Instructions for
SAFIS eTRIPS Online Data Entry
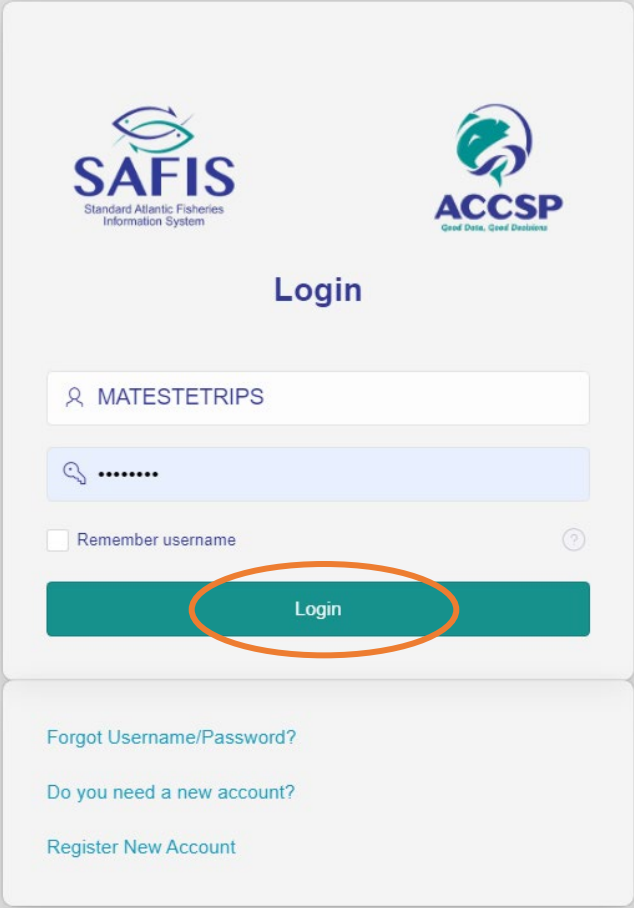
Guide for Massachusetts Harvesters' Entry of
Trips Occurring on or after January 1st, 2021

TABLE OF CONTENTS

LOGGING IN

- Navigate to the SAFIS Login Page: Login to SAFIS (accsp.org)

- Enter your Username and Password then press "Login"

- NOTE: Safari web browser is **not** supported for this application.

- If using a mobile device like a smart phone or tablet to report, it is not recommended to use this website. Rather use the eTRIPS Mobile 2 application, available for download in the Google Play Store and Apple Store.

- Trouble logging in? Call the statistics project 978-491-6279 or email DMF.Stats@Mass.Gov

- Upon logging in, you will see your available applications. To access the trip reporting application, select: **"SAFIS Electronic Trip Reports (eTRIPS)"**
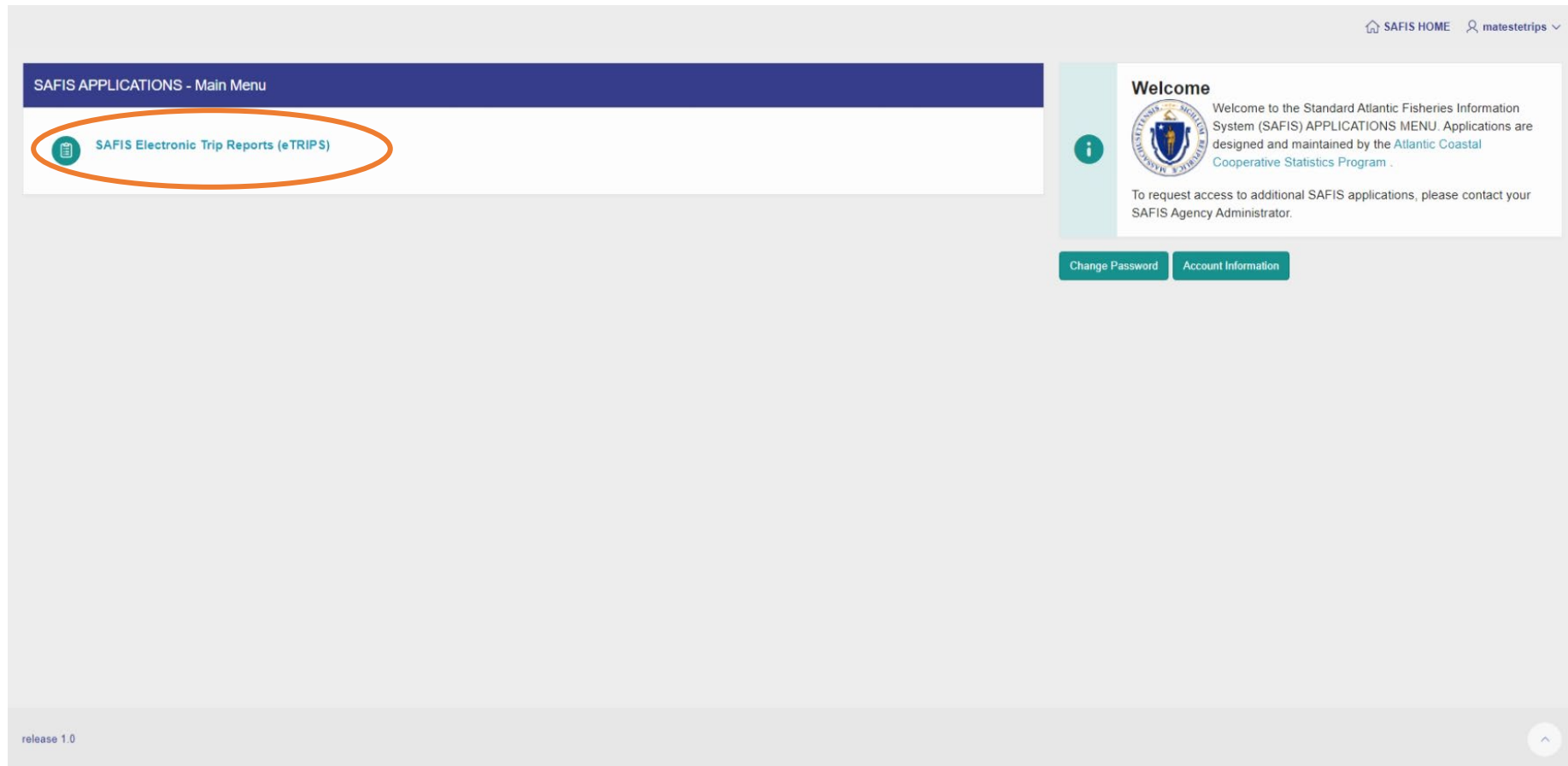
HOME

- You will be brought to the eTRIPS/Online HOME page. You will see a dropdown box called "Reporting for License," which is used to select your reporting license, three summary charts of past trips, and a Main Menu used to navigate the application. If there is a Daily Message from DMF, it will also appear at the bottom of this page.

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See more info on this section on the next page.
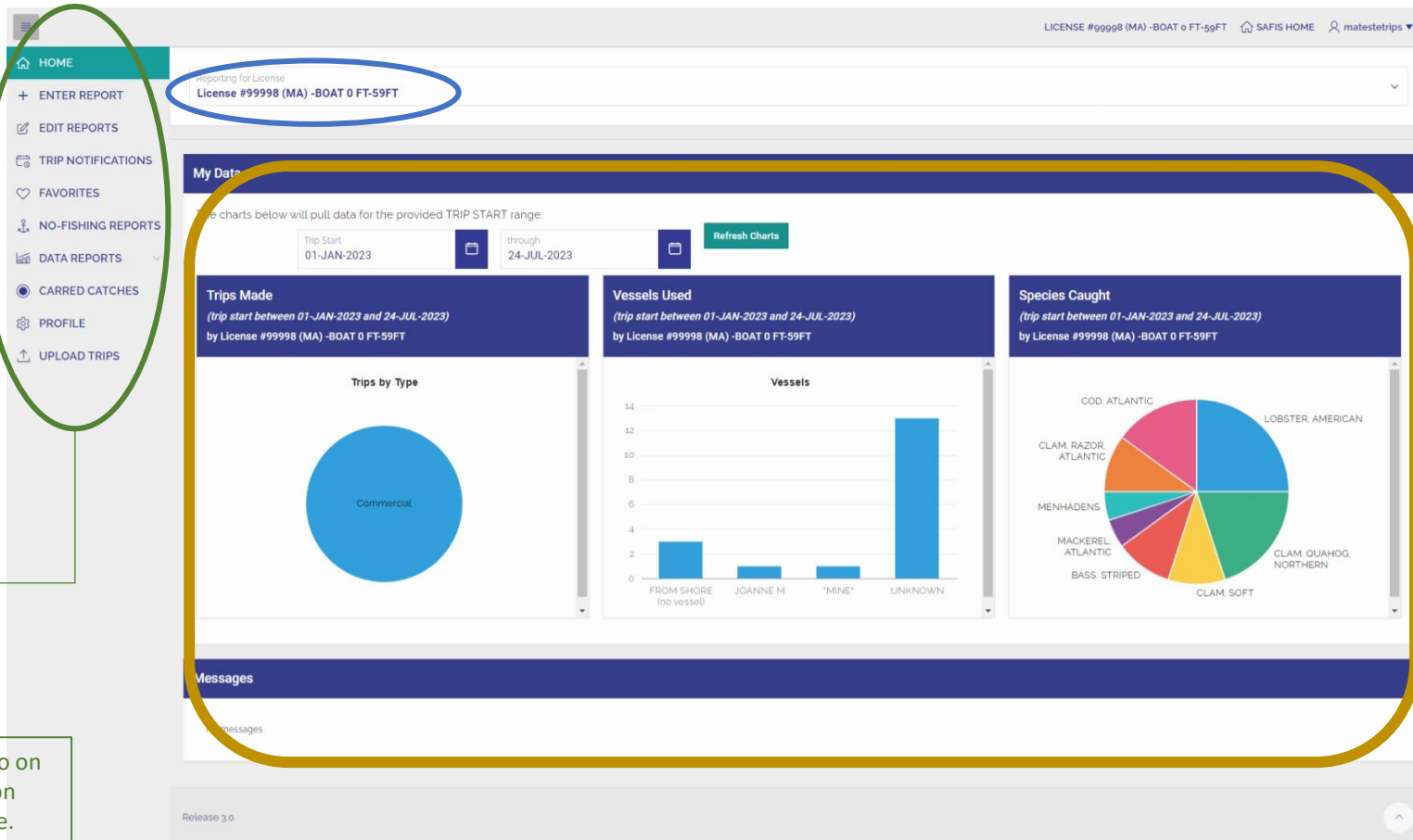
Main Menu: Each item is equivalent to an item in the previous version of SAFIS and will be used to navigate between the sections presented in this guide. This table shows how the two versions compare and includes a brief description of each row.
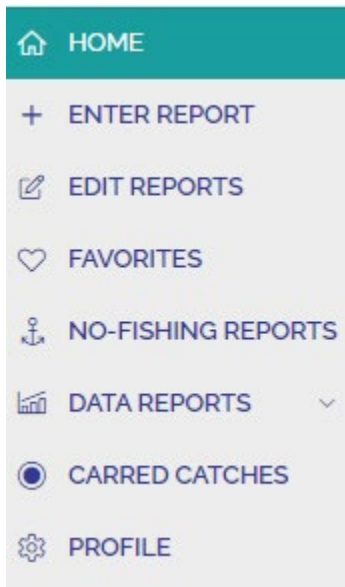
Current Menu Item	Old Version Equivalent	Description
ENTER REPORTS	Trip Reports	Enter new reports.
EDIT REPORTS	Trip Reports	Edit and review previously submitted reports for dates on or after January 1, 2021.
FAVORITES	Favorites (active)	Set default values for trips, efforts, & catches fields.
NO-FISHING REPORTS	Negative Reports	Enter and review dates when license was not fished.
DATA REPORTS	Reports Menu	Create and review reports of past trips including those prior to 2021.
CARRED CATCHES	Species placed in CAR	Remove catch from car/crate or review carred transactions.
PROFILE	Fisher Info	Review harvester contact info; to edit please contact DMF.

HOME

\+ ENTER REPORT

EDIT REPORTS

FAVORITES

NO-FISHING REPORTS

DATA REPORTS

CARRED CATCHES

PROFILE

Please note that Data Reports are not covered in this manual. A separate document will be available for just Data Reports at a later date.

FAVORITES

- Start by clicking **FAVORITES** to confirm or set your default settings. If you have already done this, go to page 26 to begin entering trip reports.

- Favorites allow you to default most repeated fields such as species, dealers, dispositions, ports, etc. It is HIGHLY recommended that you set and confirm your favorites prior to entering a trip report.
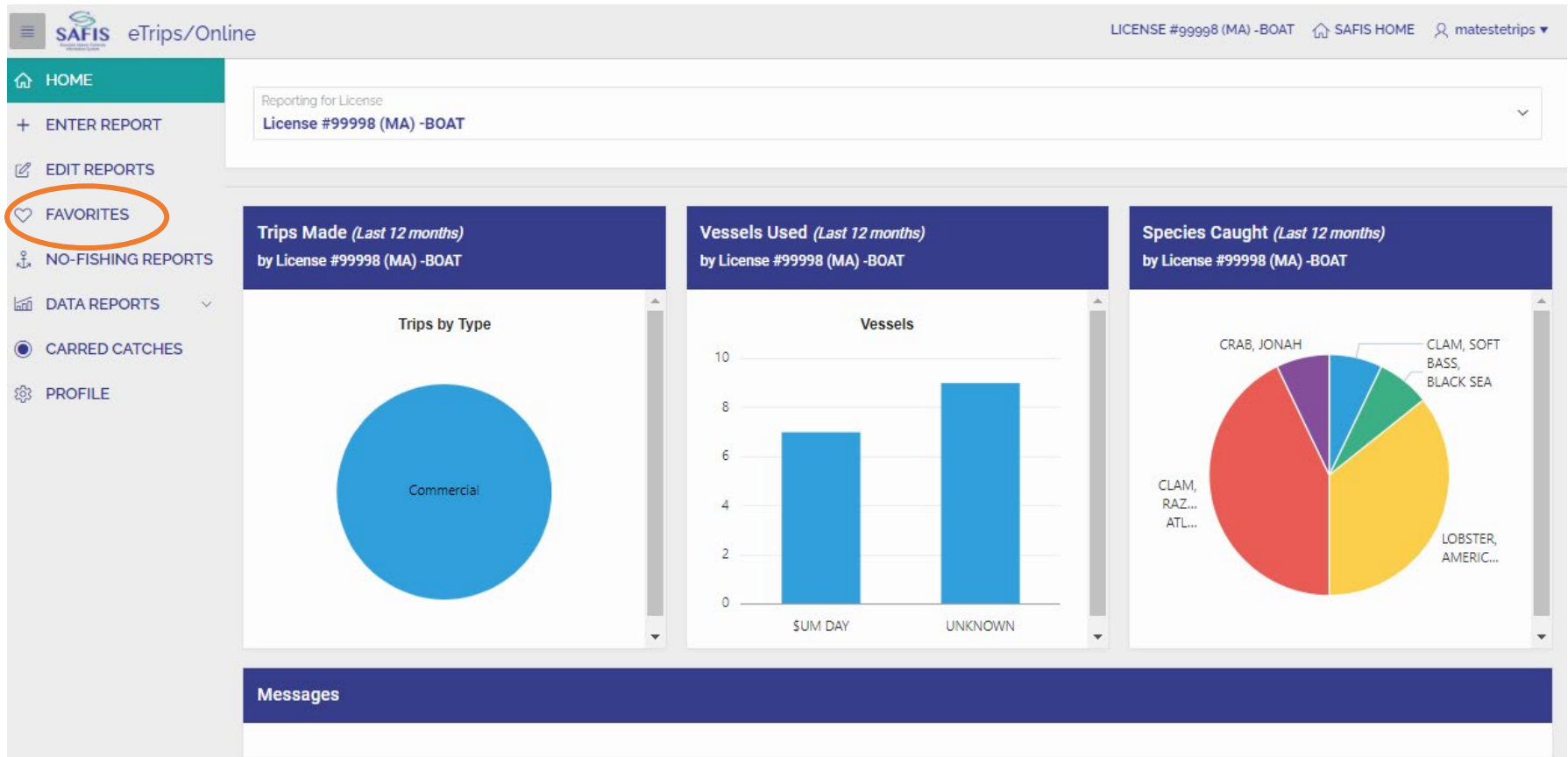
- Clicking on **FAVORITES** brings you to the summary screen of your Favorites. If you set up favorites in the old eTRIPS version, your favorites may be populated already.

- First, select the license for which you wish to establish favorites by clicking in the "**Please Select a License**" dropdown list. If you only have one license, this will be your default choice.

- To navigate between different sections of favorites, click the names in section titles circled below. To get back to the full view, select "**Show All**."

- Begin by populating **Favorite Trip Headers.** Select **"+ Add Trip Favroite**" to start a new favorite header.

- Each box will require a selection from a list or a typed response. Start by clicking inside the box under **Port State** and selecting the 📋 icon:

- A search dialog will appear. You can search through the list or type "Mass" in the search bar and press enter. Then click the word "Massachusetts" to populate this field.

- Double click the box under **Port**. Then use the dropdown list to select the default port landed for your trip.

- Double click the box under **Vessel State**. Use the dropdown list to select the state where your vessel is registered (most MA harvesters will choose Massachusetts, if you do not find your vessel, contact MADMF).

- Double click the box under **Vessel**. Use the text box to search for your vessel by typing the documentation or registration number then press enter. Click the appropriate vessel from the list.

    Please Note:
    - If you fish from a vessel but have no vessel listed on your permit, use UNKNOWN – MS9999.
    - If you are fishing from shore use FROM SHORE (no vessel).

- To set a Trip Header as the default, double click the box under **Default Trip Header?**, choose "Y"

- To complete the **Favorite Trip Header,** click "**Save Trip**". To add an additional **Favorite Trip Header**, repeat the steps above.

- At this time there are no **Trip Attributes** for MA Harvesters; this feature can be ignored.

- Now you can add **Favorite Efforts**. Select "**+ Add Effort Favorite**" to begin.

- Double click the box under **Distance** and choose "State waters Inshore" from the dropdown list. Use this even if fishing in federal waters and reporting to DMF.

- Double click the box under **State** and select "Massachusetts" from the dropdown list.

- Double click the box under **Local Area** and select the appropriate area fished from the dropdown list. As a reminder, statistical reporting areas are used for all non-shellfish and non-horseshoe crab efforts (MA 1-40). Designated Shellfish Growing Areas (DSGA) are used for all shellfish and horseshoe crab efforts (e.g., CCB11, N9, SC48, etc.). Both statistical reporting area and DSGA maps are available on our website.

- Click the box under **Fishing Time**. Type the most common amount of time the gear used has been actively fishing. If your fishing time changes frequently, leave this blank.

- Double click the box under **Hours/Days** and select the unit of time indicated by the fishing time of your gear. Fixed gears like Pots & Traps or Gillnets are usually fished for days, mobile gear such as trawl, dredge, and rod & reel are usually fished for a period of hours.

- Click the box under **Gear** then select the ☰ icon to open the gear list. You can scroll through the list to find your gear type or use the search feature. To do so, type a portion of the name of the gear in the search box, then press Enter. Select the appropriate gear for your trip from the search dialogue.

	Distance	State	Local Area	Fishing Time	Hours / Days	Gear	Effort Attributes	Default Effort?
◉	State Waters Inshore	Massachusetts	MA 2 - MA STATE WATE...	3	Days	--Select Gear --		

Favorite Efforts for Commercial Trips

+ Add Effort Favorite   🗑 Delete Effort Favorite   💾 Save Effort Favorite

1 rows selected   Total 1

Pro Tip: The search option is sensitive to the order of words, so typing "lobster pots" will not bring you to the correct option as it is in the list as "Pots and Traps, Lobster."

Search Dialog   ✕

pots   🔍

--Select Gear ---

POTS AND TRAPS, CONCH

POTS AND TRAPS, EEL

POTS AND TRAPS, LOBSTER

POTS AND TRAPS, OTHER

POTS AND TRAPS, SCUP

Load More Rows

- Is the effort you entered your most common effort? If so, click the box under **Default Effort?**, then click the box next to "Y".

- A message will appear at the top of your screen asking "**Set Selected row as your default Effort? Please confirm**". Click "OK"

safis.accsp.org says

Set selected row as your default Effort? Please confirm.

OK   Cancel

- Click the green "**Save Effort Favorite**" button to complete and save the Favorite Effort.

- Now click "**Edit Effort Attributes**" within the favorite effort you just created. This field may not appear for all gear types. This is something new in this version.

- After selecting "**Edit Effort Attributes**," a new window will appear in the center of the screen. Your commonly used values should be typed into the boxes. Scroll down in the window to make sure all effort attributes are complete.

- The name of each field and definition will appear for each field.

- The example here includes the fields used for POTS and TRAPS, LOBSTER; each gear type will have different required attributes.
  - For more information and field definitions for fixed gear (pots and traps or gillnets), go to: https://www.mass.gov/service-details/trip-level-reporting-for-fixed-gear-fishermen

- Once complete click the green "**Save Attributes**" button to complete your Favorite Effort.

Note: this screen may look slightly different to you as there is some work in progress at the time of creation of this document.

- The favorite effort is now created. To create additional favorite effort(s) repeat the steps outlined above.

- **Favorite DEALER(S)** should now be completed. Scroll to bottom of page and Click "**+ Add Dealer**". Click the box below **Dealer** to search for a dealer.

- Use the search box to type in a portion of the dealer's name into the text box. For instance, use "Cape" for Cape Cod Fish or "Salem" for Salem Seafood. Click the appropriate dealer from the list.

- Finally click "**Save Dealer**" to complete adding the dealer to your favorites. Repeat this process for additional dealers.

- Proceed to **Favorite Species (Catches) for Commercial Trips** to add species that you commonly land. Click **"+ Add Species Favorite"** to begin.

- Click the box under **Species** then select the ⊞ icon to choose the species from the search dialog.

Search Dialog

LOBSTER

LOBSTER, AMERICAN

Pro tip: It is best to use one word to search for a species, I.E., BASS to search for striped bass or FLOUNDER to search for winter flounder.

Load More Rows

- Type the species name in the search box and press enter to search the species list. Click the name of the correct species from the list.

- Double click the box under **Unit Measure** and click the appropriate unit from the dropdown list.

- Double click the box under **Market** and select the correct market category for your catch.

- Double click the box under **Disposition**. Select the appropriate Disposition (use of catch) from the dropdown list.

- Double click the box under **Grade**. Select the appropriate grade for this catch from the dropdown list.

- Double click the box under **Sales Disposition**. Select the appropriate Sales Disposition for this catch from the dropdown list. As a reminder, if you use "PLACED IN CAR" (catch stored for later sale) in a trip report, you must go to "**CARRED CATCHES**" and remove catch from car on the date it has been offloaded.

- Double click the box under **Catch Source**. Select the appropriate option for this catch from the dropdown list.

- To save this species as your default catch (meaning it will autofill), double click under **Default Catch/Species** then selecting "Y". ***Note:*** *Only one catch may be set as a default by choosing "Y", the favorite catches will be labeled as "N" meaning they will not be default but will be available for use in entry.*

- After setting as default, you will see an option to "**Edit Species Attributes,**" which will look like the Edit Effort Attributes shown in the previous section. You can set a favorite dealer for each species in this section.

- After choosing Edit Species Attributes, a window will appear to enter default dealer for your catch.

- Click the box next to "Dealer License = if SOLD TO DEALER" and select the correct dealer from the list then click "Save Attributes"

- The favorite catch is now complete, click "Save Species Favorite". Repeat this process to create additional favorite catches.

- Optionally, you may set **Favorite DISPOSITIONS** to limit your list of dispositions within a trip to a few selections. This is unnecessary if your disposition was set in **Favorite Species (CATCHES)**.

- Click "**+ Add Disposition Favorite**".

- Click the box under **Disposition** and select the ▤ icon.

- Scroll through the list or type a portion of disposition name into the text box and press enter to search the list.
- Select the appropriate Disposition from the list.
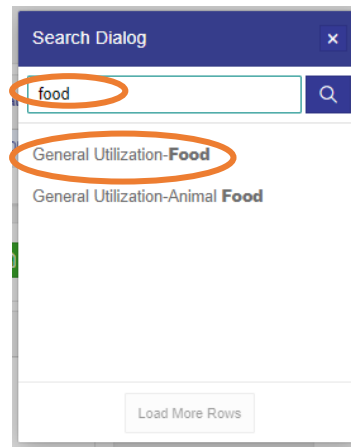
- Select "**Save Disposition**" to complete. Repeat this to add more dispositions.
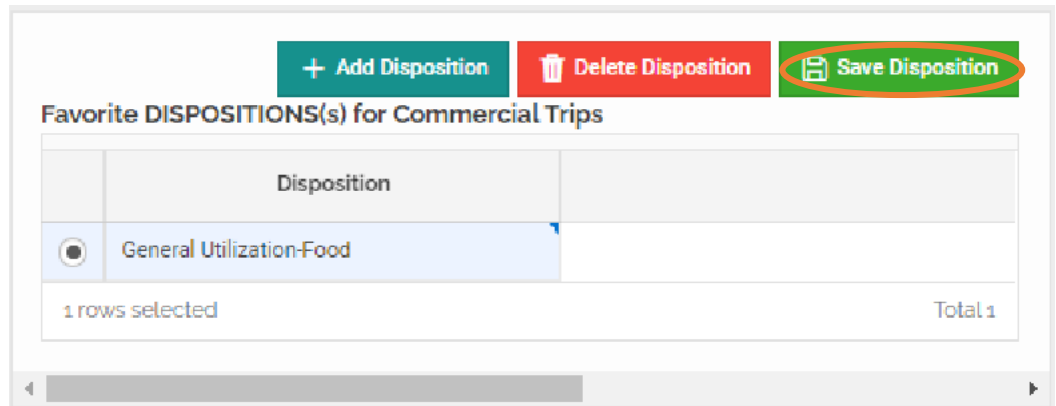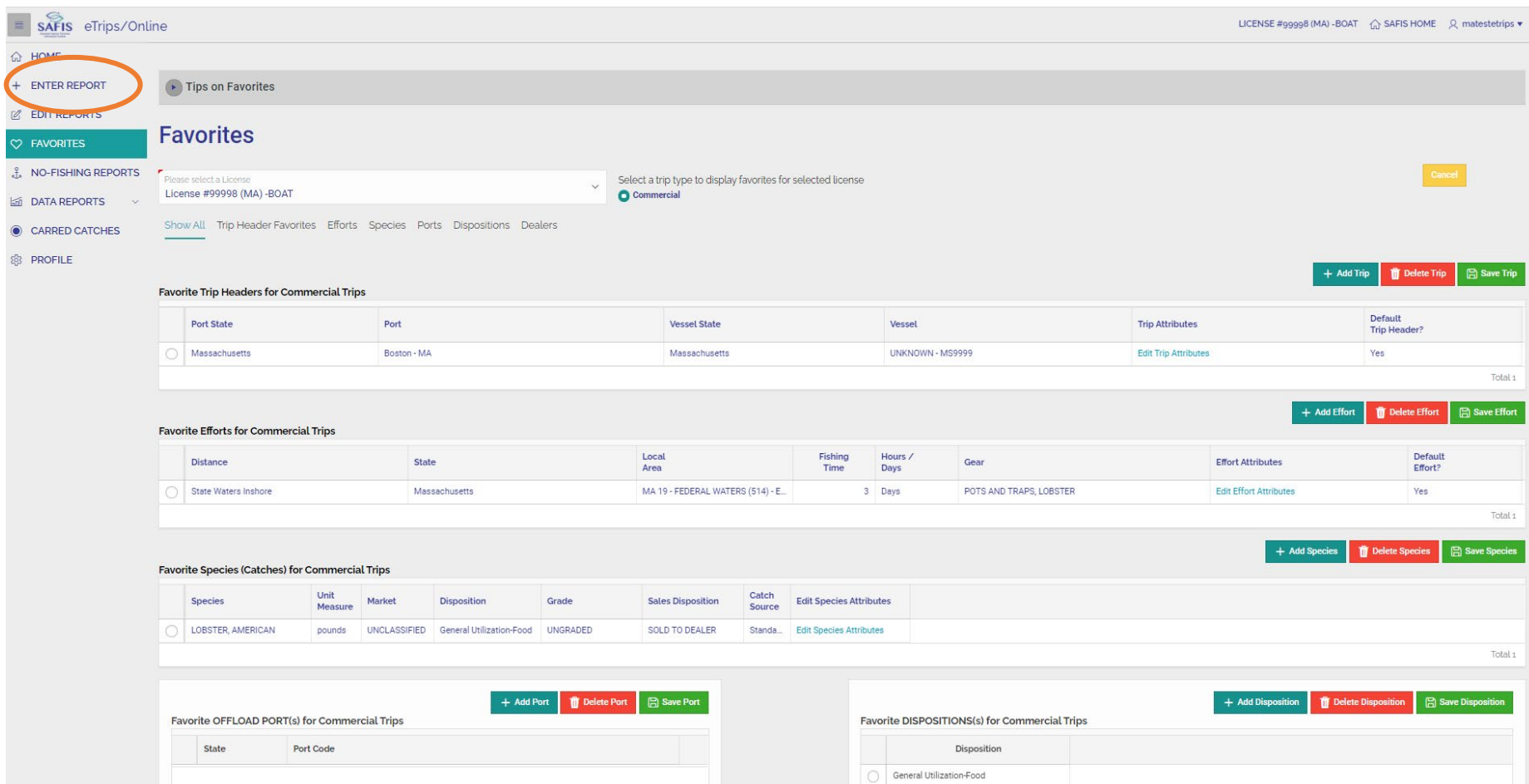
- Ignore "**Favorite OFFLOAD PORT(s) for Commercial Trip**" this is not currently used by MA harvesters

Your Favorites are now complete for this license!! If you hold another license, repeat the process for each license.

ENTERING REPORTS

- To begin entering a report select "**+ ENTER REPORT**" from your main menu

Some harvesters have more than one license associated to their account. Choose the license you're reporting by clicking on it. Should you have only one license, click on it to begin entering your catch report.

- You will now be brought to a page to begin entering your trip information. You will see that your default trip favorites have populated: Port State, End Port, Vessel Reg State, and Vessel.
- If you have alternate trip headers you would like to select from, they are available under the Trip Favorites" heading at the top of the page.
- All fields are customizable so feel free to change them to suit your needs for different trips.

LICENSE #99998 (MA) -BOAT 0 FT-59FT   ⌂ SAFIS HOME   ⌒ matestetrips ▼

☰

⌂ HOME

+ ENTER REPORT

✎ EDIT REPORTS

♡ FAVORITES

⚓ NO-FISHING REPORTS

📊 DATA REPORTS ⌄

◉ CARRED CATCHES

⚙ PROFILE

‹ | Cancel | ✓ Report Recipients ——— ● Trip Information ——— ○ Effort(s) ——— ○ Catch(es) ——— ○ Confirm & Sign | Next ›

▼ **Trip Favorites** - License #99998 (MA)

	Port Name	Vessel Name	Reg State	Fisherman	Type	Default?
Select	Boston, MA	UNKNOWN - MS9999	MA	-	Commercial	Y
						Total 1

Trip ID

Trip Type
Commercial

End Port
MA- Boston

Vessel
UNKNOWN - MS9999

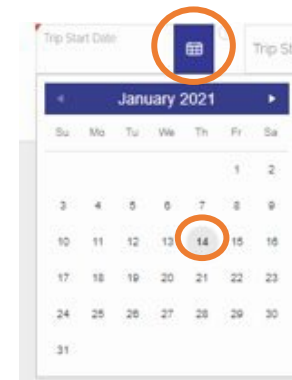Federal Vessel?
NO

Trip Start Date

Trip Start Time (HH24)
HHMI

Trip End Date

Trip End Time (HH24)
HHMI

Partner VTR#

Populate **Trip Start Date** by clicking the icon and select the date from the calendar.

In **Trip Start Time**, type the time the trip started (left dock) in 24-hr military time (7 am=0700).

Populate **Trip End Date** by clicking the icon and select the date from the calendar. For most trips, the start date and end date will be the same. Some rod & reel trips may be overnight, as well as multi-day lobster trips in which you are going far out to sea to haul traps, in which case your **Trip End Date** will differ from your **Trip Start Date**.
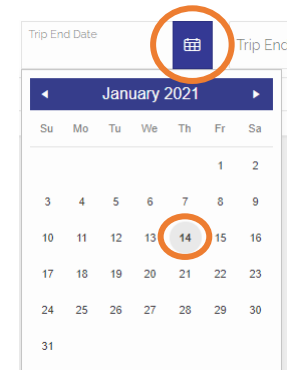
Type the time the trip ended in the **Trip End Time** (vessel landed) box in 24-hr military time (4 pm=1600).

Your completed trip header should look like this:

- If the page appears significantly different or federal vessel field states "GARFO", please call or email for assistance
- Click the **Next** button in the upper right-hand corner to proceed to **Efforts**.

- On the effort(s) page you will see all fields pre-filled with the values of your default effort. A list of available effort favorites will appear. Click "**Select**" next to your preferred effort favorite.

- All effort level fields should be checked for accuracy. To read a definition of a field, select the ⑦ icon to the right of the entry box. Each field can be edited on this page by clicking inside the entry box.

- **Ten Minute square(s)** fished must be filled out when fishing federal waters for:
  - Pots & Traps, Lobster;
  - Pots and Traps, Conch;
  - Pots and Traps, Other; and
  - Pots and Traps.

- Multiple squares may be selected for this field. Select "View Grid Map" to view a coastwide map of all ten minute squares. Select the name(s) of the ten minute square(s) from the dropdown to populate the field.
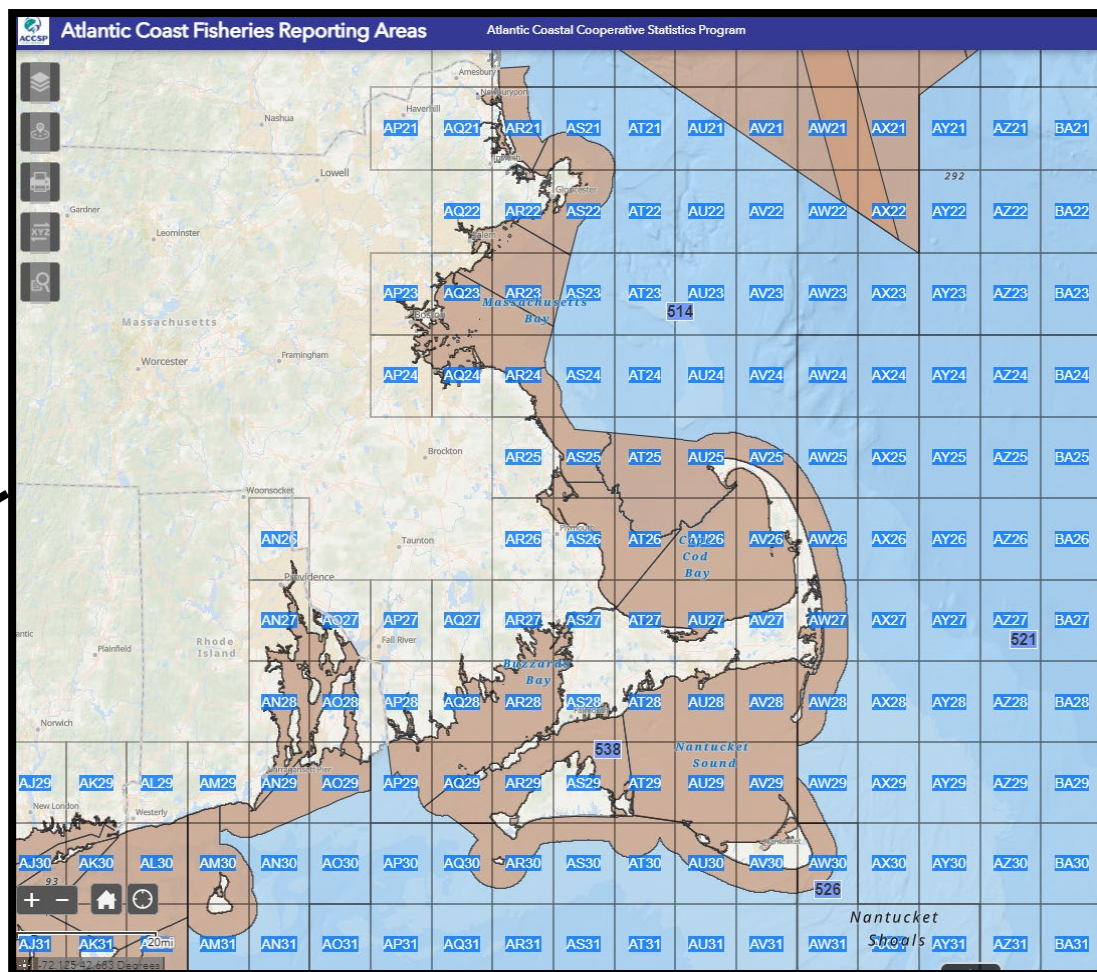
- Note, these *cannot* be saved to your favorites.

- If you have not catch to report, select select the "**Anything Caught**?" dropdown choose "**Effort with catches**". Then "**Save & Complete**" to finish the trip (proceed to pg. 37 for Report Summary) or "**Save & add another Effort**" to enter another area or gear type and repeat the effort process.

- If you have catch to report for the effort, select the "Anything Caught?" dropdown choose "Effort with catches". Then click "Save & Add Catches".

- You will now arrive at the "**Catch(es)**" screen. Your default favorite species from catch favorites will populate the fields when the page loads. If you created alternate catch favorites you would like to select from, they are available at the top of the page. All field will repopulate by clicking Select next to the species for which you're reporting. If configured properly in Favorites, you should only need to enter your **Reported Quantity** and choose you **Sold to Dealer**

- Most fields should be filled in by your favorites. Click the **Reported Quantity** text box and enter the amount landed.

- Double click **Sold To Dealer** and choose the dealer sold to from the dropdown list (favorite dealers will appear at the top). Confirm all information on the page.

There are several options to proceed at this point:

1. Add an additional catch record by selecting "**Save & Add New Catch**" in the upper right-hand side of the screen, then repeat the process of adding a catch.
2. Add a new effort to the trip (additional gear/area fished on this trip) by selecting "**Save & Add New Effort**" in the upper right-hand corner of the screen. Repeat the process of adding an effort and its associated catch. **THIS MUST BE DONE IF FISHING MULTIPLE GEAR TYPES OR LOCAL AREAS IN A TRIP.**
3. Complete the trip by Selecting "**Save & Complete**" in the upper right-hand corner of the screen. **THIS SHOULD ONLY BE SELECTED WHEN ALL EFFORT AND CATCH INFORMATION FROM THE TRIP HAS BEEN ENTERED.** This will bring you to a final screen where you certify and submit the trip.

- Once a trip is completed and you have pressed Save & Complete, review the **Report Summary**.
  - If the trip needs to be changed click "**Edit Report**". Alternatively, you can edit Effort(s) or Catches by clicking their linked names in light blue text.

  - If complete, select "**Yes**" next to "I certify that the information is true, complete and correct to the best of my knowledge and made in good faith" then click "**Finish**" in the upper right-hand corner of the screen.
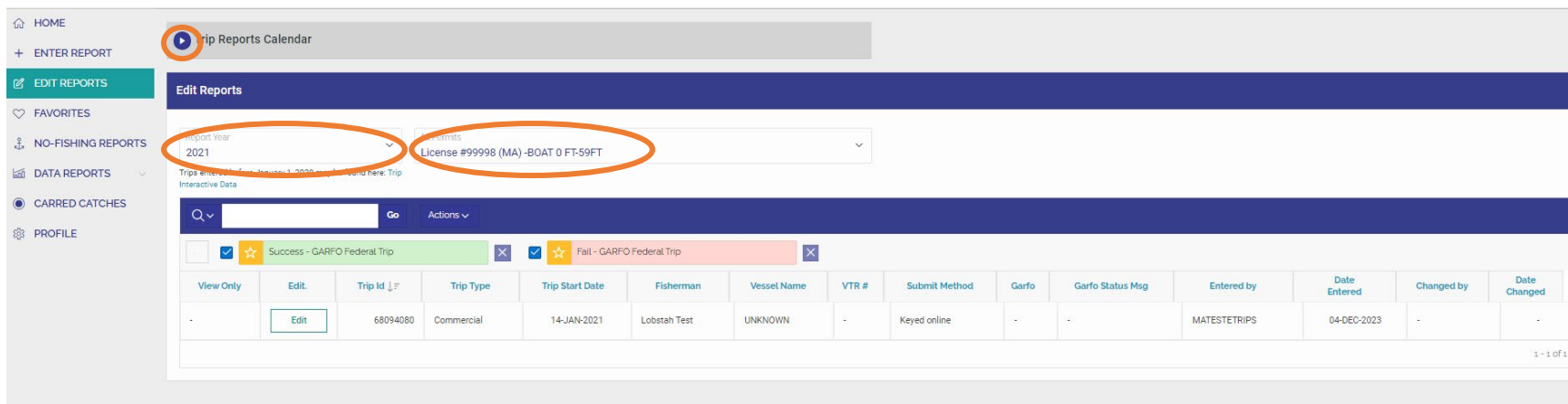
EDITING REPORTS

- To edit trip level reports that have been previously submitted, click "**EDIT REPORTS**" in the Main Menu on your Home screen.
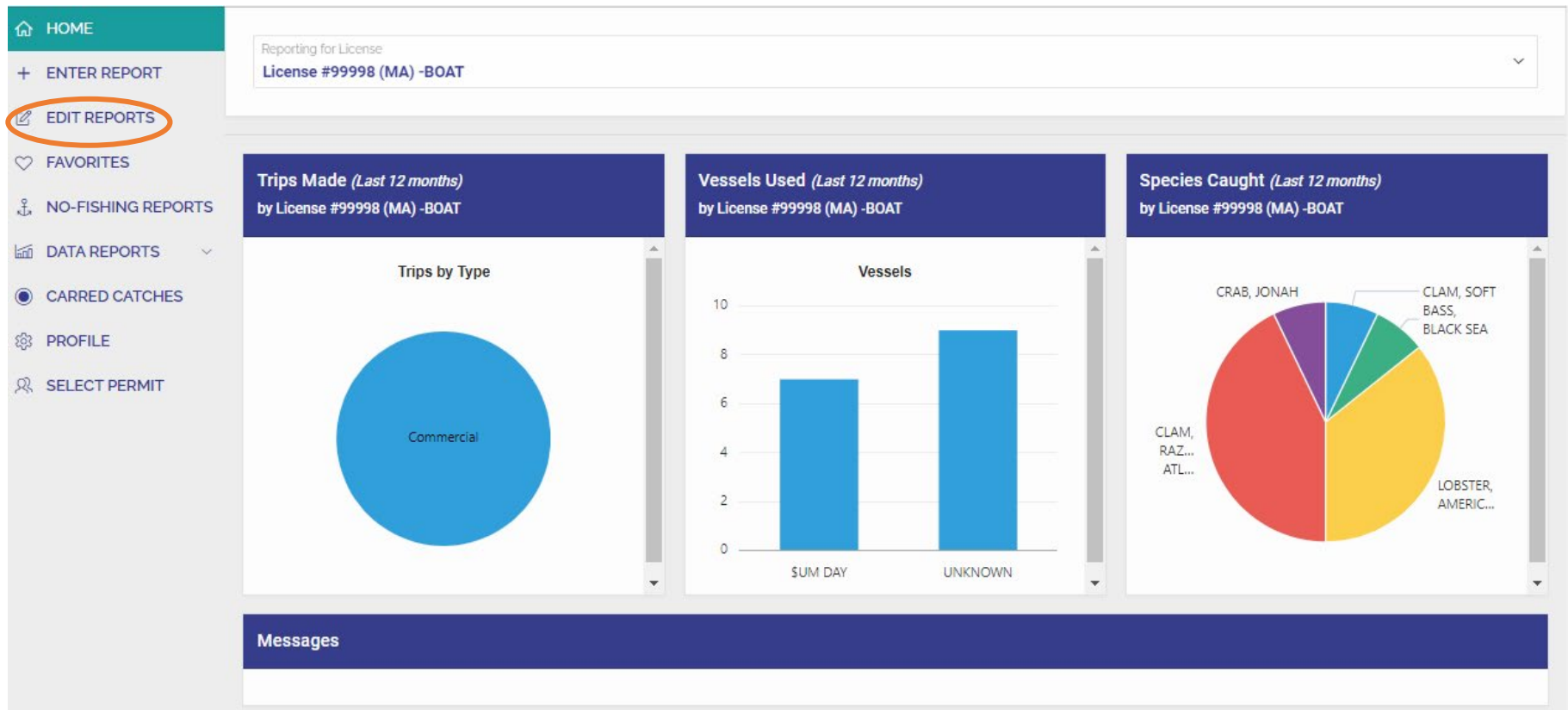
- There are two methods to select a trip to edit:
  - Use the table below and choose the trip to edit by clicking the   icon next to the Trip id you wish to edit. Use the "**Report Year**" dropdown list and "**All Permits**" dropdo... list to filter the list of trips by year and permit.
  - Alternatively, select the ▶ icon next to **Trip Reports Calendar**. More information on that method is on the next page.

- A monthly calendar of previously submitted reports will appear after clicking the arrow in the gray box. To switch between months, use the arrows at the left of the month name. Scroll up or down to view days within a month

- To select a trip from the calendar, click the blue numeric trip-id from the date you wish to edit.
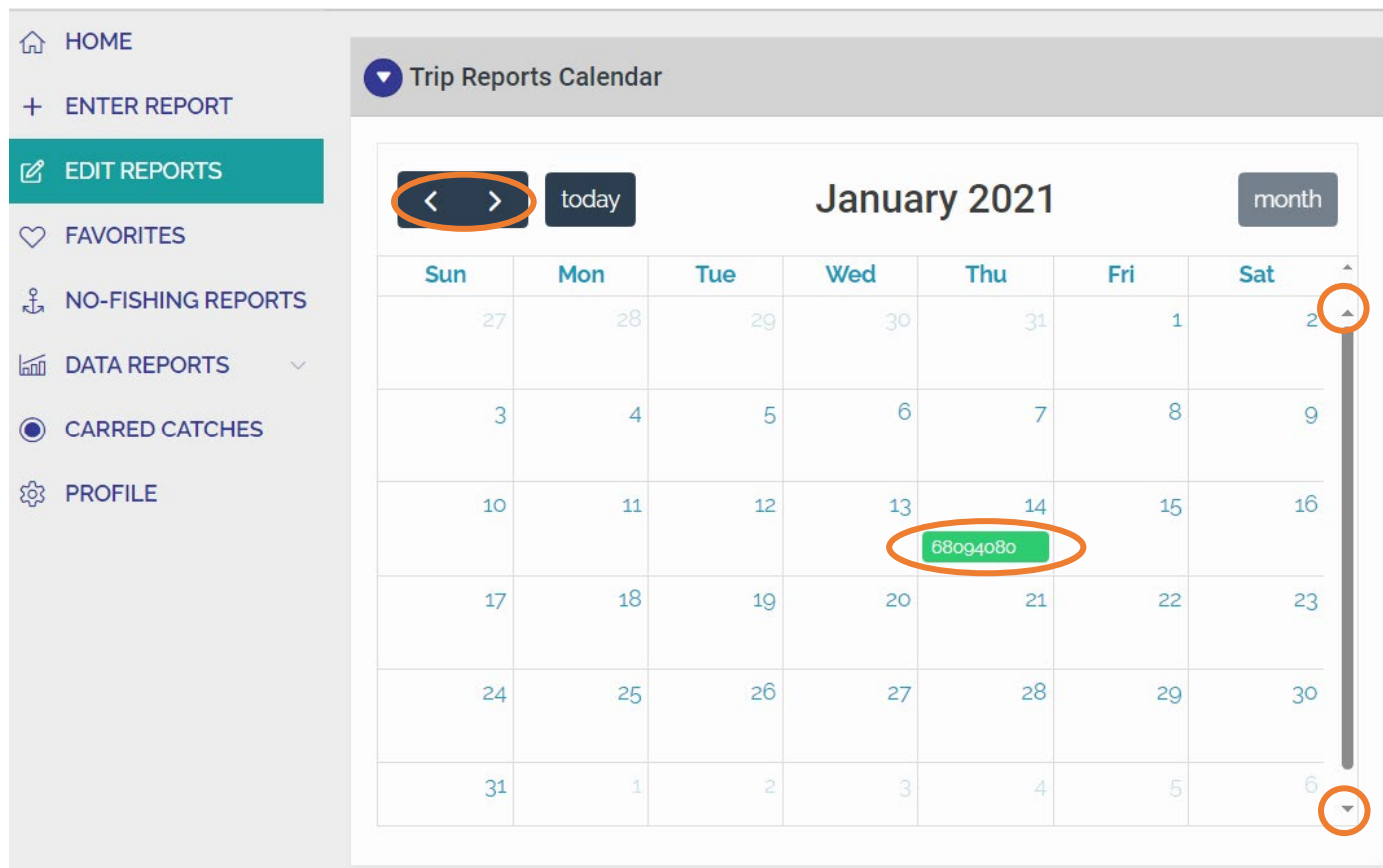
- You will be brought to the trip entry screen for this trip. Proceed through the Trip, Effort(s), and Catch(es) as outlined in ENTER REPORTS section (page 25) of this document. Edit all necessary fields as you review each page.

NO-FISHING REPORTS

- To enter did not fish reports for dates that no fishing occurred, click "**NO-FISHING REPORTS**" (previously called negative reports) from the Main Menu on your Home screen.
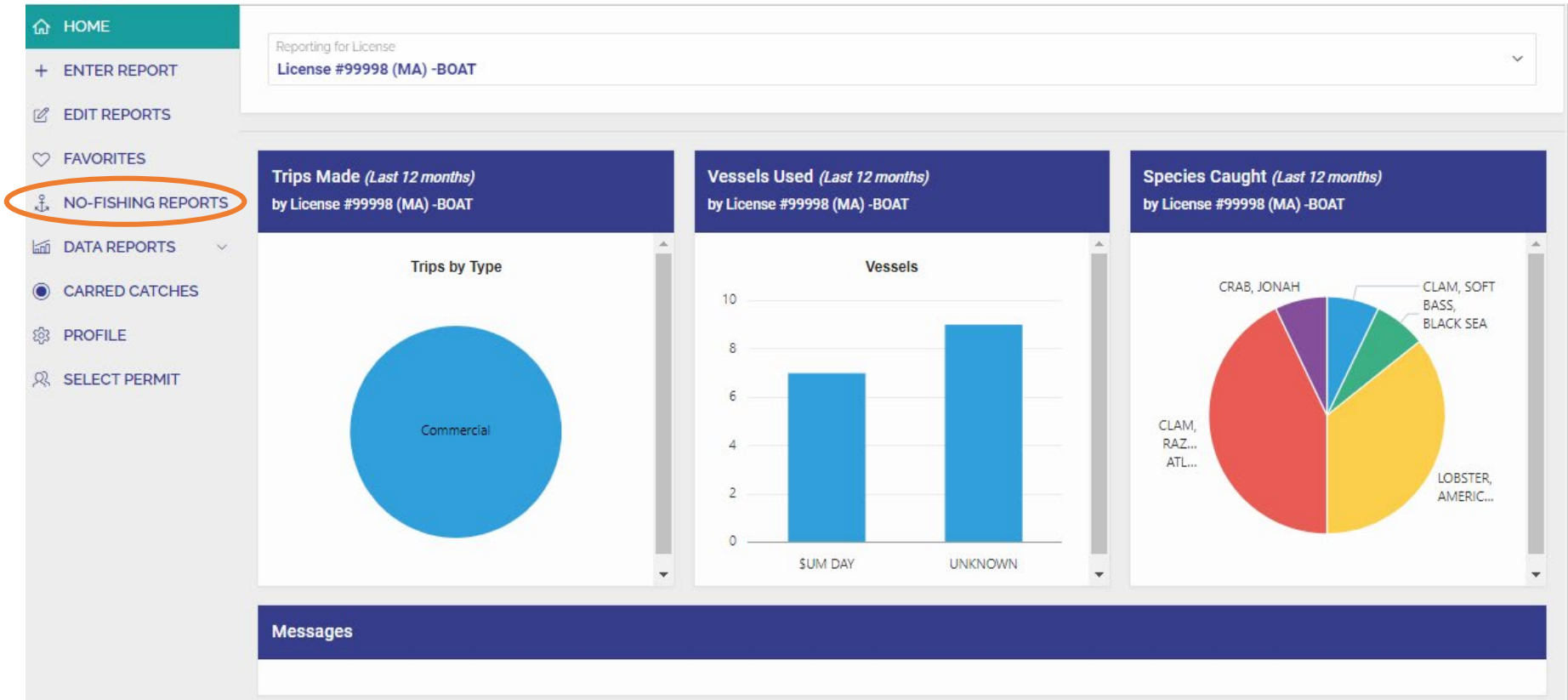
- On the next page you will see a few sections:
  - a table of previously submitted negative reports in **View/Delete No Fishing Reports**,
  - a calendar of previously reported did not fish days, and
  - **Create Negative/Did Not Fish Report** which contains your options for new reports.
- To Create a NO-FISHING REPORT for a month(s), select "**Range of Days**" under the Create Negative/Did Not Fish Report section.

Note, this table has limited sorting function at this time, but updates will be released soon.

- A page will appear showing the Reporting License, Create Negative/Did Not Fish Reports form, and a Calendar summarizing reports for a month.
- Confirm the **Reporting for License** is correct, then enter the "**From Date**" (start date) and "**To Date**" (end date) in MM/DD/YYYY format that you did not fish. Optionally, you can click the ⊞ icon next to the fields and choose the date from a calendar. Once complete click the green "**Save**" button.
- The example below creates negative reports for the entire months of May and June.
- No-Fishing Reports can be made in advance if you know you will not be fishing.

- On the next page, you will see a message certifying "the information is true, complete, and correct to the best of my knowledge and made in good faith" and a list of the negative reports submitted.

- Scroll to the bottom of the page and click "**Finish**". The negative reports have been now been submitted.

CARRED CATCHES

- Catches with sales disposition PLACED IN CAR will be put into **CARRED CATCHES**. Carred does not mean placed in your automobile; this disposition is used for catches that are stored for later sale or personal use. Often this is done in the lobster fishery when catch is crated or carred and removed at a later date.

- To report removal of catch from your car or crate, click **CARRED CATCHES** from the Main Menu on your Home screen.

.
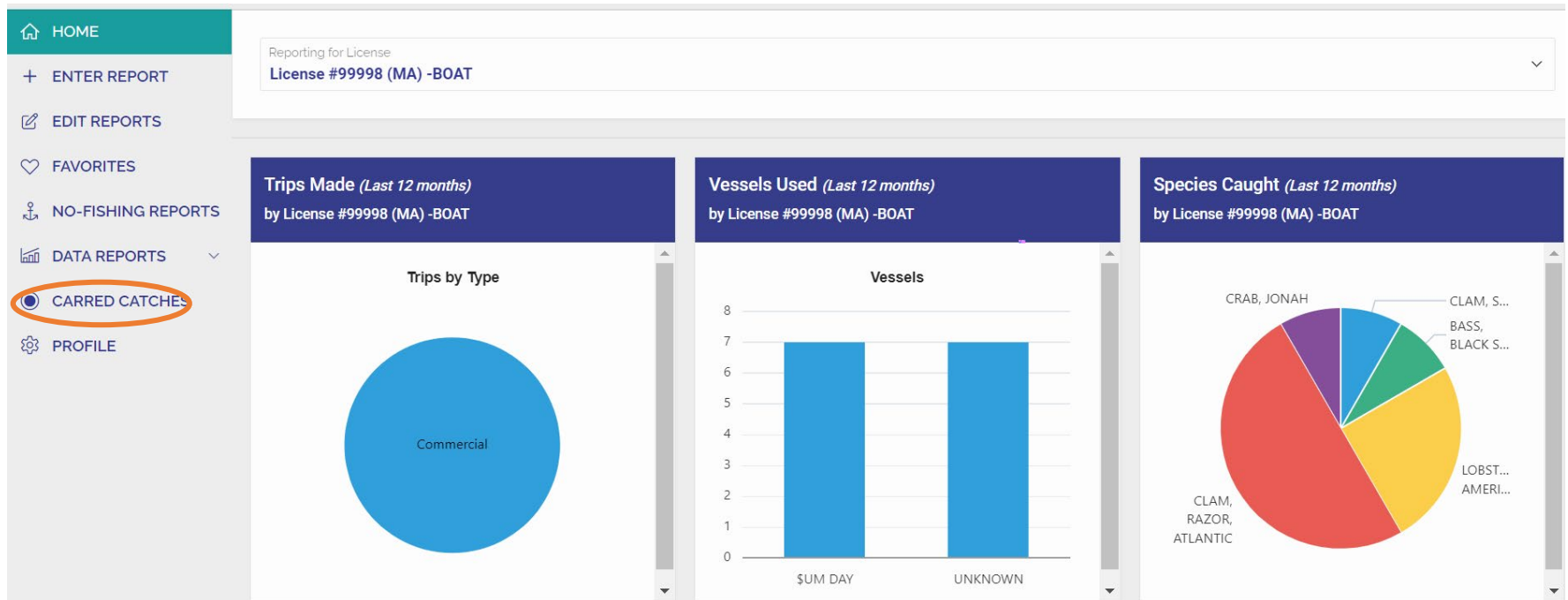
- On the next screen, you will see a summary page of **CARRED CATCHES**. In the example below, the harvester has 3 count of crab in his car/crate and 200 count of lobster. To remove a species, select "Remove from Car" next to the Species.

- A new form will appear on the right-hand side of the screen. Click the small circle next to the appropriate **Sales Disposition** of your catch. In the example, we select the circle next to "Sell To Dealer"

- A new entry box will appear to choose the dealer the catch was sold to. Click "**Select Dealer**"

- A searchable list of dealers will appear. To search, click the box next to the 🔍 icon and type a portion of the name of the dealer then click "**Go**" or press enter.

- From the new shortened list of dealers, click "**Select**" next to the Corporate Name of the dealer your catch was sold to.

- Click the box with grey text reading **Amount Removed from Car** then type in the amount sold.
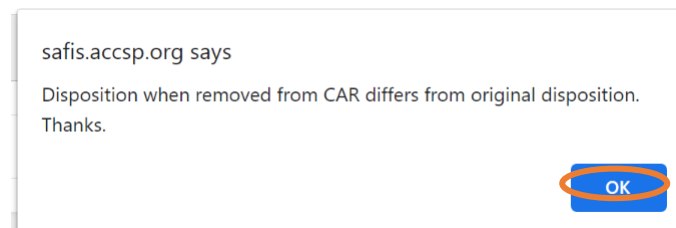
- Click the box with Grey text reading **Unit of Measure – When REMOVED from Car**. Choose the correct unit of measure for the amount removed from the car.

- If your Unit of measure differs from what was originally placed in the car, you will receive a message. Just press "**OK"** and ignore the message.

- If your unit of measure when removed from car differs from what was placed in car, you will need to provide a conversion. A new box will appear asking **How many [UNIT] in…**. In this example, the text box reads "How many CN in 225 LB", which is asking you what the count of individual lobsters were in the 225 LBs sold. Fill in your conversion.

- Click the box with **Date** written in gray, enter the date catch was removed from the car/crate in MM/DD/YYYY format.
  - Alternatively use the calendar icon to the right of the date box and select the date sold from the calendar

- Click the green "**Save**" Button to complete.

- You will be brought back to your **CARRED CATCHES** summary screen with a success message in the upper right-hand corner of the screen. In the example below, the harvester still has 3 Jonah crabs in the car that they wish to remove from their car and keep for personal use.

- Click "**Remove from Car**" next to species name (CRAB, JONAH)

- Select the small circle next to the appropriate **Sales Disposition** for your catch, in this example Personal Use.
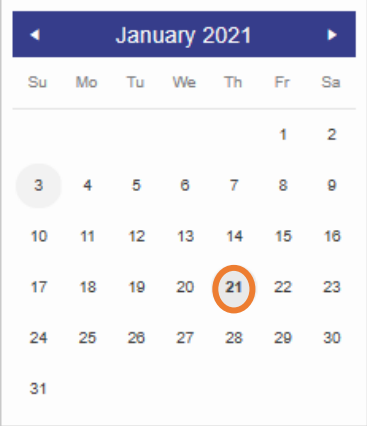
- In the box with text **Amount Removed from Car** type the quantity removed from the crate/car. Confirm the **Unit of Measure – when Removed From Car**. In this example, 3 count of crabs were removed.

- Enter the date removed from car in the box with **Date** in gray text. Alternatively, use the calendar icon to select the date from a calendar.
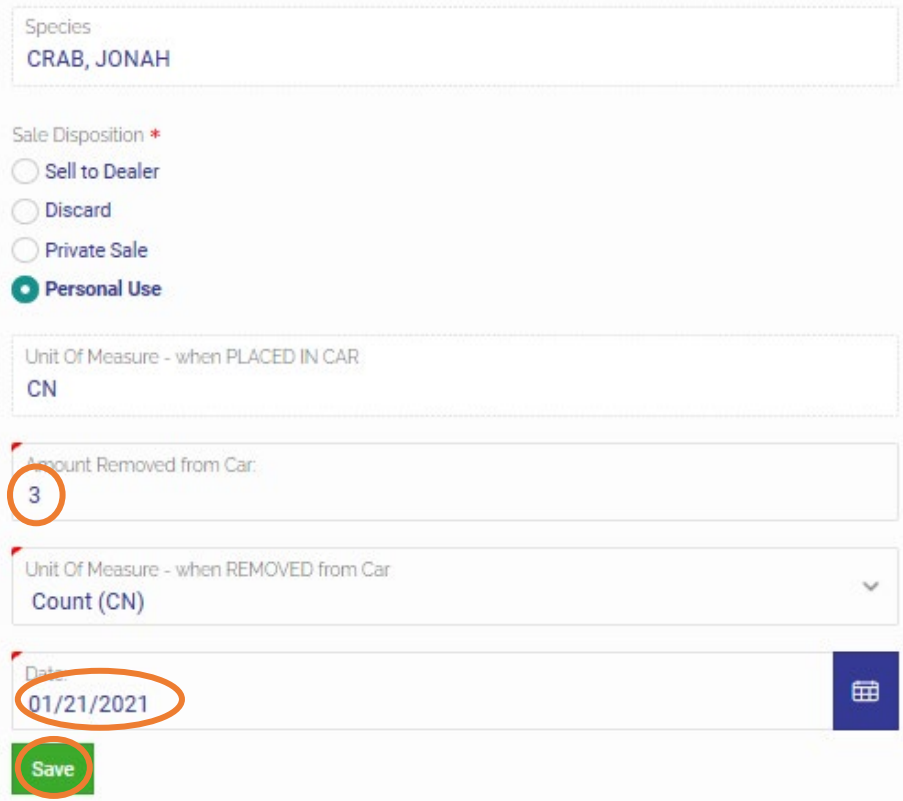

- Click the green "**Save**" Button to complete.

Please contact the DMF Statistics Project with all questions regarding this document or trip-level reporting.

Phone Number: (978) 491-6279

If you reach a voicemail, please leave a message and someone will return your call shortly.

Email: DMF.STATS@Mass.gov

Additional resources for trip-level reporting can be found at:

https://www.mass.gov/how-to/report-your-commercial-fishing-harvest-trip-level-reports