

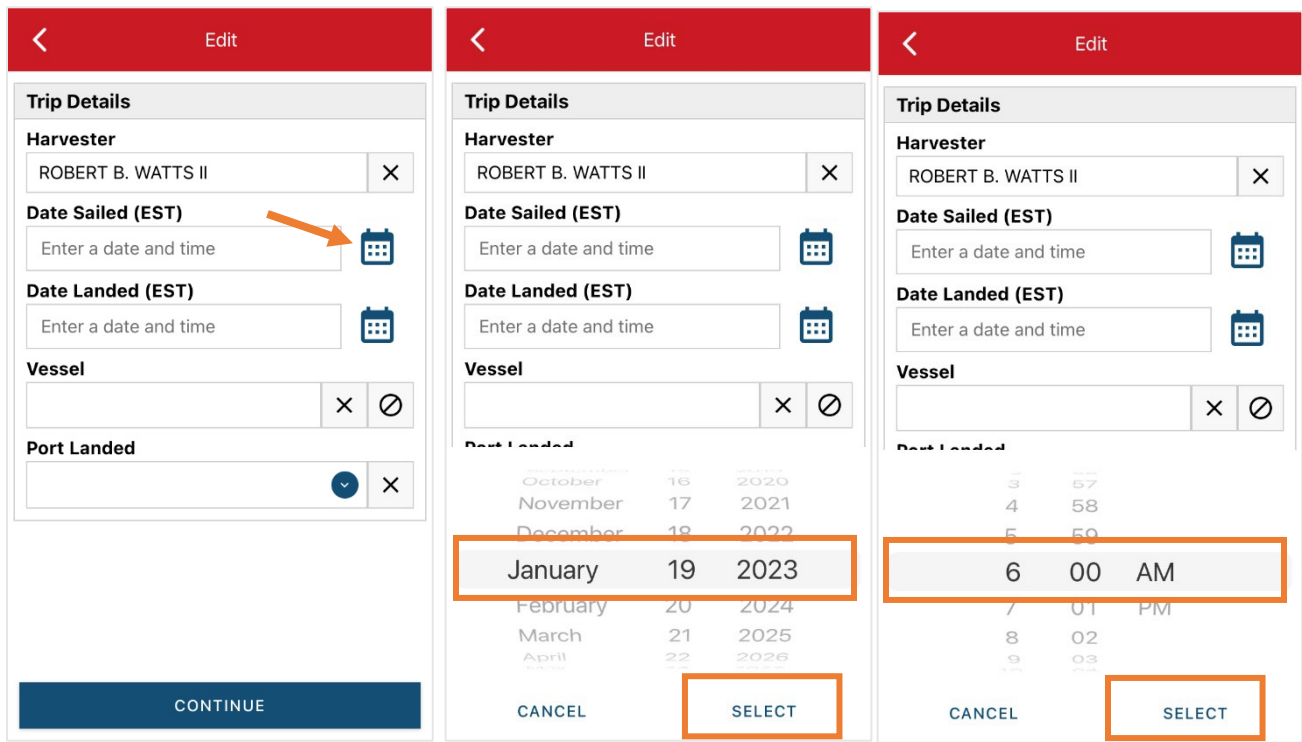
# CREATING A POSITIVE REPORT USING THE VESL HARVESTER APPLICATION

The ME DMR VESL Harvester Application uses a dynamic form, which means the fields you are required to fill out are dependent on the gear you select. Only the fields you are required to report will be displayed.

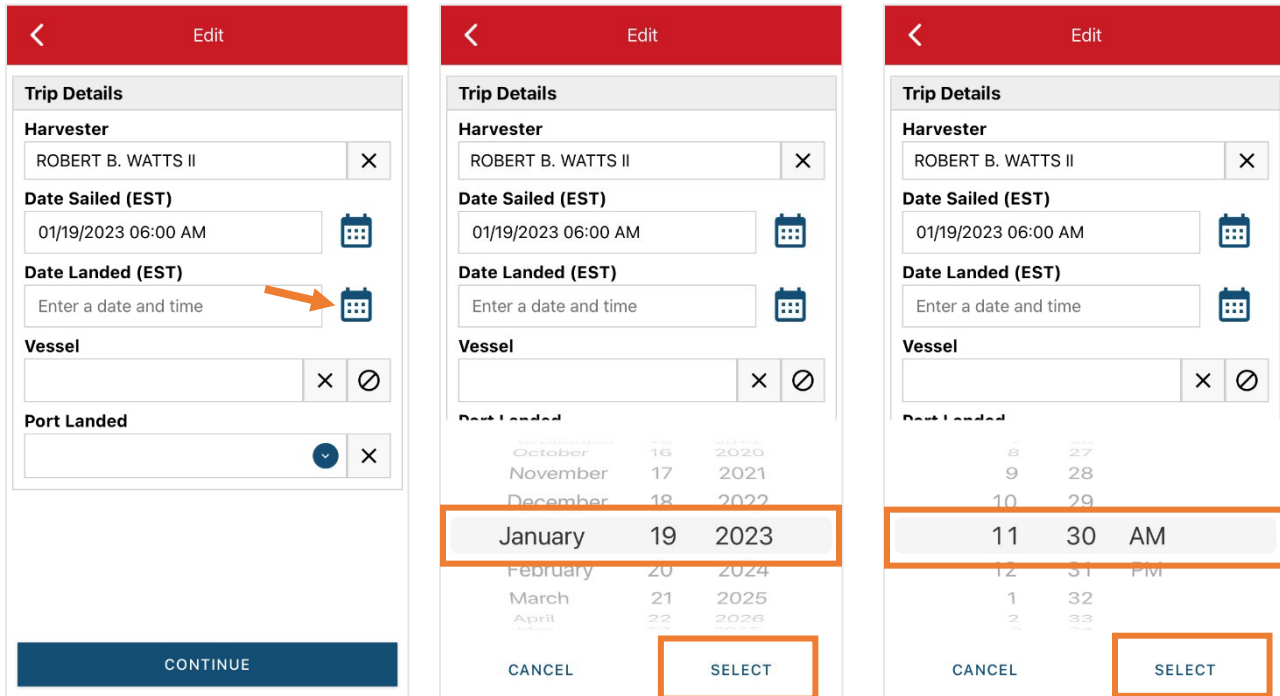
1. After you have logged into (or opened) the application you are presented with three options:
  - A. "FIND REPORT" allows you to search on previously created reports.
  - B. "CREATE REPORT" opens the applications reporting screen.
  - C. "CREATE DID NOT FISH" will bring you to the VESL website (requires active internet connection) to create and submit your "did not fish" reports.



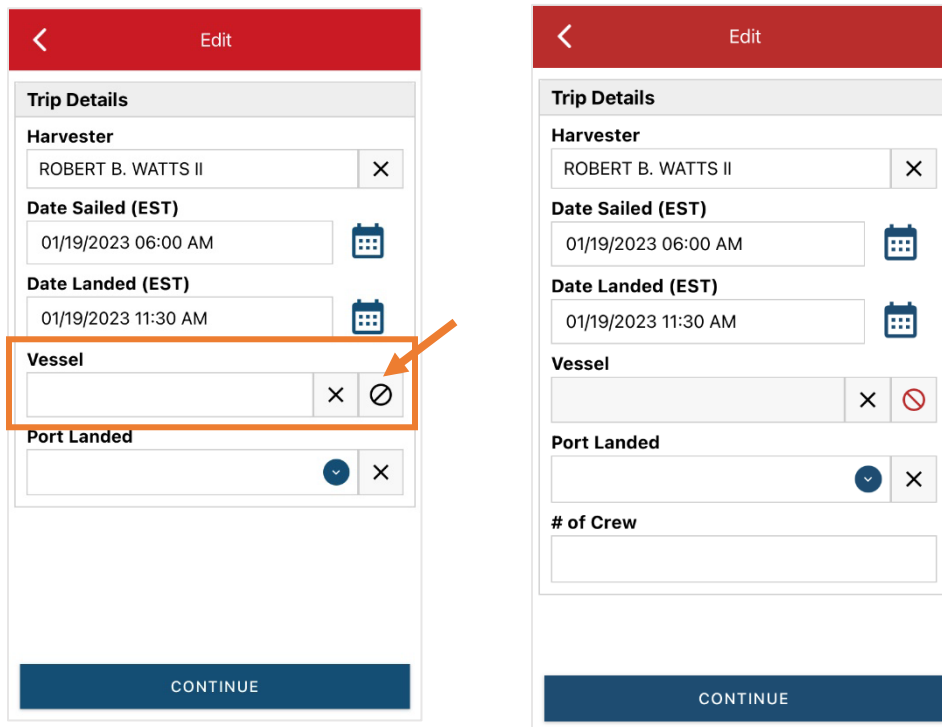
2. Creating a Report
  - A. After you click on "CREATE REPORT" (in Step 1b above) you will arrive at this screen. Click on the calendar icon to select your "Date Sailed (EST)." A box will pop up showing the month, day, and year. Click "SELECT" once you've chosen the date. Then choose the time (EST) you started your fishing trip and click "SELECT."



- B. Next, click on the calendar icon to select your “Date Landed (EST).” A box will pop up showing the month, day, and year. Click “SELECT” once you’ve chosen the date. Then choose the time (EST) you finished your fishing trip and click “SELECT.”



- C. Next, a box will appear for selecting your vessel. If you did not use a vessel to harvest the scallops, select the symbol at the right. The symbol will then appear red. If you did use a vessel, then click in the “Vessel” box to choose your vessel. Click the drop-down arrow to see the list of vessels available. Click the vessel from the list and then click “SELECT” once you choose the vessel. For this example, no vessel was used.



- D. Click the drop-down arrow to enter the “Port Landed.” You can search for your port in the window that opens. When you see your Port in the list, click on it.

The screenshot shows the 'Edit' screen with the following details:

- Trip Details**
- Harvester:** ROBERT B. WATTS II
- Date Sailed (EST):** 01/19/2023 06:00 AM
- Date Landed (EST):** 01/19/2023 11:30 AM
- Vessel:** (empty)
- Port Landed:** (empty) with a drop-down arrow highlighted by an orange arrow.
- # of Crew:** (empty)
- CONTINUE** button at the bottom.

The search window displays a list of ports:

- BOOTHBAY HARBOR, ME
- DAMARISCOTTA, ME
- PINE POINT, ME
- PORTLAND, ME
- SOUTHWEST HARBOR, ME
- 100 ACRE COVE RAMP/WALKER FARM, RI
- 101 BRIDGE - TIDAL RIVER, NH
- 1ST ENCOUNTER BEACH, MA

A 'CANCEL' button is at the bottom.

The screenshot shows the 'Edit' screen with the following details:

- Trip Details**
- Harvester:** ROBERT B. WATTS II
- Date Sailed (EST):** 01/19/2023 06:00 AM
- Date Landed (EST):** 01/19/2023 11:30 AM
- Vessel:** (empty)
- Port Landed:** BOOTHBAY HARBOR, ME
- # of Crew:** (empty)
- CONTINUE** button at the bottom.

- E. Enter the number of crew (including the captain in the count). Then click “CONTINUE.”

The screenshot shows the 'Edit' screen with the following details:

- Trip Details**
- Harvester:** ROBERT B. WATTS II
- Date Sailed (EST):** 01/19/2023 06:00 AM
- Date Landed (EST):** 01/19/2023 11:30 AM
- Vessel:** (empty)
- Port Landed:** (empty)
- # of Crew:** (empty) - highlighted by an orange box.
- CONTINUE** button at the bottom.

The screenshot shows the 'Edit' screen with the following details:

- Trip Details**
- Harvester:** ROBERT B. WATTS II
- Date Sailed (EST):** 01/19/2023 06:00 AM
- Date Landed (EST):** 01/19/2023 11:30 AM
- Vessel:** (empty)
- Port Landed:** BOOTHBAY HARBOR, ME
- # of Crew:** 2
- CONTINUE** button at the bottom - highlighted by an orange arrow.

F. After clicking “CONTINUE”, you will be able to add your effort information by clicking on the “+ ADD” button.

The screenshot shows a mobile application interface for a 'Report'. At the top, there is a red header with a back arrow, the word 'Report', and icons for print, edit, and save. Below the header is a yellow bar with the text 'Pending'. The main content area is divided into sections. The first section is 'Trip Details', which includes the following information: Harvester (ROBERT B. WATTS II), Date Sailed (EST) (01/19/2023 06:00 AM), Date Landed (EST) (01/19/2023 11:30 AM), Vessel (Not Available), Port Landed (BOOTHBAY HARBOR, ME), and # of Crew (2). Below this section is a 'Fishing Effort' section with a blue '+ ADD' button highlighted by an orange box and an arrow. At the bottom of the screen is a blue 'SAVE' button.

G. First, pick your gear by clicking on the drop-down arrow for “Gear Type.” You can start typing the gear name into the search field. Click on the applicable gear type from the list. Once you do this, more effort fields will appear.

The first screenshot shows the 'Edit Fishing Effort' screen. It has a red header with a back arrow and the text 'Edit Fishing Effort'. Below the header is a section titled 'Effort' with a 'Gear Type' dropdown menu. An orange arrow points to the dropdown arrow. Below this is a 'Species' section with a '+ ADD' button. At the bottom is a blue 'CONTINUE' button.

The second screenshot shows a search modal for gear types. It has a search bar with the text 'Div' and a list of gear types: 'BY HAND, DIVING GEAR', 'SUCTION PUMP, DIVING', 'DIP NETS', and 'BY HAND, NO DIVING GEAR'. The list is highlighted with an orange box. Below the list is a grey 'CANCEL' button.

The third screenshot shows the 'Edit Fishing Effort' screen after a gear type has been selected. The 'Gear Type' dropdown now shows 'BY HAND, DIVING GEAR' with a blue checkmark and a close button. Below this are fields for 'Gear Qty', 'Gear Sets', 'Set Time' (with a dropdown arrow), and 'Depth' (with a 'FATHOMS' dropdown arrow). Below these fields is a 'Location' section with 'Fishing Location' fields for 'Latitude' and 'Longitude', and a location icon. At the bottom is a blue 'CONTINUE' button.

H. Enter the "Gear Qty" (which should be 1). Then, enter the number of dives you did in the "Gear Sets" box.

The screenshot shows the 'Edit Fishing Effort' form. The 'Gear Type' is set to 'BY HAND, DIVING GEAR'. The 'Gear Qty' field is empty and highlighted with an orange border. The 'Gear Sets' field is also empty and highlighted with an orange border. The 'Set Time' field is empty, and the 'Depth' field is set to 'FATHOMS'. The 'Location' section includes 'Fishing Location' with 'Latitude' and 'Longitude' fields. A 'CONTINUE' button is at the bottom.

The screenshot shows the 'Edit Fishing Effort' form. The 'Gear Type' is set to 'BY HAND, DIVING GEAR'. The 'Gear Qty' field contains the number '1'. The 'Gear Sets' field contains the number '2'. The 'Set Time' field is empty, and the 'Depth' field is set to 'FATHOMS'. The 'Location' section includes 'Fishing Location' with 'Latitude' and 'Longitude' fields. A 'CONTINUE' button is at the bottom.

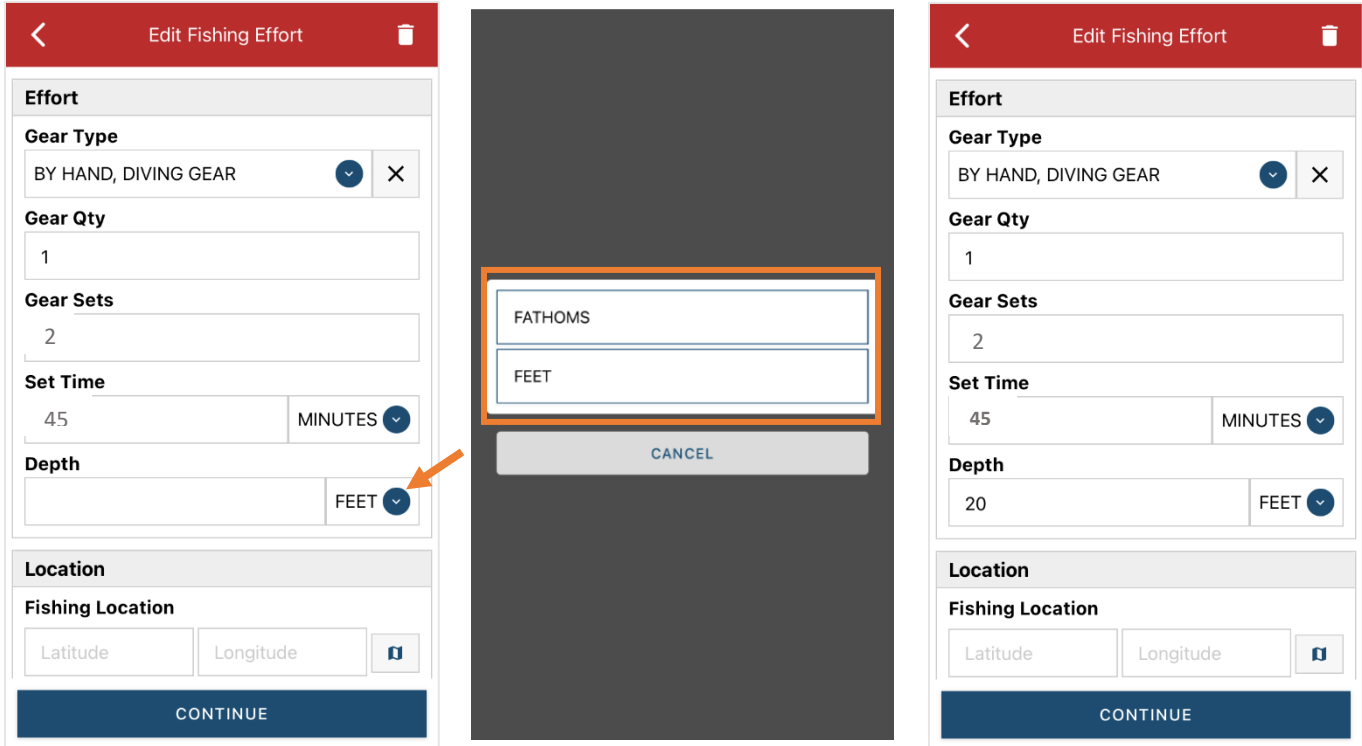
I. Next, enter your "Set Time" (the average time for each dive). Click the drop-down arrow for "Set Time" units and select the unit you would like to use (likely minutes). Then enter the time in the "Set Time" box.

The screenshot shows the 'Edit Fishing Effort' form. The 'Gear Type' is set to 'BY HAND, DIVING GEAR'. The 'Gear Qty' field contains the number '1'. The 'Gear Sets' field contains the number '2'. The 'Set Time' field is empty, and an orange arrow points to the dropdown arrow next to it. The 'Depth' field is set to 'FATHOMS'. The 'Location' section includes 'Fishing Location' with 'Latitude' and 'Longitude' fields. A 'CONTINUE' button is at the bottom.

The screenshot shows a dropdown menu for selecting the unit for 'Set Time'. The options are 'DAYS', 'HOURS', and 'MINUTES'. The 'MINUTES' option is selected and highlighted with an orange border. A 'CANCEL' button is at the bottom.

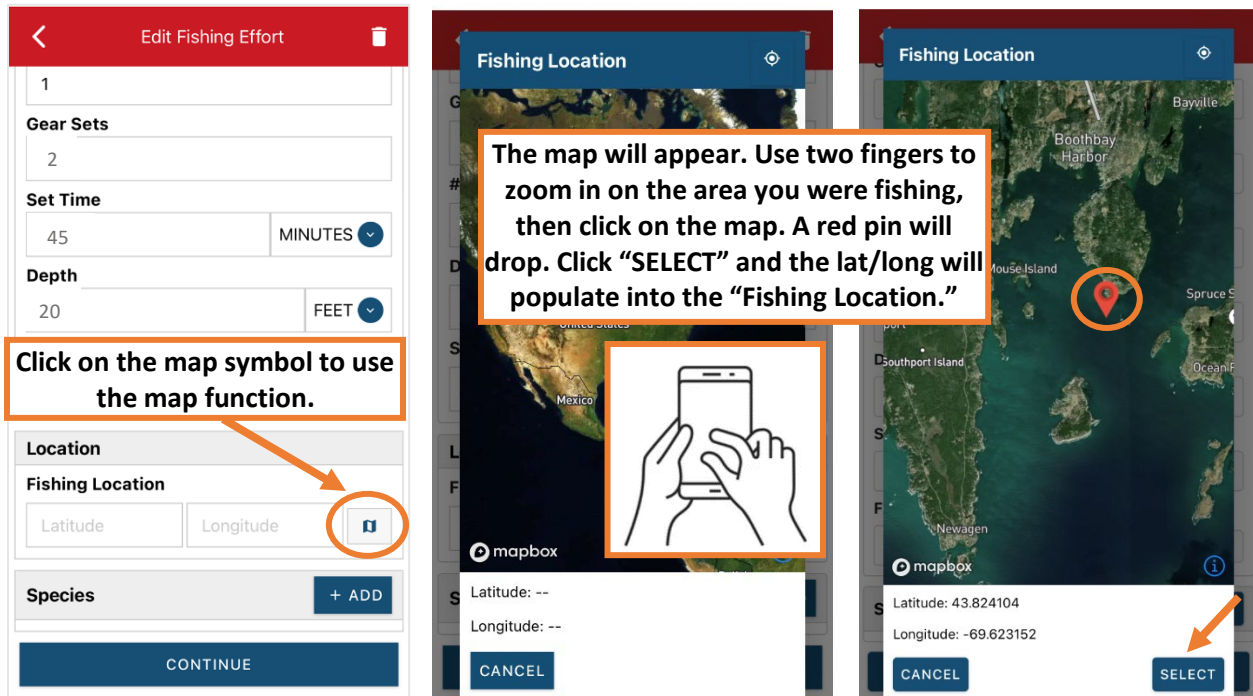
The screenshot shows the 'Edit Fishing Effort' form. The 'Gear Type' is set to 'BY HAND, DIVING GEAR'. The 'Gear Qty' field contains the number '1'. The 'Gear Sets' field contains the number '2'. The 'Set Time' field contains the number '45', and the unit dropdown is set to 'MINUTES'. The 'Depth' field is set to 'FEET'. The 'Location' section includes 'Fishing Location' with 'Latitude' and 'Longitude' fields. A 'CONTINUE' button is at the bottom.

- J. Next, enter the “Depth” by clicking the drop-down arrow for depth unit. The depth unit is defaulted to FATHOMS. To change this, click on the drop-down arrow. You will then choose the applicable depth unit and enter your depth.

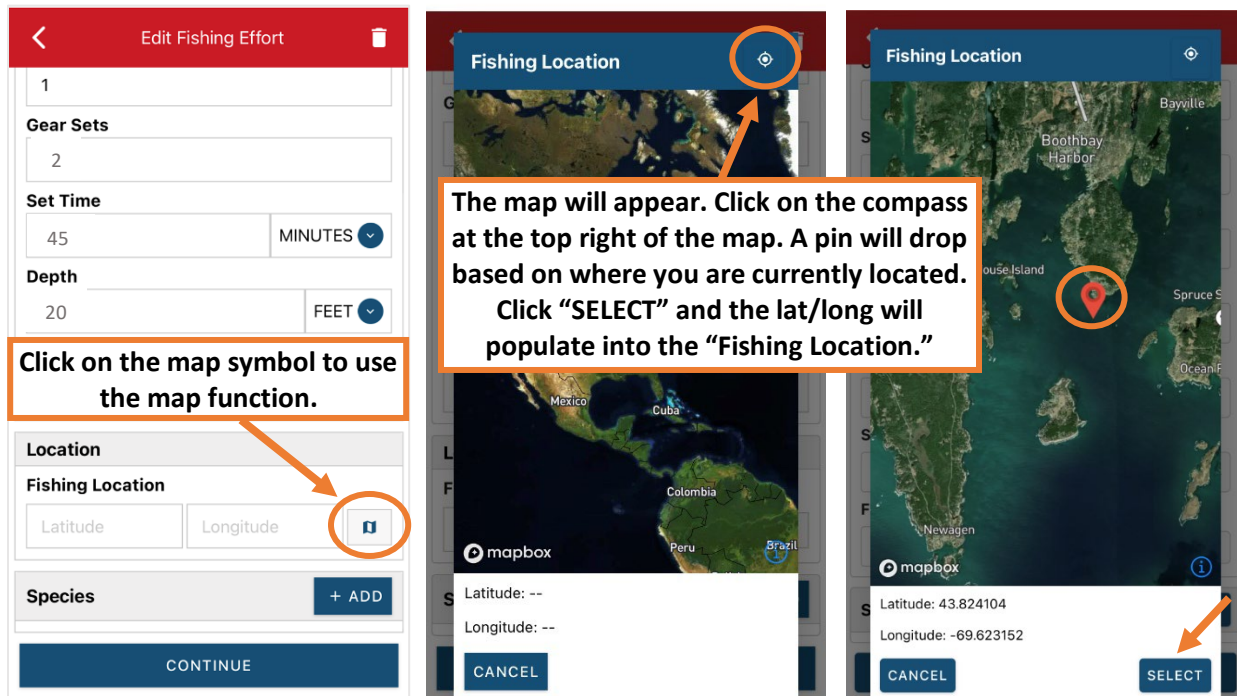


- K. Next is your “Fishing Location.” You may need to scroll down to see this section. You can manually enter the latitude and longitude from your plotter into the two boxes under “Fishing Location” or you can use the map function in the application to auto-populate fishing area.

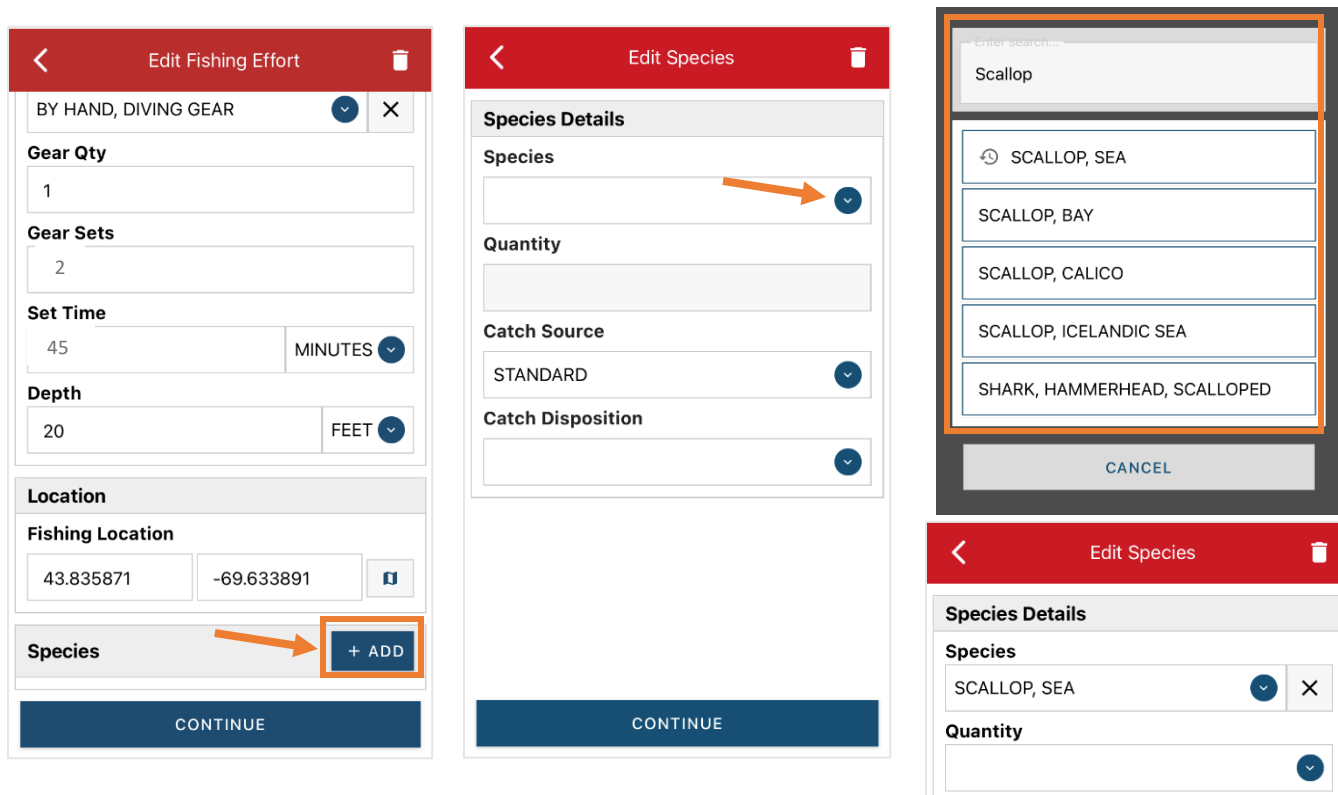
**Using the Map Function if you are not actively fishing:**



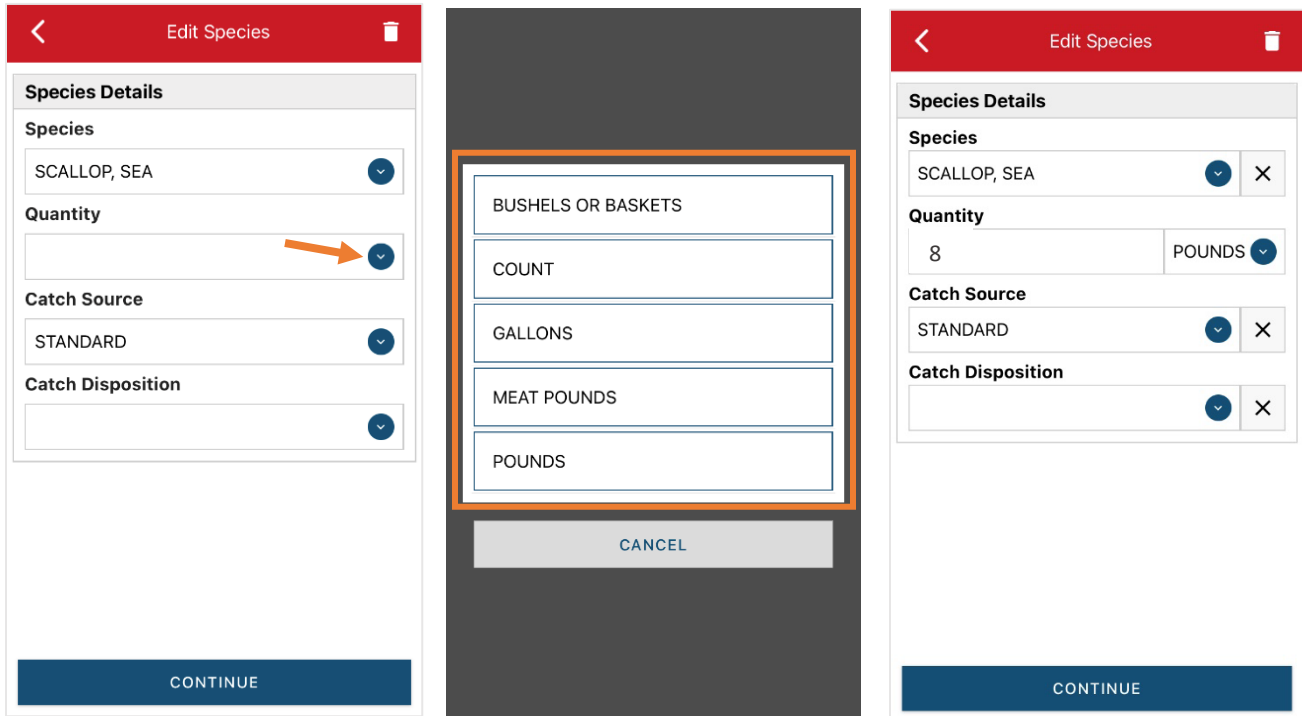
**Using the Map Function if you are actively fishing:**



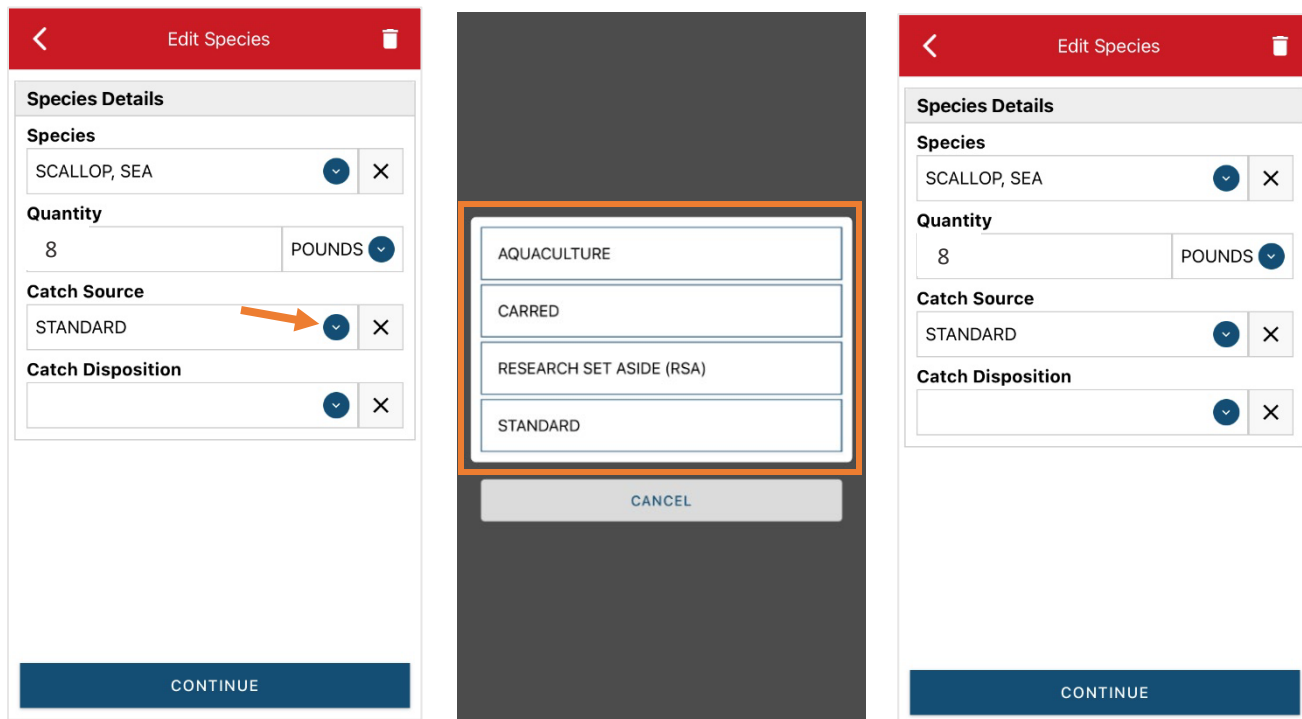
- L. Next click the “+ ADD” button next to the “Species.” Click the drop-down arrow for “Species.” Then, in the search box start typing the species name. You can also scroll through the list. Once you find the species you want to report, click on the species name.



- M. Next, click on the drop-down arrow for the “Quantity” field. You will be prompted to pick the “Quantity Units” before entering a value. For scallops, select **pounds**, then type in the total “Quantity” you landed.



- N. Next, select the drop-down arrow for the “Catch Source.” This is where you indicate if the catch you are reporting on were carried (held from multiple trips), from an aquaculture operation, for a research set aside (not common) or standard (caught from that day’s trip). You will likely choose “STANDARD” or “CARRIED.”





- O. Next, you will choose your “Catch Disposition.” This is where you declare what the products end use was. Scallop is always “**FOOD**”. Click the drop-down arrow to choose. You can begin typing the disposition into the search bar, or you can scroll through the list. Click on “**FOOD**” from the list.

The screenshot shows the 'Edit Species' form with the following fields: Species (SCALLOP, SEA), Quantity (8 POUNDS), Catch Source (STANDARD), and Catch Disposition. The 'Catch Disposition' dropdown menu is open, and an orange arrow points to the dropdown arrow icon.

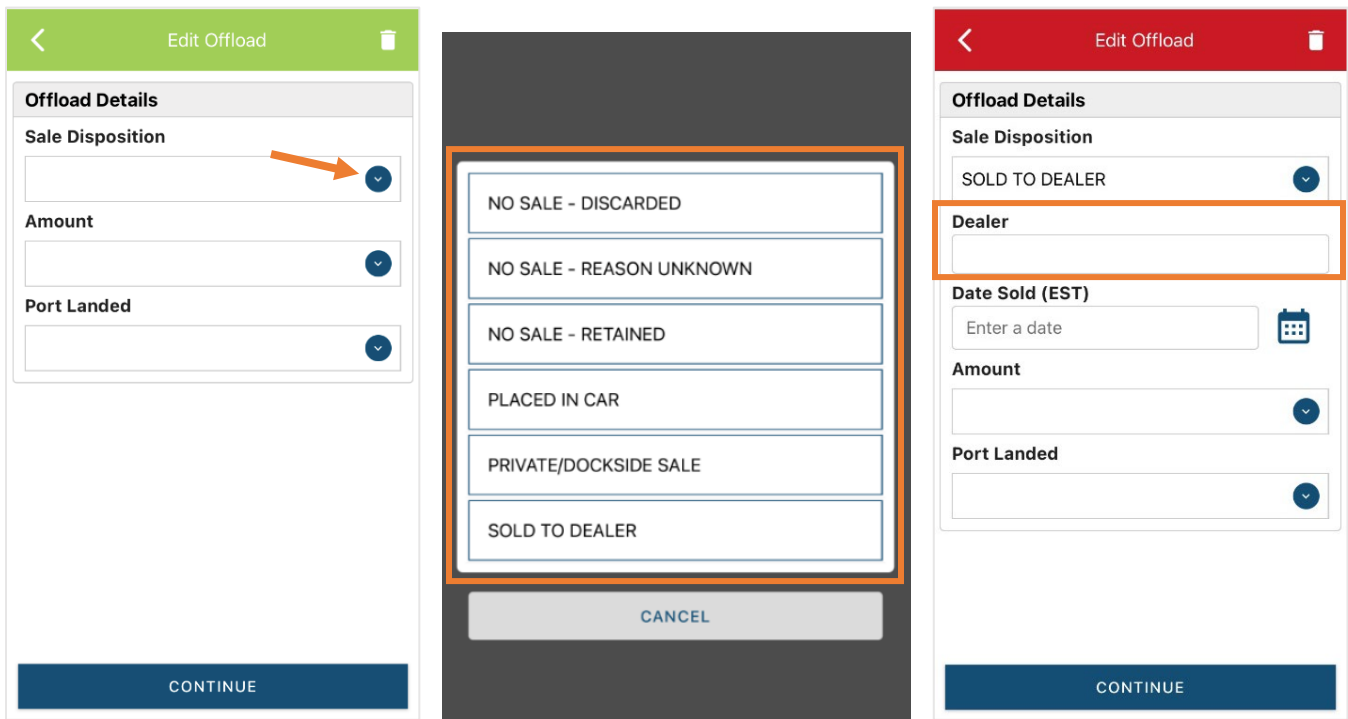
The screenshot shows a search bar with 'Food' entered. Below the search bar is a list of search results: FOOD, RSA-FOOD, ANIMAL FOOD, and PERSONAL USE/FOOD. The list is highlighted with an orange border.

The screenshot shows the 'Edit Species' form with the 'Catch Disposition' dropdown menu set to 'FOOD'. Below the form is an 'Offload' section with a '+ ADD' button.

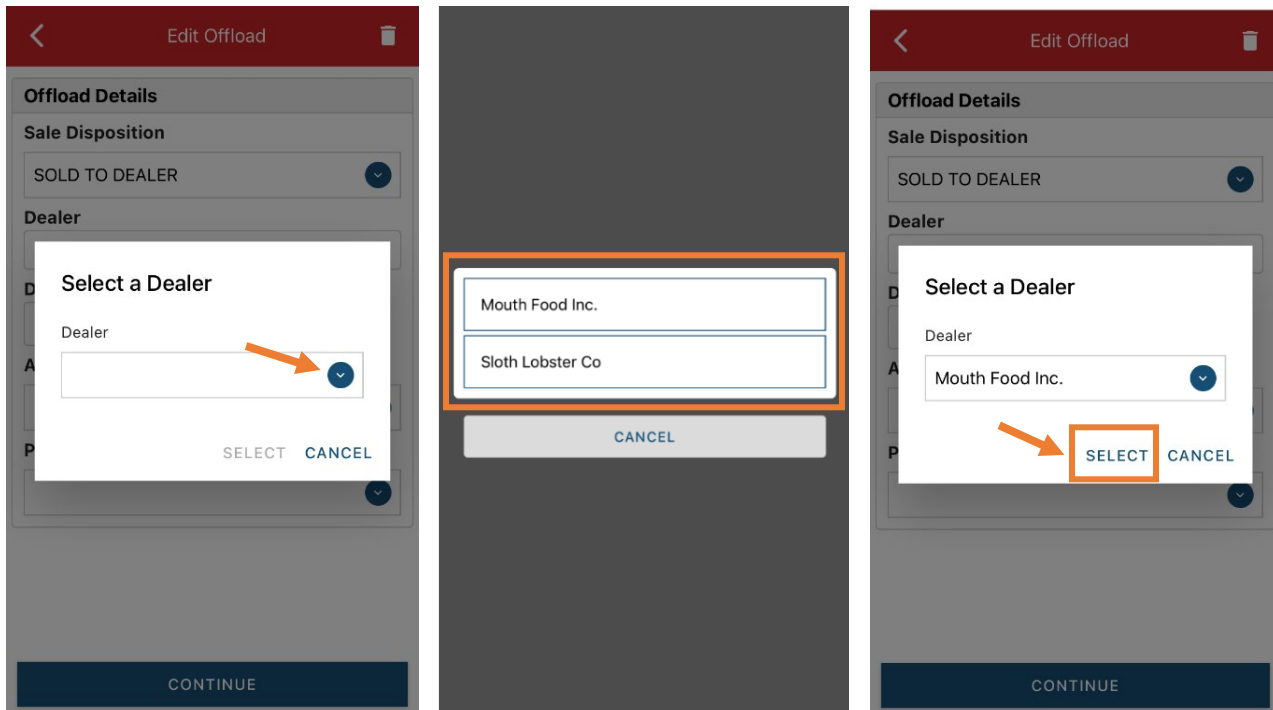
- P. If you select food or any other “Catch Disposition” that could indicate a catch were sold, you will need to enter your “Offload.” Click on the “+ ADD” box.

The screenshot shows the 'Edit Species' form with the 'Catch Disposition' dropdown menu set to 'FOOD'. Below the form is an 'Offload' section with a '+ ADD' button. An orange arrow points to the '+ ADD' button.

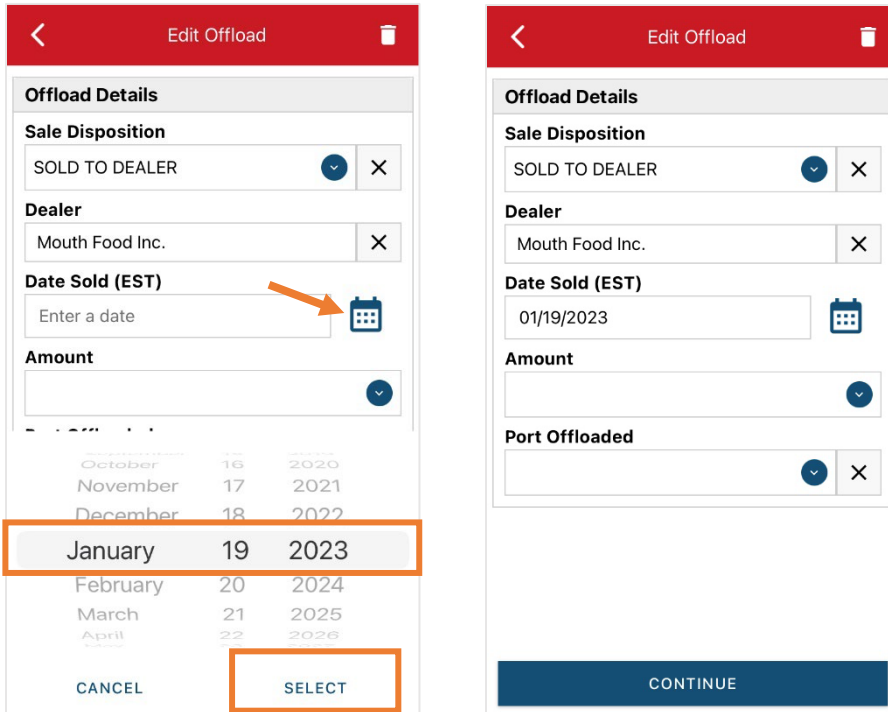
- Q. Next you will enter your “Sale Disposition.” Click on the drop-down arrow and a box will pop-up with dispositions to choose from. If you select “SOLD TO DEALER” from the list that pops up, you will need to fill out the “Dealer” field. Click the “Dealer” field and another window will open.



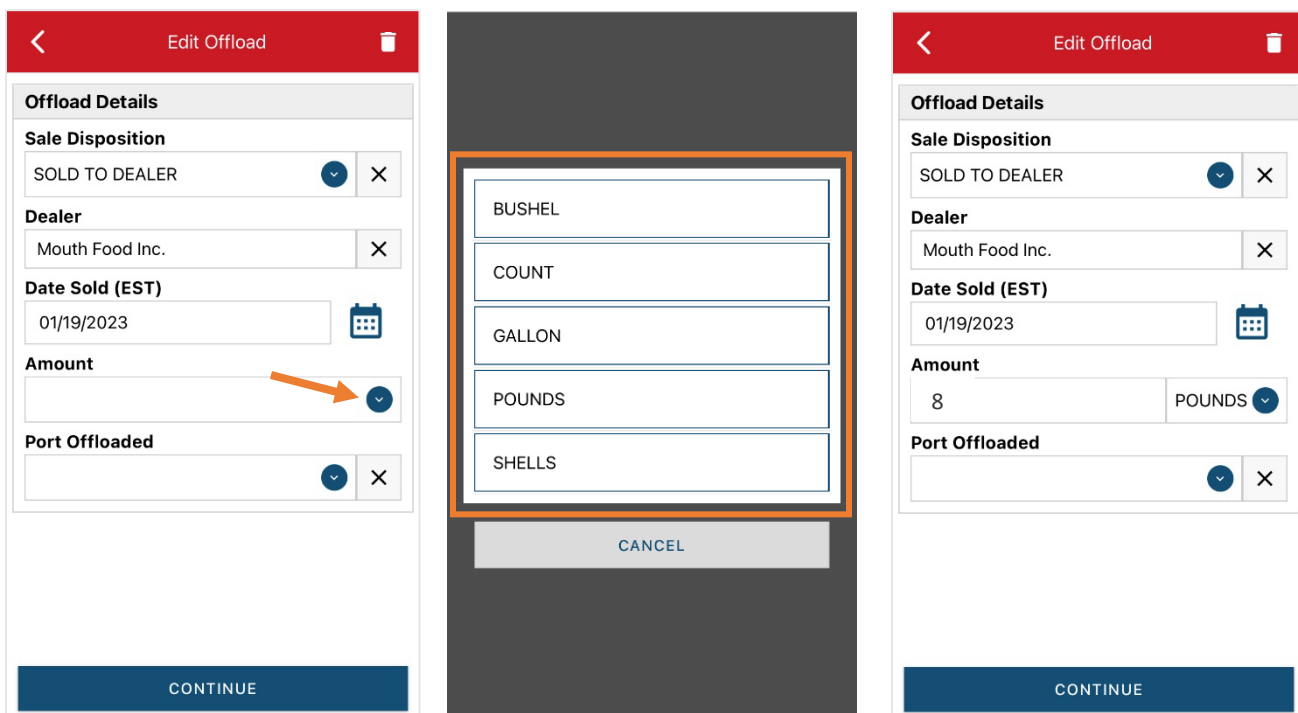
- R. Click on the drop-down arrow and you can search or scroll through the list of dealers. Click on the dealer you sold to once you find them in the list and then click “SELECT.”



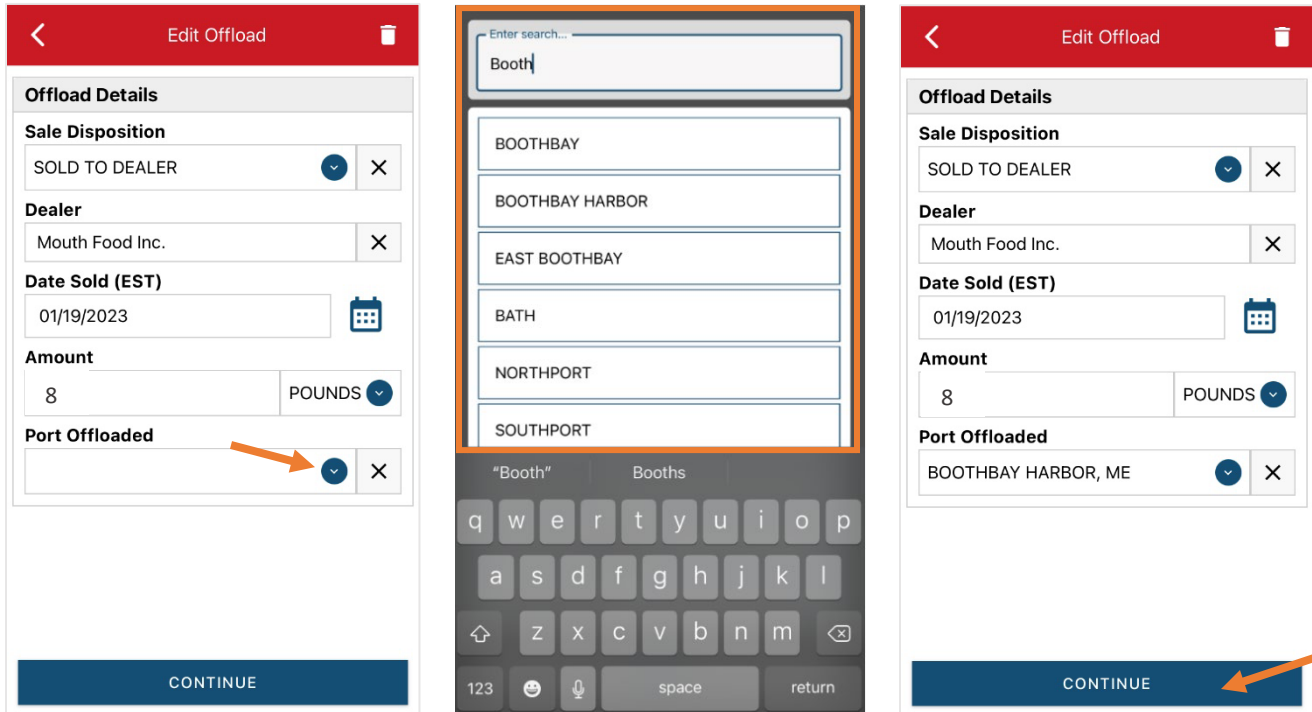
- S. Next you will enter a date sold. Click on the calendar icon and choose your date. Click on “SELECT” once you have your date selected.



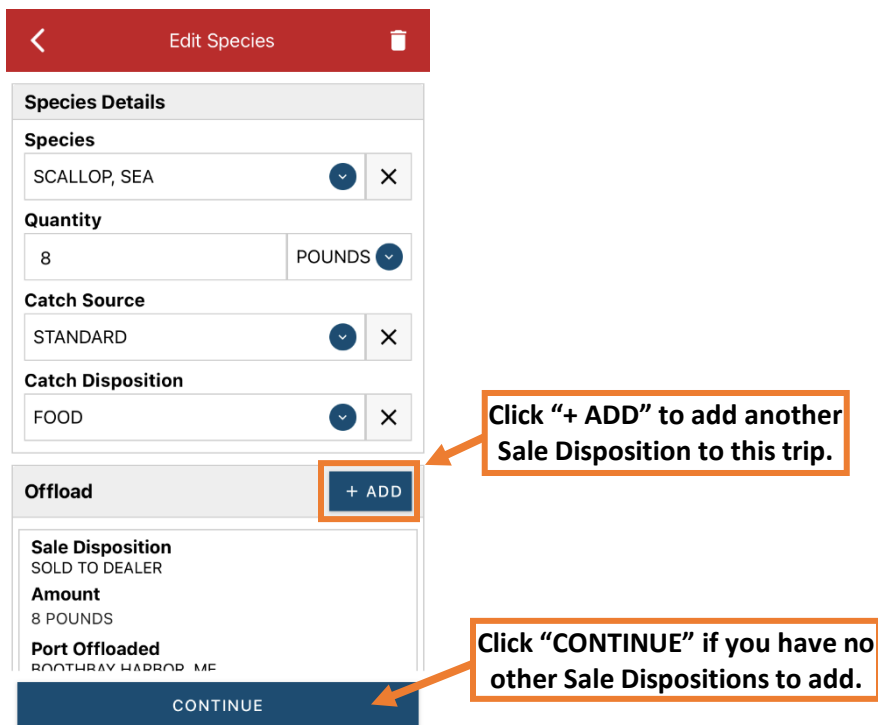
- T. Now you will add the amount you sold on this Offload. Click on the drop-down arrow for “Amount” and you will choose the units for amount sold. Once you’ve chosen the units, you can enter the amount you sold. *If all of your catch was sold to one dealer, you’d enter the total quantity landed for your trip in this field. If you sold to more than one dealer or had more than one “Sale Disposition” for this trip (ex: sold to dealer and personal use), you would only enter the amount sold on this Offload as it applies to the “Sale Disposition” you’ve selected.* For this example, the total pounds landed this day were 8 and all of that was sold to one dealer.



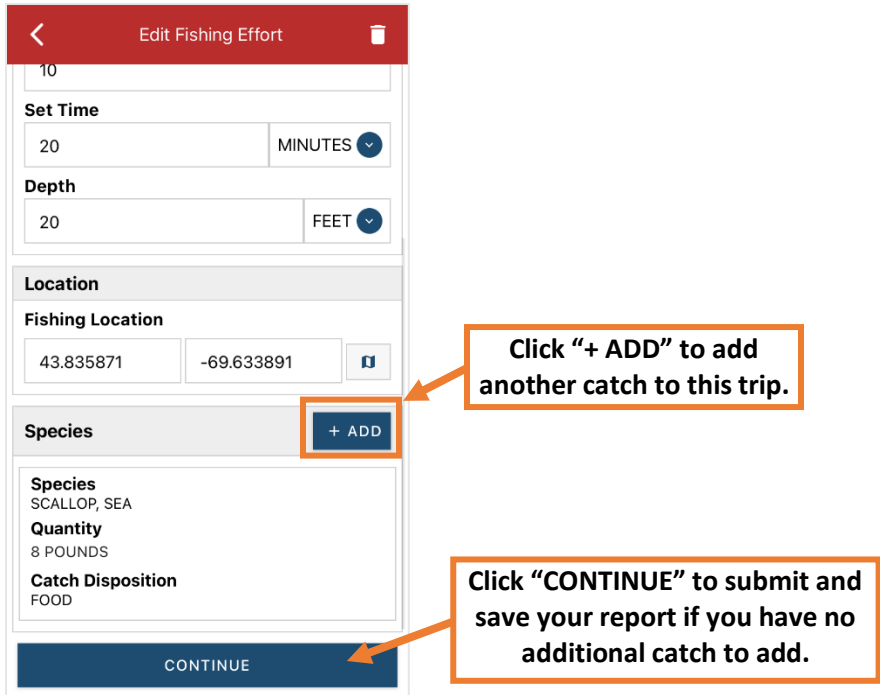
- U. Next, click on the drop-down arrow for the “Port Offloaded.” You can start typing your Port into the search bar. Once you see your Port, click on it. Then click “CONTINUE” when the “Port Offloaded” has been selected.



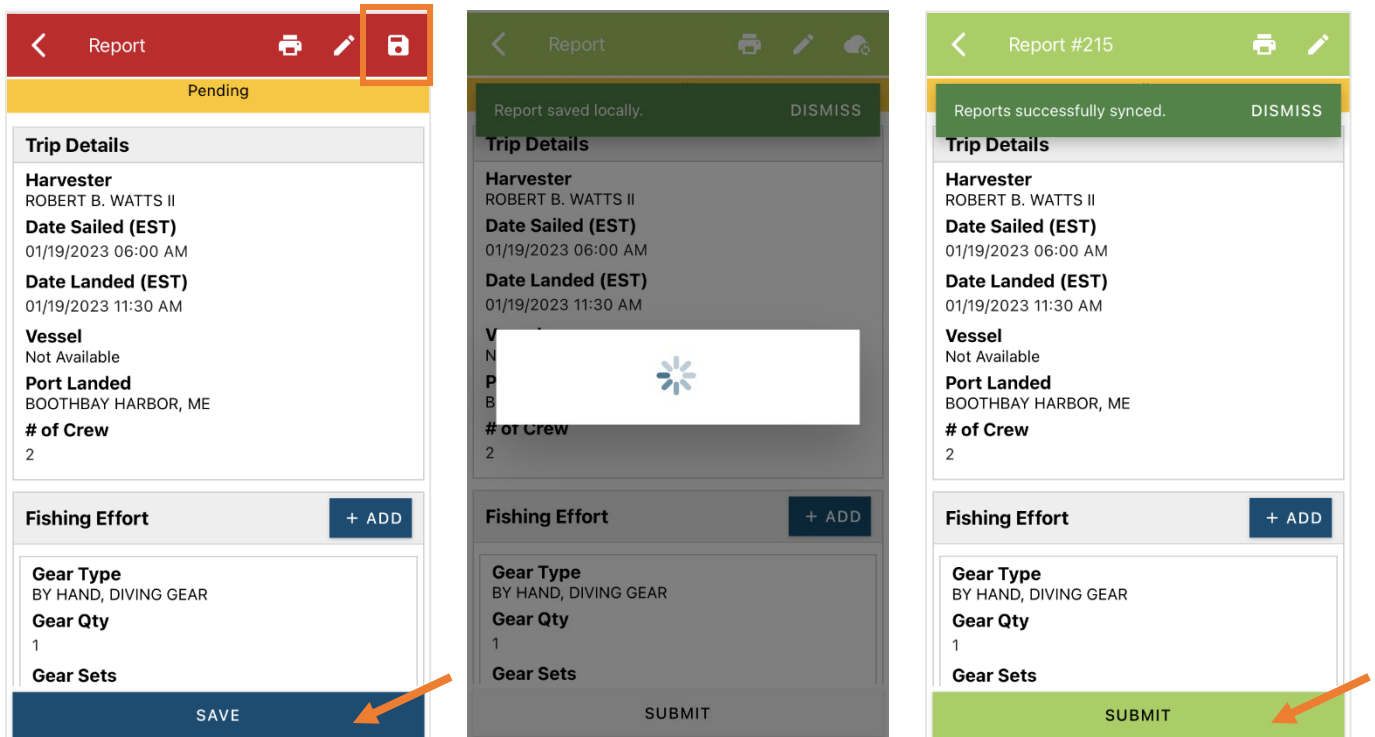
- V. If you had more than one “Sale Disposition” for the trip (for example, Sold to Dealer and kept for personal use), click “+ ADD” to add another Offload and Follow steps P-U. When you have entered all the offloads, click “CONTINUE.”



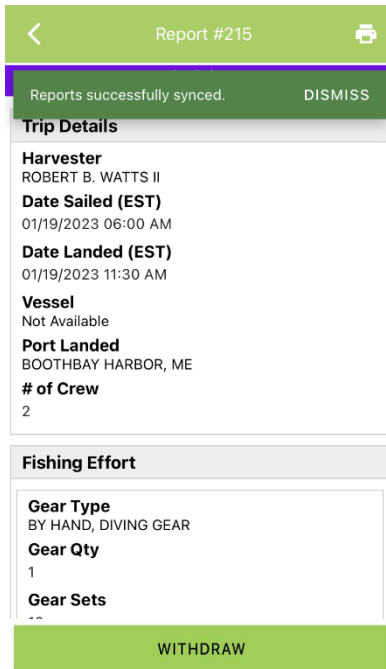
W. Here, you can add another catch (species) from the same trip, scroll down and click “+ADD” next to “Species.” You will repeat steps L – V. Click “CONTINUE” if you have no additional catch to add to your trip.



X. Once you click “CONTINUE,” you can click on the “disk” icon in the upper right corner of your screen or “SAVE” at the bottom. You will see a spinning wheel. After that goes away, click “SUBMIT” at the bottom of the screen. The report will upload immediately if you are connected to the internet/have cell service, or it will save to your phone until you are connected to the internet/regain cell service and go back into the application. If you are not connected to the internet when completing your report, you will need to open the program when reconnected to the internet/regain cell service to automatically submit any unsent reports.



- Y. Once the report is submitted, click on the back arrow in the upper left corner and you will return to the home screen where you can submit more or find previously submitted reports. You will see “WITHDRAW” at the bottom of the screen. You should only click this if you’ve realized that you entered something incorrectly and need to update your report.



## TIPS FOR CREATING A POSITIVE REPORT USING THE VESL HARVESTER APPLICATION

### Frequent selections:

After your first submission, the program remembers your frequently selected gear types, species, catch disposition and port landed. These selections float to the top of the list to make it easier to report.

