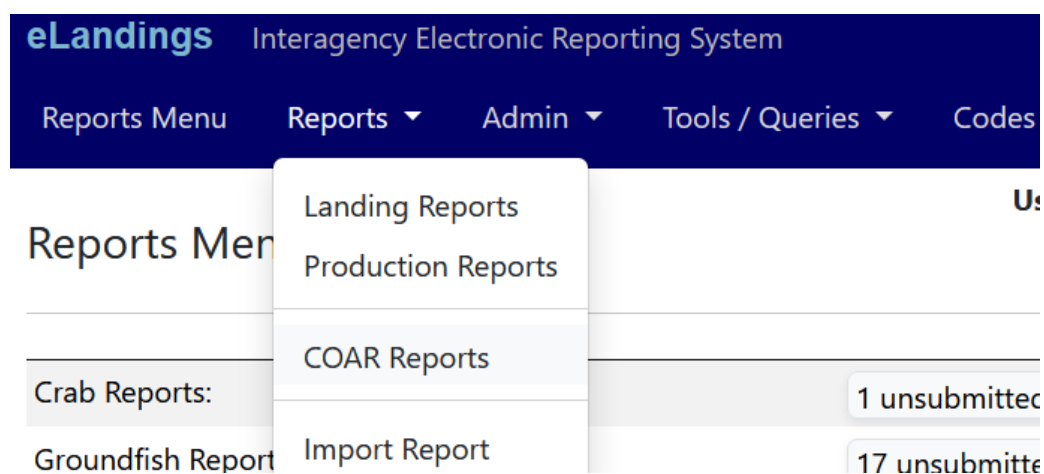


Please make sure that users that will be using the COAR reporting features in eLandings are authorized for COAR. It is VERY important to make sure that the COAR user is set up as a COAR user for the primary operation and all child operations. A child operation includes buying stations and custom processing relationships. Users can be added to the operation with COAR authorization or existing users can have their profiles updated to allow COAR access by any user on that operation who has admin authorization.

## Accessing the COAR reporting page

Click on the Reports tab, and select COAR Reports from the drop-down menu.



You will be directed to the COAR page where you will need to select your Operation/Processor Code and enter a year of operation to generate the COAR file. Once you have chosen an operation and year, click **Search**.

A screenshot of a search form within the eLandings application. The form is titled "Search" and has a close button (X) in the top right corner. It contains two main input fields: "Operation (Processor Code):" with a dropdown menu showing "SUNSET COASTAL PROCESSING (T0014)" and a "Year:" field with a dropdown menu showing "2023". At the bottom of the form are three buttons: "Search", "Reset", and "Cancel". The background shows a blurred view of the "Alaska Department of Fish and Game" logo and the "eLandings" header.

Remember, if you are an authorized user on multiple operations, you will have a drop-down list of all your operation names with proc codes for all operations to choose from. Make sure you are choosing the correct operation you want to run the COAR for.

If the user attempting to run the COAR is not authorized for all the operation's associated child operations, like a custom processing relationship, the user will receive an error message notifying for which child operations they have insufficient privileges or are unauthorized.

Search

×

**WARNING 2020:** User has insufficient privileges for COAR on

child operations of SUNSET COASTAL PROCESSING

**ERROR 1386:** User BEYONCE is not authorized for operation

ACME BS #3

**ERROR 1386:** User BEYONCE is not authorized for operation

ACME BUYING STATION #5

**ERROR 1386:** User BEYONCE is not authorized for operation

SUNSET BUYING STATION LARSEN BAY

**ERROR 1386:** User BEYONCE is not authorized for operation

TRUCK NO. 2

**ERROR 1386:** User BEYONCE is not authorized for operation

O'BRIENS FOR SUNSET COASTAL PROC

**ERROR 1386:** User BEYONCE is not authorized for operation

OFC FOR SCP

**ERROR 1386:** User BEYONCE is not authorized for operation

KING CRAB PROC FOR SUNSET PROC

**ERROR 1386:** User BEYONCE is not authorized for operation

MINDY AND DEIDRA FOR SUNSET COASTAL PROCESSING

**ERROR 1386:** User BEYONCE is not authorized for operation

SUNSET PROC FOR KING CRAB PROC

Operation (Processor Code):

SUNSET COASTAL PROCESSING (T0014)

▼

Now that you selected the operation and year you want to run the COAR report generator for, you will see that operation and the Status of the COAR file. The status will be Not Generated.

COAR Report

Menu

Year 2023

Processor Code F10419  
Status Not Generated

Operation 1029290 WU/TANG CLAN

Search Cancel

COAR Statuses:

- Not Generated
- Generation Requested
- Generated
- Downloaded
- Uploaded
- Submitted
- Reviewed
- Extracted
- Post-season Adjustment Submitted
- Voided

Generate the COAR

To generate the COAR file and to progress through the statuses, go to the hamburger menu. Click on Generate Report. More options will become available under the hamburger menu as the COAR status progresses.

s / Queries
Codes
Help
BEYONCE KNOWLES

Menu

Processor Code F10419  
Status Not Generated
Operation 1029290 WU/TANG CLAN

Generate Report

Search Cancel

Then confirm you operated using that proc code in the year you are running the COAR for by selecting **Yes**. Then click on **Generate**. This will generate a summary report of buying and production activity for the year specified.

Generate Report ✕

---

Your COAR file will be generated from eLandings landing report data. After the system has processed your request to generate the COAR, you can return to this page and download the generated COAR report Excel file. Once you have the Excel file downloaded, you can edit to add data and upload it back into eLandings as part of the COAR submission process.

Did you operate using Processor Code F10419 in 2023

☐ No ☐ Yes

GenerateCancel

You should be provided with information regarding your COAR file generation and will receive an email notification when the report is ready for download. Your status will now show **Generation Requested**.

eLandings

Interagency Electronic Reporting System

Alaska Department of Fish and Game

International Pacific Halibut Commission

NOAA Fisheries

Reports Menu

Reports ▾

Admin ▾

Tools / Queries ▾

Codes ▾

Help ▾

Hokey Wolf ▾

**INFO 2580:** Your COAR Report is generating, eLandings will email you at ftest@mailinator.com when it is available for download

**INFO 1805:** There are 0 job request(s) ahead of yours in the queue.

**INFO 1805:** It may take 4 minutes or more to get to your request depending on how long the job(s) take to process.

**INFO 1805:** Please do not make another COAR generate report request until you have received an email indicating that this request has been completed.

---

COAR Report ☰ Menu ▾

Year

2023

Processor Code

X1005

Status

Generation Requested

Operation

997621 BEEN HERE BEFORE SEAFOODS

Search

Cancel

## Downloading the COAR

At this point, if you have not navigated away from this screen and received email notification that your COAR is ready, you can click on Search and reenter your operation and year, then click search. If you have left the COAR page, simply go through the first steps of getting to the COAR page. Select your operation and year, then click select again.

Note: If you have not received email notification that your COAR file is ready for download after the indicated wait time, please return to the COAR reporting page and see if the status has updated to “Generated” before contacting eLandings staff for help. It is only a notification. No information in that email needed to proceed.

When you have landed back on the COAR Report page, you will see that the report status is now Generated.

## COAR Report

|                  |          |                       |           |                  |                                  |
|------------------|----------|-----------------------|-----------|------------------|----------------------------------|
| <b>Report ID</b> | 20394884 | <b>Processor Code</b> | X1005     | <b>Operation</b> | 997621 BEEN HERE BEFORE SEAFOODS |
| <b>Year</b>      | 2023     | <b>Status</b>         | Generated |                  |                                  |

|                             | Number of Lines | Number of Species | Total Weight | Total Amount |
|-----------------------------|-----------------|-------------------|--------------|--------------|
| Generated Buying            | 4               | 2                 | 62,108       | \$0          |
| Generated Custom Processing | 1               | 0                 | 0            | \$0          |

Search Cancel

Now you can download your COAR file as an Excel spreadsheet. Again, download and progression through the report statuses is all done from the hamburger menu. Click on it and you will see you have more options available now.

Hokey Wolf ▾

Menu ▾

**Operation**

Regenerate Report

Download Spreadsheet

Generate Buying Details Spreadsheet

Generate Production Details Spreadsheet

|                     |        |     |
|---------------------|--------|-----|
| <b>Total Weight</b> | 62,108 | \$0 |
|---------------------|--------|-----|

Click on Download Spreadsheet to download a copy of the file to your computer. Save the file to a location of your choosing. Then navigate to the file and open it to enter data.

## Completing Your COAR Data Entry

**PLEASE** do not modify headings, move, or remove any of the columns. The file must remain in the same format for uploading to eLandings or the system used by ADF&G staff to import COAR data. You will need to review, edit, and enter buying data and production data into the spreadsheet. Remember to mark if the price is FINAL or NOT FINAL.

| A   | B                    | C             | D                     | E         | F              | G            | H            | I                 | J                                 |
|-----|----------------------|---------------|-----------------------|-----------|----------------|--------------|--------------|-------------------|-----------------------------------|
| YES | COAR AREA OF HARVEST | DELIVERY PORT | COAR AREA OF DELIVERY | GEAR CODE | CONDITION CODE | TOTAL WEIGHT | TOTAL AMOUNT | AVG PRICE (\$/LB) | PRICE NOT FINAL (FINAL/NOT FINAL) |
|     | 921 FB               | DUT           | O                     | 91        | 1              | 36,393       | \$181,985.00 | \$5.00            | FINAL                             |
|     | 923 FB               | DUT           | O                     | 91        | 1              | 17,230       |              |                   |                                   |
|     | 923 O                | DUT           | O                     | 91        | 1              | 2,571        |              |                   |                                   |
|     | 923 FG               | DUT           | O                     | 91        | 1              | 5,914        |              |                   |                                   |

Remember to check every sheet of the COAR file and enter pricing details into every row with buying or production data. Depending on your operation, many of the sheets may be blank. **PLEASE** do not delete unused sheets, enter data, or modify unused sheets. For example, if you did not have any canned production or a custom processing relationship, those sheets should be blank. Nothing to be done on those sheets, just leave them as they are.

|        |                   |                   |                   |                   |                    |
|--------|-------------------|-------------------|-------------------|-------------------|--------------------|
| Buying | <b>Production</b> | Canned Production | Custom Processing | Custom Production | Custom Canned F .. |
|--------|-------------------|-------------------|-------------------|-------------------|--------------------|

Note: Daily Production Reports are the only source of production information and are only required for federally managed fisheries. No state managed fisheries have production information in eLandings to generate the production information of the COAR. Those values must be entered from the processor's business records.

## Submitting the COAR

Now that you have downloaded, entered your pricing details, and saved the changes, you can upload your completed COAR file to eLandings. It is not necessary to submit your COAR through the eLandings system. You can submit directly to the ADF&G Seafood Coordinator by email: [dfg.seafood-coord@alaska.gov](mailto:dfg.seafood-coord@alaska.gov). The completed COAR can also be mailed to ADF&G Division of Commercial Fisheries, PO Box 115526, Juneau, AK 99811-5526.

Once your file is downloaded, we recommend contacting the Seafood Coordinator with any questions about completing the report by email or phone: (907) 465-6131. Contact eLandings for help with generating, downloading, or uploading questions.

Menu

Regenerate Report

Download Spreadsheet

Generate Buying Details Spreadsheet

Generate Production Details Spreadsheet

Upload Spreadsheet

Upload COAR Spreadsheet

Select your completed COAR spreadsheet using the Choose File button. Then click Upload to bring your edited COAR into eLandings. The file should be saved as .xls, not .xlsx. The column headers and tabs must be unchanged with names the same as in the template.

Browse...

COAR\_2023\_X1005.xls

Upload

Cancel

If submitted via eLandings, click on Upload Spreadsheet which is also found in the hamburger dropdown. Click Browse to navigate to and select the file from where you saved it on your computer, then click Upload.

## Successfully Uploaded!

[Reports Menu](#) [Reports](#) [Admin](#) [Tools / Queries](#) [Codes](#) [Help](#) Hokey Wolf

Success COAR spreadsheet uploaded successfully

### COAR Report

Menu

|                  |          |                       |          |                  |                                  |
|------------------|----------|-----------------------|----------|------------------|----------------------------------|
| <b>Report ID</b> | 20394884 | <b>Processor Code</b> | X1005    | <b>Operation</b> | 997621 BEEN HERE BEFORE SEAFOODS |
| <b>Year</b>      | 2023     | <b>Status</b>         | Uploaded |                  |                                  |

|                   | Number of Lines | Number of Species | Total Weight | Total Amount |
|-------------------|-----------------|-------------------|--------------|--------------|
| Buying            | 4               | 2                 | 62,108       | \$284,825    |
| Custom Processing | 1               | 0                 | 0            | \$0          |

If the spreadsheet has missing or incorrect data, you will get an error message that prevents you from uploading the COAR file. If the data has errors, the status will not change, and the data will not be saved in the database. Errors that prevent saving are things like missing or invalid species codes, COAR Area codes, weights, or prices.

*Please Note:* When reports are uploaded the user can also receive warning messages. These messages will not prevent the data from being saved in the database but may indicate problems with the report. Please review for accuracy. Reports can be edited and uploaded again as many times as necessary before final submission.

Finally, you can submit your report. Back to the hamburger menu for this

Menu

Regenerate Report

Download Spreadsheet

Generate Buying Details Spreadsheet

Generate Production Details Spreadsheet

Upload Spreadsheet

Submit Report

Add contact information to be associated with your COAR. When you click Submit your report will be validated, and submitted to ADF&G.

Contact Userid:

HOKEYW

Name:

Hokey Wolf

Title:

Fish Ticket Master

Alternate Contact Userid:

Title:

Company Name:

Been Here Before Seafoods

Company Address:

City/State/Zipcode:

Comment:

Add any additional contact information and comments to the report.

**Success** COAR submitted successfully

## COAR Report

**Report ID** 20394884  
**Year** 2023

**Processor Code** X1005  
**Status** Submitted

**Operation** 997621 BEEN H

From here, eLandings staff or the ADF&G Seafood Coordinator will review the COAR report and change the status to Reviewed. Setting the status to Reviewed signals the ADF&G ENCOAR application to extract your COAR data into ENCOAR.



The screenshot shows the eLandings Agency Electronic Reporting System interface. The top navigation bar includes a 'View site information' link, the system name, and the Alaska Department of Fish and Game logo. The main menu has 'Reports Menu', 'Reports', and 'Admin'. The 'COAR Report' section is highlighted, showing a 'Test' status and a login expiration timer. A search modal is open, featuring a 'Search' button, a dropdown for 'Operation (Processor Code):', a text input for 'Year:', and buttons for 'Search', 'Reset', and 'Cancel'.

Next you will click Generate Report from the hamburger menu, but you will want to select “No” if you didn’t operate. Now select Submit from the hamburger menu and the option to Display Signature Page PDF will be available from the hamburger menu.

The 'Generate Report' modal dialog is shown. It contains a close button (X) in the top right corner. The main text explains that the COAR file will be generated from eLandings landing report data and can be downloaded and edited. Below this, a question asks 'Did you operate using Processor Code X1061 in 2023' with radio buttons for 'No' (selected) and 'Yes'. At the bottom are 'Generate' and 'Cancel' buttons.

For most users, completing and submitting the signature page with the report completes the annual COAR process.

## Regenerating Reports and Detailed Reports

Regenerate Report

Download Spreadsheet

Generate Buying Details Spreadsheet

Generate Production Details Spreadsheet

### Why Regenerate a Report?

If you have made any edits to your buying or production data since you ran the COAR file generator, you should “Regenerate Report”. You may find discrepancies between eLandings and your company’s records or accounting details. If you need to make adjustments to any buying or production data in eLandings, you will likely need to regenerate the report to reflect any changes on your eLandings generated COAR file.

\*Please Note: changes to a landing that would affect total pounds purchased that would differ from numbers displayed on the originally submitted fish ticket must be documented. Please print a revised fish ticket to reflect these changes and submit it to your local Fish & Game office.

### Why Generate a Details Spreadsheet?

This feature is primarily used for troubleshooting problems with uploading your completed COAR file via the eLandings system. Generating a Buying Details or Production Details Spreadsheet provides a landing and fish ticket details report for the buying or production data of your COAR. If you receive an error during upload or submission of your completed COAR, it may be helpful to generate a detailed report to get a better sense of how eLandings is producing the COAR records.

## Post-season Adjustment

On occasion, an operation will determine that they need to submit post-season price adjustments. This can be done by editing to show the adjusted data into their copy of the spreadsheet or can download the report spreadsheet again and reenter amounts to reflect the corrected adjustments. Only the Total Amount, Ave. Price, and the FINAL/NOT FINAL columns after the initial submission. The other columns are locked for editing. Please contact the Seafood Coordinator if you need to make edits to the locked columns.

Then upload the spreadsheet, and the COAR Report status will change to Post-season Adjustment Submitted. As with the original COAR submission, the post-season adjustment COAR can also be submitted directly to the Seafood Coordinator.

For COAR reporting resources, please visit the COAR page of the ADF&G website:

<https://www.adfg.alaska.gov/index.cfm?adfg=fishlicense.coar>

## COAR Status Definitions

**Not Generated:** The report display web page will show a status of Not Started if the COAR report does not exist, and the reporting process has not begun.

**Generation Requested:** Once the user has requested that the report be generated, the report display web page will show the report in Generation Requested status. The report will exist in the database but will not have any buying data from the eLandings database until the generation process completes. When the generation process is complete the user will be notified by email that their report has been generated.

**Report Generated:** Once the report generation process has run the report will have buying and custom processing data pulled from the eLandings database. Reports in this status can then be downloaded as Excel spreadsheets.

**Report Downloaded:** When the user downloads their COAR Report spreadsheet from the eLandings COAR Report webpage, the status will change to Report Downloaded.

**Report Uploaded:** After the user reviews and edits buying data, and enters production data, they can upload the COAR Report spreadsheet to eLandings. If the data has errors, the status will not change, and the data will not be saved in the database. Errors that prevent saving are things like missing or invalid species codes, COAR Area codes, etc. Missing weights or prices also cause errors.

*Please Note:* When reports are uploaded the user can also receive warning messages. These messages will not prevent the data from being saved in the database, but may indicate problems with the report, or data conditions that should be reviewed for accuracy. Reports can be corrected and uploaded again as many times as the user wants, before final submission.

**Report Submitted:** Once the COAR Report spreadsheet has been uploaded, the user can submit the report. The report submission process requires the user to add contact data to the report. Once the report is submitted the user can no longer edit and re-upload the spreadsheet. However, if errors are discovered after the report is submitted, ADF&G personnel can return the COAR Report to the Report Uploaded status so the corrected spreadsheet can be uploaded.

**Report Reviewed:** Once ADF&G staff review the report and determine that it meets requirements they will change the report status to Report Reviewed. The report can then be extracted from eLandings into the official ENCOAR database.

**Report Extracted:** When the COAR Report is extracted into the ENCOAR system the status is changed to Report Extracted. This is the final status for COAR Reports, but it may be modified if post-season price adjustments are needed.

**Post-season Adjustment Submitted:** If users determine that they need to submit post-season price adjustments they can edit the adjusted data into their copy of the spreadsheet or can download the report spreadsheet again and do their edits. They then can upload the spreadsheet, and the COAR Report status will change to Post-season Adjustment Submitted. The report will go to the Report Reviewed status once ADF&G staff have reviewed the adjustments and will return to Extracted status when the adjustment COAR is extracted to the ENCOAR.

**Report Voided:** If a report needs to be deleted for some reason it can be placed in the Report Voided status, and it will no longer be treated as an active COAR Report.