

# How to Guide for Electronic Catch Reporting with eCatch



## Set Netting

This is a basic guide for set netting, 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. Tap the Start Trip button. 
5. Enter your PIN if you have one, otherwise click Ok on the declaration.
6. 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. 
7. You need to turn on your GPR device prior to starting your boats engine.

### Setting Trip

On days you're only setting and no hauling is taking place, you only need to create fishing events, and then end the trip once you're finished setting and returned to shore.

1. When you're ready to set nets tap on the New Fishing Event button. 
2. For Fishing Method, select SN (Set Netting).
3. Set the following information:
  - Number of Nets: whole number
  - Total Length of Nets: meters
  - Minimum Mesh Size: millimeters
  - Net Height: meshes
  - Mitigation Devices: optional

On subsequent events these fields will fill in automatically with the settings last used. Make sure to check them if you use different net height / lengths, mesh size.

4. Tap the Start Setting button.  Note that there is a distance counter to ensure you keep within 1 Nautical Mile. If you are going to go outside of this you must create a new fishing event beforehand - see below.
5. Once you've set all of your nets, tap the Done Setting button. 

Repeat steps 1 to 5, creating new fishing events on the Trip Details screen (tap the left pointing arrow at the top-left of the screen) when:

- You want to set nets more than 1 NM from the start of the first set,
- A different species is targeted,
- Multiple nets are set within 1 NM with the intention of hauling them at different times,

- At the end of the setting trip tap the End Trip button.  Again, this needs to be somewhere that has cell or wifi coverage.
- Enter your PIN if you have one, otherwise click Ok on the declaration.
- Confirm that the Trip End 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. 
- Turn off your GPR device.

## Hauling Trip

Start by turning on your GPR and repeating steps 1 to 5 above. If you set nets on the previous trip, the fishing events from then will carry over to this trip as a Work in Progress (WIP) Fishing Event. If you're setting and hauling on this trip first follow steps 6 to 9 above:

- When you're ready to haul tap on the correct WIP Fishing Event. 
- Tap the Start Hauling button. 
- When you've finished hauling tap the Done Hauling button. 

Now you should add your catch for that haul:

- If you have any Non-fish / Protected Species catch change to Yes here. You'll be prompted to add details after submitting the Fishing Event. You can also record this later on the Trip Details screen using the New Non-fish / Prot. Species Event button. 
- Tap the Add Catch button. 
- Pick the Species.
- Enter estimated catch in kg.
- If you have any disposals tap the Add Disposal button and pick the right disposal code. 
- Tap on the Stock Code field and pick the correct one. In future this will fill in automatically for each species.
- Enter the estimated catch disposed of in kg.

Repeat steps 5 to 10 if you caught anything else you want to keep or dispose of.

You must enter your top eight species caught for each event. Anything else can be recorded using the Est. Green Weight (all other species, kg) field. However, you'll need to add them as line items in the Landing later so it's easier to add them individually here.

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

Repeat steps 1 to 13 to haul additional WIP Fishing Events.

## Landing

Everything you've caught needs to be declared in a landing. This must be filled in immediately upon landing. It can be filled in earlier if you have time:

- Back on the Trip Details screen, tap on the Add Landing button. 
- Choose the appropriate Landing Code. The two most commonly used ones are L (Landed in NZ to an LFR) and QL (Placed in a holding container on land). The following information is required for each:
  - LFR Client Number. manage LFR's from the drop-down menu if you have multiple.
  - Holding Receptacle Address: Only for the QL landing code. Add a physical address.

- 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 
4. The App will automatically show catch from all the fishing events. By default they'll all be selected. Tap on the green ticks  to de-select any you don't want to include on this Landing. Also set the following:
  - Product State: tap to select
  - Container Type: tap to select
  - Estimated Container Weight: kg
5. Tap on the Use Selected Species button. 
6. Most fields will now be completed from previously recorded information. Check for accuracy.
7. Add any other catch using the Add Product then Add Unlisted Species buttons.
8. Tap the Submit button. 
9. Enter your PIN if you have one, otherwise click Ok on the declaration.

Please note there are numerous other Landing Codes that you should familiarize yourself with. Call eCatch if you have questions.

10. At the end of the fishing day tap the End Trip button.  Again, this needs to be somewhere that has cell or wifi coverage.
11. Enter your PIN if you have one, otherwise click Ok on the declaration.
12. Confirm that the Trip End 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. 
13. Turn off your GPR device.

## Under-Running (setting at the same time, in the same place as hauling)

If you're resetting your nets at the same time as hauling you'll need to Start Hauling then create New Fishing Events.

When you're ready to haul and reset your nets:

1. Tap on the correct WIP Fishing Event for the nets you're about to haul. 
2. Tap the Start Hauling button. 
3. Go back to the Trip Details screen (tap the left pointing arrow at the top-left of the screen).
4. Tap on the New Fishing Event button. 
5. Complete the information as for the Setting Trip steps 6 to 9 above.
6. Tap the Start Setting button. 

When you're done hauling and have reset your nets:

7. Tap the Done Setting button. 
8. Go back to the Trip Details screen.
9. Tap on the correct WIP Fishing Event for the net you've just finished hauling. 
10. Tap the Done Hauling button. 
11. Now you can complete adding catch as for the Hauling Trip steps 4 to 13 above.

Be careful to select the right event each time you switch. Use the time and date stamps as a guide.