Protect
Grow
Innovate

Abalone Managed Fishery Fish Eye System

Processor User Guide

V1.0 July 2025
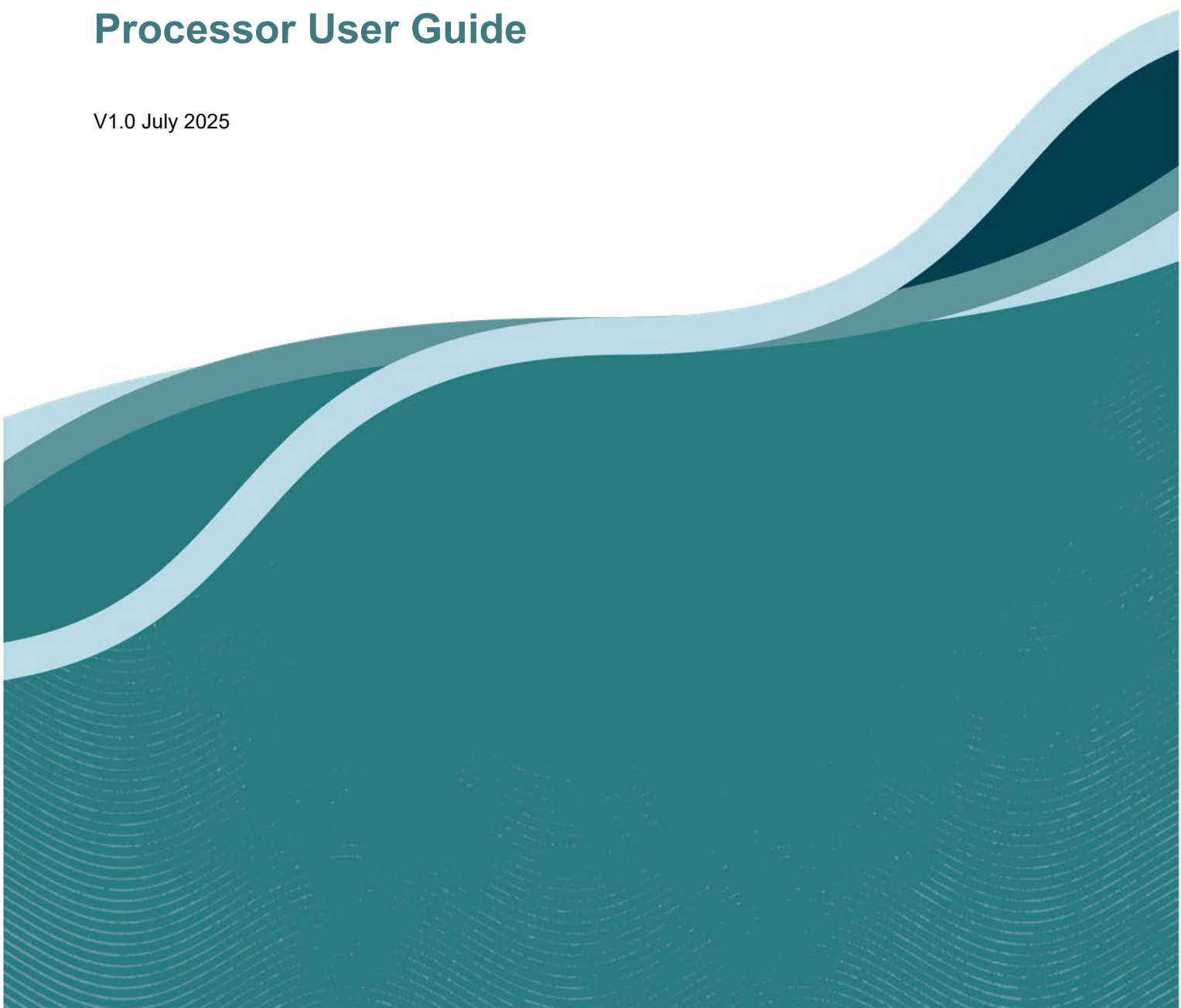
Table of Contents

1. Background

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

1.1 System Overview

The Abalone Managed Fishery Fish Eye System (Fish Eye) is an application which gives Nominated Operators, Processors and Department of Primary Industries and Regional Development (DPIRD) administrators the ability to connect to the portal to view and submit Catch and Disposal Records electronically. Processors can view the returns that have been submitted and/or awaiting completion by the Processor. The application can be used on electronic devices such as tablets and mobile devices.

1.2 Organisation of the User Document

This document consists of three sections: Background, Getting Started and Using the System.

- **Background:** explains in general terms the system and the purpose for which it is intended.
- **Getting Started:** explains how to log in to the application and how to use the dashboard.
- **Using the System:** provides a detailed description of system functions and how to submit catch and disposal records.

1.3 Glossary of Terms

Terms/Acronyms used within this document are explained in the table below.

Table 1. Glossary of Terms

Term/Acronym	Definition
AFES or Fish Eye	Abalone Managed Fishery Fish Eye System.
CDR	Catch and Disposal Record
CFL	Commercial Fishing Licence
DPIRD	Department of Primary Industries and Regional Development
EMS	Entitlement Monitoring Section
FMO	Fisheries and Marine Officer
MFL	Managed Fishery Licence
TFA	Two-Factor Authentication
User	The person using the system / Processor / Online Operator

1.4 Different States of an Application

As an electronic catch return record is processed, it passes through several states. These are listed and explained in the table below.

Table 2. Different States of an Application

State	Description
New (Draft)	A form is started and saved but has not been submitted.
Awaiting Processor Return	A Nominated Operator has submitted a catch return electronically. The form is waiting for the Processor's return to be added.
Awaiting Catch Consignment	The Processor submits an electronic consignment after receiving a paper CDR from the Nominated Operator. The form is waiting for the fisher's catch consignment to be added.
Finalised – Electronic	The Processor and Nominated Operator have submitted their consignments electronically.
Finalised – Part A Transcribed	The Nominated Operator submits the catch consignment on paper and the Processor submits the processor return electronically. The catch consignment is transcribed into the system by an EMS administrator.
Finalised – Part B Transcribed	The Nominated Operator submits the catch consignment electronically and the Processor submits the processor return on paper. The processor return is transcribed into the system by an EMS administrator.
Finalised – Fully Transcribed	Both the Nominated Operator and the Processor submit their records on paper. Both parts of the record are transcribed into the system by an EMS Administrator.
Finalised – Modified	A record that is in one of the Finalised states is modified by an EMS Administrator.

2. Getting Started

This section explains how to log in to the Abalone Fish Eye System.

2.1 Register and Nominate for Fish Eye

To register for Fish Eye, you are required to complete Fish Eye Online Services Registration Form (ET-1) and be nominated in an online role by completing a Fish Eye Online Services Nomination Form (ET-2) when completing these forms, you agree to the Fish Eye Online Services Terms and Conditions. All forms are available here: **https://www.dpird.wa.gov.au/businesses/commercial-fishing/commercial-fishing-licence-forms**

Once the EMS has processed the forms, you will receive an email to your nominated email address from **no-reply-afes** with a link directing you to the website. Here you will be asked to set your password for your account and complete the Two-Factor Authentication process.
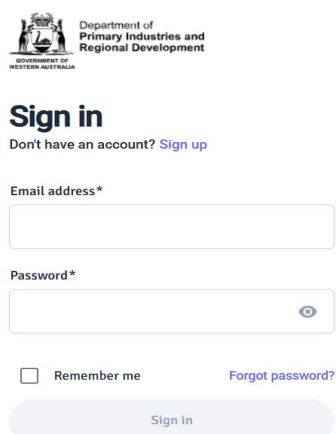
2.2 Logging in

To log in after you have set up your password, click the link and add this address as a bookmark to your browser:

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

The login screen will prompt you for your username and password as shown in Figure 1. Your username is the email address that you registered with Fish Eye. Enter your password and click *Sign In*.

If you have any issues with setting up your account, please contact EMS at **qmsadmin@dpird.wa.gov.au** or contact the Helpline on 1300 550 763.

Figure 1. Log in Page

2.3 Two-Factor Authentication

If this is the first time you login with your credentials, a Two-Factor Authentication (TFA) setup screen with appear. You will need to install one of the two recommended authentication app, either Google Authenticator or Microsoft Authenticator.

- Google Authenticator -

- Authenticator App -

Open the authenticator application and scan the QR code on the browser screen as shown in Figure 2.

Note: This setup process is only done <u>once</u> for an account. Once completed, you can access the application by logging in using your username, password and 6-digit two-factor authentication.

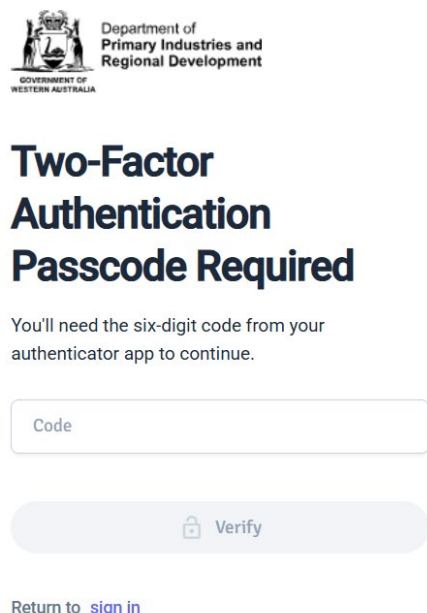**Figure 2. Two-Factor Authentication Setup Page**
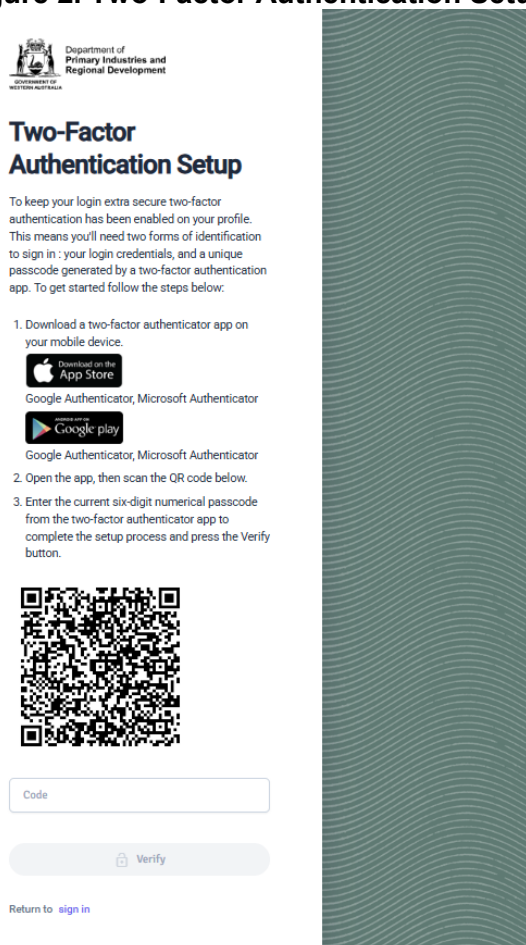
After scanning the QR code, a 6-digit passcode will appear on your mobile device authentication application that you previously downloaded. Enter this 6-digit passcode in the field on the screen as shown in Figure 3. Click **_Verify_** to complete the Two-Factor Authentication process.

The 6-digit passcode from the Authenticator changes each time you login.

If you have any issues with setting up your account, please contact EMS at **qmsadmin@dpird.wa.gov.au** or contact the Helpline on 1300 550 763.

Figure 3. Two-Factor Authentication Passcode Page

2.4 Changing your Password
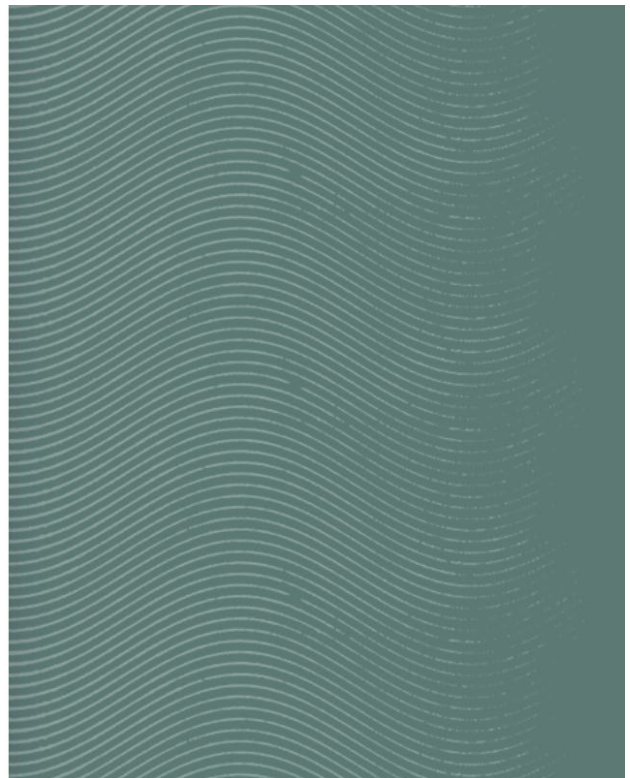
If you forget your password or need to reset your password, click on *Forgot Password?* located beneath the password field, as seen in Figure 4.

Follow the prompts and you will receive an email from **no-reply-afes** with a link to reset your password.

Figure 4: Changing your password

3. Using the System

This section describes the system functions relevant to the user and guides you in submitting an Abalone CDR Form online.

3.1 Requirements for the Processor

A Processor may submit a consignment using the AFES only if:

- The Nominated Operator has submitted the catch return using AFES and the record is assigned and in a state of Awaiting Processor Return; or
- The Nominated Operator 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.
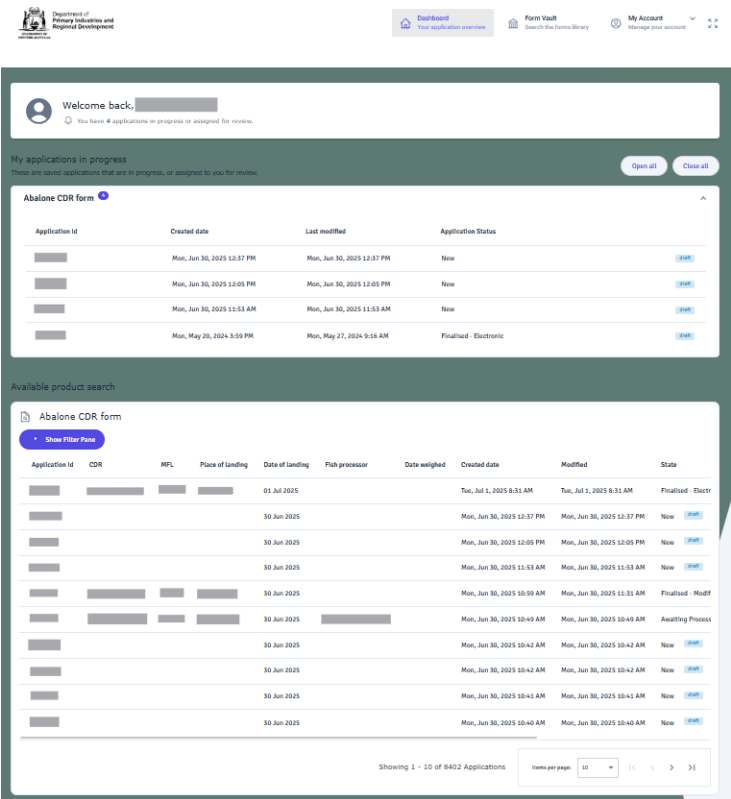
3.2 Overview of the Dashboard

After logging in, you will see the main **Dashboard** as shown in Figure 5.

The dashboard is divided into three sections:
- My Applications in Progress
- Available Product Search
- Form Vault

Figure 5. Abalone Dashboard

3.3 Dashboard: My Applications in Progress

In **My applications in progress** you can:

View and access **Abalone CDR Forms** that you have started but have not completed. This is done by selecting the *Application ID*.

The **My applications in progress** section shows the following four attributes of the CDR in progress:

- **Application ID**: each form is assigned an Application ID. This is <u>not</u> the CDR number.
- **Created Date**: the date and time when the form was initially created.
- **Last Modified**: the date and time of the last modification to the form.
- **Application Status**: the status of the form, see section 1.4.

To open/close this section you can click the *Open All* or *Close All* buttons found top right corner as seen in Figure 6. When the section is closed, you will see a number beside **Abalone CDR Form** that shows how many CDRs are in this section.

Figure 6. My Applications in Progress Section (expanded)

3.4 Dashboard: Available Product Search

In **Available product search** you can select the *Abalone CDR Form*, this will show all submitted CDR's in list form. Seen Figure 7.

Figure 7. Available Product Search – Abalone CDR Forms

To view a CDR in detail, click on the *Application ID* and the form will open. Note: Applications that are in a state of Finalised-Electronic cannot be edited. See section 1.4 for different states of an application.

Click on *Show Filter Pane* to filter by the following options (see Figure 8).

- Application ID
- Application Workflow State(s)
- Application Created by User
- Application Created (Date Range)
- Application Last Modified (Date Range)
- CDR number
- MFL
- Place of landing
- Date of landing
- Fish Processor
- Date Weighed

To Search click *Filter/Search*.
To clear your search, click *Reset*.

Figure 8. Filter Pane Search Options

3.5 Overview of the Main Menu

Above the dashboard you will see the following options, see Figure 9.

- **Dashboard** – Your application overview if you click Dashboard, it will take you back to the homepage.
- **Form Vault** – Search the forms library this is where you will create new CDR forms
- **My Account** – Manage your account, profile details and sign out of Fish Eye.
- **Expand Icon** – Expand Fish Eye to the full screen of your device.

Figure 9. Main Menu

3.6 Form Vault

From the **Form Vault** you can start a new Abalone CDR form, see Figure 10.

Click *Form Vault* at the top right side of the screen, to start a new CDR click *Abalone CDR form* and *Launch this Form*.

Figure 10. **Form Vault**
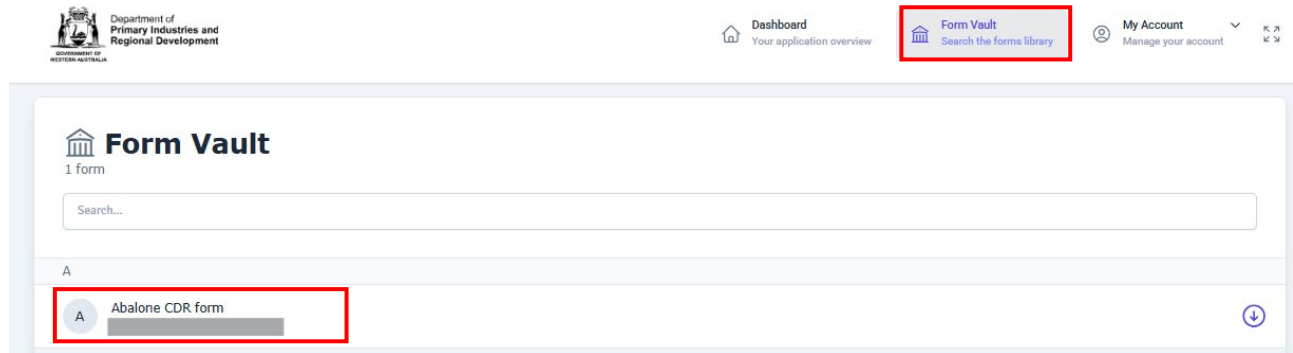
Figure 11. Launching a CDR from the Form Vault
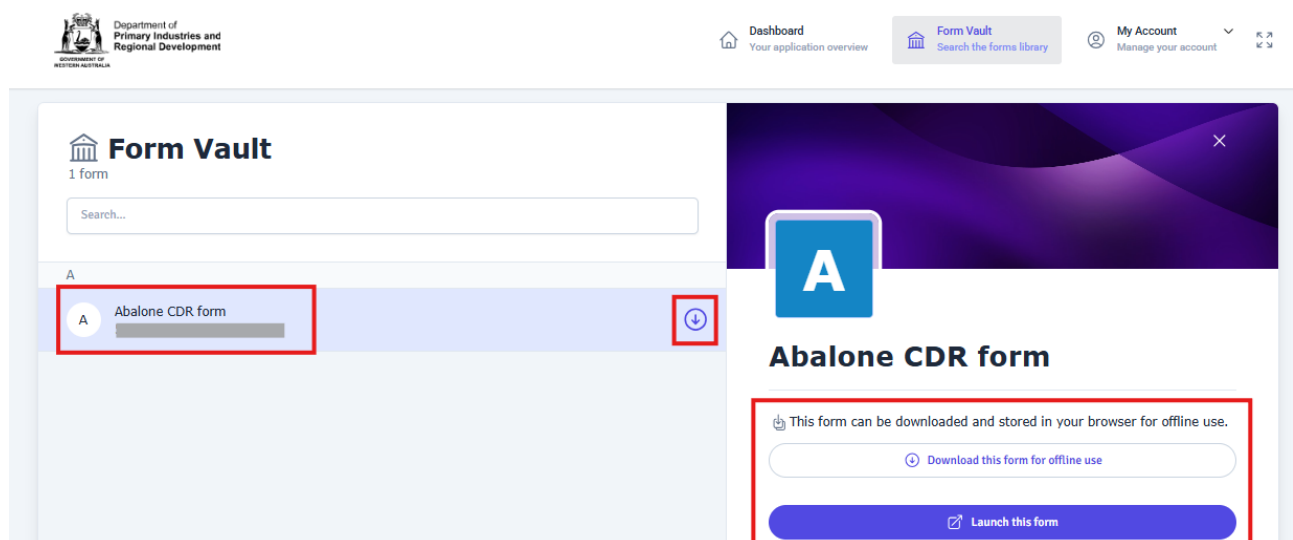
3.7 Starting a new Abalone CDR Form

A Processor may <u>start</u> an electronic CDR if they receive a paper CDR from a Nominated Operator. Select the option *Launch this Form* from the **Form Vault** as shown above in Figures 10 and 11. 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.
- **Close:** Clicking this will exit you out of the Abalone CDR

3.7.1 Submitting a Processor Consignment CDR Form

There are <u>five pages</u> within the Processor Consignment CDR. Carefully work through each page, filling in all the required information then click *Next* to proceed to the following page.

- **Introduction:** Enter the CDR Number on the paper CDR received from the Nominated Operator and select the targeted species, either ROEIs or Greenlip/Brownlip.

- **Disposal:** Enter the date, time and number of containers that have been received at the premises, along with the receipt number issued to the Nominated Operator.

- **Catch:** Enter the date and timed weighed along with the weight and number of each species consigned. Enter 0 where no animals were kept, ensuring you are specifying Shucked or Whole.

- **Confirmation:** On this page you will see a summary of the details you have entered on the above pages. See Figure 12 below. Please review the details carefully and ensure all the information is correct. You can use the *Back* button if you need to make a correction. At the bottom of the summary page, you can add any comments relating to the nomination which you would like to have recorded. Then complete the *Processor Declaration* by signing on the screen using a mouse, finger or stylus to certify the information contained here is true and correct, then press *Submit*. See Figure 13.

- **Consignment Number:** Once you have submitted your CDR you will receive a Consignment Number (See Figure 14), this is <u>not</u> the Application ID Number. The application will now have an Application Status of **Awaiting Catch Consignment**, visible on your dashboard under **My Applications in Progress**. Click *Close* to return to the **Main Dashboard**

Tips

- *If you incorrectly complete or miss a field on a page, you will see a red box pop up on the screen and that field will then become highlighted in red and you will not be able to proceed to the next page until you correct the error.*

- *Once the CDR number is entered and saved, the field cannot be edited.*
- *If no receipt was issued to the Nominated Operator, enter None in the receipt issued box.*
- *All fields in this form are mandatory.*

Figure 12. Abalone CDR Form Page: Confirmation Section

Abalone CDR form

Introduction	
Disposal	
Catch	
Research	
Divers	
Confirmation	
Consignment number	

Confirmation

📄 Daily catch and disposal record

Processor return reference
CDR
Species
MFL

📄 Disposal details

Area
Place of landing
Date of landing
Time of landing
Number of containers landed
Intended use of this catch
Nominated courier
Fish processor
Date received
Time received
Number of containers consigned is unknown -
consignment will be repacked
Number of containers consigned
Number of containers received
Receipt number issued to fisher

📄 Details of abalone

Date weighed	03/07/2025
Time weighed	5:00 PM

Roe's	
Weight of Roe's catch (SHUCKED)	0
Weight of Roe's catch (WHOLE)	34
Weight of Roe's received (SHUCKED)	0
Weight of Roe's received (WHOLE)	34

📄 Research information

Name of place fished
Grid reference
Interaction with protected species

Protected species interaction	
Species group	Penguins
Common name	Little Penguin
Comment (including dead/alive)	Alive

📄 Diver details

Figure 13. Abalone Processor Consignment

Full name *

Signature *

▷▷ Next

Figure 14. Abalone Processor Consignment Number

3.7.3 Email Confirmations

Once a CDR has been submitted and successfully transmitted to DPIRD, the Processor will receive an email confirming that DPIRD has received the form. The email also contains a link directing you to the CDR Form. The email will contain a Receipt Number as well as the Consignment Number. Please keep the Receipt Number for your records.

Note: The Receipt Number is the same as the Application ID Number.

If you do not receive the confirmation email, please contact the Fish Eye Helpline on 1300 550 763.

3.8 Complete Assigned Abalone CDR Forms

In **My applications in progress** at the **Dashboard**, you can view the CDRs that have been assigned to you. These will appear with a state of **Awaiting Processor Return**. See Figure 16. 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.
- **Close:** Clicking this will exit you out of the Abalone CDR

Click on the *Application ID* to open a Consignment.

3.8.1 Forms Awaiting Processor Return

A form that is in a state of **Awaiting Processor Return** has been completed by the Nominated Operator electronically and is now ready for the Processor to complete the Consignment details electronically. See Figure 19.

There are five pages within the **Abalone CDR Form**. Click on the *Application ID* to open a Consignment that is **Awaiting Processor Return**. Carefully work through each page, filling in all the required information then click *Next* to proceed to the following page.

- **Introduction:** This page will be completed by the Nominated Operator, check the details and click *Next*.

- **Disposal:** Enter the date, time and number of containers that was received at the premises, along with the receipt number issued to the Nominated Operator.

- **Catch:** Enter the date and timed weighed along with the weight and number of each species consigned. Enter 0 where no animals were kept, ensuring you are specifying Shucked or Whole.

- **Confirmation:** On this page you will see a summary of the details you have entered on the above pages. See Figure 15. Please review the details carefully and ensure all the information is correct. You can use the *Back* button if you need to make a correction. At the bottom of the summary page you can add any comments relating to the nomination which you would like to have recorded. Then complete the *Processor Declaration* by signing on the screen using a mouse, finger or stylus to certify the information contained here is true and correct, then press *Submit*.

- **Consignment Number:** Once you have submitted your CDR you will receive a Consignment Number (See Figure 16), this is not the Application ID Number. The application will now have an Application Status of **Awaiting Catch Consignment**, visible on your dashboard under **My Applications in Progress**. Click *Close* to return to the **Main Dashboard**

Tips

- *If you incorrectly complete or miss a field on a page, you will see a red box pop up on the screen and that field will then become highlighted in red and you will not be able to proceed to the next page until you correct the error.*

- *If no receipt was issued to the Nominated Operator, enter None in the receipt issued box.*
- *All fields in this form are mandatory*

Figure 15. My Applications in Progress Section

| | My applications in progress | | | | |
| These are saved applications that are in progress, or assigned to you for review. | | | | Open all | Close all |

Abalone CDR form 3

Application Id	Created date	Last modified	Application Status	
9989986	Mon, Jul 7, 2025 2:02 PM	Mon, Jul 7, 2025 2:02 PM	New	draft
9989987	Mon, Jul 7, 2025 3:37 PM	Mon, Jul 7, 2025 3:37 PM	New	draft
9989989	Tue, Jul 8, 2025 11:26 AM	Tue, Jul 8, 2025 11:28 AM	Awaiting Processor Return	

Figure 16. Abalone CDR Form Page: Consignment Number

Abalone CDR form

Introduction
Disposal
Catch
Research
Divers
Confirmation
Consignment number

Consignment number

Your consignment number is: 8888

Close

3.8.2 Email Confirmations

Once a form has been submitted and successfully transmitted to DPIRD, the Processor, will receive an email confirming that DPIRD has received the form. The email also contains a link directing you to the CDR Form. The email will contain a Receipt Number as well as the Consignment Number. Please keep the Receipt Number for your records.

Note: The Receipt Number is the same as the Application ID Number.

If you do not receive the confirmation email, please contact the Fish Eye Helpline on 1300 550 763.

4. Troubleshooting

This section explains how to troubleshoot errors or outages

4.1 Accounts

If you are unable to log in you can select *Forgot Password?* on the Log In page to request a password reset link to be sent to your nominated email address.

If you have not registered or been nominated in an online role for Fish Eye, you will need to complete the Registration & Nomination Process, see section 2.1 Register and Nominate for Fish Eye.

4.2 Fish Eye System

4.2.1 Data Loading

In the event the system is unable to load some data, you may need to log out, clear your browsing history and log back in. Clearing the cache can help refresh the system.

4.2.2 System Outages

In the event of a system outage, open CDRs will need to have an accompanying Manual Landing Form. If you need to start a new trip and the system is unavailable, you will need to contact the EMS with your nominations prior to fishing. Please refer to any Outage Instructions provided by the EMS for further information.