

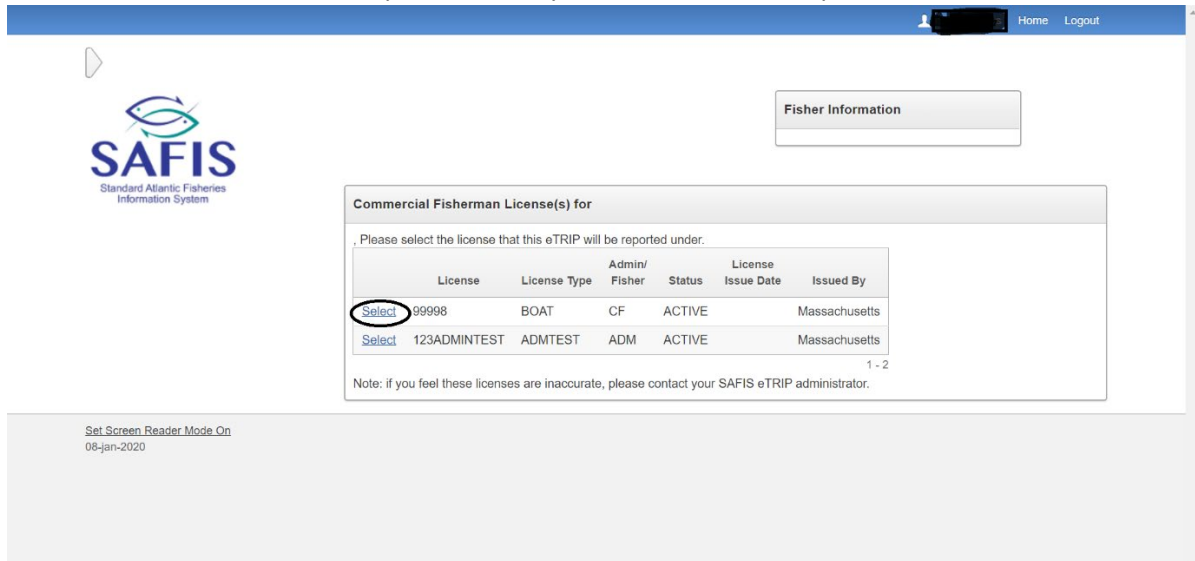
## How to use SAFIS to View Reports of Previous Trips

1. Log-in to SAFIS and select "SAFIS Electronic Trip Reports (eTrips)- Fisherman".



The screenshot shows the SAFIS (Standard Atlantic Fisheries Information System) main menu. At the top, there is a blue header bar with a user profile icon, the name "12059", and links for "Home" and "Logout". Below the header, the SAFIS logo is displayed on the left. In the center, a box titled "SAFIS APPLICATIONS - Main Menu" contains a list of applications. The application "SAFIS Electronic Trip Reports (eTRIPS)- Fisherman" is highlighted with a red oval. On the right, a "Welcome" message is displayed, featuring the Seal of the Commonwealth of Massachusetts and text stating: "Welcome to the Standard Atlantic Fisheries Information System (SAFIS). APPLICATIONS MENU. Applications are designed and maintained by the Atlantic Coastal Cooperative Statistics Program. To request access to additional SAFIS applications, please contact your SAFIS Agency Administrator."

2. On the next screen, choose the permit which you wish to create a report on.



The screenshot shows the "Commercial Fisherman License(s) for" selection screen in SAFIS. At the top, there is a blue header bar with a user profile icon, the name "12059", and links for "Home" and "Logout". Below the header, the SAFIS logo is displayed on the left. On the right, there is a "Fisher Information" box. The main content area is titled "Commercial Fisherman License(s) for" and contains a message: "Please select the license that this eTRIP will be reported under." Below this message is a table with the following columns: License, License Type, Admin/ Fisher, Status, License Issue Date, and Issued By. The table contains two rows of data. The first row has a "Select" button next to the license number "99998", which is highlighted with a red oval. The second row has a "Select" button next to the license number "123ADMINTEST". Below the table, there is a note: "Note: if you feel these licenses are inaccurate, please contact your SAFIS eTRIP administrator." The page number "1 - 2" is displayed at the bottom right of the table area. At the bottom left of the page, there is a link "Set Screen Reader Mode On" and the date "08-Jan-2020".

License	License Type	Admin/ Fisher	Status	License Issue Date	Issued By
<a href="#">Select</a> 99998	BOAT	CF	ACTIVE		Massachusetts
<a href="#">Select</a> 123ADMINTEST	ADMTEST	ADM	ACTIVE		Massachusetts

3. On the left-hand side of the screen, select “Reports Menu”.

The screenshot shows the SAFIS (Standard Atlantic Fisheries Information System) web application. The top navigation bar includes a Home button and a Logout button. The left sidebar contains a Main Menu for LOBSTAH TEST with options: Trip Reports, Negative Reports, Favorites (Active), Fisher Info, and Reports Menu (which is circled). The main content area features a Message of the Day section with a partner message about the 2019 commercial tautog fishery closure in Massachusetts. Other sections include Fisher Information (LOBSTAH TEST, 99998 BOAT) and a Questions? section with contact information.

**SAFIS**  
Standard Atlantic Fisheries Information System

**Main Menu for LOBSTAH TEST**

- Trip Reports
- Negative Reports
- Favorites (Active)
- Fisher Info
- Reports Menu**

**eTRIP Menu**

**Message of the Day**

Partner Message	Partner	Message Date
2019 COMMERCIAL TAUTOG FISHERY TO CLOSE EFFECTIVE TUESDAY, OCTOBER 29, 2019 - Massachusetts' 2019 commercial tautog quota of 64,753 pounds is projected to be taken after Monday, October 28, 2019. Accordingly, the Massachusetts commercial tautog fishery will be closed effective Tuesday, October 29, 2019 ( <a href="#">Closure Notice</a> ). This commercial fishery will remain closed until September 1, 2020. During the closed period, it is unlawful for fishermen to possess and land tautog for commercial purposes or in a manner that does not conform to the state's recreational fishing regulations. Additionally, it is unlawful for seafood dealers to purchase or receive tautog from fishermen.	MA	10/25/2019

**Fisher Information**

LOBSTAH TEST  
99998 BOAT

**Questions?**

Questions on address and permits or species, vessels, ports should be directed to your SAFIS Partner Administrator. Thank you.

(978)282-0308 x101

**How Can We Improve eTRIPS?**

We want your feedback to help us plan and design future versions of eTRIPS. Please take a moment

4. Within Reports Menu, Select “eTrip Interactive Report (Print Available)”.

The screenshot shows the SAFIS web application with the Reports Menu selected. The left sidebar now highlights the Reports Menu. The main content area displays the eTRIP Report Menu for LOBSTAH TEST (license #: 99998 BOAT). The menu options include: eTRIP - Negative/Did Not Fish Reports, ALL Trip Reports, Trips, Vessels, Species Caught, eTRIP Interactive Report (PRINT available) (which is circled), Species Previously Removed from CAR, and Raw eTRIPS/Mobile Uploaded Data.

**SAFIS**  
Standard Atlantic Fisheries Information System

**Main Menu for LOBSTAH TEST**

- Trip Reports
- Negative Reports
- Favorites (Active)
- Fisher Info
- Reports Menu**

**eTRIP Menu** **eTRIP Report Menu**

**eTRIP Reports for LOBSTAH TEST (license #: 99998 BOAT)**

- eTRIP - Negative/Did Not Fish Reports
- ALL Trip Reports
- Trips, Vessels, Species Caught
- eTRIP Interactive Report (PRINT available)**
- Species Previously Removed from CAR
- Raw eTRIPS/Mobile Uploaded Data

**Fisher Information**

LOBSTAH TEST  
99998 BOAT

Set Screen Reader Mode On  
08-Jan-2020

5. To filter a report by a range of dates, select “Actions” then “Filter”.

The screenshot shows the SAFIS (Standard Atlantic Fisheries Information System) interface. On the left is a 'Main Menu for LOBSTAH TEST' with links to Trip Reports, Negative Reports, Favorites (Active), Fisher Info, and Reports Menu. The top navigation bar includes 'eTRIP Menu', 'eTRIP Report Menu', and 'eTRIP Interactive Data Report'. The main content area is titled 'eTrips Data Report for LOBSTAH TEST - License# 99998'. It features a search bar, a 'Go' button, and a 'Rows' dropdown set to 25. A context menu is open over the table, with 'Filter' and 'Actions' highlighted. The table has columns: eTRIP # (Trip\_id), Trip Type, License, Fisher, Trip Start Date, Trip End Date, Vessel, State Reg #, Coast Guard #, and State. Two rows of data are visible.

	eTRIP # (Trip_id)	Trip Type	License	Fisher	Trip Start Date	Trip End Date	Vessel	State Reg #	Coast Guard #	State
<a href="#">Print</a>	51517605	C	99998	LOBSTAH TEST	12/02/2019	-	FROM SHORE (no vessel)	FROM_SHORE	-	MA
<a href="#">Print</a>	50323657	C	99998	LOBSTAH TEST	10/16/2019	10/16/2019	FROM SHORE (no vessel)	FROM_SHORE	-	MA

6. Within the filter, select “Trip Start Date” from the “Column” drop down list.

The screenshot shows the 'Filter' dialog box open over the same report. The dialog has tabs for 'Column' and 'Row'. The 'Column' tab is active, showing a 'Column' dropdown, an 'Operator' dropdown, and an 'Expression' dropdown. The 'Column' dropdown is open, displaying a list of available columns. 'Trip Start Date' is highlighted in blue. The background shows the same report table as the previous screenshot.

	Fisher	Trip Start Date	Trip End Date	Vessel	State Reg #	Coast Guard #	State
<a href="#">Print</a>	LOBSTAH TEST	12/02/2019	-	FROM SHORE (no vessel)	FROM_SHORE	-	MA
<a href="#">Print</a>	LOBSTAH TEST	10/16/2019	10/16/2019	FROM SHORE (no vessel)	FROM_SHORE	-	MA

7. Then select “Between” from the “Operator” drop down list.

The screenshot shows the SAFIS (Standard Atlantic Fisheries Information System) interface. A 'Filter' dialog box is open, displaying the 'Column' tab. The 'Column' dropdown is set to 'Trip Start Date'. The 'Operator' dropdown is open, showing various comparison operators, with 'between' highlighted. The 'Expression' field is empty. The background shows a table with columns: eTRIP # (Trip\_id), Trip Type, License, Fisher, Trip Start Date, Trip End Date, Vessel, State Reg #, Coast Guard #, and State. Two rows of data are visible, both for 'LOBSTAH TEST' trips.

8. Under expression use the calendar or manual entry (MM/DD/YYYY format) to fill in the boxes under “Expression”. These are the range of dates you wish to view trips from.

The screenshot shows the same SAFIS interface. The 'Filter' dialog box is still open, but now the 'Operator' is set to 'between'. The 'Expression' field contains the date '03/15/2020'. A calendar widget is open, showing the month of March 2020. The background table is the same as in the previous screenshot.

9. Below is an example of filters used to select trips from 03/15/2020 through 06/30/2020. When you have completed your filter fields, select “Apply”.

SAFIS Standard Atlantic Fisheries Information System

Main Menu for LOBSTAH TEST

- Trip Reports
- Negative Reports
- Favorites (Active)
- Fisher Info
- Reports Menu

Filter

Column Operator Expression

Trip Start Date between 03/15/2020 and 06/30/2020

Cancel Apply

eTRIP # (Trip_id)	Trip Type	License	Fisher	Trip Start Date	Trip End Date	Vessel	State Reg #	Coast Guard #	State
51517605	C	99998	LOBSTAH TEST	12/02/2019	-	FROM SHORE (no vessel)	FROM_SHORE	-	MA
50323657	C	99998	LOBSTAH TEST	10/16/2019	10/16/2019	FROM SHORE (no vessel)	FROM_SHORE	-	MA

10. To summarize the weights of catch from this time period, select “Actions” then “Format” then “Group By”.

eTrips Data Report for LOBSTAH TEST - License# 99998

Search: [ ] Go Rows: 15 Actions

- ✓ Trip Start Date between 03/15/2020 and 06/30/2020
- ✓ Trip DID NOT yield catch

Actions

- Select Columns
- Filter
- Rows Per Page
- Format
- Save Report
- Reset
- Help
- Download

Format

- Sort
- Highlight
- Chart
- Group By

eTRIP # (Trip_id)	Trip Type	License	Fisher	Trip Start Date	Trip End Date	Vessel	State Reg #	Coast Guard #	State
52836086	C	99998	LOBSTAH TEST	05/12/2020	05/12/2020	POOH BAH	-	590858	MA
52836087	C	99998	LOBSTAH TEST	05/12/2020	05/12/2020	POOH BAH	-	590858	MA
52836088	C	99998	LOBSTAH TEST	05/12/2020	05/12/2020	POOH BAH	-	590858	MA
52896598	C	99998	LOBSTAH TEST	05/18/2020	05/18/2020	UNKNOWN	MS9999	-	MA
52896599	C	99998	LOBSTAH TEST	05/18/2020	05/18/2020	UNKNOWN	MS9999	-	MA

11. This interface can be used to summarize how much of an individual species you landed and the unit (count, lbs, etc.) that the catch was landed in. Click the “Select Group by Column” list then choose “Species”.

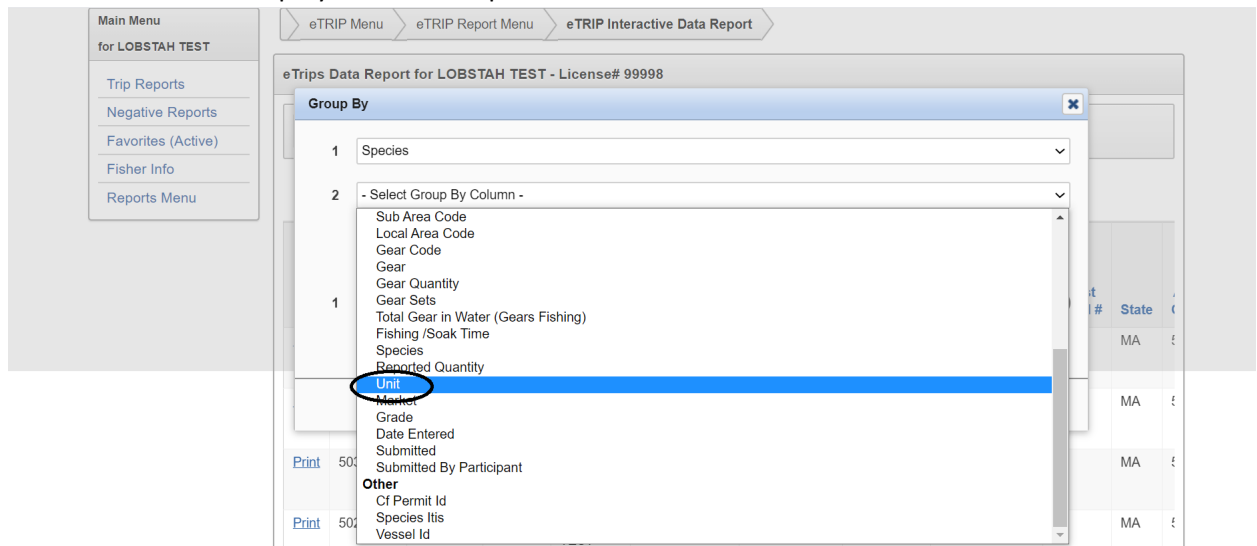
The screenshot shows the SAFIS (Standard Atlantic Fisheries Information System) interface. On the left is a 'Main Menu for LOBSTAH TEST' with options: Trip Reports, Negative Reports, Favorites (Active), Fisher Info, and Reports Menu. The central area displays a 'Group By' dropdown menu that is open, showing a list of columns: Local Area Code, Gear Code, Gear, Gear Quantity, Gear Sets, Total Gear in Water (Gears Fishing), Fishing Soak Time, Species (highlighted with a blue bar), Reported Quantity, Unit, Market, Grade, Date Entered, Submitted, Submitted By Participant, Other, Cf Permit Id, Species Itis, and Vessel Id. Below the dropdown is a table with columns: Functions, Column, Label, Format Mask, and Sum. The first row shows '- Select Function -', '- Select Column -', an empty label field, an empty format mask field, and a toggle switch for Sum. Buttons for 'Add Group By Column', 'Add Function', 'Cancel', and 'Apply' are visible.

12. Select “Add Group by Column”.

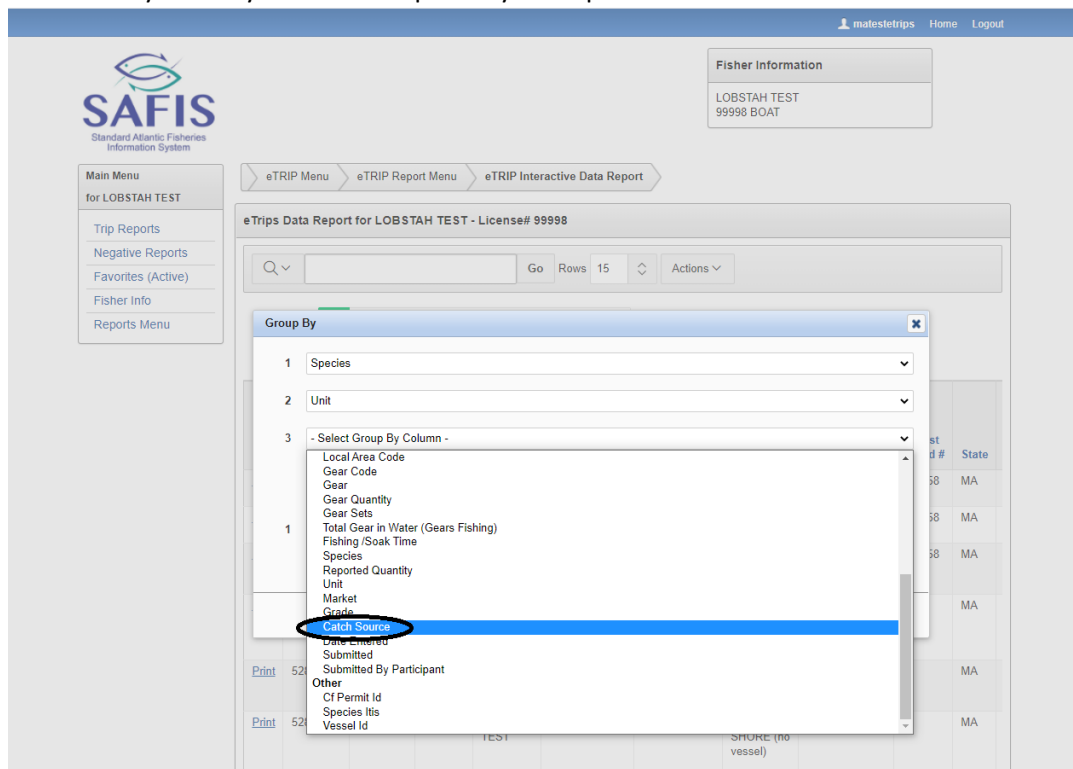
This screenshot shows the same SAFIS interface as the previous one, but with the 'Group By' dialog box open. The 'Species' option in the dropdown is now selected. The 'Add Group By Column' button, located below the dropdown, is circled in red. The background shows the 'eTrips Data Report for LOBSTAH TEST - License# 99998' with a table of data. The table has columns for various trip details, including trip number, gear code, license number, trip name, dates, and location. The first two rows of data are visible, both showing trip 50323657, gear code C, license 99998, and location FROM\_SHORE (no vessel).

Print	Trip #	Gear Code	License #	Trip Name	Start Date	End Date	From	To	State
<a href="#">Print</a>	50323657	C	99998	LOBSTAH TEST	10/16/2019	10/16/2019	FROM SHORE (no vessel)	FROM_SHORE	MA
<a href="#">Print</a>	50323657	C	99998	LOBSTAH TEST	10/16/2019	10/16/2019	FROM SHORE (no vessel)	FROM_SHORE	MA

13. Now click “Select Group By Column” drop down and choose “Unit”.



14. To view data grouped by “Catch Source” (aquaculture, standard), select “Add Group by Column” then click “Select Group by Column” dropdown list and choose “Catch Source”. This is unnecessary unless you wish to separate your Aquaculture and Standard catch.



15. Click the “Select Functions” dropdown and Select “Sum”.

The screenshot shows the SAFIS (Standard Atlantic Fisheries Information System) interface. The main menu on the left includes 'Trip Reports', 'Negative Reports', 'Favorites (Active)', 'Fisher Info', and 'Reports Menu'. The top navigation bar shows 'eTRIP Menu', 'eTRIP Report Menu', and 'eTRIP Interactive Data Report'. The 'Fisher Information' box displays 'LOBSTAH TEST' and '99998 BOAT'. The 'eTrips Data Report for LOBSTAH TEST - License# 99998' is open, showing a search bar, 'Go' button, 'Rows 15', and 'Actions' dropdown. The 'Group By' dialog box is open, showing three columns: 'Species', 'Unit', and 'Catch Source'. The 'Functions' dropdown is open, and 'Sum' is selected. The 'Column' dropdown is set to '- Select Column -'. The 'Label' and 'Format Mask' fields are empty. The 'Sum' toggle is turned on. The background shows a table with columns for 'Print', 'Trip #', 'Unit', 'Catch Source', 'Date', 'Time', 'Vessel', 'Gear', 'State', and 'Count'.

16. Click “Select Column” dropdown and select “Reported Quantity”.

The screenshot shows the same SAFIS interface as the previous one. The 'Group By' dialog box is open, and the 'Select Column' dropdown is open, showing a list of columns: 'Displayed', 'eTRIP # (Trip\_Id)', 'Gear Quantity', 'Gear Sets', 'Total Gear in Water (Gears Fishing)', 'Reported Quantity', 'Submitted By Participant', and 'Other'. 'Reported Quantity' is selected. The 'Functions' dropdown is set to 'Sum'. The 'Column' dropdown is set to '- Select Column -'. The 'Label' and 'Format Mask' fields are empty. The 'Sum' toggle is turned on. The background shows the same table as the previous screenshot.



17. Enter a custom name in the box under label. In this example, I used “Catch Amount”. Use the drop down under format mask to choose the format of your “Catch Amount”, I chose to round data to the hundredths place.

The screenshot shows the 'eTrips Data Report for LOBSTAH TEST - License# 99998' interface. A 'Group By' dialog box is open, allowing configuration of report columns and functions. The 'Group By' section lists 'Species', 'Unit', and 'Catch Source'. The 'Functions' section shows 'Sum' applied to 'Reported Quantity'. The 'Label' field is set to 'Catch Amount'. The 'Format Mask' dropdown is open, displaying a list of formatting options: '\$5,234.10', '5,234.10' (highlighted), '5,234.1000', and '5,234'. The background report table shows columns for various trip details.

18. The group by interface will appear as below, ignore the code in the “Format Mask” box and click “Apply”.

This screenshot shows the same 'eTrips Data Report' interface with the 'Group By' dialog box. In this step, the 'Format Mask' dropdown is set to a custom code '9999G999G990D00'. The 'Apply' button at the bottom right of the dialog box is circled, indicating the user should click it to save the configuration. The background report table is visible, showing trip data for license 99998.

19. The result is a summary table for catch between 03/15/2020 and 06/30/2020. See example below.

**eTrips Data Report for LOBSTAH TEST - License# 99998**

Trip Reports  
Negative Reports  
Favorites (Active)  
Fisher Info  
Reports Menu

Q ▾ [ ] Go [Table Icon] [List Icon] Rows 15 ▾ Actions ▾

- ▼ [List Icon] Edit Group By ×
- ☒ [Filter Icon] Trip Start Date between 03/15/2020 and 06/30/2020 ×
- ☒ [Star Icon] Trip DID NOT yield catch ×

Species	Unit	Catch Source	Catch Amount
ALEWIFE	LB	S	1.00
BASS, STRIPED	LB	S	2.00
COD, ATLANTIC	LB	S	4.00
Trip DID NOT yield catch	-	-	-
BASS, BLACK SEA	LB	S	112.00
BASS, BLACK SEA	LB	A	18.00
HADDOCK	LB	S	5.00
LOBSTER, AMERICAN	LB	S	178.00

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