



tLandings

How to Complete a Landing Report

1. Start tLandings and login.
2. Begin a landing report.



3. Swipe the CFEC permit, using the magstripe reader.

4. Vessel Tab

Verify: Correct Vessel
 Enter: Dates
 Stat Area(s) and percentages
 Nearest Bay or Headland

*For a Southeast Troll fishery, enter Date Fishing Ended.
 If requested by processor, enter fish temps in Fahrenheit.
 Nearest Bay or Headland required for most fisheries.*

5. Tally Tab.

Select: **Species-Condition-Grading**
 Enter: **Scale Weight**
Tare
Number of fish

Use the

button to add or modify Species Average Weight.

If Avg Weight is entered in species defaults, number can be automatically calculated.

Enter personal use and discards directly in the tally sheet, beginning with the species code.

6. Review Landing Report.

7. Print and sign: 2 copies
8. Close report.

Start of Trip

1. Obtain thumb drives from processor.
Think of each thumb drive as a book of fish tickets. Please treat them accordingly.
2. Insert one thumb drive into computer USB port.
3. Open Folder to view files on the drive in Windows file Explorer.
4. Double click file **run_tLandings** and login.
Obtain password from Processor prior to trip.
5. Review Species Defaults.
6. Create Landing Reports.....

You can close the application anytime, but it is usually not recommended to remove the thumb drive during a tender trip. Do not remove the thumb drive when the application is open.

End of Trip

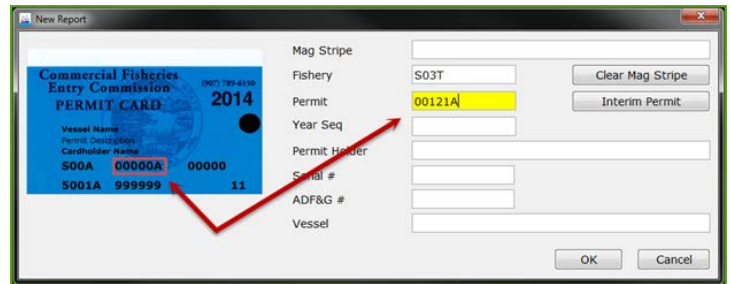
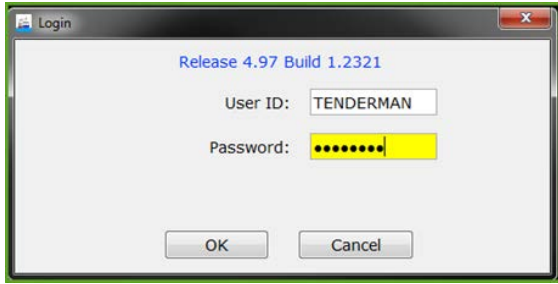
1. Generate and print Tender Log, Daily Log, or Summary Reports, as required by processor.
2. Close tLandings.
3. Eject or otherwise "safely remove" USB thumb drive.
4. Place thumb drive, signed fish tickets, and any printed logs/summaries in plastic baggie.
5. Turn them in to processor.

Always retain two unused thumb drives for emergency use.

(continued on next page)



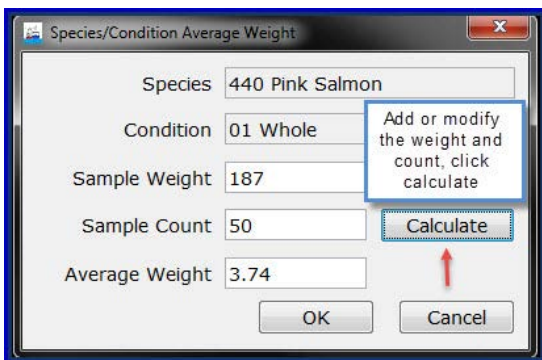
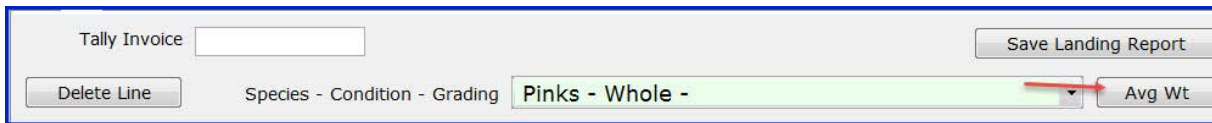
tLandings Login: User ID defaults to TENDERMAN. How to add a CFEC permit manually:



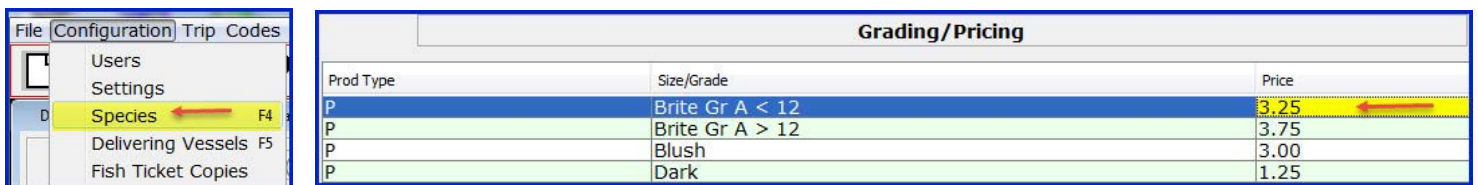
How to edit the ADF&G vessel information:



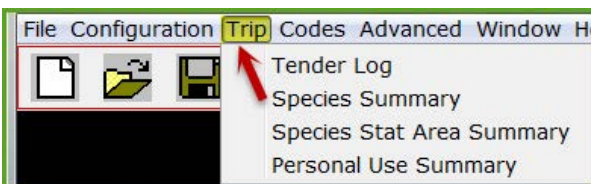
How to add/modify the average weight:



How to change a price or add a new grade/price category:



How to access Trip Reports:



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