

Victorian Fisheries Authority

Reference Guide – Rock Lobster & Giant Crab



**VIC
eCatch**

Version 1.3

Contents

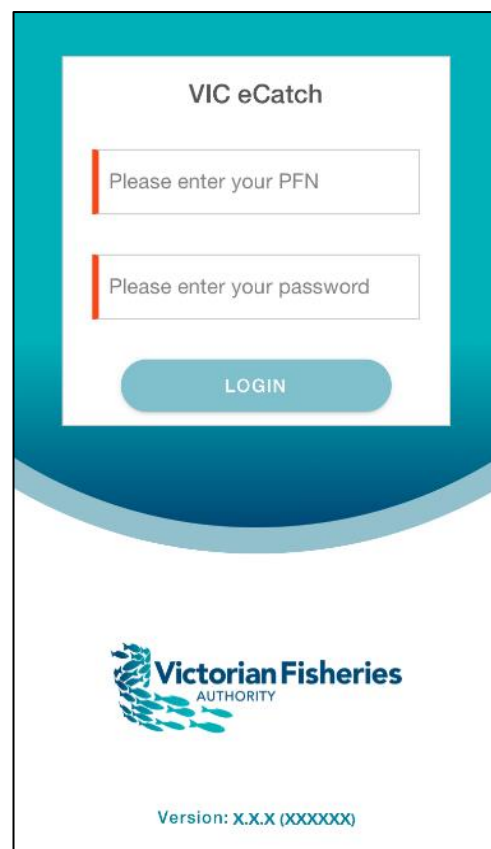
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1. VIC-eCatch Login

Login to VIC-eCatch using your [PFN](#) and [Password](#) in the respective fields.

Note – it is easiest to stay logged into the app. You need phone reception in order to log in. Once logged in, you don't need phone reception to enter catch data as it will be stored in the phone and will be uploaded once you have regained a connection.


The version number is at the bottom of the login screen, if there are any issues please recite this number to the Duty Officer.

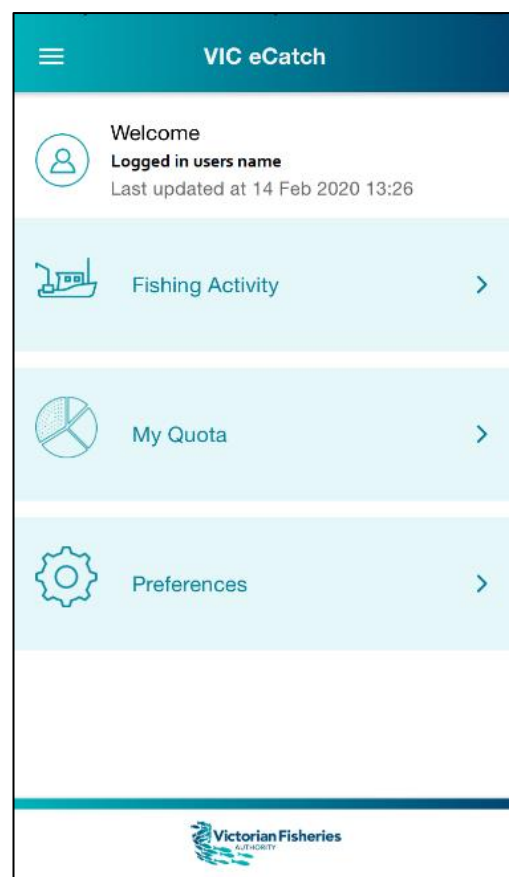


2. Home Screen

From the home screen you can navigate to [Fishing Activity](#), [My Quota](#) and [Preferences](#).

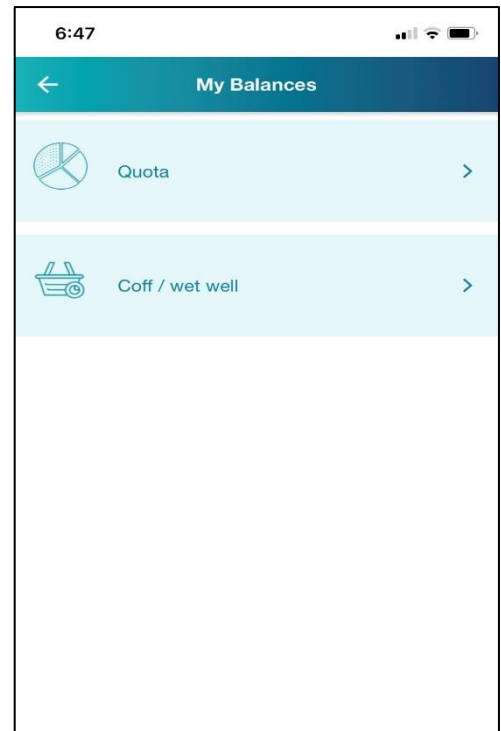
- The [Fishing Activity](#) feature allows the you to set up a trip, record your catch and effort, complete an unload and generate your Catch Disposal Record.
- The [My Quota](#) feature allows you to view your quota balance(s).
- The [Preferences](#) feature allows you to set/edit your commonly used features, which will then auto-populate throughout the app.

 The 'hamburger icon' gives you the ability to navigate back to the [Home Screen](#), see your [Activity Log](#), View your [Catch History](#) and [Catch rate reports](#) or [log out](#).



3. My balances

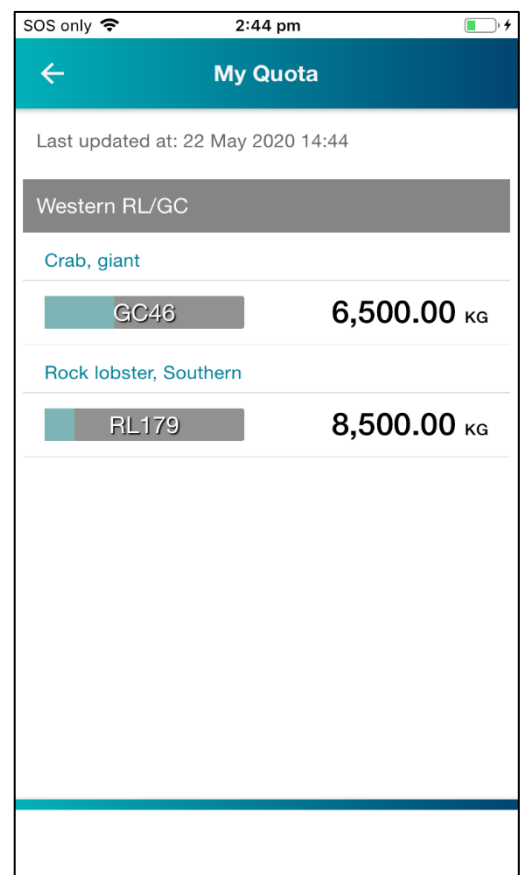
My balances displays your licence(s), quota balance(s) and coff and wetwell balances.



My quota - The breakdown of quota is separated by zone as relevant to you. If you have both rock lobster and giant crab quota on the licences you are operating, it will be displayed here.

The quota you have remaining on each licence is displayed in kilograms. The bar shows the quota available as a percentage of your quota (available quota percentage is grey).

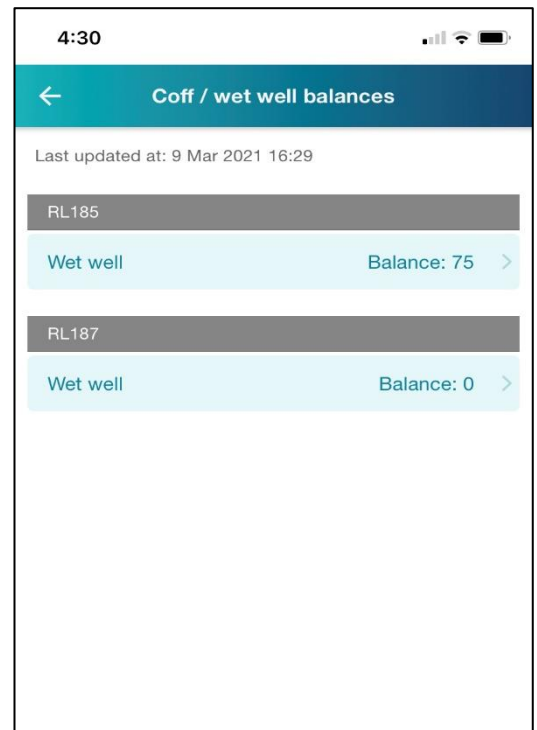
Tapping the **back arrow**  takes you back to the [Home Screen](#).



Coff/ wetwell – The balance of RL stored in your coff or wetwell is separated by licence. The balance listed against each licence reflects what is currently stored in your coff or wetwell.

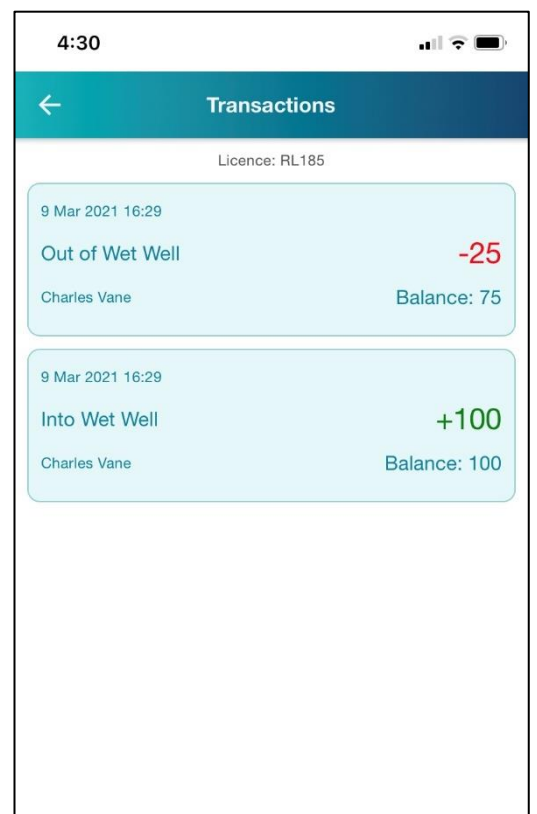
Tapping on the light blue tab under each licence will display the wetwell/coff transactions against each licence.

Tapping the **back arrow**  takes you back to the **My balances Screen**.



The movement of rock lobster 'into' and 'out of' the wetwell/coff is shown against the relevant licence.

Tapping the **back arrow**  takes you back to the **coff/ wetwell balances Screen**.




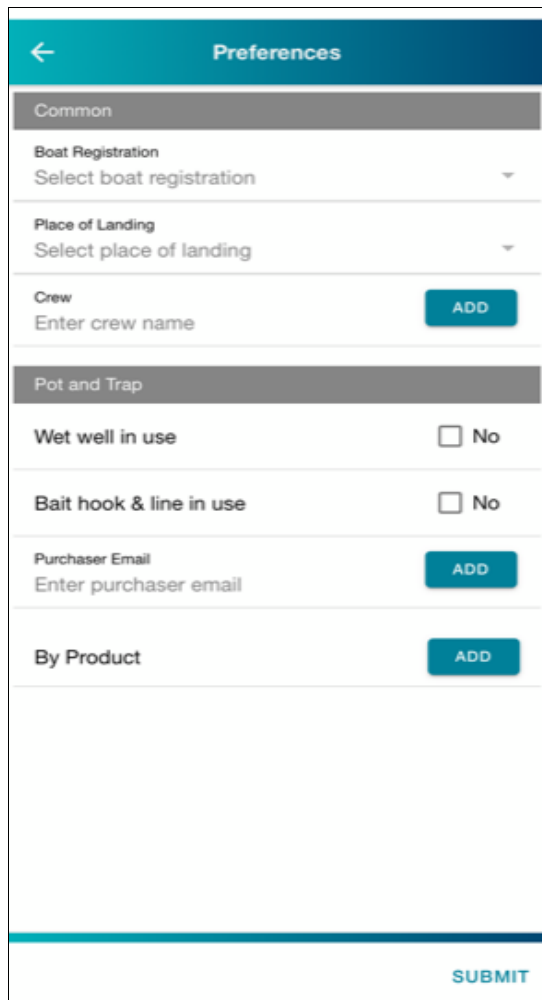
4. Preferences

Preferences allows you to set your commonly used defaults.

- **Boat registration** - tap the 'Select boat registration' to open the list of boats. Scroll or type to find your registration and then tap on it.
- **Place of Landing** can be selected or left blank depending on how you operate your fishing trips.
- Type in name of your **Crew**, pressing **ADD** after each one. This is not a compulsory field.
- **Wet well in use** - if you use a wet well, tap the box to change it to 'Yes'.
- **Bait hook & line in use** – used when catching bait only with hook and line (not for selling).
- **Purchaser email** – for purchasers you regularly use, type their email addresses here, press **ADD**, and these will appear on the **CDR screen** for you to choose from.
- You can enter any species of **By Product** you commonly catch. Press **ADD** to open a list of species and either type the name or scroll through the drop down list to select. These can be edited at any time and can also be changed within the catch record screens for an individual fishing trip.
- The **boat registration** and **crew** fields will appear on the **Setup Trip** screen.
- The **place of landing** will appear on the **Landing** screen.

Press **SUMBIT** to save your defaults.

Return to the **Home Screen** by pressing the **back**  **arrow**.



The picture to the right shows an example of a completed [Preferences](#) screen:

The image shows two versions of the 'Preferences' screen, connected by a blue arrow indicating a transition from an initial state to a completed state.

Initial State (Left):

- Common**
 - Boat Registration: Select boat registration
 - Place of Landing: Select place of landing
 - Crew: Enter crew name (with ADD button)
- Pot and Trap**
 - Wet well in use: ☐ No
 - Bait hook & line in use: ☐ No
 - Purchaser Email: Enter purchaser email (with ADD button)
 - By Product: (with ADD button)
- SUBMIT** button at the bottom.

Completed State (Right):

- Common**
 - Boat Registration: ARO - ARK ROYAL
 - Place of Landing: Apollo Bay
 - Crew: Enter crew name (with ADD button)
 - Jo King (selected)
- Pot and Trap**
 - Wet well in use: ☒ Yes
 - Bait hook & line in use: ☒ Yes
 - Purchaser Email: Enter purchaser email (with ADD button)
 - toby.jeavons@vfa.vic.gov.au (selected)
 - By Product: (with ADD button)
 - Shark, gummy (selected) | Snapper (selected)
- SUBMIT** button at the bottom.

5. Side Menu

The side menu allows you to navigate to the [Home Screen](#), your [activity log](#), [catch rate](#) and to [log out](#) of app.

You access the menu via the **hamburger icon**:



The image shows the side menu being accessed and expanded.

Main App Screen (Left):

- VIC eCatch** header.
- hamburger icon** (circled in red) in the top left corner.
- Welcome message: Logged in users name, Last updated at 14 Feb 2020 13:26.
- Fishing Activity** (with icon and right arrow)
- My Quota** (with icon and right arrow)
- Preferences** (with icon and right arrow)
- Victorian Fisheries** logo at the bottom.

Expanded Side Menu (Right):

- eCatch** header.
- Home**
- Activity Log**
- Catch History**
- Catch Rate**
- Logout**

6. Activity Log

The [Activity Log](#) contains a running list of activities that have occurred in the app; any time you enter information it will be recorded as an action in the log. This screen will help to relay information to a Duty Officer if you need assistance.

Activity Logs		
Refresh data (Home page)	Data has been successfully refreshed.	✓
17 Feb 2020 12:44		
Login (Login page)	Operator has been authenticated.	✓
17 Feb 2020 12:44		
Allocate catch (Allocate catch page)	Quota and Licence data has been submitted successfully.	✓
Trip: xxxxxxxx. Licence(s): AXY		
17 Feb 2020 09:27		
Report Catch (Catch weight summary page)	Catch report has been submitted successfully.	✓
Trip: 2002171		
17 Feb 2020 09:27		

7. Catch History

The [Catch History](#) screen allows you to view your Rock Lobster or Giant Crab catch history, by selecting from the following filters;

←

Catch History - 2021

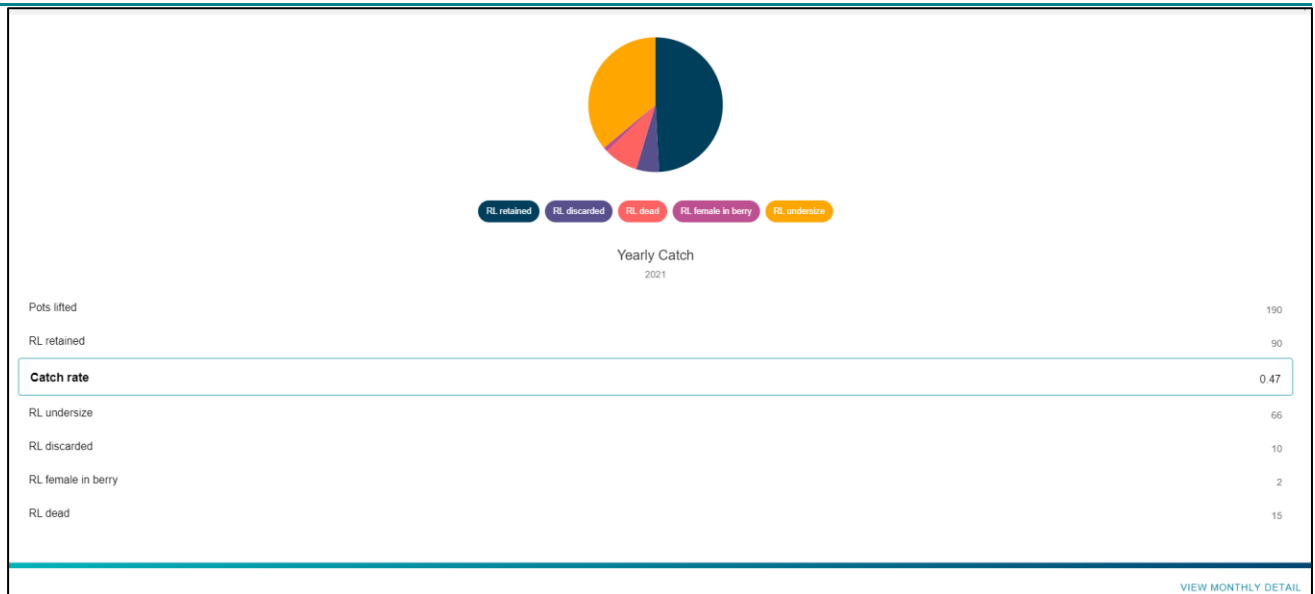
A54

Rock Lobster

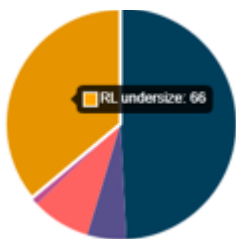
All ALNs

2021

- Select a [Fishing Area](#) by tapping on an Area Code eg. A53, or select multiple Area Codes that you would like to view;
- Select an [ALN](#) or [All ALN's](#) to view activity against that licence;
- Select which [Species](#) eg. Rock Lobster or Giant Crab;
- Then tap on the selected [year](#) eg. 2021. This provides a yearly breakdown and will update the pie chart and information below.



***Note: Catch rate is displayed as number of rock lobster per pot-lift.**



- Select each segment of the pie chart to view each individual total.
- To view your catch history as a monthly or daily summary, select either the [Monthly Detail](#) or [Daily Detail](#) tabs, at the bottom of the page

[VIEW MONTHLY DETAIL](#)

[VIEW DAILY DETAIL](#)

- To further refine your catch report, select [View Monthly Detail](#), then select from the below filters

←
2021 - March

A54

Rock Lobster

All ALNs

March

- When selecting [View Daily Detail](#) a calendar will be displayed highlighting the dates that you fished in that month. Tap on the preferred date, and the catch information from that day will update below.

2021 - March						
All ALNs - A54						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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			

When you see the shaded circles below, it indicates that multiple areas were fished on this day. Swipe Left or Right to view the data for each area. This example indicates that you are viewing page 1 of 3.



8. Catch Rate

The [Catch Rate Report](#) screen has filters for selecting from the following:

Catch Rate	
All Zones	Rock Lobster
All ALNs	
2021	

- Zone (select your preferred zone or ALL zones)
- ALN (select your preferred Licence or ALL ALN's)
- Species (select Rock Lobster or ALL Species)
- Select which quota season year you would like to view (if it has been fished on eCatch) by tapping the selected year.

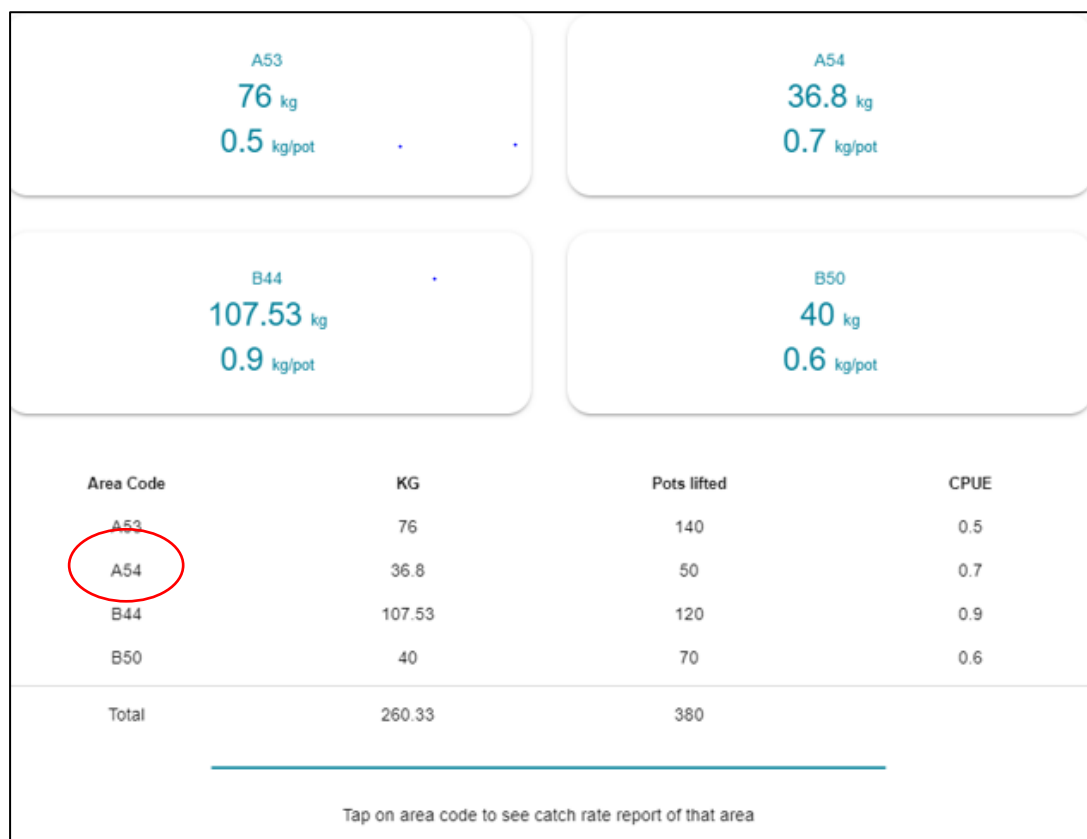
2021

Once you have selected your preferences from each above filter, your catch report will be displayed below.

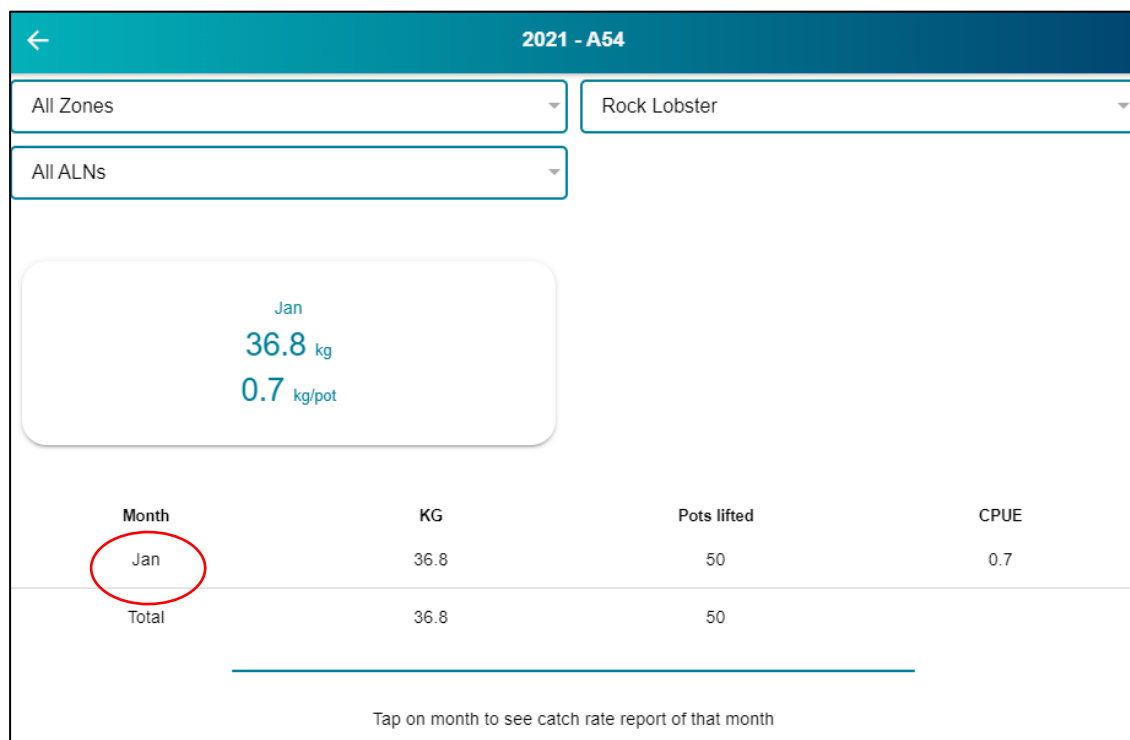
Note: If your selection has **less** than 4 areas or months, the catch rate information will be displayed in bubbles and table format.

If your selection has **more** than 4 areas or months, the catch rate information will be displayed as a graph and table.

Catch rate displayed as bubbles and table



Select your preferred Area Code (Shown in above red circle), to view the catch rate report for that Area.



Select your preferred month (shown in above red circle) , to view your catch rate summary report for that month.

<div>25 Jan</div> <div>4.8 kg</div> <div>0.5 kg/pot</div>		<div>16 Jan</div> <div>32 kg</div> <div>0.8 kg/pot</div>	
Day	KG	Pots lifted	CPUE
25 Jan	4.8	10	0.5
16 Jan	32	40	0.8
Total	36.8	50	

The catch rate data for each day fished in the selected month will now be displayed as shown above.

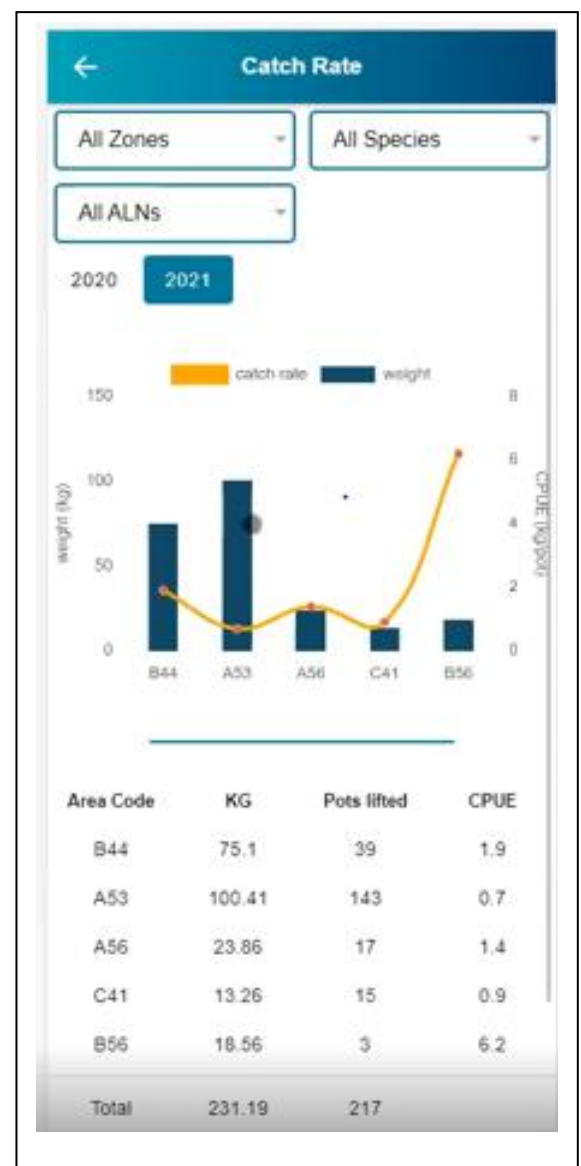
Catch Rate displayed as a graph and table

The graph displays the yearly **total Weight (kg)** and **CPUE (kg/pot-lift)** against each area code, and provides a further break down in the table shown underneath.

The **total retained weight** from each area code is displayed in the blue columns. If you would like to view the specific weight, tap on the blue bar in the graph for that area; or view the table below.

The **CPUE** is indicated by the red dots and yellow line on the graph, the value is also displayed in the table below.

The table also includes the total **pots** lifted for each area code, which is not shown on the graph.



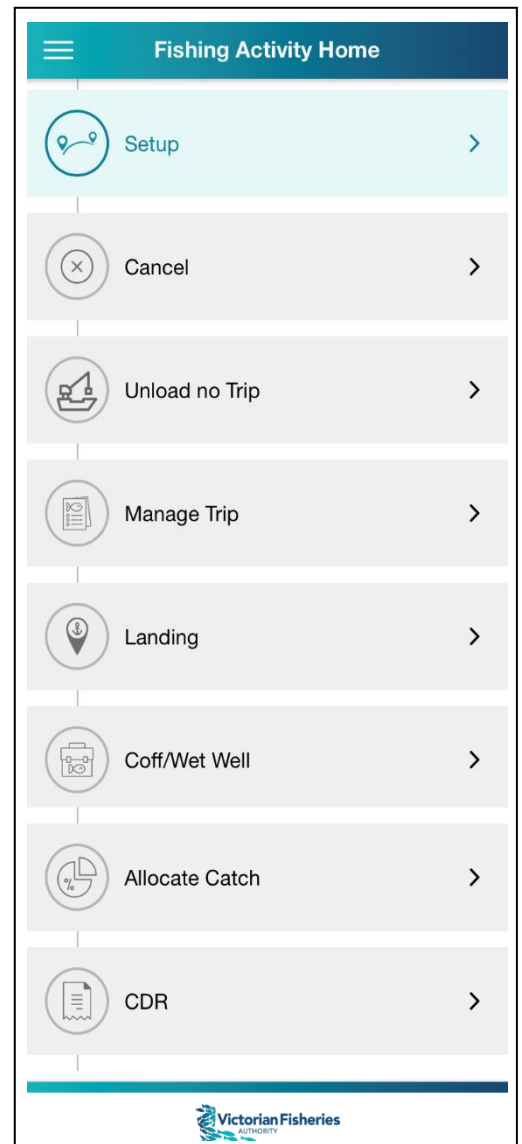
9. Fishing Activity Home

The **Fishing Activity Home** is a step-by-step process where you can:

- i) **Set up**: Set up your fishing trip;
- ii) **Cancel trip**: Cancel a trip that is in setup phase.
- iii) **Unload no Trip**: Complete an unload from your coff and/or wet well not associated with a fishing trip;
- iv) **Manage Trip**: Record catch data;
- v) **Landing**: Record landing details;
- vi) **Coff/Wet Well**: manage coff and wet well unloads and balances (as relevant to you);
- vii) **Allocate Catch**: Allocate catch to your chosen licence(s);
- viii) **CDR**: Generate catch disposal records (CDRs);

The **coloured tab** indicates the active step. Greyed-out blocks are not active until the previous step in the process has been successfully completed.

You can manage and view past and current steps within a trip.



10. Set up Trip

The [Set up Trip](#) screen has mandatory fields for selecting a boat and a licence. Crew name is optional.

If you have nominated a boat and crew member in the [Preferences](#) section, it will appear here. These are not locked, so you can change both for the trip you are setting up.

To delete a nominated crew name, click on the **x** in the name.

Selecting Licences

- Once you have selected a boat, the licences linked to it will be visible on the screen.
- If you are operating multiple licences within a zone, you have the option of tapping **SELECT ALL** or you can select the licences you wish to operate for this trip.

Note that if you intend to operate on or allocate catch to licences, it is necessary to select all relevant licences in this step.

Pressing **SUBMIT** will lock the selected licence(s) from further use until the fishing activity has been completed.

After pressing **SUBMIT**, you will be taken back to the [Fishing Activity Home](#) page, which will now have a **green tick** next to [Set up Trip](#).

The **Cancel** and **Manage Trip** tabs will be now coloured and enabled.

11. Cancel Trip

You can cancel a trip that is in the set-up phase.

On the [Cancel Trip](#) screen you'll need to enter a **reason** for the cancellation and then tap **SUBMIT**.

The [Cancel Trip](#) feature is only to be used where no fishing activity has occurred, likely due to unforeseen circumstances.

Once you have pressed submit, the licence that had been selected will be unlocked and available for a new fishing trip.

12. Manage Trip

Once you have set up your trip, you will see a grey bar with a trip number displayed: **Trip info (#number)**. This number is the **Trip ID**. Use this number when communicating with a Duty Officer.

In [Manage Trip](#) you will be able to:

- Set up fishing areas
- Set up Bait areas
- Record catch and effort
- View trip catch summaries
- Provide automated unloading notifications

The Manage Trip section must be completed before you arrive at your place of landing.

However, if you land in Port MacDonnell, South Australia, you must complete this section before you cross the Victoria/South Australia border.

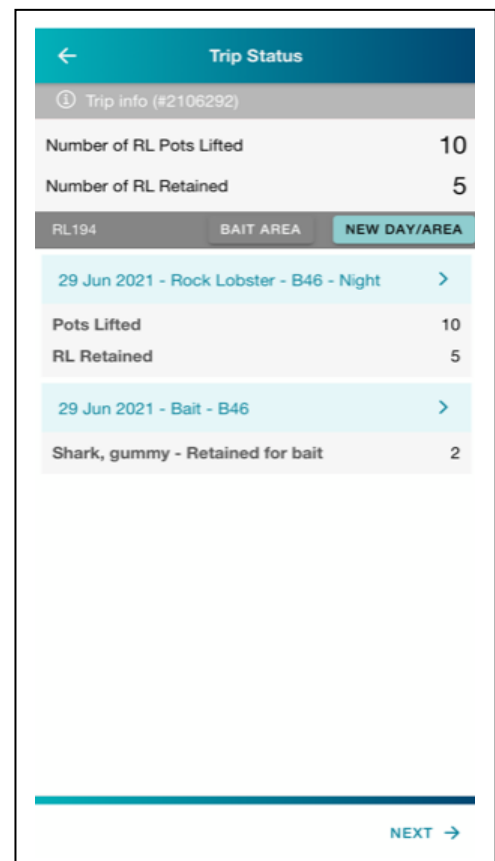
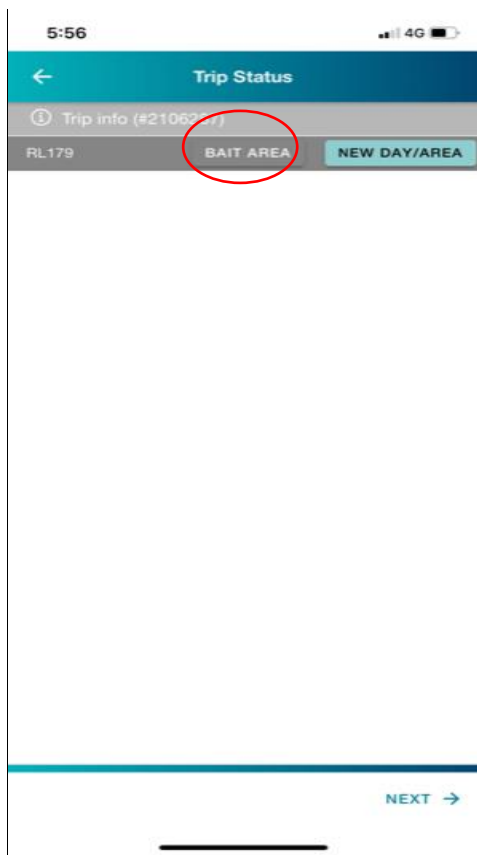
12.1 Trip Status

The [Trip Status](#) screen is where you will:

- Set up new fishing areas, add fishing areas to a trip/licence, and add new fishing days if doing a multi-day trip.
- If you have selected 'Bait hook & line in use' in preferences, you can set up your Bait areas to report bait catch using hook and line. You can also choose to select this option through-out your trip.
- View a summary of the number of pots lifted and rock lobster retained (and giant crab, if relevant).
- View a summary of the areas that have been set up.

You will return to the [Trip Status](#) screen after you have entered information into:

- The [Setup Fishing Area](#) screen and entered catch into either the [Area Catch](#) or [Pot Catch](#) screens.
- The [Bait Area](#) screen and entered catch into the [Catch](#) screen (if selected in preferences)



To use, tap on the **New Day/Area** tab for the relevant licence as per the screen above. This will take you to the [Setup Fishing Area](#) screen.

Once you have set up an area, or if you want to go back into the record for that area, tap on the tab showing the [Date – VFA Area Code – Your area name](#) as shown above.

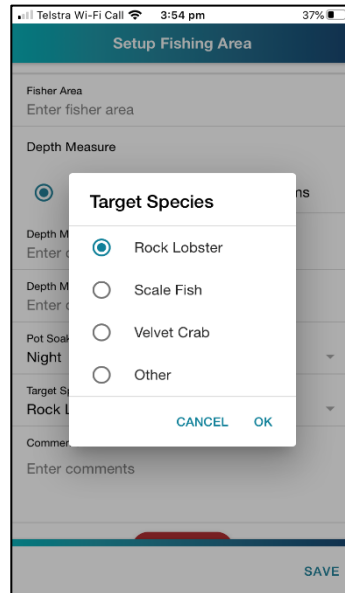
When you return to the [Trip Status](#) screen after completing your catch and effort for that trip, tapping **NEXT** will take you to the [Trip Summary](#) screen (refer to section 11).

12.2 Set up Fishing Area

There are two main actions on this screen.

1. Setup Fishing Area:

- Your **licence** will default from the licence selected on the trip status screen. If you have multiple, you can select one here;
- Date** will default to current day, but can be changed by tapping on it;
- Select the **VFA Area Code** you'll be fishing from the drop-down list;
- If you have your own name for the area you'll be fishing, you can enter it into the **Fisher Area**. This is not compulsory;
- Depth Measure** will default to **metres**. You can change it to **fathoms** if you prefer;
- Enter the **minimum depth** of the area you'll be fishing;
- Enter the **maximum depth** of the area you'll be fishing;
- Pot Soaked** will default to **Night**. Tap to change it to **Day**.
- Enter the **Target Species** you'll be fishing for from the drop-down list. Default will be lobster under RL licence and Giant Crab under GC licence.



Setup Fishing Area

i Trip info (#20062915)

AREA CATCH

POT CATCH

Licence

RL179

Date

29 Jun 2020

Area Code

Select area code

Fisher Area

Enter fisher area

Depth Measure

☒ Metres
 ☐ Fathoms

Depth Min

Enter depth min

Depth Max

Enter depth max

Pot Soaked

Night

Target Species

Rock Lobster

Comments

Enter comments

DELETE

SAVE

- Comments** is a text box where you can add anything you'd like kept as a record.
- Press **SAVE**.

Pressing **Save** will save the entry, which is then accessible from the [Trip Status](#) screen (refer to 10.1)

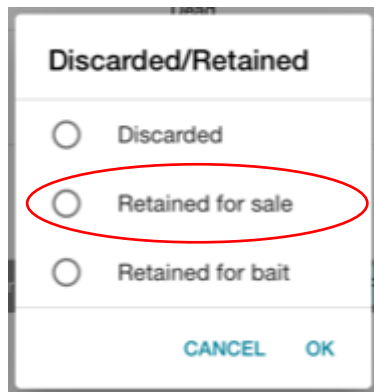
If you have entered information for an area but then need to cancel it, press **DELETE** and then tap **Confirm** in the popup message.

12.2.i Area Catch - recording your catch by area

Choosing **Area Catch** means that you will record your catch at the level of the 10x10 nautical mile grid cell.

To enter data:

- You can use the **+** and **-** buttons to increase or decrease the numbers;
- Or you can tap on the **- -** to enter a number from the keypad;
- You must enter a value for the **number of pot lifts** and **number of lobster retained**;
- To record other species, tap the **ADD SPECIES** button and type the species name or select from the drop-down list. You are able to **add or remove Species**;
- In the example shown, Snapper was chosen in the Preferences screen, so it has auto-populated here;
- Once you have selected the Number Caught you will be prompted with the following to select from: Discarded, Retained for Sale or Retained for Bait.

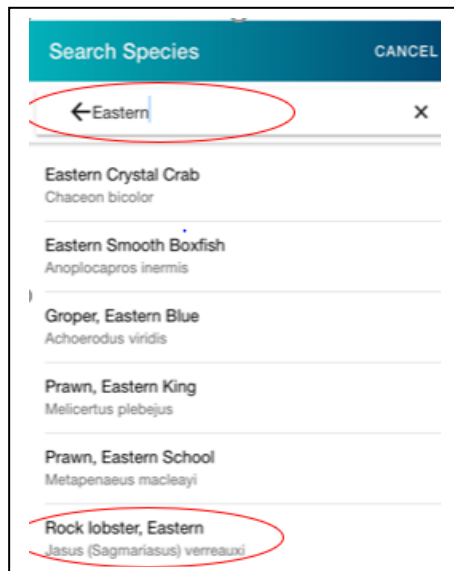


Note: If you retain a species for sale you will be required to allocate a weight and complete a CDR for this catch.

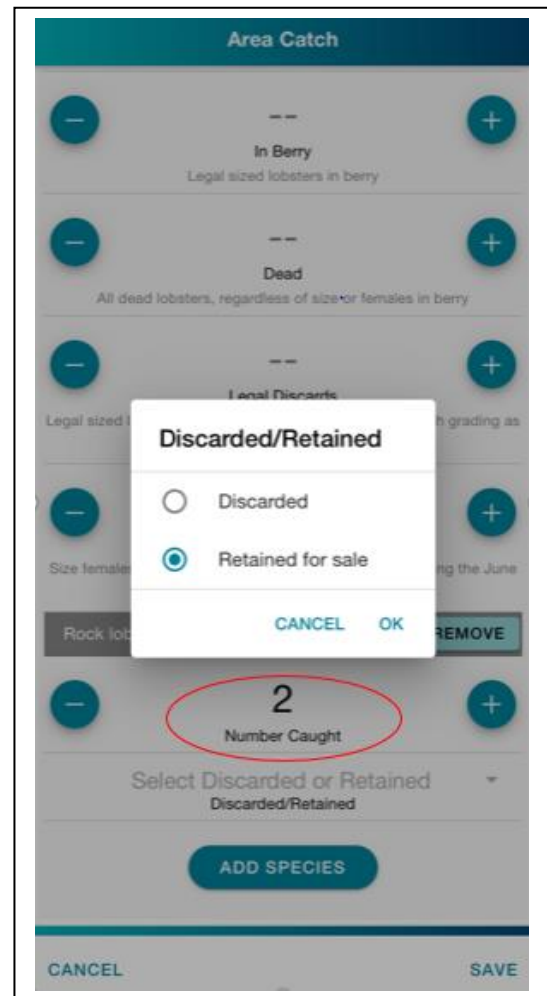
The **Cancel button** will discard all changes to the Area Catch will not save your information. You will be asked to confirm that you wish to discard all information and then be returned to the Trip Status screen.

12.2.ii Area Catch – recording Eastern Rock lobster catch

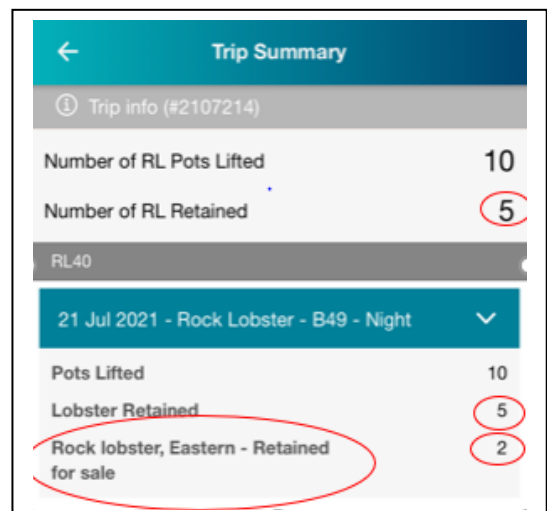
- If you have caught [Eastern Rock Lobster](#) under your RL licence, to record this catch you can tap the **ADD SPECIES** button in the **Area Catch/Pot Catch** screen and type the species name e.g. 'Eastern' and select '**Rock lobster, Eastern**' from the drop-down list.



- Enter the number of Eastern Rock Lobster caught
- Once you have selected the **Number Caught** you will be prompted with the following to select from: **Discarded** or **Retained for Sale**
- Then click on OK.



Note: Your Trip Summary screen will display the number of 'Eastern Rock Lobster' you have caught and retained under each area code. Eastern Rock Lobster catch will be added to your total '**Number of RL Retained**', and will then be included in the allocate catch screens.



Once all contents of all pots from the area have been recorded, tap **SAVE**.

You will then return to the [Trip Status](#) screen where you can add data for new fishing areas.

12.2.iiiPot Catch - recording your catch by pot

By choosing **Pot Catch**, you will record your catch at a pot-by-pot level.

1. To enter data:
 - You can use the + and – buttons to increase or decrease the numbers.
 - Or you can tap on the - - to enter a number from the keypad.
 - You must enter a value for **number of lobster retained**.
 - What you have selected in the [Preferences](#) screen, will auto-populate for extra Species.
 - To record other species, tap the **ADD SPECIES** button, type the species or select from the drop-down list.
2. Once all contents of the pot have been recorded, tap **SAVE**.
3. This will open the [Pot Catch Summary](#) screen.
 - To record catch from the next pot, tap **ADD POT**.
 - To go back into the catch record for any pot, tap on the → for that pot.
 - Once all pots have been recorded, tap on **NEXT**.
 - This will return you to the [Trip Status](#) screen where you can add new areas/days as necessary and view a summary of pot lifts and lobster retained.

Pot Catch

① Trip info (#20062915)

Pot 1 of 1

–

– –

+

Lobster Retained

Legal sized lobsters retained on-board for sale

–

– –

+

–

– –

+

Undersized

Undersized lobsters, returned alive to the water. Includes undersized lobsters in berry

–

– –

+

–

– –

+

In Berry

Legal sized lobsters in berry

–

– –

+

–

– –

+

Dead

All dead lobsters, regardless of size or females in berry

–

– –

+

–

– –

+

Legal Discards

Legal sized lobsters returned alive to the water due to high grading as a result of either size, colour or damage

–

– –

+

–

– –

+

Closed Season Female

Size females, not in berry, returned alive to the water during the June to September closure

–

– –

+

ADD SPECIES

Note: When adding a species please refer to the previous page.

Pot Catch Summary

① Trip info (#20062915)

ADD POT

Pot Number	RL Retained	
3	1	→
2	0	→
1	2	→

NEXT →

12.3 Set up Bait Area

There are two main actions on this screen.

Firstly, click on **Bait Area** in your **Trip Status** screen

Note* You will need to select '**Bait hook & line in use**' in your **preferences** to activate this option.



and this will take you to your **Setup Fishing Area** screen to fill out the **Catch** details.

Then complete all the fields:

- Your **licence** will default from the licence selected on the trip status screen. If you have selected multiple, you can choose the licence to report your catch against here;
- Date** will default to current day, but can be changed by tapping on it;
- Select the **VFA Area Code** you'll be fishing from the drop-down list;
- If you have your own name for the area you'll be fishing, you can enter it into the **Fisher Area**. This is not compulsory;
- The **Target Species** will default as Bait.
- Number of Hooks** - enter in the number of hooks used.
- Number of Bait Jigs** - enter in the number of lines used.
- Comments** is a text box where you can add anything you'd like kept as a record.
- Press **SAVE**.

Pressing **Save** will save the entry, which is then accessible from the [Trip Status](#) screen (refer to 10.1)

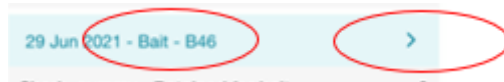
 A screenshot of the 'Setup Fishing Area' screen. At the top, there's a header 'Setup Fishing Area' and a sub-header 'Trip info (#2106288)'. Below this is a 'CATCH' button. The main form contains several fields: 'Licence' (RL179), 'Date' (28 Jun 2021), 'Area Code' (Select area code), 'Fisher Area' (Enter fisher area), 'Target Species' (Bait), 'Number of Hooks' (Enter number of hooks), 'Number of Bait Jigs' (Enter number of lines), and 'Comments' (Enter comments). At the bottom, there is a 'DELETE' button and a 'SAVE' button.

If you have entered information for an area but then need to cancel it, press **DELETE** and then tap '**Confirm**' in the popup message.

12.3.i Catch - recording your bait

Once you have saved the Bait Area details and are taken back to the **Trip Status** screen, then select the Bait Area you have inputted by tapping on the arrow beside your selection

For example



Then click on



which will take you to your Catch screen.

To enter data:

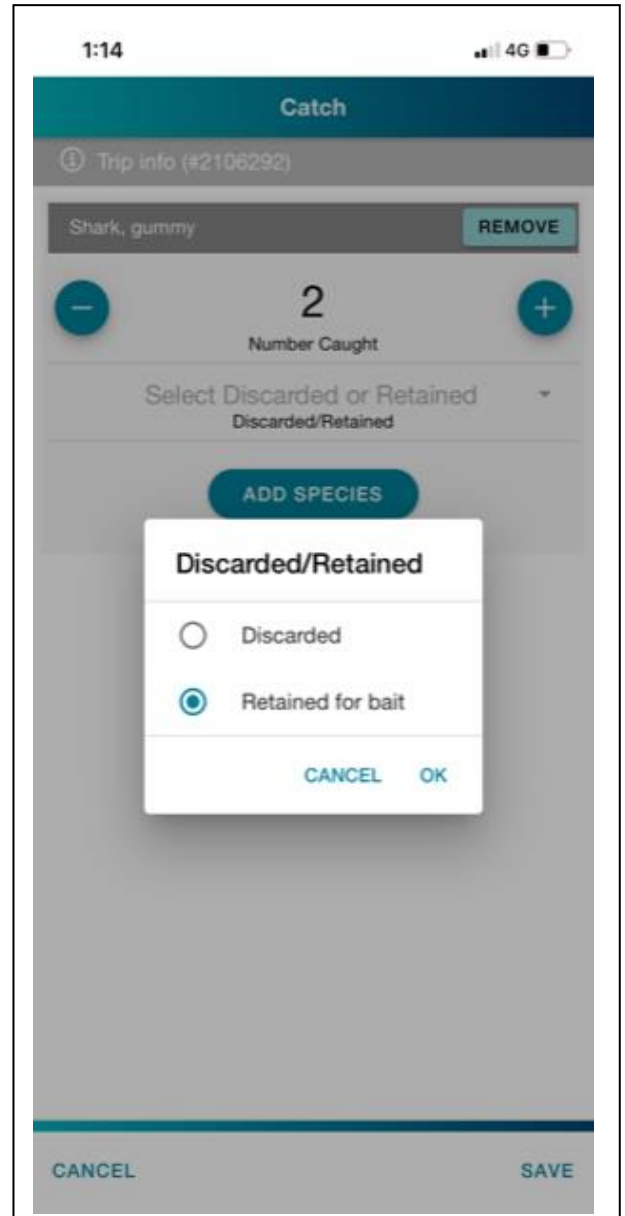
- You can use the **+** and **-** buttons to increase or decrease the numbers;
- Or you can tap on the **-** to enter a number from the keypad;
- In the example shown, 'Shark, gummy' was chosen in the Preferences screen, so it has auto-populated here.
- To record other species, tap the **ADD SPECIES** button and type the species name or select from the drop-down list.
- For each species added you will be prompted with a Discarded/Retained box. Please select either
 - **Discarded**
 - **Retained for bait**

If '**retained for bait**' is selected, you will be required to enter an estimated weight for your catch.

Once all contents have been recorded, tap **SAVE**.

You will then return to the [Trip Status](#) screen where you can add data for new fishing areas.

The **Cancel button** will discard all changes to the Area Catch will not save your information. You will be asked to confirm that you wish to discard all information and then be returned to the Trip Status screen.



13. Trip Summary

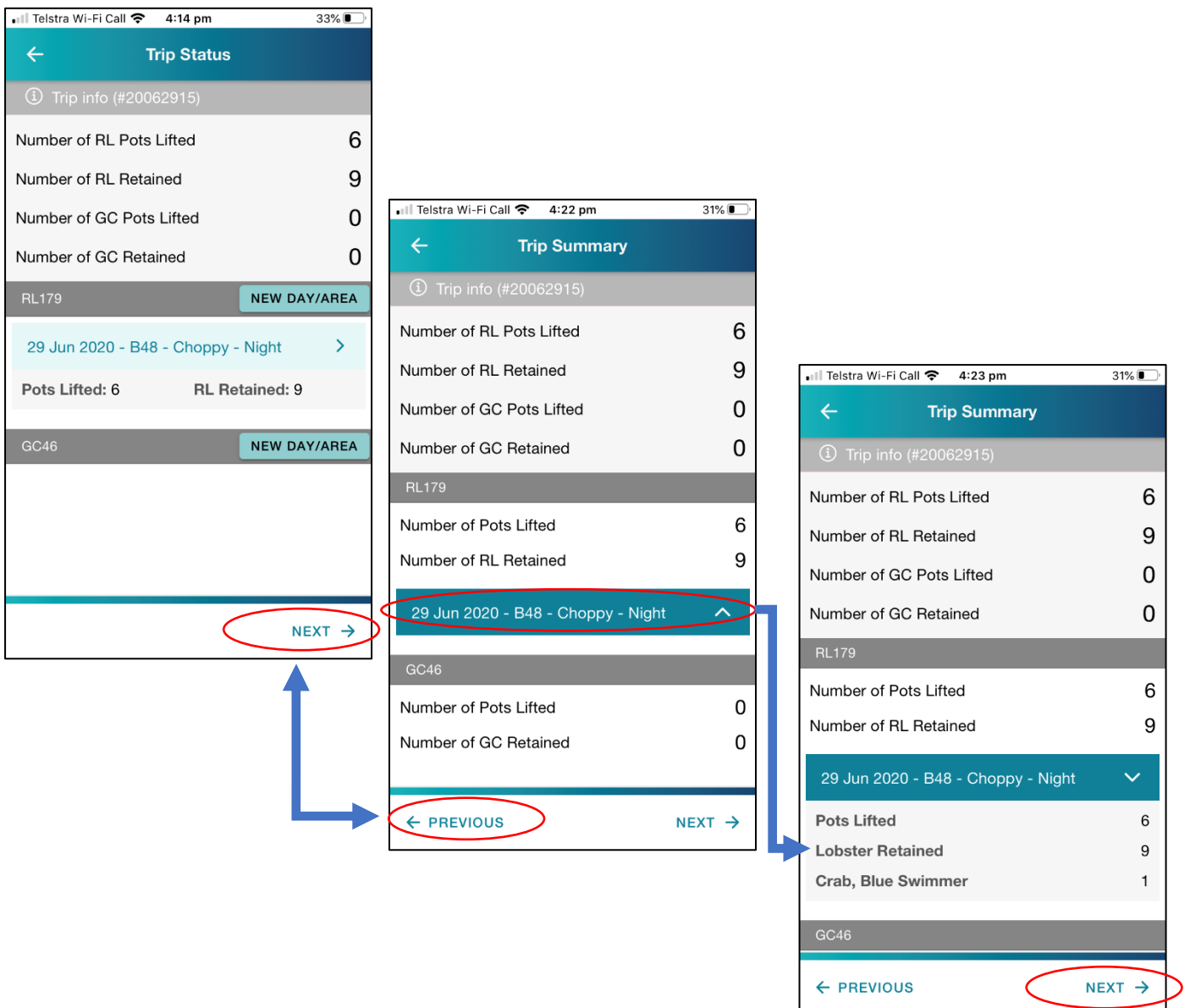
After you have finished entering your catch and effort data, you will move from the [Trip Status](#) screen to the [Trip Summary](#) screen by tapping **NEXT**.

You can move between these screens to edit catch and effort information by tapping **PREVIOUS** on the [Trip Summary](#) screen and **NEXT** on the [Trip Status](#) screen.

The Trip Summary screen will display:

1. A summary of pots lifted and lobster/giant crab retained for the trip (this is the same as 'running tally' on the Trip Status screen).
2. A summary per licence used.
3. A drop-down list of catch recorded from each area fished.
4. **Note:** if you have caught '**Eastern Rock Lobster**' this amount will be added to your 'Number of RL Retained' total.

Once finished, tap **NEXT**.



14. Unloading Notification and TEPs reporting

This screen is to indicate whether you will be unloading catch. You will specify your port of arrival, the number of rock lobster or giant crab you have on-board and if you had an interaction with a protected species during the trip.

This screen must be completed:

1. **Before you arrive at your place of landing, or**
2. **If you are landing in Port MacDonnell, before you cross the Victoria/South Australia border.**

This will provide the VFA with a notification.

To complete:

1. Enter your **place of landing**. If you entered a place of landing in your [Preferences](#), it will appear on this screen. You can change it by tapping on the **Place of Landing** tab;
2. Tap **Yes** or **No** to indicate if you intend to **unload rock lobster or giant crab from the trip and/or wet well**;
3. Tap **Yes** or **No** to indicate if you had an **interaction with a protected species**.

Answering **Yes** will create a pop-up message with a reminder to complete **the Protected Species Interaction form** and return it to the VFA by the 18th of the following month.

If you have had a significant interaction, contact the Duty Officer immediately .

Unloading

① Trip info (#20062915)

Place of Landing
Select place of landing

Trip Catch

Rock lobster, Southern	9
Crab, giant	0

Unloading?

☐ Yes ☐ No

Have you had an interaction with a protected species?

☐ Yes ☐ No

← PREVIOUS SUBMIT



Unloading

Trip Catch

Rock lobster, Southern	9
Crab, giant	0

Unloading?

☐ Yes ☐ No

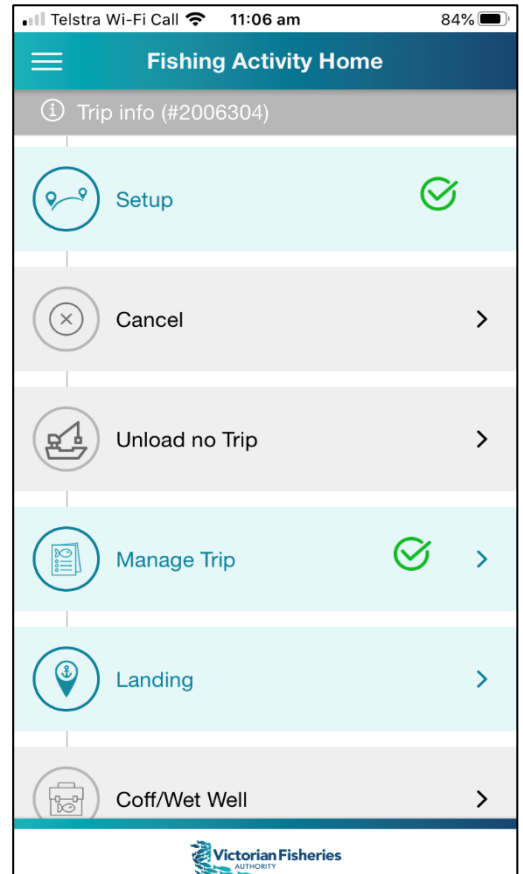
Have you had an interaction with a protected species?

☒ Yes ☐ No

You must complete and return the Protected Species Interaction form to the VFA by the 18th of the following month. If you have had a significant interaction contact the duty officer immediately.

← PREVIOUS SUBMIT

- Once complete, tap **SUBMIT** and you will return to the [Fishing Activity Home](#) screen. The [Manage Trip](#) section will be complete (shown by the **green tick**) and the [Landing](#) tab will be active.



15. Landing

The [Landing](#) screen details the landing information for your current trip.

- Place of landing:** This will default from the place of landing you entered on the unloading screen.
- Enter your time of arrival:** tap in the tab to open a scroll clock and select the time you will arrive at port.
- Indicate if you can **complete the weigh off within 60 minutes of arriving at the place of landing**.

It will default to **Yes**. If you select **No**, you will need to enter a reason, which will be transferred to the VFA via a notification to Fisheries Officers (see page 14).

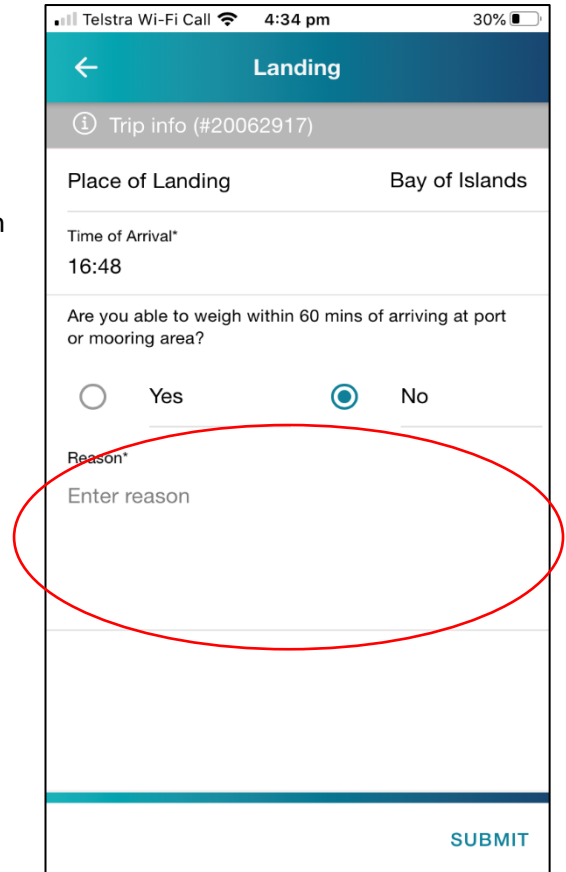
Pressing **SUBMIT** will complete the landing notification and you will return to the [Fishing Activity Home](#) screen.

While it is a requirement under the Fisheries Regulations to complete your weigh-off within 60 minutes, the VFA recognises there are times when this may not be possible.

If you're unable to meet this requirement, select **No**, enter a **reason** and a **new unload time**. This will create a notification to the VFA's Fisheries Officers.

If you had already selected **Yes**, you are able to return to this screen and select **No** if your plans to unload change.

Pressing **SUBMIT** will complete the landing notification and you will return to the [Fishing Activity Home](#) screen.



Landing

Trip info (#20062917)

Place of Landing Bay of Islands

Time of Arrival*
16:48

Are you able to weigh within 60 mins of arriving at port or mooring area?

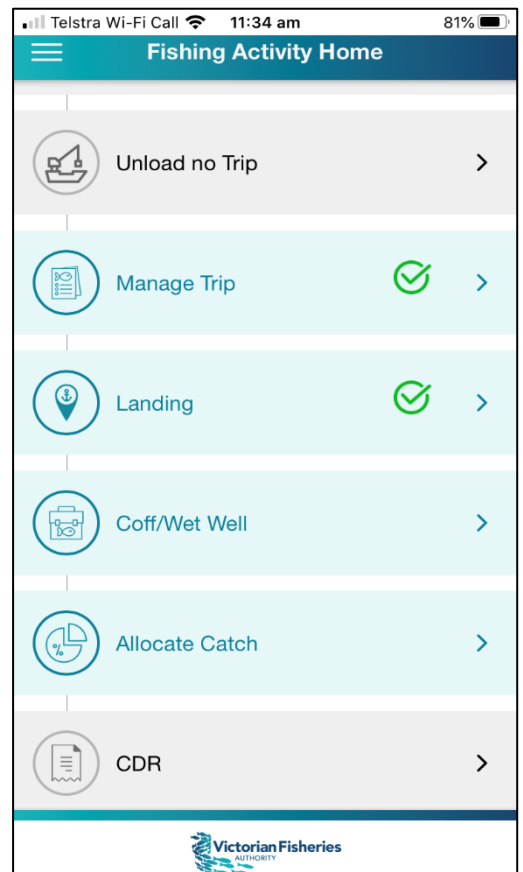
☐ Yes ☒ No

Reason*
Enter reason

SUBMIT

The [Coff/Wet Well](#) and [Allocate Catch](#) tabs will now be active.

If you do not use a coff or a wet well, you will be taken directly to the [Allocate Catch](#) screen (see Section 15).



Fishing Activity Home

Unload no Trip >

Manage Trip ✓ >

Landing ✓ >

Coff/Wet Well >

Allocate Catch >

CDR >

Victorian Fisheries Authority

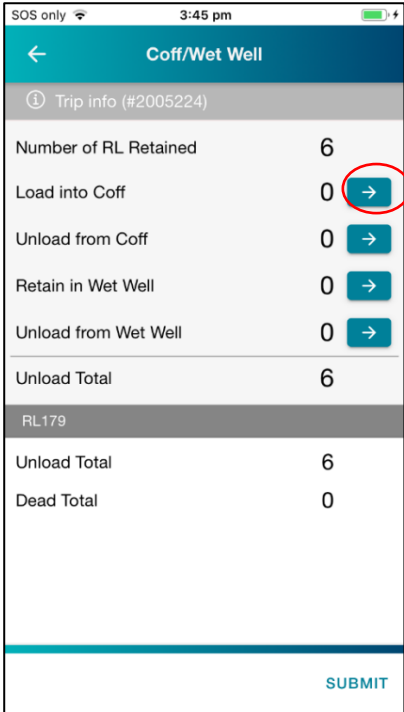
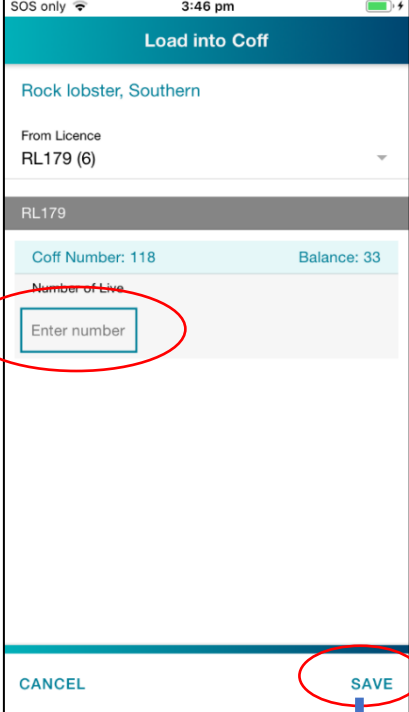
16. Coff/Wet Well

The **Coff/Wet Well** section comprises a number of screens designed to manage the movement of rock lobster and giant crab, as relevant, in and out of coffs and wet wells **during a fishing trip activity**. You will only see the coff components if you have registered coffs against the licences you have selected. There are three actions:

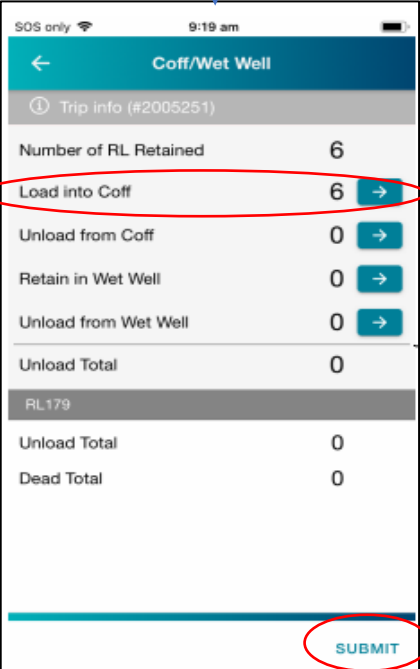
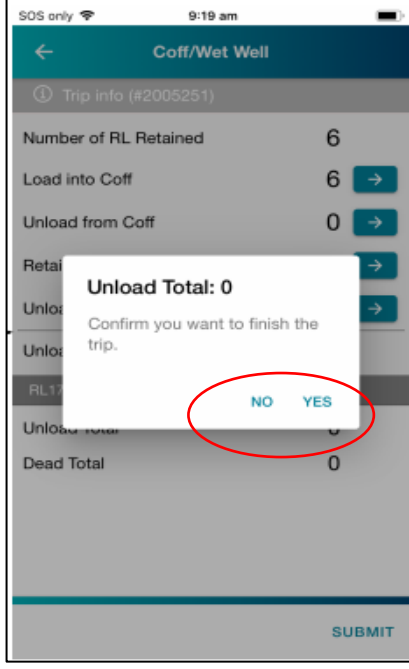
1. No unload – load into coff (refer to 16.1)
2. No unload – retain in wet well (refer to 16.2)
3. Unload from wet well or coff, including partial unloads (refer to 16.3)

16.1 No unload – load into coff and finish Fishing Trip

1. Tap on the **Load into Coff** arrow.

2. Enter number of lobsters being loaded into the coff.
3. Tap **Save**, which will return you to the **Coff/Wet Well** screen.

4. **Load into coff** will now display the number you have loaded into the coff.
5. Tap **Submit**. You will see a pop-up message displaying the **Unload Total** (0) and asking you to **confirm that you want to finish the trip**. You will now return to the **Fishing Activity Home** screen.

16.2 No unload – retain in wet well

1. Tap on the **Retain in Wet Well** arrow.

2. Enter the **number** being retained in the wet well.


3. Tap **SAVE**, which will return you to the **Coff/Wet Well** screen.

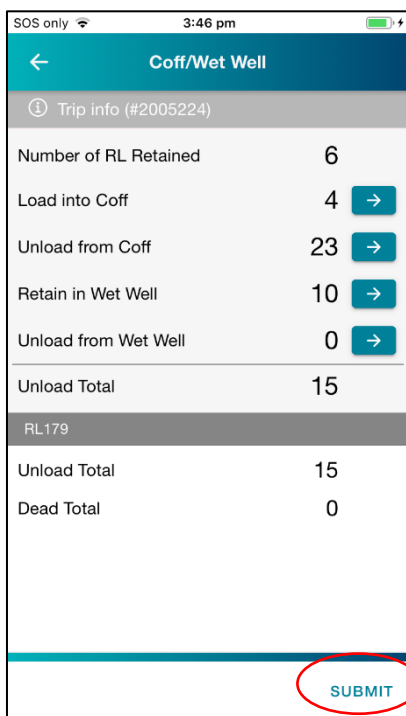
4. **Retain in Wet Well** will now show the number you have kept in the wet well.

5. Tap **Submit**. You will see a pop-up message showing the **Unload Total** (0) and asking you to **confirm that you want to finish the trip**. You will now return to the **Fishing Activity Home** screen.

16.3 Coff and wet well movements with an unload

These screens give you the ability to manage product going in and out of coffs and wet wells. You will only see the coff detail if you have registered coffs against a licence that you have selected.

1. The **Coff/Wet Well** screen will show the tally of rock lobsters on board and what you have selected to move/unload.
2. Press  against the action you want to perform. Using **Unload from Wet Well** as an example, the next screen will open showing the number of rock lobsters in the wet well.
 - a. Enter the number of rock lobsters you want to unload in the cell under **Number of Live**. You can also record if any have died by entering the number in **Number of Dead**. This will adjust your **balance** accordingly.
 - b. Press **Save** to return to the **Coff/Wet Well** screen.
3. Repeat as necessary with the remaining: **Load into Coff**, **Unload from Wet Well**, **Retain in Wet Well**.
4. When finished, press **SUBMIT**.



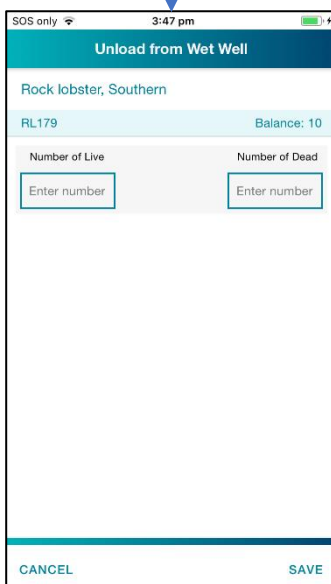
SOS only 3:46 pm

← Coff/Wet Well

① Trip info (#2005224)

Number of RL Retained	6
Load into Coff	4 →
Unload from Coff	23 →
Retain in Wet Well	10 →
Unload from Wet Well	0 →
Unload Total	15
RL179	
Unload Total	15
Dead Total	0

SUBMIT



SOS only 3:47 pm

Unload from Wet Well

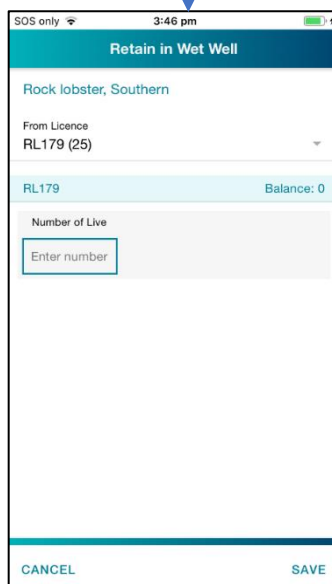
Rock lobster, Southern

RL179 Balance: 10

Number of Live Number of Dead

Enter number Enter number

CANCEL SAVE



SOS only 3:46 pm

Retain in Wet Well

Rock lobster, Southern

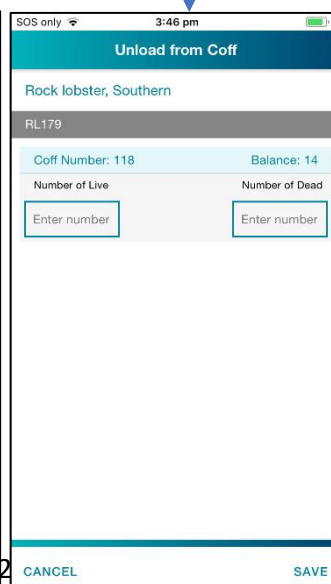
From Licence RL179 (25)

RL179 Balance: 0

Number of Live

Enter number

CANCEL SAVE



SOS only 3:46 pm

Unload from Coff

Rock lobster, Southern

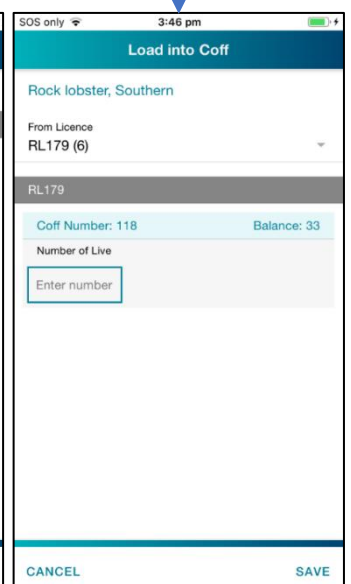
RL179

Coff Number: 118 Balance: 14

Number of Live Number of Dead

Enter number Enter number

CANCEL SAVE



SOS only 3:46 pm

Load into Coff

Rock lobster, Southern

From Licence RL179 (6)

RL179

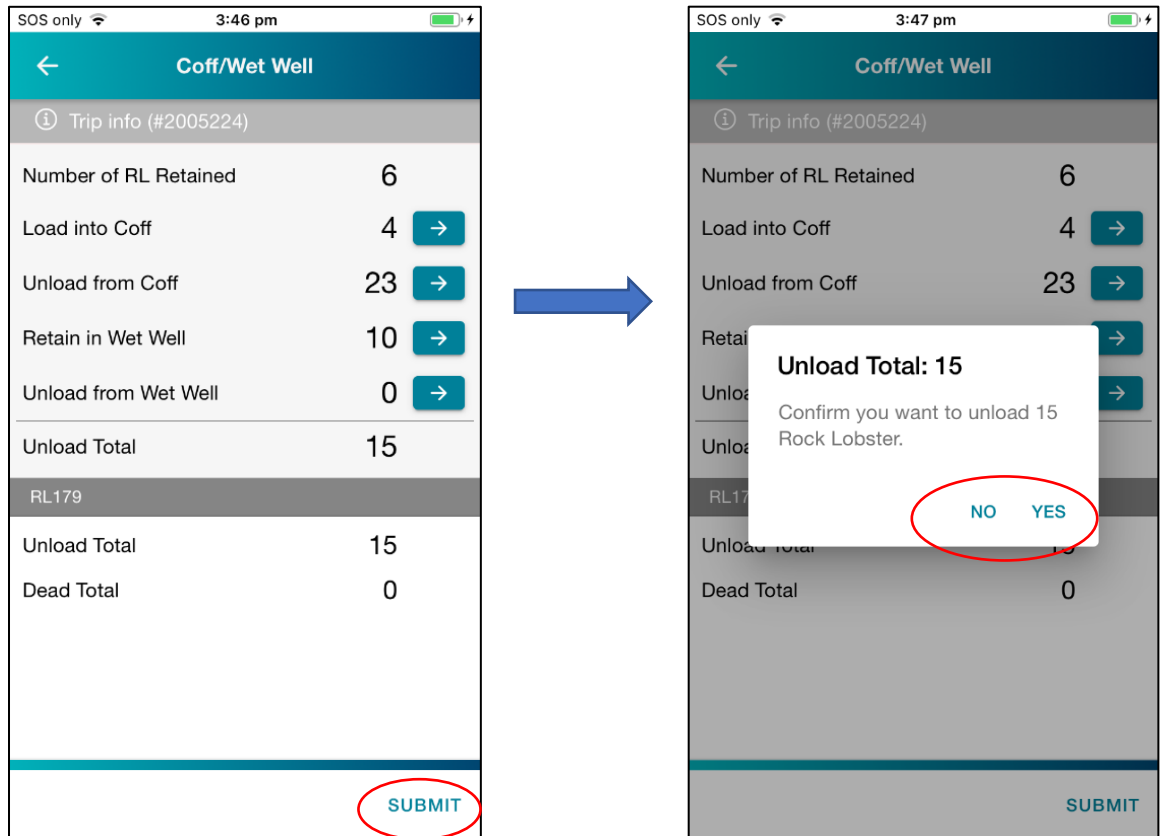
Coff Number: 118 Balance: 33

Number of Live

Enter number

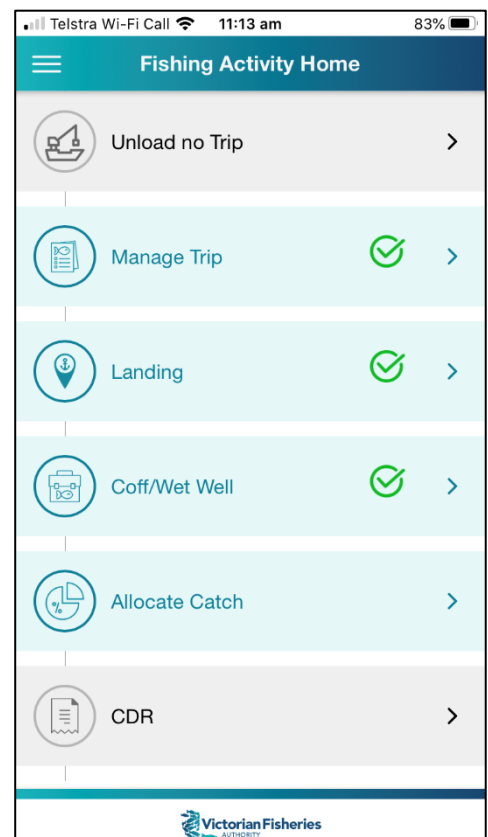
CANCEL SAVE

5. After pressing **SUBMIT** on the [Coff/Wet Well](#) screen, you will see a pop-up messaging displaying the **Unload Total** and asking you to confirm the number is correct.
6. Select **Yes** to complete.
Or select **No** to return to the [Coff/Wet Well](#) screen to make edits.



7. Confirming your unload will return you to the [Fishing Activity Home](#) screen.

The [Coff/Wet Well](#) tab will now show a **green tick** indicating it is complete. You can move to the [Allocate Catch](#) tab.



17. Allocate Catch

For **each licence** active in the fishing trip, the **Allocate Catch** screen displays:

- The number of rock lobster and/or giant crab being unloaded.
- The weigh-off amount to be allocated to that licence.
- The quota deducted if you have had to report a die-off of 10 or more lobsters from your wet well or coff (the auto-calculated deduction is based on a seasonal average weight for each zone).
- Remaining quota will adjust automatically when weights have been completed.
- Estimated time rock lobster and/or giant crab will leave the place of landing.

To complete the screen:

1. Enter the weight in the **Allocate Catch** field, outlined in blue.
2. Enter the time by tapping on the **HH:MM** cell to open the scrollable time clock. Select the appropriate time.
3. Repeat for any remaining licences you have active in the fishing trip.
4. Tap **NEXT**.

If you have retained By-Product for sale, you will be prompted at the next screen to enter the weight of the By-Product.

Once you have entered the weight, then tap **SUBMIT**.

6:22 4G

← Allocate Catch

① Trip info (#2106304)

RL179

Available Quota (kg) 8,500.00

Number of rock lobster 15

Allocate Catch (kg) Enter kg

Dead (kg) 0.00

Remaining Quota 8,500.00

Estimated time rock lobster will leave place of landing HH:MM

NEXT →

6:23 4G

← By-Product Weight

① Trip info (#2106304)

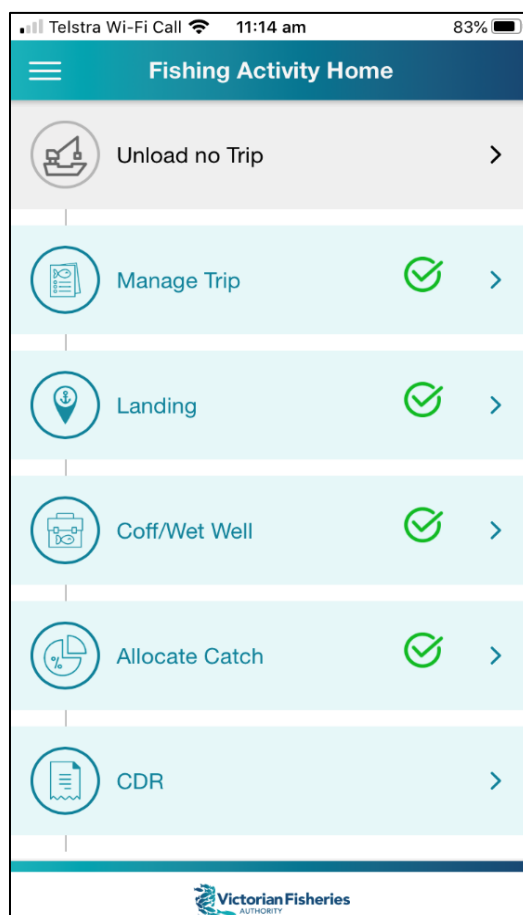
RL179

	No	Kg
Snapper	2	Enter kg

← PREVIOUS SUBMIT

After pressing **SUBMIT**, you will return to the [Fishing Activity Home](#) screen. The [Allocate Catch](#) tab will now display a **greentick** indicating successful completion.

You are now ready to create the Catch Disposal Record by tapping on the [CDR](#) tab.



18. Catch Disposal Record (CDR)

18.1 Create CDR

- CDRs must be created to account for all the catch you are unloading (including By-Product).
- You can create multiple CDRs per licence if you are distributing catch to multiple buyers.
- You can create a CDR to yourself as the buyer if you are transporting your catch to another premises/location. You will need to then create a normal sales receipt when you sell the product on to your buyer.

To create the CDR:

Once you click on **CDR** from the Fishing Activity Home page, you will see your **CDR Overview**, which shows you all the CDR's for you to complete.

6:23 4G

← CDR Overview

① Trip info (#2106304)

Rock lobster, Southern

Catch Weight (kg) 11.32

CDR Purchaser kg

Total Disposed 0.00

CREATE CDR

By-product

Catch Weight (kg)

Snapper 2

CDR Purchaser kg

Total Disposed kg

CREATE CDR

Then create a CDR for each product, but clicking on

CREATE CDR

1. Check the **Licence Number** is the one you want to create the CDR for. If not, tap the ▼ icon to open a drop-down list of other active licences. Select licence.
2. 'Net weight' will be pre-filled from what was entered in the [Allocate Catch](#) screen. You can change this by tapping on the weight and entering in a new weight.
 - Note – all catch reported in the Allocate Catch screen will need to be accounted for by creating multiple CDRs.
3. Enter the **number of animals** corresponding to the weight you've entered.
4. Enter the **name** and **email address** of the buyer. If you have entered buyer email addresses into your preferences, these will be available as a dropdown list (if you have more than one) in this tab.
5. When complete, press **SEND**.

The screenshot displays the 'Create CDR' interface. At the top, there's a teal header with a back arrow and the title 'Create CDR'. Below this is a grey bar with 'Trip info (#2106304)'. The main form area contains several fields: 'Licence Number' with the value 'RL179' and a dropdown arrow; 'Net Weight (kg)' with the value '11.32'; and 'Number of Animals' with the value '15'. A section titled 'Purchaser' in a light blue bar contains 'Name' (Jack Smith) and 'Email' (charmaine.newbegin@vfa.vic.gov.au). At the bottom, a teal bar contains two buttons: 'CDR OVERVIEW' and 'SEND'.

18.2 CDR Receipt

By pressing **SEND** and submitting the CDR:

- It will be automatically sent to your email account (the email address associated with your Fisherweb Account).
- A receipt will be automatically sent to the buyer's email address.

If you need to cancel a CDR because it has an error in it, press **CANCEL** and confirm you want to cancel by pressing **YES**.

Edit the information and press **RESEND**. Emails will be sent to you and the buyer to notify of the cancellation. The associated catch amount will then be reinstated, and another CDR will need to be created for that catch.

Catch Disposal Record

CDR: 5218

Licence Number: RL179
 Operator: 14319 - ALEXANDER SMOLLETT
 Landed at: 30 Jun 2021 18:22

Trip: 2106304
 Species: Rock lobster, Southern
 Net Weight (kg): 11.32
 Number of Animals: 15

Purchaser: Jack Smith
 Email: charmaine.newbegin@vfa.vic.gov.au

CANCEL **RESEND**

CDR OVERVIEW

Catch Disposal Record

CDR: 1

Licence Number: RL179
 Operator: 14212 - ALEXANDER SMOLLETT
 Landed at: 22 May 2020 15:45

Trip: **Cancel CDR**
 Species: Are you sure you want to cancel this Catch Disposal Record?
 Net Weight (kg):
 Number of Animals: **NO YES**

Purchaser: Jack Smith
 Email: JackSmith@gmail.com

CANCEL **RESEND**

CDR OVERVIEW

Catch Disposal Record

CDR: 1

ERROR - CANCELLED
 22 May 2020 15:50

Licence Number: RL179
 Operator: 14212 - ALEXANDER SMOLLETT
 Landed at: 22 May 2020 15:45

Trip: 2005224
 Species: Rock lobster, Southern
 Net Weight (kg): 5.60
 Number of Animals: 7

Purchaser: Jack Smith
 Email: JackSmith@gmail.com

CDR OVERVIEW

You will also need to create a CDR for the retained by-product before you can finish your trip. Retained by-product can be split across multiple CDR's if selling to more than one buyer.



6:23 4G

CDR Overview

① Trip info (#2106304)

Rock lobster, Southern

Catch Weight (kg) 11.32

CDR Purchaser kg

Total Disposed 0.00

CREATE CDR

By-product

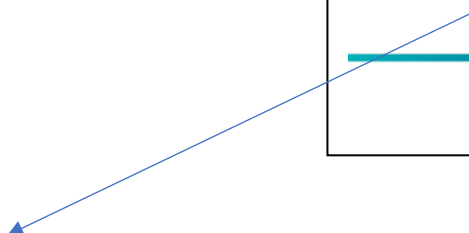
Catch Weight (kg)

Snapper 2

CDR Purchaser kg

Total Disposed kg

CREATE CDR



Create CDR

① Trip info (#2106304)

Licence Number
RL179

	No	Kg
Snapper	2	2

Purchaser

Name
Enter name

Email
Enter email

CDR OVERVIEW **SEND**



Catch Disposal Record

CDR: 5219

Licence Number: RL179

Operator: 14319 - ALEXANDER SMOLLETT

Landed at: 30 Jun 2021 18:22

Trip: 2106304

Purchaser: Jo King

Email: charmaine.newbegin@vfa.vic.gov.au

Species: Snapper

Number of Animals: 2

Net Weight (kg): 2.00

CANCEL **RESEND**

CDR OVERVIEW **FINISH TRIP**

18.3 CDR Overview

After viewing the **CDR Receipt**, pressing **CDR OVERVIEW** will take you to the **CDR Overview** screen. This screen lists all the created CDRs, including any that you have deleted, and has a button to **CREATE CDR** to repeat the above process.

Once all the catch has been disposed of, tap **FINISH TRIP** to end the current trip and release the licence(s) associated with the trip for further use.

11:17

← CDR Overview

① Trip info (#2107064)

Rock lobster, Southern

Catch Weight (kg) 11.32

CDR	Purchaser	kg
5228	jack-smith	5.60 →
5229	jack Smith	11.32 →

Total Disposed 11.32

CREATE CDR

By-product

Catch Weight (kg)

Snapper 2

CDR	Purchaser	kg

Total Disposed kg

CREATE CDR

11:18

← CDR Overview

Catch Weight (kg) 11.32

CDR	Purchaser	kg
5228	jack-smith	5.60 →
5229	jack Smith	11.32 →

Total Disposed 11.32

CREATE CDR

By-product

Catch Weight (kg)

Snapper 2

CDR	Purchaser	kg
5230	jack Smith	2 →
	Snapper	2

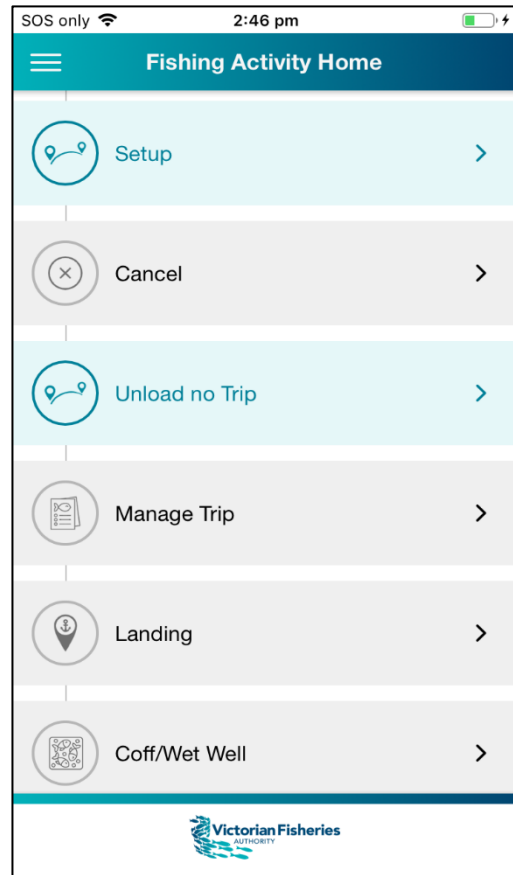
Total Disposed kg

Snapper 2

FINISH TRIP

19. Unload – No Trip

The [Unload no Trip](#) screen will be selected when you are intending to undertake an unload from your coff/wet well not associated with a fishing trip (any time outside of 60 mins from the boat arriving at place of landing as part of a fishing trip).



The [Set up Unload](#) screen has mandatory fields for selecting a boat and a licence.

Selecting Licences

- Once you have selected a boat, the licences linked to it will be visible on the screen.
- If you are operating multiple licences within a zone, you have the option of tapping **SELELCT ALL** or you can select the licences you wish to unload from.

Note that if you intend to unload or allocate catch to multiple licences, it is necessary to select all relevant licences in this step.

After pressing submit, you will be directed to the [Landing](#) screen.

SOS only 3:37 pm

← Setup Unload

Boat Registration
AEM - ATLANTIC EMPRESS

Western RL/GC **SELECT ALL**

Giant Crab

GC31 ☒

Rock Lobster

RL63 ☒ RL110 ☒

RL131 ☒ RL142 ☒

SUBMIT

The [Landing](#) screen details the landing information related to your unload.

1. **Confirm your place of landing;**
2. **Enter your date/time of landing:** tap in the tab to open a scroll clock and select the date/time you will commence retrieving product;
3. **Select yes/No if you will be unloading from a wet well:** If Yes, select the number of animals to be landed (from all licences);
4. **Select Yes/No if you will be unloading from a coff:** If Yes, select the number of animals to be landed (from all licences);
5. Indicate if you can **complete the weigh off within 60 minutes** of arriving at the place of landing.

It will default to **Yes**. If you select **No**, you will need to enter a reason, which will be transferred to the VFA via a notification to Fisheries Officers.

Pressing **SUBMIT** will complete the landing notification. **Notification via this screen must be completed in accordance with r.86 of the Fisheries Regulations 2019.**

The [Coff/Wet Well](#) and [Allocate Catch](#) tabs will now be active.

Refer to instruction in section 16 ([Coff/Wet Well screen](#)), 17 ([Allocate Catch screen](#)) and 18 ([Create CDR](#)).

SOS only 3:38 pm

← Landing

ⓘ Unload no Trip info (#2005287)

Place of Landing*
Select place of landing

Date/Time of Landing*
Select date/time of landing

Unloading from wet well?

☐ Yes ☐ No

Unloading from coff?

☐ Yes ☐ No

Are you able to weigh within 60 mins of commencing unload?

☒ Yes ☐ No

SUBMIT

SOS only 3:46 pm

← Landing

28 May 2020 15:38

Unloading from wet well?

☒ Yes ☐ No

Number of RL to be landed
Enter number of RL to be landed

Number of GC to be landed
Enter number of GC to be landed

Unloading from coff?

☒ Yes ☐ No

Number of RL to be landed
Enter number of RL to be landed

Are you able to weigh within 60 mins of commencing unload?

☒ Yes ☐ No

SUBMIT

20. Extra Information

20.1 View Only Pages

After submitting the [Allocate Catch](#) section, the screens will become locked and you will no longer be able to edit them. The pages will still be viewable and have a banner indicating **'This page is view only'**.

20.2 Administrator Take Over

During the trip, if you have any difficulty for any reason, you can ring the Duty Officer for help.

The Duty Officer will be able to guide you through the process so that you can complete it. The Duty Officer will also be able to take over completing the trip for you.

It's important to note that once a Duty Officer enters any data in the fishing trip, the Duty Officer will have to complete the rest of the trip for you over the phone. You will no longer be able to enter data in that trip.

If the device you're using is still functioning, but you need the Duty Officer to take over, you will be asked to logout.

To do this, tap on the  icon to open a side menu. You will see the **logout** tab.

20.3 Application Behaviours

Log out

If you try to log out and have an active trip underway, you will be prompted with a message notifying you that a trip is active and that you will need to finish the trip before logging out or a Duty Officer will be required to finish the trip on your behalf.

If a trip is active and you log out, the licence(s) associated to the activity will still be considered 'in-use' until a Duty Officer completes the trip and therefore won't be able to be used in a new setup trip.

Uninstall

If you uninstall the Vic-eCatch whilst a trip is active, the trip will require assistance from a Duty Officer to complete it and you will not have access to view the trip. The licence(s) associated on the trip will be locked until the trip is completed.

Closing the application

If you completely close the application, the app will remember the last state it was in and you will be able to continue through the workflow as per usual. When closed if a trip is active you will be able to access the trip when the app is reopened.

Trip info

Each trip will have a unique 'Trip info' identification number. If you have called the Duty Officer for assistance, the Duty Officer may refer to this number to clarify that they are looking at the same active fishing trip.

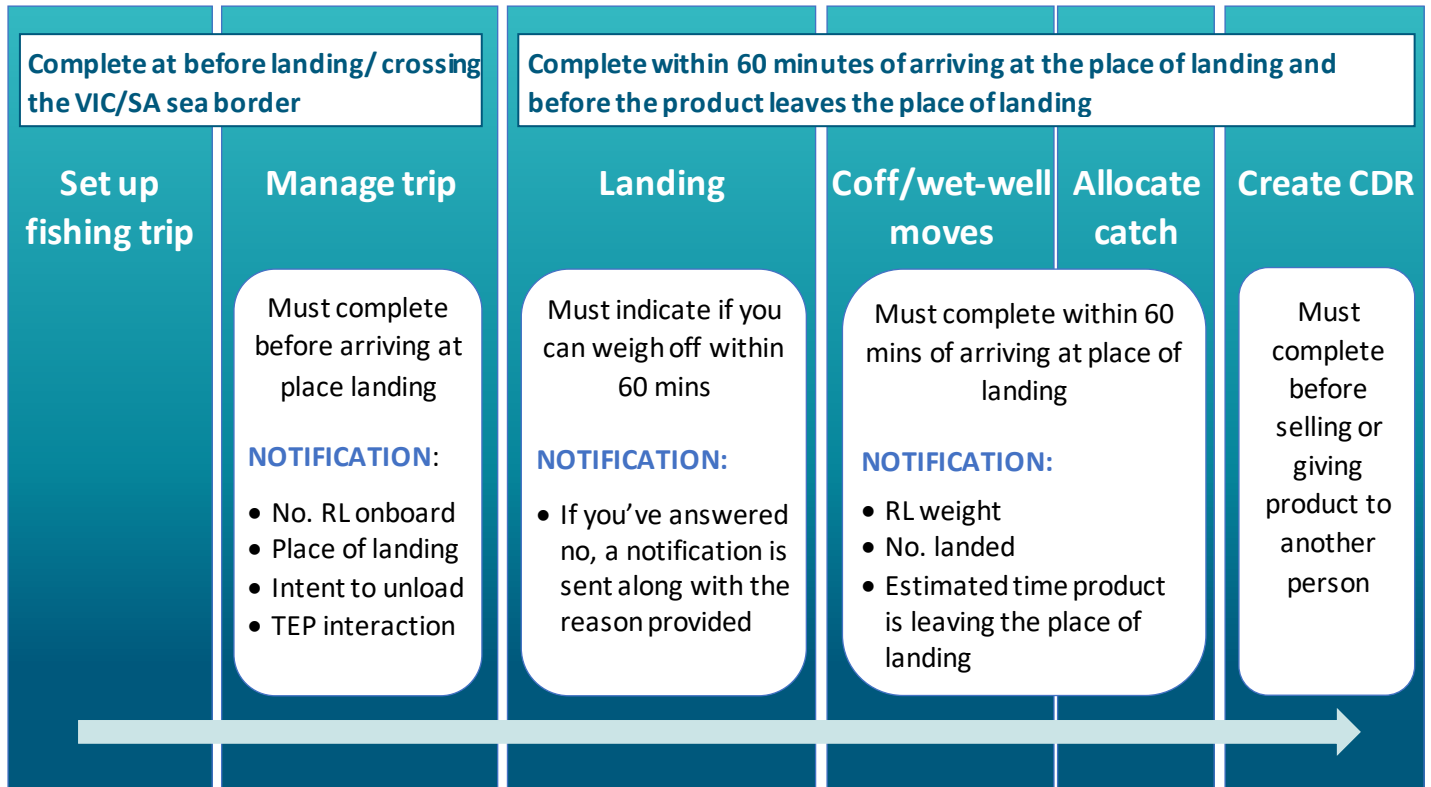
20.4 Tips for use

- Stay logged into the app if you have security enabled at the lock screen of your phone.
- Log in when you have reception on your phone to ensure you can start entering catch and effort information.
 - You cannot log into the app unless you have reception on your phone and therefore will not be able to enter catch data.
- Once logged in, you can enter catch data even if there is no reception as the phone will store it until you are back in reception.
 - Quota balances will also be assessed accurately if logging in when reception is available.

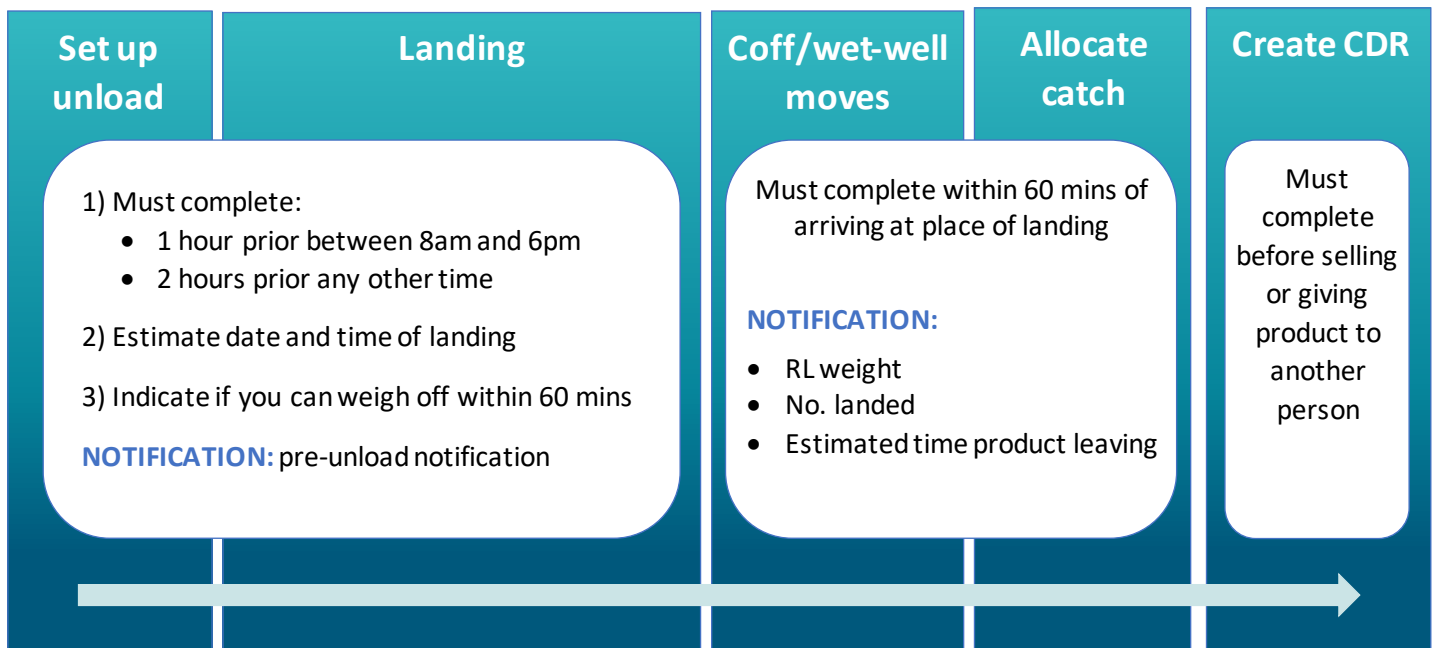
20.5 Time Requirements for Completion

Within a fishing trip, certain steps have requirements around when they must be completed, and some have an associated notification to the VFA. These are outlined below.

20.5.i Timings associated with a fishing trip



20.5.ii Timings associated with an unload no trip



20.6 Contacts for Support and Assistance

Contact		Phone No.	Purpose
Commercial Fishers Duty Officer		0418 519 215	Enquiries relating to catch reporting via Vic-eCatch
Fishery Manager	Toby Jeavons	03 5258 0280 0477 390 678	All general Vic-eCatch or fishery management enquiries
IT Project Manager	Jeanette Roberts	03 8392 6864	Connectivity/technical issues with Vic-eCatch
Operations Duty Officer		0419 844 781	Compliance reporting (permits, other authorities and VMS (to be implemented))