

SAFIS

Electronic Reporting

File Upload Users Guide

Version 4.0

A. Introduction

The Standard Atlantic Fisheries Information System (SAFIS) File Upload Module provides dealers with a method for reporting purchases by uploading data from a file to the electronic reporting database. The system is designed to use the Internet to report data previously reported using paper logs and printouts. Dealers will use web-based processes to upload a comma or tab delimited data file, which has been converted to the coding system required by SAFIS. This document guides the user through the file upload process.

The main change in version 4.0 of the File Upload Module was the ability to collect data elements needed to fulfill Bluefin Tuna reporting requirements. Previously in version 3.0, the data elements to meet other HMS reporting requirements, the addition of catch source and the conversion table section was modified to include a type ahead and search feature that will search on any part of the string in the text box, this will speed up the conversion table process. See Appendix D for a detailed list of the changes included in version 3 and 4.

B. System Log In

Access to the File Upload module is through the SAFIS website, <http://www.accsp.org/safis.htm>, by selecting “Login to SAFIS applications”. Users enter their assigned **User Name** and **Password** to login to the SAFIS system. If the dealer’s account has been set for File Upload access, the ‘Upload’ option will be available under the Main Menu on the left side of the SAFIS Dealer Electronic Reporting (eDR) web page.

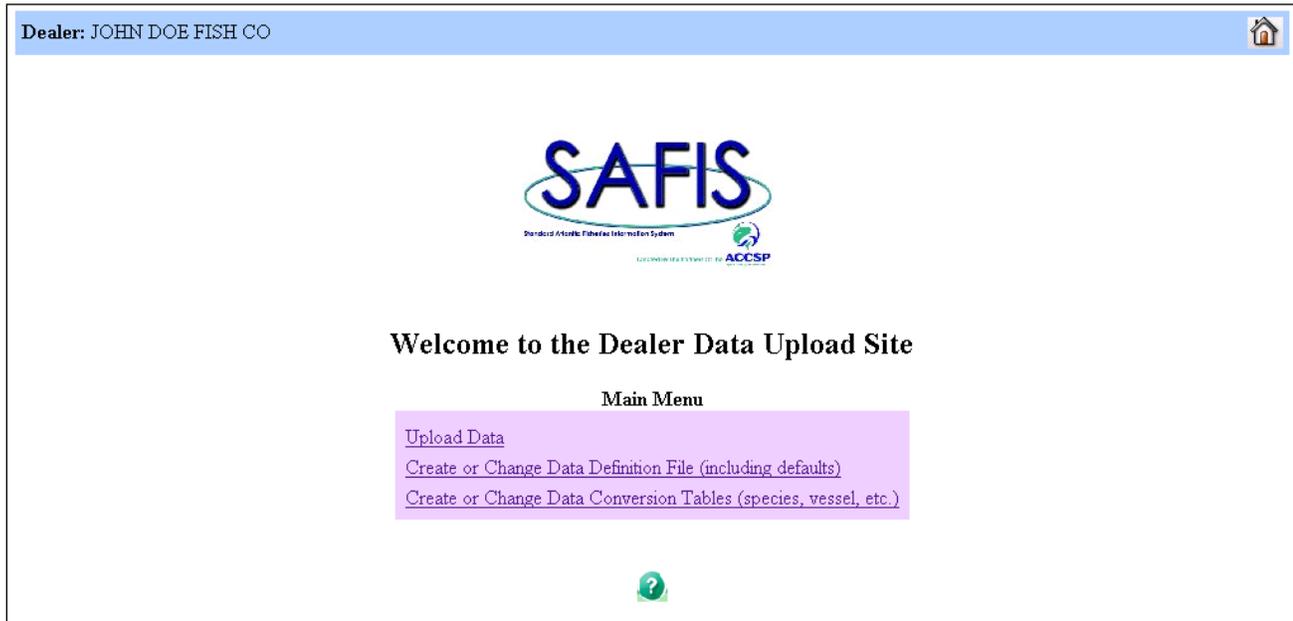
Click on the ‘Upload’ option to be directed to the File Upload Module. This will bring you to the Main Menu of the Dealer Data Upload Site.

Note: If the ‘Upload’ option is not available, contact your local SAFIS support personnel to change your settings to allow File Upload access. There is a list of the field offices with support personnel on the right side of the SAFIS Home Page (<http://www.accsp.org/safis.htm>) under ‘Data Center’, then “Contacts”.

C. Dealer Data Upload Main Menu

The Main Menu presents the following options: 1) Upload Data, 2) Create or Change Definition File (including defaults), and 3) Create or Change Conversion Tables (species, vessel, etc.). An explanation of each option is presented below in its own section. To choose an option, click on it and you will immediately proceed to the web page for that option.

Main Menu



The Dealer Name will be displayed in the banner at the top of the Main Menu and all subsequent pages.



The 'Home' icon will also be displayed on the right-hand side of the banner on all pages. Clicking on the 'Home' icon will bring you back to the Main Menu.



Click on the 'Help' icon (the question mark, "?") to see an explanation of the data items that are required for the File Upload. The information is also listed in Appendix A.

D. Create or Change Data File Definition (including defaults)

To use the Upload Data option, the dealer's data must be in a comma or tab delimited data file. These files can be output from common spreadsheets, databases, or accounting software. The first step in the file upload process is to define the record layout of the dealer's raw data. Using the Data Definition form, the user indicates the ordinal position of each column in the data records. See Appendix A for Required Data, data types, and field sizes.

Field Names with an asterisk (*) require a conversion table to convert the dealer's codes to SAFIS codes. The user may also set default values for Port Landed and Species Disposition. The historical 6-digit NMFS Port Code will be accepted and automatically converted, if it is used as a default value. If the NMFS Port Code is used in the data file (as the dealer's port code), it must have a conversion table mapping it to the corresponding SAFIS codes.

If the Species Disposition is the same for all of the species in the data set, then the default value can be selected from the pull-down list next to the entry cell. If the disposition varies within the file or is not yet known, choose the blank species disposition code from the pull-down list. Note: The discard disposition code being used for dealers is '100', i.e., "Reason not specified".

Data Definition Form

Dealer: JOHN DOE FISH CO



Dealer Data Definition Table	
Enter Value to Indicate the Order of the Column in the Data File.	
Enter Default Data Values if they Exist.	
Asterisk(*) indicates a conversion table is required if this field is used.	

NOTE: Use the TAB key or Mouse to navigate the form. Use the SUBMIT button or the ENTER key to save the definitions.

File Delimiter Type: COMMA

FIELD NAME	ORDER	DEFAULT VALUE	FIELD NAME	ORDER
Ticket Number	1		Seq Number	0
Purchase Date	2		Time Landed	0
*Port Landed	3		SAFIS State Code	0
VTR Serial Number	4		SAFIS Place Code	0
*Dealer Vessel Code	5		SAFIS County Code	0
*Dealer Gear Code	10		Vessel Registration	0
*Dealer Species Code	6		SAFIS Gear Code	0
Species Disposition	0	001-Food	SAFIS Species Code	0
*Dealer Fisherman Code	7		SAFIS Grade Code	0
Quantity	8		SAFIS Market Code	0
Price	9		Unit of Measure	0
*Dealer Area Code	0		Dollars	0
			SAFIS Area Fished	0
			SAFIS Sub area	0
			Harvest Area	0
			Fish Count	0
			*Dealer Catch Source	11
			Date Landed HMS	12
			*Dealer HMS Catch Area	13
			HMS Fins Attached?	14
			HMS Why Fins Not Attached?	15
			HMS Why Late Report?	16
			HMS Why Data Modified?	17
			Total Sale Price	18
			HMS Observer Log ID	19
			BFT Species Length	0
			BFT Measurement Type	0
			BFT Area Caught	0
			BFT Destination	0
			BFT Sale Nature	0
			BFT Freshness	0
			BFT Fat	0
			BFT Color	0
			BFT Shape	0
			BFT Tag Prefix	0
			BFT Tag Number	0
			BFT Gutted Quantity	0

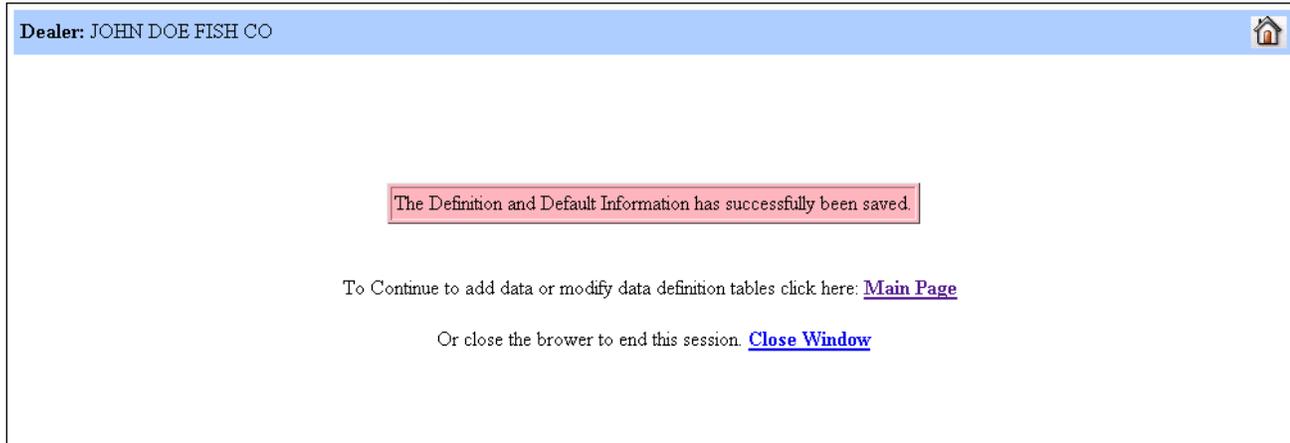
SUBMIT EXIT

Use the 'Tab' key or mouse to navigate the form; the 'SUBMIT' button or 'Enter' key to save the data definition; and the 'EXIT' button to return to the Main Menu without saving the definition.

Note: A single field can be used to create more than one conversion table. For example, if the dealer has the vendor linked to the vessel information, the Dealer Vessel Code or the Dealer Fisherman Code could be used to create Vessel, Fisherman and/or Gear conversion Tables. See Section G for a fuller explanation.

Once the Data Definition is saved, the Definition Save Confirmation page is displayed. At this point the data file is ready for the preliminary file upload.

Definition Save Confirmation Page



From the Save Confirmation page, the user may choose, 'Main Page' to return to the Main Menu to choose another option or 'Close Window' to exit the browser.

E. File Upload Procedures

After the Data Definition has been saved, the user can upload the raw dealer data. The Dealer File Upload web page is used to set the file parameters prior to the upload of the dealer's raw data.

Upload Web Page

Dealer: JOHN DOE FISH CO



Dealer File Upload

Please enter the **Report Start Date**, **Report End Date**,
choose **New**, **Replacement** or **Update** file type and browse your computer for the file.
Then click the 'UPLOAD' button.

Dealer Number: 00001

Report Start Date(MM/DD/YYYY, 05/01/2004): 8/25/2015

Report End Date(MM/DD/YYYY,05/01/2004): 8/28/2015 (can be left blank if report is for one day)

Choose the file type: New (use to send new data or append data)
 Replacement (use to replace entire file already sent up today)
 Update (updates or replacements for data sent in before today)

Filename: JohnDoe.csv

- The dealer number is displayed. This is the dealer's Federal permit number or State license number. If a dealer has both, then the Federal permit is usually the default.
- Enter the Report Start Date in the format given in the example next to the entry cell. This is the start date of the data content.
- Enter the Report End Date. This is the end date of the data content. If the data is for one day, then start and end dates are the same. If the end date is not entered then the default is one day.
- Select the file type ('New', 'Replacement' or 'Update'). Click the radio button next to the appropriate file type. If this data is being sent up the first time, choose 'New'. If the same data is being sent again on the same day, choose 'Replacement'. If the data was submitted before today, then choose 'Update'. If the file being uploaded is a replacement for a file sent the same day, a list of files previously submitted will be presented to the user. The user must select the file that is to be replaced.
- Browse to locate the file to upload. Click on the file in the browse window, and then click 'OPEN'. The filename will appear in the Filename entry cell. Click on the 'UPLOAD' button to display the dealer's raw data.

Checks for Duplicate or Missing Data, Based on File Type

The validity of the file type is checked before the data is processed. If the file type is 'New', there is a check to see if you have loaded any other files with the same filename today. If an earlier file from the same day with the same name exists, you will see the following message. It is a warning, only.

WARNING – Possible Duplicate Data

Dealer: JOHN DOE FISH CO



WARNING - Possible Duplicate Data

The following filenames have already been uploaded for the criteria you just entered.

00001_2891_08252015_01.CSV

If this file is additional data for this date, choose 'CONTINUE'.

If this is a replacement for a file sent earlier today,
choose 'GO BACK' and select 'Replacement' for the file type.

If this is a replacement and the word 'MASTER' appears next to the filename,
you must choose 'GO BACK' and select 'Update' as the file type;
or make the changes through the SAFIS webform.

If you are sending additional data in a new file, just select 'Continue'. If it is replacement data, you must go back to the previous screen and select the correct file type ('Replacement'), otherwise you will get error messages for 'Duplicate Ticket Numbers' when you try to load the data.

If the file type is 'New' and a file with the same name was loaded on another day, you will see the following message. Again, it is only a warning.

WARNING – Possible Duplicate Data (with 'MASTER')

Dealer: JOHN DOE FISH CO



WARNING - Possible Duplicate Data

The following filenames have already been uploaded for the criteria you just entered.

00001_2891_08252015_01.CSV MASTER

If this file is additional data for this date, choose 'CONTINUE'.

If this is a replacement for a file sent earlier today,
choose 'GO BACK' and select 'Replacement' for the file type.

If this is a replacement and the word 'MASTER' appears next to the filename,
you must choose 'GO BACK' and select 'Update' as the file type;
or make the changes through the SAFIS webform.

If you are sending additional data in a new file, just select 'Continue'. But if it is replacement data, you must go back to the previous screen and select the correct file type ('Update'), otherwise you will get error messages for 'Duplicate Ticket Numbers' when you try to load the data.

Select 'CONTINUE' to process the file; 'GO BACK' to return to the Upload Data File screen.

Example of a Dealer's Raw Data

Dealer: JOHN DOE FISH CO



Dealer Raw Data

Ticket Number	Purchase Date	*Port Landed	VTR Serial Number	*Dealer Vessel Code	*Dealer Species Code	*Dealer Fisherman Code	Quantity	Price	*Dealer Gear Code	*Dealer Catch Source	Date Landed HMS	*Dealer HMS Catch Area	HMS Fins Attached?	HMS Why Fins Not Attached?	HMS Why Late Report?	HMS Why Data Modified?	Total Sale Price	HMS Observer Log ID
1A	8/28/2015	New Bedford		JANEDOE	Ling - #1 60#	Doe, Jane	200	0.25										
1A	8/28/2015	New Bedford		JANEDOE	SCUP- SM 60#	Doe, Jane	1500	0.62										
1A	8/28/2015	New Bedford		JANEDOE	Cod - MED 1#	Doe, Jane	360	1.5										
1A	8/28/2015	New Bedford		JANEDOE	Seabass - #80	Doe, Jane	5	3.6										
2B	8/27/2015	Chatham	43589521	JACKIEDOE	Steamers - #20	Doe, Jackie	120	1.36		AquaC								
2B	8/27/2015	Chatham	43589521	JACKIEDOE	Squid Loligo - MED 80#	Doe, Jackie	1550	0.25										
2B	8/27/2015	Chatham	43589521	JACKIEDOE	SCUP- SM 60#	Doe, Jackie	23	1										
2B	8/27/2015	Chatham	43589521	JACKIEDOE	SCUP- MED 40#	Doe, Jackie	654	2.36										
3C	8/26/2015	Boston	56789101	TUNADOE	Swordfish - Big #90	Doe, Jasper	654	2.36	Harpoon		8/25/2015	Off NC			6	14	3.6	XYZ123
3C	8/26/2015	Boston	56789101	TUNADOE	Smooth Hammerhead	Doe, Jasper	358	1.36	Harpoon		8/25/2015	Off MA	N	2	6	14	4.59	XYZ123

CONFIRM this DATA POPULATE Conversion Tables EXIT Without Saving this File

If the dealer's raw data is displayed correctly, it indicates that the definition file is correct. Choose one of the options at the bottom of the raw data display page to continue.

- POPULATE Conversion Tables** - If you are using columns (*) that require a conversion table and you have not already set up the conversion tables, or the file contains new codes, click on the 'POPULATE Conversion Tables' button to build the conversion tables. See Section F for detailed guidance on creating or updating the coding conversion tables.
- CONFIRM this DATA** - If the conversion tables were built in a previous session, choose 'CONFIRM this DATA'. If the dealer's conversion tables are complete, the dealer's data is converted to the SAFIS data upload format with the SAFIS codes for all relevant columns, and displayed for final review. If there are some codes missing from the conversion tables, you will get an error listing. Samples of the Converted Data and Error Listings follow (see Appendix C for list of uploading errors).

Note: The data definition and code conversion options are run the first time the dealer prepares data for the file upload. Once the definition and conversion options are successful for the first data file upload, all subsequent uploads may only require modifications to the definitions and conversion tables.

- EXIT Without Saving this File** - Click on the 'EXIT Without Saving this File' button, to return to the Main Page or Close the application without uploading the file to SAFIS. The following screen will be displayed.

EXIT without Saving the File

Dealer: JOHN DOE FISH CO 

Your file has not been saved.

To Continue to add data or modify data definition tables click here: [Main Page](#)

Or close the browser to end this session. [Close Window](#)

Click on 'Main Page' to return to the Main Menu or 'Close Window' to exit the browser.

Sample of Converted Dealer Data with SAFIS Codes

Dealer: JOHN DOE FISH CO



Data Ready for Upload

SAFIS Participant Id	Ticket Number	Purchase Date	SAFIS State Code	SAFIS Place Code	SAFIS County Code	Fisherman's License	Federal Vessel Permit	Vessel Registration	SAFIS Vessel Id	SAFIS Species Code	SAFIS Grade Code	SAFIS Market Code	Unit of Measure	Species Disposition	Quantity	Price	Dollars	VTR Serial Number	SAFIS Gear Code	SAFIS Area Code
101397	1A	08/28/2015	25	45000	005	LOPOT000123		RI9999X	86292	164729	01	UN	LB	001	200	0.25	50		000	000
101397	1A	08/28/2015	25	45000	005	LOPOT000123		RI9999X	86292	169182	01	SQ	LB	001	1500	0.62	930		000	000
101397	1A	08/28/2015	25	45000	005	LOPOT000123		RI9999X	86292	164712	01	UN	LB	001	360	1.5	540		000	000
101397	1A	08/28/2015	25	45000	005	LOPOT000123		RI9999X	86292	167686	01	UN	LB	001	5	3.6	18		000	000
101397	2B	08/27/2015	25	12960	001	PEL000123	654321	123456	66321	081496	02	LN	CN	001	120	1.36	163.2	43589521	000	000
101397	2B	08/27/2015	25	12960	001	PEL000123	654321	123456	66321	082372	01	MD	LB	001	1550	0.25	387.5	43589521	000	000
101397	2B	08/27/2015	25	12960	001	PEL000123	654321	123456	66321	169182	01	SQ	LB	001	23	1	23	43589521	000	000
101397	2B	08/27/2015	25	12960	001	PEL000123	654321	123456	66321	169182	01	MD	LB	001	654	2.36	1543.44	43589521	000	000
101397	3C	08/26/2015	25	07000	025	LOPOT000124	234567	765432	84831	172482	01	UN	LB	001	654	2.36	1543.44	56789101	000	000
101397	3C	08/26/2015	25	07000	025	LOPOT000124	234567	765432	84831	160505	01	UN	LB	001	358	1.36	486.88	56789101	000	000

I affirm that all information I have given is true and correct. Making a false statement on this application is punishable by law [18 USC 1001]. I understand that violations of Federal fisheries laws and regulations may subject me to criminal and civil penalties including fine and/or revocation of permit.

If the data has no errors, then click the 'LOAD Data' button at the bottom of the display screen and the data will be inserted into the SAFIS database tables. If the data is not satisfactory, choose 'EXIT Without Saving this File' to return to the Main Menu.

Upload Confirmation

If the data successfully loads then a confirmation page will be displayed. If the price, species disposition, VTR Serial Number, or HMS data is not included in the data records, then the confirmation page will indicate that the data is incomplete. If all of the required data is included, the confirmation page will indicate that the data is complete. See the two sample confirmations pages below.

File Upload Confirmation Page for Incomplete Data

Dealer: JOHN DOE FISH CO 

Corporate Name: JOHN DOE FISH CO
Dealer Number: 00001
Site Code: 2891
Reporting Period: 08/25/2015 00:00:00 - 08/28/2015 00:00:00
Number of Purchase Records: 10
Confirmation Number: 00001_2891_08252015_01.CSV
Confirmation Date: 09/16/2015 10:25

This File has been loaded and saved, but is **INCOMPLETE** because **Price, Species Disposition, or VTR Serial Number OR Additional HMS data** are missing.
These values can be added through the SAFIS Web Form.

To Continue to add data or modify data definition tables click here: [Main Page](#)

To Return to SAFIS [SAFIS Homepage](#)

Or close the browser to end this session. [Close Window](#)

The user is encouraged to save or print the confirmation page for their records. Use the Internet browser's print option.

File Upload Confirmation Page for Complete Data

Dealer: JOHN DOE FISH CO 

Corporate Name: JOHN DOE FISH CO
Dealer Number: 00001
Site Code: 2891
Reporting Period: 08/25/2015 00:00:00 - 08/28/2015 00:00:00
Number of Purchase Records: 1
Confirmation Number: 00001_2891_08252015_01.CSV
Confirmation Date: 09/16/2015 10:34

This File has been saved and is **COMPLETE**.

To Continue to add data or modify data definition tables click here: [Main Page](#)

To Return to SAFIS [SAFIS Homepage](#)

Or close the browser to end this session. [Close Window](#)

Click on 'Main Page' to return to the Main Menu or 'Close Window' to exit the browser.

Data Errors

If the File Upload is unsuccessful, an error listing is displayed (see Appendix C for list of data errors). The error listing displays the record number in question and an error message. Typical errors are: a) “code is missing”, i.e., a required data field is not defined in the Data Definition; b) “xxx not in Species/Vessel/Gear table”, i.e. there are new dealer codes in the data file that have not been converted to SAFIS codes in the dealer’s conversion tables, or there is a typo or misspelling in the dealer’s code; c) invalid data, such as date, license number, vessel registration number, etc. See the sample error page below.

Sample page showing file upload errors

Dealer: JOHN DOE FISH CO



Record Number	Error Message
Rec No: 5	Error: Catch Source AQUAC is not converted at all - please build a conversion for this record
Rec No: 5	Error: Steamers - #20 not in Species table
Rec No: 6	Error: Squid Loligo - MED 80# not in Species table
Rec No: 9	Error: HMS Catch Area OFF NC is not converted at all - please build a conversion for this record
Rec No: 9	Error: Swordfish - Big #90 not in Species table
Rec No: 10	Error: Smooth Hammerhead not in Species table

Return to Upload Screen

Click on the ‘Return to Upload Screen’ button, to go back to the upload screen, and then choose ‘POPULATE Conversion Tables’ to update the conversion tables. Click on the ‘Home’ icon to return to the Main Menu. The file is not saved.

More Data Errors

The record will be listed as an error if the file type is ‘New’ and 1) another file exists with the same filename waiting to be transferred to the Master tables; or 2) the Ticket Number and species exist in the Master data. The two error listings below display the record number in question and an error message. The difference between the two types of error messages is whether the original file was uploaded on the same day or a previous day. See the sample error pages below.

Sample Error page #1 showing ‘Ticket Number ... already exists’ errors

Dealer: JOHN DOE FISH CO

Record Number	Error Message
Rec No: 1	Error: This Ticket Number and Species already exist. Choose File Type Replacement, if you wish to update your File
Rec No: 2	Error: This Ticket Number and Species already exist. Choose File Type Replacement, if you wish to update your File
Rec No: 3	Error: This Ticket Number and Species already exist. Choose File Type Replacement, if you wish to update your File
Rec No: 4	Error: This Ticket Number and Species already exist. Choose File Type Replacement, if you wish to update your File
Rec No: 5	Error: This Ticket Number and Species already exist. Choose File Type Replacement, if you wish to update your File
Rec No: 6	Error: This Ticket Number and Species already exist. Choose File Type Replacement, if you wish to update your File
Rec No: 7	Error: This Ticket Number and Species already exist. Choose File Type Replacement, if you wish to update your File
Rec No: 8	Error: This Ticket Number and Species already exist. Choose File Type Replacement, if you wish to update your File
Rec No: 9	Error: This Ticket Number and Species already exist. Choose File Type Replacement, if you wish to update your File
Rec No: 10	Error: This Ticket Number and Species already exist. Choose File Type Replacement, if you wish to update your File

Return to Upload Screen

Click on the ‘Return to Upload Screen’ button, to go back to the upload screen, and select the ‘**Replacement**’ file type. Click on the ‘Home’ icon to return to the Main Menu. The file is not saved.

Sample Error page #2 showing ‘Ticket Number ... already exists in Master’ errors

Dealer: JOHN DOE FISH CO

Record Number	Error Message
Rec No: 1	Error: This Ticket Number * 1A * exists in Master Data. Choose Update, if you wish to update your File
Rec No: 2	Error: This Ticket Number * 1A * exists in Master Data. Choose Update, if you wish to update your File
Rec No: 3	Error: This Ticket Number * 1A * exists in Master Data. Choose Update, if you wish to update your File
Rec No: 4	Error: This Ticket Number * 1A * exists in Master Data. Choose Update, if you wish to update your File
Rec No: 5	Error: This Ticket Number * 2B * exists in Master Data. Choose Update, if you wish to update your File
Rec No: 6	Error: This Ticket Number * 2B * exists in Master Data. Choose Update, if you wish to update your File
Rec No: 7	Error: This Ticket Number * 2B * exists in Master Data. Choose Update, if you wish to update your File
Rec No: 8	Error: This Ticket Number * 2B * exists in Master Data. Choose Update, if you wish to update your File
Rec No: 9	Error: This Ticket Number * 3C * exists in Master Data. Choose Update, if you wish to update your File
Rec No: 10	Error: This Ticket Number * 3C * exists in Master Data. Choose Update, if you wish to update your File

Return to Upload Screen

Click on the ‘Return to Upload Screen’ button, to go back to the upload screen, and select the ‘**Update**’ file type. Click on the ‘Home’ icon to return to the Main Menu. The file is not saved.

F. Data Conversion Procedures

F.1 Introduction to Data Conversion

The tables or files needed to translate the dealer's codes into the SAFIS codes are created using a set of web-based processes. All of a dealer's conversion tables are stored in the database tables on the SAFIS network and are linked to their Participant ID.

Note (first time users): The system is designed to capture your dealer's codes from the raw data upload performed in Section E. If you have not performed the initial UPLOAD step, please go to Section E and use the "POPULATE Conversion Tables" option to create a startup set of conversion tables.

The Selection Page for the data conversion process gives the user the options to Build, Edit and List their conversion tables in the SAFIS database tables on the network; or Download and Upload the conversion tables from their PC. The user must select the conversion table to work on for all options. For the Vessel, Commercial fishing license, and Area conversion tables, the users can also select the State to use in the selection lists.

If one PC file is being used for multiple conversions, the PC file must be uploaded for each conversion table. This is to identify the data specific to each conversion table. For example, if the dealer had a spreadsheet for vendors with columns for the vendor code, the vessel/fisherman's name, the vessel registration number, gear, and the fisherman's state license, the spreadsheet could be used to build three conversion tables. See Section G for a fuller explanation.

The Species Conversion (Species_Conv) table is used as an example throughout this section of the user's guide. The Fisherman Conversion Table is also be used to demonstrate the State selection with the Edit and List options. The processes work the same for each conversion table.

F.2 Using the State Selection Option

The 'State' selection was added to the Conversion Table Module to break up the Vessel and Commercial Fishing License Tables by the registering state because of their size. It is also used for the Area Conversion Table, since the inshore areas (water body codes) are grouped by state. The 'State' selection box is always set to the dealer's default state when you come into the Data Conversion screen, but can be changed to look up licenses and areas for a state other than the default setting. The 'State' selection applies only to the database options (Build, Edit, List All) for the Vessel, Fisherman, and Area conversion tables, and determines what is displayed for the database options and in the selection lists.

The default State is based on the state/agency issuing the dealer's license/permit number. The default setting for State permitted only dealers is the 2 letter State code. The default setting for Federally permitted dealers is 'None'. If a dealer has both a state license and a federal permit, the Federal permit takes precedence and 'None' would be displayed. Always check the 'State' selection when working with the Vessel, Fisherman, and Area conversion tables.

The 'State' selection list includes the values 'None' and 'US', in addition to the eastern seaboard states. The 'None' option will list entries that do not have a state entered for the record. The 'US' option is for the Area Conversion Table, and will list the Federal area codes (non-HMS areas).

F. 3 Database Tables Options

Build (New Entries)

The 'Build' option is used to build a conversion table to translate the dealer's codes to the corresponding SAFIS codes. It is usually activated from the Upload Screen's 'POPULATE Conversion Tables' option, but can be activated from the 'Main Menu/Conversion Tables' option if there are unconverted dealer codes in the dealer's conversion table. Only the unconverted dealer codes will be displayed for the 'Build' option.

Selection Page for Build Option (Species Conversion Example)

Dealer: JOHN DOE FISH CO

SAFIS Conversion Table (Upload/Download)

Dealer Number: 00001 Participant ID: 101397 State: None

Database Tables	PC Conversion Files (.xls)	Select Conversion Table
<p>(Do not Enter a Filename)</p> <p><input checked="" type="radio"/> Build (new entries)</p> <p><input type="radio"/> Edit (old entries)</p> <p><input type="radio"/> Table Listing (Participant ID)</p> <p><input type="radio"/> Table Listing (by state selected)</p>	<p><input type="radio"/> Download (Database to PC file)</p> <p>(Do not Enter a Filename)</p> <p><input type="radio"/> Upload (PC to database)</p>	<p>Species_Conv</p>

Filename: Browse...

Submit

- Click on the radio button next to 'Build' under the 'Database Tables' heading, to start.
- Choose the table to convert from the pull-down list under the 'Select Conversion Table' heading.
- Select the 'State', if you are building the Vessel, Fisherman, or Area Conversion Table.
- Do not enter a filename for this option.
- Click on the 'Submit' button and the dealer codes will be displayed in a form. Blank columns will be provided to populate the SAFIS codes.

See the Conversion Table Form next.

Conversion Table Form with only the Dealer's Code Displayed

Dealer: JOHN DOE FISH CO



Species Conversion Table (Build/Edit Database Table)

Participant_ID	Dealer_species_code	combined_name	Delete
101397	COD - MED 1#		<input type="checkbox"/>
101397	LING - #1 60#		<input type="checkbox"/>
101397	SCUP- MED 40#		<input type="checkbox"/>
101397	SCUP- SM 60#		<input type="checkbox"/>
101397	SEABASS - #80		<input type="checkbox"/>
101397	SMOOTH HAMMERHEAD		<input type="checkbox"/>
101397	SQUID LOLIGO - MED 80#		<input type="checkbox"/>
101397	STEAMERS - #20		<input type="checkbox"/>
101397	SWORDFISH - BIG #90		<input type="checkbox"/>
<input type="button" value="Submit"/> <input type="button" value="Return"/>			

To populate this form with the SAFIS codes, begin typing any part of the string and pick the correct value from the list.

- For each dealer's code, the user can click on to the right of the blank entry cell to remove the dealer code entry from the conversion table
- To speed up the browse process, begin typing any part of the SAFIS code and the list will shorten as it searches to match the string typed in. Type a blank space in the box to get the full list.

Note: There are codes for 'unknown' permit or license by registering state in the Vessel and Fisherman master lists. Therefore, it should be possible to convert every dealer code to a corresponding SAFIS combined name before loading the data file. Since Vessel is required for Federal reporting and Fisherman (Commercial Fishing License) is required for State reporting, the unknowns will have to be resolved eventually. NOTE: Vessels that have been converted to UNKNOWN vessel, will have the SAFIS combined name cleared nightly, dealer code will be retained. Contact your local SAFIS support personnel if you need codes added to the master lists.

Conversion Table Form with the Dealer's Code and SAFIS Code Displayed

Dealer: JOHN DOE FISH CO



Species Conversion Table (Build/Edit Database Table)

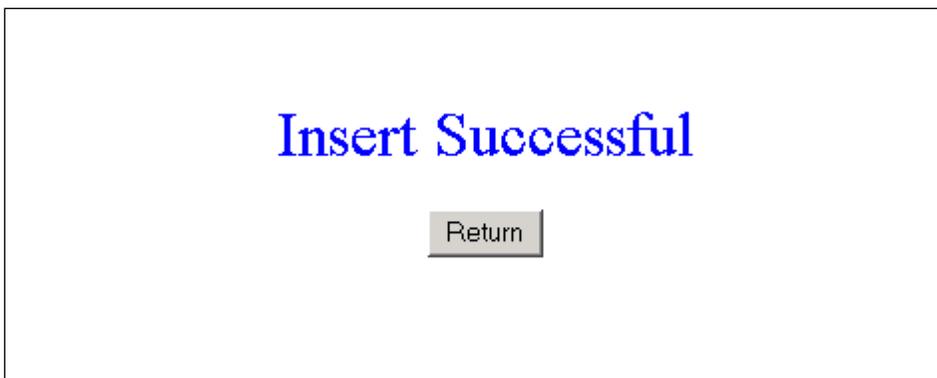
Participant_ID	Dealer_species_code	combined_name	Delete
101397	COD - MED 1#	COD.ATLANTIC - ROUND - UNKNOWN - LB (164712 - 01 - UN)	<input type="checkbox"/>
101397	LING - #1 60#	HAKE.ATLANTIC,RED & WHITE - ROUND - UNKNOWN - LB (164729 - 01 - UN)	<input type="checkbox"/>
101397	SCUP - MED 40#	SCUP - ROUND - MEDIUM - LB (169182 - 01 - MD)	<input type="checkbox"/>
101397	SCUP - SM 60#	SCUP - ROUND - SMALL - LB (169182 - 01 - SQ)	<input type="checkbox"/>
101397	SEABASS - #80	SEA BASS,UNC - ROUND - UNKNOWN - LB (167686 - 01 - UN)	<input type="checkbox"/>
101397	SMOOTH HAMMERHEAD	SHARK,SMOOTH HAMMERHEAD - ROUND - UNKNOWN - LB (160505 - 01 - UN)	<input type="checkbox"/>
101397	SQUID LOLIGO - MED 80#	SQUID,LONG FINNED (LOLIGO) - ROUND - MEDIUM - LB (082372 - 01 - MD)	<input type="checkbox"/>
101397	STEAMERS - #20	CLAM,NORTHERN QUAHOG - LIVE - LITTLE NECK - CN (081496 - 02 - LN)	<input type="checkbox"/>
101397	SWORDFISH - BIG #90	SWORDFISH - ROUND - UNKNOWN - LB (172482 - 01 - UN)	<input type="checkbox"/>

After the table is populated, click on 'Submit' to save the data to the SAFIS database, or click on 'Return'.

'Submit' will automatically return you to the Conversion Table Selection Page. If you choose 'Return', the screen will return to the 'Dealer Raw Data' display (see page 6), if you originated from the 'POPULATE Conversion Tables' function. If you originated from the Conversion Tables function, the screen will return to the Data Conversion Selection Page (Section F.3). To completely abandon either process, click on the 'Home' icon to return to the Main Menu.

If you choose 'Submit', the following message is displayed.

Confirmation Screen for Successful Insert of Data Conversion File



Edit (Existing Entries)

The Edit option is used to edit an existing conversion table that translates the dealer's codes to their corresponding SAFIS codes. This option can be activated from the Upload Screen's 'POPULATE Conversion Tables' option, or from the 'Main Menu/Conversion Tables' option. Only dealer codes that have been converted to a corresponding SAFIS code will be displayed for the 'Edit' option.

The first example is for the Species Conversion where the State is not applicable; the second is the Fisherman Conversion Table with 'CF Licenses from just one state and RI' as the selected State; and the third is the Fisherman Conversion Table with CF Licenses from more than one state.

Selection Page for Edit Option (Species Conversion Example)

The screenshot shows a web interface for editing conversion tables. At the top, a blue header bar displays 'Dealer: JOHN DOE FISH CO' and a home icon. Below this, the title 'SAFIS Conversion Table (Upload/Download)' is centered. The main content area is light blue and contains several sections:

- Dealer Information:** Dealer Number: 00001, Participant ID: 101397, State: None (dropdown).
- Database Tables:** A section with a heading '(Do not Enter a Filename)' and four radio button options: Build (new entries), Edit (old entries) (selected), Table Listing (Participant ID), and Table Listing (by state selected).
- PC Conversion Files (.xls):** A section with two radio button options: Download (Database to PC file) (selected) and Upload (PC to database). Below the options is the text '(Do not Enter a Filename)'. A 'Browse...' button is located to the right of this section.
- Select Conversion Table:** A section with a dropdown menu currently showing 'Species_Conv'.
- Filename:** A text input field with a 'Browse...' button to its right.
- Submit:** A 'Submit' button centered at the bottom of the form.

- Click on the radio button next to 'Edit' under the 'Database Tables' heading, to start.
- Choose the table to convert from the pull-down list under the 'Select Conversion Table' heading.
- Select the 'State', if you are editing Vessel, Fisherman, or Area Conversion Table.
- Do not enter a filename for this option.
- Click on the 'Submit' button and the dealer codes with the existing SAFIS code conversion will be displayed in a form.

See the Conversion Table Form next.

Conversion Table Form with the Dealer's Code and SAFIS Code Displayed



Species Conversion Table (Build/Edit Database Table)

Participant_ID	Dealer_species_code	combined_name	Delete
101397	COD - MED 1#	COD.ATLANTIC - ROUND - UNKNOWN - LB (164712 - 01 - UN)	<input type="checkbox"/>
101397	LING - #1 60#	HAKE.ATLANTIC.RED & WHITE - ROUND - UNKNOWN - LB (164729 - 01 - UN)	<input type="checkbox"/>
101397	SCUP - MED 40#	SCUP - ROUND - MEDIUM - LB (169182 - 01 - MD)	<input type="checkbox"/>
101397	SCUP - SM 60#	SCUP - ROUND - SMALL - LB (169182 - 01 - SQ)	<input type="checkbox"/>
101397	SEABASS - #80	SEA BASS.UNC - ROUND - UNKNOWN - LB (167686 - 01 - UN)	<input type="checkbox"/>
101397	SMOOTH HAMMERHEAD	SHARK.SMOOTH HAMMERHEAD - ROUND - UNKNOWN - LB (160505 - 01 - UN)	<input type="checkbox"/>
101397	SQUID LOLIGO - MED 80#	SQUID.LONG FINNED (LOLIGO) - ROUND - MEDIUM - LB (082372 - 01 - MD)	<input type="checkbox"/>
101397	STEAMERS - #20	CLAM.NORTHERN QUAHOG - LIVE - LITTLE NECK - CN (081496 - 02 - LN)	<input type="checkbox"/>
101397	SWORDFISH - BIG #90	SWORDFISH - ROUND - UNKNOWN - LB (172482 - 01 - UN)	<input type="checkbox"/>

To update an existing entry, select the new code from the pull-down list of SAFIS codes.

- For each entry you wish to change, click on to the right of the SAFIS codes entry cell for a master list of the SAFIS codes.
- To speed up the browse process, begin typing any part of the SAFIS code and the list will shorten as it searches to match the string typed in. Type a blank space in the box to get the full list.

When you are finished, click on ‘Submit’ to save the data to the SAFIS database, or ‘Return’ to return without saving the updates.

‘Submit’ will automatically return you to the Conversion Table Selection Page. If you choose ‘Return’, the screen will return to the ‘Dealer Raw Data’ display (see page 6), if you originated from the ‘POPULATE Conversion Tables’ function. If you originated from the Conversion Tables function, the screen will return to the Conversion Table Selection Page (see Section F.3).

To completely abandon either process, click on the ‘Home’ icon to return to the Main Menu.

Edit Using Selection Lists from One State

The selection for the Fisherman or Vessel Conversion Table is the same as for the previous example, except that the 'State' selected determines what is displayed as table entries and in the selection lists.

Selection Page for Edit Option (Fisherman Licenses from one State)

Dealer: JOHN DOE FISH CO 

SAFIS Conversion Table (Upload/Download)

Dealer Number: 00001 Participant ID: 101397 State:

Database Tables

(Do not Enter a Filename)

Build (new entries)

Edit (old entries)

Table Listing (Participant ID)

Table Listing (by state selected)

PC Conversion Files (.xls)

Download (Database to PC file)
(Do not Enter a Filename)

Upload (PC to database)

Select Conversion Table

Filename:

Dealer: JOHN DOE FISH CO 

Fisherman Conversion Table (Build/Edit Database Table)

Participant_ID	Dealer_fisherman_code	combined_name	Delete
101397	DOE, JACKIE		<input type="checkbox"/>
101397	DOE, JANE		<input type="checkbox"/>
101397	DOE, JASPER		<input type="checkbox"/>

To update an existing entry, select the new code from the pull-down list of SAFIS codes.

- For each entry you wish to change, click on to the right of the SAFIS code entry cell for a list of the SAFIS codes for the selected state.
- Use the mouse to browse the list to find the desired code. Click on the code and it will replace the existing SAFIS code. To speed up the browse process, type the first letter of the SAFIS code and the cursor will skip to items beginning with that letter.

When you have finished, click on 'Submit' to save the changes, or 'Return' to return to the previous menu without saving the changes. To completely abandon either process, click on the 'Home' icon to return to the Main Menu.

Edit Using Selection Lists from Multiple States

This Edit selection for the Fisherman or Vessel Conversion Table varies from the previous example, in that there are multiple states involved. If you want to change an existing entry in the conversion table to a license number from another state, you must first blank out the existing entry using the 'Edit' function, and then return to the Conversion Table Selection Page to select the new 'State'. This is because the selection lists for the Vessel, Fisherman, and Area conversion tables are based on the 'State' selection made on the Conversion Table Selection Page.

The steps to change an existing entry to an entry from another State:

- 1) Select the 'Edit' option and the conversion table.
- 2) Submit.
- 3) Blank/null out the value from the text box for the entry you want to change.
- 4) Submit the change, returning to the Conversion Table Selection.
- 5) Select the new 'State' (to get the right selection lists).
- 6) Select the 'Build' option.
- 7) Submit.
- 8) Fill the empty cells from the second state's selection lists.
- 9) Submit to save the new entry.

Selection Page for Edit Option (Fisherman Licenses from Multiple States)

Dealer: JOHN DOE FISH CO 

SAFIS Conversion Table (Upload/Download)

Dealer Number: 00001 Participant ID: 101397 State: RI

Database Tables	PC Conversion Files (.xls)	Select Conversion Table
<p>(Do not Enter a Filename)</p> <p><input type="radio"/> Build (new entries)</p> <p><input checked="" type="radio"/> Edit (old entries)</p> <p><input type="radio"/> Table Listing (Participant ID)</p> <p><input type="radio"/> Table Listing (by state selected)</p>	<p><input type="radio"/> Download (Database to PC file)</p> <p>(Do not Enter a Filename)</p> <p><input type="radio"/> Upload (PC to database)</p>	<p>Fisherman_Conv <input type="text"/></p>

Filename:

Conversion Table Form with an Entry Unconverted

Dealer: JOHN DOE FISH CO



Fisherman Conversion Table (Build/Edit Database Table)

Participant_ID	Dealer_fisherman_code	combined_name	Delete
101397	DOE, JACKIE		<input type="checkbox"/>
101397	DOE, JANE	DOE, JANE - RI - LOPOT000123 AGE - 81 (111111)	<input type="checkbox"/>
101397	DOE, JASPER	DOE, JASPER - RI - LOPOT000124 AGE - 42 (3540)	<input type="checkbox"/>
		<input type="button" value="Submit"/> <input type="button" value="Return"/>	

Find the entry you want to change, blank/null the entry from text box on the right. 'Submit' the change to save the blank entry. Once the entry is blank, it will show up for the 'Build' option in the next step.

Select the new 'State' and the 'Build' function; find the empty cell, and select the correct conversion value. 'Submit' to save the new conversion value.

Table Listing (Participant ID)

This option is used to display a listing of the dealer's codes with their corresponding SAFIS codes. Click the radio button next to 'Table Listing (Participant ID)', select a conversion table, and then click on the 'Submit' button to display the list. Do not enter a filename.

Click on the 'Home' icon to return to the Main Menu.

Selection Page for Table Listing (Participant ID) Option

Dealer: JOHN DOE FISH CO


SAFIS Conversion Table (Upload/Download)

Dealer Number: 00001
Participant ID: 101397
State:

Database Tables

(Do not Enter a Filename)

Build (new entries)

Edit (old entries)

Table Listing (Participant ID)

Table Listing (by state selected)

PC Conversion Files (.xls)

(Do not Enter a Filename)

Download (Database to PC file)

Upload (PC to database)

Select Conversion Table

Filename:

Dealer: JOHN DOE FISH CO

Species Conversion Table (Table Listing)

PARTICIPANT_ID	DEALER_SPECIES_CODE	COMBINED_NAME	SPECIES_ITIS	GRADE_CODE	MARKET_CODE	UNIT_MEASURE
101397	LING - #1 60#	HAKE,ATLANTIC,RED & WHITE - ROUND - UNKNOWN - LB (164729 - 01 - UN)	164729	01	UN	LB
101397	SCUP- MED 40#	SCUP - ROUND - MEDIUM - LB (169182 - 01 - MD)	169182	01	MD	LB
101397	SCUP- SM 60#	SCUP - ROUND - SMALL - LB (169182 - 01 - SQ)	169182	01	SQ	LB
101397	SEABASS - #80	SEA BASS,UNC - ROUND - UNKNOWN - LB (167686 - 01 - UN)	167686	01	UN	LB
101397	SMOOTH HAMMERHEAD	SHARK,SMOOTH HAMMERHEAD - ROUND - UNKNOWN - LB (160505 - 01 - UN)	160505	01	UN	LB
101397	STEAMERS - #20	CLAM,NORTHERN QUAHOG - LIVE - LITTLE NECK - CN (081496 - 02 - LN)	081496	02	LN	CN
101397	SWORDFISH - BIG #90	SWORDFISH - ROUND - UNKNOWN - LB (172482 - 01 - UN)	172482	01	UN	LB
101397	COD - MED 1#	COD,ATLANTIC - ROUND - UNKNOWN - LB (164712 - 01 - UN)	164712	01	UN	LB
101397	SQUID LOLIGO - MED 80#	SQUID,LONG FINNED (LOLIGO) - ROUND - MEDIUM - LB (082372 - 01 - MD)	082372	01	MD	LB

Table Listing (All or selected State)

This option is used to display the SAFIS codes for the conversion table selected. Click the radio button next to 'Table Listing (by selected State)', select a conversion table, and then click 'Submit' to display the list. Do not enter a filename. Click on the 'Home' icon to return to the Main Menu.

Examples follow for Species (All) and Fisherman (by State) listings.

Selection Page for Table Listing (All) Option

Dealer: JOHN DOE FISH CO


SAFIS Conversion Table (Upload/Download)

Dealer Number: 00001
Participant ID: 101397
State:

Database Tables

(Do not Enter a Filename)

Build (new entries)

Edit (old entries)

Table Listing (Participant ID)

Table Listing (by state selected)

PC Conversion Files (.xls)

(Do not Enter a Filename)

Download (Database to PC file)

Upload (PC to database)

Select Conversion Table

Filename:

Dealer: JOHN DOE FISH CO


Species List Table (Table Listing)

COMBINED_NAME	SPECIES_ITIS	GRADE_CODE	MARKET_CODE	UNIT	IN_TREE
ALEWIFE - ROUND - UNKNOWN - LB	161706	01	UN	LB	FIN
AMBERJACK - ROUND - UNKNOWN - LB	168688	01	UN	LB	
ANCHOVY_BAY - ROUND - UNKNOWN - LB	161839	01	UN	LB	
ANGLERFISH - BELLY FLAPS - UNKNOWN - LB	164499	08	UN	LB	
ANGLERFISH - CHEEKS - UNKNOWN - LB	164499	07	UN	LB	
ANGLERFISH - GUTTED, HEAD ON - UNKNOWN - LB	164499	23	UN	LB	FIN
ANGLERFISH - LIVERS - UNKNOWN - LB	164499	13	UN	LB	FIN
ANGLERFISH - ROUND - UNKNOWN - LB	164499	01	UN	LB	FIN
ANGLERFISH - TAILS - LARGE - LB	164499	09	LG	LB	FIN
ANGLERFISH - TAILS - PEE WEE (RATS) - LB	164499	09	PW	LB	FIN
ANGLERFISH - TAILS - SMALL - LB	164499	09	SQ	LB	FIN
ANGLERFISH - TAILS - UNKNOWN - LB	164499	09	UN	LB	FIN
BARBIER, RED - ROUND - UNKNOWN - LB	167801	01	UN	LB	
BARRACUDA - ROUND - UNKNOWN - LB	170424	01	UN	LB	
BARRELFISH - ROUND - UNKNOWN - LB	172512	01	UN	LB	
BEARDED BROTLA - ROUND - UNKNOWN - LB	164818	01	UN	LB	

Selection Page for Table Listing (by State) Option

Dealer: JOHN DOE FISH CO 

SAFIS Conversion Table (Upload/Download)

Dealer Number: 00001 Participant ID: 101397 State: RI

Database Tables	PC Conversion Files (.xls)	Select Conversion Table
<p>(Do not Enter a Filename)</p> <p><input type="radio"/> Build (new entries)</p> <p><input type="radio"/> Edit (old entries)</p> <p><input type="radio"/> Table Listing (Participant ID)</p> <p><input checked="" type="radio"/> Table Listing (by state selected)</p>	<p><input type="radio"/> Download (Database to PC file) (Do not Enter a Filename)</p> <p><input type="radio"/> Upload (PC to database)</p>	<p>Fisherman_Conv</p>

Filename:

Dealer: JOHN DOE FISH CO



Fisherman Conversion Table (Table Listing)

PARTICIPANT_ID	DEALER_FISHERMAN_CODE	CF_LICENSE_NBR	CF_LICENSE_TYPE	ISS_AGENCY	COMBINED_NAME	DE	UE	DC	UC	CF_PERMIT_ID
101397	DOE, JANE	LOPOT000123	LOPOT	RI	DOE, JANE - RI - LOPOT000123 AGE - 81 (11111)		HOLLY			2169
101397	DOE, JASPER	LOPOT000124	LOPOT	RI	DOE, JASPER - RI - LOPOT000124 AGE - 42 (11111)		HOLLY			3540
101397	DOE, JACKIE	PEL000123	PRINCIPLE EFFORT LICENSE	RI	DOE, JACKIE - RI - PEL000123 AGE - (11111)		HOLLY			277351

F. 3 PC Conversion Files (.xls) (Species Conversion Example)

These options will allow the user to download their codes from the SAFIS database and save them in a Microsoft Excel spreadsheet file on their PC; convert their accounting software output files to the SAFIS format; and upload their codes to the SAFIS database tables. **Microsoft Excel is required to use the PC conversion file options.** Otherwise, use the Database Tables options in Section F.2 to review, build and edit your conversion tables. All of your conversion tables are stored in the database tables on the SAFIS network and are linked to your Participant ID. For dealers with large conversion tables, poor internet access the PC upload and download for adding, editing, and/or managing those entries is a good option.

Download (database to PC file)

This option is used to download the dealer’s SAFIS codes for the conversion table selected. You can use this to update or back up your conversion tables on your PC. Click the radio button next to ‘Download (database to PC file)’. Select a conversion table. Do not enter a filename, until prompted to do so.

Selection Page to Download Conversion Table to PC Option

Dealer: JOHN DOE FISH CO 

SAFIS Conversion Table (Upload/Download)

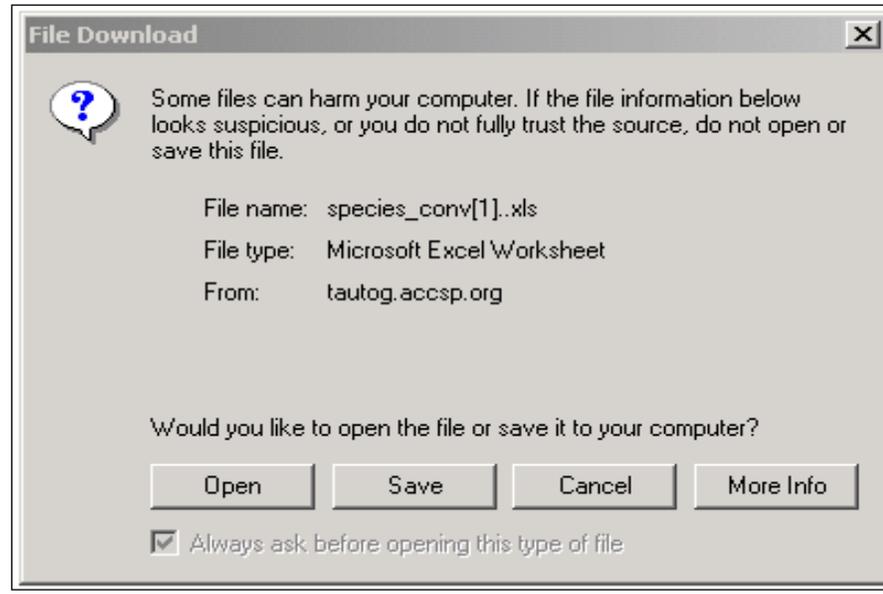
Dealer Number: 00001 Participant ID: 101397 State: None ▼

Database Tables	PC Conversion Files (.xls)	Select Conversion Table
<p>(Do not Enter a Filename)</p> <ul style="list-style-type: none"><input type="radio"/> Build (new entries)<input type="radio"/> Edit (old entries)<input type="radio"/> Table Listing (Participant ID)<input type="radio"/> Table Listing (by state selected)	<ul style="list-style-type: none"><input checked="" type="radio"/> Download (Database to PC file) (Do not Enter a Filename)<input type="radio"/> Upload (PC to database)	<p>Species_Conv ▼</p>

Filename:

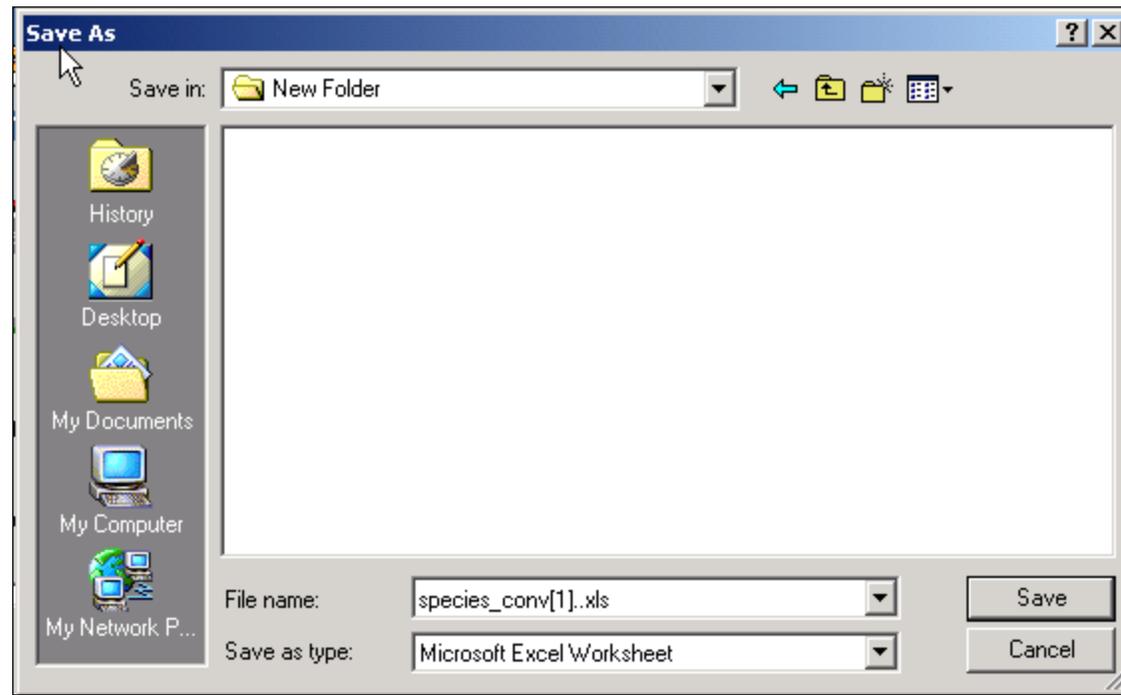
Click ‘Submit’ and all of the codes for the selected conversion table associated with the Participant ID will be downloaded. The following File Download window will appear. To abandon the conversion process, click on the ‘Home’ icon to return to the Main Menu.

File Download Screen for Data Conversion Tables



Click on 'Save' to save the file to the filename given in the download screen. A browse window will be displayed to give you the option to choose the directory location for the file. Click 'Save' in the browse window to complete the download.

Browse Window



Click on 'Open', if you want to view the file in a Microsoft Excel worksheet before saving it. By opening the file, you can verify that the download worked properly. The download screen will disappear. Save the file in Excel. Exit from Excel to return to the browser window.

Microsoft Excel Worksheet displaying the PC conversion data.

	B	C	D	E	F	G
1	Dealer Species	Combined_Name	Species ITIS	Grade Code	Market Code	Unit Measure
2	COD - MED 1#	COD,ATLANTIC - ROUND - UNKNOWN - LB (164712 - 01 - UN)	164712	01	UN	LB
3	LING - #1 60#	HAKE,ATLANTIC,RED & WHITE - ROUND - UNKNOWN - LB (164729 - 01 - UN)	164729	01	UN	LB
4	SCUP - MED 40#	SCUP - ROUND - MEDIUM - LB (169182 - 01 - MD)	169182	01	MD	LB
5	SCUP - SM 60#	SCUP - ROUND - SMALL - LB (169182 - 01 - SQ)	169182	01	SQ	LB
6	SEABASS - #80	SEA BASS,UNC - ROUND - UNKNOWN - LB (167686 - 01 - UN)	167686	01	UN	LB
7	SMOOTH HAMMERHEAD	SHARK,SMOOTH HAMMERHEAD - ROUND - UNKNOWN - LB (160505 - 01 - UN)	160505	01	UN	LB
8	SQUID LOLIGO - MED 80#	SQUID,LONG FINNED (LOLIGO) - ROUND - MEDIUM - LB (082372 - 01 - MD)	082372	01	MD	LB
9	STEAMERS - #20	CLAM,NORTHERN QUAHOG - LIVE - LITTLE NECK - CN (081496 - 02 - LN)	081496	02	LN	CN
10	SWORDFISH - BIG #90	SWORDFISH - ROUND - UNKNOWN - LB (172482 - 01 - UN)	172482	01	UN	LB

Click on the 'Return' button to go back to the Option Selection Page.

Return to Selection Page Button

Dealer: JOHN DOE FISH CO


Upload (PC to database)

The 'Upload' option is used to upload a dealer's conversion files (.xls) to the SAFIS database tables. Click the radio button next to 'Upload (PC to database)'. Enter filename or browse to select the conversion file.

Selection Page to Upload a Dealer's PC Conversion file

Dealer: JOHN DOE FISH CO 

SAFIS Conversion Table (Upload/Download)

Dealer Number: 00001 Participant ID: 101397 State:

Database Tables	PC Conversion Files (.xls)	Select Conversion Table
<p>(Do not Enter a Filename)</p> <ul style="list-style-type: none"><input type="radio"/> Build (new entries)<input type="radio"/> Edit (old entries)<input type="radio"/> Table Listing (Participant ID)<input type="radio"/> Table Listing (by state selected)	<ul style="list-style-type: none"><input type="radio"/> Download (Database to PC file) (Do not Enter a Filename)<input checked="" type="radio"/> Upload (PC to database)	<input type="text" value="Species_Conv"/>

Filename:

Click on 'Submit' to upload the file. To abandon the process, click on the 'Home' icon, which returns you to the Main Menu.

The PC conversion file is displayed in a spreadsheet format. Each column has a letter label (A, B, C, etc.). The user must use the column labels to indicate the location of the dealer's code and the corresponding SAFIS codes.

Definition of the Dealer's Conversion file

Dealer: JOHN DOE FISH CO



This is a View of the Dealer File (Testing_pc_upload.xls). Please Enter The Options below for conversion

	A	B	C	D	E	F
1	Participant ID	Dealer Species	Species ITIS	Grade Code	Market Code	Unit Measure
2	101397	COD - MED 1#	164712	01	UN	LB
3	101397	LING - #1 60#	164729	01	UN	LB
4	101397	SCUP- MED 40#	169182	01	MD	LB
5	101397	SCUP- SM 60#	169182	01	SQ	LB
6	101397	SEABASS - #80	167686	01	UN	LB
7	101397	SMOOTH HAMMERHEAD	160505	01	UN	LB
8	101397	SQUID LOLIGO - MED 80#	082372	01	MD	LB
9	101397	STEAMERS - #20	081496	02	LN	CN
10	101397	SWORDFISH - BIG #90	172482	01	UN	LB
11						

Please Enter All Fields

Please Enter the Column Letter for All Fields

Dealer Code:

Itis Code:

Grade Code:

Market Code:

Unit Code:

Enter Row Number to start:

Click on 'Submit' to begin the upload process. To abandon the conversion process, click on the 'Return' button to return to the Conversion Table Selection Page or the 'Home' icon to return to the Main Menu.

Conversion Table Upload Confirmation Screen

Dealer: JOHN DOE FISH CO 

File (species_conv.xls) Upload Successfully

Click on the 'Return' button to return to the Conversion Table Selection Page or the '**Home**' icon to return to the Main Menu.

Conversion Table Errors

If there are codes in the Dealer's conversion table that are not in the SAFIS master database code tables, they will be displayed in an error message screen.

Conversion Table Error Screen

Dealer: JOHN DOE FISH CO 

Error Uploading File (bad_species_conv.xls) -- Fix following errors

Participant Id	Dealer Spc	ITIS	Grade	Market>	Unit
101397	FLOUNDER - MED 60#	17290	01	MD	LB
101397	JON DORY - SM 100#				
101397	LING - LGE 100#				
101397	JON DORY - LGE 100#				

Click on the 'Return' button to return to the Conversion Table Selection Page or the '**Home**' icon to return to the Main Menu.

Use Table Listing (All) to find the missing codes. Open the original Dealer's Conversion File in Excel and correct the errors. If additional codes need to be added to the SAFIS master database codes tables, notify your local SAFIS support personnel.

G. Multiple Conversion Tables

Under some circumstances several data items could be linked to the same dealer's code, for example the dealer could be using the vendor code to identify both the vessel registration and the fisherman. In some cases it could also be used to identify the port landed or gear. If a vendor lands in two different ports, or uses two different gear types, the dealer could set up two codes for the vendor pointing to the same vessel, but different ports, gears and or fishing licenses. It all depends on the dealer's data.

In the example below, the dealer has a spreadsheet for vendors with columns for the dealer's vendor code, the vendor (vessel/fisherman) name, the vessel registration number, dealer's gear code, SAFIS gear code and the fisherman's state fishing license. The JANEDOE has landings for two types of gear, so there are two codes for the vessel. Each code is linked to the same SAFIS vessel record, but to a different gear type.

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>
<u>Vendor</u>	<u>VendorName</u>	<u>VesReg</u>	<u>Gear</u>	<u>SAFISgear</u>	<u>State CF Lic</u>
JANE01	JANEDOE	MV123	OT	090	12345
JANE02	JANEDOE	MV123	RR	700	12345-RR
DOE02	DOE, JAMES	MV456	OT	090	97891

G.1 Multiple Conversion Tables From One Spreadsheet

If one PC file is being used for multiple conversions, the PC file must be uploaded for each conversion table. This is to identify the data specific to each conversion table. In the example above, the spreadsheet could be used to build three conversion tables, the Vessel, Fisherman, and Gear conversion tables.

The upload for the Vessel conversion table would use the Dealer's Vendor code and the Vessel Registration (columns A and C). The upload for the Fisherman's conversion table would use the Dealer's Vendor code and the State Commercial Fishing License (columns A and F). The upload for the gear conversion table has two possibilities: 1) use the Dealer's Gear code and the SAFIS gear code (columns D and E); or 2) use the Dealer's Vendor code and the SAFIS gear code (columns A and E).

Once the conversion tables were built in the SAFIS system tables, they would be maintained as separate tables.

G.2 Multiple Conversions from One Data Field

If conversion tables were built using the example in Section G.1, the data definition would list the same column in the data file as the dealer's codes for Vessel, Fisherman and Gear. When the 'Dealer Raw Data' is displayed based on the data definition, the data column being used for multiple conversions will be repeated for each conversion. When the data file is successfully confirmed, each column in the 'Data Ready for Upload' display contains the appropriate SAFIS codes.

GLOSSARY OF DATA ELEMENTS

Complete Data	Data is complete if none of the required data is missing.
Converted Data File	Dealer's data file converted to the SAFIS coding system.
Dealer Name	Dealer's corporate name.
Dealer Number	Dealer's Federal permit number issued by NOAA Fisheries, Northeast Regional Office or the State license number.
End Report Date	The ending date of the data in the file to be uploaded.
File Type	An indicator of the type of data to upload; N = New Data; R = Replacement Data.
Filename	Name of the dealer's files for purchases and codes.
Incomplete Data	Data is incomplete if it is missing price, species disposition or VTR serial number. These fields can be added using the 'Replacement' or 'Update' option, depending when the original file was uploaded.
Participant ID	A computer generated unique identifier assigned to each dealer which is used to identify them in the SAFIS database system.
Password	Password assigned to the username. The password is encrypted before it is stored in the table.
Raw Data File	Dealer's data file as it was uploaded.
Site code	The zip code to indicate the location of the dealer.
Start Report Date	The starting date of the data in the file to be uploaded.
Username	The identifier assigned to the person responsible for actually performing the data upload process.

APPENDIX A

Minimum Data Required for Proper Operation of the SAFIS File Upload Procedure

The File Upload procedure accepts comma (.csv) or tab (.txt) delimited files. The layout of the file being uploaded must be defined using the Data Definition form. The definition records the data included in the file being uploaded, and the order of that data in the file. Once saved, the definition is available for subsequent file uploads. If Dealer codes are used in the file, conversion tables are necessary to convert dealer codes to SAFIS codes; If SAFIS codes are used, conversion tables are not necessary.

Required Data Fields, and types of acceptable information for each (see <http://www.greateratlantic.fisheries.noaa.gov/aps/dealer/fedseafooddealerreportrequirements.pdf> for GARFO permitted dealer reporting requirements):

- **Ticket Number** (or Reference#, Purchase#, etc.) – whatever the dealer uses to identify purchases from a vessel/fisherman landed on a specific date. The Ticket Number is required to prevent duplicate reports and to process update or replace data.
- **Date of Purchase or Receipt**
- **Port Landed** – where the catch being purchased was landed; can be a port name, dealer’s port code, or the SAFIS State + Place + County codes; can be in the data file or assigned as a default if all purchases in the file being uploaded were landed at the same port.
- **Vessel** – which landed the catch being purchased; can be the Federal vessel permit and/or the vessel registration (State or USCG), or the Vessel Name or dealer’s vessel code.
- **Fisherman** – who landed the catch being purchased is required for state reports; can be the fisherman’s name, dealer’s code, or the State Commercial Fishing (CF) License number.
- **Species** – species, grade, market category and unit of fish being purchased; can be dealer’s code or description, or the SAFIS Species + Grade + Market + Unit codes.
- **Quantity** – quantity of the species purchased.
- **Price or Dollars** – Unit Price or Dollar Value of the species purchased.
- **Species Disposition** – disposition (utilization) of the species purchased; can be in the data file or assigned as a default if all purchases in the file being uploaded have the same disposition. Disposition Codes: 001=Food; 002=Personal Use; 006=Canned Pet Food; 007=Animal Food; 008=Bait; 009=Reduction/Meal; 010=Aquarium; 011=Kept/Disposition Unknown; 012=Biomedical Use; 013=Packing, only; 014=Fertilizer; 015=Research; 100=Discard (Dealer/Shipper); 101=No Market; 602=Seized by Law Enforcement.
- **VTR Serial Number** - the 8 digit serial number from the first vessel trip report page (VTR) or the 14 digit electronic vessel trip report (eVTR) used by the harvesting vessel for each trip.

Federal reporting requirements allow price and disposition to be added later, if the information is not available when the file is uploaded. These fields are required to complete the report.

Some species may have additional State or HMS requirements for Area Fished or Gear.

- **Area Fished** – where the fish were caught; can be dealer’s code or SAFIS Area Fished, which is the same as the NMFS Statistical Area code.
- **SAFIS Sub Area** – finer identification particularly of inshore water bodies; **used with** the SAFIS Area Fished code.
- **Gear** – fishing gear used; can be dealer’s code or SAFIS Gear code.
- **Date Landed HMS** – Vessel landing date

- **HMS Catch Area** – See SAFIS or <http://www.nmfs.noaa.gov/sfa/hms/compliance/edealer/index.html> for current HMS Catch Area chart
- **HMS Fins Attached** – See Appendix B for codes to report
- **HMS Why Fins Not Attached** – See Appendix B for codes to report
- **HMS Why Late Report** – See Appendix B for codes to report
- **HMS Why Data Modified** – See Appendix B for codes to report
- **Total Sale Price**
- **HMS Observer Log ID** – Southeast Observer log ID
- **BFT Species Length** – Bluefin Tuna length in inches
- **BFT Measurement Type** – Measurement type for Bluefin Tuna Length. See Appendix B for codes to report
- **BFT Area Caught** – See Appendix B for codes to report
- **BFT Destination** – See Appendix B for codes to report
- **BFT Sale Nature** – See Appendix B for codes to report
- **BFT Freshness** – See Appendix B for codes to report
- **BFT Fat** – See Appendix B for codes to report
- **BFT Color** – See Appendix B for codes to report
- **BFT Shape** – See Appendix B for codes to report
- **BFT Tag Prefix** – Dealer Bluefin Tuna tag prefix
- **BFT Tag Number** – Dealer Bluefin Tuna tag number
- **BFT Gutted Quantity** – Reported quantity of Bluefin Tuna with grade code gutted

Data Types and Maximum Lengths for Fields defined in Upload File:

Column Name	Data Type	Maximum Length	Example
Ticket Number	Text	50	
Purchase Date	Date	--	
*Port Landed	Text	40	
VTR Serial Number	Text	15	
*Dealer Vessel Code	Text	40	
*Dealer Gear Code	Text	40	
*Dealer Species Code	Text	40	
Species Disposition	Text	3	
*Dealer Fisherman Code	Text	50	
Quantity	Number	10, 2	99999999.99
Price	Number	11, 3	99999999.999
*Dealer Area Code	Text	40	
Seq Number	Text	7	
Time Landed	Text	4	
SAFIS State Code	Text	2	
SAFIS Place Code	Text	5	
SAFIS County Code	Text	3	
Vessel Registration	Text	15	
SAFIS Gear Code	Text	3	
SAFIS Species Code	Text	11	
SAFIS Grade Code	Text	2	
SAFIS Market Code	Text	2	
Unit of Measure	Text	2	
Dollars	Number	11, 3	99999999.999
SAFIS Area Fished	Text	3	
SAFIS Sub area	Text	4	
Harvest Area	Text	6	
Fish Count	Number	10	
*Dealer Catch Source	Text	40	
Date Landed HMS	Date	--	
*Dealer HMS Catch Area	Text	40	
HMS Fins Attached?	Text	1	
HMS Why Fins Not Attached?	Text	1	
HMS Why Late Report?	Text	1	
HMS Why Data Modified?	Text	1	
Total Sale Price	Number	11, 3	999999999.99
HMS Observer Log ID	Text	25	
BFT Species Length	Number	3	999
BFT Measurement Type	Text	1	
BFT Area Caught	Number	2	99
BFT Destination	Text	1	
BFT Sale Nature	Text	1	

BFT Freshness	Text	1	
BFT Fat	Text	1	
BFT Color	Text	1	
BFT Shape	Text	1	
BFT Tag Prefix	Text	4	
BFT Number	Text	7	
BFT Guttled Quantity	Number	15, 2	99999999999999.99

APPENDIX B

Codes Used for Reporting HMS fields

FINS ATTACHED

CODE	Description
Y	Yes
N	No

WHY FINS NOT ATTACHED

CODE	Description
1	Fins removed while shark on fishing vessel
2	The fins were, or included, smoothhound shark fins
3	Other

WHY LATE REPORT

CODE	Description
1	Forgot to report
2	On vacation
3	Computer/submission problems
4	Internet failure
5	Electronic dealer reporting program problems
6	Hurricane, blizzard, or other natural disaster
7	Other

WHY DATA MODIFIED

CODE	Description
1	Updated price information
2	Updated total sale price
3	Added a species
4	Removed a species
5	Updated the weight of a species
6	Updated purchase date
7	Updated landing date
8	Updated vessel information
9	Updated VTR information
10	Update HMS Catch Area
11	Updated if shark fins were naturally attached upon offloading from FV
12	Updated disposition
13	Update fishing gear
14	Other

BFT MEASUREMENT TYPE

CODE	Description
S	Snout
F	Fin

BFT DESTINATION

CODE	Description
U	US Domestic
X	Export

BFT SALE NATURE

CODE	Description
C	Consignment
D	Dockside

BFT RATING

CODE	Description
	Used for Freshness, Fat, Color, and Shape
A	Highest Quality
B	Mid-Quality
C	Low Quality

APPENDIX C
Upload Error Codes

Error Message	Description
Data has already been loaded for this confirmation_number on DATE LOADED	Back button hit after confirmation page. No change necessary.
This Record is not available for updating, because of date limitations	Contact Port Agent to unlock file.
HMS Catch Area code = DEALER VALUE is not in HMS Catch Area table	Converted SAFIS code is no longer valid. Use conversion table section to update.
Area Fished = DEALER VALUE not in area table	Converted SAFIS code is no longer valid. Use conversion table section to update.
Area code = DEALER VALUE, sub_area_code =DEALER VALUE, local_area = DEALER VALUE combination not in Area table	Converted SAFIS code is no longer valid. Use conversion table section to update.
Disposition code = DEALER VALUE not in disposition table	Converted SAFIS code is no longer valid. Use conversion table section to update.
Gear code = DEALER VALUE not in Gear table	Converted SAFIS code is no longer valid. Use conversion table section to update.
State = DEALER VALUE, Place =DEALER VALUE, County = DEALER VALUE not in Location table	Converted SAFIS code is no longer valid. Use conversion table section to update.
Species = DEALER VALUE not in Species table	Converted SAFIS code is no longer valid. Use conversion table section to update.
Conv for vessel DEALER VALUE is out of date. Please review.	Converted SAFIS code is no longer valid. Use conversion table section to update.
Vessel code = DEALER VALUE not in Vessel table	Converted SAFIS code is no longer valid. Use conversion table section to update.
Vessel permit code = DEALER VALUE not in Vessel table	Converted SAFIS code is no longer valid. Use conversion table section to update.
Vessel registration code = DEALER VALUE not in Vessel table	Converted SAFIS code is no longer valid. Use conversion table section to update.
This Ticket Number * DEALER VALUE * exists in Master Data. Choose Update, if you wish to update your File	Dealer submitting a file as new that has already been submitted and loaded to master data. Dealer should choose Update and resubmit file.
This Ticket Number and Species already exist. Choose File Type Replacement, if you wish to update your File	Dealer submitting a file as new that has already been submitted on same day. Check to make sure the file should be replaced, and resubmit as replacement.
No record for this Ticket Number, send this ticket number in a new file.	Dealer submitting a file for Update, but Ticket Number has not been submitted before
Area fished is missing while submitting sub area or local area	Missing Area Fished, while submitting subarea or local area. Adjust file or conversion table to include area fished.
Purchase Date is missing	Missing Purchase Date
Quantity = Undef Not Valid	Missing Quantity

State code or Place code or County code is missing	Missing State, Place, or County code.
Ticket Number is a required field for all row	Missing Ticket Number
There is a problem loading your data file - NONE of your data has been loaded	There is a problem with the file that caused the entire file to not load. Contact port agent.
Conversion table for TABLE NAME, DEALER VALUE in your file is too large for the conversion table	Value Dealer is submitting for a conversion is too large.
Length in File for DEALER VALUE is too long for upload data table	Value Dealer is submitting for a conversion is too large.
Catch Source = DEALER VALUE not found in Conversion Table	Value Dealer is submitting has not been converted. Use conversion table section to update.
Dealer Fisherman Code = DEALER VALUE not found in Conversion Table	Value Dealer is submitting has not been converted. Use conversion table section to update.
HMS Catch Area = DEALER VALUE not found in Conversion Table	Value Dealer is submitting has not been converted. Use conversion table section to update.
Catch source code DEALER VALUE not found in Conversion Table	Value Dealer is submitting has not been converted. Use conversion table section to update.
No Vessel has been defined in the dealer definition table	Value Dealer is submitting has not been converted. Use conversion table section to update.
Dealer Fisherman code DEALER VALUE is out of date. Please review.	Value Dealer is submitting is not longer valide. Use conversion table section to update.
Why Fins Not Attached Code DEALER VALUE is not valid	Value Dealer is submitting is not valid. See Appendix B for valid values.
Modified Data Explanation Code DEALER VALUE is not valid	Value Dealer is submitting is not valid. See Appendix B for valid values.
Late Report Explanation Code DEALER VALUE is not valid	Value Dealer is submitting is not valid. See Appendix B for valid values.
How Fins Attached Code DEALER VALUE is not valid	Value Dealer is submitting is not valid. See Appendix B for valid values.
Measurement Type is Required When Reporting a Bluefin Tuna Length	Measurement Type is missing for a record that contains a Bluefin Tuna Length. Dealer must submit both a Bluefin Tuna length and Measurement Type.
BFT length is required for identifying the measurement type. Please provide BFT length.	Bluefin Tuna length is missing for a record that contains a Measurement Type. Dealer must submit both a Bluefin Tuna length and Measurement Type.
For Measurement Type = DEALER VALUE, length = DEALER VALUE is below the minimum length, LENGTH	Value Dealer is submitting for Measurement Type and Bluefin Tuna Length is too small.

For Measurement Type = DEALER VALUE, length = DEALER VALUE is below the maximum length, LENGTH	Value Dealer is submitting for Measurement Type and Bluefin Tuna Length is too large.
Could not determine Measurement ID based on Measurement Type = DEALER VALUE and Tuna Length = DEALER VALUE	Value Dealer is submitting is not valid. See Appendix B for valid values.
Bluefin Tuna Catch Area Code = DEALER VALUE is not in BFT Catch Area table	Value Dealer is submitting for Bluefin Tuna Catch Area is not valid.
Bluefin Tuna Destination Code = DEALER VALUE is not in BFT Destination table	Value Dealer is submitting is not valid. See Appendix B for valid values.
Bluefin Tuna Rating Code for [FRESHNESS, FAT, COLOR, SHAPE] = DEALER VALUE is not in BFT Ratings Table	Value Dealer is submitting is not valid. See Appendix B for valid values.
Bluefin Tuna Sales Code for DEALER VALUE is not in BFT Sales Table	Value Dealer is submitting is not valid. See Appendix B for valid values.

APPENDIX D

Major Changes in Version 3.0 and 4.0 of the SAFIS File Upload Procedure

Additions:

- Data Definition:
 - Added the ability to collect HMS data elements
 - Added the ability to collect Catch Source data element
 - Added the ability to collect Bluefin Tuna data elements
- Conversion Table Selection Page:
 - Added conversion table for Catch Source
 - Added conversion table for HMS Catch Area

Enhancements:

- Conversion Table Selection Page has been streamlined:
 - Database 'Build' option – enhanced type ahead and search feature.
 - Database 'Edit' option - enhanced type ahead, search feature, and delete.