



# Bottomfish User Guide for Vendors

April 1, 2020

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# Summary of Bottomfish Vendor

Bottomfish is a commercial bottomfish reporting and management platform for fishermen and resource managers. Fishers use the platform to easily and accurately document their fishing trips and log their catch information. Vendors use Bottomfish to record their purchase of fish from fishers.

This is a desktop and mobile application accessible through the device's browser. The following guide outlines the steps to install and use the application.

## Prerequisites

- The Bottomfish application is supported on the following devices, OS, and browsers:
  - Device: Nexus 7, Mac, PC
  - OS: Android 6.0.1, MacOS Mojave, Windows 10
  - Browser: Chrome 76, Firefox 69

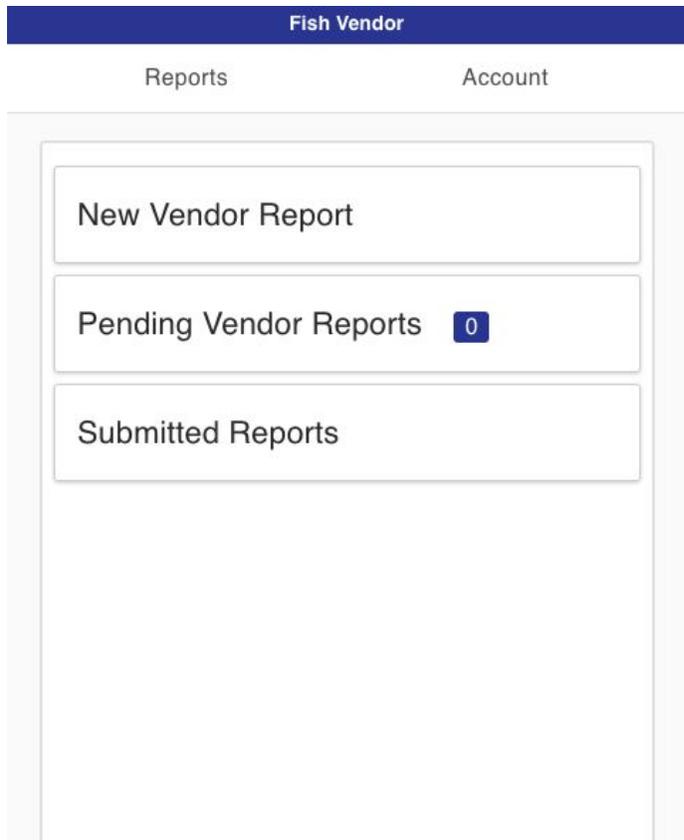
## Navigate to the application

- <https://sellitlogit.org>

# Using Bottomfish

## Homepage

- Obtain access to log into Bottomfish from the Western Pacific Regional Fishery Management Office.
- Upon logging in, vendors will land on the Homepage where they will be able to create and view vendor reports and access their Account settings.



## Creating a vendor report

1. Step 1: Entering basic purchase data
  - a. Click on New vendor report
  - b. Enter date of purchase
  - c. Specify who the seller is by selecting the fisher's fishing license from the dropdown
  - d. Indicate information about the species, how much was purchased, and the price per lb paid
  - e. Add other types of fish purchased by clicking on the Add species button
  - f. Click Save & Continue on the bottom right to review the report and submit

**Fish Vendor**

Reports      Account

---

Date of Purchase

03/04/2020, 02:00 PM

Fish Purchased From (Fishing License Number)

Select Fishing License Number

---

Species Category

Choose Species Category

Species

Select...

Count bought	Total Pounds
0	0

Price per lb

0

[Remove Species](#)

[+ Add Species](#)

2. Step 2: Reviewing and submitting the report
  - a. On the next page, if the vendor is satisfied with the report summary, check the "The above information is accurate" checkbox and click Submit Report

**Fish Vendor**

Reports      Account

[Edit](#)

[← Back](#)      **New Vendor Report**

---

Date of Purchase  
03/04/2020 02:00 pm

Fish Purchased From  
Aditya80

---

Species: Black Tip Grouper

2 Count · 10.00 Pounds · \$4.00/lb

The above information is accurate

## Pending Reports

- A table view of all reports that are in progress and/or not yet submitted is displayed upon selecting the Pending reports tab.

**Fish Vendor**

Reports      Account

New Vendor Report

Pending Vendor Reports 1

March 04, 2020

Last updated March 04, 2020

Submitted Reports

- Click on a specific report to open the details page of the report. Edits can be made from this page.

← Back    New Vendor Report

Date of Purchase

mm/dd/yyyy, --:-- --

Fish Purchased From (Fishing License Number)

Annette41

Species Category

Bottomfish

Species

Deepwater Bream

Count bought	Total Pounds
4	15.00

## Submitted reports

- After the vendor has created a report, reviewed and submitted it, the report goes into “Pending” state, awaiting review by a fishing council administrator.
- Once a fishing council administrator reviews the report they will approve or reject it.
- These reports will then appear under this section listed in the order they were submitted, newest on top.
- While offline, the user will only see the last-known status of each report. The statuses will be updated once the application has a stable internet connection.

Fish Vendor	
Reports	Account
<b>Submitted Reports</b>	
[PENDING]	Report#25 - Submitted March 04, 2020
[PENDING]	Report#24 - Submitted March 04, 2020
[PENDING]	Report#23 - Submitted February 28, 2020
[PENDING]	Report#19 - Submitted February 10, 2020
[PENDING]	Report#14 - Submitted February 03, 2020
[PENDING]	Report#13 - Submitted February 03, 2020
[APPROVED]	Report#12 - Submitted January 24, 2020
[REJECTED]	Report#9 - Submitted December 30, 2019
[REJECTED]	Report#8 - Submitted December 20, 2019

## Account page

- Vendors can log out of the application from this page.
- The vendor’s address and contact information can be modified from this page.
- Passwords can also be reset from here.
- To modify their name or business license number, vendors must contact their fishing office to have an administrator change this information on file.