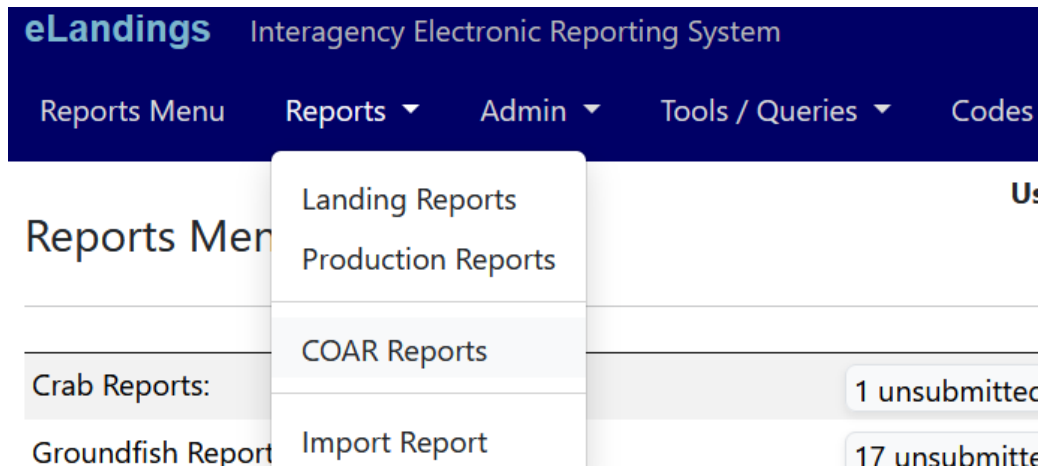


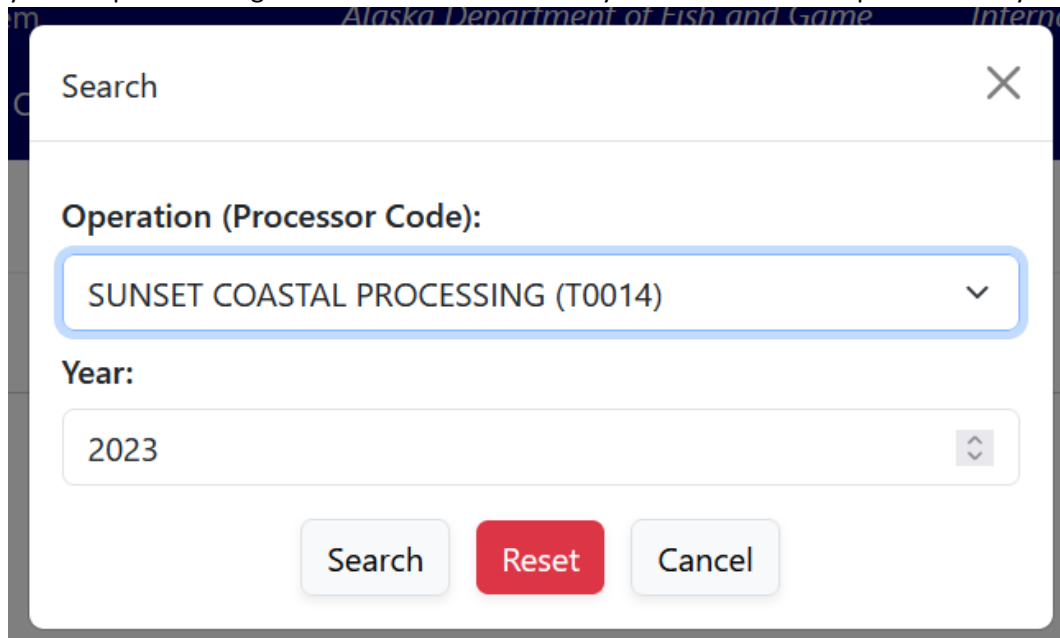
Please make sure that users that will be using the COAR reporting features in eLandings are authorized for COAR. It is VERY important to make sure that the COAR user is set up as a COAR user for the primary operation and all child operations. A child operation includes buying stations and custom processing 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**.



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

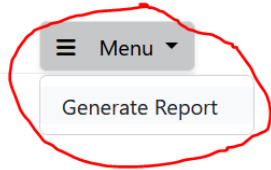
COAR Statuses:

- 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.

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



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**.

eLandingsAlaska Department of Fish and GameInternational Pacific Halibut CommissionNOAA Fisheries

Reports MenuReports ▾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	Operation 997621 BEEN HERE BEFORE SEAFOODS
	Status Generation Requested	

SearchCancel

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

☰ Menu

Report ID 20394884	Processor Code X1005	Operation 997621 BEEN HERE BEFORE SEAFOODS
Year 2023	Status 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
Total Weight	Generate Production Details Spreadsheet

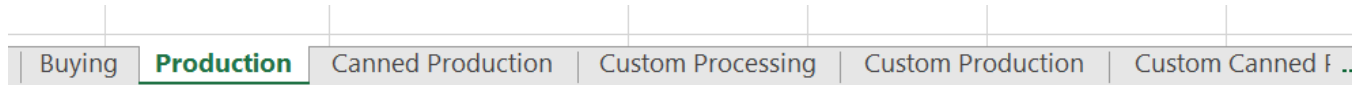
Click on Download Spreadsheet to download a copy of the file to your computer. Save the file to a location of your choosing. Then navigate to the file and open it to enter data.

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	\$181,965.00	\$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.



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. 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.

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

Report ID 20394884 Processor Code X1005 Operation 997621 BEEN HERE BEFORE SEAFOODS
Year 2023 Status **Uploaded**

	Number of Lines	Number of Species	Total Weight	Total Amount
Buying	4	2	62.108	\$284,825
Custom Processing	1	0	0	\$0

Search Cancel

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.

COAR Report

Report ID	20394884	Processor Code	X1005	Operation	997621 BEEN HERE
Year	2023	Status	Reviewed		

Company Name
 Been Here Before Seafoods
Address
 Dockside, AK
 Dockside, AK 99999
Contact
 Hokey Wolf (HOKEYW) Fish Ticket Master
Alternate Contact

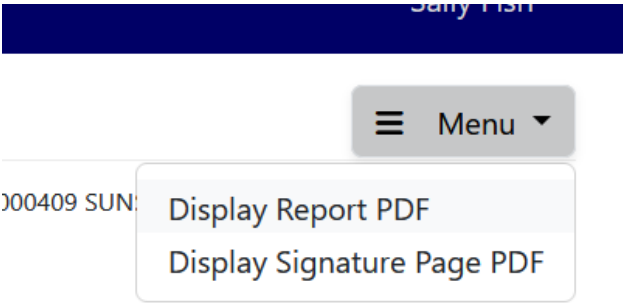
Did you operate using Processor Code X1005 in 2023 ? **YES**

	Number of Lines	Number of Species	Total Weight	Total
Buying	4	2	62,108	\$28

COAR Certification Page

You must sign and submit a Commercial Operators Annual Report Certification Page April 1st of each year to comply with 5 AAC 39.130 and 50 CFR 679, whether you operated or not. To download the certification page from eLandings, you must have the COAR file in Submit status.

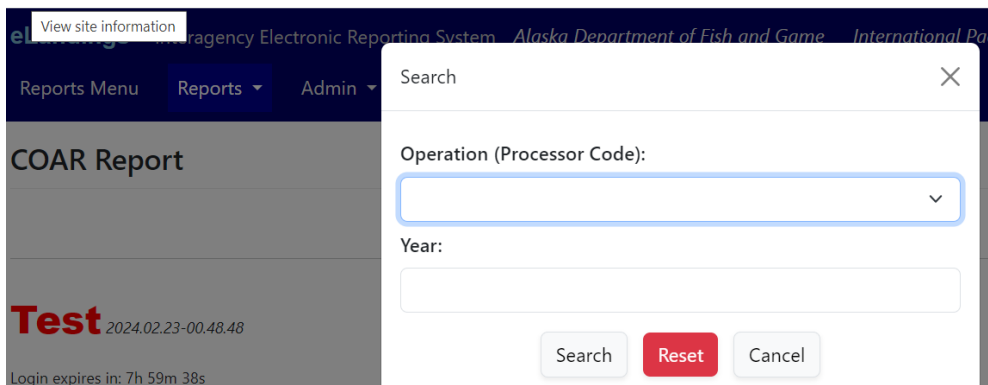
Once you click on "Submit" the options on the hamburger menu change. Click on Display Signature Page PDF to generate the certification page. You can also get a PDF copy of the COAR report summary here too.



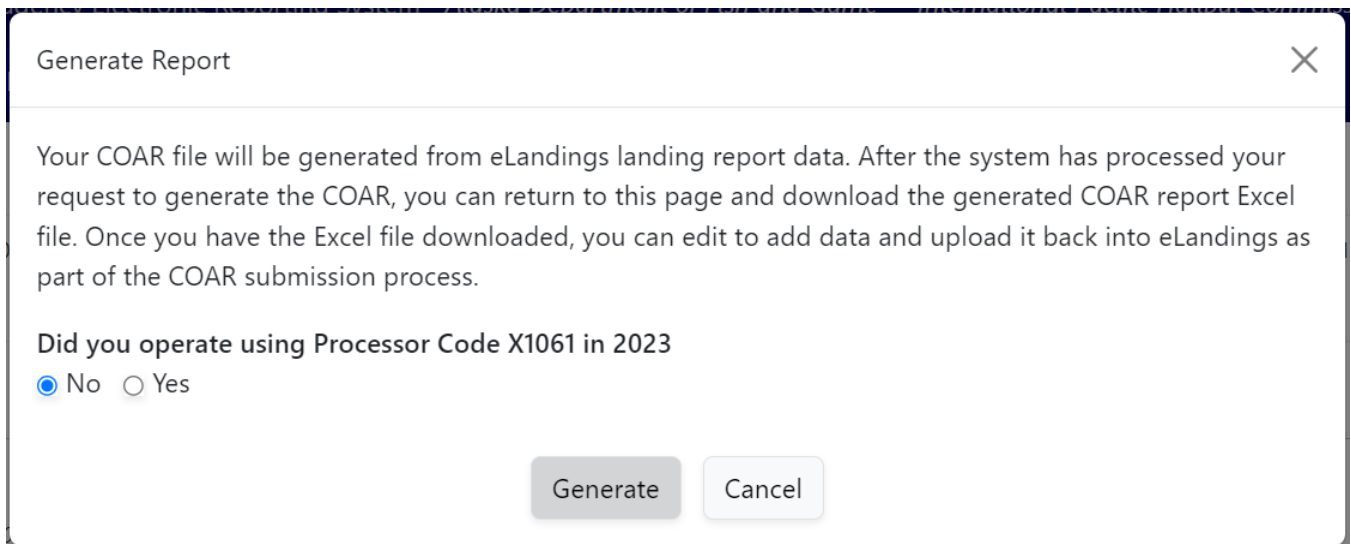
Now you can download the certification page, sign, and return it to the Seafood Coordinator. Currently, there is no option for submitting the certification page via the eLandings COAR page.

If you have an active fisheries business license and proc code but did not operate in this COAR reporting year, you can still generate the certification page PDF to sign and send to the Seafood Coordinator. Remember, the COAR status must be up to the Submitted stage to generate the certification page.

How to get the certification signature page if you did not operate? Click COAR Reports from the Reports tab like you were going to generate a COAR file. Then enter your proc code and year.



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.



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.