

Department of Primary Industries and Regional Development

GOVERNMENT OF WESTERN AUSTRALIA

# MARINE AQUARIUM FISH - FISH EYE SYSTEM NOMINATED OPERATOR USER MANUAL

VERSION 1.0

20 SEPTEMBER 2018

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# 1. BACKGROUND

This section explains in general terms the system and the purpose for which it is intended.

## 1.1 SYSTEM OVERVIEW

The Marine Aquarium Fish (MAF) Fish Eye System is an application which gives Nominated Operators and Department of Primary Industries and Regional Development staff the ability to connect to the portal to view and submit Catch and Disposal Records electronically. These records are currently submitted on paper. Nominated Operators can view their remaining entitlement and view the returns that have been processed. The application can be used on a wide range of electronic devices such as Tablets and mobile devices.

## 1.2 ORGANISATION OF THE USER DOCUMENT

This Document consists of three sections: Background, Getting Started and Using the System.

Background section explains in general terms the system and the purpose for which it is intended.

Getting Started section explains how to log in to the application and explains the User's dashboard.

**Using the System** section provides a detailed description of system functions and guides the User in their returns submission.

1.3 GLOSSARY OF TERM	S
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Term/Acronym	Definition
Fish Eye	Fish Eye for Marine Aquarium Fish
CDR	Catch and Disposal Record
CFL	Commercial Fishing Licence
DPIRD	Department of Primary Industries and Regional Development
FMO	Fisheries and Marine Officer
MFL	Managed Fishing Licence
User	The person using the system

**Note:** In this document the User refers to the Nominated Operator of the licence. This document is an informal guide to assist Users in gaining familiarity with Fish Eye.

## 1.4 DIFFERENT STATES OF AN APPLICATION

As an electronic catch return record is processed it passes through a number of states. These are listed and explained in the table below.

State	Description
New (Draft)	A form is started and saved in online mode but has not been submitted.
Nomination Complete	A Pre Fishing Trip Nomination has been completed.
Finalised – Cancel Nomination	A Pre Fishing Trip Nomination has been cancelled.
Finalised - Electronic	The Nominated Operator submits the entire catch consignment electronically.
Finalised – Nil catch	A Fishing Trip has been completed but no catch was taken.
Landing Complete	A Fishing Trip has been completed but is still awaiting the Daily Catch and Effort Form.
Finalised - Modified	A record that is in one of the Finalised states is modified by a DPIRD Administrator.

# 2. GETTING STARTED

This section explains how to log in to Fish Eye.

## 2.1 LOGGING IN

To register for Fish Eye, you will have to fill in a Fish Eye Online Services Registration Form (ET-1) and be nominated to a role using a Fishery Eye Online Services Nomination Form (ET-2) and agree to the Fish Eye Online Services Terms and Conditions. Once the DPIRD has processed these forms, you will receive an email to the address you registered with the DPIRD with a link directing you to the website. Click on the link and it will take you to where you will be able to set your password for your account. The link in the email expires after 8 hours. If your link has expired, please contact Fish Eye support (Email: Fisheye.support@dpird.wa.gov.au).

To log in after you have set up your password, navigate to the following location:

#### https://maf.fish.wa.gov.au

Add this address as a browser bookmark or as a link on your mobile device.

The login screen will prompt you for your username and password as shown below. Your username is the email address that you registered with DPIRD. Enter your password and click login.

Department of Primary Industries and Regional Development	apartment of Imary Industries and agional Development				
	Please sign in				
	Username				
	Password	and the second sec			
	+D Login				
	Forgotten your password?				
<b>wa.gov.au</b>   Home   Privacy   Disclaimer   Copyright					
© All contents copyright Government of Western Australia. All right	ghts reserved. ABN: 18 951 343 745				

#### FIGURE 1: LOGIN PAGE

## 2.2 CHANGING PASSWORD

If you forget your password, click on *Forgotten your password?* (underneath the Login button). Follow the prompts and you will receive an email asking you to reset your password.

## 3. USING THE SYSTEM

This section describes the system functions relevant to the user and guides you in submitting a *MAF Nomination and Landing form* online.

## 3.1 OVERVIEW OF THE APPLICATION

After logging in, you will see the main home page, as shown below.

The page is divided into four sections:

- 1. My Dashboard / Assigned to me (only visible when a draft is in progress)
- 2. My Fisheries MAF Nomination and Landing Forms
- 3. Catch entitlements
- 4. Catch history

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Application Id	Created				Modified	State	
MAF Nomination	and Landing Forms	17 13:56			21 Aug 2017 13:56	New (Draft)	
₿ 106	17 Aug 20	17 10:56			17 Aug 2017 10:56	New (Draft)	
ly fisherie	es						
MAF Nomina	tion and Landing Forms					C Start new MAF Nominatio	on and Landing Forms application
Show Filter Pa	ane						
Application	MFL	Date of Fishing	9	Trip Option	Created	Modified	State
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<b>106</b>		17 Aug 2017			17 Aug 2017 10:56	17 Aug 2017 10:56	Rew (Draft)
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FIGURE 2: MARINE AQUARIUM DASHBOARD

## 3.2 ASSIGNED TO ME

#### From Assigned to me you can:

View and access Marine Aquarium Fish nomination and landing forms that you have started but have not completed. This is done by selecting the *Application ID* number.

My Dashboard				
Assigned To Me Application Id MAF Nomination and Landir	Created	Modified	State	
G <sup>2</sup> 106	17 Aug 2017 10:56	17 Aug 2017 10:56	New (Draft)	

#### FIGURE 3: ASSIGNED TO ME

The Assigned to me section shows four attributes of the CDR form under progress:

- Application ID: each form is assigned an Application ID. This is not the CDR number.
- Created: the date and time when the form was initially created.
- Modified: the date and time of the last modification to the form.
- State: the status of the form (see section 1.4).

## 3.3 MY FISHERIES

From My Fisheries you can:

- 1. Start a new MAF Nomination and Landing Form
- 2. View all the records that you have created electronically, including those you have started but not completed.

MAF Nomina	tion and Landing Forms				🗅 Start new MAF Nomina	C Start new MAF Nomination and Landing Forms application	
Show Filter F	lane						
Application	MFL	Date of Fishing	Trip Option	Created	Modified	State	
<b>106</b>		17 Aug 2017		17 Aug 2017 10:56	17 Aug 2017 10:56	C New (Draft)	
<b>3</b> 43	MAF250203715	06 Jun 2017	Landing - All	06 Jun 2017 14:27	06 Jun 2017 14:41	Finalised - Electronic	
G# 36	MAF250203715	02 Jun 2017	Cancel Nomination	02 Jun 2017 13:54	06 Jun 2017 14:13	Finalised - Cancel Nomination	

FIGURE 4: MY FISHERIES

## 3.3.1 STARTING A NEW MARINE AQUARIUM APPLICATION

Select the option *Start new MAF Nomination and Landing Forms application* from the **My Fisheries** dashboard. A new, multipage form opens. At the bottom of each page you may see the following options:

*Next:* Clicking this will take you to the next page in the application.

Save: Clicking this will save the application so that you can leave it and return to compete it later.

Back: Clicking this will move you to the previous page in the application.

Complete the steps below to complete and submit the form.

## 1: PRE FISHING TRIP

There are 6 Pages within the Pre Fishing Trip Form. These are:

- Pre Fishing Trip
- Method of Access
- Nominated Divers
- Boat or Vehicle Details
- Confirmation
- Confirmation Receipt

Carefully work through each page, filling in all the required information and then click "*Next*" to proceed to the following page.

Tips:

- If you incorrectly complete or miss a field, that field will then become highlighted in red and you will not be able to proceed to the next page until you correct the error.
- Fields marked with an asterix (\*) are compulsory

## **2: CONFIRMATION**

When all the information required has been entered, a summary page will be shown containing all the details you are about to submit in the Pre Fishing nomination. Please review the details carefully and correct information by going back to the relevant pages (if required). At the bottom of the summary page, you can add any comments relating to the nomination which you would like to have recorded, then check the box next to certify the information contained here is true and correct.

#### Press "Submit".

Department of Primary Industries and Regional Development		
Pre Fishing Trip	MAE Nomination and Landing Forms	
Method of Access	MAL Hommaton and Eanding Forms	
Nominated Divers	Confirmation	
Boat or Vehicle Details	Application Id 122	
Confirmation 0	Pre Fishing Trip	
Confirmation Receipt	MFL	MAF250203917
Commedian Receipt	Date of Fishing	20/10/2017
	Estimated Trip Start Time	4:00 PM
	Estimated Trip End Time	6:00 PM
	Expected Point of Landing	Alberte (Berry / ARI / ARI A. (ARI R. (ARI R.
	Other Point of Landing if not listed	AldBny/ I dwn (-ss- 1.839 8, 11/ 53.1/3 E)
	Method of Access	
	Type of vehicle used to access the fishery	Other
	Nominated Divers	
	Nominated Diver 1	
	Select if diver will be present	checked
	CFL number	
	CFL name	
	Nominated Diver 2 Pelect 8 diversal in present	
	CFL number	CFL250204017
	CFL name	Fish, Samson
	Nominated Diver 3	
	Select if diver will be present	
	CFL number	OFL250204217
	CFL name	Jane, Doe
	Other Divers	
	Do you have another diver that is not listed above?	No
	Other (Not Diver)	Na
	Boat or Vehicle Details	
	Vehicle Registration number	100234
	Commente	
	▼ Declaration of compliance	
	• i certify the information contained here is true and correct	
	Ø Back	A Bubmit

FIGURE 5: CONFIRMATION OF PREFISHING NOMINATION

## 2: CONFIRMATION RECEIPT AND EMAIL

A receipt screen will appear and an email will be sent from the Departments server verifying the nomination has been received. The Nomination will now be visible under **My Fisheries – MAF Nomination and Landing Forms**.

Close the screen and check that you have received the email confirmation. If you do not receive the email confirmation, please contact the Fish Eye support helpline.

## 3.3.2 STARTING A LANDING FORM

#### 1: LANDING FORM

To open a *Landing Form*, under **MAF Nomination and Landing Forms**, view the existing applications and select the relevant completed Pre Fishing Nomination by clicking on the Application ID. This will then open the Landing form that is linked to the trip required. A multipage form will open including the following 9 pages:

- Pre Fishing Trip\*
- Method of Access\*
- Nominated Divers\*
- Boat or Vehicle Details\*
- Landing Form
- Daily Catch and Effort
- Research Information
- Confirmation
- Confirmation Receipt

\*Note: These pages have been completed in the Pre Fishing Nomination and can only be reviewed. Press **Next** at the bottom of each page to continue to the Landing Form pages.

At the bottom of each page you may see the following options:

*Next:* Clicking this will take you to the next page in the application.

Save: Clicking this will save the application so that you can leave it and return to compete it later.

Back: Clicking this will move you to the previous page in the application.

#### 2: DAILY CATCH AND EFFORT

The Daily Catch and Effort information can be filled in at the end of the trip when the *Landing Form* is being completed, or within 7 days of landing.

On the Daily Catch and Effort form page, you will be asked whether you want to submit your Daily Catch and Effort report now. If you select **Yes**, the page will then expand to show fields that are required to be completed. If you select **No**, the page will not change. Press **Next** to proceed.

Once you are ready to complete the Daily Catch and Effort information, click on the corresponding Application ID for that particular trip and click *Next* through the form pages to return to the Daily Catch and Effort page where you will then select Yes to enter the required information.

## 3: COMPLETING A FORM – GENERAL GUIDELINES

Carefully work through each page, filling in all the required information and then click *Next* to proceed to the following page.

Tips:

- If you incorrectly complete or miss a field, that field will then become highlighted in red and you will not be able to proceed to the next page until you correct the error.
- Fields marked with an asterix (\*) are compulsory and require a value. If this field does not apply to your catch, enter zero "0".
- Carefully review all information submitted in the Confirmation page before pressing Submit.
- Once submitted you cannot change information on the form. Any amendments will need to be requested through the Entitlement Monitoring Unit.
- Comments can be added on the Confirmation page (See Figure 7)

#### 4: CONFIRMATION

As with the Pre Fishing Trip form, the confirmation section shows a summary of all the details entered. Read this confirmation page carefully to check that you have not made any errors. If you discover an error, use the **Back** button to navigate to the relevant page and amend the entry.

When you are satisfied that the information entered is correct, complete the Declaration of Compliance by clicking on the "I certify the information contained here is true and correct" checkbox.

Click *Submit* to finalise the record.

Department of Primary Industries and Regional Development			
Pre Fishing Trip Method of Access	MAF Nomination and Landing Forms		
Boat or Vehicle Details	Application ld 111 Pre Fishing Trip		
Landing Form Daily Catch and Effort Research Information Confirmation	MFL Date of Fishing Estimated Trip Start Time Estimated Trip End Time	MAF250203115 21/08/2017 12:00 PM 10:00 PM	
Confirmation Receipt	Expected Point of Landing Landing Location Other Point of Landing if not listed	Albany / King River (North end of Esplanade) (-34° 56.834' S, 117° 56.877' E)	
	Method of Access Type of vehicle used to access the fishery Nominated Divers	Boat	
	Nominated Diver 1 Select if diver will be present CFL number CFL name	checked CFL12345 FISHER, JOHN	
	Other Obvers Do you have another diver that is not listed above? Other (Not Diver) Any other crew members on board? i.e. Not a diver	No No	
	Boat or Vehicle Details Select one Boat below Boat 1		
	Select if Boat 1 is being used Type FBL 1 LFB 1	checked Primary FBL250203315 MAF123	
	Landing Form	Giant Clam	
	Daily Catch and Effort Research Information		
	Comments		
	Declaration of compliance     I certify the information contained here is true and correct.		
	© Back	r	Submit

#### FIGURE 6

Note: You cannot change any details once the form is submitted.

## **5: CONFIRMATION RECEIPT**

After submitting the form you will be taken to the Confirmation Receipt page, which displays the allocated consignment number for your catch. When you return to the dashboard (by selecting the *Home* button) the application will now be visible under **My Fisheries**. You must record the Consignment number on an approved label(s) and attach to all containers used in respect of that consignment.

The Consignment number is the **Application ID** number.

Department of Primary Industries and Regional Development		Here and the second second
Pre Fishing Trip	MAF Nomination and Landing Forms	
Method of Access	Confirmation Receipt	
Nominated Divers		
Boat or Vehicle Details	Thank you for submitting your application.	
Landing Form	Your Application Id is 144.	
Daily Catch and Effort		
Research Information	# Close	
Confirmation		
Confirmation Receipt 📀		
		Build Wilmbar (19.3.0)

FIGURE 7

#### 6. EMAIL CONFIRMATION

After your form has been submitted and successfully transmitted to DPIRD, the Nominated Operator and MFL Holder will receive an email with a PDF of the form attached, confirming that DPIRD has received the form. The email will contain a receipt number (which is the same as the Return/Application ID number). Please keep this number for your records.

If you do not receive the confirmation email, please contact the Fish Eye Helpline.

## 3.3.3 VIEWING EXISTING APPLICATIONS

### 1: RETURNING TO HOME PAGE:

Return to the main dashboard page by selecting the **Dashboard** option.



FIGURE 8

#### 2: VIEWING APPLICATIONS

The **My Fisheries** section lists all the CDR forms created by you. To illustrate - the Marine Aquarium Fish CDR form which was submitted as per Figure 8 appears in the My Fisheries section (see the highlighted section in Figure 10) with a status Landing Complete.

#### My fisheries

MAF Nomina	ation and Landing Forms application							
Show Filter Pane								
Application Id	MFL	Date of Fishing	Trip Option	Created	Modified	State		
<b>3</b> 144	MAF250203115	21 Aug 2018	Landing - All	21 Aug 2018 11:24	11 Sep 2018 13:46	Landing Complete		
<b>3</b> 136	MAF250203115	03 Aug 2018	Landing - All	03 Aug 2018 13:54	08 Aug 2018 15:15	Finalised - Partly Transcribed		
<b>3</b> 111	MAF250203115	21 Aug 2017	Holding Over	21 Aug 2017 13:56	16 Apr 2018 16:19	Nomination Complete (Draft)		
<b>3</b> 43	MAF250203715	06 Jun 2017	Landing - All	06 Jun 2017 14:27	06 Jun 2017 14:41	Finalised - Electronic		
<b>3</b> 6	MAF250203715	02 Jun 2017	Cancel Nomination	02 Jun 2017 13:54	06 Jun 2017 14:13	Finalised - Cancel Nomination		
<b>3</b> 7	MAF250203715	03 Jun 2017	Landing - Some	02 Jun 2017 13:55	02 Jun 2017 14:10	Finalised - Electronic		
						Previous 1 Next 10 🔻		

FIGURE 9

To view a catch return in detail, click on the Application Id and the form will open.

#### 3: FILTERING AND VIEWING SELECTED APPLICATIONS

You can view selected application or a group of applications as desired. Click on *Show Filter Pane* and all the possible filtering options are displayed.

You can filter applications by **applying one or any combination** of the 7 available search criteria. The criteria are:

- 1. MFL
- 2. Date of Fishing
- 3. Trip Option
- 4. States
- 5. Application ID
- 6. Date Created
- 7. Date Modified

#### EXAMPLE 1: RETRIEVING A PARTICULAR GROUP OF APPLICATIONS

In Figure 11, all the applications which contain 'Landing - All' as the Trip Option have been retrieved. This is done by entering 'Landing - All' in the *Trip Option* field then clicking *Filter*. Click on *Reset* to clear all filters and perform another search if required.

#### My fisheries

MAF Nomin	ation and Landing Forms				🗋 Start new MAF Nomin	ation and Landing Forms application
	Pane					
MFL		Date of Fishing		Landing - All		
A State	25			Application Id		
Creat	ted			Modified		
<b>Q</b> Filter	C Reset					
Application Id	MFL	Date of Fishing	Trip Option	Created	Modified	State
<b>3</b> 136	MAF250203115	03 Aug 2018	Landing - All	03 Aug 2018 13:54	08 Aug 2018 15:15	Finalised - Partly Transcribed
<b>2</b> 43	MAF250203715	06 Jun 2017	Landing - All	06 Jun 2017 14:27	06 Jun 2017 14:41	Finalised - Electronic
						Previous 1 Next 10 🔻
						Showing 1 - 2 of 2 applications

#### FIGURE 10

#### EXAMPLE 2: RETRIEVING A PARTICULAR APPLICATION

To retrieve a single application with a particular return; enter the application number in the *Application ID* Field as highlighted, click *Filter* and the system displays only the application which matches the number specified.

<ul> <li>MAF Nomina</li> </ul>	ation and Landing Forms				🗋 Start new MAF Nomir	nation and Landing Forms application
→ Show Filter	Pane					
MFL		Date of Fishing		Trip Option		
state:	S			37		
Creat	ed			Modified		
Q Filter	D Reset					
Application Id	MFL	Date of Fishing	Trip Option	Created	Modified	State
<b>3</b> 7	MAF250203715	03 Jun 2017	Landing - Some	02 Jun 2017 13:55	02 Jun 2017 14:10	Finalised - Electronic
						Previous 1 Next 10 V
						Showing 1 - 1 of 1 application

FIGURE 11

## 3.4 CATCH ENTITLEMENTS

The Catch Entitlements section allows you to view the catch entitlement details for the MFLs with which you are associated.

If you have access to multiple licences you can toggle between the tabs showing each MFL to view the entitlements held. Entitlement details include:

- 1. MFL number for which the entitlement details are shown
- 2. Species
- 3. Unit type: kilograms, numbers (or Individuals), litres, etc
- 4. Usual Entitlement: Total entitlement as per the licence, but does not include transfers made. If a class does not show entitlement, such as Fin Fish then the usual entitlement will be blank.
- 5. Current Entitlement: Current entitlement figure (includes temporary transfers). If a class does not show entitlement, such as Fin Fish then the usual entitlement will be blank.
- 6. Catch to date: for weights and volumes this is rounded to a whole unit.
- 7. Remaining entitlement: Total remaining weight that may be caught. If a class does not have a catch limit, such as Fin Fish then the Remaining entitlement will be blank.

ntitlements as of: 20	Oct 2017, 14:16 PM					
eason: 2017 ∨ つ MFL:	3917					
MFL number	Species	Unit Type	Usual entitlement	Current entitlement	Catch to date	Remaining entitlemen
MAF250203917	Class C Units (Coral)	Kilograms	4000.00	4000.00	2	3998.00
MAF250203917	Class G Units (Giant Clams)	Individual	100.00	100.00	0	100.00
MAF250203917	Class L Units (Live Rock)	Kilograms	2500.00	2500.00	6	2494.00
MAF250203917	Class S Units (Syngnathiformes)	Individual	50.00	50.00	2	48.00
MAF250203917	Fin Fish	Numbers			0	
MAF250203917	Order Corallimorpharia	Litres			0	
MAF250203917	Order Zoanthidea	Litres			0	

#### FIGURE 12

It is important to note that the Catch Entitlements shows the data held by the DPIRD on a specific date and time:



#### FIGURE 13

Also note that the Catch Entitlements are calculated using records that are fully processed; any delay in submitting the Catch Consignment or Processor Return may lead to a misleading indication of remaining entitlement. However, the Catch History section allows you to view all your processed returns.

## 3.5 CATCH HISTORY

This is the last section of the main dashboard page, where you can view your catch history for a MAF licence (or multiple licences if applicable). Only approved records are shown, that is, records where the form submitted has been received by the Fisheries and has passed validation. The displayed weights are the weights that have been committed against the entitlement holdings.

Figure 20, shows history of Marine Aquarium species caught associated to MFLs held.

Catch History details include:

- 1. Season
- 2. Landing Date: Date and Time the catch is landed
- 3. MFL number:
- 4. Application ID: the reference number of the catch landing form
- 5. Species
- 6. Units: quantity of units taken in whole numbers, may be weight, number or volume
- 7. Status of the catch

atch history as of: 28 Sep 20	017, 10:10 AM				
ason: 2017 T					
D MFL: MAF250203715	3 MFL: MAF250203115				
Landing Date	MFL number	Application Id	Species	Units	Status
17 Aug 2017, 3:00 PM	MAF250203715	108	Class C units (Coral)	4	Finalised - Electronic
17 Aug 2017, 3:00 PM	MAF250203715	108	Class G units (Giant Clams)	24	Finalised - Electronic
17 Aug 2017, 3:00 PM	MAF250203715	108	Class L units (Live Rock)	42	Finalised - Electronic
17 Aug 2017, 3:00 PM	MAF250203715	108	Class S Units (Syngnathiformes)	1	Finalised - Electronic
17 Aug 2017, 3:00 PM	MAF250203715	108	Fin Fish	45	Finalised - Electronic
17 Aug 2017, 3:00 PM	MAF250203715	108	Order Corallimorpharia	10	Finalised - Electronic
17 Aug 2017, 3:00 PM	MAF250203715	108	cd.SpeciesName	145	Finalised - Electronic
10 Jul 2017, 10:00 PM	MAF250203715	93	Class L units (Live Rock)	12	Finalised - Electronic
10 Jul 2017, 10:00 PM	MAF250203715	93	Fin Fish	34	Finalised - Electronic
10 Jul 2017, 10:00 PM	MAF250203715	93	Order Corallimorpharia	1	Finalised - Electronic
10 Jul 2017, 10:00 PM	MAF250203715	93	Order Zoanthidea	12	Finalised - Electronic

FIGURE 14