



# Submit Pre-Landing Nomination (Multiple Sessions on 1 Day) (Online)

## Table of Contents

Conditions.....	1
Applies to.....	1
Requirements .....	1
Instructions.....	2
Fish Eye Helpline and Support.....	8
Online Troubleshooting Guide for Fish Eye issues .....	8

## Conditions

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

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

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

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

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

## Applies to

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

## Requirements

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

## Instructions

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

The **Log On** screen will display.

2. Complete the following fields:

- User ID**
- Password**
- Click the **Log On** button.

The Home screen displays with the Pre-Landing chevron highlighted if you have previously submitted a pre-fishing nomination.

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

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

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

The Pre-Landing nomination form will display

Entitlement Part	Current Entitlement (Units)*	Entitlement Remaining (kg)**
Western Rock Lobster Zone A	1753	Balance is not available
Western Rock Lobster Zone B	1147	Balance is not available

Return Method	Return Reference	Form Completed Date	Boat Name	Master Net Weight (kg)	Return Status	Change Request
Online	72650			0	Pre-Fishing	-

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

4. If you have more than one crew member click on [Add Crew Member](#) and enter the details requested.

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

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

Where you complete two sessions on one day and lobsters are held over on the boat or in a designated holding area in between sessions the procedure is as follows:

The screenshot shows the 'West Coast Rock Lobster Trip Return' form. At the top, it identifies the Department of Fisheries, Western Australia. The form is divided into several sections:

- TRIP:** Fields for LFB, Boat Name, Location - Start (dropdown), Estimated Landing Date & Time, and Nominated Approved Landing Area (dropdown).
- MASTER:** Fields for Commercial Fishing Licence (CFL), First Name, Surname, and Role (dropdown).
- OTHER CREW:** Similar fields for crew members, with an 'Add Crew Member' link.
- SESSION NUMBER: 1:** Fields for Session Date, Main Block Number, Number Pots Pulled, Soak Time (days), Depth From (fathoms), and Depth To (fathoms).
- TARGETED CATCH (Retained this session):** Table with columns for Species, Number Animals, and Number Containers.
- RETAINED CATCH:** Table with columns for Species, Condition, Number Animals, and Estimated Weight (kg).
- LOBSTER DISCARDS (Number Lobsters):** Table with columns for Berried Above Min Size, Setose Above Min Size, Not Setose Above Max size, Undersize, Dead, High Graded, and Comments.
- Comments:** A text area for notes, including a 'Holding Over' section with dropdowns for 'Holding Over on Boat' and 'Holding Over Block Number'.
- LANDED CATCH DETAILS:** Fields for Number Animals and Number Containers.

At the bottom, there is a declaration: 'I declare that the information I have provided is true and correct.' and buttons for 'Save As Draft' and 'Submit'.

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

5. At the end of the first fishing session complete all the details in **Session 1**.

If you click on [Zone Map](#) a new tab will open showing all of the block numbers to assist you in selecting the correct block number.

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

6. In the **TARGETED CATCH** section you must enter the **Number of Animals** and the **Number of Containers** prior to holding over, i.e., no later than midnight on the day which fishing occurred or immediately upon ceasing to pull pots for that session, whichever occurs first.

7. **RETAINED CATCH** is for any by-catch retained. If you have more than one species of by-catch retained click on [Add Retained Catch](#) to add another row and enter the details.

8. The **LOBSTER DISCARDS** section is voluntary but provides valuable information to Research which aids management of the fishery.

9. **Interaction with Protected Species** is compulsory to indicate **Yes** or **No**. If you click on **Yes** additional fields will open up for you to provide further detail.

*Continued over.*

The screenshot shows the 'West Coast Rock Lobster Trip Return' form. At the top, it has the Department of Fisheries Western Australia logo and navigation tabs for Home, Help, Licensing, and Reports. The form is titled 'West Coast Rock Lobster Trip Return' and includes fields for Trip Number (36839) and MFL Number (WCL). The 'Pre-Landing Nomination' section contains a 'TRIP' table with fields for Licensed Fishing Boat, Boat Name, Location - Start (09 - Geraldton), LFB, Estimated Landing Date & Time, and Nominated Approved Landing Area (09 - Geraldton). Below this is a 'MASTER' section with fields for Commercial Fishing Licence, First Name, Surname, and Role (Master). An 'OTHER CREW' section follows with similar fields for Crew. The 'SESSION NUMBER: 1' section includes Session Date, Main Block Number (with a 'Zone Map' link), Number Pots Pulled, Soak Time (days), Depth From (fathoms), and Depth To (fathoms). The 'TARGETED CATCH (Retained this session)' section has a table with columns for Species, Number Animals, and Number Containers. The 'RETAINED CATCH' section has a table with columns for Species (Octopus), Condition (Headed), Number Animals, and Estimated Weight (kg). The 'LOBSTER DISCARDS (Number Lobsters)' section has a table with columns for Berried, Setose Above Min Size, Setose Above Min Size, Not Setose Above Max size, Undersize, Dead, High Graded, and Comments. Below this is a checkbox for 'Interaction with Protected Species?' with 'Yes' and 'No' options. The 'Comments' section has a text area and a 'Holding Over' section with fields for Holding Over on Boat, Holding Over Block Number (281139), and Number Dead Rock Lobsters (removed). At the bottom, there is an 'Add Session' link, a 'LANDED CATCH DETAILS' section with Number Animals and Number Containers fields, a declaration 'I declare that the information I have provided is true and correct.', and 'Save As Draft' and 'Submit' buttons.

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

10. From the **Holding Over** drop down list select the relevant item:

- **Holding Over on boat**
- **Holding Over at DHA1**
- **Holding Over at DHA2**

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

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

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

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

**Department of Fisheries**  
Western Australia

Home | Help | Licensing | Reports

Home > Trip Return Form

West Coast Rock Lobster Trip Return

Trip Number: 36839  
MFL Number: WCLL

**Pre-Landing Nomination**

**TRIP**

Licensed Fishing Boat: LFB  
Boat Name: [Field]  
Location - Start: OS - Geraldton  
Estimated Landing Date & Time: [Field]

Nominated Approved Landing Area: OS - Geraldton

**MASTER**

Commercial Fishing Licence: CFL  
First Name: [Field]  
Surname: [Field]  
Role: Master

**OTHER CREW**

Commercial Fishing Licence: CFL  
First Name: [Field]  
Surname: [Field]  
Role: Crew

[Add Crew Member](#)

**SESSION NUMBER: 1**

Session Date: [Field]  
Main Block Number: [Field] [Zone Map](#)  
Number Pots Pulled: [Field]

Soak Time (days): [Field]  
Depth From (fathoms): [Field]  
Depth To (fathoms): [Field]

**TARGETED CATCH (Retained this session)**

Species: Western Rock Lobster  
Number Animals: [Field]  
Number Containers: [Field]

**RETAINED CATCH**

Species: Octopus  
Condition: Healed  
Number Animals: [Field]  
Estimated Weight (kg): [Field]

[Add Retained Catch](#)

**LOBSTER DISCARDS (Number Lobsters)**

Berried Above Min Size	Setose Above Min Size	Not Setose Above Max Size	Undersize	Dead	High Graded	Comments
[Field]	[Field]	[Field]	[Field]	[Field]	[Field]	[Field]

Interaction with Protected Species?  Yes  No

Comments: [Field]

Holding Over: Holding Over on Boat  
Holding Over Block Number: 281133  
[Zone Map](#)  
Number Dead Rock Lobsters (removed): [Field]

[Add Session](#)

**LANDED CATCH DETAILS**

Number Animals: [Field]  
Number Containers: [Field]

I declare that the information I have provided is true and correct.

[Save As Draft](#) [Submit](#)

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

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

12. You can log out.

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

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

**Department of Fisheries**  
Western Australia

Home Help Licensing Reports

WCLL - Authorisation Holder \ Master \ Online Operator

### Entitlement

Entitlement Part	Current Entitlement (Units)*	Entitlement Remaining (kg)**
Western Rock Lobster Zone A	1753	Balance is not available
Western Rock Lobster Zone B	1147	Balance is not available

\*Current Entitlement is usual entitlement +/- temporary transfer  
 \*\*Entitlement Remaining is Current Entitlement - Entitlement Taken (kg)  
 The balance above represents information held by the Department of Fisheries for return forms which have passed validation. It does not include details of any trip returns submitted but not yet validated. ([More information](#))

### Last Trip

Trip Return Reference: 36777 Trip Date: 9-Aug-2013  
 Return Method: Online Status: Committed  
 Receipt No.: F0C1F293E7CB Receipt Date: 9-Aug-2013

### Current Trip

Current Trip Reference Number: 36839

Pre-Fishing Pre-Landing Post-Landing

### Master Return Trip History

Return Method	Return Reference	Form Completed Date	Boat Name	Master Net Weight (kg)	Return Status	Change Request
Online	36839			0	Draft	-

13. At the the end of the second fishing session, prior to delivering rock lobsters to a carrier boat or entering an approved landing area, log on to Fish Eye and the Pre-Landing screen will open.

14. Click on **Pre-Landing** in the **Current Trip** section and the Pre-Landing nomination form will open with the previous session's details entered.

15. Enter the **Number of Dead Rock Lobsters (Removed)** in Session 1

16. Click on [Add Session](#) and complete the **Session 2** details.

17. If you have more the one species of retained catch, for example octopus and deep sea crab, you can click on [Add Retained Catch](#) to add another line for the next species.

18. Indicate if there was any **Interaction with Protected Species**. If you click on the **Yes** checkbox for **Interaction with another species** a set of boxes will appear for you to enter the relevant information.

19. If you have finished all fishing sessions and are going to consign your catch select **Not Holding Over** in the **Holding Over** field.

20. In the **Landed Catch Details** enter the combined sessions total for the **Number (of) Animals** and the **Number (of) Containers**.

21. Click in the **checkbox** to declare the information provided is true and correct and click on the **Submit** button.

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

SESSION NUMBER: 1

Session Date: 09-Aug-13    Main Block Number: 281135    Number Pots Pulled: 50

Soak Time (days): 1    Depth From (fathoms): 5    Depth To (fathoms): 9

TARGETED CATCH (Retained this session)

Species	Number Animals	Number Containers
Western Rock Lobster	780	17

RETAINED CATCH

Species	Condition	Number Animals	Estimated Weight (kg)
Octopus	Headed	5	6

[Add Retained Catch](#)

LOBSTER DISCARDS (Number Lobsters)

Berried Above Min Size	Setose Above Min Size	Not Setose Above Max size	Undersize	Dead	High Graded	Comments
		2	20			

Interaction with Protected Species?  Yes  No

Comments:

Holding Over: Holding Over at DMA1

Number Dead Rock Lobsters (removed): 0

---

SESSION NUMBER: 2

Session Date:    Main Block Number:    Number Pots Pulled:

Soak Time (days):    Depth From (fathoms):    Depth To (fathoms):

TARGETED CATCH (Retained this session)

Species	Number Animals	Number Containers
Western Rock Lobster		

RETAINED CATCH

Species	Condition	Number Animals	Estimated Weight (kg)
Select...	Whole		

[Add Retained Catch](#)

LOBSTER DISCARDS (Number Lobsters)

Berried Above Min Size	Setose Above Min Size	Not Setose Above Max size	Undersize	Dead	High Graded	Comments

Interaction with Protected Species?  Yes  No

Comments:

Holding Over: Select...

[Add Session](#)

LANDED CATCH DETAILS

Number Animals	Number Containers

I declare that the information I have provided is true and correct.

Save As Draft    Submit

A receipt number will be displayed in the Pre-Landing chevron.

You will receive an email with a receipt number. The receipt no. record must be retained for 5 years.

In the **Master Return Trip History** the **Return Status** will be listed as **Pre-Landing**. You can log off if you wish. When you log on you will be brought back to the Post-Landing screen so you can continue.

Note that the Fish Eye system will automatically log off if there is no activity for 30 minutes. A message box with a count down timer will appear and you will have to click on OK to stop the log off countdown.

End of Instructions

**Department of Fisheries**  
Western Australia

Home Help Licensing Reports

Licence

**WCLL - Authorisation Holder \Master \Online Operator**

**Entitlement**

Entitlement Part	Current Entitlement (Units)*	Entitlement Remaining (kg)**
Western Rock Lobster Zone A	1753	Balance is not available
Western Rock Lobster Zone B	1147	Balance is not available

\*Current Entitlement is usual entitlement +/- temporary transfer  
 \*\*Entitlement Remaining is Current Entitlement - Entitlement Taken (kg)  
 The balance above represents information held by the Department of Fisheries for return forms which have passed validation. It does not include details of any trip returns submitted but not yet validated. ([More information](#))

**Last Trip**

Trip Return Reference: 36777      Trip Date: 9-Aug-2013  
 Return Method: Online      Status: Committed  
 Receipt No.: FOC1F293E7CB      Receipt Date: 9-Aug-2013

**Current Trip**

Current Trip Reference Number: 36839

Pre-Fishing      Pre-Landing      Post-Landing

Receipt No. 77474638AA0C      Receipt No. 3CCEA57A9EE0  
 Receipt Date 9-Aug-2013      Receipt Date 9-Aug-2013

**Master Return Trip History**

Return Method	Return Reference	Form Completed Date	Boat Name	Master Net Weight (kg)	Return Status	Change Request	
▼		-			▼		✕
Online	36839			0	Pre-Landing	-	📄

## 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 Fish Eye issues

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

Ω