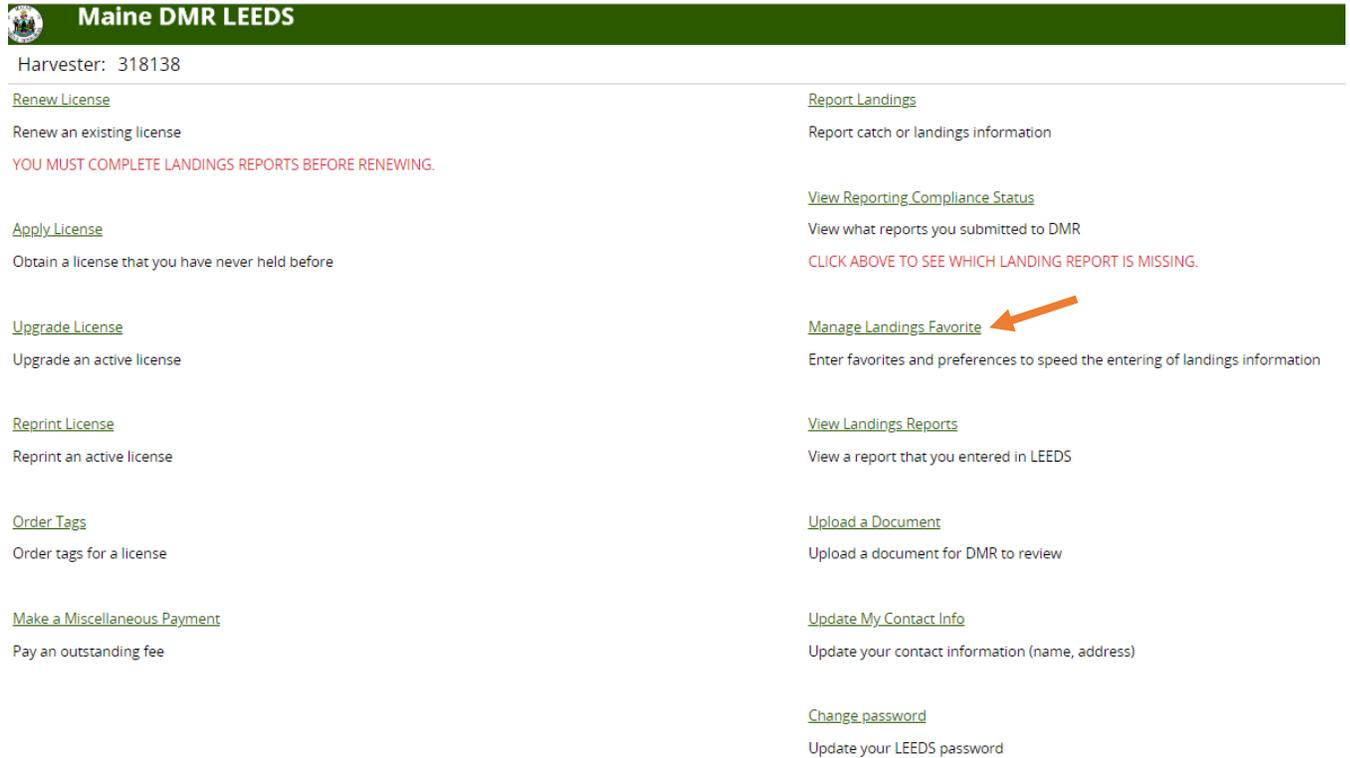


MANAGE LANDINGS FAVORITES – BY LICENSE FAMILY

As a harvester, you now can set up reporting preferences/favorites by License family or fishery. When you set up preferences/favorites, some of the reporting fields will be pre-filled each time you submit trip-level landings reports.

1. Click on “Manage Landings Favorite”.

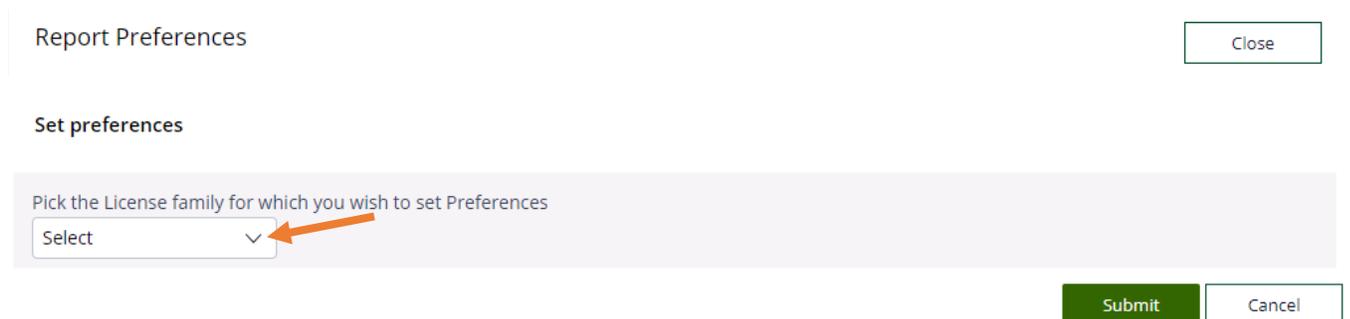


Maine DMR LEEDS

Harvester: 318138

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

2. Click the drop-down arrow to display the License families or fisheries that are available for setting up preferences.



Report Preferences Close

Set preferences

Pick the License family for which you wish to set Preferences

Select  

Submit Cancel

3. You will see a list of License families in the drop-down list. This list will correspond to any active or inactive licenses you hold that have a reporting requirement. Click on the License family or fishery that you wish to set preferences for.

Report Preferences Close

Set preferences

Pick the License family for which you wish to set Preferences

Select ▼

Select

Aquaculture Harvester

Cucumber Harvester

Eel Harvester

Elver Harvester

Halibut Harvester

Lobster Harvester

Menhaden Harvester

Mussel Harvester

Pelagic Harvester

Scallop Harvester

Seaweed Harvester

Urchin Harvester

Submit Cancel

4. The first section is “General Information.” Click the drop-down arrow to see a list of available vessels. From the list, select the primary vessel you will be using for the fishery you are setting preferences for. If you are setting preferences for a fishery that you do not use a vessel for, you can leave this field alone.

Report Preferences Close

Set preferences

Pick the License family for which you wish to set Preferences

Lobster Harvester ▼

General information

Vessel name

Select ▼ 1

Set preferences

Pick the License family for which you wish to set Preferences

Lobster Harvester ▼

General information

Vessel name

Select ▼

Select

test

test vessel ← 2

No boat

Unknown

Quantity of gear 99999754 ▼

Number of crew []

Fishing Time []

- The second section is "Effort Information." Here, you can set preferences for any effort field that is listed. To set the preferences, click on the applicable drop-down arrows or type directly into each box. The fields shown below will change depending on the License family or fishery you are setting preferences for.

In this example, the harvester is setting preferences for their Lobster license. Quantity of gear, number of sets, Total gear in water and Number Of Buoys have been left blank since those can change from day to day. If you haul the same number of traps each day and total gear or buoys in the water does not fluctuate outside of setting out or hauling up for the year, you could set these fields to have preferences as well.

Pick the License family for which you wish to set Preferences

Lobster Harvester ▾

General information

Vessel name
test vessel ▾

Effort information

Gear of Compliance report: POT & TRAP LOBSTER ▾

Number of crew: 3

State landed: MAINE ▾

Quantity of gear:

Fishing Time: 4

Port landed: Boothbay Harbor ▾

Number of sets:

Fishing time units: Days Hours Minutes

Update Statistical Area: 513 ▾

Total gear in water:

Weeks

Change Zone: D ▾

Number Of Buoys:

Sea time:

Change NCode: 125 ▾

Depth:

Depth unit: Fathoms Feet

- The third favorites section is "Species Information." Here you can set the primary species, grade, market size, and quantity unit. To set the preferences, click on the applicable drop-down arrows or type directly into each box. The "Price" and "Price Units" are fields for Aquaculture harvesters. In this example, the harvester is setting preferences for their lobster license.

Species information

Species report: LOBSTER,AMERICAN ▾

Grade: UG - Ungraded ▾

Quantity unit: LB - Pounds ▾

Market size: unsized - unsized ▾

Price:

Price Units: Select.. ▾

7. The fourth favorites section is “Catch Information.” Here you can set the disposition of the catch, the dealer you sold to, and catch source. To set the preferences, click on the applicable drop-down arrows or type directly into each box.

Catch information

Disposition
Sold to Dealer

Dealer name
ROB'S LOBSTA SHOPPE (205343)

Maintain Preferred Dealers

Catch source
Trip

Submit Cancel

To add the preferred “Dealer name”, start typing the Dealer’s name or Landings number into the search box. When your dealer comes up in the list, click on it.

Catch information

Disposition
Sold to Dealer

Dealer name
Rob's

Maintain Preferred Dealers

Catch source
Trip

ROB'S LOBSTA SHOP 205343

If you want to add additional preferred dealers, you can click on ‘Maintain Preferred Dealers.’

Catch information

Disposition
Sold to Dealer

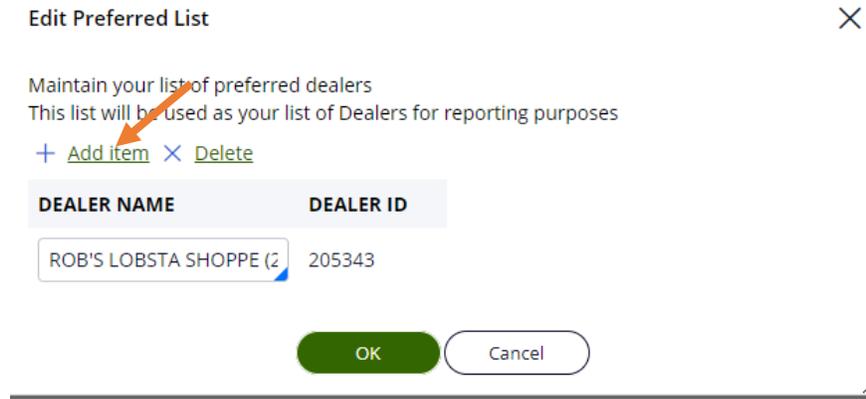
Dealer name
ROB'S LOBSTA SHOPPE (205343)

Maintain Preferred Dealers

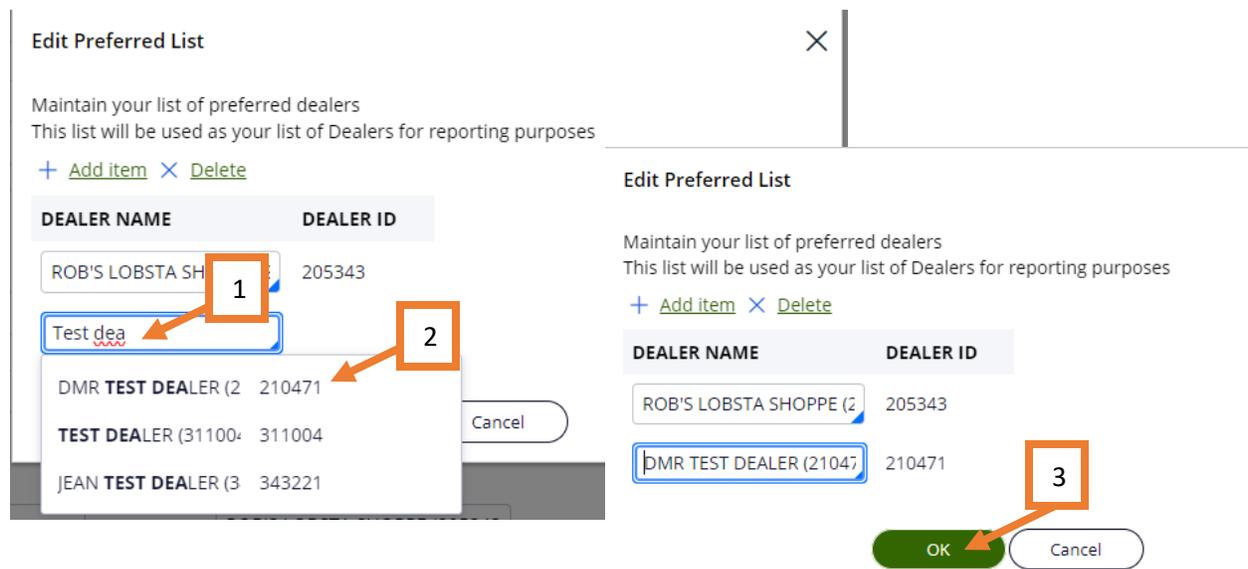
Catch source
Trip

Submit Cancel

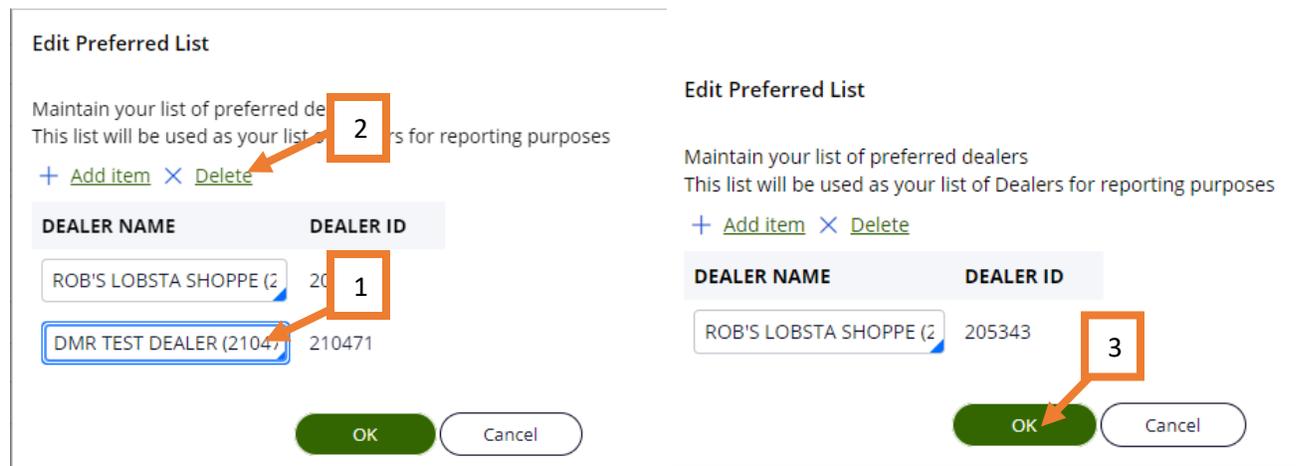
Another screen will open where you can edit your list of dealers. Click “Add Item”.



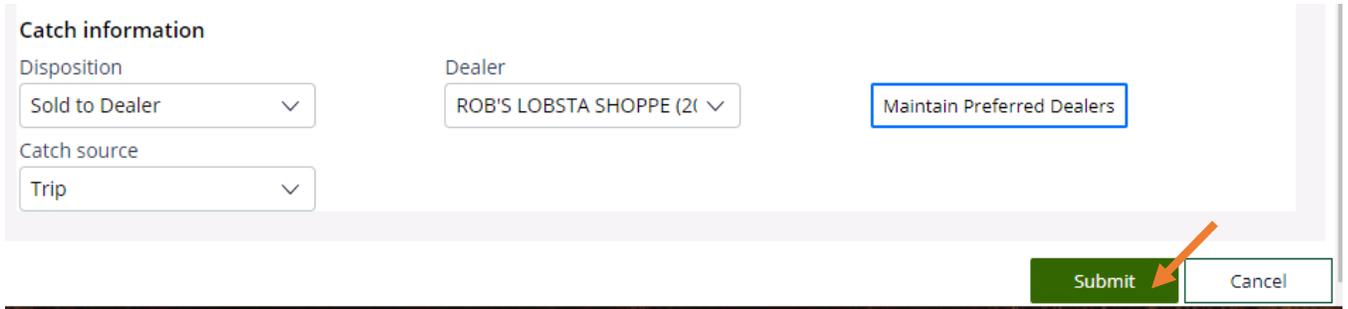
Start typing the Dealer’s name or Landings number into the box. Once the dealer’s name shows up in the list, click on it. It will be added to your list of preferred dealers. Click “OK” to close the screen.



If you want to delete a dealer from your preferred list, click on the Dealer’s name, then click “Delete.” Click “OK” to close the screen.



8. To save your preferences, select “Submit” at the bottom of the page.



Catch information

Disposition
Sold to Dealer

Dealer
ROB'S LOBSTA SHOPPE (2)

Maintain Preferred Dealers

Catch source
Trip

Submit Cancel

Detailed description: This is a screenshot of a web form titled "Catch information". It contains several dropdown menus: "Disposition" with "Sold to Dealer" selected, "Dealer" with "ROB'S LOBSTA SHOPPE (2)" selected, and "Catch source" with "Trip" selected. There is a checkbox labeled "Maintain Preferred Dealers" which is currently unchecked. At the bottom right of the form, there are two buttons: a green "Submit" button and a white "Cancel" button. An orange arrow points to the "Submit" button.

9. After clicking “Submit”, you will see the following screen. Click “Close” to return to your LEEDS home page. If you have multiple License families or fisheries you wish to set preferences for, you can follow steps 1-8 above for each License family or fishery.



ReportPrefs (RP-80203):

Reporting favorites have been saved successfully

Close

Detailed description: This is a screenshot of a confirmation message. It features a light green background. At the top, it says "ReportPrefs (RP-80203):". Below that, a message states "Reporting favorites have been saved successfully". In the top right corner, there is a small white button with the text "Close". An orange arrow points to the "Close" button.