Instructions for
SAFIS eTRIPS Online Data Entry

Guide for Massachusetts Harvesters' Entry of
Trips Occurring on or after January 1st, 2021

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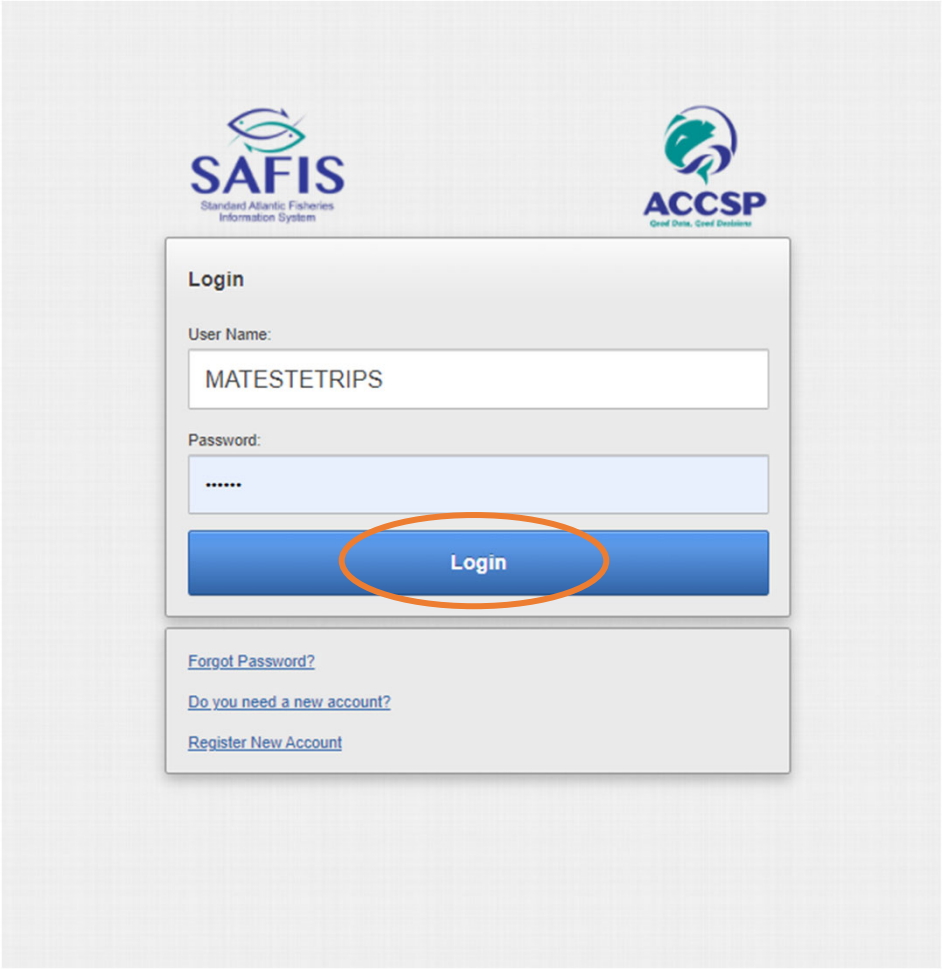
LOGGING IN

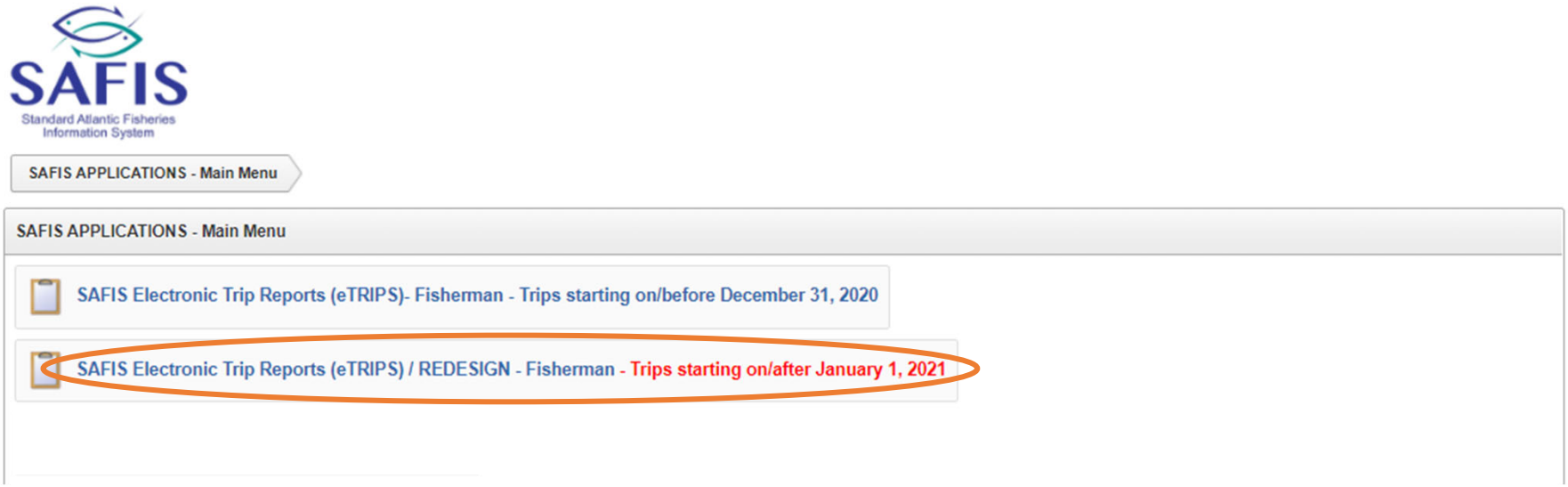
- Navigate to the SAFIS Login Page: https://safis.accsp.org/safis_prod/f?p=SAFIS:101

- Enter your Username and Password then press “Login”

- NOTE: 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 App Store.

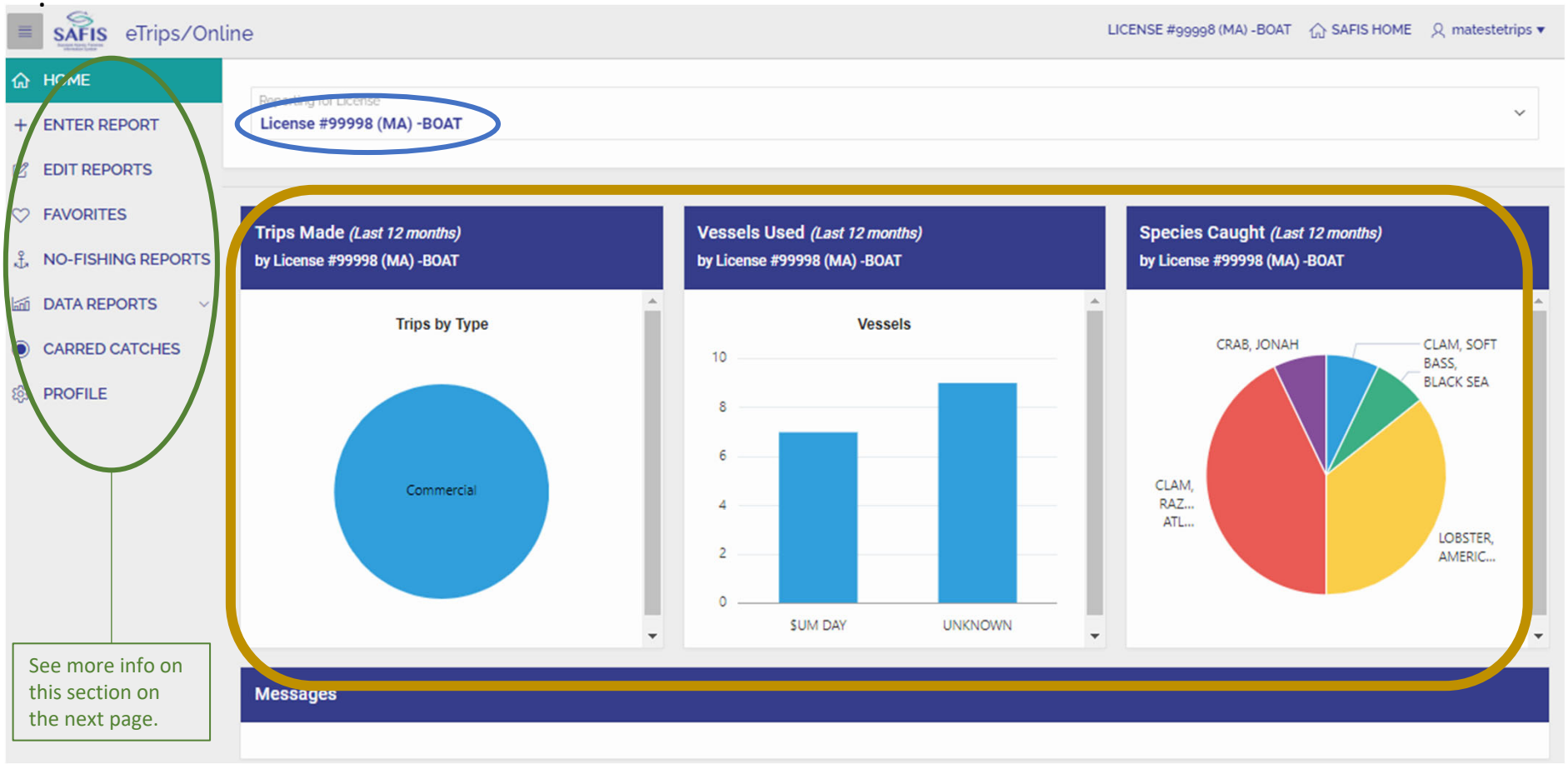


- Upon logging in, you will see your available applications. To access the trip reporting application, select: **"SAFIS Electronic Trip Reports (eTRIPS) / REDESIGN – Fisherman – Trips starting on/after January 1, 2021"**

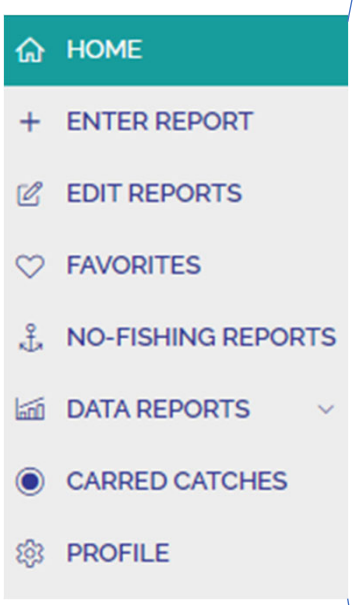


HOME

- 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.



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.

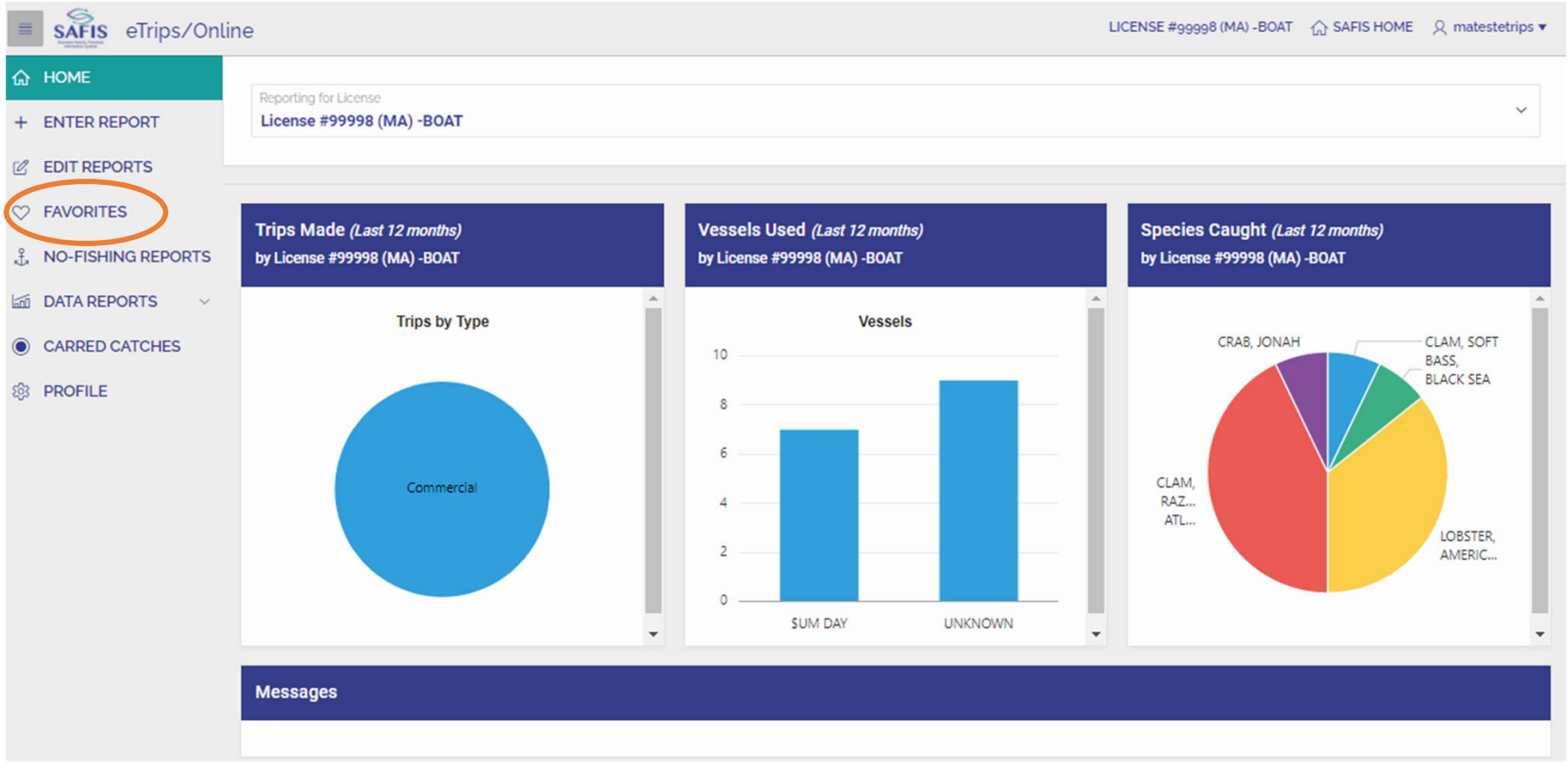


Current Menu Item	Old Version Equivalent	Description
ENTER REPORTS	Trip Reports	Enter new reports.
EDIT REPORTS	Trip Reports	Edit and review previously submitted reports for dates on or after January 1, 2021.
FAVORITES	Favorites (active)	Set default values for trips, efforts, & catches fields.
NO-FISHING 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.

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

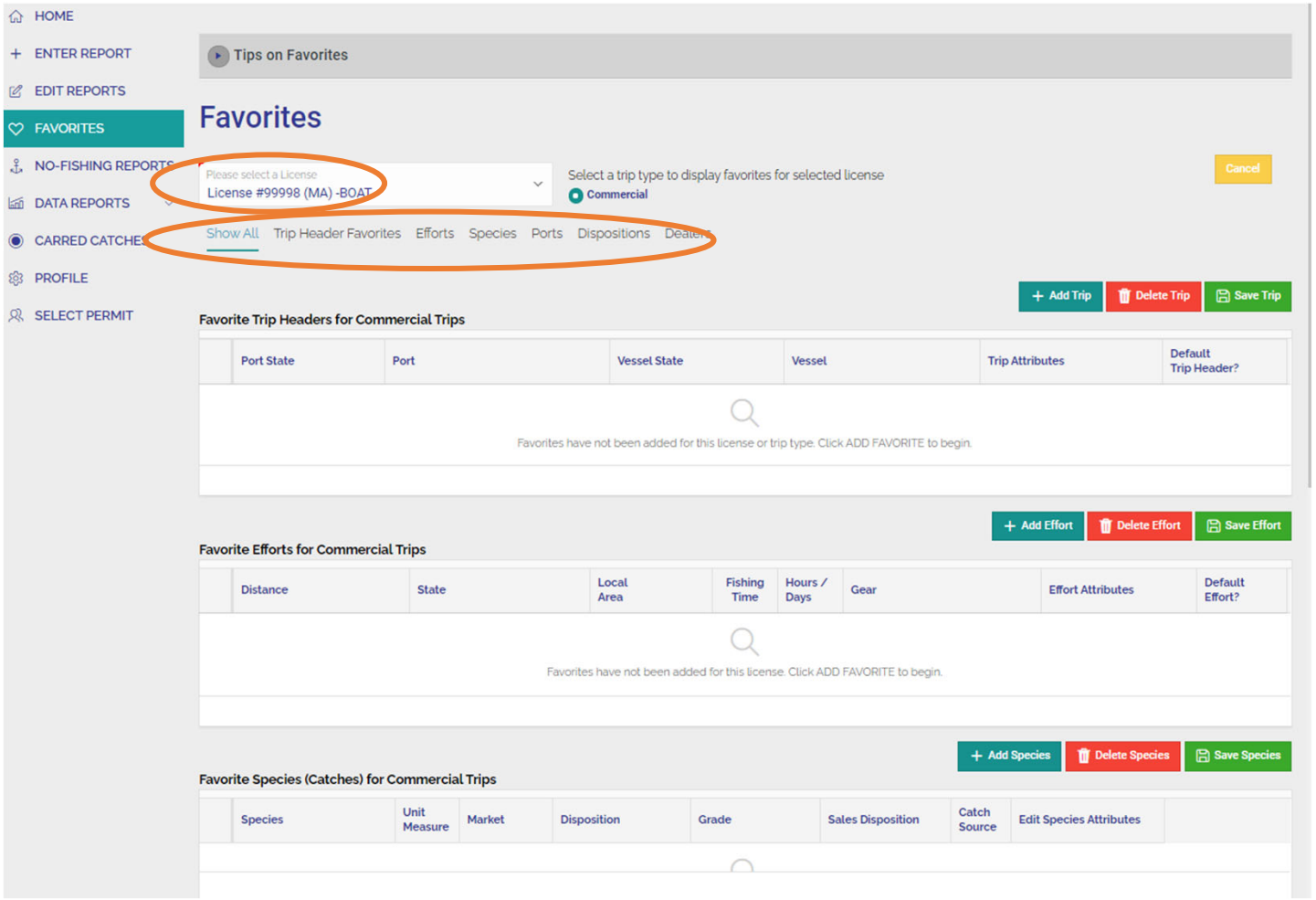
- Start by clicking **FAVORITES** to confirm or set your default settings. If you have already done this, go to page 25.
- Favorites allow you to default most repeated fields such as species, dealers, dispositions, ports, etc. It is HIGHLY recommended that you set and confirm your favorites prior to entering a trip report.



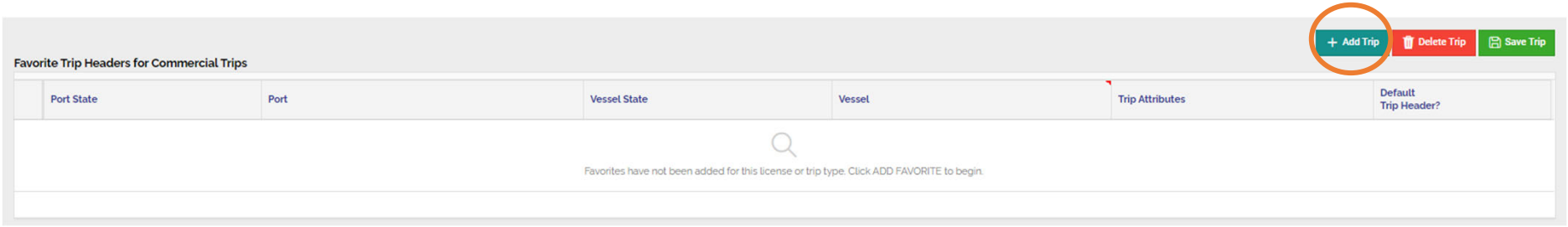
- Clicking on **FAVORITES** brings you to the summary screen of your Favorites. If you set up favorites in the old eTRIPS version, your favorites may be populated already.

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

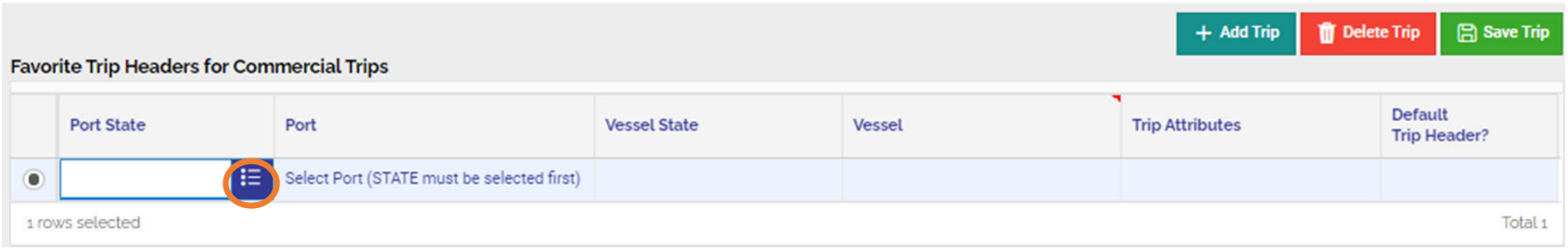
- To navigate between different sections of favorites, click the names in section titles circled below. To get back to the full view, select "**Show All**."



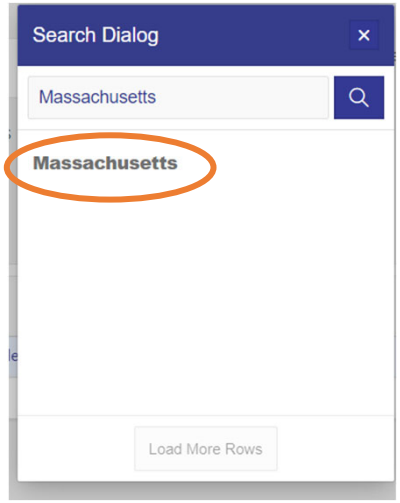
- Begin by populating **Favorite Trip Headers.** Select **"+ Add Trip**" to start a new favorite header.



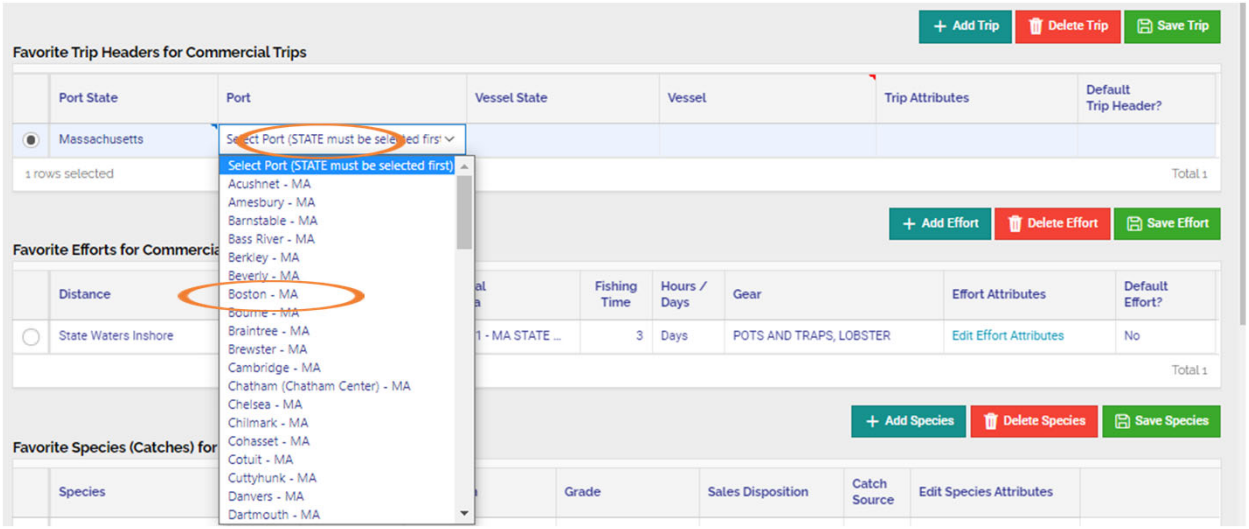
- Each box will require a selection from a list or a typed response. Start by clicking inside the box under **Port State** and selecting the icon:



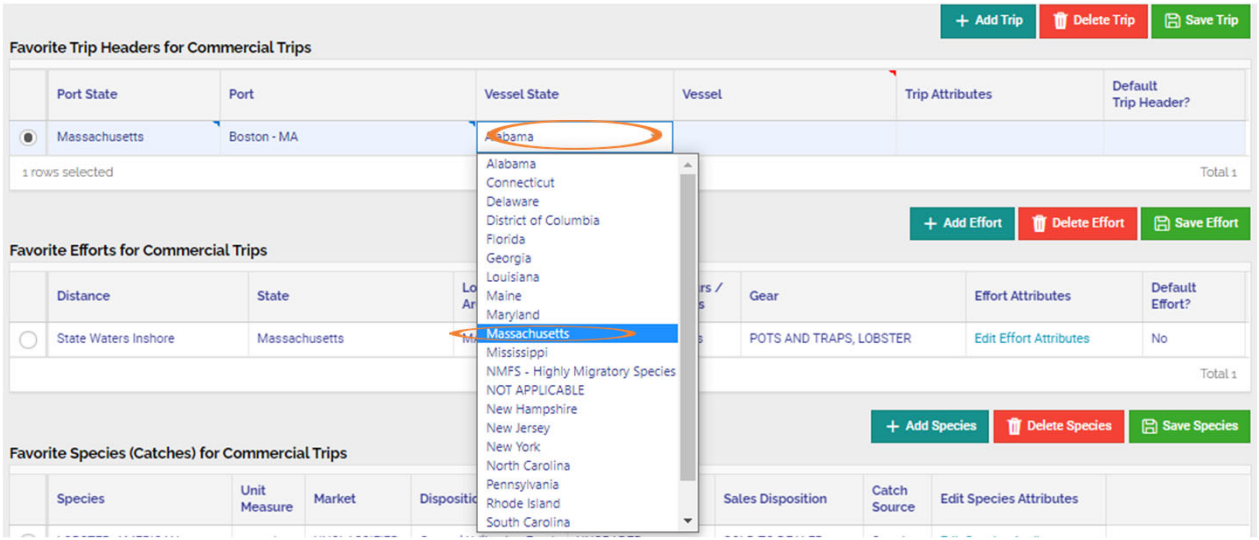
- A search dialog will appear. You can search through the list or type "Mass" in the search bar and press enter. Then click the word "Massachusetts" to populate this field.



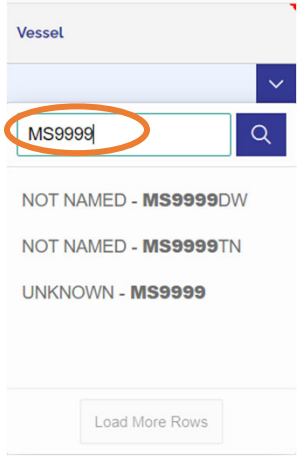
- Double click the box under **Port**. Then use the dropdown list to select the default port landed for your trip.



- 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).

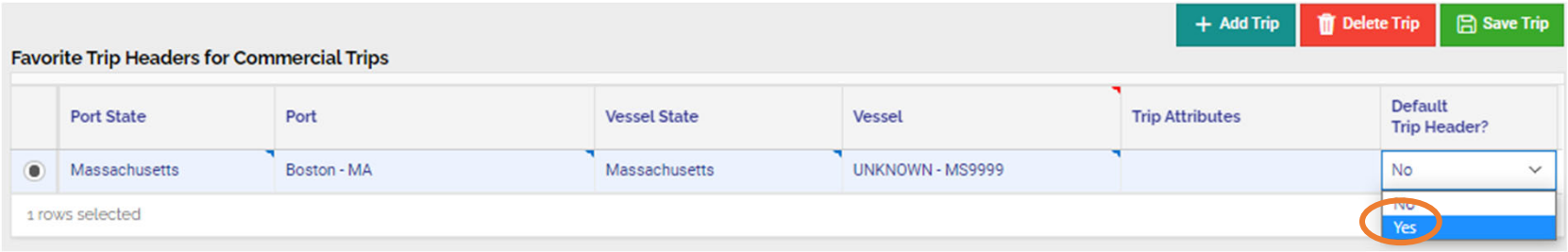


- Double click the box under **Vessel**. Use the text box to search for your vessel by typing the documentation or registration number then press enter. Click the appropriate vessel from the list.

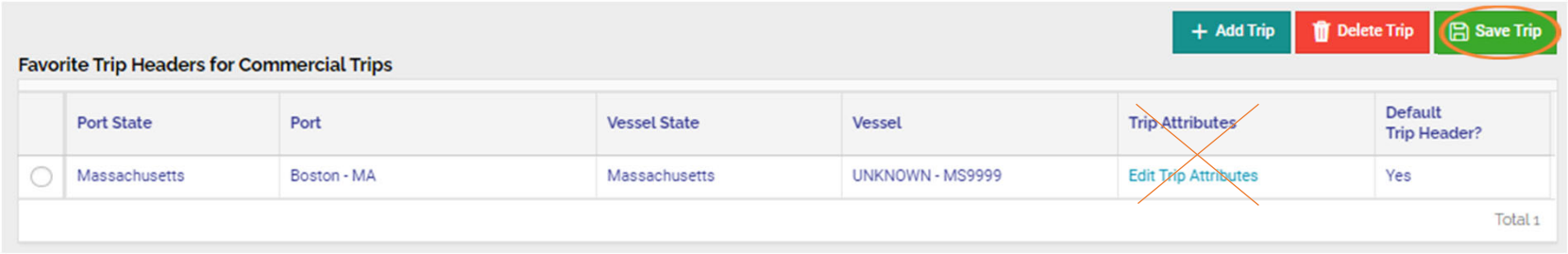


  Please Note:
  - If you fish from a vessel but have no vessel listed on your permit, use UNKNOWN – MS9999.
  - If you are fishing from shore use FROM SHORE (no vessel).

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

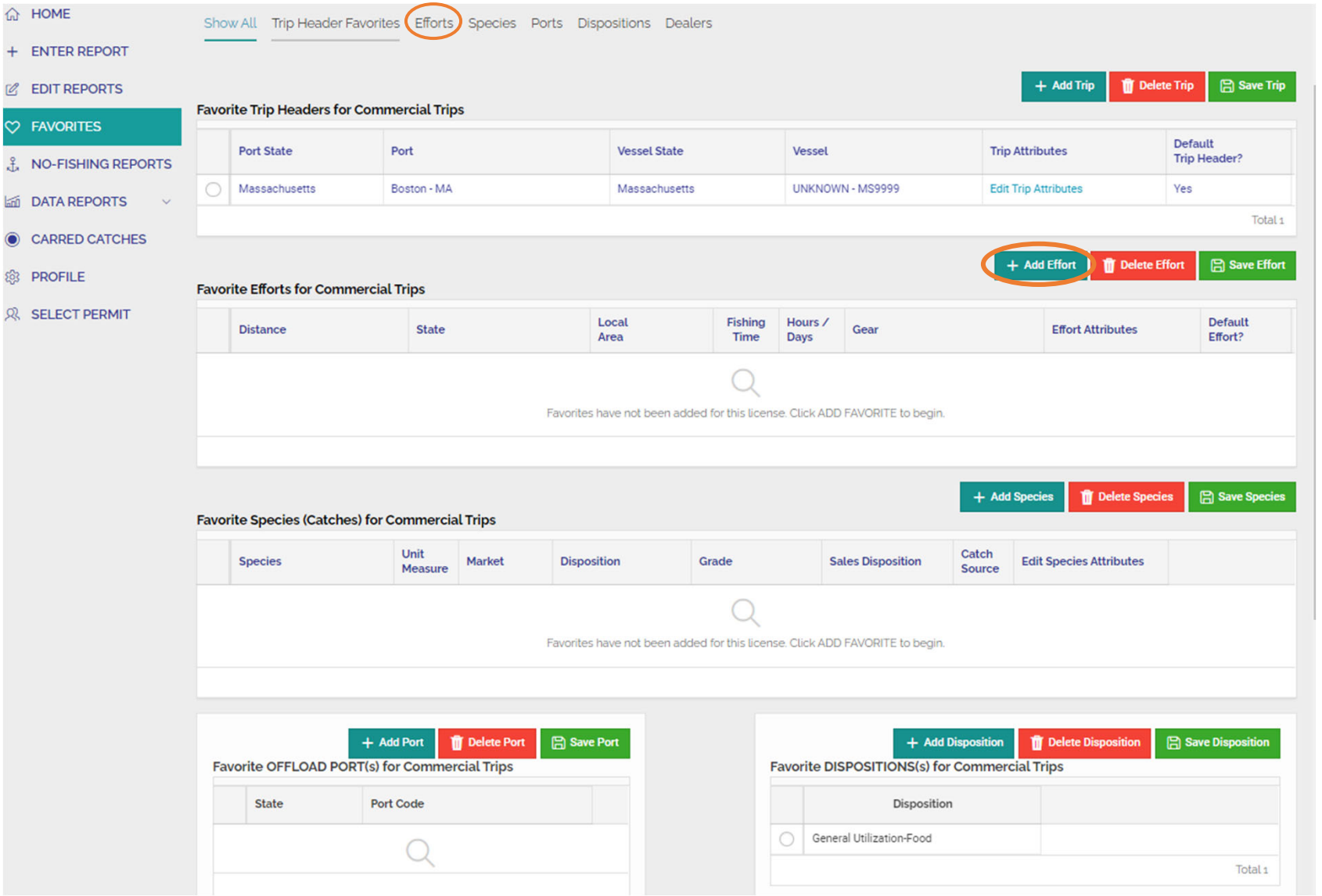


- To complete the **Favorite Trip Header,** click "**Save Trip**". To add an additional **Favorite Trip Header**, repeat the steps above.



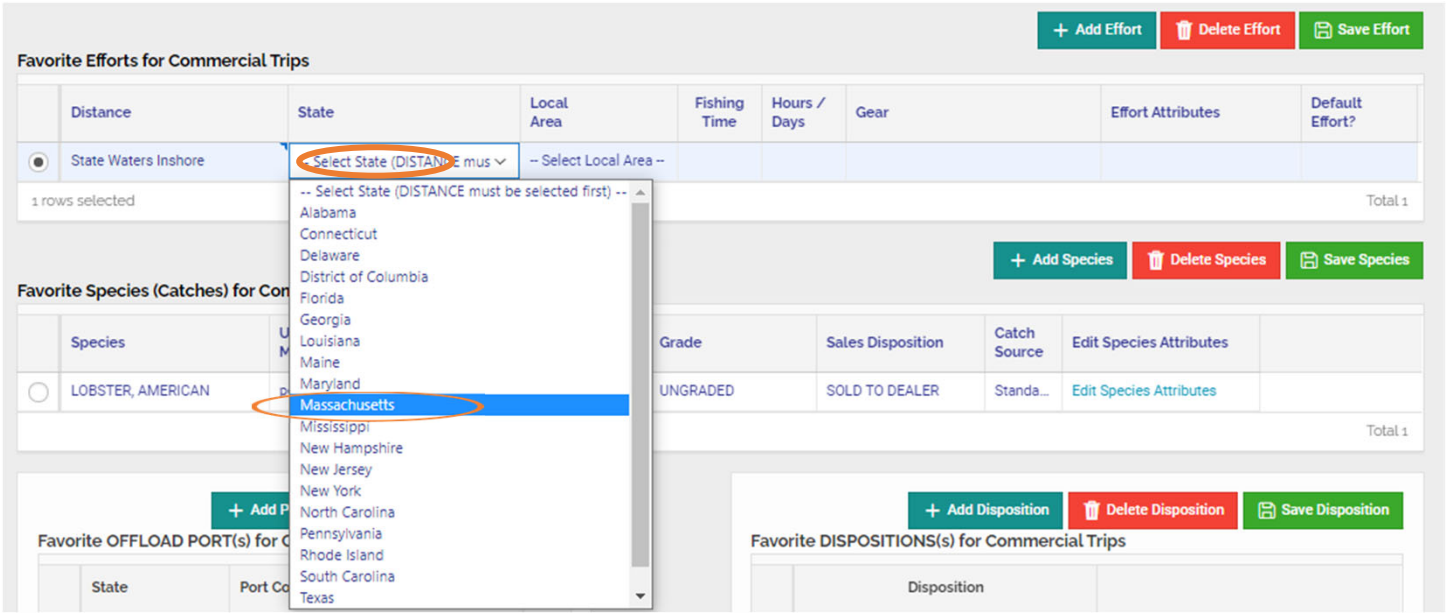
- At this time there are no **Trip Attributes** for MA Harvesters; this feature can be ignored.

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

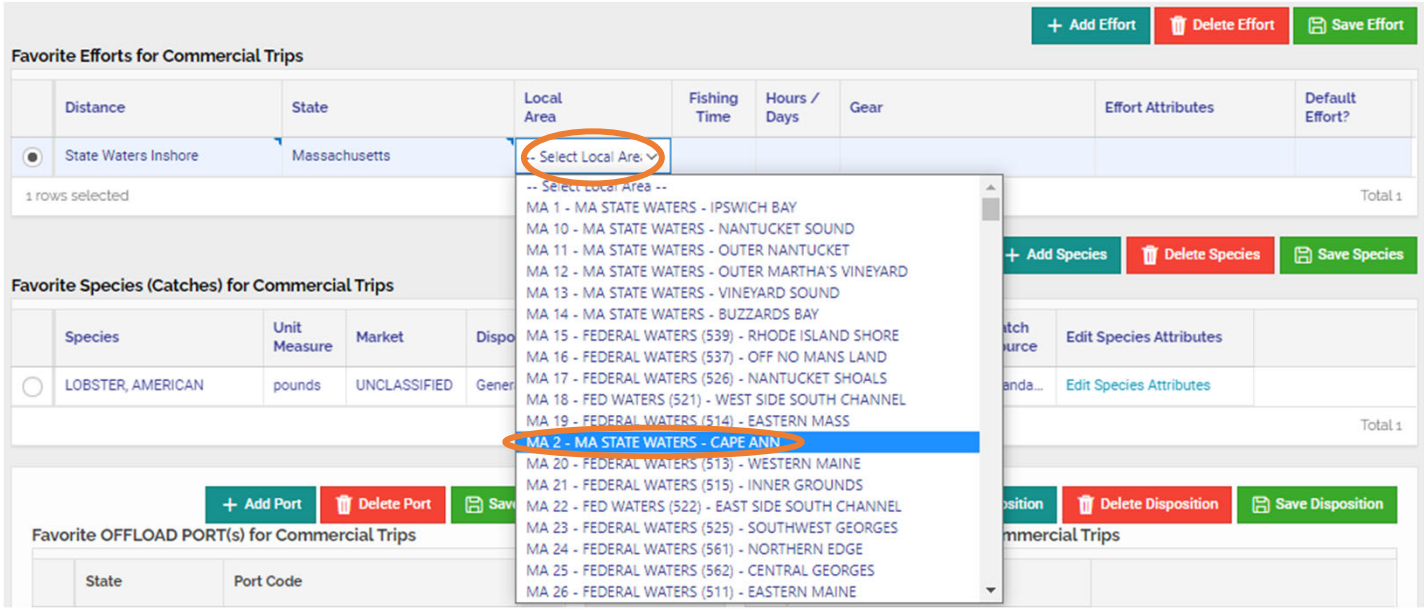


- Double click the box under **Distance** and choose “State waters Inshore” from the dropdown list. Use this even if fishing in federal waters and reporting to DMF.

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

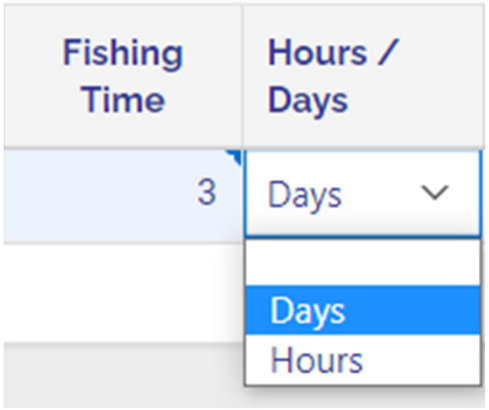


- Double click the box under **Local Area** and select the appropriate area fished from the dropdown list. As a reminder, statistical reporting areas are used for all non-shellfish and non-horseshoe crab efforts (MA 1-40). Designated Shellfish Growing Areas (DSGA) are used for all shellfish and horseshoe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

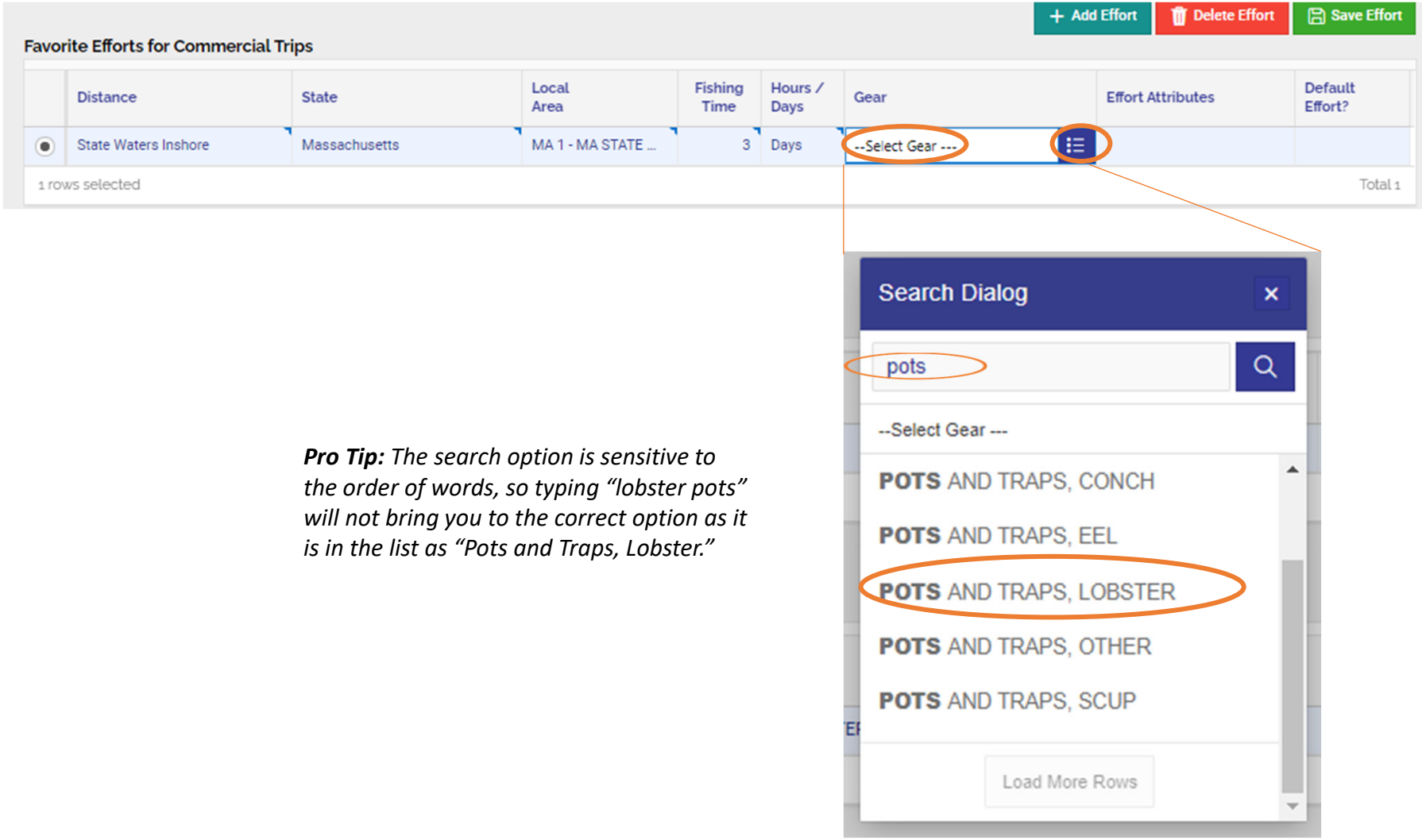


- Click the box under **Fishing Time**. Type the most common amount of time the gear used has been actively fishing. If your fishing time changes frequently, leave this blank.

- Double click the box under **Hours/Days** and select the unit of time indicated by the fishing time. 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.



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."*

- Is the effort you entered your most common effort? If so, click the box under **Default Effort?**, then select “Yes” from the drop down to make this favorite the default effort. Otherwise select “No.”

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

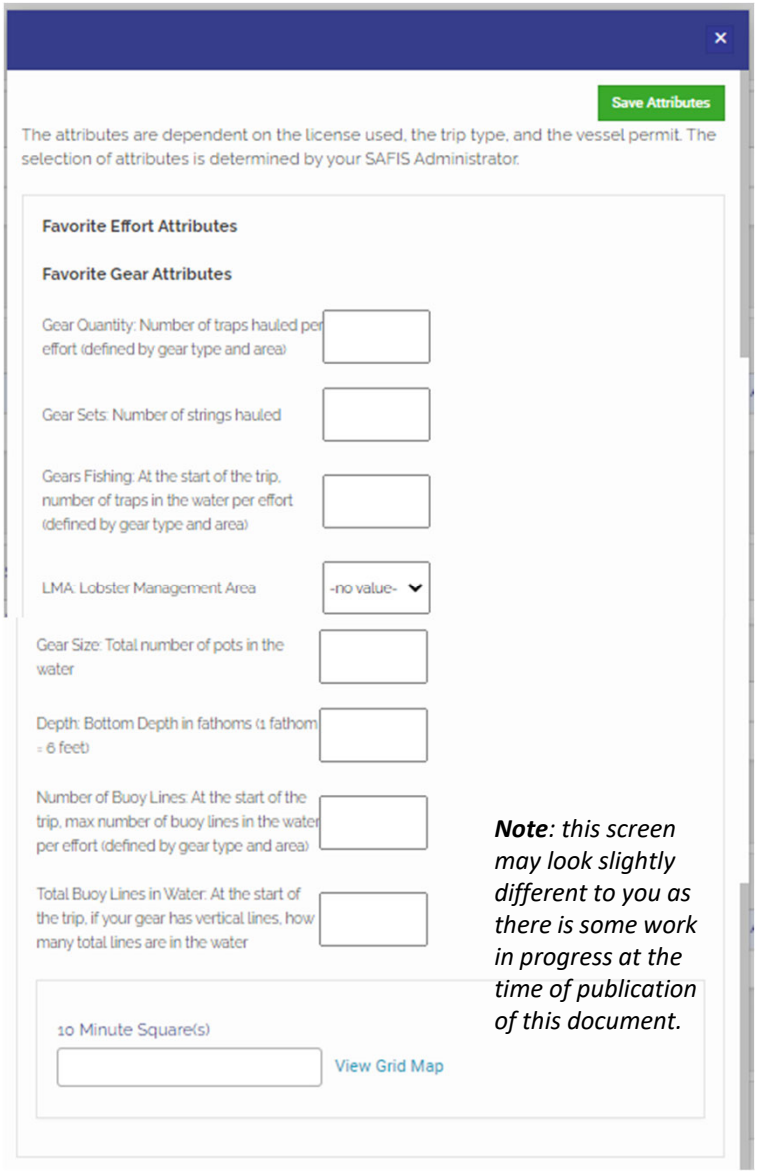
- Now click “**Edit Effort Attributes**” within the favorite effort you just created. This field may not appear for all gear types. This is something new in this version.

- 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

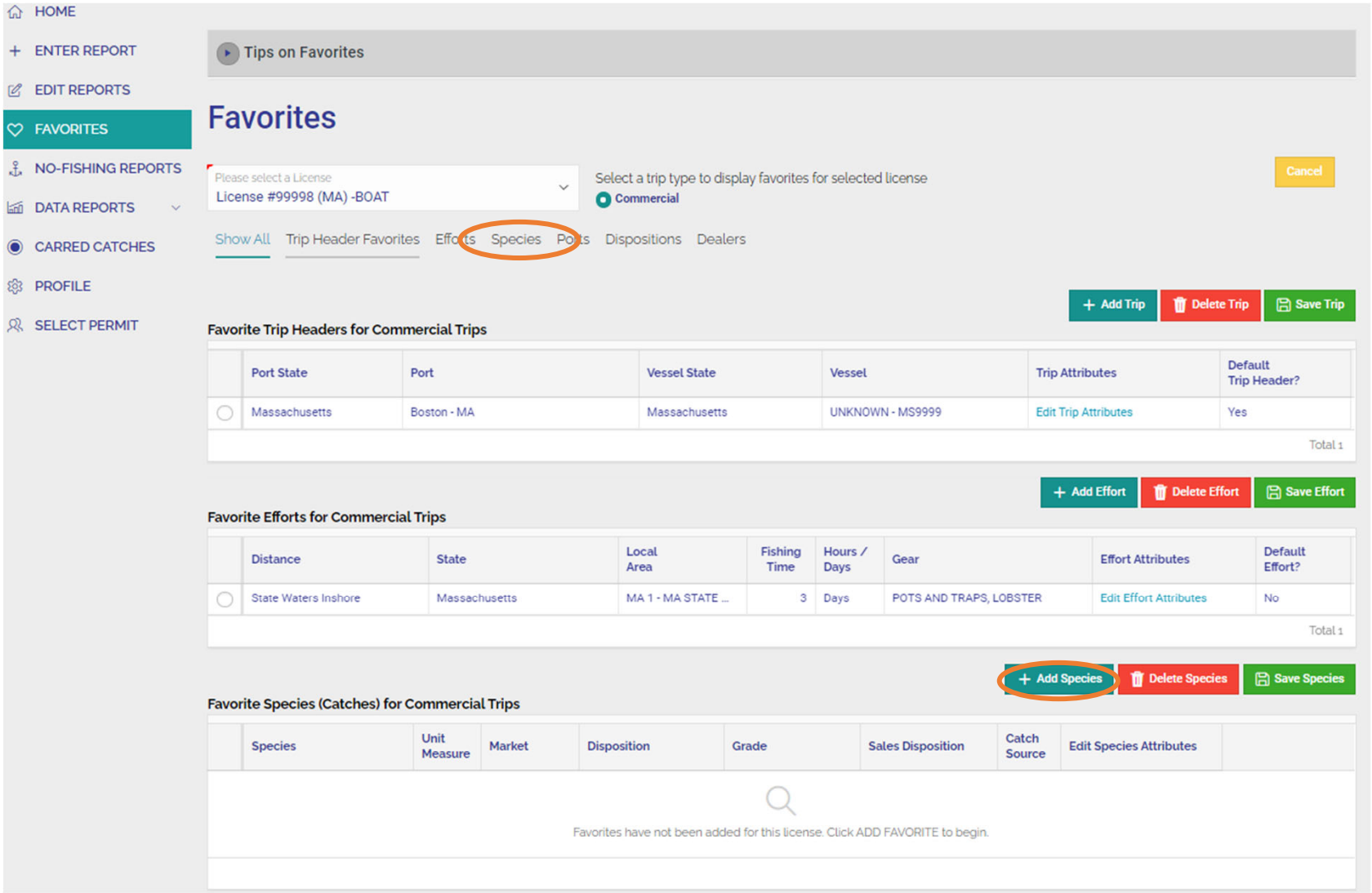
- Once complete click the green "**Save Attributes**" button to complete your Favorite Effort.



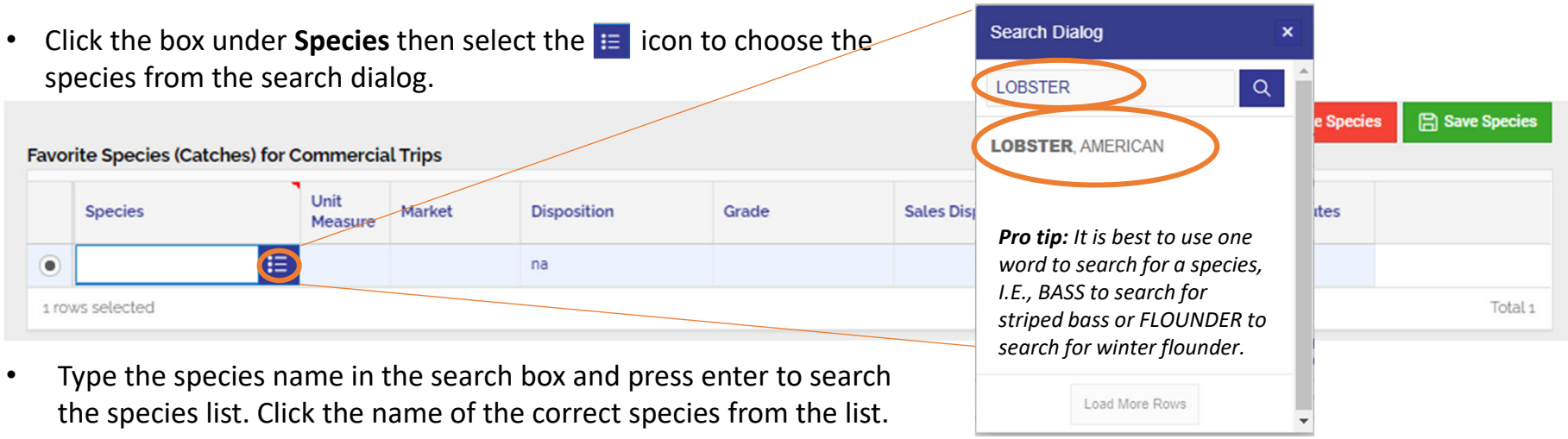
***Note**: this screen may look slightly different to you as there is some work in progress at the time of publication of this document.*

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

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

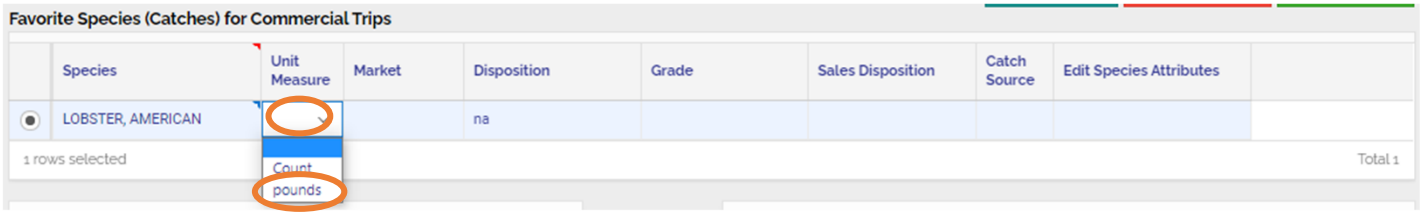


- Click the box under **Species** then select the icon to choose the species from the search dialog.

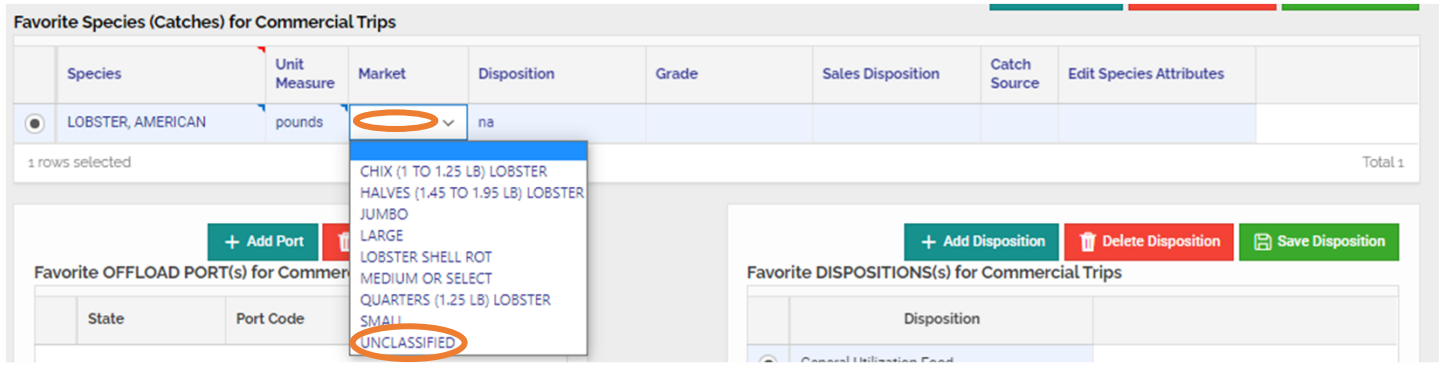


- Type the species name in the search box and press enter to search the species list. Click the name of the correct species from the list.

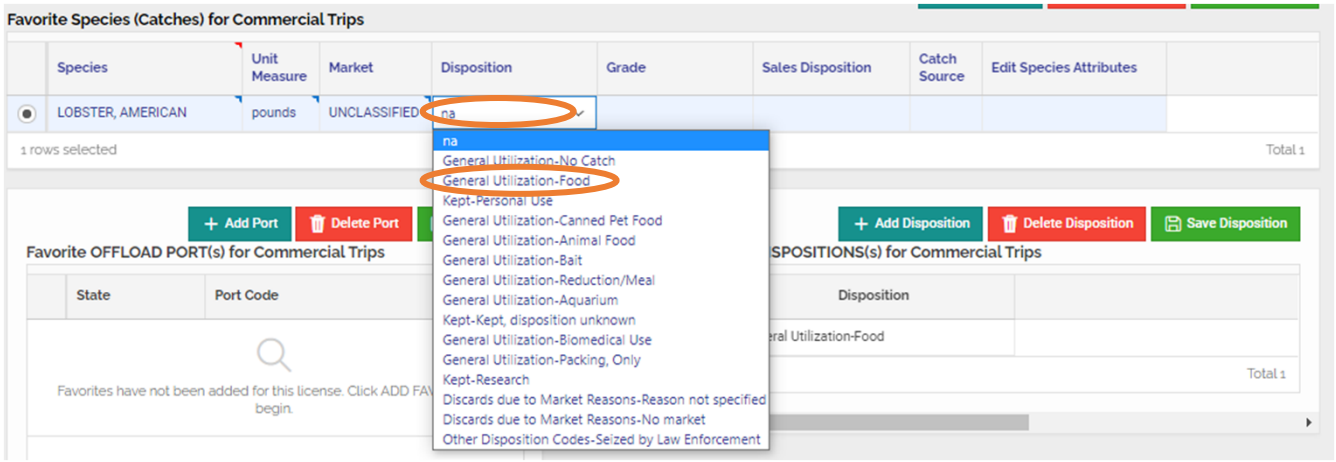
- Double click the box under **Unit Measure** and click the appropriate unit from the dropdown list.



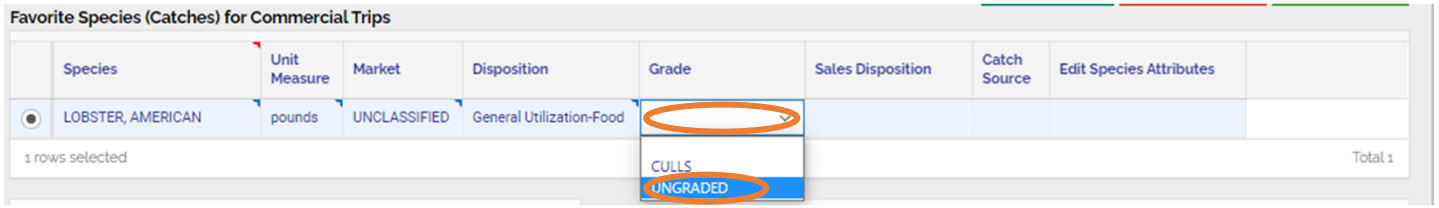
- Double click the box under **Market** and select the correct market category for your catch.



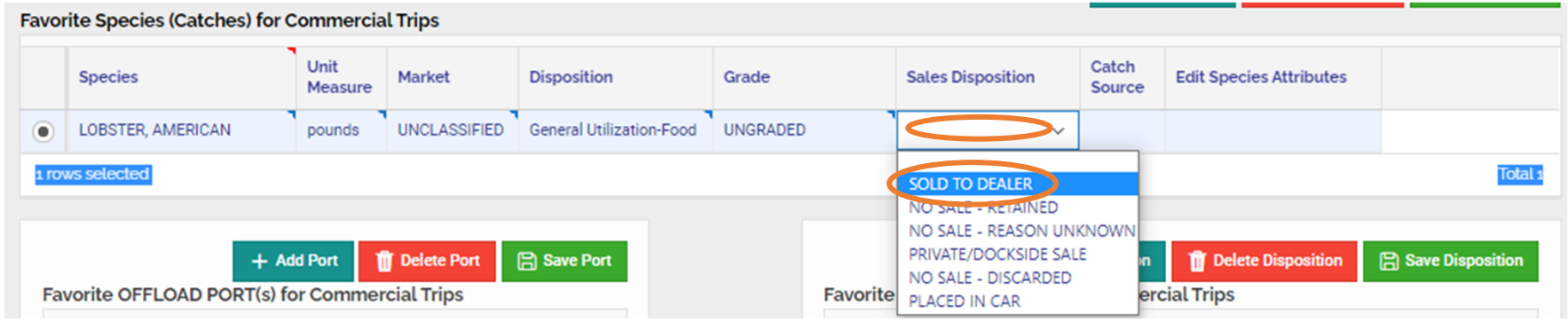
- Double click the box under **Disposition**. Select the appropriate Disposition (use of catch) from the dropdown list.



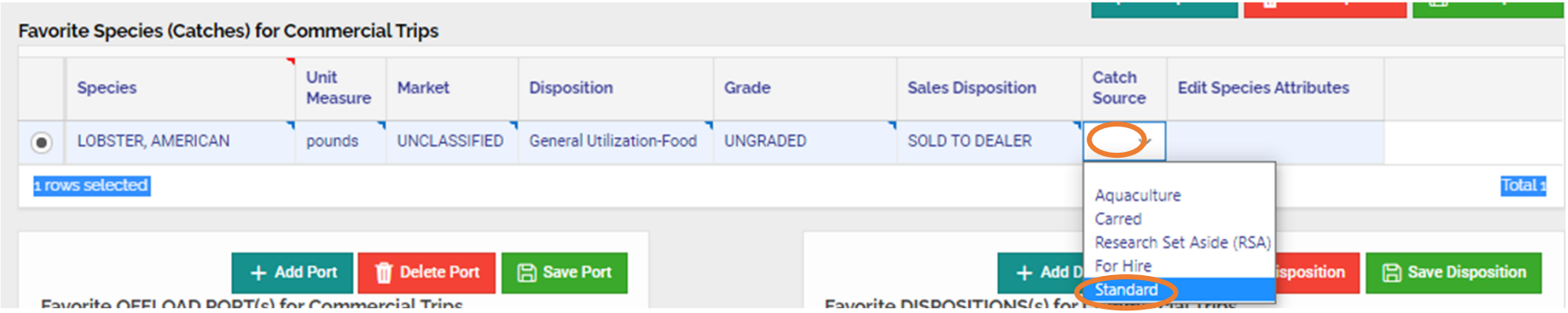
- Double click the box under **Grade**. Select the appropriate grade for this catch from the dropdown list.



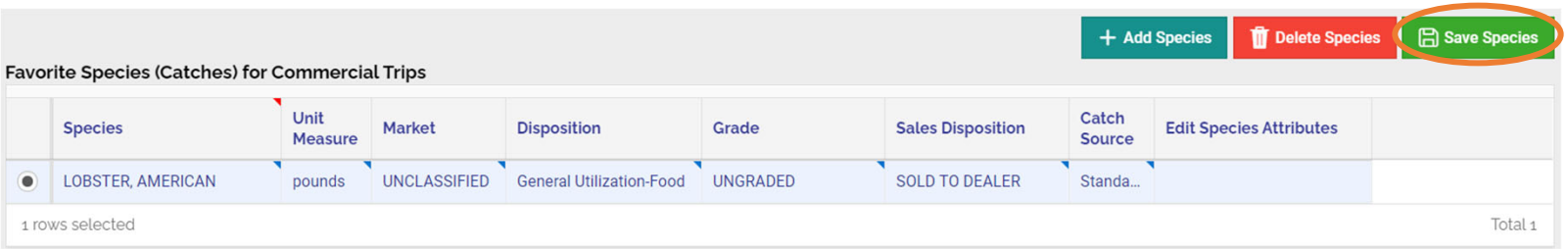
- Double click the box under **Sales Disposition**. Select the appropriate Sales Disposition for this catch from the dropdown list. As a reminder, if you use “PLACED IN CAR” (catch stored for later sale) in a trip report, you must go to “**CARRED CATCHES**” and remove catch from car on the date it has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



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

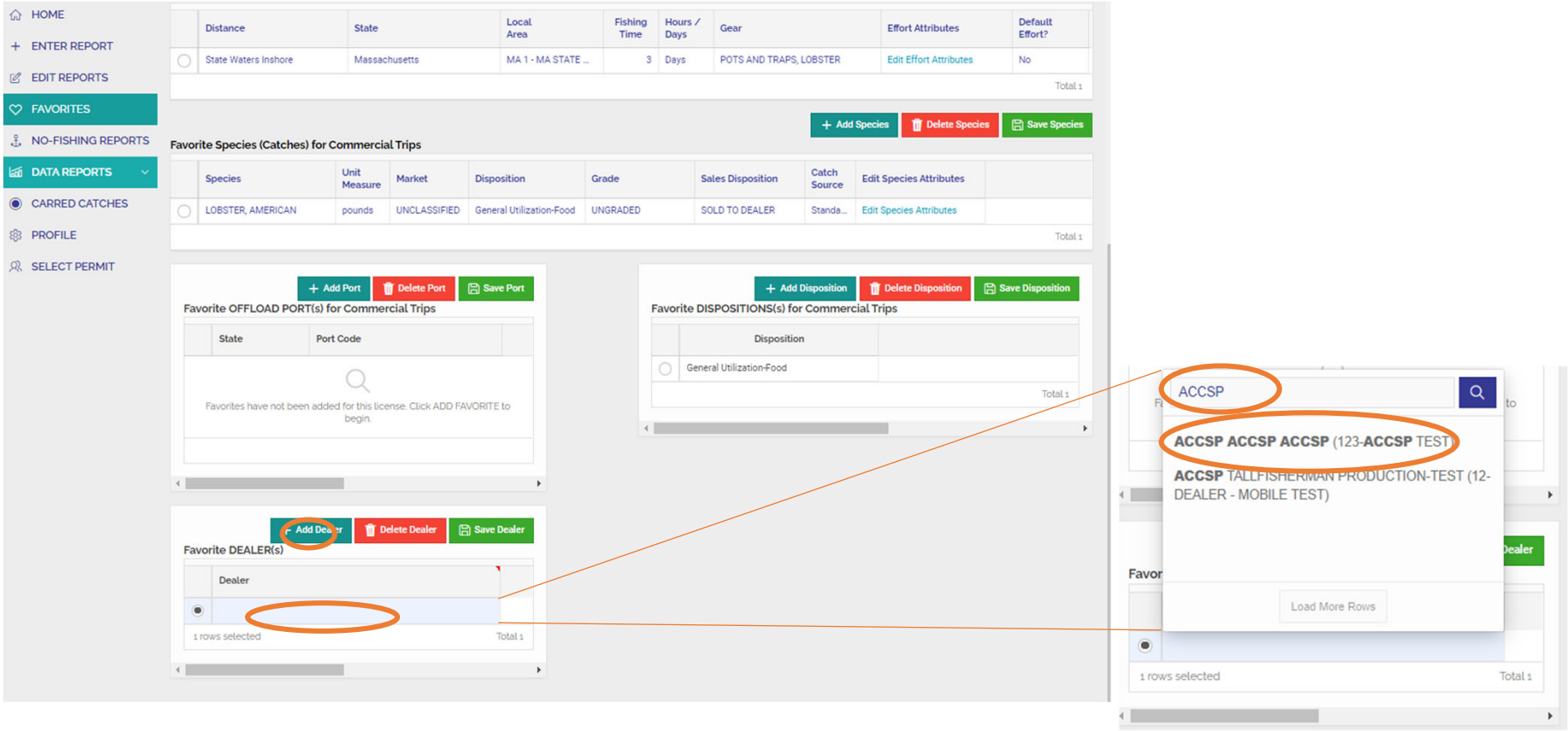


- Click "**Save Species**" to complete the Favorite Species (Catches) record. Repeat this process to add additional species to your favorites.

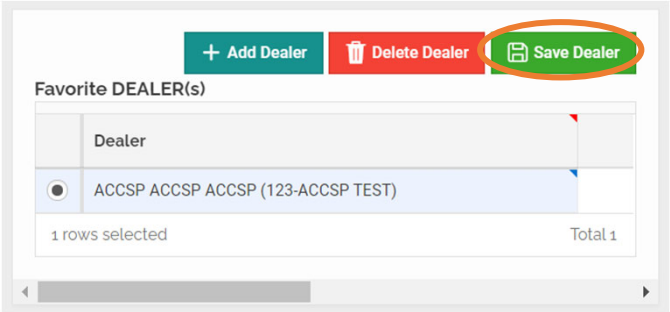


- After saving, you may see an option to "**Edit Species Attributes,**" which will look like the Edit Effort Attributes shown in the previous section. You can set a favorite dealer for each species in this section. In 2021, the only species with attributes besides dealer will be Tautog, for which you will need to enter the number of fish caught.

- **Favorite DEALER(S)** can now be completed. Click "**+ Add Dealer**". Click the box below **Dealer** to search for a dealer.



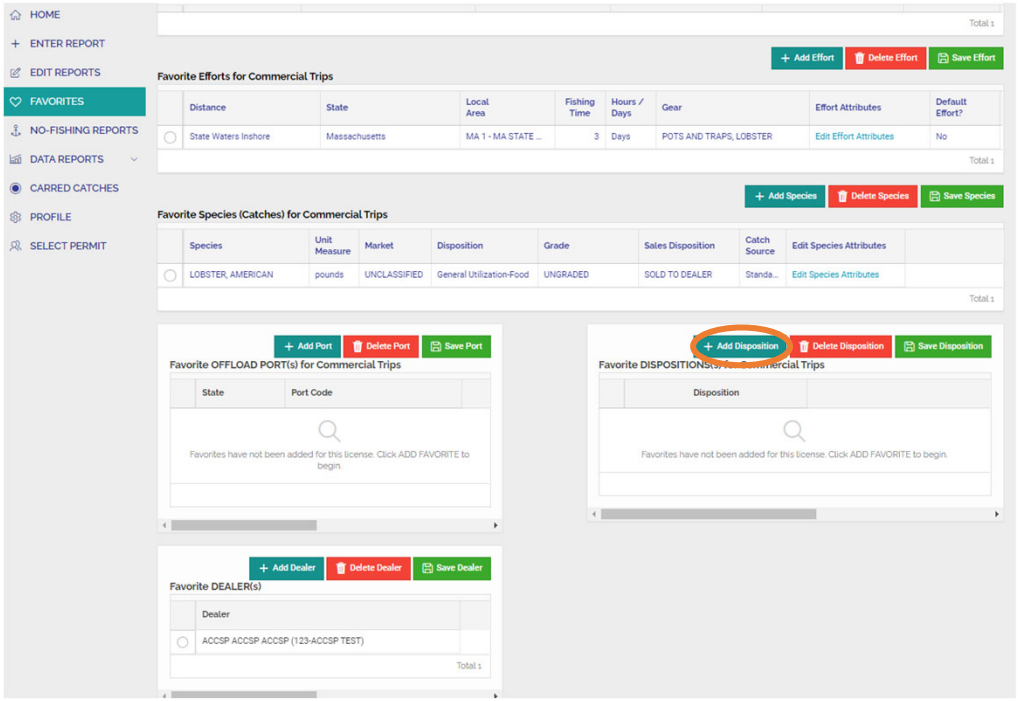
- Use the search box to type in a portion of the dealer's name into the text box. For instance, use "Cape" for Cape Cod Fish or "Salem" for Salem Seafood. Click the appropriate dealer from the list.



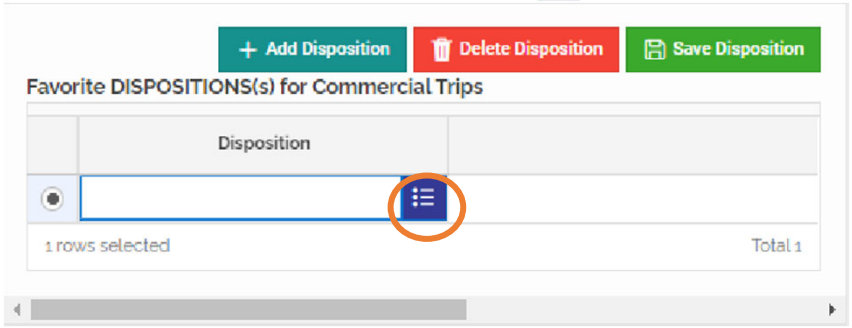
- Finally click "**Save Dealer**" to complete adding the dealer to your favorites. Repeat this process for additional dealers.

- 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)**.

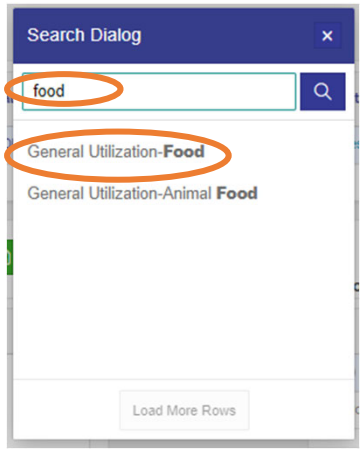
- Click "**+ Add Disposition**".



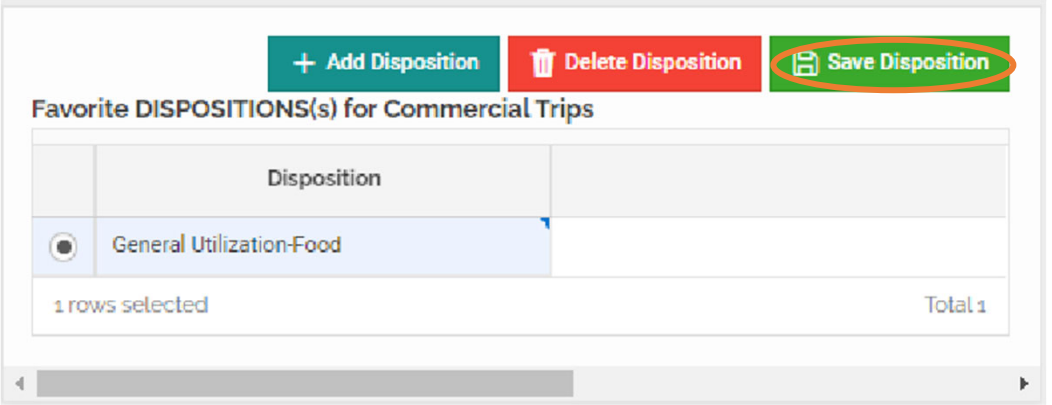
- Click the box under **Disposition** and select the icon.



- 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.

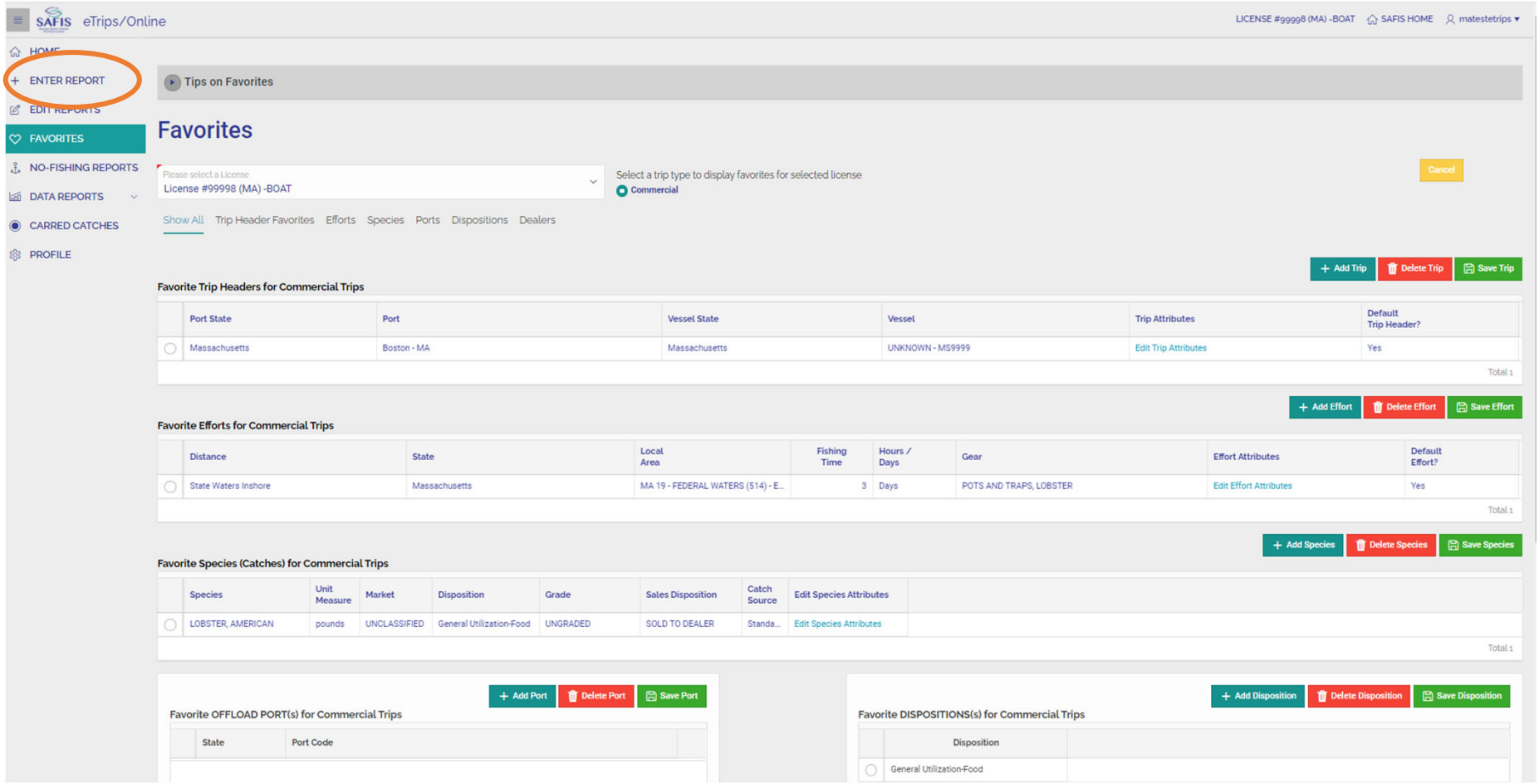


- Ignore "**Favorite OFFLOAD PORT(s) for Commercial Trip**" this is not used by MA harvesters at this time.

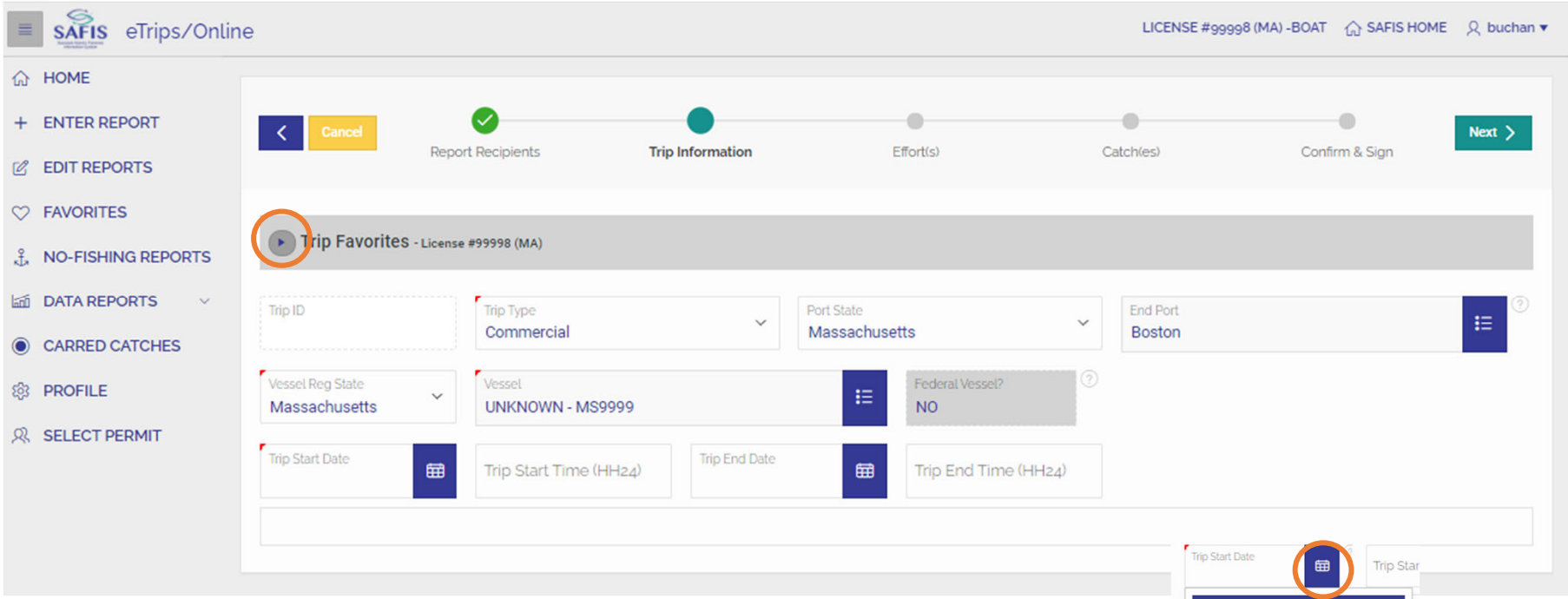
Your Favorites are now complete for this license!! If you hold another license, repeat the process for each license.

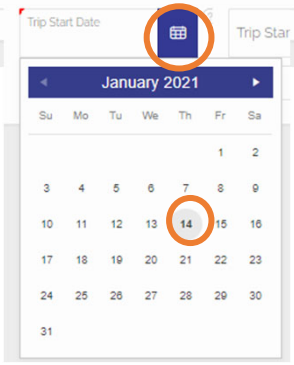
ENTERING REPORTS

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



- 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 need to select a different favorite trip header, click the right arrow in the gray bar to drop down your favorites, and select the appropriate row.

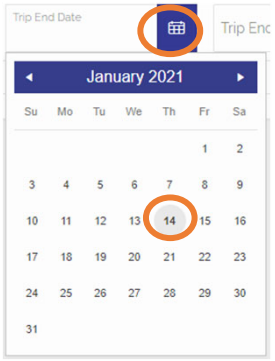




- Populate **Trip Start Date** by clicking the icon and select the date from the calendar. This should also auto-populate the **Trip End Date** with the same date.

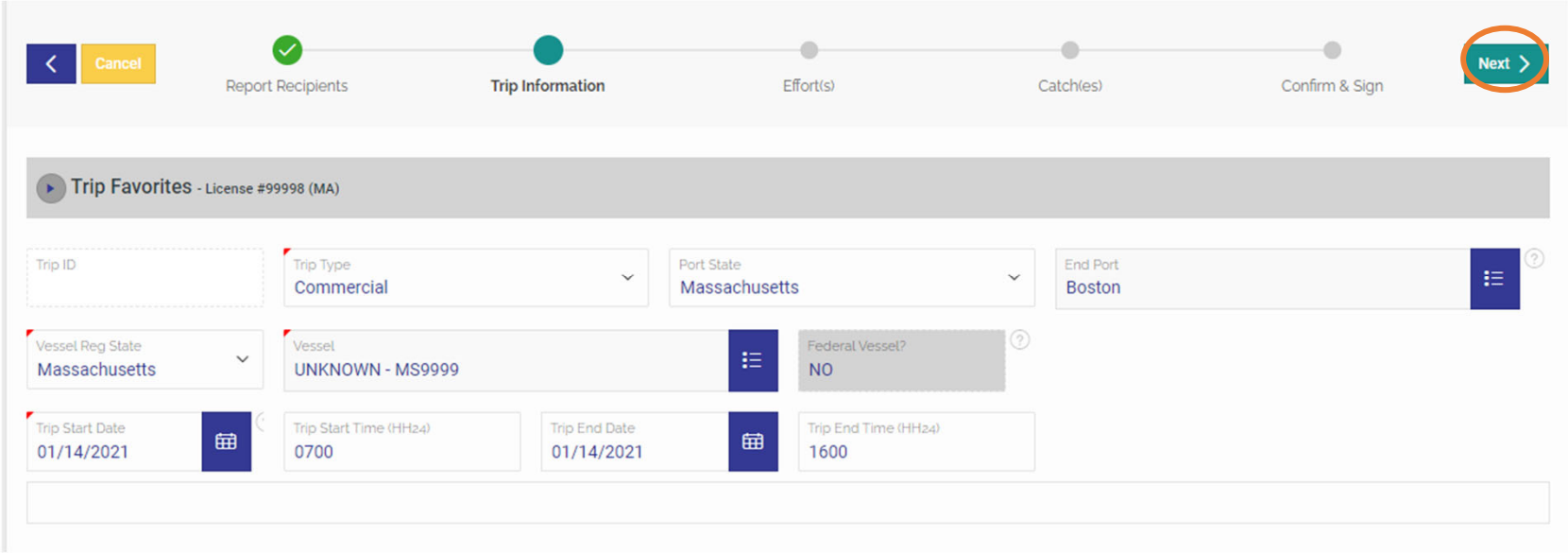
- In **Trip Start Time**, type the time the trip started (left dock) in 24-hr military time (7 am=0700).

- If this is a multi-day trip, or if selecting your Trip Start Date did not auto-populate this field, populate **Trip End Date** by clicking the icon and select the date from the calendar.



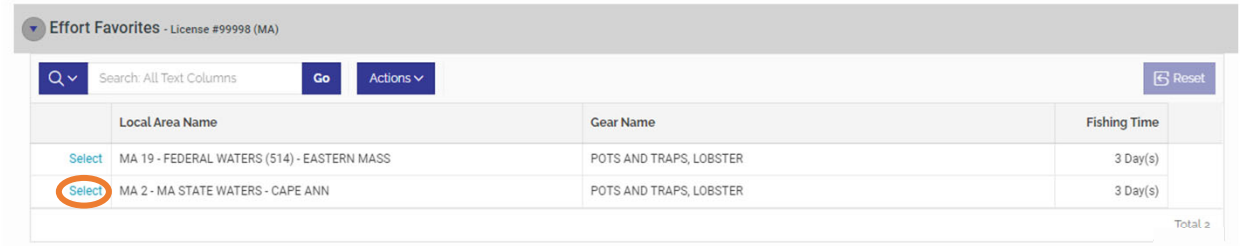
- Type the time the trip ended in the **Trip End Time** (vessel landed) box in 24-hr military time (4 pm=1600).

- Click Next to proceed to **Efforts**.

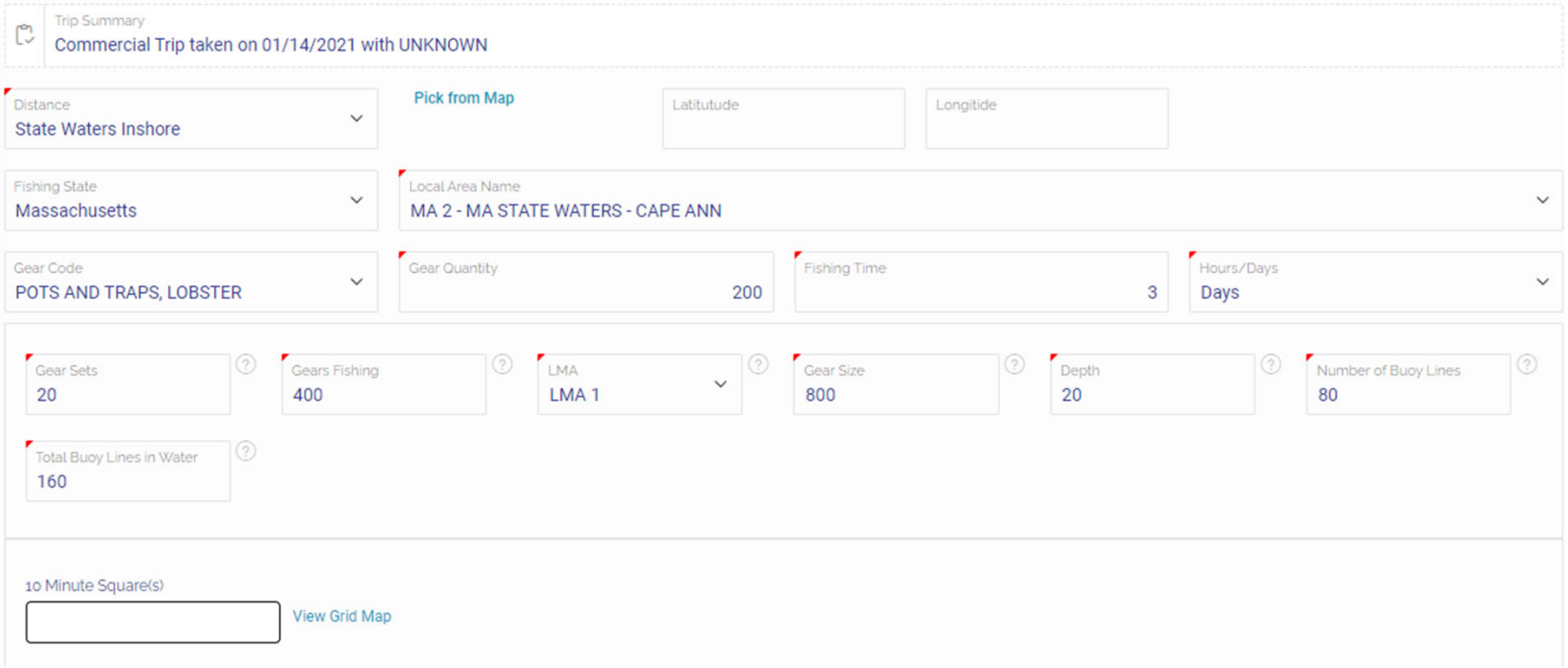


- On the effort(s) page you will see all fields pre-filled with the values of your default effort. To choose to a different effort, click the icon next to **Effort Favorites**.

- A list of available effort favorites will appear. Click "**Select**" next to your preferred effort favorite.

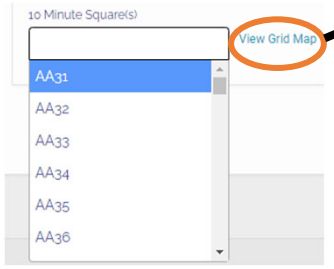


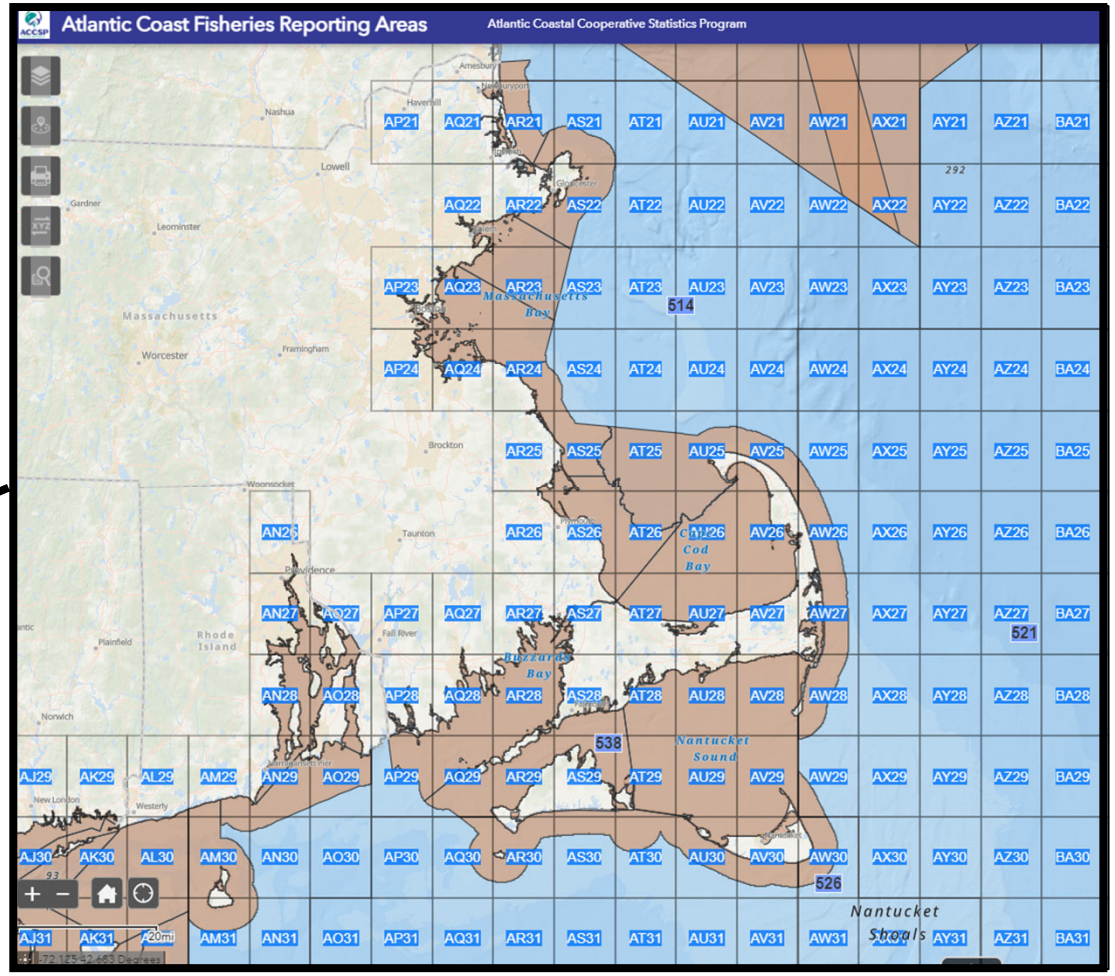
- All effort level fields should be checked for accuracy. To read a definition of a field, select the icon to the right of the entry box. Each field can be edited on this page by clicking inside the entry box.



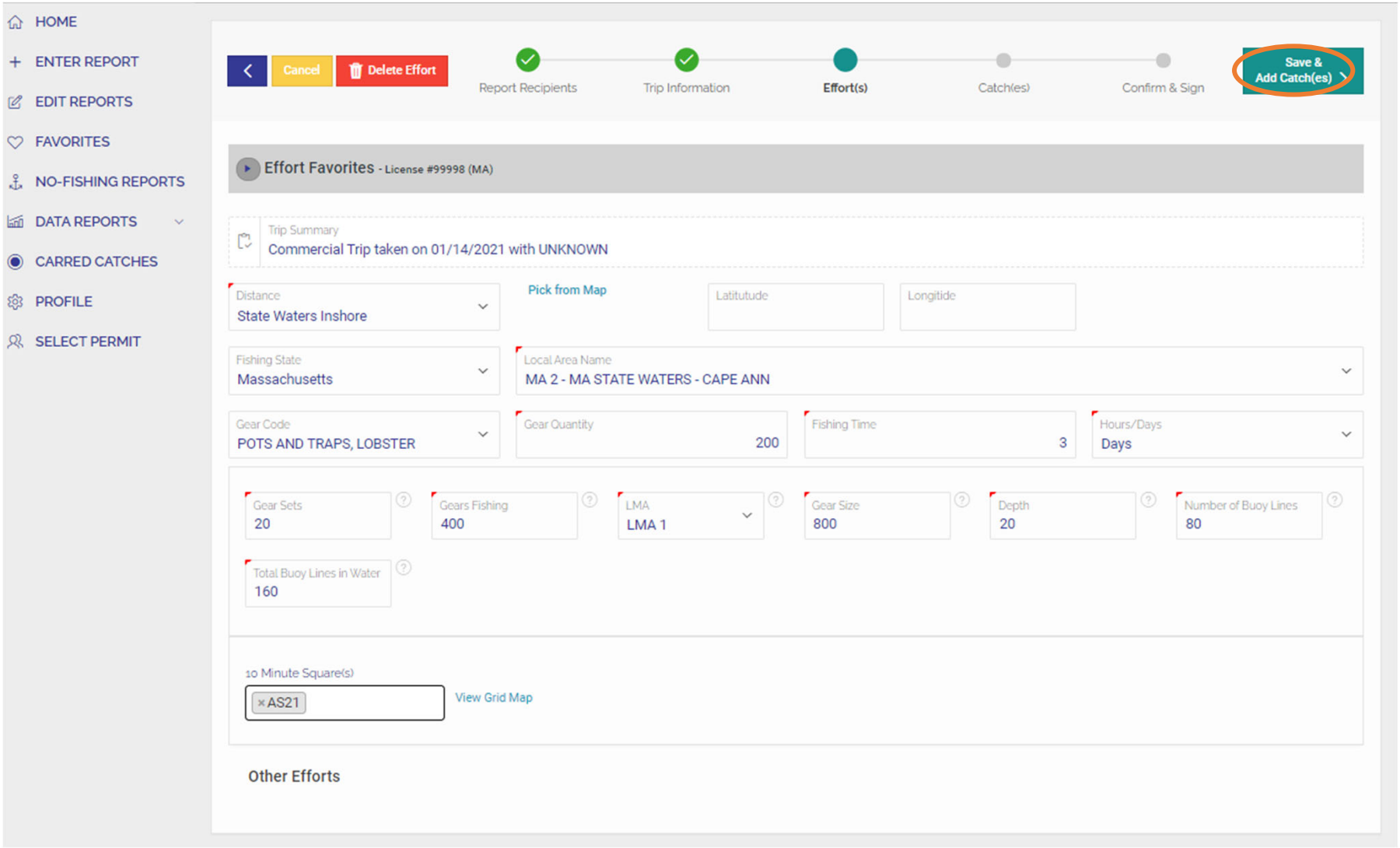
- All **10 Minute square(s)** fished must be filled out for:
  - Pots & Traps, Lobster;
  - Pots and Traps, Conch;
  - Pots and Traps, Other; and
  - Pots and Traps.

- Multiple squares may be selected for this field. Select “View Grid Map” to view a coastwide map of all 10 Minute squares. Select the name(s) of the 10 minute square(s) from the dropdown to populate the field.
- Note, these can be saved to your favorites.

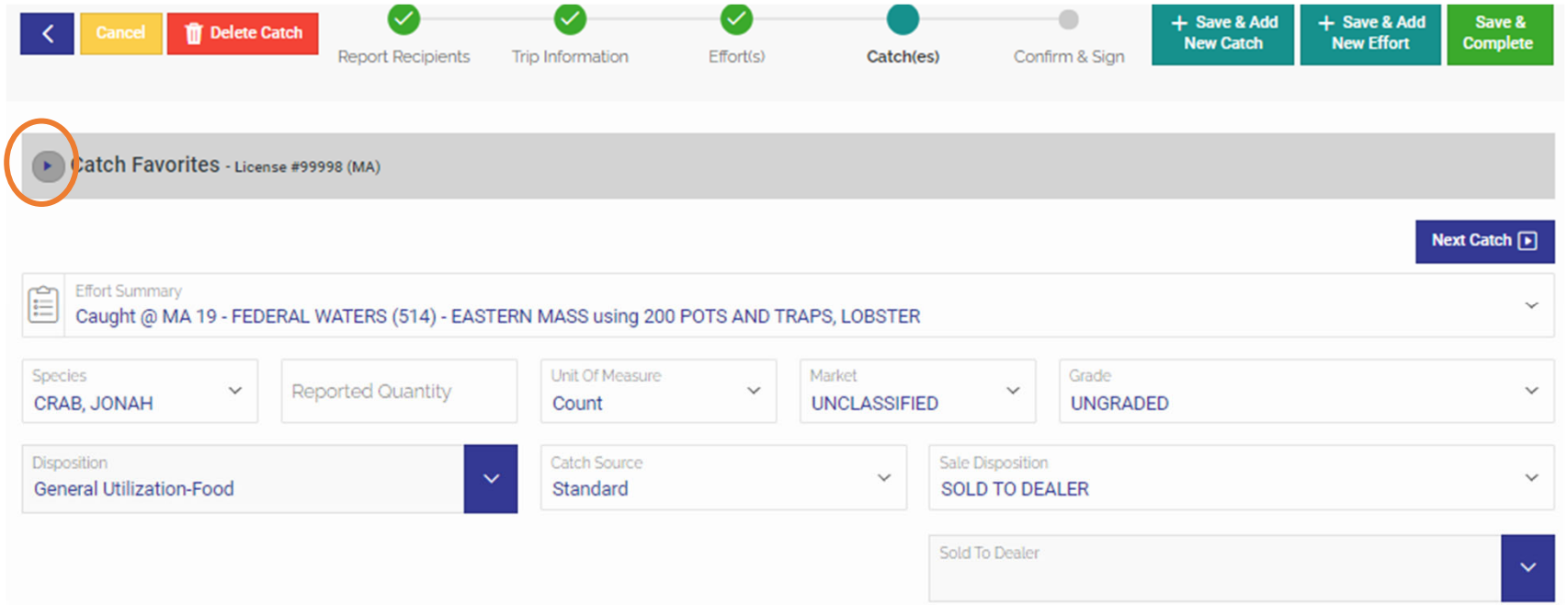




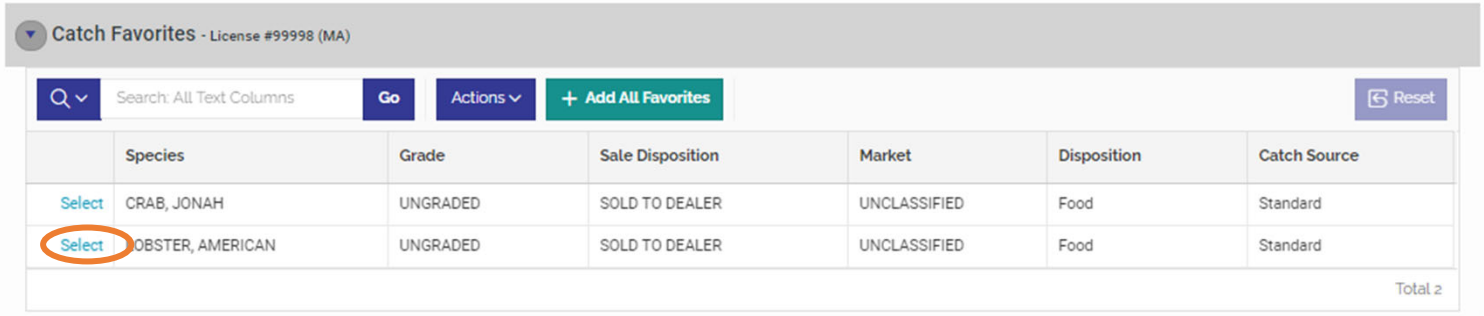
- Once all Effort fields are complete click "**Save and Add Catches**" in the upper right-hand corner of the screen.



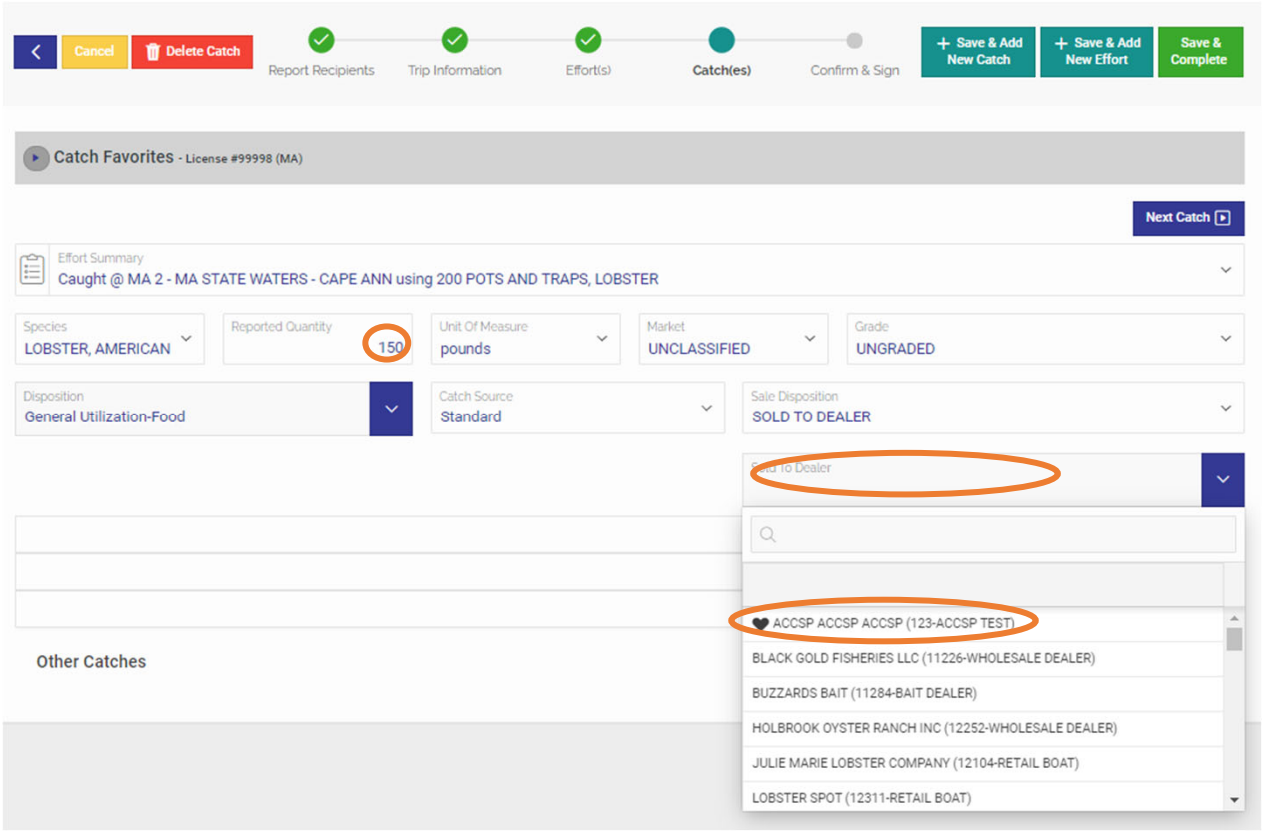
- You will now arrive at the catches screen. Begin by selecting the correct favorite species from catch favorites by clicking the icon next to "**Catch Favorites**". It will default to the first in your list of favorite species.



- A list of your favorite catches will appear. Click "**Select**" next to the species from your catch favorites which you wish to use.

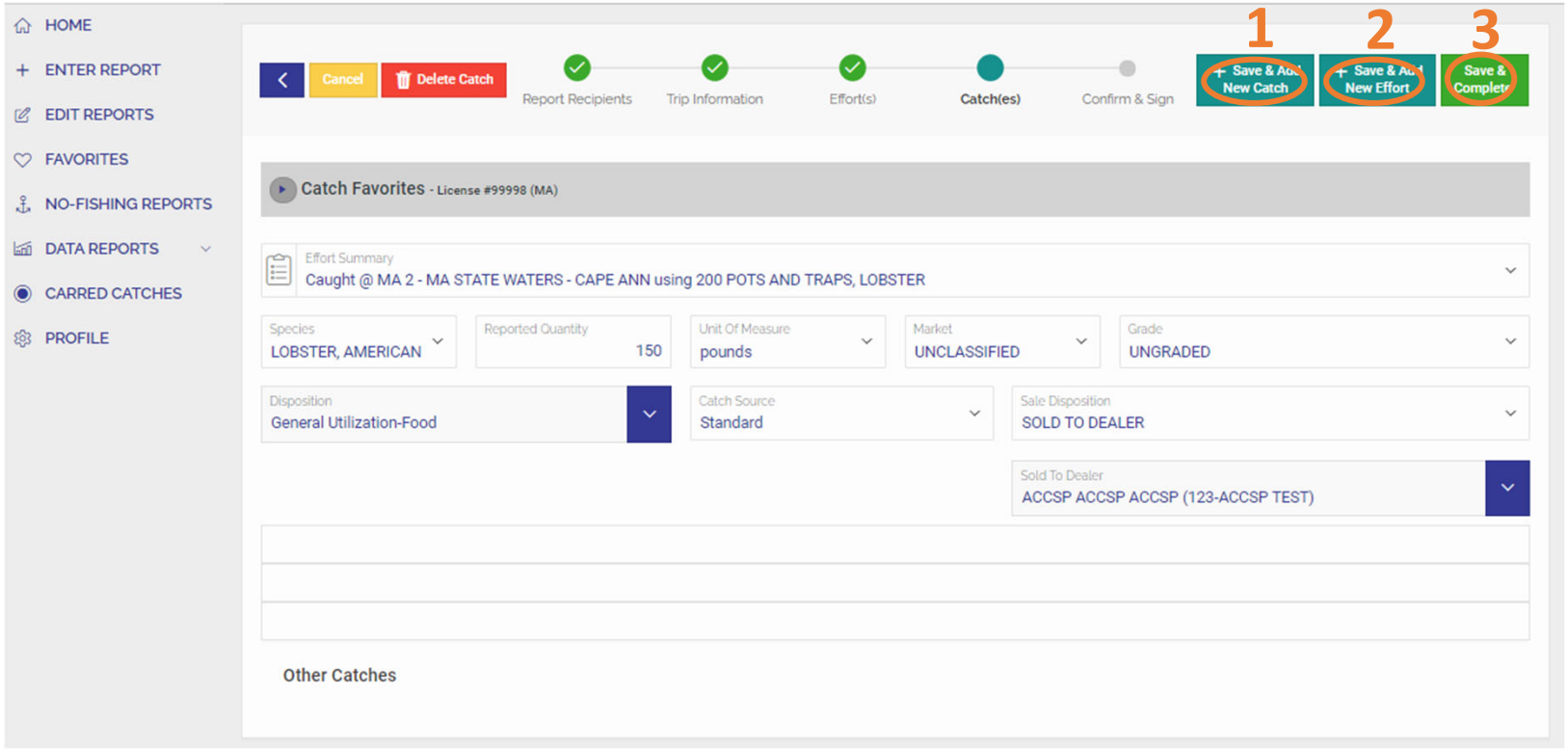


- Most fields should be filled in by your favorites. Click the **Reported Quantity** text box and enter the amount landed.
- Double click **Sold To Dealer** and choose the dealer sold to from the dropdown list (favorite dealers will appear at the top). Confirm all information on the page.



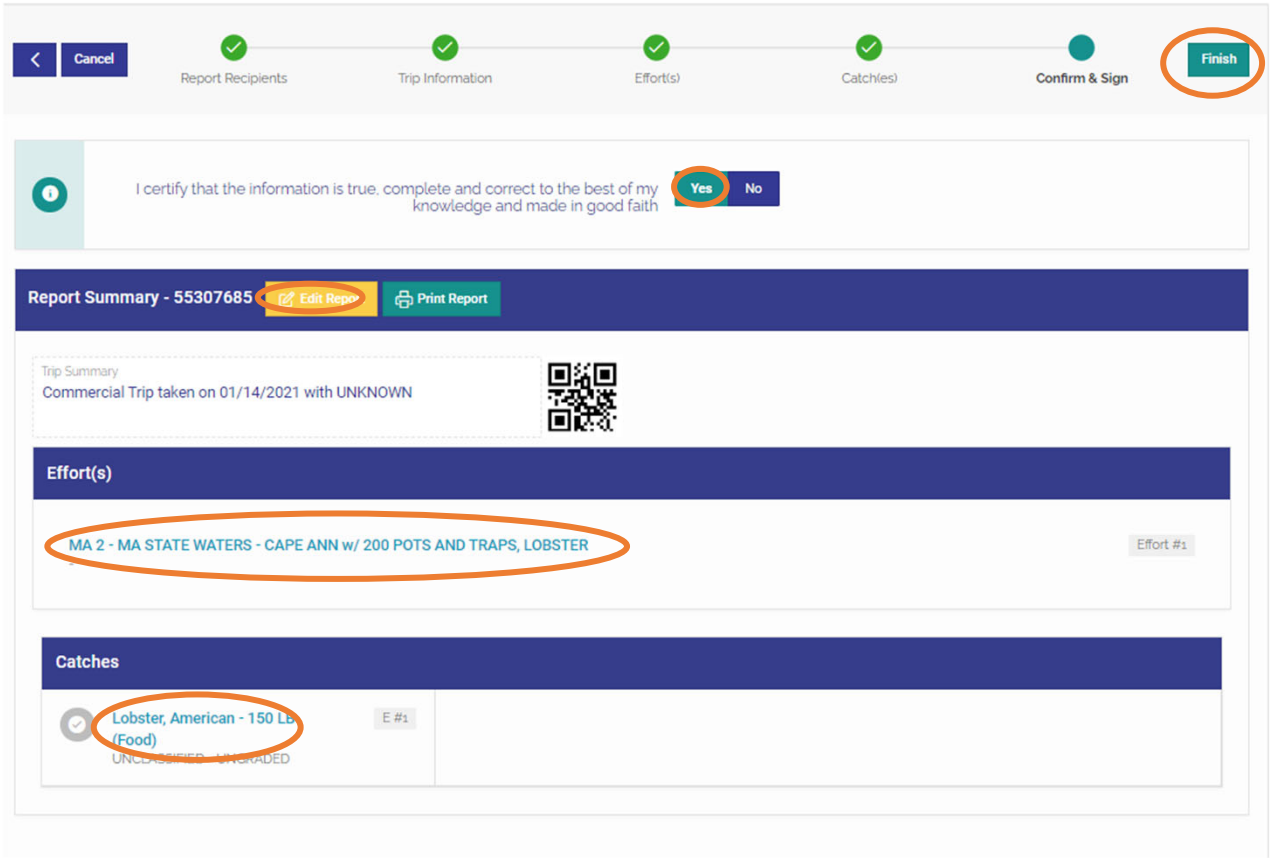
There are several options to proceed at this point:

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.
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.



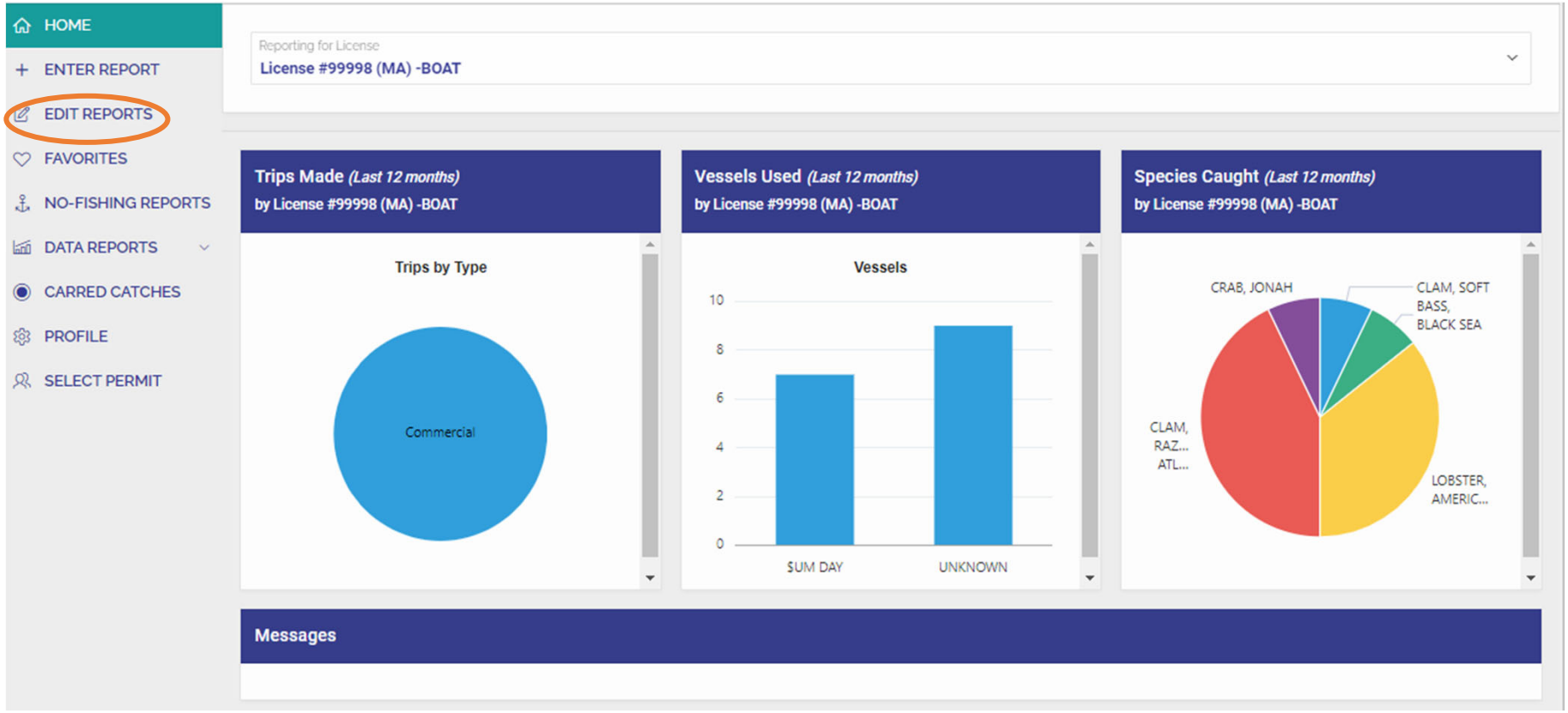
- Once a trip is completed and you have pressed Save & Complete, review the **Report Summary**.
  - If the trip needs to be changed click "**Edit Report**". Alternatively, you can edit Effort(s) or Catches by clicking their linked names in light blue text.

  - 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.

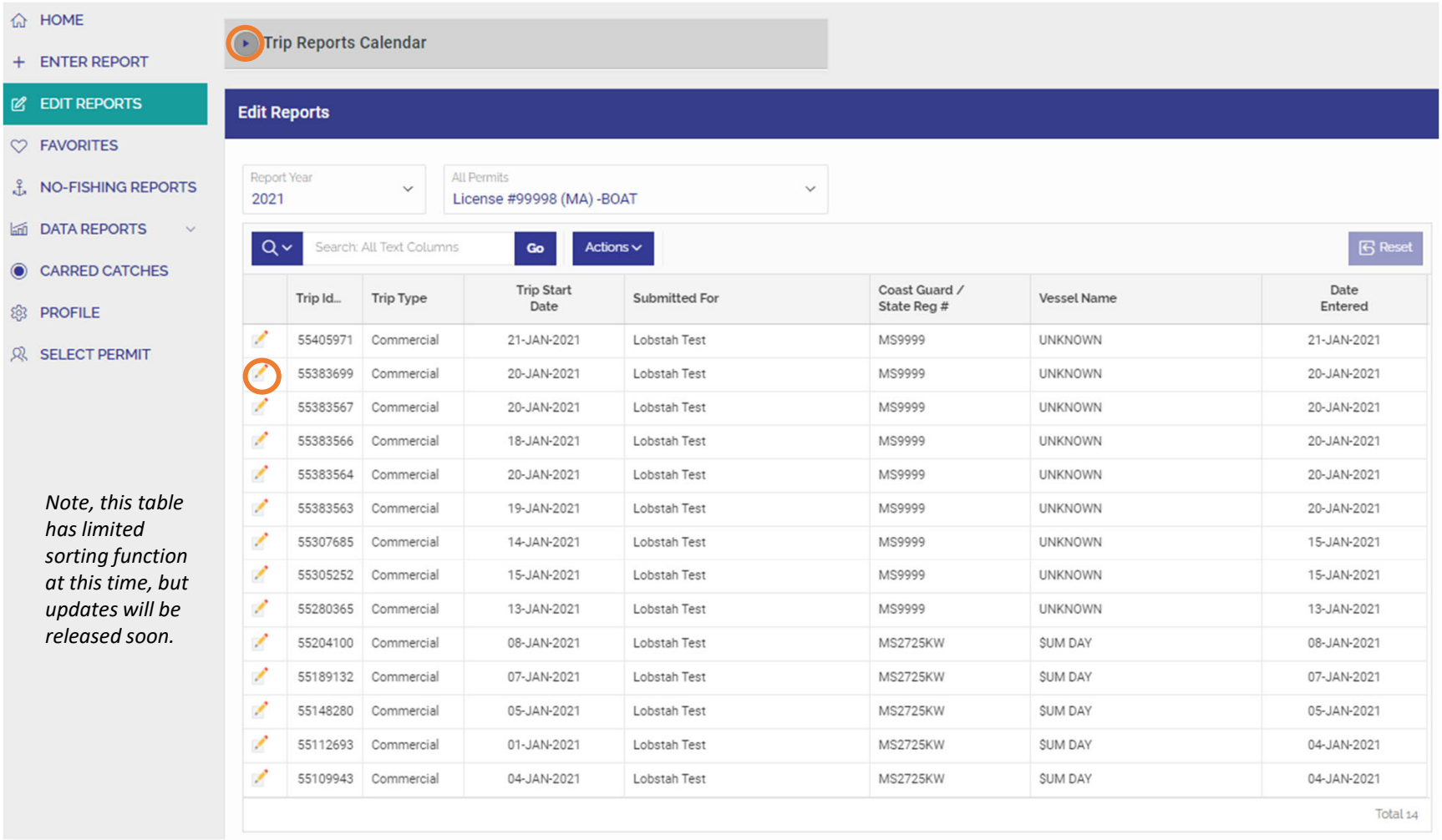


EDITING REPORTS

- To edit trip level reports that have been previously submitted, click "**EDIT REPORTS"** in the Main Menu on your Home screen.



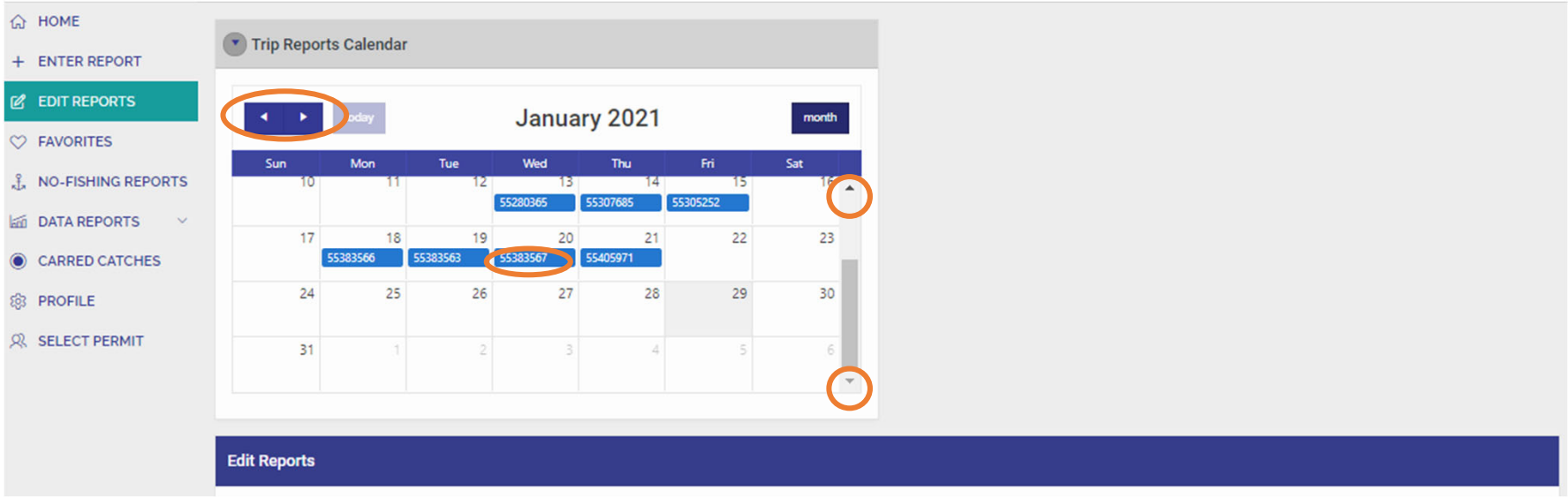
- There are two methods to select a trip to edit:
  - Use the table below and choose the trip to edit by clicking the icon next to the Trip id you wish to edit.
  - Alternatively, select the icon next to **Trip Reports Calendar**. More information on that method is on the next page.



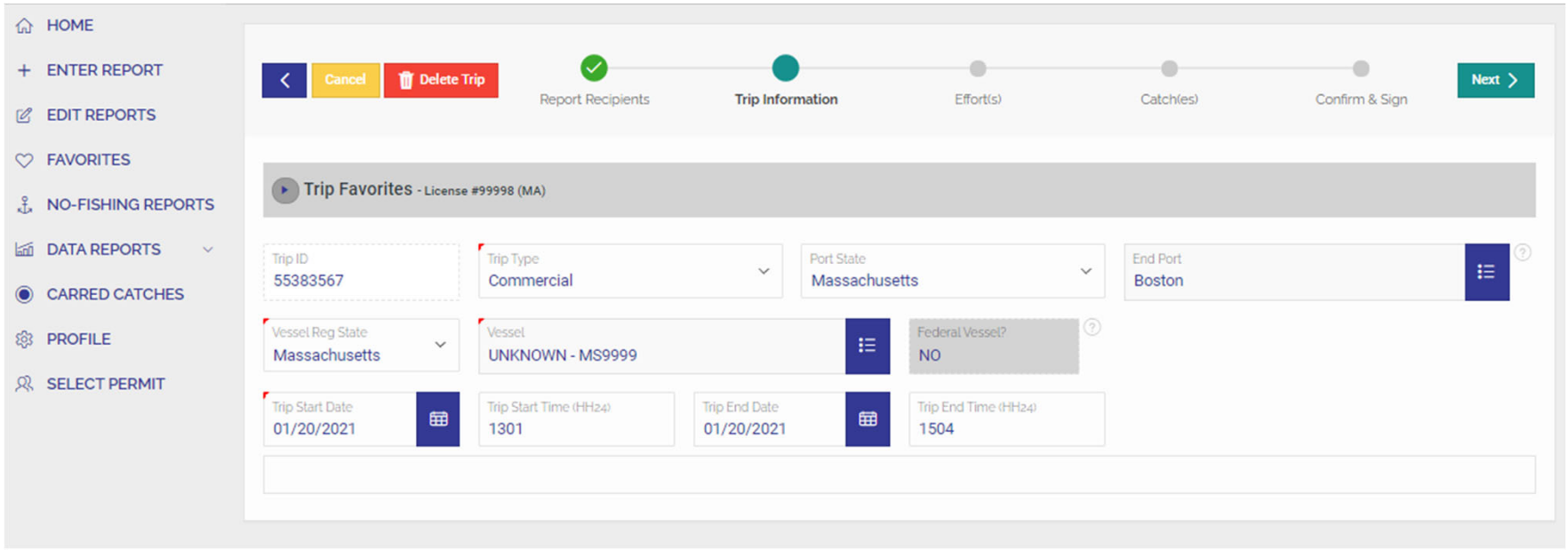
Note, this table has limited sorting function at this time, but updates will be released soon.

- 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.

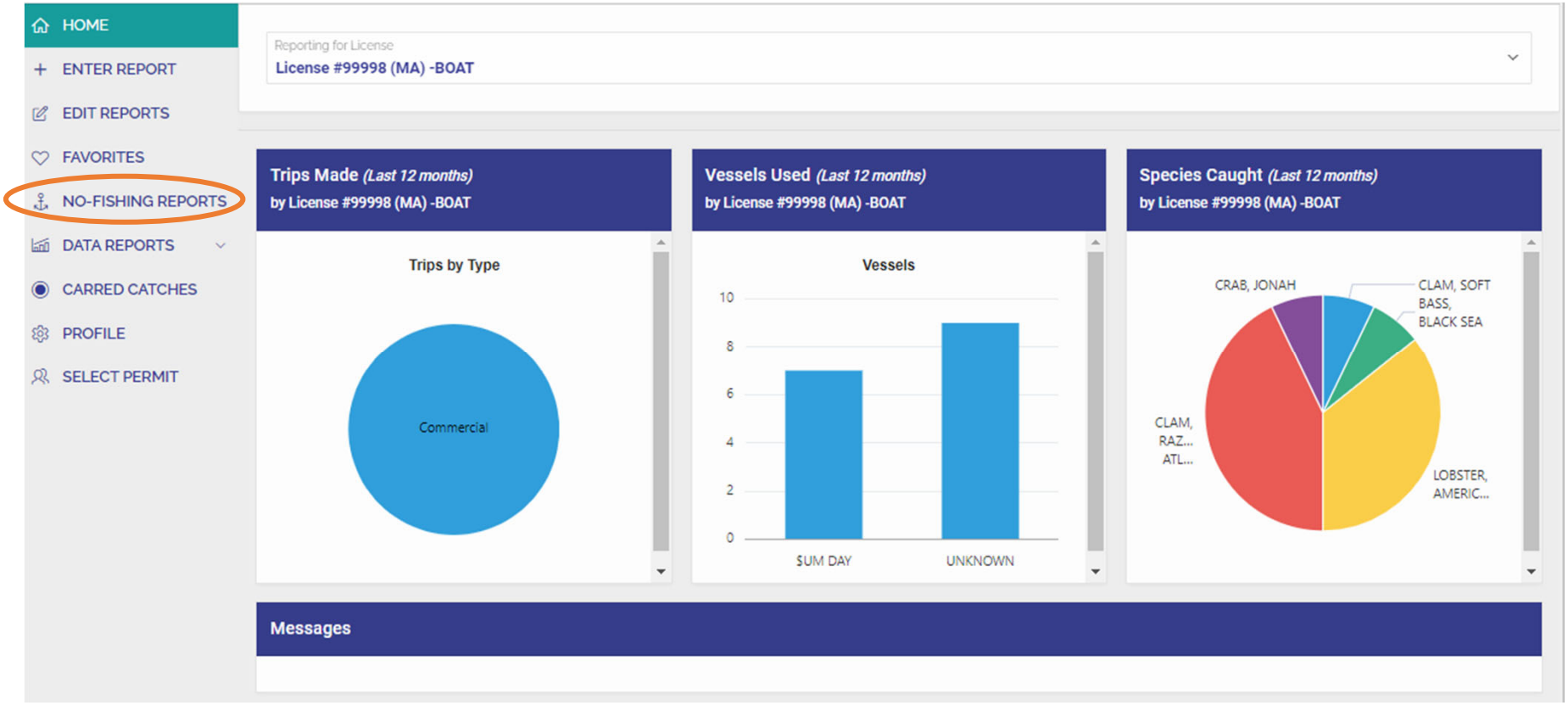


- You will be brought to the trip entry screen for this trip. Proceed through the Trip, Effort(s), and Catch(es) as outlined in ENTER REPORTS section (page 25) of this document. Edit all necessary fields as you review each page.

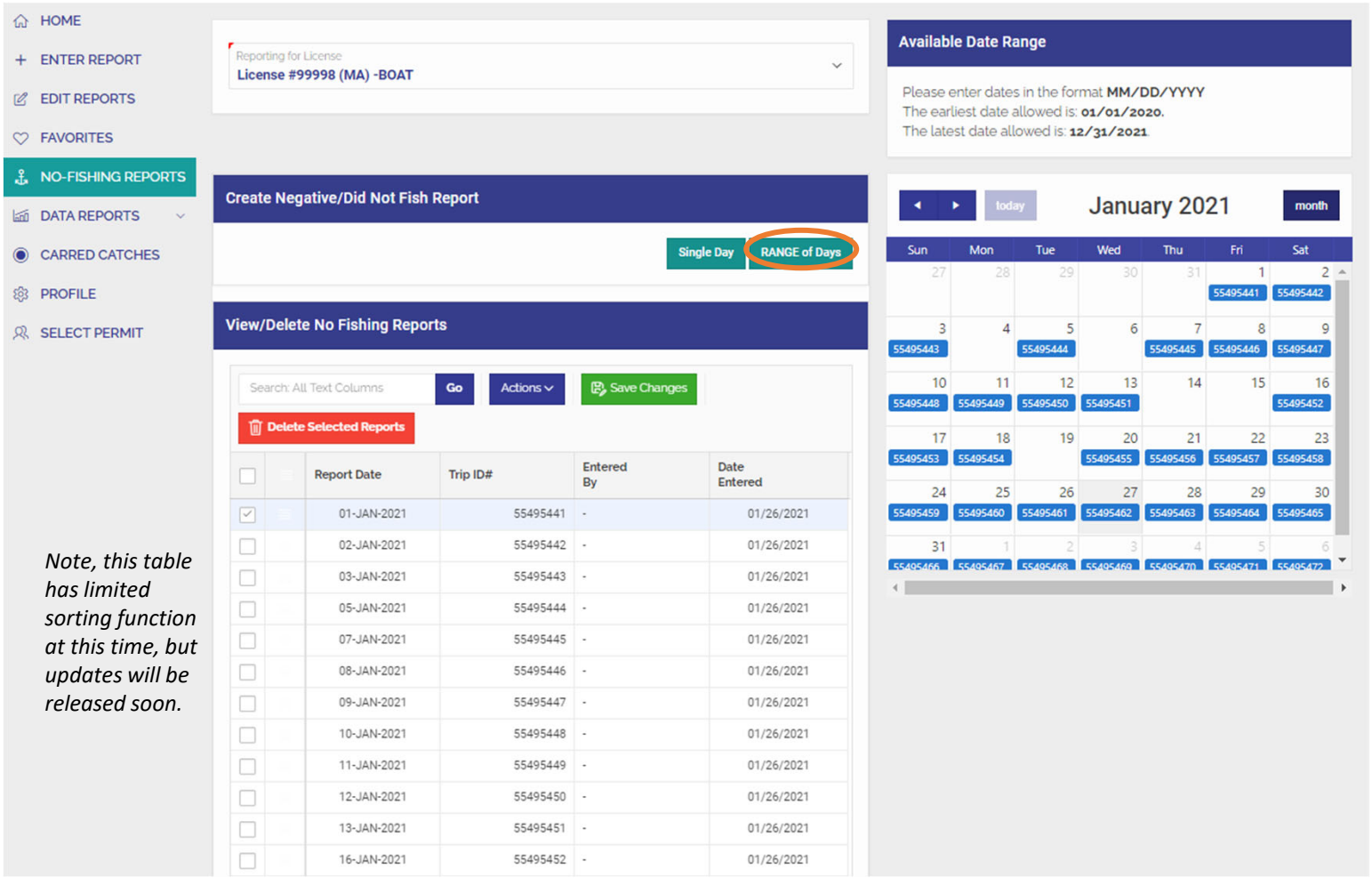


NO-FISHING REPORTS

- 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.

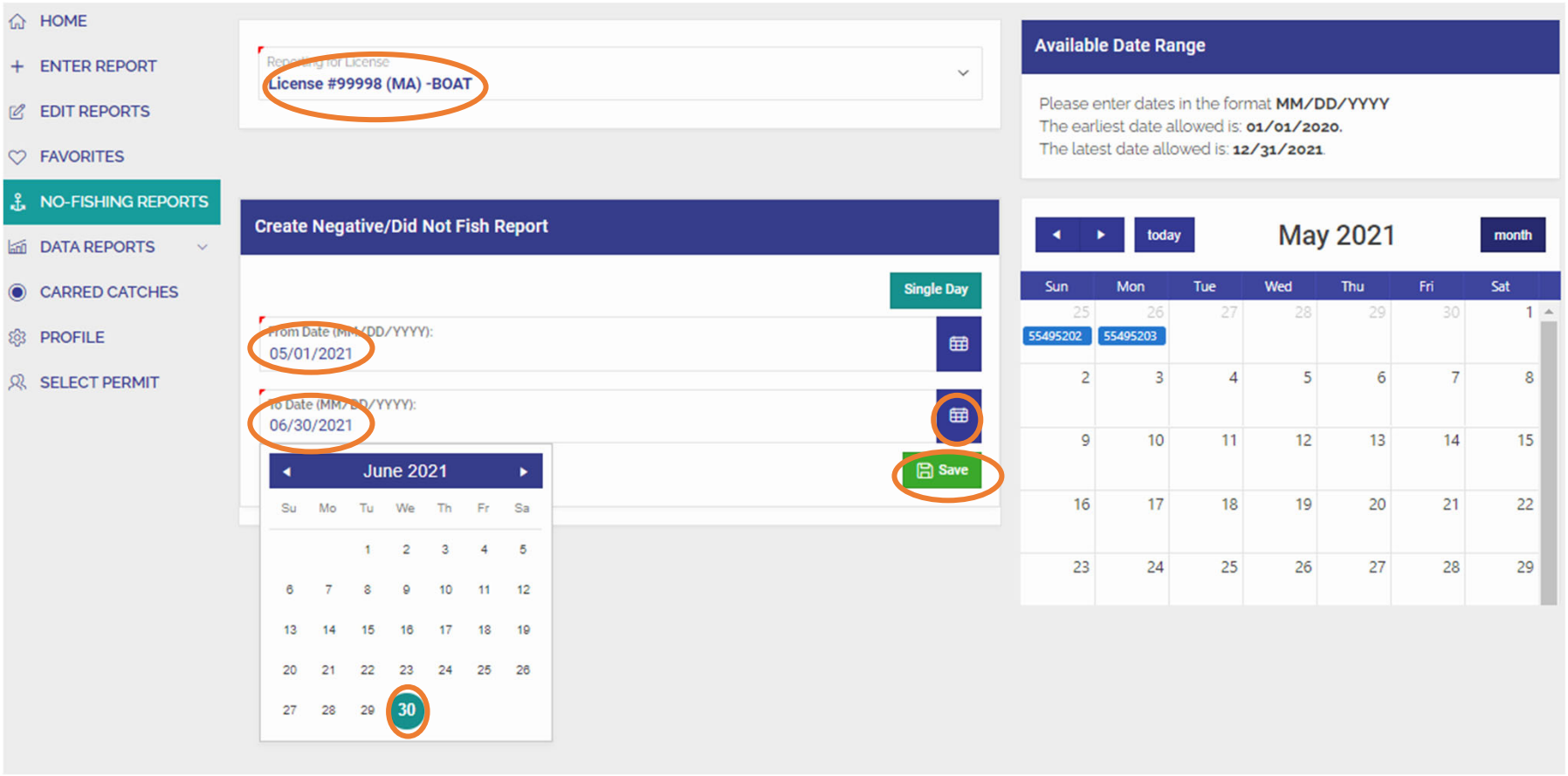


- On the next page you will see a few sections:
  - a table of previously submitted negative reports in **View/Delete No Fishing Reports**,
  - a calendar of previously reported did not fish days, and
  - **Create Negative/Did Not Fish Report** which contains your options for new reports.
- To Create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

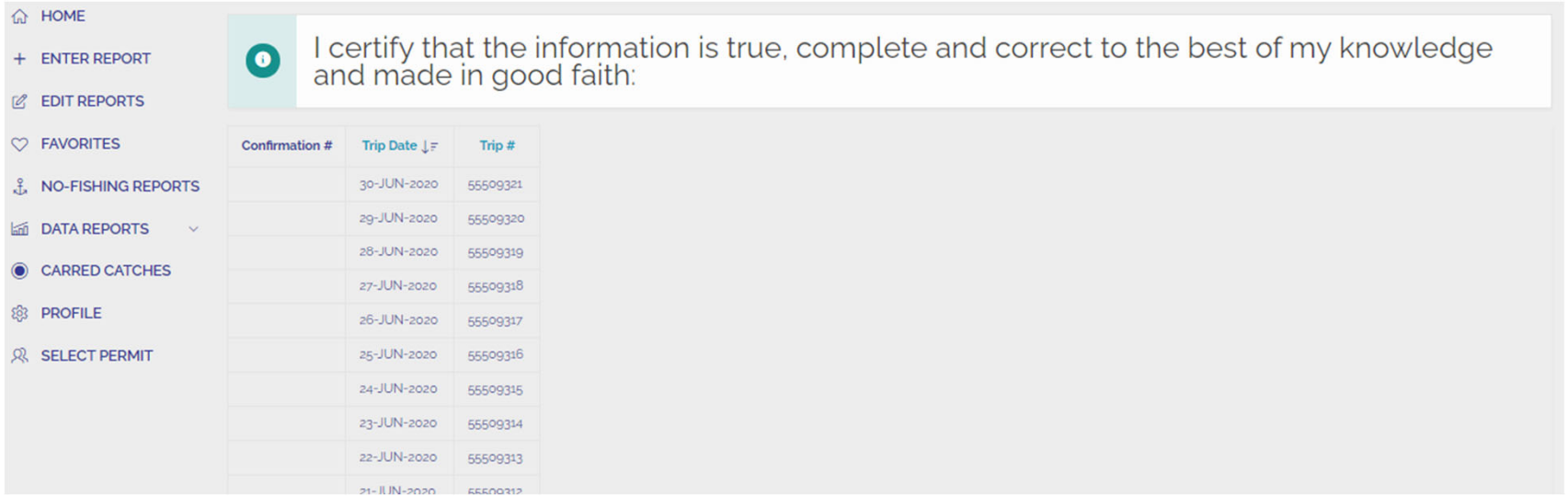


Note, this table has limited sorting function at this time, but updates will be released soon.

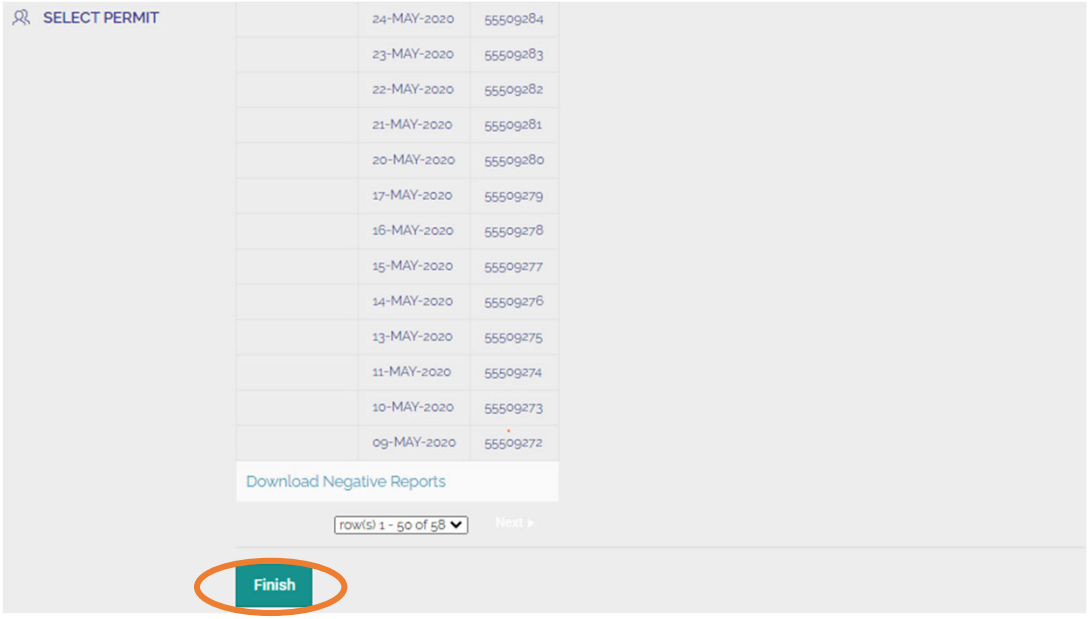
- A page will appear showing the Reporting License, Create Negative/Did Not Fish Reports form, and a Calendar summarizing reports for a month.
- Confirm the **Reporting for License** is correct, then enter the "**From Date**" (start date) and "**To Date**" (end date) in MM/DD/YYYY format that you did 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.

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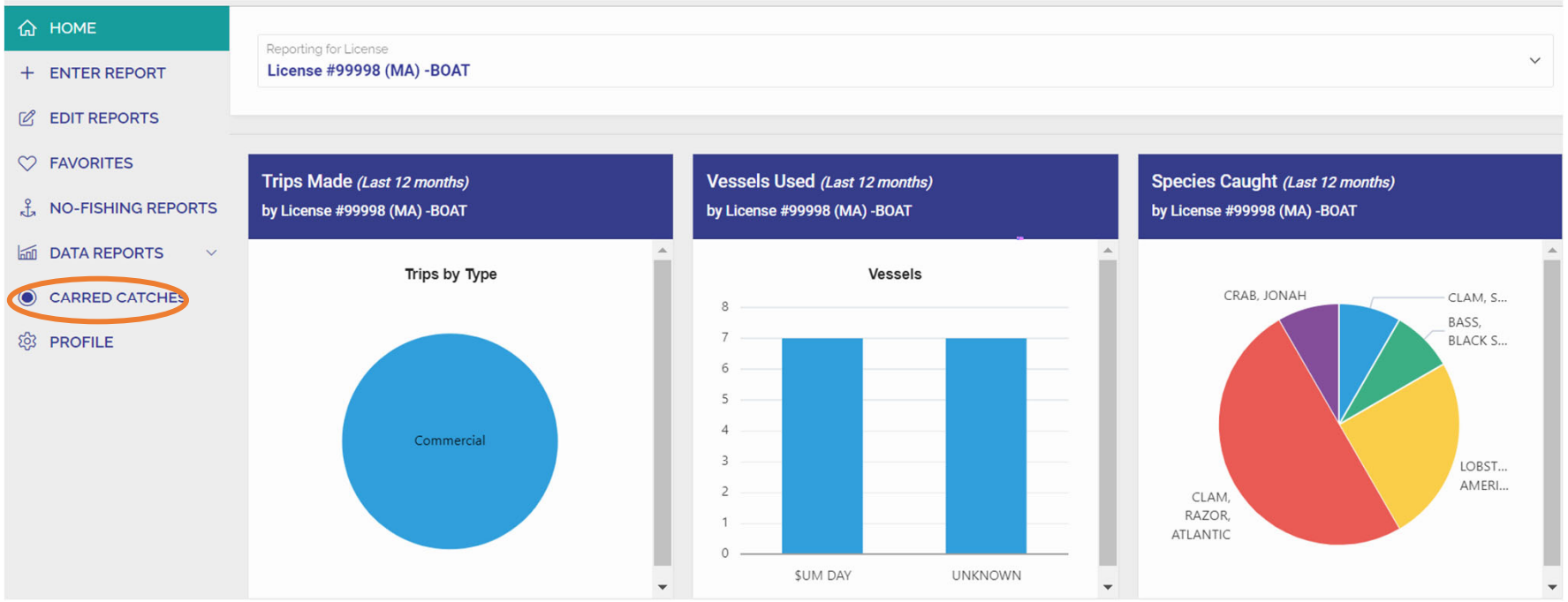
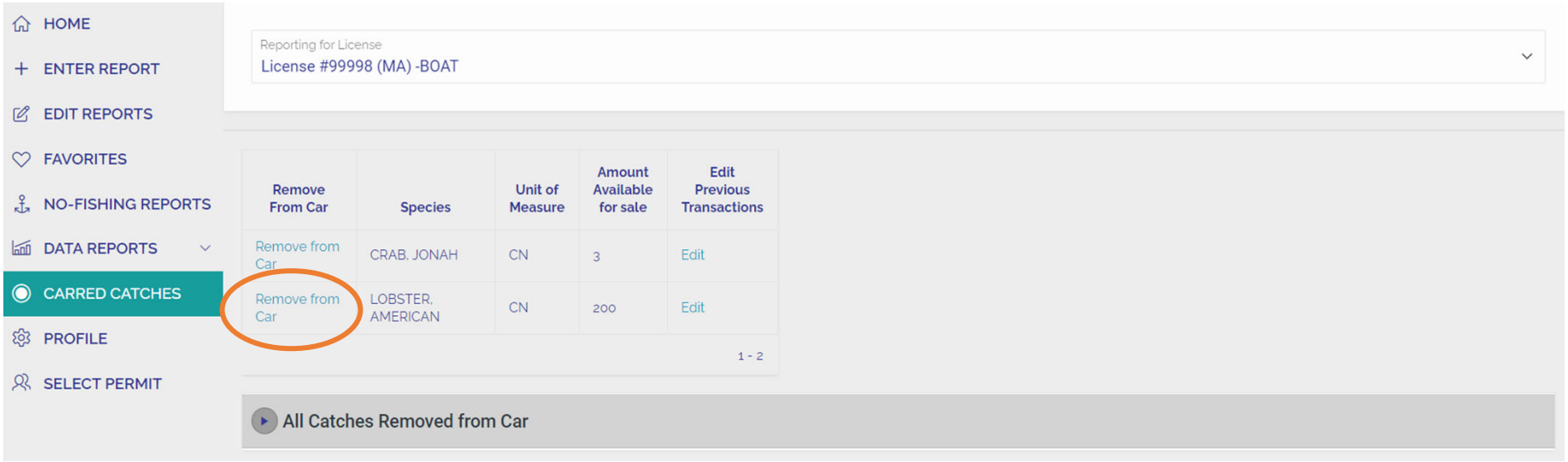
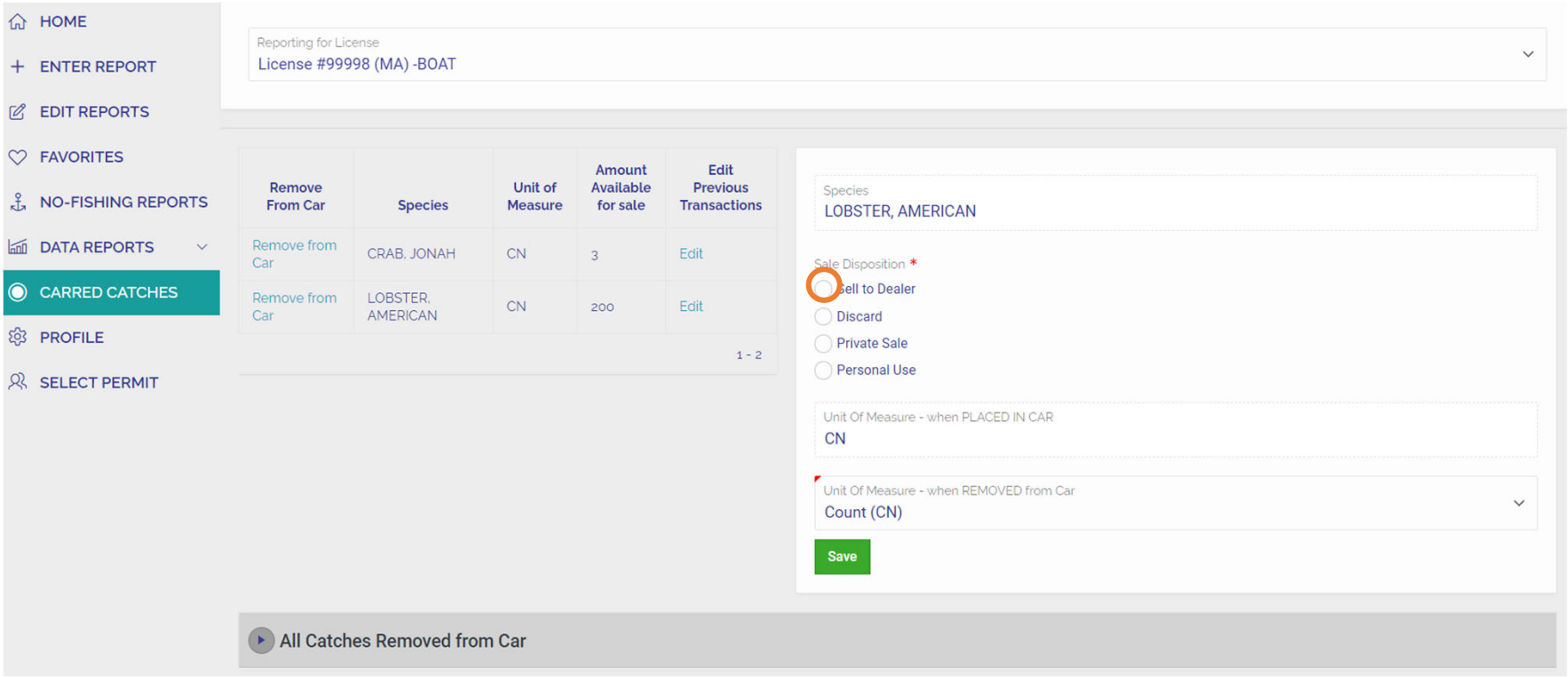


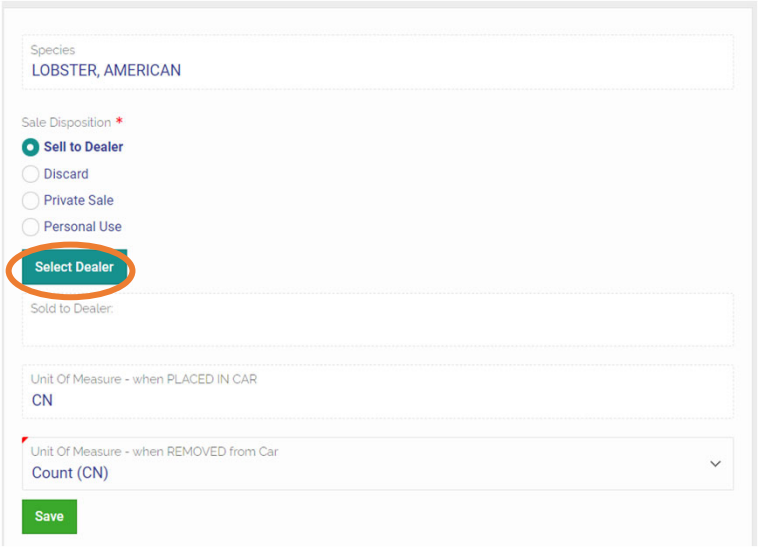
- On the next screen, you will see a summary page of **CARRED CATCHES**. In the example below, the harvester has 3 count of crab in his car/crate and 200 count of lobster. To remove a species, select “Remove from Car” next to the Species.



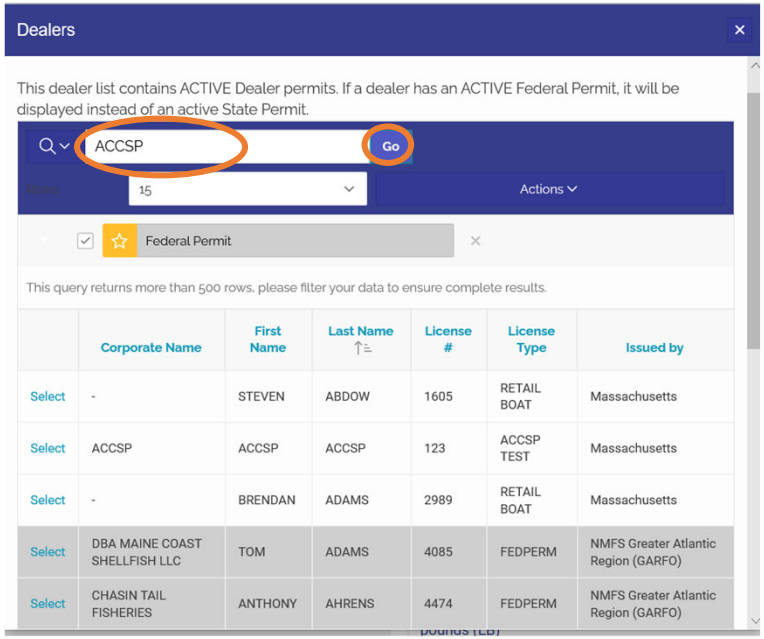
- A new form will appear on the right-hand side of the screen. Click the small circle next to the appropriate **Sales Disposition** of your catch. In the example, we select the circle next to “Sell To Dealer”



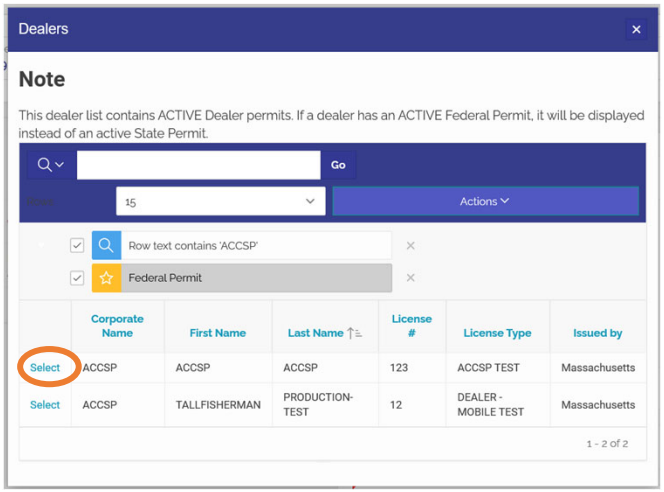
- A new entry box will appear to choose the dealer the catch was sold to. Click "**Select Dealer**"



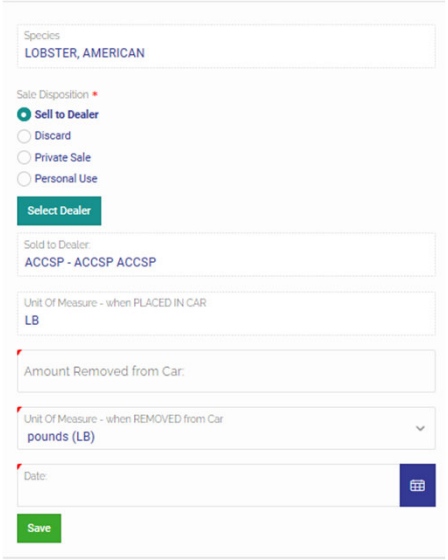
- A searchable list of dealers will appear. To search, click the box next to the icon and type a portion of the name of the dealer then click "**Go**" or press enter.



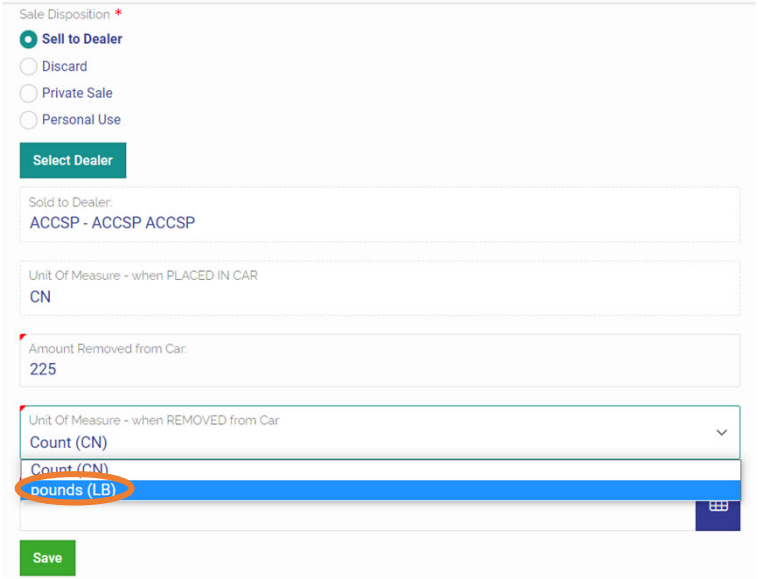
- From the new shortened list of dealers, click “**Select**” next to the Corporate Name of the dealer your catch was sold do.



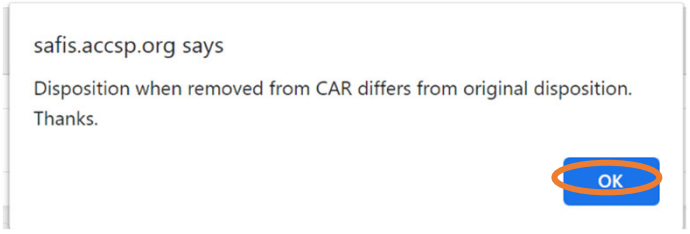
- Click the box with grey text reading **Amount Removed from Car** then type in the amount sold.



- 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.

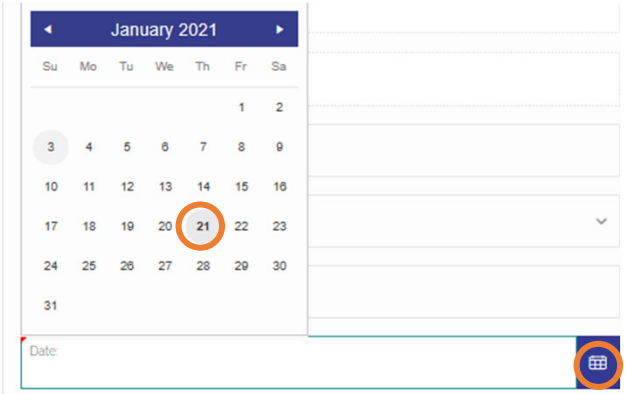


- If your Unit of measure differs from what was originally placed in the car, you will receive a message. Just press "**OK"** and ignore the message.

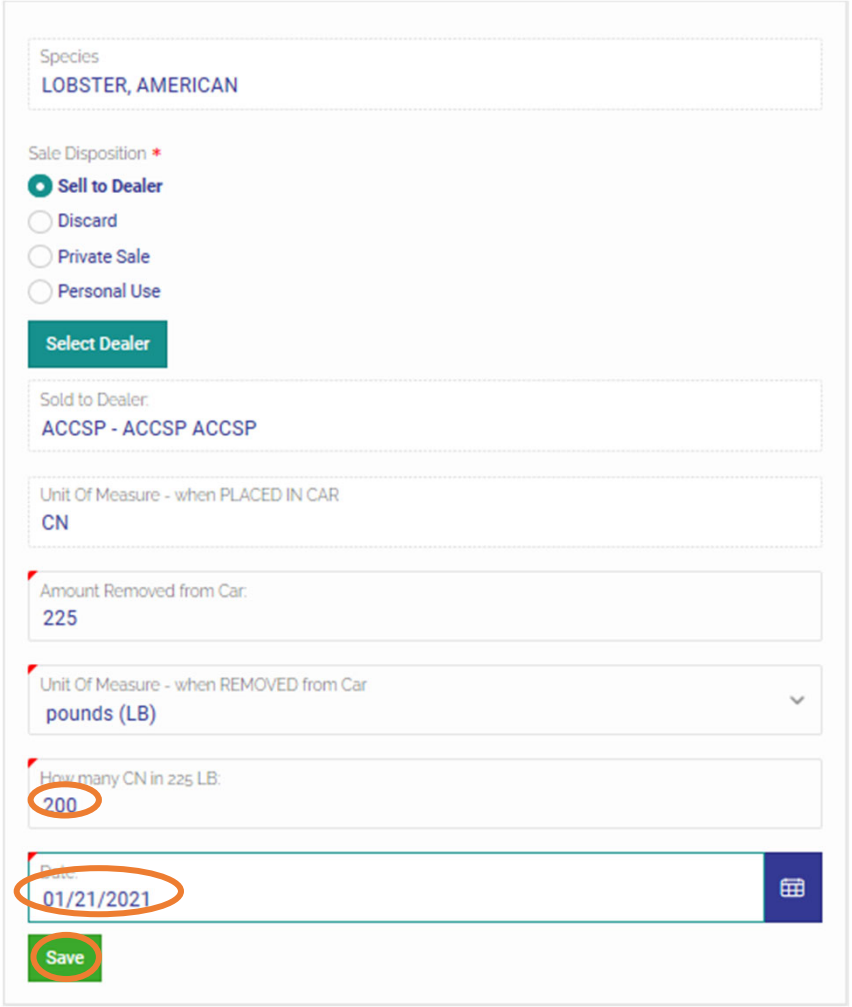


- If your unit of measure when removed from car differs from what was placed in car, you will need to provide a conversion. A new box will appear asking **How many [UNIT] in…**. In this example, the text box reads “How many CN in 225 LB”, which is asking you what the count of individual lobsters were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



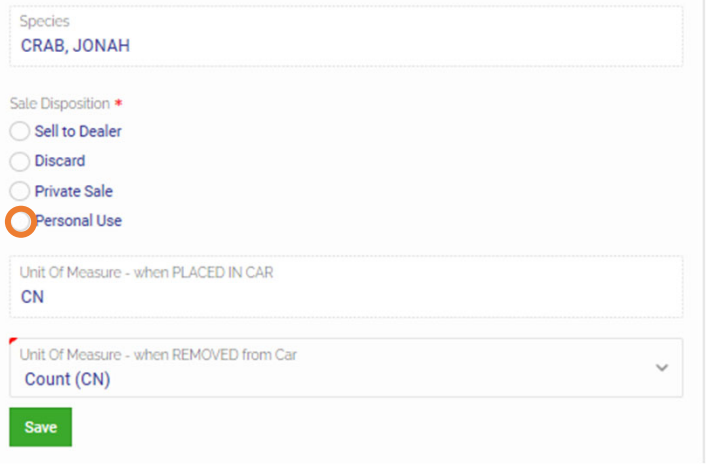
- Click the green “**Save**” Button to complete.



- 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.

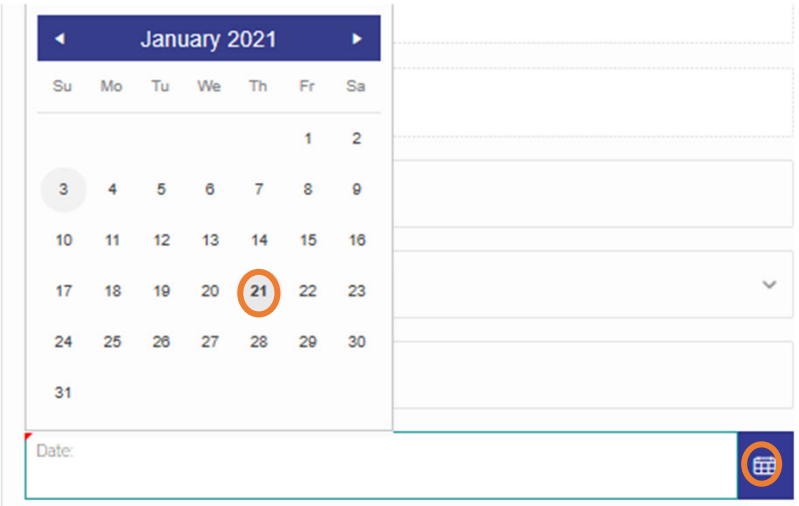
- Click "**Remove from Car**" next to species name (CRAB, JONAH)

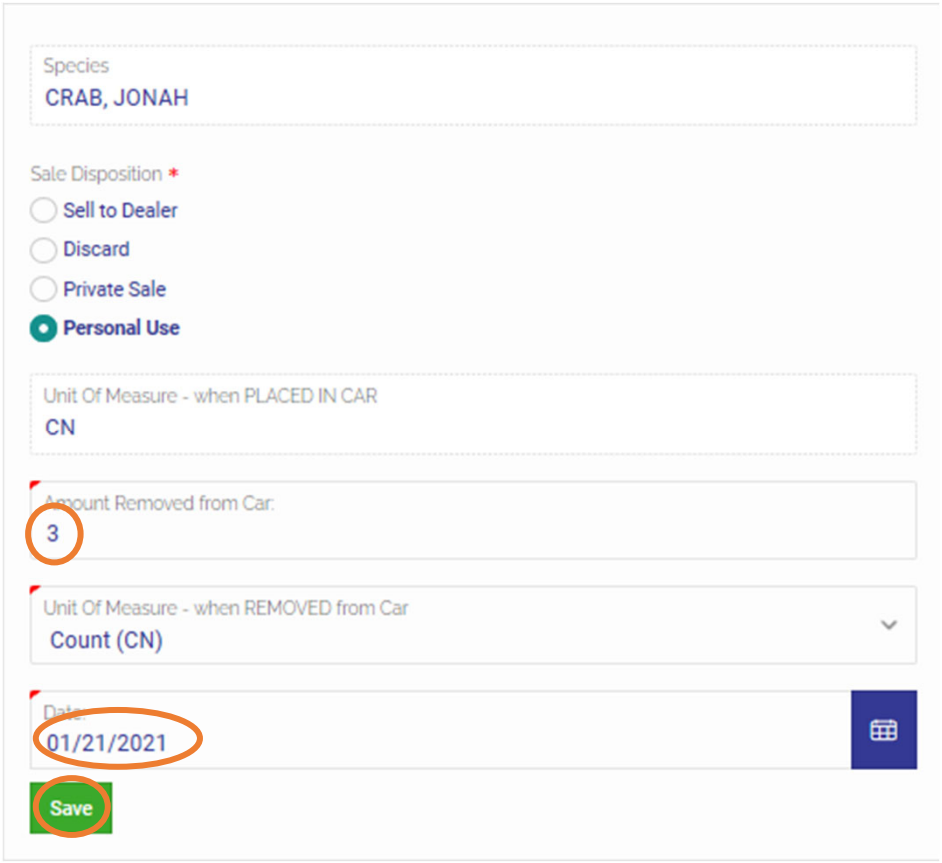
- Select the small circle next to the appropriate **Sales Disposition** for your catch, in this example Personal Use.



- 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) 282-0308 Ext. 101

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