

## Define Settings for CatchER

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### Conditions

The CatchER settings must be completed to allow the App to work and to speed up the process of recording each trip return. Most of these “default” settings should only need to be set up once per Master on each Apple™ device used.

The process takes approximately 10 minutes to pre-select the information you want to display:

1. Fish Eye account settings
2. MFL numbers
3. Boat details
4. Crew details
5. Registered Receivers
6. Container information
7. Tag numbers

Ideally this should be done on land, well before any trip details are planned to be recorded.

### Important Notes

1. Establishing a four digit PIN for the CatchER application - . This PIN is required by the Master to submit every trip return record, so it should be recorded immediately and stored safely, as it is not possible to retrieve the details from the Department if it is lost or forgotten. You must not provide your PIN to another person and you must immediately report any incident where you believe your security on CatchER has been compromised.
2. The User ID, password and PIN are unique to each master and are not to be given to or used by another person. If a relief master is to fish on the MFL, even for one trip, the CatchER app is to be deleted and reinstalled and the new master's details entered in the settings.
3. While it is possible to enter more than one MFL on a device we would strongly advise against this as it has been found to lead to a high rate of errors such as catch being allocated to and quota deducted from the wrong MFL and wrong tag ranges being used.
4. It is essential that the details entered into the CatchER Settings are accurate, including the spelling of the master and crew names. These details must match what is recorded in the Department of Fisheries licence database, Navigate, and should be reflected in the Registration and Nomination forms. If you are unsure of any of the licence details go to a Department of Fisheries office, advise them of your crew names and they will be able to provide you with a form (CatchER Settings) listing all of the correct details from the licensing database.

### Applies to

MFL Holder	No
MFL Online Operator	No
<b>Master</b>	<b>Yes</b>
Receiver	No
Receiver Online Operator	No

### Requirements

Before commencing it is recommended that the following information is available and at hand:

1. Fish Eye Online Services Account details (User Id and User Selected Password)
2. Managed Fishery Licence (MFL) number(s)
3. Commercial Fishing Licence (CFL) numbers and full names for all crew members
4. Boat name and Licensed Fishing Boat numbers (LFB)
5. Names of Registered Receivers used
6. Empty container weights and number of tags to secure
7. Tag numbers, both landing and holding over

## Instructions

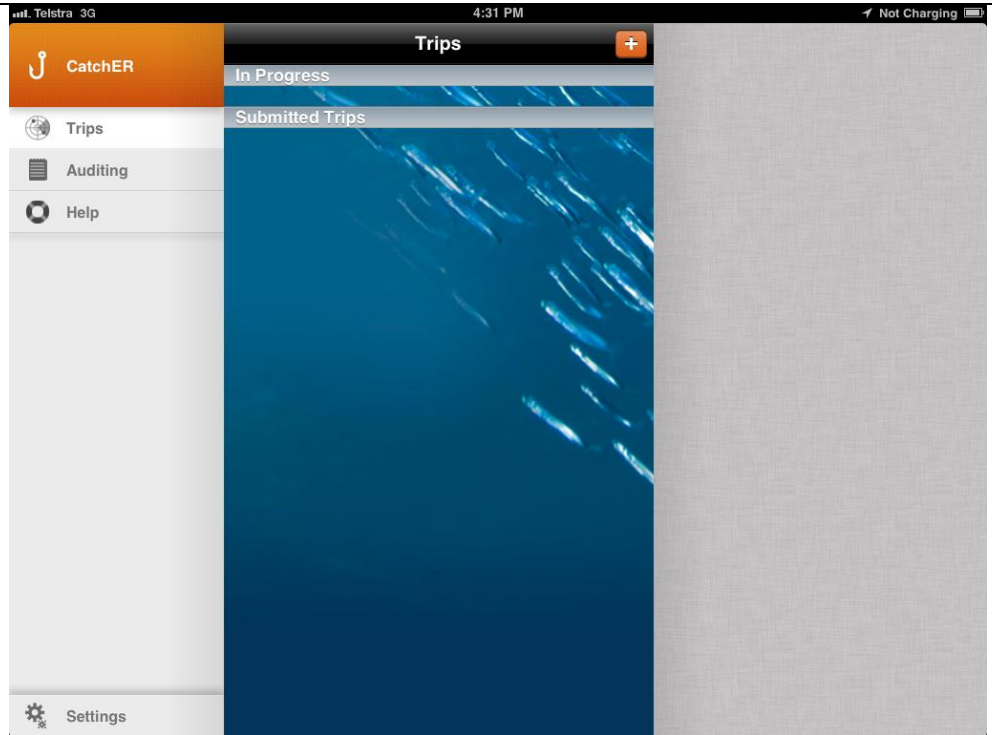
1. Touch the **CatchER** icon on Apple mobile device.

Then **Trips** screen will display.



2. Touch **Settings** in the bottom left corner of the screen.

The **Enter PIN** will screen display.



3. Type your four digit **PIN** for the CatchER application.

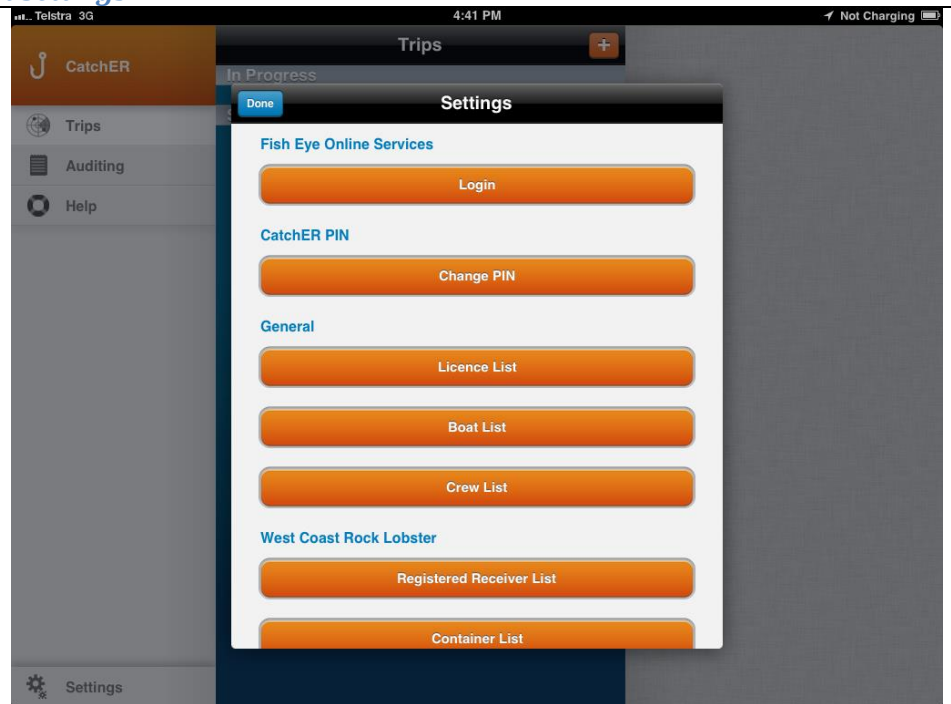
**Note:** The PIN is required by the Master to access the CatchER Settings area and to submit trip nominations. The PIN must not be provided to any other person.

The **Settings** screen displays with options to preselect and maintain your trip return settings for CatchER.



## Record Fish Eye Account Settings

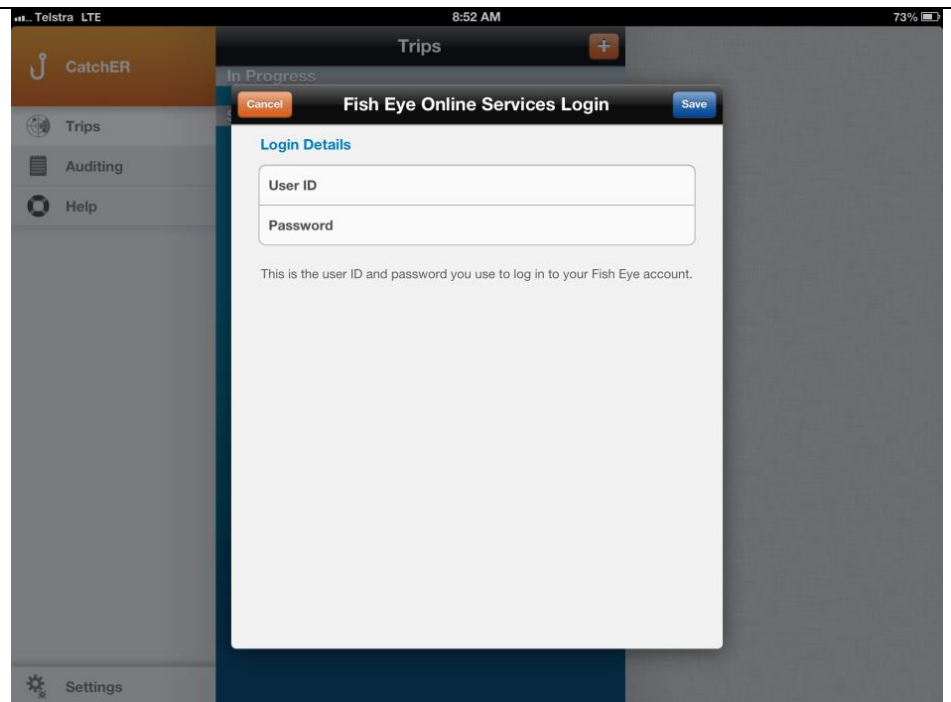
4. Select **Login** from the **Settings** screen.



5. Enter your Fish Eye Online Services **User ID** and Fish Eye **Password**.

6. Press **Save**.

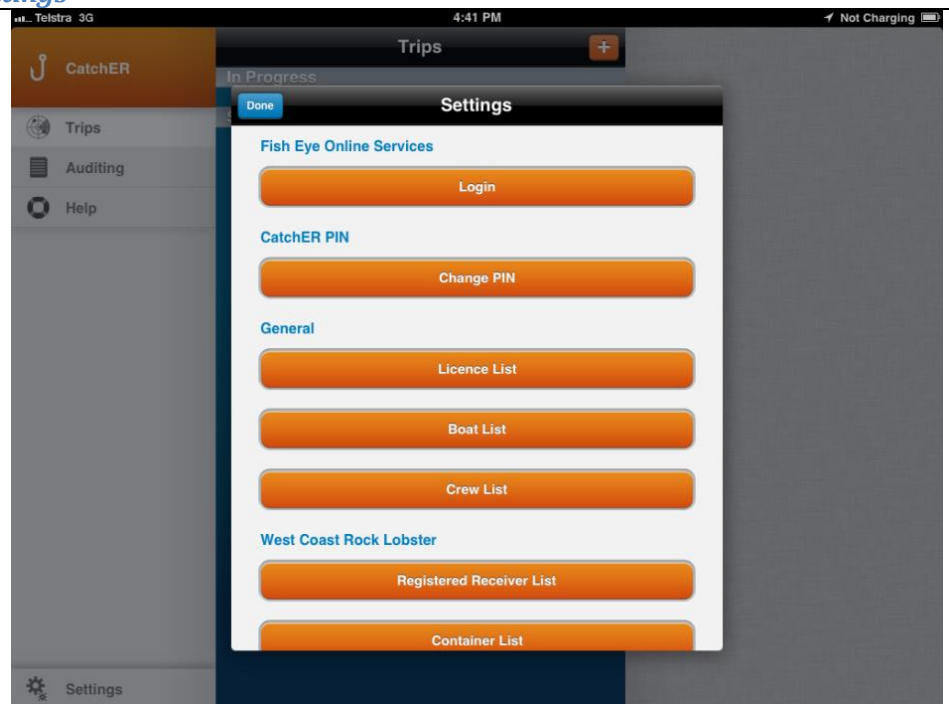
*Your **Password** does not display for security reasons.*



### Record MFL Licence Settings

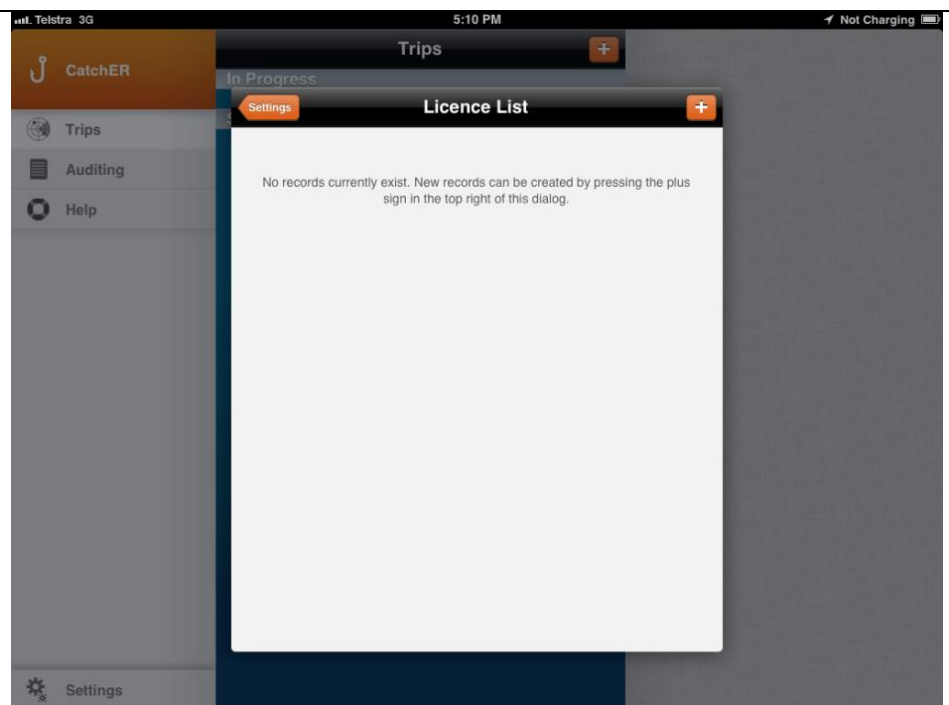
7. Select **Licence List** from the **Settings** screen.

*The **Licence List** screen will display.*



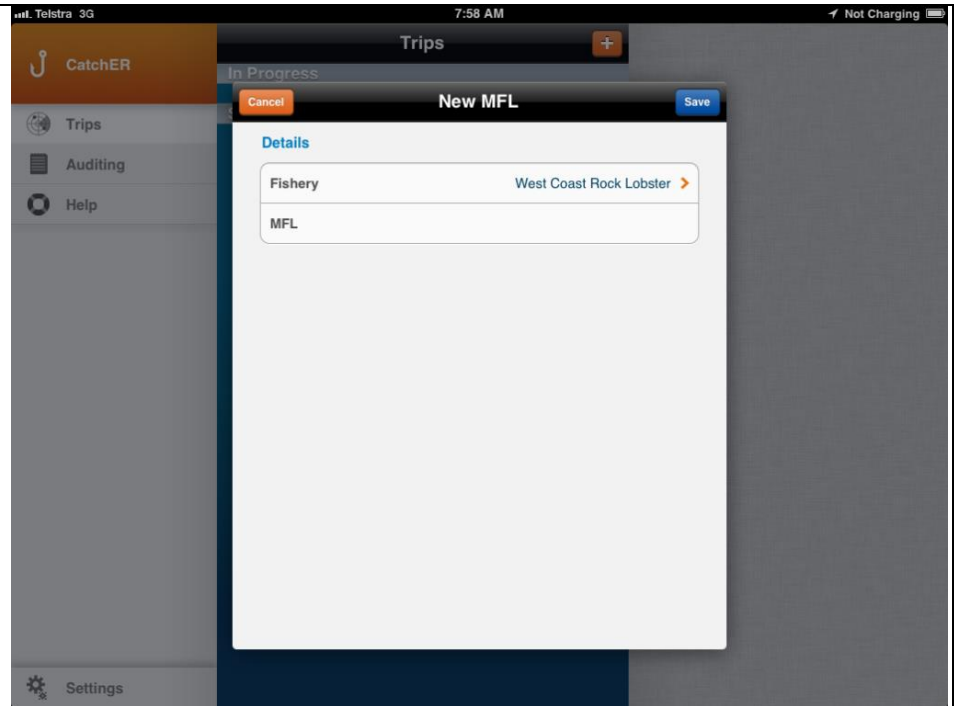
8. Touch the **+** icon to add your licence details.

*The **New MFL** screen will display.*



9. Check **Fishery** is set to the correct fishery.

*Initially West Coast Rock Lobster will be the only fishery listed but others will be added over time.*



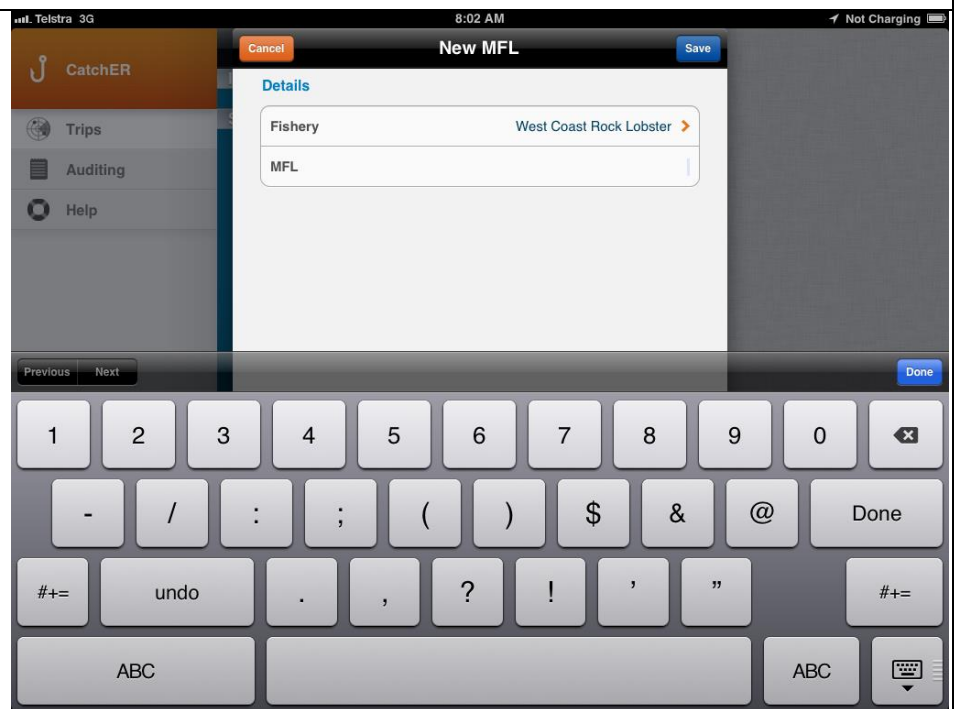
10. Touch the blank **MFL** field to display the keyboard.

11. Type the MFL number in the field.

12. Touch **Done** to close the keyboard after entering the MFL number.

13. Touch the **Save** button to save the licence record.


14. Touch the **Settings** button to return to the **Settings** screen.



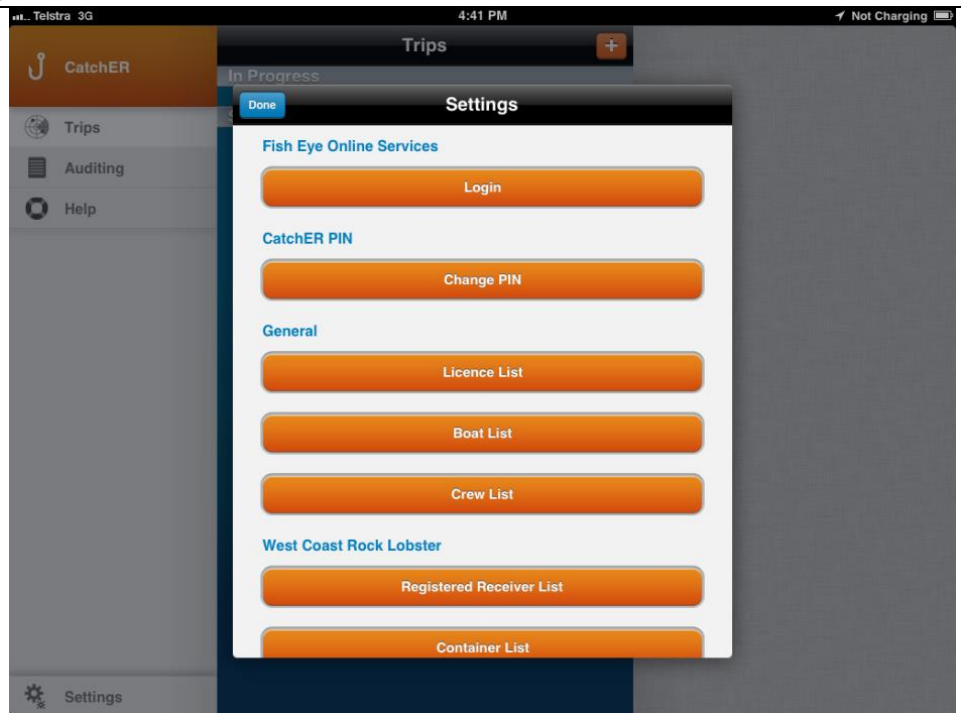
## Record Vessel Settings

15. Select **Boat List** from list of options.

*The **Boat List** screen will display.*

16. Touch the  icon to add your boat record.

*The **New Boat** screen will display.*



17. Type the name of the boat in the **Name** field.

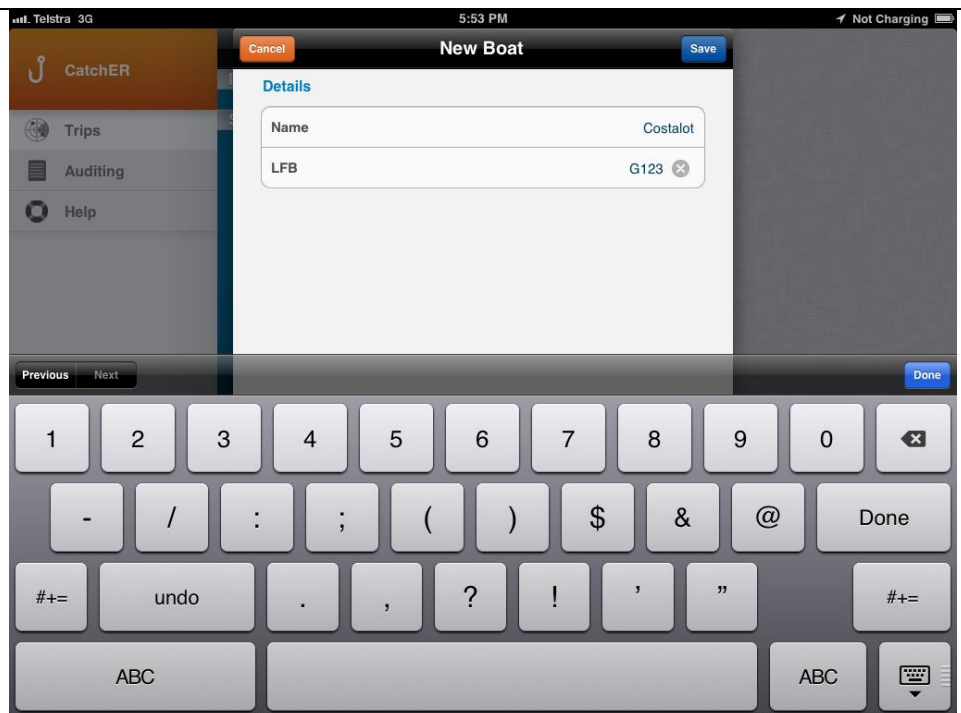
18. Type the **LFB** number in the **LFB** field.  
*(Only type the LFB number in this field e.g. G123, not LFBG123)*

19. Click **Done** to close the keyboard.

20. Click the **Save** button.

*The **Boat List** screen will display.*


21. Touch the **Settings** button to return to the **Settings** screen



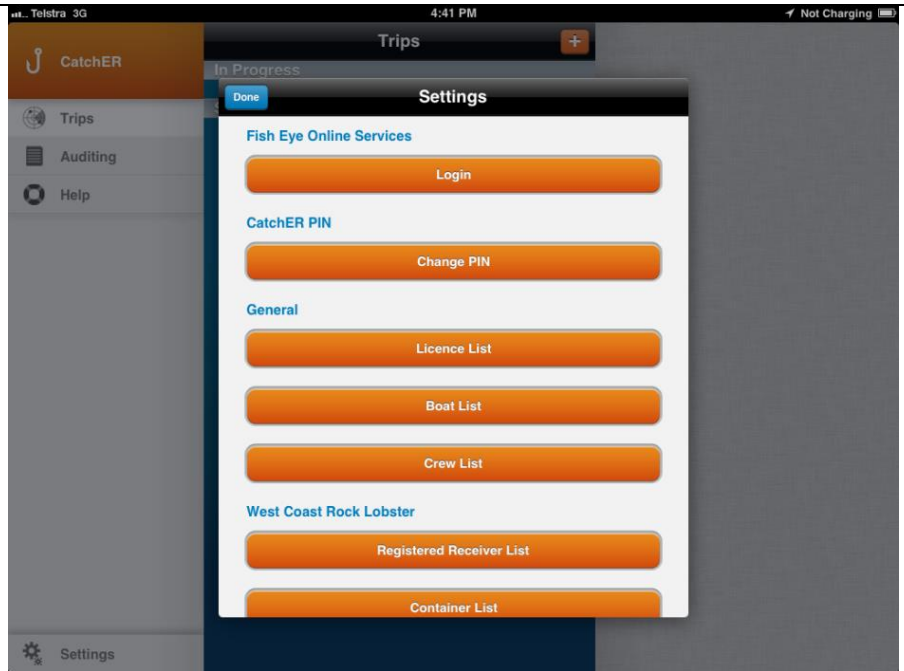
## Record Crew Settings

22. Select **Crew List** from list of options.

*The **Crew List** screen will display.*

23. Touch the  icon to add your crew records.

*The **New Crew** screen will display.*



24. Type the first name(s) of the crew member in the **First Name(s)** field.

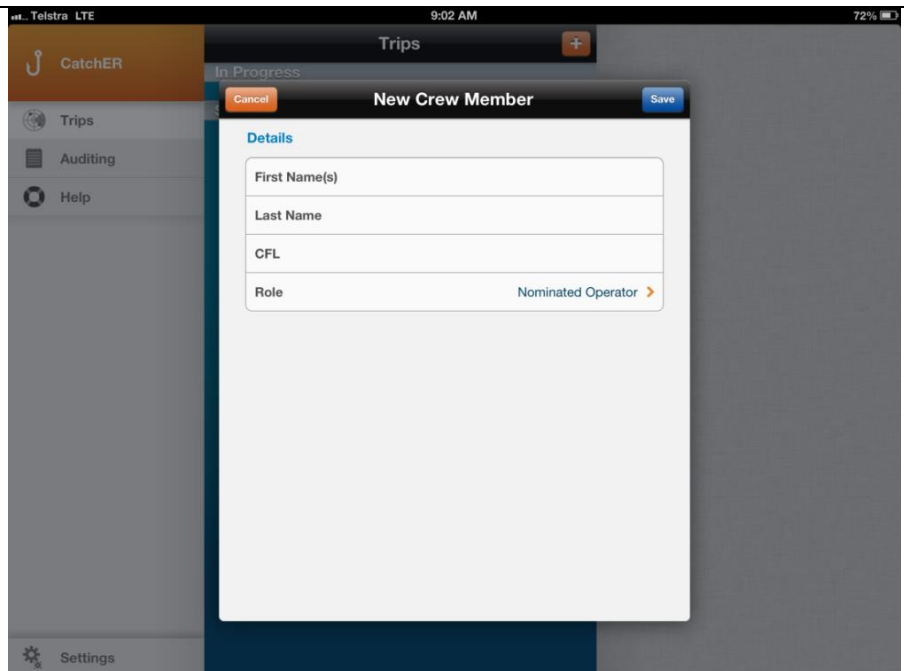
**NOTE:** *The names of the master and crew entered must match the details in the account activation email or the details recorded in Navigate (the Department's license database). If you are unsure of the correct details go to your local Department of Fisheries office and they will be able to supply 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.*

25. Type the last name of the crew member in the **Last Name** field.

26. Type the CFL number for the crew member in the **CFL** field.

27. Select the relevant role (Master or Crew) for the person in the **Role** field.

28. Click the **Save** button.

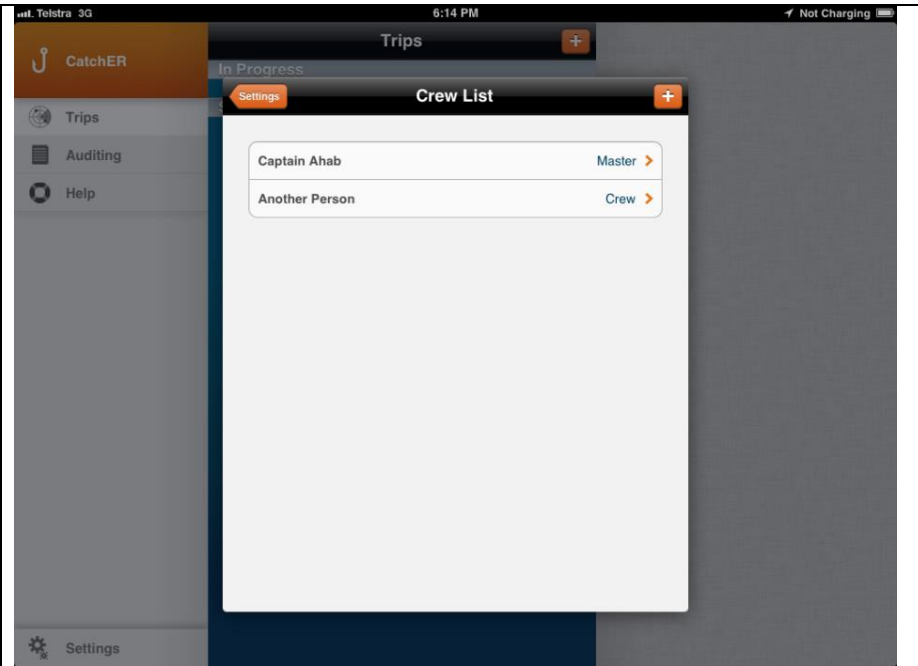


**NOTE:** *Once you have submitted a fishing trip nomination, the crew names and CFL number are locked and cannot be deleted so be careful to enter them accurately. The device's spellcheck could substitute a word without you noticing. You can go into the device Settings>Keyboard and turn off Auto-Correction to avoid this interfering.*



Repeat steps 23 to 28 to add all the required crew members to the list.

29. Touch the **Settings** button to return to the **Settings** screen.

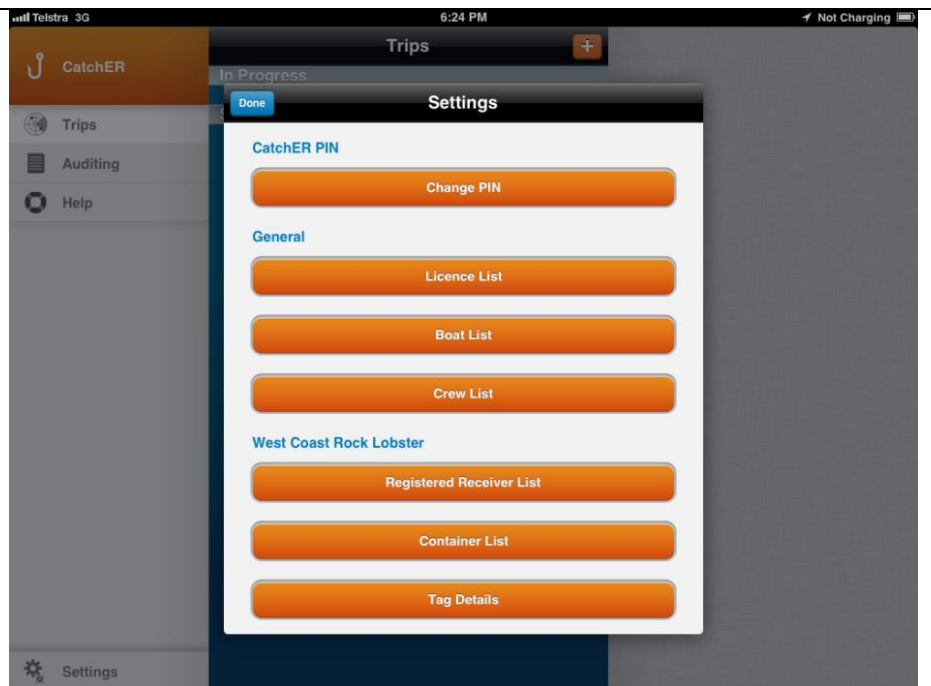


### Record Receiver Settings

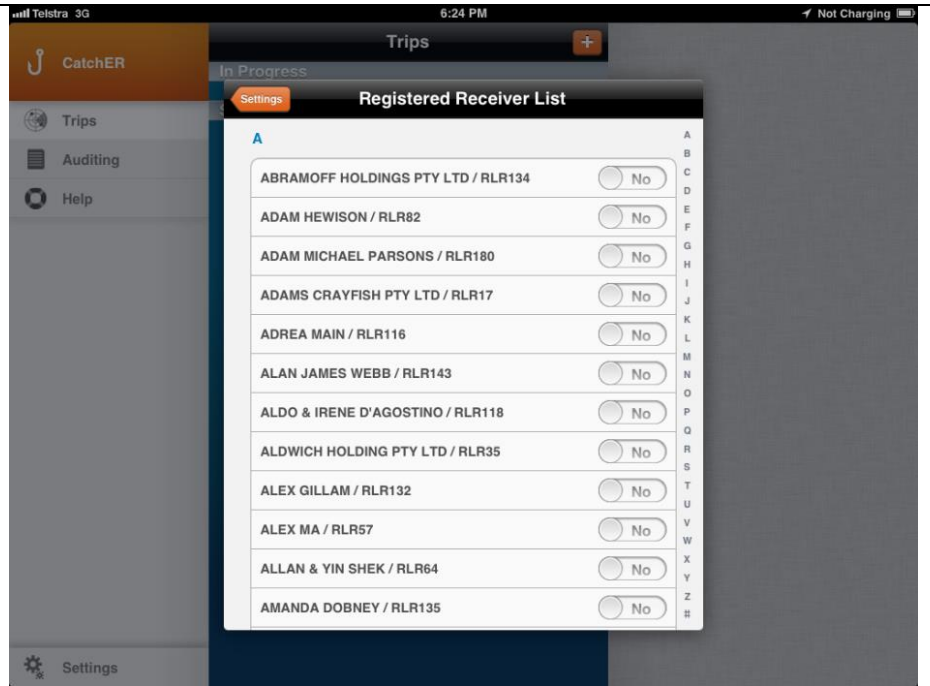
30. Scroll down the **Settings** screen until you can see the items under the **West Coast Rock Lobster** heading.

31. Select **Registered Receiver List** from list of options.

*The **Registered Receiver List** screen will display.*

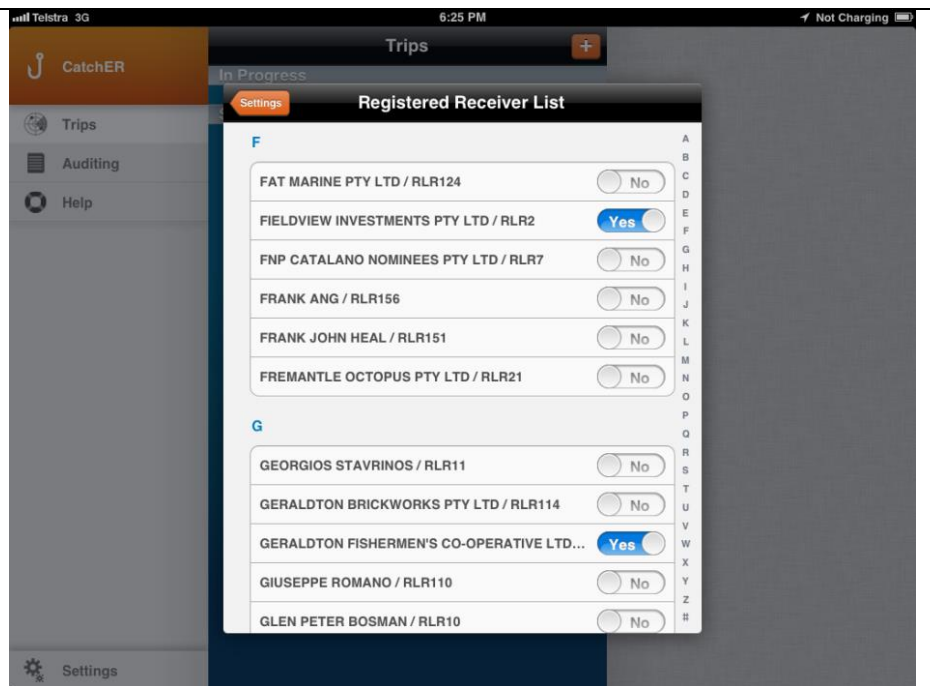


The **Registered Receiver List** screen displays receivers in alphabetical order for selection.



32. Touch the **No** icon on the right side of each receiver to change it to **Yes** to choose the receivers to display in your list.


33. Touch the **Settings** button to return to the **Settings** screen.



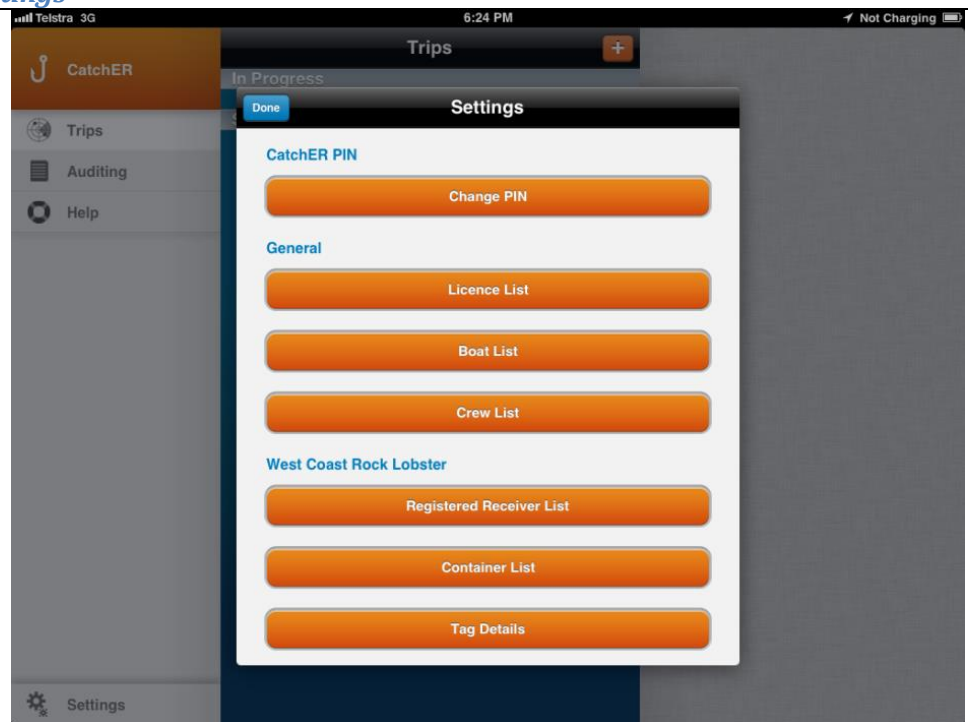
## Record Container Settings

34. Select **Container List** from list of options.

*The **Container List** screen displays.*

35. Touch the  icon to add your container colour/name and weight details.

*The **New Container** screen will display.*



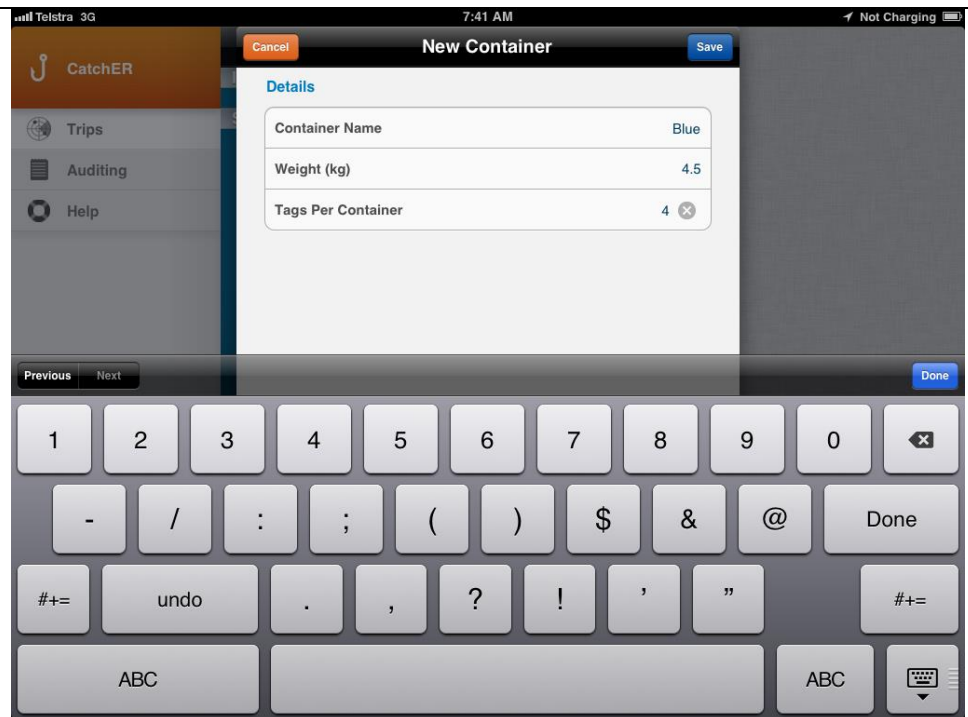
36. Type a name for your container in the **Name** field.

37. Type the empty weight of the container (including all attachments) in the **Weight (kg)** field.

38. Type in the number of **Tags Per Container** (1-4).

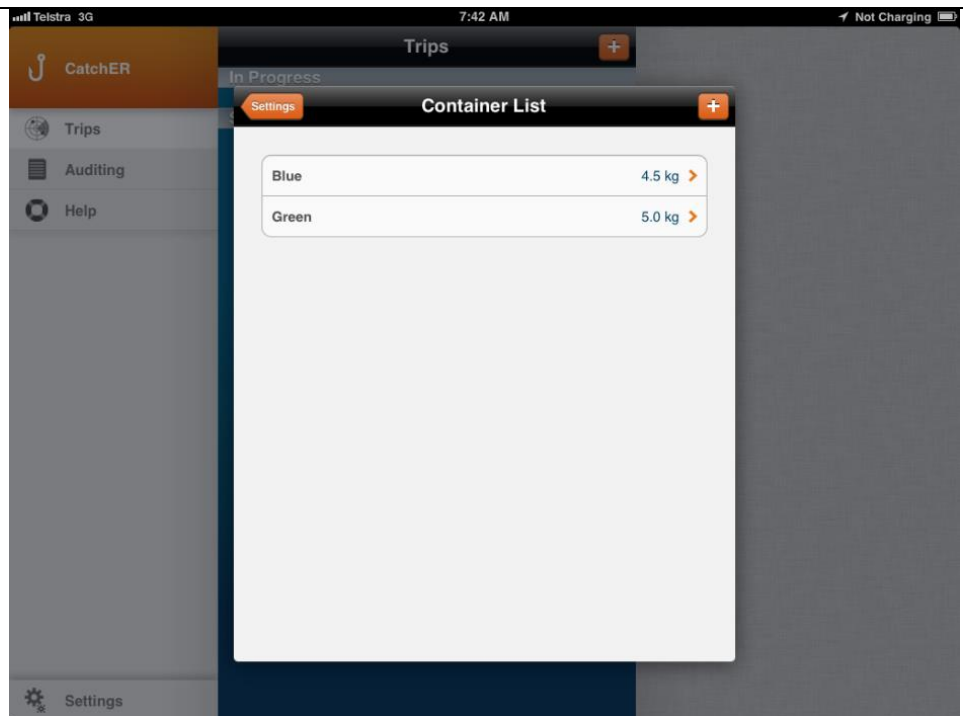
39. Click **Done** then the **Save** button.

*The **Container List** screen will display.*



40. Repeat steps 35 to 39 to add extra containers to the list as required.

41. Touch the **Settings** button to return to the **Settings** screen.

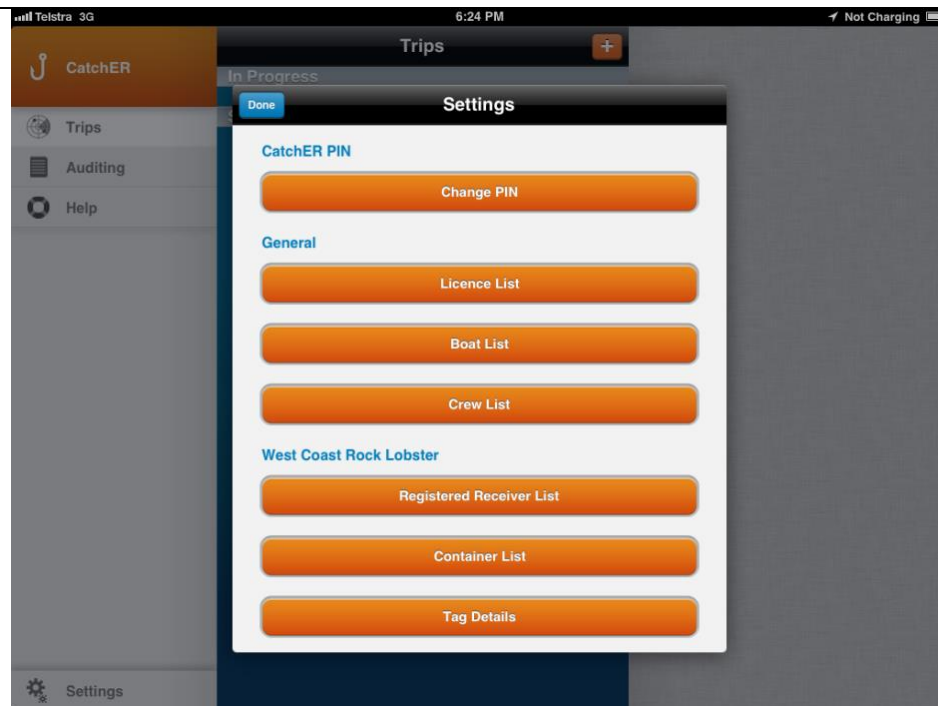


**NOTE:** Once you have submitted a fishing trip nomination, the container details (name, weight and number of tags) are locked and cannot be changed or deleted.

### Record Tag Details Settings

42. Select **Tags Details** from list of options.

The **Tag Details** screen will display.



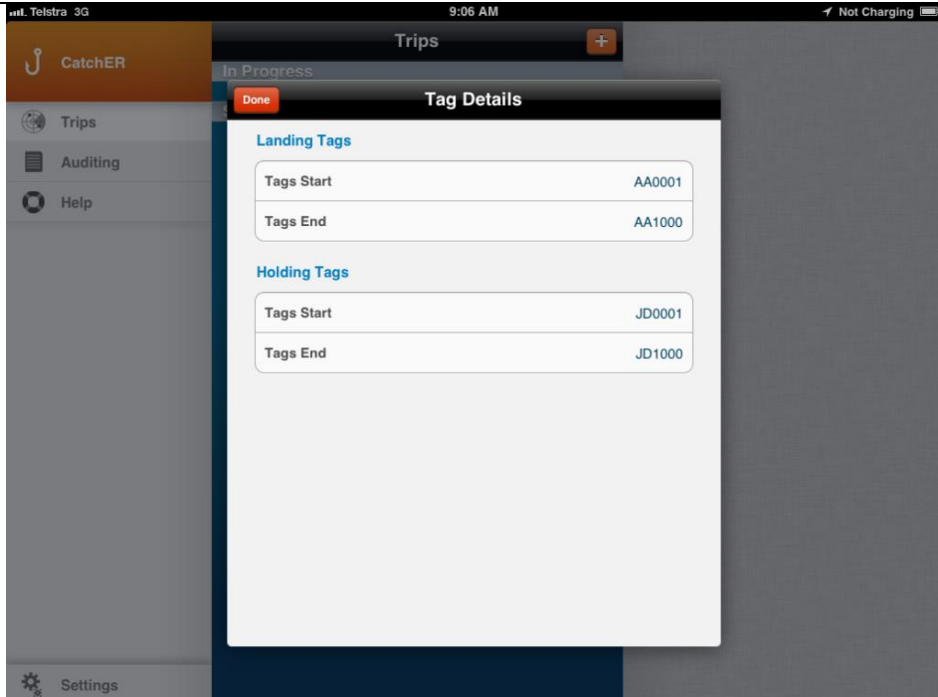
43. Complete the following fields as required for **Landing Tags**:

- a) **Tags Start**
- b) **Tags End**

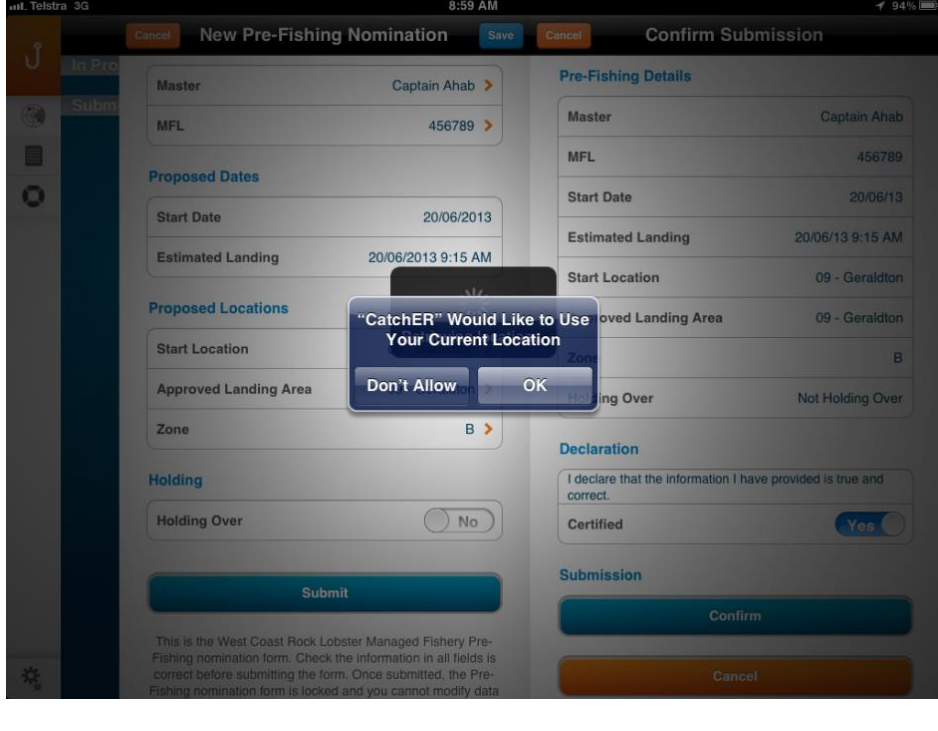
**Note:** The tag range is case sensitive and both letters need to be in uppercase.

44. Touch the **Done** button when details are recorded accurately.

45. Touch **Settings** and then **Done** to return to the Trips screen.



For CatchER to be able to submit trip nominations it needs the Location Services to be on. The first time you submit a pre-fishing nomination it will ask to use your current location. Touch **OK** and you will not need to do the following steps.



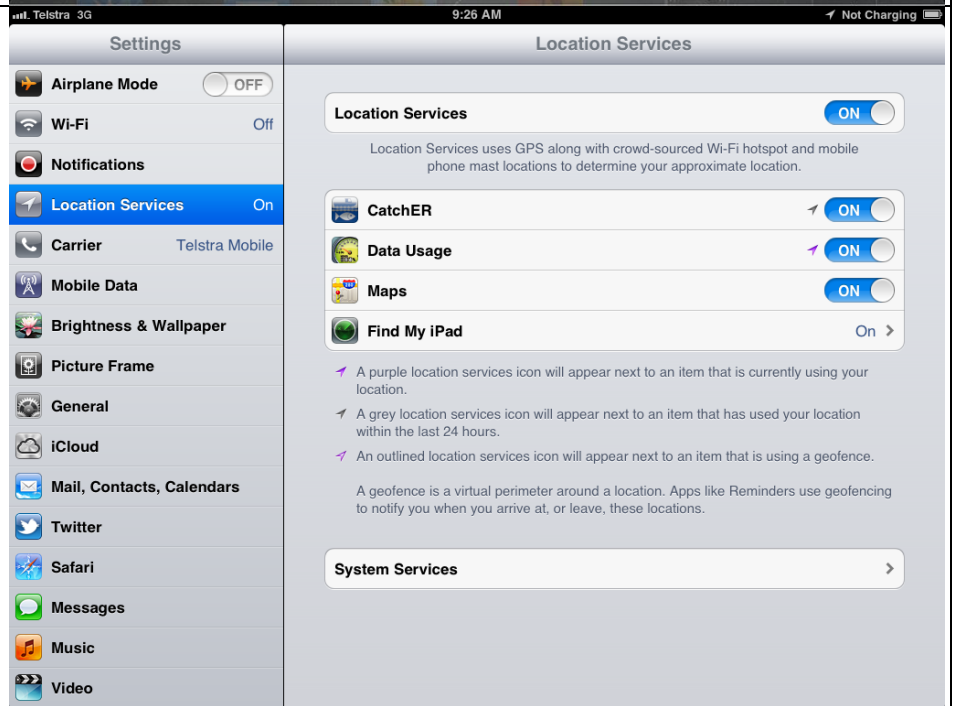
47. Go into the **Settings** to turn Location Services on.

Touch the Settings icon



48. Touch **Location Services** and turn it on for **CatchER**.

*NOTE: This is a requirement for the **CatchER** App to work correctly.*



Depending on the version of your operating system **Location Services** may be located in the **Privacy** section of the **Settings** menu.



End of instructions.

## ***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](mailto:Fisheye.Support@fish.wa.gov.au)

**Phone:** 1300 550 763

## ***Online Troubleshooting Guide for CatchER issues***

An online troubleshooting guide is available on the Department of Fisheries [website](#).

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