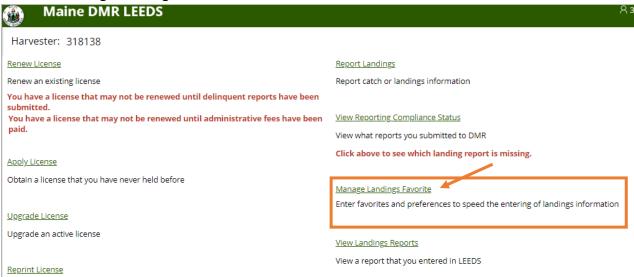
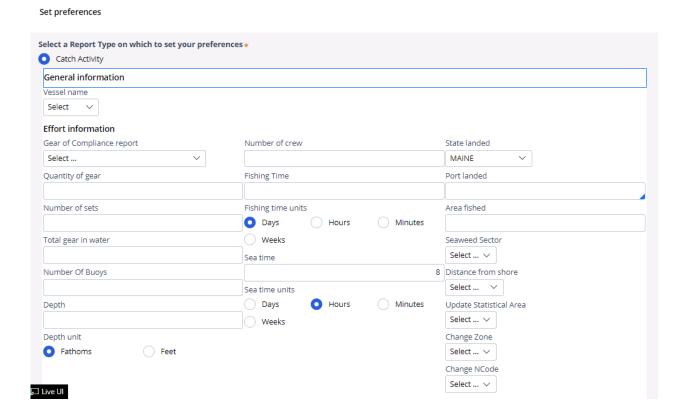
SETTING FAVORITES IN LEEDS

Setting favorites allows you to pre-emptively fill in pieces of information that will stay the same across every report, saving you time from filling in the same pieces of information on each report.

- 1. Log in to your Maine LEEDS account.
- 2. Click on "Manage Landings Favorite".



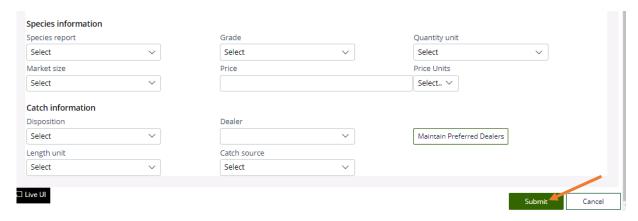
3. You will see the page below after you click "Manage Landings Favorite". You can fill in the parts of your report that will never change. Any field you fill in will come up each time you create a report. The first half of the page is Effort information:



Scroll down to see the second half of the page, which is Species and Catch information:

pecies report		Grade		Quantity unit	
Select	~	Select	~]	Select	~
Market size		Price		Price Units	
Select	~			Select ∨	
Catch information		Depler			
Disposition		Dealer			7
	~	Dealer	~	Maintain Preferred Dealers	
Disposition	V	Dealer Catch source	Y	Maintain Preferred Dealers	
Disposition Select	· ·		· ·	Maintain Preferred Dealers	

4. Once you are done choosing your favorites, click "SUBMIT". Going forward, any fields that you filled out here will be pre-filled when you start a new report.



NOTE: At this time, favorites cannot be set by fishing license. This change is coming. If you have reporting for only one species, this would not impact you. However, if you have reporting for multiple species, lobster and menhaden for example, and you set your favorites for lobstering, you'll want to be sure to update applicable fields if you go menhaden fishing and create a report (gear type, for example). If you have questions or need help setting up your preferences, call us anytime at (207) 633-9414.