



Marine
Management
Organisation

Electronic Reporting System User Guidance

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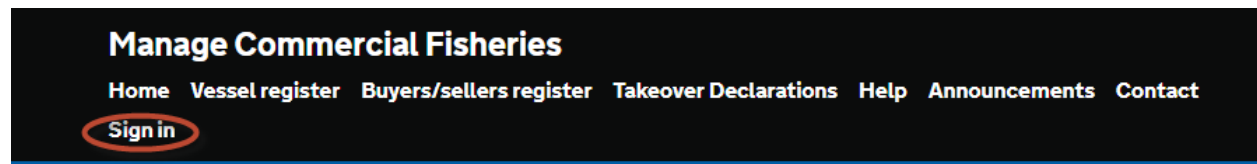
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Purpose of this Document

The following guidance has been produced to support users of the Marine Management Organisation’s (MMO) Electronic Reporting System (ERS) for the viewing of logbooks and the viewing and submission of landing declarations, sales notes and takeover declarations. The service can be found at <https://fishhub.cefas.co.uk>

This document provides guidance for the protected areas of the service and will require an appropriate user account. If you do not have a user account please contact your local port office for advice.

To access the service sign in with your User ID and passphrase using the Sign in function at the top of the page or the sign in link located within the body of the Welcome page.



Entering your User ID and Passphrase as below

Sign in

Please enter your details.

User ID

Passphrase

Sign In

Reset passphrase

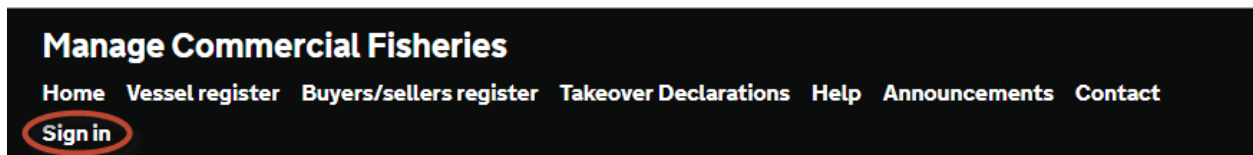
Forgotten User ID

1. Reset your passphrase

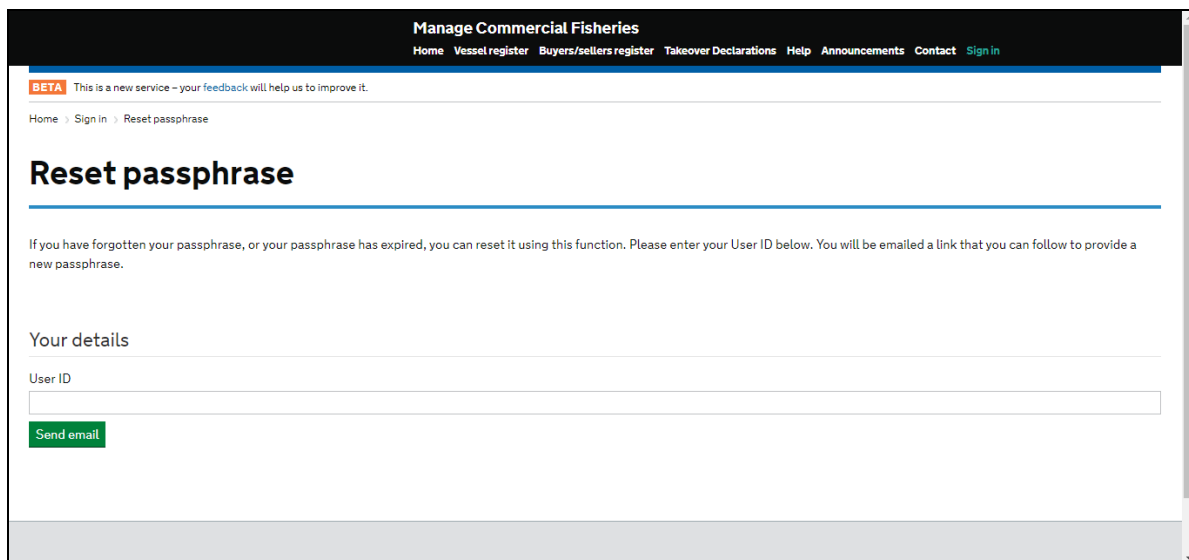
To provide availability to the service outside normal business hours an automated function can be used to reset passphrase information where required. There is no facility for an MMO representative to reset or change your password on your behalf.

This process must be followed by all first time users of the service to set an initial passphrase or if the passphrase has been forgotten.

Select Sign in from the top of the page.



From the Sign in screen select the Reset Passphrase button to navigate to the Reset passphrase page.

A screenshot of the 'Reset passphrase' page. At the top, there is a 'BETA' notice: 'This is a new service – your feedback will help us to improve it.' Below this is a breadcrumb trail: 'Home > Sign in > Reset passphrase'. The main heading is 'Reset passphrase'. A paragraph explains: 'If you have forgotten your passphrase, or your passphrase has expired, you can reset it using this function. Please enter your User ID below. You will be emailed a link that you can follow to provide a new passphrase.' Under the heading 'Your details', there is a 'User ID' label and an input field. Below the input field is a green 'Send email' button.

Enter your User ID and select the Send email button.

- If the User ID is not known by you or recognised by the service you should contact your local port office for support.

Where the User ID has been recognised, an email will be issued to the email address registered against your User ID. This email contains a link that must be used within 12 hours. Selecting the link will navigate you to the Enter new passphrase screen.

The screenshot shows the 'Enter new passphrase' page. At the top, there is a navigation bar with the title 'Manage Commercial Fisheries' and links for 'Home', 'Vessel register', 'Buyers/sellers register', 'Takeover Declarations', 'Help', 'Announcements', 'Contact', and 'Sign in'. Below the navigation bar, there is a 'BETA' notice: 'This is a new service – your feedback will help us to improve it.' The breadcrumb trail reads 'Home > Sign in > Enter new passphrase'. The main heading is 'Enter new passphrase'. Below this, there is a text block: 'Passphrases must be a minimum of 8 characters and contain at least three of the four types below:' followed by a bulleted list: 'uppercase', 'lowercase', 'symbols', and 'numbers'. A note states: 'We refer to passphrases as a phrase is usually easier to remember but harder to guess than a short collection of symbols or a single word.' There are two input fields: 'New passphrase' and 'Confirm new passphrase'. The 'New passphrase' field has a red border and a red error message: 'Passphrase must be at least 8 characters contain at least three of the following: uppercase, lowercase, symbols, numbers.' At the bottom left, there is a green 'Save' button.

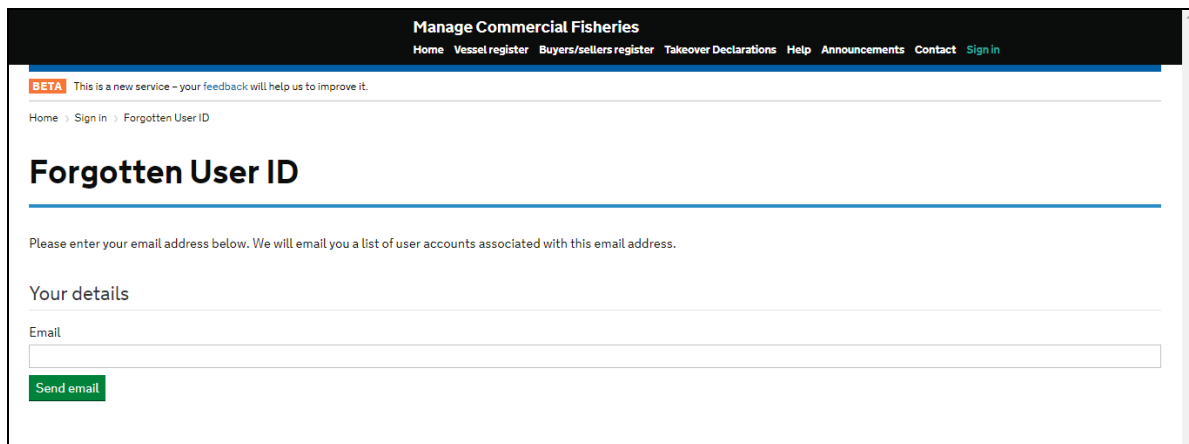
You must enter a new password following the guidance provided on the page. The page will check that the entries match once typed and also check the entry to ensure that the password meets our criteria following the selection of the Save button.

Once a new password has been accepted the service will navigate back to the Welcome page ready for you to Sign in.

2. Forgotten User ID

Where the User ID is unknown you can check the service to be issued with a reminder.

From the Sign in screen select the Forgotten User ID button to navigate to the Forgotten User ID page.



The screenshot shows the 'Manage Commercial Fisheries' website. The top navigation bar includes links for Home, Vessel register, Buyers/sellers register, Takeover Declarations, Help, Announcements, Contact, and Sign In. A beta notice at the top states: 'BETA This is a new service – your feedback will help us to improve it.' The breadcrumb trail is 'Home > Sign in > Forgotten User ID'. The main heading is 'Forgotten User ID'. Below the heading, a message reads: 'Please enter your email address below. We will email you a list of user accounts associated with this email address.' Under the heading 'Your details', there is an 'Email' label and a text input field. A green 'Send email' button is positioned below the input field.

Enter your email address and select the Send email button.

- If the correct email address used for the service is not known by you or the entered email address is not recognised by the service you should contact your local port office for support.

Where the email address has been recognised, an email will be issued containing a list of each User ID that we have registered on the service using that email address.

3. How do I obtain access to the Electronic Reporting System

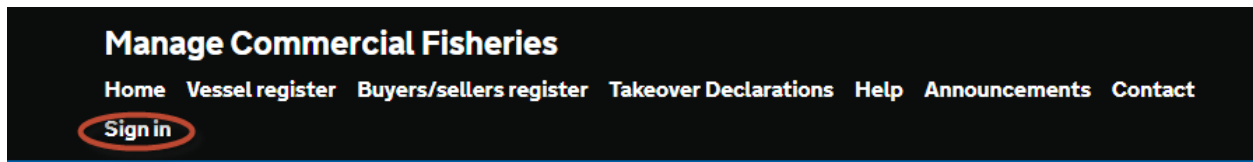
If you require access to the Electronic Reporting System and you cannot find your account using the methods above then you should contact your local Marine management Organisation port office in the first instance.

Registered Buyers and Sellers of fish guidance

4. Request access to my Organisation

To request access to your Organisation as a buyer or seller of fish you will first need to sign in

To access the service sign in with your User ID and passphrase using the Sign in function at the top of the page or the sign in link located within the body of the Welcome page. If you do not have an account please contact your organisations administrator or if not applicable your local fisheries office.



Entering your User ID and Passphrase as below

Sign in

Please enter your details.

User ID

Passphrase

Sign In

Reset passphrase

Forgotten User ID

Once signed in select the Manage Option from the top of the page

Manage Commercial Fisheries

Home Vessel register Buyers/sellers register eLogbooks Sales Notes Takeover Declarations **Manage**

Help Announcements Contact Sign out

From the options presented on the next page select Request Access to an Organisation on the Register of Buyers and Sellers


Request access to an organisation on the register of buyers and sellers

This section can be used to request access to an Organisation on the Register of Buyers and Sellers for the purpose of viewing, submitting and amending sales notes. >

Use the Name, Country and/or Registration Number fields to search for the RBS Organisation that you need to have access to.

Name	Country	Registration Number	
<input type="text"/>	<input type="text"/>	<input type="text" value="100097"/>	
Name ↕	Country ↕	Registration Number ↕	Applicant Type ↕
	England	100097	Buyer

Select the RBS Organisation from the list of results to navigate to that Organisation's page, from where you can request access by clicking on the Request Access button.

Country	England
Above threshold	Unknown
	

If you are unable to find the correct RBS Organisation then please contact your local port office for support.

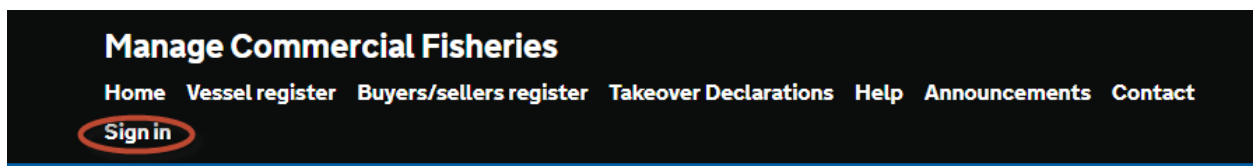
If the RBS Organisation has a user set up as an Administrator they will be able to view and action your request ([see section 5: Manage Access Requests](#)). If there are no Administrator accounts for the RBS Organisation then the request will be available to the Marine Management Organisation and someone in your local port office will review and action the request

You will receive notification that your request has been actioned in an email. If access has been granted then your account will be updated with the relevant access otherwise your account and the information you have access to will not change.

5. Manage Access Requests

Any user that has been set up as an Administrator for the RBS Organisation has the authority to view and action (approve/reject) access requests to that RBS Organisation. These requests are actioned using the Manage Access Requests function available from within the Manage area of the service.

To access the service sign in with your User ID and passphrase using the Sign in function at the top of the page or the sign in link located within the body of the Welcome page.



Entering your User ID and Passphrase as below

Sign in

Please enter your details.

User ID

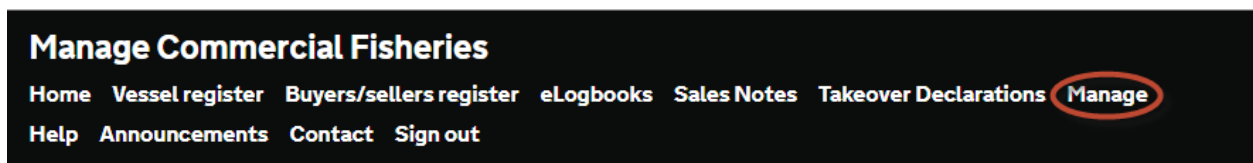
Passphrase

Sign In

Reset passphrase

Forgotten User ID

Once signed in select the Manage Option from the top of the page



From the options presented on the next page select Review Access Requests

You will see a request if made as in the image below

This page displays the requests that have been submitted to access the data you have responsibility for. S the option to approve or reject the request.

If you require advice or guidance then please refer to the [Help](#) section or contact your local port office or [Contacts](#) page.

[REDACTED] has requested access to the company **[REDACTED]** on the register of buyers and sellers

Click the link and you will be taken to the next screen where you can Approve or Reject the request (*Note, this will send an email to the requestor and any comments entered in the Comments box will be visible to them*)

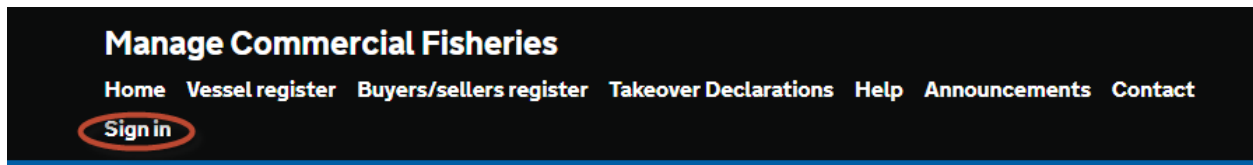
Comments (Optional)

6. Manage Users

Any user that has been set up as an Administrator for the RBS Organisation has the authority to manage the user accounts that are associated with the RBS Organisation.

To add a user account to your organisation you must first create the account using the step below

To access the service sign in with your User ID and passphrase using the Sign in function at the top of the page or the sign in link located within the body of the Welcome page.



Entering your User ID and Passphrase as below

Sign in

Please enter your details.

User ID

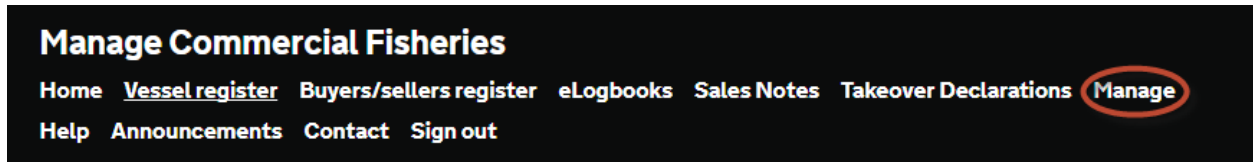
Passphrase

Sign In

Reset passphrase

Forgotten User ID

Once signed in select the Manage Option from the top of the page



Then select Create an account

This page provides a number of administrative tools to help you manage ac

Create an account

Select this section to create a new user account.



In the Create an account page enter the following details

Tip : It is a good idea to ensure your RBS number is in the User ID i.e. test100097, this will make it easier to find the User ID later

Account details


Complete the following form to create a new user account.

Name

User ID

Email

Company (Optional)

Send a password reset email to the user. 

Note: New users must use the passphrase reset function before they can sign into the serv

Please ensure that you tick the box at the bottom as this will send an email to the user with a link for them to set their passphrase

Once the new account has been created you will then need to link them to your RBS Organisation using the instructions below

First Click Manage

Manage Commercial Fisheries

[Home](#) [Vessel register](#) [Buyers/sellers register](#) [eLogbooks](#) [Sales Notes](#) [Takeover Declarations](#) [Manage](#)
[Help](#) [Announcements](#) [Contact](#) [Sign out](#)

Then Organisations

Organisations

This section can be used to manage access to the organisations you can administer on the Register of Buyers and Sellers. Please use this section if you wish to directly add or remove a user to your information.

Search for your organisation using relevant information (ideal being your RBS registration number)

Name	Country	Registration Number
<input type="text"/>	<input type="text"/>	<input type="text" value="100097"/>

Name	Country	Registration Number	
	England	100097	Buyer

Click any of the blue links below the Banner, you are taken to the manage organisation screen

Navigate down the page to the Add Administrator or Add Member section (as appropriate).

Add member

Enter the user ID and the Start Date for the user you are adding. This user will be able to view data from this start date.

User ID:

From:

14/12/2017



To:

DD/MM/YYYY



Add

You can add an Administrator or a Member account at this stage. The steps for adding an Administrator or Member are the same. An administrator can maintain users accounts within the organisation, Create, Amend, Link to the ORganisation

- Enter the User ID of the person that needs to be linked to the RBS Organisation.
- Enter the date from which sales note data will be accessible to the user; not the date that you are linking the user unless the dates are the same.

Important: The user will only be able to see sales data from the From Date entered. If they need to see any data submitted before the current date then the From Date will set historically.

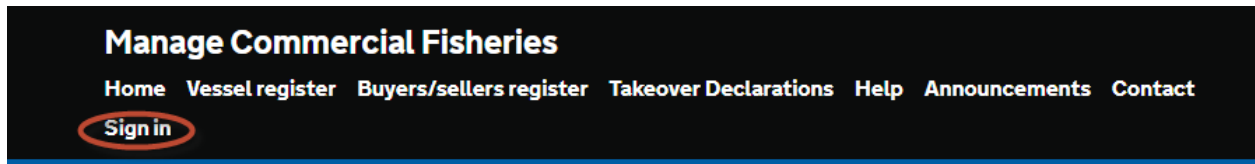
If you need to amend the From Date at a later time then the above steps can be followed to access the RBS Organisation screen. From there, identify the user that needs amending and select a new From Date (select using the calendar or overtyping). Once the correct date has been entered, select the Update button to save the change.

If the user is no longer required to have access to the organisations data they can simply have an end date input. This means they can still see data between those dates.

If the user needs to be removed i.e they have left your organisation follow the same steps and click the Remove button

7. Create a buyers sales note

To access the service sign in with your User ID and passphrase using the Sign in function at the top of the page or the sign in link located within the body of the Welcome page.



Entering your User ID and Passphrase as below

Sign in

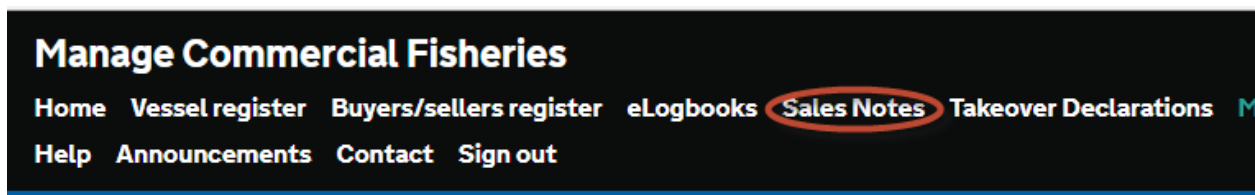
Please enter your details.

User ID

Passphrase

[Sign In](#) [Reset passphrase](#) [Forgotten User ID](#)

First Click Sales Notes



Select Create Buyers Sales Note

Play further search options if you need to find a specific sales note.

Note' button below.



The create sales note view has the Buyers Information pre-populated with the information from the user creating the sales notea Buyers information (not amendable) and 4 buttons available

Successfully submitting this sales note will return you to the sales note list.



Buyer Details

RBS	<input type="text" value=""/>	Name	<input type="text" value=""/>
Company Name	<input type="text" value=""/>	Address	<input type="text" value=""/>
Buyer's Email	<input type="text" value=""/>		

Save Draft - Allows you to save progress made and return to the sales note later

Withdraw - Allows you to Withdraw a Sales Note

Validate - Validates the information entered is correct and the record is valid

Submit - Validate and submit the complete sales note to the Marine Management Organisation

enter the Port of landing and the Date of Landing which will enable the vessel name and PLN fields.

If you know the PLN enter it in the PLN field and either click on the next field or tab out of it and the vessel details will complete automatically. In some circumstances the owner name may not populate, if this occurs you will need to manually enter it.

Enter the Date of Purchase, Currency and (optional) Contract Ref No) as below

Vessel Details

Port of Landing	<input type="text" value="Amble"/>	Date of Landing	<input type="text" value="14/12/2017"/>	
Vessel PLN	<input type="text" value="BM1"/>	Vessel Name	<input type="text" value="EMULATE"/>	Country
Owner	<input type="text" value=""/>			<input type="text" value="U.K. of Great Britain and Northern Ireli"/>

Sales Details

Date of Purchase	<input type="text" value="14/12/2017"/>	Contract Ref No (Optional)	<input type="text" value=""/>	Currency	<input type="text" value="Pound Sterling"/>
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Next click the Add Area button to enter the fishing area details

Sales Line Details

Details Summary



Enter the Area Information using the drop down options or by typing your entry and using the tab key to navigate between boxes. The Area field is Mandatory and is set to default to 27 : Atlantic, North. This can be amended if necessary.

The subarea, division, subdivision and economic zone fields are optional and should be completed if the information is known.

An Area can also be removed using the Remove Area button. This will also remove any species rows that have been created for that area (see below). This information will not be retrieveable.

▼ Area 27.4.a Remove Area

Area	Subarea (optional)	Division (optional)	Subdivision (optional)	Economic Zone (optional)
27: Atlantic, Nori	4: North Sea (Su)	a: Northern Nort		GBR: U.K. of Gre.

« 1 » Add Species

Once the Area Information has been entered, select the Add Species button to create a new species row.

▼ Atlantic cod - Fresh - No processing - Extra - According to AnnexII of Council R. 2406/96 Remove Species

Species	Freshness	State	Presentation	Fish Size
COD: Atlantic cod	E: Extra	FRE: Fresh	WHL: No processi	1
Weight	Value			
10	100.00			

« 1 » Add Species

The Species row must be completed as follows:

- The Species are listed by the European names and listed alphabetically by FAO code. (A list of valid species codes is available on the EU website found here).
- The Freshness field will become available following the selection of the species and will contain options that are valid for the selected species.
- The State field will become available following the selection of the Freshness and will contain options that are valid for the selected species and freshness combination.
- The Presentation field will become available following the selection of the state and will contain options that are valid for the selected species, freshness and state combination.
- The Fish Size field will become available following the selection of the Presentation and will contain options that are valid for the selected species, freshness, state and presentation combination.
- The weight must be entered in kilograms and can be entered up to two decimal places
- The value of the sales line must be the value in the currency that you have selected for this sales note.

If you need to add another species simply click the Add Species button and repeat the above steps.

Once all species have been entered you can select the Validate button at the top or bottom of the screen to check that your sales note is complete and the options selected are valid. If any details are incorrect you will receive a warning.

The following errors need to be corrected in order to submit this sales note:

- The Vessel Name must be entered.

If the sales note is correct you will receive confirmation that it is valid

This sales note is valid.

If you need to save the sales note in an incomplete state then you can select the Save as Draft button. This will retain the incomplete sales note in a draft state that can be returned to at a later date. Please note that draft sales note information will not be available to the Fishing Authority and will not be considered submitted in any form while it remains a draft. It is your responsibility to ensure that all sales notes are completed accurately and submitted within the regulatory guidelines.

Once a sales note has been completed it can be submitted to the Fishing Authority by selecting the Submit button. The sales note will undergo a final validation check at this point before being submitted.

You will be returned to the Sales Note List page and receive an on screen notification informing you of the sales note number.

Sales note 201712140005 submitted successfully.

The sales note will also become available within the sales note list and searchable using the search form.

8. Create a sellers sales note

To access the service sign in with your User ID and passphrase using the Sign in function at the top of the page or the sign in link located within the body of the Welcome page.

Manage Commercial Fisheries

[Home](#) [Vessel register](#) [Buyers/sellers register](#) [Takeover Declarations](#) [Help](#) [Announcements](#) [Contact](#)

[Sign in](#)

Entering your User ID and Passphrase as below

Sign in

Please enter your details.

User ID

Passphrase

[Sign In](#)

[Reset passphrase](#)

[Forgotten User ID](#)

First Click Sales Notes

Manage Commercial Fisheries

[Home](#) [Vessel register](#) [Buyers/sellers register](#) [eLogbooks](#) [Sales Notes](#) [Takeover Declarations](#) [M](#)
[Help](#) [Announcements](#) [Contact](#) [Sign out](#)

Select Create Sellers Sales Note

[Create Seller's' Sales Note](#)

The create sales note view has a Sellers information header (not amendable) and 4 buttons available

Successfully submitting this sales note will return you to the sales note list.



Buyer Details

RBS	<input type="text" value=""/>	Name	<input type="text" value=""/>
Company Name	<input type="text" value=""/>	Address	<input type="text" value=""/>
Buyer's Email	<input type="text" value=""/>		

Save Draft - Allows you to save progress made and return to the sales note later

Withdraw - Allows you to Withdraw

Validate - Validates the information entered (described further)

Submit - To submit the complete and validated sales note to the Marine Management Organisation

First enter the Port of landing and the Date of Landing which will free up the vessel details allowing you to enter. If you know the PLN enter it in the PLN field and either click on the next field or tab out of it and the rest of the fields will complete automatically.

Enter the Date of Purchase, Currency and Auction Centre as below

Vessel Details

Port of Landing	<input type="text" value="Amble"/>	Date of Landing	<input type="text" value="14/12/2017"/>	
Vessel PLN	<input type="text" value="BM1"/>	Vessel Name	<input type="text" value="EMULATE"/>	Country
Owner	<input type="text" value=""/>			<input type="text" value="U.K. of Great Britain and Northern Irel."/>

Sales Details

Date of Sale	<input type="text" value=""/>	Auction Centre	<input type="text" value="Brixham Fish Market (Brixham)"/>	Currency	<input type="text" value="Pound Sterling"/>
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Sales Line Details

Next click the Add Area button to enter the fishing area details

Sales Line Details

Details Summary



As below enter the information (if known). The first Area is Mandatory and will be in most cases 27 : Atlantic, North for UK vessels

▼ [Area 27.4.a](#) Remove Area

Area	Subarea (optional)	Division (optional)	Subdivision (optional)	Economic Zone (optional)
27: Atlantic, Nori	4: North Sea (Su	a: Northern Nort		GBR: U.K. of Gre.

« 1 » Add Species

Then click Add Species to enter the Species Details. You can also remove area if required and the Add Species Entry box will now appear below

Area	Subarea (optional)	Division (optional)	Subdivision (optional)	Economic Zone (optional)
27: Atlantic, Nori	4: North Sea (Su	a: Northern Nort		GBR: U.K. of Gre.

▼ [Atlantic cod - Human Consumption - Fresh - No processing - Extra - According to AnnexII of Council R. 2406/96](#) Remove Species

Species	Freshness	State	Presentation	Fish Size
COD: Atlantic cod	E: Extra	FRE: Fresh	WHL: No processing	1
Disposal	Dest of withdrawn products	Contract Ref (Optional)	Weight	Value
HCN: Human Consumption			10	100.00
Buyer RBS	Buyer Company Name			
100097	Buyers			

Add Species

The Species row must be completed as follows:

- The Species are listed by the European names and listed alphabetically by FAO code. (A list of valid species codes is available on the EU website found here).
- The Freshness field will become available following the selection of the species and will contain options that are valid for the selected species.
- The State field will become available following the selection of the Freshness and will contain options that are valid for the selected species and freshness combination.
- The Presentation field will become available following the selection of the state and will contain options that are valid for the selected species, freshness and state combination.
- The Fish Size field will become available following the selection of the Presentation and will contain options that are valid for the selected species, freshness, state and presentation combination.
- The appropriate Disposal option must be selected.
- For Disposal options other than 'Human Consumption', an appropriate Destination of Withdrawn Products must be selected.
- A Contract reference can be added if appropriate, though this is optional.
- The weight must be entered in kilograms and can be entered up to two decimal places
- The value of the sales line must be the value in the currency that you have selected for this sales note.
- The Buyer Number (RBS Number) for this species row must be entered. The RBS Name will automatically populate where the Buyer Number is valid. If the Buyer Number is not known then the Unregistered Buyer number must be used. Please contact your local port office for support or guidance if required.

If you need to add another species simply click the Add Species button and repeat the above steps.

Cod has been used in this example. Species are listed by the European names and listed alphabetically by FAO code. (A list of species codes is attached as an annex at the end of this document). Start with the species and go from left to right as the drop

downs are intuitive and will only present valid values for selection. Enter the weight and value. Entering the Destination and Buyers Details.

Buyers details should have RBS Number and Company name if a Registered Buyer of fish, or just the name in an Individual.

If you need to add another species simply click the Add Species button again and repeat the process.

Once all species have been entered click the Validate button at the top of the screen, if any details are incorrect you will receive a warning. If the sales note is correct you will receive confirmation that it is valid (both shown below)

The following errors need to be corrected in order to submit this sales note:

- The Vessel Name must be entered.

This sales note is valid.

Correct any errors and once they have been corrected click the Submit button (you can still save this as a draft at this stage)

You will then receive an on screen notification of the sales note number

And your sales note will be listed

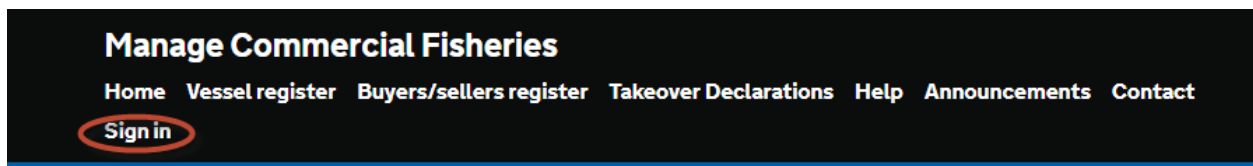
Sales note 201712140005 submitted successfully.

Your sales note will be listed in the table below the message.

9. Amend a Submitted Sales Note

Sales notes can be amended up to 2 weeks following the Date of Submission without any interaction with the Marine Management Organisation.

To access the service sign in with your User ID and passphrase using the Sign in function at the top of the page or the sign in link located within the body of the Welcome page.



Entering your User ID and Passphrase as below

Sign in

Please enter your details.

User ID

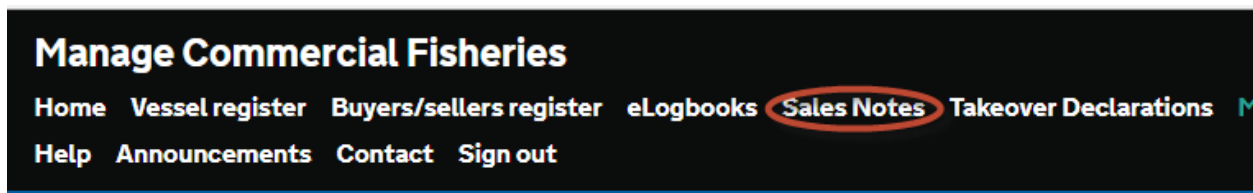
Passphrase

Sign In

Reset passphrase

Forgotten User ID

Select Sales Notes from the Banner



The Sales Note List page displays all sales notes received from the RBS Organisation(s) that you are linked to where the date of purchase or sale is within the last seven calendar days by default. If you need to view older sales notes then you must remove the 'only show where date of purchase/sale in the last 7 days' tick and click the Search button.

Sales Note Number Vessel Search Clear

Only show where date of purchase/sale is in last 7 days

[Advanced Search](#)

Sales Notes

Sales Notes

Create CSV

Sales Note Id	RBS No	Name	Company Name	Vessel Name	PLN	Port	Date of Landing	Date of Purchase / Sale	Weight (Kgs)	Value	Status	Type
20170426000108	100010		Brixham Trawler Agents Ltd	JACOBA	BM77	GBBRX	20/04/2017	25/04/2017	52.8	112.5	Submitted	Sellers Sales Note

Clicking any of the blue fields in the sales note list will take you to the Sales note View as below

Buyer Details

Edit Sales Note

Create PDF

RBS Name

Company Name Address

Buyer's Email

Vessel Details

Port of Landing Date of Landing

If the sales note is within the two week grace period then it will contain an Edit Sales Note button. Selecting this button will return the sales note to an editable draft to allow you to make any amendments. Please follow the detailed instructions within sections and 8 for completing a Buyer or Sellers sales note that will assist you with making any amendments or additions to your sales note.

If you need to save the sales note in an incomplete state then you can select the Save as Draft button. This will retain the incomplete sales note in a draft state that can be returned to at a later date. Please note that draft sales note information will not be available to the Fishing Authority and will not be considered submitted in any form while it remains a draft. It is your responsibility to ensure that all sales note are completed accurately and submitted within the regulatory guidelines.

Once a sales note has been completed it can be submitted to the Fishing Authority by selecting the Submit button. The sales note will undergo a final validation check at this point before being submitted.

You will be returned to the Sales Note List page and receive an on screen notification informing you of the sales note number.

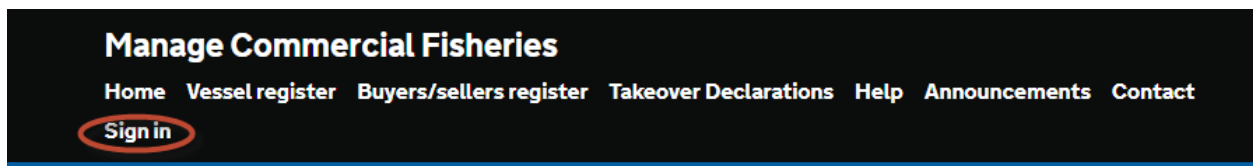
You also have an option of creating a PDF of the sales note if required.

10. Request a sales note unlock

If a sales note has been submitted and is over 14 days since it was submitted and you need to amend/correct something on it, you have the option to request that the sales note is unlocked by the MMO to allow you to edit and resubmit the correction.

The unlock request will go to the MMO who will allow the unlock so you can edit or deny the request and inform you of the reason.

To access the service sign in with your User ID and passphrase using the Sign in function at the top of the page or the sign in link located within the body of the Welcome page.



Entering your User ID and Passphrase as below

Sign in

Please enter your details.

User ID

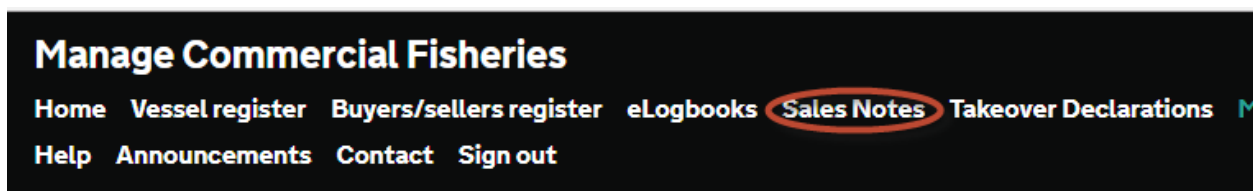
Passphrase

Sign In

Reset passphrase

Forgotten User ID

Select Sales Notes from the Banner



Sales notes submitted for the RBS Organisation that you have access to your organisation will be listed in the table as in the image below shown for the last 7 days by

default. You will need to remove the tick and click on Search, or if known enter the sales note in the Sales Note Number **(still removing the tick and clicking Search)**

Sales Note Number Vessel

Only show where date of purchase/sale is in last 7 days

[Advanced Search](#)

Sales Notes

Sales Note Id	RBS No	Name	Company Name	Vessel Name	PLN	Port	Date of Landing	Date of Purchase / Sale	Weight (Kgs)	Value	Status	Type
20170426000108	100010		Brixham Trawler Agents Ltd	JACOBA	BM77	GBBRX	20/04/2017	25/04/2017	52.8	112.5	Submitted	Sellers Sales Note

Clicking any of the blue fields in the sales note list will take you to the Sales note View as below and you will have a Request Sales Note Unlock link

in a table; selecting the Details tab will change the presentation to display the information as submitted.

[Request Sales Note Unlock](#)

Seller Details

RBS	<input type="text" value="100010"/>	Name	<input type="text"/>
Company Name	<input type="text" value="Brixham Trawler Agents Ltd"/>	Address	<input type="text" value="The New Fish Quay, Brixham, Devon, TQ5 8AW"/>
Sellers Email	<input type="text" value="fish@bxta.co.uk"/>		

Vessel Details

Click on the Request Sales Note Unlock and enter the reason as shown below and click on Request Unlock

Request Sales Note Unlock

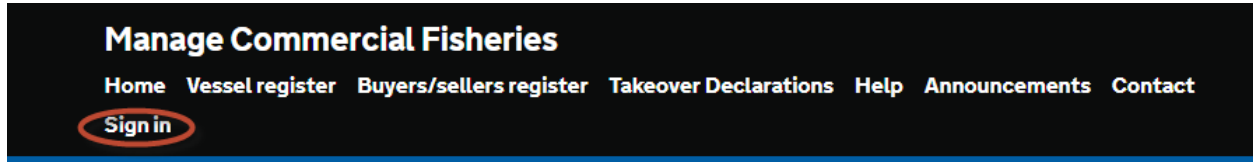
To request the release of this sales note to allow editing please provide a reason in the box below and select the Request Unlock button.

<input type="text" value="Incorrect Values"/>	<input type="button" value="Request Unlock"/>
-----------------------------------------------	-----------------------------------------------

You will receive confirmation above that the Unlock Request has gone through to the MMO. Your MMO local office will receive the Unlock request and either Approve or reject it. If approved you will receive notification via email and will then be able to amend the sales note following the Guidance in section 9. Amending a submitted sales note

11. Search for Sales notes

To access the service sign in with your User ID and passphrase using the Sign in function at the top of the page or the sign in link located within the body of the Welcome page.



Entering your User ID and Passphrase as below

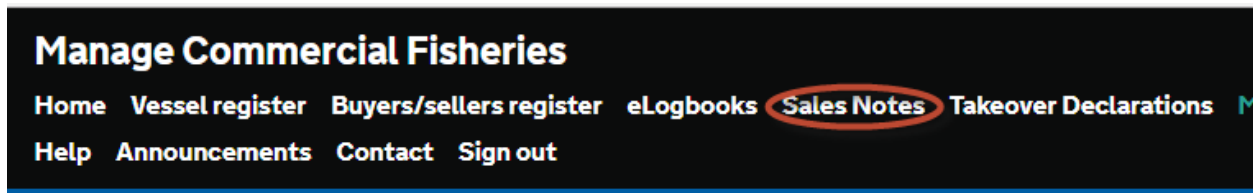
Sign in

Please enter your details.

User ID

Passphrase

from the home page click Sales Notes



Your sales notes from your organisation will be listed in the table as in the image below and will show sales notes for the last 7 days by default, if you need to view older sales notes remove the tick and click Search

Sales Note Number Vessel Search Clear

Only show where date of purchase/sale is in last 7 days

[Advanced Search](#)

Sales Notes

[Create CSV](#)

Sales Note Id	RBS No	Name	Company Name	Vessel Name	PLN	Port	Date of Landing	Date of Purchase / Sale	Weight (Kgs)	Value	Status	Type
20170426000108	100010		Brixham Trawler Agents Ltd	JACOBA	BM77	GBBRX	20/04/2017	25/04/2017	52.8	112.5	Submitted	Sellers Sales Note

Simple Search by vessel or sales note number

Enter the search criteria and click Search, if no results you may need to remove the tick if it is older than 7 days

Sales Note Number Vessel Search Clear

Only show where date of purchase/sale is in last 7 days

[Advanced Search](#)

Sales Notes

Sales Note Id	RBS No	Name	Company Name	Vessel Name	PLN	Port	Date of Landing	Date of Purchase / Sale	Weight (Kgs)	Value
2017032900355	100734		Lynn Shellfish Ltd	PAMELA MARY	LN471	GBBOS	19/06/2012	18/06/2033	2073	1

The Sales Note List page holds an Advanced Search pane that is collapsed by default. The Advanced Search pane can be expanded by selecting the link (as shown on the below screenshot). Once the Advanced Search pane has been expanded, further search options will be made available that allow you to search using additional criteria such as date ranges for the date of sale / purchase or date of landing.

Please note that the search form will combine the criteria entered in the initial search fields and those used within the Advanced Search form. This could cause the results returned to be unexpected or result in no records being returned.

Enter your search criteria and click on Search

Sales Note Number

Vessel

Only show where date of purchase/sale is in last 7 days

[Advanced Search](#)

Vessel Name Vessel PLN

Name Company Name Port of Landing

Date of Purchase From Date To Date

Date of Landing From Date To Date

If dates are entered then the tick above is removed

Your search results should show in the table below

Sales Note Id	RBS No	Name	Company Name	Vessel Name	PLN	Port	Date of Landing	Date of Purchase / Sale	Weight (Kgs)	Value	Status	Type
201712140006	100010		Brixham Trawler Agents Ltd	EMULATE	BM1	GBAMB	14/12/2017	14/12/2017	10	100	Submitted	Sellers Sales Note
201712140005	100097	Mr Terry Morgan		Emulate	BM1	GBAMB	14/12/2017	14/12/2017	10	100	Submitted	Buyers Sales Note
201712140003	100011		Plymouth Trawler Agents Limited	MMOECATCH01	ZZ07	DKEBJ	11/12/2017	11/12/2017	87	354	Submitted	Buyers Sales Note
201712140003	100011		Plymouth Trawler Agents Limited	MMOECATCH01	ZZ07	DKEBJ	13/12/2017	13/12/2017	45	2	Submitted	Buyers Sales Note

The table's column header titles within the black header can be selected to sort the table of results by that particular attribute.

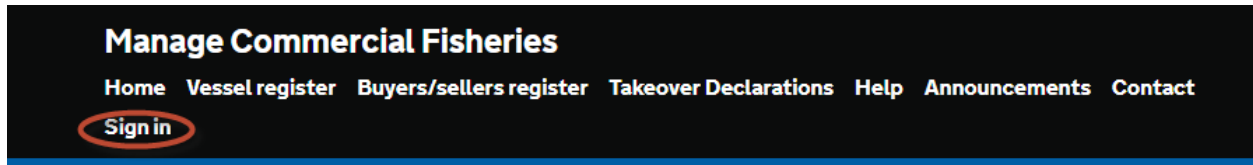
Clicking any of the blue fields in the sales note list will take you to the Sales note View as below

If you use the browser back button to return to the Sales Note List page from viewing a sales note then any search criteria you had entered will still be populated and the search results table will still hold the previous results. If search criteria had been entered into the Advanced Search options then this pane will be expanded on returning to the Sales Note Search page. This is for convenience where you need to search for multiple sales notes and check them individually rather than having to re-enter the search criteria after viewing each sales note.

Vessel Owner guidance

12. View my Logbooks

To access the service sign in with your User ID and passphrase using the Sign in function at the top of the page or the sign in link located within the body of the Welcome page.



Entering your User ID and Passphrase as below

Sign in

Please enter your details.

User ID

Passphrase

Sign In

Reset passphrase

Forgotten User ID

From the home page click eLogbook



The View eLogbooks page will be displayed with a list of your logbooks. Please note the ticks. You may need to remove these ticks and click the search button to see older logbooks

This page provides a summary of the e-logbooks for all the vessels you have access to.

By default the list is filtered to only show logbooks that require landing declarations; to remove this filter please uncheck the box below and click the Search button.

The Advanced Search can be selected to display further search options if you need to find a specific logbook. Please select a logbook to view further information and to submit a Landing Declaration where required.

- Only show logbooks without landings
- Only show logbooks where the vessel returned in the last 7 days

Vessel

[Advanced Search](#)

Logbook Number	Vessel Name	Vessel PLN	Departure Date	Port of Departure	Return Date	Port of Return	Landing Date	Port of Landing	Status
No matches found									

- Only show logbooks without landings
- Only show logbooks where the vessel returned in the last 7 days

Vessel

[Advanced Search](#)

Logbook Number	Vessel Name	Vessel PLN	Departure Date	Port of Departure	Return Date	Port of Return	Landing Date	Port of Landing	Status
Z0000720170175	MMOECATCH01	ZZ07	12/12/2017 13:21	Plymouth	12/12/2017 14:05	Roscoff	12/12/2017 14:05:20	Roscoff	Completed
Z0000720170174	MMOECATCH01	ZZ07	08/12/2017 16:14	Esbjerg	08/12/2017 17:02	Halmstad	08/12/2017 17:02:20	Halmstad	Completed
Z0000720170173	MMOECATCH01	ZZ07	08/12/2017 15:35	Esbjerg					Open
Z0000720170172	MMOECATCH01	ZZ07	08/12/2017 10:26	Esbjerg	08/12/2017 14:48	Esbjerg	08/12/2017 14:48:56	Esbjerg	Completed
Z0000720170171	MMOECATCH01	ZZ07	08/12/2017	Esbjerg	08/12/2017	Esbjerg	08/12/2017 10:16:17	Esbjerg	Completed

To access your logbooks select any of the results in the logbook table and your logbook will be displayed

(Showing Original Data)

[View Amended Data](#)

[View Submitted Landing Declaration](#)

Logbook number	Z0000720170175	Vessel	MMOECATCH01	PLN	ZZ07
Departure	12 Dec 2017, 13:21 from Plymouth	Return	12 Dec 2017, 14:05 to Roscoff		
Master					

[Details](#)

[Summary](#)

[FA Amendments](#)

[Create PDF \(Details\)](#)

Activity Date	Report	Details	Catch Weight	Catch by Species	Corrections
12/12/2017 13:21	Departure	Fishing (deploying, hauling, towing fishing gear; stationary)			
12/12/2017 13:26	Fishing Activity	27.7.e. GBR	135.0	CRE - 120.0 LBE - 15.0	
12/12/2017 13:46	End Of Fishing				
12/12/2017 13:50	Prior Notification	Roscoff	135.0	CRE - 120.0 LBE - 15.0	Correction
12/12/2017 14:05	Return To Port	Roscoff			
12/12/2017 14:05	Landing	27.7.e. GBR	135.0	CRE - 120.0 LBE - 15.0	

In this view you can View Amended Data, View the Landing Declaration and see the details of the logbook, as well as a Summary and link for any FA Amendments. You can also create a printable PDF of the logbook.

13. Add a Landing Declaration

To add a landing declaration follow the steps above to view your logbook and select the logbook you wish to enter the landing declaration for. You can tick the tick for only show logbooks without landings to make it easier to find those that require a landing declaration. The highlighted logbook is the one we will use to demonstrate how to add a landing. Click any of the blue links to access the logbook

Only show logbooks without landings
 Only show logbooks where the vessel returned in the last 7 days

Vessel

[Search](#) [Clear](#)

[Advanced Search](#)

Logbook Number	Vessel Name	Vessel PLN	Departure Date	Port of Departure	Return Date	Port of Return	Landing Date	Port of Landing	Status
Z0000720170170	MMOECATCH01	ZZ07	30/11/2017 12:56	Plymouth	30/11/2017 13:12	Plymouth			Open
Z0000720170168	MMOECATCH01	ZZ07	28/11/2017 12:02	Plymouth	28/11/2017 12:07	Plymouth			Open
Z0000720170166	MMOECATCH01	ZZ07	15/11/2017 12:50	Plymouth	15/11/2017 12:54	Plymouth			Open
Z0000720170154	MMOECATCH01	ZZ07	21/02/2017 13:27	Plymouth	21/02/2017 13:37	Plymouth			Open
Z0000720170153	MMOECATCH01	ZZ07	08/02/2017 12:03	Plymouth	08/02/2017	Plymouth			Open

To create a landing declaration click the Create Landing Declaration button

The times reported within eLogbooks should be recorded in Coordinated Universal Time (UTC).

Hide text

(Showing Original Data)

[View Amended Data](#)

[Create Landing Declaration](#)

Logbook number	Z0000720170170	Vessel	MMOECATCH01	PLN	ZZ07
Departure	30 Nov 2017, 12:56 from Plymouth		Return	30 Nov 2017, 13:12 to Plymouth	
Master	Whitby Phil - MMO Plymouth o, PL40LH Plymouth				

[Details](#)

[Summary](#)

[FA Amendments](#)

[Create PDF \(Details\)](#)

Activity Date	Report	Details	Catch Weight	Catch by Species	Corrections
30/11/2017 12:56	Departure	Fishing (deploying, hauling, towing fishing gear; stationary)			

The service will navigate to the Create Landing Declaration page, prepopulating the header information using the detail from within the eLogbook.

All times reported in elogbooks should be recorded in Coordinated Universal Time (UTC).

All weight information has been pre-populated from your logbook, this will be the estimated live weight figure and must be changed to the accurate landed weight with the correct state and presentation (e.g. Fresh/Gutted) before you submit your Landing Declaration.

If you require guidance please refer to the Help section or contact your local port office or Fisheries Administration – details can be found on the [Contacts](#) page

Logbook number	Z0000720170170		
Vessel	ZZ07 MMOECATCH01		
Departure	12:56 PM, Thursday, November 30, 2017 from Plymouth		
Return	1:12 PM, Thursday, November 30, 2017 To Plymouth		
Landing	Date	Time	Port
	<input type="text" value="30/11/2017"/>	<input type="text" value="13:12"/>	<input type="text" value="Plymouth"/>

The Landing declaration is prepopulated with the catch area information and the weights from the Fishing Activity and must be adjusted if incorrect. Catch can also be added if required and was not recorded in the Fishing Activity report.

Catch Areas [Summary](#)

Please enter catch by the area defined by the Food and Agriculture Organisation of the United Nations (FAO).

[Expand all](#) [Collapse all](#)

▼ [Area 27.7.e](#) [Remove Area](#)

Area	Subarea	Division	Subdivision	Economic Zone
<input type="text" value="27: Atlantic, North"/>	<input type="text" value="7: Irish Sea, West c"/>	<input type="text" value="e: Western English"/>	<input type="text"/>	<input type="text" value="GBR: U.K. of Great Britain and Nc"/>

Catch Details

Species	State	Presentation	Weight (Kg)	Number of fish	
<input type="text" value="RJH: Blonde ray"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="158.84"/>	<input type="text" value="0"/>	Remove

[Add catch](#)

Enter the State(**required**) and presentation(**required**) and any other relevant information such as Sub Division if known. Tick the box to state the information is correct (please read the statement) and then click on Submit to submit your landing declaration.

It is your responsibility to ensure the information being submitted is accurate and correct.

Tick to confirm that the weight information recorded in this landing declaration has been amended from the logbook catch weight and represent:
landed weight in accordance with Article 23 of Council Regulation (EC) No 1224/2209

Tick to confirm.

Successfully submitting this landing declaration will return you to your main elogbook page.

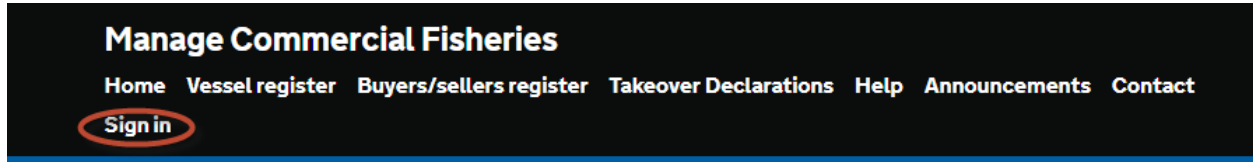
Submit

Save draft

Validate

14. Manage Users/Agents

To access the service sign in with your User ID and passphrase using the Sign in function at the top of the page or the sign in link located within the body of the Welcome page.



Entering your User ID and Passphrase as below

Sign in

Please enter your details.

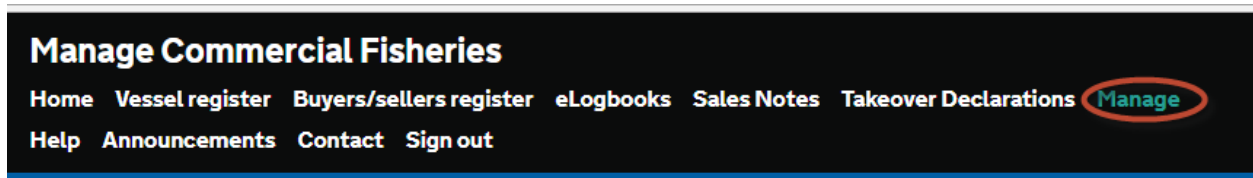
User ID

Passphrase

[Sign In](#) [Reset passphrase](#) [Forgotten User ID](#)

If you are set as an administrator for the vessel (usually the Vessel Owner) then you have the ability to add delegated persons to View your logbooks, Create Landing Declarations and also if required to view any relevant sales notes for your vessel.

If the person has an account you can add them by clicking on Manage



Scroll down to Vessels and click the text

information.

Vessels

This section can be used to manage access to the vessels you can administer. Please use this section if you wish to directly add or remove a user to your information.

The system will navigate to the Vessels page, displaying all vessels that your account has access to.

Rss Number	Vessel Name	Vessel Registration Number
Z00007	MMOECATCH01	ZZ07

10 25 50 100

Click any of the fields to navigate to the vessel details screen, scrolling down you will see the Add Administrator and Add Member fields

Add administrator

Enter the user ID and the Start Date for the user you are adding. This user will be able to view data from this start date.

User ID:

From: To: Access Level: View Sales Notes?

Vessel members

No additional users have been granted access to enter landing declarations on behalf of this company.

Add member

Enter the user ID and the Start Date for the user you are adding. This user will be able to view data from this start date.

User ID:

From: To: Access Level: View Sales Notes? Yes No

An Administrator can see everything such as logbooks, Sales notes and Members and can also Add Users.

Members can see logbooks and you can determine if they can see Sales notes using the Yes and No Radio buttons.

Enter the User ID and select a start date (***Important – they will only be able to see data from this date. If they need to see past data this date can be set in the past***)

Select the level of access from Agent, Master or Representative of Master

- Agent
 - This is someone acting on behalf of the master/vessel owners who can enter the landing declaration information on their behalf
- Master
 - The master of the vessel who is ultimately responsible for the logbook and landing declaration data
- Representative of Master
 - This can be anyone who is given access to the data outside of the above roles i.e. if a vessel owner requires access and is not the Master of the vessel they can be added with this role to allow them visibility of the logbook data

Once you have completed all of the information select the Add button.

It is your responsibility to ensure the users understand the access they have and the responsibilities of this. Also to ensure that you maintain these accounts reviewing access and revoking/adding where required

A person can also request access to your vessels data by submitting an Access Request. You can view any requests for access by Clicking Manage and then scrolling down to the Manage Access Requests

Review access requests

This section can be used to review requests to access your logbook and/or sales note information.

Organisations

Click on the text and if any access requests have been made they will be listed and can be managed here shown below. If there is a request click the text

Review access requests

This page displays the requests that have been submitted to access the data you have responsibility for. Select a the option to approve or reject the request.

If you require advice or guidance then please refer to the [Help](#) section or contact your local port office or [Fisherie Contacts](#) page.

David Finlayson has requested access to the vessel **MMOECATCH01 (ZZ07)**

Select the level of access to be given and add any comments (note an email will be sent to the requestor and the comments will be visible). You also have the option of ticking as administrator. Once completed click Approved or Rejected

This page is to be used to approve or reject this access request, as detailed below. To approve the request; select the category that best fits the role or the requestor from the drop down list. If you want this person to have the ability to share your information with other users then select the Administrator checkbox. Once you have approved or rejected this request you will return to the Review Access Requests screen. If you require advice or guidance then please refer to the [Help](#) section or contact your local port office or Fisheries Administration – details can be found on the [Contacts](#) page.

David ██████████ (████████████████████) - MMO has requested access to the vessel MMOECATCH01 (ZZ07)

Access as:

Agent

Is Administrator

Comments (Optional)

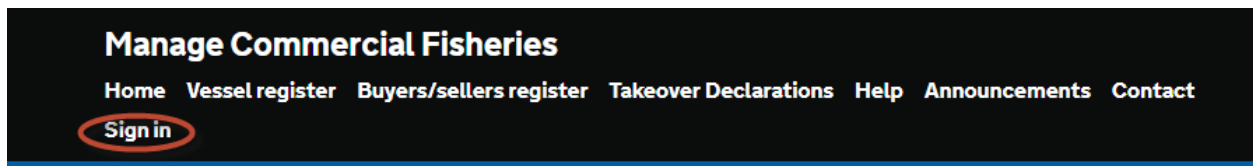
Test

Note – The access will only be granted from the date approved. If access is required to previous data you will need to follow the Manage users guidance and amend the start date/View sales notes as applicable.

Vessel Owner Representatives Guidance

15. View logbooks for my Vessels

sign in with your User ID and passphrase using the Sign in function at the top of the page or the sign in link located within the body of the Welcome page.



Entering your User ID and Passphrase as below

Sign in

Please enter your details.

User ID

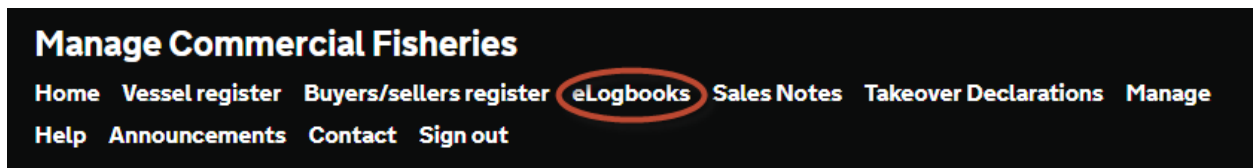
Passphrase

Sign In

Reset passphrase

Forgotten User ID

Select eLogbook



The View eLogbooks page will be displayed with a list of your logbooks. Please note the ticks. You may need to remove these ticks and click the search button to see older logbooks

This page provides a summary of the elogbooks for all the vessels you have access to.

By default the list is filtered to only show logbooks that require landing declarations; to remove this filter please uncheck the box below and click the Search button.

The Advanced Search can be selected to display further search options if you need to find a specific logbook. Please select a logbook to view further information and to submit a Landing Declaration where required.

- Only show logbooks without landings
- Only show logbooks where the vessel returned in the last 7 days

Vessel

Search

Clear

[Advanced Search](#)

Logbook Number	Vessel Name	Vessel PLN	Departure Date	Port of Departure	Return Date	Port of Return	Landing Date	Port of Landing	Status
No matches found									

And with ticks removed showing older trips

- Only show logbooks without landings
- Only show logbooks where the vessel returned in the last 7 days

Vessel

Search

Clear

[Advanced Search](#)

Logbook Number	Vessel Name	Vessel PLN	Departure Date	Port of Departure	Return Date	Port of Return	Landing Date	Port of Landing	Status
Z0000720170175	MMOECATCH01	ZZ07	12/12/2017 13:21	Plymouth	12/12/2017 14:05	Roscoff	12/12/2017 14:05:20	Roscoff	Completed
Z0000720170174	MMOECATCH01	ZZ07	08/12/2017 16:14	Esbjerg	08/12/2017 17:02	Halmstad	08/12/2017 17:02:20	Halmstad	Completed
Z0000720170173	MMOECATCH01	ZZ07	08/12/2017 15:35	Esbjerg					Open
Z0000720170172	MMOECATCH01	ZZ07	08/12/2017 10:26	Esbjerg	08/12/2017 14:48	Esbjerg	08/12/2017 14:48:56	Esbjerg	Completed
Z0000720170171	MMOECATCH01	ZZ07	08/12/2017	Esbjerg	08/12/2017	Esbjerg	08/12/2017 10:16:17	Esbjerg	Completed

To access your logbooks you need to click any of the blue links in the logbook table and your logbook will be displayed

(Showing Original Data)

[View Amended Data](#)

[View Submitted Landing Declaration](#)

Logbook number	Z0000720170175	Vessel	MMOECATCH01	PLN	ZZ07
Departure	12 Dec 2017, 13:21 from Plymouth	Return	12 Dec 2017, 14:05 to Roscoff		
Master					

[Details](#)

[Summary](#)

[FA Amendments](#)

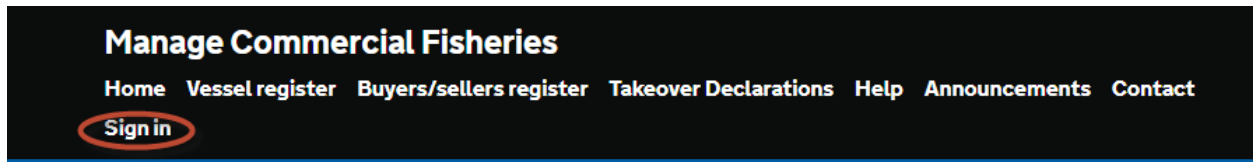
[Create PDF \(Details\)](#)

Activity Date	Report	Details	Catch Weight	Catch by Species	Corrections
12/12/2017 13:21	Departure	Fishing (deploying, hauling, towing fishing gear; stationary)			
12/12/2017 13:26	Fishing Activity	27.7.e. GBR	135.0	CRE - 120.0 LBE - 15.0	
12/12/2017 13:46	End Of Fishing				
12/12/2017 13:50	Prior Notification	Roscoff	135.0	CRE - 120.0 LBE - 15.0	Correction
12/12/2017 14:05	Return To Port	Roscoff			
12/12/2017 14:05	Landing	27.7.e. GBR	135.0	CRE - 120.0 LBE - 15.0	

In this view you can View Amended Data, View the Landing Declaration and see the details of the logbook, as well as a Summary and link for any FA Amendments. You can also create a printable PDF of the logbook.

16. Add a Landing Declaration

sign in with your User ID and passphrase using the Sign in function at the top of the page or the sign in link located within the body of the Welcome page.



Entering your User ID and Passphrase as below

Sign in

Please enter your details.

User ID

Passphrase

[Sign In](#) [Reset passphrase](#) [Forgotten User ID](#)

To add a landing declaration follow the steps above to view your logbook and select the logbook you wish to enter the landing declaration for. You can tick the tick for only show logbooks without landings to make it easier to find those that require a landing declaration. The highlighted logbook is the one we will use to demonstrate how to add a landing. Click any of the blue links to access the logbook

Only show logbooks without landings
 Only show logbooks where the vessel returned in the last 7 days

Vessel

[Search](#) [Clear](#)

[Advanced Search](#)

Logbook Number	Vessel Name	Vessel PLN	Departure Date	Port of Departure	Return Date	Port of Return	Landing Date	Port of Landing	Status
Z0000720170170	MMOECATCH01	ZZ07	30/11/2017 12:56	Plymouth	30/11/2017 13:12	Plymouth			Open
Z0000720170168	MMOECATCH01	ZZ07	28/11/2017 12:02	Plymouth	28/11/2017 12:07	Plymouth			Open
Z0000720170166	MMOECATCH01	ZZ07	15/11/2017 12:50	Plymouth	15/11/2017 12:54	Plymouth			Open
Z0000720170154	MMOECATCH01	ZZ07	21/02/2017 13:27	Plymouth	21/02/2017 13:37	Plymouth			Open
Z0000720170153	MMOECATCH01	ZZ07	08/02/2017 12:03	Plymouth	08/02/2017	Plymouth			Open

To create a landing declaration click the Create Landing Declaration link

The times reported within elogbooks should be recorded in Coordinated Universal Time (UTC).

Hide text

(Showing Original Data)

[View Amended Data](#)

[Create Landing Declaration](#)

Logbook number	Z0000720170170	Vessel	MMOECATCH01	PLN	ZZ07
Departure	30 Nov 2017, 12:56 from Plymouth		Return	30 Nov 2017, 13:12 to Plymouth	
Master	Whitby Phil - MMO Plymouth o, PL40LH Plymouth				

[Details](#)

[Summary](#)

[FA Amendments](#)

[Create PDF \(Details\)](#)



Activity Date	Report	Details	Catch Weight	Catch by Species	Corrections
30/11/2017 12:56	Departure	Fishing (deploying, hauling, towing fishing gear; stationary)			

The landing declaration is displayed

All times reported in elogbooks should be recorded in Coordinated Universal Time (UTC).

All weight information has been pre-populated from your logbook, this will be the estimated live weight figure and must be changed to the accurate landed weight with the correct state and presentation (e.g. Fresh/Gutted) before you submit your Landing Declaration.

If you require guidance please refer to the [Help](#) section or contact your local port office or Fisheries Administration – details can be found on the [Contacts](#) page

Logbook number	Z0000720170170		
Vessel	ZZ07 MMOECATCH01		
Departure	12:56 PM, Thursday, November 30, 2017 from Plymouth		
Return	1:12 PM, Thursday, November 30, 2017 To Plymouth		
Landing	Date	Time	Port
	30/11/2017 	13:12	Plymouth 

The Landing declaration is prepopulated with the catch area information and the weights from the Fishing Activity and can be adjusted. Catch can also be entered if required and was not recorded in the Fishing Activity report.

Catch Areas Summary

Please enter catch by the area defined by the Food and Agriculture Organisation of the United Nations (FAO).

Expand all Collapse all

▼ Area 27.7.e Remove Area

Area	Subarea	Division	Subdivision	Economic Zone
27: Atlantic, North	7: Irish Sea, West c	e: Western English		GBR: U.K. of Great Britain and Nc

Catch Details

Species	State	Presentation	Weight (Kg)	Number of fish
RJH: Blonde ray			158.84	0

Add catch

Enter the State(**required**) and presentation(**required**) and any other relevant information such as Sub Division if known. Tick the box to state the information is correct (please read the statement) and then click on Submit to submit your landing declaration.

It is your responsibility to ensure the information being submitted is accurate and correct.

Add area

Tick to confirm that the weight information recorded in this landing declaration has been amended from the logbook catch weight and represent: landed weight in accordance with Article 23 of Council Regulation (EC) No 1224/2209

Tick to confirm.

Successfully submitting this landing declaration will return you to your main e-logbook page.

Submit

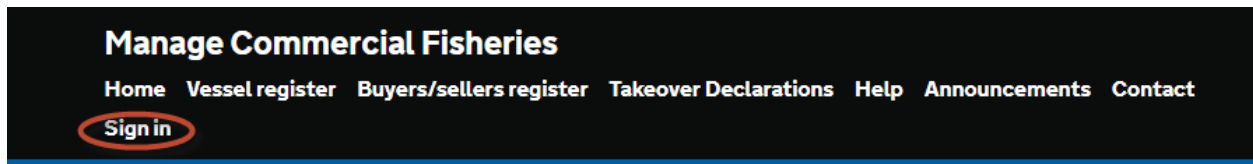
Save draft

Validate

Fish Producer Organisation users guidance

17. Request access to a vessels logbooks

Sign in with your User ID and passphrase using the Sign in function at the top of the page or the sign in link located within the body of the Welcome page.



Entering your User ID and Passphrase as below

Sign in

Please enter your details.

User ID

Passphrase

Sign In

Reset passphrase

Forgotten User ID

To request access to a vessels logbook data you can submit a request through the portal once logged in.

Click Manage

Manage Commercial Fisheries

[Home](#) [Vessel register](#) [Buyers/sellers register](#) [eLogbooks](#) [Manage](#) [Help](#) [Announcements](#) [Contact](#)
[Sign out](#)

Scroll down the page and click the text for Request Access to a Vessel

Request access to a vessel

This section can be used to request access to a vessel for the purpose of viewing logbook information and for entering and viewing landing declarations.

Type in details such as RSS Number, Name or Vessel Registration Number and matches will be listed below. Click any of the blue lines of text in the table below

The vessel register holds information of all UK licenced vessels that are fitted with an Electronic Logbook Software System. The boxes below can be used to help search for a specific vessel and further information can be obtained by selecting a vessel.

If you are signed in as an Administrator for the vessel you select you will also have the ability to view the users that have access to your data and to amend access levels.

If you require advice or guidance then please refer to the [Help](#) section or contact your local port office or Fisheries Administration – details can be found on the [Contacts](#) page.

Rss Number	Vessel Name	Vessel Registration Number
<input type="text"/>	<input type="text"/>	<input type="text" value="ZZ07"/>
Rss Number ▲	Vessel Name ▼	Vessel Registration Number ▼
Z00007	MMOECATCH01	ZZ07

The vessel details will be displayed and you can then click the Request button

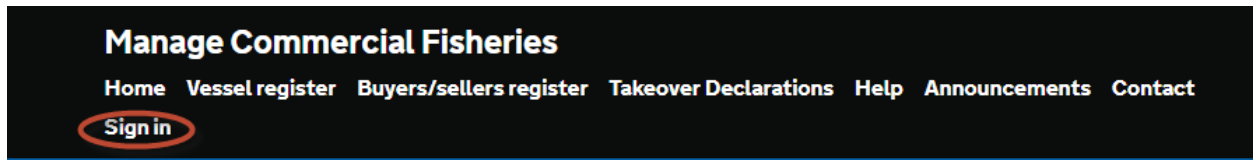
Rss Number	Z00007
Vessel Registration	ZZ07
Vessel name	MMOECATCH01
CFR	GBR000Z00007
Vessel Nationality	U.K. of Great Britain and Northern Ireland
Overall Length	20.32
Engine Power	458
IRCS	MM07
Home Port	Plymouth
Admin Port	Plymouth
FPO	SWFPO
Licence Nominee Name	BOB
Licence Nominee Address	CEFAS



A request will be sent to the Vessel Administrator and the relevant fishing authority to action. You will be notified when your request has been approved or rejected with the reason why if rejected.

18. Add a Landing Declaration

Sign in with your User ID and passphrase using the Sign in function at the top of the page or the sign in link located within the body of the Welcome page.



Entering your User ID and Passphrase as below

Sign in

Please enter your details.

User ID

Passphrase

[Sign In](#)

[Reset passphrase](#)

[Forgotten User ID](#)

To add a landing declaration follow the steps above to view your logbook and select the logbook you wish to enter the landing declaration for. You can tick the tick for only show logbooks without landings to make it easier to find those that require a landing declaration. The highlighted logbook is the one we will use to demonstrate how to add a landing. Click any of the blue links to access the logbook

- Only show logbooks without landings
- Only show logbooks where the vessel returned in the last 7 days

Vessel

Search

Clear

[Advanced Search](#)

Logbook Number	Vessel Name	Vessel PLN	Departure Date	Port of Departure	Return Date	Port of Return	Landing Date	Port of Landing	Status
Z0000720170170	MMOECATCH01	ZZ07	30/11/2017 12:56	Plymouth	30/11/2017 13:12	Plymouth			Open
Z0000720170168	MMOECATCH01	ZZ07	28/11/2017 12:02	Plymouth	28/11/2017 12:07	Plymouth			Open
Z0000720170166	MMOECATCH01	ZZ07	15/11/2017 12:50	Plymouth	15/11/2017 12:54	Plymouth			Open
Z0000720170154	MMOECATCH01	ZZ07	21/02/2017 13:27	Plymouth	21/02/2017 13:37	Plymouth			Open
Z0000720170153	MMOECATCH01	ZZ07	08/02/2017 12:03	Plymouth	08/02/2017	Plymouth			Open

To create a landing declaration click the Create Landing Declaration link

The times reported within elogbooks should be recorded in Coordinated Universal Time (UTC).

Hide text

(Showing Original Data)

[View Amended Data](#)

[Create Landing Declaration](#)

Logbook number	Z0000720170170	Vessel	MMOECATCH01	PLN	ZZ07
Departure	30 Nov 2017, 12:56 from Plymouth		Return	30 Nov 2017, 13:12 to Plymouth	
Master	Whitby Phil - MMO Plymouth o, PL40LH Plymouth				

Details

Summary

FA Amendments

[Create PDF \(Details\)](#)

Activity Date	Report	Details	Catch Weight	Catch by Species	Corrections
30/11/2017 12:56	Departure	Fishing (deploying, hauling, towing fishing gear; stationary)			

The landing declaration is displayed

All times reported in elogbooks should be recorded in Coordinated Universal Time (UTC).

All weight information has been pre-populated from your logbook, this will be the estimated live weight figure and must be changed to the accurate landed weight with the correct state and presentation (e.g. Fresh/Gutted) before you submit your Landing Declaration.

If you require guidance please refer to the Help section or contact your local port office or Fisheries Administration – details can be found on the [Contacts](#) page

Logbook number	Z0000720170170		
Vessel	ZZ07 MMOECATCH01		
Departure	12:56 PM, Thursday, November 30, 2017 from Plymouth		
Return	1:12 PM, Thursday, November 30, 2017 To Plymouth		
Landing	Date	Time	Port
	<input type="text" value="30/11/2017"/>	<input type="text" value="13:12"/>	<input type="text" value="Plymouth"/>

The Landing declaration is prepopulated with the catch area information and the weights from the Fishing Activity and can be adjusted. Catch can also be entered if required and was not recorded in the Fishing Activity report.

Catch Areas [Summary](#)

Please enter catch by the area defined by the Food and Agriculture Organisation of the United Nations (FAO).

[Expand all](#) [Collapse all](#)

▼ [Area 27.7.e](#) [Remove Area](#)

Area	Subarea	Division	Subdivision	Economic Zone
<input type="text" value="27: Atlantic, North"/>	<input type="text" value="7: Irish Sea, West c"/>	<input type="text" value="e: Western English"/>	<input type="text"/>	<input type="text" value="GBR: U.K. of Great Britain and Nc"/>

Catch Details

Species	State	Presentation	Weight (Kg)	Number of fish	
<input type="text" value="RJH: Blonde ray"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="158.84"/>	<input type="text" value="0"/>	Remove

[Add catch](#)

Enter the State(**required**) and presentation(**required**) and any other relevant information such as Sub Division if known. Tick the box to state the information is correct (please read the statement) and then click on Submit to submit your landing declaration.

It is your responsibility to ensure the information being submitted is accurate and correct.

Add area

Tick to confirm that the weight information recorded in this landing declaration has been amended from the logbook catch weight and represent:
landed weight in accordance with Article 23 of Council Regulation (EC) No 1224/2209

Tick to confirm.

Successfully submitting this landing declaration will return you to your main elogbook page.

Submit

Save draft

Validate