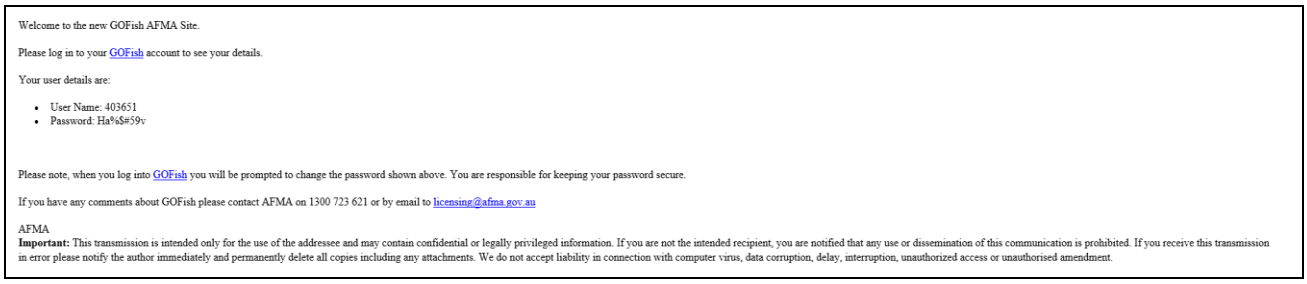
Fish Receiver Portal - Torres Strait eCDR instructions

To set up your password to enable the use of the Torres Strait eCDR system.

1. To set up your Log in you will receive an email with your User Name (which is actually your client ID) a temporary password, example in the screen below.



Welcome to the new GOFish AFMA Site.

Please log in to your GOFish account to see your details.

Your user details are:

- User Name: 403651
- Password: Ha%$#59v

Please note, when you log into GOFish you will be prompted to change the password shown above. You are responsible for keeping your password secure.

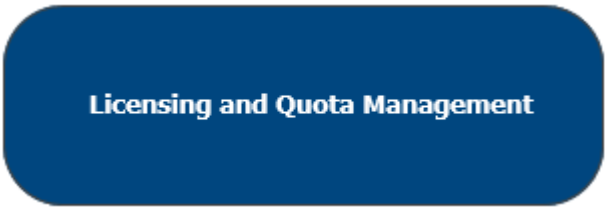
If you have any comments about GOFish please contact AFMA on 1300 723 621 or by email to licensing@afma.gov.au

AFMA

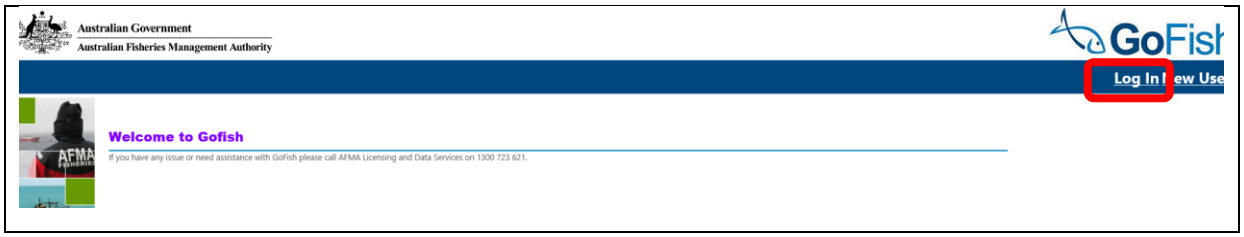
Important: This transmission is intended only for the use of the addressee and may contain confidential or legally privileged information. If you are not the intended recipient, you are notified that any use or dissemination of this communication is prohibited. If you receive this transmission in error please notify the author immediately and permanently delete all copies including any attachments. We do not accept liability in connection with computer virus, data corruption, delay, interruption, unauthorized access or unauthorised amendment.

2. Select the word **GOFish** in the email or open GOFish by clicking on the URL link: https://ebusiness.afma.gov.au or by using the link to GoFish on the AFMA website.

3. Click on the Licensing and Quota Management button



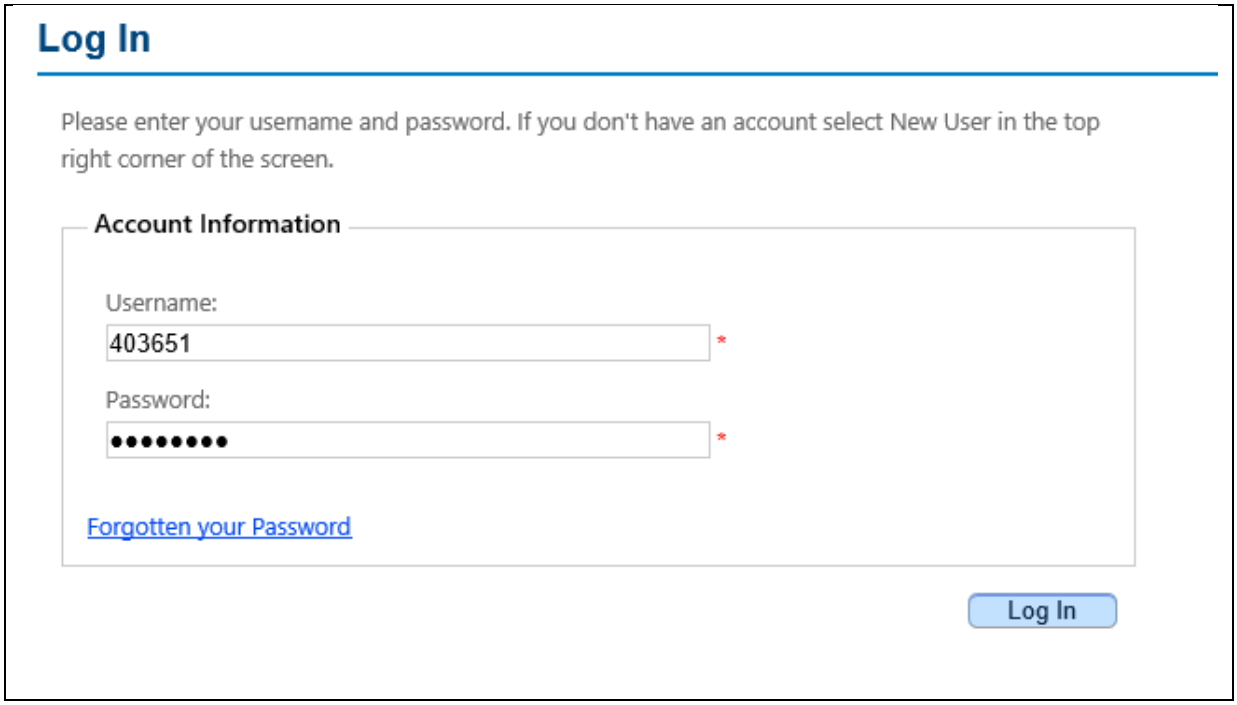
4. Click on the word Log In on the top right hand corner, as shown in the screen below



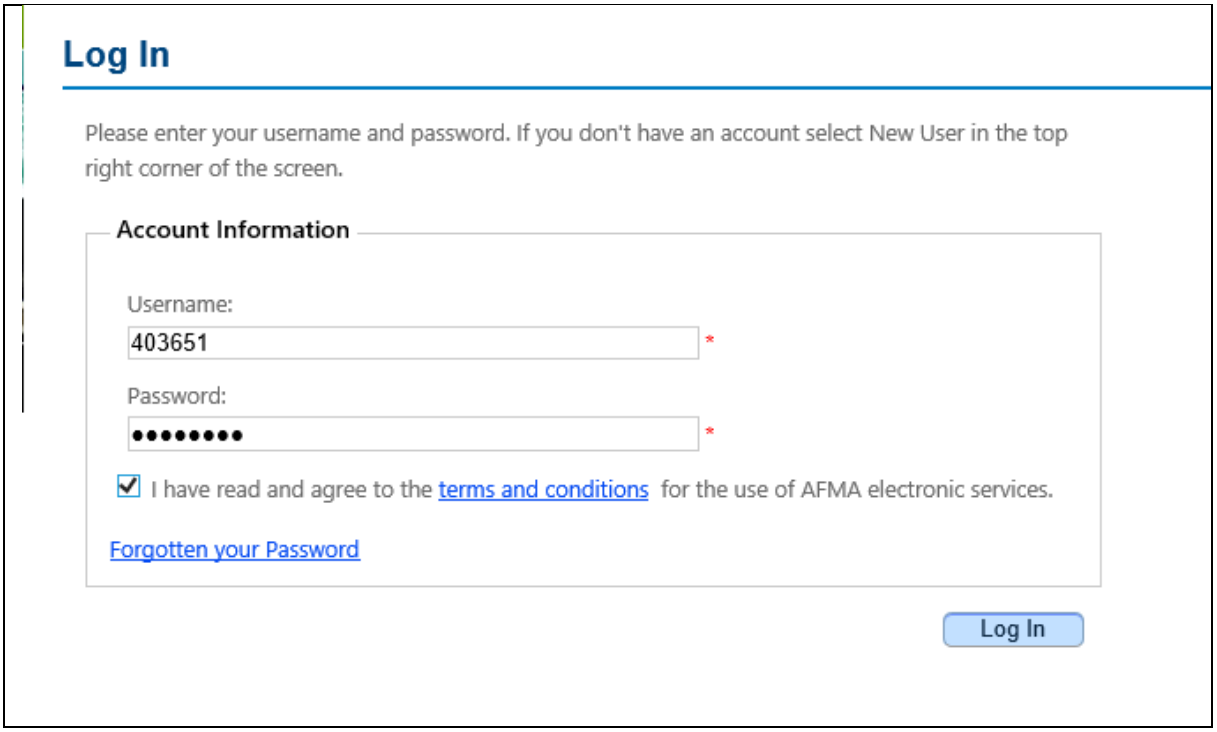
5. This will take you to the log in screen.

   Enter your Username and Temporary password as described in the email you received.

   Click on Log In

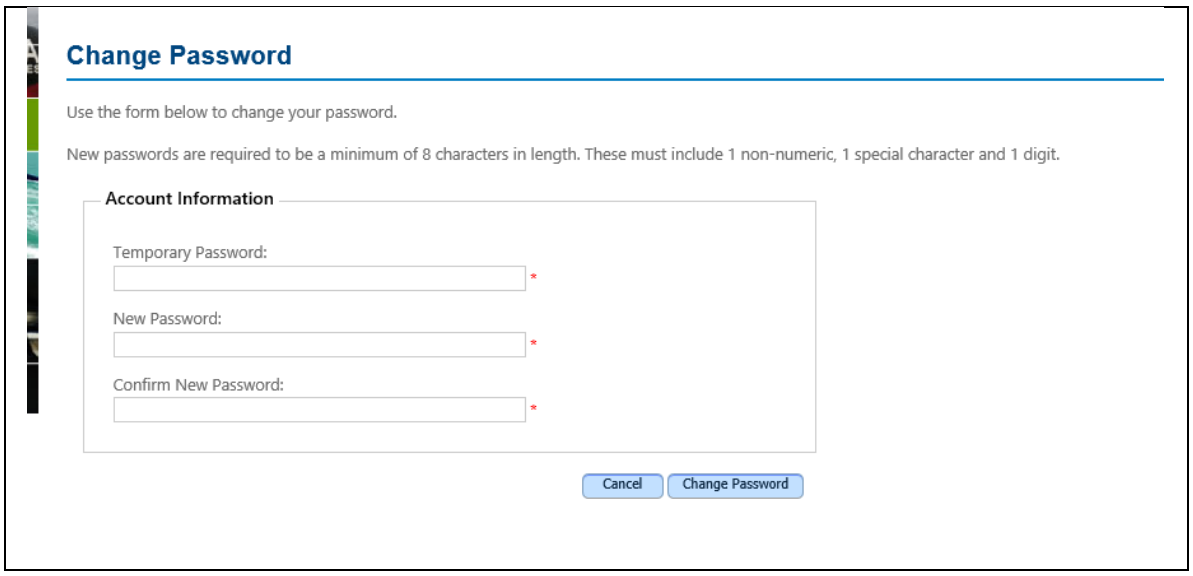


6. It will then ask you to read the terms and conditions and then tick the box I have read and agree to the terms and conditions for the use of AFMA electronic services. Re enter your temporary password and click on Log In

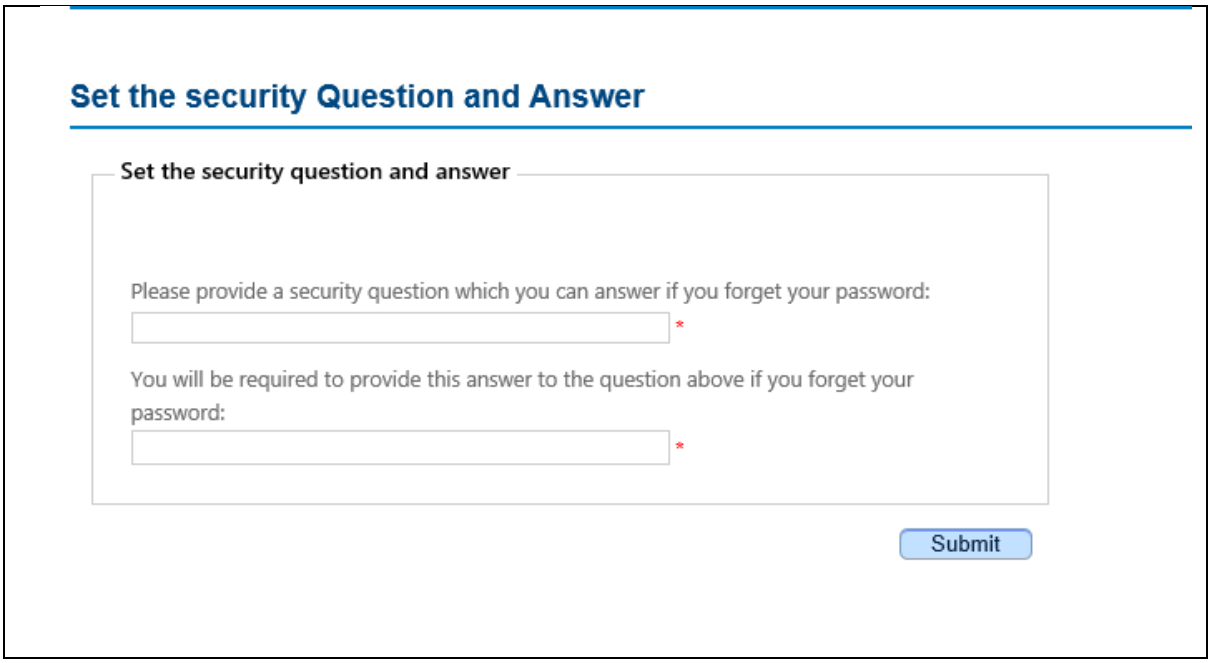


7. It will then ask to change your Password, the requirements of password is listed in this screen.

   Once completed click on Change Password.



8. It will then take you to Set the Security Question and Answer screen
   You can ask any question and answer, use a question and answer you will remember.
   Once completed click on submit and your new password has now been set up.

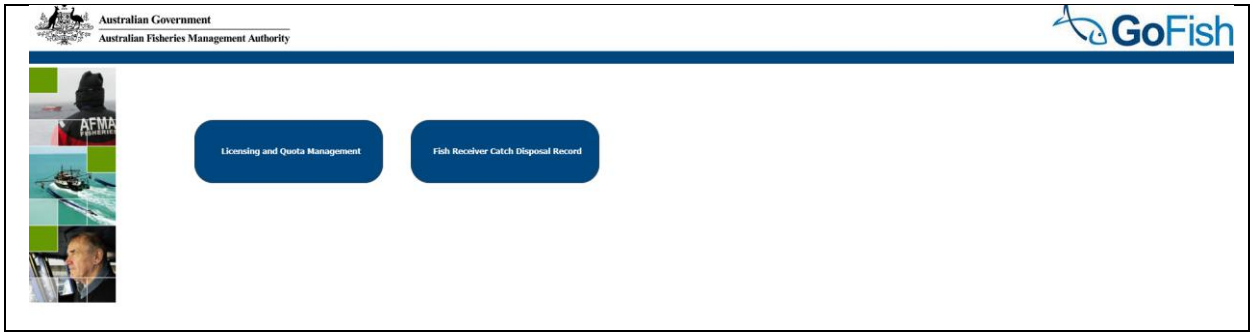


Once you have set up your password then you don't need to do this process again. If you forget your password you can re set the password by clicking on 'Forgotten your Password' in the log in screen.

Instructions on how to submit an eCDR – Steps 1 to 5.

To get back to the main screen you will need to re-open GOFish by clicking on the URL link: https://ebusiness.afma.gov.au or you can find a link to GoFish on AFMA's website at https://www.afma.gov.au

Step 1.
Connect to GOFish, this will take you to the screen below:



Step 2.
Click on the Fish Receiver Catch Disposal Record button

This will take you into the Fish Receiver Portal login page.

Enter your GoFish Username and Password.

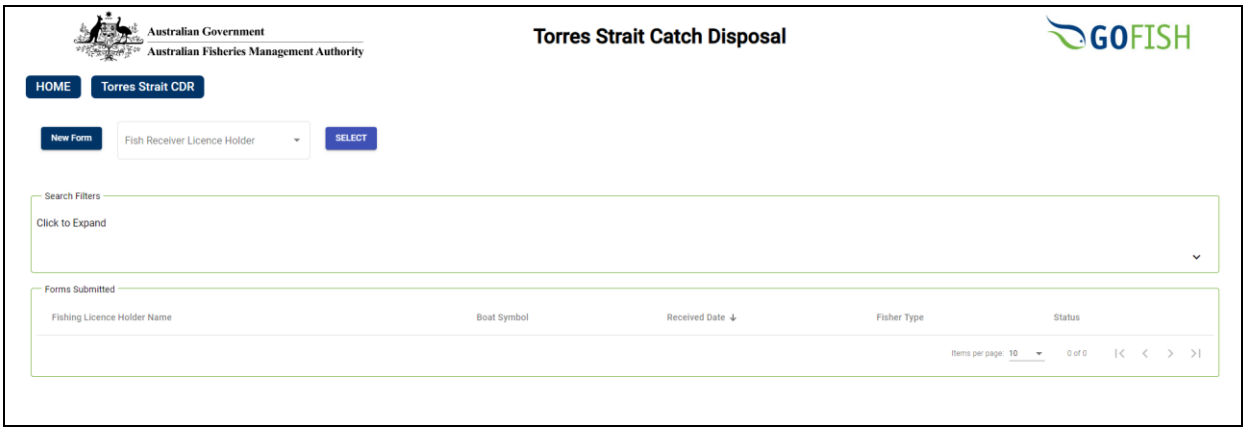
Please note: If you don't have access to the following screens that may be for the following reasons:

- Your Fish Receiver Licence is not active.
- You are not set up as an agent for the Fish Receiver Licence Holder

Step 3.

This screen will enable you to complete an eCDR

To complete an eCDR click on new form



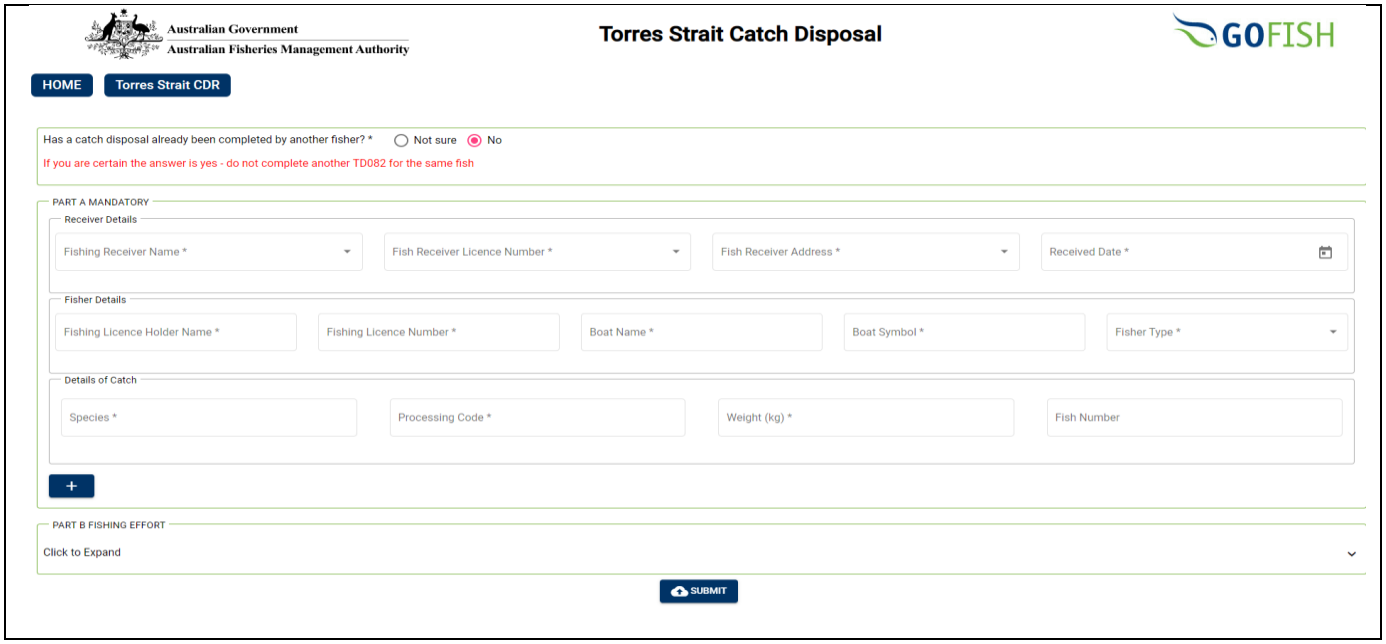
The next Screen will ask you a question “Has a catch disposal already been completed by another fisher”

Click on Not Sure or No, this will take you through to the screen to enter a new CDR.

If the answer is Yes – do not complete another eCDR (or TDB02) for this fish.

Step 4.

This screen is the eCDR form to complete.



Complete Part A which is mandatory

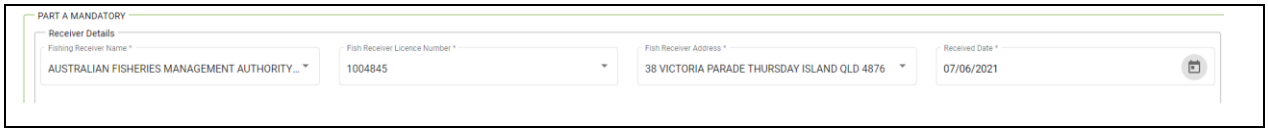
Receiver Details

First select 'Fish Receiver Name' and it will then populate the following:

Fish Receiver Licence Number

Fish Receiver Address – if there is more than one address you will need to select the address the product was received at.

Select the Received Date, see below screen



Fisher Details

You can either scroll through the names or start typing the name to find it in the list.

Please note it is important to select the correct Fisher as they get an SMS to their mobile or an email with the landing details.

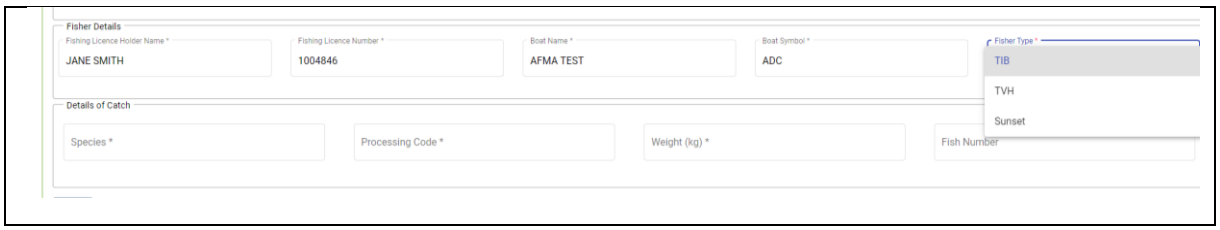
Click on the Fishing Licence Holder Name from the list and it will populate the following details:

Fishing Licence Number

Boat Name

Boat Symbol

Then select the Fish Type, TIB, TVH or Sunset, see screen shot below:



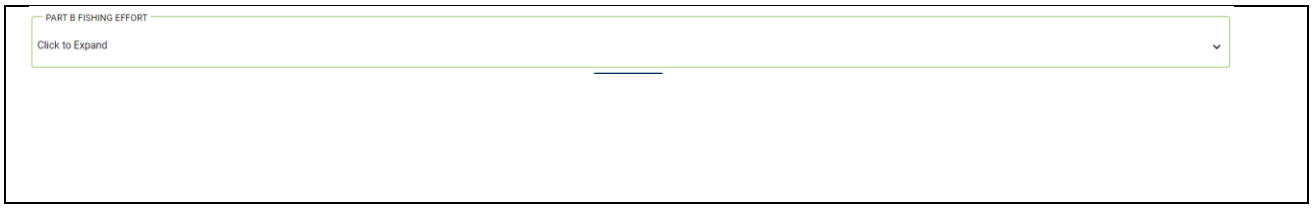
Details of Catch

Select Species, Processing Code, Weight and Fish Number, see screen shot below:

Please note Fish Numbers are only required for Fin Fish

Click on the plus sign to add more species

Complete Part B Fishing Effort



Click in the box to expand and complete the following details:

Number of Fishers

Number of Days

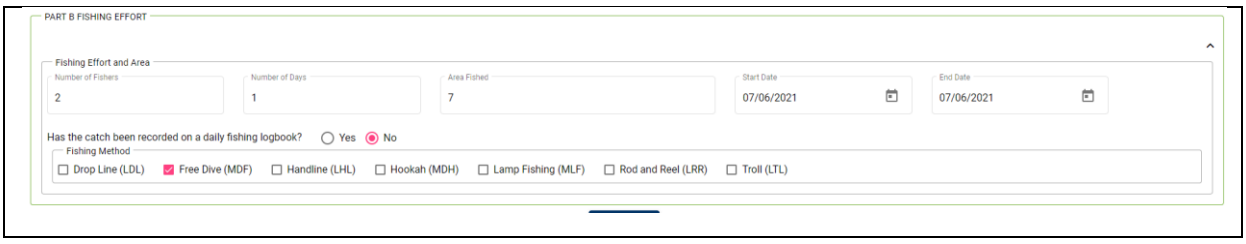
Area Fished

Start Date

End Date

Answer the question: Has the catch been recorded on a daily fishing logbook?

Select the Fishing Method, see screen shot below:

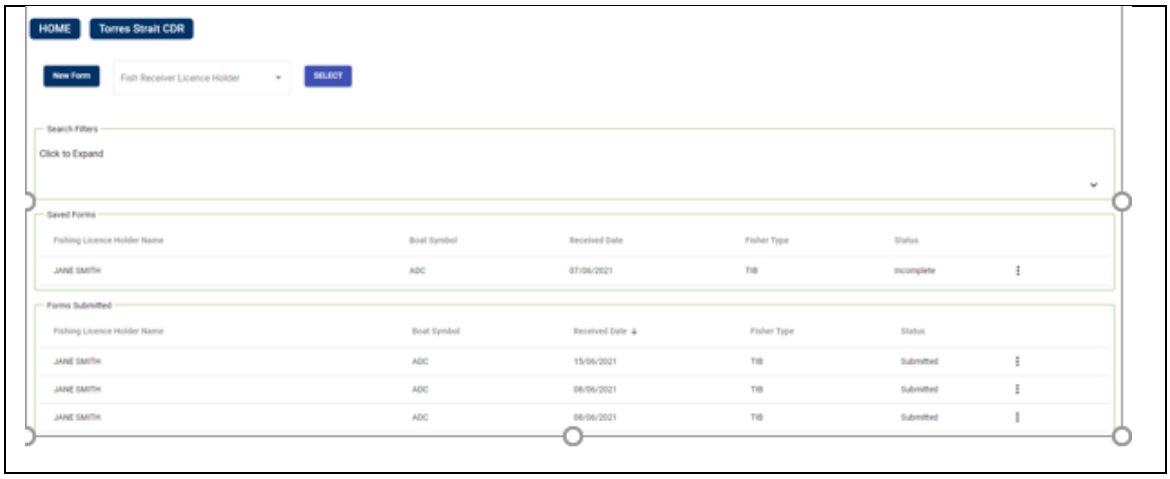


Once this is all completed, click on submit

and the CDR will be processed.

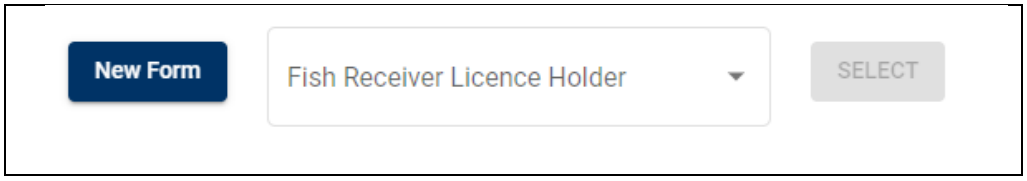
Step 5.

Click on HOME and this will take you back to your Home Screen, see screen shot below:

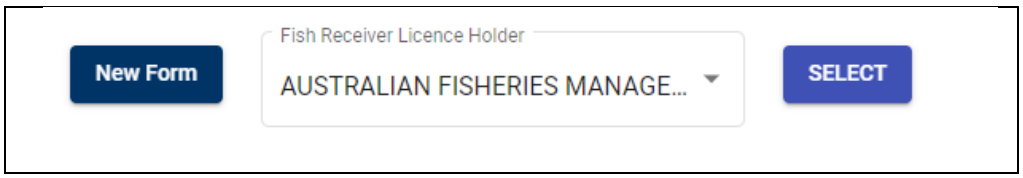


Explanation of your Home Screen

To search on the Home Screen select the Fish Receiver Licence Holder name.



Click in the Fish Receiver Licence Holder box and click on the Holder Name and then click on select SELECT



Please note: if you are an agent for more than one receiver you select the Fish Receiver Licence Holder you want access to.

This will then display that holder's information

You can click to Expand in the Search Filters box and this will allow you to search by the following:

Fish Licence Holder

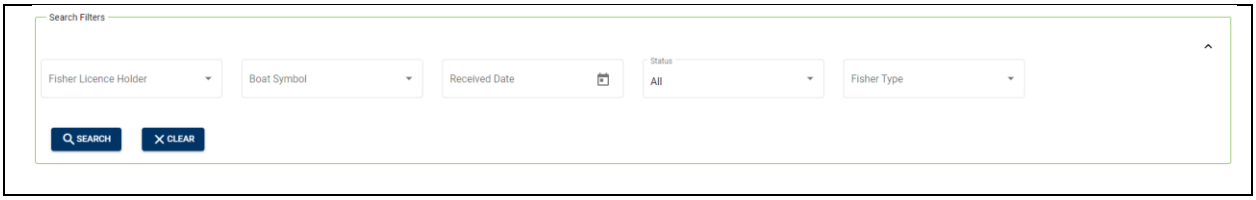
Boat Symbol

Received Date

Status

Fish Type

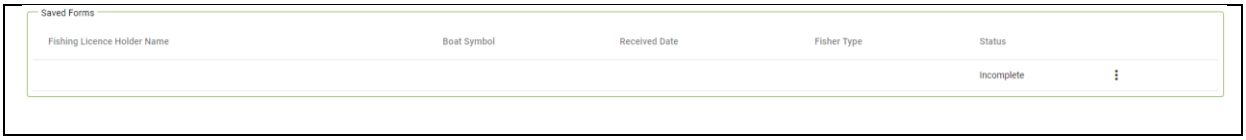
This will assist you if you are looking for a particular form you have submitted, see screen shot below:



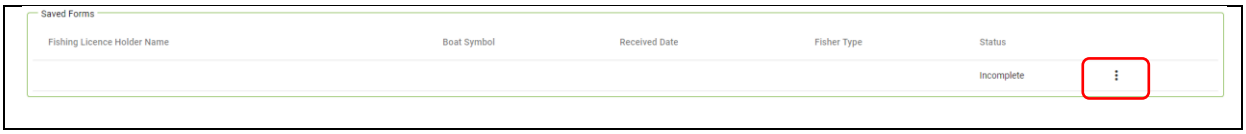
Saved Forms – **Please note:** this will only display if you have any saved forms.

If you complete a form but are not in internet range, the form will stay as saved until you can submit the form once in range.

If you start to complete a form and do not submit the form it will save that incomplete form in this section which will allow you to complete the form later on, see screen shot below:



To complete that form click on the Form and then click on the three dots on the right



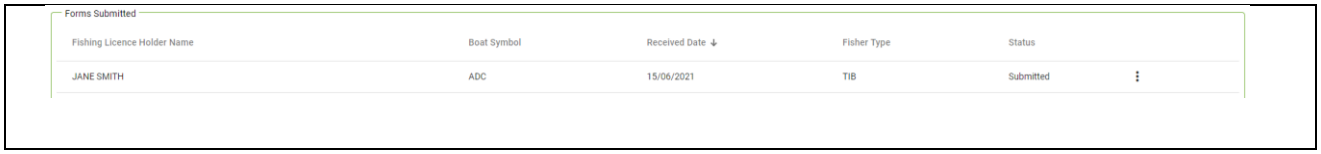
This will give you two options:

Option one ‘Complete’, this will allow you to complete the form as per Step 4 instructions

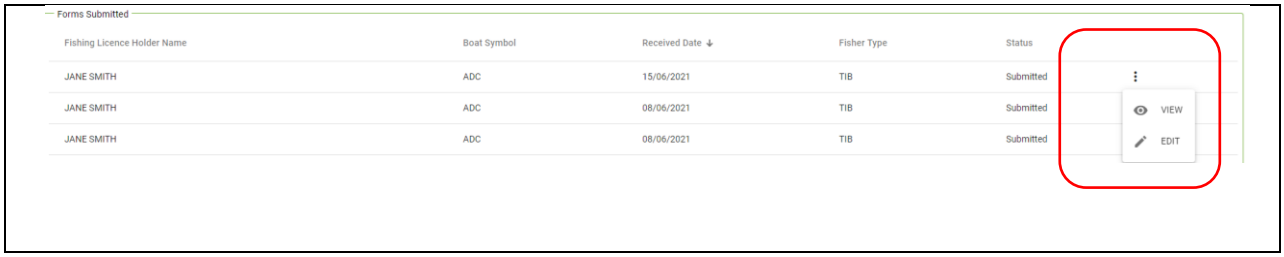
Option two ‘Discard’, this will allow you to delete the incomplete form by clicking on Discard.

Forms previously submitted

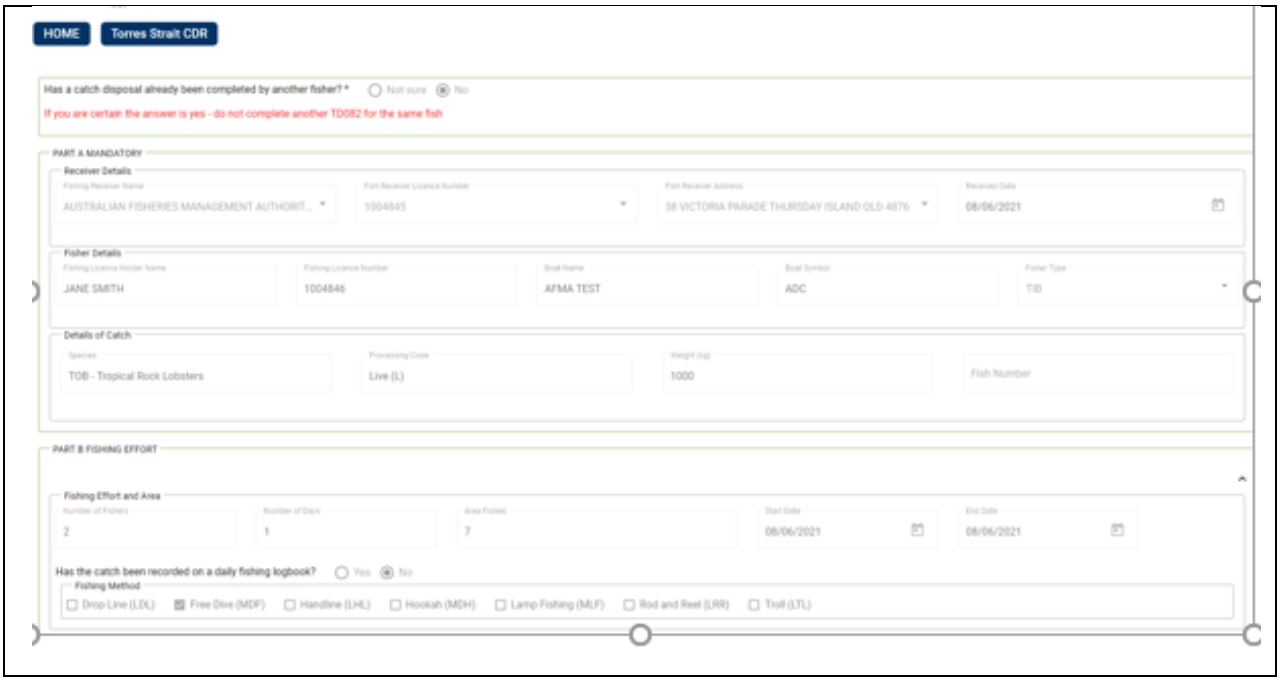
This will display all the forms that have been submitted, see screen shot:



You can view or edit the submitted form by clicking on the three dots on the right, see screen shot:



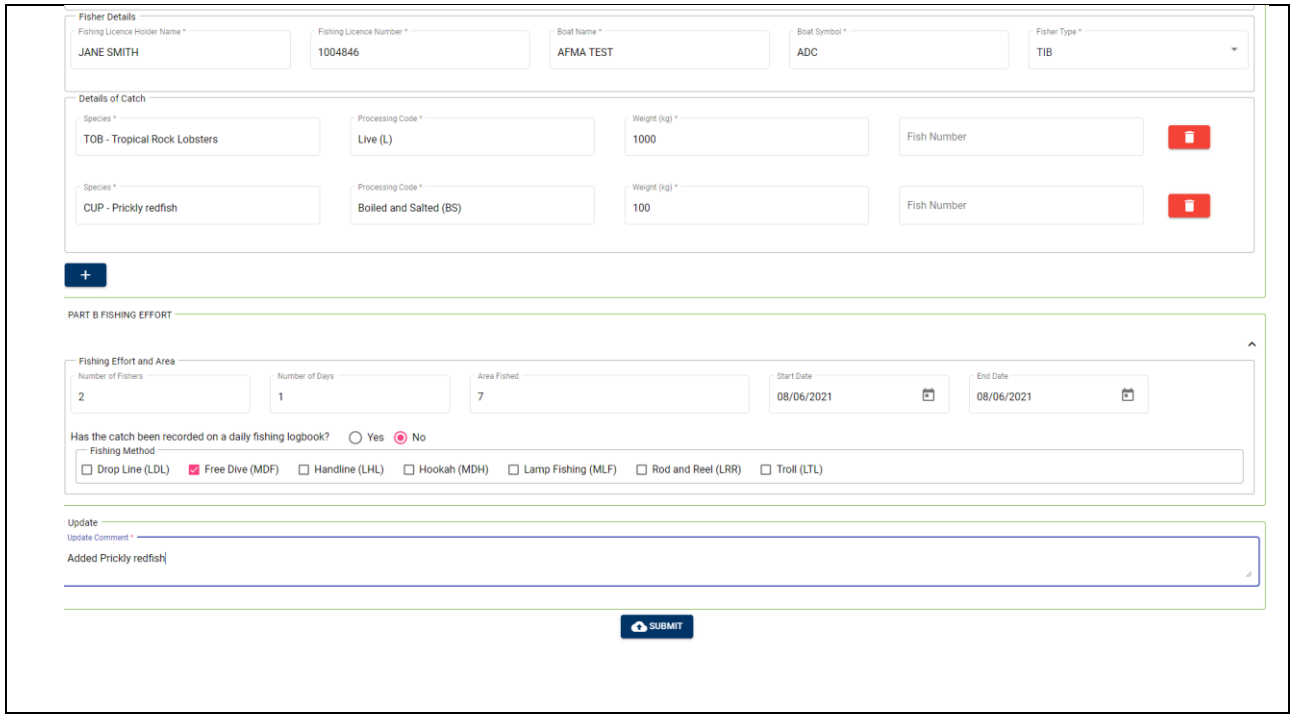
Click on view and this will display the form details that were submitted, see screen shot:



If you have made a mistake and you need to edit the submitted form click on **Edit** and it will bring up the submitted form and you can edit the details.

At the bottom of the form you will need to put in a comment under 'Update Comment' before you can submit the updated form, see example.

Example: I have added Prickly redfish by clicking on plus sign , I then added a comment to why I am editing the form and then clicked on submit . This will update the form.



If you need to remove a species click on the trash can and it will remove that species. Add a comment and submit and it will update the form.