# How to Guide for Electronic Catch Reporting with eCatch

# Diving

> This is a basic guide for diving, but does not cover all variations. If you have any questions call eCatch.

## Start Trip

At the start of the fishing day you'll need to start a trip in the eCatch App. This Trip Start report needs to be transmitted successfully while you're still in wifi or cellular coverage. If you don't have coverage from where your fishing trip starts you should do this from home:

1. Open the eCatch App on your phone or tablet.
2. From the list of Fishing Trips, tap on New Trip.
3. Select the correct Permit, Vessel (No Vessel if land based) and Person In Charge.
4. Confirm if you are operating with a Protected Species Risk Management Plan (PSRMP) or not.
5. Tap the Start Trip button. [Start Trip]
6. Enter your PIN if you have one, otherwise click Ok on the declaration.
7. Confirm that the Trip Start report has been successfully transmitted to FishServe - look for the green cloud icon with a white tick in the top right-hand corner of the screen.

You need to turn on your GPR device prior to starting your boats engine.

## Diving Events

When you're in a position to start diving:

1. Tap the New Fishing Event button. [New Fishing Event]
2. Set the following information:
   - FIshing Method: DV = Diving Combined (snorkel, scuba and surface supplied)
   - Target Species: pick from the list
   - Target Length: required if targeting Paua above the minimum harvest size.
   - Statistical Area: required if diving for Paua. The App will suggest an area based on your current location.
   - Diver ID / Name: Choose one. You can manage the list from the 'Manage Divers' option in the drop-down menu
   - Breath Mode: SK = Snorkel, AL - Scuba (aluminium tank), ST = Scuba (steel tank), SS= Surface Supplied
   - Boat Person Used: Yes / No
   
   On subsequent events these fields will auto-populate with the settings last used.

3. Tap the Start DIving button. [Start Diving]
4. Go back to the Trip Details screen (tap the left pointing arrow at the top-left of the screen)

Repeat steps 1 to 4 above for:

- Each additional Diver,
- Each change in Statistical Area,
- A change in breathing mode.

5. Recording Catch Bags is optional. They can be added for each Diver from the Trip Details screen by tapping the Add Bag button next to the WIP Fishing Event (name) for that Diver. [Add Bag 1]

6. When each Diver finishes their Fishing Event tap the Finish Diving button. `Finish Diving`
7. Set the following information:
   ○ Swell: in meters
   ○ Visibility: in meters
   ○ Diving Time: Hours and Minutes
   ○ Non-fish / Protected Species: No for diving
8. Tap the Add Catch button. `Add Catch`
9. Pick the Species.
10. Enter estimated catch in kg.

11. If you have any disposals, tap the Add Disposal button and pick the right disposal code. `Add Disposal`
12. Tap on the Stock Code field and pick the correct one. In future this will fill in automatically for each species.
13. Enter the estimated catch disposed of in kg.

Repeat steps 8 to 13 if you caught anything else you want to keep or dispose of.

14. Check your entries for accuracy.
15. Tap the Submit button. `Submit`
16. Enter your PIN if you have one, otherwise click Ok on the declaration.

Repeat steps 5 to 15 for each Divers Fishing Event.

## Landing

Everything you've caught needs to be Landed before you end the trip:

1. Back on the Trip Details screen, tap on the Add Landing button. `Add Landing`
2. Choose the appropriate Landing Code. The most common one used is L (Landed in NZ to an LFR). The following information is required for this:
   ○ LFR Client Number. manage LFR's from the drop-down menu if you have multiple.
   ○ Is Offal Mealed: No
   ○ Oil Litres: blank
   On subsequent landings these fields will fill in automatically with the settings last used for each landing code.
3. Tap the Add Product button `Add Product`. Details will automatically populate from the Fishing events.
4. Tap on the Use Selected Species button. `Use Selected Species`
5. For the Landing Item just created, enter the following additional information:
   ○ Product State: tap to select
   ○ Container Type: tap to select
   ○ Estimated Container Weight (kg)
   ○ Container Count: auto populates
   On subsequent landings these fields will auto-populate with the settings last used.
6. Add any other catch using the Add Product button then Add Unlisted Species button.
7. Check your entries for accuracy.
8. Tap the Submit button. `Submit`
9. Enter your PIN if you have one, otherwise click Ok on the declaration.

# End Trip

1. At the end of the fishing day tap the <u>End Trip</u> button. <span style="background-color:orange">End Trip</span> Again, this needs to be somewhere that has cell or wifi coverage.
2. Enter your <u>PIN</u> if you have one, otherwise click <u>Ok</u> on the declaration.
3. Confirm that the <u>Trip End report</u> has been successfully transmitted to FishServe - look for the green cloud icon with a white tick in the top right-hand corner of the screen. ✅
4. Turn off your GPR device.

If you are not in coverage when you need to end the trip you must still complete a <u>Trip End report</u> at the correct time. When you are back in coverage (wifi or cellular) you must open the eCatch App and wait until the cloud icon goes green, confirming the Trip End report has gone through successfully to FishServe.