# **Submit a Pre-Landing Nomination (Multiple Sessions over 2 Days) (Online)**

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## **Conditions**

The master of a West Coast Rock Lobster fishing boat must make a pre-landing nomination prior to entering an approved landing area or delivering rock lobsters to a carrier boat in Zone A.

**Note:** If a master elects to use Fish Eye to make nominations he must complete the full process of pre-fishing, pre-landing and post-landing on Fish Eye for a particular trip.

If the nomination process is commenced on CatchER you cannot switch to Fish Eye Online to complete the process for any one trip.

However, if the master commences the nomination process on Fish Eye and fails to receive a receipt number for any nomination then the master must make all nominations required for the trip using IVR and submit all records using the CDR and Holding Over book where appropriate.

Under the Management Plan, sessions must end before midnight on each day fished. When using Fish Eye Online the holding over book will still need to be completed to record each session and holding over tags used.

# Applies to

MFL Holder	No
MFL Online Operator	No
Master	Yes
Receiver	No
Receiver Online Operator	No

## Requirements

A pre-fishing nomination has been completed and successfully submitted in Fish Eye Online.

#### Instructions

1. Open the **Fish Eye** website.

The **Log On** screen will display.

- 2. Complete the following fields:
- a) User ID
- b) Password
- c) Click the Log On button.



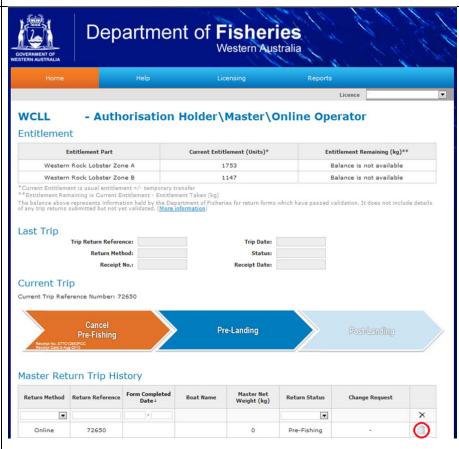
The initial pre-landing screen displays if you have previously submitted a pre-fishing nomination.

From this screen you can cancel the Pre-Fishing Nomination if you wish, as described in the Pre-Fishing instruction document.

You can view the Pre-Fishing nomination form by clicking on the icon (circled in red) for the relevant trip in the Master Return Trip Hisory

3. To continue with the Pre-Landing nomination click on the dark blue chevron titled **Pre-Landing** in the **Current Trip** section.

The Pre-Landing nomination form will display



All of the fields containing a red asterisk \* are compulsory fields and must be completed. The fields without a red asterisk are voluntary but the information requested is valuable to the Research section. You are asked to provide this to aid in making the correct decisions for management of the fishery.

Note: In the Landed Catch Details section you leave the Number of Animals and the Number of Containers blank until you have completed all fishing sessions and then you enter the total for for the combined sessions prior to submitting this nomination.

4. If you have more than one crew member click on Add Crew Member and enter the details requested. In the First Name field names must be entered exactly as recorded on the CFL.

A **session** is the time period from when you first move the fishing boat to commence pulling pots until:

- a) You make a pre-landing nomination; or
- b) Ceasing to pull pots where rock lobster will not be brought into an approved landing area on that day;
- c) Midnight the same day; or d)The rock lobsters are placed in a designated holding area; or e) Rock lobster are delivered to a carrier boat where a pre-landing nomination has not been made.

For a two or more day trip where you fish one day and lobsters are held over on the boat or in a designated holding area and then fish the next day the procedure is as follows:



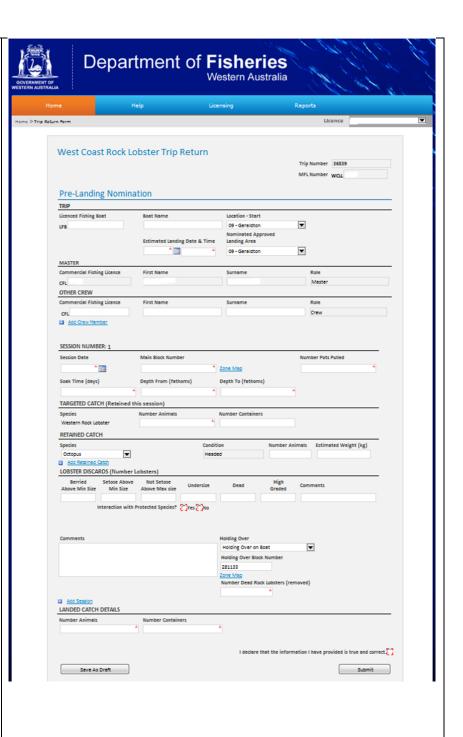
**NOTE:** The names of the master and crew entered must match the details in the account activation email or the details recorded in Navigate (the Department's license database). If you are unsure of the correct details go to your local Department of Fisheries office and they will be able to supply you with a form containing the correct details. In some cases first and second names will be required to be entered into the First Name Field.

5. At the end of the first day's fishing complete all the details in **Session 1.** 

If you click on <u>Zone Map</u> a new tab will open showing all of the block numbers to assist you in selecting the correct block number.

In this form **Soak Time** does not refer to pre-season soaking but to the amount of time between pot pulls. If you are pulling pots every day the **Soak Time** is 1 day and a two day pull is a **Soak Time** of 2 days

- 6. In the TARGETED CATCH section you must enter the Number Animals and the Number of Containers prior to holding over, that is; no later than midnight on the day which fishing occurred or immediately upon ceasing to pull pots for that day, whichever occurs first.
- 7. **RETAINED CATCH** is for any bycatch retained. If you have more than one species of by-catch retained click on <u>Add Retained Catch</u> to add another row and enter the details.
- 8. The **LOBSTER DISCARDS** section is voluntary but provides valuable information to Research which aids mangement of the fishery.
- 9. Interaction with Protected Species is compulsory to indicate Yes or No. If you click on Yes additional fields will open up for you to provide further detail.



You may have already selected the Holding Over options in prefishing. If not or if the details have changed select the appropriate options now.

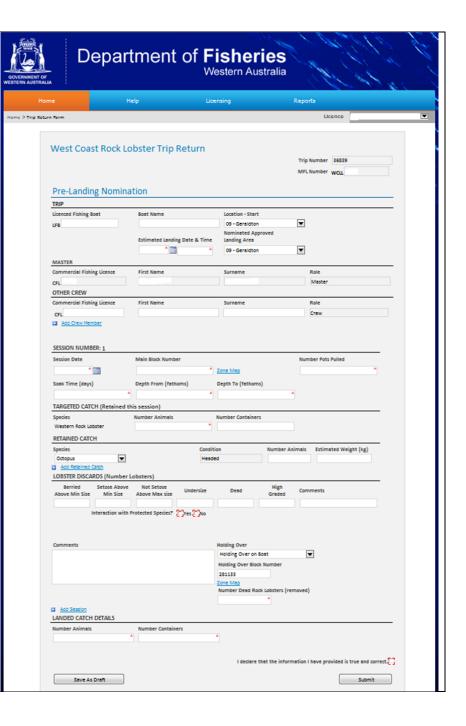
- 10. From the **Holding Over** drop down list select the relevant item:
- Holding Over on Boat
- Holding Over at DHA1
- Holding Over at DHA2

If you select **Holding Over on Boat** another field for the
Holding Over Block Number will
appear. There will also be a link
to a <u>Zone Map</u> and if you click on
it another tab will open with a
map of the coast showing the
block numbers to assist you in
selecting the correct block
number.

There is no need to enter the Number of Dead Rock Lobsters (removed) at this stage. This is required at the start of the next session.

Do not complete the **Landed Catch Details** until you have
completed all fishing sessions for
the trip.

11. Do not click the Submit button at this stage, instead click the Save As Draft button. This must be done by midnight of the same day or immediately upon ceasing to pull pots for that day.



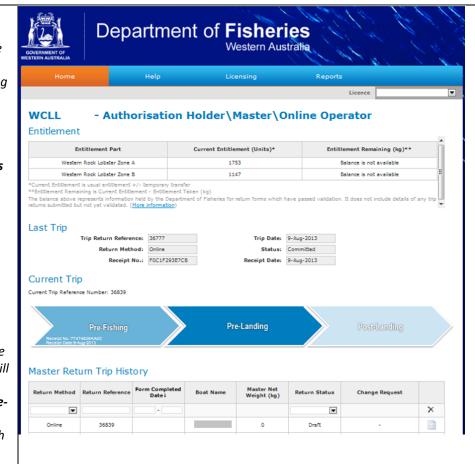
When you click on **Save as Draft** after completing the
session 1 details you will be
brought back to the Home
screen with the Pre-Landing
chevron highlighted.

In the **Master Return Trip History** will be an entry
showing that **Return Status**as Draft.

12. You can log out.

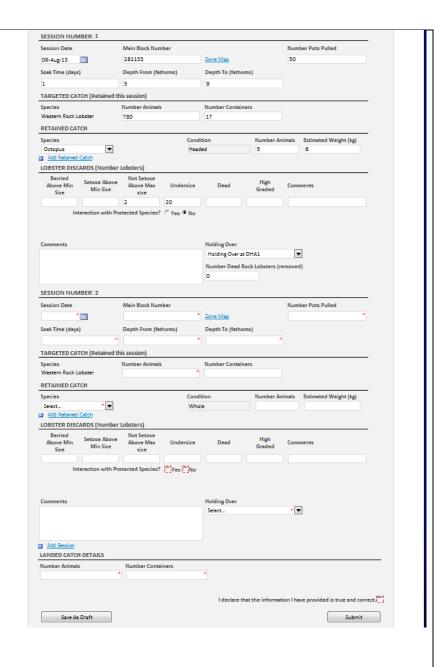
Note: If you do not log out the system will automatically log you out after 30 minutes of inactivity.

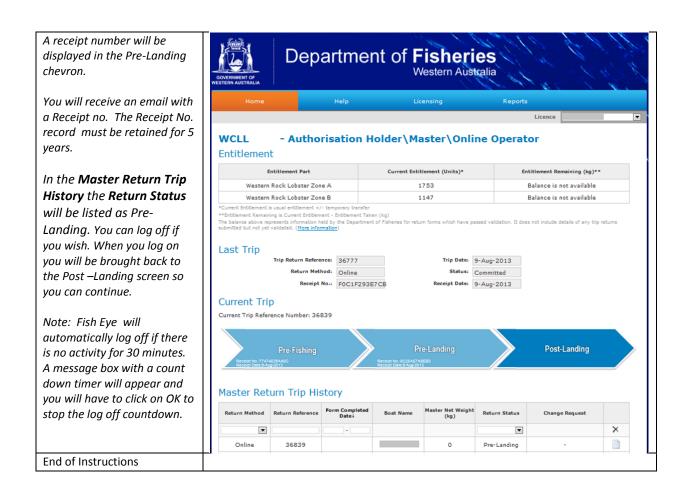
When you log back in at the end of day/session 2 you will be brought back to this screen. You click on the **Pre-Landing** chevron and the draft Pre-Landing form with session 1 details will open.



- 13. At the the end of the second day's fishing, prior to delivering rock lobsters to a carrier boat or entering an approved landing area, log on to Fish Eye and the Pre-Landing screen will open.
- 14. Click on **Pre-Landing** in the **Current Trip** section and the Pre-Landing nomination form will open with the previous day's details entered.
- 15. Enter the **Number of Dead Rock Lobsters (Removed)** in Session 1.
- 16. Click on Add Session and complete the Session 2 details.
- 17. If you have more the one species of retained catch, for example octopus and deep sea crab, you can click on Add Retained Catch to add another line for the next species.
- 18. Indicate if there was any Interaction with Protected Species. If you click on the Yes checkbox for Interaction with another species a set of boxes will appear for you to enter the relevant information.
- 19. If you have finished all fishing sessions and are going to consign your catch select **Not Holding Over** in the **Holding Over** field.
- 20. In the Landed Catch Details enter the combined sessions total for the Number (of) Animals and the Number (of) Containers.
- 21. Click in the **checkbox** to declare the information provided is true and correct and click on the **Submit** button.

You will be brought back to the Home screen with the Post-Landing chevron highlighted.





# Fish Eye Helpline and Support

A dedicated Fish Eye and CatchER Helpline is in operation from 8.30am to 4.30pm, Monday to Friday. The Helpline will answer questions related to Fish Eye.

Email: Fisheye.Support@fish.wa.gov.au

Phone: 1300 550 763

# Online Troubleshooting Guide for Fish Eye issues

An online troubleshooting guide is available on the Department of Fisheries website.

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