Submit a Pre-Landing Nomination using CatchER (Single Session)

Table of Contents

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 they 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. If this stage is commenced on a mobile device, the pre-fishing and post-landing trip nominations must also be completed using the same mobile device.

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 books where appropriate.

All information previously recorded in the Holding Over book is required to be recorded in CatchER. This is captured under each individual session fished. Under the Management Plan, sessions must end before midnight on each day fished.

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 using the same device with CatchER.

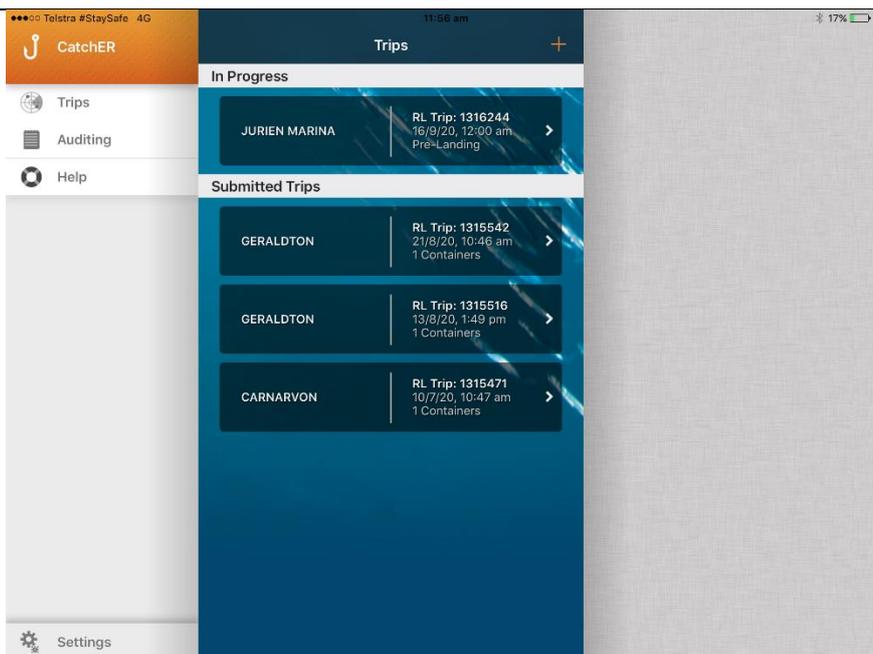## Instructions

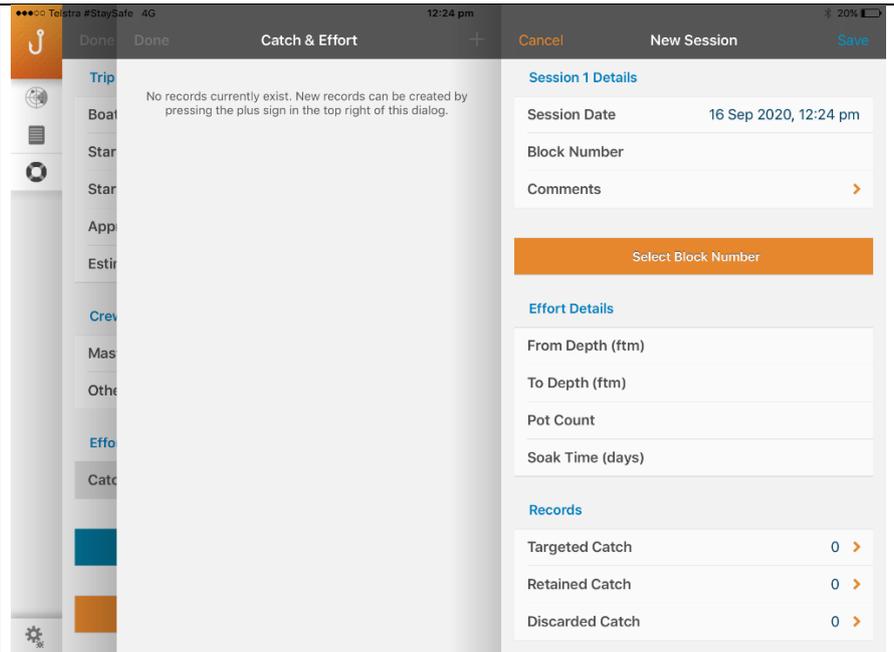|	
1. Select **CatchER** icon on mobile device. *The **Trips** screen will display.*	
2. Touch the trip record in the **In Progress** section to add the new pre-landing trip record. *The **Pre Landing Trip** screen will display.*	
3. Update the following fields if required: **a) Boat** **b) Start Location** **c) Start Date** **d) Approved Landing Area** **e) Estimated Landing** **f) Master** **f) Other Crew** *NOTE: When fishing in Zone A use Carrier Boat as the Start Location/Approved Landing Area* 4. Touch the **Catch and Effort** field to update the details. *The **New Session** screen will display.*	
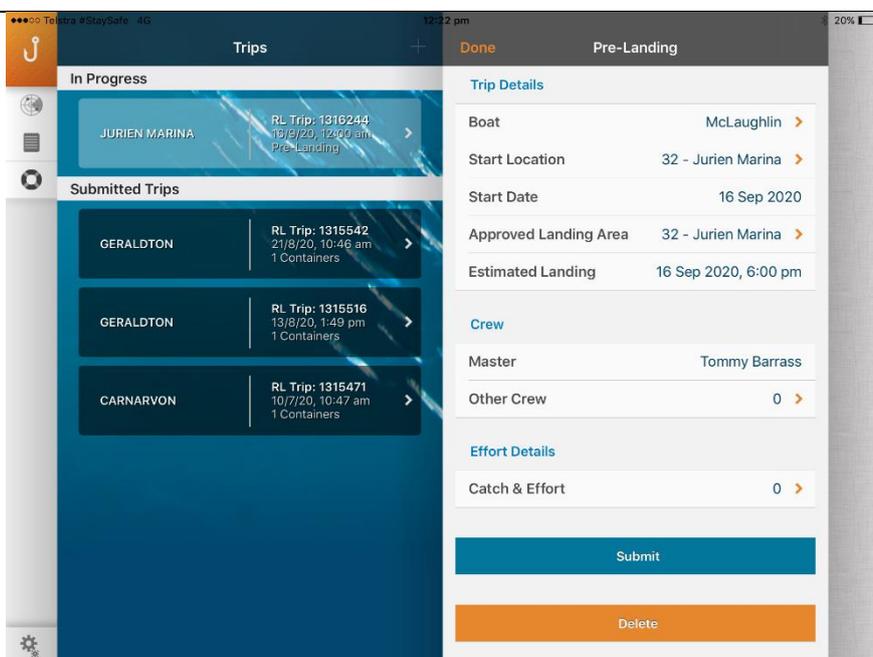
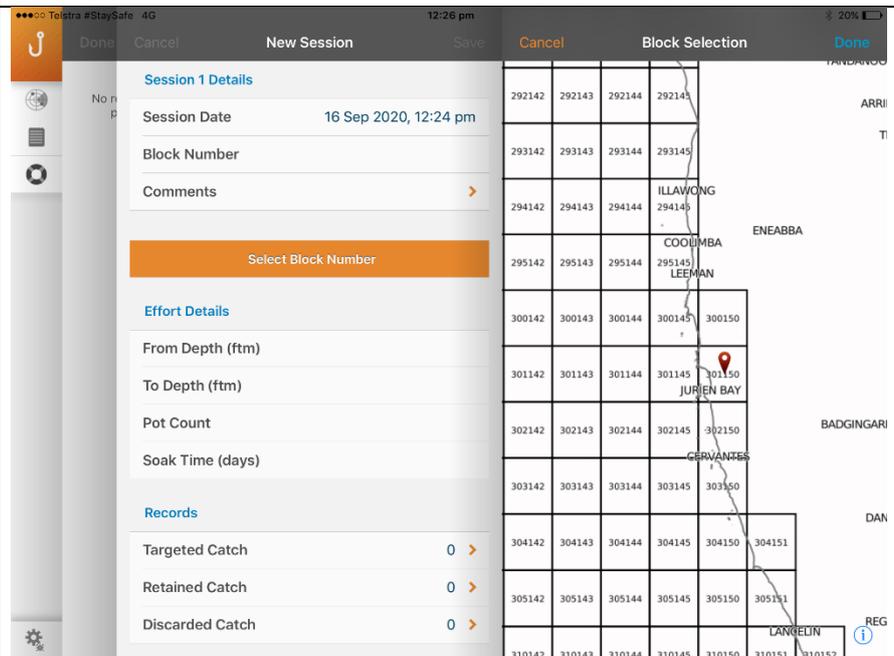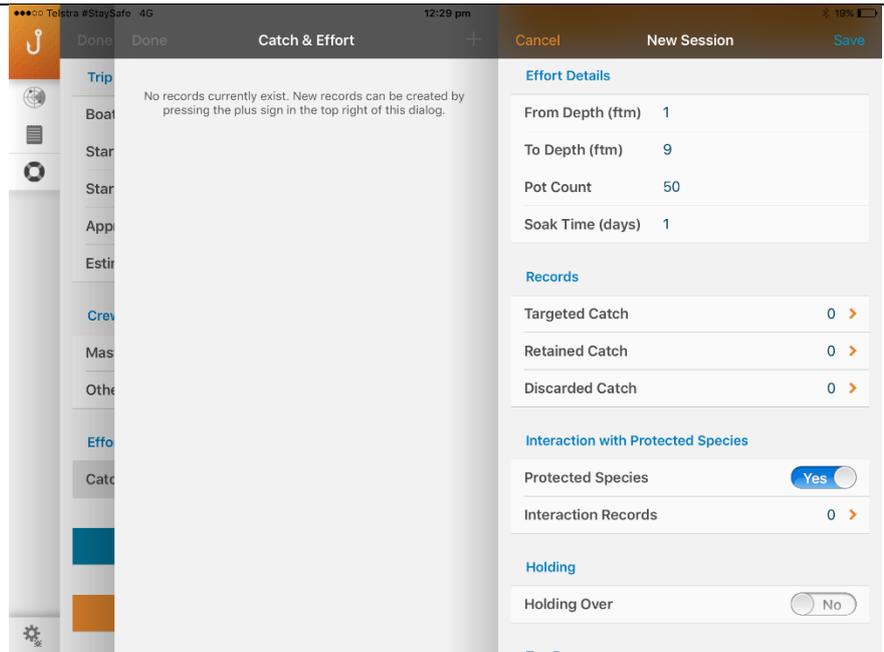|	
5. Touch the **Select Block Number** button. *NOTE: You may also type the block number into that field without using the **Select Block Number** function*	
6. Touch the area on the block where the fishing has been conducted. 7. Touch the **Done** button to close the Area Selection screen. *The **New Session** screen will display complete with the block number.*	 ***Verify block is in correct Fishing Zone.**

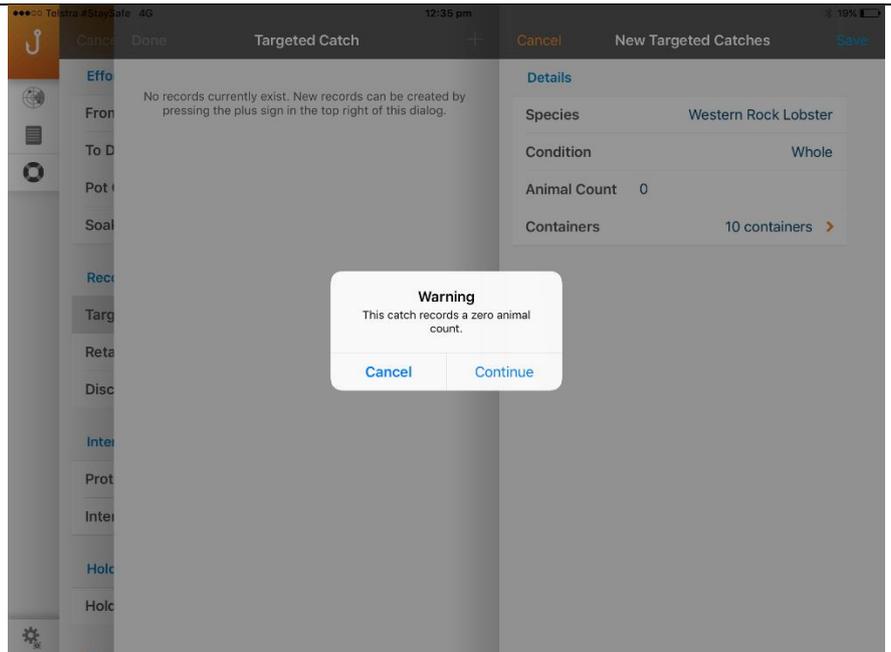|	
8. Complete the **Effort Details** fields: a) **From Depth (fathoms)** b) **To Depth (fathoms)** c) **Pot Count** d) **Soak Time (days)** 9. Touch **Done** to close the Keyboard. 10. Touch the **Targeted Catches** field.	
*The New Targeted Catches screen will open with **Species** Western Rock Lobster and **Condition** Whole selected.* 11. Complete the remaining fields: a) **Animal Count** (This is not compulsory unless you have held over lobsters). b) **Container** (select the relevant container if you have multiple containers pre-defined and enter the number of containers in the Count field. You can add multiple container types and counts.)	
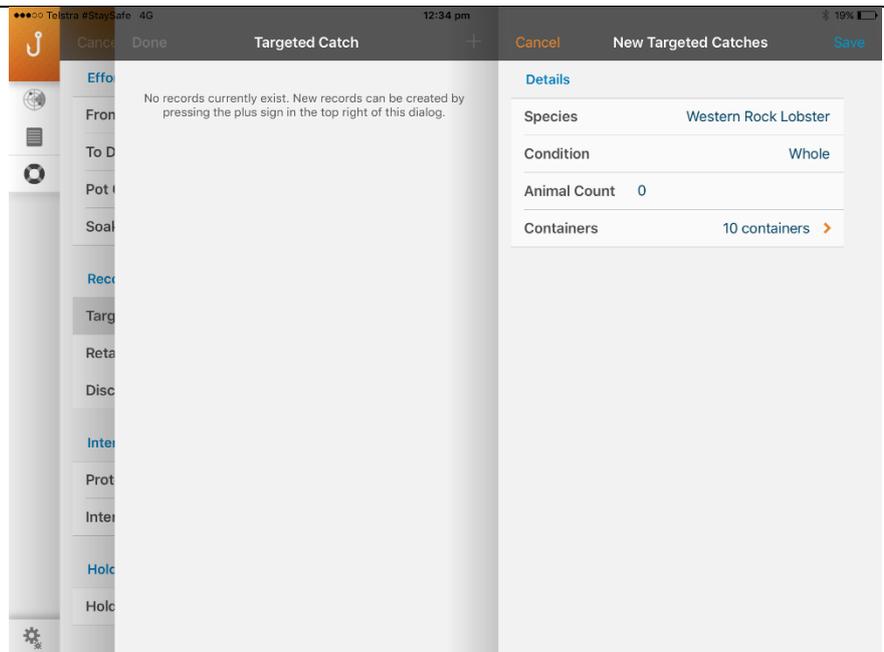
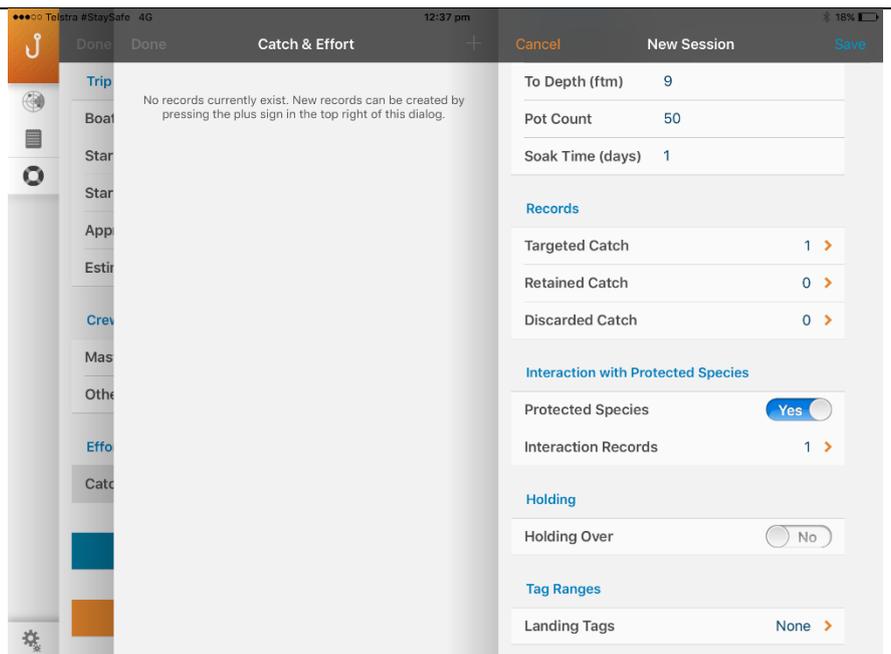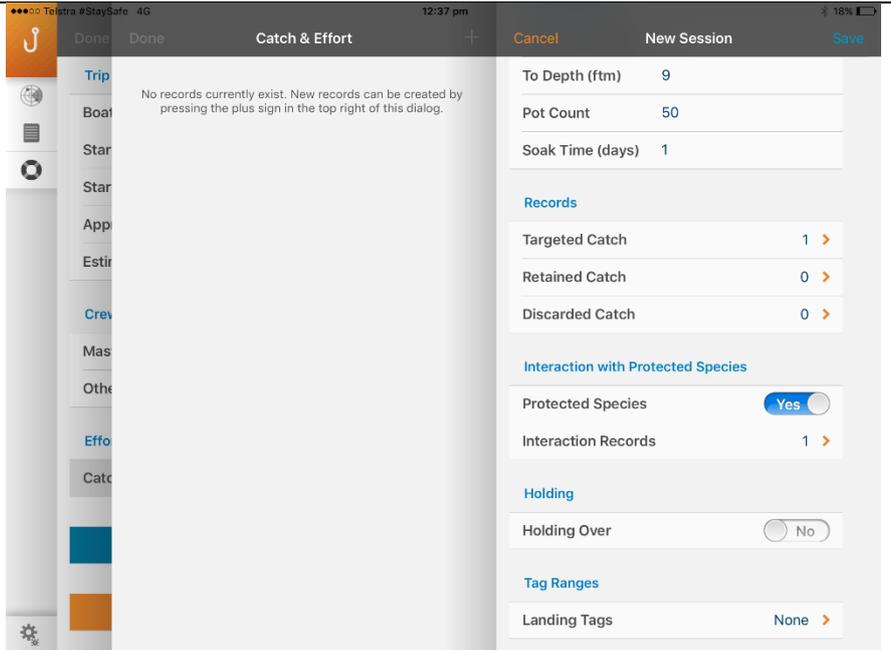|	
12. Touch the **Save** button when the details are completed. *A Warning message will appear that 'This catch records a zero animal count'.* 13. a) If you have not held over any lobsters **Animal Count** is not compulsory and you can click **Continue**. b) If you are going to hold over lobsters then you need to click **Cancel** and enter the number of lobsters in the **Animal Count** field then click **Save** and then **Done** on the next screen. *The **New Session** screen will display.*	
14. Complete the remaining **Records** fields as applicable: a) **Retained Catch** (Bycatch) b) **Discarded Catch** (number high graded is required) 15. **Interaction with Protected Species** default is **Yes**. a) If there was no interaction select **No**. b) If there was an interaction touch **Interaction Records** and complete the relevant fields. 16. **Holding Over** defaults to **No**. If you set the Holding Over status to something other than No it will have carried forward. If you are going to Hold Over see the **Pre-Landing Nomination Multiple Sessions** guide for details of the process.	 ***There is no need to enter the landing tags details in the pre-landing page, you can wait until post-landing.*** *<u>DO NOT</u> enter Landing Tags in the Pre-Landing nomination form if you are going to reach the end of the tag range and need to enter a new tag range. Wait until Post-Landing if you are going to need to add a new tag range in Settings. You can enter the landing tag range here and it will carry forward to Post-Landing if you are staying within the current tag range entered in the Settings Tag Details page.*

17. If all the relevant details are complete and correct the touch **Save**.	
*A **Confirm Save** message will appear. **Are you sure? This session will be locked from further editing**.* 18. <u>If all the details are correct</u> click **Yes I'm sure** then click **Done** on the next screen.	

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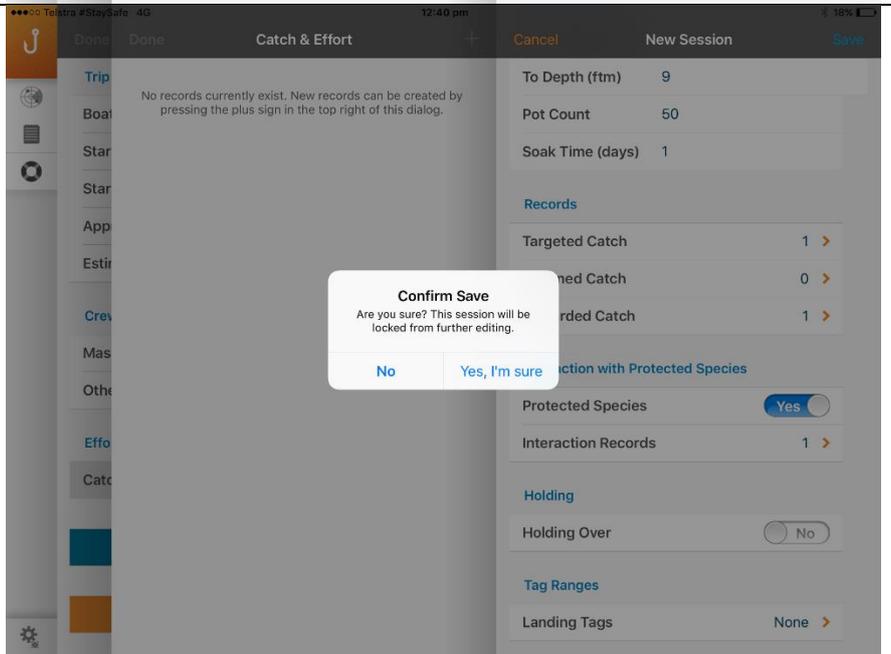
19. Touch the **Submit** button and this screen will display.
 	
This is the last chance to confirm the details are correct before submitting them.
 	
20. **Mandatory Details:**
a). **Back of boat sales**
 If you have Back of Boat sales:
   i). switch the toggle to Yes.
   ii) enter the **Number of Lobsters** for Back of boat sales.
 	
b). Enter **Total Pots left in Water – Number of Pots.**
 	
c). **Pre-Landing (Choose one)** enter either:
   i). **Number of Lobsters On Board**
   OR
   ii) **Number of containers**
 	
Confirm all details are correct click **Save**. *And the **Confirm Submission** screen displays.*
If any details are incorrect it is too late to change them. You will need to proceed with submission of the nomination and then submit a change request.
 	
See the 'Online Request Change to a Trip Nomination' guide.	
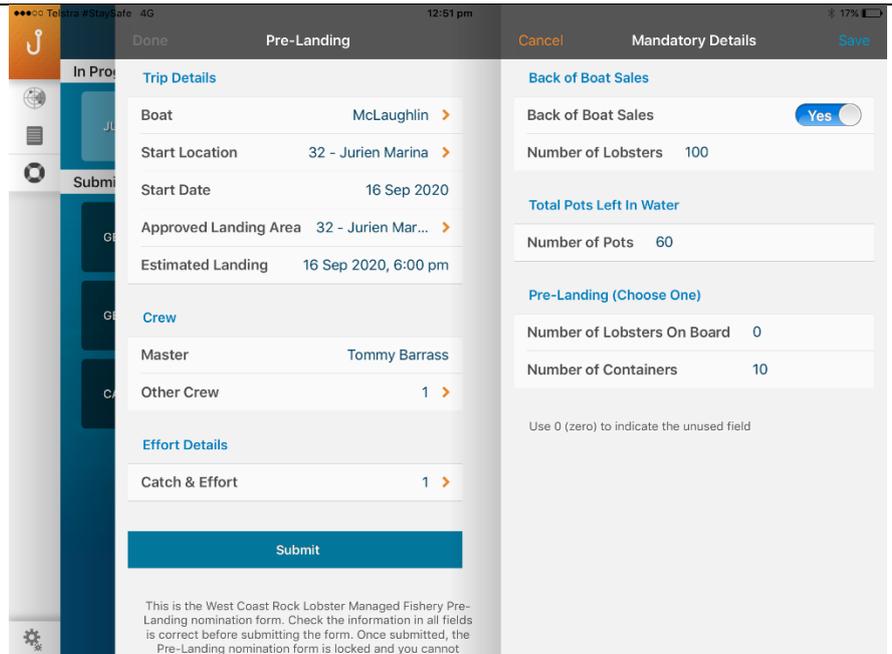
NOTE:
*Indicate the **total number of pots** you have in the water – include all pots that you pulled or did not pull on this trip, that have floats and lines attached.*
*You can only report either **'Number of Lobsters on Board'** OR **'Number of Containers'**.*
*'**Number of Lobsters On Board'**, must include **'Back of Boat Sales'** lobsters where applicable.*

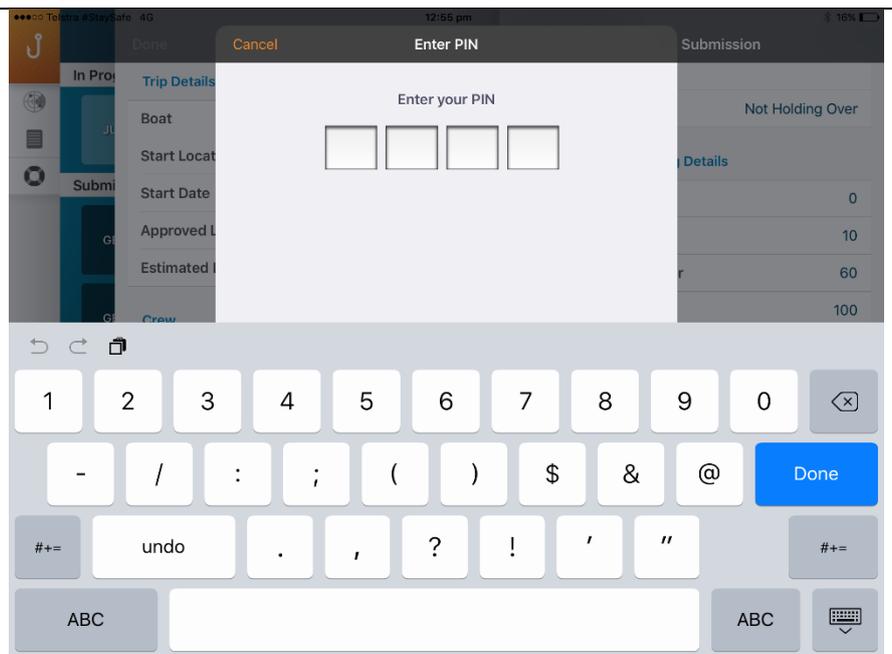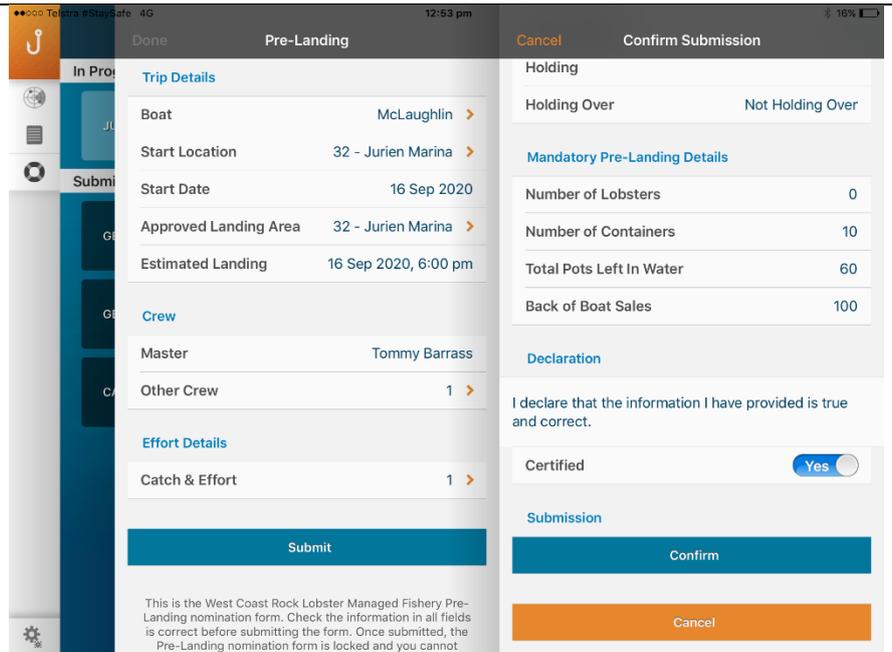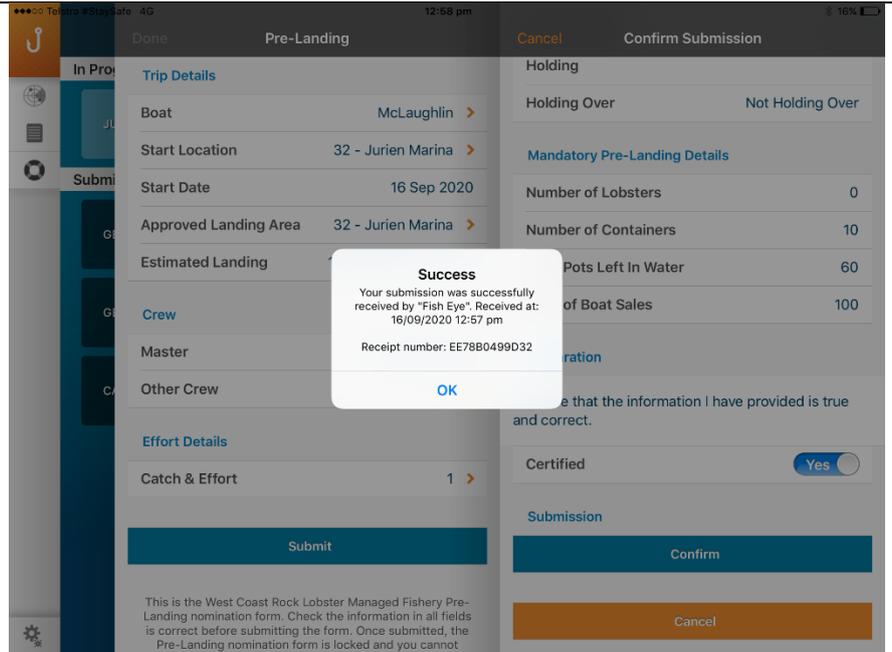|	
21. Check for network signal available at the top right of the screen. 22. On the **Confirm Submission** screen, scroll down to the bottom of the page. 23. In the **Declaration** section select **Yes** to declare the information provided is true and correct. 24. Touch the **Confirm** button to send. *The **Enter PIN** screen will display.*	
25. Type your four digit CatchER PIN.	

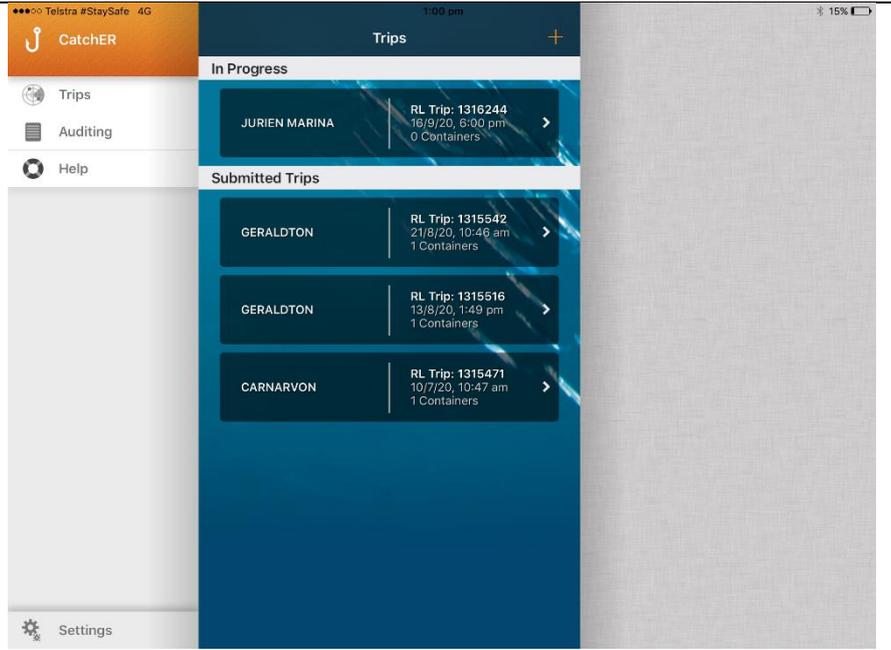|	
*The **Success** message displays with a receipt number.* 26. Touch the **OK** button to finish the pre-landing trip return. *The **Trips** screen displays with the new trip record listed under the **In Progress** heading.*	
If for some reason the submission fails try again (several times if necessary over a period of 10 minutes). *You could call the Helpline on 1300 550 763 for assistance.* *If after 10 minutes you have not be able to successfully submit the post-landing return the you will need to complete the full pre-fishing, pre-landing and post-landing nomination process by IVR and complete all the required CDR paperwork.*	
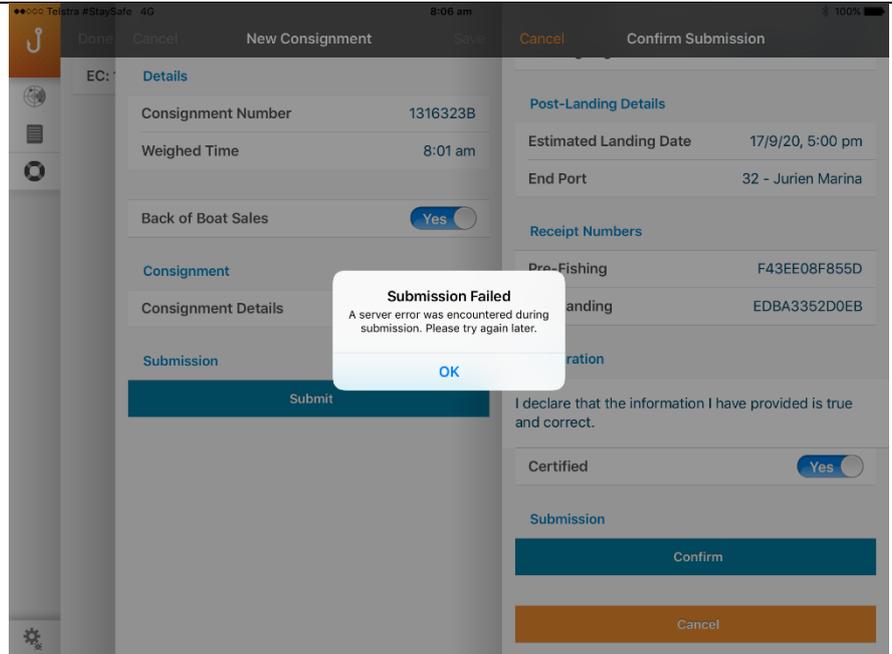
27. Proceed to the instructions for [Submit Post-Landing Trip Return Record (CatchER)](#)	
	End of instructions.

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

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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