



GOVERNMENT OF  
WESTERN AUSTRALIA

Department of  
**Primary Industries and  
Regional Development**

---

# MARINE AQUARIUM FISH - FISH EYE SYSTEM NOMINATED OPERATOR USER MANUAL

---

VERSION 1.0

20 SEPTEMBER 2018

THIS PAGE IS INTENTIONALLY LEFT BLANK

# TABLE OF CONTENTS

<b>1. BACKGROUND</b>	<b>4</b>
1.1 SYSTEM OVERVIEW	4
1.2 ORGANISATION OF THE USER DOCUMENT	4
1.3 GLOSSARY OF TERMS	4
1.4 DIFFERENT STATES OF AN APPLICATION	5
<b>2. GETTING STARTED</b>	<b>6</b>
2.1 LOGGING IN	6
2.2 CHANGING PASSWORD	6
<b>3. USING THE SYSTEM</b>	<b>7</b>
3.1 OVERVIEW OF THE APPLICATION	7
3.2 ASSIGNED TO ME	8
3.3 MY FISHERIES	8
3.3.1 STARTING A NEW MARINE AQUARIUM APPLICATION	9
3.3.2 STARTING A LANDING FORM	11
3.3.3 VIEWING EXISTING APPLICATIONS	15
3.4 CATCH ENTITLEMENTS	17
3.5 CATCH HISTORY	18

# 1. BACKGROUND

---

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

## 1.1 SYSTEM OVERVIEW

---

The Marine Aquarium Fish (MAF) Fish Eye System is an application which gives Nominated Operators and Department of Primary Industries and Regional Development staff the ability to connect to the portal to view and submit Catch and Disposal Records electronically. These records are currently submitted on paper. Nominated Operators 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 THE USER 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 system functions and guides the User in their returns submission.

## 1.3 GLOSSARY OF TERMS

---

Term/Acronym	Definition
Fish Eye	Fish Eye for Marine Aquarium Fish
CDR	Catch and Disposal Record
CFL	Commercial Fishing Licence
DPIRD	Department of Primary Industries and Regional Development
FMO	Fisheries and Marine Officer
MFL	Managed Fishing Licence
User	The person using the system

**Note:** In this document the User refers to the Nominated Operator of the licence. This document is an informal guide to assist Users in gaining familiarity with Fish Eye.

## 1.4 DIFFERENT STATES OF AN APPLICATION

---

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 (Draft)	A form is started and saved in online mode but has not been submitted.
Nomination Complete	A Pre Fishing Trip Nomination has been completed.
Finalised – Cancel Nomination	A Pre Fishing Trip Nomination has been cancelled.
Finalised - Electronic	The Nominated Operator submits the entire catch consignment electronically.
Finalised – Nil catch	A Fishing Trip has been completed but no catch was taken.
Landing Complete	A Fishing Trip has been completed but is still awaiting the Daily Catch and Effort Form.
Finalised - Modified	A record that is in one of the Finalised states is modified by a DPIRD Administrator.

## 2. GETTING STARTED

---

This section explains how to log in to Fish Eye.

### 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 DPIRD has processed these forms, you will receive an email to the address you registered with the DPIRD 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@dpird.wa.gov.au](mailto:Fisheye.support@dpird.wa.gov.au)).

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

<https://maf.fish.wa.gov.au>

Add this address 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 DPIRD. Enter your password and click login.

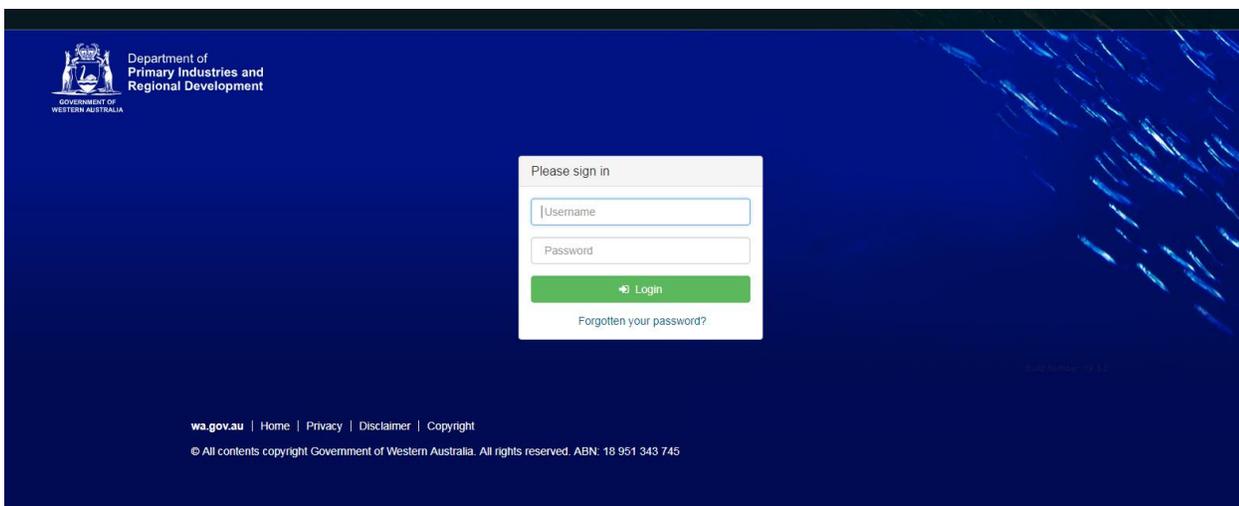


FIGURE 1: LOGIN PAGE

### 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 user and guides you in submitting a **MAF Nomination and Landing form** online.

### 3.1 OVERVIEW OF THE APPLICATION

After logging in, you will see the main home page, as shown below.

The page is divided into four sections:

1. My Dashboard / Assigned to me (only visible when a draft is in progress)
2. My Fisheries - MAF Nomination and Landing Forms
3. Catch entitlements
4. Catch history

The screenshot displays the Marine Aquarium Dashboard interface. At the top, there is a navigation bar with the user's name 'JPezzaniti\_no', 'Form Vault', 'Dashboard', and 'Logout' options. The main content area is divided into four sections:

- My Dashboard:** A table titled 'Assigned To Me' showing MAF Nomination and Landing Forms. It lists two entries with application IDs 111 and 106, both in a 'New (Draft)' state, with creation and modification dates in August 2017.
- My fisheries:** A section for 'MAF Nomination and Landing Forms' with a 'Start new MAF Nomination and Landing Forms application' button. Below is a table with columns for Application Id, MFL, Date of Fishing, Trip Option, Created, Modified, and State. It shows five entries, including drafts and finalized forms.
- Catch entitlements:** A section for 'Entitlements as of: 23 Aug 2017, 10:27 AM'. It includes a 'Season' dropdown set to 2017 and a table with columns for MFL number, Species, Unit Type, Usual entitlement, Current entitlement, Catch to date, and Remaining entitlement. The table lists various species like Class C Units (Coral), Class G Units (Giant Clams), Class L units (Live Rock), Class S Units (Syngnathiformes), Fin Fish, Order Corallimorpharia, and Order Zoanthidea.
- Catch history:** A section for 'Catch history as of: 23 Aug 2017, 10:27 AM'. It includes a 'Season' dropdown set to 2017 and a table with columns for Landing Date, MFL number, Application id, Species, Units, and Status. It shows six entries from July 2017, all with a status of 'Finalised - Electronic'.

FIGURE 2: MARINE AQUARIUM DASHBOARD

### 3.2 ASSIGNED TO ME

From **Assigned to me** you can:

View and access Marine Aquarium Fish nomination and landing forms that you have started but have not completed. This is done by selecting the **Application ID** number.



FIGURE 3: ASSIGNED TO ME

The **Assigned to me** section shows four attributes of the CDR form under progress:

- Application ID: each form is assigned an Application ID. This is not the CDR number.
- Created: the date and time when the form was initially created.
- Modified: the date and time of the last modification to the form.
- State: the status of the form (see section 1.4).

### 3.3 MY FISHERIES

From **My Fisheries** you can:

1. Start a new **MAF Nomination and Landing Form**
2. View all the records that you have created electronically, including those you have started but not completed.

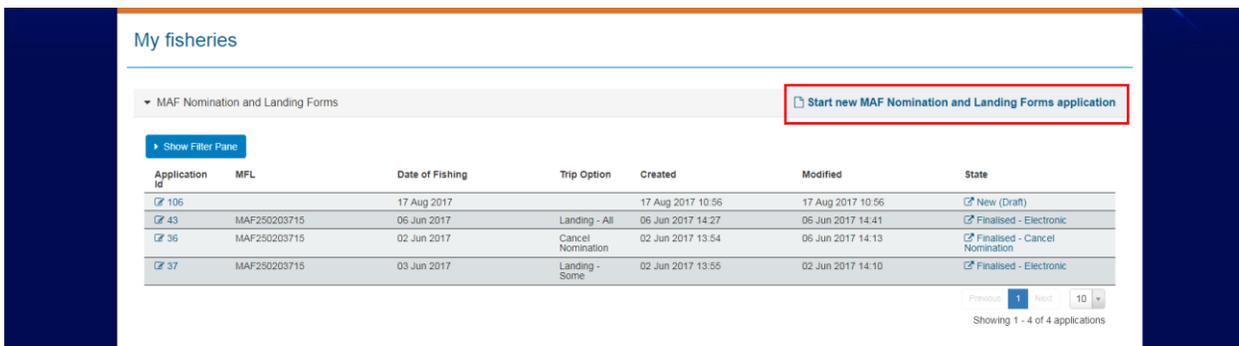


FIGURE 4: MY FISHERIES

### 3.3.1 STARTING A NEW MARINE AQUARIUM APPLICATION

---

Select the option **Start new MAF Nomination and Landing Forms 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 complete 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: PRE FISHING TRIP

---

There are 6 Pages within the **Pre Fishing Trip Form**. These are:

- Pre Fishing Trip
- Method of Access
- Nominated Divers
- Boat or Vehicle Details
- Confirmation
- Confirmation Receipt

Carefully work through each page, filling in all the required information and then click "**Next**" to proceed to the following page.

Tips:

- *If you incorrectly complete or miss a field, 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.*
- *Fields marked with an asterix (\*) are compulsory*

## 2: CONFIRMATION

When all the information required has been entered, a summary page will be shown containing all the details you are about to submit in the Pre Fishing nomination. Please review the details carefully and correct information by going back to the relevant pages (if required). At the bottom of the summary page, you can add any comments relating to the nomination which you would like to have recorded, then check the box next to certify the information contained here is true and correct.

Press “**Submit**”.

Department of Primary Industries and Regional Development  
GOVERNMENT OF WESTERN AUSTRALIA

Pre Fishing Trip  
Method of Access  
Nominated Divers  
Boat or Vehicle Details  
Confirmation  
Confirmation Receipt

### MAF Nomination and Landing Forms

#### Confirmation

Application Id 122

#### Pre Fishing Trip

MFL	MAF250203917
Date of Fishing	20/10/2017
Estimated Trip Start Time	4:00 PM
Estimated Trip End Time	6:00 PM

#### Expected Point of Landing

Landing Location	Alberty / Town (-35° 1.839' S, 117° 53.173' E)
Other Point of Landing if not listed	

#### Method of Access

Type of vehicle used to access the fishery	Other
--	-------

#### Nominated Divers

##### Nominated Diver 1

Select if diver will be present	checked
CFL number	
CFL name	

##### Nominated Diver 2

Select if diver will be present	
CFL number	CFL250204017
CFL name	Flah, Bamson

##### Nominated Diver 3

Select if diver will be present	
CFL number	CFL250204217
CFL name	Jane, Doe

#### Other Divers

Do you have another diver that is not listed above?	No
---	----

#### Other (Not Diver)

Any other crew members on board? I.e. Not a diver	No
---	----

#### Boat or Vehicle Details

Vehicle Registration number	1ccc234
-----------------------------	---------

Comments

Declaration of compliance  
\*  I certify the information contained here is true and correct

[Back](#) [Submit](#)

FIGURE 5: CONFIRMATION OF PREFISHING NOMINATION

## 2: CONFIRMATION RECEIPT AND EMAIL

A receipt screen will appear and an email will be sent from the Departments server verifying the nomination has been received. The Nomination will now be visible under **My Fisheries – MAF Nomination and Landing Forms**.

Close the screen and check that you have received the email confirmation. If you do not receive the email confirmation, please contact the Fish Eye support helpline.

### 3.3.2 STARTING A LANDING FORM

---

#### 1: LANDING FORM

---

To open a **Landing Form**, under **MAF Nomination and Landing Forms**, view the existing applications and select the relevant completed Pre Fishing Nomination by clicking on the Application ID. This will then open the Landing form that is linked to the trip required. A multipage form will open including the following 9 pages:

- *Pre Fishing Trip\**
- *Method of Access\**
- *Nominated Divers\**
- *Boat or Vehicle Details\**
- Landing Form
- Daily Catch and Effort
- Research Information
- Confirmation
- Confirmation Receipt

*\*Note: These pages have been completed in the Pre Fishing Nomination and can only be reviewed. Press **Next** at the bottom of each page to continue to the Landing Form pages.*

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 complete it later.

**Back:** Clicking this will move you to the previous page in the application.

#### 2: DAILY CATCH AND EFFORT

---

The Daily Catch and Effort information can be filled in at the end of the trip when the **Landing Form** is being completed, or within 7 days of landing.

On the Daily Catch and Effort form page, you will be asked whether you want to submit your Daily Catch and Effort report now. If you select **Yes**, the page will then expand to show fields that are required to be completed. If you select **No**, the page will not change. Press **Next** to proceed.

Once you are ready to complete the Daily Catch and Effort information, click on the corresponding Application ID for that particular trip and click **Next** through the form pages to return to the Daily Catch and Effort page where you will then select Yes to enter the required information.

### 3: COMPLETING A FORM – GENERAL GUIDELINES

---

Carefully work through each page, filling in all the required information and then click **Next** to proceed to the following page.

Tips:

- If you incorrectly complete or miss a field, 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.
- Fields marked with an asterix (\*) are compulsory and require a value. If this field does not apply to your catch, enter zero "0".
- Carefully review all information submitted in the Confirmation page before pressing **Submit**.
- Once submitted you cannot change information on the form. Any amendments will need to be requested through the Entitlement Monitoring Unit.
- Comments can be added on the Confirmation page (See Figure 7)

## 4: CONFIRMATION

As with the Pre Fishing Trip form, 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 Declaration of Compliance by clicking on the “I certify the information contained here is true and correct” checkbox.

Click **Submit** to finalise the record.

Department of Primary Industries and Regional Development  
GOVERNMENT OF WESTERN AUSTRALIA

Pre Fishing Trip  
Method of Access  
Nominated Divers  
Boat or Vehicle Details  
Landing Form  
Daily Catch and Effort  
Research Information  
**Confirmation**  
Confirmation Receipt

### MAF Nomination and Landing Forms

#### Confirmation

Application Id 111

#### Pre Fishing Trip

MFL	MAF250203115
Date of Fishing	21/08/2017
Estimated Trip Start Time	12:00 PM
Estimated Trip End Time	10:00 PM

#### Expected Point of Landing

Landing Location	Albany / King River (North end of Esplanade) (-34° 56.834' S, 117° 56.877' E)
Other Point of Landing if not listed	

#### Method of Access

Type of vehicle used to access the fishery	Boat
--	------

#### Nominated Divers

##### Nominated Diver 1

Select if diver will be present	checked
CFL number	CFL12345
CFL name	FISHER, JOHN

##### Other Divers

Do you have another diver that is not listed above?	No
---	----

##### Other (Not Diver)

Any other crew members on board? i.e. Not a diver	No
---	----

#### Boat or Vehicle Details

##### Select one Boat below

##### Boat 1

Select if Boat 1 is being used	checked
Type	Primary
FBL 1	FBL250203315
LFB 1	MAF123
Boat Name 1	Giant Clam

#### Landing Form

Trip Option

#### Daily Catch and Effort

#### Research Information

Comments

Declaration of compliance

I certify the information contained here is true and correct.

[Back](#) [Submit](#)

FIGURE 6

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

## 5: CONFIRMATION RECEIPT

---

After submitting the form you will be taken to the Confirmation Receipt page, which displays the allocated consignment number for your catch. When you return to the dashboard (by selecting the **Home** button) the application will now be visible under **My Fisheries**. You must record the Consignment number on an approved label(s) and attach to all containers used in respect of that consignment.

The Consignment number is the **Application ID** number.

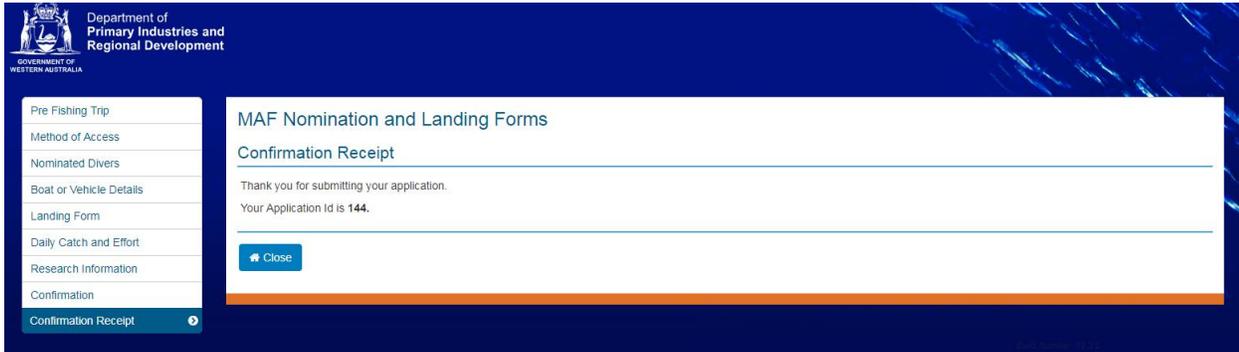


FIGURE 7

## 6. EMAIL CONFIRMATION

---

After your form has been submitted and successfully transmitted to DPIRD, the Nominated Operator and MFL Holder will receive an email with a PDF of the form attached, confirming that DPIRD has received the form. The email will contain a receipt number (which is the same as the Return/Application ID number). Please keep this number for your records.

If you do not receive the confirmation email, please contact the Fish Eye Helpline.

### 3.3.3 VIEWING EXISTING APPLICATIONS

#### 1: RETURNING TO HOME PAGE:

Return to the main dashboard page by selecting the **Dashboard** option.



FIGURE 8

#### 2: VIEWING APPLICATIONS

The **My Fisheries** section lists all the CDR forms created by you. To illustrate - the Marine Aquarium Fish CDR form which was submitted as per Figure 8 appears in the My Fisheries section (see the highlighted section in Figure 10) with a status Landing Complete.

##### My fisheries

MAF Nomination and Landing Forms [Start new MAF Nomination and Landing Forms application](#)

Show Filter Pane

Application Id	MFL	Date of Fishing	Trip Option	Created	Modified	State
<a href="#">144</a>	MAF250203115	21 Aug 2018	Landing - All	21 Aug 2018 11:24	11 Sep 2018 13:46	<a href="#">Landing Complete</a>
<a href="#">136</a>	MAF250203115	03 Aug 2018	Landing - All	03 Aug 2018 13:54	08 Aug 2018 15:15	<a href="#">Finalised - Partly Transcribed</a>
<a href="#">111</a>	MAF250203115	21 Aug 2017	Holding Over	21 Aug 2017 13:56	16 Apr 2018 16:19	<a href="#">Nomination Complete (Draft)</a>
<a href="#">43</a>	MAF250203715	06 Jun 2017	Landing - All	06 Jun 2017 14:27	06 Jun 2017 14:41	<a href="#">Finalised - Electronic</a>
<a href="#">36</a>	MAF250203715	02 Jun 2017	Cancel Nomination	02 Jun 2017 13:54	06 Jun 2017 14:13	<a href="#">Finalised - Cancel Nomination</a>
<a href="#">37</a>	MAF250203715	03 Jun 2017	Landing - Some	02 Jun 2017 13:55	02 Jun 2017 14:10	<a href="#">Finalised - Electronic</a>

Previous 1 Next 10 Showing 1 - 6 of 6 applications

FIGURE 9

To view a catch return in detail, click on the **Application Id** and the form will open.

#### 3: FILTERING AND VIEWING SELECTED APPLICATIONS

You can view selected application or a group of applications as desired. Click on **Show Filter Pane** and all the possible filtering options are displayed.

You can filter applications by **applying one or any combination** of the 7 available search criteria. The criteria are:

1. MFL
2. Date of Fishing
3. Trip Option
4. States
5. Application ID
6. Date Created
7. Date Modified

### EXAMPLE 1: RETRIEVING A PARTICULAR GROUP OF APPLICATIONS

In Figure 11, all the applications which contain 'Landing - All' as the Trip Option have been retrieved. This is done by entering 'Landing - All' in the **Trip Option** field then clicking **Filter**. Click on **Reset** to clear all filters and perform another search if required.

#### My fisheries

MAF Nomination and Landing Forms [Start new MAF Nomination and Landing Forms application](#)

Show Filter Pane

MFL:  Date of Fishing:  Trip Option:

States:  Application Id:

Created:  Modified:

Application Id	MFL	Date of Fishing	Trip Option	Created	Modified	State
<a href="#">136</a>	MAF250203115	03 Aug 2018	Landing - All	03 Aug 2018 13:54	08 Aug 2018 15:15	<a href="#">Finalised - Partly Transcribed</a>
<a href="#">43</a>	MAF250203715	06 Jun 2017	Landing - All	06 Jun 2017 14:27	06 Jun 2017 14:41	<a href="#">Finalised - Electronic</a>

Previous **1** Next 10

Showing 1 - 2 of 2 applications

FIGURE 10

### EXAMPLE 2: RETRIEVING A PARTICULAR APPLICATION

To retrieve a single application with a particular return; enter the application number in the **Application ID** Field as highlighted, click **Filter** and the system displays only the application which matches the number specified.

MAF Nomination and Landing Forms [Start new MAF Nomination and Landing Forms application](#)

Show Filter Pane

MFL:  Date of Fishing:  Trip Option:

States:  Application Id:

Created:  Modified:

Application Id	MFL	Date of Fishing	Trip Option	Created	Modified	State
<a href="#">37</a>	MAF250203715	03 Jun 2017	Landing - Some	02 Jun 2017 13:55	02 Jun 2017 14:10	<a href="#">Finalised - Electronic</a>

Previous **1** Next 10

Showing 1 - 1 of 1 application

FIGURE 11

### 3.4 CATCH ENTITLEMENTS

The Catch Entitlements section allows you to view the catch entitlement details for the MFLs with which you are associated.

If you have access to multiple licences you can toggle between the tabs showing each MFL to view the entitlements held. Entitlement details include:

1. MFL number for which the entitlement details are shown
2. Species
3. Unit type: kilograms, numbers (or Individuals), litres, etc
4. Usual Entitlement: Total entitlement as per the licence, but does not include transfers made. If a class does not show entitlement, such as Fin Fish then the usual entitlement will be blank.
5. Current Entitlement: Current entitlement figure (includes temporary transfers). If a class does not show entitlement, such as Fin Fish then the usual entitlement will be blank.
6. Catch to date: for weights and volumes this is rounded to a whole unit.
7. Remaining entitlement: Total remaining weight that may be caught. If a class does not have a catch limit, such as Fin Fish then the Remaining entitlement will be blank.

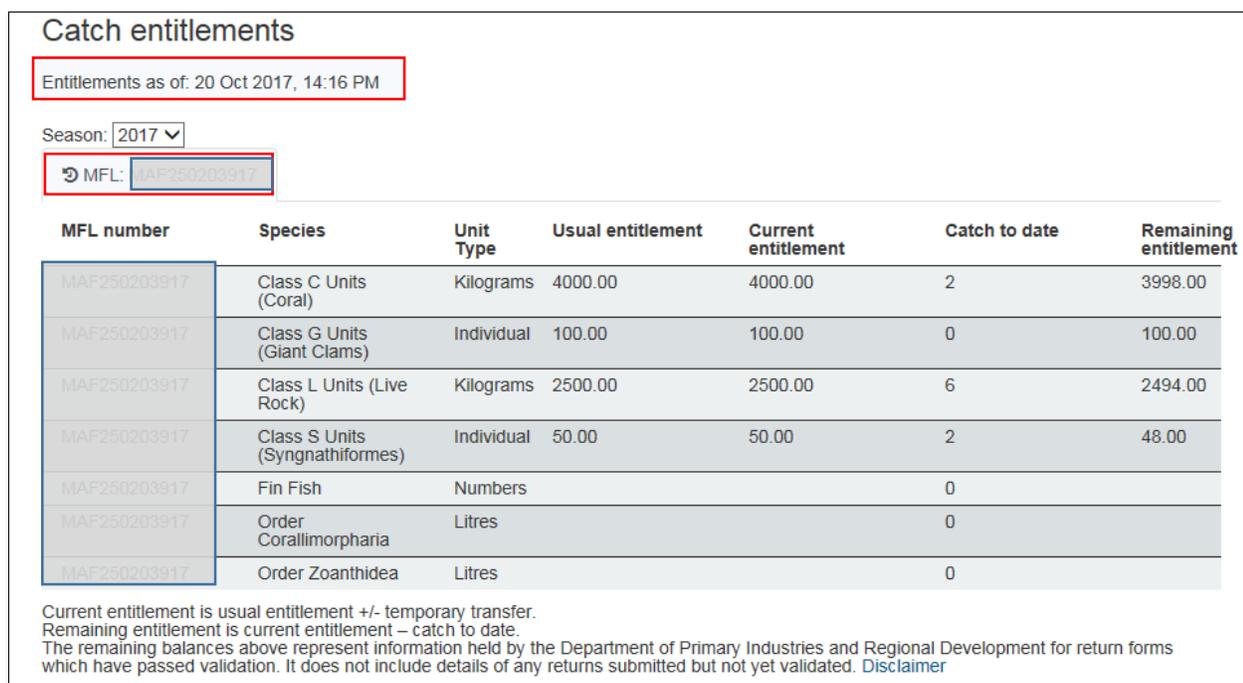


FIGURE 12

It is important to note that the Catch Entitlements shows the data held by the DPIRD on a specific date and time:



FIGURE 13

Also note that the Catch Entitlements are calculated using records that are fully processed; any delay in submitting the Catch Consignment or Processor Return may lead to a misleading indication of remaining entitlement. However, the Catch History section allows you to view all your processed returns.

### 3.5 CATCH HISTORY

This is the last section of the main dashboard page, where you can view your catch history for a MAF licence (or multiple licences if applicable). Only approved records are shown, that is, records where the form submitted has been received by the Fisheries and has passed validation. The displayed weights are the weights that have been committed against the entitlement holdings.

Figure 20, shows history of Marine Aquarium species caught associated to MFLs held.

Catch History details include:

1. Season
2. Landing Date: Date and Time the catch is landed
3. MFL number:
4. Application ID: the reference number of the catch landing form
5. Species
6. Units: quantity of units taken in whole numbers, may be weight, number or volume
7. Status of the catch

**Catch history**

Catch history as of: 26 Sep 2017, 10:10 AM

Season: 2017 ▼

MFL: MAF250203715
  MFL: MAF250203115

Landing Date	MFL number	Application id	Species	Units	Status
17 Aug 2017, 3:00 PM	MAF250203715	108	Class C units (Coral)	4	Finalised - Electronic
17 Aug 2017, 3:00 PM	MAF250203715	108	Class G units (Giant Clams)	24	Finalised - Electronic
17 Aug 2017, 3:00 PM	MAF250203715	108	Class L units (Live Rock)	42	Finalised - Electronic
17 Aug 2017, 3:00 PM	MAF250203715	108	Class S Units (Syngnathiformes)	1	Finalised - Electronic
17 Aug 2017, 3:00 PM	MAF250203715	108	Fin Fish	45	Finalised - Electronic
17 Aug 2017, 3:00 PM	MAF250203715	108	Order Corallimorpharia	10	Finalised - Electronic
17 Aug 2017, 3:00 PM	MAF250203715	108	cd.SpeciesName	145	Finalised - Electronic
10 Jul 2017, 10:00 PM	MAF250203715	93	Class L units (Live Rock)	12	Finalised - Electronic
10 Jul 2017, 10:00 PM	MAF250203715	93	Fin Fish	34	Finalised - Electronic
10 Jul 2017, 10:00 PM	MAF250203715	93	Order Corallimorpharia	1	Finalised - Electronic
10 Jul 2017, 10:00 PM	MAF250203715	93	Order Zoanthidea	12	Finalised - Electronic

The units above represent information held by the Department of Primary Industries and Regional Development for return forms which have passed validation. It does not include details of any returns submitted but not yet validated. [Disclaimer](#)

FIGURE 14