




## M-Catch elog manual GBR

Log in with your email address and password on [m-catch.com](http://m-catch.com) (Chrome browser!). You can install M-Catch as an app on your desktop by clicking on the icon  in the top right corner and choose 'Install M-Catch...'.

### How to navigate

To create a departure message, click on 'Vessels' and then on the vessel line; this will take you to the screen where all your fishing trips are displayed. A new fishing trip always needs to be created here, and you do this by clicking on the plus sign in the bottom right corner and select 'New fishing trip' (DEP). Once the departure message has been sent, you will be in the screen of the current fishing trip and you can create new messages for this trip by clicking on the plus sign in the lower right corner. At the top, you will see that you are on the tab with 'Trip logs'. The tab next to it 'Trip summary', displays the catch of the current trip in 3 different views.

To go to the overview of all fishing trips, click at the top on the arrow to the left of the vessel number. If you have done a new departure, but you still need to make a landing declaration for the previous trip, you have to select the fishing trip in this Trips screen and then click on the plus sign to do the landing declaration (LAN).

If you want to change something in your profile, you first select the vessel, which will take you to the screen where all fishing trips are visible. Three icons are shown at the top right, click on the gear icon to go to the ship profile and click on the line with the active profile. You will now see the different options. If you click behind the plus sign of a profile option, you will see the options that have already been added. To add something, click on the plus sign next to the profile option, for example Fish species. Enter the fish code or fish name and enter the average weight per box. Then click on the floppy disk icon behind it to save the fish species. To remove a fish species, click on the trash can icon next to a fish species line. To change the average weight per box of a fish species, click on the pen icon of a fish species and change the weight in the 'weight per unit' field. The same procedure applies for the other options, such as fishing gear. If you click on the fish icon at the front of fish species, you can drag the fish species line and, in this way, adjust the order of display.

## Concise display of fishing trip messages

### **Start a Fishing Trip**

click Vessels  
click the vessel line

### **DEP (departure)**

Click + on the bottom right  
Check all fields and after that send draft

### **ZON (zone change)**

Click + on the bottom right  
Fill out details for zone entry and zone exit and send draft

### **FAR (catch report)**

Submit each day before midnight UTC  
Click + on the bottom right  
Enter the position and click the marker icon to autofill rectangle, FAO area and Ec. zone  
Enter weight or units for the species caught  
Enter fishing time, duration, number of hauls, fishing depth  
Enter number of pots used  
Send draft

### **PNO (prior notification of return)**

Click + on the bottom right  
Enter expected date-time of return  
Enter reason of return  
Send draft

### **EOF (end of fishing)**

Click + on the bottom right  
Send draft

### **RTP (return to port)**

Click + on the bottom right  
Send draft

### **LAN (landing)**

Click + on the bottom right  
Change total dead weight to actual sold kg's for each specie  
Click + to add species and their weight  
Send draft

## Elog messages explained

### DEP departure

All fields are already filled in with information from the previous fishing trip or settings from the profile, but these fields can be adjusted if desired. The 'Departure Date' field is automatically filled in with the time of opening of the departure screen. Click on the 'Departure Date' box if it needs to be changed. The departure time may deviate up to 2 hours (+/-) from the time of submitting the message.

The captain of the ship can be changed to one of the skippers assigned to the vessel's profile.

The departure port is the port of entry from the previous fishing trip. If necessary, this can be changed by clicking on the field and selecting a port from the options provided. If there are many options, the name or code can be typed in to bring up the desired option to select. If the desired port is not available, it must first be added to your profile.

The activity of the vessel for the entire fishing trip is normally fishing, but this can be changed to, for example, cruising or relocation (cruising with catch on board).

A comment (free text) can be added, which will be included in the message to the authorities.

The active fishing gear from the previous fishing trip is selected, but this can be changed if desired. Multiple gears can be active in a fishing trip. Only the fishing gear that is selected in the departure screen is active for the fishing trip and can be selected in the subsequent daily catch reports. If the desired fishing method is not available, it must first be added to your profile.

If there is catch on board from the previous fishing trip, this will be displayed at the bottom. The existing catch can also be changed and new catch can be added by clicking on the + sign on the right.

Click Update draft if fields have been changed but the message does not need to be sent yet. Click Send draft if the message is complete and can be sent. Click Reset draft if fields have been changed but you want to go back to the original values.

### FAR catch report

The 'Catch date' field is automatically filled with the date the FAR screen is opened. Click on the date if it needs to be changed. This daily report must be sent every day before 24:00 UTC, even if no fishing has taken place or in the case of an early return the next day.



The activity of the daily report is taken from the DEP message. If the intended activity in the DEP message is fishing, then this option can be changed to 'cruising' in the FAR screen if no fishing has taken place this day.

A comment (free text) can be added, which will be included in the message to the authorities.

Inspection. If there is a government inspection on board, the 'Got inspection?' option can be checked. This will display extra fields that need to be filled in for the inspection, including the inspection date, the country of the authority conducting the inspection, the identification number of the inspector, and the position you are in during the inspection.

Lost gear. If fishing gear has been lost, the 'Include loss of gear?' option can be checked. Then, in the catch line at the top, next to Catches and Discards, the Lost Gear option is available. Click on this and fill in the fields for the date of setting the gear, the amount of gear lost, your own identification of the gear (free text), and the position where the gear was lost, and optionally provide a comment in the message. Click on Catches to return to the catch screen.

Reporting catch. A catch window is opened by default with your favourite fish species. For each fish species line, you can enter the number of kilograms in the Dead Weight column or you can enter the number of Units, after which the Dead Weight is calculated based on the average weight per box of this fish species. You can also report undersized catches that must be landed in the BMS column. If a caught fish species in combination with presentation is not available, you can add it by clicking the option and filling in all the required information and saving it. The fish species is then immediately available in the FAR screen and is also added to your profile.

Click on  to have the latitude and longitude filled in automatically or enter them manually and then click on  to fill in the statistical area, FAO area, and economic zone. The fields can also be determined by clicking on the map. If the economic zone is not displayed, there are multiple options and a choice must be made. If multiple fishing gears are indicated in the DEP message, then the correct gear must be selected in the Gear field. Click on Fish Duration to state the number of hours fished and click 'Set' to save it. Enter the number of hauls and optionally enter the fishing depth (not mandatory). Fill out the actual used number of gears (nets or pots) when you are active with static gear such as gill netting or pot fishing. Click on 'Add a haul' to add an additional haul to the fishing activity.

If you discard catch overboard, you can indicate this through the Discards option, which is located on the right-hand side of the Catches option at the top of the haulage line. In the discard screen, enter the number of kilograms or units per fish species and select the reason for the discard. If the reason chosen is 'other', then the 'other reason for discard' column will be visible, where you must enter your own reason.


Click on Update draft if fields have been modified but the message does not need to be sent yet. Click on Send draft if the message is complete and ready to be sent. Click on Reset Draft if fields have been modified, but you want to return to the original values.

## ZON zone change FAO

In this screen, two messages can be created simultaneously for entering (COE) one FAO area and exiting (COX) another FAO area. It is also possible to create only one of these two messages on this screen. The 'Activity Date' field is automatically filled with the date and time the ZON screen is opened. Click on the date-time if the screen has been open for some time and needs to be changed. A zone change must be made at the time of crossing the border.

A comment (free text) can be added, which will be included in the message to the authorities.

Enter the position fields for longitude and latitude.

By default, both message options for COE and COX are checked, as this normally applies. If you still only want to create 1 message, uncheck the other option. If you do both messages at the same time, the statistical field, FAO area, and economic zone are already filled in with the information from either leaving the port or the previous zone change at the time of leaving the zone (COX). To fill in the fields for entering the zone (COE) based on longitude and latitude, click on . Select an effort area from your favourites if necessary.

Click Update draft if fields have been changed but the message does not need to be sent yet. Click Send draft if the message is complete and can be sent. Click Reset draft if fields have been changed but you want to go back to the original values.

## EOF end of fishing

The 'End of fishing date' field is automatically filled with the time the EOF screen is opened. Click on the date if it needs to be changed; the EOF time can be up to 12 hours in the past and must be sent after the last haul has been processed.

A comment (free text) can be added, which will be included in the message to the authorities.

Click Update draft if fields have been changed but the message does not need to be sent yet. Click Send draft if the message is complete and can be sent. Click Reset draft if fields have been changed but you want to go back to the original values.

## PNO prior notification of return

Click on the 'Planned Arrival Date' field and choose the expected date - time of arrival at the port and click 'Set' to confirm. The message must be sent at least 4 hours before arrival.

Click on the 'Reason for Return' field and select the reason. If a reason other than 'landing' is chosen, the entire catch is automatically kept on board. If the reason is 'landing', the option 'I want to keep catch on board' can be checked if the skipper wants to keep a part of the catch on board. If this option is checked, the catch is shown and the skipper can indicate in the 'Catch on Board' column for each fish species how much will be kept on board. The 'Land all catches' / 'Keep everything on Board' button can be used to quickly switch for the entire catch.

A comment (free text) can be added. This is included in the message to the authorities.

The 'Port of Entry' field is pre-filled with the port of the last fishing trip. If this needs to be different, it can be changed by clicking on the field and choosing a port from the options shown. When there are many options, you can type the name or code so that the option appears and then select it. The 'Location of sale' field must be left empty. This field will be used to generate a transport document, but this option is not available yet.

Click Update draft if fields have been changed but the message does not need to be sent yet. Click Send draft if the message is complete and can be sent. Click Reset draft if fields have been changed but you want to go back to the original values.

## RTP return to port

The 'Return date' field is automatically filled with the time of opening the RTP screen. Click on the date if it needs to be changed. The RTP time should be the time of entering the port or shortly before. This time may only vary slightly from the time of sending. A confirmation (return message) on the RTP message is your discharge permit.

The port of entry is filled with the port previously mentioned in the PNO message during the fishing trip. If this needs to be different, it can be changed by clicking on the field and choosing a port from the options shown. When there are many options, you can type the name or code so that the option appears and then select it.

The 'Reason for return' field is also filled with information from the PNO message. If this needs to be different, it can be changed by clicking on the field and choosing a different reason for return from the options shown. It is, however, better to do a correction on the PNO message instead of changing the items in the RTP screen.

A remark (free text) can be added. This will be included in the message to the authorities.

Click Update draft if fields have been changed but the message does not need to be sent yet. Click Send draft if the message is complete and can be sent. Click Reset draft if fields have been changed but you want to go back to the original values.




## LAN landing declaration demersal

The field 'Landing date' is the time of arrival from the RTP message; this field is for information only and not adjustable.


The field 'Captain' shows the name of the skipper of that fishing trip. However, if a different skipper sends the LAN message, the name of the skipper submitting the message must be chosen in this field. Not only the captain may send a LAN message, but also a representative can do so. In that case, select the option 'Representative of the vessel' in the field 'Who sends this message'. An additional field 'Representative' will then be shown; select the appropriate name in this field.

Representatives need to be added to your profile by our support desk. The field 'Sender ID' is filled with the country code GBR and cannot be adjusted.

A remark (free text) can be added. This will be sent along in the message to the authorities.

The second part of the screen shows the catches per fish species in combination with the presentation form. The total declared weight is displayed on the top row, and to the right of that are 3 icons. With the button , you set the catch for all fish species in the same FAO area and economic zone; this only applies if it was incorrectly stated in the FAR messages. With the + sign, you can add fish species that were not reported during the fishing trip. With the button , all catch lines can be expanded or collapsed at once. At the end of each fish line, the icon  can be used to open a selected fish line separately.

When the catch lines are expanded, more information can be viewed such as which fishing gear was used, whether it concerns undersized fish that are landed, in which economic zone the fish was caught, and which FAO area applies. Sub lines are shown if different mesh sizes were used or when the fish was caught in different FAO areas or economic zones.

When the catch is expanded, the icon  is shown behind each fish line. This allows you to quickly add new fish species by copying the line and making any necessary adjustments in the following screen. Another option for this icon is to reset the catch values to the original ones and the last option is to remove a previously added catch line. Catch reported during the fishing trip cannot be removed but can only be set to a value of zero if needed.

In the 'Total deadweight' field, the sold weight per fish species must be entered. If the underlying information concerns multiple lines, the weight is divided automatically in proportion to the reported weight during the fishing trip. It is possible to fill in the weight in the underlying lines themselves for each line; after clicking 'Update Concept', the 'Total deadweight' field will be updated.

Click Update draft if fields have been changed but the message does not need to be sent yet. Click Send draft if the message is complete and can be sent. Click Reset draft if fields have been changed but you want to go back to the original values.

## Correction messages

To make a correction, the relevant sent message must be opened, and then the option 'Make Correction' can be seen at the bottom of the screen. Click on it, give the reason for the correction, and click 'Submit'. The input fields of the message can now be edited, and then the message can be saved as a draft or sent as usual. If a correction has been sent, this can be seen in the Voyage Messages overview with the number 2 next to the message. If a correction is made again, the number 3 is displayed, and so on. If a correction message is open and you want to see the first message again, click on the 'Related Messages' tab at the top right and then click on the message.

## Transport document

The message option for a transport notification does not concern an official message for the government but is merely a tool to easily create a transport document if desired. The option can be turned on or off in the ship profile via the pen icon in the top right of the 'Allow extra messages' option.

## Points of attention

### Vessel profile

In the ship profile, favourite options for fish species, fishing areas, ports, and fishing gear are marked, which speeds up the loading of the page and limits it to, for example, 20 ports instead of all 10,000 available ports from the database. For British vessels, two basic profiles have been created, one for static gear (gill nets, pots) and one for all other types of fishing. These basic profiles include all the choices that have occurred in the past two years per fishing profile. The skipper has the option to change the basic profile himself or create multiple profiles for e.g different fishing gear and/ or fishing area. It is always possible to choose an item outside the profile, but this will take some extra download time. The ship profile (gear icon) can be found in the top right corner of the screen. When clicked, the available profiles are shown, and clicking on a profile will show all the items in the profile. Click on the plus sign of an item (such as ports) to add an option (port) and click on the item line to view only the options that are already present.

### Permissions

Another important matter is the functionality for a shipowner to activate or deactivate permissions for skippers or people who are watching. Only shipowners have this additional permission. In the "Fleets" menu item, you can see which accounts have access and what permissions those accounts have. The shipowner can make adjustments using the "pen icon." Shipowners can contact us if they have questions or if the permission option for their account has not yet been activated.

### Hardware use and synchronization

M-Catch can be opened on various computers, tablets, and smartphones. We have recently worked mainly on the visual display and functioning of M-Catch on tablets and smartphones. Although we believe that a smartphone is not ideal for creating messages that require a lot of information to be filled in, this option can serve as a backup if, for example, a computer crashes and no other PC or tablet is immediately available. There is automatic synchronization between the different hardware, but if the internet connection is not optimal, it may be necessary to click on the round arrow icon in the upper right corner to update the fishing trip. Also, F5 from the keyboard can be used to completely reload/synchronize M-Catch.

### Offline working

It is possible to work partially offline with M-Catch if there is a very poor internet connection. At least a departure message must have been sent and acknowledged, and M-Catch should not have been closed thereafter. In this case, FAR messages can be created without internet and when 'send' is clicked, the messages are prepared to be sent as soon as an internet connection is available again.

### Catch insight

There are three different ways to gain insight into the current catch, catch of a period or specifically of a fish species. When a fishing trip is open, two tabs are visible at the top. The left one is 'Trip logs' and shows all messages that have been sent; this display is shown by default when the fishing trip is opened. To the right of that is the tab 'Trip summary'. In this tab, the catch of the fishing trip is



displayed in three different overviews. A concept daily catch (a FAR that has been saved but not yet sent) is also shown in this overview and added to the totals. Both the product (dead) weight and the live weight are displayed.

Another way to view catch information is via the 'Catches' tab. This option is visible when the Trips screen is open, where all fishing trips are shown. Above the fishing trips are four tabs, of which 'Catches' is the third one shown. A specific fish species can be selected for a month, or all fish species for a month or the entire year can be viewed. There are two columns: the total catch weight that has not yet been landed and a column for landed/declared weight. For both columns, this overview only concerns live weight!

The third possibility is the Reports module in the menu on the left. A start and end date can be selected, and multiple fish species can be displayed in the report. The information is based on the declared product (dead) weight of the LAN messages.

## Dark mode

Especially new users are often not aware of the option to switch between day and night mode of the screen. In night mode, the screen is dark coloured, which many skippers prefer to use at night. The icon to switch can be found in the top right of the taskbar. In day mode, the icon is a moon to switch to night mode, and vice versa, a sun is visible when the night mode is active and you can switch to the day view.

## Notification

Sometimes we send a notification to the M-Catch user, for example in case of a platform malfunction or a government notification. The alarm bell icon in the top right corner turns red; click on it to read the message.