**PTI Scenario 3: Import Landing Reports to eLandings**

**Bristol Bay Processors Only Training Exercise**

**Data Processing Procedures to Upload and Convert Mixed Salmon to Unique Salmon Species.**

User ID: ***sfish***
Password: ***sockeye1***

To complete this exercise, you will need:

* A thumb drive prepared for a tender for King Crab Processing, using the Processor Tender Interface (PTI) **TRAINING** application.
* Create three landing reports with mixed salmon species (species code 460) on each of the three landing reports.

**SCENARIO**

You are the office manager of a Bristol Bay processor for King Crab Processing. A tender has just delivered to you a packet of printed and signed fish tickets and a tLandings thumb drive containing the corresponding electronic landing reports. All of the landing reports document deliveries of species 460 – Mixed Salmon. A few of the landing reports may also document delivery of King salmon.

The goal of this training exercise is to provide you with an understanding of how to download fish ticket landing reports with Mixed Salmon, and then convert these reports to reflect unique salmon species based upon the production information available 2-4 days after the off-load occurred.

Login:



With the thumb drive inserted in your USB port, open the PTI application and click the **Import tender landing report files** button in the upper left corner.



This opens the **Report Import** dialog.



Fish ticket landing reports with Mixed Salmon (460) line items can only be uploaded as **Initial Reports**. Use the **Upload as** dropdown to select this status option:



To identify these records for the Mixed Salmon update process, you must also assign a **Tender Batch** “number.” This identification number can be any combination of letters and/or numbers, up to 10 characters in length, but **cannot** contain symbols (such as / or -) or spaces. You can make something up this exercise, but be sure to record it so that you can search for it later in eLandings.

Note: When doing this for real in the production eLandings system, you must keep accurate track of your own Tender Batch numbers to prevent confusing or overwritten Tender Batches in eLandings, and making more work for yourself.

When done, click the  button, which starts the upload and displays an **Uploading Landing Reports** progress bar. When the import finishes, note whether all reports were successfully imported, and click  to close the **Upload Result** confirmation dialog.

The **Report Import** dialog will then be updated to reflect that the landing reports were imported with an Initial Report Submitted status, and the **Select** checkboxes will be unchecked.



The reports now reside within eLandings and the thumb drive is ready to be reconfigured with new unique fish ticket and landing report numbers.

**Applying Chum Percentages in eLandings**

So, it’s now three days later and you receive the production report with actual species composition for this tender off-load*.* Open eLandings Training: <http://elandingst.alaska.gov/elandings/Login>

And login: UserID: *sfish*

Password: *sockeye1*

From the Reports Menu select the tender operation and then click on the **Mixed Salmon Percentage** button:



**NOTE:** ALWAYS remember to identify the appropriate Operation before you select the **Mixed Salmon** button, or you will have to start over.

Because you assigned a unique Tender Batch identification code, you do not need to use the date/time range to locate all the fish ticket landing reports for this tender off-load. Enter your Tender Batch identifier (UGK24 in this example) and click .



This application feature only locates those fish ticket landing reports with Mixed Salmon harvest items. Note in the illustration below that the only poundage is located in the Total Mixed Weight column.



**NOTE:** If no landing reports are located, check to make certain you have identified the **correct tender operation**.

If you have lost documentation on the Tender Batch assignment number, remember that all initially submitted reports are listed in the **Reports Menu**.



If you click on the **Report ID** in blue text, this opens the landing report and allows you to obtain the Tender Batch ID number.

**APPLYING THE SPECIES COMPOSITION PERCENTAGES DERIVED FROM YOUR PRODUCTION REPORT**

In this example, I located 3 fish ticket landing reports. Scroll to the bottom of the page and you will locate the application feature that allows you to document the actual percentages and average weights for the species from this tender off-load.



With the information from your production report, complete this dialog box.



Click the  button when all fields are completed. If the application does not seem to be “doing anything”, please be patient, as this process depends upon bandwidth.



When the modifications have been completed the application will message back that the Chum Percentage was applied to the landing reports. Also note that all landing reports successfully applied are submitted as Final Reports.



Note that although we call this the Chum Percentage, the application feature allows for the documentation of Coho and Pink salmon, as well as Chum. Fish tickets that initially documented only Mixed Salmon are now converted to specific species with poundage and number of fish based upon production percentages.

 Since the fish ticket landing reports have been finalized, they are no longer listed on the Reports Menu page.

You can also Reprint these fish tickets as a group, by selecting the Reprint button after the final submission.

In this example, I receive a PDF file with 3 fish tickets that reflect the modifications. These reports can be printed and provided to the seller and/or retained for your records. These records do not need to be submitted to ADFG. **ADFG only needs a copy of the initial, signed copy of the fish ticket.**

**NOTE:** If the production report information provided is not correct or is modified after the Mixed Salmon Percentage Mass Update has occurred, you can use the  button. You can search for the finalized reports using the original Tender Batch Number and selecting you wish to correct or update. Clicking the  button will return to the landing reports to their original Mixed Salmon weights, and allow you enter the corrected or updated values and recalculate the other species break down.