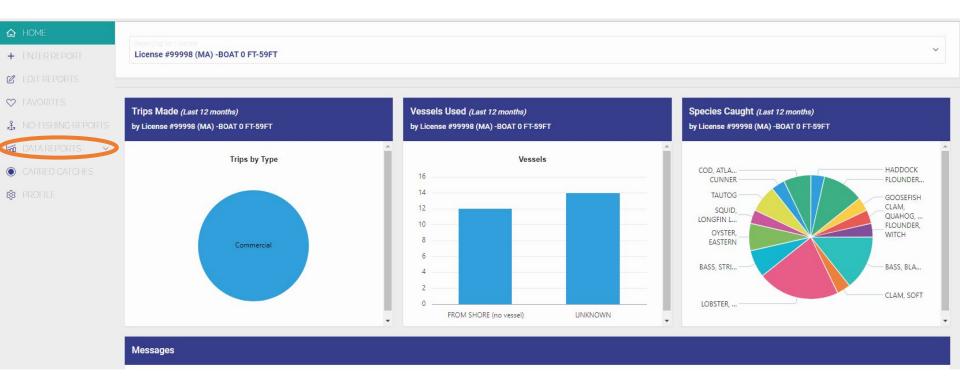
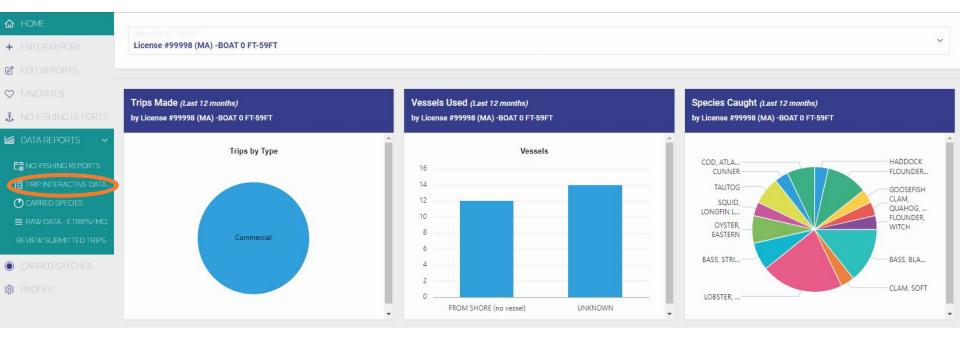
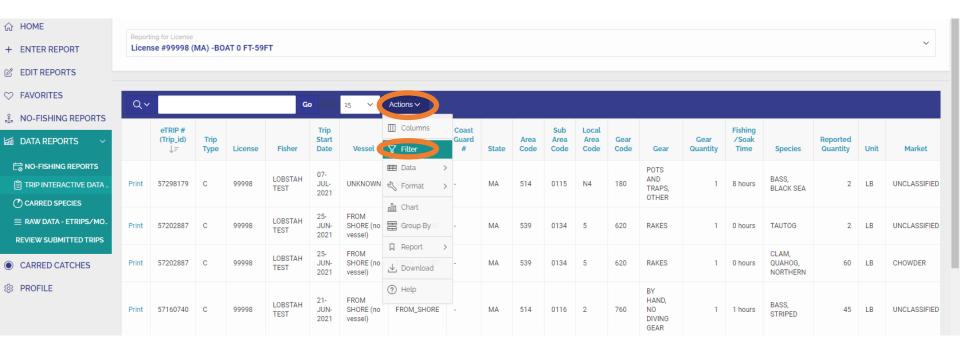
To create a summary of previously submitted trip-level reports, begin by selecting DATA REPORTS on the left-hand side of the SCREEN.



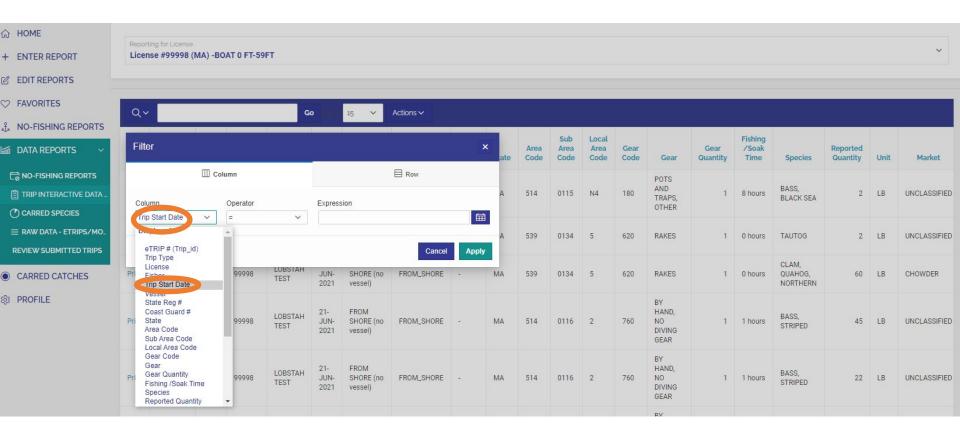
# A drop-down of available reports will appear, choose "TRIP INTERACTIVE DATA"



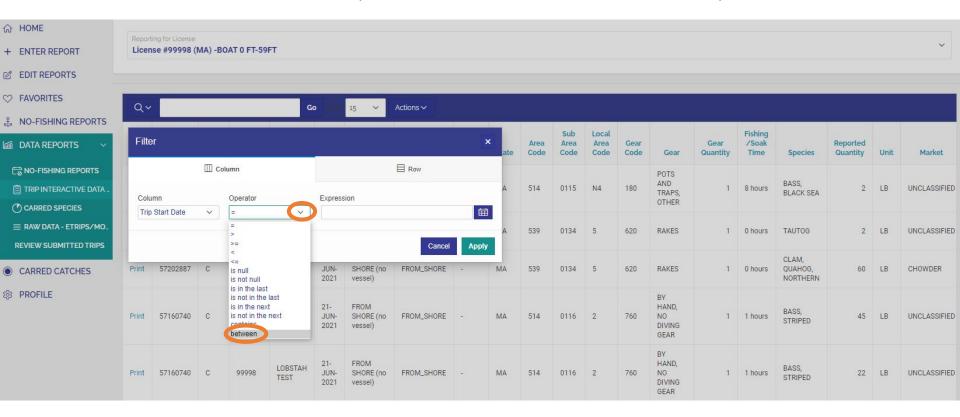
You will be brought to a report based on previously submitted trip reports. To select reports from a specific date range, select "Actions" then "Filter".



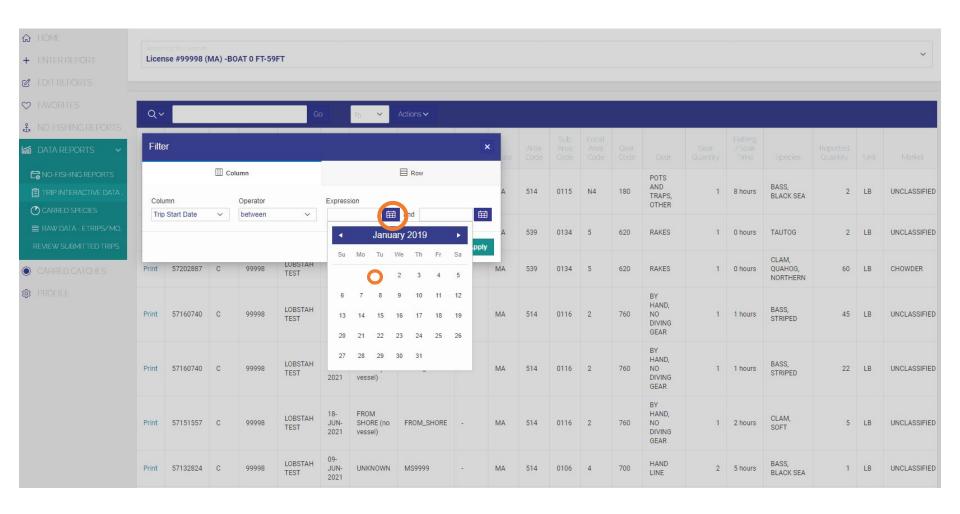
In the filter, begin by clicking the box under "Column" and then select "Trip Start Date" from the drop-down list.



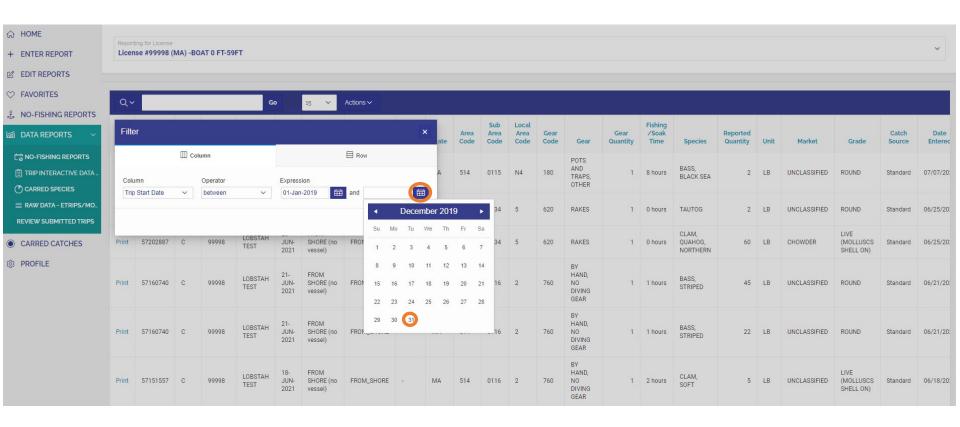
Then click the box under "Operator" and then select "between" from the drop-down list.



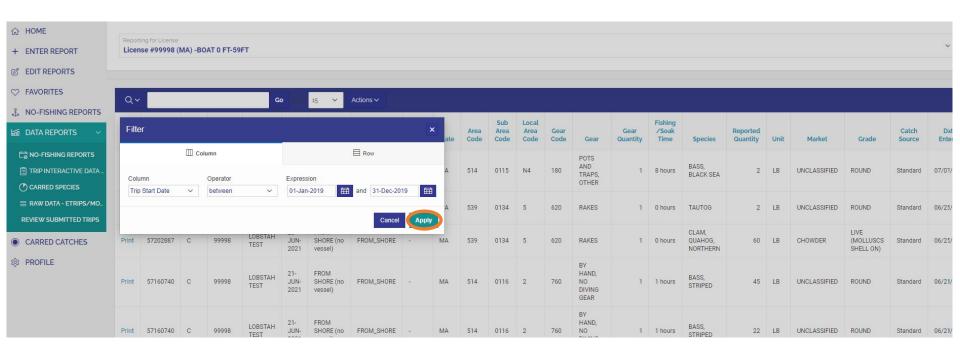
Choose the first date of the range of dates you wish to filter trips by. In this example, the harvester wishes to review all trips from 2019, the first date would be January 1<sup>st</sup>, 2019. Select the calendar icon, use the arrows to scroll to the correct month and year, then choose the correct date.



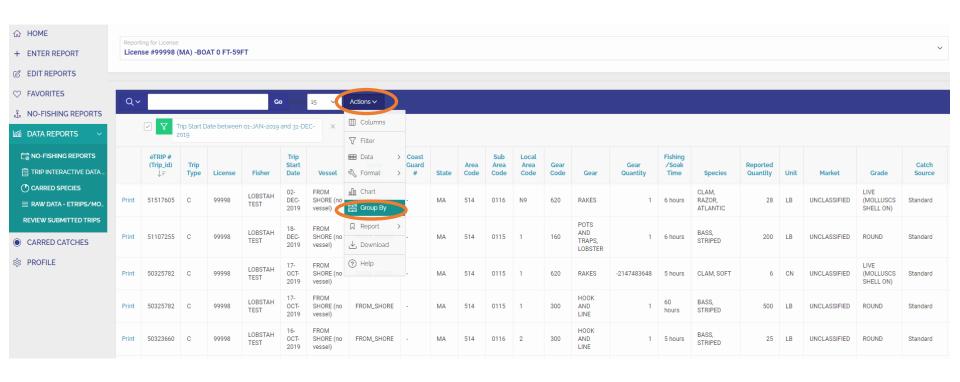
Then enter the end date of the date range you wish to filter by. In this example, the harvester wishes to review all trips from 2019, the end date would be December 31<sup>st</sup>, 2019. Select the calendar icon, use the arrows to scroll to the correct month and year, then choose the correct date.



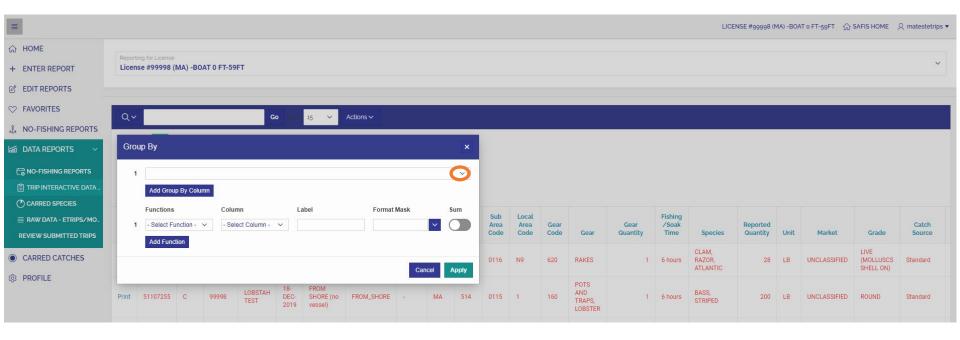
## Now a filter for 2019 has been defined, click "Apply" to implement the filter



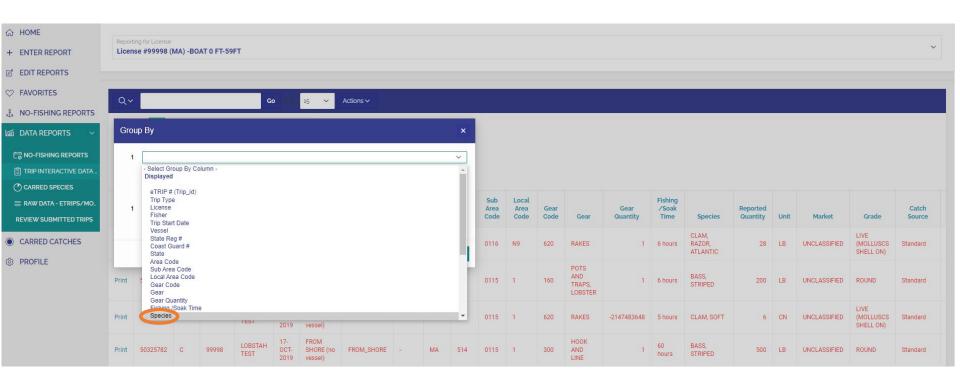
To create a sum of catches from previously submitted trip reports, begin by selecting "Actions" then "Group By"



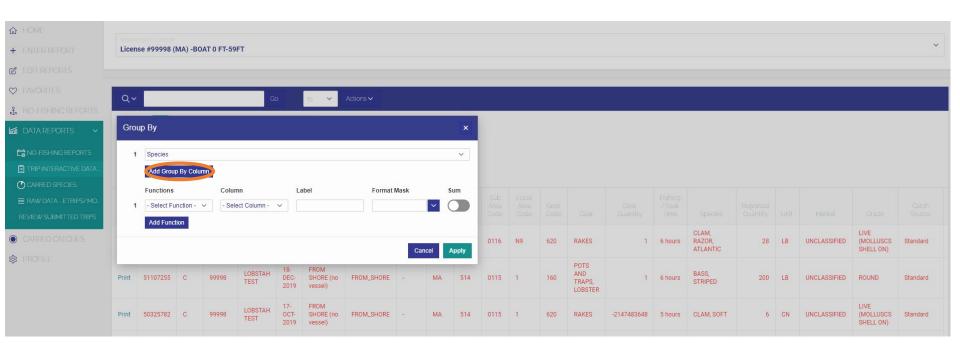
A form will appear on the screen titled "Group By", begin by choosing the first group by column. Select the drop-down box circled in the image below



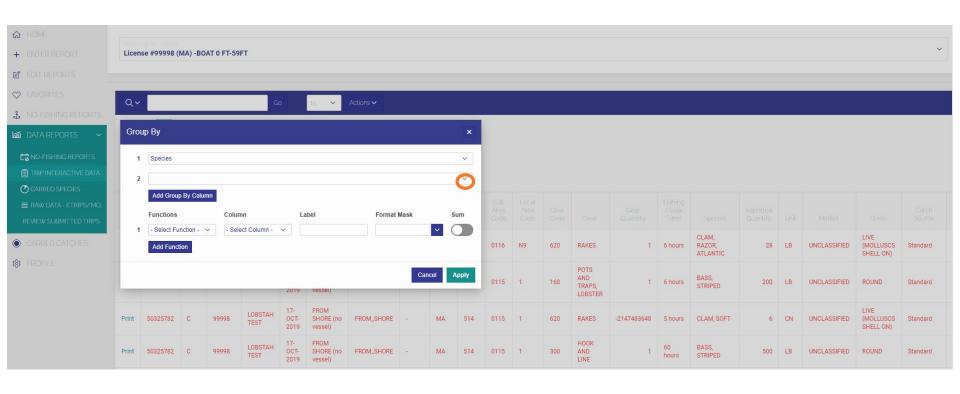
Choose species from the drop-down list of the available columns.



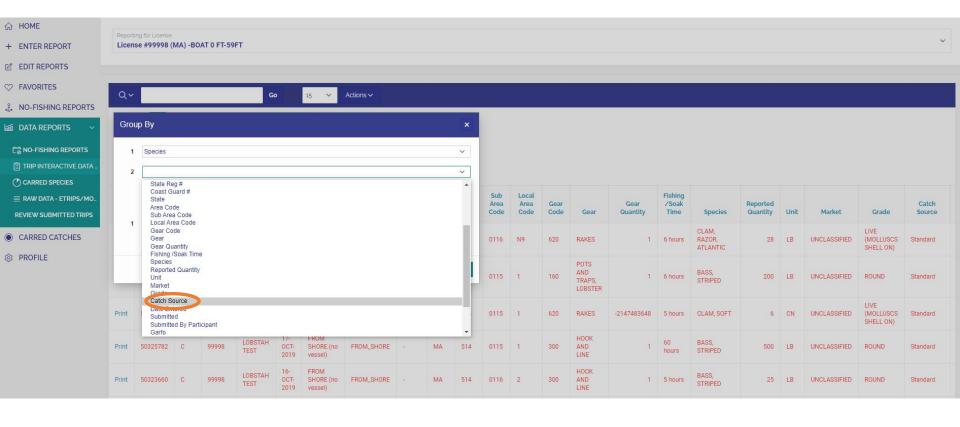
## To add an additional column, select "Add Group By Column"



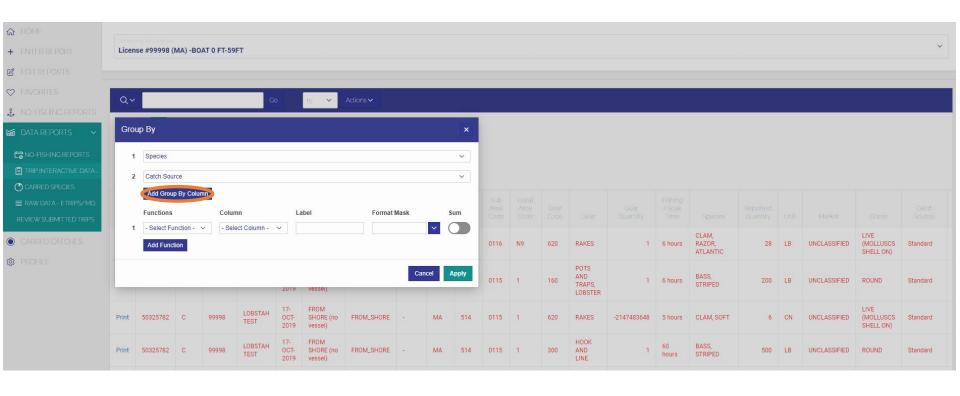
#### Select the drop-down box circled in the image below



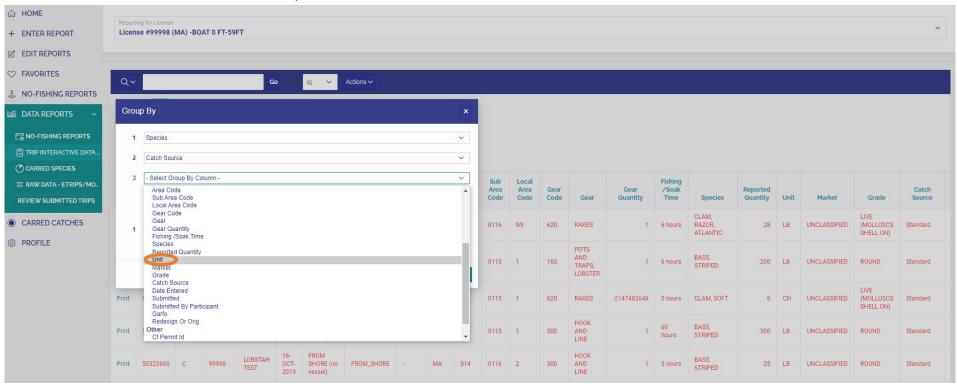
Choose "Catch Source" from the drop-down list. This will add a column to distinguish the source of your catch (aquaculture, standard, carred, etc.)



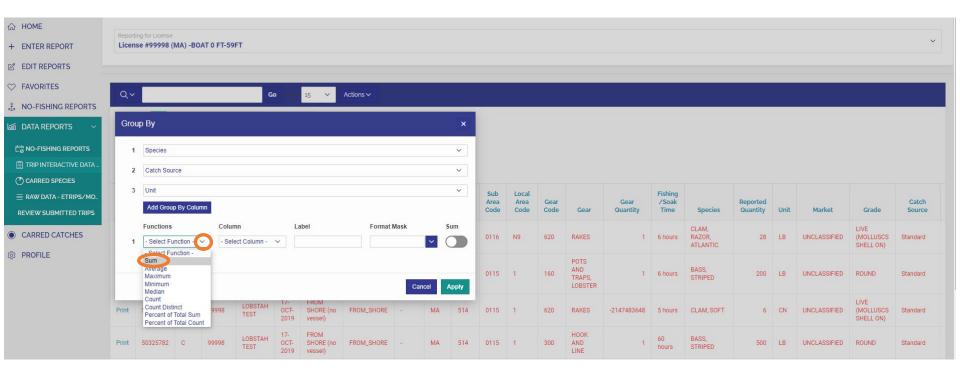
#### To add an additional column, select "Add Group By Column"



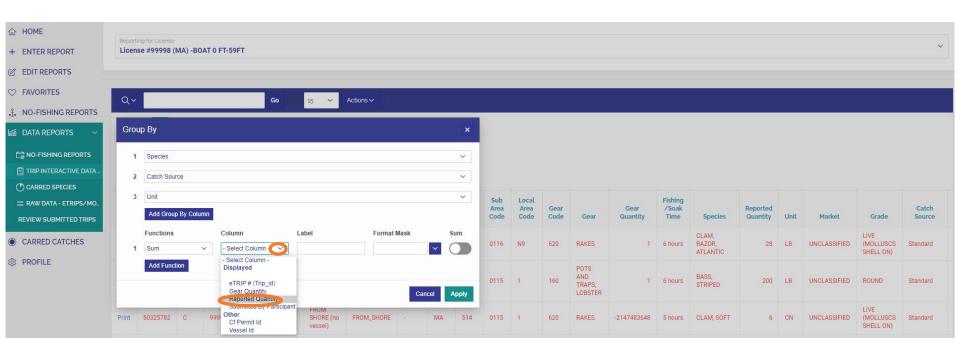
Choose "Unit" from the drop-down list. This will add a column for unit of measure, defining the unit that catch was landed in (count, pounds, bushels, etc.).



# Now, under the word "Functions" select the drop-down arrow then choose "Sum"

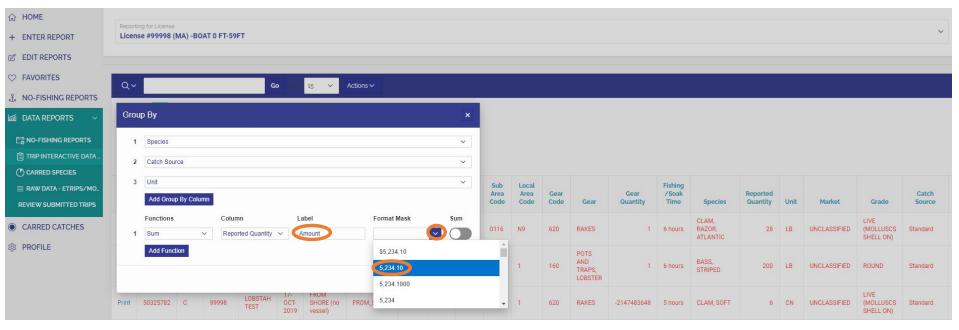


Then under the work "Column" click the drop-down arrow and choose "Reported Quantity"

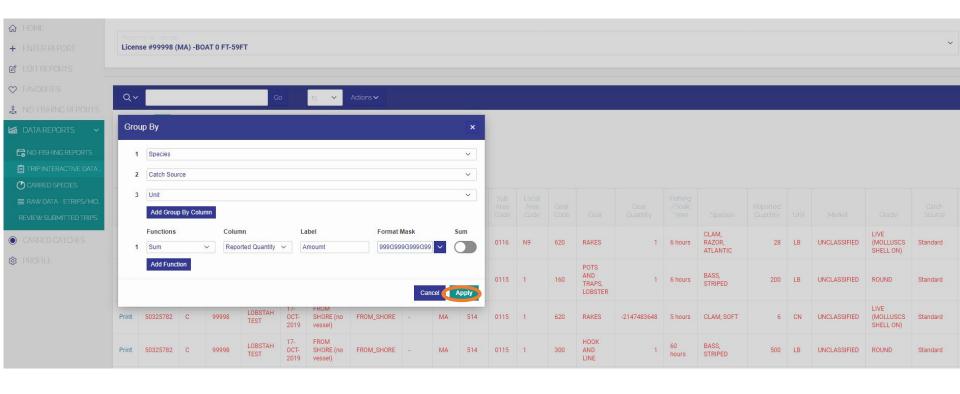


In the text box under "Label" type the word Amount.

Select the drop-down arrow in the box under the format mask and choose "5234.10" to calculate a sum rounded to the hundredths place.



# The form should now be complete, review the form you have created then click "Apply" to see the results.



A summary table of detailing the amount of catch landed during the filtered time period (2019) by species, catch source, and unit of measure will appear on the screen.

