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 "Landed Date." A box will pop up showing the month, day and year, and you can choose your date. Once once you've chosen the date clock "SELECT". Next choose the time (EST) you started your fishing trip and click "SELECT".
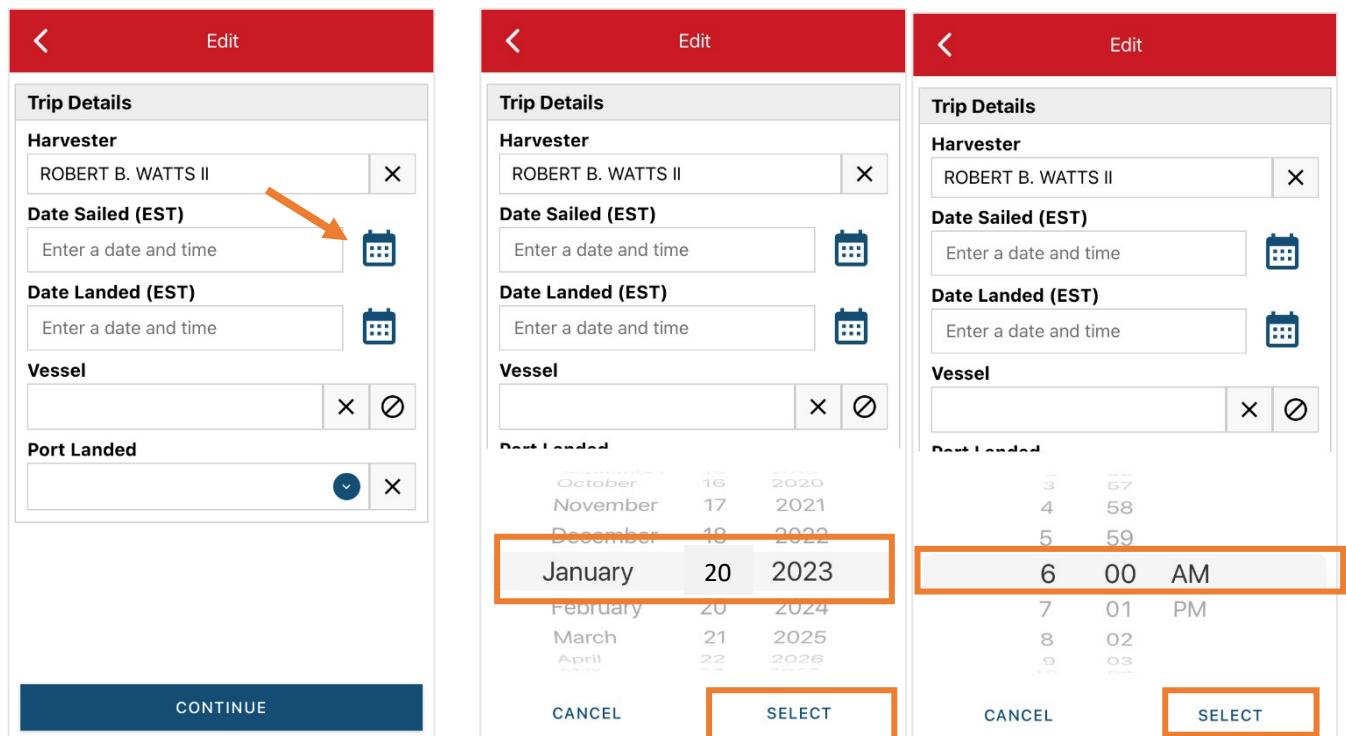
B. Next, click on the calendar icon to select your "Date Landed (EST)." A box will pop up showing the month, day, and year. Click "SELECT" once you've chosen the date. Then choose the time (EST) you finished your fishing trip and click "SELECT."
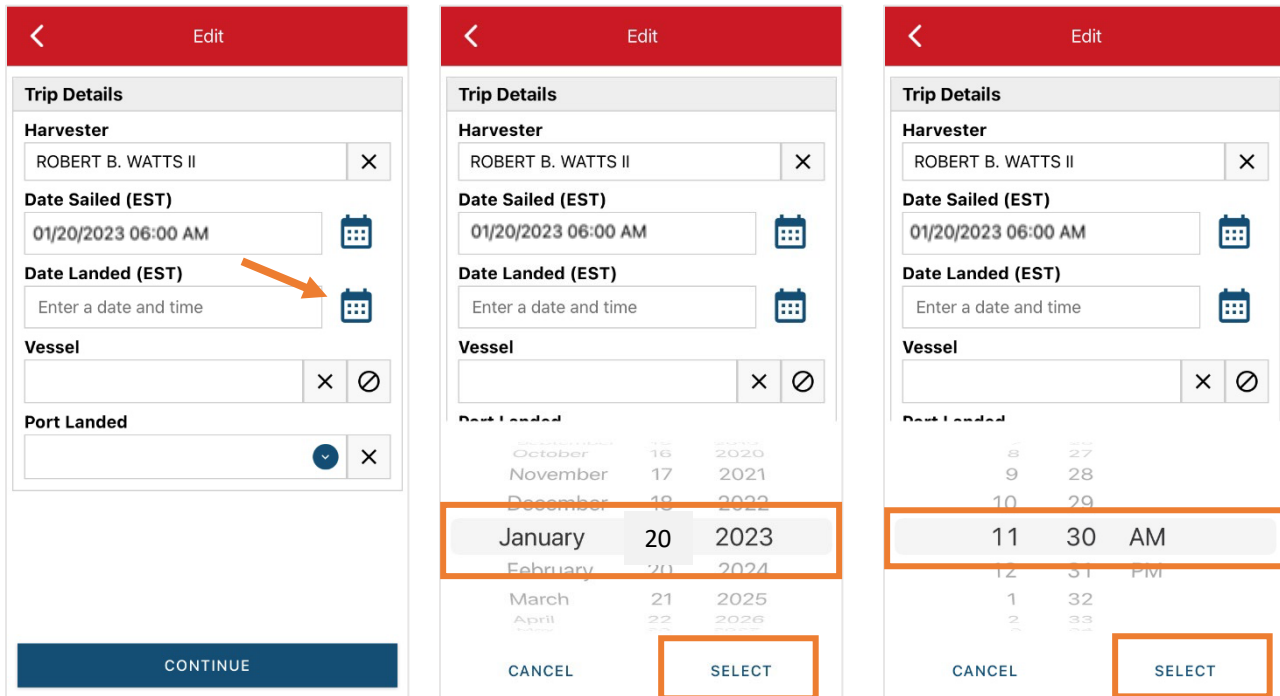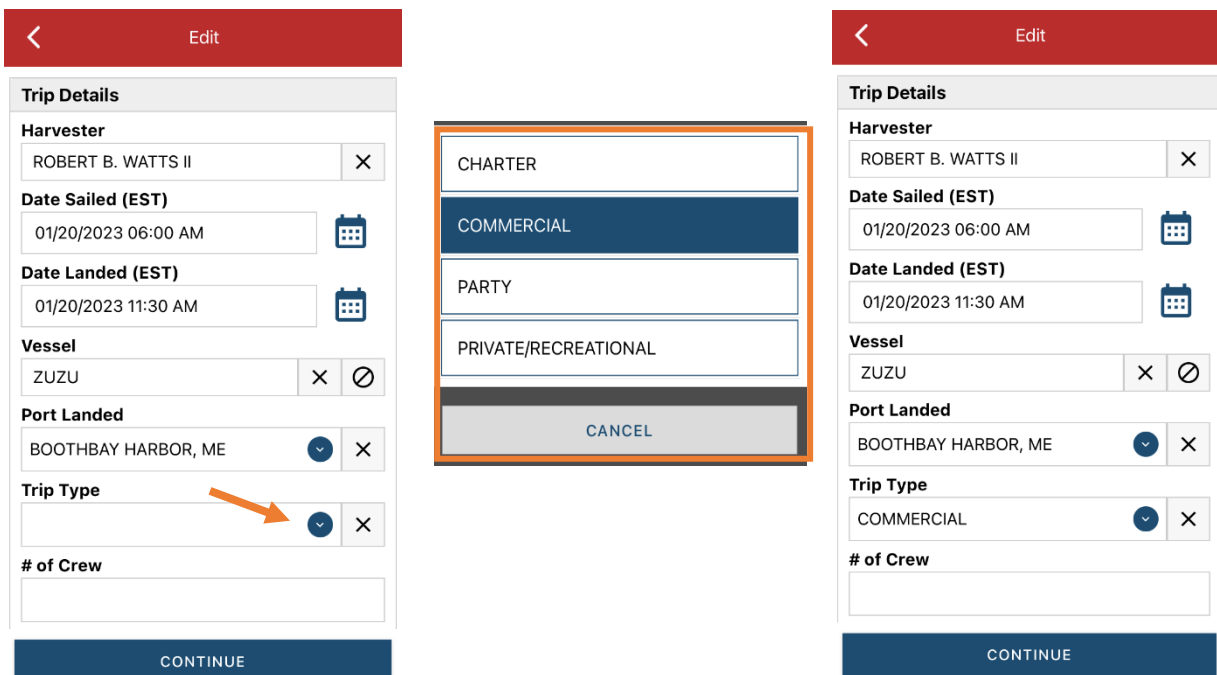
C. Then click on "Vessel" to choose your vessel. Click the drop-down arrow to see the list of vessels available. Click the vessel from the list and then click "SELECT" once you choose the vessel.
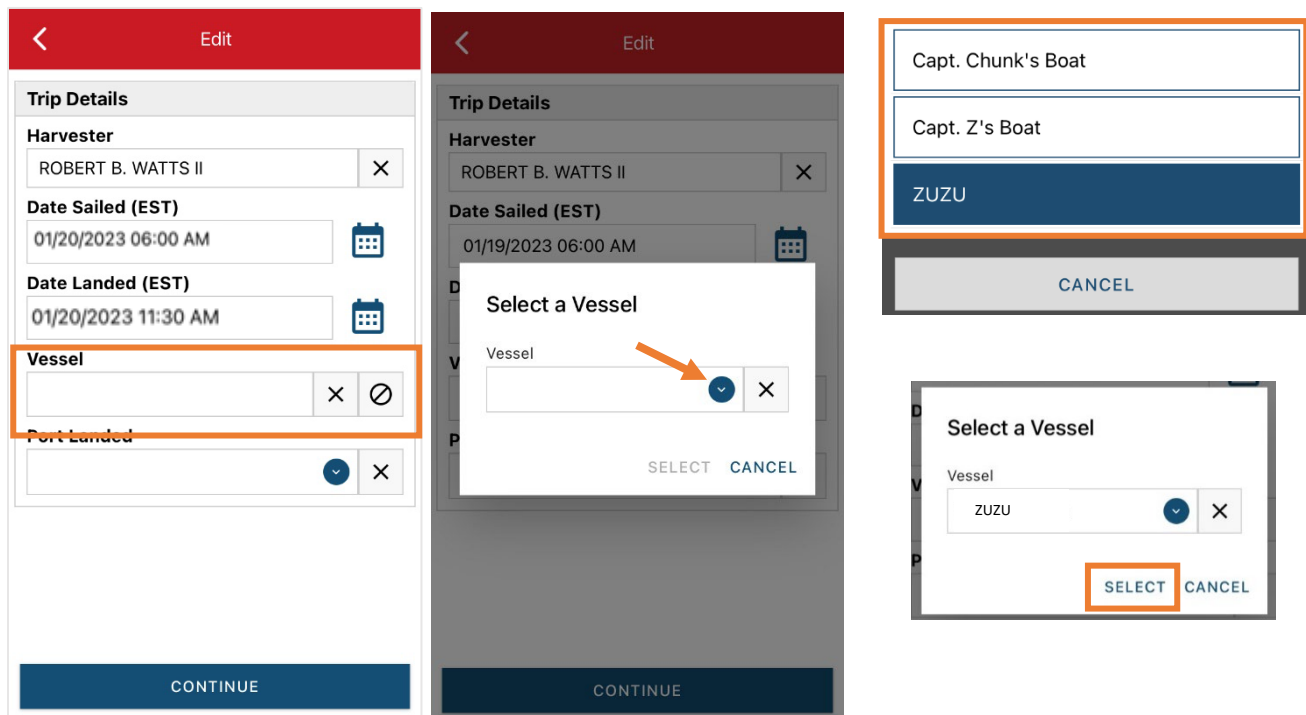
D. Click the drop-down arrow to enter the "Port Landed." You can search for your port in the Search bar on the window that opens. When you see your Port in the list, click on it.
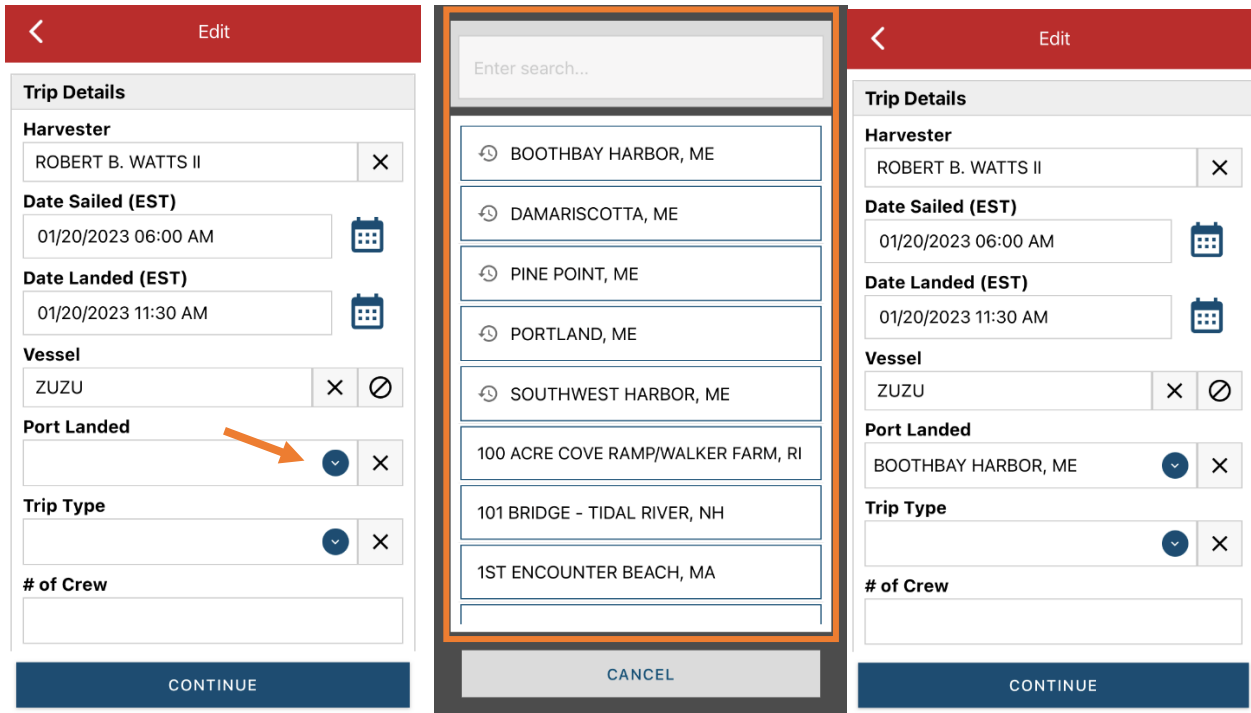
E. Click the drop down menu under "Trip Type" and select appropriate field from the drop down menu.

F.   Enter the number of crew (including the captain in the count).

G.   Next, click the drop down under "Trip Activity" Select the appropriate trip activity from the screen that pops up then press "CONTINUE".

H. After clicking "CONTINUE," you will see the information you just entered. Scroll down until you see where it reads, "Fishing Effort." Add your effort information by clicking on the "+ ADD" button next to "Fishing Effort."

I. 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.

J. Enter the "Mesh/Ring Size" (the dredge ring size). The units for "Mesh/Ring Size" are defaulted to inches and cannot be changed

K. For "Gear Qty," enter the number of individual dredges being towed at one time during this trip.

L. For "Gear Size," you will enter the dredge width, in inches. Click the drop-down arrow for "Gear Size" and choose the appropriate unit (inches) from the list that appears.
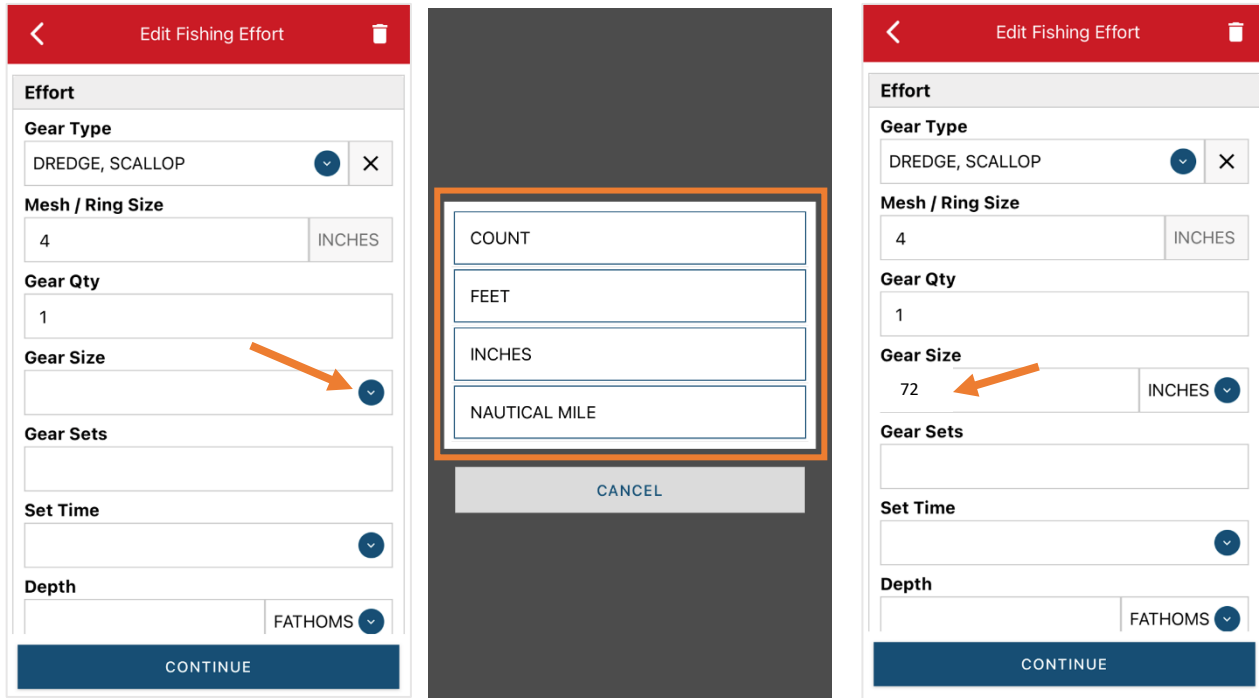
M. In the "Gear Sets" box, enter the number of individual tows completed for this trip.
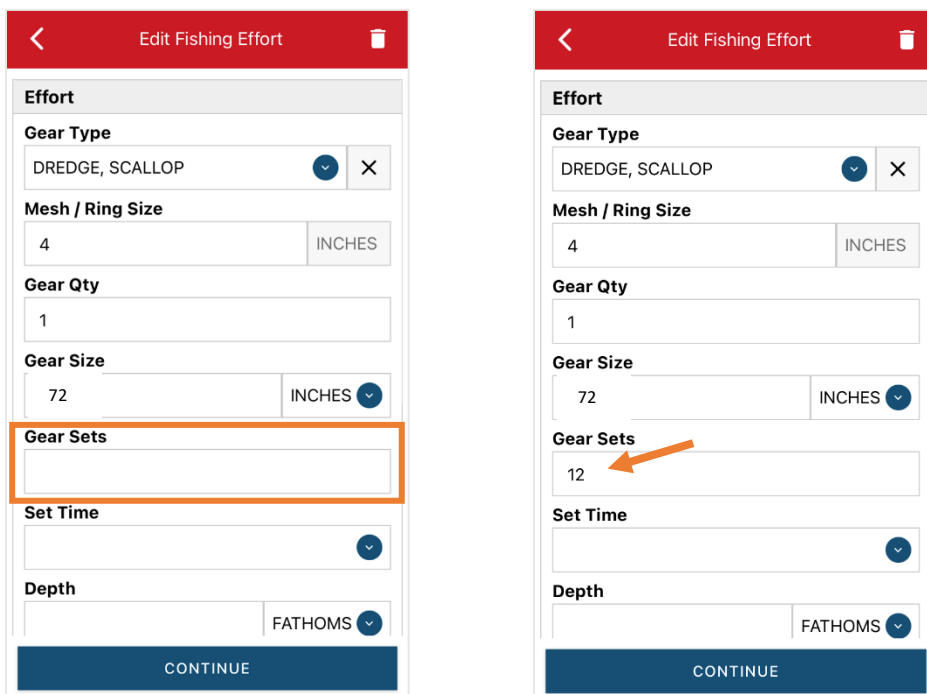
N. Next, click on the drop-down arrow for "Set Time" to enter the average tow time for each set/haul. You will need to click the drop-down arrow for "Set Time" to select your "Set Time Units" (hrs, mins, days) first, then you can enter the corresponding time.

O. Then, 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.

P. Next is your "Fishing Location." You can either use the map function or manually enter the latitude/longitude into the two boxes under "Fishing Location."

Using the Map Function if you are not actively fishing:

Click on the map symbol to use the map function.

The map will appear. Use two fingers to zoom in on the area you were fishing, then click on the map. A red pin will drop. Click "SELECT" and the lat/long will populate into the "Fishing Location."
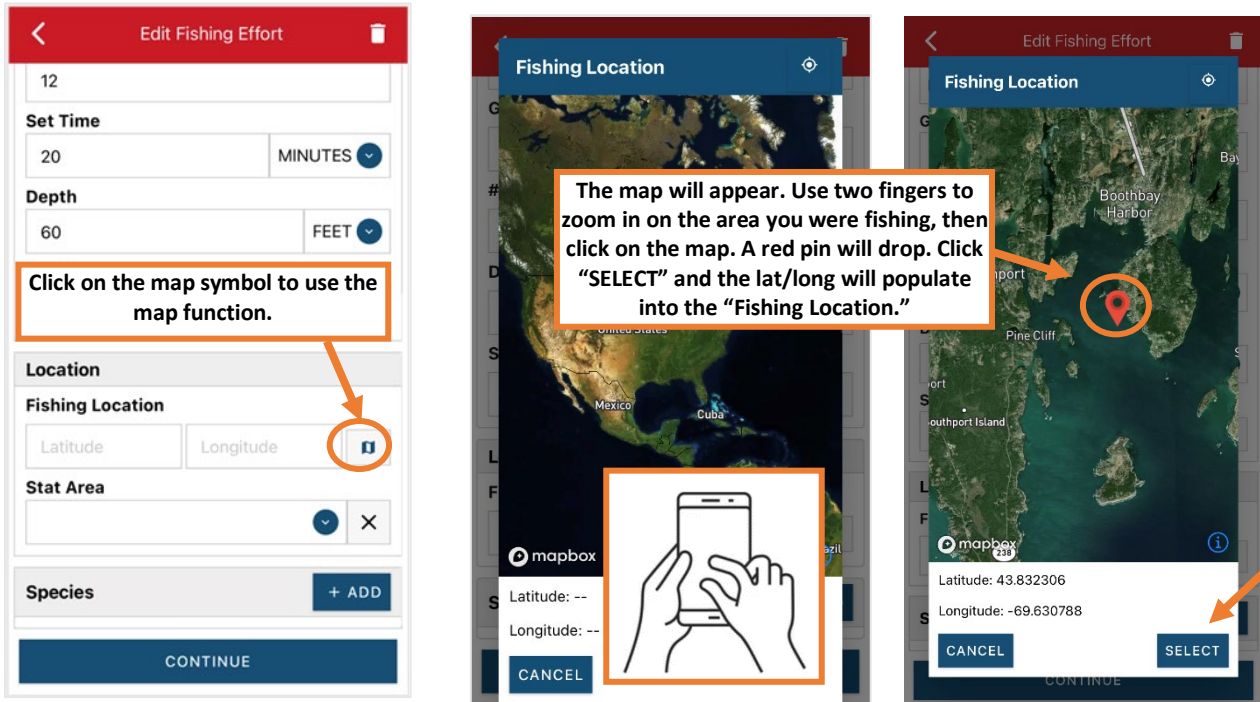
Using the Map Function if you are actively fishing:

Click on the map symbol to use the map function.

The map will appear. Click on the compass at the top right of the map. A pin will drop based on where you are currently located. Click "SELECT" and the lat/long will populate into the "Fishing Location."
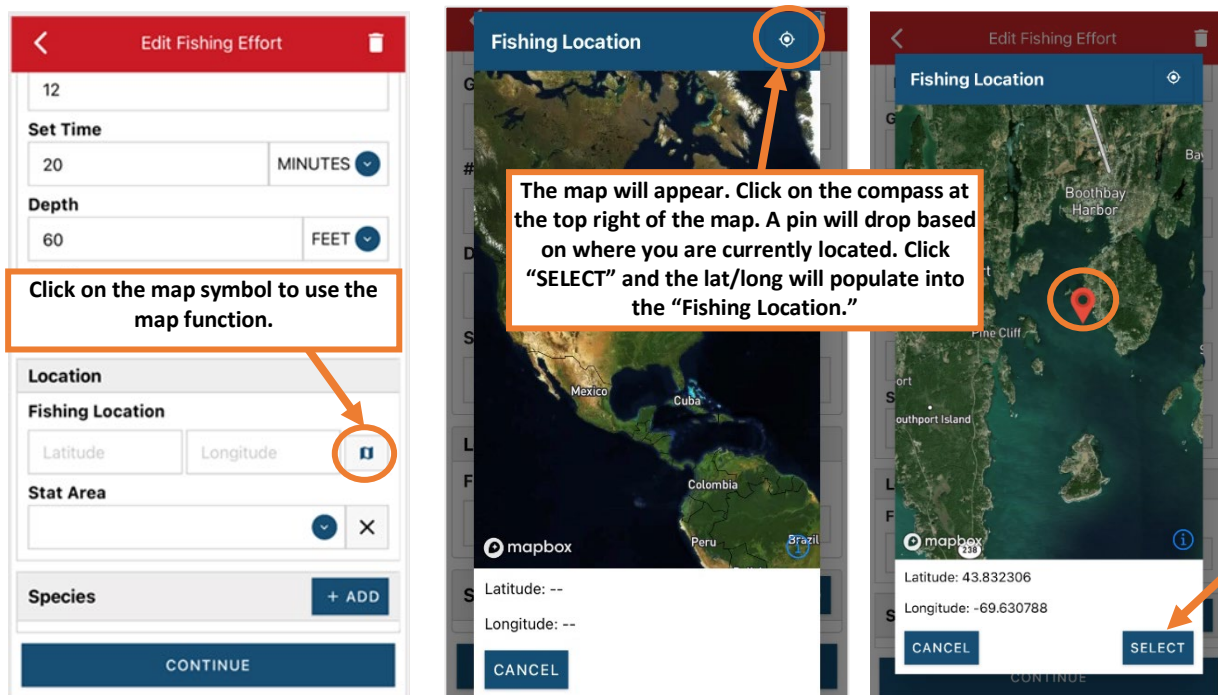
Q. Next, enter the federal "Stat Area." Click the drop-down arrow and a list of stat areas will appear. Type your stat area into the search box or scroll through the list. Click the correct stat area once you've found it.
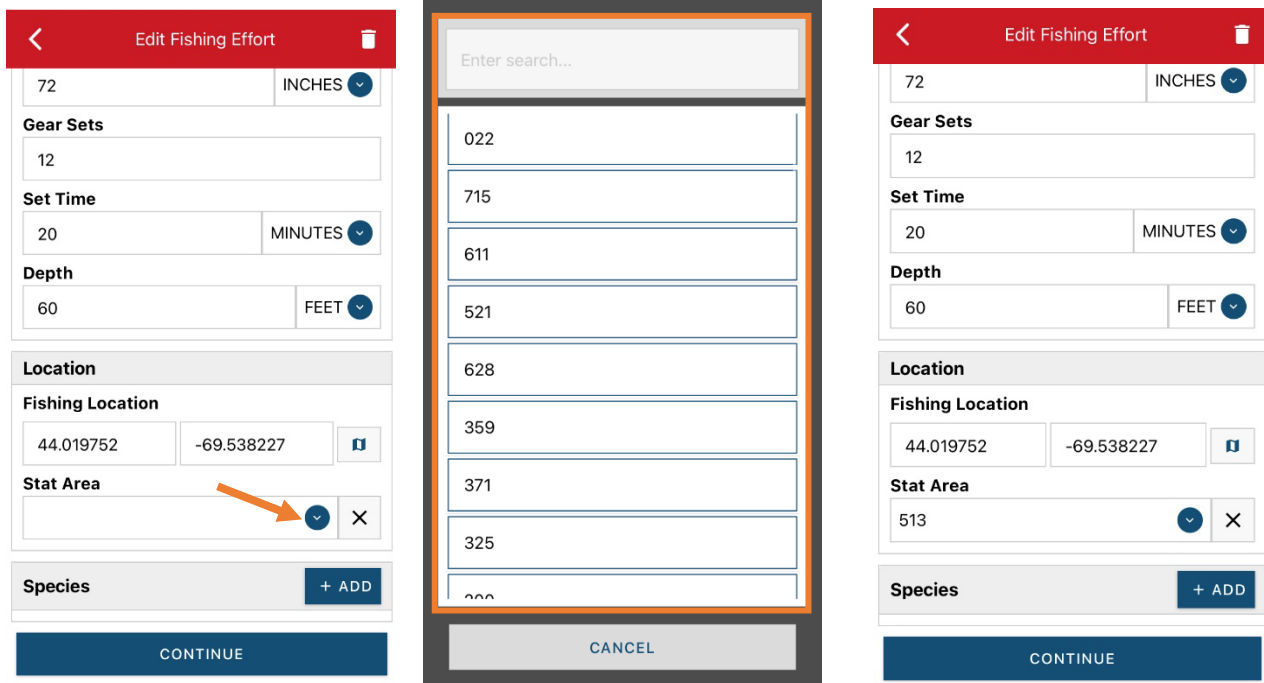
R. Next, click the "+ ADD" button next to the "Species." Click the drop-down arrow for "Species," then in the search box start typing the species name. You can also scroll through the list. Once you find the species you want to report, click on the species name.
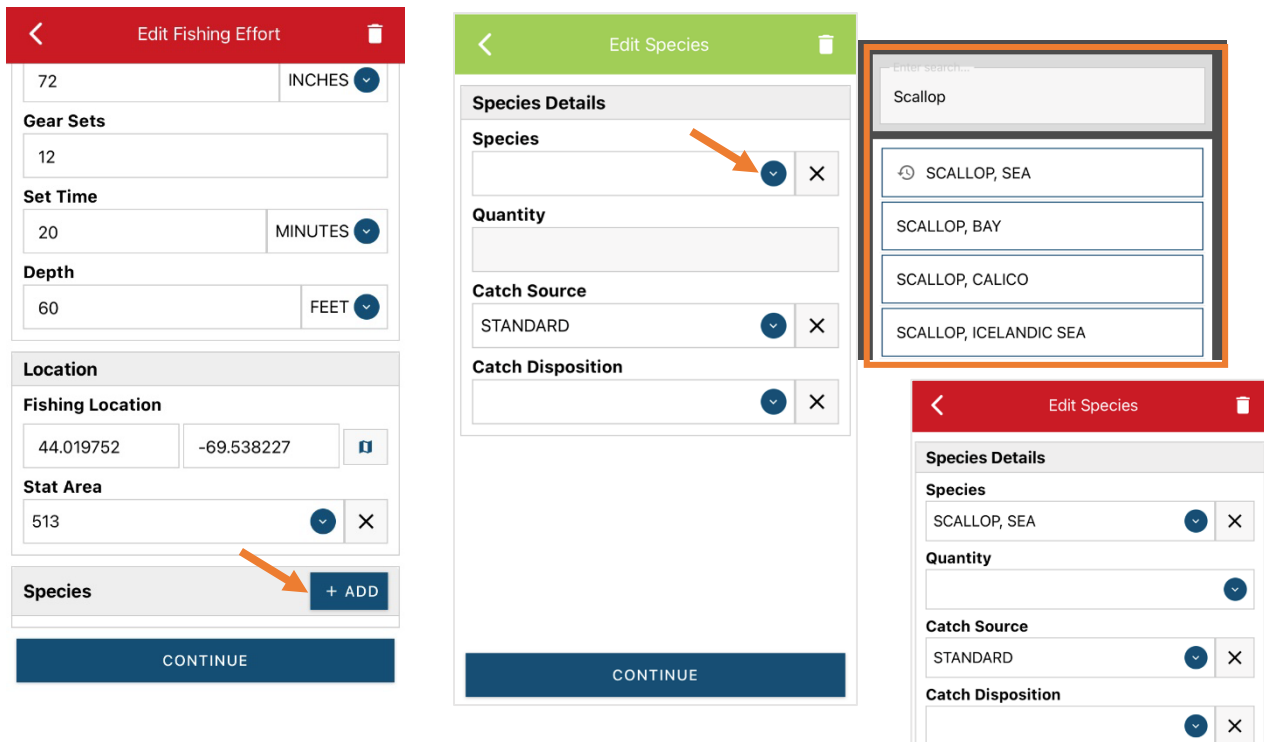
S. Next, click on the drop-down arrow for the "Quantity" field. You will be prompted to pick the "Quantity Units" before entering a value, so click on the applicable unit from the list and then type in the total "Quantity" you landed.
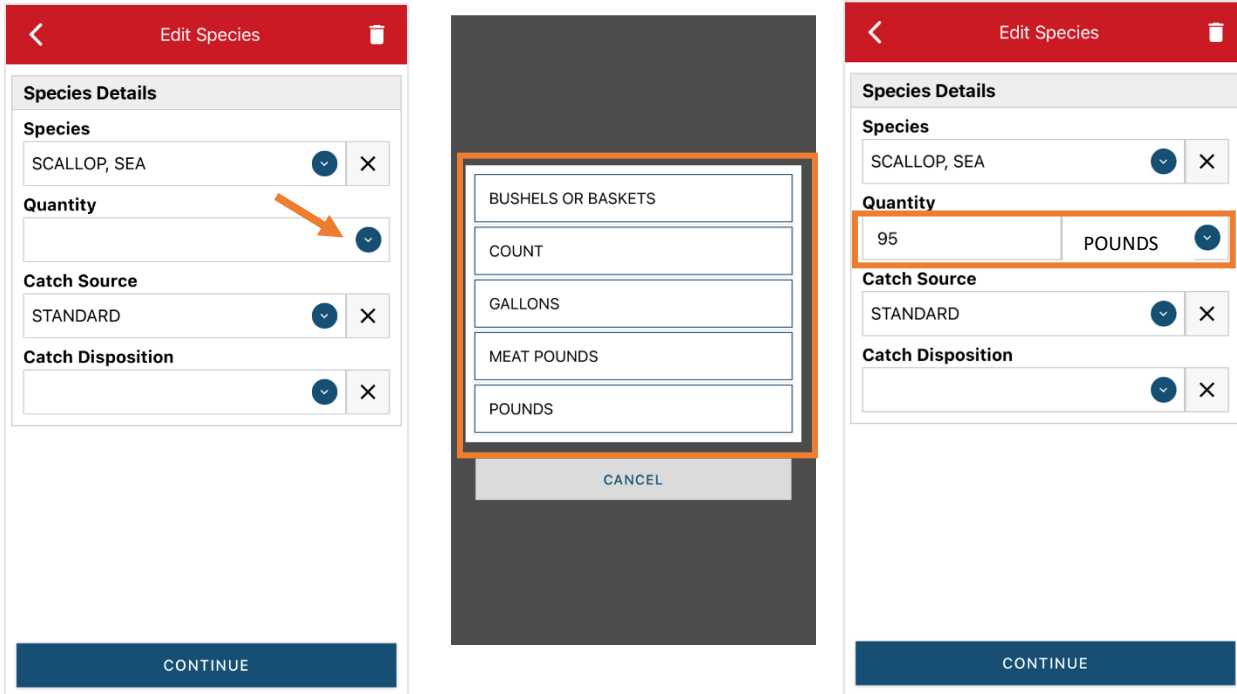
T. Next, select the drop-down arrow for the "Catch Source." It is defaulted to "STANDARD," so you can skip this if that catch source is accurate for your catch. This is where you indicate if the catch were carred (held from multiple trips), from an aquaculture operation, for a research set aside (not common) or standard (caught from that day's trip).
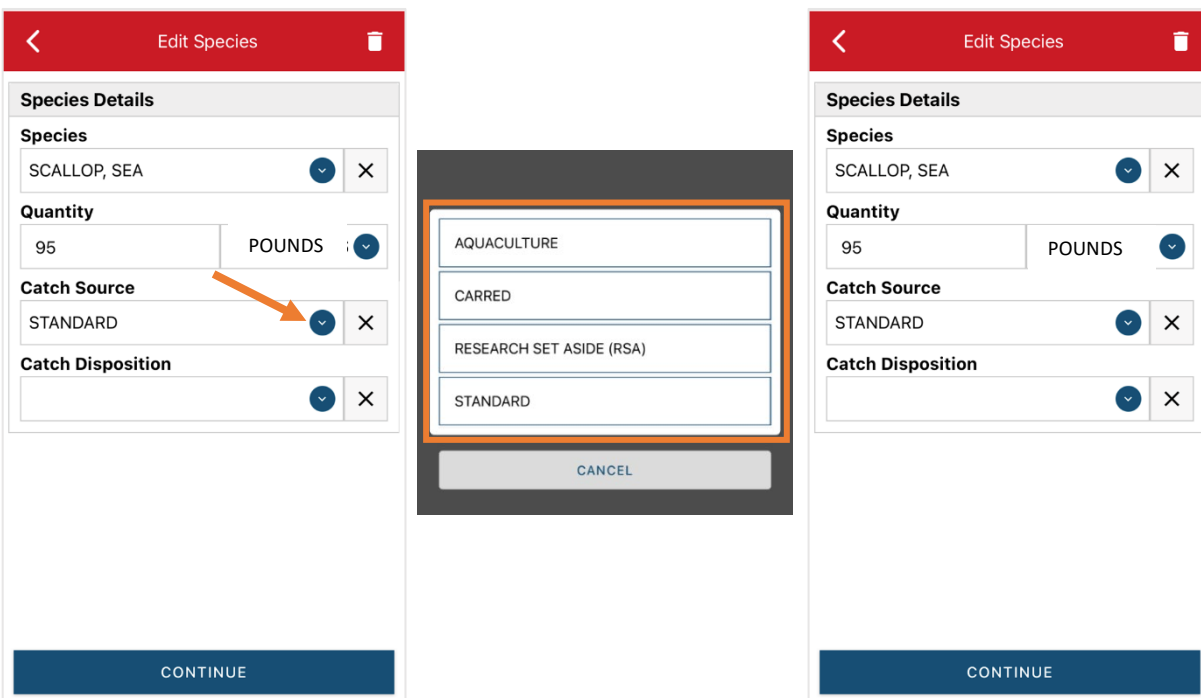
U. Next, you will choose your "Catch Disposition." This is where you declare what the product were used for. Scallop is usually always FOOD. Click the drop-down arrow to choose. You can begin typing the disposition into the search bar, or you can scroll through the list. Click on the applicable "Catch Disposition" from the list.
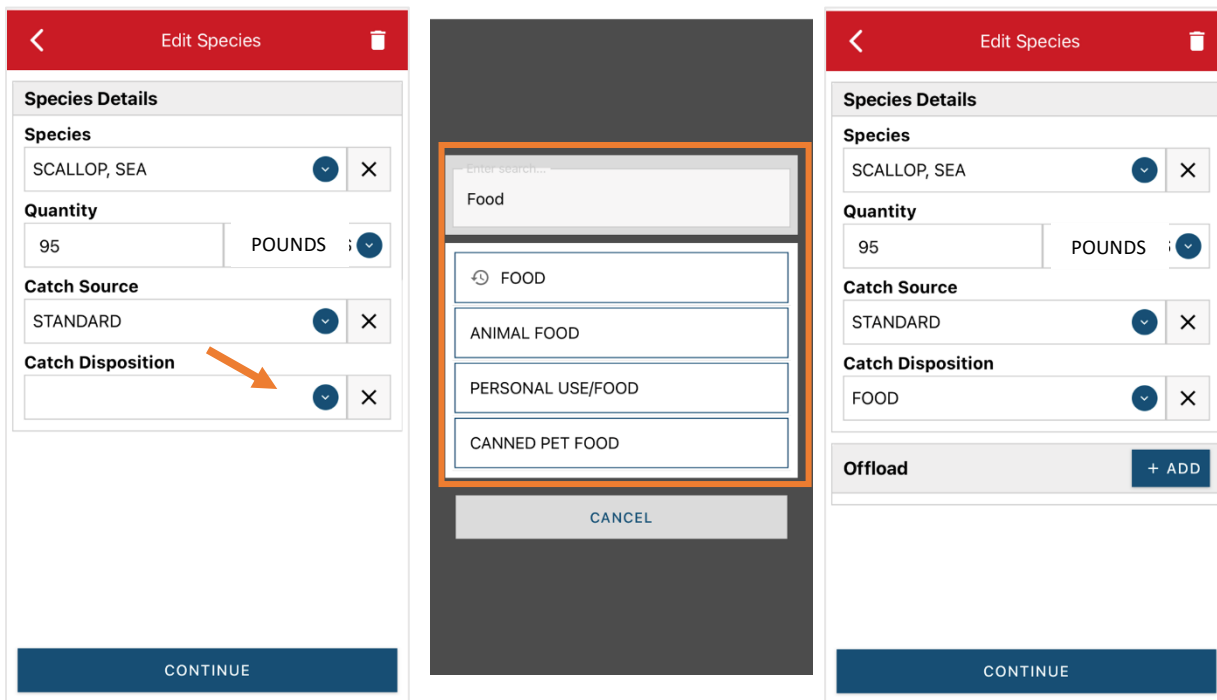
V. If you selected food or any other "Catch Disposition" that could indicate a catch was sold, you'll need to click "+ADD" next to "Offload."
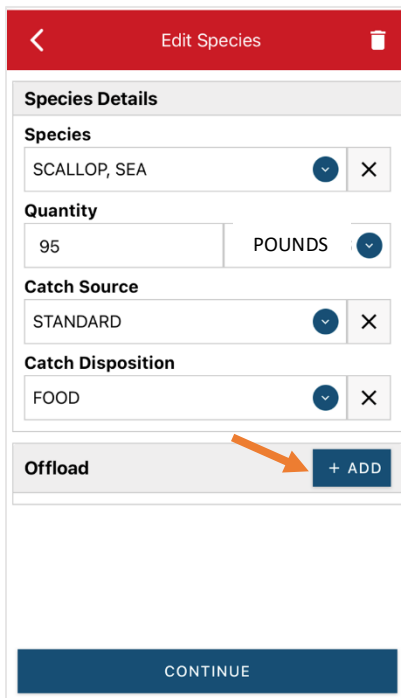
W. Click on the drop-down arrow for "Sale Disposition" and choose from the list that pops up.
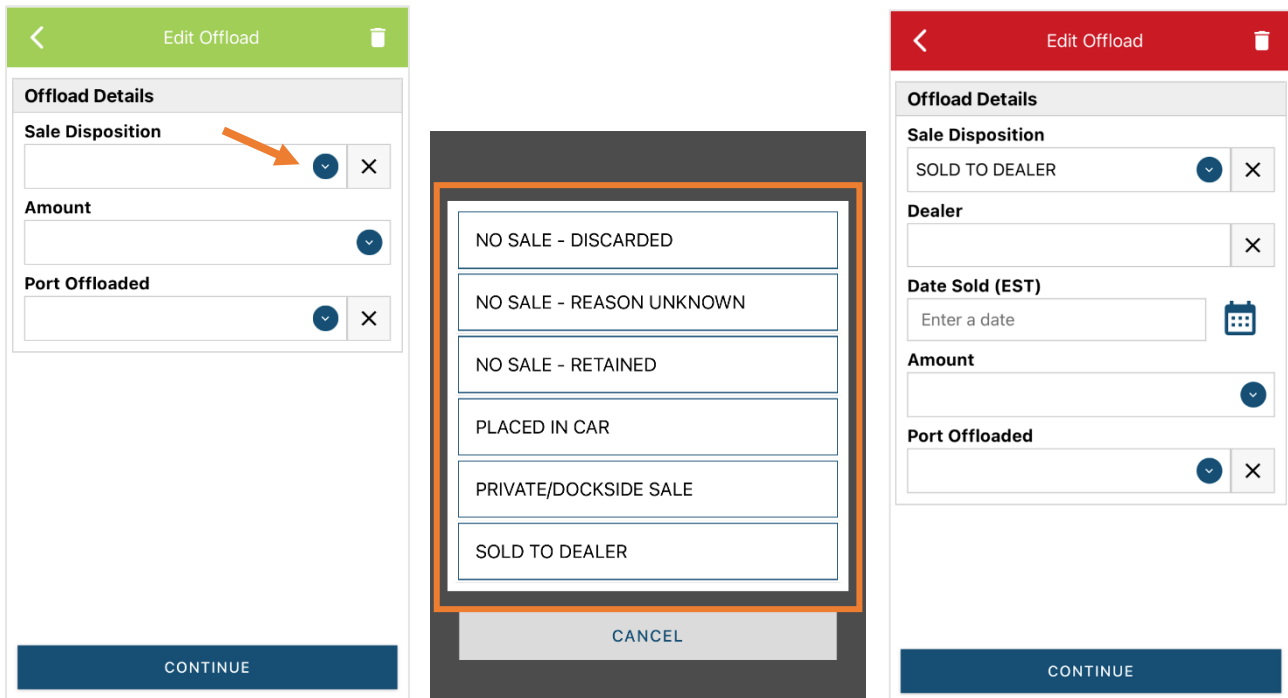
X. If you selected "SOLD TO DEALER" from the list that popped up, you will need to fill out the "Dealer" field. Click in the "Dealer" box and another window will pop up. Click on the drop-down arrow and you can search or scroll through the list of dealers. Click on the dealer you sold to once you find them in the list, then click "SELECT."
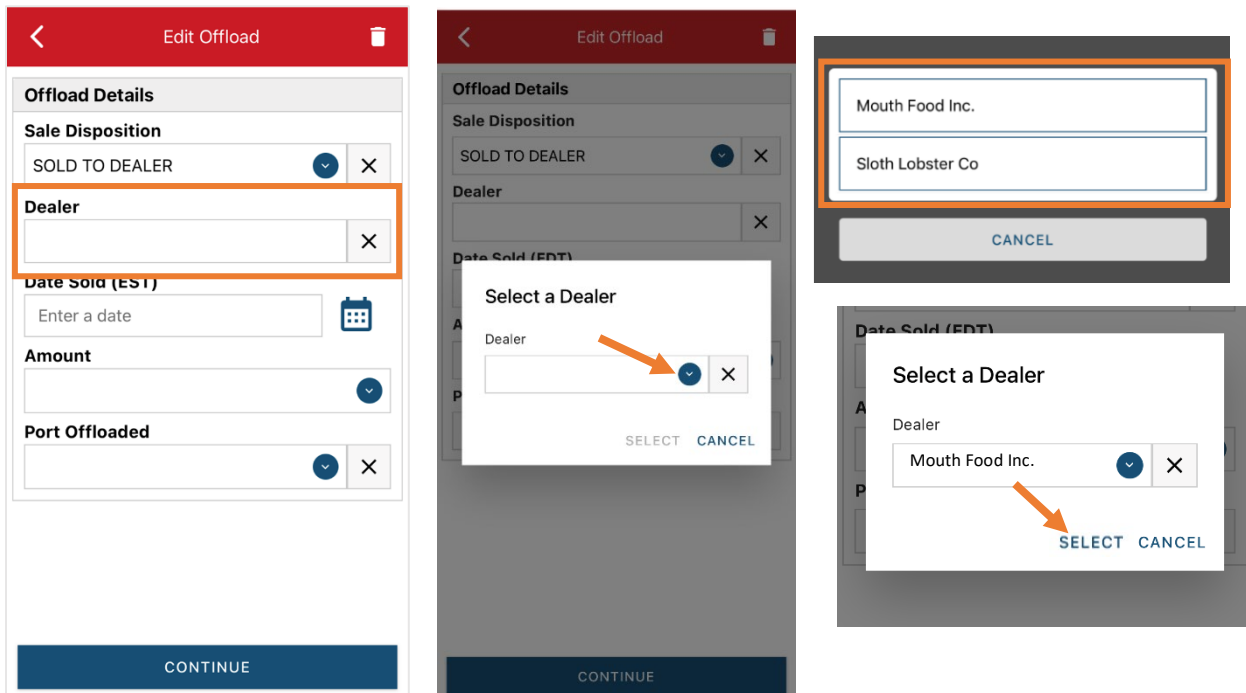
Y. Click on the calendar icon to select your "Date Sold." A box will pop up showing the month, day and year, and you can choose your sale date. Click "SELECT" once you've chosen the date.
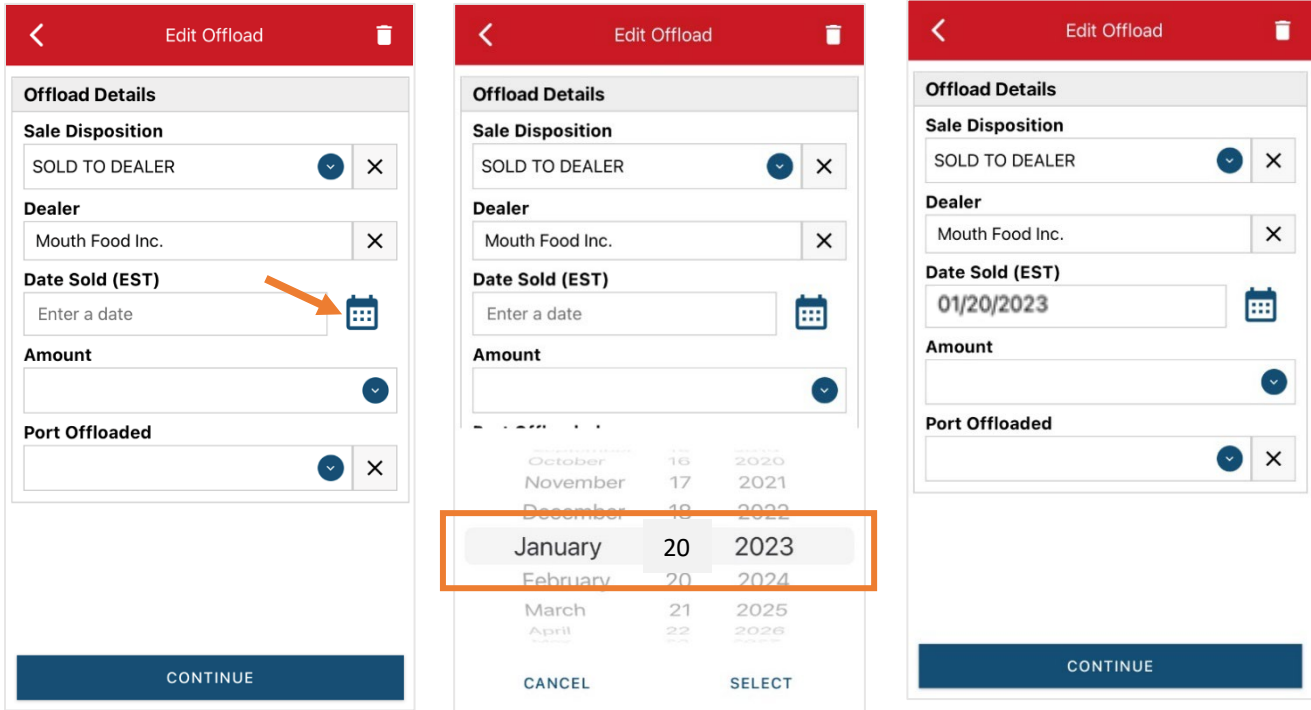
Z. Next, click on the drop-down arrow for the "Amount" to enter the amount/quantity you sold to the dealer. You will need to select the amount unit first. Once you have chosen the unit, enter the amount sold.
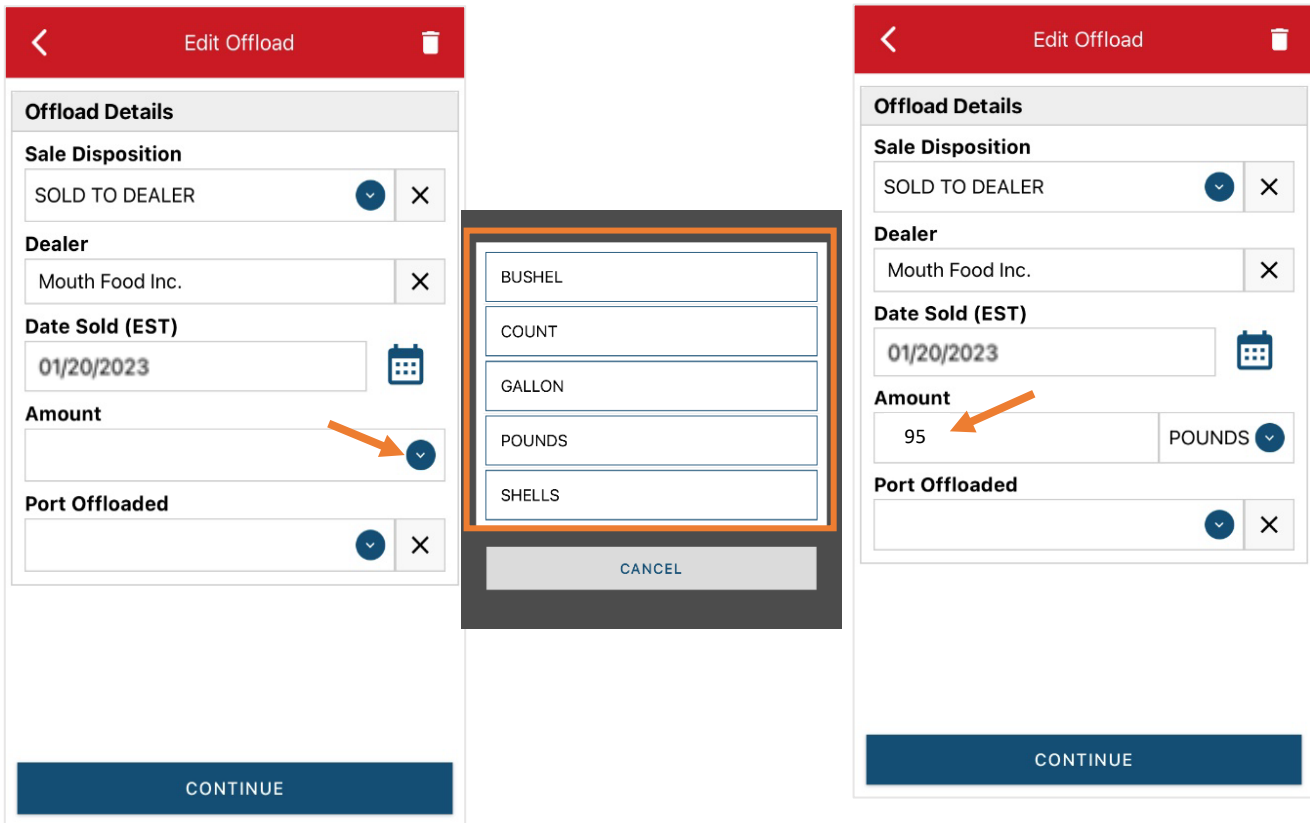
AA. Next, click on the drop-down arrow for the "Port Offloaded." You can start typing your Port into the search bar. Once you see your Port, click on it. Then click "CONTINUE" when the "Port Offloaded" has been selected.

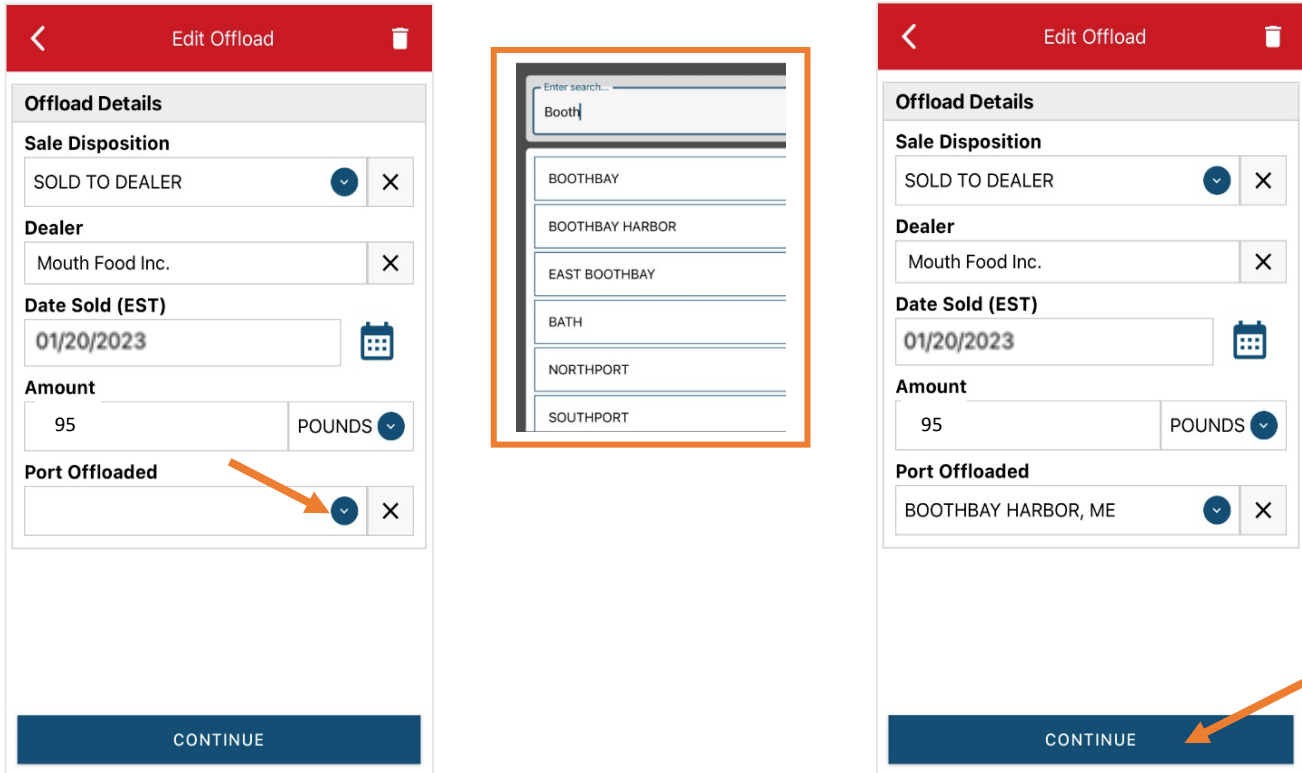BB. If you had more than one "Sale Disposition" for the trip (for example, Sold to Dealer and kept for personal use), click "+ ADD" to add another Offload and Follow steps W – AA. When you have entered all the offloads, click "CONTINUE."

Click "+ADD" if you need to add additional offload information (for example, if you sold to multiple dealers or kept for personal use).

Click "CONTINUE" to submit and save your report OR to add additional catch information.
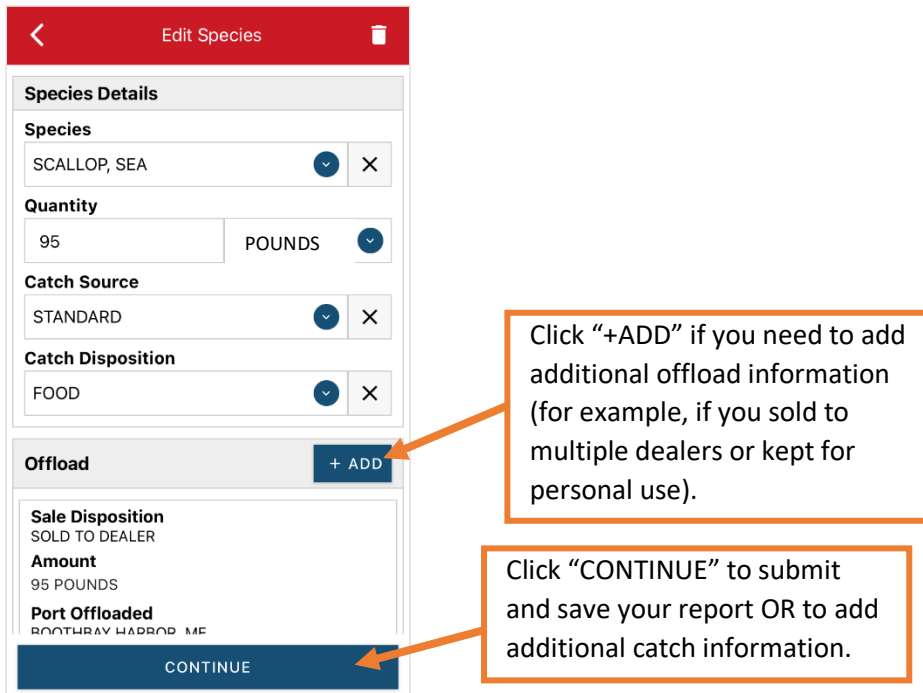
CC. If you need to add another catch from the same trip, scroll down and click "+ADD" next to "Species." You will repeat steps R – AA. Once you have entered all species and offloads associated with this trip, click "CONTINUE" again.

**Click "CONTINUE" to submit and save your report if you have no additional catch to add.**

DD. 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.

EE. After you click "SUBMIT" at the bottom of the screen, you will receive the following error message*. Click "YES." 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.
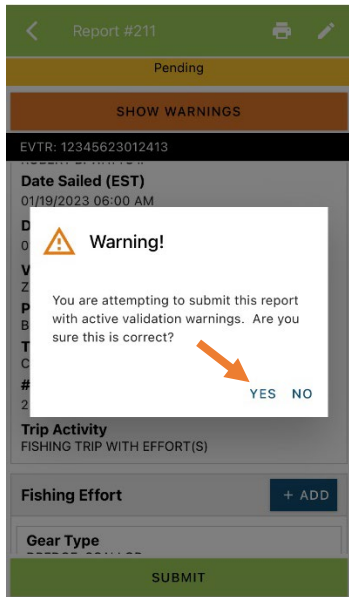
*The error message refers to the following warning: By submitting I certify that the vessel trip information I am providing is true, complete, and correct to the best of my knowledge

FF. Once the report is submitted, click on the back arrow in the upper left corner and you will return to the home screen. You will see "WITHDRAW" at the bottom of the screen. You should only click this if you realized you made a mistake on the report and need to make changes.
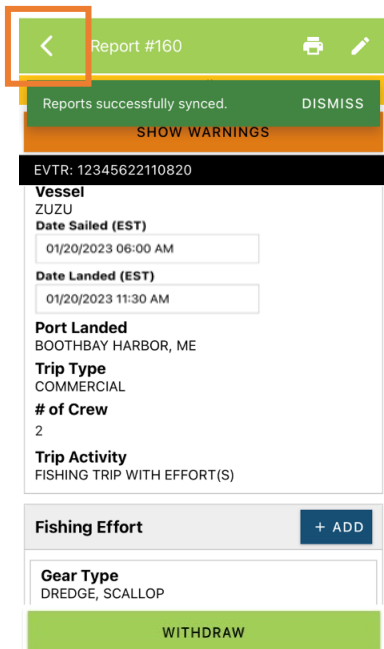
TIPS FOR CREATING A POSITIVE REPORT USING THE VESL HARVESTER APPLICATION

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.

Entering fields correctly

For more information on what values to enter in each field of your report, please see NOAA Fisheries' Electronic Vessel Trip Report (eVTR) Reporting Instructions. Relevant information can be found on pages 16 – 21. **For lobster/crab reporting, refer to the instructions for pot gear, not traps.** If the link above does not work, click here and navigate to the Electronic Vessel trip Reporting (eVTR) Instructions link on that page: