

**INTERAGENCY ELECTRONIC  
REPORTING SYSTEM – IERS**

**AT-SEA PRODUCTION REPORTS  
in  
*eLandings* Processor Workstation**

July 2006

Prepared by:  
National Marine Fisheries Service, Alaska Region

# Instructions for at-sea production reports in *eLandings Processor Workstation*

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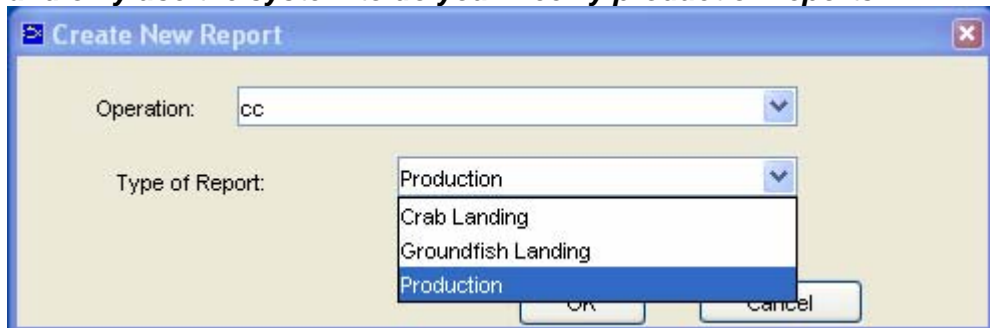
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## NEW TO THIS PROGRAM

### Report Types:

In addition to the NMFS Weekly Production reports for groundfish, the eLandings application allows users to fulfill off-load recordkeeping requirements for the Crab Rationalization Program, ADF&G fish tickets, NMFS RAM IFQ reporting, IPHC halibut reporting. **You can ignore these other report types and only use the system to do your weekly production reports.**



### Gear Codes:

The gear codes in eLandings are now 2-digit number codes. 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

### Management Programs & Management Program Ids:

Unlike ERClient 3, eLandings requires that you enter a value in the Management Program field. There is a drop-down list to choose from. The options are:


Management Program Code	Description
AFA	American Fisheries Act Pollock
CDQ	Community Development Quota
EXP	Experimental
OA	Open Access
RES	Research

If you are fishing in AFA and CDQ then you MUST enter a management program ID. New to this program is entering the AFA management program ID. Motherships and catcher/processors enter different management program ids for AFA. They are:

Management Program	Management Program ID	Description
AFA	200	AFA catcher/processors
AFA	300	AFA motherships

### Saving and Checking for errors:

To check for errors in the eLandings program use the “Check” icon 

To save, go to File, Save or you can click on the “disk” icon: 

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## INSTALLING SOFTWARE & GETTING SET UP

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### ***Creating a User Account***

You only have to create a user account once so if you have used eLandings in the past, you can use the same account. If you have forgotten your username or password, then call NMFS Juneau Office during business hours to reset your password (see Technical Support section for contact information).

You have to create a user account from a computer **with internet access** so this must be done before you leave port.

Go to the eLandings website (<http://elandings.alaska.gov/>) and click on the Register link.

**eLandings**  
Reporting Component of the  
Interagency Electronic Reporting  
System

**Alaska  
Department of  
Fish and Game**

**International Pacific  
Halibut  
Commission**

**NOAA  
Fisheries**

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**eLandings**

eLandings is the Interagency Electronic Reporting System for reporting commercial fishery landings in Alaska. This system is a collaborative effort of the Alaska Department of Fish and Game, the International Pacific Halibut Commission, and the NOAA Fisheries, with funding provided through the Pacific States Marine Fisheries Commission. Currently eLandings is only for IFQ/CDQ crab and Community of Adak golden king crab landing and/or production data reports, (not including Norton Sound king crab). In the future, the system will include landings and production data reports for groundfish, shellfish, salmon, halibut CDQ, halibut and sablefish IFQ, and other species fisheries.

June 27, 2006: eLandings 2.2 released [release notes](#)  
May 10, 2006: eLandings 2.0 released [release notes](#)

**HOW TO GET STARTED**

**Web eLandings**

1. **Register:** Before users can use the eLandings system to report landings, they must request authorization to use the system and reserve a particular UserID and password. A UserID will be activated after a signed registration form is submitted to: State of Alaska Help, P.O. Box 110206, Juneau, AK 99811-0206, and approved.
2. **LOGIN to make a landing report:** The eLandings system will allow registered users to submit landing reports. Users can submit their landing report data to all of the mandated agencies through a series of eLandings web pages. Users can also import data in a specified XML format via the eLandings web site.

We **highly recommend** contacting NMFS staff (see Technical Support section for contact information) for help in setting up a completely new operation. The relationship of the permit numbers is important, and is much easier to get right the first time than it is to correct it after the fact.

Before you begin the process of establishing a new Operation, you should have gathered the following information together, as they pertain to your operation:

- ADF&G Processor Code (for example F1234)
- Federal Processor Permit Number
- Federal Registered Buyer Number (needed for IFQ halibut and sablefish)
- ADF&G Vessel Number (a 5 digit number)
- Port: motherships port code=FLD, catcher/processors port code=FCP

Once you have completed the registration process, print the user information page. Then you must sign it and fax it to (907) 586-7354, Attn: eLandings

## Installing eLandings Processor Workstation & Getting Report Numbers

1. Using Windows Explorer, open the installation CD (to do this, right click on the Start button, select Explore, and double click on the CD Drive)
2. Double click on the eLandings installation .jar file (named something like elandings-install-1\_2\_299.jar)
3. Follow default prompts throughout installation, then click ok. An 'eLandings' icon will be created on your desktop
4. Open the Processor Workstation software by double clicking on the desktop icon.
5. The Settings Dialog box will open (or go to Configuration, Settings):

The screenshot shows the 'Settings' dialog box with the following configuration:

- Transmit Method:  Email,  File
- SMTP Server: [Empty]
- From mail address: fishingboat@verizon.net
- Copy mail address: office@fishcompany.com
- Root Directory: C:/Program Files/eLandings [Browse]
- Import Directory: C:/Program Files/eLandings/transmissio [Browse]
- Export Directory: C:/Program Files/eLandings/transmissio [Browse]
- Receipt Directory: C:/Program Files/eLandings/transmissio [Browse]
- Logging Level: 5
- Include log in transmissions

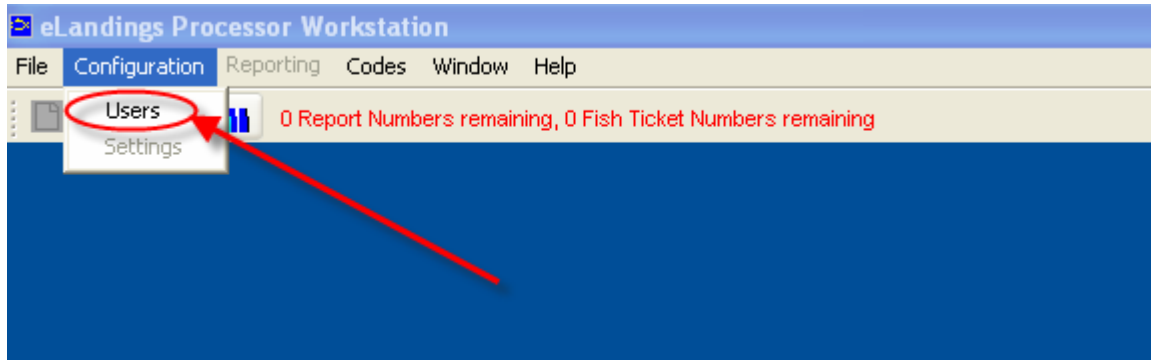
**Transmit method:** Click the radio button to select **File**. When you use this method you will be emailing your landings and attaching zip files that the Processor Workstation creates. This is the option that almost all of the boats use. You can leave the SMTP server blank if you use this method.

**SMTP Server:** Leave this blank since you have File as your transmit method.

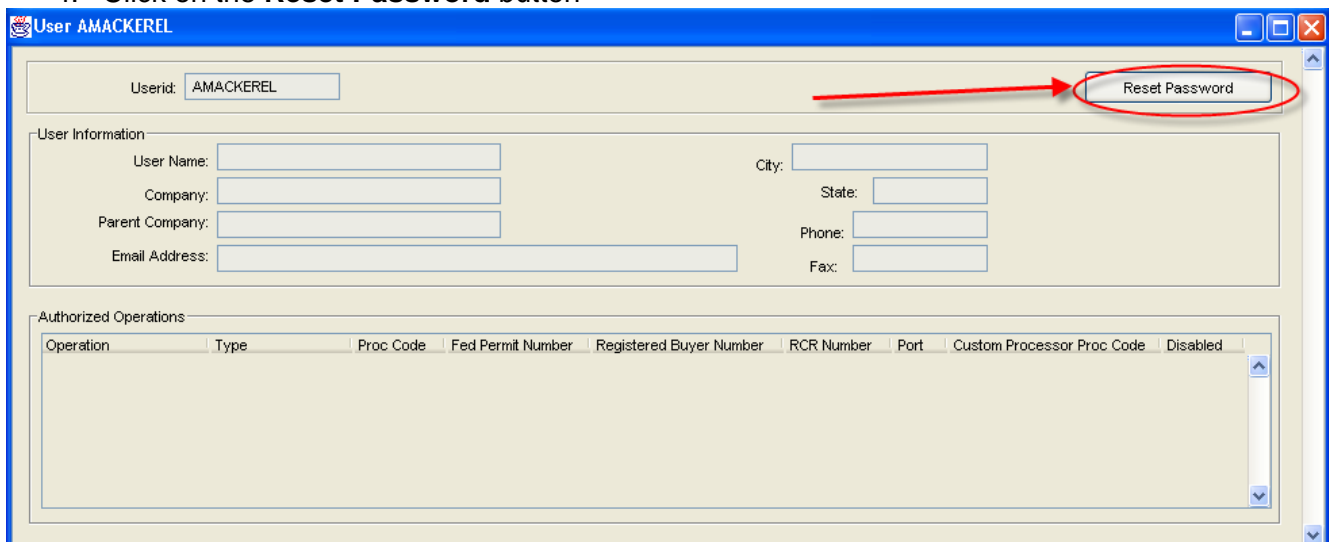
- a. From email address: enter your email address here
- b. Copy from email address: use this if you would like a copy of your transmissions sent to another email address (your main office, for example).
- c. Root Directory: should be C:/Program Files/elandings
- d. Import Directory: should be C:/Program Files/elandings/transmissions
- e. Export Directory: should be C:/Program Files/elandings/transmissions
- f. Receipt Directory: should be C:/Program Files/elandings/transmissions
- g. Check the box "Include log in transmissions"

h. Click OK

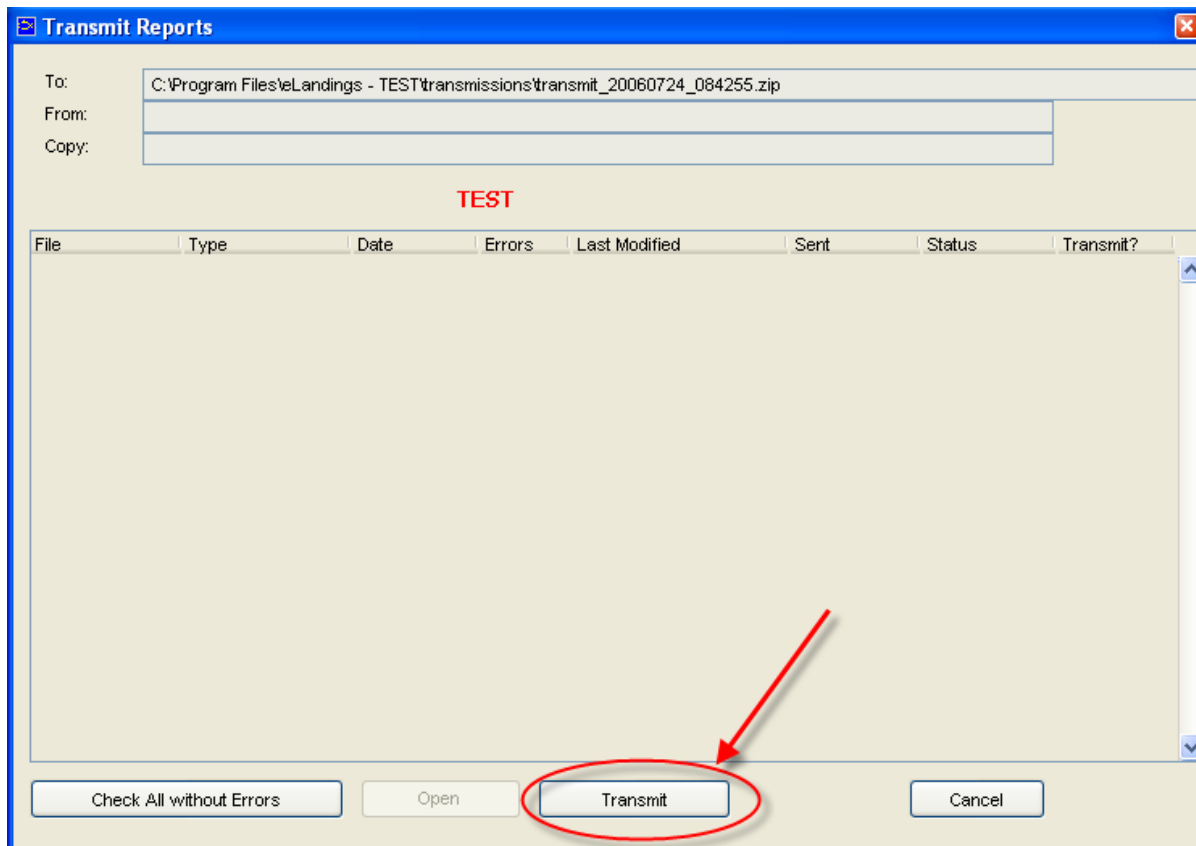
The eLandings Processor Workstation will open to a blank blue screen.



1. Select **Configuration**, Select **Users**
2. Click **New**
3. Enter your username (the one you picked when you registered)
4. Click on the **Reset Password** button



5. Enter your correct password. **Note: your password is case sensitive!!**
6. Confirm the password by entering it again
7. Go to **File**, select **Save**
8. Close the Users dialog box
9. Go to **File**, select **Login**
10. If you receive a message that your username or password is invalid: select Configuration, Select Users. Reset Password (can be the same as you originally entered) or quit the program and restart it. Now go to File, select Login- it should now log you in.
11. Go to **Reporting**, Select **Transmit Reports**



12. Click on the **'Transmit'** button. You have configured the software to transmit via file so when you click 'Transmit' the software creates a transmission file and saves it into C:\Program Files\elandings\transmissions\

13. Open your email program and create an email to: [elecrep@noaa.gov](mailto:elecrep@noaa.gov)

**IMPORTANT!** Enter the word **"elandings"** in the email subject line! If you don't put the word elandings in the subject line then your transmission will not be processed.

14. Attach the zip file which was saved by the program in: C:\ProgramFiles\elandings \transmissions (the file will be called something like 2006\_66\_14\_56.zip)

15. Send the email.

#### Receiving & Processing Receipt

1. Wait 5-10 minutes and check your email.
2. You should now have an email with an attachment. Right click the attachment (named something like: e4251\_reply.zip) and select 'save as' and save it in: C:\Program Files\elandings \transmissions
3. Open the eLandings Processor Workstation software and log in
4. Go to Reporting, Process Return Receipts
5. Highlight the zip file you just saved and select Open
6. You will get a message telling you the number of Report Numbers and Fish Tickets Numbers that are available.
7. Installation and Setup are now done! You can start entering production landing reports.

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## TECHNICAL SUPPORT CONTACT INFORMATION

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**NMFS, Sustainable Fisheries Juneau Office**, 8 a.m. to 4:30 p.m. Monday-Friday

- Jennifer Hogan, 907-586-7462
- Patty Britza, 907-586-7376
- Larry Talley, 907-586-7512

eLandings Helpline: (888) 443-5726, available 24 hrs/day

The help desk will know the status of the system and be able to tell if there are any outages.

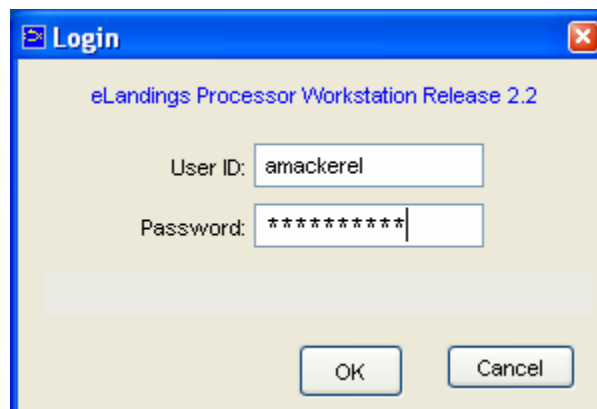
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## DATA ENTRY INSTRUCTIONS

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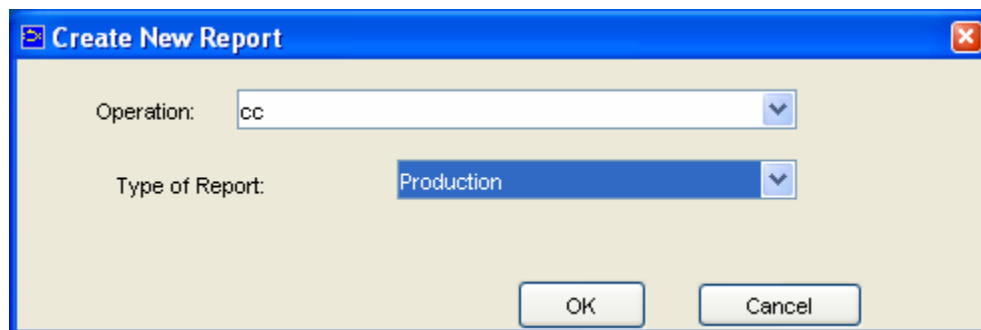
### *Creating a Vessel Weekly Production Report*

- I. Open eLandings Processor Workstation by double clicking on the 'eLandings' icon on your desktop and login



The screenshot shows a 'Login' dialog box for 'eLandings Processor Workstation Release 2.2'. It contains two input fields: 'User ID' with the text 'amackerel' and 'Password' with a masked password '\*\*\*\*\*'. At the bottom are 'OK' and 'Cancel' buttons.

- II. Click on **File, New** to begin to make your vessel weekly production report
- III. Verify that your operation is selected and choose **Production** as the Type of Report from the drop down list. Click OK



The screenshot shows a 'Create New Report' dialog box. It has two dropdown menus: 'Operation' with 'cc' selected and 'Type of Report' with 'Production' selected. At the bottom are 'OK' and 'Cancel' buttons.

- IV. The Production Report data entry screen will open.

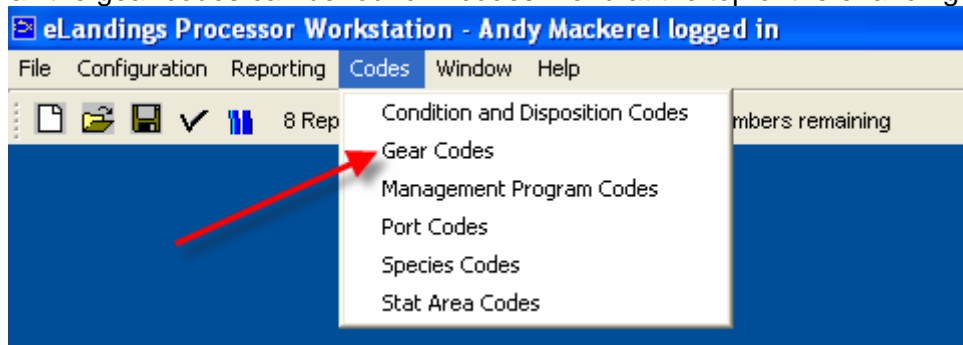


## Vessel Information

1. **Report Date:** Weekly Production Reports are summaries of a processing vessel's activities for a given week. With the exception of January 1 and December 31, weekly reporting periods start at 0001 hours Sunday morning and end at 2400 hours (midnight) on Saturday. The report date automatically defaults to the previous Saturday. You can change this date if needed.
2. **Federal Permit Number & ADFG Number:** These values automatically fill in from the values for your operation that you supplied when you registered. If these numbers are incorrect you need to contact NMFS to change the values in your operation settings (see the Technical Support section for contact numbers).
3. **Crew Size:** Enter the number of crew on the vessel. This number should include the skipper but do not include any observers onboard. Crew Size is a required field.
4. **Gear:** Enter the 2 digit number code for the gear type. 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

A list of all the gear codes can be found in codes menu at the top of the eLandings screen.



5. **Offshore Operation Port Code:** This value will automatically fill in from the information you provided when you registered your operation.
6. **Reporting Area:** Enter the federal reporting area
7. **Special Area:** If you are a vessels using trawl gear in the COBLZ or the RCKSA in the Bering Sea use the drop-down list to pick the appropriate code. If you are fishing in the state-managed Aleutian Islands District pacific cod fishery, choose the AISWW special area. Otherwise, leave this blank.
8. **Management Program:** Choose from the drop down list.

Management Program Code	Description
AFA	American Fisheries Act Pollock
CDQ	Community Development Quota
EXP	Experimental
IFQ	Individual Fishing Quota
OA	Open Access
RES	Research

9. **Management Program ID:** You only need to enter an ID if you chose AFA or CDQ as the management program, otherwise leave this field blank.

The 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
CDQ	56	Yukon Delta Fisheries Development Association

## Production

1. Once you have entered the report header information you can begin to fill in the production data. Begin with species and hit the tab to move to the right.

**Vessel Information**

Report Date: 07/15/2006 Federal Permit Number: [dropdown]  
 ADF&G#: 99999 Crew Size (include skipper, don't include observers): 54  
 Gear: 47 Pelagic/mid-water trawl Offshore Operation Port Code: FCP Catcher/processor [dropdown]  
 Reporting Area: 521 Special Area: COBLZ [dropdown]  
 Management Program: OA [dropdown] ID: [input]

**Production**

No Production

Species	Species Name	P/A	Product / Delivery Condition	Product Description	Metric Tons
270	pollock, walleye	P		30 Surimi	143.281
270	pollock, walleye	P		31 Minced fish (A/P - speci...	43.952
270	pollock, walleye	P		24 Fillets, deep-Skin	72.821
270	pollock, walleye	A		14 Roe only. Ancillary only.	33.121
110	cod, Pacific (gray)	P		30 Surimi	4.123

Total: 299.757

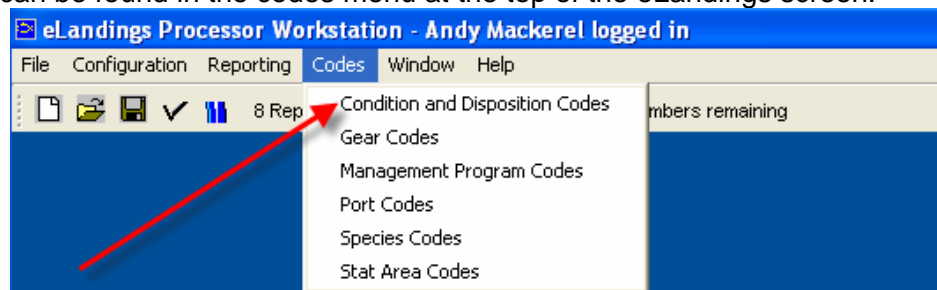
**Discards**

Species	Species Name	Disposition	Description	Metric Tons	Number

Total: [input]

Production Report PDF

2. **Species:** Enter the 3-digit species code. The species name and product description will be filled in automatically.
3. **Product Type:** Enter **P** for *Primary*, **A** for *Ancillary* products
4. **Product / Delivery Condition:** Enter the 2-digit product code. Note that the product codes can be found in the codes menu at the top of the eLandings screen:



5. **Metric Tons:** All weights should be entered in metric tons to the nearest thousandth of a metric ton.
6. To delete a row, click once on Species Name Field – this should select the entire row. Then click on the **Remove** button. You will get a message asking if you really want to delete the row. Click Yes.
7. If you had no production for the reporting time, then click on the “No Production” check box. No Products will be allowed to be saved if the “No Production” box is checked.

## Discards

1. Once all the products have been entered in the production section, click into the discard section of the report.
2. **Species:** Enter the 3-digit code for species. The Species Name will automatically fill in.
3. **Disposition:** Enter the 2-digit disposition code. Note that the disposition codes can be found in the codes menu at the top of the eLandings screen
4. **Metric Tons & Number:** List all salmon, halibut and crabs by ‘**Number**’ of animals discarded. Everything else should be recorded in metric tons under the ‘**Metric Tons**’ column.
5. To delete a row, click once on Species Name field – this should select the entire row. Then click on the **Remove** button. You will get a message asking if you really want to delete the row. Click Yes.



Discards

Species	Species Name	Disposition	Description	Metric Tons	Number
200	halibut, Pacific	98	Discard at sea		5
160	sculpin, general	98	Discard at sea	1.234	

Remove

Total:

## Save and Check for errors

1. To check for errors click on the “Check” icon . If there are any errors, a message screen will appear and list the errors that have occurred. Click on the Close button to close out of the message screen.
2. To save, go to File, Save or you can click on the “disk” icon: 
3. Once errors are fixed, be sure to SAVE again.

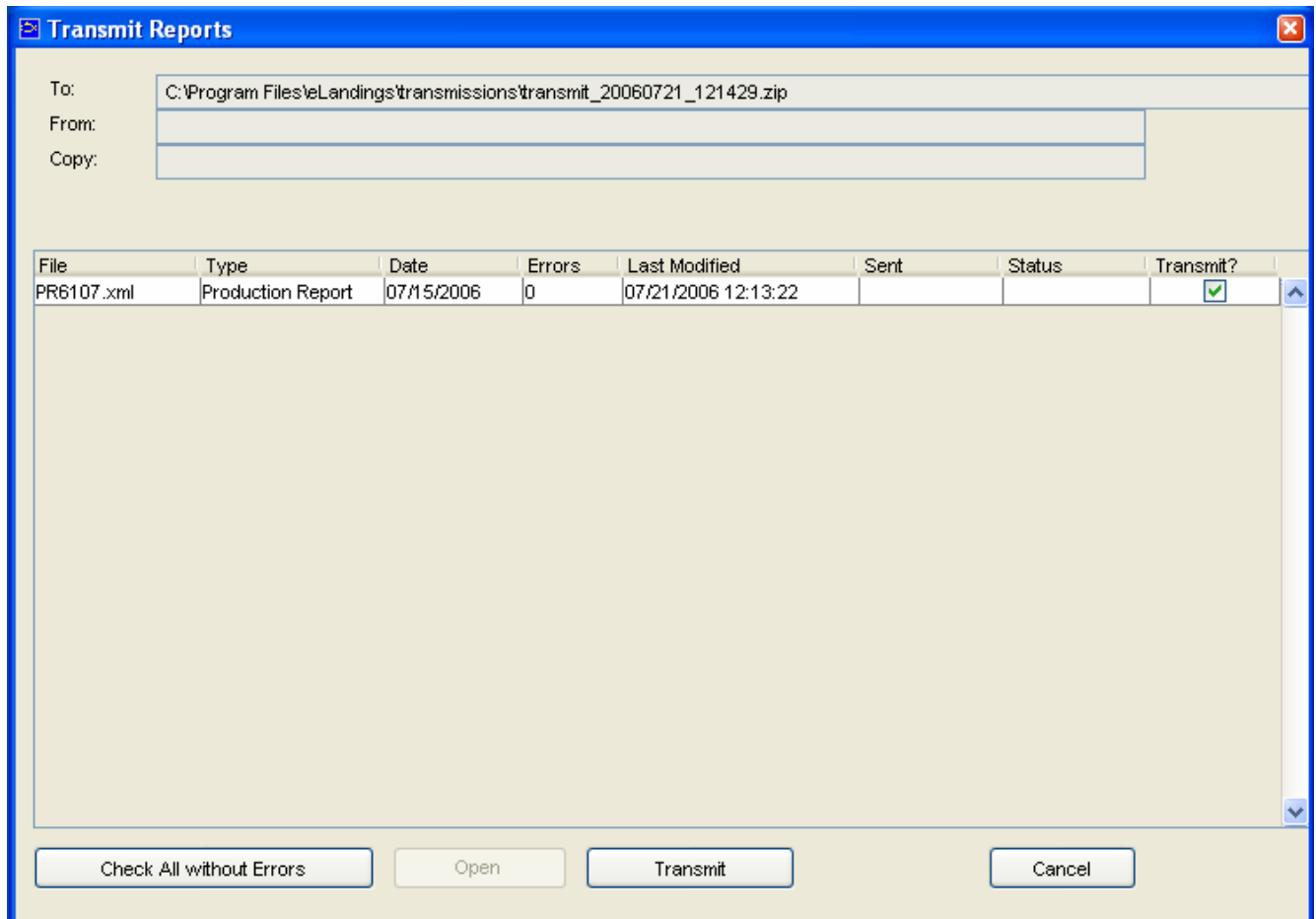
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## TRANSMITTING REPORTS

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### *Create the transmission file*

1. Save the production report by going to File Save. Close the report by going to File, Close or by clicking the x located in the upper right sand corner of the report screen.
2. Go to **Reporting** and then **Transmit Reports**. The Transmit Reports dialog box will open:



3. Check to be sure that the report you need to transmit has a green check mark in the “Transmit?” column. Note: you can send as several reports at the same time. The “Transmit?” check box just needs to be clicked for all of them.
4. Click on the **Transmit** button at the bottom of the dialog box
5. If you have configured the software to transmit via file, a Transmit Report box will appear, and click OK.

### *Transmit landing report*

1. If you have configured the software to transmit via file, when you click ‘Transmit’ the software saves your file into C:\Program Files\elandings\transmissions

2. The name of the transmission file reflects the date and time when it was created in the following format: *transmit\_yearMonthDay\_HoursMinutesSeconds*. So a file named: **transmit\_20060719\_075420.zip** tells you the file was created on July, 19, 2006 at 7:45:20 am.
3. Open your email program
4. Create an email to: [elecprep@noaa.gov](mailto:elecprep@noaa.gov)
5. Put “elandings” in the subject line.

**IMPORTANT! Be sure the word “elandings” is in the email subject line or the serve won't recognize your landing report!**

6. Attach the zip file which was saved by the program in:  
C:\Program Files\elandings\transmissions
7. Send email.

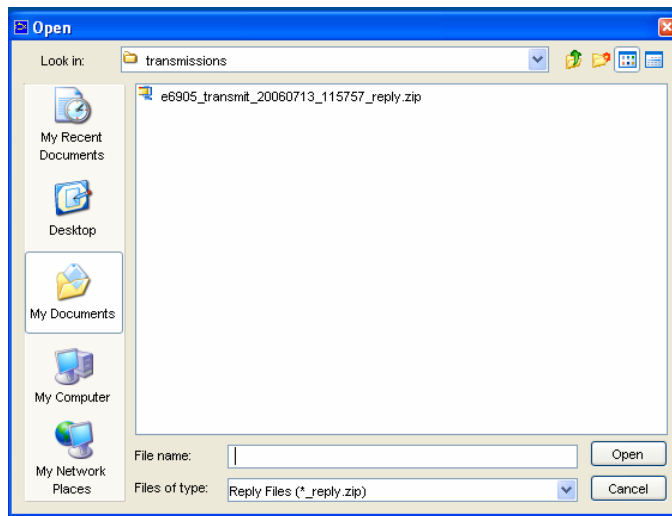
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## RETURN RECEIPTS

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### *Processing the Return Receipt*

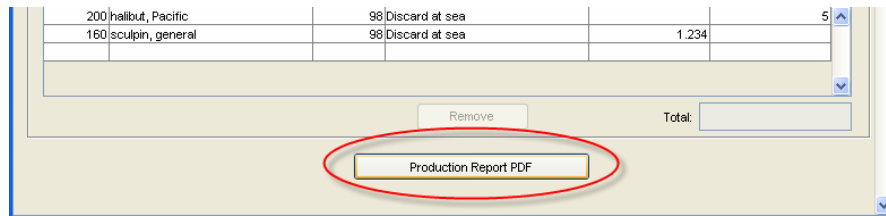
1. Wait 10-15 minutes after sending the landing report and then check your email.
2. You should now have an email with an attachment. Right click the attachment (named something like: **transmit\_20060719\_075420\_reply.zip**) and select 'save as' and save it in:  
C:\Program Files\elandings\transmissions
3. Open the eLandings Processor Workstation software and log in
4. Select **Reporting**, select **Process Return Receipts**
5. A dialog box will open to your transmission folder:



6. Highlight the zip file you just saved and select **Open**

### *Print the Production Report*

1. Once you have processed your return receipt, you can now print your weekly production report. Go to **File, Open** and open the production report
2. At the bottom of the production report screen, click on the **Production Report PDF** button.



- A dialog box will appear showing you that a pdf file (named something like: PR6107.PDF) is being saved in the PDF folder in the eLandings directory.
- Click **Save**
- Adobe Acrobat should automatically open the PDF so that you can print it. If Adobe does not open, use Windows Explorer and navigate to C:\Program Files\elandings\pdf. Open the production report and print.

<b>Vessel Weekly Production Report</b>		National Marine Fisheries Service Sustainable Fisheries Division P.O. Box 21668 Juneau, Alaska 99802-1668 Phone: 907-586-7228 Fax: 907-586-7131			
Printed on: 07/21/2006					
Report ID: 6107		<b><u>FISHING BOAT</u></b>			
<u>Representative</u> Andy Mackerel	<u>Phone</u> (206) 555-1212	<u>Fax</u> (206) 122-4545	<u>E-Mail</u> fishboat@verizon.net		
<u>Report Date:</u> 07/15/2006	<u>Crew #:</u> 54	<u>Sent Date:</u> 07/21/2006 12:15:30			
<u>Federal Fisheries Permit #:</u> 9999	<u>Designation:</u> FCP	<u>ADFG #:</u> 99999			
<u>Gear</u> PTR	<u>Reporting Area:</u> 521 <u>Special Area:</u> COBLZ	<u>Program:</u> OA <u>Account #:</u>			
<b>Products</b>					
<u>Code</u>	<u>Name</u>	<u>Product</u>	<u>Description</u>	<u>P/A</u>	<u>Weight (m.t.)</u>
270	pollock, walleye	30	Surimi	P	143.281
270	pollock, walleye	31	Minced fish (A/P - specify)	P	43.952
270	pollock, walleye	24	Fillets, deep-Skin	P	72.821
270	pollock, walleye	14	Roe only. Ancillary only.	A	33.121
110	cod, Pacific (gray)	30	Surimi	P	4.123
<b>Total:</b>					<b>297.298</b>
<b>Discard</b>					
<u>Code</u>	<u>Name</u>	<u>Disposition</u>	<u>Description</u>	<u>Weight (m.t.)</u>	<u>Count</u>
200	halibut, Pacific	98	Discard at sea		5
160	sculpin, general	98	Discard at sea	1.234	