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Logging into SAFIS

The link to the SAFIS website can be found in a few places:

- **RIDMF Website** under “SAFIS log-in for commercial dealers (eDR) and fishermen (eTRIPS)
- **ACCSP.org** then click on SAFIS
- The welcome e-mail

It is recommended you bookmark the website for ease of use
Logging into SAFIS

Enter your username and password here
You will be asked to change your password at first login
Click on SAFIS Electronic Trip Reports (eTRIPS)/REDESIGN – Fishermen - Trips starting on/after January 1, 2021.
Select the license you want to report under by clicking this box.
Use the menu on the left to navigate through favorites, trip data entry, and did not fish report data entry.
Entering Negative Reports

Negative Reports are “Did Not Fish” reports from the paper logbook

Reports are **REQUIRED** for any gaps in fishing activity of 10 days or longer
To start, click “No-Fishing Reports”
Click Range of Days
Click the calendar next to the top box and then select the start date of the period with no fishing activity from the calendar.
Repeat for the end date of the period with no fishing
Click Save
Entering Negative Reports

I certify that the information is true, complete and correct to the best of my knowledge and made in good faith:

Scroll to the bottom of the page and click Finish.
A list of all reports will be here. A visual representation of reports are also seen on the calendar to the right.
To delete a negative report:
1. Click the check box next to the report.
2. Click the red Delete Selected Reports button
3. Click Save Changes
Setting Up Favorites

- Favorites are the fields that rarely change such as:
  - Vessel, port, effort and gear information, species, dispositions, and dealers

- Filling out favorites will automatically field this information when you enter a trip

- In cases where there is more than 1 favorite, a short list will be provided to chose from instead of the long full list

- If you have more than 1 license, you will need to set up favorites for each license
Click Favorites in the menu
Check the license you are choosing favorites for here.
Setting Up Favorites

Click Add Trip

Favorites

Please select a License
License #MPUR999999 (RI) - MULTIPURPOSE FISHING LICENSE

Select a trip type to display favorites for selected license

Commercial

Show All | Trip Header Favorites | Efforts | Species | Ports | Dispositions | Dealers

Favorite Trip Headers for Commercial Trips

<table>
<thead>
<tr>
<th>Port State</th>
<th>Port</th>
<th>Vessel State</th>
<th>Vessel</th>
<th>Trip Attributes</th>
<th>Default Trip Header?</th>
</tr>
</thead>
</table>

Favorites have not been added for this license or trip type. Click ADD FAVORITE to begin.

Favorite Efforts for Commercial Trips

<table>
<thead>
<tr>
<th>Distance</th>
<th>State</th>
<th>Area</th>
<th>Sub Area</th>
<th>Fishing Time</th>
<th>Hours / Days</th>
<th>Gear</th>
<th>Effort Attributes</th>
<th>Default Effort?</th>
</tr>
</thead>
</table>
A new row will be shown here.

**Click Port State**

<table>
<thead>
<tr>
<th>Port State</th>
<th>Port</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Select Port (STATE must be selected first)</td>
</tr>
</tbody>
</table>
Locate and select Rhode Island from the pop up menu.
Click Select Port and choose your port from the list. This list will only show valid ports for the license type. Commercial licenses will see different ports than party/charter licenses.
Select the vessels registering state, it is most likely to be RI for most fishermen.

Make sure your vessel is commercially declared or given to DMF when signing up for a Party/Charter account.
Type in the middle 4 numbers of your state registration or your CG registration number. Then click the magnifying glass. Once you see your vessel in the list click on it.

If you fish from shore select FROM SHORE (no vessel)
Switch the Default Trip Header to Yes and click save.
Click Add Effort then select State Waters Inshore from the Distance drop down
Select the state waters you fish in (RI)
Select the stat area

<table>
<thead>
<tr>
<th>Port State</th>
<th>Port</th>
<th>Vessel State</th>
<th>Vessel</th>
<th>Default Trip Header?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhode Island</td>
<td>Point Judith - RI</td>
<td>Rhode Island</td>
<td>NOTA</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Distance</th>
<th>State</th>
<th>Area</th>
<th>Sub Area</th>
<th>Fishing Time</th>
<th>Hours / Days</th>
<th>Gear</th>
<th>Effort Attributes</th>
<th>Default Effort?</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Waters Inshore</td>
<td>Rhode Island</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Select Area (DISTANCE and STATE must be selected first)
  - RHODE ISLAND SHORE-539
  - SOUTHERN MASS-538
Select the approximate local area, this does not need to be exact for every trip. The most common area is sufficient.
Select Hours or Days

This is GEAR DEPENDENT

Mobile Gear (trawls, rod & reel, by hand) need to select HOURS

Fixed Gear (pots, floating fish traps, gillnets) need to select DAYS
Select the gear from the pop up list
Change to default effort to yes (if it is the main gear you use otherwise leave it as no) and click save.
After the effort is saved, Effort Attributes will be available. Effort Attributes will be different depending on the gear.

Click Edit Effort Attributes
Fill out the fields that populate for your gear. These can be left blank and filled out on the trip report screen if they change regularly.
Scroll down and click Add Species
Locate your species in the pop up box and click it. Use the search bar to help.
Select the unit of measure
Select the unit of market, Unclassified is recommended for eTRIPS reports, dealer reports will have the other designations recorded.
Select the disposition. If more than one is used per species you can add each species more than once with different dispositions on each line.
Select the grade, ungraded or round is sufficient.
Select the sales disposition
Select the catch source. For almost all trips this will be standard.
Click Save

Repeat for any commonly caught species or species/disposition combinations.
Click Add Dealer
Locate your dealer in the list. Use the search bar to help by typing in a portion of the dealers name.
Click Save.

Repeat for any commonly used dealers.
• Once favorites are set up you are ready to enter a trip

• The information saved in favorites will help by auto filling some fields, and reducing the selections in others
Click Enter Report in the menu
Select the license to report under
Trip Favorites will automatically fill, if more than one header is saved as a favorite clicking Trip Favorites will show the other saved options.

Any of these fields can be changed by clicking on them and reselecting.
Enter the trip start date and trip end date. Clicking the calendar button will allow you to click a date.

For Party/Charter trips number of anglers will also be required.
Entering A Trip Report

Click Next
**Entering A Trip Report**

Your default effort will show here, if you need a different effort click Effort Favorites at the top.

<table>
<thead>
<tr>
<th>Effort Favorites - License #MPUR999999 (RI)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Trip Summary</strong></td>
</tr>
<tr>
<td>Commercial Trip taken on 01/07/2021 with NOT NAMED</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State Waters Inshore</th>
<th>Pick from Map</th>
<th>Latitude</th>
<th>Longitude</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fishing State</td>
<td>Area Fished</td>
<td>Sub Area Fished</td>
<td></td>
</tr>
<tr>
<td>Rhode Island</td>
<td>RHODE ISLAND SHORE-539</td>
<td>BLOCK ISLAND-0121</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gear Code</th>
<th>Gear Quantity</th>
<th>Fishing Time</th>
<th>Hours/Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>POTS AND TRAPS, LOBSTER</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gear Sets</th>
<th>Green Fishing</th>
<th>LMA</th>
<th>Number of Busy Lines</th>
<th>Number of Pots</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Minute Squares</td>
<td>800</td>
<td>LMA 2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Other Efforts |
|---------------|-------------|---------|------------------------|
|               | View Grid Map |
Fill out the missing fields. Clicking the ? Next to the field will give a description of what should be entered into the field.

### Effort Favorites - License #MPUR999999 (R)

**Trip Summary:** Commercial Trip taken on 01/07/2021 with NOT NAMED

<table>
<thead>
<tr>
<th>State Waters Inshore</th>
<th>Pick from Map</th>
<th>Latitude</th>
<th>Longitude</th>
</tr>
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<tbody>
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<td>Fishing State</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area Fished</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RHODE ISLAND SHORE-539</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub-Area Fished</td>
<td></td>
<td></td>
<td></td>
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</thead>
<tbody>
<tr>
<td>POTS AND TRAPS, LOBSTERS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gear Sets</td>
<td>10 Minute Square(s)</td>
<td>View Grid Map</td>
<td></td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>800</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LMA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LMA 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Crazy Lines</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Pots</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other Efforts
For Lobster Pots-
10 minute square is a new field, click on View Grad Map to see an interactive map of 10 minute squares. You should enter any 10 minute square you fished in on the trip.
Clicking on a square will show the square name to enter into your trip report:

https://accsp.maps.arcgis.com/apps/webappviewer/index.html?id=73982d62382a41d3a118dead49be5b3c
Entering A Trip Report

Click Save & Add Catch(es)
Your favorite species will automatically appear. If they were caught on the trip add the missing fields then click Next Catch.

If the species was not caught on the trip/effort click Next Catch
Repeat for each favorite species
If you caught a species not in your favorites, add it by clicking the Save & Add New Catch button. Then fill out the fields.
If you fished more than one effort and are finished entering catch for this effort, click Save & Add New Effort. Then repeat for the new effort.
If you are finished with the trip, click Save & Complete.
If you need to edit a report click Edit Reports in the menu.
A list of trips will appear here.
You can also click Trip Reports Calendar above for a calendar view.
Click the trip in the calendar or click the pencil next to the trip in the list.
This will bring up the trip screen. Edit the trip as you would follow the steps to enter the trip, then save.