

REPORTING VIA THE FACTS™ WEBSITE

You will be submitting your trip hauls and harvest details using a Website called FACTS™. FACTS™ is an established set of software that is used in various fisheries and has been adapted to the specific needs of the Maryland blue crab fishery.

This section shows you how to access the Website on a phone or tablet computer that is able to connect to the Internet and can view and interact with Websites using "browser" software.

The website that you will be using on your smartphone or tablet to report haul and harvest information is:

www.fisheryfacts.com/mobile

Please Note...



The above website was developed to work on a smartphone or tablet. It may work on a computer; however, your internet browser may need to be updated to a newer version. The above website works on Internet Explorer version 9 and higher as well as Google Chrome Internet Browser.

Getting Started: Accessing the FACTS™ Website

To use the Internet to participate in the Maryland Blue Crab Reporting System, you will need to do the following:

- Attend a training session
- Have a suitable smart phone or tablet computer
- Know your user name and password required to access the system

During the training session, you will practice using a "touch screen" to enter data. A touch screen allows you to touch a text prompt to display a keyboard; use prompts that let you select from a list of valid entries, and "swipe" the screen with your fingertip to "scroll" up and down the screen to view information that is outside of the visible area.

Here's how to get to the FACTS™ Website using a loaner mobile device that may have been provided to you:

Smartphone

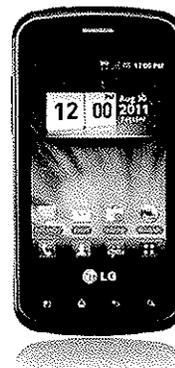
1. To turn the phone on, press and hold the button on the top of the phone until the screen comes on. The phone does not need to be turned off after each use.
2. If the phone is on but the screen is blank, quickly press any button on the front of the phone to "wake" the phone.
3. Slide your finger up the screen from the bottom to unlock the phone.
4. Turn the phone on its side, slide out the keyboard, and tap the icon of the earth at the bottom right of the screen to open the Web browser.
5. The FACTS™ log on page should display automatically.
6. If the FACTS™ log on page does not appear, slide the screen down with your finger until you see the address bar. Tap on the address bar and use the keyboard to type in the following Web address: <http://www.fisheryfacts.com/mobile>.



1. Power on



2. Slide finger up screen...



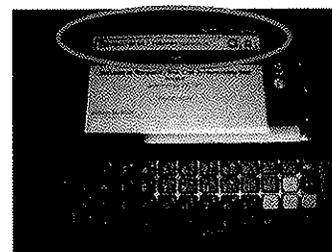
3. ...to "unlock" the phone



4. Slide out the keyboard and tap the Web browser icon (in the circle)



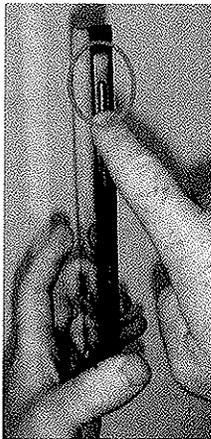
5. The FACTS™ log on page should display



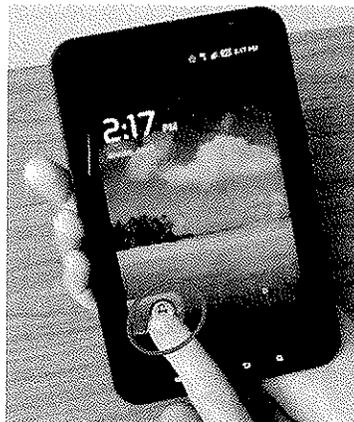
6. The browser address bar

Tablet Computer

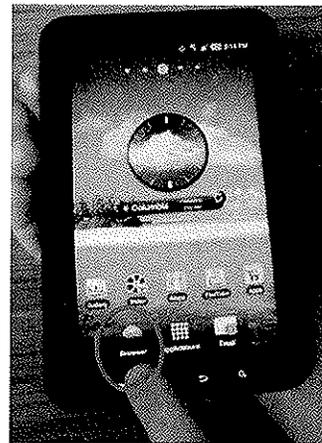
1. To turn on the tablet, press and hold the power button on the side of the tablet for a few seconds. If the tablet is already on but the screen is blank, press and quickly release the power button to "wake" the tablet.
2. To unlock the tablet, slide your finger across the screen.
3. Open the Web browser by tapping the icon of the earth at the bottom left of the screen.
4. The FACTS™ log on page should display automatically.
5. If the FACTS™ log on page does not display, tap on the address bar at the top of the screen to make a keyboard appear on the screen. Use the keyboard to type the following Web address into the address bar: <http://www.fisheryfacts.com/mobile>.
6. To enter data into the prompts on the screen, tap the data-entry box to make the on-screen keyboard appear.



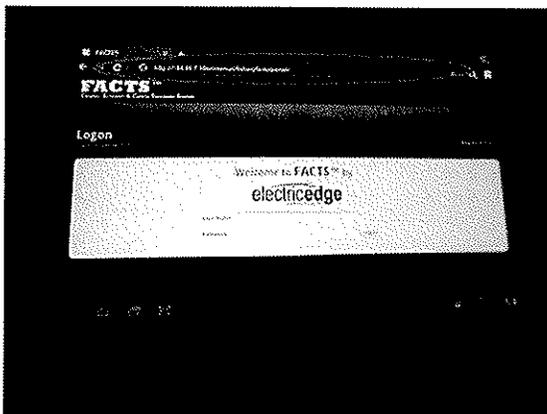
1. Power on



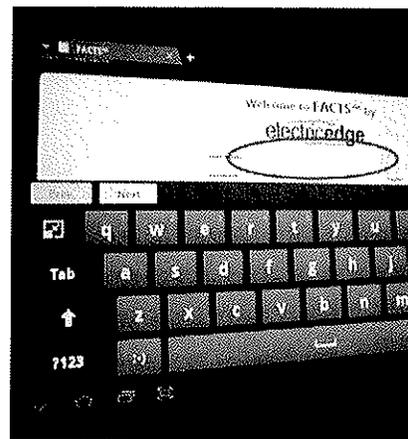
2. Slide finger across screen to unlock tablet



3. Tap Web browser icon



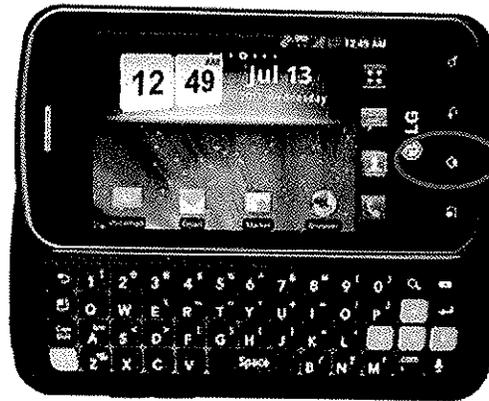
4. The FACTS™ log on page should appear. If not, type the address into the address bar.



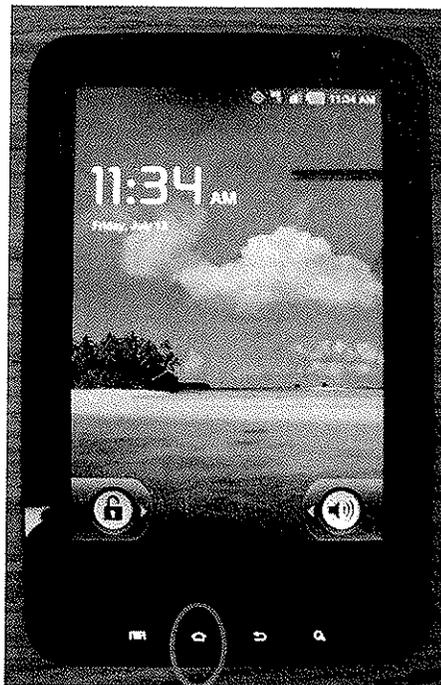
5. Tap a box and the on-screen keyboard will appear.

If you accidentally press a button that takes you to another screen on the phone or tablet that you are unfamiliar with, you can press the home button to get you back to the main screen.

On the smartphone, the home button is at the bottom of the phone and looks like the outline of a house.



On the tablet, the home button is at the bottom of the tablet and looks like the outline of a house.



Logging on to FACTS™

When you access the FACTS™ Website, the log on screen will be displayed as shown.

Logon

Welcome to Maryland's Blue Crab Accountability Pilot Project
powered by FACTS™

Please logon

License Number:

Password:

<p>Please Note...</p> 	<p>This manual shows various screens from the Website. The actual appearance of the screens may be slightly different on your device.</p>
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Enter your crabbing license number and the password that was assigned to you. For security reasons, your password will not be displayed as you type it. When you have entered your license number and password, tap the "Logon" button.

Logon

Welcome to Maryland's Blue Crab Accountability Pilot Project
powered by FACTS™

Please logon

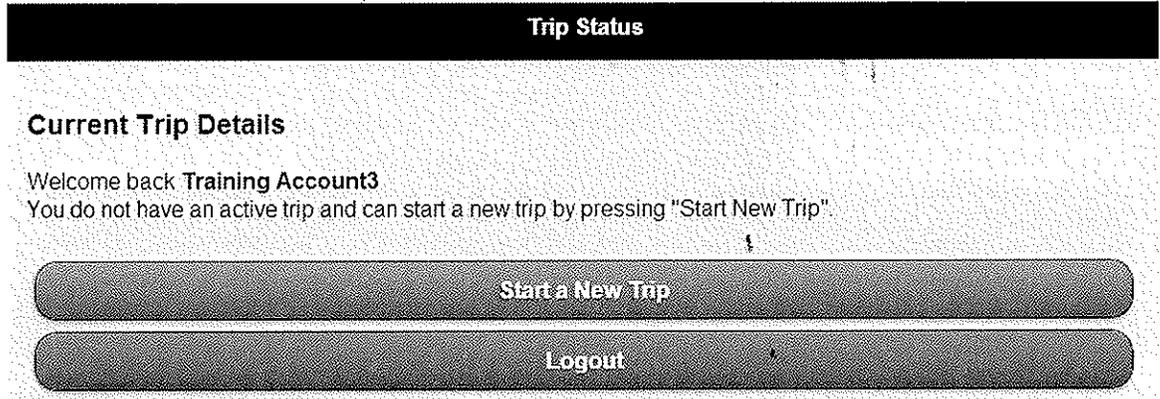
License Number:

Password:

If you enter the license and password incorrectly, an error message will be displayed, and you can try again.

Starting a New Trip

When you have logged on to the FACTS™ Website, the Trip Status page will display as shown in the example. If you do not have a current (active) trip, you will see a button labeled "Start a New Trip."



You will need to log on and start a new trip before heading out onto the water to crab for the day.

<p>Please Note...</p> 	<p>If you created a trip on a certain date, you are considered to have a current trip for the rest of that day (unless you have cancelled the current trip). The trip is considered to be active until you have submitted your harvest log or midnight has passed.</p> <p>Once midnight has passed, any previous trips are not considered to be current, and you will be able to start a new trip.</p>
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Tap the "Start a New Trip" button. A hail screen will be displayed as shown here. The purpose of the hail screen is to record information concerning the vessel and the time and place of your planned landing. This information is sent to a central Website that roaming monitors can use. The roving monitors are able to see a list of trips for the current day so that they can select the vessels and trips that they are going to check.

Trip Start Details

Instructions:
Please enter the trip start hail details, double-check for accuracy and then press "Send Hail"

Base Trip Start Hail Details

License No.: 333333

VRN (vessel reg. number):

Landing Details

Landing Time Today (Mar 18, 2013):

Landing Location:

Other location (if not in list):
 (max 100 chars)

<p>Please Note...</p> 	<p>The screen image above shows the data entry form. You may need to scroll down the screen to see all of its contents (this will depend upon the kind of device you are using).</p>
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Trip Start Hail Information

VRN (vessel reg. number): When the hail screen appears, the vessel registration number (VRN) prompt will be pre-filled with the number of the vessel that you are associated with in FACTS™. ***If you are crabbing on a different vessel for the current trip, change the VRN to the number of the vessel from which you are crabbing.***

Landing Time Today: Tap the "Hour" and "Minute" prompts to select the hour and minute portion of the time that you plan to arrive on shore to start offloading your catch. Please note that the time is to be in 24-hour (military time) form. For example, if you plan to arrive on shore at 4:30 pm, select "16" in the "Hour" prompt and "30" in the "Min" prompt.

Trip Start Details

Instructions:
Please enter the trip start hail details, double-check for accuracy and then press "Send Hail"

Base Trip Start Hail Details

License No.: 333333

VRN (vessel reg. number):

Landing Details

Landing Time Today (Mar 18, 2013):

Pick Hours ▾ **Pick Mins** ▾

Pick Hours ▾

00
01
02
03
04
05
06
07
08
09
10
11
12
13
14
15
16
17
18

Select Location ▾

(n list):

(max 100 chars)

Landing Location: The locations you reported as your usual landing areas have been already entered into FACTS™ for you. When you tap the landing location prompt, the list will show those locations. Tap the location that where you will be landing for this trip to fill in the prompt. The example screen shot shows a selected location with "other location" correctly left blank.

Other Location: If you will be landing at a place that is not in the list, please enter the name of the place in the "Other Location" prompt. Be sure that no location was selected in the previous prompt (it should contain the words "Select Location"). Be sure to describe the "other" location well enough that a roving monitor will be able to locate you if your trip is selected for spot checking.

Sending Your Hail

When you have entered the information for your hail, touch the "Send Hail" button. At this point, the system will check for any errors or missing entries in the information that you entered.

Trip Start Details

Instructions:
Please enter the trip start hail details, double-check for accuracy and then press "Send Hail"

Base Trip Start Hail Details

License No.: 333333

VRN (vessel reg. number):

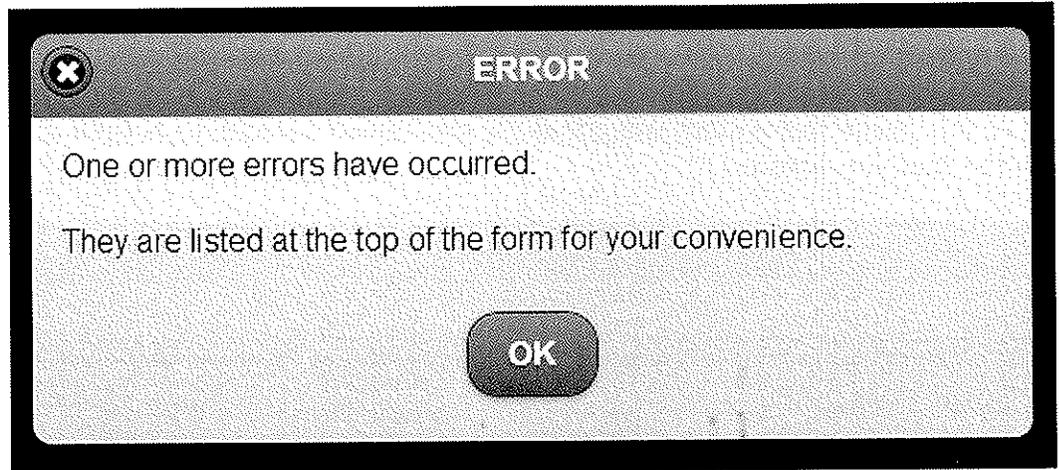
Landing Details

Landing Time Today (Mar 18, 2013):

Landing Location:

Other location (if not in list):
 (max 100 chars)

If any errors or omissions are found, a "pop up" window will notify you. Touch the "OK" button to clear the window. You will then return to the hail form, where a description of the error will be shown in red text at the top of the screen. You can then make any necessary changes in the form and try saving the hail again.



Trip Start Details

The following error(s) occurred:

- A complete estimated landing time must be selected (e.g. 09:30)

Instructions:
Please enter the trip start hail details, double-check for accuracy and then press "Send Hail"

Base Trip Start Hail Details

License No.: 333333

VRN (vessel reg. number):

MD99999999

Landing Details

Landing Time Today (Mar 18, 2013):

13 ▼ Pick Mins ▼

Landing Location:

MY HOME ▼

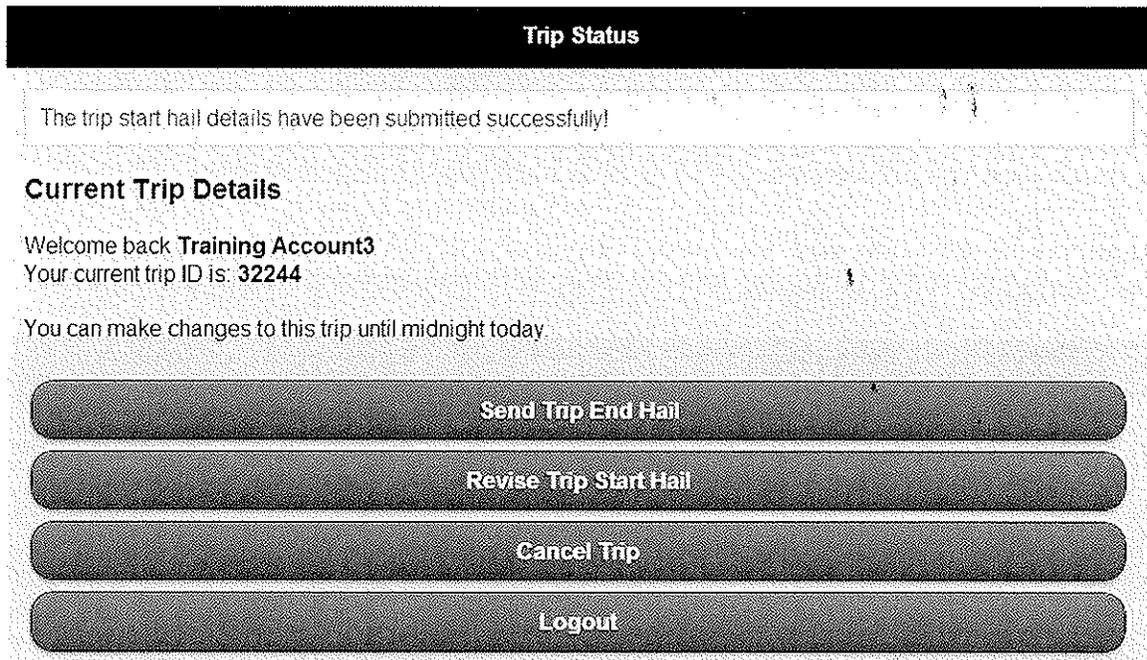
Other location (if not in list):

(max 100 chars)

Cancel Send Hail

Once you have tapped the "Send Hail" button and there are no errors, you will return to the Trip Status screen. A message will appear in a green box at the top of the screen confirming that the hail was saved and sent.

The trip status screen will show you the trip ID number of your current trip. You will need to remember or write down this trip ID number. Included in your binder are sheets to write this number down daily. You will give this trip ID number to your dealer if they are participating in the pilot project.



Now that a current trip is in the system, the Trip Status screen will offer you additional options. If you have just sent a trip-start hail, your first option will be to send the trip-end hail. You would usually do this a few hours later when you have hauled in your gear and are about to head back to shore.

Options also allow you to revise your hail (e.g. to correct an error) or cancel the trip (e.g. due to mechanical breakdown or bad weather). Hail revisions and trip cancellations are described later in this manual.

Logging Out of FACTS™

The final option in the Trip Status screen is to log out. For security reasons, you should tap the logout button to exit, unless you plan to continue using FACTS™ right away (e.g. to revise your hail). When you log out, you will return to the log on screen.

If you do not log out and you do not use FACTS™ for 20 minutes or more, the system will log you out automatically. If the system logs you out, you will go back

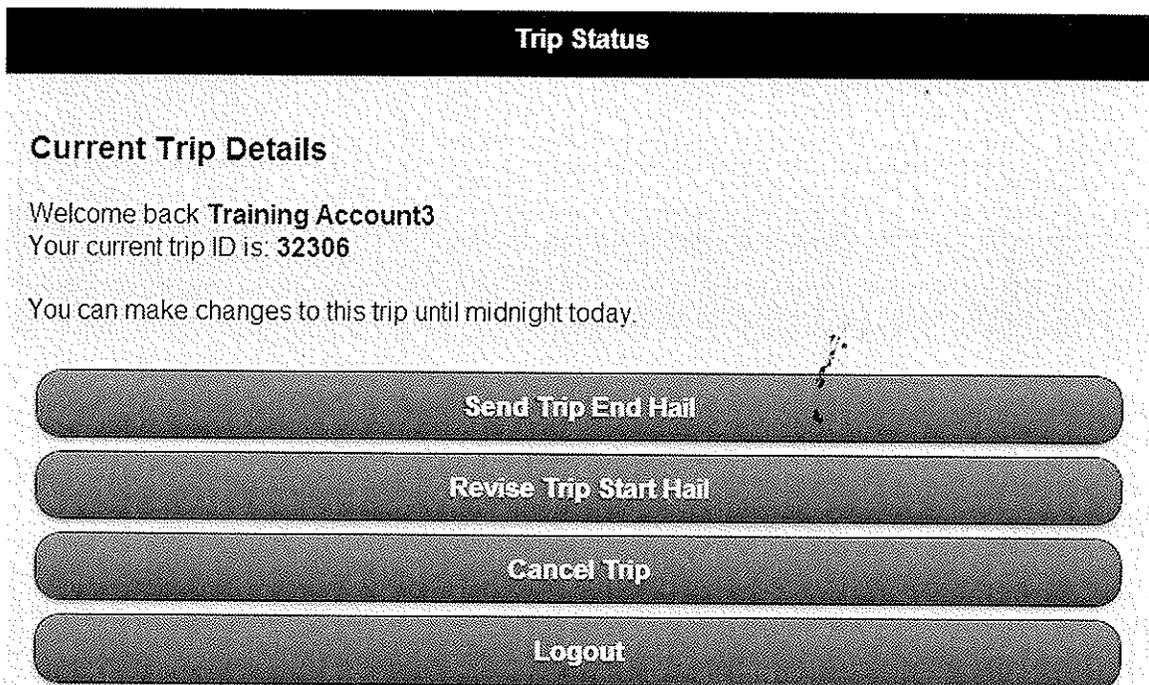
to the log on screen as soon as you tap a button to perform any action in FACTS™.

Submitting a Trip End Hail

Trip end hails provide notice that you are about to head back to land to offload your catch. Even if you did not catch anything, you will still be required to send a trip-end hail and harvest log. Once you have hauled in your crabbing gear, you should send the trip end hail as far in advance as you can in order to give adequate notice to roving monitors.

Much of the time, your trip end hail will simply confirm the information that you provided in your trip start hail, but sometimes the information may change. For example, you may have decided to land at a different location or time.

To send your end hail, you will need to log back into FACTS™ and tap the "Send Hail" button on the Trip Status screen. This will make the end hail screen appear.



The trip end hail screen will have all of the same prompts as the trip start hail screen, except that the prompts will already be filled in with the information from the trip-start hail.

Trip End Hail Details

Instructions:
Please enter the trip end hail details, double-check for accuracy and then press "Send Hail"

Base Trip End Hail Details

Trip ID: 32306
License No.: 333333

VRN (vessel reg. number):

Landing Details

Landing Time Today (Mar 18, 2013):

Landing Location:

Other location (if not in list):
 (max 100 chars)

If the VRN has changed (e.g. if you ended up crabbing on a different vessel), or if you will be landing at a time or location that is different from what you entered for your start hail, simply make the necessary changes (instructions for using the screen prompts can be found in the previous section of this manual, under the heading, Screen Prompts).

Trip End Hail Details

Instructions:

Please enter the trip end hail details, double-check for accuracy and then press "Send Hail".

Base Trip End Hail Details

Trip ID: 32244

License No.: 333333

VRN (vessel reg. number):

MD99999999

Landing Details

Landing Time Today (Mar 18, 2013):

15 30

Landing Loc

Pick Mins

00

15

30

45

MY HOME

Other location (if not in list):

(max 100 chars)

Cancel

Send Hail

When you have reviewed the trip end hail information and made any necessary changes, tap the "Send Hail" button at the bottom of the screen. If you have made any errors or left any required prompts blank, the error message(s) will be displayed in a red box at the top of the screen.

If your trip end hail was sent with no errors, you will return to the Trip Status screen, which will show a confirmation message in a green box. From this point, you can send your harvest log (either now or after you land, depending upon the group of watermen that you are in and the requirements of that group). You can also revise the trip end hail or cancel it. Hail revisions and cancellations are covered later in this manual.

Trip Status

Your trip end hail details have been submitted successfully!

Our records show you are supposed to report your harvest from the water before landing.

Press "Send Harvest Log" below to report your harvest.

Current Trip Details

Welcome back **Training Account3**
Your current trip ID is: **32244**

You can make changes to this trip until midnight today

Send Harvest Log

Revise Trip End Hail

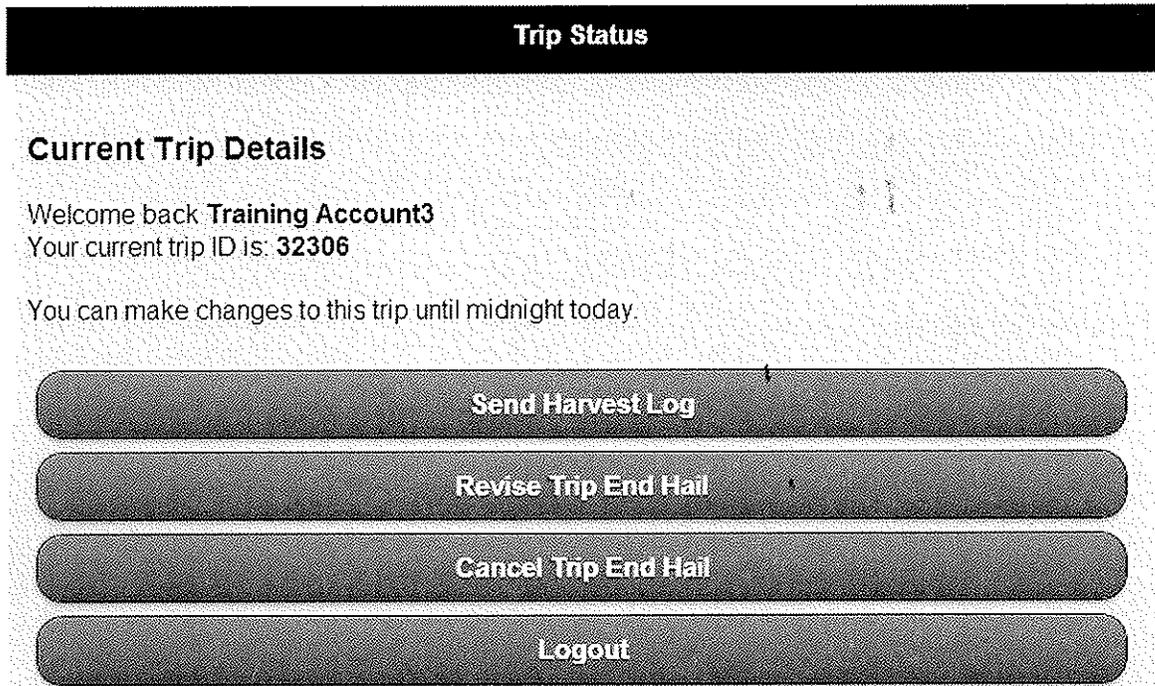
Cancel Trip End Hail

Logout

Submitting a Trip Harvest Log

On most days, the final action that you will take with FACTS™ is to submit the harvest information of the trip. This is the same type of information that you would have recorded on the paper form that you submitted to the Maryland Department of Natural Resources every month before started participating in the pilot project.

The FACTS™ Trip Status screen will display a “Send Harvest Log” button only after you have submitted an end hail for the trip. The option will be provided until midnight on the day of the trip. This will display the harvest log entry screen as shown in the example on the right. You can now enter and select the harvest log information into each prompt on the screen.



Harvest Reporting Information

The harvest log screen looks like the below picture.

Harvest Log Details

Instructions:
Please enter the harvest log details, double-check for accuracy and then press "Send Log"

Base Harvest Log Details

Trip ID: 32280
License No.: 333333
VRN: MD99999999 (vess. reg. no.)

Crew Count:

Hrs Crabbing:

Area Crabbed:

Gear Type:

Gear Quantity:

Gear Units:

Max Crab Pots in Water (enter 0 if none):

Catch Details

Hard Crab Units (select to show harvest and market destination sections below):

#1s (qty/units):
 BUSHEL S

#2s (qty/units):
 BUSHEL S

FEMALES (qty/units):
 BUSHEL S

MIXED MALES (qty/units):
 BUSHEL S

PEELERS (qty/units):
 EACH

SOFT SHELL (qty/units):
 EACH

Market Destination Details

Enter the number of dealers catch was sold to (enter 0 if none) and press "Proceed"

The FACTS™ Trip Status screen will display a “Send Harvest Log” button only after you have submitted an end hail for the trip. The option will be provided until midnight on the day of the trip. This will display the harvest log entry screen as shown in the example on the right. You can now enter and select the harvest log information into each prompt on the screen.

The screenshot shows a mobile application interface for 'Trip Status'. At the top, there is a black header bar with the text 'Trip Status' in white. Below the header, the text 'Current Trip Details' is displayed. Underneath, it says 'Welcome back Training Account3' and 'Your current trip ID is: 32306'. A message states 'You can make changes to this trip until midnight today'. There are four large, rounded rectangular buttons stacked vertically, each with a different function: 'Send Harvest Log', 'Revise Trip End Hail', 'Cancel Trip End Hail', and 'Logout'.

Trip Status

Current Trip Details

Welcome back **Training Account3**
Your current trip ID is: **32306**

You can make changes to this trip until midnight today

Send Harvest Log

Revise Trip End Hail

Cancel Trip End Hail

Logout

Harvest Reporting Information

The harvest log screen looks like the below picture.

Harvest Log Details

Instructions:
Please enter the harvest log details, double-check for accuracy and then press "Send Log"

Base Harvest Log Details

Trip ID: 32280
License No.: 333333
VRN: MD99999999 (vess. reg. no.)

Crew Count:

Hrs Crabbing:

Area Crabbed:

Gear Type:

Gear Quantity:

Gear Units:

Max Crab Pots in Water (enter 0 if none):

Catch Details

Hard Crab Units (select to show harvest and market destination sections below):

#1s (qty/units):
 BUSHELS

#2s (qty/units):
 BUSHELS

FEMALES (qty/units):
 BUSHELS

MIXED MALES (qty/units):
 BUSHELS

PEELERS (qty/units):
 EACH

SOFT SHELL (qty/units):
 EACH

Market Destination Details

Enter the number of dealers catch was sold to (enter 0 if none) and press "Proceed"

When you signed-up as a pilot program participant, you may have provided some of your personal "preferences" in advance (e.g. the area where you usually crab, the type of gear that you normally use). If you provided your preferences, some of the prompts on the screen may be pre-filled for you. Please note that even if a prompt is pre-filled, you can (and should) change the information if it is not correct for the current trip.

You will need to enter information on the below items daily.

Crew Count: Enter the number of crew on the vessel (excluding you). If you are alone on the vessel, enter zero.

Hrs Crabbing: Enter the total number of hours that you spent crabbing during the trip.

Area Crabbed: You can tap the prompt to see the full list of standard areas. You can then tap an area to select it. Use this prompt to select the area in which you were crabbing during the trip. You will need to report only one harvest area. If you worked in multiple harvest areas, report the harvest area where the majority of harvest occurred.

Gear Type: Select the type of gear used for crabbing.

Gear Quantity and Gear Units: These prompts are described together because they are directly related.

Enter the quantity of the gear, based upon the units. For example, if the gear type is "crab pots," the gear units will be "each" and you can enter the number of pots. If the gear type is "trotlines," the units can be set to "feet" or "yards."

If the gear type is anything other than "trotlines", the units will be set to "each" and you will not be able to select a different unit (because "each" is the only valid choice).

Max. Crab Pots in Water: Enter the highest number of your crab pots that are in the water at any time during the day of the trip. ***You are required to enter this information even if you have not selected crab pots as your gear*** because you may have pots in the water from a previous trip. If you are not fishing with crab pots and ***if you have no pots in the water, enter "0" (zero)***.

Catch Details: You will see a series of prompts under the "Catch Details" heading. A quantity prompt will be shown for the grade of hard crabs. For grades that relate to hard crabs, you will be able to select the unit of measure of either bushels or pounds. For soft crabs and peelers, the unit of measure is individual crabs which is shown beside the prompt and cannot be changed.

When you signed up for the pilot program, if you specified a unit of measure that you prefer to use most of the time for hard crabs, the unit of measure prompts be pre-selected with that unit of measure. You can select a different unit of measure at any time.

If you had no catch of a specific grade, you must enter "0" (zero). If you had no catch for the entire trip, you must report zero for all grades.

Market Destination Details: This section of the screen has a set of prompts to indicate the amount of your catch that was provided to dealers. This is followed by one or more prompts relating to crab dealers to whom you sold your catch.

If you sold some or all of your catch to dealers: After you enter the number of dealers to whom you sold your catch and tap "Proceed", the form will expand to provide you the ability to enter the dealer name and amount of catch sold to each dealer.

Market Destination Details

Enter the number of dealers catch was sold to (enter 0 if none) and press "Proceed"

Proceed

Cancel

Send Log

Market Destination Details

Enter the number of dealers catch was sold to (enter 0 if none) and press "Proceed"

Proceed

The figures below are to be reported in the same units as used to report your hard crab harvest.

Dealer 1 Name:

Hard Crab Qty Sold (BUSHELS)

Select Dealer



Dealer 2 Name:

Hard Crab Qty Sold (BUSHELS)

Select Dealer



Cancel

Send Log

If you sold your catch to a dealer not participating in the pilot project, you will select "Other (Non-pilot) Dealer."

Market Destination Details

Enter the number of dealers catch was sold to (enter 0 if none) and press "Proceed"

Proceed

The figures below are to be reported in the same units as used to report your hard crab harvest.

Dealer 1 Name:

Hard Crab Qty Sold (BUSHELS)

JIM CLAYTON'S

10

Dealer 2 Name:

Hard Crab Qty Sold (BUSHELS)

OTHER (NON-PILOT) DEALER

4

Cancel

Send Log

If you did not sell any of your catch to dealers: Leave the number of dealers as 0.

If you had no catch for the entire trip: Enter 0 in the number of dealers.

An example of a completed harvest log (including multiple dealers) is shown below.

Harvest Log Details

Instructions:
Please enter the harvest log details, double-check for accuracy and then press "Send Log"

Base Harvest Log Details

Trip ID: 32306
License No.: 333333
VRN: MD99999999 (vess. reg. no.)

Crew Count:

Hrs Crabbing:

Area Crabbed:

Gear Type:

Gear Quantity:

Gear Units:

Max Crab Pots in Water (enter 0 if none):

Catch Details

Hard Crab Units (select to show harvest and market destination sections below):

#1s (qty/units): BUSHELS

#2s (qty/units): BUSHELS

FEMALES (qty/units): BUSHELS

MIXED MALES (qty/units): BUSHELS

PEELERS (qty/units): EACH

SOFT SHELL (qty/units): EACH

Market Destination Details

Enter the number of dealers catch was sold to (enter 0 if none) and press "Proceed":

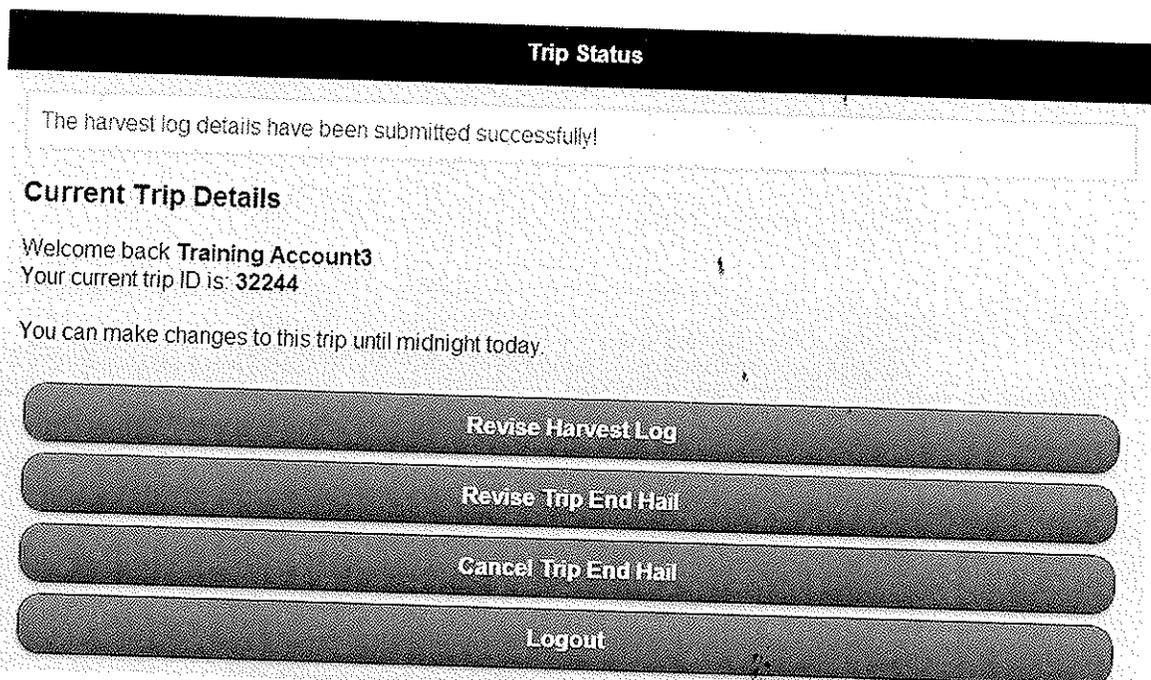
The figures below are to be reported in the same units as used to report your hard crab harvest.

Dealer 1 Name:	Hard Crab Qty Sold (BUSHELS):
<input type="text" value="JM CLAYTON'S"/>	<input type="text" value="10"/>
Dealer 2 Name:	Hard Crab Qty Sold (BUSHELS):
<input type="text" value="OTHER (NON-PILOT) DEALER"/>	<input type="text" value="4"/>

Sending the Trip Harvest Log

When you have reviewed the harvest log information and made any necessary changes, tap the "Send Log" button at the bottom of the screen. If you have made any errors or left any required prompts blank, the error message(s) will be displayed in a red box at the top of the screen.

If your harvest log was sent with no errors, you will return to the Trip Status screen, which will show a confirmation message in a green box.



From this point, you can revise your harvest log or your trip end hail (any time before midnight).

Revising and Cancelling

Revising a Hail

Once you have submitted a trip start hail during the current day, you can make changes to the hail as much as you need to while you are on the water.

The usual reason for revising a hail is because the time you expected to land has changed or possibly your landing location is different. It is important to update hail information when you know it has changed. Accurate landing time and locations are required so that roving monitors can meet you when you land (if your trip was selected for monitoring).

NOTE: It is good practice to update the landing time and location a least a half hour before you plan to land your catch.

To make changes to a hail, tap the "Revise Trip Start Hail" or "Revise Trip End Hail" button on the Trip Status screen. This will display the applicable hail data entry screen. Unlike entering a new hail, when you revise a hail, all of the prompts will be filled-in with the information from the existing hail. You can now make any necessary changes to the hail.

From this point, the screen will behave in the same way as it does when you are entering a new hail. When you have changed the hail to your satisfaction, tap the "Send Hail" button. The system will check for errors. If any are found, they will be displayed in a red box. If there are no errors, you will return to the Trip Status screen. It will show a confirmation message in a green box.

Revising a Harvest Log

Once you have submitted your harvest log for a crabbing trip, you can make changes to the harvest log information up until midnight on the day of the trip. To make changes to a harvest log, tap the "Revise Harvest Log" button on the Trip Status screen. This will display the harvest log data entry screen. Unlike entering a new log, when you revise a harvest log, all of the prompts will be filled-in with the information from the existing log. You can now make any necessary changes to the harvest log.

From this point, the screen will behave in the same way as it would if you were entering a new harvest log. When you have changed the log to your satisfaction, tap the "Send Log" button. The system will check for errors. If any are found, they will be displayed in a red box. If there are no errors, you will return to the Trip Status screen which will show a confirmation message in a green box.

Cancelling a Trip End Hail or a Trip

Once you have a current trip in the system, you may have the option to cancel the trip end hail or the trip itself.

The only time that you would cancel a trip end hail would be if you have sent an end hail and something has come up that will prevent you from landing as planned. If you know when and where you will be landing, simply revise the end hail. On the other hand, if you have no idea when and where you will be landing, cancel the end hail and create a new end hail later, when you know the details.

You should cancel a trip only if you have entered hail information for the trip and you had to cancel the trip before harvesting. Reasons for cancellation may include mechanical failure or bad weather.

Cancelling a Trip End Hail

If you need to cancel a trip end hail, a "Cancel Trip End Hail" button will be shown on the Trip Status screen. To cancel the hail, tap the button. A screen will appear, describing the process of cancelling an end hail or a trip. The screen will provide the option to cancel the end hail or the entire trip.

To cancel the end hail only, tap the "Cancel Trip End Hail" button at the bottom of the screen. You will then return to the Trip Status screen, which will display a confirmation message. At this point, the system will behave as though you have sent a start hail only. You will now have the choice of sending a trip end hail, revising the trip start hail, or cancelling the trip.

Cancelling Entire Trip

If you have a current trip in the system, you have the option of cancelling the trip (either from a button in the Trip Status screen, or via the "Cancel Trip End Hail" button).

When you choose to cancel a trip, a screen will appear, describing the process of cancelling a trip. The screen will give you the option to proceed or to exit (via the "Close" button). To cancel the trip, tap the "Cancel Entire Trip" button at the bottom of the screen.

When the trip has been cancelled, the Trip Status screen will be displayed with a confirmation message showing in a green box. At this time, the system will behave as though you have no current trip. You will have the option to start a new trip or you can logout if you do not want or need to create a new trip at this time.