


10. Once you're done entering your data, you'll select whether you want to "Submit this report only," "Submit this report and create another positive report," or "Submit this report and create another negative report." Make sure to click the "Submit" button.

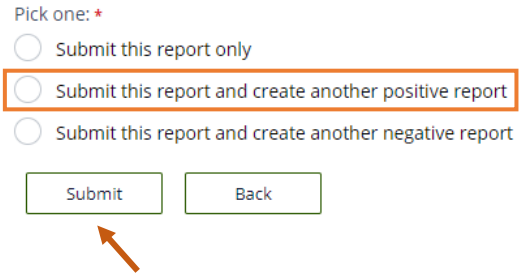
- **Submit this report only-** submits the landings data you entered for the specific license and date chosen
- **Submit this report and create another positive report -** submits the landings data you entered for the specific license and date chosen and you'll receive a pop-up box giving you the option 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

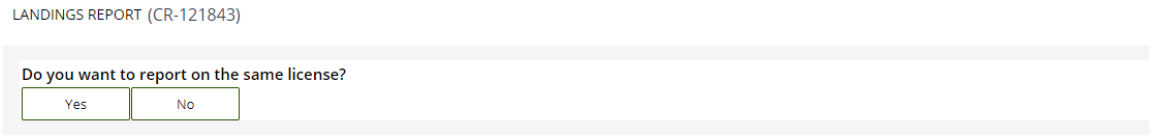


11. a. If you choose to "**Submit this report only**," you will receive a notification telling you the report was filed successfully. Click "Close" to return to the home screen.

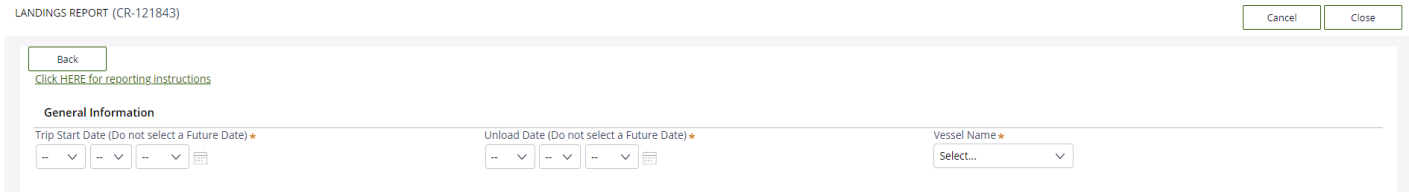


b. If you choose to "**Submit this report and create another positive report**," a new page will ask you if you would like to report on the same license. Select "Yes" or "No" depending on what license you are creating a positive report for.

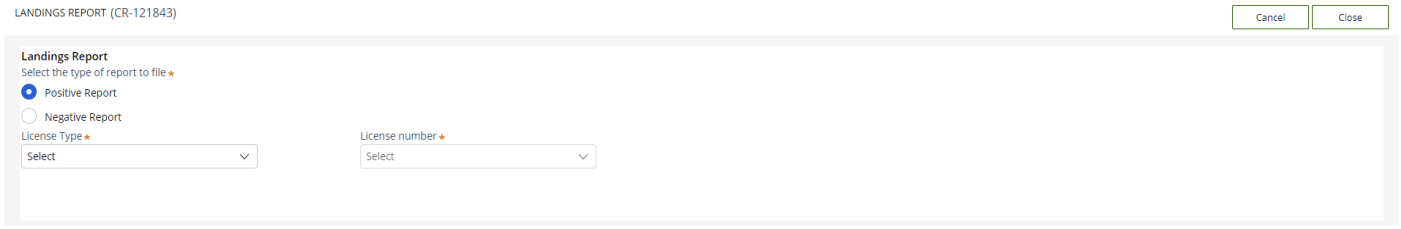




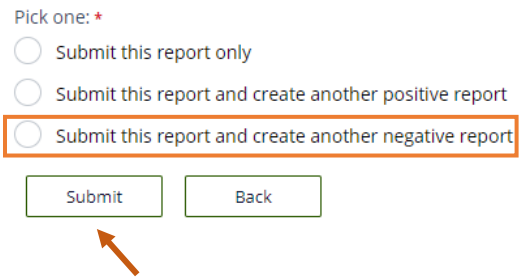
If you click "Yes," it will bring you to the General Information section to create a landings report for the same license.

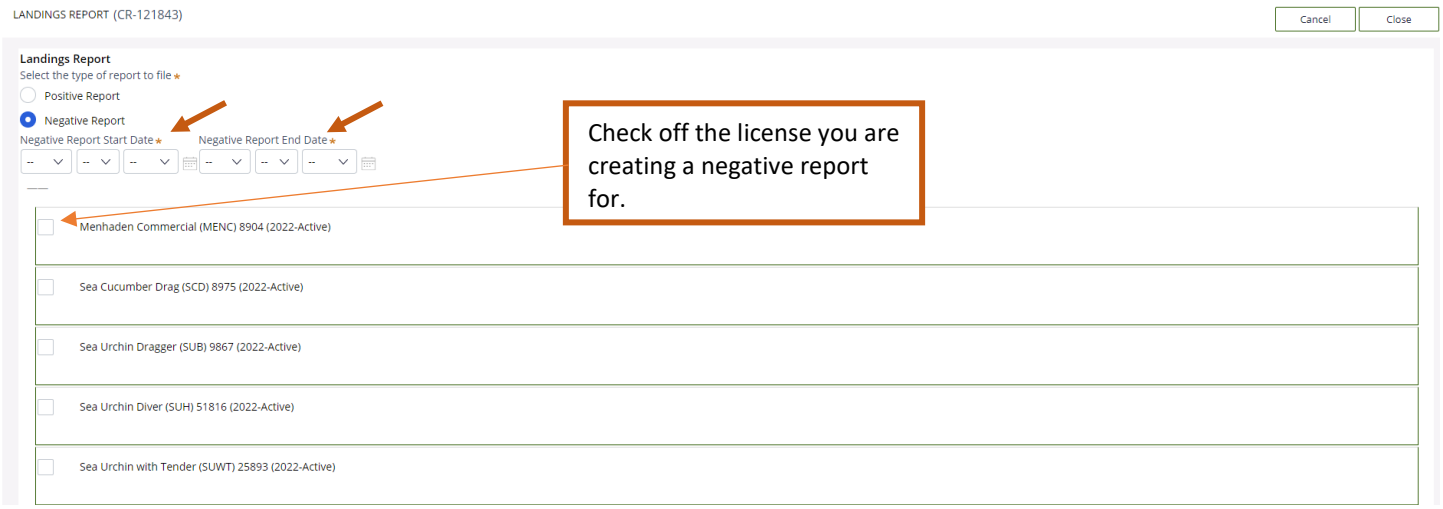


If you click "No," it will bring you to the page where you can select the license and type of report to file.



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.




LANDINGS REPORT (CR-121843)
Cancel
Close
Landings Report
Select the type of report to file *
Positive Report
Negative Report
Negative Report Start Date *
Negative Report End Date *
Check off the license you are creating a negative report for.
Menhaden Commercial (MENC) 8904 (2022-Active)
Sea Cucumber Drag (SCD) 8975 (2022-Active)
Sea Urchin Dragger (SUB) 9867 (2022-Active)
Sea Urchin Diver (SUH) 51816 (2022-Active)
Sea Urchin with Tender (SUWT) 25893 (2022-Active)