## FILE A POSITIVE LANDINGS REPORT- MUSSEL HAND

1. Click on "Report Landings" to file a positive report.

Harvester: 318138	
Renew License	Report Landings
Renew an existing license	Report catch or landings information
YOU MUST COMPLETE LANDINGS REPORTS BEFORE RENEWING.	
	View Reporting Compliance Status
Apply License	View what reports you submitted to DMR
Obtain a license that you have never held before	CLICK ABOVE TO SEE WHICH LANDING REPORT IS MISSING.
<u>Upgrade License</u>	Manage Landings Favorite
Upgrade an active license	Enter favorites and preferences to speed the entering of landings informatio
Reprint License	View Landings Reports
Reprint an active license	View a report that you entered in LEEDS
<u>Order Tags</u>	<u>Upload a Document</u>
Order tags for a license	Upload a document for DMR to review
Make a Miscellaneous Payment	Update My Contact Info
Pay an outstanding fee	Update your contact information (name, address)
r of an outballoing rec	opuace your contact mon mator (nume, address)
	Change password
	Update your LEEDS password

## 2. Select "Positive Report."

LANDINGS REPORT (CR-91841)			
New title Select the type of report to file * O Positive Report Negative Report			
License Type \star		License number \star	
Select	$\sim$	Select	$\sim$

3. Next, select the license type and number that you want to submit a report for by using the drop-down arrows. Once the license type has been selected, click "Next."

LANDINGS REPORT (CR-121842)			Cancel	Close
Landings Report Select the type of report to file * Positive Report Negative Report License Type * Mussel Hand (MH) Issue date Oct 25, 2021 Next Next	License number *	Expiration date Dec 31, 2021		

4. The first section of the report is "General Information." Here you'll select the trip date and vessel (if used). You can select the date by using the calendar icon or by using the drop-down arrows to select month, day and year.

ip St	art Da	ate (D	o not	selec	t a Fu	uture Date) \star	Unlo	ad Da	te (Do r	not sele	ct a Fu	uture Date) \star		Vessel Name \star		
-6	$\mathbf{v}$	\	/ [-		× ][		-	$\mathbf{\vee}$	~	- ] [	$\sim$			Select	$\sim$	
	00	t	▲ ▼	202	2											
Sun	Mon	Tue	Wed	Thu	Fri	Sat										
						1	F	ishing	g & Sea	Time				Fishing & Lan	ding Area	
2	3	4	5	6	7	8	Nu	mber	of Crew	(includ	ling Ca	iptain) <del>*</del>		Latitude		
9	10	11	12	13	14	15					0	* Co - C 2007 (20)	1	Lat Degrees *	Lat Minutes \star	Lat Second \star
16	17	18	19	20	21	22	Tot		vest Tin							
23	24	25	26	27	28	29	100		vest mi	IIE HIS	*			Longitude		
30	31													Long Degrees *	Long Minutes \star	Long Second
T To	dav				×	Close										
														State Landed \star		

5. The second section of the report is "Effort Information." Here you'll type or select using the drop-down arrows the gear type, crew, total harvest time, area fished and port landed. You can <u>only enter latitude and longitude in LEEDS</u>. Loran/TDs cannot be entered here.

Effort Information
--------------------

Gear Information	Fishing & Sea Time	Fishing & Lar	nding Area	
Gear *	Number of Crew (including Captain) *	Latitude		
RAKES OTHER / NK SPECIES 🗸 🗸	1	Lat Degrees *	Lat Minutes \star	Lat Second \star
	Total Harvest Time Hrs	43	50	10
	*	Longitude		
	4	Long Degrees *	Long Minutes *	Long Second *
		69	35	15
		State Landed \star		
For	Decimal Degrees, enter like this:	Maine	$\sim$	
Lat	Deg: 44.56215; Lat Min: 0; Lat Sec: 0 g Deg: 66.45252; Long Min: 0; Long		enter the first fe en select result layed.	
	Decimal Minutes, enter like this:	Port Landed 🛛	Little Deer Isl	e
	Deg: 44; Lat Min: 25.5231; Lat Sec: 0			
Lon Sec	g Deg: 66; Long Min: 45.5282; Long : 0			

6. Once you are done with the effort information, you will add catch information. If there is no catch associated with the trip, click "No Catch Associated with this Trip." If you choose this option, you will then be able to submit your report (see step #10).

Clicking this will remove all cat	ch data entered so far.
No Catch Associated with this Trip	-

7. Below, you will see the "Species Information" and "Catch Information" sections. For the "Species Information" section, you'll select species and quantity harvested, and for the "Catch Information" section, you'll select what you did with the mussels harvested.

Species Information	Catch Information
Species *	
MUSSEL,BLUE 🗸	Disposition in Compliance Reports *
Grade 🏶	Sold to Dealer 🗸
Ungraded V	Enter first few letters then select from drop down
unsized - unsized V	Dealer name
uantity *	MIGIS LODGE (54661)
1000	
uantity Unit 🎕	Catch Source
LB - Pounds 🗸 🗸	Trip 🗸

8. If you need to add more mussels to this trip, select "Add Another Catch." If you would like to delete a catch, you can click on the catch you would like to delete and then click "Delete Selected Catch."

Species Information	Catch Information
Species *	
MUSSEL,BLUE V	Disposition in Compliance Reports®
Grade *	Sold to Dealer
Ungraded V	
Market Description *	Enter first few letters then select from drop down
unsized - unsized $\checkmark$	Dealer name
Quantity *	MIGIS LODGE (54661)
1000	
Quantity Unit 🍬	Catch Source
LB - Pounds 🗸	Trip 🗸

9. Another box will pop-up below the species information you just entered and you can add more mussel data to your trip.

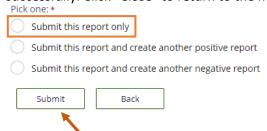
Add Another Catch     O     Delete Selected Catch	
Species Information	Catch Information
Species 🎕	
MUSSEL,BLUE V	Disposition in Compliance Reports®
Grade 🏟	Sold to Dealer 🗸
Ungraded V	
Market Description *	Enter first few letters then select from drop down
unsized - unsized $\checkmark$	Dealer name
Quantity *	MIGIS LODGE (54661)
1000	
Quantity Unit 🔹	Catch Source
LB - Pounds 🗸 🗸	Trip V
Species *	
MUSSEL,BLUE	
Grade *	
Ungraded	Disposition in Compliance Reports *
Market Description *	Personal Use V
unsized - unsized V	
Quantity *	Catch Source
20	Trip V
Quantity Unit *	
LB - Pounds V	

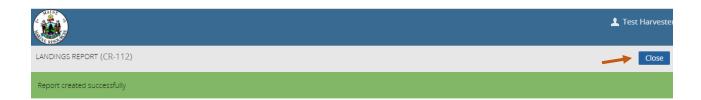
- 10. Once you're done entering your data, you'll select whether you want to "Submit this report only," "Submit this report and create another positive report," or "Submit this report and create another negative report." Make sure to click the "Submit" button.
  - Submit this report only- submits the landings data you entered for the specific license and date chosen
  - Submit this report and create another positive report submits the landings data you entered for the specific license and date chosen and you'll receive a pop-up box giving you the option to submit another report for the same license or pick another license
  - Submit this report and create another negative report submits the landings data you entered for the specific license and date chosen and files negative reports for any other licenses you may have that require reporting

🛨 Add Another Catch 🗵 Delete Selected Catch

Species Information	Catch Information
Species *	
MUSSEL,BLUE V	Disposition in Compliance Reports
Grade *	Sold to Dealer 🗸
Ungraded V	
Market Description *	Enter first few letters then select from drop down
unsized - unsized 🗸	Dealer name
Quantity 🕸	MIGIS LODGE (54661)
1000	
Quantity Unit 🎕	Catch Source
LB - Pounds 🗸 🗸	Trip 🗸
Pick one: *	
Submit this report only	
Submit this report and create another positive report	
Submit this report and create another negative report	
Submit Back	

11. a. If you choose to "**Submit this report only**," you will receive a notification telling you the report was filed successfully. Click "Close" to return to the home screen.





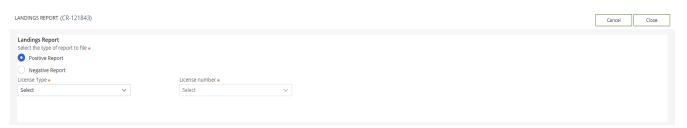
b. If you choose to "**Submit this report and create another positive report**," a new page will ask you if you would like to report on the same license. Select "Yes" or "No" depending on what license you are creating a positive report for.

Pick one: *	
O Submit this report	t only
Submit this report	t and create another positive report
Submit this report	t and create another negative report
Submit	Back
LANDINGS REPORT (CR-121	1843)
Do you want to report or Yes No	n the same license?

If you click "Yes," it will bring you to the General Information section to create a landings report for the same license.

LANDINGS REPORT (CR-121843)			Cancel Close
Back Click HERE for reporting instructions General Information			
Trip Start Date (Do not select a Future Date)★	Unload Date (Do not select a Future Date) *	Vessel Name * Select V	

If you click "No," it will bring you to the page where you can select the license and type of report to file.



c. If you select "**Submit this report and create another negative report**," it will bring you to a the page for filing a negative report. Select the start and end date for your negative report, and check the license you are creating a negative report for.

Pick	one: *		
$\bigcirc$	Submit this re	port only	
$\bigcirc$	Submit this re	port and create a	nother positive report
$\bigcirc$	Submit this re	port and create a	nother negative report
	Submit	Back	]

## LANDINGS REPORT (CR-121843)

LANDINGS REPORT (CR-121843)		Cancel	Close
Landings Report Select the type of report to file * Positive Report Negative Report End Date * Positive Report * Positive	Check off the license you are creating a negative report for.		
Sea Cucumber Drag (SCD) 8975 (2022-Active)			
Sea Urchin Dragger (SUB) 9867 (2022-Active)			
Sea Urchin Diver (SUH) 51816 (2022-Active)			
Sea Urchin with Tender (SUWT) 25893 (2022-Active)			