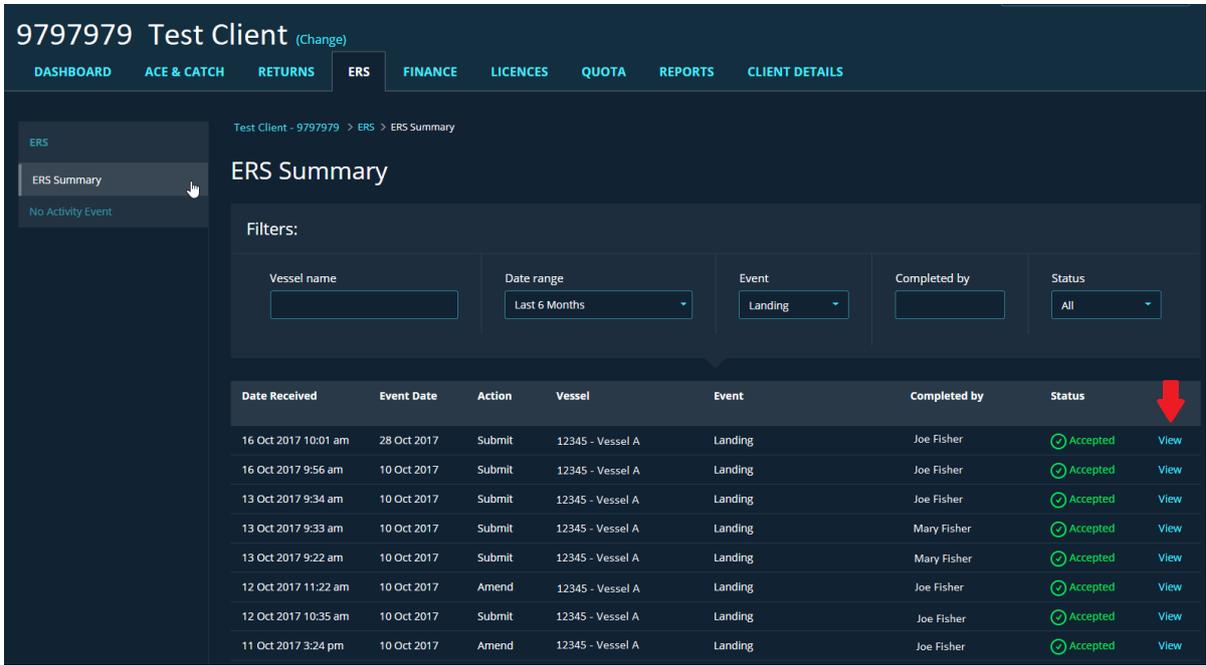


Adding LFR Details to Landing Reports

When first submitting a landing report you may not know the landing details from your LFR. You can now amend submitted reports to add these details at a later date via FishServe's online services. The steps below describe this process.

Step	Description																																																																								
1.	<p>Find the latest version of your report</p> <p>Go to your <i>ERS Summary</i> page and select <i>View</i> on the latest version of your Landing Report.</p>																																																																								
 <p>The screenshot shows the 'ERS Summary' page for client 9797979. The page has a dark blue header with navigation tabs: DASHBOARD, ACE & CATCH, RETURNS, ERS (selected), FINANCE, LICENCES, QUOTA, REPORTS, and CLIENT DETAILS. Below the header, there's a breadcrumb trail: Test Client - 9797979 > ERS > ERS Summary. The main content area is titled 'ERS Summary' and includes a 'Filters' section with dropdowns for Vessel name, Date range (Last 6 Months), Event (Landing), Completed by, and Status (All). Below the filters is a table with the following columns: Date Received, Event Date, Action, Vessel, Event, Completed by, Status, and a 'View' link. A red arrow points to the 'View' link in the first row of the table.</p> <table border="1"> <thead> <tr> <th>Date Received</th> <th>Event Date</th> <th>Action</th> <th>Vessel</th> <th>Event</th> <th>Completed by</th> <th>Status</th> <th>View</th> </tr> </thead> <tbody> <tr> <td>16 Oct 2017 10:01 am</td> <td>28 Oct 2017</td> <td>Submit</td> <td>12345 - Vessel A</td> <td>Landing</td> <td>Joe Fisher</td> <td>Accepted</td> <td>View</td> </tr> <tr> <td>16 Oct 2017 9:56 am</td> <td>10 Oct 2017</td> <td>Submit</td> <td>12345 - Vessel A</td> <td>Landing</td> <td>Joe Fisher</td> <td>Accepted</td> <td>View</td> </tr> <tr> <td>13 Oct 2017 9:34 am</td> <td>10 Oct 2017</td> <td>Submit</td> <td>12345 - Vessel A</td> <td>Landing</td> <td>Joe Fisher</td> <td>Accepted</td> <td>View</td> </tr> <tr> <td>13 Oct 2017 9:33 am</td> <td>10 Oct 2017</td> <td>Submit</td> <td>12345 - Vessel A</td> <td>Landing</td> <td>Mary Fisher</td> <td>Accepted</td> <td>View</td> </tr> <tr> <td>13 Oct 2017 9:22 am</td> <td>10 Oct 2017</td> <td>Submit</td> <td>12345 - Vessel A</td> <td>Landing</td> <td>Mary Fisher</td> <td>Accepted</td> <td>View</td> </tr> <tr> <td>12 Oct 2017 11:22 am</td> <td>10 Oct 2017</td> <td>Amend</td> <td>12345 - Vessel A</td> <td>Landing</td> <td>Joe Fisher</td> <td>Accepted</td> <td>View</td> </tr> <tr> <td>12 Oct 2017 10:35 am</td> <td>10 Oct 2017</td> <td>Submit</td> <td>12345 - Vessel A</td> <td>Landing</td> <td>Joe Fisher</td> <td>Accepted</td> <td>View</td> </tr> <tr> <td>11 Oct 2017 3:24 pm</td> <td>10 Oct 2017</td> <td>Amend</td> <td>12345 - Vessel A</td> <td>Landing</td> <td>Joe Fisher</td> <td>Accepted</td> <td>View</td> </tr> </tbody> </table>		Date Received	Event Date	Action	Vessel	Event	Completed by	Status	View	16 Oct 2017 10:01 am	28 Oct 2017	Submit	12345 - Vessel A	Landing	Joe Fisher	Accepted	View	16 Oct 2017 9:56 am	10 Oct 2017	Submit	12345 - Vessel A	Landing	Joe Fisher	Accepted	View	13 Oct 2017 9:34 am	10 Oct 2017	Submit	12345 - Vessel A	Landing	Joe Fisher	Accepted	View	13 Oct 2017 9:33 am	10 Oct 2017	Submit	12345 - Vessel A	Landing	Mary Fisher	Accepted	View	13 Oct 2017 9:22 am	10 Oct 2017	Submit	12345 - Vessel A	Landing	Mary Fisher	Accepted	View	12 Oct 2017 11:22 am	10 Oct 2017	Amend	12345 - Vessel A	Landing	Joe Fisher	Accepted	View	12 Oct 2017 10:35 am	10 Oct 2017	Submit	12345 - Vessel A	Landing	Joe Fisher	Accepted	View	11 Oct 2017 3:24 pm	10 Oct 2017	Amend	12345 - Vessel A	Landing	Joe Fisher	Accepted	View
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2.	<p>Select to amend the details</p> <p>The Landing Details report will open.</p> <p>Select  at the bottom of the page.</p>																																																																								
3.	<p>Amend any details you like</p> <p>You can complete other amendments such as adding new stock rows, new product states, or new landings at this point.</p> <p>You can also add in LFR details.</p> <p>You will see an <i>Awaiting Landing Details</i> message below a hyperlink of your LFR. Select the hyperlink.</p>																																																																								

L - Landed to 8484848 - LFR Test Client  [Click here](#)

 Awaiting landing details

4.

Add the LFR details

Missing LFR details will display in Orange.

Enter an *LFR details received* date if you have received **all** the details from your LFR. If not, leave this date blank until the final details come in.

L - Landed to 8484848 - LFR Test Client Delete landing

 Awaiting landing details

LFR details received Please provide the LFR details received date if possible. ✕

LFR client number

Fish oil

Offal mealed

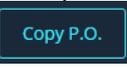
Stock	Product State	Container	Count	Content Weight (kg)	Weight (kg)	P.O. Number
BAR5 - Barracouta	GRE - Green (or whole)	Bin	301	31	<input type="text" value="Weight (kg)"/>	<input type="text" value="P.O. Number"/> ✕
						<input type="button" value="Copy P.O."/>
BCO5 - Blue Cod	GUT - Gutted	Bin	4	31	<input type="text" value="Weight (kg)"/>	<input type="text" value="P.O. Number"/> ✕
ELE5 - Elephant Fish	GUT - Gutted	Bin	7	31	<input type="text" value="Weight (kg)"/>	<input type="text" value="P.O. Number"/> ✕
FLA3 - Flatfish	GUT - Gutted	Bin	216	31	<input type="text" value="Weight (kg)"/>	<input type="text" value="P.O. Number"/> ✕

Missing LFR details (indicated by red arrows pointing to the orange input fields)

5.

Add weights and purchase order numbers

If you only have some of the details, leave the *LFR details received* date blank and just enter what you know.

If the purchase order is the same for all rows. Enter the number in the first row then select  this will copy the purchase order number into every row.

L - Landed to 8484848 - LFR Test Client Delete landing

ⓘ Awaiting landing details
ⓘ Changes to be submitted

LFR details received Please provide the LFR details received date if possible. ✕

LFR client number

Fish oil L

Offal meal

Stock	Product State	Container	Count	Content Weight (kg)	Weight (kg)	P.O. Number
<input type="text" value="BARS - Barracouta"/>	<input type="text" value="GRE - Green (or whole)"/>	<input type="text" value="Bin"/>	<input type="text" value="301"/>	<input type="text" value="31"/>	<input type="text" value="39,117"/>	<input type="text" value="V1568794"/> ✕ <input type="button" value="Copy P.O."/>
<input type="text" value="BCO5 - Blue Cod"/>	<input type="text" value="GUT - Gutted"/>	<input type="text" value="Bin"/>	<input type="text" value="4"/>	<input type="text" value="31"/>	<input type="text" value="128.2"/>	<input type="text" value="V1568794"/> ✕
<input type="text" value="ELE5 - Elephant Fish"/>	<input type="text" value="GGT - Gilled and gutte"/>	<input type="text" value="Bin"/>	<input type="text" value="7"/>	<input type="text" value="31"/>	<input type="text" value="Weight (kg)"/>	<input type="text" value="P.O. Number"/> ✕
<input type="text" value="FLA3 - Flatfish"/>	<input type="text" value="GGT - Gilled and gutte"/>	<input type="text" value="Bin"/>	<input type="text" value="216"/>	<input type="text" value="31"/>	<input type="text" value="2,560.25"/>	<input type="text" value="V1568794"/> ✕

6. **Enter an amendment reason**

Once you have entered as many LFR details as you know, enter an amendment reason, such as *Provided LFR Details*.

Please provide a reason for your amendment

7. **Submit your amendment**

Select

This amends your Landing Report to include the LFR details. You can amend the Landing Report as many times as you need, whenever you receive LFR details or for other reasons.

Important things to note;

- If you cannot see the Amend button, you may not be viewing the latest version. Only the latest version of a report can be amended.
- You cannot create a draft version of an amendment, but you can amend a report as many times as you need.

If you have any further questions on this process. Please contact FishServe on (04) 460 9555.