Marine
Management
Organisation

Electronic Reporting System User Guidance

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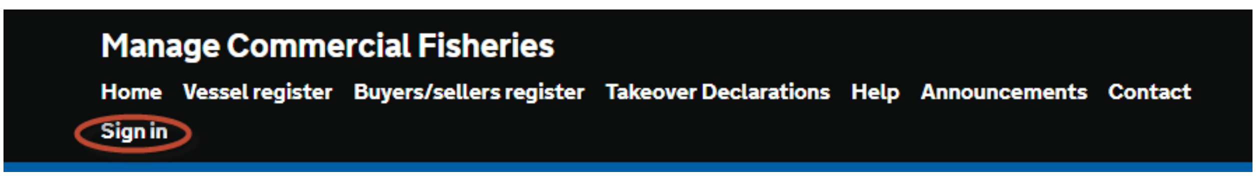
Purpose of this Document

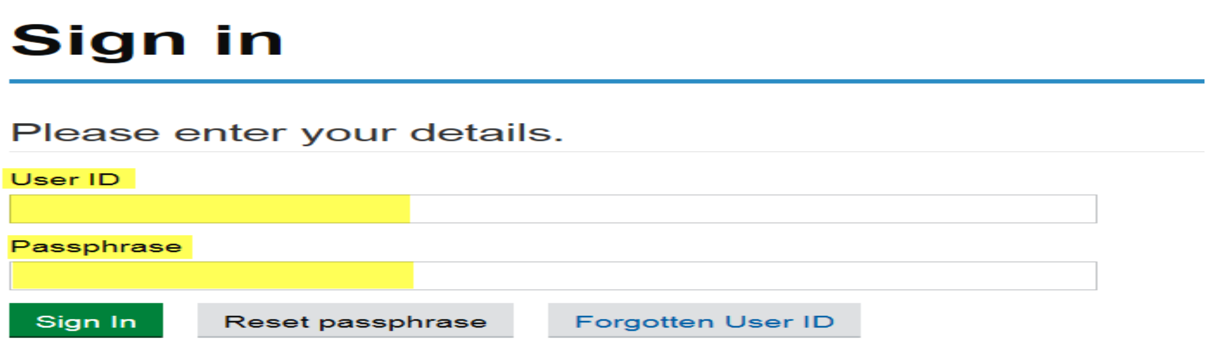
The following guidance has been produced to support users of the Marine Management Organisation's (MMO) Electronic Reporting System (ERS) for the viewing of logbooks and the viewing and submission of landing declarations, sales notes and takeover declarations. The service can be found at https://fishhub.cefas.co.uk

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

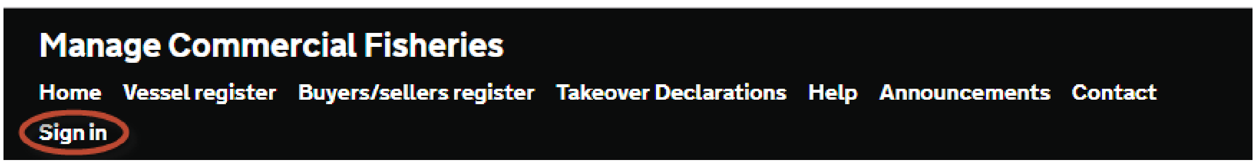


1. Reset your passphrase

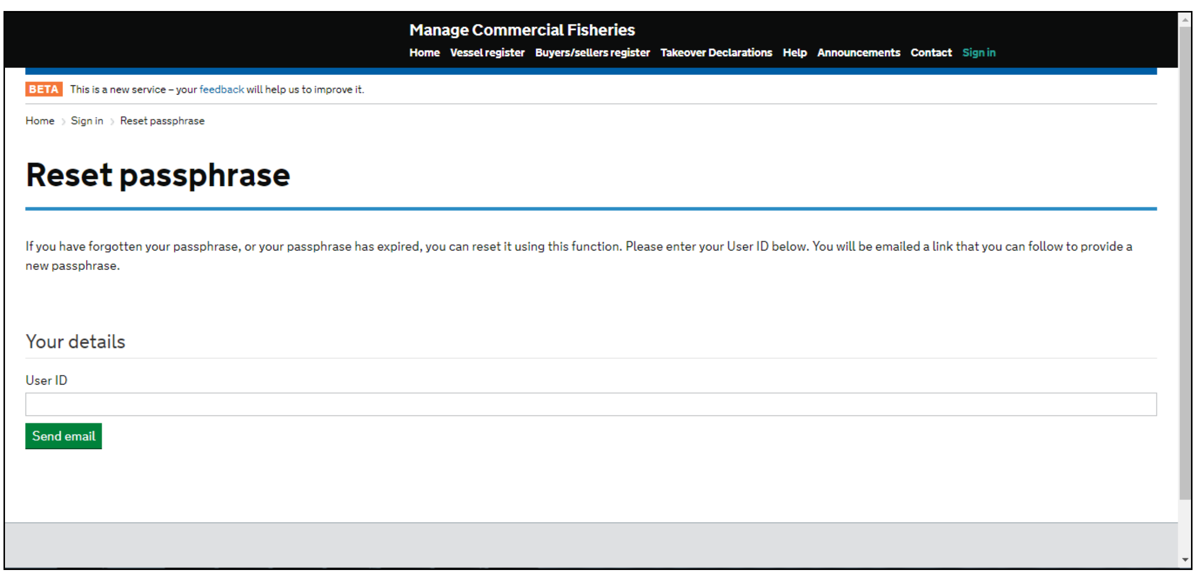
To provide availability to the service outside normal business hours an automated function can be used to reset passphrase information where required. There is no facility for an MMO representative to reset or change your password on your behalf.

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.



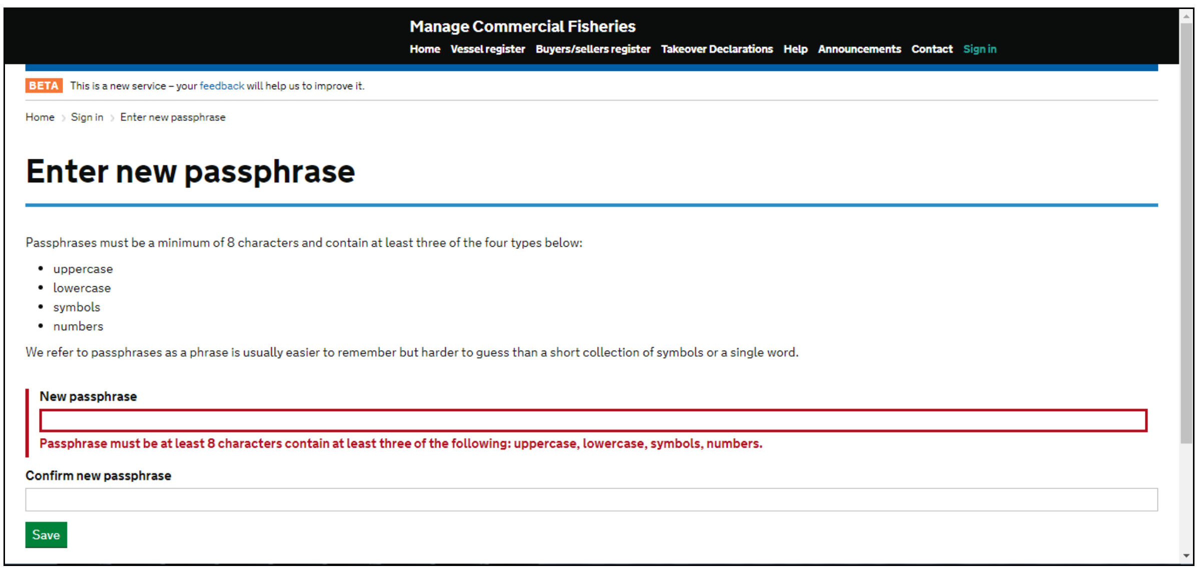
From the Sign in screen select the Reset Passphrase button to navigate to the Reset passphrase page.



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.



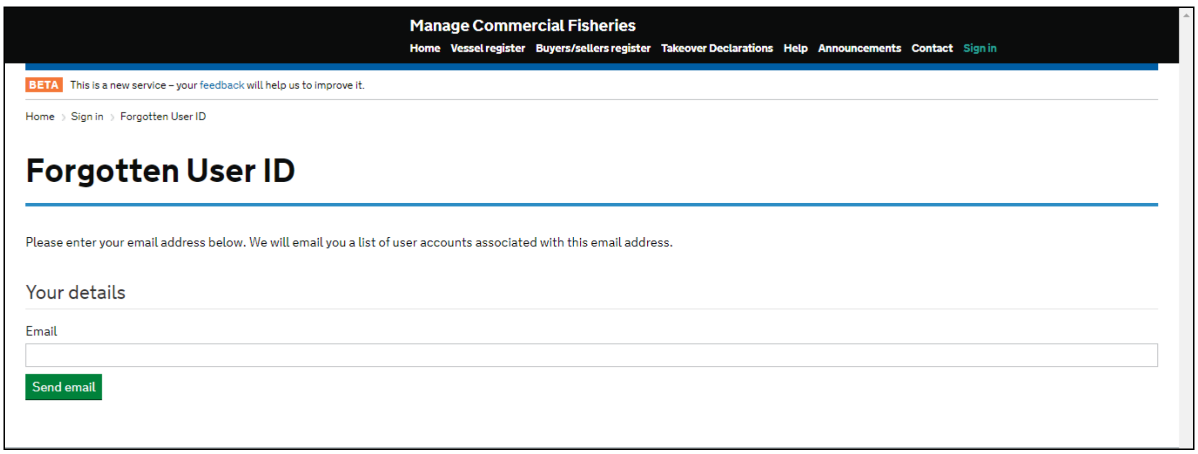
You must enter a new password following the guidance provided on the page. The page will check that the entries match once typed and also check the entry to ensure that the password meets our criteria following the selection of the Save button.

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.



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

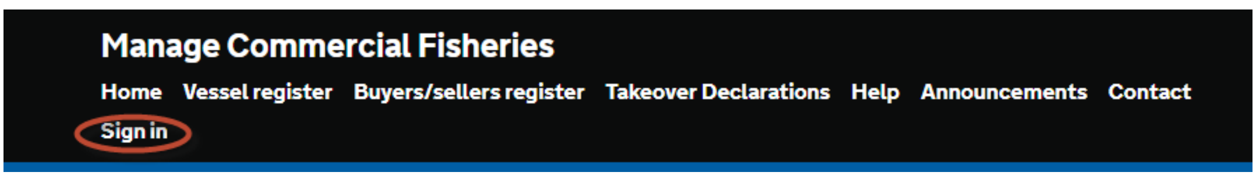
If you require access to the Electronic Reporting System and you cannot find your account using the methods above then you should contact your local Marine management Organisation port office in the first instance.

Registered Buyers and Sellers of fish guidance

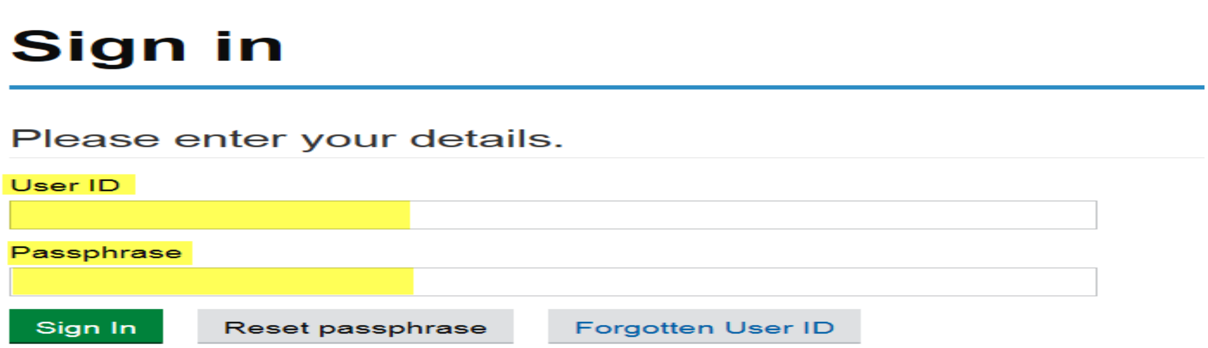
4. Request access to my Organisation

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

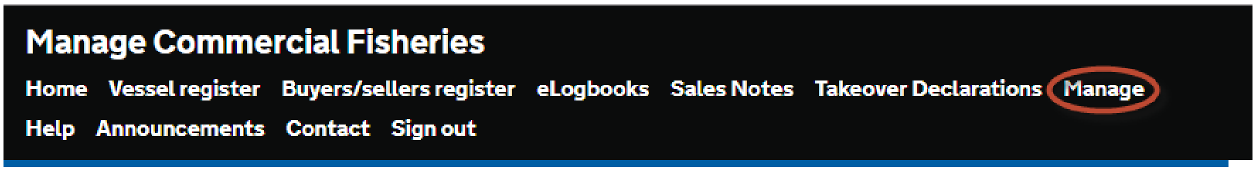
To access the service sign in with your User ID and passphrase using the Sign in function at the top of the page or the sign in link located within the body of the Welcome page. If you do not have an account please contact your organisations administrator or if not applicable your local fisheries office.



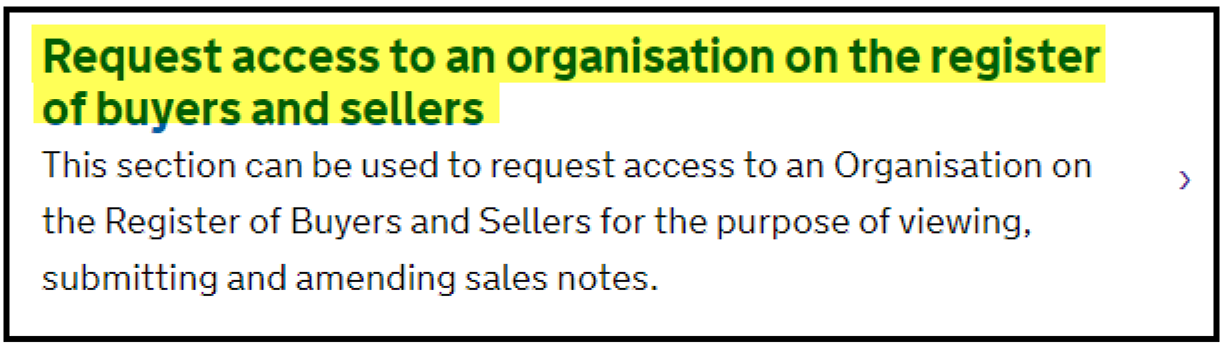
Entering your User ID and Passphrase as below



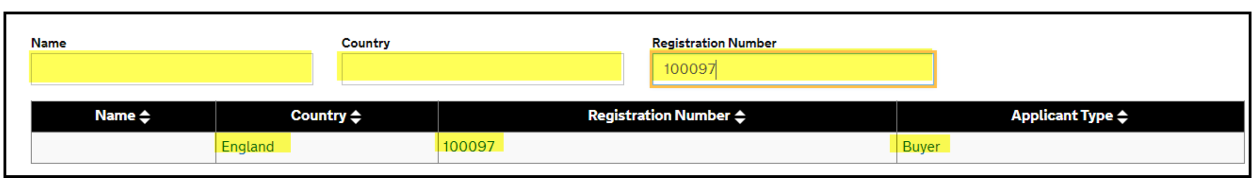
Once signed in select the Manage Option from the top of the page



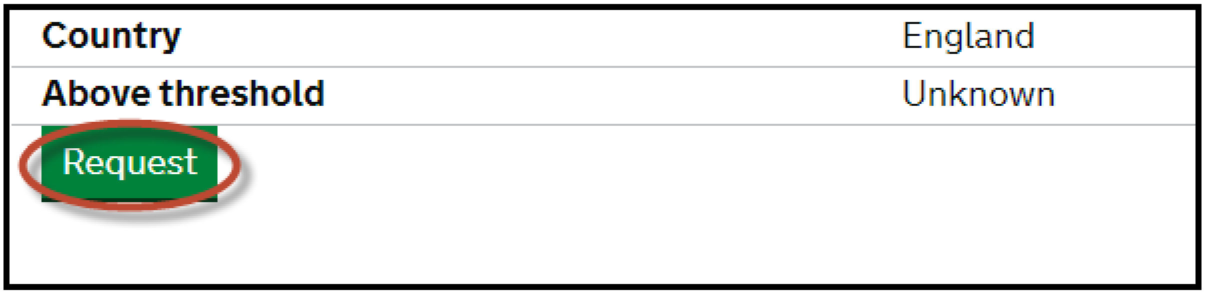
From the options presented on the next page select Request Access to an Organisation on the Register of Buyers and Sellers



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



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.



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

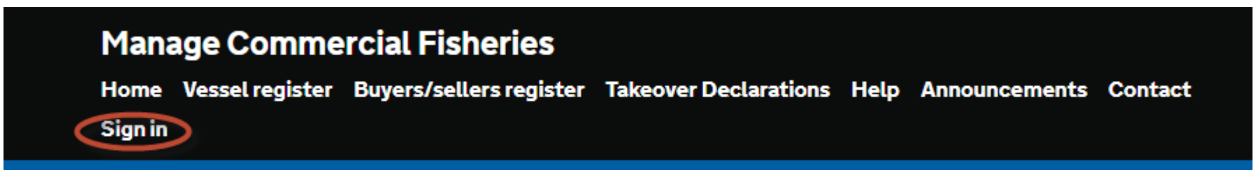
If the RBS Organisation has a user set up as an Administrator they will be able to view and action your request (see section 5: Manage Access Requests). If there are no Administrator accounts for the RBS Organisation then the request will be available to the Marine Management Organisation and someone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

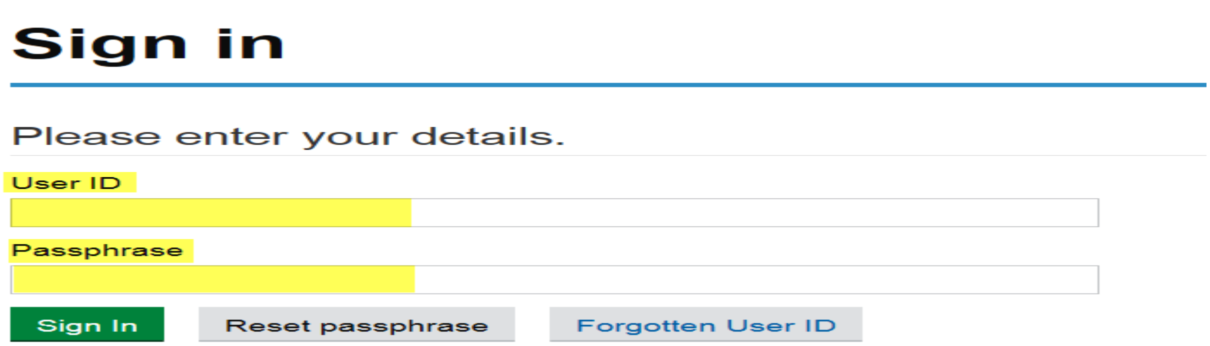
5. Manage Access Requests

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.

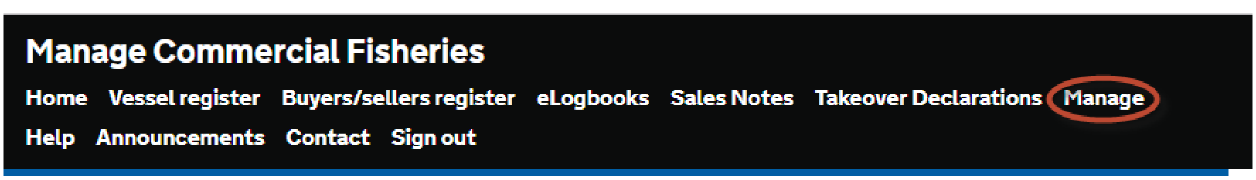
To access the service sign in with your User ID and passphrase using the Sign in function at the top of the page or the sign in link located within the body of the Welcome page.



Entering your User ID and Passphrase as below

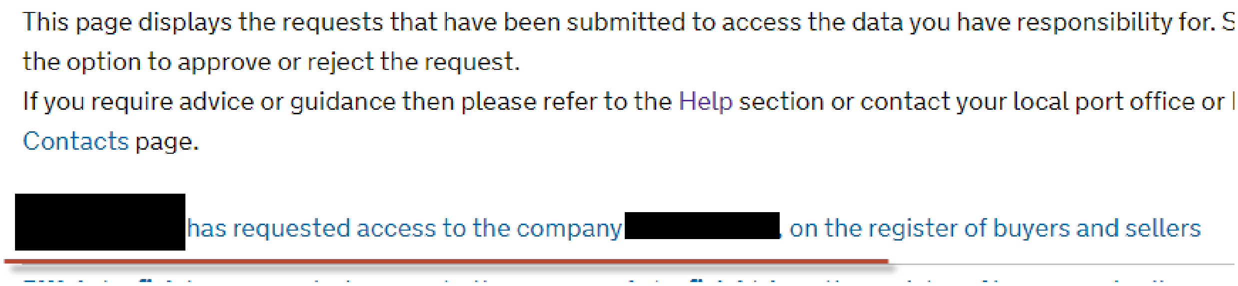


Once signed in select the Manage Option from the top of the page

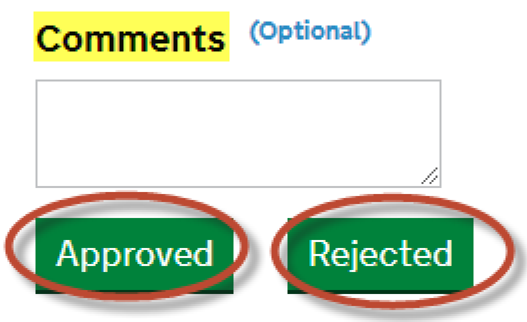


From the options presented on the next page select Review Access Requests

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



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)*

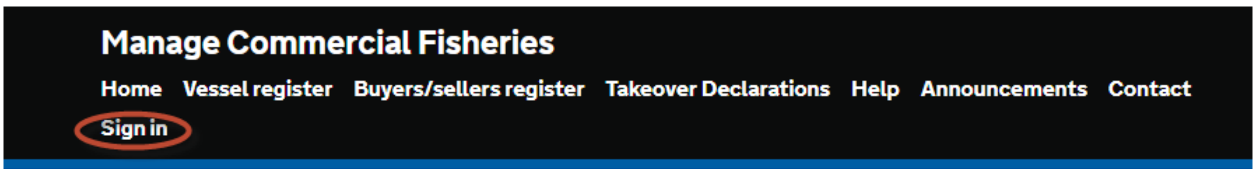


6. Manage Users

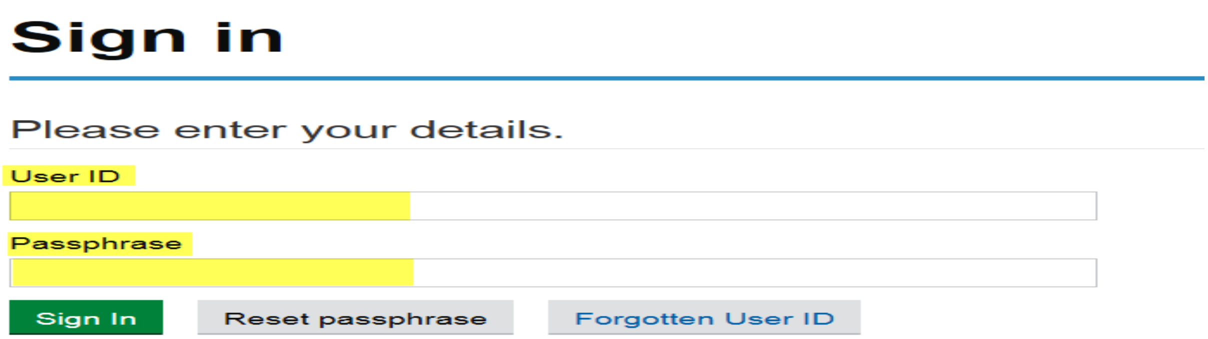
Any user that has been set up as an Administrator for the RBS Organisation has the authority to manage the user accounts that are associated with the RBS Organisation.

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

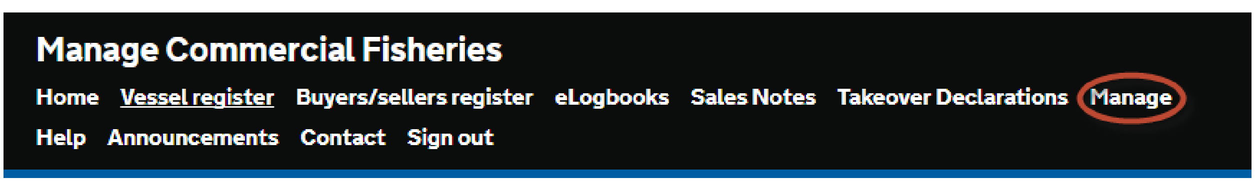
To access the service sign in with your User ID and passphrase using the Sign in function at the top of the page or the sign in link located within the body of the Welcome page.



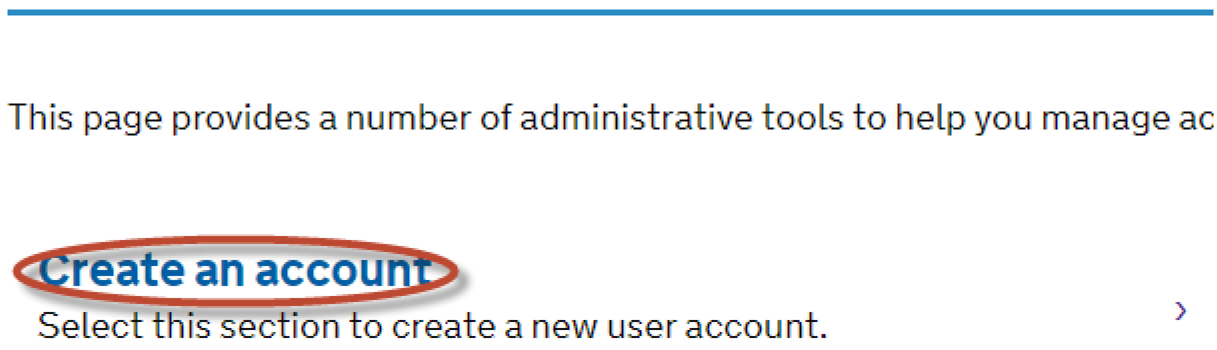
Entering your User ID and Passphrase as below



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

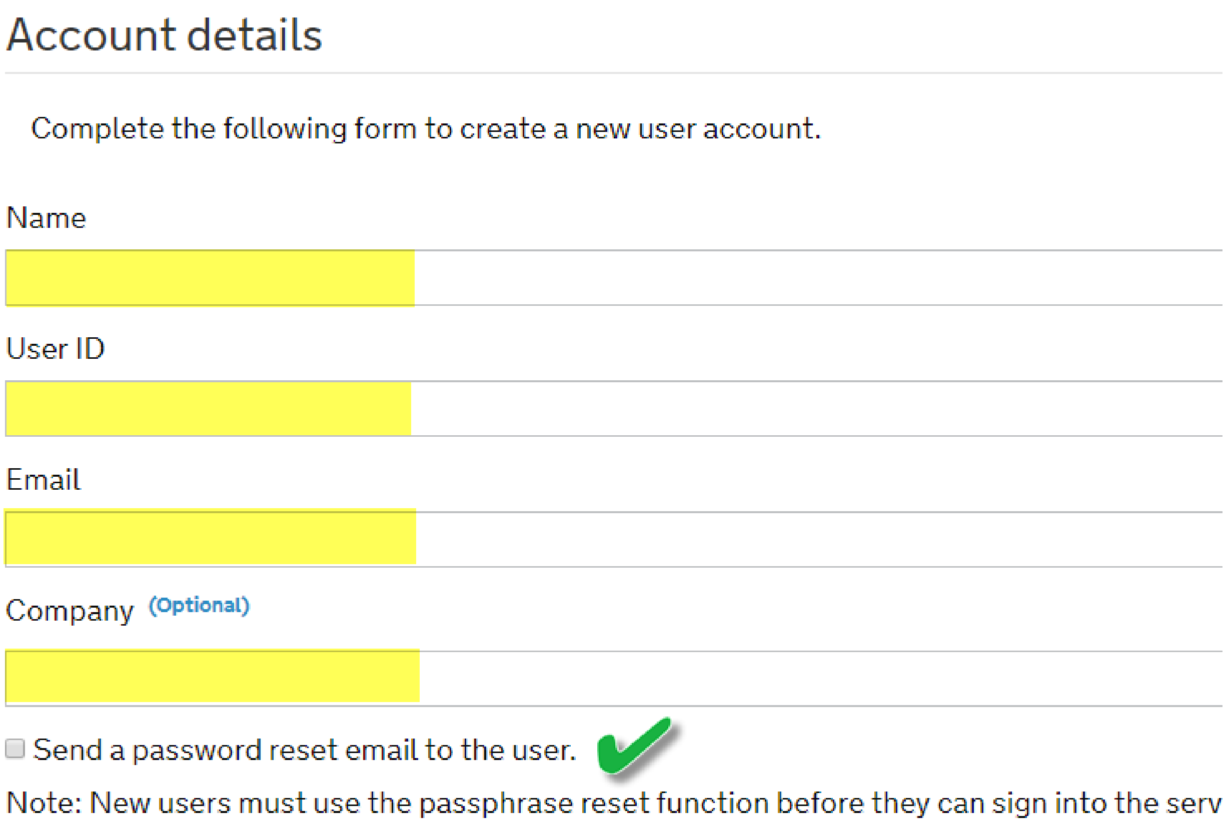


Then select Create an account



In the Create an account page enter the following details

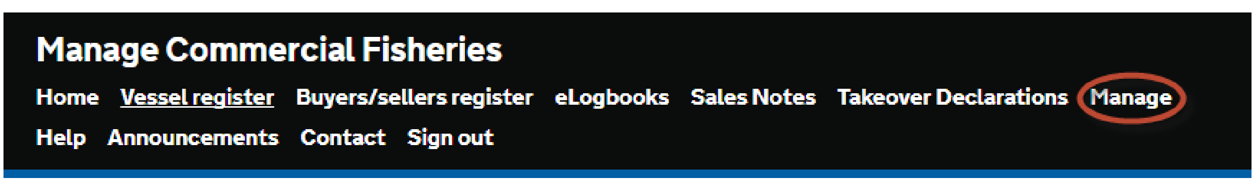
Tip : It is a good idea to ensure your RBS number is in the User ID i.e. test100097, this will make it easier to find the User ID later



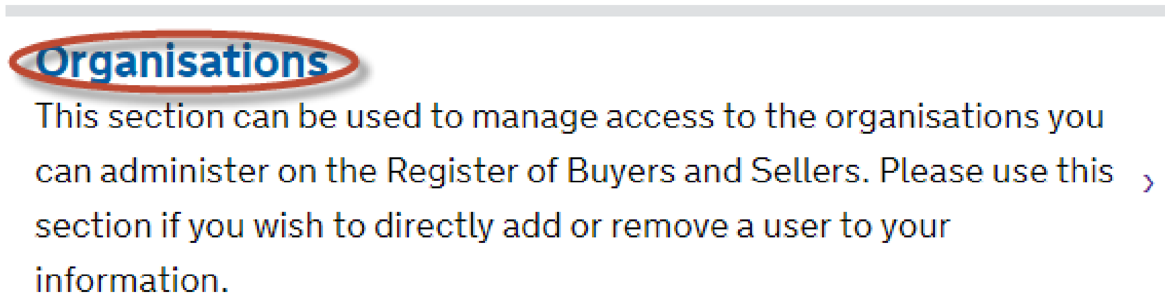
Please ensure that you tick the box at the bottom as this will send an email to the user with a link for them to set their passphrase

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

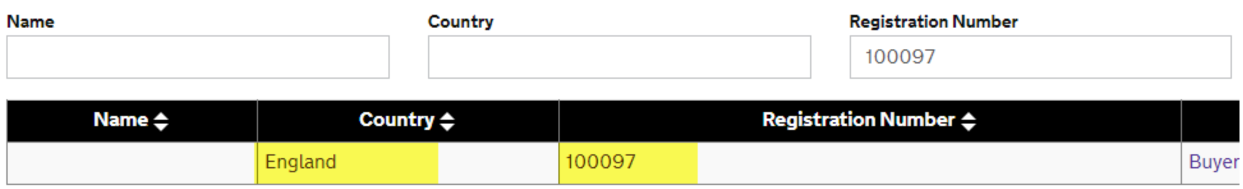
First Click Manage



Then Organisations

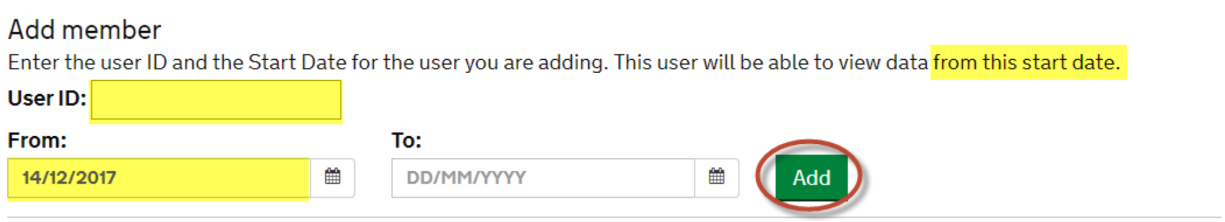


Search for your organisation using relevant information (ideal being your RBS registration number)



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).



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.

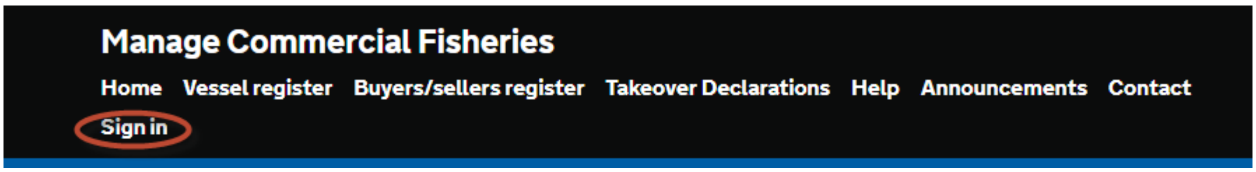
If you need to amend the From Date at a later time then the above steps can be followed to access the RBS Organisation screen. From there, identify the user that needs amending and select a new From Date (select using the calendar or overtype). Once the correct date has been entered, select the Update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

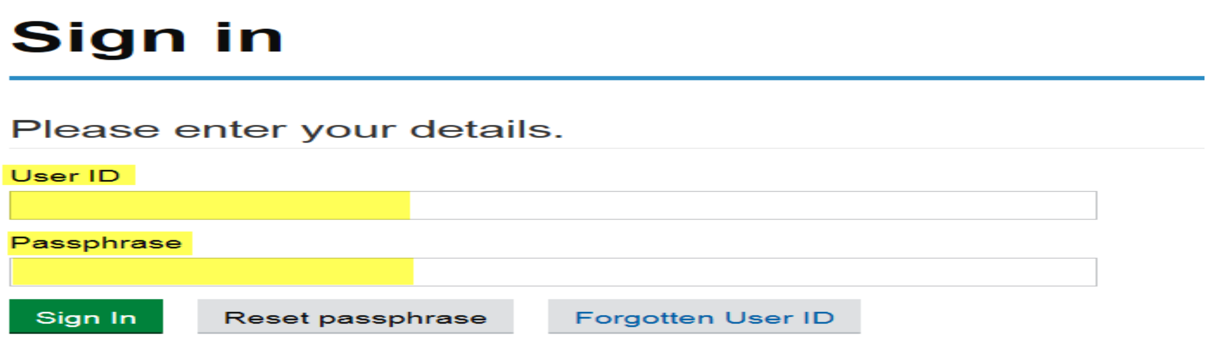
If the user needs to be removed i.e they have left your organisation follow the same steps and click the Remove button

7. Create a buyers sales note

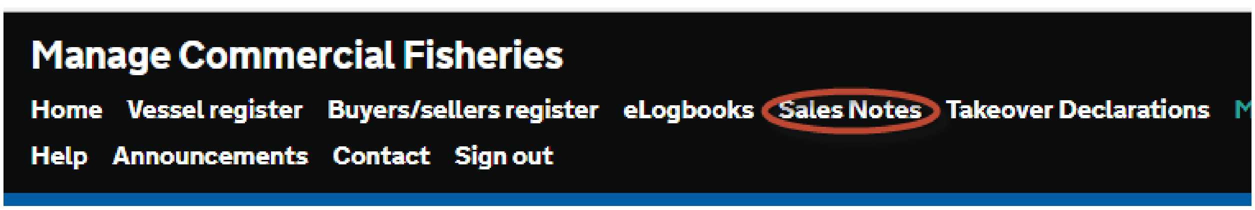
To access the service sign in with your User ID and passphrase using the Sign in function at the top of the page or the sign in link located within the body of the Welcome page.



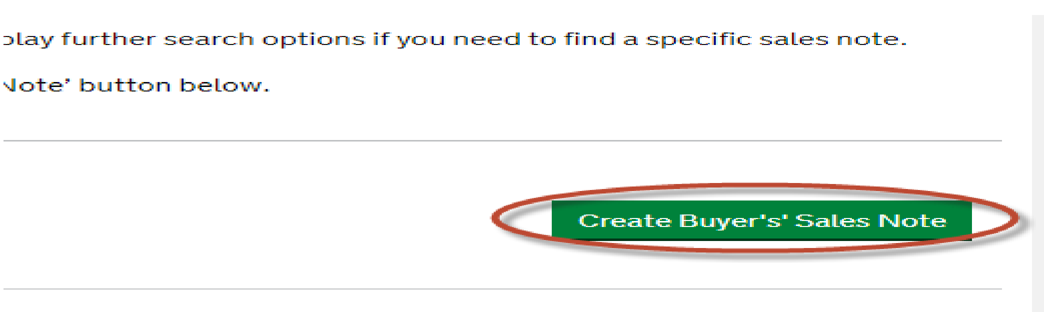
Entering your User ID and Passphrase as below



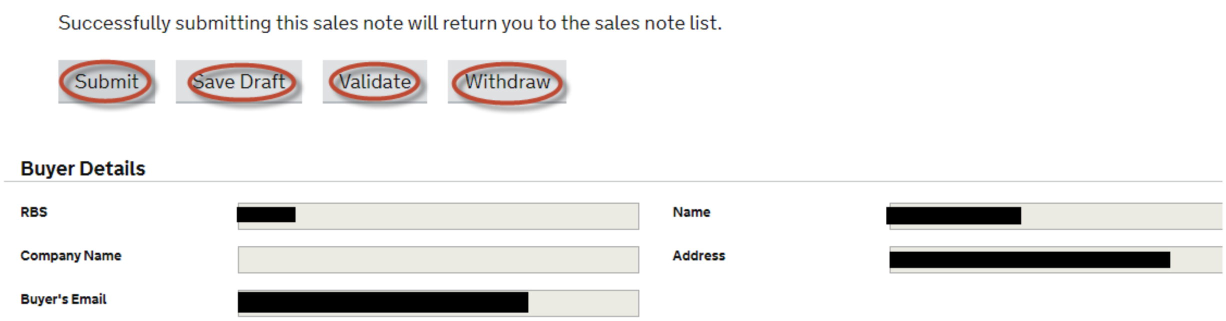
First Click Sales Notes



Select Create Buyers Sales Note



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



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

Withdraw - Allows you to Withdraw a Sales Note

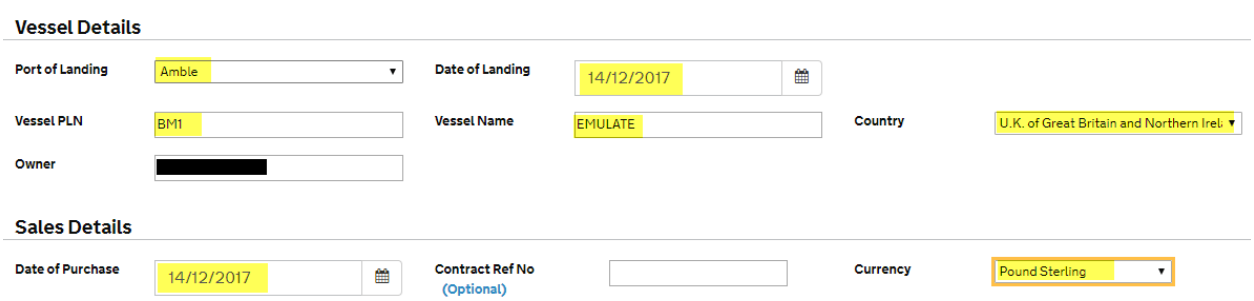
Validate - Validates the information entered is correct and the record is valid

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

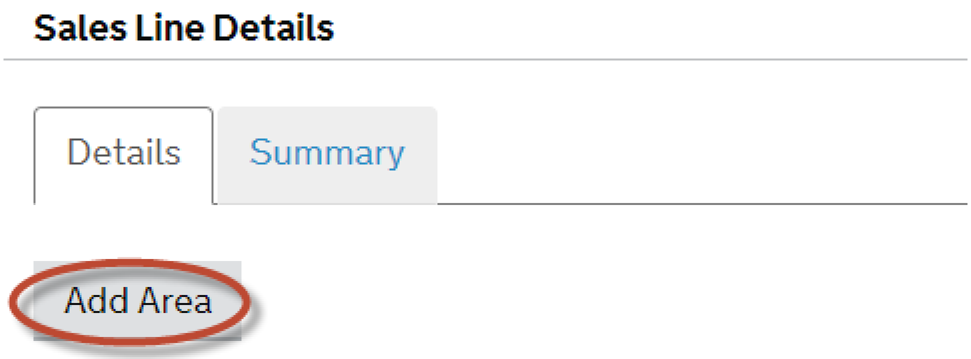
enter the Port of landing and the Date of Landing which will enable the vessel name and PLN fields.

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



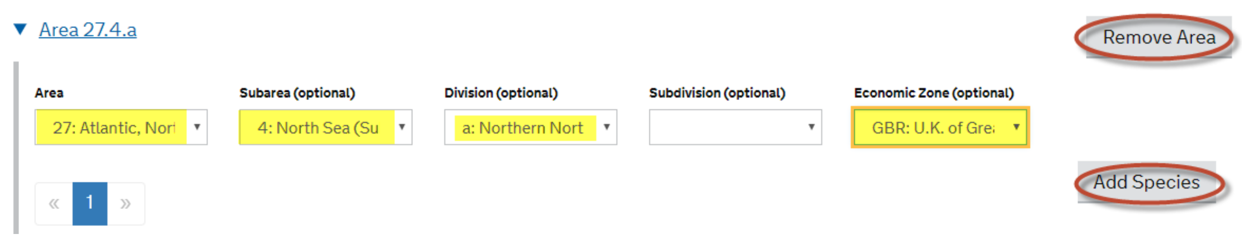
Next click the Add Area button to enter the fishing area details



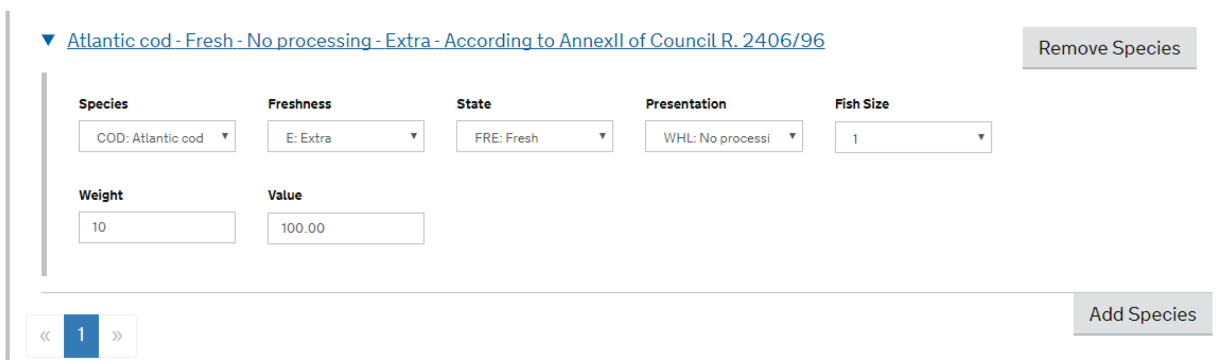
Enter the Area Information using the drop down options or by typing your entry and using the tab key to navigate between boxes. The Area field is Manadatory and is set to default to 27 : Atlantic, North. This can be amended if necessary.

The subarea, division, subdivision and economic zone filds 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.



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



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 Presetation 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 incompletes 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.

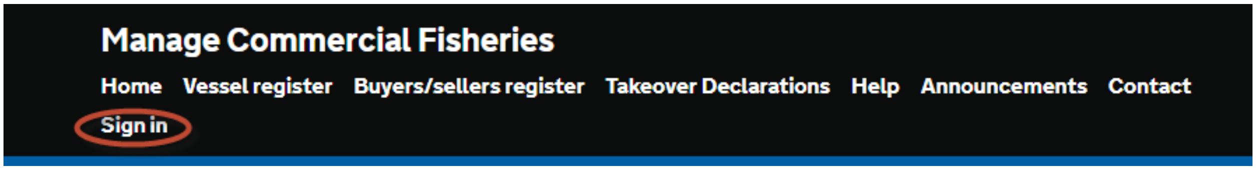
You will be returned to the Sales Note List page and receive an on screen notification informing you of the sales note number.

Sales note 201712140005 submitted successfully.

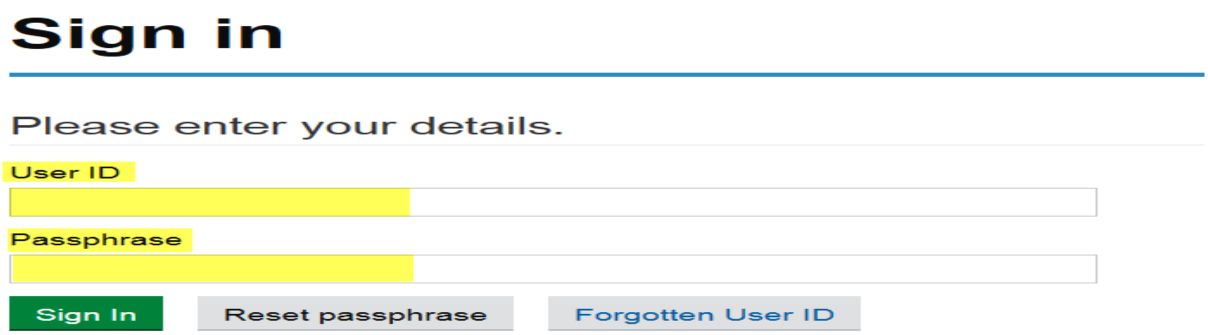
The sales note will also become available within the sales note list and searchable using the search form.

8. Create a sellers sales note

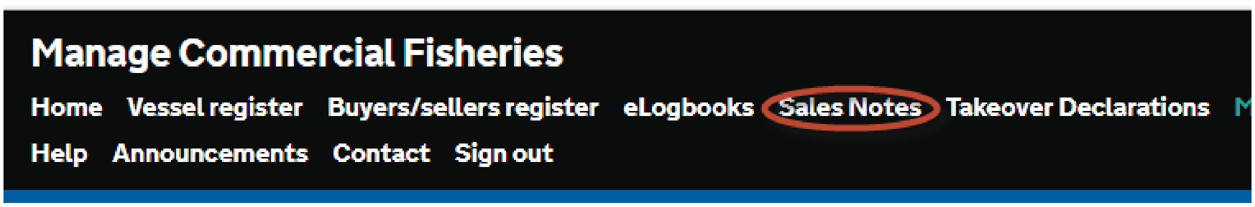
To access the service sign in with your User ID and passphrase using the Sign in function at the top of the page or the sign in link located within the body of the Welcome page.



Entering your User ID and Passphrase as below

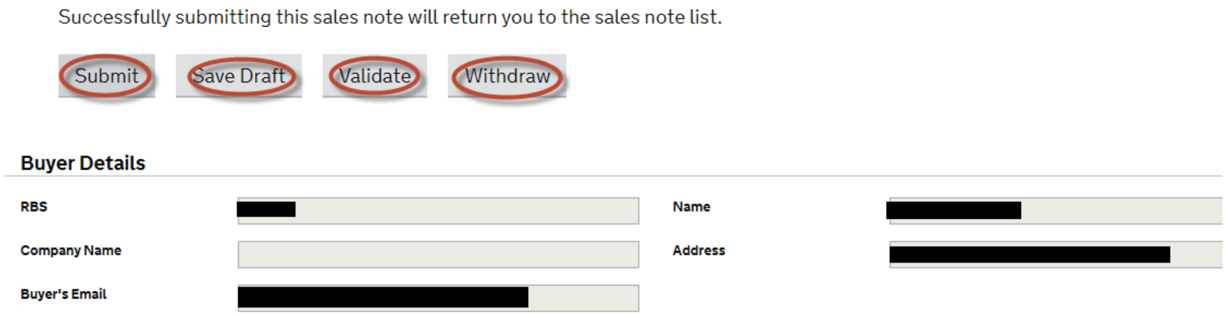


First Click Sales Notes



Select Create Sellers Sales Note

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



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

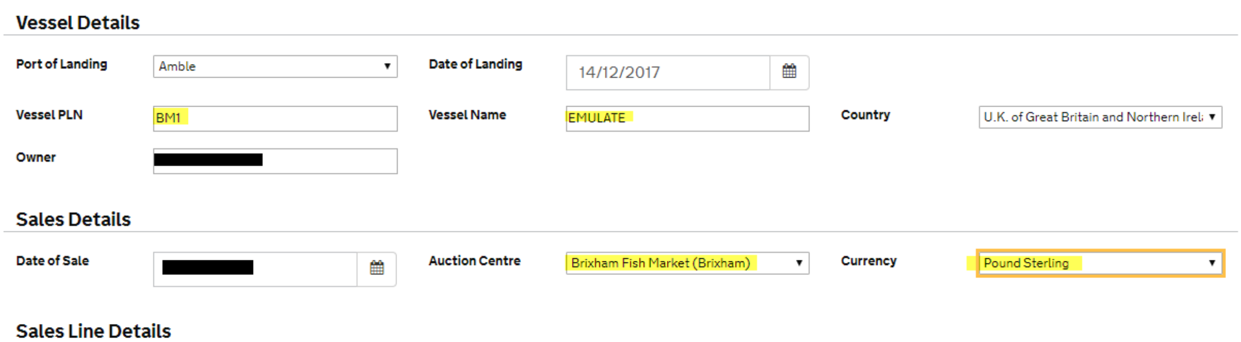
Withdraw - Allows you to Withdraw

Validate - Validates the information entered (described further)

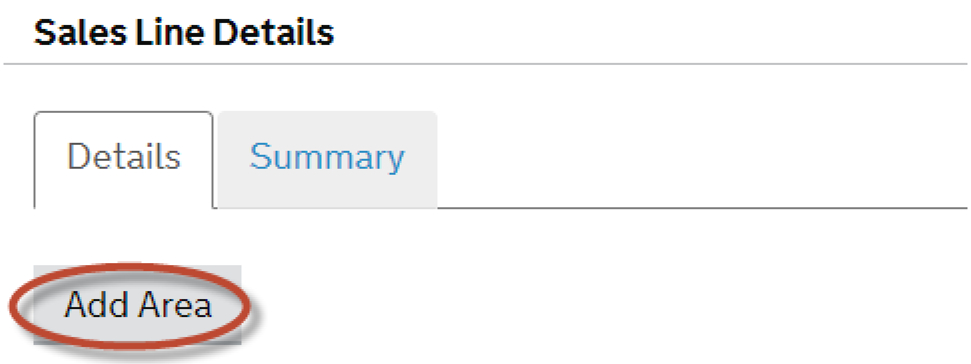
Submit - To submit the complete and validated sales note to the Marine Management Organisation

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.

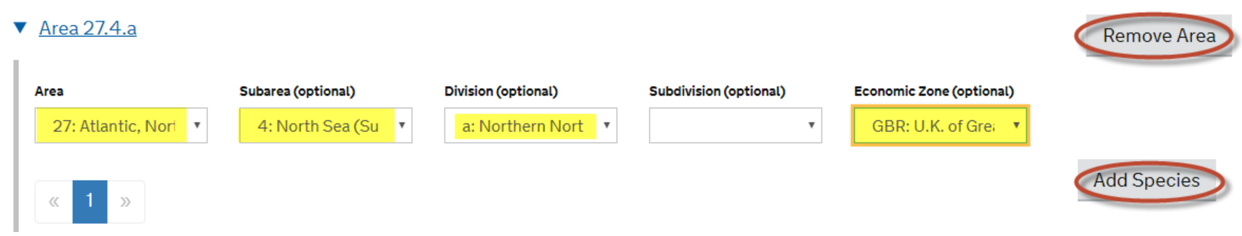
Enter the Date of Purchase, Currency and Auction Centre as below



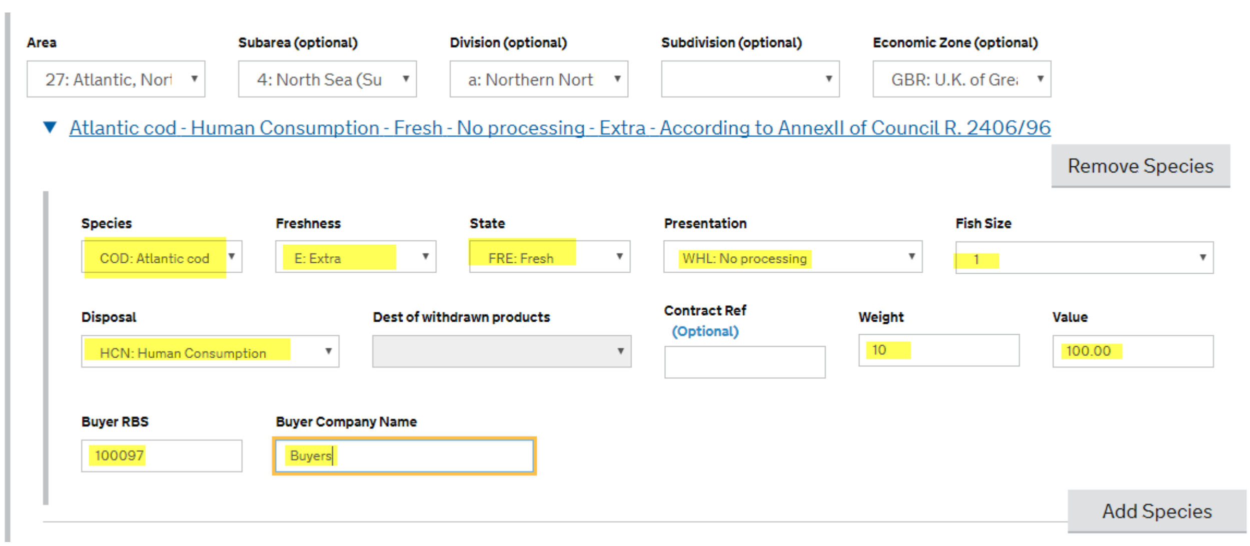
Next click the Add Area button to enter the fishing area details



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



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



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 Presetation 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

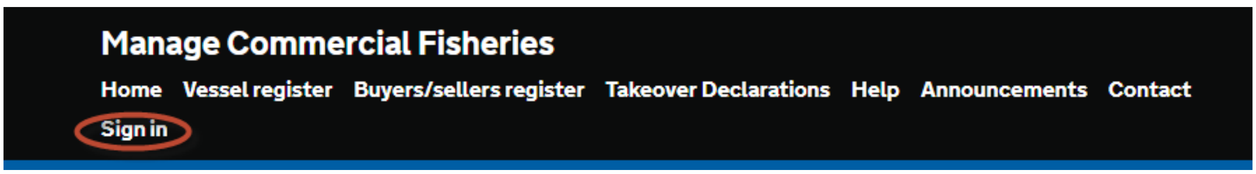
Sales note 201712140005 submitted successfully.

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

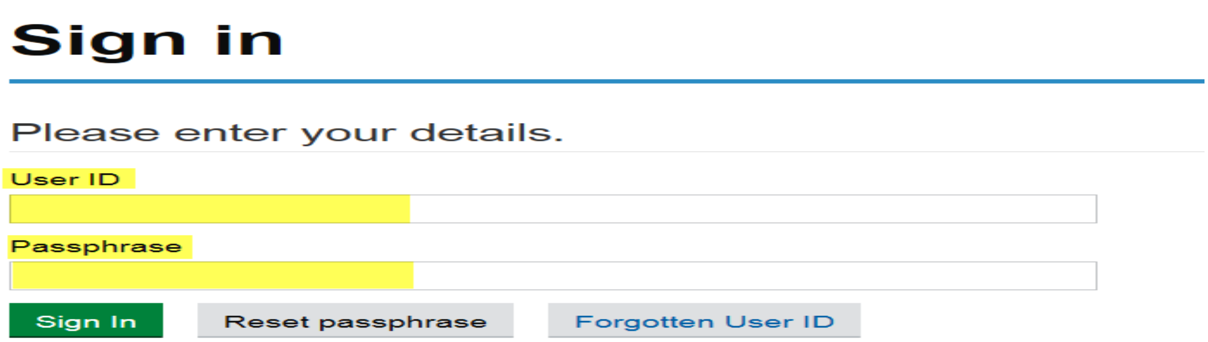
9. Amend a Submitted Sales Note

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

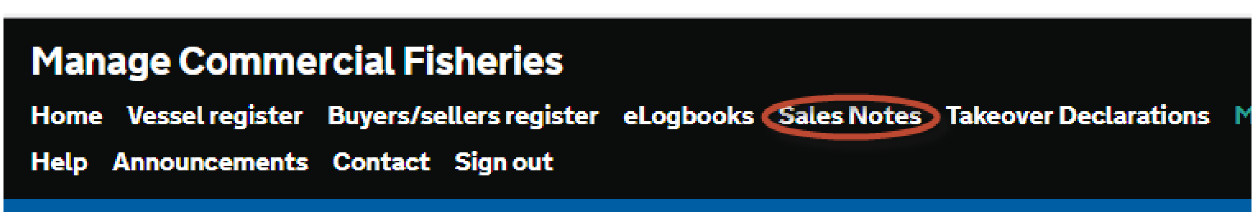
To access the service sign in with your User ID and passphrase using the Sign in function at the top of the page or the sign in link located within the body of the Welcome page.



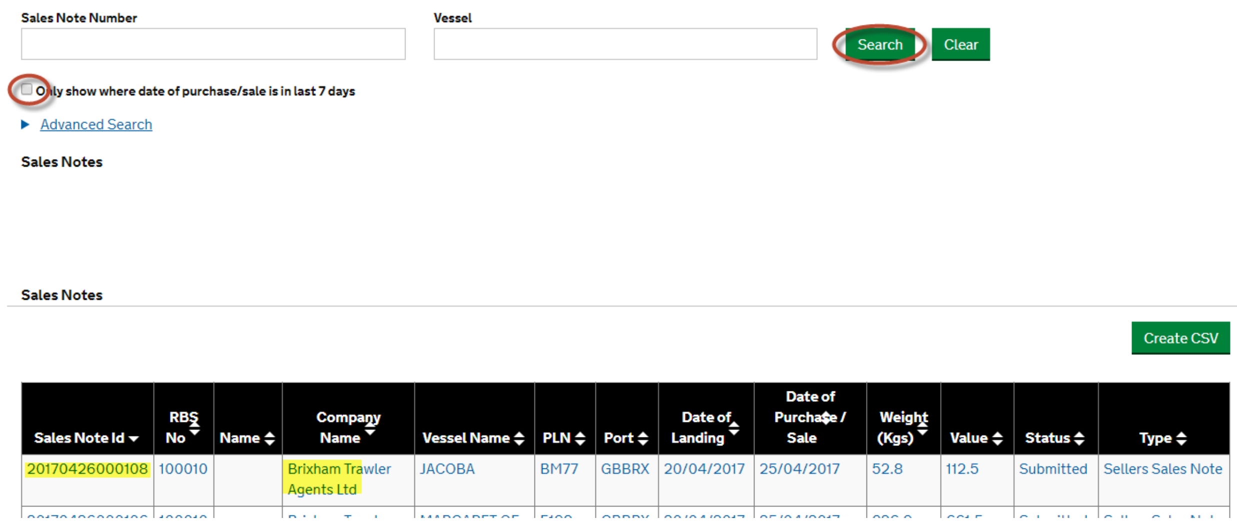
Entering your User ID and Passphrase as below



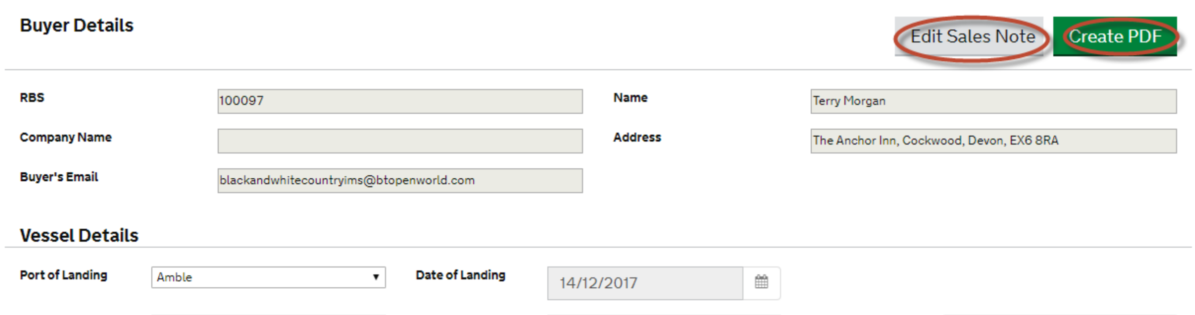
Select Sales Notes from the Banner



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.



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



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 incompletes 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.

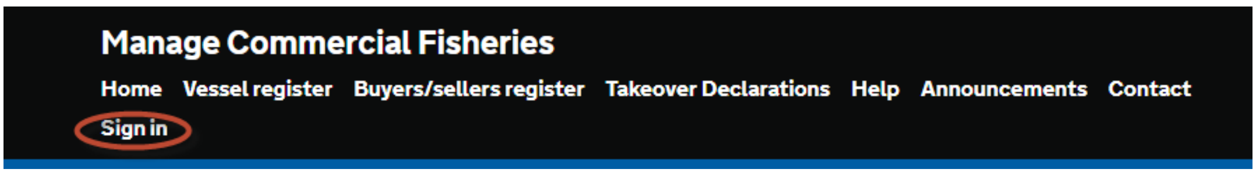
You also have an option of creating a PDF of the sales note if required.

10. Request a sales note unlock

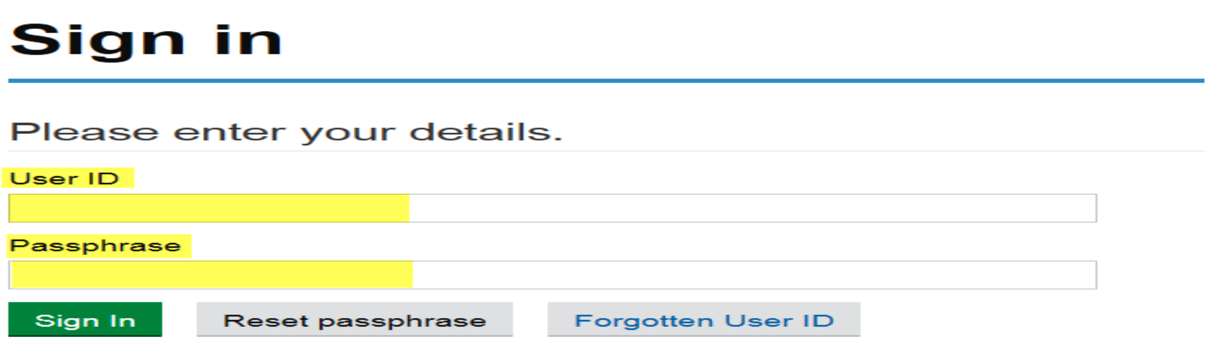
If a sales note has been submitted and is over 14 days since it was submitted and you need to amend/correct something on it, you have the option to request that the sales note is unlocked by the MMO to allow you to edit and resubmit the correction.

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.

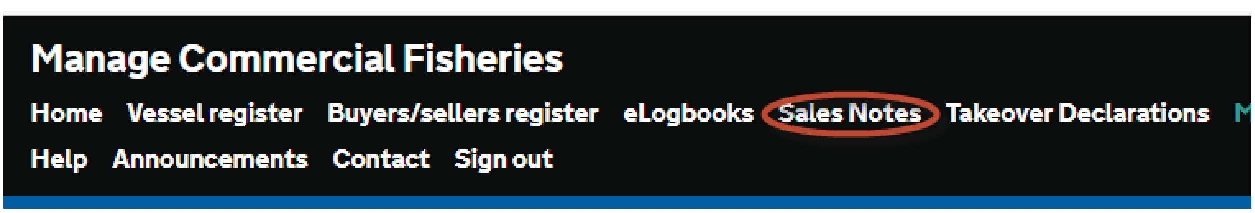
To access the service sign in with your User ID and passphrase using the Sign in function at the top of the page or the sign in link located within the body of the Welcome page.



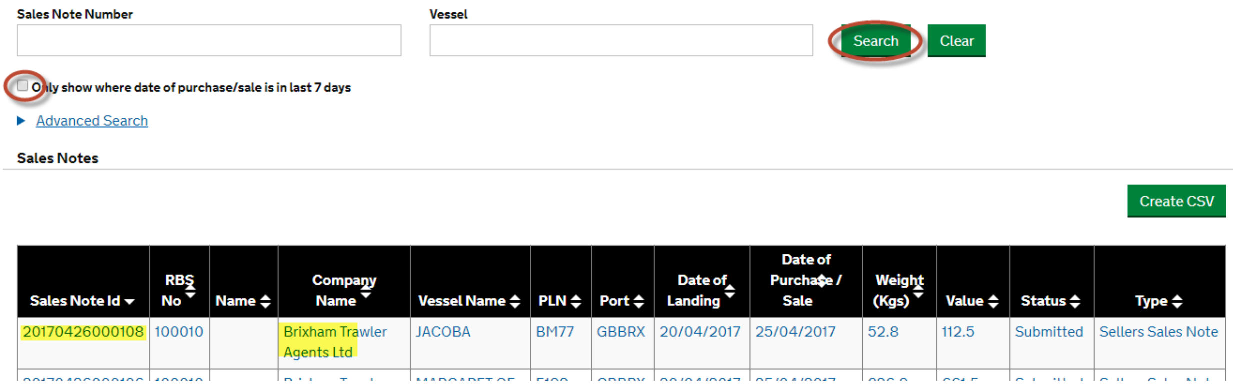
Entering your User ID and Passphrase as below



Select Sales Notes from the Banner

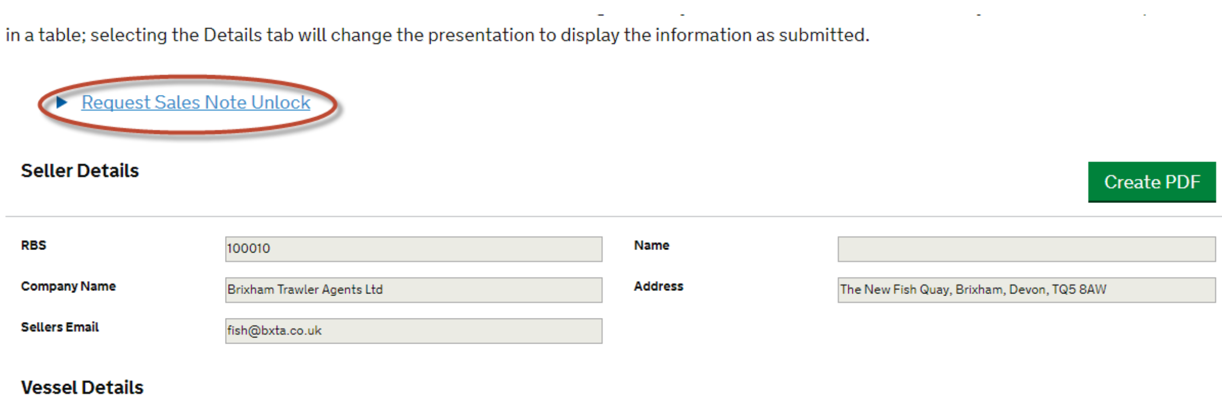


Sales notes submitted for the RBS Organisation that you have access to your organisation will be listed in the table as in the image below shown for the last 7 days by default. You will need to remove the tick and click on Search, or if known enter the sales note in the Sales Note Number **(still removing the tick and clicking Search)**

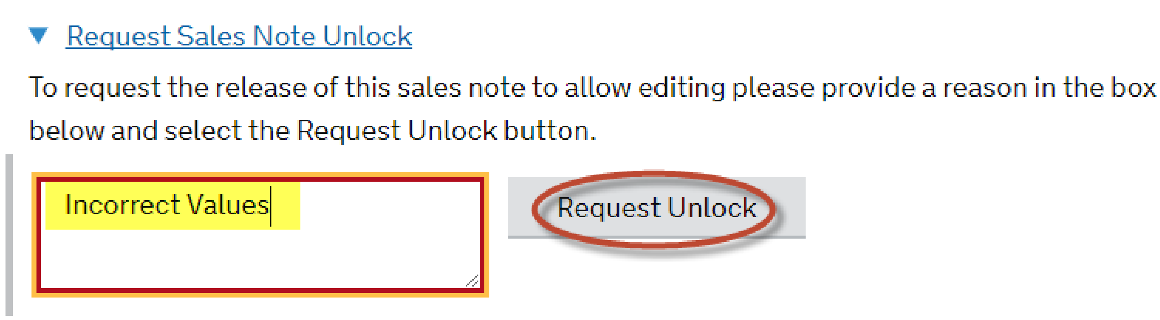


Sales Note Id	RBS No	Name	Company Name	Vessel Name	PLN	Port	Date of Landing	Date of Purchase / Sale	Weight (Kgs)	Value	Status	Type
20170426000108	100010		Brixham Trawler Agents Ltd	JACOBA	BM77	GBBRX	20/04/2017	25/04/2017	52.8	112.5	Submitted	Sellers Sales Note

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



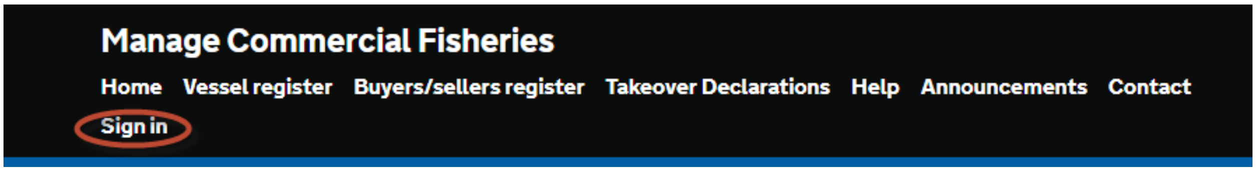
Click on the Request Sales Note Unlock and enter the reason as shown below and click on Request Unlock



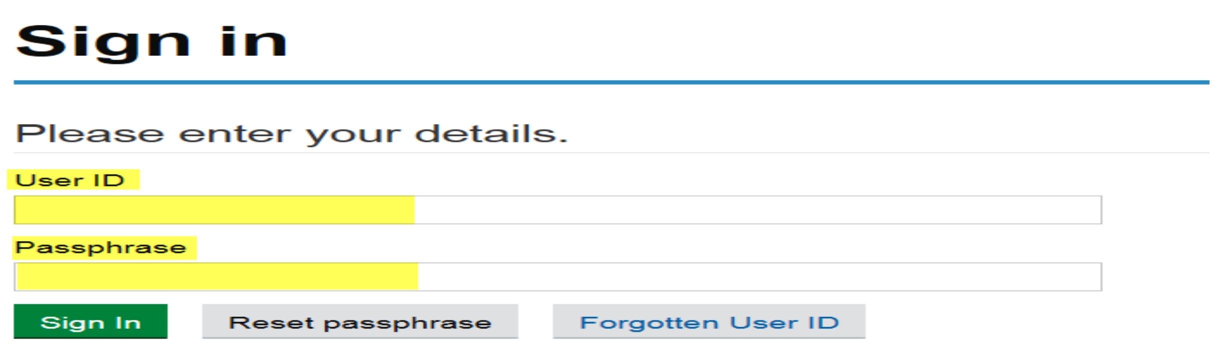
You will receive confirmation above that the Unlock Request has gone through to the MMO. Your MMO local office will receive the Unlock request and either Approve or reject it. If approved you will receive notification via email and will then be able to amend the sales note following the Guidance in section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

11. Search for Sales notes

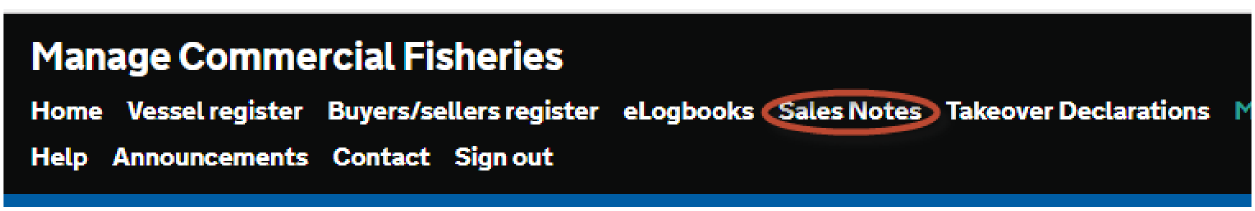
To access the service sign in with your User ID and passphrase using the Sign in function at the top of the page or the sign in link located within the body of the Welcome page.



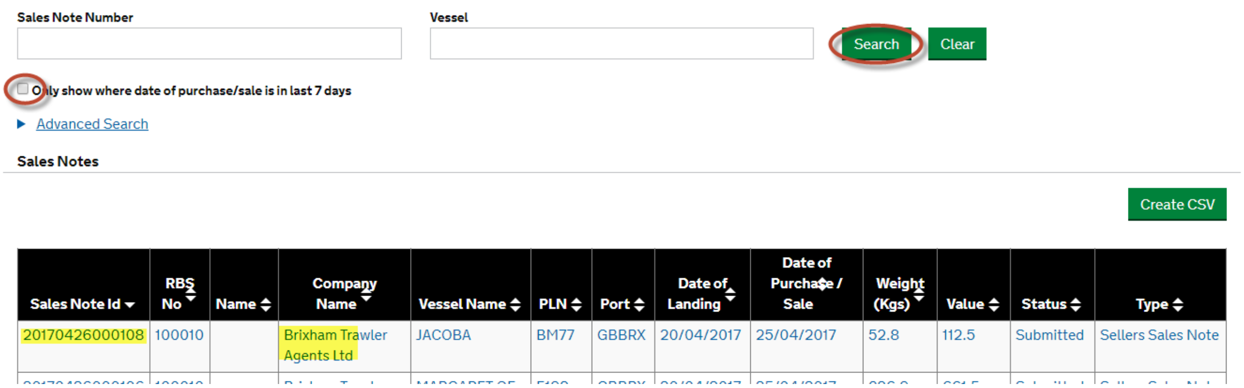
Entering your User ID and Passphrase as below



from the home page click Sales Notes

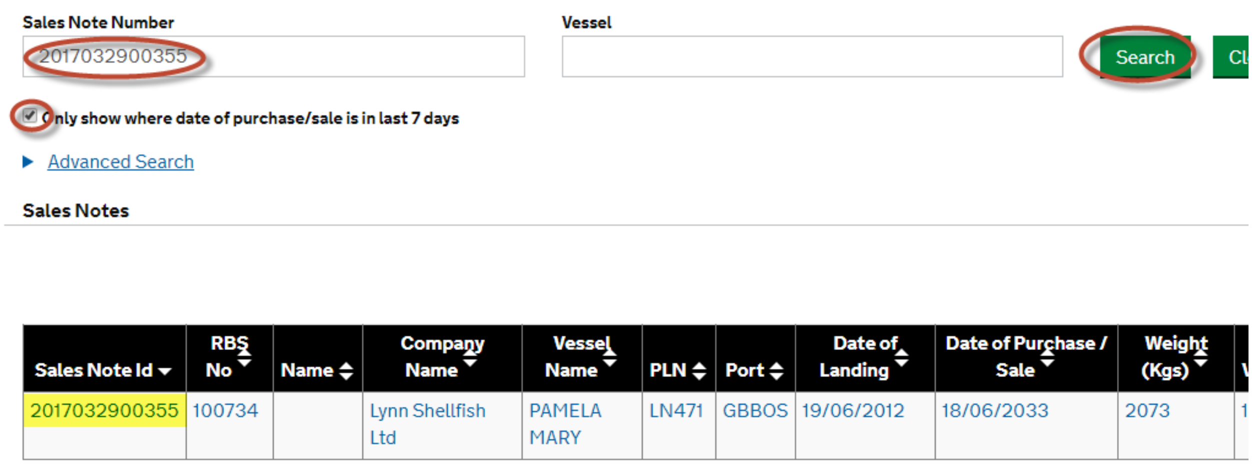


Your sales notes from your organisation will be listed in the table as in the image below and will show sales notes for the last 7 days by default, if you need to view older sales notes remove the tick and click Search



Simple Search by vessel or sales note number

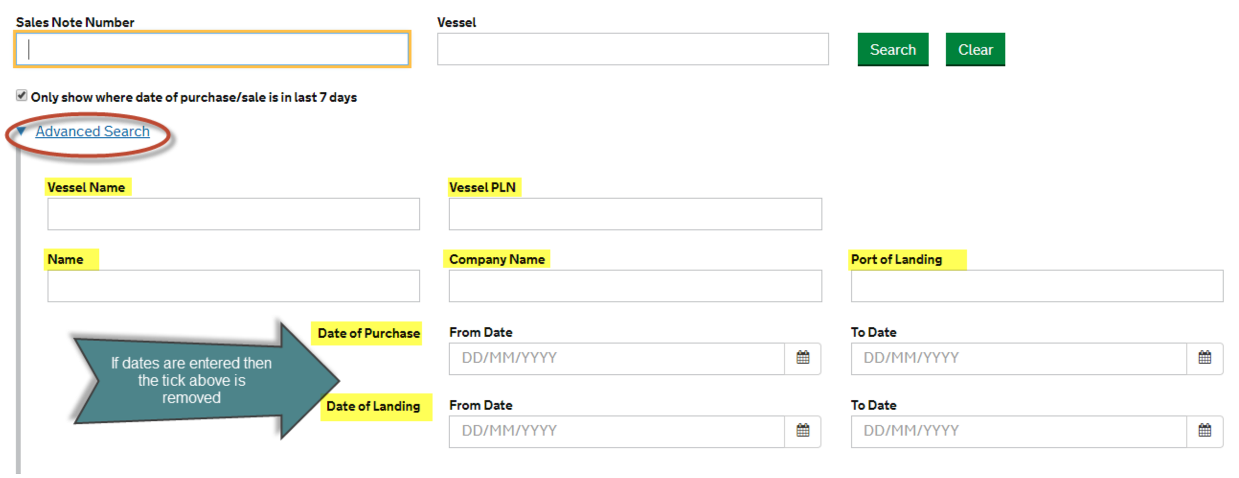
Enter the search criteria and click Search, if no results you may need to remove the tick if it is older than 7 days



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



Your search results should show in the table below

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
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.

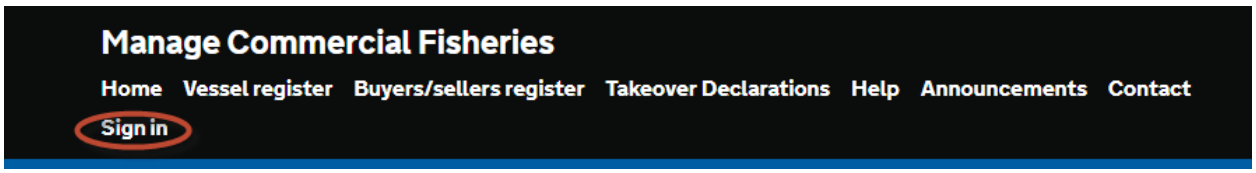
Clicking any of the blue fields in the sales note list will take you to the Sales note View as below

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.

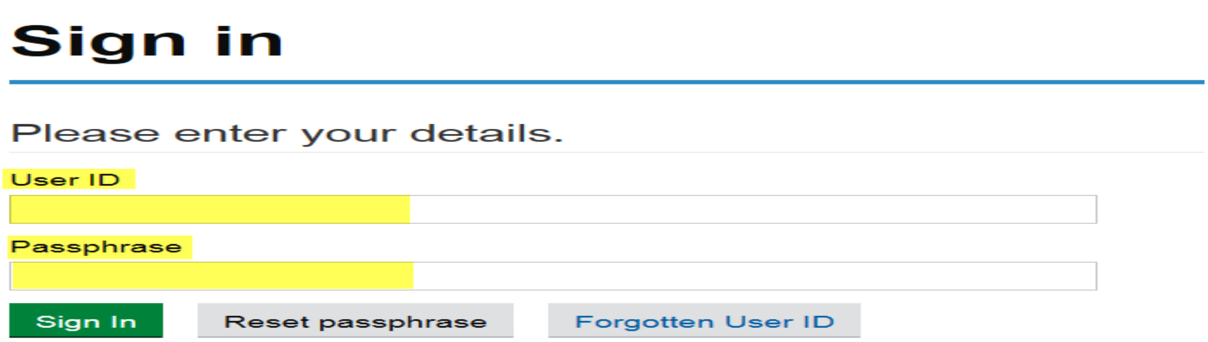
Vessel Owner guidance

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



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 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									

☐ 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 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	[redacted]				

Details | Summary | FA Amendments

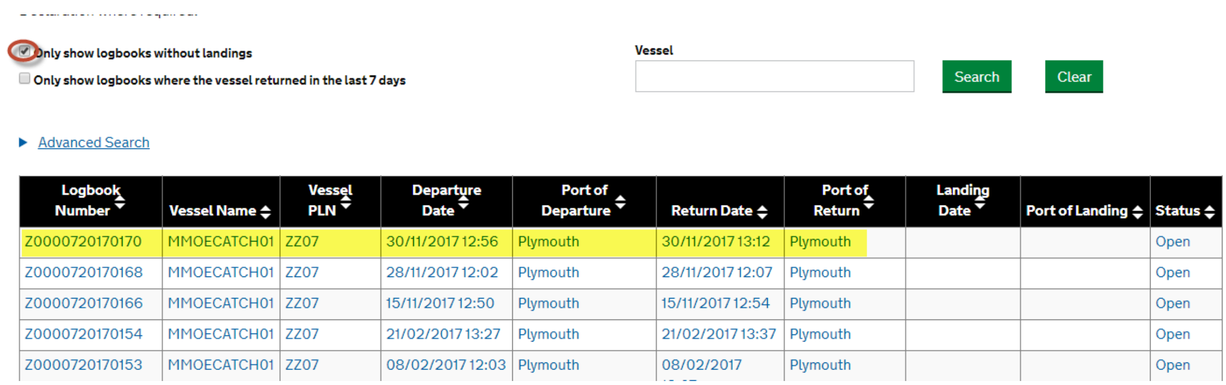
Create PDF (Details)

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

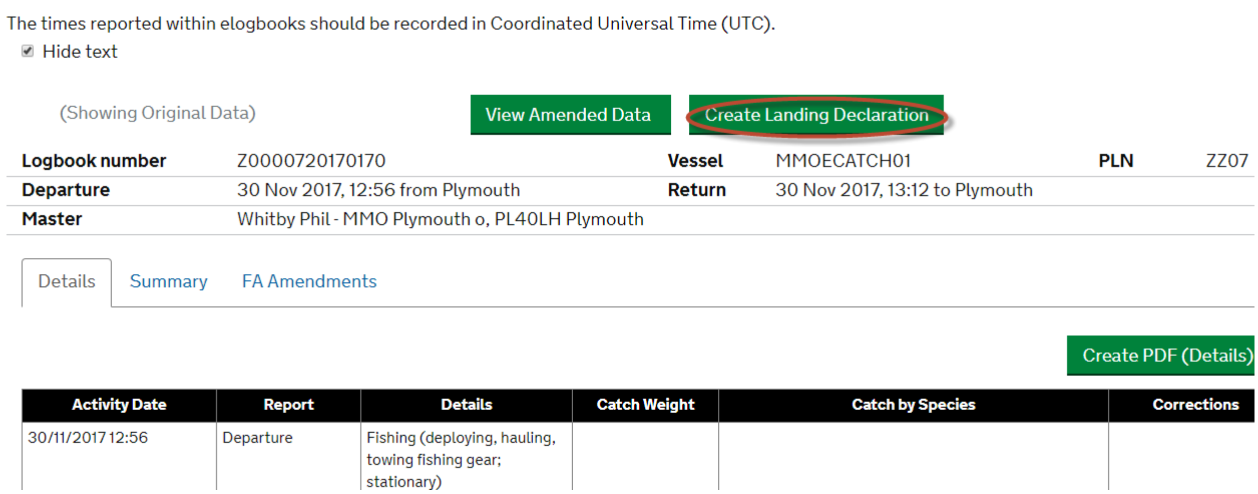
Vessel

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

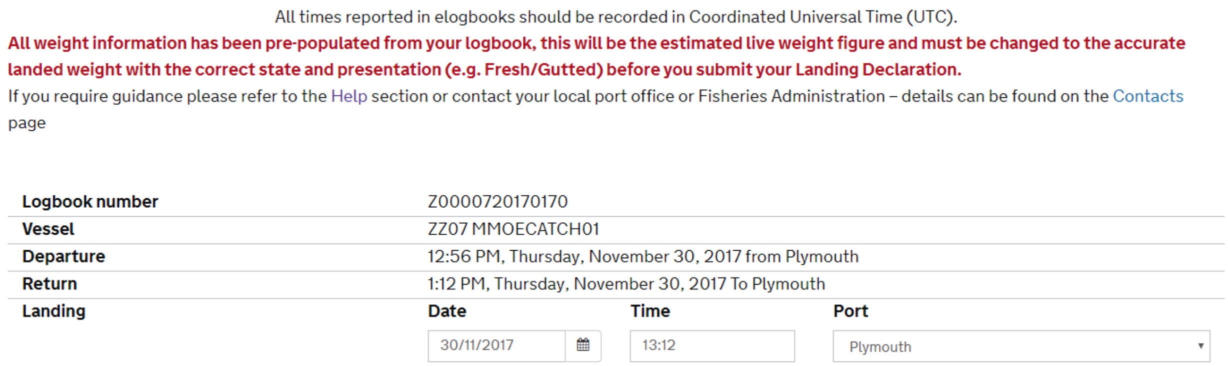
Logbook number	Z0000720170170	**Vessel**	MMOECATCH01	**PLN**	ZZ07
Departure	30 Nov 2017, 12:56 from Plymouth	**Return**	30 Nov 2017, 13:12 to Plymouth		
Master	Whitby Phil - MMO Plymouth o, PL40LH Plymouth				

Details Summary FA Amendments

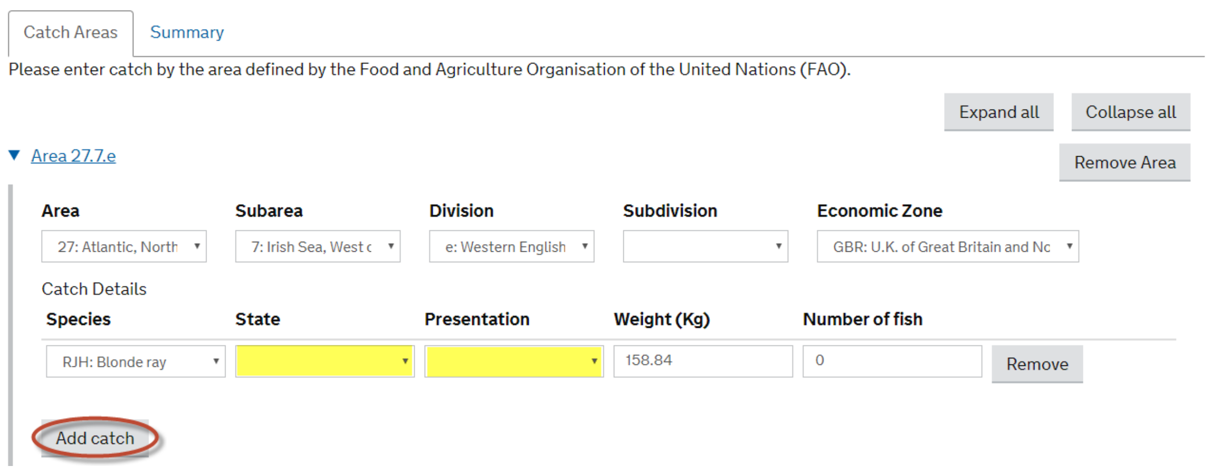
Create PDF (Details)

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.

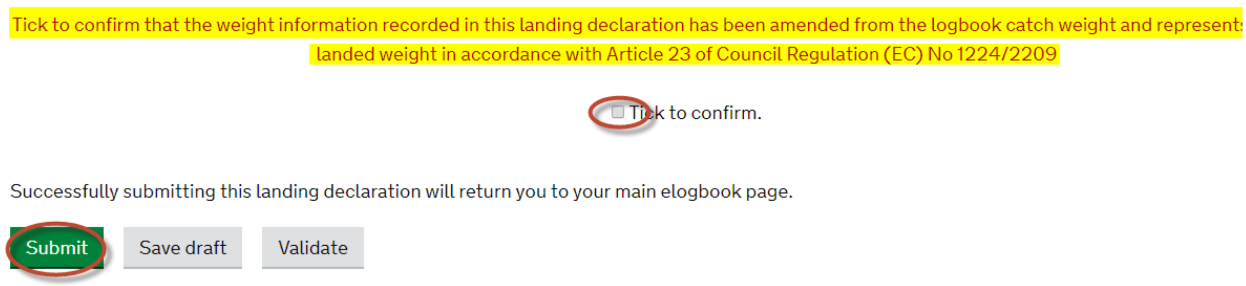


The Landing declaration is prepopulated with the catch area information and the weights from the Fishing Activity and must be adjusted if incorrect. Catch can also be added if required and was not recorded in the Fishing Activity report.



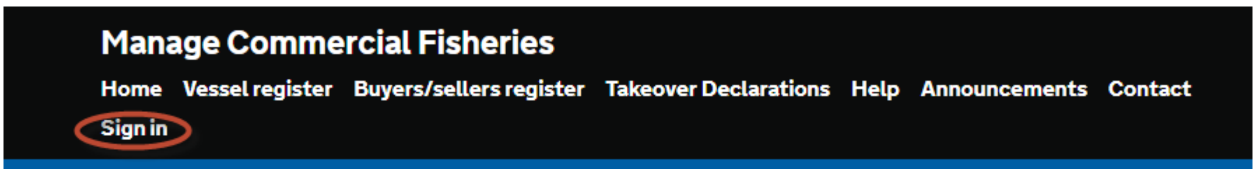
Enter the State**(required)** and presentation**(required)** and any other relevant information such as Sub Division if known. Tick the box to state the information is correct (please read the statement) and then click on Submit to submit your landing declaration.

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

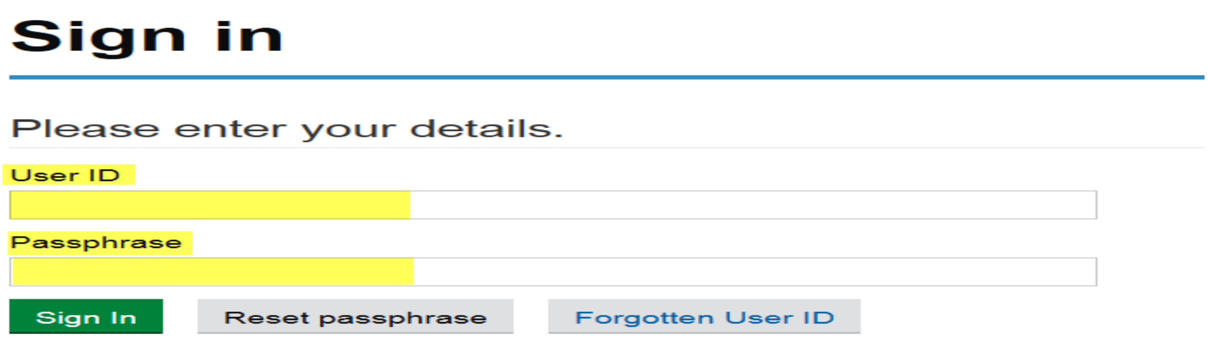


14. Manage Users/Agents

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.

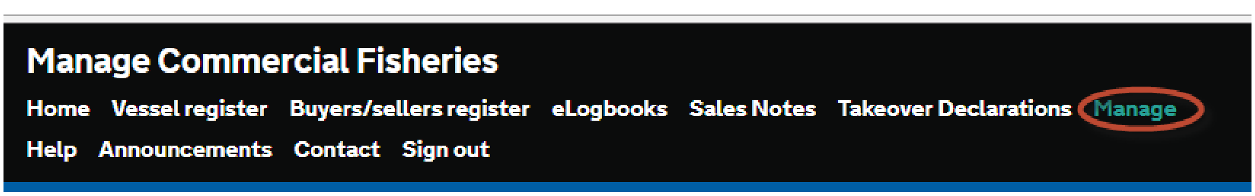


Entering your User ID and Passphrase as below

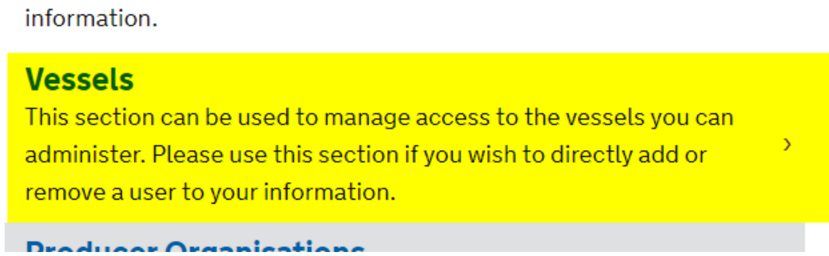


If you are set as an administrator for the vessel (usually the Vessel Owner) then you have the ability to add delegated persons to View your logbooks, Create Landing Declarations and also if required to view any relevant sales notes for your vessel.

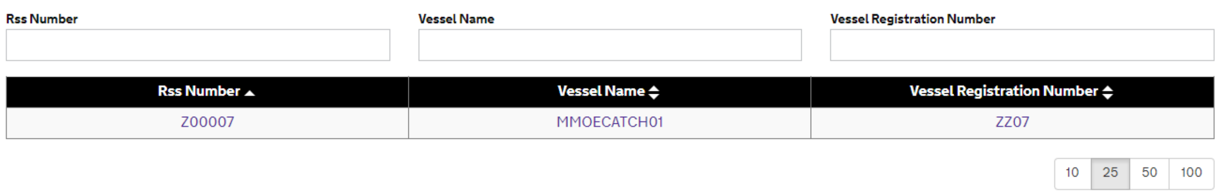
If the person has an account you can add them by clicking on Manage



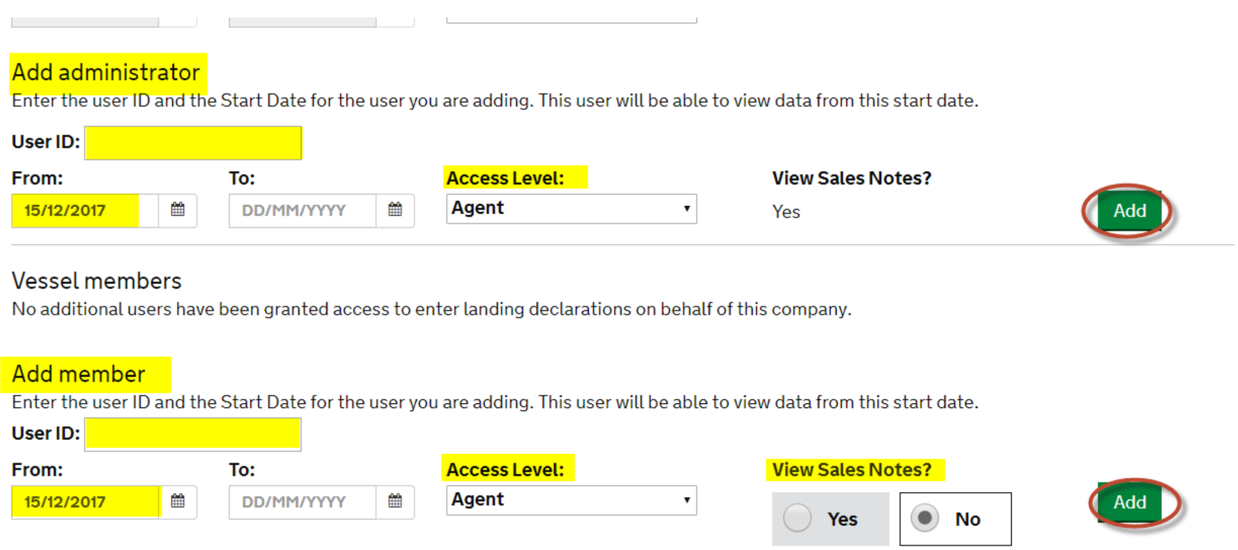
Scroll down to Vessels and click the text



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



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



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 tthey 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)***

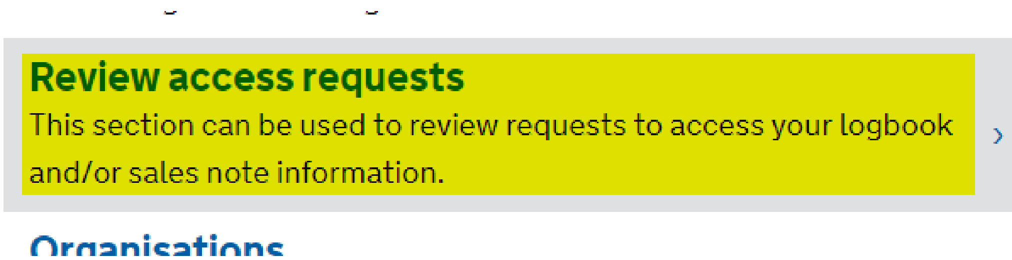
Select the level of access from Agent, Master or Representative of Master

- 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 date 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

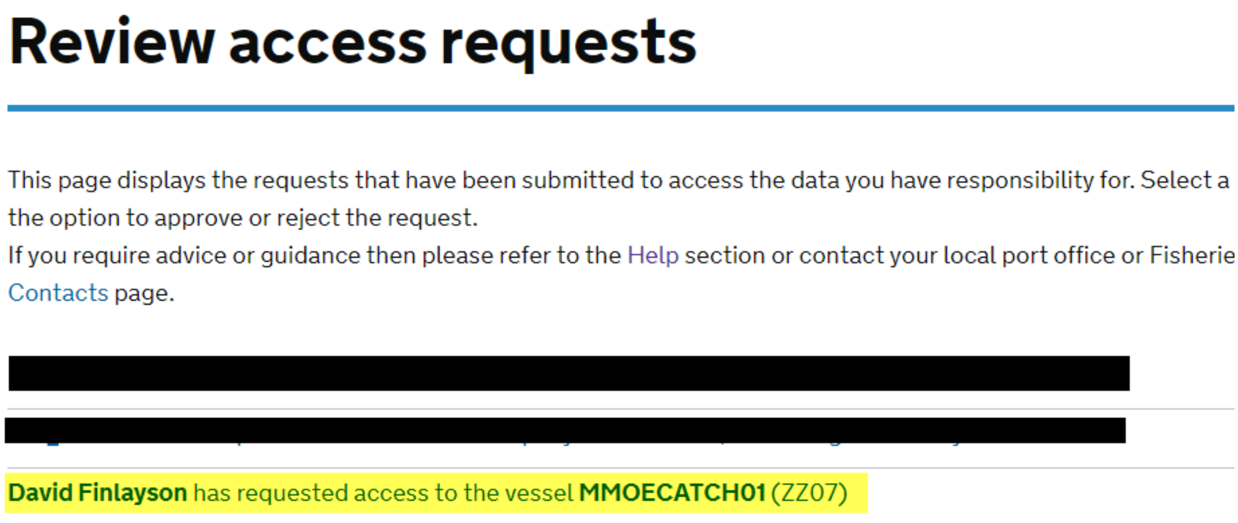
Once you have completed all of the information select the Add button.

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

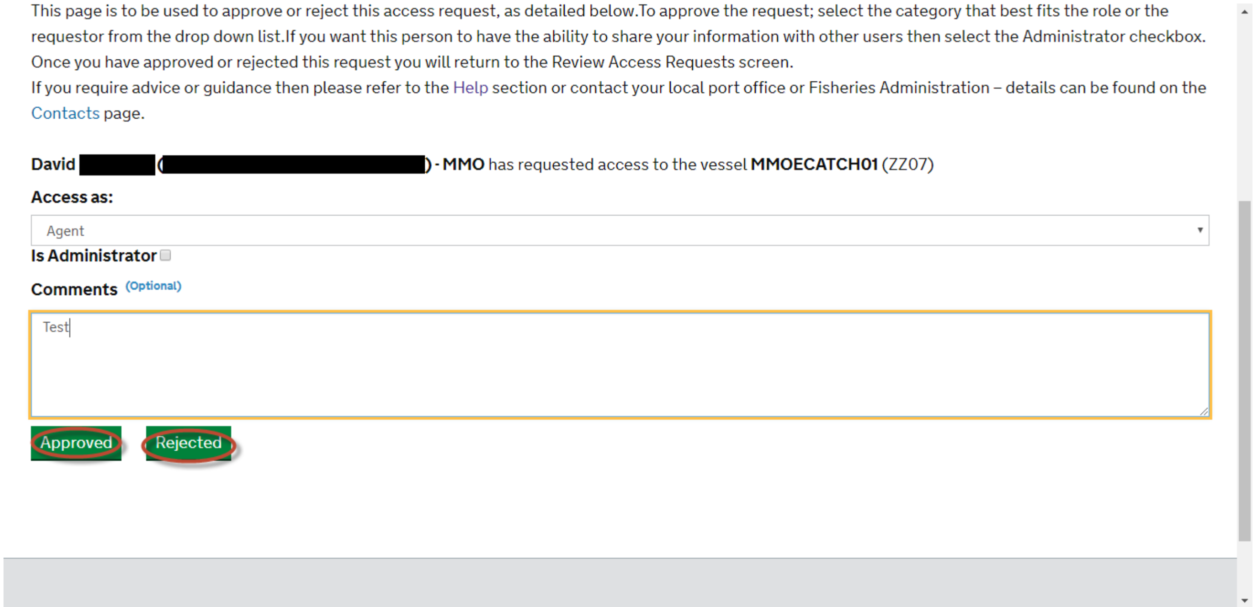
A person can also request access to your vessels data by submitting an Access Request. You can view any requests for access by Clicking Manage and then scrolling down to the Manage Access Requests



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



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 [redacted] **(**[redacted]**) - MMO** has requested access to the vessel **MMOECATCH01** (ZZ07)

Access as:

Agent

Is Administrator

Comments (Optional)

Test

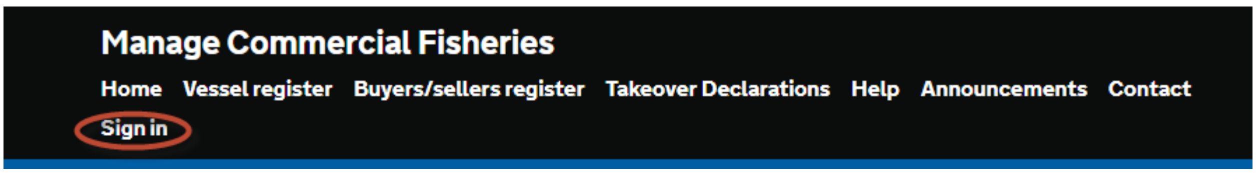
Approved Rejected

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.

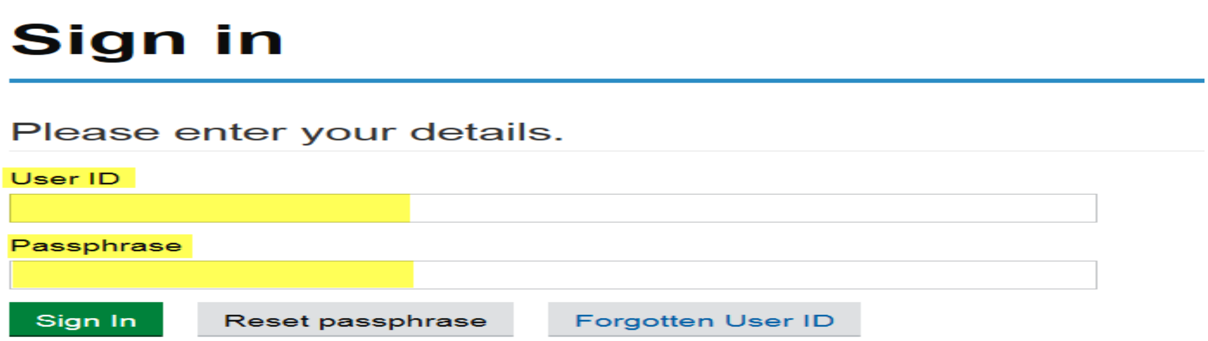
Vessel Owner Representatives Guidance

15. View logbooks for my Vessels

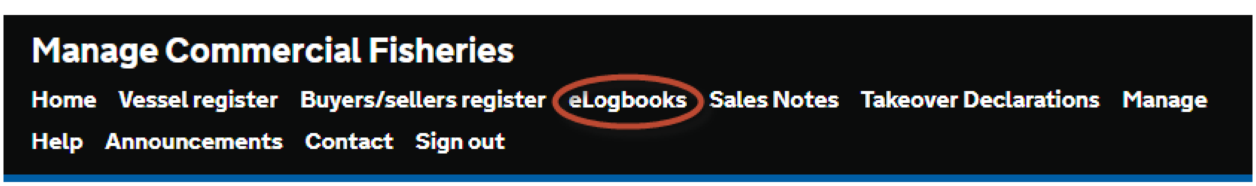
sign in with your User ID and passphrase using the Sign in function at the top of the page or the sign in link located within the body of the Welcome page.



Entering your User ID and Passphrase as below



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	[redacted]				

Details Summary FA Amendments

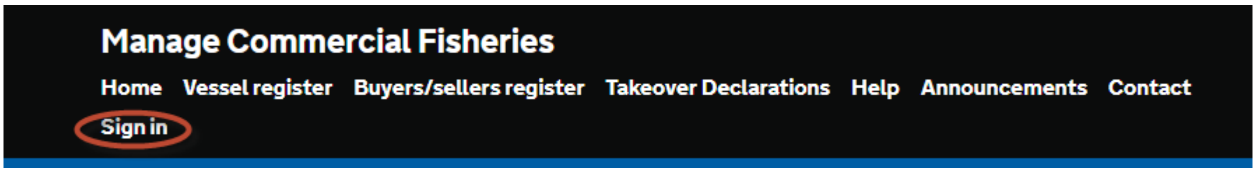
Create PDF (Details)

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	

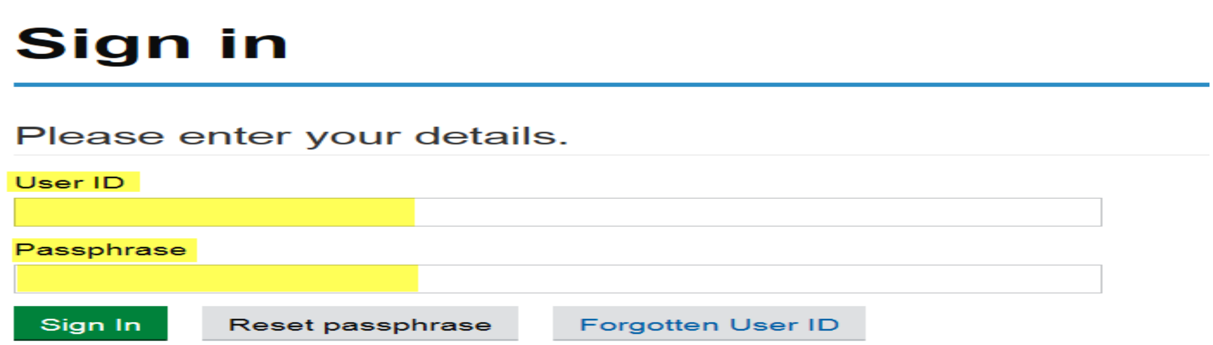
In this view you can View Amended Data, View the Landing Declaration and see the details of the logbook, as well as a Summary and link for any FA Amendments. You can also create a printable PDF of the logbook.

16. Add a Landing Declaration

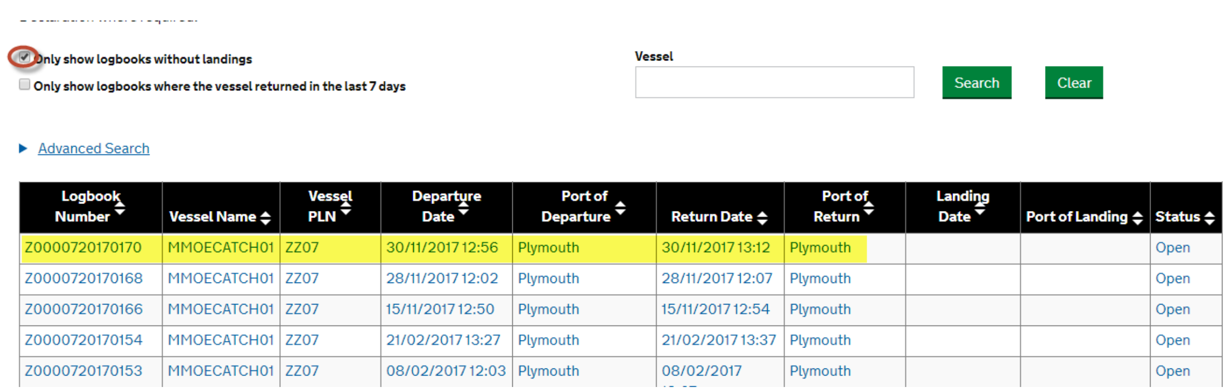
sign in with your User ID and passphrase using the Sign in function at the top of the page or the sign in link located within the body of the Welcome page.



Entering your User ID and Passphrase as below



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



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

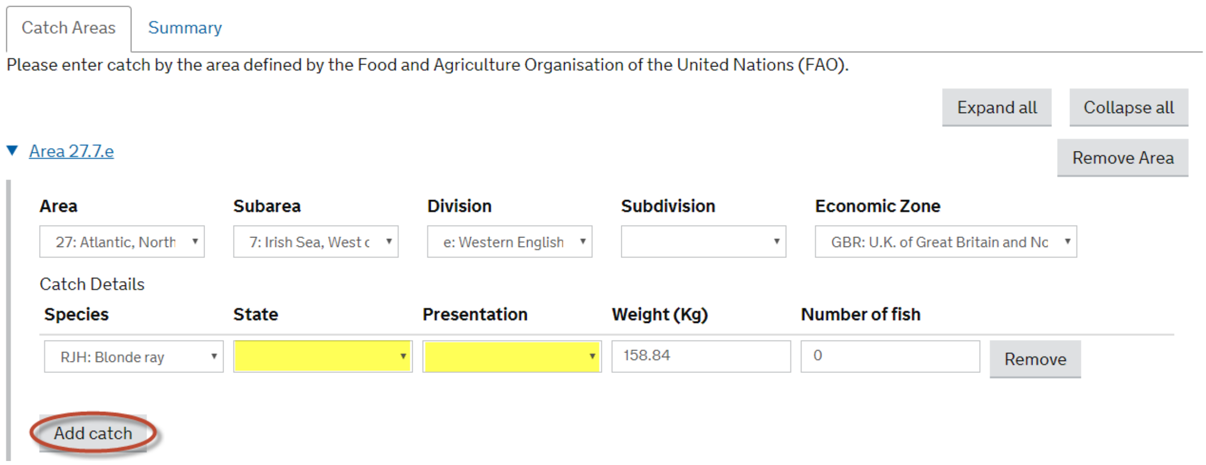
All times reported in elogbooks should be recorded in Coordinated Universal Time (UTC).

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

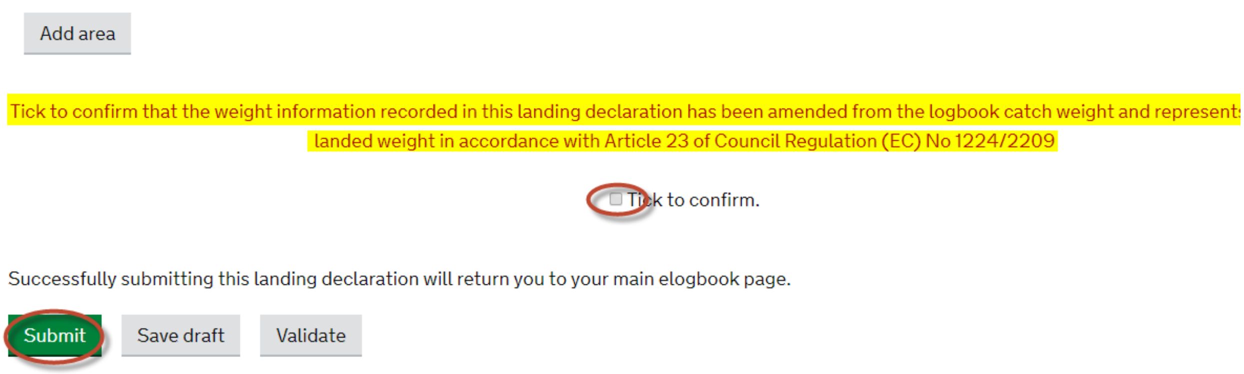
Logbook number	Z0000720170170		
Vessel	ZZ07 MMOECATCH01		
Departure	12:56 PM, Thursday, November 30, 2017 from Plymouth		
Return	1:12 PM, Thursday, November 30, 2017 To Plymouth		
Landing	**Date**	**Time**	**Port**
	30/11/2017	13:12	Plymouth

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.



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.

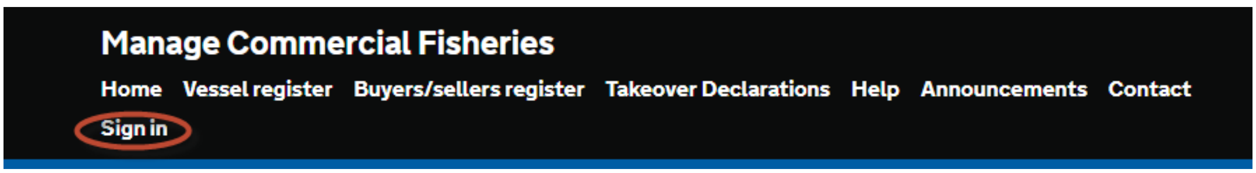
It is your responsibility to ensure the information being submitted is accurate and correct.



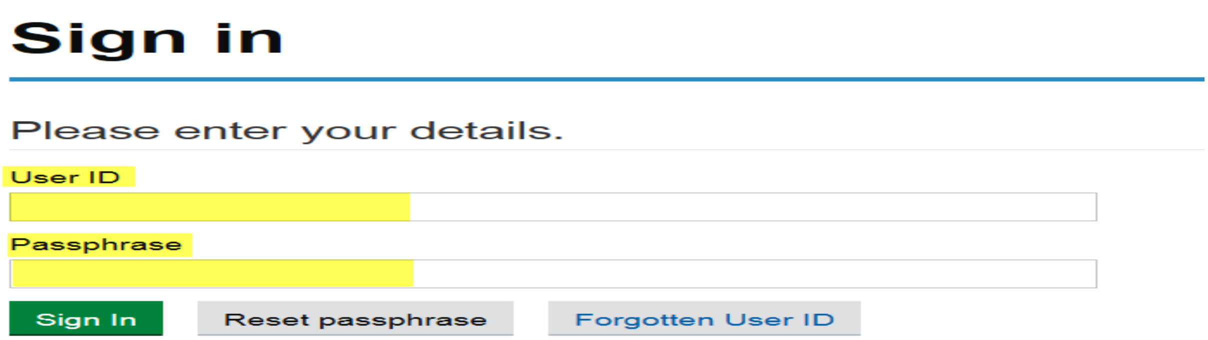
Fish Producer Organisation users guidance

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.

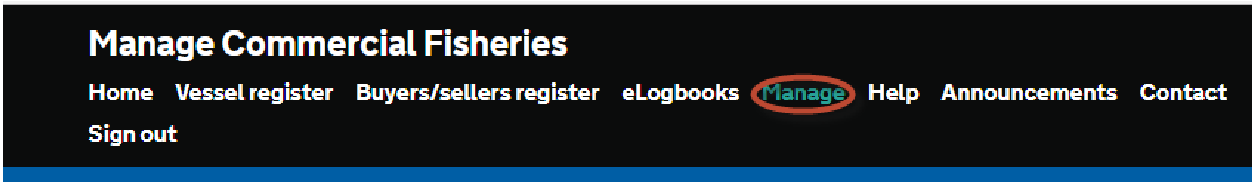


Entering your User ID and Passphrase as below

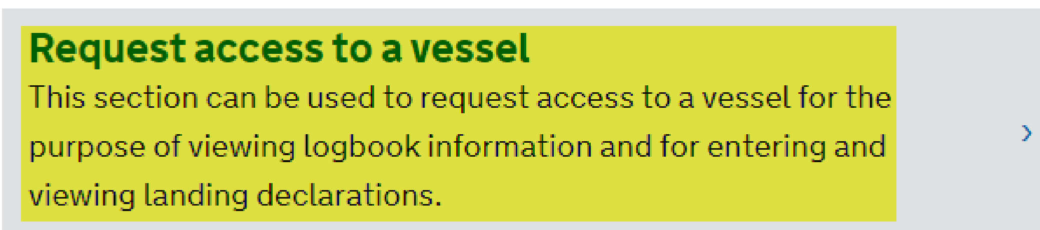


To request access to a vessels logbook data you can submit a request through the portal once logged in.

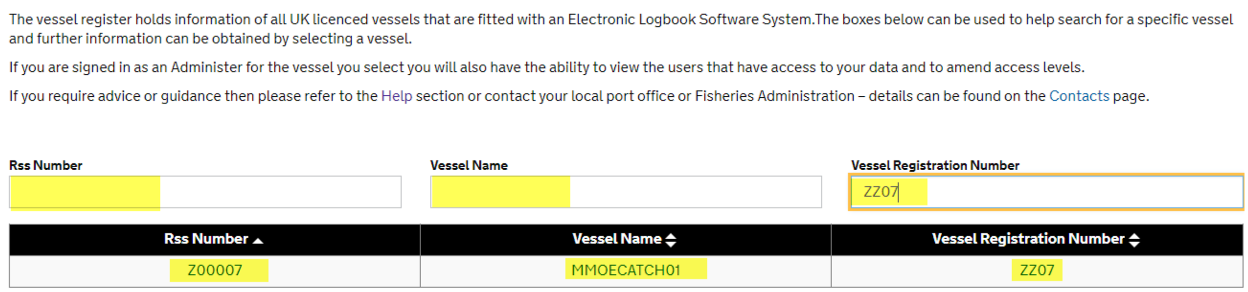
Click Manage



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



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 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	MMO7
Home Port	Plymouth
Admin Port	Plymouth
FPO	SWFPO
Licence Nominee Name	BOB
Licence Nominee Address	CEFAS

Request

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

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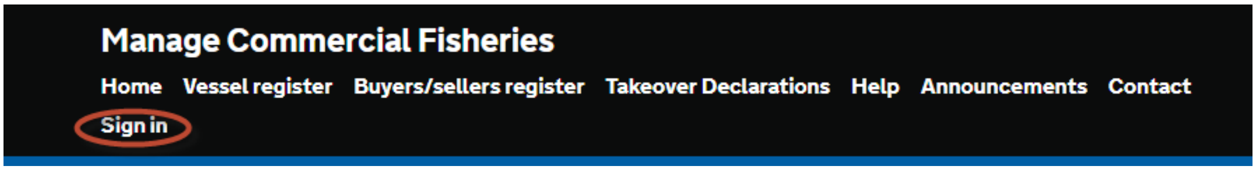
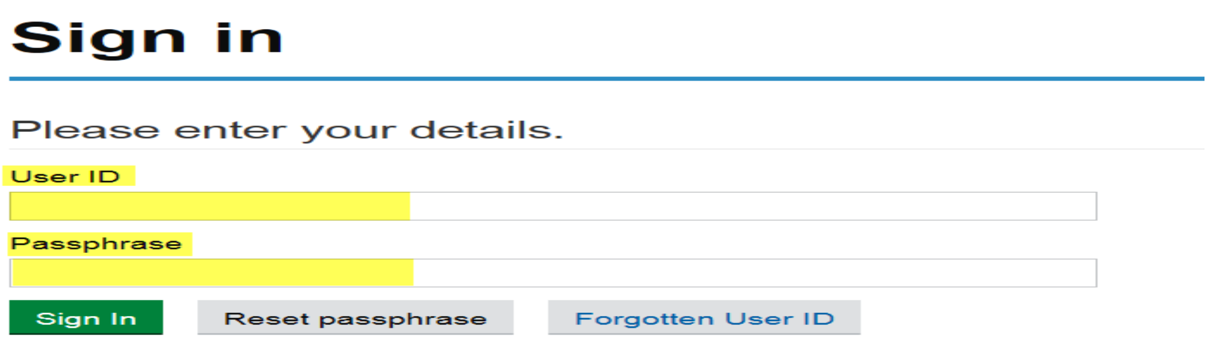
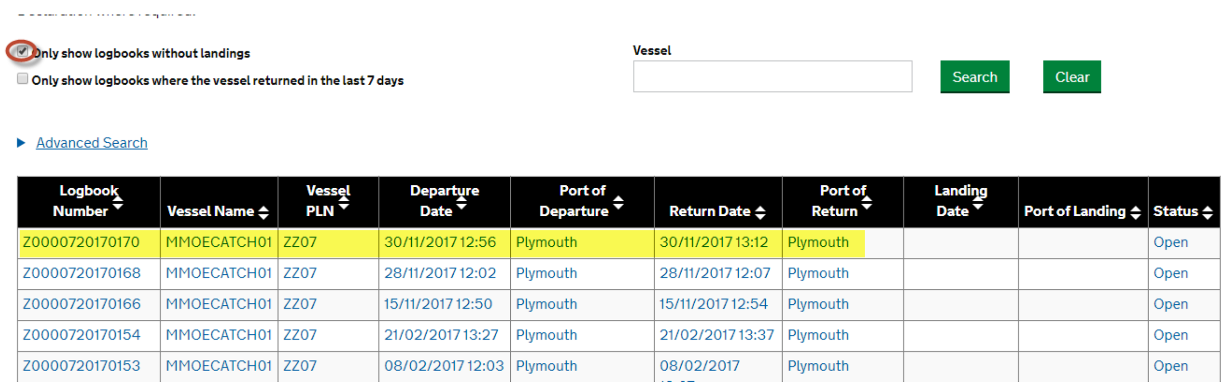


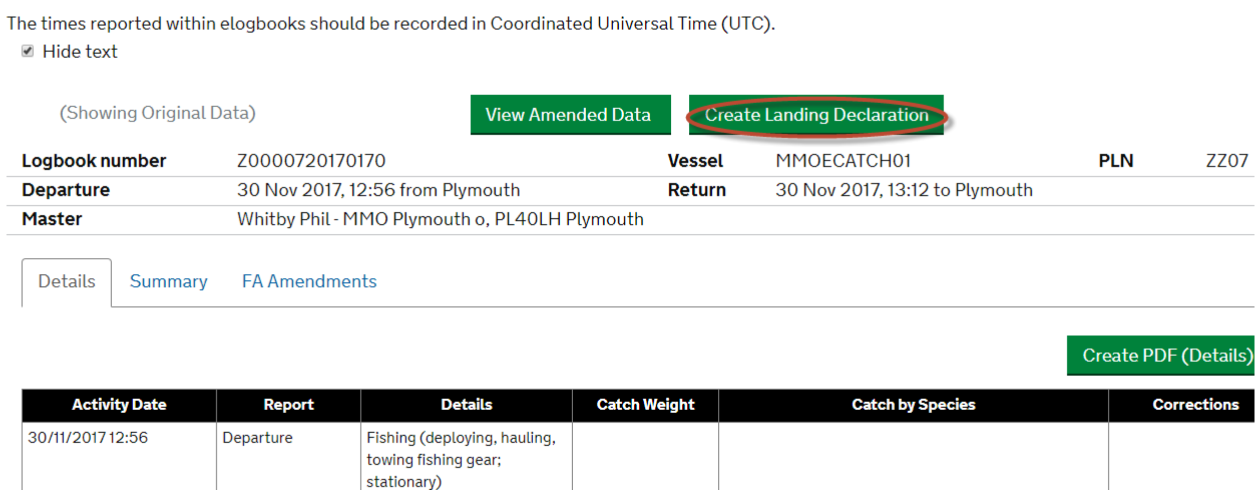
Entering your User ID and Passphrase as below



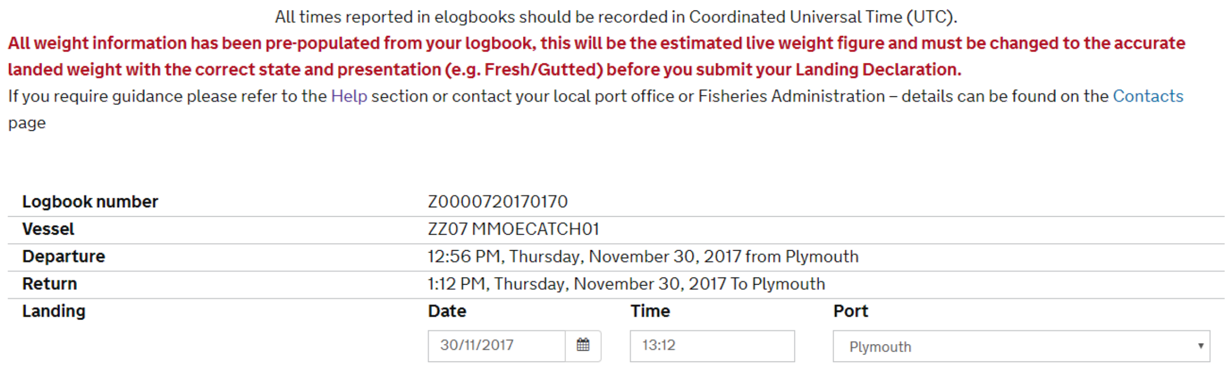
To add a landing declaration follow the steps above to view your logbook and select the logbook you wish to enter the landing declaration for. You can tick the tick for only show logbooks without landings to make it easier to find those that require a landing declaration. The highlighted logbook is the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



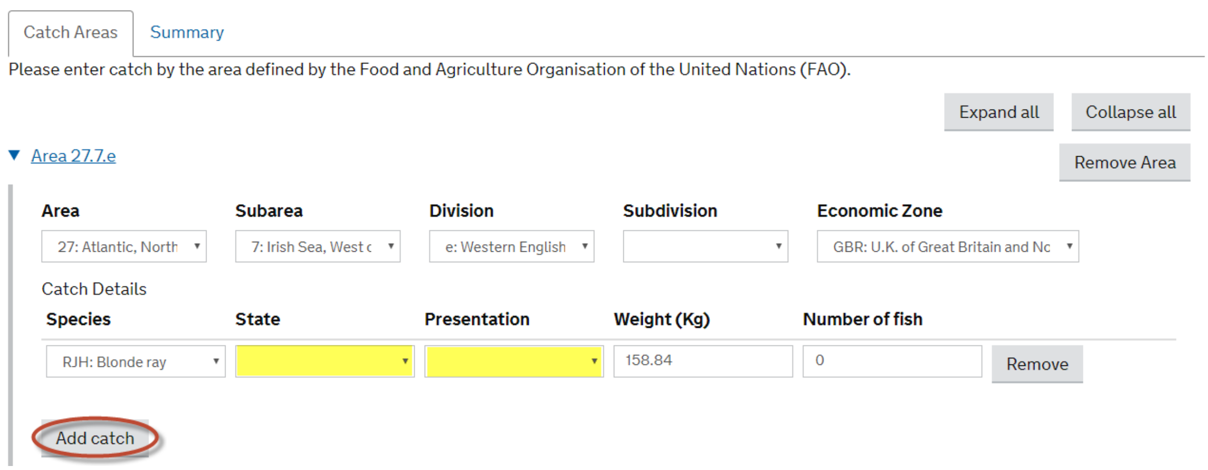
To create a landing declaration click the Create Landing Declaration link



The landing declaration is displayed



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.



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.