

eLandings User Manual

At-sea Production Reports

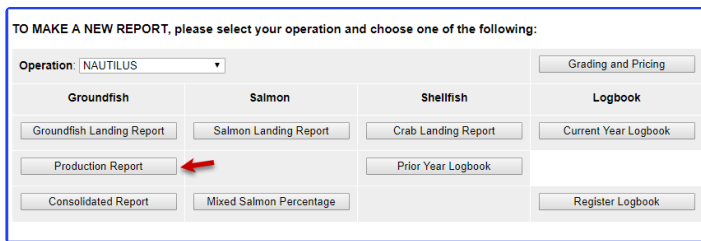
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Last updated: Feb 04, 2022 by Claire Minelga - NOAA Affiliate • 8 min read

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At-sea Production Report Data Entry

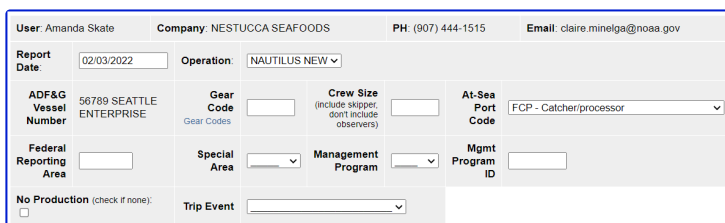
To be able to enter an At-sea Production report, you must be a registered eLandings user. If you are not please proceed to the eLandings registration page: [eLandings Registration](#)

- If you are not already logged into eLandings, log in at <https://elandings.alaska.gov>.
- Once logged in, you will see the Reports Menu screen. Use the operation dropdown to select the operation/vessel you wish to make a production report for.
- After you have selected your vessel using the drop-down screen, click on the Production Report button to start entering daily production data.



eLandings Reports Menu Page

- When you click on the Production Report button you will be brought to the Production Report page.
- At the top, you will see the header information, which need to be filled out first.



Production Report Header Section

- First, verify that the report date is correct. Report date is the day that you processed fish, not necessarily when you set or hauled nets.

- The ADF&G Vessel Number automatically defaults to the code that you entered upon registration in the User Profile screen. Please verify this code is correct. If the ADF&G number is not correct, please contact a NMFS staff member at elandings@alaska.gov and they will make the correction for you.
- Enter a one or two-digit gear type. A look-up table of gear types may be accessed by clicking on the blue Gear Codes text underneath the Gear heading. The gear codes you are mostly likely to use are:

Gear Code	Gear Description
7	Non-pelagic / bottom trawl
47	Pelagic / mid-water trawl
61	Longline
91	Pot

- Enter a crew size. Crew size does not include observers, but does include skippers.
- Verify the At-Sea Port Code is correct
- Enter a three-digit Federal reporting area. If a special area was reported, use the drop-down list next to Special Area to choose COBLZ, RKCSA, or AISWW. Maps and coordinates of these special areas and reporting areas may be found at <http://alaskafisheries.noaa.gov/rr/figures.htm>.
- A management program is required to be selected using the drop-down list. If the vessel was fishing open-access, please select OA as the Management Program.
- Only the CDQ, RPP, and AFA management programs require a Program ID. The management program ID values for AFA and CDQ ids are:

Management Program	Management Program ID	Description
AFA	200	AFA catcher/processors
AFA	300	AFA motherships
CDQ	51	Aleutian Pribilof Island Community Development Association
CDQ	52	Bristol Bay Economic Development Corporation
CDQ	53	Central Bering Sea Fishermen's Association
CDQ	54	Coastal Villages Region Fund
CDQ	55	Norton Sound Economic Development Corporation
Management Program	Management Program ID	Description

If only discards were collected, please click on the No Production box. No Production reports only need to be submitted when your vessel has gear in the water or you are processing fish, not during offload or when steaming to

port (without gear in the water).

- Six digit statistical areas are required on daily production reports for catcher processors and motherships. Please enter the State stat areas that are located in the Federal reporting area where your nets were hauled. Please do not include any State stat areas that are not located within the Federal reporting areas where your nets were hauled. Approximately assign percentages to stat areas where the catch occurred. Stat areas do not need to be reported when you are submitting a 'No Production' report. Again, 'No Production' reports only need to be submitted when your vessel has gear in the water or you are processing fish, not during offload or when steaming to port.

Stat Area	Stat Area Codes	Percent
665403		100

- If any production was done, use the Production section of the report to list the species and their ending product code.
- Use the three digit species code, denote if the product was Primary (P) or Ancillary (A), and then the weight in to the nearest thousandth metric tons for each species.
- Lists of species codes, product type codes, and product codes may be found at <http://alaskafisheries.noaa.gov/rr/tables.htm>.
- The system will not allow you to enter invalid combinations of product codes and product type codes when you save the report.
- Please make verify your weights are defaulted to accept weights only with three decimal places. This rounding may be automatically set in the "User Profile" screen as "Number of decimals to display for weights".
- If you need more lines to enter additional species, click on the More Lines button at the bottom of the screen to manually add more rows. You also may add more rows automatically in the "User Profile" section (see previous section for more details).

Species Code	Product Type (P/A)	Product Code	Weight (mt)
110	P	00	4.2810
110	A	14	1.2492
270	P	03	9.276
134	P	03	0.724

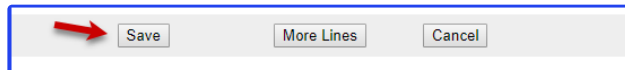
- After you are finished entering products, please enter all discards.
- For each line of discards, please denote the species by three digit species code
- Enter a two-digit Discard Disposition code. Discard Disposition codes may not be entered in the product section, and are only to be used in the discard section.
- Weights must be entered to the nearest thousandth, record weight of discards for any non PSC species.

- Count must be entered as a whole number. For prohibited species (e.g. salmon, crab, herring), the number of fish/crab **MUST** be reported, but weight does not need to be reported.

Species Code	Discard Disposition Code	Weight (mt)	Count
200	98		4
410	98		1
625	98	.002	
700	98	.006	

Saving Your Report

- When you are done entering data for your report, click on the Save button at the bottom of the screen.
- If you do not wish to save changes, you may click on the Cancel button, which will exit you out of the Production Report Entry screen. However, any changes made will not be saved if you click on the Cancel button.



- You may receive an error message upon saving your report. Error messages are displayed when you try to save (unsuccessfully) at the top of the Production Report Entry screen.
- You will not be able to save or submit a report until all errors have been fixed. The error message will indicate the field that needs to be corrected.
- Warning messages do not prevent you from saving reports, but are meant to warn users of uncommon entries (such as entering >400 mt for a single species and product code combination).

Production Report Entry

Discard line 2 ERROR - 1173: Weight is required
Discard line 3 ERROR - 1188: Disposition 7 is not valid

- After all errors have been corrected, save your report by clicking on the Save button again at the bottom of the screen.
- When the report saves successfully, a message will appear at the top of the Production Report Entry screen that says 'Report saved successfully.'
- You will also notice a message appears that reads 'Production Report - Not Submitted.' No error messages will appear when a report is saved successfully. Agency staff cannot view production reports with a status of Not Submitted, so if you call for user support, keep in mind that Not Submitted reports are only visible on your end.
- After saving the report, please note that you must submit the report to finalize it and transmit it. Please transmit a copy of your report by clicking on the **Submit Report** button at the bottom of your Production Report Display screen.
 - NOTE: After you have submitted your report once, you do not need to submit it again if changes are made after the first submission. If you attempt to submit the report twice, an error message will appear saying you've already submitted the report. If you make changes to a report after the report has been submitted, please just save the changes, and the changes automatically will be submitted to the agencies. A second submission is not required!

Production Report 18689033 - Not Submitted			
Operation ID	981118	Operation Name	NAUTILUS
Report Date	05/23/2019	Federal Permit Number	5325 GLACIER BAY
ADF&G	56789	61 Longline	Crew Size (include) At-Sea ECP

Vessel Number	SEAL LLC ENTERPRISE	Gear Code (hook and line)	5822 ENTERPRISE	skipper, don't include observers	7	Port Code	FCP - Catcher/processor
Federal Reporting Area	519	Special Area		Management Program	OA	Mgmt Program ID	
Trip Event							

Stat Area Worksheet

Stat Area	Federal Reporting Area	IPHC Regulatory Area	Percent
665403	519	4A	100

Production

Species Code	Product Type (PIA)	Product Code	Weight (mt)
110 P. cod	Primary	06 Est cut	4.281
110 P. cod	Ancillary	14 Roe	1.2492
270 Pollock	Primary	03 Bled	0.9276
134 Turbot	Primary	03 Bled	0.0724

Discards

Species Code	Discard Disposition Code	Weight (mt)	Count
200 Halibut	98 Disc atsea		8
700 Skate	98 Disc atsea	0.8261	

- After you've submitted your report and the status of your report says Final Report Submitted, scroll to the bottom of the Production Report Display screen and click on the View PDF to Print button. A new browser will open to display the report. Check your print-out against your data to make sure that you have not made any data-entry errors.

- If you find an error, click on the Edit button at the bottom of the Production Report Display screen to make corrections.
- When finished, please print and save a copy of the PDF file for your records. Federal law mandates that you keep copies of your reports for 3 years, plus the current year. You only need to save the current year's reports on the vessel. You may be asked by NMFS staff members to make changes to reports in the future, so please file your reports on-site so you may access them quickly in case revisions need to be made.

MRA Spreadsheet

If your report is the first of a new trip for Maximum Retainable Amount (MRA) calculations, click on the Trip Event drop-down menu. The Trip Event field is a voluntary field that was created to help crews flag when their reports are the first of a new trip for MRA purposes.

Production Report - 38341

User: Andy Mackereel Company: NMFS Testing Operation PH: (206) 555-1212 Email: jennifer.mondragon@noaa.gov



Report Date: 08/27/2008 Federal Permit Number: 5822 ENTERPRISE



ADF&G Vessel Number: 69038 Gear Code: 7 Crew Size (include skipper, don't include observers): 52 At-Sea Port Code: FCP - Catcher/processor

Federal Reporting Area: 510 Special Area: Management Program: OA Mgmt Program ID:

No Production (check if none): Trip Event:

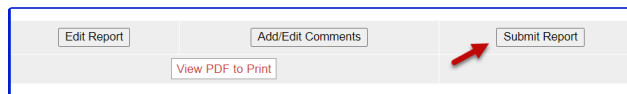
The following Trip Events are available:

- Enter SSL Protection Area: A new fishing trip is triggered for any fishing after entering a SSL protection area closed to directed fishing for Pacific cod or Atka mackerel (see regulations at 679.22(a)(7)  , (a)(7)(v), (a)(7)(vi), (a)(8)  (a)(8)(iv) and (a)(8)(v)).
- Leave SSL Protection Area: A new fishing trip is triggered for any fishing after departing a SSL protection

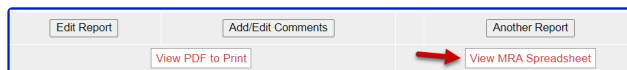
area closed to directed fishing for Pacific cod or Atka mackerel (see regulations at 679.22(a)(7) , (a)(7)(v), (a)(7)(vi), (a)(8) , (a)(8)(iv) and (a)(8)(v)).

- Directed Fishing Closure: A new fishing trip is triggered for any fishing in an area following a change in the directed fishing status for any species retained aboard the vessel.
- Offload Product: A new fishing trip is triggered for any fishing following the offload of fish or fish products.

Please choose a Trip Event, or leave the Trip Event field blank if your report is not the first of a brand new MRA trip. After you've entered all products and discards for that report, please click on the **Save** button. Once you review your work and you are ready to transmit your data, click on the **Submit Report** button.



Only after you've submitted your report will you be able to view the MRA spreadsheet. Click on the View MRA Spreadsheet button at the bottom of your report.



An Excel spreadsheet will download. You will be able to see all product reported for a given week, including days that comprise different trips.

You'll notice reports are listed as separate columns and the following header information is available: Federal Fisheries Permit, vessel name, Report Date, Trip Event (the event that triggered a new trip for that particular report), management program, and management program ID. The data are listed by species code, product code, total round weight for all species/product code combinations reported that week, and round weight reported for each report ID.

- Please note that the total round weight add all weights together, including weights from different MRA trips. The MRA spreadsheet is not meant to be the final computation of MRAs per trip, but it is meant to provide the crews a way to tabulate and cut and paste products from the same trip. Further computation by crews is required in order for MRAs to be calculated on a trip basis.

