

HOW TO DOWNLOAD PREVIOUSLY SUBMITTED LANDINGS REPORTS IN LEEDS

You will now be able to download previously submitted landings reports in LEEDS. Your landings will be downloaded as an Excel file. You will need [Microsoft Excel](#) or [OpenOffice](#) to use the file.

- 1) Once logged into LEEDS, click 'View Landings Reports'.

The screenshot shows the 'Maine DMR LEEDS' dashboard. On the left side, there are several menu items: 'Renew License', 'Apply License', 'Upgrade License', 'Reprint License', 'Order Tags', and 'Make a Miscellaneous Payment'. On the right side, there are several links: 'Testing Bug-21136. Can you see me? :)', 'Report Landings', 'View Reporting Compliance Status', 'Manage Landings Favorite', 'View Landings Reports', 'Upload a Document', 'Update My Contact Info', and 'Change password'. The 'View Landings Reports' link is highlighted with a red box, and a red arrow points to it from the left.

- 2) Click on the drop-down arrow for 'View/Correct or Download?'

The screenshot shows the 'Maine DMR LEEDS' dashboard. The 'View and Update Reports' section is highlighted. Below this section, there is a drop-down menu labeled 'View/Correct or Download?' with the text 'Select..' and a small downward arrow. A red arrow points to the drop-down arrow.

- 3) Select 'Download Previously Submitted Landings Reports' from the drop-down menu.

The screenshot shows the 'Maine DMR LEEDS' dashboard. The 'View and Update Reports' section is highlighted. Below this section, there is a drop-down menu labeled 'View/Correct or Download?' with the text 'Select..'. The menu is open, showing three options: 'Select..', 'View/Correct Previously Submitted Landings Reports', and 'Download Previously Submitted Landings Reports'. A red arrow points to the 'Download Previously Submitted Landings Reports' option.

- 4) Choose from the list of licenses and license years you wish to download. All licenses are automatically selected. If you do not want to download data for all licenses at one time, you can click the 'Unselect All' box and the checkboxes will be unchecked. You can then click the checkbox for one license at a time.

Maine DMR LEEDS

View and Update Reports

View/Correct or Download?
Download Previously Submitted Landings Reports

Download Reports

Download Reports Start Date * Download Reports End Date *

LEEDS TRIP ID	TRIP START DATE	SUBMITTED BY	SUBMITTED ON	LICENSE TYPE	LICENSE #	LICENSE YEAR
No items						
<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>						

Select all Unselect All

- 5) Now select the start date using the calendar icon and pick the start month, day, and year of the selected license(s) and year(s).

Maine DMR LEEDS

View and Update Reports

View/Correct or Download?
Download Previously Submitted Landings Reports

Download Reports

Download Reports Start Date * Download Reports End Date *

Jan 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	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	10

SUBMITTED BY	SUBMITTED ON	LICENSE TYPE	LICENSE #	LICENSE YEAR
[License entry partially visible]				
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				

- 6) Now select the end date range using the calendar icon and pick the end month, day, and year of the selected license(s) and year(s).

Maine DMR LEEDS

View and Update Reports

View/Correct or Download?
Download Previously Submitted Landings Reports

Download Reports

Download Reports Start Date: 1/1/2024

Download Reports End Date: 

Dec 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	10	11

Today Close

LEEDS TRIP ID	TRIP START DATE	SUBMITTED BY	SUBMITTED ON	LICENSE
No Items				
<input checked="" type="checkbox"/>	Aquaculture (AL) 20505 (2024-Active)			
<input checked="" type="checkbox"/>	Commercial Fishing Crew (CFC) 14500-T (2024-Inactive-Suspended)			
<input checked="" type="checkbox"/>	Commercial Pelagic and Anadromous Crew (CPC) 9407 (2024-Inactive-Expired)			

- 7) You will see a list of the reports that will be downloaded. Scroll down to the bottom of the page.

Maine DMR LEEDS

View and Update Reports

View/Correct or Download?
Download Previously Submitted Landings Reports

Download Reports

Download Reports Start Date: 1/1/2024

Download Reports End Date: 12/31/2024

LEEDS TRIP ID	TRIP START DATE	SUBMITTED BY	SUBMITTED ON	LICENSE TYPE	LICENSE #	LICENSE YEAR
2149-48	NOV 4, 2024	STEPHEN TRAIN	11/5/24 1:46 PM	LC2	2149	2024
9407-10	NOV 2, 2024	STEPHEN TRAIN	11/5/24 3:29 PM	CPC	9407	2024
14500-T.1	NOV 1, 2024	STEPHEN TRAIN	11/5/24 3:56 PM	CPC	14500.T	2024
9407-9	NOV 1, 2024	STEPHEN TRAIN	11/5/24 3:24 PM	CPC	9407	2024
2149-49	SEP 1, 2024	STEPHEN TRAIN	11/6/24 8:14 AM	LC2	2149	2024
35499-1	AUG 1, 2024	STEPHEN TRAIN	11/5/24 4:00 PM	EP	35499	2024
9407-11	AUG 1, 2024	STEPHEN TRAIN	11/5/24 4:08 PM	CPC	9407	2024
20505-19	JUL 1, 2024	STEPHEN TRAIN	11/5/24 3:38 PM	AL	20505	2024
2149-47	JUN 18, 2024	STEPHEN TRAIN	6/20/24 11:39 AM	LCS	2149	2023
9407-12	MAY 1, 2024	STEPHEN TRAIN	11/5/24 4:16 PM	CPC	9407	2024
2149-39	APR 9, 2024	STEPHEN TRAIN	4/9/24 12:02 PM	LCS	2149	2023
2149-40	APR 9, 2024	STEPHEN TRAIN	4/9/24 12:06 PM	LCS	2149	2023
2149-44	APR 8, 2024	STEPHEN TRAIN	4/9/24 12:22 PM	LCS	2149	2023
2149-45	APR 8, 2024	STEPHEN TRAIN	4/9/24 12:23 PM	LCS	2149	2023
2149-46	APR 8, 2024	STEPHEN TRAIN	4/9/24 12:23 PM	LCS	2149	2023

8) Click 'Export to Excel' at the bottom of the screen and you will get a pop-up notice where you can click on the file, or you can look in your 'Downloads' folder to open the file.

