

FILE A POSITIVE LANDINGS REPORT- SCALLOP DRAGGER

1. Click on “Report Landings” to file a positive report.

The screenshot shows the 'Maine DMR LEEDS' user interface. At the top, it displays 'Harvester: 318138'. Below this, there are two columns of navigation links. An orange arrow points from the 'Report Landings' link in the right column to the 'Report Landings' link in the left column. The left column includes links for 'Renew License', 'Apply License', 'Upgrade License', 'Reprint License', 'Order Tags', and 'Make a Miscellaneous Payment'. The right column includes links for 'Report Landings', 'View Reporting Compliance Status', 'Manage Landings Favorite', 'View Landings Reports', 'Upload a Document', 'Update My Contact Info', and 'Change password'. A red warning message is visible: 'YOU MUST COMPLETE LANDINGS REPORTS BEFORE RENEWING.' and another red message: 'CLICK ABOVE TO SEE WHICH LANDING REPORT IS MISSING.'

2. Select “Positive Report.”

The screenshot shows the 'Enter report' form. At the top, it says 'Enter report' and 'Click HERE for reporting instructions'. Below this, there is a section titled 'Landings Report' with the instruction 'Select the type of report to file *'. There are two radio button options: 'Positive Report' (which is selected and indicated by an orange arrow) and 'Negative report'. Below the radio buttons, there are four fields: 'License Type *' (a dropdown menu with 'Select' chosen), 'License number *' (a dropdown menu with 'Select' chosen), 'Issue date' (with a date field), and 'Status' (with a dropdown menu). There are also 'Start date' and 'Expiration date' fields.

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

The screenshot shows the 'LANDINGS REPORT (CR-121844)' form. At the top right, there are 'Cancel' and 'Close' buttons. The form has the same layout as the previous screenshot, but with the following fields filled: 'License Type *' is 'Scallop Dragger (SD)', 'License number *' is '8089 (2020-Inactive-Expired)', 'Issue date' is 'Nov 13, 2019', and 'Status' is 'Inactive-Expired'. The 'Start date' is 'Jan 1, 2020' and the 'Expiration date' is 'Dec 31, 2020'. An orange arrow points to the 'Next' button at the bottom left. Another orange arrow points to the 'License number *' dropdown menu.

- 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.

Maine DMR LEEDS

LANDINGS REPORT (CR-95)

GENERAL INFORMATION

Trip Start Date*

Unload Date*

Vessel Name*

FISHING & SEA TIME

Number of Crew (including Captain)*

Tow time* Tow time units*

FISHING & LANDING AREA

Latitude

Lat Degrees* Lat Minutes* Lat Second*

- The second section of the report is "Effort Information." Here you'll type or select using the drop-down arrows the gear type and quantity, # of tows, depth, crew, tow time and sea time, area fished and port landed. You can only enter latitude and longitude in LEEDS. Loran/TDs cannot be entered here.

Effort Information

Gear Information

Gear*

Quantity of gear*

Number of tows*

Depth* Depth Unit*

Fishing & Sea Time

Number of Crew (including Captain)*

Tow time* Tow time units*

Sea Time Hrs*

Fishing & Landing Area

Latitude

Lat Degrees* Lat Minutes* Lat Second*

Longitude

Long Degrees* Long Minutes* Long Second*

State Landed*

Port Landed*








For Decimal Degrees, enter like this:
 Lat Deg: 44.56215; Lat Min: 0; Lat Sec: 0
 Long Deg: 66.45252; Long Min: 0; Long Sec: 0

For Decimal Minutes, enter like this:
 Lat Deg: 44; Lat Min: 25.5231; Lat Sec: 0
 Long Deg: 66; Long Min: 45.5282; Long Sec: 0








- 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 catch data entered so far.

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 scallops harvested.

Species Information	Catch Information
Species  <input type="text" value="SCALLOP,SEA"/>	Disposition in Compliance Reports  <input type="text" value="Sold to Dealer"/>
Grade  <input type="text" value="Meat"/>	<input type="text" value="Enter first few letters then select from drop down"/>
Market Description  <input type="text" value="U10 - 1 to 10 count"/>	Dealer name  <input type="text" value="MIGIS LODGE (54661)"/>
Quantity  <input type="text" value="10"/>	Catch Source <input type="text" value="Trip"/>
Quantity Unit  <input type="text" value="LB - Pounds"/>	

8. If you need to add more scallops 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  <input type="text" value="SCALLOP,SEA"/>	Disposition in Compliance Reports  <input type="text" value="Sold to Dealer"/>
Grade  <input type="text" value="Meat"/>	<input type="text" value="Enter first few letters then select from drop down"/>
Market Description  <input type="text" value="U10 - 1 to 10 count"/>	Dealer name  <input type="text" value="MIGIS LODGE (54661)"/>
Quantity  <input type="text" value="10"/>	Catch Source <input type="text" value="Trip"/>
Quantity Unit  <input type="text" value="LB - Pounds"/>	

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

Species Information	Catch Information
<p>Species * SCALLOP,SEA</p> <p>Grade * Meat</p> <p>Market Description * U10 - 1 to 10 count</p> <p>Quantity * 10</p> <p>Quantity Unit * LB - Pounds</p>	<p>Disposition in Compliance Reports * Sold to Dealer</p> <p>Enter first few letters then select from drop down</p> <p>Dealer name MIGIS LODGE (54661)</p> <p>Catch Source Trip</p>
<p>Species * SCALLOP,SEA</p> <p>Grade * Meat</p> <p>Market Description * U10 - 1 to 10 count</p> <p>Quantity * 5</p> <p>Quantity Unit * LB - Pounds</p>	<p>Disposition in Compliance Reports * Personal Use</p> <p>Catch Source Trip</p>

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

Species Information	Catch Information
Species <input type="text" value="SCALLOP,SEA"/>	Disposition in Compliance Reports <input type="text" value="Sold to Dealer"/>
Grade <input type="text" value="Meat"/>	<input type="text" value="Enter first few letters then select from drop down"/>
Market Description <input type="text" value="U10 - 1 to 10 count"/>	Dealer name <input type="text" value="MIGIS LODGE (54661)"/>
Quantity <input type="text" value="10"/>	Catch Source <input type="text" value="Trip"/>
Quantity Unit <input type="text" value="LB - Pounds"/>	

Pick one: *

- Submit this report only
- Submit this report and create another positive report
- Submit this report and create another negative report

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.

Pick one: *

- Submit this report only
- Submit this report and create another positive report
- Submit this report and create another negative report



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: *

Submit this report only

Submit this report and create another positive report

Submit this report and create another negative report

LANDINGS REPORT (CR-121843)

Do you want to report on 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)

[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 *

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

LANDINGS REPORT (CR-121843)

Landings Report

Select the type of report to file *

Positive Report

Negative Report

License Type *

License number *

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: *

Submit this report only

Submit this report and create another positive report

Submit this report and create another negative report

Landings Report

Select the type of report to file *

Positive Report

Negative Report

Negative Report Start Date *

Negative Report End Date *

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Check off the license you are creating a negative report for.

<input type="checkbox"/>	Menhaden Commercial (MENC) 8904 (2022-Active)
<input type="checkbox"/>	Sea Cucumber Drag (SCD) 8975 (2022-Active)
<input type="checkbox"/>	Sea Urchin Dragger (SUB) 9867 (2022-Active)
<input type="checkbox"/>	Sea Urchin Diver (SUH) 51816 (2022-Active)
<input type="checkbox"/>	Sea Urchin with Tender (SUWT) 25893 (2022-Active)