



Fish Processors Guide for Northern Zone Rock Lobster

Electronic Reporting Reference Guide

The Northern Zone Rock Lobster Fishery is transitioning to electronic reporting of Catch and Disposal Records (CDR's).

This guide provides information for registered Fish Processors on electronically reporting purchases, sales and transfers using the system called 'eCatch'.

Contents

Introduction	2
Setup to electronically report.....	3
Apply to be an eBusiness Contact.....	3
Create a myPIRSA account.....	3
Apply to use eCatch	5
Start electronically reporting.....	6
Purchasing Rock Lobster	6
Selling Rock Lobster.....	9
Transferring Rock Lobster	10
How to fix an error (edit).....	11
Accepting a sale from another fish processor	12
Additional eCatch Functions	12
Problems with reporting.....	12

Introduction

The Northern Zone Rock Lobster Fishery (NZRLF) is transitioning to electronic reporting.

As at 1 September 2024, commercial fishers are required to report their Catch and Disposal Record (CDR) information into an electronic reporting system called 'eCatch'.

Registered fish processors (with the Rock Lobster endorsement) who purchase Northern Zone Rock Lobster are required to report the purchases, sales and transfers into the eCatch system.

All persons electronically reporting on behalf of a registered fish processor must register as an eBusiness Contact, create a myPIRSA account and apply to use eCatch, in order to be able to report and meet the requirements of the legislation.

Setup to electronically report

Apply to be an eBusiness Contact

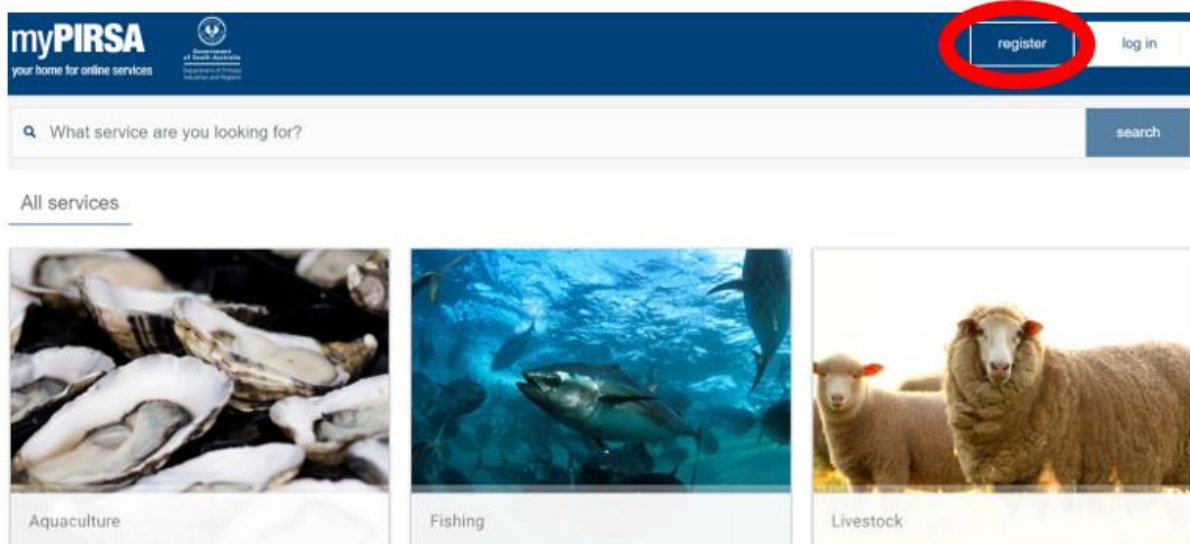
To electronically report using eCatch, you must first register as an eBusiness contact. Then create a myPIRSA account; and apply to use eCatch.

The “Application to add or remove e-business contact to a fish processor registration” is a free form and can be accessed on the PIRSA Fisheries & Aquaculture website at:

https://pir.sa.gov.au/primary_industry/commercial_fishing/fish_processing/registration

Create a myPIRSA account

1. Register as an eBusiness Contact (see above).
2. Visit the myPIRSA webpage at: <https://mypirsa.pir.sa.gov.au/>
3. On the myPIRSA webpage, click the ‘register’ link (see below) to be redirected to the ‘Register for myPIRSA’ form. Complete all fields and submit form by clicking ‘Register’.



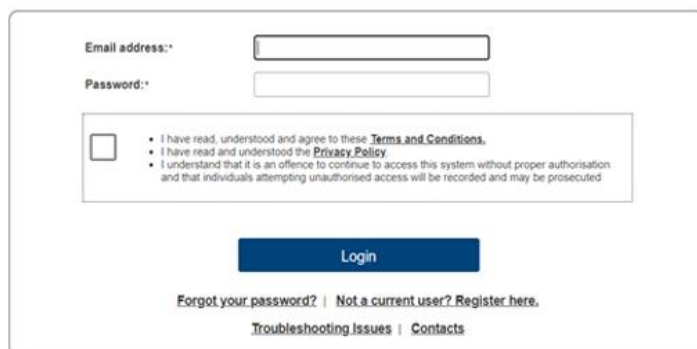
Note that Postal Address displays a list of possible matching street addresses as you enter it. Click on the correct address out of the list. If a match is not found e.g. in the case of a PO Box, ‘My address is not listed – Allow me to supply my own’ will be displayed. Click on it to manually enter your address into fields.

4. Upon successfully submitting the form, an email will be sent to your specified email address with a link to verify your email. Please be aware that the email may go to your

OFFICIAL

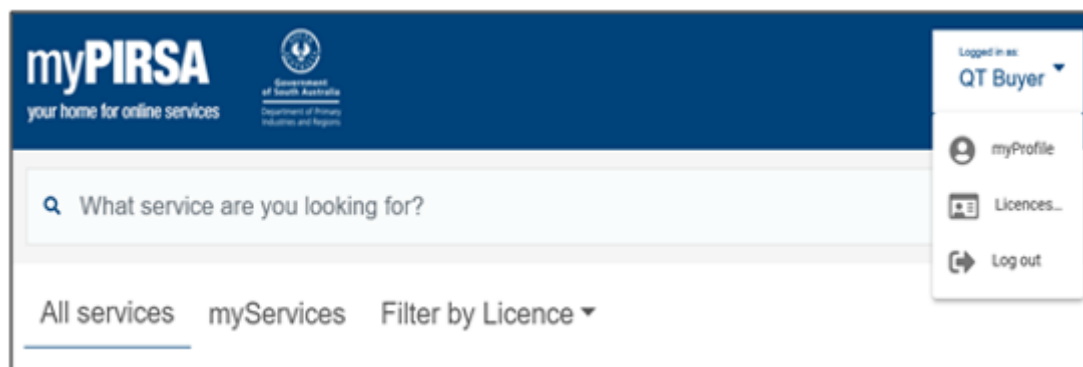
'Spam' folder.

5. Click on the Verify Email link to verify your email and then click on the Login button to go to the myPIRSA Login page.
6. On the myPIRSA Login page (see below), enter your email address and password, read and tick the box to accept the Terms and Conditions and then click Login.



7. Once you have successfully logged into myPIRSA you will be directed to the myPIRSA landing page.

You will see a drop down box alongside your name at the top of the screen (see below).



Clicking on the '**myProfile**' allows you to:

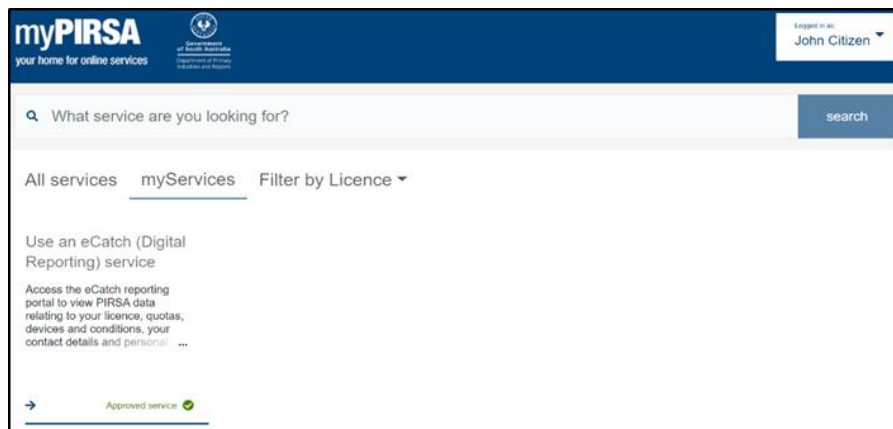
- Update your personal details (e.g. address, phone number etc.)
- Change your password.

Clicking on '**Licences and Registrations**' allows you to view licences you own or are registered on when you have an approved eCatch service, including any recreational device you hold a current registration for.

Apply to use eCatch

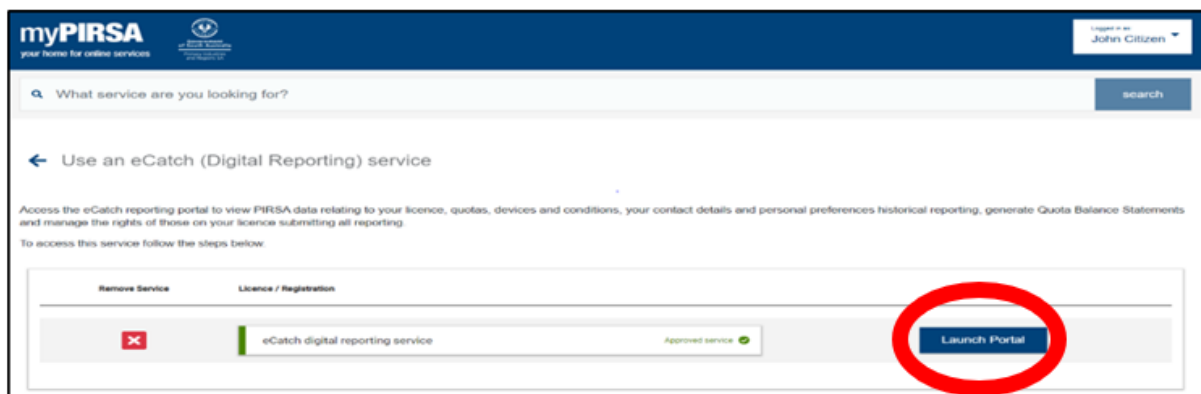
On the myPIRSA webpage, follow the below steps:

1. Select 'Fishing' then locate and select 'Use eCatch (Digital Reporting) Service'.
2. Click 'Apply for this service'.
3. The 'Apply for a Service' screen will now open. For approval click on the Submit button.
4. Your application for a service will be sent to PIRSA Fisheries & Aquaculture Licensing in Adelaide for approval. Once the service is approved, you will be notified via email and can access the service via the link in the email.
5. Once approved, the approved service will be listed in the 'myServices' tab at the top (see below).



Note: Any service application that has been denied will no longer be displayed in the 'MyServices' tab and an email will be sent to your specified myPIRSA email address stating the reasons why the service was denied.

6. Once you have a service approved, you can access at any time by logging into myPIRSA, select the 'myServices' tab, then click 'Use an eCatch (Digital Reporting) service'. Select 'Launch Portal' to be directed to eCatch (See below).



Start electronically reporting

Purchasing Rock Lobster

Commercial fishers must complete electronic reports in relation to all Northern Zone Rock Lobster taken and unloaded from their commercial fishing vessel (FV).

An 'Unload Report' must be submitted before Rock Lobster are removed from the FV and identifying the registered fish processor the catch is being consigned to. Fish processors must not accept delivery of the Rock Lobster unless an electronic report has been received from the commercial fisher.

The electronic report will then be sent to your eCatch 'Processor Dashboard' for you to complete and submit.

How to do this:

Before breaking tags

1. Immediately on taking delivery of the Rock Lobster (and before breaking the sealed bin tags) weigh the whole catch.
2. From the 'Processor Dashboard – NZ Rock Lobster' locate the fisher's electronic report and select – 'Submit Before Tags Broken'.

Processor Dashboard - NZ Rock Lobster

Create Transfer Transfer Dashboard Create Sales Sales Dashboard

Accept Sales Dashboard

From: To: Processor: None selected - Purchase Status: None selected - Error (Before): ---None Selected --- -

Error (After): ---None Selected --- -

Show entries Search:

TripID	Submit Date Time	Fisher Licence	Processor	Purchase Status	Receival Report (Before Tags Broken)	HasError (Before)	Receival Report (After Tags Broken)	HasError (After)	Action
N109230528B	28/05/2023 1:25:56 PM	N109	FP0871	Pending Deny	Pending Submit Before Tags Broken		Pending Submit After Tags Broken		View
N109230528A	28/05/2023 1:14:07 PM	N109	FP0871	Pending Deny	Pending Submit Before Tags Broken		Pending Submit After Tags Broken		View

OFFICIAL

- 3. Complete and submit the report before breaking bin tags and processing Rock Lobster.

NZ Rock Lobster - Receival Report *Must complete before tags broken*

Must complete before tags broken

Trip ID *

Processor Number *

Processor Name *

Processor Address

Signatory *

Date and Time Received *

No. of Bins *

Tag Report Id: 14335

First Tag of Series

Last Tag of Series

Individual Tag

You can multiple click "Add Tags" button to enter multiple Tags

Verify tags are correct *

Gross Weight (before tags broken) kg *

After breaking tags

- 4. Immediately after processing Rock Lobster, from the 'Processor Dashboard – NZ Rock Lobster' locate the electronic report and select – 'Submit After Tags Broken'.

Processor Dashboard - NZ Rock Lobster

From To Processor: Purchase Status:

Error (Before): Error (After):

Show entries Search:

TripID	Submit Date Time	Fisher Licence	Processor	Purchase Status	Receival Report (Before Tags Broken)	HasError (Before)	Receival Report (After Tags Broken)	HasError (After)	Action
N109230528B	28/05/2023 1:25:56 PM	N109	FP0871	● Pending	● Completed	No	● Pending		<input type="button" value="Submit After Tags Broken"/> <input type="button" value="View"/>

OFFICIAL

5. Complete and submit the report including the weight of bins, any dividers and tags.

NZ Rock Lobster - Receival Report *Must complete after tags broken*

Must complete after tags broken

Trip ID *	<input type="text" value="N109230528A"/>
Processor Number *	<input type="text" value="FP0871"/>
Signatory *	<input type="text" value="--- None Selected ---"/>
Gross Weight (before tags broken) kg *	<input type="text" value=">= 0; max 2 decimal places"/>
Total Bin Weight (actual weight) kg *	<input type="text" value=">= 0; max 2 decimal places"/>
Nett Weight (RL) kg (gross weight less bin weight) *	<input type="text" value=">= 0; max 2 decimal places"/>
Giant Crab Qty *	<input type="text" value="0"/>
Giant Crab Weight (kg) *	<input type="text" value=">= 0; max 2 decimal places"/>

Selling Rock Lobster

A registered fish processor must immediately complete and submit an electronic report – ‘Create Sales’ for each and all Northern Zone Rock Lobster sales. This includes sales to:

- Members of the general public
- Any business including other fish processors
- Export

How to do this:

1. Weigh the Rock Lobster.
2. From the ‘Processor Dashboard – NZ Rock Lobster’ locate the and select – ‘Create Sales’.



3. Complete and submit the report.

NZ Rock Lobster - Sales

Processor *	<input type="text" value="--- None Selected ---"/>
Sale Date Time *	<input type="text" value="22-08-2024 11:00"/>
Purchased From *	<input type="text" value="None selected"/>
Receiver *	<input type="text" value="---None Selected ---"/>
Receive Location *	<input type="text" value="---None Selected ---"/>
Number Receptacles *	<input type="text" value=">0"/>
Live Weight (kg) *	<input type="text" value="0-9999.99 Weight (Live + Cooked + Tails + Other) must be >0"/>
Cooked Weight (kg) *	<input type="text" value="0-9999.99 Weight (Live + Cooked + Tails + Other) must be >0"/>
Tails Weight (kg) *	<input type="text" value="0-9999.99 Weight (Live + Cooked + Tails + Other) must be >0"/>
Other Weight (kg) *	<input type="text" value="0-9999.99 Weight (Live + Cooked + Tails + Other) must be >0"/>

Transferring Rock Lobster

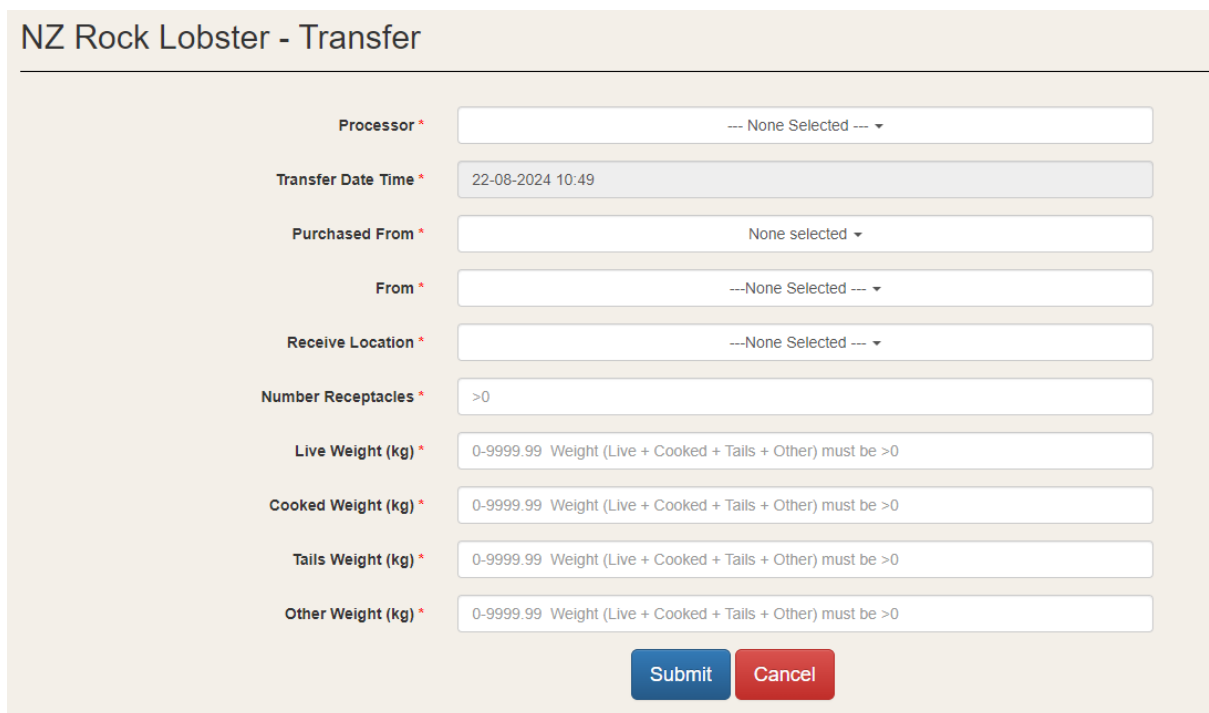
A registered fish processor must immediately complete and submit an electronic report – ‘Create Transfer’ for each and all Northern Zone Rock Lobster transfer to a different registered premises.

How to do this:

1. Weight the Rock Lobster.
2. From the ‘Processor Dashboard – NZ Rock Lobster’ locate and select – ‘Create Transfer’.






3. Complete and submit the report.



A screenshot of the 'NZ Rock Lobster - Transfer' form. The form is titled 'NZ Rock Lobster - Transfer' and contains several input fields with red asterisks indicating required fields. The fields are: 'Processor' (dropdown menu, value: --- None Selected ---), 'Transfer Date Time' (text input, value: 22-08-2024 10:49), 'Purchased From' (dropdown menu, value: None selected), 'From' (dropdown menu, value: ---None Selected ---), 'Receive Location' (dropdown menu, value: ---None Selected ---), 'Number Receptacles' (text input, value: >0), 'Live Weight (kg)' (text input, value: 0-9999.99 Weight (Live + Cooked + Tails + Other) must be >0), 'Cooked Weight (kg)' (text input, value: 0-9999.99 Weight (Live + Cooked + Tails + Other) must be >0), 'Tails Weight (kg)' (text input, value: 0-9999.99 Weight (Live + Cooked + Tails + Other) must be >0), and 'Other Weight (kg)' (text input, value: 0-9999.99 Weight (Live + Cooked + Tails + Other) must be >0). At the bottom of the form are two buttons: 'Submit' (blue) and 'Cancel' (red).

How to fix an error (edit)

1. To fix an error locate the electronic report and select 'view'.

Processor Dashboard - NZ Rock Lobster

Create Transfer  Transfer Dashboard  Create Sales 

Sales Dashboard  Accept Sales Dashboard 

From To Processor: Purchase Status:

Error (Before): Error (After):

Show entries Search:

TripID	Submit Date Time	Fisher Licence	Processor	Purchase Status	Receival Report (Before Tags Broken)	HasError (Before)	Receival Report (After Tags Broken)	HasError (After)	Action
N109230528B	28/05/2023 1:25:56 PM	N109	FP0871	Completed	Completed	No	Completed	No	View

2. Locate the relevant report and select 'Edit' .

Report Activities - NZ Rock Lobster - FP0871 - N109230528B

Show entries Search:

Report	Report ID	Submit Date	Create Date	Has Error	Action
Receival (After)	NRLPA35	5/06/2023 2:31:50 PM	5/06/2023 2:31:50 PM	No	Edit Delete
Receival (Before)	NRLPB36	5/06/2023 2:20:23 PM	5/06/2023 2:20:23 PM	No	Edit Delete

Showing 1 to 2 of 2 entries Previous Next

3. Make the appropriate edit and then 'Submit'.

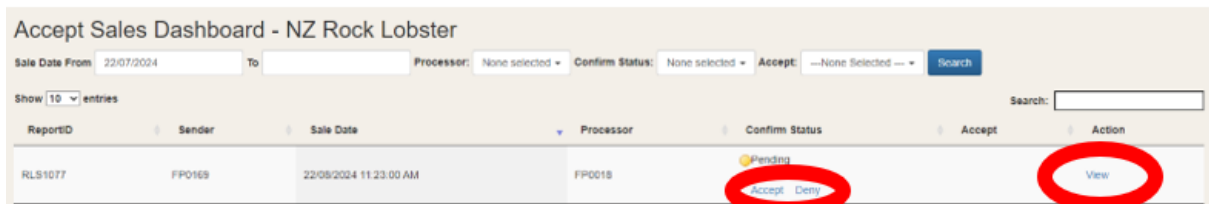
OFFICIAL

Accepting a sale from another fish processor

1. Select 'Accept Sales Dashboard' located on the 'Processor Dashboard – NZ Rock Lobster'.



2. Select 'View' located on the 'Accept Sales Dashboard – NZ Rock Lobster' and check details are correct. If the details are correct, select 'Approve'.



Additional eCatch Functions

The eCatch system provides a number of additional functions for fish processors.

Fish processors can:

- Export reports of data entered to Microsoft Excel (via the Report Dashboard select 'Export Report (Processor)')
- View fish processor registration details (via 'Licence Details' in the toolbar)
- Provide increased or restricted access for employees registered to use eCatch

Problems with reporting

Please contact your local Fisheries Officer or FISHWATCH on 1800 065 522 if you are unable to report or are having technical difficulties.