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eLandings User Manual

Shoreside Production Reports

+5   Created by Former user (Deleted)
     Last updated: Feb 04, 2022 by Claire Minelga - NOAA Affiliate • 4 min read

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Shoreside Production Report Data Entry

To create a shoreside production report, you will need to be logged in to the eLandings system located at: http://elandings.alaska.gov

- You must be a **registered and activated user** to create a production report in this system.
- You will need to enter your User ID and your password.
  - If you have forgotten your UserID, please reference your copy of the User Agreement or contact eLandings support at elandings@alaska.gov
  - If you have forgotten your password, you can utilize the "Forgot Password" feature on the login page to have a temporary password emailed to you.

An individual user can be associated with one or more **Operations**.

- When the user logs into the eLandings system, they must designate which **Operation** she will be reporting under.
  - Most users will be associated with only one Operation, but if you have access to multiple operations, be careful to select the appropriate one.
- To create a new production report, simply select the correct operation from the operation dropdown, and then click on the **Production Report** button.

The Production Report Entry page will open.

- The Report Date field defaults to the current day but can be edited if necessary.
- The Number of Observers field is required.
- If you notice that you have the wrong operation selected, you can change it here.

Now you can enter data in the Production section of the report:

- Select the appropriate FMP Area: GOA (Gulf of Alaska) or BSAI (Bering Sea/Aleutian Islands).
- Enter the ADF&G species code for all groundfish species which have been processed.
    - Only species listed in Table 2a need to reported.
    - **NOTE** - halibut is not an FMP groundfish species so you don't have to enter it in production reports.
- Product Type is either **P** (Primary) or **A** (Ancillary).
- Enter the appropriate product code weight in pounds - this is supposed to be *processed weight* only
- Once you have finished entering all the production items, click on the Save button.

ⓘ If you need to look up either species or product code, utilize the **Codes** menu item at the top of the screen. Clicking on it will open another widow with all the codes listings.

- Once the report is saved you will have the option to Submit the Report, Edit the Report, or view the PDF to Print

Once you have reviewed the report, click on the **Submit Report** button.

Once you have submitted the report, the status of the report(shown after the report number) to **Final Report Submitted**, indicating that it has been submitted.

Production Report Display

INFO - 1307: Report submitted

| User: Dolly Varden | Company: Pisces Inc. | PH: (907) 555-1212 | Email: suja.hall@noaa.gov |

Production Report 291043 - Final Report Submitted

When the report is submitted, print out the PDF for your records.

Production

FMP Area	Species Code	Product Type (P/A)	Product Code	Weight (lbs)
GOA	110 P. cod	Primary	08 Est cut	5,524
GOA	127 Yellowfin sole	Primary	04 Gutted	1,824
GOA	147 Quillback rf	Primary	21 Fillets with Skin	552
GOA	152 Shortraker rf	Primary	21 Fillets with Skin	127
	Edit Report			
	View PDF to Print			

No production / No Deliveries

If you have submitted your Shoreside Processor Check In Report, but had no deliveries and no production for a day, you are still required to submit a Production report for that day, but need to indicate that no deliveries and no production occurred for that calendar day.

To do that, generate your production report from the home screen

TO MAKE A NEW REPORT, please select your operation and choose one of the following:

Operation: THE PISCES PLANT ▼   Grading and Pricing

Groundfish	Salmon	Shellfish	Logbook
Groundfish Landing Report	Salmon Landing Report	Crab Landing Report	Current Year Logbook
Production Report	Troll Landing Report		Prior Year Logbook
Consolidated Report	Mixed Salmon Percentage		Register Logbook

Then indicate there was no production and no deliveries for the day by clicking the check boxes:

Production Report - 20387377

| User: Kimberly | Company: ALWAYS FRESH | PH: (907) 444-1212 | Email: Claire.minelga@noaa.gov |

| Report Date: | 02/03/2022 | Operation: | ALWAYS FRESH ▼ |

Number of Observers: 1

No Production (check if none): ☑   No Deliveries (check if none): ☑

- Then Save and Submit the report.
- Once the report is successfully submitted, you can click on the View PDF to review the Production report.

When are production reports required to be submitted?

Any shoreside processor is required to submit a daily shoreside production report once they have submitted a Shoreside Processor Check-in Report, until the time that a Shoreside Processor Check-out Report is submitted.

All FMP Groundfish listed in Table 2a must be accounted for.

Halibut is not an FMP groundfish species and does not need to be included on shoreside production reports.

Production reports must submitted by 12:00 pm AKST each day to record the previous day's production information.

If you are not taking deliveries over a weekend, you may submit the production report for Saturday and Sunday by 12:00 pm the following Monday.

Shoreside Production Reports

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