

MD Check Station Electronic Reporting using FACTS™

To submit your check-in report log on to

For computer: www.fisheryfacts.com/portal

For tablets and phones: www.fisheryfacts.com/mobileMD

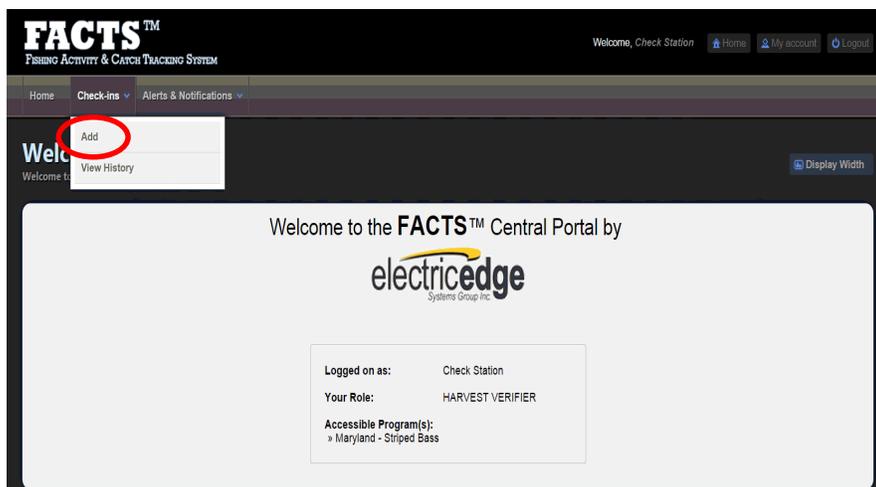
Please feel free to call the **HELP LINE (877-979-1820)** for any assistance or troubleshooting.

Submitting a Check in Report

Check Station Check-In Requirements

When the waterman or waterman's representative arrive at the check station, the check station operator will weigh and count the harvest observed, just as before, login to the FACTS™ system, select "Add" under the "Check-ins" tab (refer to image below) and provide the following information to submit their check station report:

1. **License Number** – The license number of the waterman reporting harvest under.
2. **Actual Count of Harvested Striped Bass** – The check station operator will report the exact number of striped bass that are being checked in.
3. **Actual Weight of Harvested Striped Bass** – The check station operator will report the exact weight of striped bass that are being checked in.



Waterman or Authorized Representative Check-In Requirements

The waterman or authorized representative checking in the harvest will be asked to verify the harvest report information entered by the Check Station representative by providing the following information:

1. **Authentication Username** – This is the username the waterman or waterman's authorized representative provide as verification.
2. **Authentication Password** – This is the password that the waterman or waterman's authorized representative provide as verification.

MD Check Station Electronic Reporting using FACTS™

Once the information entered is verified by the waterman the report can be submitted. *Refer to the diagram on the following page for an overview of the entire check-in process.*

FACTS™
FISHING ACTIVITY & CATCH TRACKING SYSTEM

Welcome, Check Station | Home | My account | Logout

Home | Check-ins | Alerts & Notifications

Check-in Report

Submit a Striped Bass Check-in Report | Display Width

Instructions
Fill in the check-in report details and have the fisher or their authorized representative enter their username and password to confirm they accept the details. When they are done, press the "Send Check-in Report" button.
NOTE: You can revise this report until midnight today, but you will need the fisher or their authorized representative present to provide their username and password to confirm the revised details. To revise a report you can find it in your Check-in Report History.

Check-In Details

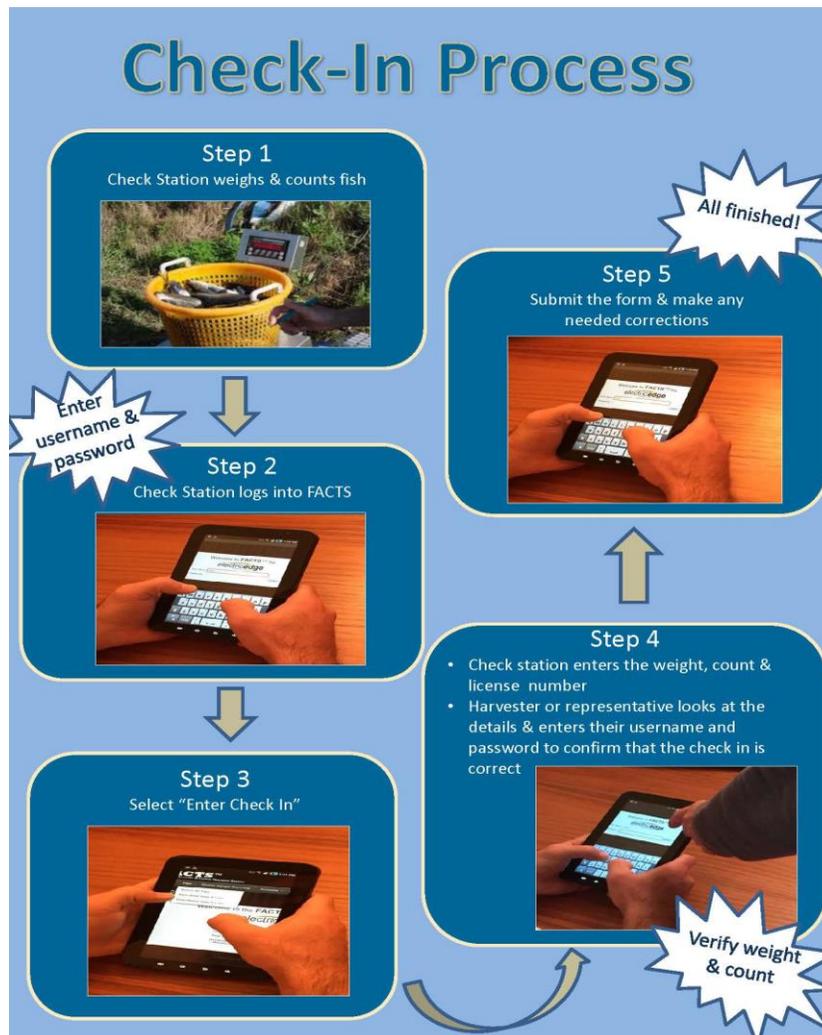
Report Date: Oct 29, 2014 06:49
Check Station: CHECK STATION
License No.:
Catch Weight: lbs
Catch Count: count

Confirmation Details

Please have the fisher or their authorized representative confirm the check-in details entered above.

Username:
Password:

Cancel | Send Check-in Report

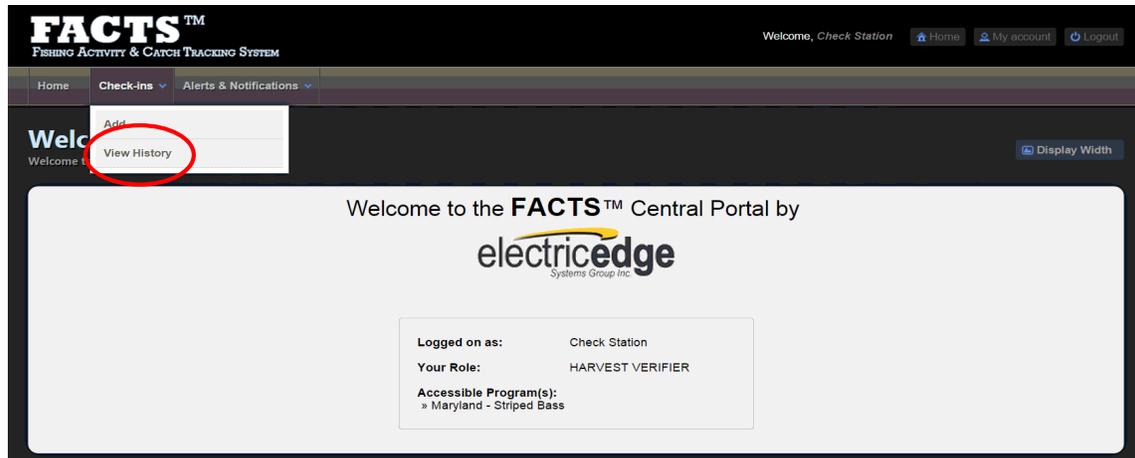


MD Check Station Electronic Reporting using FACTS™

Revising Check Station Reports

If an error is found after a check station report has been submitted, a revised report can be submitted by the check station operator; however, this will require the username and password of the waterman or waterman's authorized representative to ensure that both parties agree upon the revisions being made. **Revisions can only be made up until midnight of the day of the check-in.**

1. To make a revision to a check station report that has already submitted, click the “**Check-Ins**” drop down menu and select “**View History**” (marked with a red circle).



The system will then display a Check-In Report History for all reports that have been submitted.

2. Scroll through the list to find the report that needs to be revised, and click the “**Revise**” button (marked with a red circle below).

The screenshot shows the 'Check-In Report History' for user CARMEL LIBERCCI. The table lists several reports with columns for Received, License, Trip(s), Weight, Count, Fisher, Checked by, Confirmed By, and Action. The 'Revise' button in the Action column of the first row is circled in red.

| Received | License | Trip(s) | Weight | Count | Fisher | Checked by | Confirmed By | Action |
|--------------------|---------|-------------|----------|-------|-----------------|---------------|-----------------|------------------------|
| Oct 29, 2014 10:00 | 2222222 | 17387 17537 | 1000 LBS | 80 | Ryan Fisher | Check Station | Ryan Fisher | Revise |
| Oct 27, 2014 14:11 | 4444444 | 17500 | 550 LBS | 125 | Jennifer Fisher | Check Station | Jennifer Fisher | - |
| Oct 27, 2014 14:04 | 6666666 | 17494 | 20 LBS | 6 | Brad Fisher | Check Station | Pete Shmoo | - |
| Oct 27, 2014 12:42 | 4444444 | 17476 | 100 LBS | 25 | Jennifer Fisher | Check Station | Chris Fisher | - |
| Oct 26, 2014 19:11 | 3333333 | 17298 17430 | 2000 LBS | 350 | Ward Fisher | Check Station | AuthRep Ward | - |

After the “**Revise**” button is clicked, the report will open.

3. Enter the correct information, and submit the report with the authorized username and password from the waterman or waterman's representative.