SAFIS Online Trip Reporting Help – Dealer Reports

DEM
RHODE ISLAND

DIVISION OF MARINE FISHERIES
RHODE ISLAND

Table of Contents

- Logging in and navigating the home screen.....Slide 3
- Negative Reports.....Slide 7
- Dealer Reports.....Slide 16
- Favorites.....Slide 37
- Partner Reports.....Slide 48

Logging into SAFIS eDR

Links to SAFIS

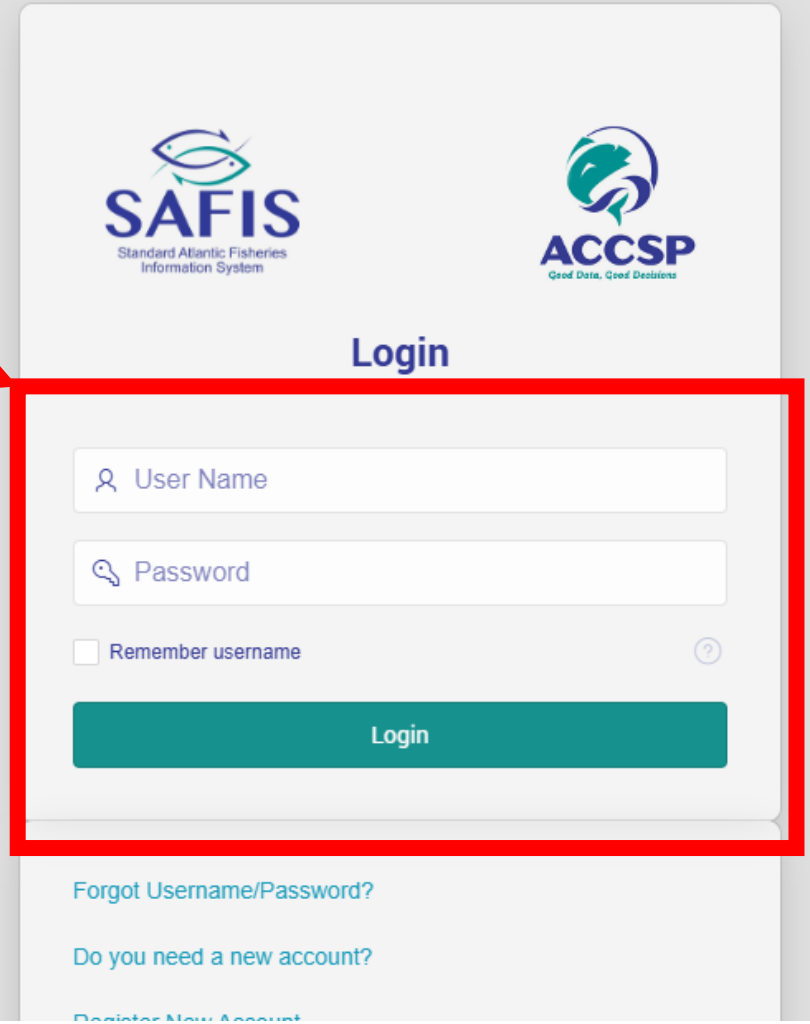
- **RIDFW Website - located under Commercial Licensing and Logbooks**
- **SAFIS**

As a dealer, you will be reporting under eDR (electronic dealer reports)

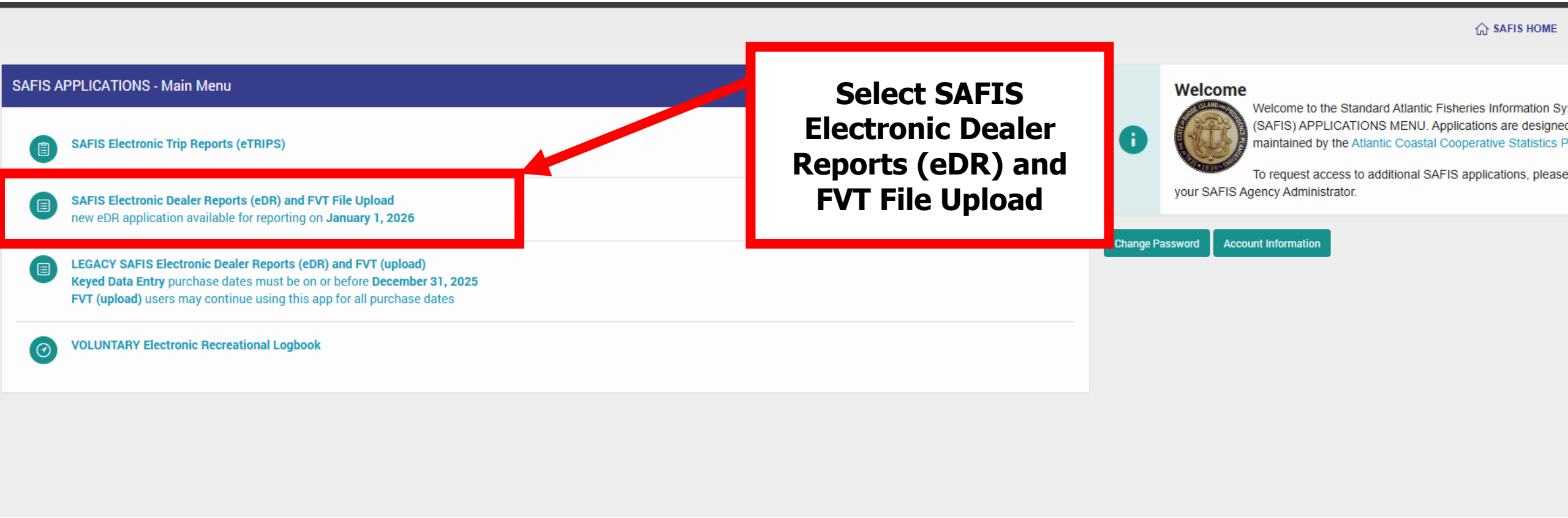
****REMINDER Reports are due within 5 days from the purchase*****

Logging into SAFIS eDR

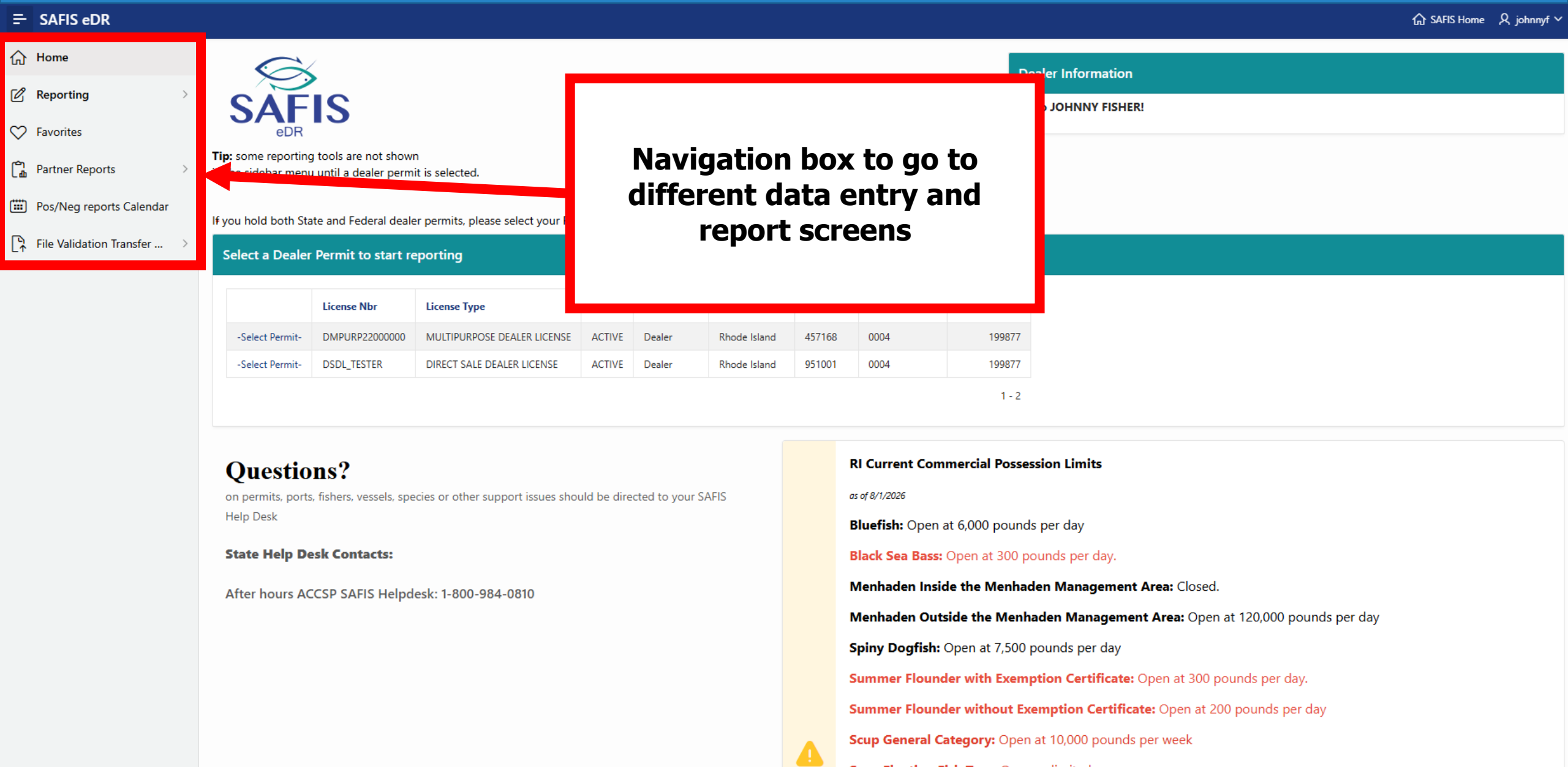
Enter your username and password here



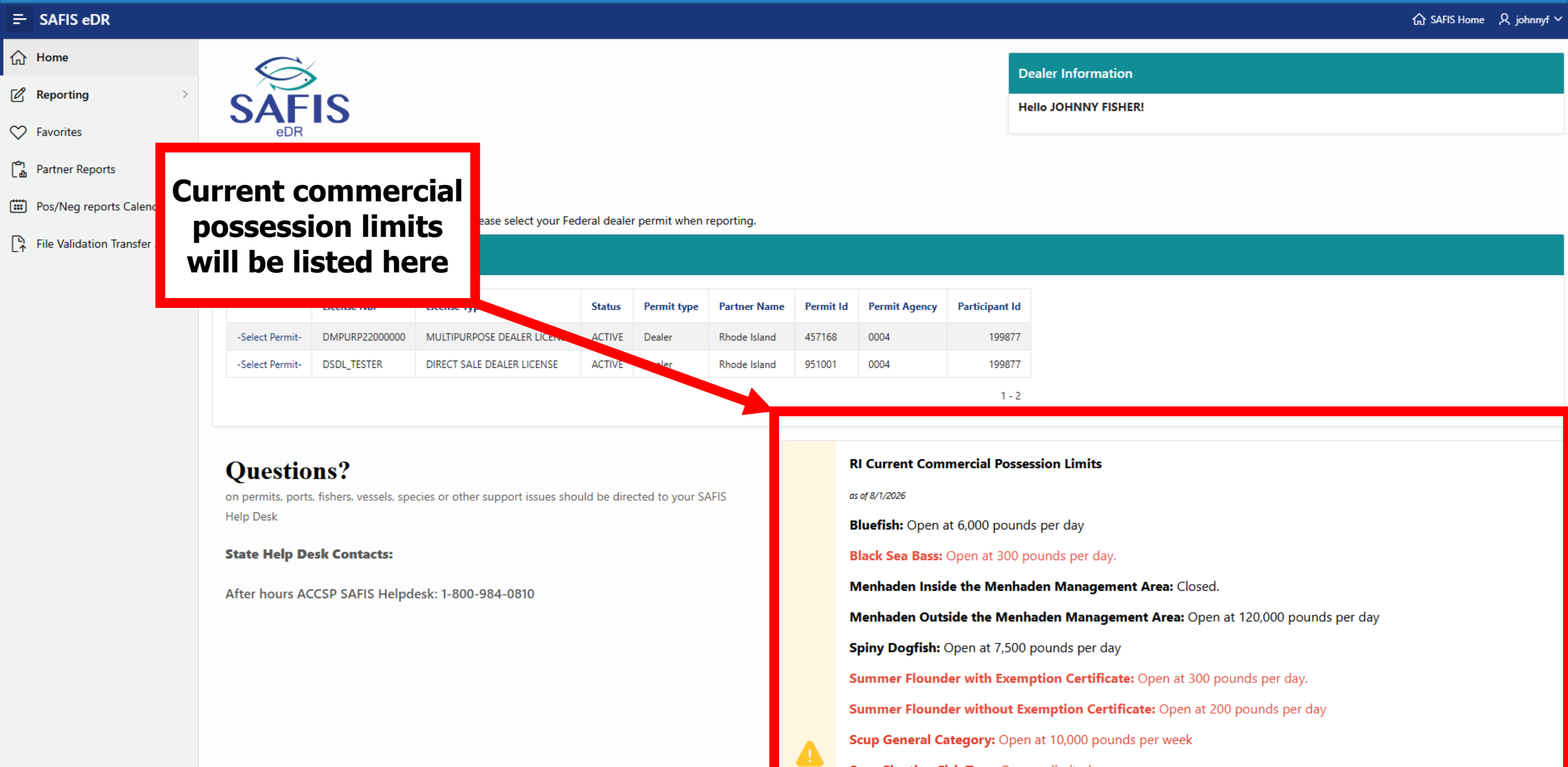
Logging into SAFIS eDR



Home Screen Navigation



Home Screen Navigation



Negative Reports

- **Negative reports are "did not purchase" reports**
- **Negative reports need to be entered for gaps in purchasing activity of 4 days or more**
- **They can be entered up to 3 months in advance**

Negative Reports

SAFIS eDR

SAFIS Home | johnnyf

- Home
- Reporting
- Favorites
- Partner Reports
- Pos/Neg reports Calendar
- File Validation Transfer ...

SAFIS eDR

Tip: some reporting tools are not shown
in the sidebar menu until a dealer permit is selected.

Dealer Information

Select the appropriate permit

If you hold both State and Federal dealer permits, please select your Federal dealer permit when reporting.

Select a Dealer Permit to start reporting

	License Nbr	License Type	Status	Permit type	Partner Name	Permit Id	Permit Agency	Participant Id
-Select Permit-	DMPURP22000000	MULTIPURPOSE DEALER LICENSE	ACTIVE	Dealer	Rhode Island	457168	0004	199877
-Select Permit-	DSDL_TESTER	DIRECT SALE DEALER LICENSE	ACTIVE	Dealer	Rhode Island	951001	0004	199877

Questions?

on permits, ports, fishers, vessels, species or other support issues should be directed to your SAFIS Help Desk

State Help Desk Contacts:

After hours ACCSP SAFIS Helpdesk: 1-800-984-0810

RI Current Commercial Possession Limits

as of 8/1/2026

Bluefish: Open at 6,000 pounds per day

Black Sea Bass: Open at 300 pounds per day.

Menhaden Inside the Menhaden Management Area: Closed.

Menhaden Outside the Menhaden Management Area: Open at 120,000 pounds per day

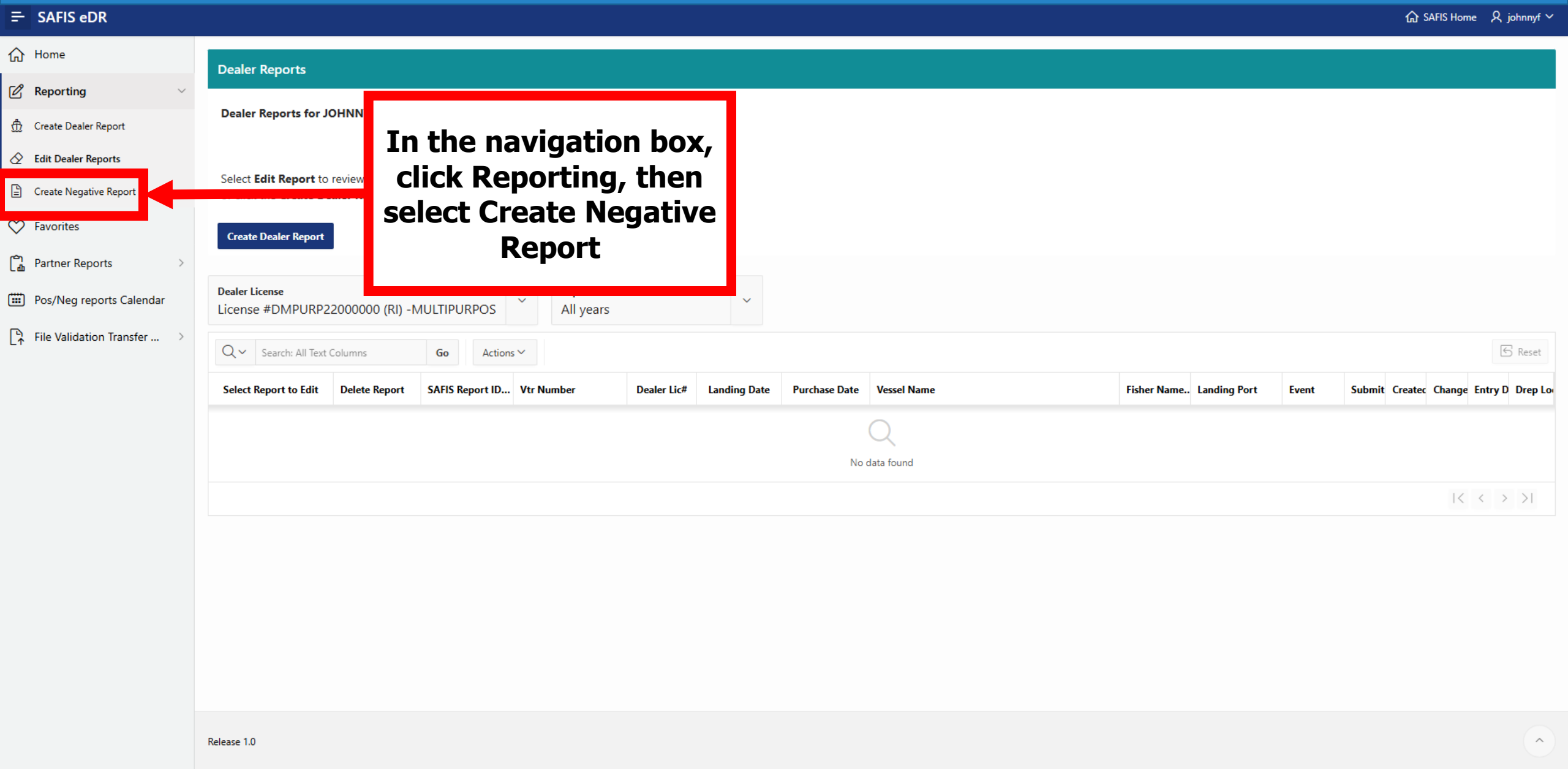
Spiny Dogfish: Open at 7,500 pounds per day

Summer Flounder with Exemption Certificate: Open at 300 pounds per day.

Summer Flounder without Exemption Certificate: Open at 200 pounds per day

Scup General Category: Open at 10,000 pounds per week

Negative Reports



Negative Reports

SAFIS eDR

SAFIS Home | johnnyf

- Home
- Reporting
- Create Dealer Report
- Edit Dealer Reports
- Create Negative Report
- Favorites
- Partner Reports
- Pos/Neg reports Calendar
- File Validation Transfer ...

Home \

Negative Reports

Available Date Range

Allowed date range:
Earliest: **4/30/2026**
Latest:

Create negative report

Single | Range

Pos/Neg reports Calendar

Year 2026 | Month July

today | July 2026 | month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28 NEG-23597527	29	30 NEG-23597529	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20			23	24	25
26	27			30	31	1

Select range

Negative reports

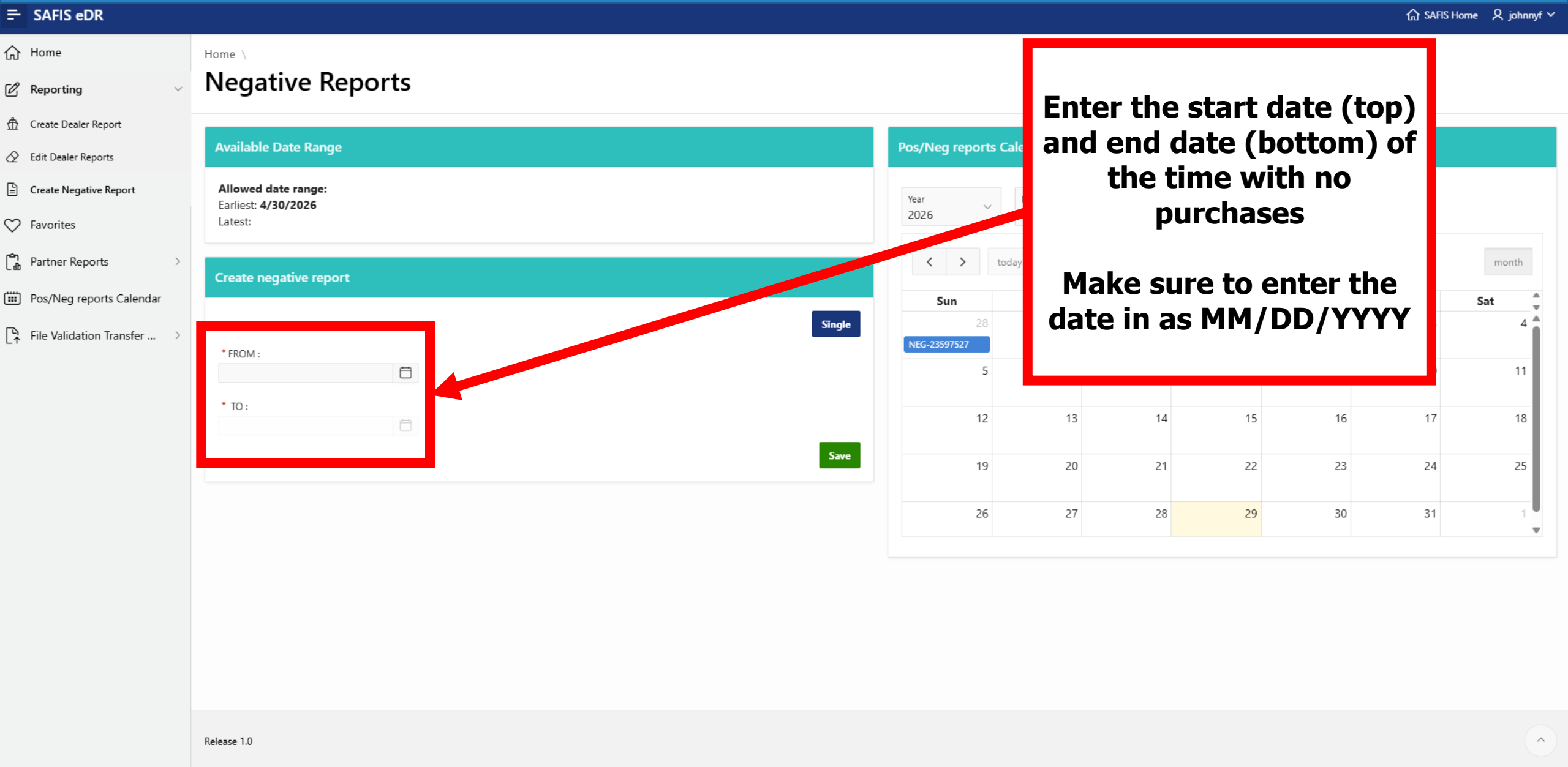
Search: All Text Columns | Go | Edit | Save

Dealer Id	Rpt Date	Dealer Rpt Id	Date entered	User entered	Submit Method	Dea Permit Id	Submitted Time	Event Id
199877	4/1/2017	13586812	4/25/2017	JOHNNYF	Keyed online	457168		
199877	4/2/2017	13586813	4/25/2017	JOHNNYF	Keyed online	457168		

1 rows selected

Total 167

Negative Reports



Enter the start date (top) and end date (bottom) of the time with no purchases

Make sure to enter the date in as MM/DD/YYYY

Negative Reports

SAFIS eDR

SAFIS Home | johnnyf

- Home
- Reporting
  - Create Dealer Report
  - Edit Dealer Reports
  - Create Negative Report
- Favorites
- Partner Reports
- Pos/Neg reports Calendar
- File Validation Transfer ...

Home \

Negative Reports

Available Date Range

Allowed date range:
Earliest: **4/30/2026**
Latest:

Create negative report

* FROM :

July 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Today

Pos/Neg reports Calendar

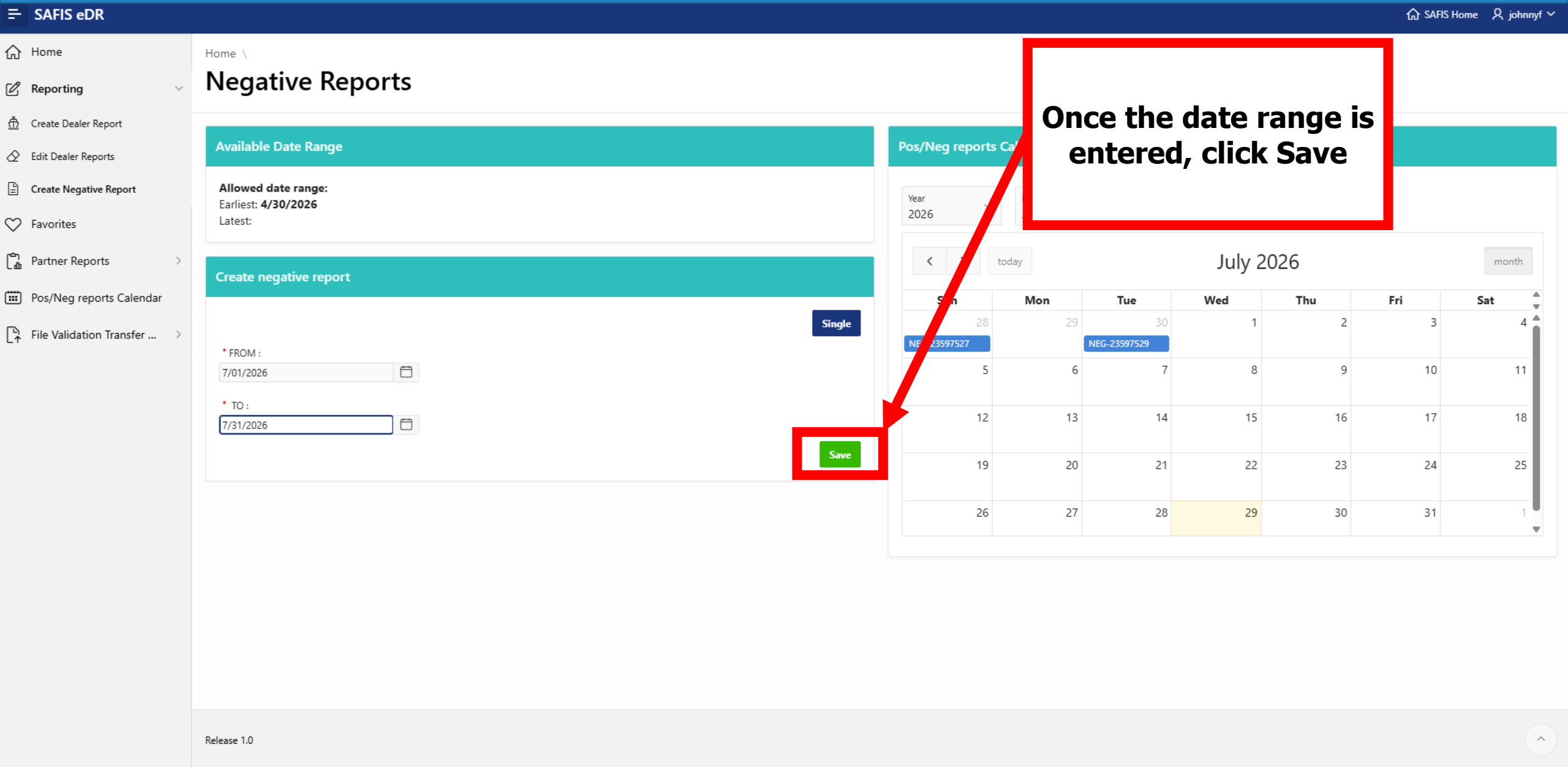
uly 2026 month

Thu	Fri	Sat
1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
26	27	28	29	30	31	1

Clicking on the calendar button next to the date box will open a calendar. You can select a date this way by clicking on the day you wish to enter

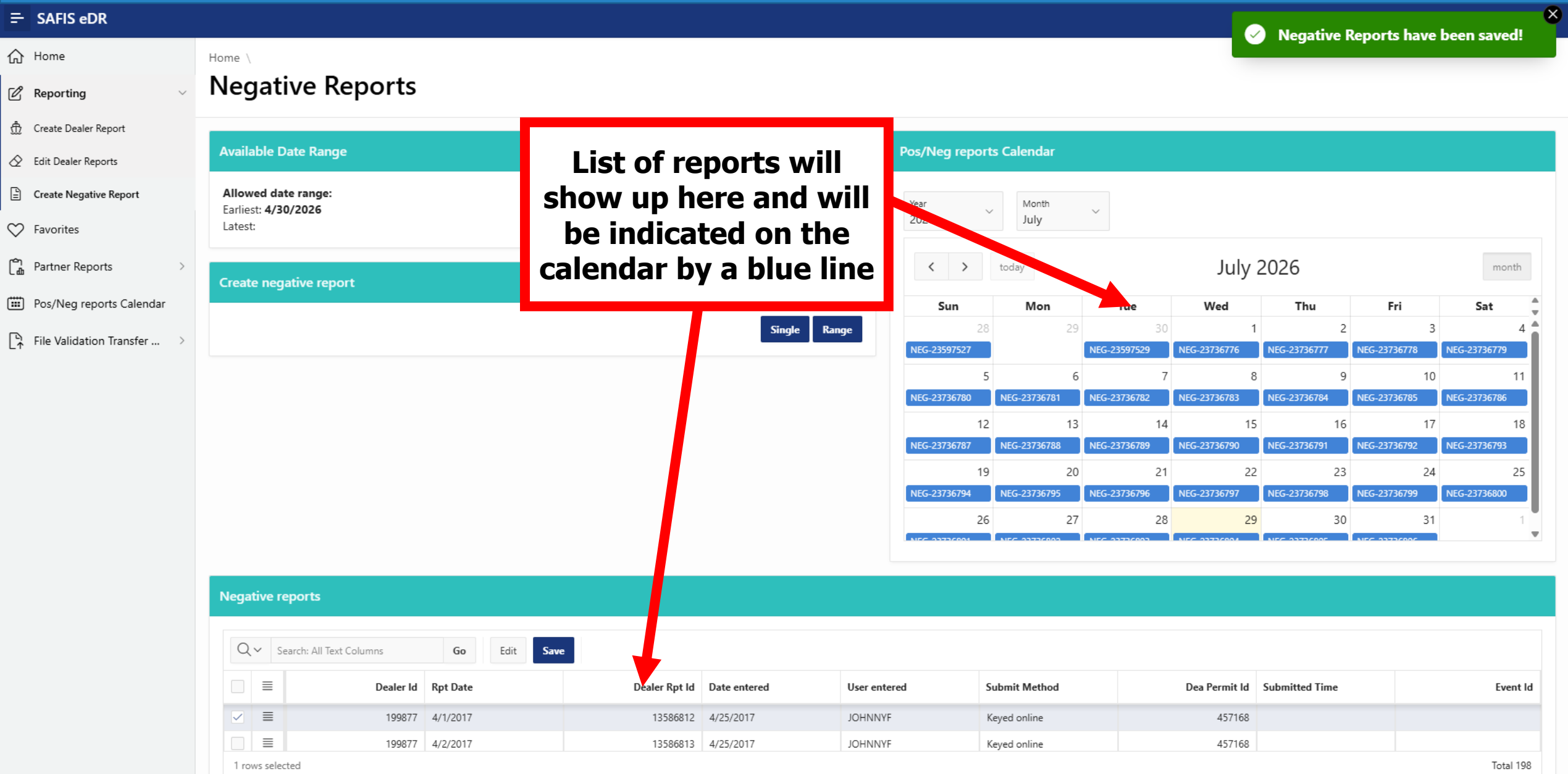
Release 1.0

Negative Reports



Once the date range is entered, click Save

Negative Reports



Dealer Reports

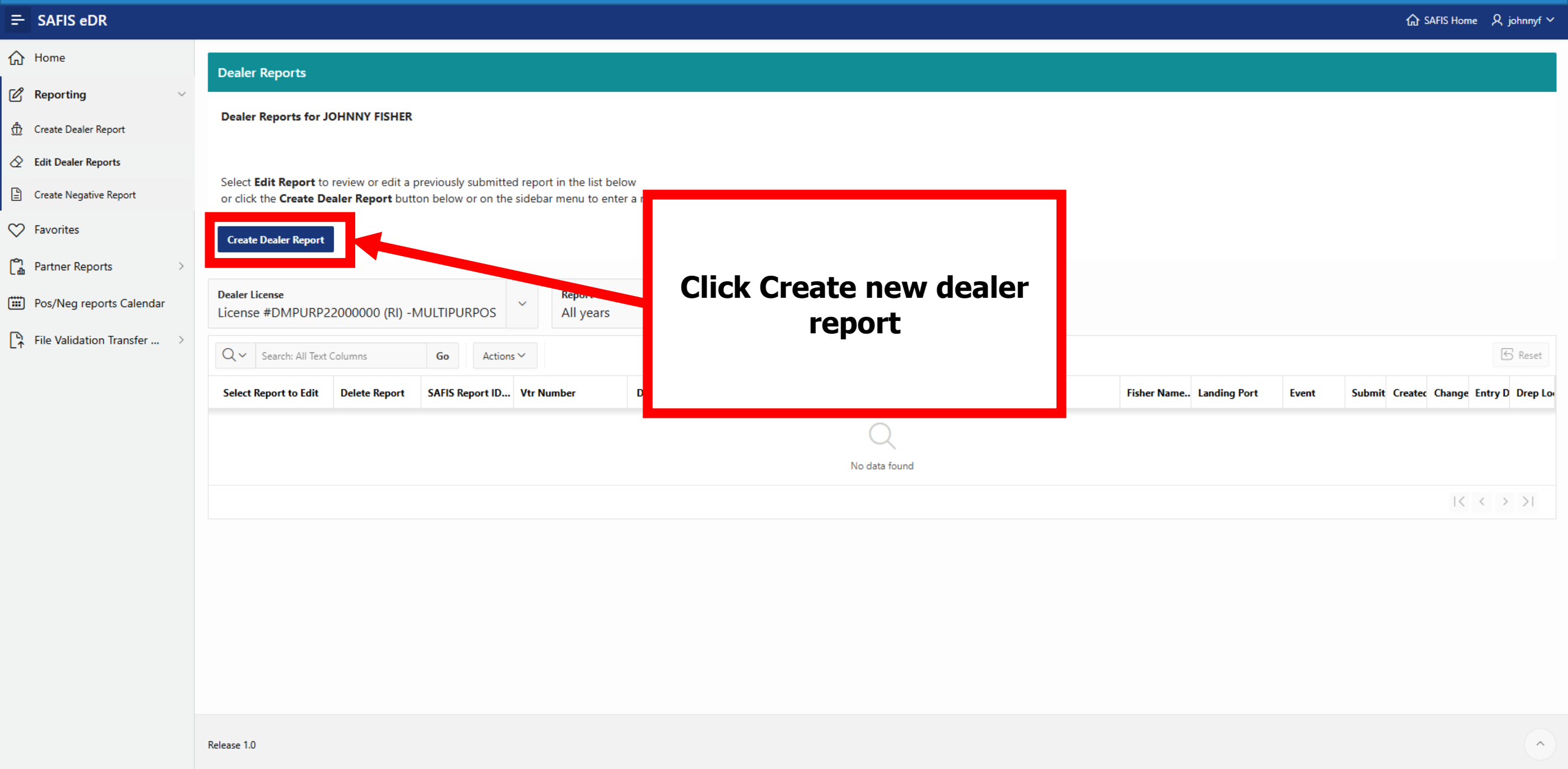
- **Dealer reports are trip level records of what you purchase from a fisherman or aquaculturist**

- **Dealer reports much include the following elements:**
  - **Species, grade, market, and disposition**
  - **Amount landed (total lbs or total count)**
  - **Area harvested (shellfish only)**
  - **Landing and purchase date(s)**
  - **Harvester information including RI Commercial License Number**
  - **Vessel information including registration number**
  - **Port where the catch was landed**

- **Reports are due 5 days after the purchase**

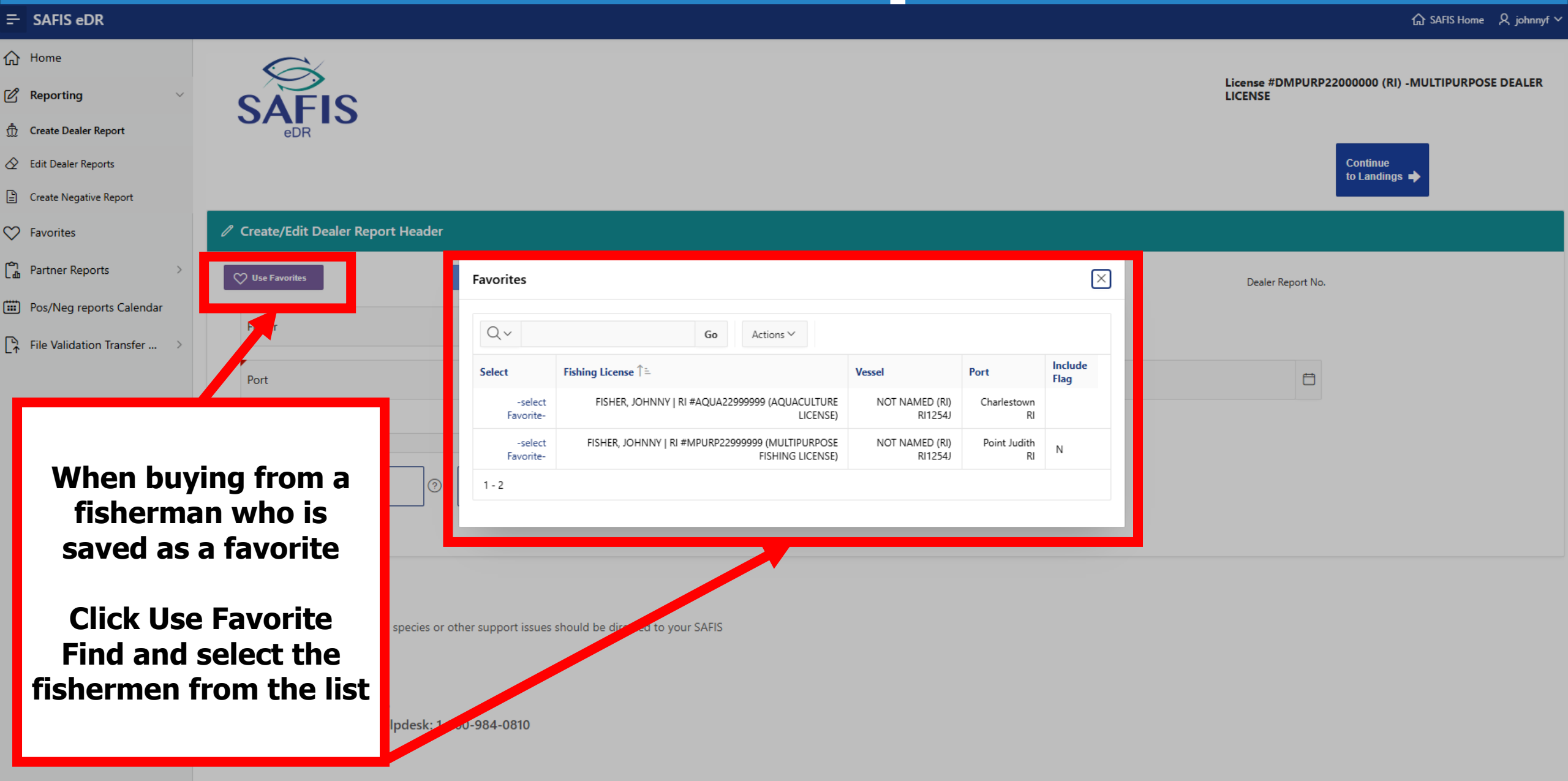
- **More information can be found here RI Dealer Regulations**

Dealer Reports



Click Create new dealer report

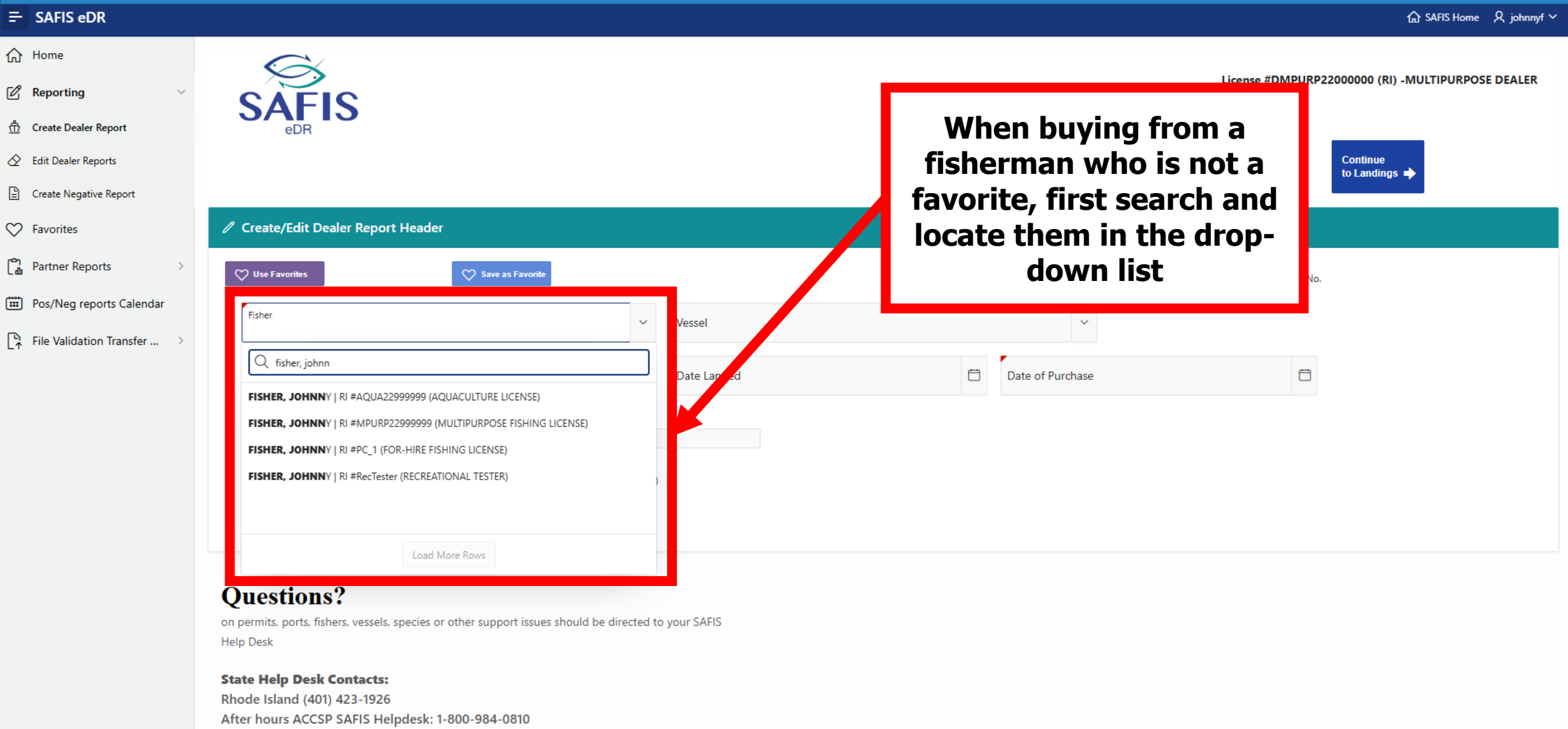
Dealer Reports



When buying from a fisherman who is saved as a favorite

Click Use Favorite Find and select the fishermen from the list

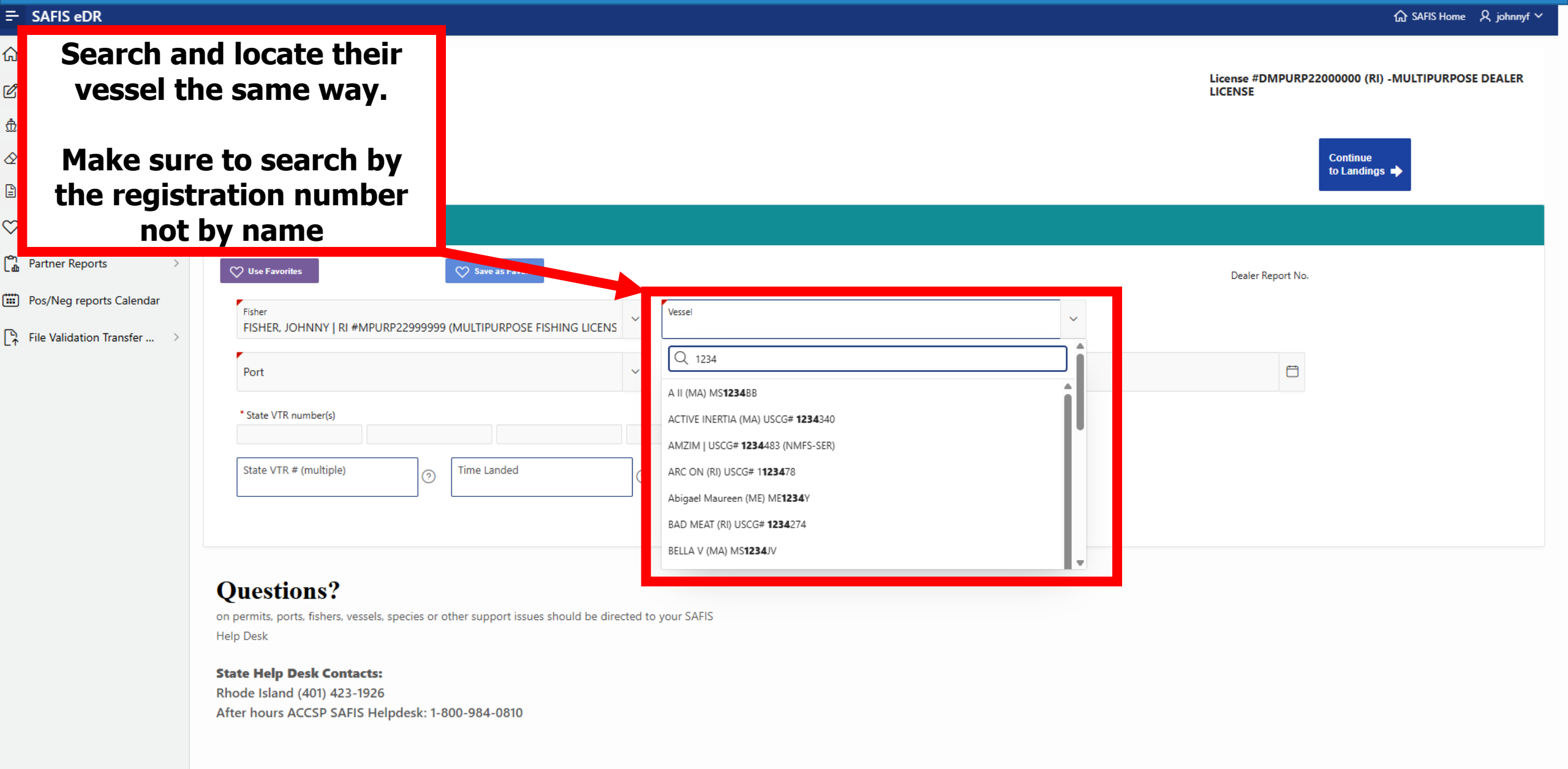
Dealer Reports



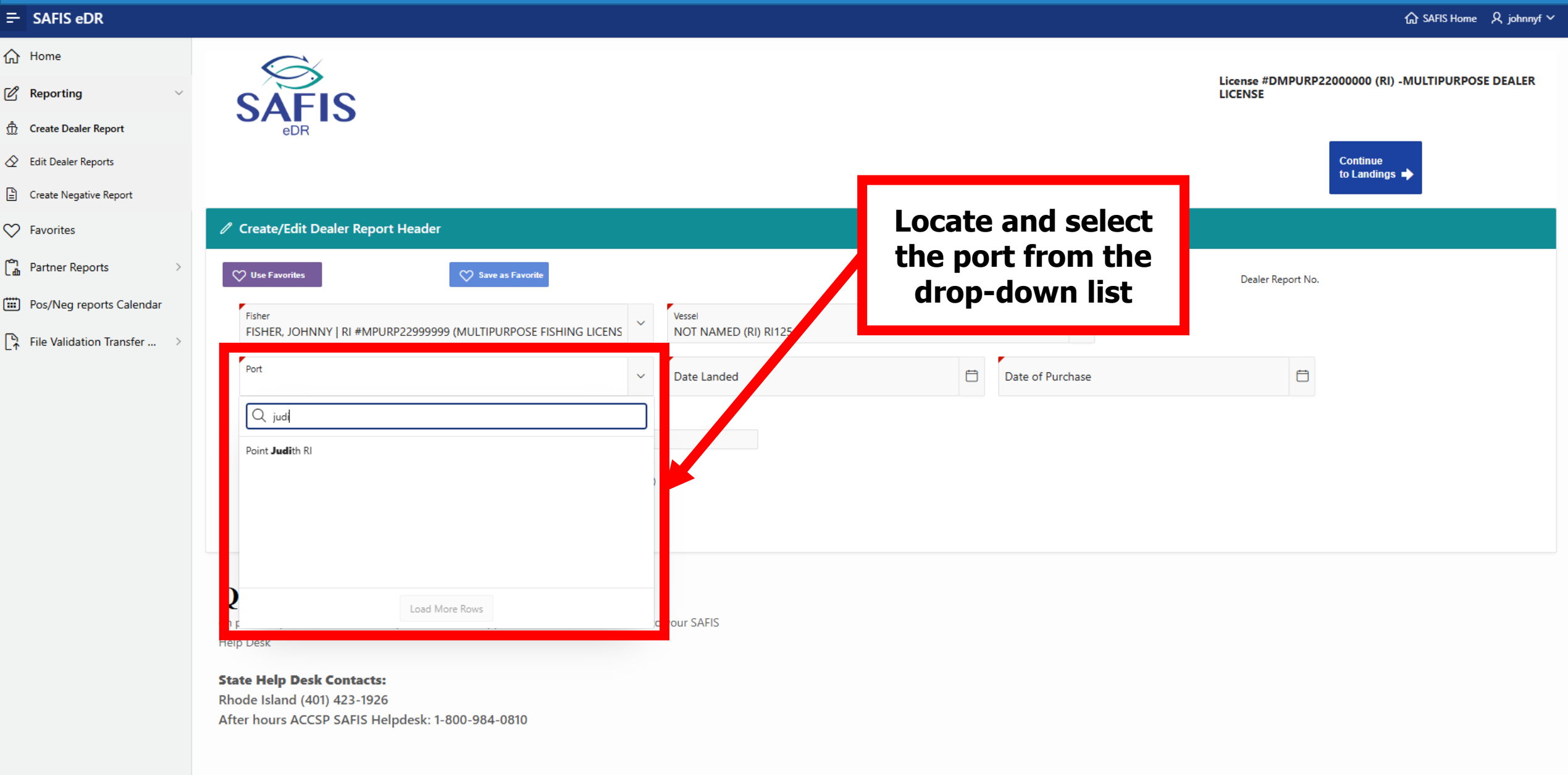
Dealer Reports

Search and locate their vessel the same way.

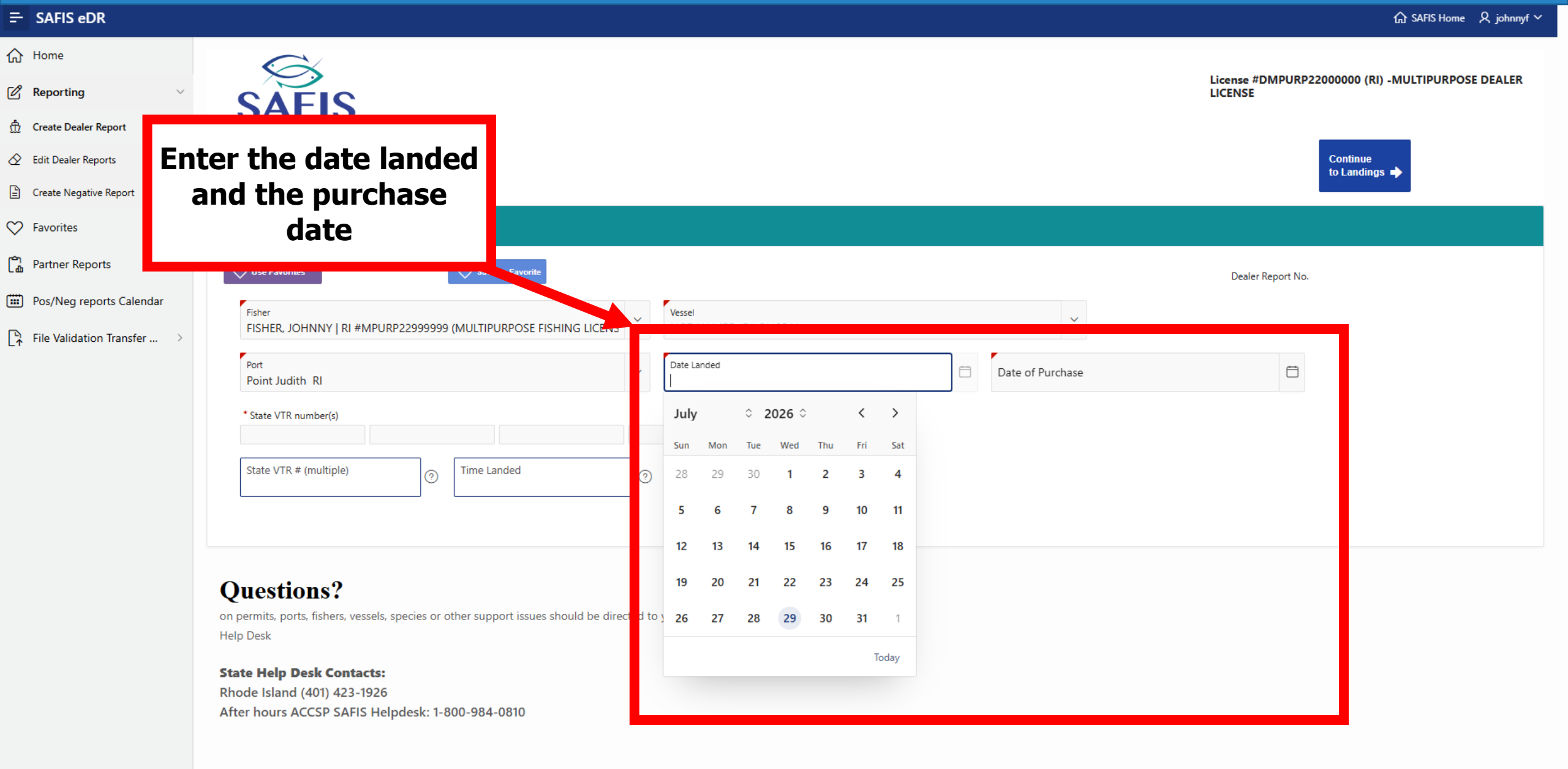
Make sure to search by the registration number not by name



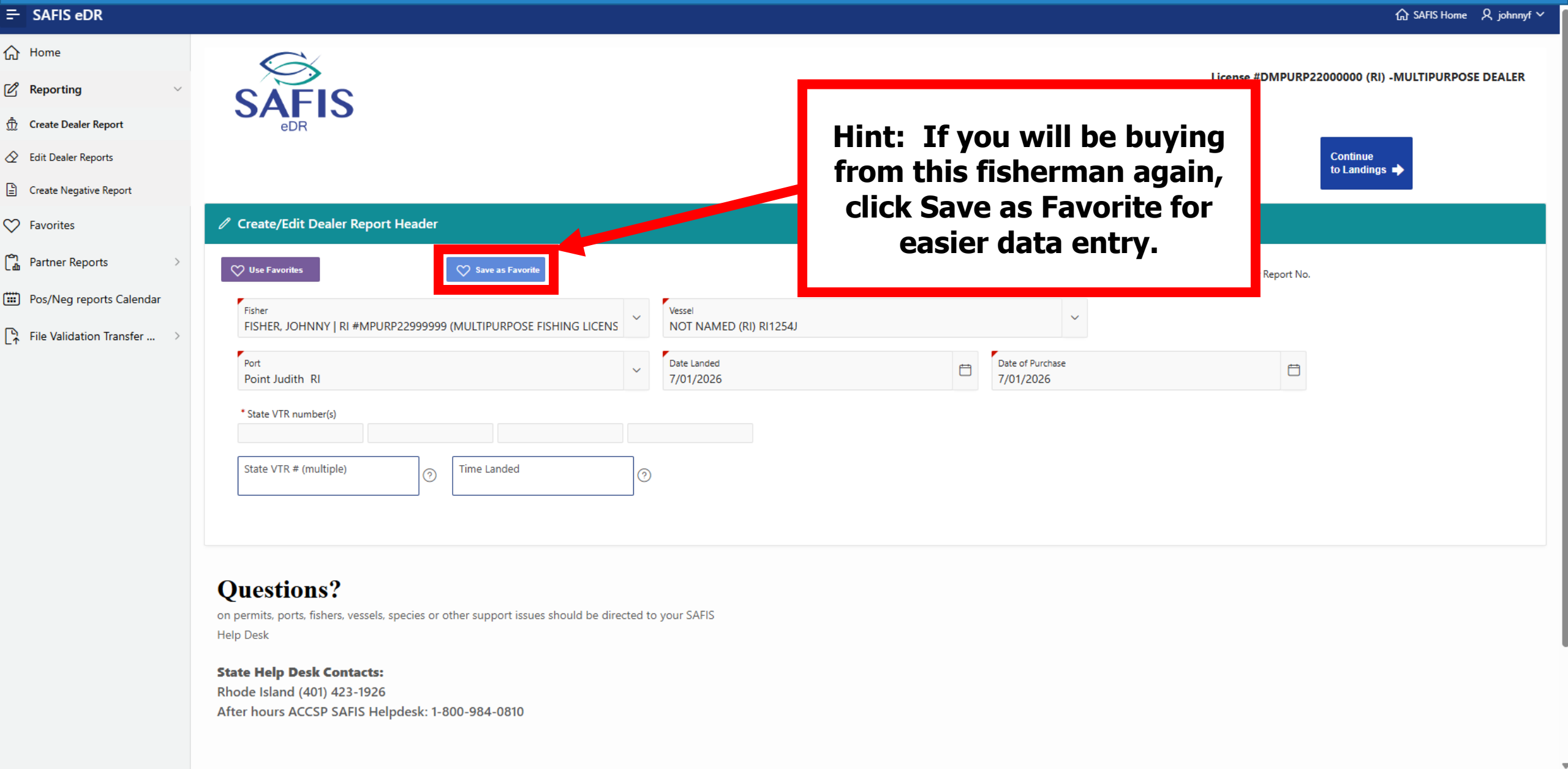
Dealer Reports



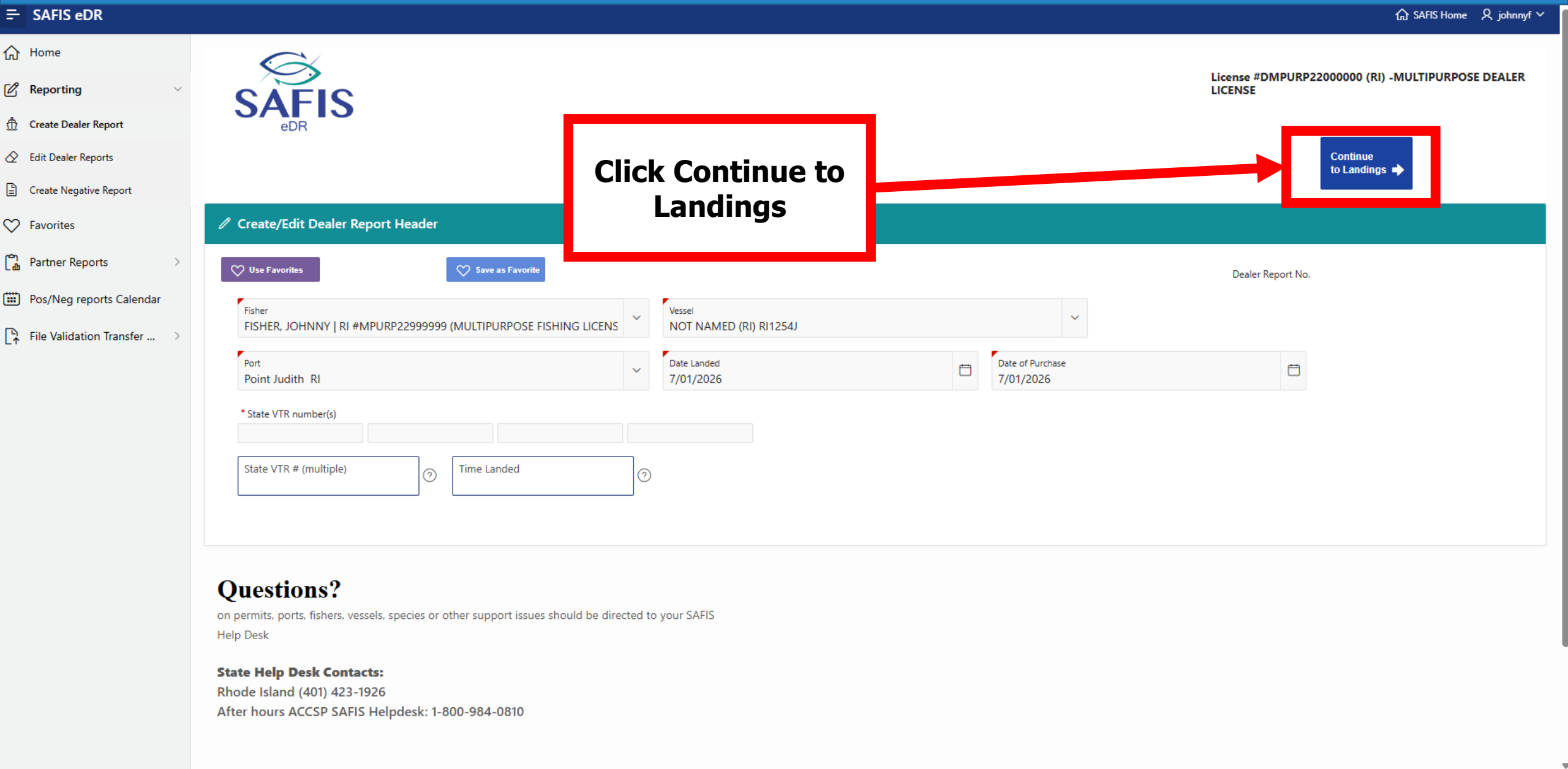
Dealer Reports



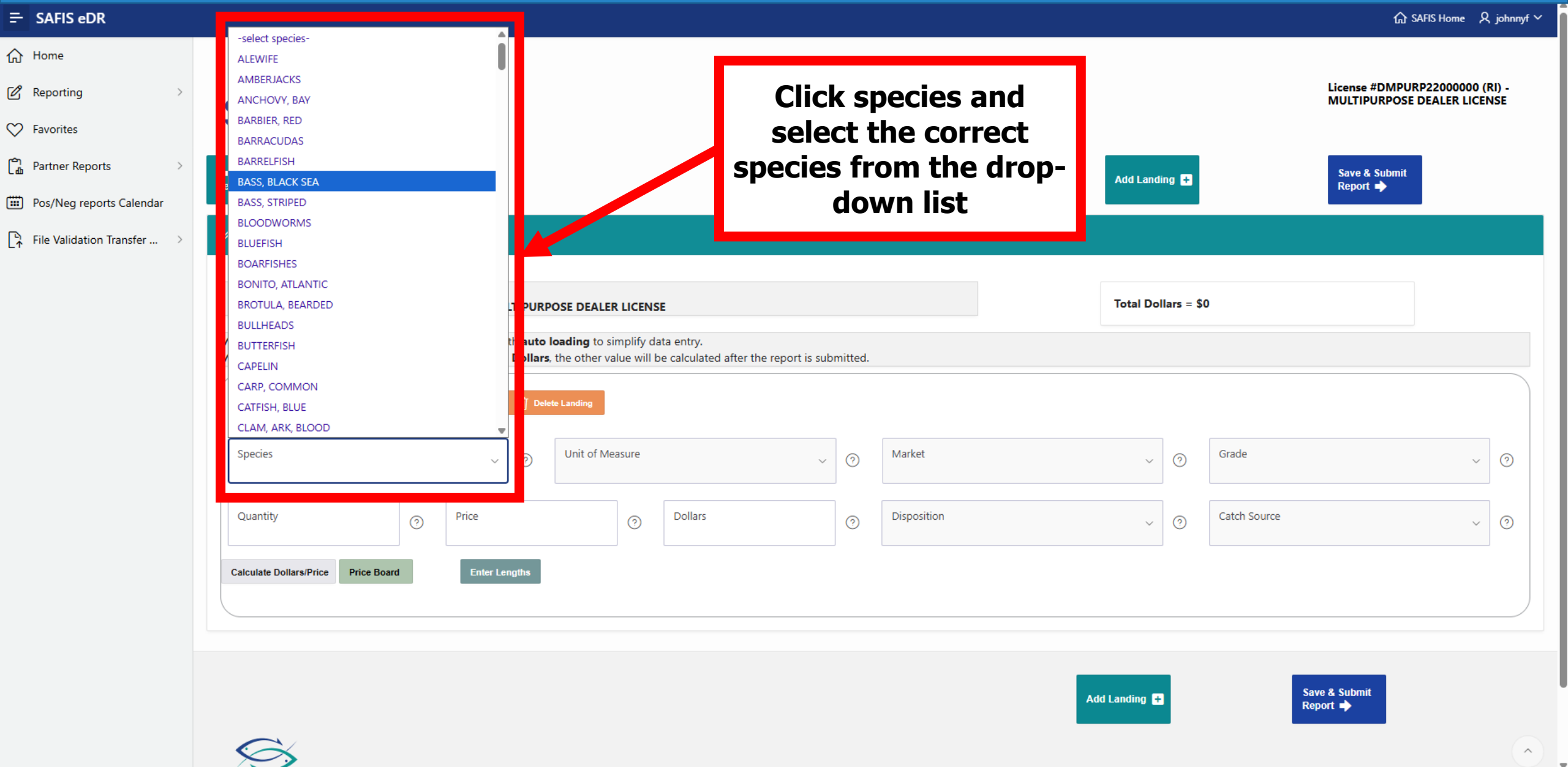
Dealer Reports



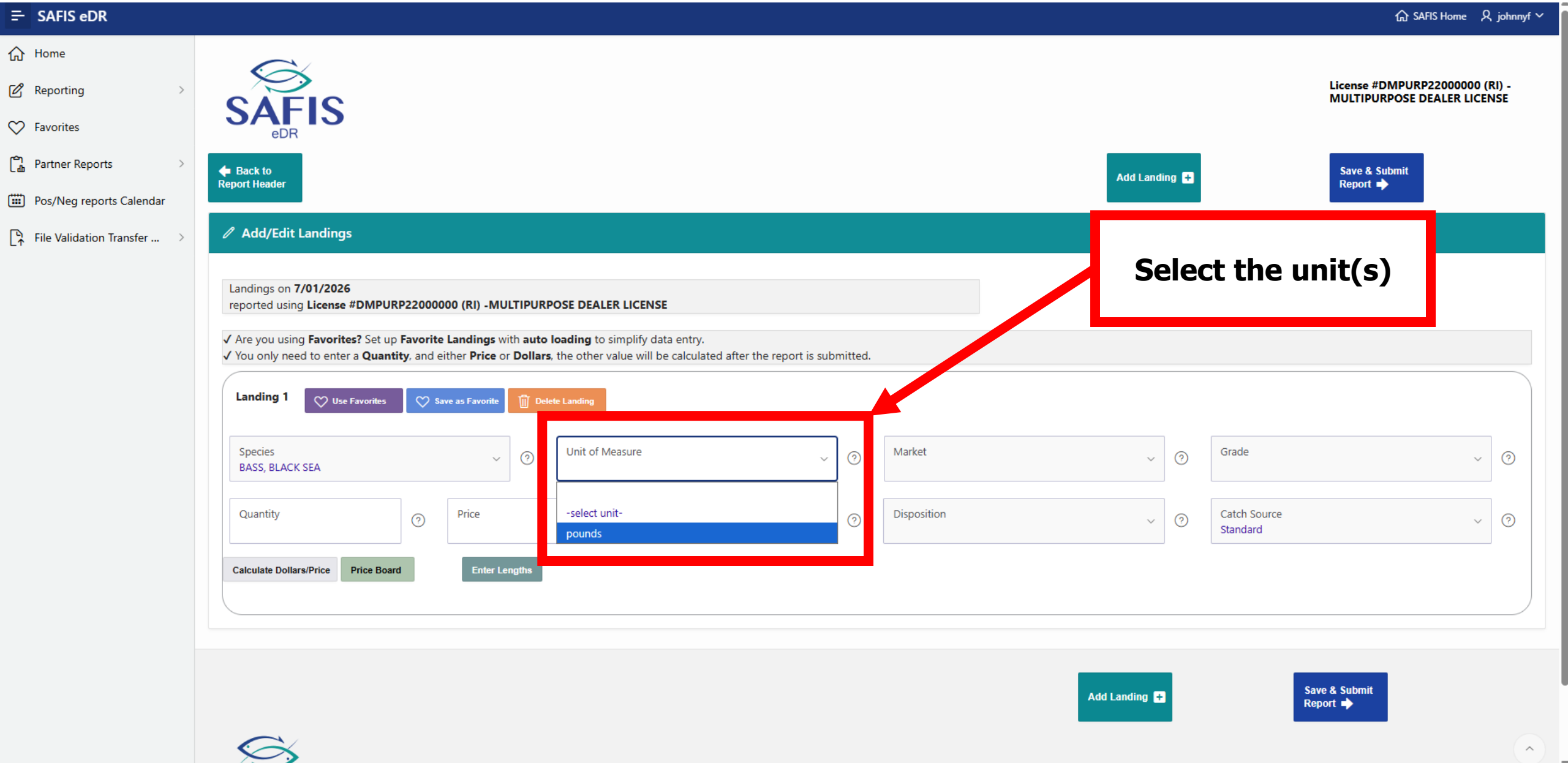
Dealer Reports



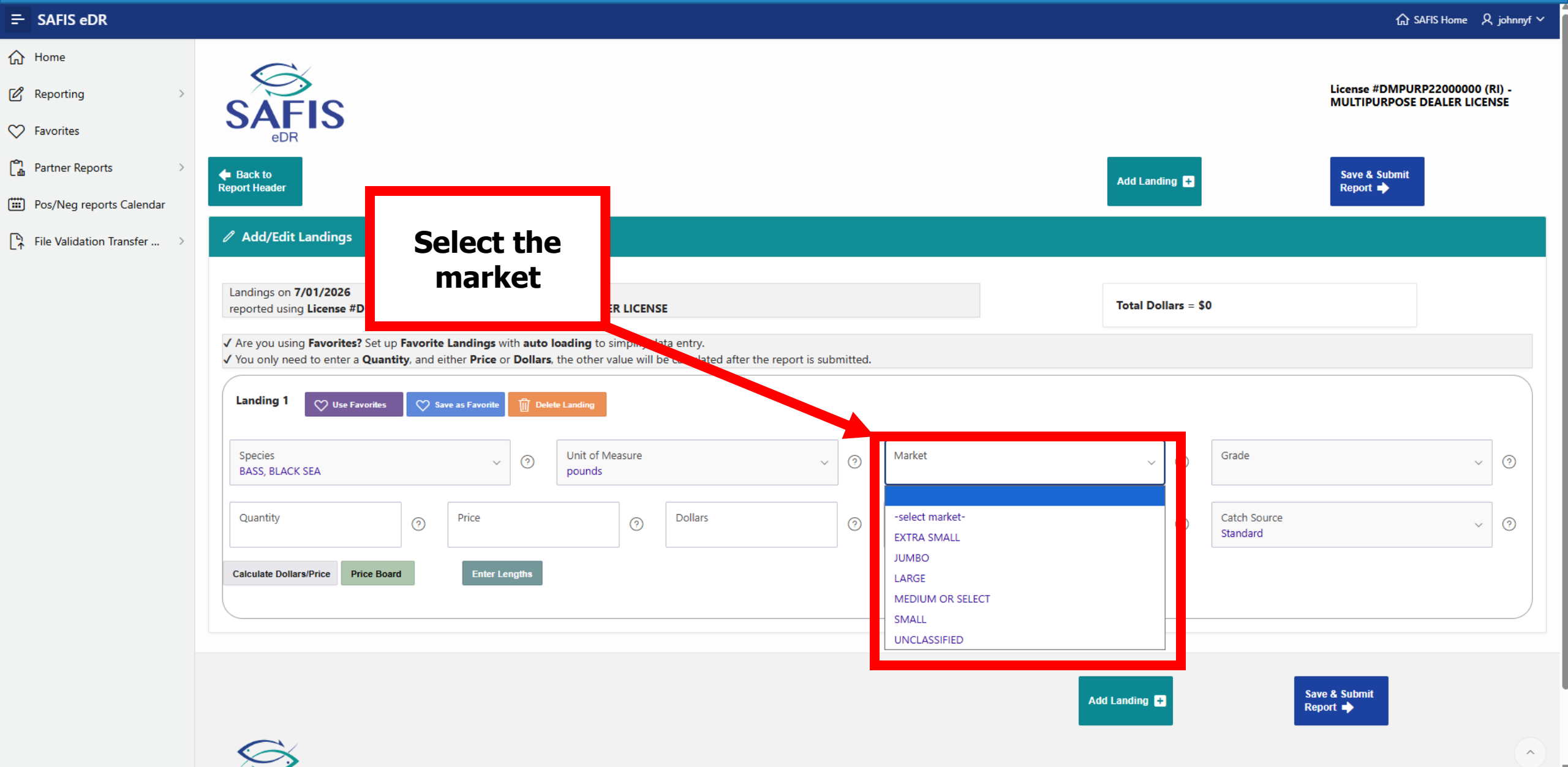
Dealer Reports



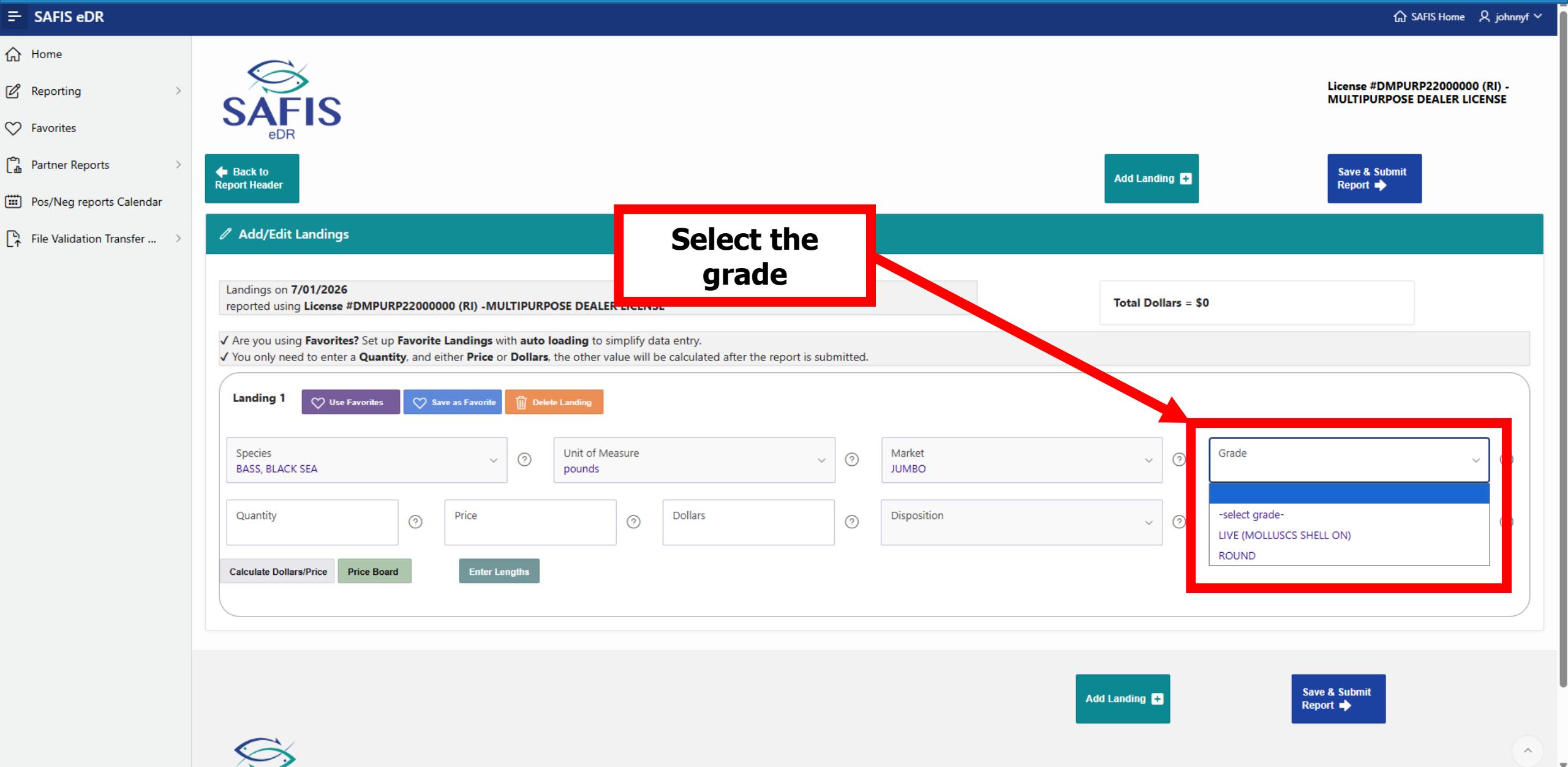
Dealer Reports



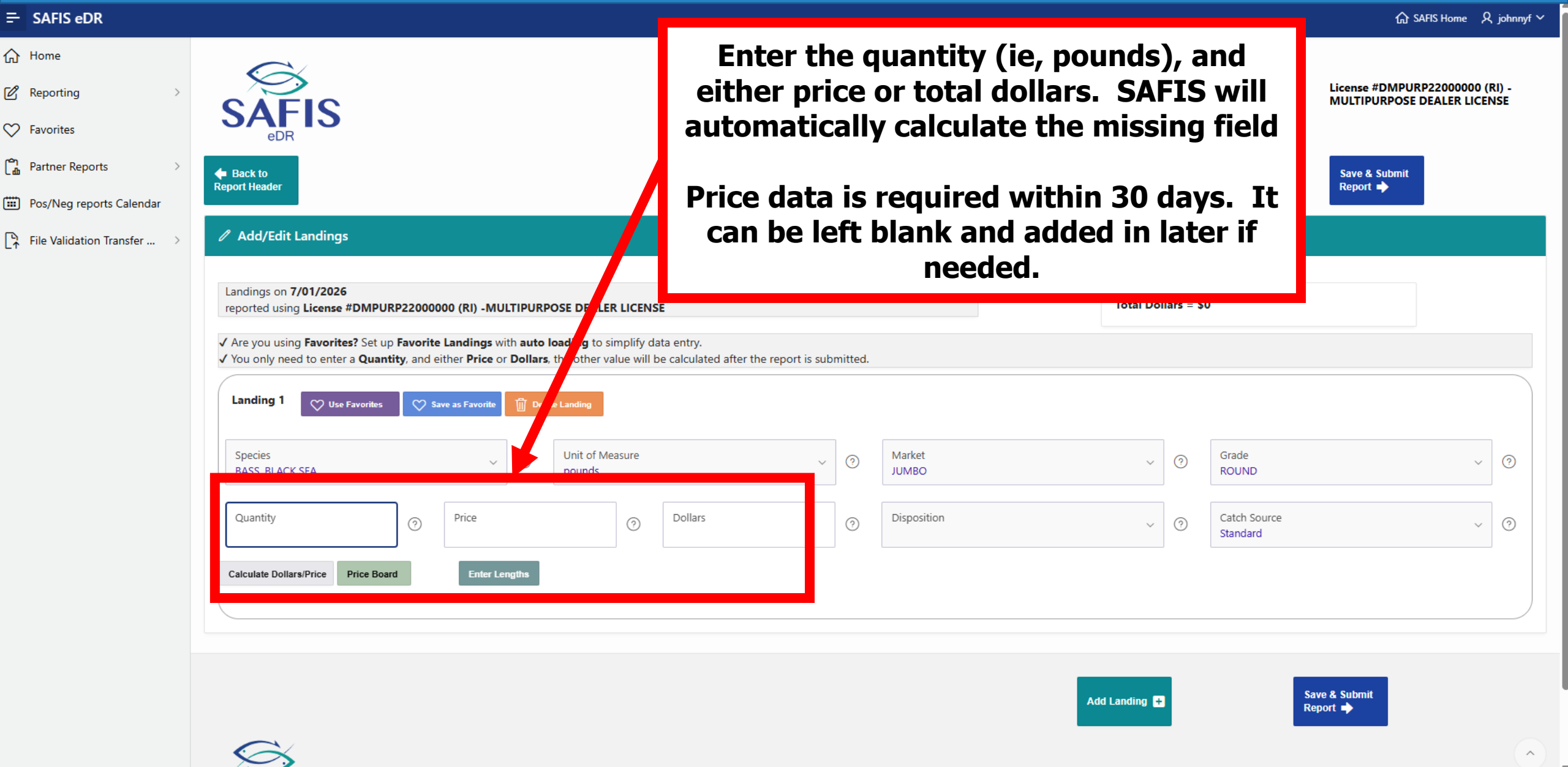
Dealer Reports



Dealer Reports



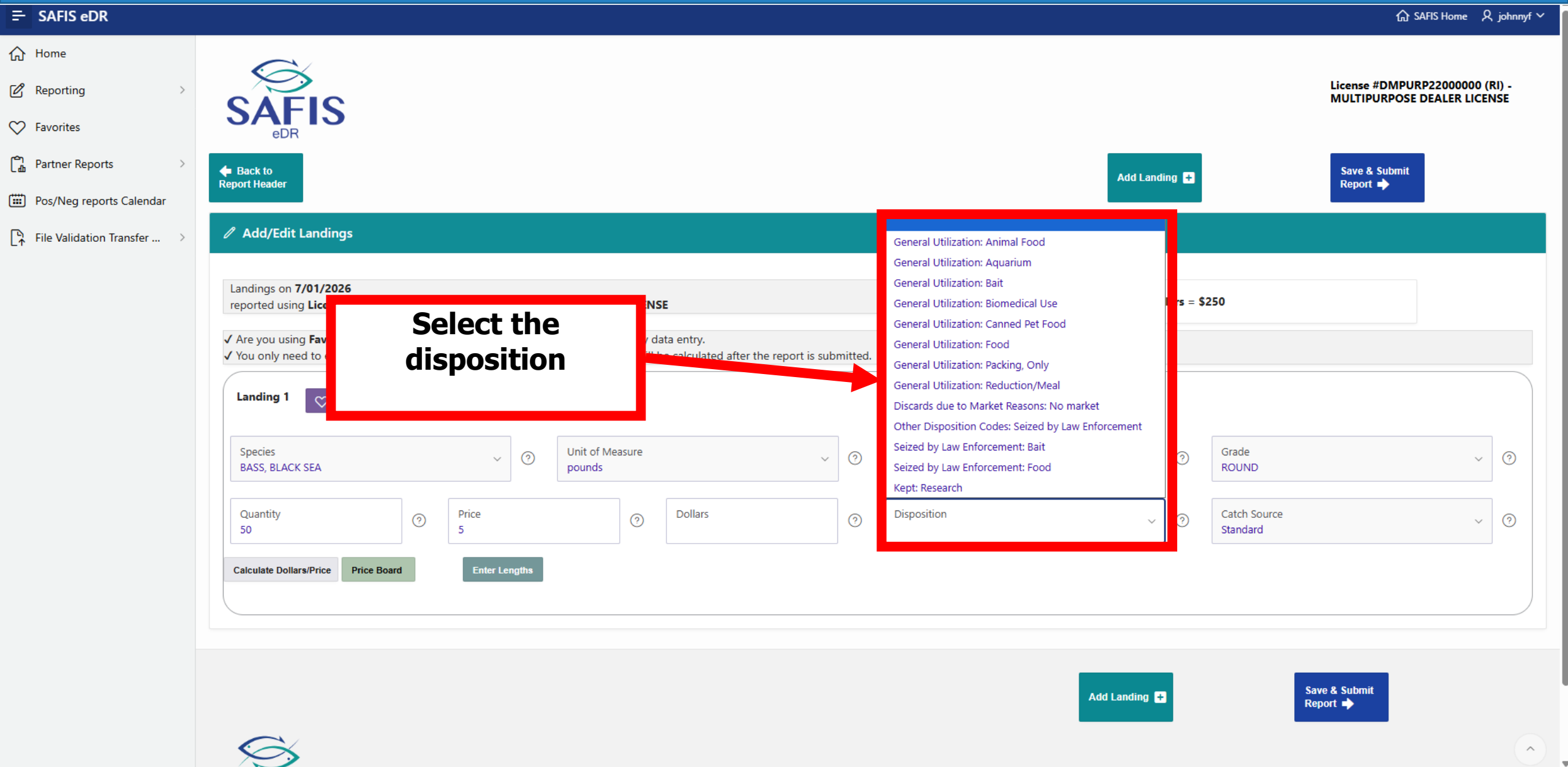
Dealer Reports



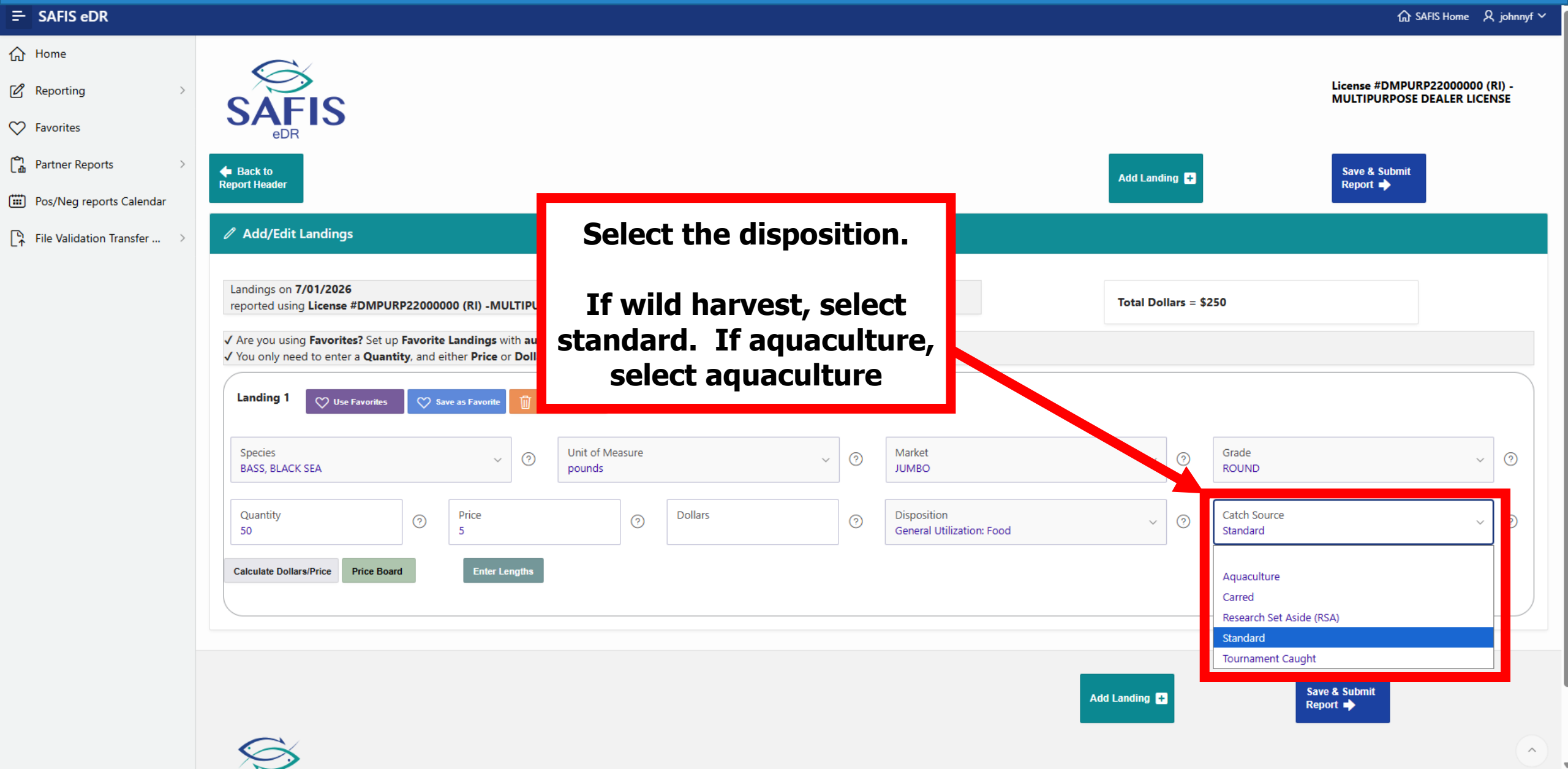
Enter the quantity (ie, pounds), and either price or total dollars. SAFIS will automatically calculate the missing field

Price data is required within 30 days. It can be left blank and added in later if needed.

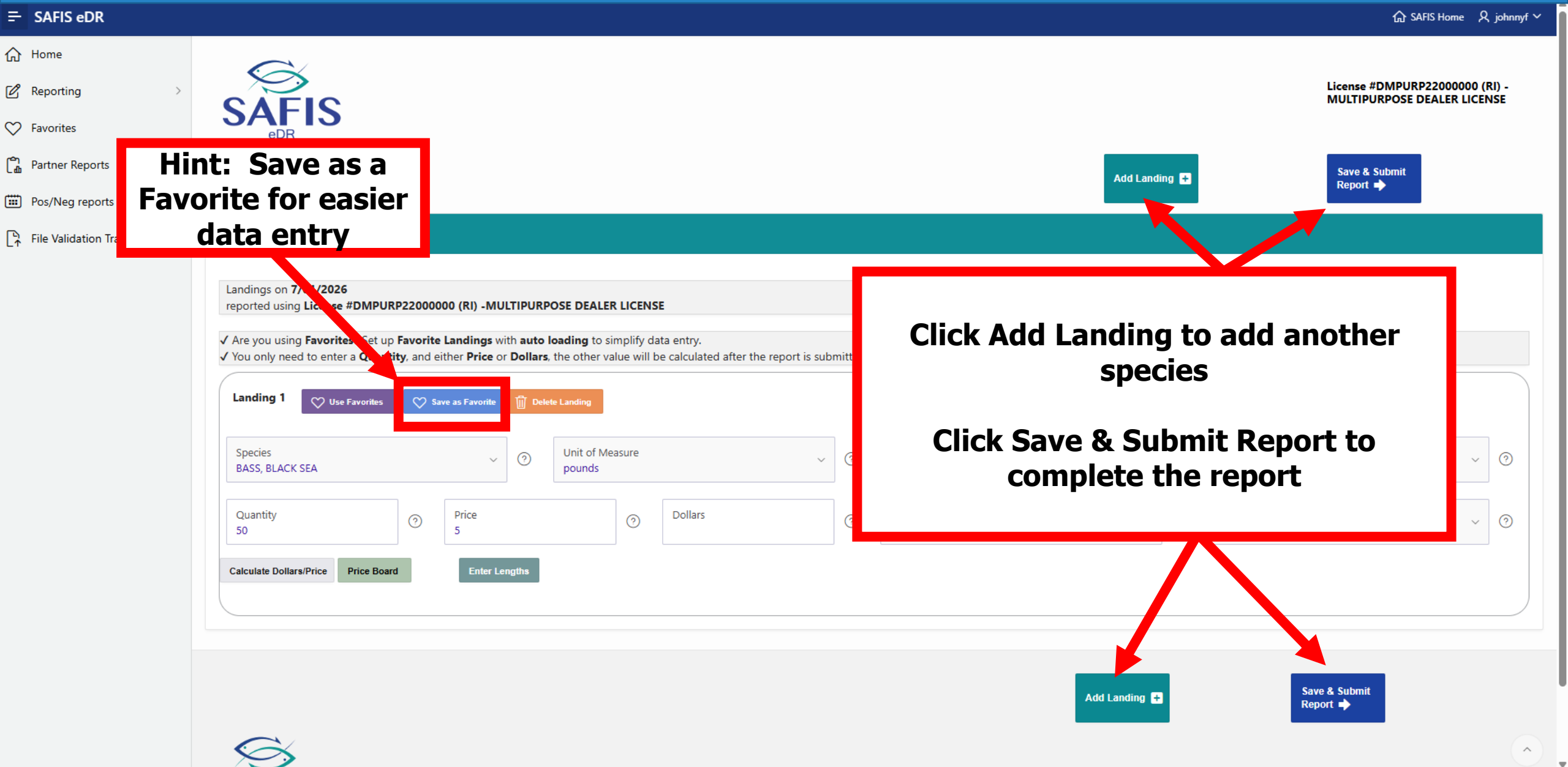
Dealer Reports



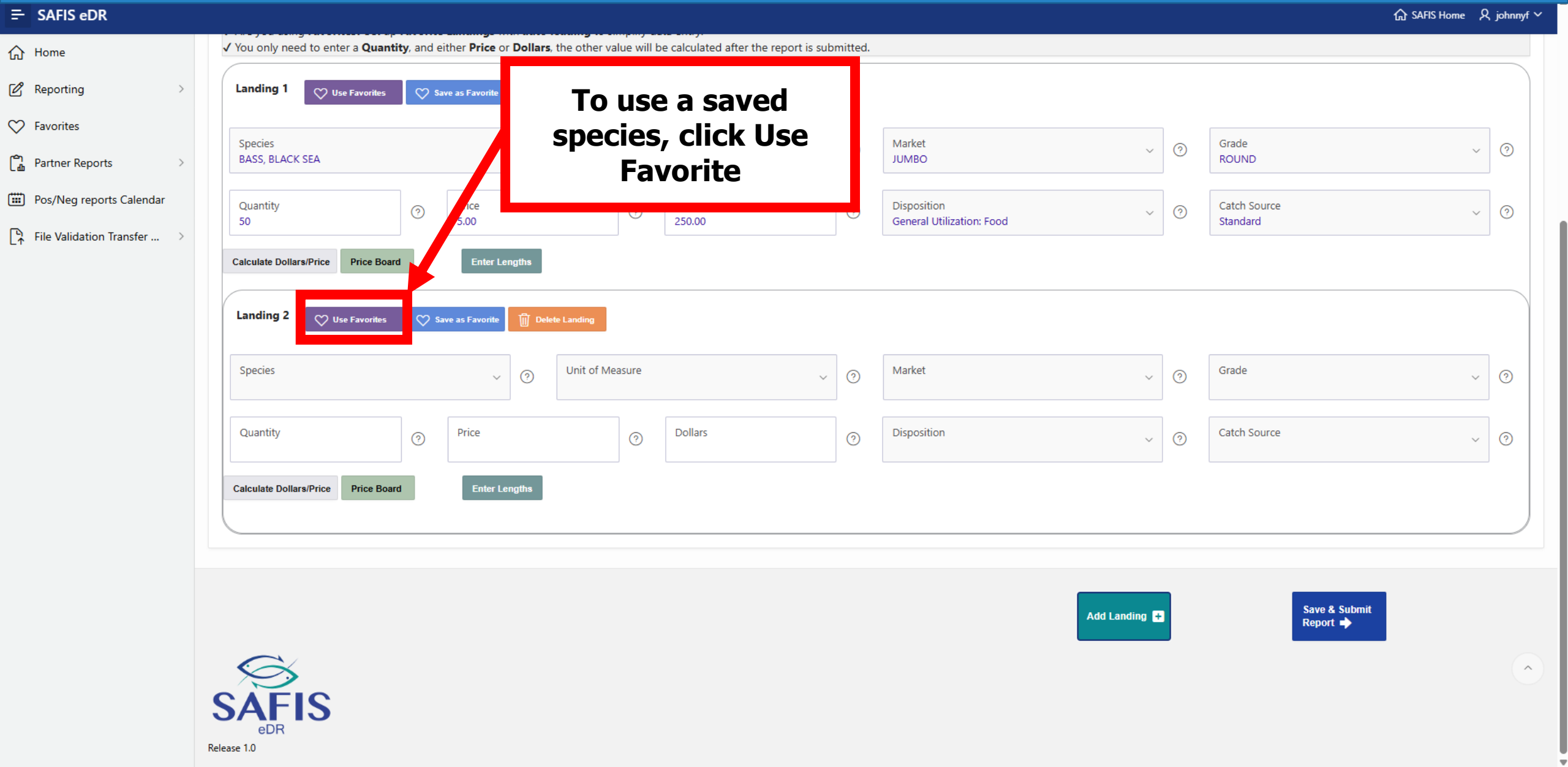
Dealer Reports



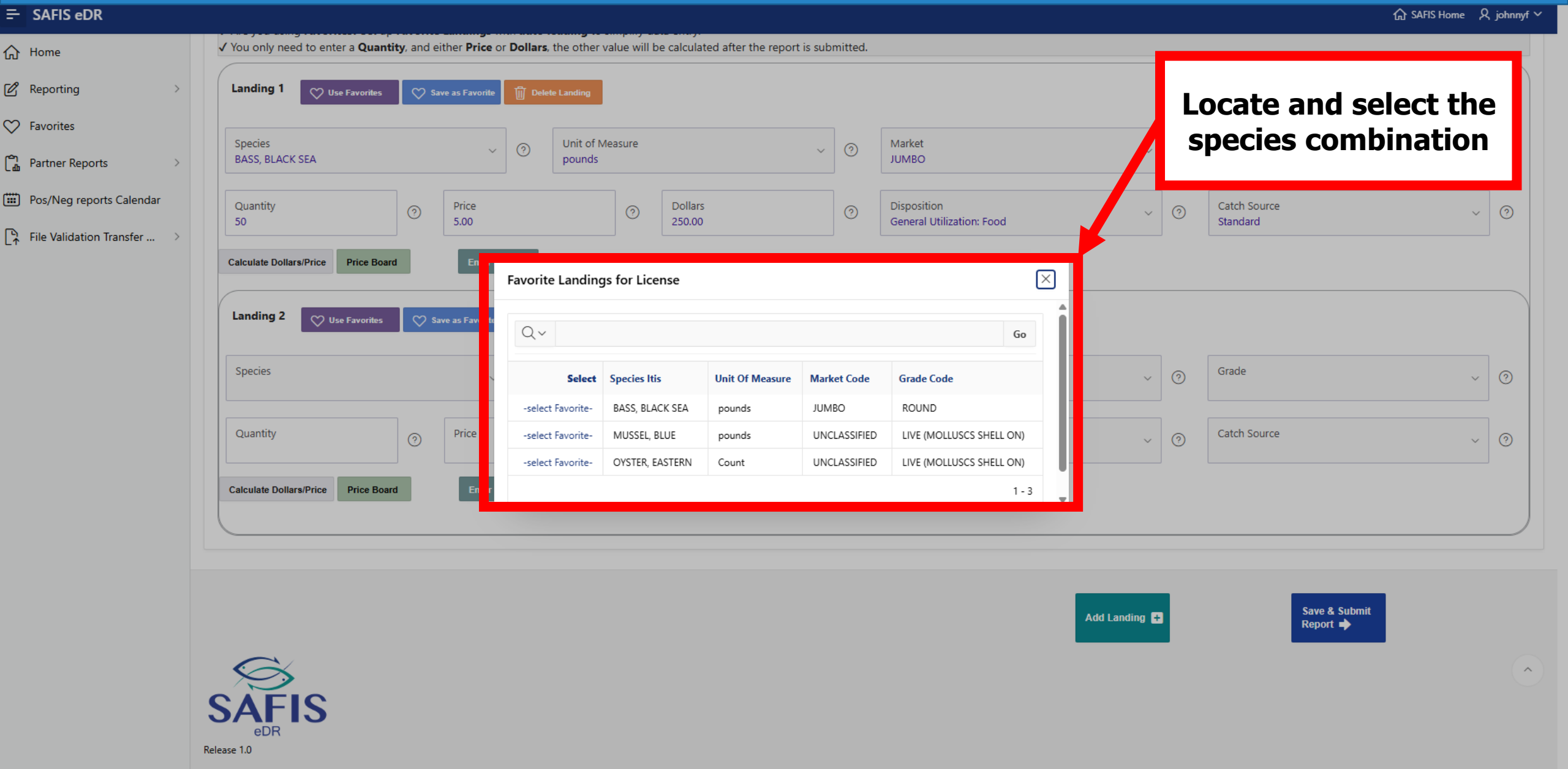
Dealer Reports



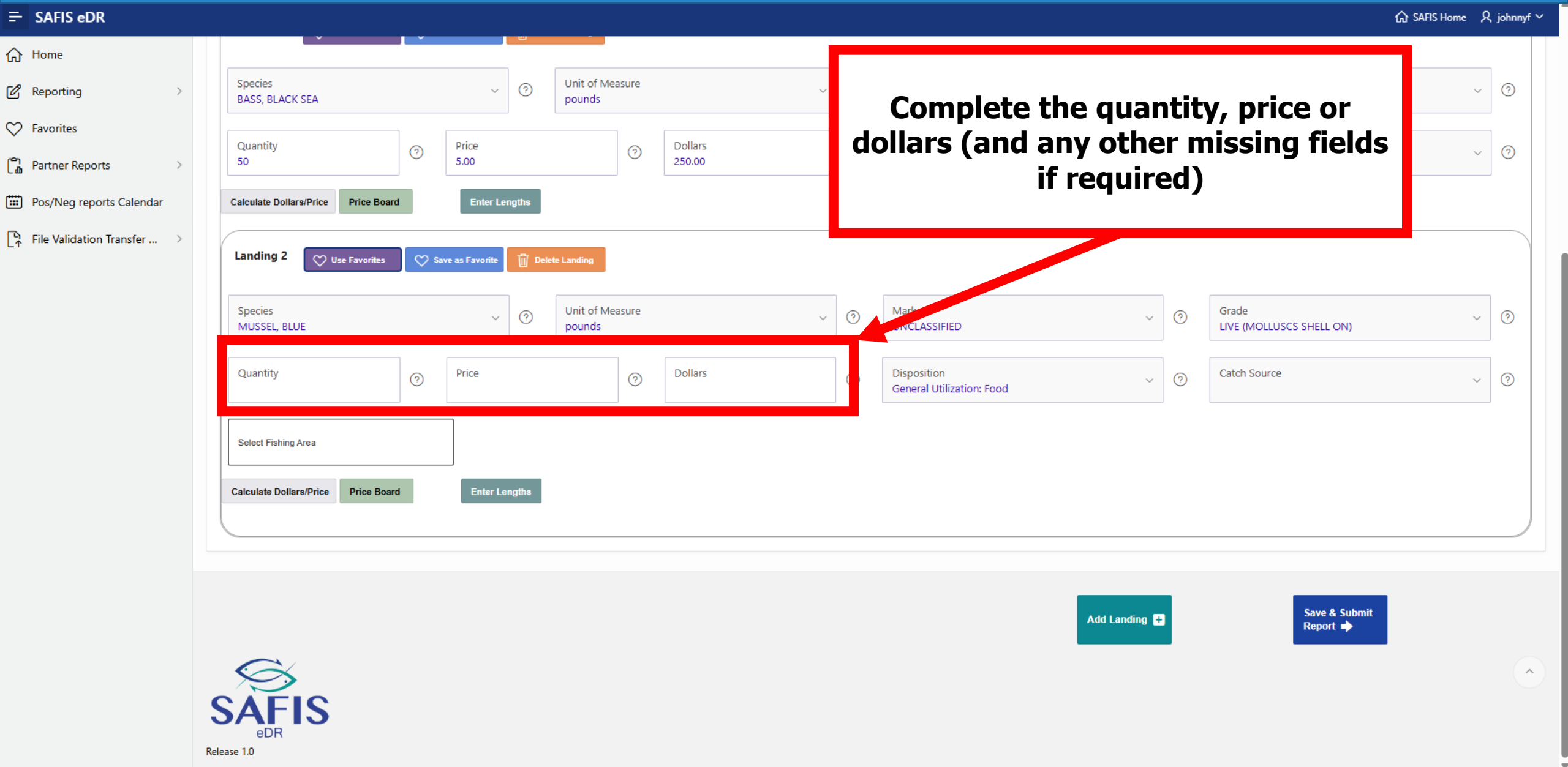
Dealer Reports



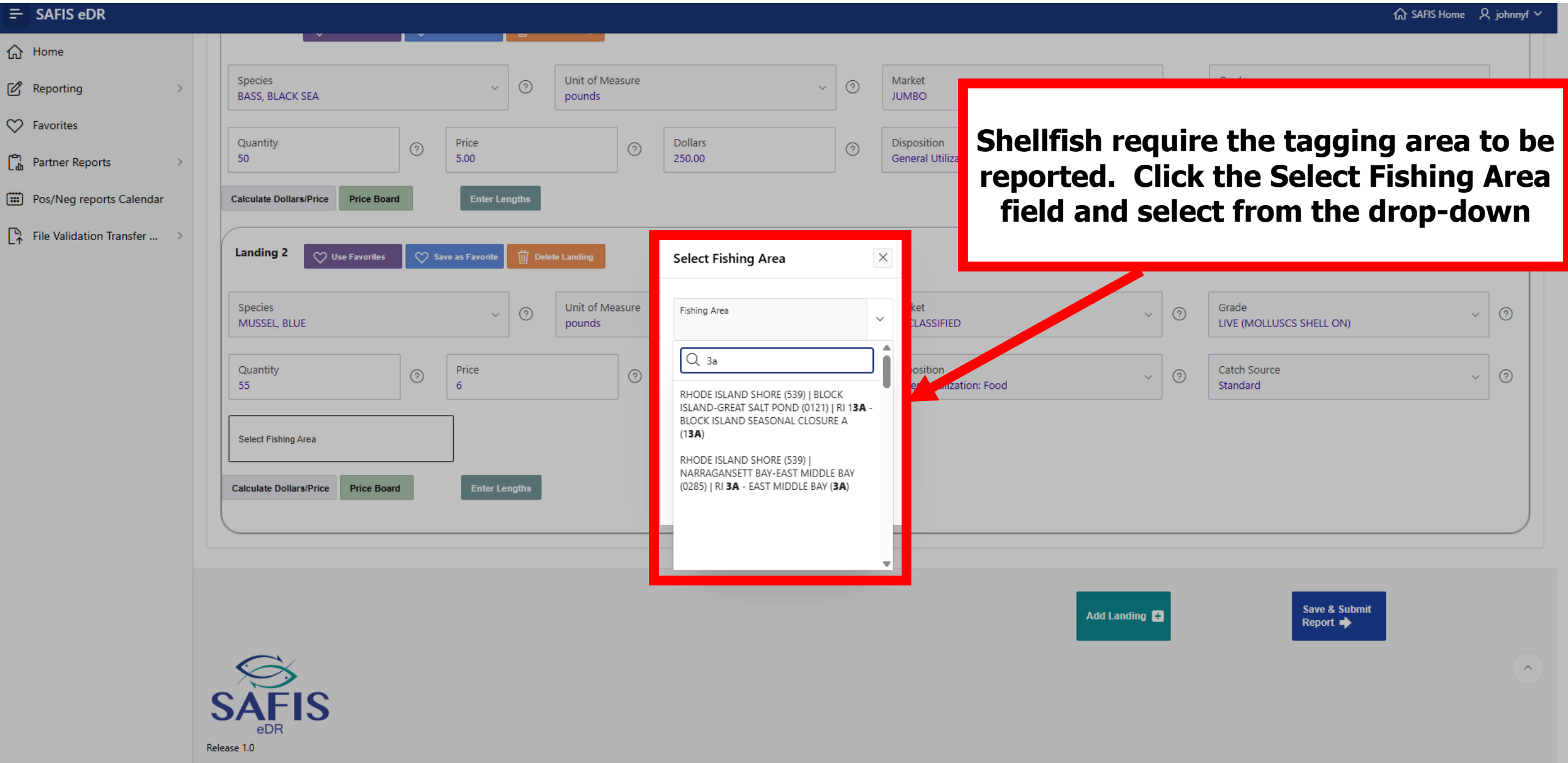
Dealer Reports



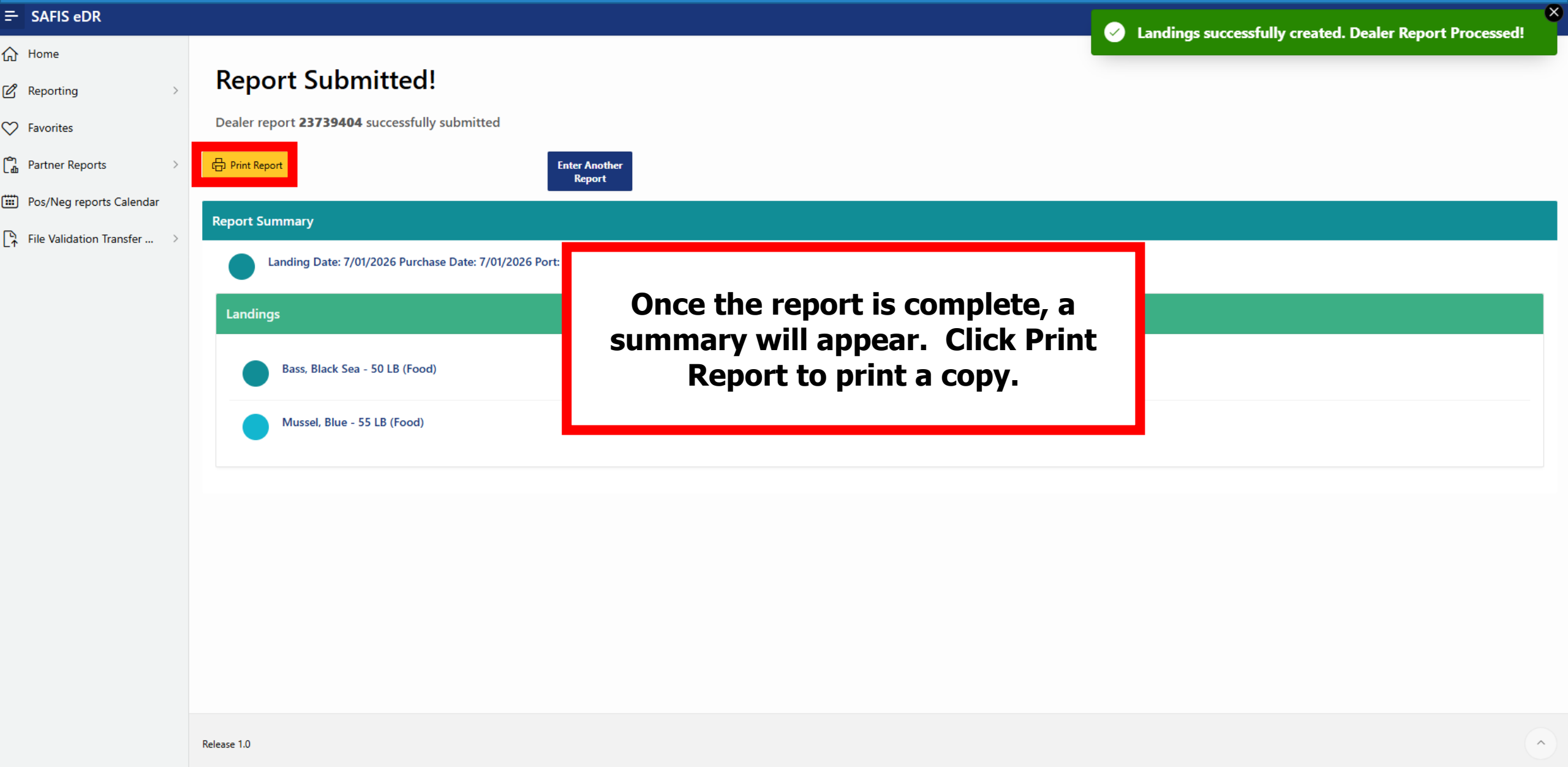
Dealer Reports



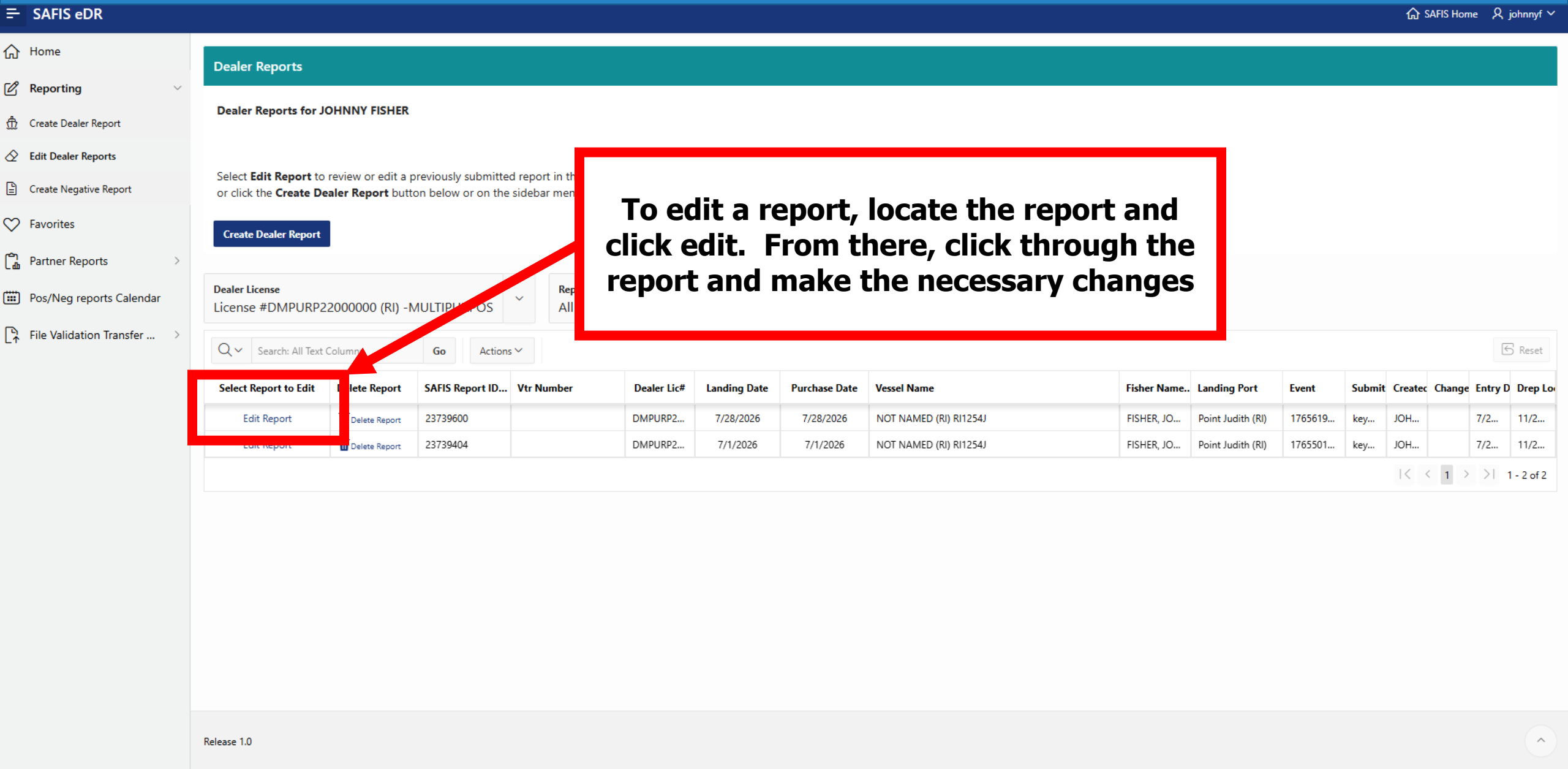
Dealer Reports



Dealer Reports



Dealer Reports

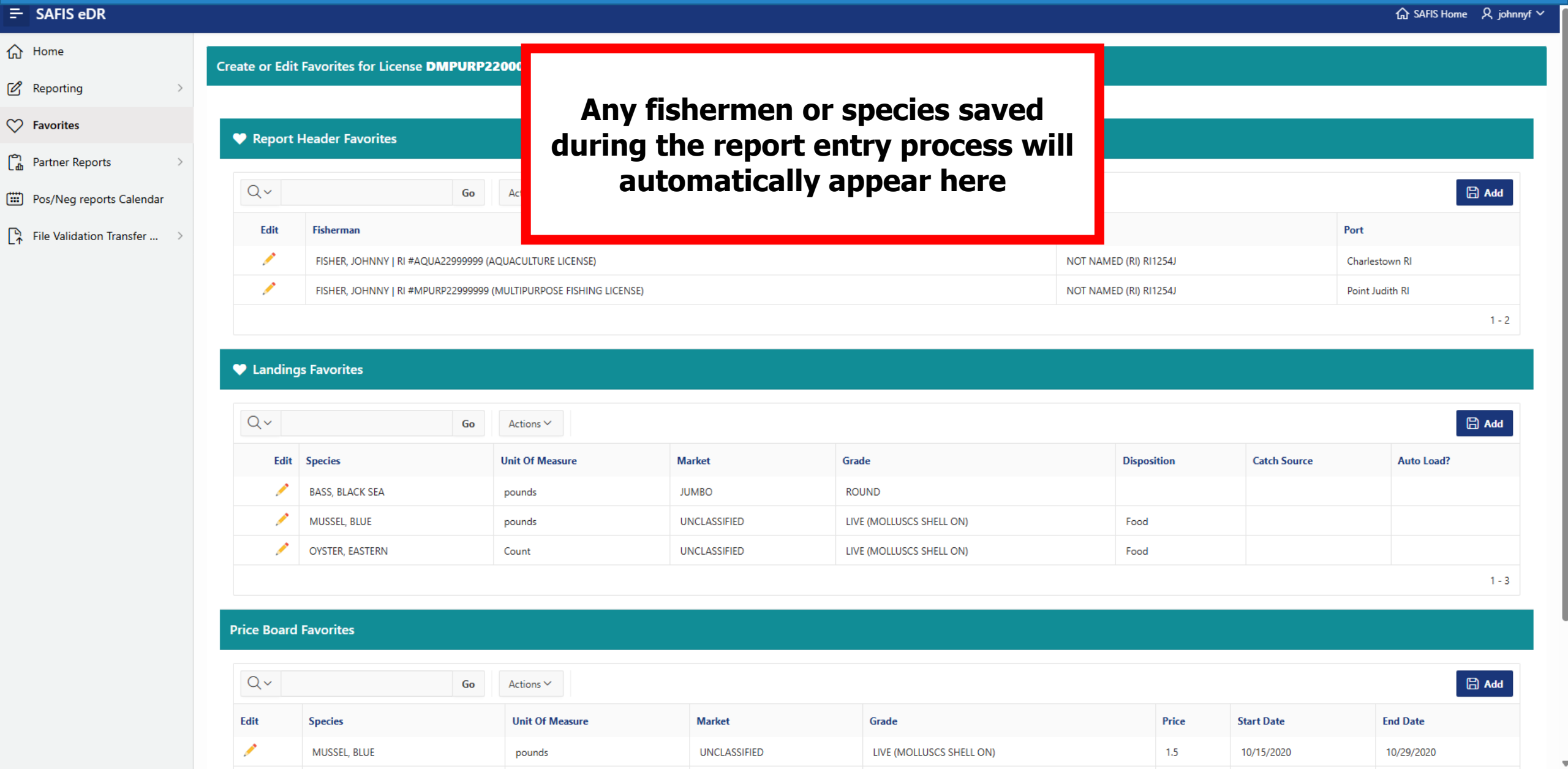


To edit a report, locate the report and click edit. From there, click through the report and make the necessary changes

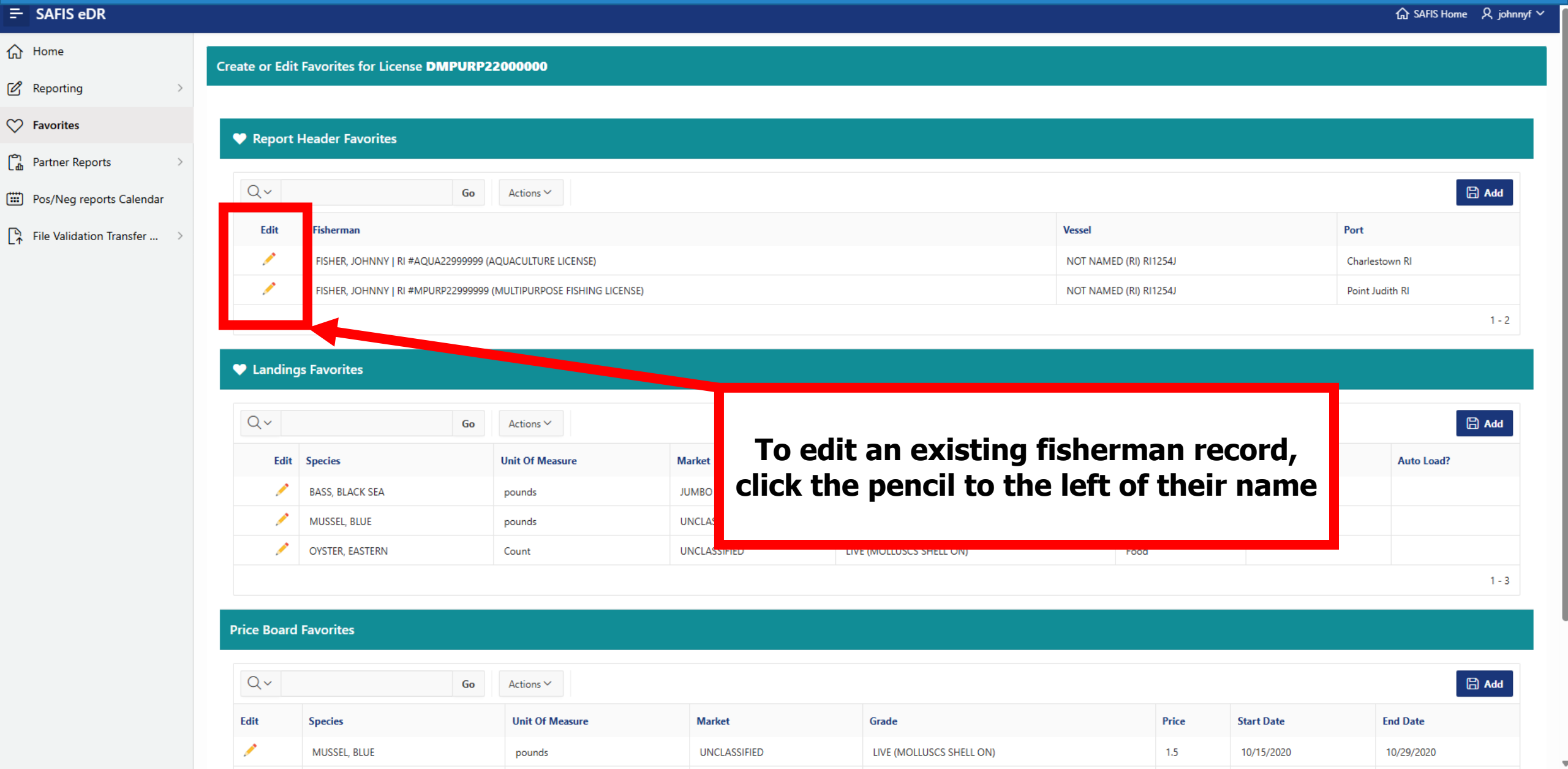
Favorites

- **Favorites make entering reports easier**
- **You can save fishermen, species, and other fields**
- **Click on favorites in the navigation box to set up or maintain them**

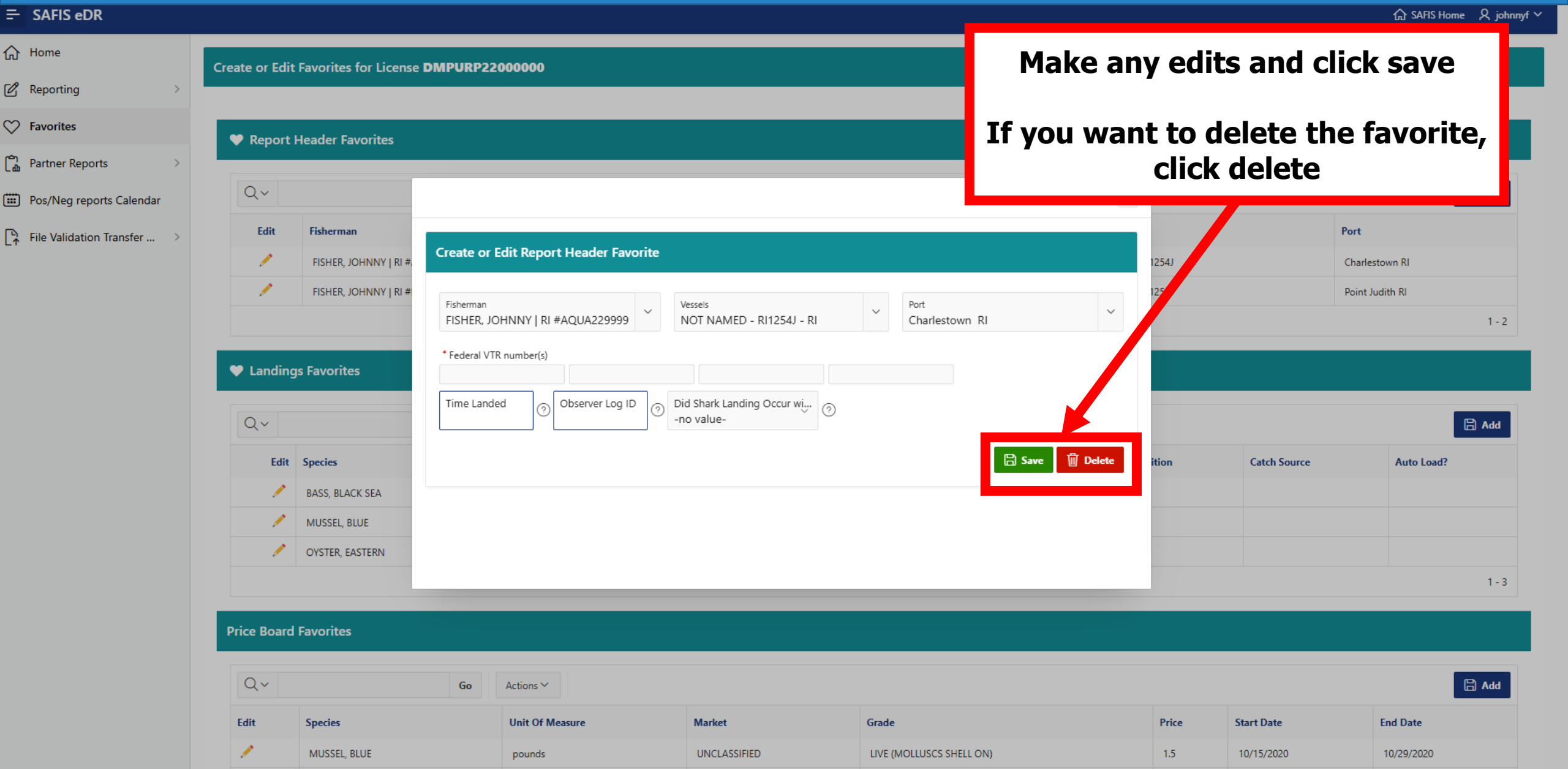
Favorites


SAFIS eDR
SAFIS Home
johnnyf
Home
Reporting
Favorites
Partner Reports
Pos/Neg reports Calendar
File Validation Transfer ...
Create or Edit Favorites for License DMPURP22000
Any fishermen or species saved during the report entry process will automatically appear here
Report Header Favorites
Go
Add
Edit
Fisherman
Port
FISHER, JOHNNY | RI #AQUA22999999 (AQUACULTURE LICENSE)
NOT NAMED (RI) RI1254J
Charlestown RI
FISHER, JOHNNY | RI #MPURP22999999 (MULTIPURPOSE FISHING LICENSE)
NOT NAMED (RI) RI1254J
Point Judith RI
1 - 2
Landings Favorites
Go
Actions
Add
Edit
Species
Unit Of Measure
Market
Grade
Disposition
Catch Source
Auto Load?
BASS, BLACK SEA
pounds
JUMBO
ROUND
MUSSEL, BLUE
pounds
UNCLASSIFIED
LIVE (MOLLUSCS SHELL ON)
Food
OYSTER, EASTERN
Count
UNCLASSIFIED
LIVE (MOLLUSCS SHELL ON)
Food
1 - 3
Price Board Favorites
Go
Actions
Add
Edit
Species
Unit Of Measure
Market
Grade
Price
Start Date
End Date
MUSSEL, BLUE
pounds
UNCLASSIFIED
LIVE (MOLLUSCS SHELL ON)
1.5
10/15/2020
10/29/2020

Favorites


SAFIS eDR
SAFIS Home
johnnyf
Home
Reporting
Favorites
Partner Reports
Pos/Neg reports Calendar
File Validation Transfer ...
Create or Edit Favorites for License DMPURP22000000
Report Header Favorites
Go
Actions
Add
Edit
Fisherman
Vessel
Port
FISHER, JOHNNY | RI #AQUA22999999 (AQUACULTURE LICENSE)
NOT NAMED (RI) RI1254J
Charlestown RI
FISHER, JOHNNY | RI #MPURP22999999 (MULTIPURPOSE FISHING LICENSE)
NOT NAMED (RI) RI1254J
Point Judith RI
1 - 2
Landings Favorites
Go
Actions
Add
Edit
Species
Unit Of Measure
Market
Auto Load?
BASS, BLACK SEA
pounds
MUSSEL, BLUE
pounds
OYSTER, EASTERN
Count
1 - 3
To edit an existing fisherman record, click the pencil to the left of their name
Price Board Favorites
Go
Actions
Add
Edit
Species
Unit Of Measure
Market
Grade
Price
Start Date
End Date
MUSSEL, BLUE
pounds
UNCLASSIFIED
LIVE (MOLLUSCS SHELL ON)
1.5
10/15/2020
10/29/2020

Favorites


SAFIS eDR
SAFIS Home
johnnyf
Home
Reporting
Favorites
Partner Reports
Pos/Neg reports Calendar
File Validation Transfer ...
Create or Edit Favorites for License DMPURP22000000
Report Header Favorites
Edit
Fisherman
Port
FISHER, JOHNNY | RI #
Charlestown RI
Point Judith RI
1 - 2
Landings Favorites
Add
Edit
Species
Catch Source
Auto Load?
BASS, BLACK SEA
MUSSEL, BLUE
OYSTER, EASTERN
1 - 3
Price Board Favorites
Go
Actions
Add
Edit
Species
Unit Of Measure
Market
Grade
Price
Start Date
End Date
MUSSEL, BLUE
pounds
UNCLASSIFIED
LIVE (MOLLUSCS SHELL ON)
1.5
10/15/2020
10/29/2020
Create or Edit Report Header Favorite
Fisherman
FISHER, JOHNNY | RI #AQUA229999
Vessels
NOT NAMED - RI1254J - RI
Port
Charlestown RI
* Federal VTR number(s)
Time Landed
Observer Log ID
Did Shark Landing Occur wi...
-no value-
Save
Delete
Make any edits and click save
If you want to delete the favorite, click delete

Favorites

SAFIS eDR

SAFIS Home | johnnyf

- Home
- Reporting
- Favorites
- Partner Reports
- Pos/Neg reports Calendar
- File Validation Transfer ...

Create or Edit Favorites for License DMPURP22000000

Report Header Favorites

Go | Actions | Add

Edit	Fisherman	Vessel	Port
	FISHER, JOHNNY | RI #AQUA22999999 (AQUACULTURE LICENSE)	OT NAMED (RI) RI1254J	Charlestown RI
	FISHER, JOHNNY | RI #MPURP22999999 (MULTIPURPOSE FISHING LICENSE)	OT NAMED (RI) RI1254J	Point Judith RI

1 - 2

To add a new fisherman click add

Landings Favorites

Go | Actions | Add

Edit	Species	Unit Of Measure	Market	Grade	Disposition	Catch Source	Auto Load?
	BASS, BLACK SEA	pounds	JUMBO	ROUND			
	MUSSEL, BLUE	pounds	UNCLASSIFIED	LIVE (MOLLUSCS SHELL ON)	Food		
	OYSTER, EASTERN	Count	UNCLASSIFIED	LIVE (MOLLUSCS SHELL ON)	Food		

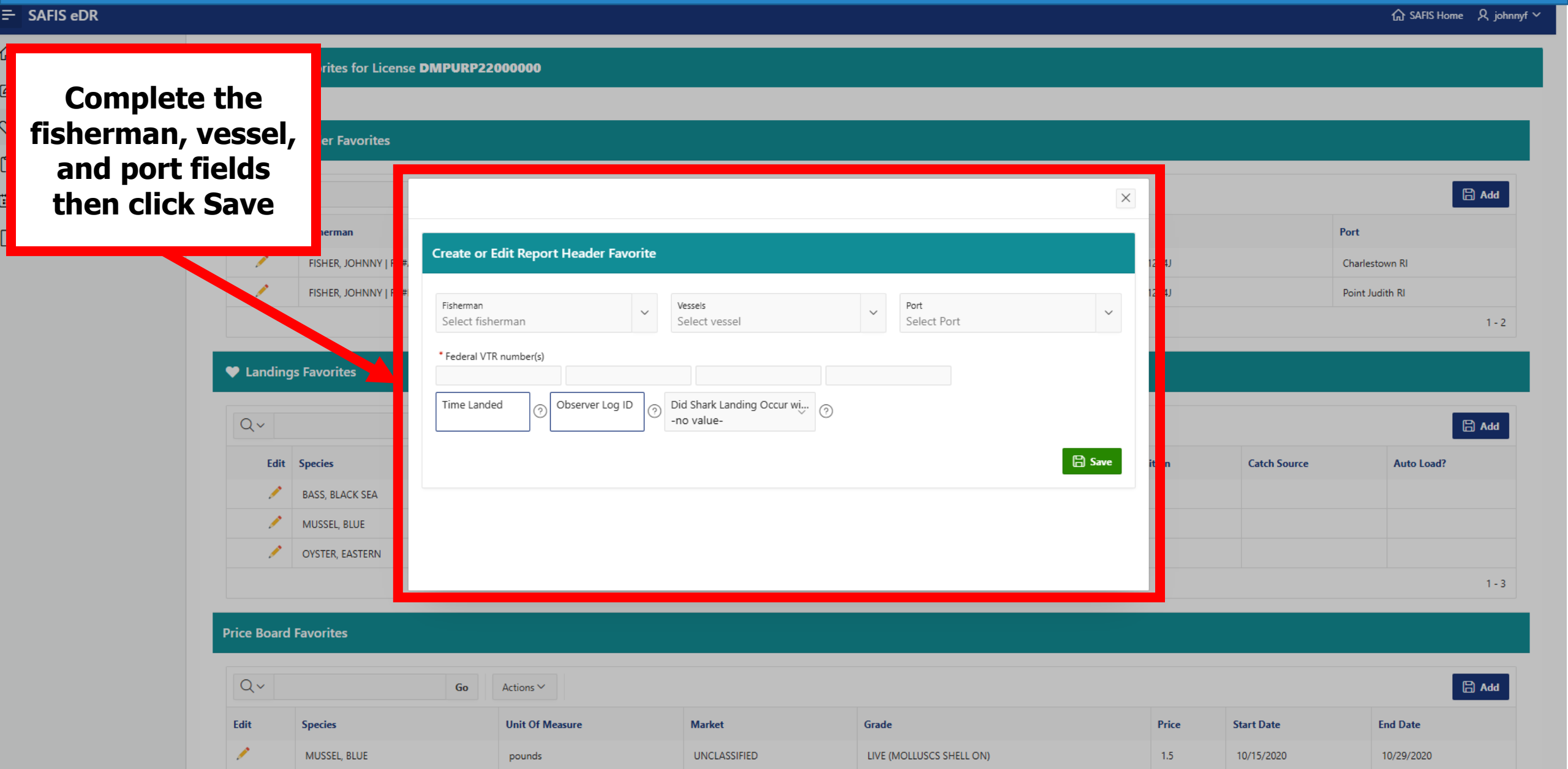
1 - 3

Price Board Favorites

Go | Actions | Add

Edit	Species	Unit Of Measure	Market	Grade	Price	Start Date	End Date
	MUSSEL, BLUE	pounds	UNCLASSIFIED	LIVE (MOLLUSCS SHELL ON)	1.5	10/15/2020	10/29/2020

Favorites


SAFIS eDR
SAFIS Home
johnnyf
Complete the fisherman, vessel, and port fields then click Save
rites for License DMPURP22000000
er Favorites
Add
Port
FISHER, JOHNNY | R
Charlestown RI
Point Judith RI
1 - 2
Create or Edit Report Header Favorite
Fisherman
Select fisherman
Vessels
Select vessel
Port
Select Port
* Federal VTR number(s)
Time Landed
Observer Log ID
Did Shark Landing Occur wi...
-no value-
Save
Landings Favorites
Edit
Species
Catch Source
Auto Load?
BASS, BLACK SEA
MUSSEL, BLUE
OYSTER, EASTERN
1 - 3
Price Board Favorites
Go
Actions
Edit
Species
Unit Of Measure
Market
Grade
Price
Start Date
End Date
MUSSEL, BLUE
pounds
UNCLASSIFIED
LIVE (MOLLUSCS SHELL ON)
1.5
10/15/2020
10/29/2020

Favorites

SAFIS eDR

SAFIS Home | johnnyf

- Home
- Reporting
- Favorites
- Partner Reports
- Pos/Neg reports Calendar
- File Validation Transfer ...

Create or Edit Favorites for License DMPURP22000000

Report Header Favorites

Go | Actions | Add

Edit	Fisherman	Vessel	Port
✎	FISHER, JOHNNY | RI #AQUA22999999 (AQUACULTURE LICENSE)	NOT NAMED (RI) RI1254J	Charlestown RI
✎	FISHER, JOHNNY | RI #MPURP22999999 (MULTIPURPOSE FISHING L	NOT NAMED (RI) RI1254J	Point Judith RI

1 - 2

To edit an existing species, click the pencil next to it

Landings Favorites

Go | Actions | Add

Edit	pecies	Unit Of Measure	Market	Grade	Disposition	Catch Source	Auto Load?
✎	BASS, BLACK SEA	pounds	JUMBO	ROUND			
✎	MUSSEL, BLUE	pounds	UNCLASSIFIED	LIVE (MOLLUSCS SHELL ON)	Food		
✎	OYSTER, EASTERN	Count	UNCLASSIFIED	LIVE (MOLLUSCS SHELL ON)	Food		

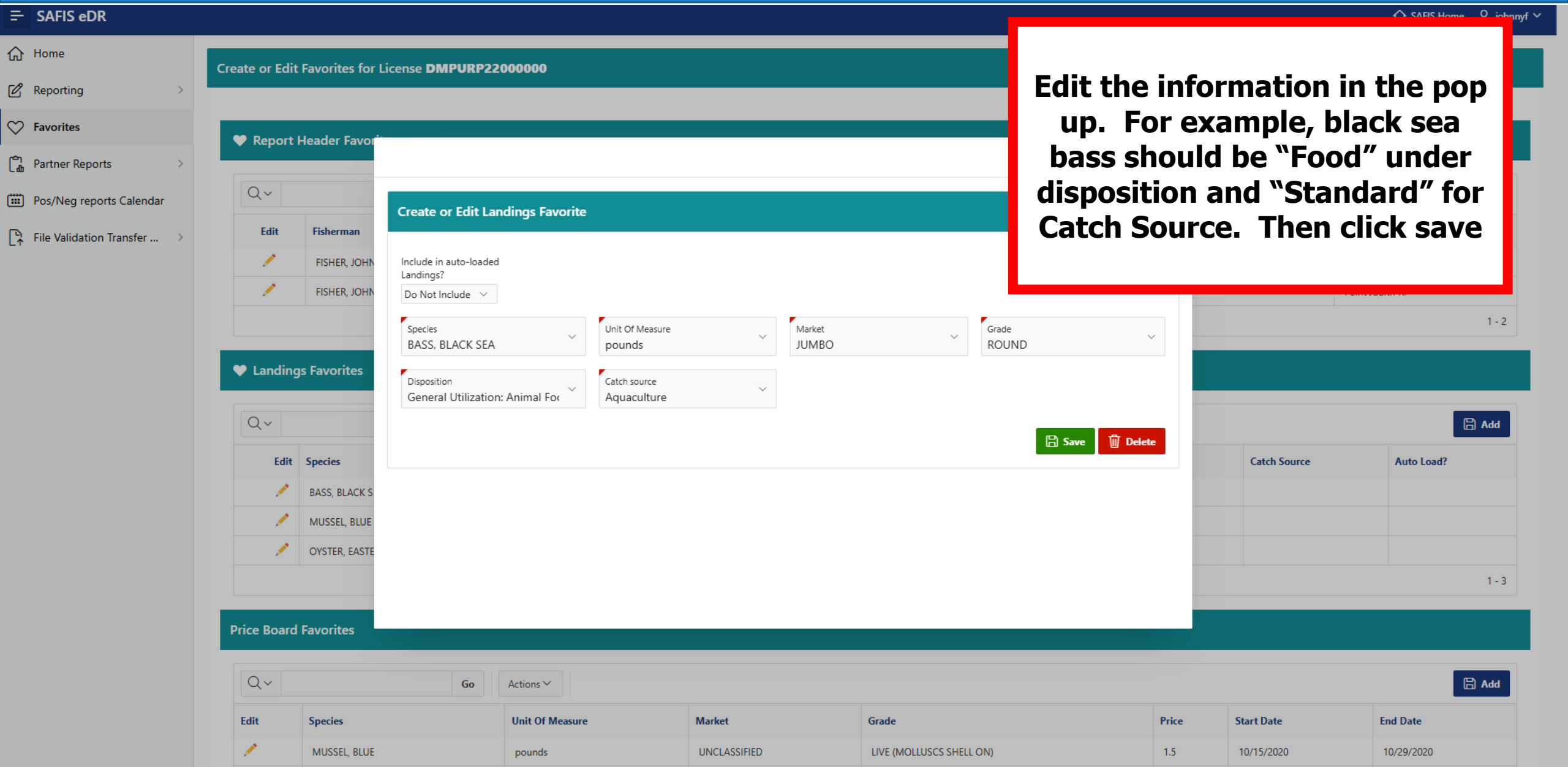
1 - 3

Price Board Favorites

Go | Actions | Add

Edit	Species	Unit Of Measure	Market	Grade	Price	Start Date	End Date
✎	MUSSEL, BLUE	pounds	UNCLASSIFIED	LIVE (MOLLUSCS SHELL ON)	1.5	10/15/2020	10/29/2020

Favorites



Edit the information in the pop up. For example, black sea bass should be "Food" under disposition and "Standard" for Catch Source. Then click save

Favorites

SAFIS eDR

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- Home
- Reporting
- Favorites
- Partner Reports
- Pos/Neg reports Calendar
- File Validation Transfer ...

Create or Edit Favorites for License DMPURP22000000

Report Header Favorites

Go | Actions | Add

Edit	Fisherman	Vessel	Port
	FISHER, JOHNNY | RI #AQUA22999999 (AQUACULTURE LICENSE)	NOT NAMED (RI) RI1254J	Charlestown RI
	FISHER, JOHNNY | RI #MPURP22999999 (MULTIPURPOSE FISHING LICENSE)	NOT NAMED (RI) RI1254J	Point Judith RI

1 - 2

Landings Favorites

Go | Actions | Add

Edit	Species	Unit Of Measure	Market	Grade	Disposition	Catch Source	Auto Load?
	BASS, BLACK SEA	pounds	JUMBO				
	MUSSEL, BLUE	pounds	UNCLASSIFIED				
	OYSTER, EASTERN	Count	UNCLASSIFIED		Food		

1 - 3

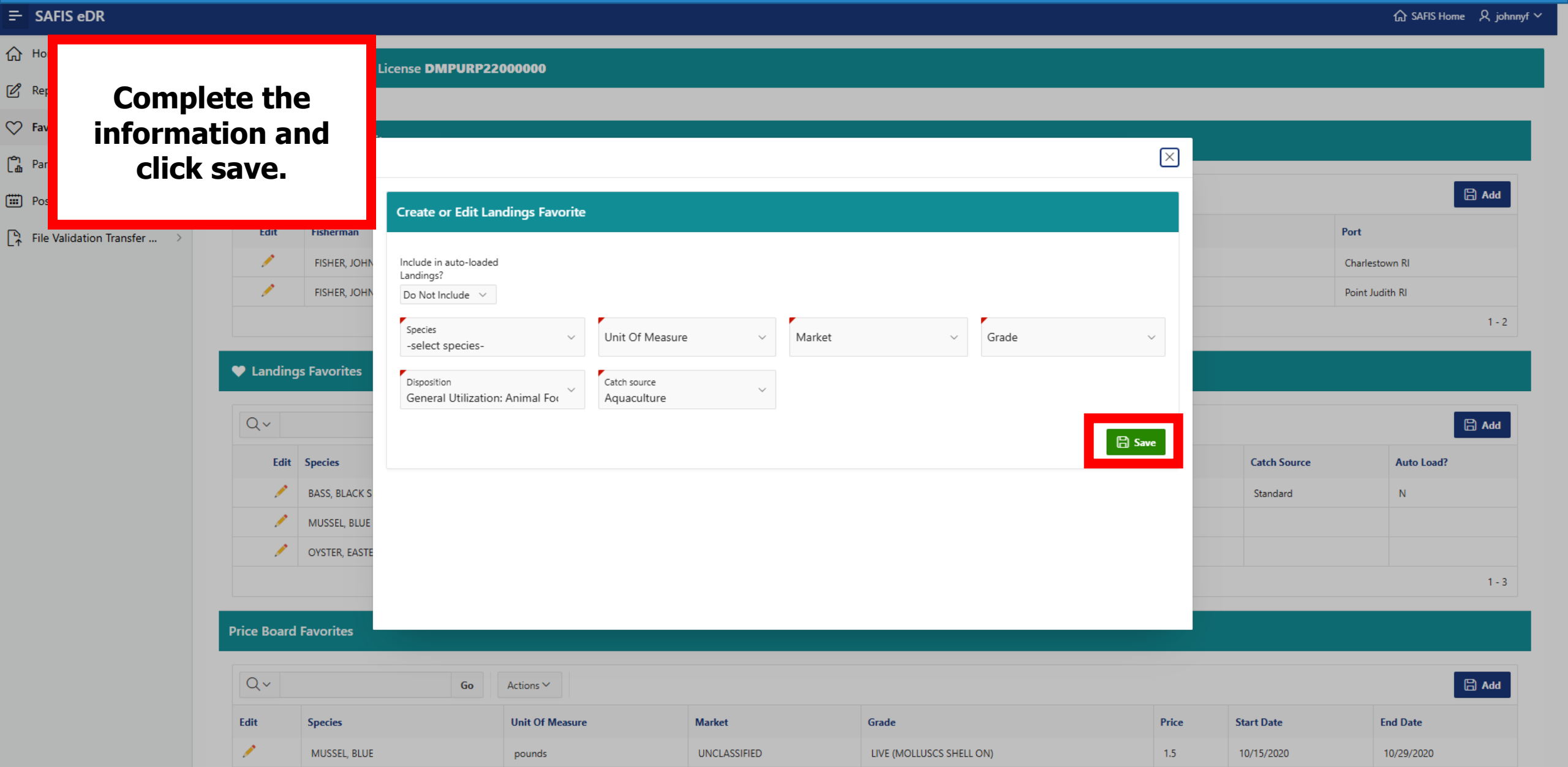
To add a new species click add

Price Board Favorites

Go | Actions | Add

Edit	Species	Unit Of Measure	Market	Grade	Price	Start Date	End Date
	MUSSEL, BLUE	pounds	UNCLASSIFIED	LIVE (MOLLUSCS SHELL ON)	1.5	10/15/2020	10/29/2020

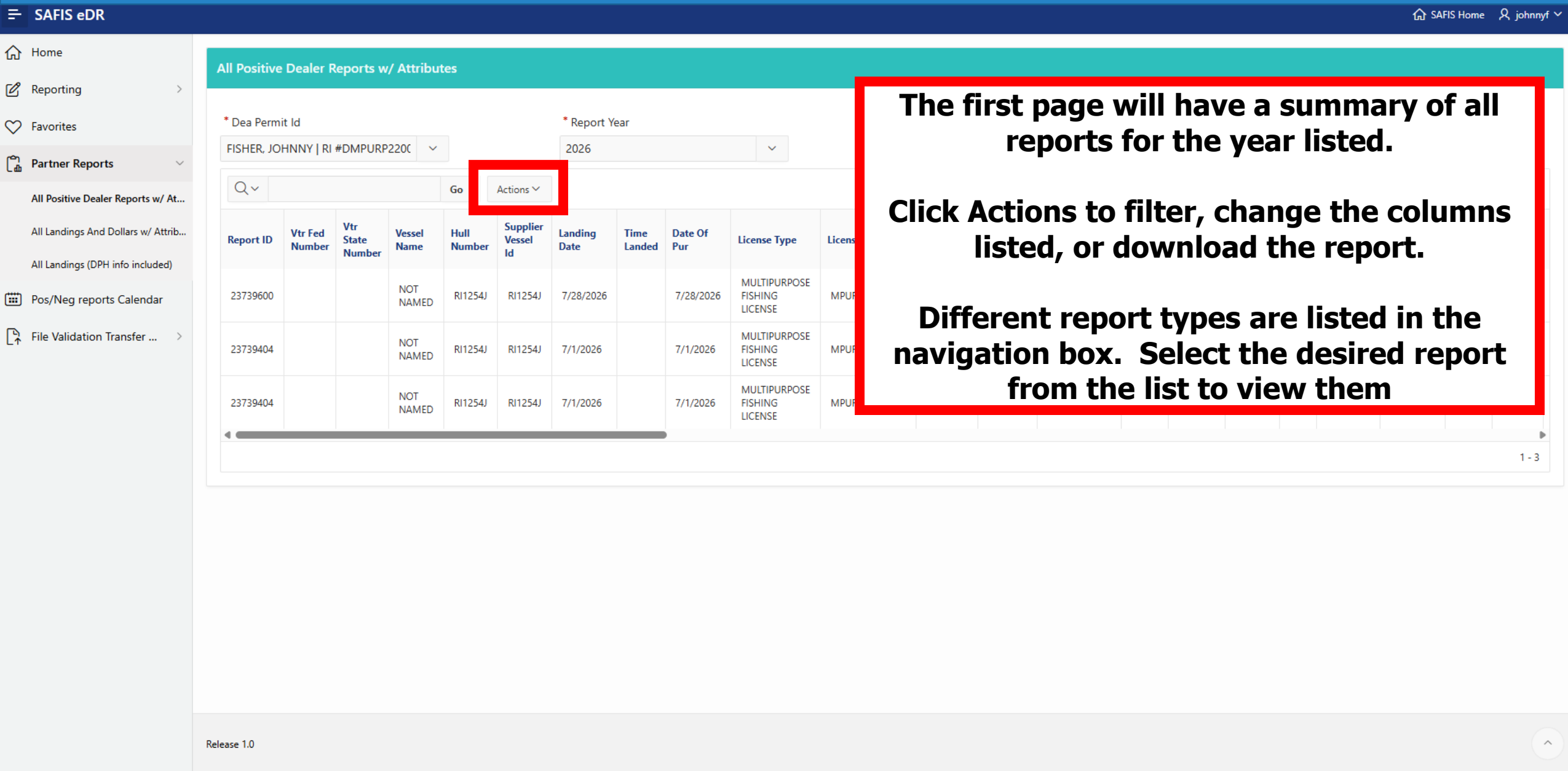
Favorites


SAFIS eDR
SAFIS Home
johnnyf
Complete the information and click save.
License DMPURP22000000
Create or Edit Landings Favorite
Include in auto-loaded Landings?
Do Not Include
Species
-select species-
Unit Of Measure
Market
Grade
Disposition
General Utilization: Animal Fo
Catch source
Aquaculture
Save
Add
Landings Favorites
Price Board Favorites
Go
Actions
Edit
Species
Unit Of Measure
Market
Grade
Price
Start Date
End Date
MUSSEL, BLUE
pounds
UNCLASSIFIED
LIVE (MOLLUSCS SHELL ON)
1.5
10/15/2020
10/29/2020

Partner Reports

- **The reports menu has several premade ways to look at dealer reports that have been entered into SAFIS eDR**
- **These reports can be used to assist in invoicing and providing receipts to the fisherman**
- **Click on Partner Reports in the navigation box to get started**

Partner Reports



The first page will have a summary of all reports for the year listed.

Click Actions to filter, change the columns listed, or download the report.

Different report types are listed in the navigation box. Select the desired report from the list to view them

For additional assistance or questions, please contact RIDMF

Coly Ares at Nichole.ares@dem.ri.gov or 401-423-1926
Tom Rosa at Thomas.rosa@dem.ri.gov or 401-423-1923

DEM
RHODE ISLAND

DIVISION OF MARINE FISHERIES
RHODE ISLAND