**eLandings Agency Interface Application Training Exercises**

**Search – Agency Users:**

1. Using the Search Tool Display all authorized International Pacific Halibut Commission staff members. Sort the names column in alphabetical order. Locate Lara Erikson and determine her application security level and allowable actions.
2. Using the search tool, do not select an agency (gray default), in the Name cell key in the first name, John and click on search. Find the email address for the AWT listed in this search. What are the application security level and allowable actions for this user?
3. Return to the search Agency Users main search menu and click on new search. In the name cell, key in the last name, Smith. Open the search results for the enabled account and determine the security level and allowable actions. Note the reset password button. Click on this button and review how this is performed. Do not change the password. Cancel to exit.

**Search – Operations:**

1. Select Operations. In the Name cell key in Trident. Sort the results in alphabetical order by clicking on the Operations header title and then sort by type. Notice the ID. Locate operation 321. Click on this record. Where is this processor located? Locate the User ID, KHAFLINGER. Click on this user record. Is he authorized for the COAR? Cancel and return to the Trident display.
2. Click on the word Tenders once and then click on this same word, Tenders, with a double click. How many tenders are associated with this operation? Who is the primary user on the tender sub-operation Peggy Jo? Click on the minus ‘-‘ button and change to a ‘+’. Open both the Custom Processing relationships by clicking on the ‘+’ button for both. How many Custom Processing relationships does this operation have and how many are closed? When a custom processing relationship is created, who establishes the relationship – the owner of the product or the company performing the processing?
3. Select a new search. From the TYPE selection, choose Buyer-Exporter. Where is Wendy’s Seafood located (Port)? Review results. Then select Catcher Seller and again review results. Add the port NAK to the search window and click on search. Review results. Click the New Search button and key in NAK in the Port cell. Review results. How many operation Types are displayed? How many tenders are sub-operations for the processor code F6519? What is the status of Red Salmon Cannery, F5715?

**Search – Processor Users:**

1. Complete a search for processor user, Karl Haflinger.
2. Complete a search for all processor users associated with the Registered Buyer permit number, 5358.
3. Select New Search and complete a search on Port, CRG. Locate user Cameop. Click on this user and review her authorized operations.
4. Select New Search and then complete a search on Company, Icicle Seafoods. Review users, specifically HayleyM and her associated operations.

**Search – Vessels:**

1. Locate the Vessel search and enter the Vessel Name, Pacific. Click the Vessel Name to sort. Note the three vessels with the name, Pacific Storm. Double click on each vessel with this name and note the vessel length of each as well as the home port.
2. Complete a search on vessel, 76003. What is the home port?

**Search – CFEC Permits:**

1. Complete a search on the CFEC Permit Holder, last name only, Blondin. Sort on Permit Holder. Add to this search (do not select New Search), in the Year Seq, 1401. How many permits to you locate? Double click on the permit holder, Jason Blondin. This opens the landing report search. Search for 2014 landing reports by selecting search. How many landing report do you locate? Double click on the 1/13/2014 landing report. What company purchased the catch. Scroll down to the itemized catch. What was the harvest? Close the landing report, the landing report search, and the CFEC permit search.

**Search – Processor Permits:**

1. Locate the Processor search and in the Processor Name cell key in Silver Bay. Double click on the processor name Silver Bay Naknak.
2. Select New Search. In the Proc Code cell key in 6520 and click on search. Return to the Proc Code field and add a leading ‘F’ to the code 6520 – F6520. Highlight the results and select the search for landing report – this year. Do not choose a Type. Complete the search. How many records returned for this processor? Modify the type to Crab and complete a second search. How many records are returned?

**Search – Landing Reports:**

1. Locate the landing report search and select New Search. This clears all search criteria fields. Select Type – salmon, Port – SIT, Gear – 15, with a date range of This Year. Select Search. These records do not represent all salmon troll landings for 2014, only those landings submitted electronically.
2. Select New Search to clear criteria. Locate the Management Program drop down menu and select State Managed Sablefish – SMS and the date range of Last Year.
3. Review the search criteria available. You DO NOT need to enter a value in each field.
4. Select New Search and then choose Type – Groundfish, and nothing else. Click on search. Note the message returned. To reduce the processing load on the eLandings server, we limit the number of reports returned to 1000 records. Close the dialog box.
5. Add to the search, Port – KOD and time frame – Yesterday. Once you have the results, review the status – some are final and some are initial reports.
6. Locate the landing for the vessel Topaz. Double click on this record. Review the landing report sections – Vessel, Landing, Processor and then the CFEC and Statarea tabs. Double click on the CFEC permit and review the detailed permit information. Click on the statarea and note the waters fished – state or federal.
7. Scroll down and review the itemized catch. How many chinook and halibut were discarded at the dock? Scroll back up and locate the Pollock item. Click on this item and then note the grading and pricing information for this species. What was the fisher paid for the Pollock.
8. Scroll back up to the Trip section. Note that the landing was a dock delivery. Click on Edit Stop Date. Note the Stop Date. The processor may make modifications to this report at any point in time for 90 days. After 5/20/2014 this report is locked.
9. Above Edit Stop Date is the History button. Click on this button. Review the history of this record to the record below: Status: 4 – Initial, 8 – Final, 16 – Voided.



1. Close the landing report windows and return to the search landings application page.
2. Select New Search and search on Type – Groundfish, Vessel ADFG – 32373, Timeframe – 2013. Sort returns by Date of Landing. Close Landing Report Search.

**Queries:**

1. Ignore the Queries selections. Use the Detailed Queries. Select Landing Details by Vessel. Enter the date range 1/1/2013 – 12/31/2013 for vessel 32373. Review the results. How are these results different from the Search you performed on this vessel. Open and review the Excel Spreadsheet. Minimize.
2. Select Landing Details by Statarea. Enter the date range 5/19/2013 only – one day, report type – salmon, statareas 10910 and 11212. Open the Excel spreadsheet. Modify the query to 7/19/2013 – 8/19/2013. Open the Excel spreadsheet. How many CFEC permit types are displayed?

**Codes:**

1. Review codes. Locate the Management Programs. What is Management Program RPP?
2. Locate statarea 545702. What is the IPHC IFQ permit area for this statarea?

Questions – contact gail.smith@alaska.gov