## What will this mean for office staff?

> As returns are no longer provided on paper forms, office staff will no longer be able to work from a copy of catch effort returns once a fisher returns to port. Tasks that you previously carried out with those copies will now have to be carried out using FishServe's Electronic Reporting Service (ERS). Catch effort information will be available immediately when the fisher has provided the report using an e-logbook.

> You will have to be listed as an authorised user of the FishServe website if it is your job to update, amend or provide some event reports, or to access catch effort data in the FishServe database.

> You won't have paper copies of your returns in your office like you did previously.

## Register to use the FishServe website

**For yourself:** FishServe clients who are individuals will automatically be set up for FishServe's Electronic Reporting Service. All other client types (e.g. companies or trusts) will have to complete and send the Details of Authorised Personnel form. FishServe will be sending these out to clients nearer to their reporting stage or you can contact FishServe for this form to be sent to you sooner. Once your application form has been processed, an email will be sent to you enabling you to set your own user name and password. People that are set up with Administrator rights will be able to set up their own Reporters through the website without completing a form.

**On behalf of someone else:** You must first obtain authorisation from that client (e.g. individual/company etc) to do so. This can be done by completing the Details of Authorised Personnel form or by requesting their Electronic Reporting Administrator grant you access via FishServe's website*.

There is more information on setting up employees to use the FishServe website, www.fishserve.co.nz:

1. Look under the heading **Information**
2. Click **Using Online Services**
3. Click **Registering**. There are links to the relevant forms on that page.
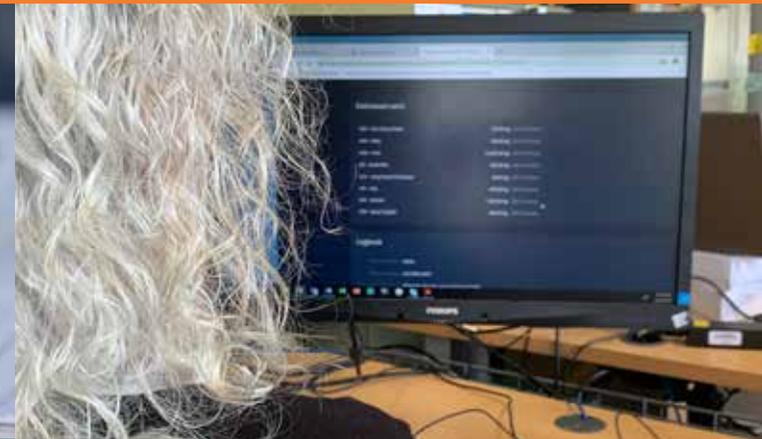
## Online tasks and where to get help

### Updating a landing report with LFR details

The diagram below shows how the process of updating a landing report has changed with the introduction of electronic reporting. Instead of updating a paper form with weight details supplied on an LFR invoice and then sending the completed form to FishServe by mail, you will now have to enter the weights directly into the FishServe database. This might mean you will change how you store catch effort information in your office.

**Then** ⏱ up to 8 weeks

On day of landing, fisher enters catch into **Landing Return**

*x days wait*

Fisher waits for **LFR Invoice** to arrive

*x days post*

Fisher enters **LFR Information** into **Landing Return** and posts to **FishServe**

**FishServe** processes **Landing Return** & enters into **FishServe Database**

Fisher keeps a paper copy of **Landing Return**

**Now** ⏱ up to 15 days

On day of landing, fisher provides **report** information **to FishServe** using **e-logbook**

*same day*

*within 15 days*

Amend landing report with **LFR Invoice** information

View/export **reports** at anytime using **FishServe Online Services**.

- Paper copies of electronic reports are not required to be kept
- Use FishServe Online Services (or authorise someone to use it for you)

FishServe has developed a step-by-step guide to help you understand how to update a landing report with LFR details. It is available on their website, **www.fishserve.co.nz**:

1. Click **Using Online Services**
2. Click **Quick Guides**
3. In the middle of the page under the heading **ERS** there is a link to a guide called **How to add LFR Details to Landing Reports**.
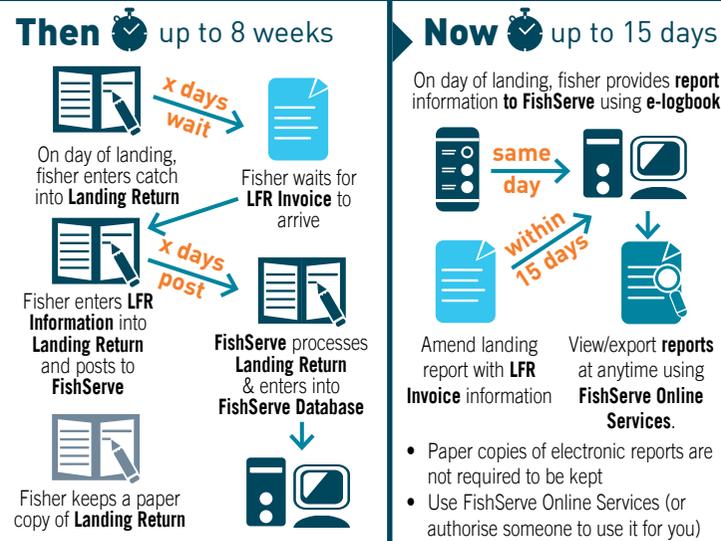
### MHR returns

Now that you won't have access to paper forms with the data you need to complete monthly harvest returns, you will need to gather the information from within the FishServe database. The FishServe guide to how to do this is available on their website, **www.fishserve.co.nz**:

1. Look under the heading **Information**
2. Click **Using Online Services**
3. Click **Quick Guides**
4. In the middle of the page under the heading **ERS** there is a link to a guide called **Generate MHR Details from ERS**.

\* Note that you might hear the FishServe website referred to as Kupe by FishServe staff, fishery officers and others.

The introduction of electronic catch reporting means that you will need to make some changes to the way you deal with paperwork relating to your fishing operation. Fisheries New Zealand and FishServe have prepared this leaflet to guide you through some of the new processes that you will need to be familiar with once paper returns are phased out.

## Introduction to the new system

Under the old paper system, it was possible to fill in some catch effort details on returns up to several days or even weeks after fishing had ended, and then send them in by mail. Now, most data for the following event reports will be entered directly into an e-logbook by a fisher while fishing is happening, and sent directly from the e-logbook to FishServe on the same day or soon after:

1. **Trip Start**
2. **Fish Catch**
3. **Processing (if applicable)**
4. **Disposal (if applicable)**
5. **Non-Fish or Protected Species (if applicable)**
6. **Landing**
7. **Trip End**
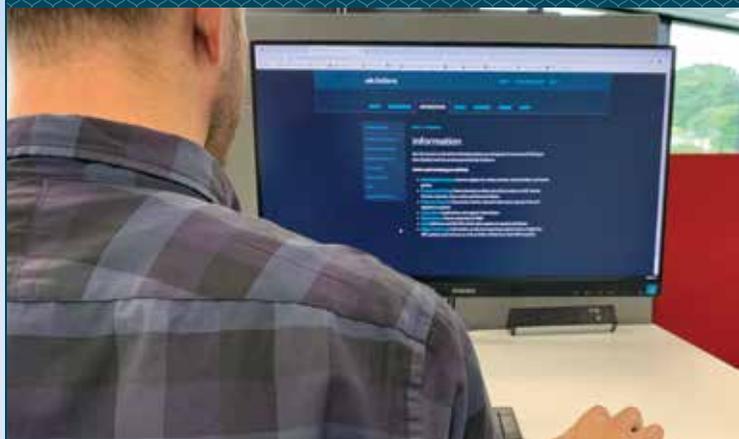
## What other help is available?

Alongside the guides mentioned overleaf, FishServe has developed video tutorials and user tips to help you with some of the most common tasks that will need to be done through FishServe Online Services. These can be found under the heading **Information** by clicking **Using Online Services**.

Forms for registering users of the FishServe website and for other aspects of digital monitoring (such as registering personnel to be authorised to submit electronic reports) can all be found under the **Forms** page of the FishServe website. Forms should be completed and emailed to **registry@fishserve.co.nz** or posted to FishServe, PO Box 297, Wellington 6140.

Fisheries New Zealand has developed a range of guidance and support materials relating to electronic catch and position reporting and these are available under the heading **Guidance and Support** on the digital monitoring webpage at **www.fisheries.govt.nz/ereporting**. If you are viewing this leaflet online, **click here** for the guidance and support webpage.

**Fisheries New Zealand**
Tini a Tangaroa

**For further assistance about using FishServe's website, contact your Client Services Representative, or the FishServe helpline on (04) 460 9555.**

# Preparing for electronic catch reporting:
what happens after you land your catch

**Fisheries New Zealand**
Tini a Tangaroa

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