Highly Migratory Species

Electronic Dealer Reporting Program (eDealer)

User Guide for Dealers

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1. Introduction

This user guide is for dealers using the NOAA Fisheries Highly Migratory Species (HMS) Electronic Dealer (eDealer) reporting program. NOAA Fisheries HMS eDealer program allows dealers to report commercially-harvested sharks, swordfish and bigeye, albacore, yellowfin, and skipjack (BAYS) tunas within the Atlantic, Gulf of Mexico, and Caribbean regions as required by NOAA Fisheries. This system is integrated with the different portals of the Standard Atlantic Fisheries Information System (SAFIS)-Atlantic Coastal Cooperative Statistics Program (ACCSP) system and different versions of states' Trip Tickets programs. If you are currently reporting through one of these electronic programs in the Southeast and the Gulf of Mexico, you can use the same program to report Atlantic sharks, swordfish, and BAYS tunas to meet your Federal Atlantic HMS dealer reporting requirements. If you are currently reporting through one of these programs in the Northeast, you can continue to use these programs to meet your Federal Atlantic HMS dealer reporting requirements.

2. Purpose & Audience

This user guide includes information on how to access and log into the eDealer program, navigating through different sections, creating new reports, and overall use of the online system. There are two types of user categories for the eDealer system. Both categories are for federal dealers only.

- SAFIS users – Dealers currently with access to SAFIS applications. These dealers already have accounts setup.
    - SAFIS users will continue to use one of the SAFIS-based programs to meet Federal Atlantic HMS dealer reporting requirements. However, additional HMS data elements are included when dealers report Atlantic HMS.

- Non-SAFIS users – Dealers without access to SAFIS applications. These may include federal dealers from the Southeast and/or dealers using other methods to report data. They do not use SAFIS applications.
    - Non-SAFIS users will be provided a username and password to access the eDealer program within the SAFIS environment. After logging into SAFIS, the users will be forwarded to the eDealer program.

The URL for the application is:

http://warsaw-grouper.accsp.org:7777/pls/htmldb_safis/f?p=200

	Note: Atlantic HMS Dealers who are required to report to SAFIS will continue to report purchases of Atlantic HMS directly to SAFIS. The HMS data will be electronically transferred to the HMS eDealer application. Non-SAFIS users should contact the HMS Management Division to request account access to eDealer program.

3. Document Overview

This user guide is broken down into five topics. A short description of each topic is provided in the table below.

Section	Content
System Overview	Describes how the system works and what the system does. Describes how global navigation is set up in the application.
eDealer Home	Describes different components of the eDealer Home page and its functionality.
Dealer Profile	Viewing the dealer profile and setting up favorite lists for preparing landings reports.
Working on the eDealer Reports	Provides instructions for creating and submitting new dealer landings reports, negative reports, searching existing reports and editing previously-submitted reports.
Contacts and Documents	Provides contact information, including email address and the phone number, for any eDealer related issues.

4. System Overview

The NOAA Fisheries Atlantic HMS eDealer program collects timely HMS dealer data for quota monitoring and management of commercially harvested Atlantic sharks, swordfish, and BAYS tunas. This user guide is designed to help Atlantic HMS Dealers effectively and efficiently use the HMS eDealer reporting program to submit their fish reports in a timely manner.

	Note: Please note that the eDealer program is for reporting Atlantic HMS other than Atlantic bluefin tuna. Dealer reporting requirements for Atlantic bluefin tuna can be found at http://www.nmfs.noaa.gov/sfa/hms/Compliance_Guide/Dealer/Dealer_Importer-Exporter_Guide_Total.pdf

The eDealer program is accessed via the SAFIS environment. Different SAFIS programs currently collect dealer data from a number of fisheries along the Atlantic seaboard. User accounts, passwords and privileges are maintained by the User Management module in SAFIS. A SAFIS username/password will be provided to dealers who do not currently use SAFIS. After logging into SAFIS, a link to access the eDealer application is displayed. Clicking the link directs the user to the eDealer application Home page.

4.1 Global Navigation

The eDealer Home page displays the buttons: **'Prepare a New Report'** and **'Prepare a Negative Report'** along with sections displaying; **'Upcoming Report Deadlines', 'Pending Submission'** and **'Incomplete and Returned Records'.**

The **'Prepare a New Report'** button allows the user to create a new landings report and submit it. **'Prepare Negative Report'** allows the user to submit a negative report if no HMS were purchased during the reporting period. Every dealer is required to submit their reports for purchases made from Sunday through Saturday of each week no later than midnight, local time, on Tuesday of the following week. If no purchases were made during this time, the dealer is required to submit a negative report by the same deadline. The negative report submission helps NOAA Fisheries determine that no reports are missing. Every dealer with a federal HMS permit needs to submit a landings or negative report for the reporting period before the deadline.

'Upcoming Report Deadlines' section displays the upcoming reporting deadlines for sharks, swordfish and BAYS tuna. **'Pending Submission'** section displays all the reports which have been created and saved by the user, but not submitted. '**Incomplete and Returned Records'** section displays the reports which have been returned by the system administrator for corrections and updates.

The top level menu bar provides a dealer with the option to navigate to other sections of the application. Hovering the mouse on the menu bar items further provides a drop-down list of other navigation options. The '**Dealer Report**' menu items provide links to prepare new landing reports, negative reports, and search and edit previously submitted reports. **'Search Report'** allows the user to search for any report which is available within the eDealer program **'Edit Previously Submitted Report'** allows the user to search for reports which have been previously submitted and are within the 30 day period of submission to edit and resubmit.

'Dealer Profile' displays the dealer's information. This information is from the Southeast

and Northeast Regional Permit Systems and cannot be updated in the eDealer program. If dealers need to make updates to their dealer profile, they would have to contact the appropriate regional Permit Office to make those changes. The system allows dealers to customize their favorite vessels, gear types, ports and municipalities to ease reporting.

'Contacts' section displays a list of resourceful NOAA Fisheries websites.

The **'Documents'** menu item has two sub-items, the '**User Manual**' and the '**Optional Fishing Vessel (FV) Information Form**'. It is recommended that the dealer provide the fishing vessel with the optional FV information form to help dealers collect the new HMS data elements from fishermen. These new elements include vessel-specific information. Information form to be completed by fishermen and given to dealers.

The top menu bar also shows user's login information and a '**Logout**' link.

Note: Any violations in reporting may result in cancellation of permits and/or legal action.

5. eDealer Home Page

The eDealer Home page displays the global navigation menu bar and the welcome message to the user. A screen shot of the Home page is shown in Figure 1. The Home page has icons which enable the user to navigate directly to the **'Prepare New Report'** and the '**Prepare Negative Report'** sections.

The '**What's New'** section shows the user the most current announcements. The announcements are a means of communication from the system to the users and will show messages related to system maintenance downtimes, changes in reporting policies, etc. All old announcements can be viewed by clicking on the '**View History'** link (see discussion in 5.1).

The **'Upcoming Report Deadlines'** table shows the reporting frequency and upcoming dealer reporting deadlines (local date and time) for Atlantic shark, swordfish and BAYS tuna. The due date for a report is dependent on the date of purchase. Any purchase made during a reporting period must be reported before the deadline for that reporting period. It also displays the last date the dealer submitted a positive or negative report with commercially-harvested shark, swordfish and BAYS tuna. This table allows the dealer to track if he has reported for the current period, needs to update a previously-submitted report, or submit a negative report

'Pending Submission' section displays all reports which have been created and saved but are not yet submitted. The user can click the '**Edit**' link to modify the reports shown in this section and complete the submission process. Also, the user can delete un-

submitted reports by using the '**Delete**' link, if necessary.

'**Incomplete and Returned Reports**' section displays reports which have been returned by the administrator with comments regarding the accuracy and completeness of the report. The table shows the report number, returned date and administrator's comments. The user should edit the returned reports and resubmit it to be in compliance with regulations.

	Note: Any purchase made during a reporting period must be reported before the deadline for that reporting period.

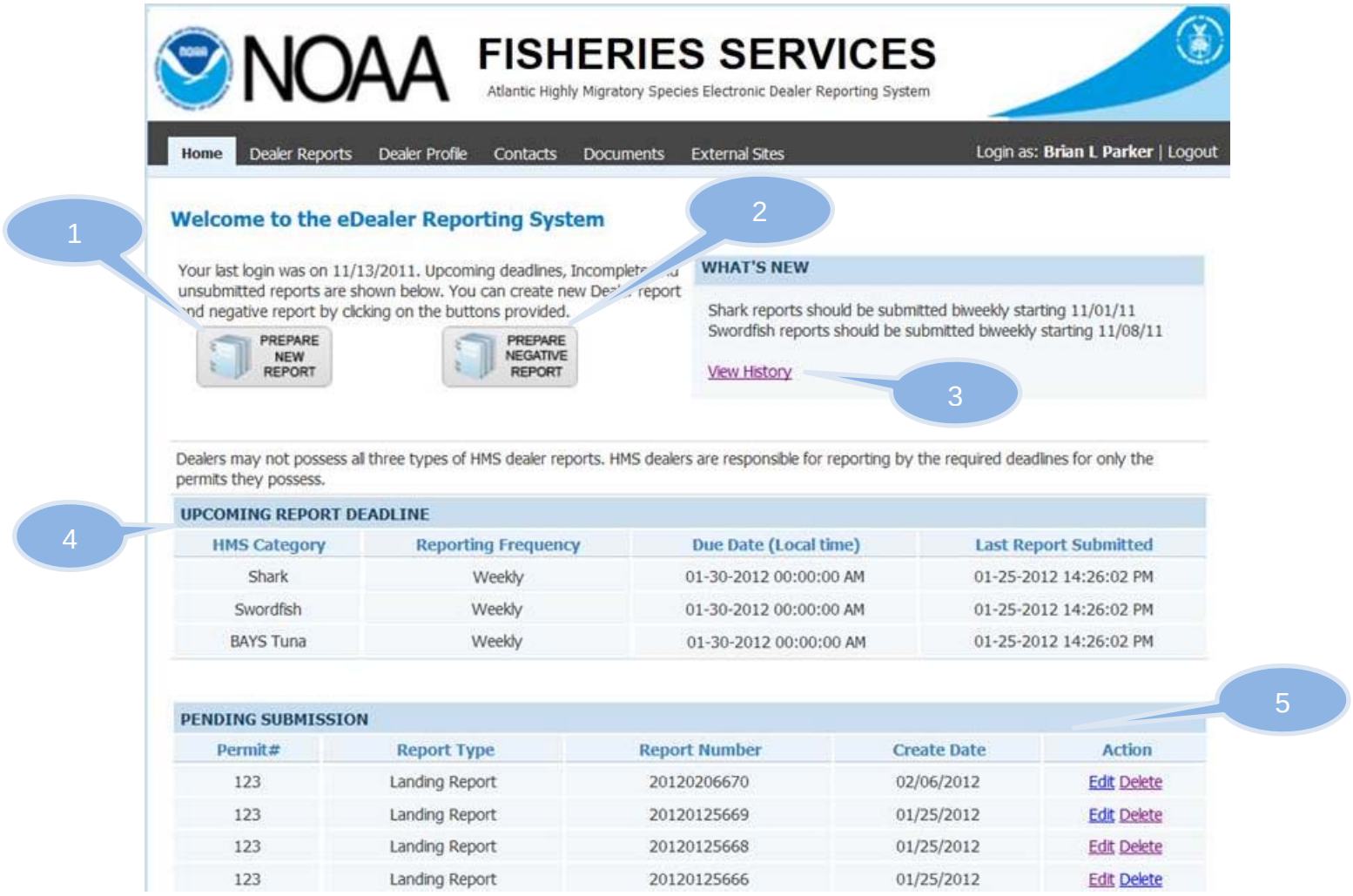

Figure 1 - eDealer Home

Callout #	Description
1	Link to 'Prepare New Report'
2	Link to 'Prepare Negative Report'
3	'View History' link to see previous messages
4	Upcoming Report deadline section
5	Pending Submission section
6	Incomplete and Returned Records section

5.1 'What's New - View History'

The **'What's New'** section has a link called '**View History'** near the bottom. Clicking the link displays all previous system announcements, ordered by descending announcement date. Figure 2 shows a screenshot of the 'Announcements History.' The user can use the pagination links available at the bottom of the screen to browse all announcements.

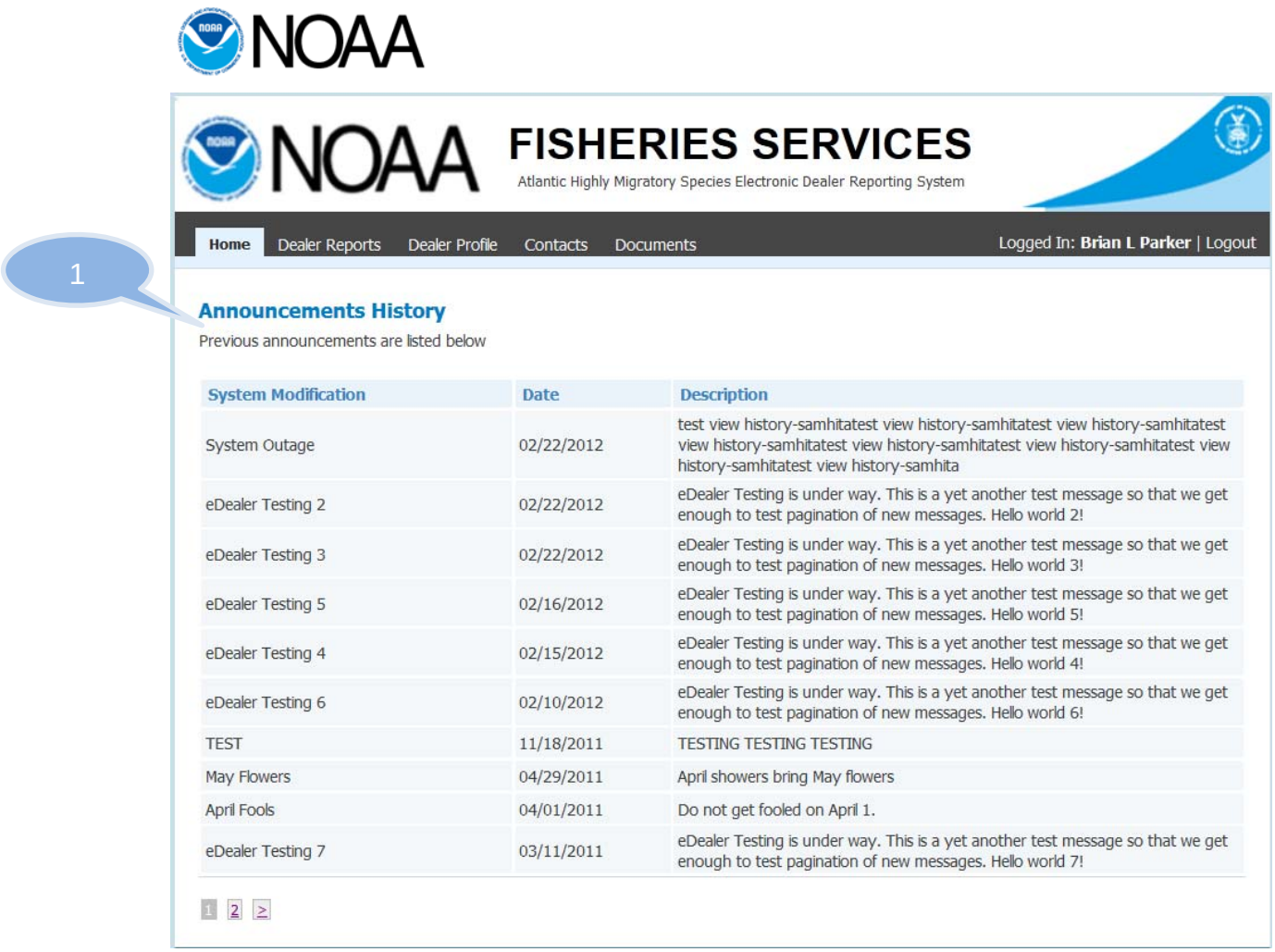

Figure 2 – Announcements History

Callout #	Description
1	Announcements History page

6. Dealer Profile Section

Clicking on the '**Dealer Profile**' tab on the top menu bar takes the user to the dealer profile section. The '**Dealer Profile'** page shows the dealer information as stored in the regional Permit Systems and allows the user to customize favorite lists. Dealer information such as username, permit number, dealer first name, last name, address, email etc. is displayed at the beginning of the page. The user can only view profile information, however, if the user would like to make any changes, then the user must contact the appropriate NOAA Fisheries Regional Permit Office to make any changes. The '**Permits System**' link forwards the user to the Permit Office website. Figure 3a shows a screenshot of the top portion of the '**Dealer Profile**' page. For dealers with multiple permits, profile information is only displayed as stored for one of the permits. If the dealer has permits issued from both the Northeast and Southeast Regional Offices, the information provided on the Northeast-issued permit will be displayed. If the dealer

does not have a Northeast-issued permit, information from the Southeast-issued permit will be displayed.

The dealer can store multiple alternate email addresses within the eDealer program to allow more people to receive system notifications. Enter the alternate email address in the textbox and click on the '**Add**' and '**Save Changes**' buttons to maintain additional emails in the eDealer program. Notifications sent to the alternate email addresses are exactly the same as those sent to the primary email address.

Note: Dealer Profile information cannot be updated in eDealer. Please contact the appropriate NOAA Fisheries Regional Permit Office to update your profile, including the primary email. All eDealer notifications are sent to primary and alternate email addresses within the dealer's profile.

'**Dealer Profile**' also allows users to maintain a list of favorites or most commonly used vessels, gear types and ports/municipalities. The items in the favorite lists are shown in the dropdown lists. The dealer must first set up their list of favorites in order to create their landings reports. These dropdown lists will facilitate data entry on the landings reports. The user can edit/delete the entries for vessels, gear types and ports from their favorites lists at any time.

Note: The dealer must first customize their favorite fishing vessels, gear types and ports/municipalities before the dealer can create a landings report.

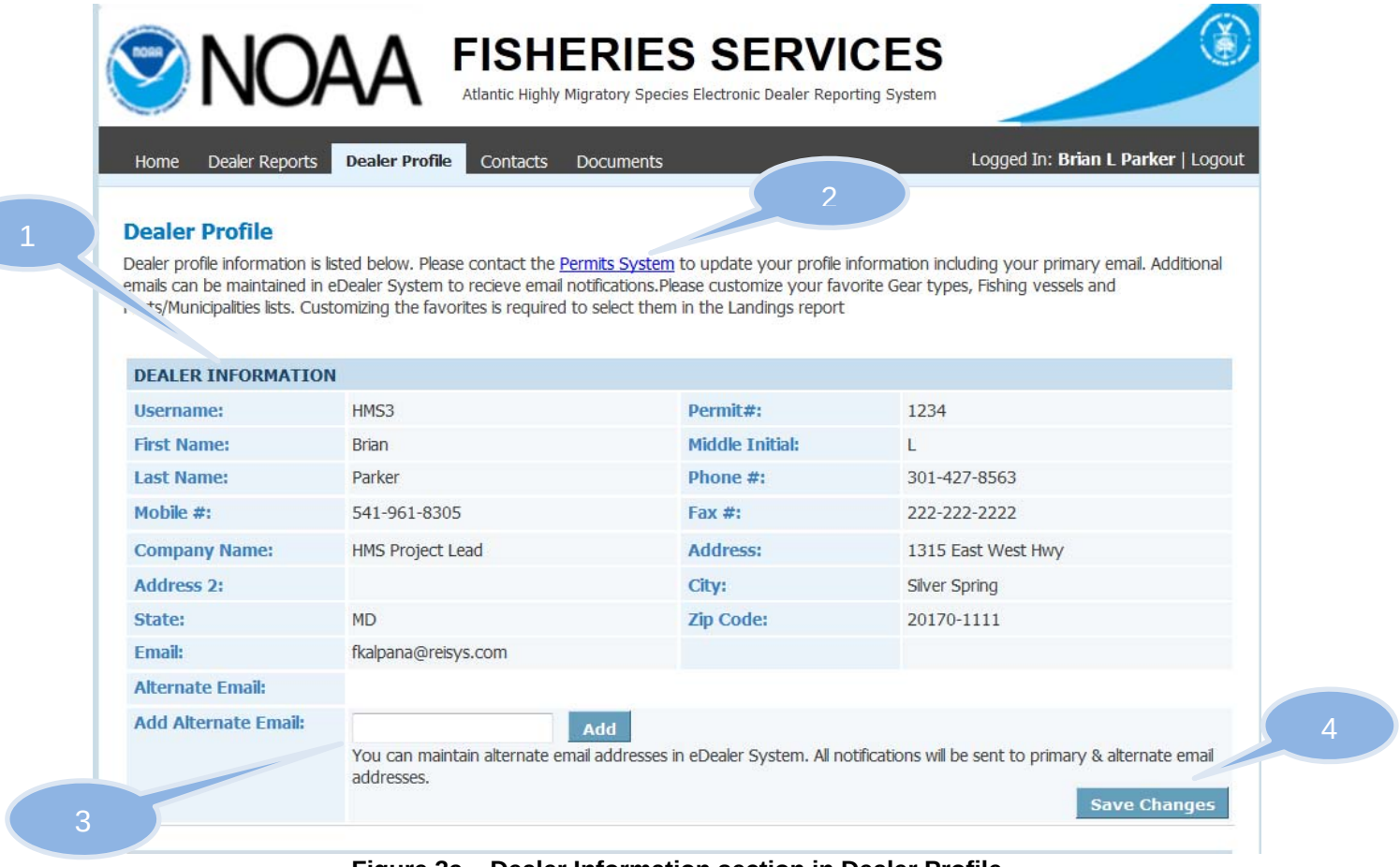

Figure 3a – Dealer Information section in Dealer Profile

Callout #	Description
1	Dealer Profile screen
2	'Permits System' link. Forwards users to Permits Office website
3	Alternate email addresses for additional people to receive system notifications
4	'Save Changes' button

Below, the Dealer information section, and favorite lists for **Vessels, Gear Types** and **Ports/Municipality** are displayed. This section will be empty upon the dealer's first login and requires the dealer to add the most common items to the lists. The favorite items are then displayed to the dealer in corresponding dropdown menus while preparing the landings report. Figure 3b shows the '**Favorites**' section in the Dealer Profile screen.

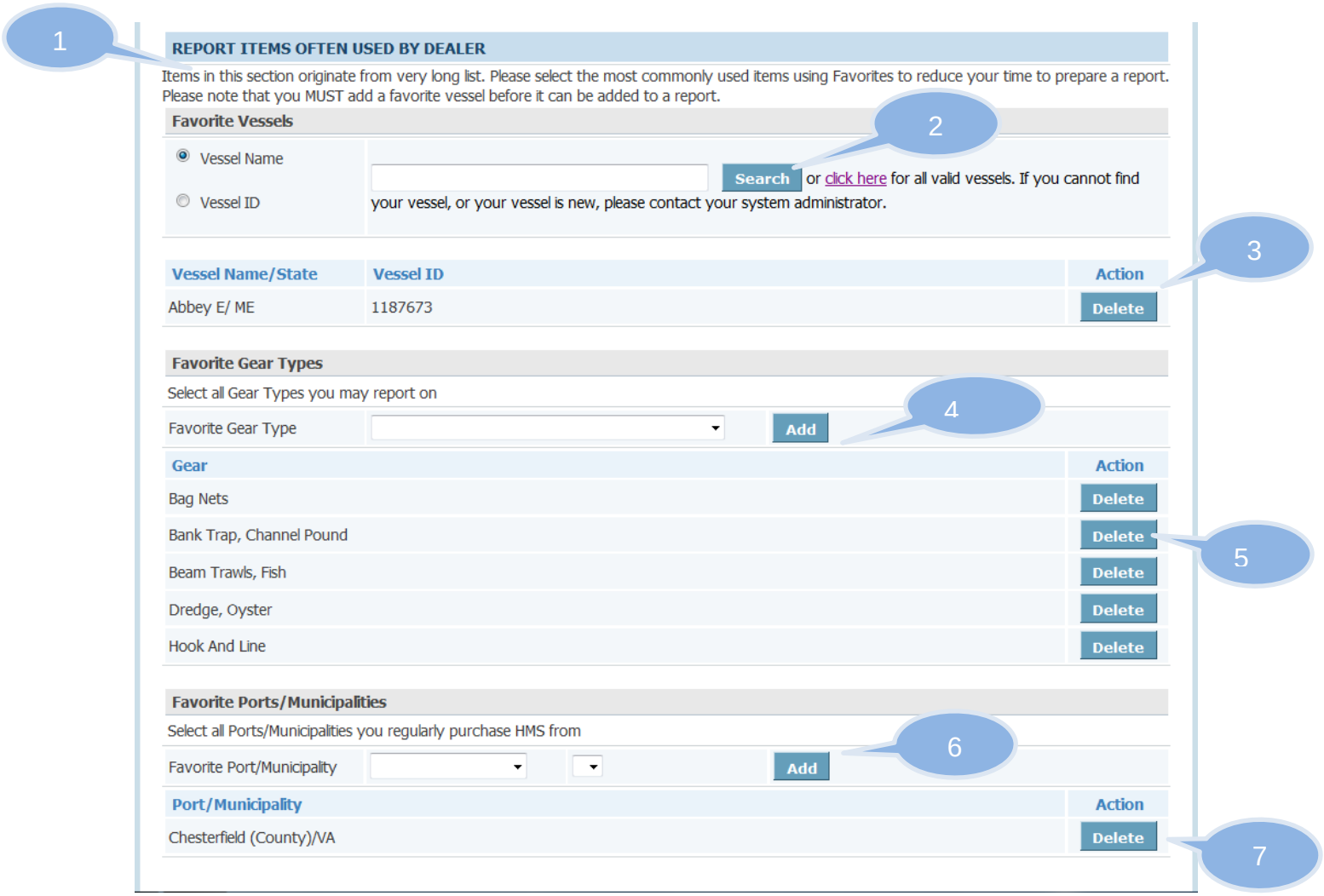

Figure 3b- Favorites

Callout #	Description
1	Report items often used by Dealer / Favorites section
2	Search allows you to search for vessels
3	'Delete' button to remove an already added vessel
4	Dropdown box to select and 'Add' button to have a "Favorite Gear Type" to the list
5	'Delete' button to remove an already added gear type

Callout #	Description
6	Dropdown boxes to select and ‘Add’ button to customize the Ports/Municipalities
7	Delete button to remove an already added Port/Municipality

The eDealer program maintains a database of fishing vessels. The user can perform a search for existing vessels either by vessel name or supplier vessel ID by selecting the respective radio button, entering the search criteria and clicking the ‘**Search**’ button. The search results show the vessel name, registered state and supplier vessel id. Click on the ‘**Add**’ button next to the required vessel record and ‘**Save Changes**’ button to add the vessel to the list of favorites. eDealer application supports wild card search, where the user can enter part of the vessel name or supplier ID to acquire relevant records matching the search criteria. When more than 10 records are found, the results can be displayed by using pagination controls at the bottom of the page.

If matching results are not found during the search, the user is provided a ‘Click Here’ link to add a new vessel. Clicking the link directs the dealer to the ‘**Add Vessel**’ screen. Enter the ‘Vessel Name’, ‘Vessel Id’ and the registered ‘State/Territory’ and click ‘**Save Changes**’ to add the vessel to the list of favorite vessels.

The user can also use the **‘Click Here’** link to view a list of **‘All Vessels’** with vessel name, vessel ID, state and the port to better choose a vessel. The user can delete an earlier added vessel from his favorites list using the **‘Delete’** button. All vessels that have been added by the user are displayed in the vessel dropdown list when the user creates a new report.

Similarly, the user can select gear types from the drop down and use the ‘**Add’** button to add them to the favorites list. The user can delete an earlier added gear type from the favorites list using the **‘Delete’** button. The favorite gear types are displayed in the gears dropdown list while entering data in the landings report.

The user can select a state and a port and add them to the favorite ‘Ports/Municipalities’ using the ‘**Add**’ button. Delete an item from the list at any given time using the ‘**Delete**’ button. Click on ‘**Save Changes**’ button after making any edits on this page to save changes in the program.

Note: Clicking on ‘Save Changes’ is necessary to store any edits made in the Dealer Profile section.

7. Prepare New Landings Report

Clicking on the **'Prepare New Report'** icon on the Home page or drop down menu item directs the user to the **'New Dealer Report'** page. A screen shot of the 'New Landings Report' is displayed in Figure 4. The top screen displays the dealer information for verification. Note: The user should update his profile by contacting the appropriate Regional Permit Office if any change is required.

7.1 Vessel and Trip Details

The **'Dealer Information'** section is followed by the "**Vessel and Trip Details**' section. The user must enter the requested vessel and trip related information – 'Vessel name and ID', 'Date fish landed', 'Date fish Accepted/Purchased', 'Port/state landed' etc. and click '**Continue**'. All fields with an asterisk (*) are mandatory and will display a validation message upon clicking the '**Continue'** button if incomplete.

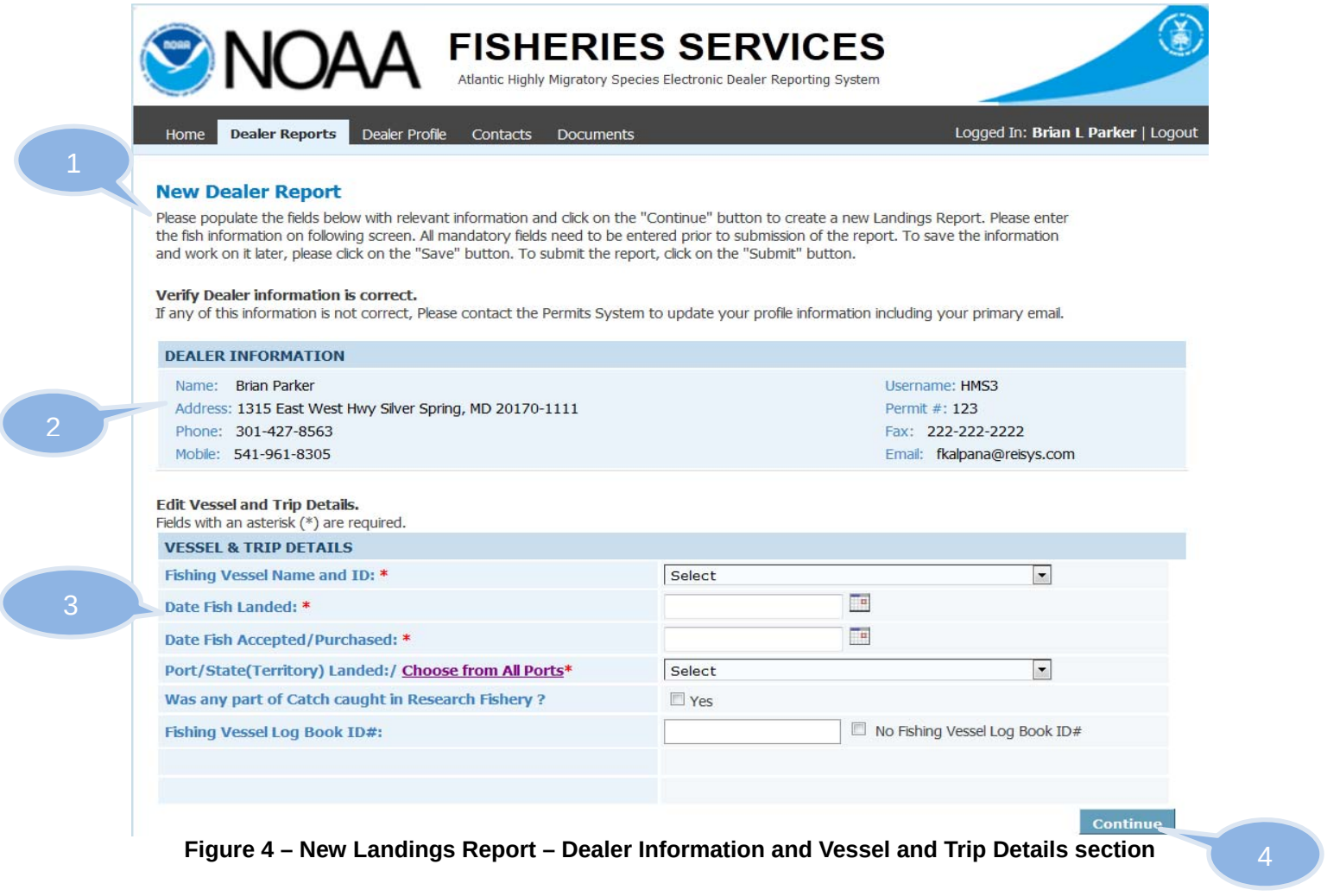

Figure 4 – New Landings Report – Dealer Information and Vessel and Trip Details section

Callout #	Description
1	Instructions for creating New Landings Report.
2	Dealer Information retrieved from Permit System
3	Vessel & Trip Details Section
4	'Continue' button to save the 'Vessel and Trip Details' and proceed to Fish Information section

If any part of the catch is caught in an Atlantic Research Fishery, please select the corresponding checkbox. Upon selection, a new textbox displays requesting the user to provide the Southeast Observer Log Id #. The Southeast Observer Log Id # is expected to be in alphanumeric format, three characters followed by three numbers. If the Fishing Vessel Logbook Id is not entered, the dealer needs to provide the appropriate reason for not providing the same.

Note: A landing report can have only one landing date and fishing vessel. Prepare multiple reports to report purchases from multiple fishing vessels or landing dates.

If the port landed is not among the list of dealers favorite's ports, the dealer can click on **'Choose from all ports'.** The dealer is guided to a popup screen as shown in Figure 5 where the user can select the new port and click on either '**Add to Report**' or '**Add to Report & Favorites'** button. As the name suggests, clicking on **'Add to Report & Favorites'** will add the port to the user's favorites list.

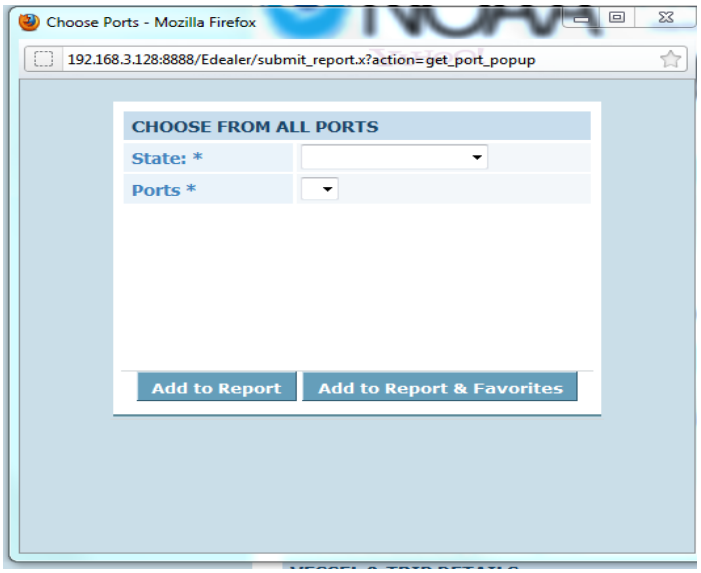

Figure 5 – Choose from All Ports

7.2 Enter Fish-Sharks

Once the user clicks on the **'Continue'** button after entering the trip details, the user is directed to the Fish Report section where he can enter details for HMS purchased within that reporting period. The top portion of the screen shows the Dealer and Vessel Trip information in read-only format. A unique identifier for the report called '**Report Number**' is generated and displayed below the trip information section. Figure 6 shows a screenshot of the Enter Fish section for sharks. Select the 'Shark Species', 'Grade Code', 'Gear Type', 'Market Code', 'Weight', 'Purchase Price', 'Disposition' and 'Catch Area'; then click on **'Save Shark Entry'** button. The drop down for 'Gear Type' shows items customized in the favorite list in your profile. If you don't see the gear type you would like to enter, please add it to your favorites through the **'Dealer Profile'** section. The 'Grade Code' dropdown is dependent on the 'Species' selected, the 'Market Code' is dependent on the 'Grade Code' selected. As such, changing the species unselects the 'Grade code' and 'Market code', updating the 'Grade Code' may unselect the 'Market code'.

If you have purchased any fins, you will need to specify if the fins were naturally attached to the body of the shark. If the fins were not naturally attached, further explanation is required. If there is no 'Purchase Price', please select the '**No Purchase**' checkbox. A new textbox to provide the 'Sales price' is displayed. If both the purchase price and sales price are not known at the time of reporting, the dealer may select both 'No Purchase' and 'No Sale' checkboxes and submit the report. You can edit the report within the next 30 days and provide the purchase and total sales price. At least one price, either the purchase or total sales price, must be reported for each report.

Please click on '**Choose from Map**' button to see the pop-up screen with valid catch areas in the Atlantic Ocean and Gulf of Mexico. Clicking on the desired catch area in the map will populate the input field for the landing record.

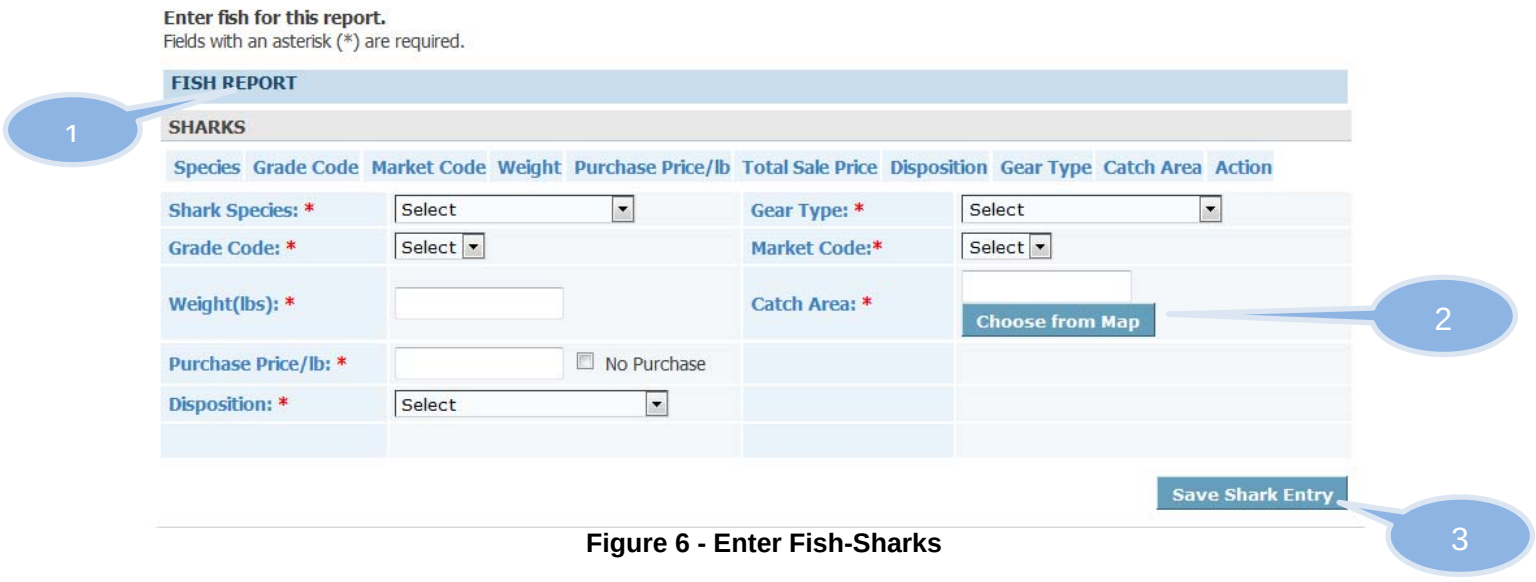

Figure 6 - Enter Fish-Sharks

Callout #	Description
1	Fish Report - Sharks section
2	‘Choose from Map’ button to select the Catch Area
3	‘Save Sharks Entry’ button to save changes

Once all the required fields are entered and saved, the landing record is added and displayed above the data entry section. You may delete or edit the fish information species entry at any given time before submitting the report by clicking on the **Edit** or **Delete** link.

7.3 Enter Fish – Swordfish

Figure 7 shows a screenshot of the Enter Fish section for Swordfish. Select the ‘Grade Code’, ‘Gear Type’, ‘Market Code’, ‘Weight’, ‘Purchase Price’, ‘Disposition’ and ‘Catch Area’; then click on the **‘Save Swordfish Entry’** button. The functionality of this section is similar to that of sharks. After all the required fields are entered and saved, the landing record added is displayed above the data entry section.

Once all the required fields are entered and saved, the record is displayed at the top. The user can edit the species entry at any given time before the report is submitted.

Figure 7 - Enter Fish - Swordfish

Callout #	Description
1	Fish Report - Swordfish section
2	‘Choose from Map’ button to select the Catch Area
3	‘Save Swordfish Entry’ button

7.4 Enter Fish – BAYS Tuna

Figure 8 shows a screenshot of the Enter Fish section for BAYS Tuna. Select the 'Species', 'Grade Code', 'Gear Type', 'Market Code', 'Weight', 'Purchase Price', 'Disposition' and 'Catch Area'; then click on the **'Save Tuna Entry'** button. The functionality of this section is also similar to that of sharks and swordfish. After all the required fields are entered and saved, the landing record added is displayed above the data entry section.

Once all the required fields are entered and saved, the record is added and displayed above the data entry section. The user can edit the record at any given time before the report has been submitted.

Figure 8 - Enter Fish- BAYS Tuna

Callout #	Description
1	Fish Report-Tuna section
2	'Choose from Map' button to select Catch area
3	'Save Tuna Entry' button
4	Saved Tuna entry displayed at top

7.5 Previewing and Submitting Report

After entering all the fish purchased, the dealer can preview and submit the report to HMS. The dealer is not in compliance until the report is submitted. Click the '**Preview Final Report'** button at the bottom right corner of the screen to be directed to the

certification page. Figure 9 shows a screenshot of the bottom section of the report with the **'Preview Final Report'** button. The left hand bottom section also has the **'Delete Report'** button to let the user delete the report from the system prior to submission.

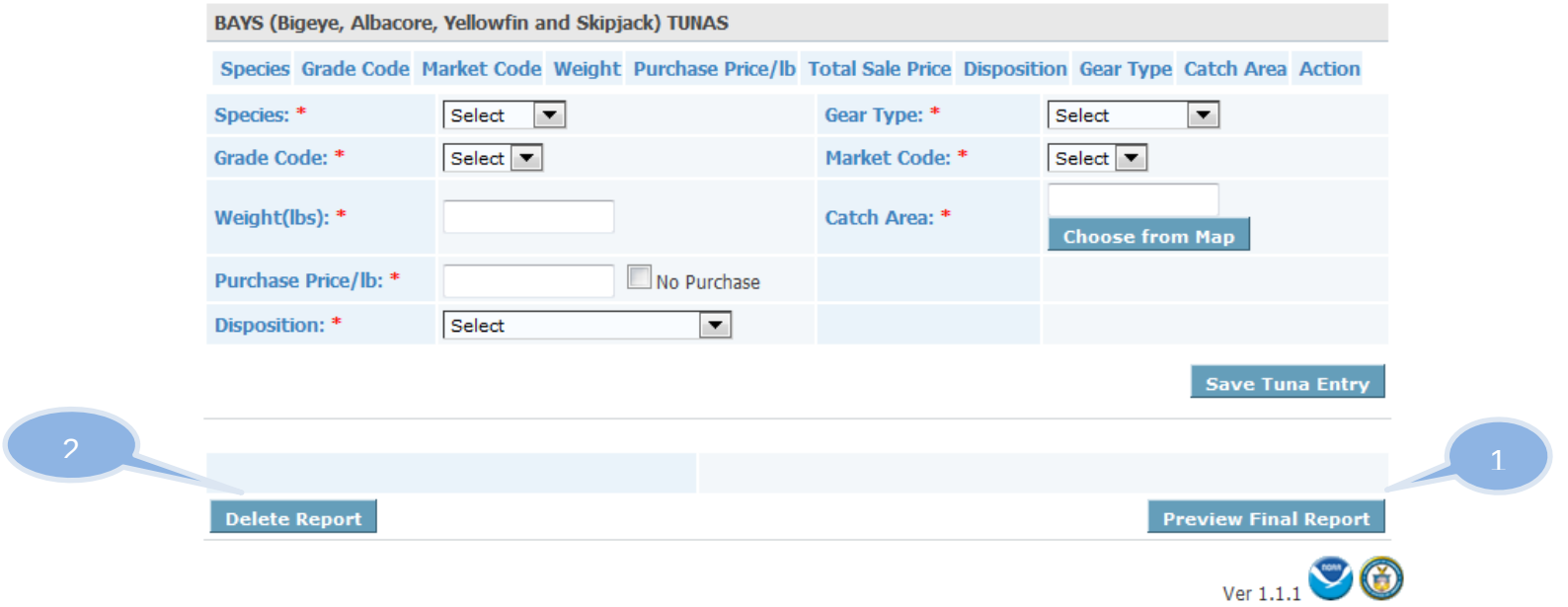

Figure 9 – Bottom section of Landing Report - Preview before submission

Callout #	Description
1	'Preview Final Report' button to proceed with submission
2	'Delete Report' button to discard the report before submission

Figure 10 shows a partial view of the landings report displayed after clicking the '**Preview Final Report**' button. Please verify the information entered for accuracy and completion. The data entered may trigger some warnings. You can correct the information by clicking on the '**Edit Report**' button. Alternatively you may submit the report if there are no corrections to be made.

To proceed with submission, select the checkbox accepting that the information submitted is true and accurate. The '**Submit Final Report**' is now enabled and can be clicked by the user to complete the submission process. After clicking this button, a message confirming successful submission of the report is displayed to the user.

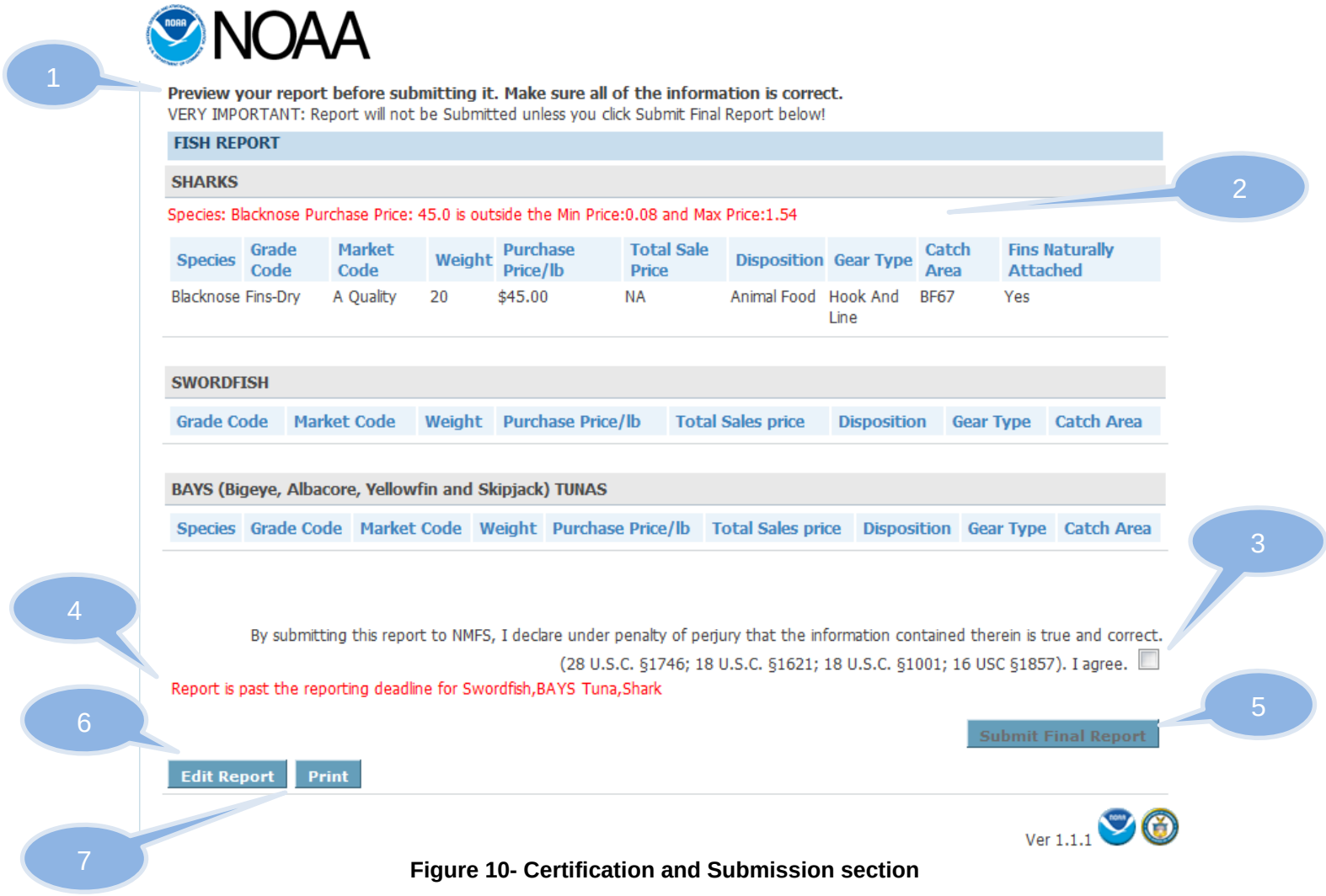

Figure 10- Certification and Submission section

Callout #	Description
1	'Preview Final Report' section
2	Warning messages to the dealer
3	Checkbox confirming integrity of the data
4	Message indicating the report is past the due date
5	'Submit Final Report' button
6	'Edit Report' button to go back and make corrections
7	'Print' button to get the report in a printer friendly format

If the report is being submitted late, a warning message is displayed to the dealer. After

selecting the checkbox confirming data integrity, a textbox requesting explanation for the late submission is displayed. Please provide the explanation prior to submitting the final report.

8. Prepare Negative Report

As per Permit Office regulations, a dealer not purchasing HMS species during a reporting period is required to submit a negative report. This provides assurance that the dealer has not been defaulting on report submissions. Click on the '**Prepare Negative Report'** icon on the Home page to prepare a negative report. Figure 11 shows a screenshot of the '**Prepare Negative Report**' page. On the corresponding form, enter the date range along for the report with an explanation on why you are submitting negative report and click **'Save'** or '**Submit'**. The system generates a report number with a suffix 'N' at the end indicating a 'Negative Report'. All fields are mandatory. The system displays a validation error if mandatory fields are not filled in before clicking on **'Submit'**. After submission, a confirmation message and negative report number are displayed. The dealer can submit a negative report for up to 90 days into the future.

Alternatively, the dealer can choose to '**Save**' the report and submit it later. All saved negative reports will be displayed under the **'Pending Submission'** list on the Home page. Saved negative reports can be deleted using the 'Delete' link in the **'Pending Submission'** section. The user is presented with a confirmation screen before the system deletes the report.

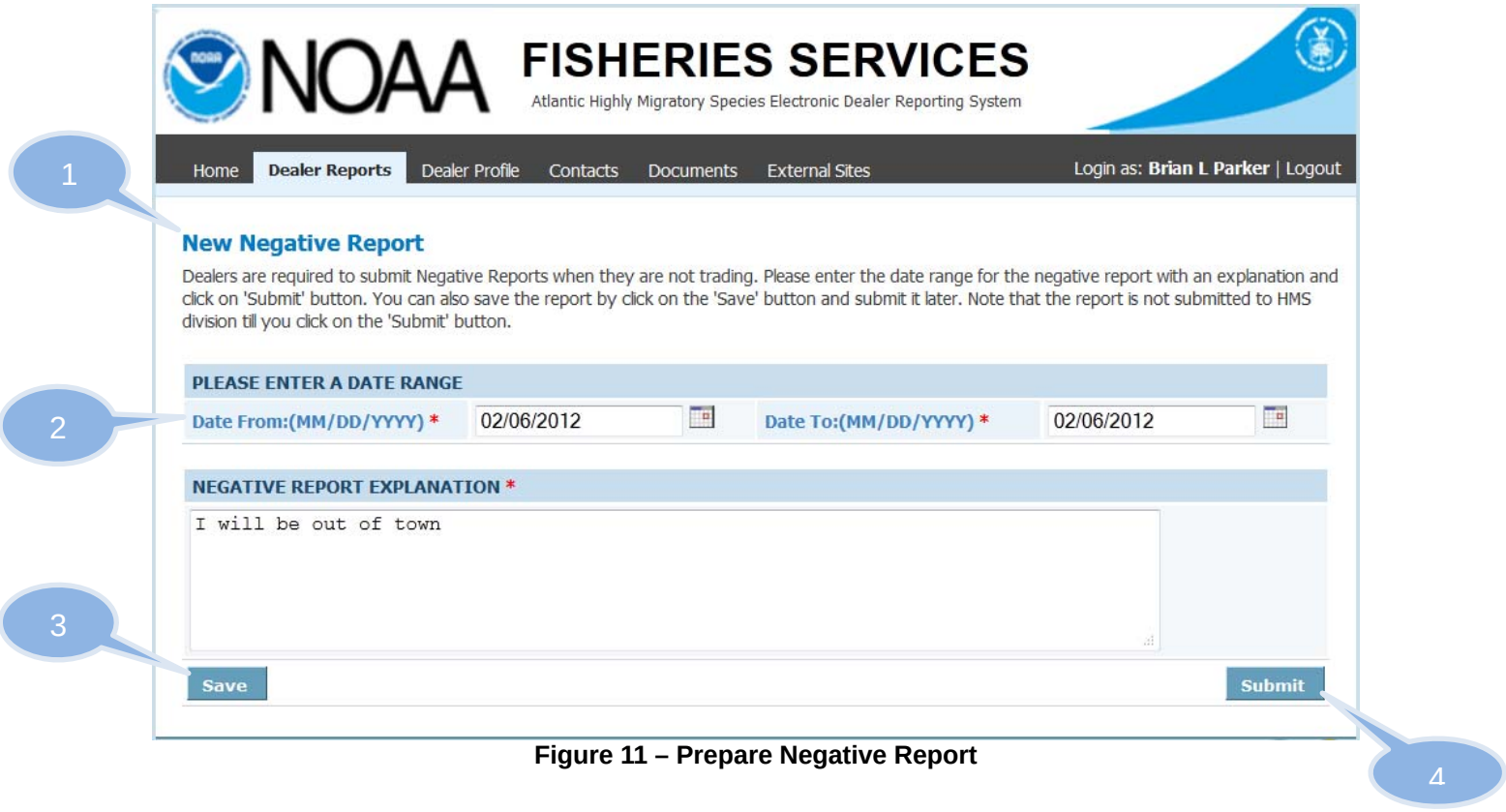

Figure 11 – Prepare Negative Report

Callout #	Description
1	New Negative Report
2	Date range for the negative report
3	‘Save’ button to save the negative report
4	‘Submit’ button to submit the negative report

Note: Negative report end date cannot be beyond 90 days from current date.

9. Search for Report

The dealer can search for a particular report by clicking the ‘**Search Report**’ sub menu item under the ‘**Dealer Reports**’ menu header. Figure 12 shows a screenshot of the ‘**Search Dealer Report**’ page. Select the report type (Dealer Report and Negative Report) along with the date range and click on the **‘Search’** button. The system will display a validation error for mandatory fields that are left blank. After clicking on ‘**Search**’, reports that are submitted within the provided date range are displayed. The report type, permit number, report number and date submitted are displayed. If the matching result set has more than 10 reports, the results are paginated. The user can click on individual report link and view its details. All reports displayed using the ‘**Search**’ are shown in read-only mode**.**

Note: The ‘Search Report’ feature filters by “Submit Date” of the submitted reports. The reports are in read only mode. To edit reports submitted in the last 30 days, use the ‘Edit Previously Submitted Report’ option.

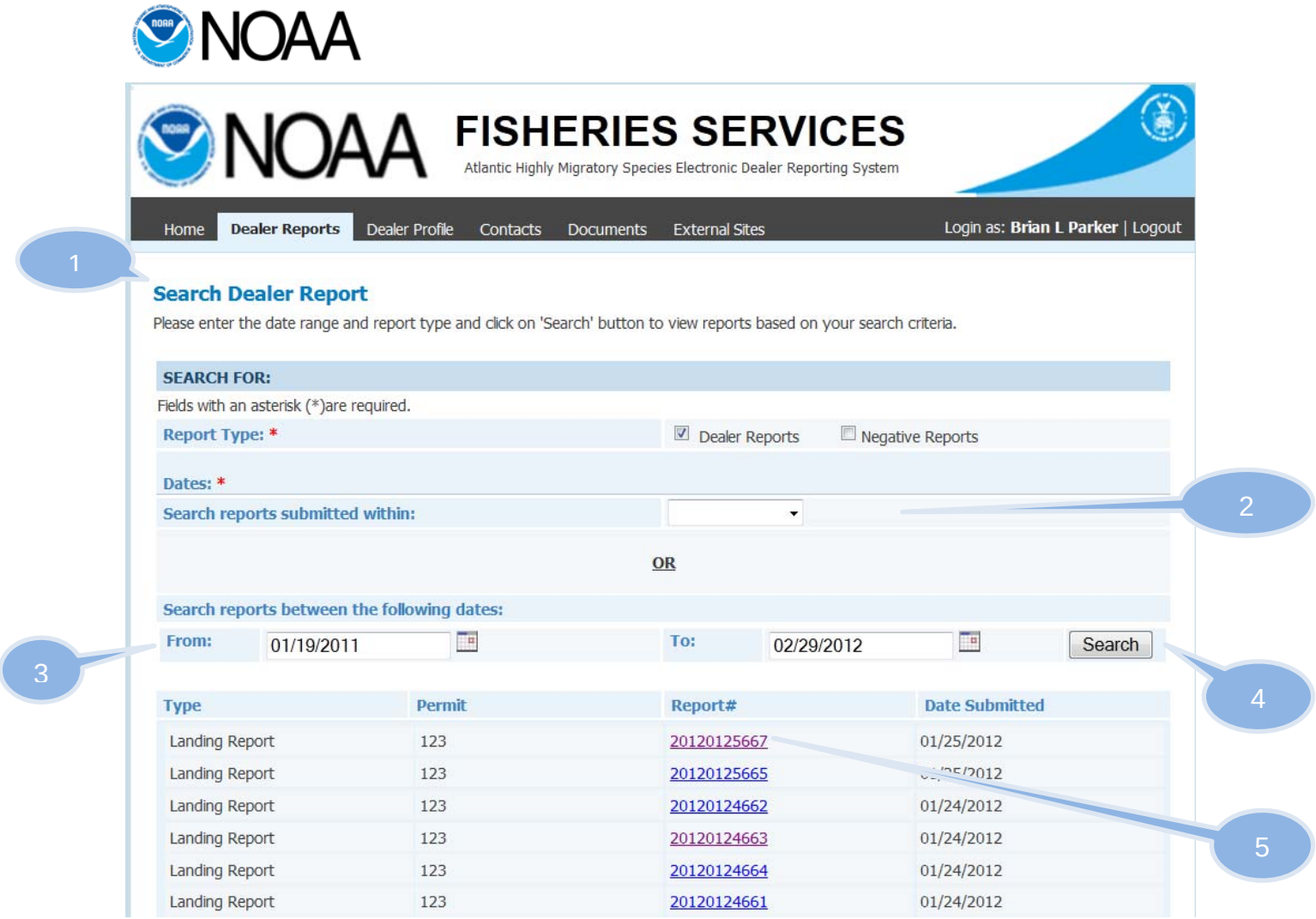

Figure 12 - Search Report

Callout #	Description
1	'Search Dealer Report' screen
2	'Search reports' submitted within last x days dropdown
3	'Search From' and 'To' dates text boxes
4	'Search' button to perform the search
5	Search results with hyperlink to view the report in read only mode

10. Edit Previously Submitted Report

Dealers can edit landing reports submitted within 30 days by using the 'Edit previously submitted reports' menu item under the 'Dealer reports' menu header. Negative reports once submitted cannot be edited. Figure 13 shows a screenshot of the 'Edit Previously Submitted Report' screen. Enter the date range and search for the landing report by

clicking on the **'Search'** button. The system displays the reports matching the date criteria. Click the desired report number link to edit the report and make required changes. The dealer is required to mention the **'Reason for Modifying the Record'** before resubmitting this report.

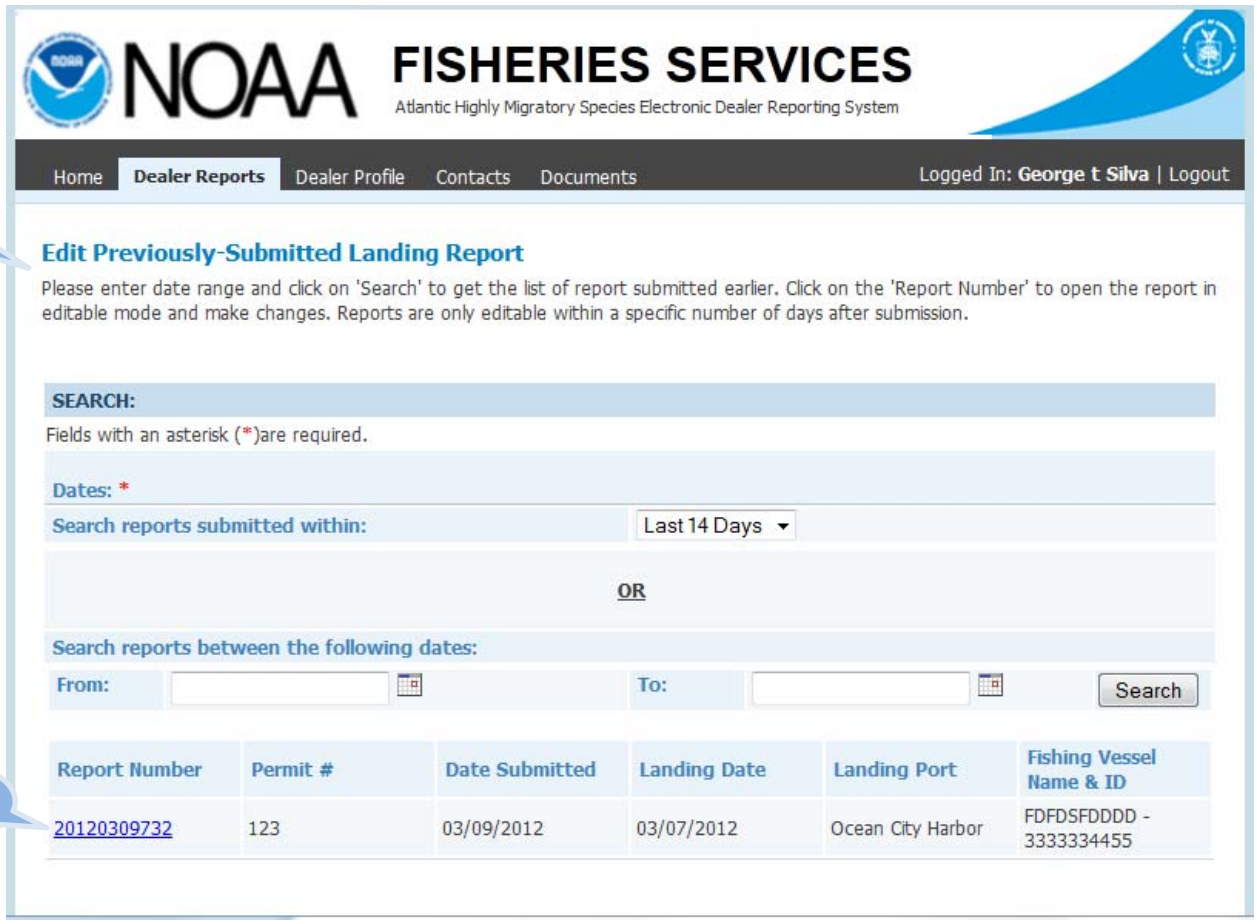

Figure 13 - Edit Previously Submitted Report

Callout #	Description
1	Edit Previously-Submitted Landing Report
2	Report link to view the report and make changes

Note: You can only edit landings report submitted within the last 30 days. To edit older dealer report or negative report, please contact the HMS system administrator.

11. Contacts

Click on the Contacts item in the top menu header to see pertinent HMS, NMFS, NOAA, and other links. Figure 14 shows a screenshot of the Contacts page. You may click on the links to visit these websites. Clicking on the links opens a pop up message window 'You are navigating away from eDealer system, would you like to continue?'. Selecting 'Yes' opens the website in a new tab while selecting 'No' cancels the operation. Contact information for the eDealer System administrator is also provided on this screen.

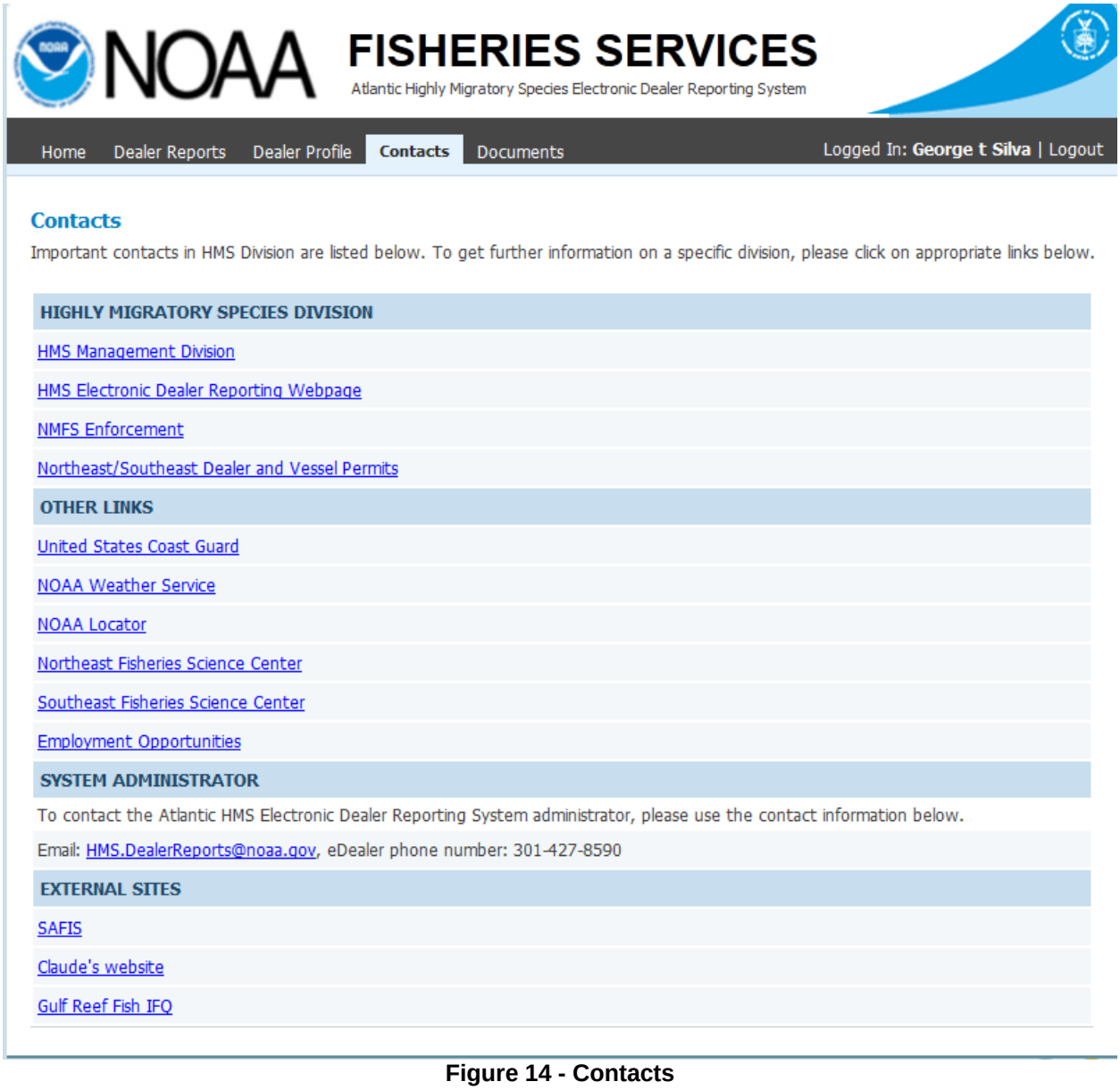

Figure 14 - Contacts

12. eDealer Documents

The Documents menu header has two sub-items, the ‘User Manual’ and the ‘Optional FV Data Form’. Clicking on the ‘User Manual’ opens the current user guide. The Fishing Vessel (FV) Data Form is an optional form the dealer can provide to the fisherman to collect vessel-specific information needed for landings reports. This facilitates better data collection and accuracy of reports.

	Note: For questions or problems regarding eDealer reporting, you may contact the eDealer support office by phone or email. Phone support is available on weekdays between 8 am to 5 pm EST. Phone: 301-427-8590 Email: *HMS.DealerReports@noaa.gov*