



Guidance Document for the Electronic Submission of Landing Declarations Masters, Owners and Agents.

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1 DESCRIPTION

Instructions providing eLog hub users sample walkthrough for creating online landing declaration reports (LAN) in the ERS Hub webpage application.

2 ONLINE LANDING DECLARATION COMPLETION

2.1 Login with a Vessel user

Login in as a vessel user to create landing declaration. Please note only Master, Owner and Agent account types with the relevant assigned privileges are able to input landing declarations.

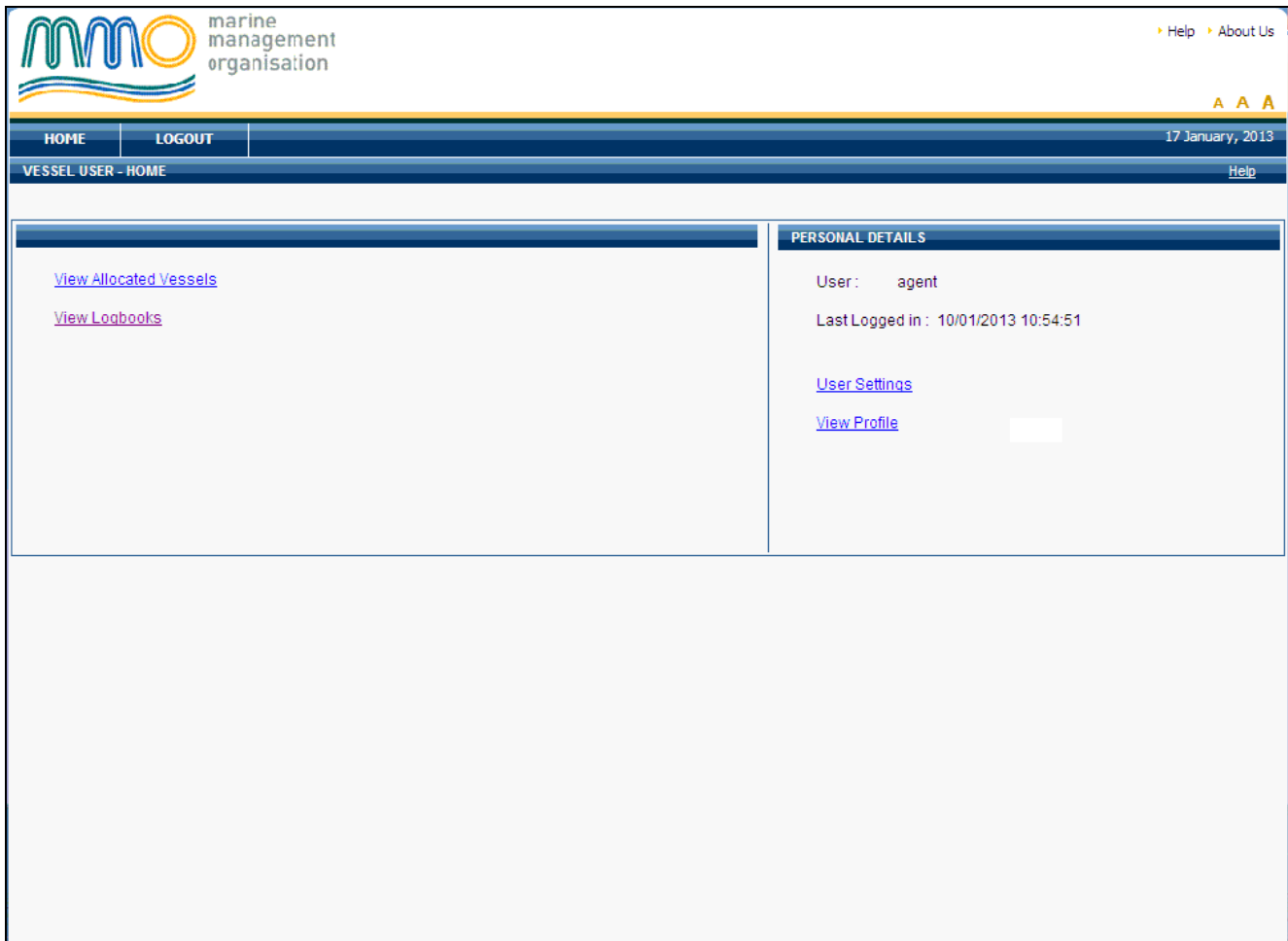


Fig 2.0

Click on [View Logbooks](#) to open the logbook screen as shown in Fig 2.0

The screenshot displays the 'Filter Logbooks' interface within the Marine Management Organisation (MMO) web application. The interface is structured as follows:

- Header:** Features the MMO logo and the text 'marine management organisation'. Navigation links for 'Help' and 'About Us' are present in the top right corner.
- Top Bar:** Contains 'HOME' and 'LOGOUT' buttons on the left, and the date '17 January, 2013' on the right.
- Main Content Area:**
 - Filter Logbooks:** A section with a dropdown arrow, containing various search criteria:
 - Text input fields for 'Logbook Number', 'Vessel Name', 'CFR / RSS Number', 'IRCS', 'Vessel PLN', 'Admin Port', 'From Date', and 'To Date'.
 - Dropdown menus for 'Flag State', 'Log Source', 'Status', 'Port of Departure', 'Port of Return', and 'Port of Landing'.
 - Radio buttons for 'Departure' (selected) and 'Landing'.
 - 'Search', 'Reset', and 'Cancel' buttons at the bottom of the filter section.
 - Display Options:** Radio buttons for 'Show All', 'Last Week' (selected), and 'Today', along with left and right arrow buttons.
 - Results Area:** A large empty box on the right side, intended for displaying filtered logbooks.

Fig 2.1

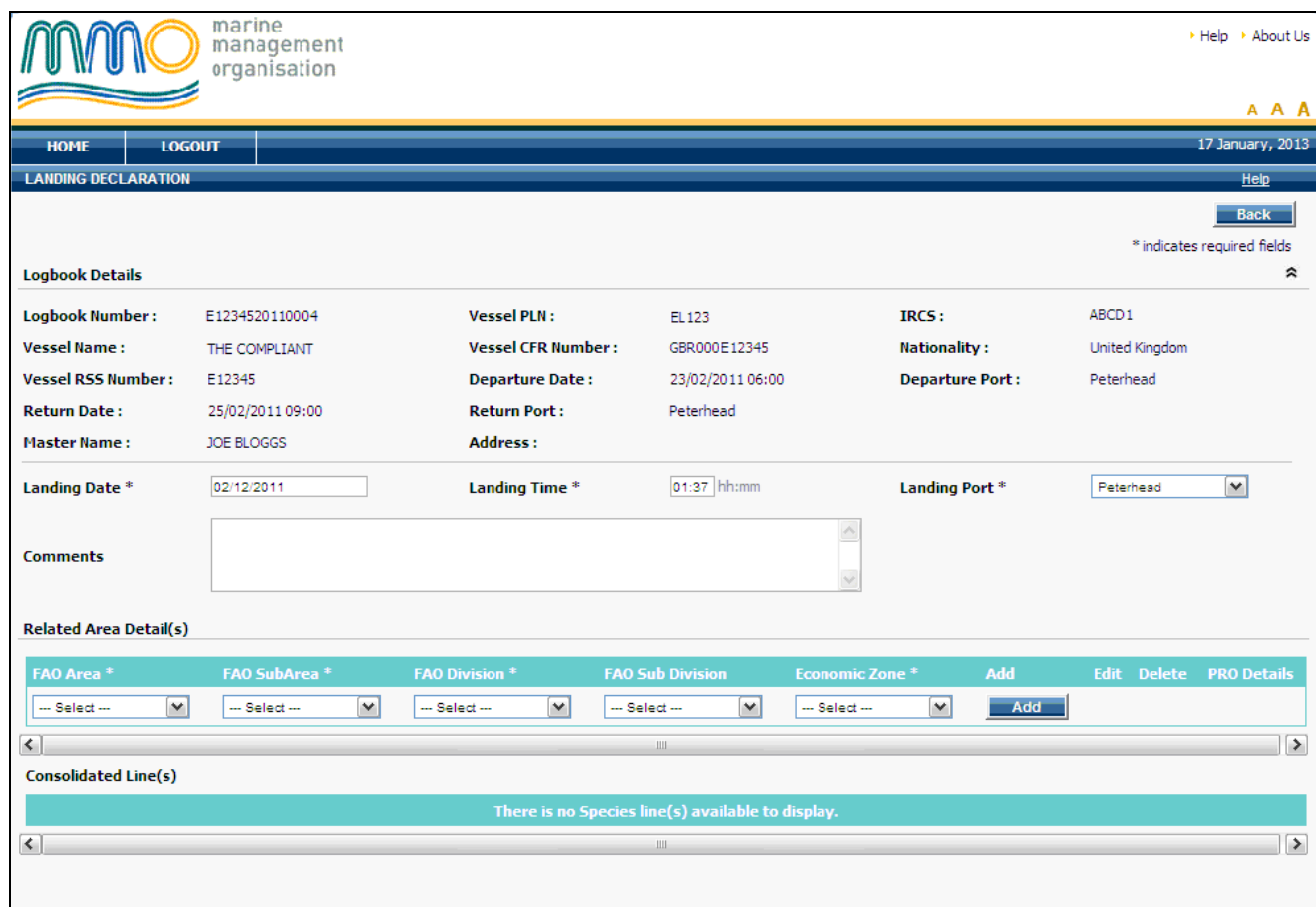
Filter for the relevant vessel(s) logbook(s) as shown in Fig 2.1

IRCS	Vessel Flag State	Departure Date	Port of Departure	Return Date	Port of Return	Landing Date	Port of Landing	Vessel PLN	Admin Port	Status	Source	Landing Details	Transshipments	Landing Declaration
ABCD1	United Kingdom	16/03/2012 13:28	Ullapool					EL 123	Peterhead	Open	UK			
ABCD1	United Kingdom	01/03/2011 05:00	Lerwick	03/03/2011 05:00	Lerwick			EL 123	Peterhead	Open	UK			Create
ABCD1	United Kingdom	23/02/2011 06:00	Peterhead	25/02/2011 09:00	Peterhead			EL 123	Peterhead	Open	UK			Create
ABCD1	United Kingdom	11/12/2011 23:10	Peterhead	16/12/2011 02:50	Peterhead			EL 123	Peterhead	Open	UK			Create
ABCD1	United Kingdom	04/12/2011 22:48	Peterhead	09/12/2011 11:49	Peterhead			EL 123	Peterhead	Open	UK			Create
ABCD1	United Kingdom	04/12/2011 22:48	Peterhead	09/12/2011 11:49	Peterhead			EL 123	Peterhead	Open	UK			Create
ABCD1	United Kingdom	04/12/2011 22:14	Peterhead	09/12/2011 11:43	Peterhead			EL 123	Peterhead	Open	UK			Create
ABCD1	United Kingdom	07/11/2011 01:10	Peterhead	11/11/2011 16:31	Peterhead			EL 123	Peterhead	Open	UK			Create
ABCD1	United Kingdom	07/11/2011 01:10	Peterhead	11/11/2011 16:31	Peterhead			EL 123	Peterhead	Open	UK			Create

Fig 2.2

The landing declaration column will have a [Create](#) link for trips which all reports, up to and including, return to port have been received as shown in Fig 2.2.

The initial screen (Fig 2.3) will be shown when the [Create](#) link is selected.



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HOME LOGOUT 17 January, 2013

LANDING DECLARATION

Logbook Details

Logbook Number : E1234520110004 Vessel PLN : EL123 IRCS : ABCD1
 Vessel Name : THE COMPLIANT Vessel CFR Number : GBR000E12345 Nationality : United Kingdom
 Vessel RSS Number : E12345 Departure Date : 23/02/2011 06:00 Departure Port : Peterhead
 Return Date : 25/02/2011 09:00 Return Port : Peterhead
 Master Name : JOE BLOGGS Address :

Landing Date * 02/12/2011 Landing Time * 01:37 hh:mm Landing Port * Peterhead

Comments

Related Area Detail(s)

FAO Area *	FAO SubArea *	FAO Division *	FAO Sub Division	Economic Zone *	Add	Edit	Delete	PRO Details
... Select Select Select Select Select ...	Add			

Consolidated Line(s)

There is no Species line(s) available to display.

Fig 2.3

2.2 Adding Related Area Details

It is at this stage of data entry the area of capture details (Related Area Details) and species details (Consolidated Line(s)) are viewed.

Initially both grids do not contain any values.

Select the applicable FAO Area, Sub-Area, Division, Sub Division and Economic Zone.

FAO Sub-Division is only necessary when it is present within an ICES area.

After the area of capture in the Related Area Details fields have been entered the form will be shown as given in Fig 2.4

The logbook details of the trip will be automatically populated.

The Landing Date, Landing Time and Landing Port will also be populated with the same details as the return to port report. If these are incorrect they can be amended.

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* indicates required fields

Logbook Details

Logbook Number : E1234520110004 Vessel PLN : EL123 IRCS : ABCD1
 Vessel Name : THE COMPLIANT Vessel CFR Number : GBR000E12345 Nationality : United Kingdom
 Vessel RSS Number : E12345 Departure Date : 23/02/2011 06:00 Departure Port : Peterhead
 Return Date : 25/02/2011 09:00 Return Port : Peterhead
 Master Name : JOE BLOGGS Address :

Landing Date * 02/12/2011 Landing Time * 01:37 hh:mm Landing Port * Peterhead

Comments

Related Area Detail(s)

FAO Area *	FAO SubArea *	FAO Division *	FAO Sub Division	Economic Zone *	Add	Edit	Delete	PRO Details
27 - Atlantic, Northeast	4	a		XEU				
--- Select ---	--- Select ---	--- Select ---	--- Select ---	--- Select ---	Add			

Processing Detail(s) [FAO Area : 27.4.a..XEU]

Species *	State *	Presentation *	Total Weight *	Add	Edit	Delete
--- Select ---	--- Select ---	--- Select ---		Add		

Consolidated Line(s)

There is no Species line(s) available to display.


Selected Related Area item

Fig 2.4

When Related Area Details have been completed the processing details fields automatically become active allowing you to enter all species in kilograms processed weight taken in that particular ICES area by the vessel.

NB: Processed weight is also known as dead weight or actual landed weight. The logsheet records estimated live weight.

2.3 Editing Related Area Details

The edit link  provides the option to edit the Related Area Details line. After clicking on the edit link the form will be displayed as shown in Fig 2.5

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* indicates required fields

Logbook Details

Logbook Number : E1234520110004 Vessel PLN : EL123 IRCS : ABCD1
 Vessel Name : THE COMPLIANT Vessel CFR Number : GBR000E12345 Nationality : United Kingdom
 Vessel RSS Number : E12345 Departure Date : 23/02/2011 06:00 Departure Port : Peterhead
 Return Date : 25/02/2011 09:00 Return Port : Peterhead
 Master Name : JOE BLOGGS Address :

Landing Date * 02/12/2011 Landing Time * 01:37 hh:mm Landing Port * Peterhead

Comments

Related Area Detail(s)

FAO Area *	FAO SubArea *	FAO Division *	FAO Sub Division	Economic Zone *	Add	Edit	Delete	PRO Details
27 - Atlantic, Northe	4	a	--- Select ---	XEU				
--- Select ---	--- Select ---	--- Select ---	--- Select ---	--- Select ---	Add			

Processing Detail(s) [FAO Area : 27.4.a..XEU]

Species *	State *	Presentation *	Total Weight *	Add	Edit	Delete
--- Select ---	--- Select ---	--- Select ---		Add		

Consolidated Line(s)

There is no Species line(s) available to display.

Selected Related Area item

Fig 2.5

Once amendments have been made to the values click on the link to save the amendment(s)
 If no amendments are necessary select the link.

Please be aware, updating the Related Area Details will also update the area details contained within Processing Detail(s) (species lines) that may have been entered prior to the update being applied.

We can add multiple lines of Related Area Details as shown in Fig 2.6

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LANDING DECLARATION

Logbook Details

Logbook Number : E1234520110004 Vessel PLN : EL123 IRCS : ABCD1
 Vessel Name : THE COMPLIANT Vessel CFR Number : GBR000E12345 Nationality : United Kingdom
 Vessel RSS Number : E12345 Departure Date : 23/02/2011 06:00 Departure Port : Peterhead
 Return Date : 25/02/2011 09:00 Return Port : Peterhead
 Master Name : JOE BLOGGS Address :

Landing Date * : 02/12/2011 Landing Time * : 01:37 hh:mm Landing Port * : Peterhead

Comments

Related Area Detail(s)

FAO Area *	FAO SubArea *	FAO Division *	FAO Sub Division	Economic Zone *	Add	Edit	Delete	PRO Details
27 - Atlantic, Northeast	4	a		XEU				
27 - Atlantic, Northeast	6	a		GBR				

Processing Detail(s) [FAO Area : 27.6.a..GBR]

Species *	State *	Presentation *	Total Weight *	Add	Edit	Delete
--- Select ---	--- Select ---	--- Select ---		Add		

Consolidated Line(s)

There is no Species line(s) available to display.

Selected Related Area item

Fig 2.6

2.4 Deleting Related Area Details

The delete link on each Related Area Details line(s) can be used to delete any incorrectly keyed lines of data.

Deleting any Related Area Details line will delete catch details relating to that area in the Processing Details and Consolidated Line details also.

2.5 Entering Processing (Species) Details

To complete species details for each Related Area Details line(s) that have been entered users must select the PRO Details link at the end of the relevant area line species are being keyed for.

Selected Related Area Detail lines are shown in darker blue.

For example figure 2.6 shows the line selected to for pro details to be entered is [27.6.a_.GBR].

After adding processing details for the relevant Related Area Details the landing form with be displayed shown as given in fig 2.7

The screenshot shows the 'LANDING DECLARATION' form in the Marine Management Organisation system. The page header includes the MMO logo and navigation links. The form is divided into several sections:

- Logbook Details:** A grid of fields containing information such as Logbook Number (E1234520110004), Vessel Name (THE COMPLIANT), Vessel PLN (EL123), Vessel CFR Number (GBR000E12345), and Departure Date (23/02/2011 06:00).
- Landing Information:** Fields for Landing Date (02/12/2011), Landing Time (01:37), and Landing Port (Peterhead).
- Related Area Detail(s):** A table with columns for FAO Area, FAO SubArea, FAO Division, FAO Sub Division, and Economic Zone. The current selection is 27 - Atlantic, Northeast, 4, a, XEU.
- Processing Detail(s) [FAO Area : 27.4.a..XEU]:** A table with columns for Species, State, Presentation, and Total Weight. It lists two entries: COD - Cod and HAD - Haddock, both with a weight of 100.00.
- Consolidated Line(s):** A table summarizing the processing details, showing two lines for COD - Cod and HAD - Haddock.

At the bottom of the form, there are checkboxes for 'Duplicate species line item(s)' and 'Selected Related Area item', along with 'Save' and 'Submit' buttons.

Fig 2.7

After adding processing details for landing declarations which have multiple Related Area Details line the landing form will be displayed as shown in fig 2.8

After completing the values for Processing Details in the relevant fields you must select **Add** to save the data entered.

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LANDING DECLARATION

Logbook Details

Logbook Number : E1234520110004 Vessel PLN : EL123 IRCS : ABCD1
 Vessel Name : THE COMPLIANT Vessel CFR Number : GBR000E12345 Nationality : United Kingdom
 Vessel RSS Number : E12345 Departure Date : 23/02/2011 06:00 Departure Port : Peterhead
 Return Date : 25/02/2011 09:00 Return Port : Peterhead
 Master Name : JOE BLOGGS Address :

Landing Date * 02/12/2011 Landing Time * 01:37 hh:mm Landing Port * Peterhead

Comments

Related Area Detail(s)

FAO Area *	FAO SubArea *	FAO Division *	FAO Sub Division	Economic Zone *	Add	Edit	Delete	PRO Details
27 - Atlantic, Northeast	4	a		XEU				
27 - Atlantic, Northeast	6	a		GBR				

Processing Detail(s) [FAO Area : 27.6.a..GBR]

Species *	State *	Presentation *	Total Weight *	Add	Edit	Delete
COD - Cod	Fresh	Gutted	150.00			

Consolidated Line(s)


FAO Area	Species *	State *	Presentation *	Total Wt (Kgs) *	Edit	Delete
27.4.a.-.XEU	COD - Cod	Fresh	Gutted	100.00		
27.4.a.-.XEU	HAD - Haddock	Fresh	Gutted	100.00		
27.6.a.-.GBR	COD - Cod	Fresh	Gutted	150.00		

Save Submit

Fig 2.8

The Consolidated Lines table updates as processing details are input. This shows a complete record of details entered as in the landing declaration prior to submitting.

2.6 Editing Consolidated Lines

The edit link  in Consolidated Line provides the option to edit the species line directly. It is not possible to amend related area details this way.

After clicking on the edit link the form will be displayed as shown in fig 2.9.

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LANDING DECLARATION

Logbook Details

Logbook Number: E1234520110004 | Vessel PLN: EL123 | IRCS: ABCD1
 Vessel Name: THE COMPLIANT | Vessel CFR Number: GBR000E12345 | Nationality: United Kingdom
 Vessel RSS Number: E12345 | Departure Date: 23/02/2011 06:00 | Departure Port: Peterhead
 Return Date: 25/02/2011 09:00 | Return Port: Peterhead
 Master Name: JOE BLOGGS | Address:

Landing Date *: 02/12/2011 | Landing Time *: 01:37 hh:mm | Landing Port *: Peterhead

Comments

Related Area Detail(s)

FAO Area *	FAO SubArea *	FAO Division *	FAO Sub Division	Economic Zone *	Add	Edit	Delete	PRO Details
27 - Atlantic, Northeast	4	a		XEU				
27 - Atlantic, Northeast	6	a		GBR				

Processing Detail(s) [FAO Area : 27.6.a..GBR]

Species *	State *	Presentation *	Total Weight *	Add	Edit	Delete
COD - Cod	Fresh	Gutted	150.00			

Consolidated Line(s)

FAO Area	Species *	State *	Presentation *	Total Wt (Kgs) *	Edit	Delete
27.4.a.-.XEU	COD - Cod	Fresh	Gutted	100.00		
27.4.a.-.XEU	HAD - Haddock	Fresh	Gutted	100.00		
27.6.a.-.GBR	COD - Cod	Fresh	Gutted	150.00		

Save | Submit

Fig 2.9

Once amendments have been made to the values click on the link to save the amendment(s)
 If no amendments are necessary select the link.

2.7 Deleting Consolidated Lines

Any Consolidated Lines details that are deleted are also deleted from the Processing Details. For example, if consolidated line with the 150kg Cod details in Fig 2.9 is deleted. The same details will be deleted automatically from the Processing Details.

2.8 Duplicate Line Entries

If a duplicate line is created it will be highlighted in dark blue in the consolidated lines information as shown in fig 2.10

It is possible to save and submit the landing declaration with duplicate lines.

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LANDING DECLARATION

Logbook Details

Logbook Number : E1234520110004 Vessel PLN : EL123 IRCS : ABCD1
 Vessel Name : THE COMPLIANT Vessel CFR Number : GBR000E12345 Nationality : United Kingdom
 Vessel R5S Number : E12345 Departure Date : 23/02/2011 06:00 Departure Port : Peterhead
 Return Date : 25/02/2011 09:00 Return Port : Peterhead
 Master Name : JOE BLOGGS Address :

Landing Date * 02/12/2011 Landing Time * 01:37 hh:mm Landing Port * Peterhead

Comments

Related Area Detail(s)

FAO Area *	FAO SubArea *	FAO Division *	FAO Sub Division	Economic Zone *	Add	Edit	Delete	PRO Details
27 - Atlantic, Northeast	4	a		XEU				
27 - Atlantic, Northeast	6	a		GBR				

Processing Detail(s) [FAO Area : 27.6.a.GBR]

Species *	State *	Presentation *	Total Weight *	Add	Edit	Delete
COD - Cod	Fresh	Gutted	150.00			
COD - Cod	Fresh	Gutted	150.00			

Consolidated Line(s)

FAO Area	Species *	State *	Presentation *	Total Wt (Kgs) *	Edit	Delete
27.4.a.-.XEU	COD - Cod	Fresh	Gutted	100.00		
27.4.a.-.XEU	HAD - Haddock	Fresh	Gutted	100.00		
27.6.a.-.GBR	COD - Cod	Fresh	Gutted	150.00		
27.6.a.-.GBR	COD - Cod	Fresh	Gutted	150.00		

Duplicate species line item(s)
 Selected Related Area item

Save Submit

Fig 2.10

2.9 Validation on Save and Submit

It is not possible to save or submit a landing declaration which has related area details complete but no species input against that area. The error “Related Area Detail(s) should have processing detail(s) attribute values” will appear.

Records can be saved and submitted at a later date if not all landing species details have been received prior to submission. Only the person that has started and saved the initial input is able to view, update and submit the landing declaration.

Once landing declarations have been submitted no corrections can be made.

If an incorrect entry is detected after the record has been submitted it should be reported to the local fishery office to the landing port.