Government of **Western Australia**
Department of **Fisheries**

ABALONE FISH EYE SYSTEM
FISH PROCESSOR USER MANUAL

VERSION 1.0

TABLE OF CONTENTS

1 BACKGROUND

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

1.1 SYSTEM OVERVIEW

The Abalone Fish Eye System (AFES) is an application which gives Fishers, Processors and Department of Fisheries (DoF) staff the ability to connect to the DoF portal to view and submit Catch and Disposal Records electronically. These records are currently submitted on paper. Fishers 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 THIS 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 the system functions and guides the User in their returns submission.

1.3 GLOSSARY OF TERMS

Term/Acronym	Definition
AFES	Abalone Fish Eye System
CDR	Catch and Disposal Record
CFL	Commercial Fishing Licence
DOF	Department of Fisheries
FMO	Fisheries and Marine Officer
MFL	Managed Fishing Licence
NO	Nominated Operator
User	The person using the system

Note: *In this document the User refers to the Processor. This document is an informal guide to assist Users in gaining familiarity with the AFES only.*

1.4   WORKFLOW STATES IN THE APPLICATION PROCESSING

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	A form is started by a fisher and saved in offline mode via a mobile device but has not been transmitted to DoF.
New (Draft)	A form is started and saved in online mode but has not been submitted.
Awaiting Processor Return	A fisher submits the catch return electronically. The form is waiting for the processor's return to be added.
Awaiting Catch Consignment	The processor has received the fisher's return on paper but decides to submit his return electronically. The form is waiting for the fisher's catch consignment to be added.
Finalised - Electronic	The Fisher submits the catch consignment electronically and the Processor submits the processor return electronically.
Finalised – Part A transcribed	The Fisher submits the catch consignment on paper and the Processor submits the processor return electronically. The catch consignment is transcribed into the system by a DoF administrator.
Finalised – Part B transcribed	The Fisher submits the catch consignment electronically and the Processor submits the processor return on paper. The processor return is transcribed into the system by a DoF administrator
Finalised - fully transcribed	Both the Fisher and the Processor submit their records on paper. Both parts of the record are transcribed into the system by a DoF Administrator.
Finalised-modified	A record that is in one of the Finalised states is modified by a DoF Administrator.

2 GETTING STARTED

This section explains how to log in to the Abalone Fish Eye System and the processor's dashboard.

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 DoF has processed these forms, you will receive an email to the address you registered with the DoF 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@fish.wa.gov.au).

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

https://afes.fish.wa.gov.au

Add this 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 the Department. Enter your password and click login.
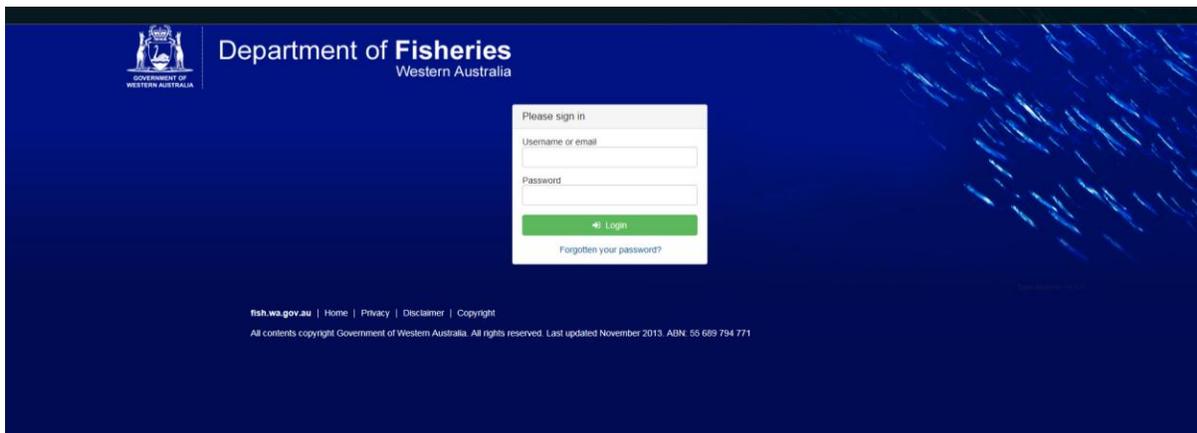
FIGURE 1

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 processor and guides you in submitting an electronic CDR.

3.1 RULES FOR THE PROCESSOR

1   A processor may submit the processor return using the AFES only if:
- The fisher has submitted the catch return using AFES and the record is assigned and waiting for the processor to complete that record; or
- The fisher uses a paper CDR book to record the catch and provides the processor with the relevant paperwork. In this case the processor can commence a new electronic record.

3.2 OVERVIEW OF THE APPLICATION

After logging in, you will see the main dashboard of AFES, **My Fisheries**, as shown below*.*
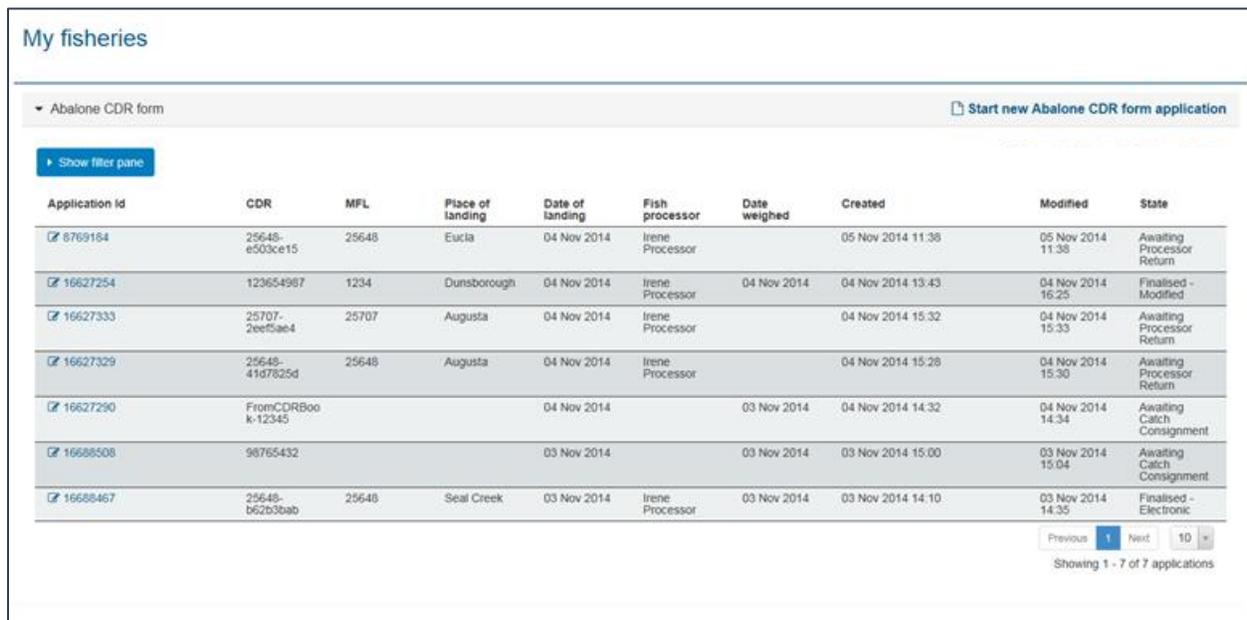
FIGURE 2

From My Fisheries a processor is able to:

1. Start a new Abalone CDR form
2. View and complete the records that have been assigned to the processor and are awaiting input (in a state of 'Awaiting Processor Return')
3. View all the records that the Processor has edited electronically. These may be in a Finalised state or 'Awaiting Catch Consignment'

3.3 STARTING A NEW ABALONE CDR FORM APPLICATION

A processor may **start** an electronic CDR if they receive a fisher's return on paper.

Select the option ***Start new Abalone CDR Form 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) Complete the Daily catch and disposal record details

You will be taken to the page shown in Figure 3, below. Enter the CDR number as it is on the CDR form (for example 25648). Enter the species of abalone that you have received. Click ***Next*** to proceed to the next page.
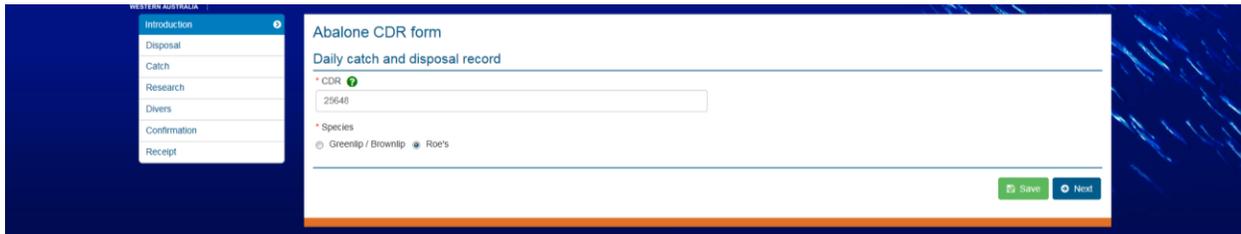
FIGURE 3

Note*: Once the CDR number is entered and **Saved***, the field cannot be edited.

2) Disposal Details

Enter the date and time that you received the consignment and the number of containers received. Enter the receipt number that you issued to the fisher – if no receipt was issued, enter "none". Note that all the input fields in this form are mandatory. Click ***Next.***
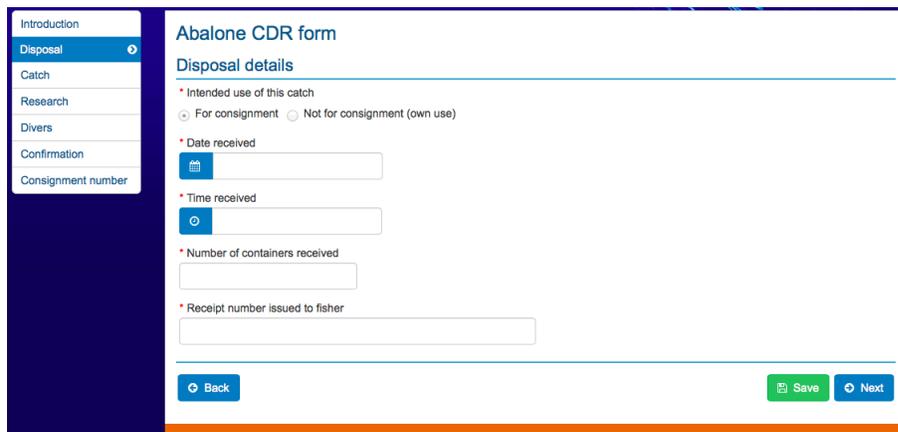

FIGURE 4

3) Details of Abalone

Enter the date and time you weighed the abalone. Enter the weights of animals received, paying attention to species and whether the animals are whole or shucked. Enter number of animals if applicable. Enter zero '0' in weight if no animals were kept in that condition (For example, if only Greenlip abalone are taken, enter zero '0' for Brownlip shucked, whole and number taken). Click *Next*.

FIGURE 5

4) Research Information

This is section is read only; you cannot enter anything here. Click *Next.*

FIGURE 6

5) Diver details

This is also a read only section; you cannot enter anything here. Click *Next.*

FIGURE 7

6) Confirmation

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 processor declaration by entering your full name and making an electronic signature.

Click **_Submit_** to finalise the record.

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

FIGURE 8

7) Consignment number

After submitting the form you will be taken to the Consignment number page, which confirms the CDR number that you entered. When you return to the My Fisheries dashboard (by selecting the **Home** button) the application will be visible with a status of 'Awaiting Catch Consignment'.

FIGURE 9

8) Email confirmation

After your form has been submitted and transmitted to the Department you will receive an email confirming that the Department have received the form. The email will contain a receipt number. Please keep this number for your records.

3.4   VIEW AND COMPLETE ASSIGNED APPLICATION FORMS

1) Viewing Applications

From the My Fisheries dashboard you can view the CDRs that have been assigned to you. These will appear with a state of 'Awaiting Processor Return' – see Figure 10, below.

To view a catch return in detail, click on the Application Id.

FIGURE 10

The application will open on the Abalone CDR form page. The details have already been completed by the Fisher. See Figure 11. Click **Next** to move to the Disposal details page.

FIGURE 11

2) Complete Disposal details

Enter the date and time that you received the consignment and the number of containers received. Enter the receipt number that you issued to the fisher – if no receipt was issued, enter "none". Note that all the input fields in this form are mandatory. Click **Next.**

FIGURE 12

3) Details of Abalone

Enter the date and time you weighed the abalone. Enter the weights of animals received, paying attention to species and whether the animals are whole or shucked. Click *Next*.

FIGURE 13

4) Research Information

This section is read only; you cannot change anything here but you will be able to read what the fisher entered. Click *Next.*

FIGURE 14

5) Diver details

This is also a read only section; you cannot change anything here but you will be able to read the details that the fisher has entered. Click *Next*
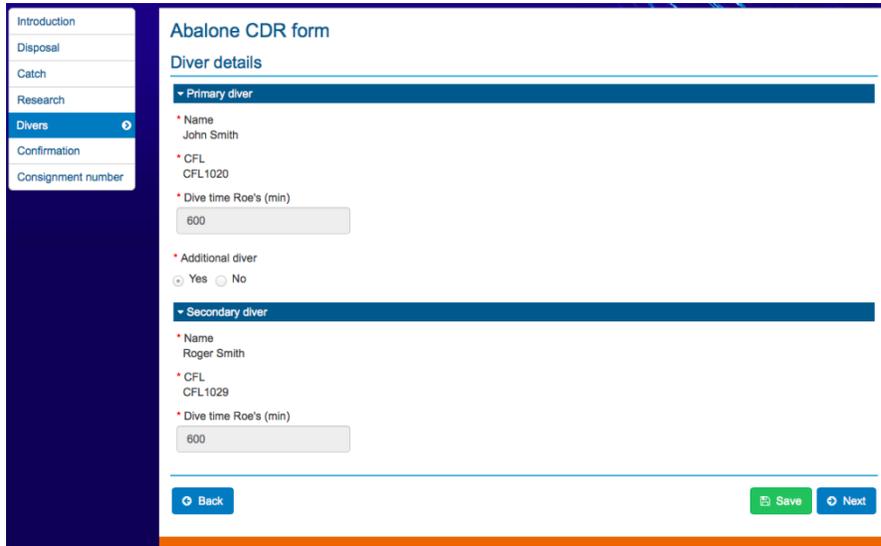
6) Confirmation

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 processor declaration by entering your full name and making an electronic signature.

Click *Submit* to finalise the record.

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

Abalone CDR form

Confirmation

Daily catch and disposal record

Species	Roe's
MFL	AB25707

Disposal details

Intended use of this catch	For consignment
Date received	13/11/2014
Time received	12:17 AM
Number of containers received	3
Receipt number issued to fisher	none

Details of abalone

Date weighed	13/11/2014
Time weighed	12:42 AM

Roe's

Weight of Roe's received (SHUCKED)	10
Weight of Roe's received (WHOLE)	0

Research information

Name of place fished	somewhere
Grid reference	1068
Interaction with protected species	No

Diver details

Primary diver

Name	John Smith
CFL	CFL1020
Dive time Roe's (min)	600
Additional diver	Yes

Secondary diver

Name	Roger Smith
CFL	CFL1029
Dive time Roe's (min)	600

▼ Processor declaration

I certify the information I have entered above is complete and accurate

* Name of person declaring on behalf of Processor

* Signature

Please sign on the line below

🖉 Clear

⊙ Back   ➔ Submit

7) Consignment number

After submitting the form you will be taken to the Consignment number page, which confirms the CDR number. When you return to the My Fisheries dashboard (by selecting the Home button) the application will be visible with a status of 'Finalised - Electronic'.

8) Email confirmation

After your form has been submitted and transmitted to the Department you will receive an email confirming that the department have received the form. The email will contain a receipt number and will contain a PDF copy of the entire record as entered by you and the fisher. Please keep this email for your records.

3.5   FILTERING AND VIEWING SELECTED APPLICATIONS

AFES allows you to filter your list of applications according to your needs. Click **_Show Filter Pane_** to reveal all the possible filtering options.

You can filter applications by applying one or any combination of the 9 available search criteria. The criteria are:

1. CDR number
2. MFL
3. Place of landing
4. Date of landing
5. Fish Processor
6. Date Weighed
7. Application Id
8. Date Created
9. Date Modified

EXAMPLE 1: RETRIEVING A PARTICULAR GROUP OF APPLICATIONS

In Figure 16, AFES has retrieved all the applications created on a particular date. This is done by selecting the required date in the **_Created_** field then clicking **_Filter_**. AFES also allows you to specify custom date ranges, e.g. from _date 1_ to _date 2_.

FIGURE 16

EXAMPLE 2: RETRIEVING A PARTICULAR APPLICATION

Figure 17 shows an example where a user has retrieved a single application by specifying a particular CDR number.
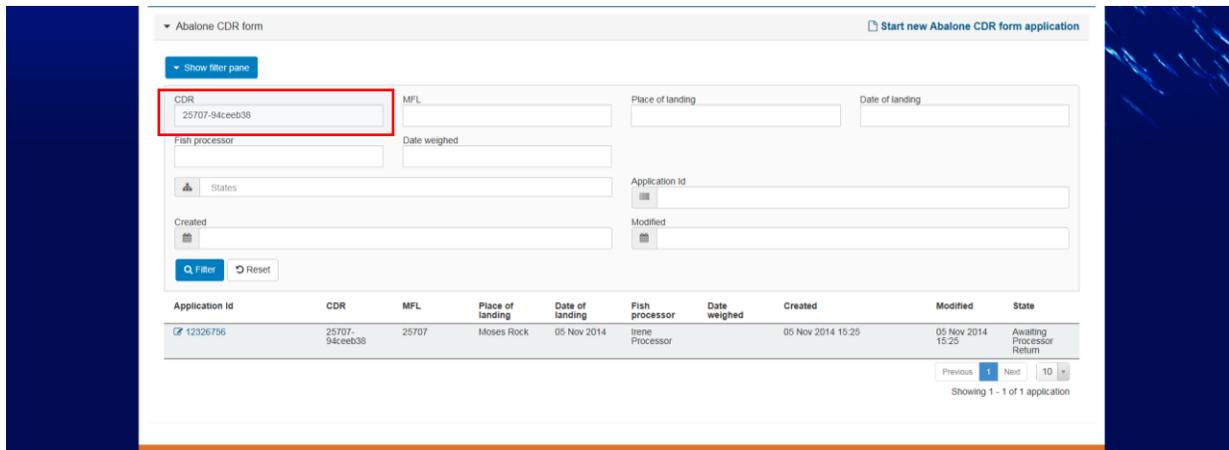
FIGURE 17

EXAMPLE 3: RETRIEVING APPLICATIONS USING COMBINATION OF FILTER CRITERIA

Figure 18 shows an example where a user has retrieved applications using a combination of filter criteria, applications that meet all the selected criteria are shown.
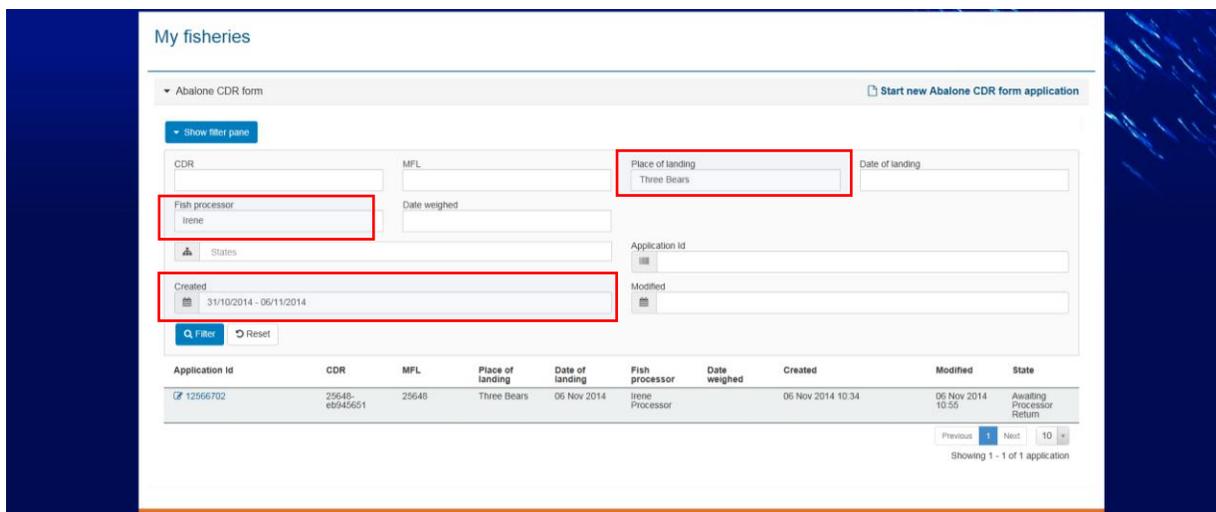

FIGURE 18

To clear a filtered search, you can

(a) Individually click the x next to a particular filter and then press filter button
(b) Click on the reset button and then press the filter button

You can show or hide the filter pane. If the filter pane is hidden, any filters in place continue to apply.