Cedric

CATCH EFFORT DATA RETURN INFORMATION CAPTURE

User guide for Permit Holders and Authorised Users

September 2021

Disclaimer

While every effort has been made to ensure that this guide is as clear and accurate as possible, the information and images it contains is for general guidance only.

This guide does not have any legal status and is not intended to take the place of, or to represent, the law of New Zealand or any other official guidelines or requirements. The content should not be construed as legal guidance. Neither Commercial Fisheries Services Ltd (FishServe) nor the Ministry of Primary Industries will be held responsible or liable for any action, whether in contract, tort, equity or otherwise, taken by any person who chooses to rely on the information contained within this guide.

Published in September 2021 by

Commercial Fisheries Services Ltd

PO Box 297, Wellington, New Zealand

This document is available on Commercial Fisheries Services Ltd website:

www.fishserve.co.nz

Cedric

CATCH EFFORT DATA RETURN INFORMATION CAPTURE

Contents

About this document

Purpose of this document

The purpose of this document is to describe how to use the Catch Effort Data Reporting Information Capture application (Cedric) to create and submit Electronic Reporting events electronically to FishServe.

Intended audience

The intended audience for this document is Permit Holders and their Authorised Users who have been approved to complete and provide Electronic Reporting events using electronic software.

How to use this guide

This guide has been designed to help with using Cedric. It explains the installation process, management of Cedric, navigation within the User Interface, how to create and manage Electronic Reporting events and the submission process.

Where to go for help

A digital copy of this user guide is available by selecting the help icon in the top right corner of Cedric's home page. In addition, you will find a help icon within each Event Window.

Further information is available in the MPI Circulars and the Fisheries (Reporting) Regulations 2017.

If you need additional advice, or help with using Cedric, please call our helpline on (04) 460 9555.

Further information

Further information about Cedric is available from;

Commercial Fisheries Services Ltd

Phone: (04) 460 9555

Email: registry@fishserve.co.nz

Website: www.fishserve.co.nz

Section I: Initial setup of Cedric

Chapter 1: Introduction to Cedric

1.1: Overview

Cedric is FishServe's custom built windows application that allows authorised users to create and submit Electronic Reporting events electronically. It has been designed to allow authorised users to meet their reporting obligations under the Fisheries (Reporting) Regulations 2017.

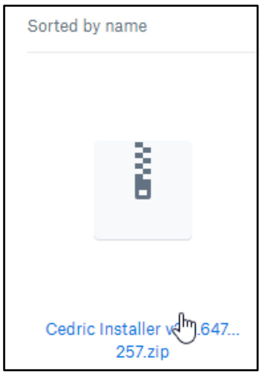
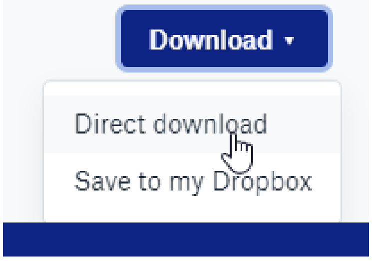
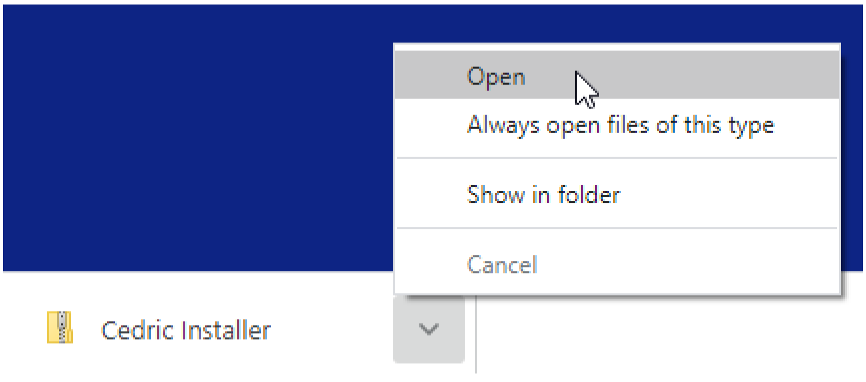
1.2: Before Using Cedric

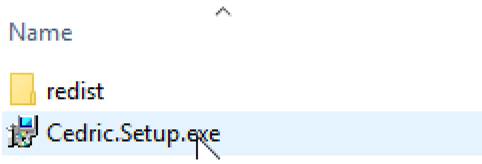
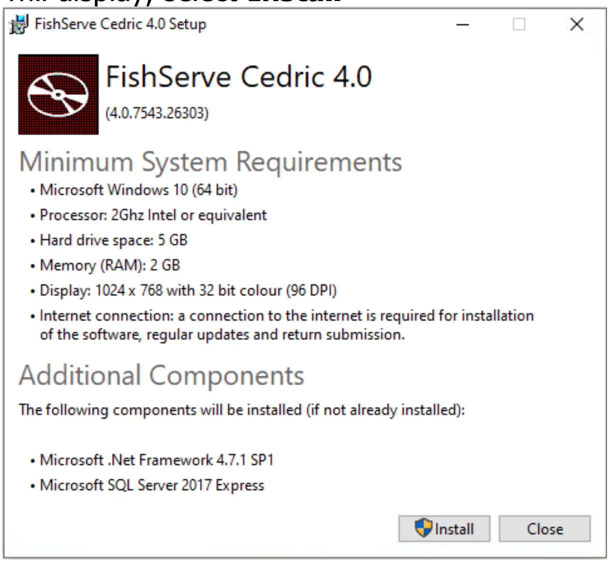
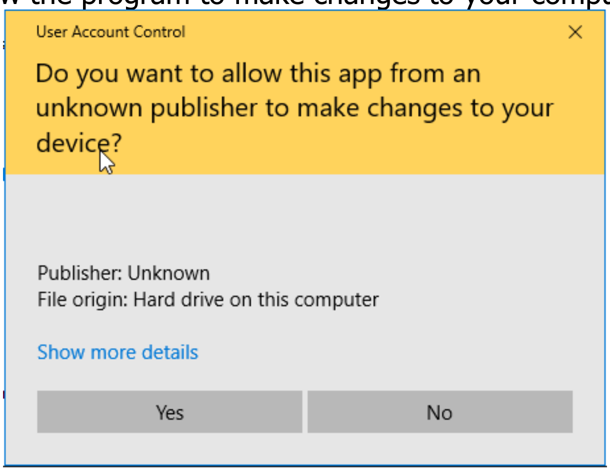
In order to use Cedric, you must be authorised to report on behalf of the permit holder that you will be submitting reports for. The permit holder can provide this authorisation by adding users to their personnel as an Electronic Reporting Admin, Manager or Reporter at www.fishserve.co.nz.

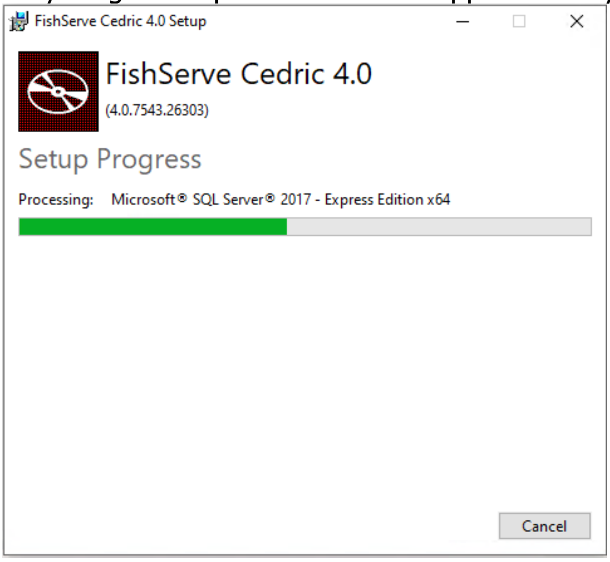
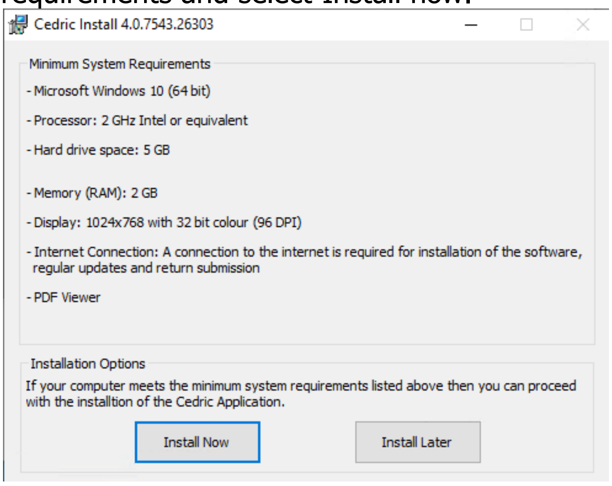
Chapter 2: Installation of Cedric

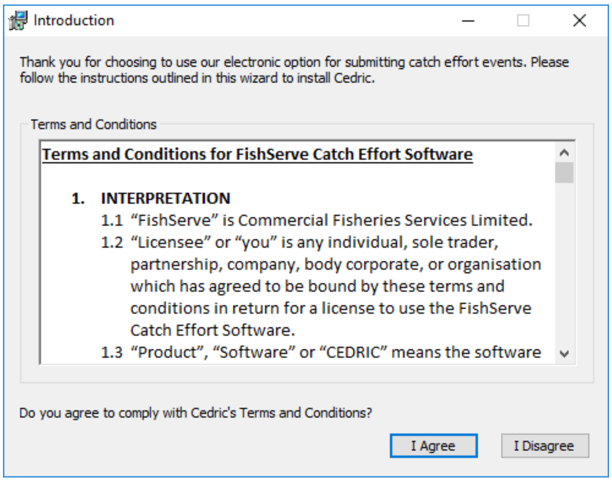
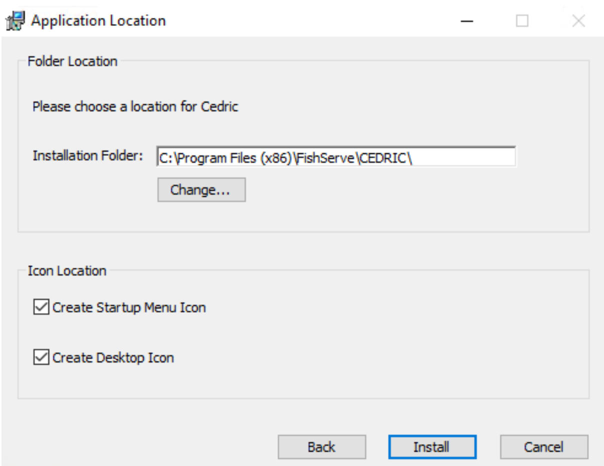
The installation of Cedric involves three major steps, the install of a large .NET library, a SQL Server application and finally the installation of Cedric itself. This process takes quite a long time (approximately 10 minutes) and during this time you may be asked to log off and log on again.

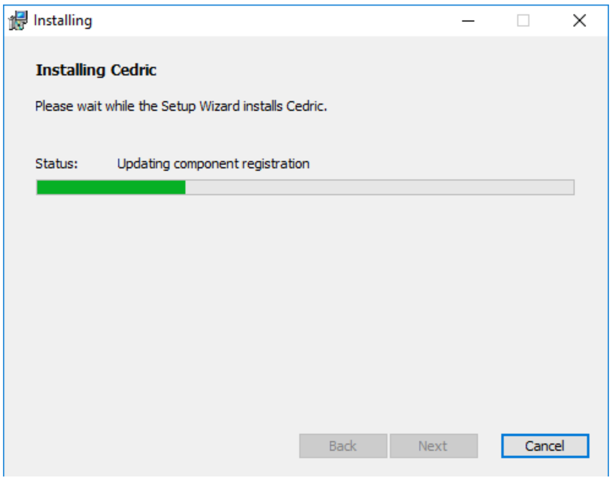
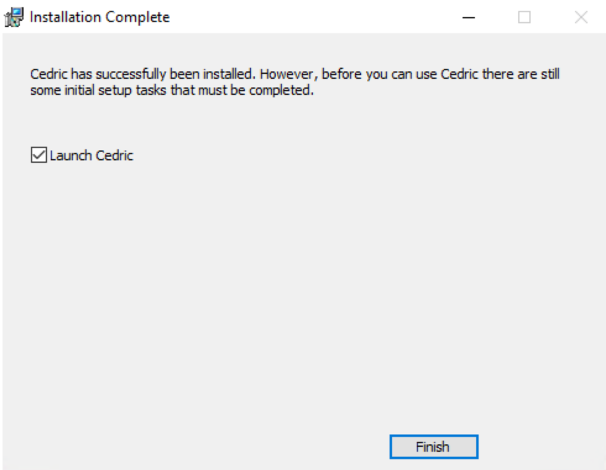
To get the latest Cedric installation file, go to the Information >> Digital Monitoring >> Cedric page of the FishServe website for a link to download the install file. Alternatively, you can contact FishServe for the link.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>The link on the FishServe website will take you to a Dropbox download page, Select the Cedric Installer file

</td></tr>
<tr><td>2.</td><td>Select the Download button and then select Direct Download

</td></tr>
<tr><td>3.</td><td>Once the software has finished downloading onto your computer select the open file icon in the bottom left corner of your browser. Some browsers may open your download folder

</td></tr>
</table>

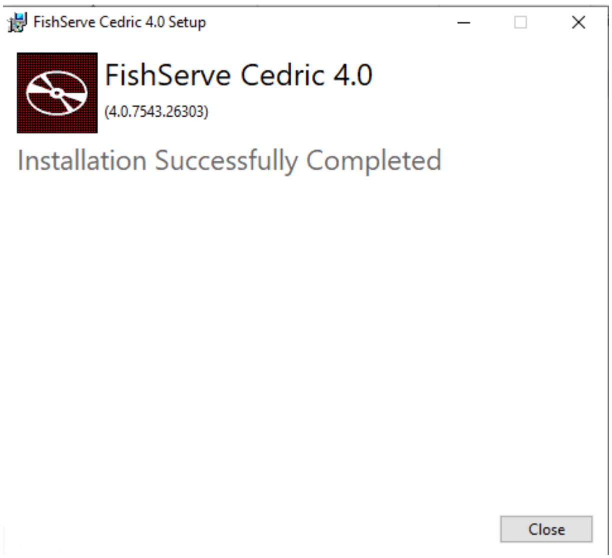
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>4.</td><td>Some browsers may open your download folder
Select the Downloads folder</td></tr>
<tr><td>5.</td><td>Open the Cedric v4 folder</td></tr>
<tr><td>6.</td><td>You will see the following list displayed;

</td></tr>
<tr><td>7.</td><td>Select Cedric.Setup.exe the option</td></tr>
<tr><td>8.</td><td>The Setup screen will display, select Install

</td></tr>
<tr><td>9.</td><td>Select Yes to allow the program to make changes to your computer.

</td></tr>
</table>

Step	Action
10.	The installation of the .NET library and SQL Server 2017 Express will begin. You do not need to do anything. This process will take approximately 10 minutes.  **Note:** Your computer may already have the .NET library installed. If this is the case, the installation wizard will simply skip this step.
11.	Once the installation of the .NET library and SQL Server 2017 Express is complete, the Cedric installer will start. Check that your computer meets each of the minimum system requirements and select Install now. 

Step	Action
12.	The Introduction page of the installation wizard will be displayed on screen; 
13.	Read the Terms and Conditions for using Cedric and if you agree with them, select **I Agree.** **Note**: If you select, I Disagree, the installation wizard will close and you will not be able to install Cedric.
14.	The Application Location page of the installation wizard will be displayed; You should not need to do anything on this page. Select **Install**.  **Notes:** • You can alter the default location for the installation of Cedric if you want to. • You can choose not to have desktop or start-up menu icons by un-ticking the relevant tick-boxes.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>15.</td><td>The Installing page of the installation wizard will be displayed;

</td></tr>
<tr><td>16.</td><td>The installation wizard will take a few moments to install Cedric.</td></tr>
<tr><td>17.</td><td>The Installation Complete page of the installation wizard will be displayed;


Select Finish to close the installation wizard and launch Cedric.</td></tr>
</table>

Step	Action
18.	Select **Close** to close the installation wizard and launch Cedric. 

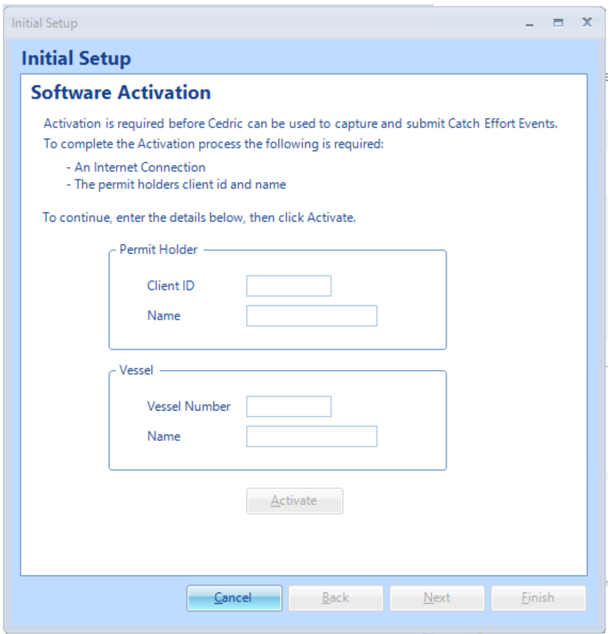
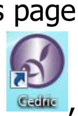
Go to Chapter 3

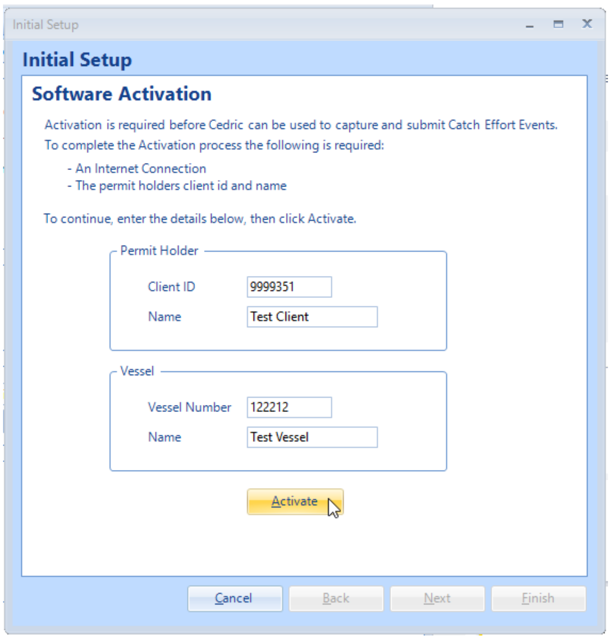
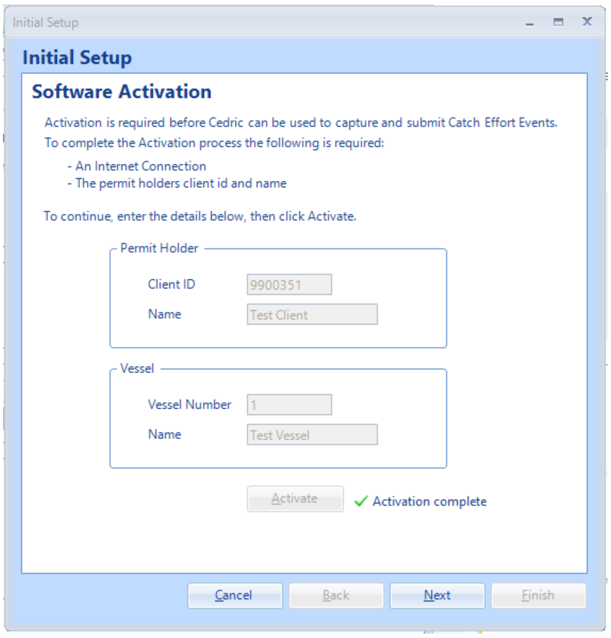
Chapter 3: Activation and User Registration

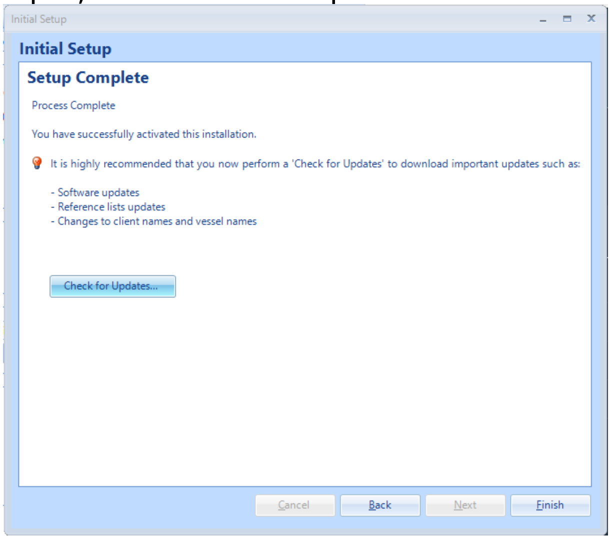
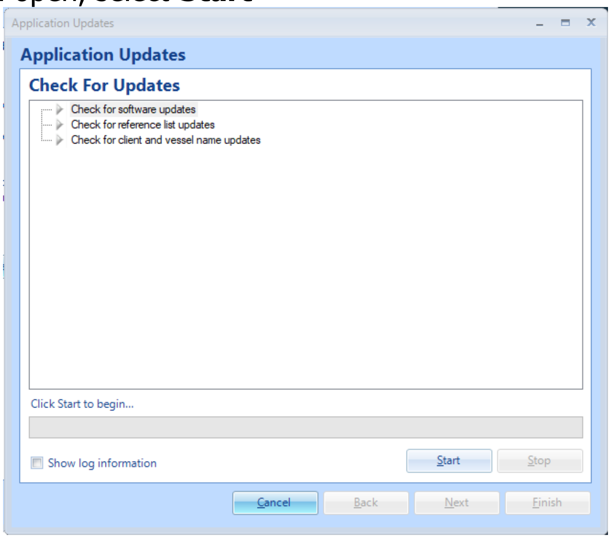
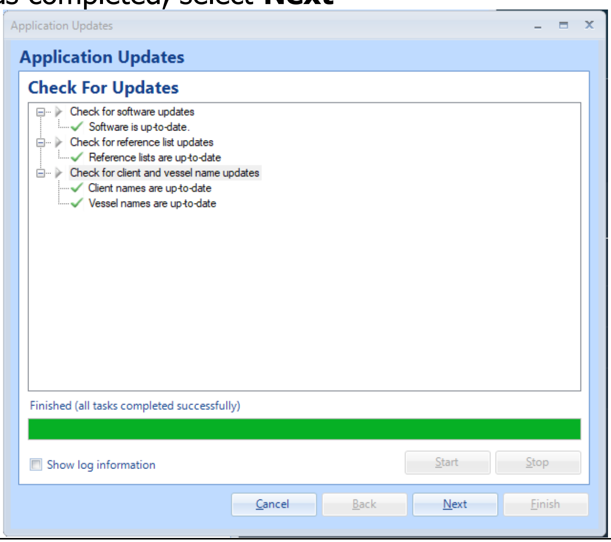
Before you can use Cedric to create and submit Electronic Reporting events, you need to activate the installation and register the users that will be using Cedric.

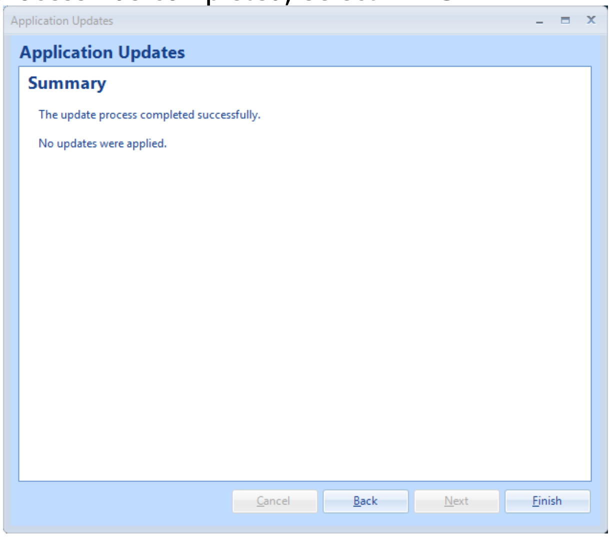
In order to complete the registration process for a user, you will need the following;

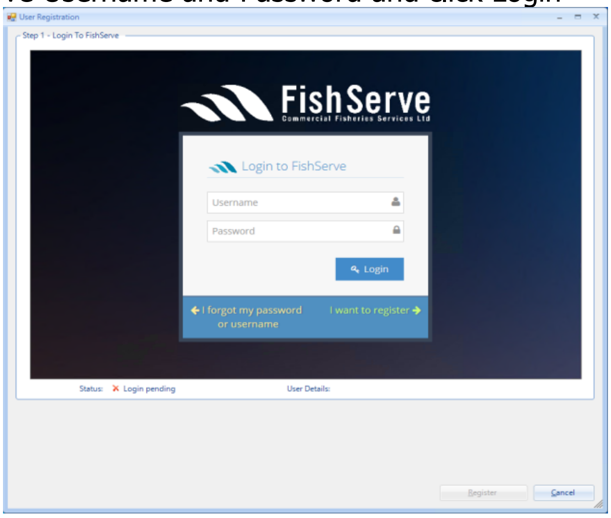
- The Client ID and name of the permit holder that Cedric will be used for
- The Vessel Number and name that Cedric will be used on
- Electronic Reporting Admin, Manager or Reporter authorisation set up for users who will be reporting on behalf of the permit holder
- Location sharing settings registered with FishServe for the user/permit holder combination
- FishServe username and password for the user
- An internet connection

Step	Action
1.	You should see the following screen displayed on your desktop after the installation process has finished;  **Notes**: • If you do not see this page displayed on your screen, click on the Cedric icon on your desktop  , this will load Cedric's home page.
2.	Enter the Client ID and name of the permit holder

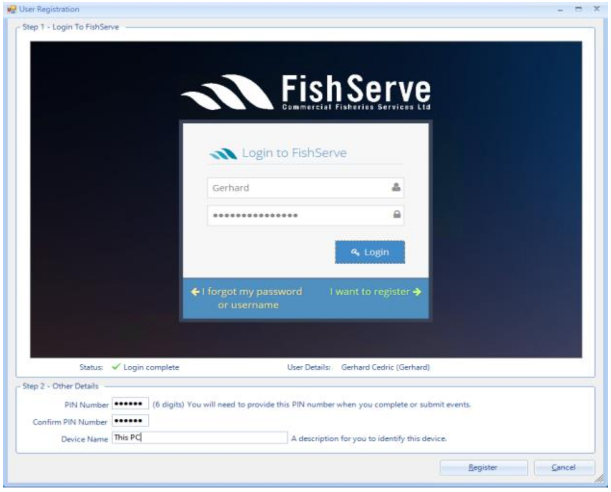
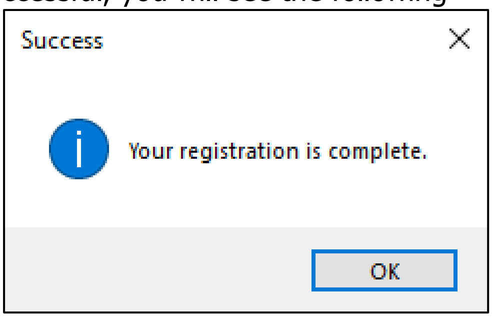
Step	Action
3.	Enter the Vessel Number and name of the vessel
4.	Select **Activate** 
5.	Activation Complete will show once the activation has been successful 
6.	Select **Next**

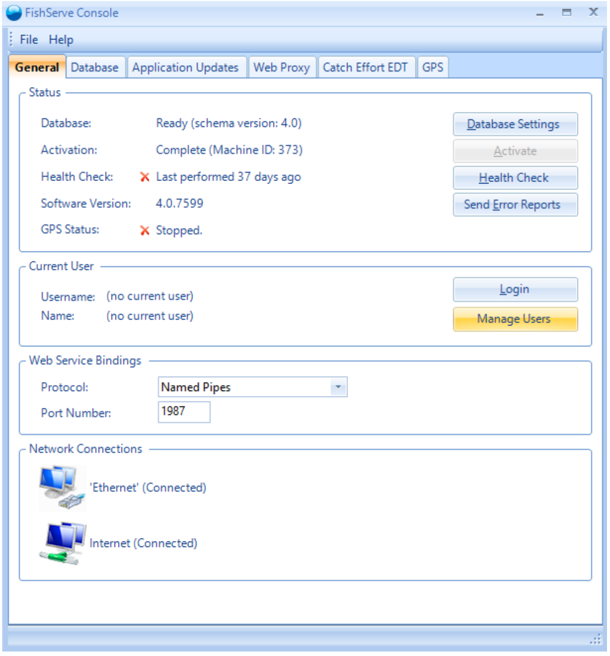
Step	Action
7.	A new window will open, select Check for Updates 
8.	A new window will open, select **Start** 
9.	Once the check has completed, select **Next** 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>10.</td><td>Once the update process has completed, select Finish

</td></tr>
<tr><td>11.</td><td>A new message box will show to enable you to register a user, select Yes to start the process

</td></tr>
<tr><td>12.</td><td>Enter your FishServe Username and Password and click Login


Step 2 of the process will appear in the bottom half of the screen if you have provided the correct login details.</td></tr>
</table>

Step	Action
13.	Enter a 6-digit pin that you will use to “sign” your reports, you can use any combination of numbers except 123456 and 654321. Make sure you remember your PIN Re-enter your PIN number (it must match the PIN number you entered previously) Enter a name for the device that you are using. This will be used to identify which computer this registration is linked to. 
14.	Select the **Register** button
15.	If the registration is successful, you will see the following 

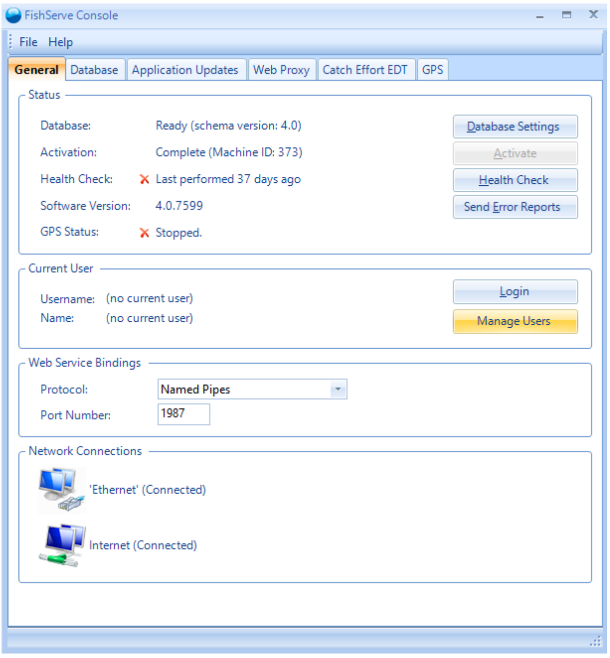
Step	Action
16.	Select the **OK** button to close the screen. Cedric's Home Page should be displayed on screen. To add additional users, go to the General Tab of the console and select **Manage Users** 
17.	A list of current users and their registration expiry dates will show, select **Register/Reregister User**
18.	Follow the same steps (from step 12) to add additional users.

If you want to start creating an event go directly to **Section II: Completing Events**

Chapter 4: FishServe Console

Cedric has a number of configurable options that can be accessed by double-clicking the small **FishServe Console** icon in the Windows System Tray. The **FishServe Console** provides both information panels and configuration options including information on the following;

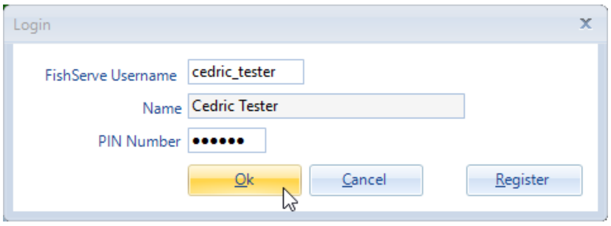
- User Registrations
- Database Connection settings
- Software updates
- Web Service Bindings and Web Proxy settings
- Catch Effort EDT specific settings
    - Permit Holders
    - Vessels
- Vessel Specific Conversion Factor settings
- GPS input functionality
- In addition, the FishServe Console provides a system 'Health Check' function that is covered separately in **Chapter 5: Health Check**.

Step	Action
1.	Double-click on the **FishServe Console** icon located in the Windows System Tray. Alternatively, you can right-click on the **FishServe Console** icon and select **Restore**.
2.	You will see the **General** tab of the **FishServe Console** displayed on screen; 

Step	Action
3.	The **General** tab provides information relating to the following;

Section	Field	Description	Button/Drop Down
Status	Database	Details what database version you are connected to	Database Settings – Allows you to change your database connection settings.
	Activation	Details whether Activation has been completed	Activate – Allows you to activate your installation if this has not yet been done (you only need to do this once).
	Health Check	Details when the last Health Check was performed	Health Check – Kicks off the health check process – **See** **Chapter 5: Health Check**
	Software Version	Details what version of Cedric you are using and whether or not this is the latest version.	Send Error Report – Automatically sends off any error reports to FishServe that have been generated in your installation of Cedric.
	GPS Status	Details whether a GPS connection has been established	
Current User	Username and Name	The username and name of the current logged in user	Login – Allows you to login to Cedric – see **4.1: Login to Cedric**
Web Service Bindings	Protocol	Details what type of web protocol Cedric uses to communicate with the FishServe Console	Three options are available; • Basic HTTP • Named Pipes (the default) • Basic HTTP and Named Pipes
	Port Number	Details what port number Cedric uses to communicate with the FishServe Console	The default Port Number is **1987**.
Network Connections	Local Area Connection	Location Area Connection status	
	Internet	Internet Connection status	

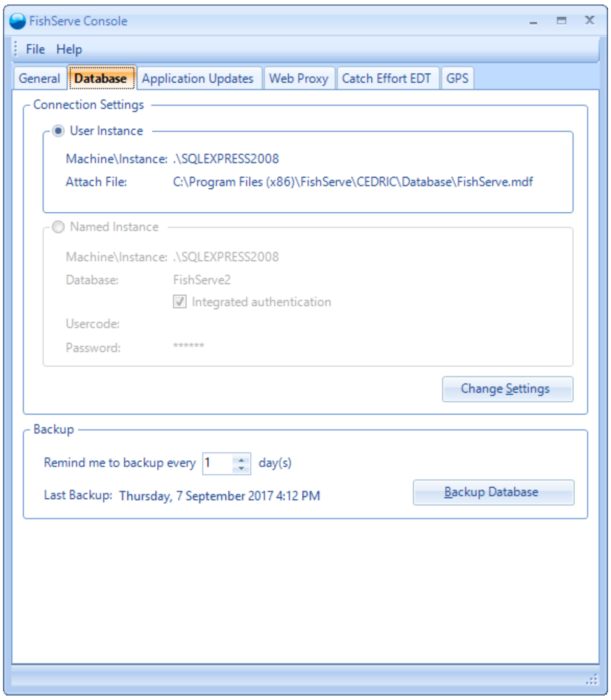
4.1: Login to Cedric

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Select the Login button on the General page of the FishServe Console to display the following;


</td></tr>
<tr><td>2.</td><td>Complete all fields on the Login screen and select OK
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>FishServe Username</td><td>This is the username that you use to log into the FishServe website and to register as a user in Cedric.</td></tr>
<tr><td>Name</td><td>This is automatically populated after you have entered the FishServe Username.</td></tr>
<tr><td>PIN Number</td><td>This is the 6-digit PIN Number that the user set up when registering in Cedric.</td></tr>
</table>
</td></tr>
<tr><td>3.</td><td>Your login details will be displayed under the Current User section on the General tab of the FishServe Console</td></tr>
<tr><td>4.</td><td>To log the current user out of Cedric, select the Logout button</td></tr>
</table>

4.2: To Change Your Database Settings

The Database tab on the FishServe Console allows you to alter your database settings. However, any change to the default database settings should only be performed by trained IT staff.

Step	Action
1.	Select the **Database** tab to display the following; 

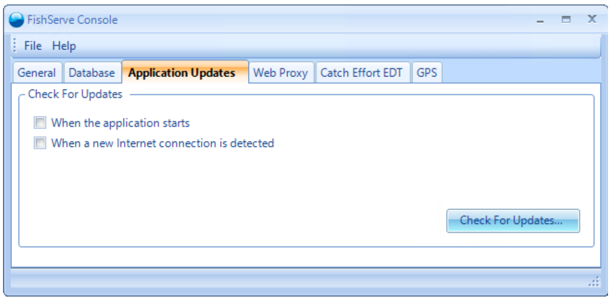
Step	Action
2.	The **Database** tab displays the following;

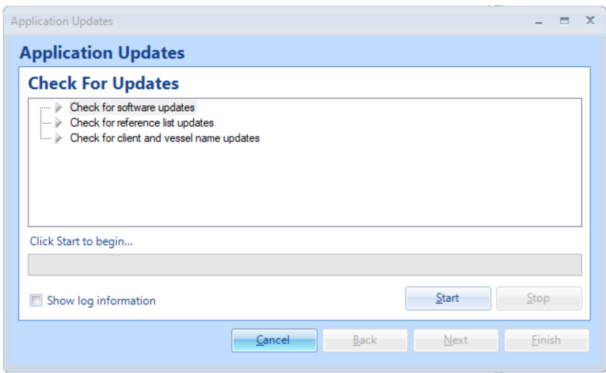
Section	Sub-section	Description	Button
Connection Settings	User Instance	Machine\Instance: .\SQLEXPRESS2008 – This is the default database connection setting.	
		Attach File: C:\Program Files\FishServe\CEDRIC\Database \FishServe.mdf – This is the default database file location	
	Named Instance	For most installations this section will remain blank and un-editable.	Change Settings – Only trained IT staff should be changing the default database connection settings.
Backup	Remind me to backup every ** day(s)	You can choose between 1-30 in this field. **Note:** A check is made against this configured value each time the Health Check is run.	Backup/Restore Database – See **Chapter 6: Backup & Restore**.

4.3: To Check for Updates

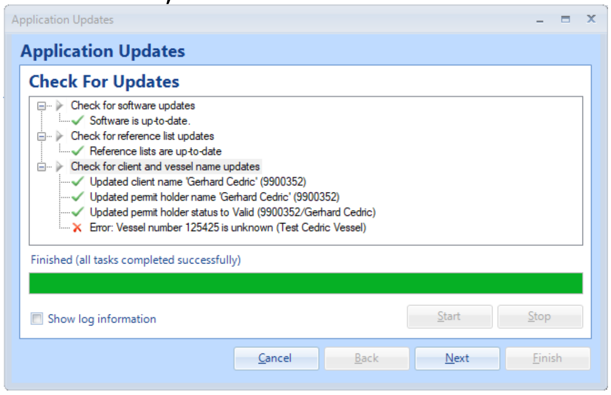
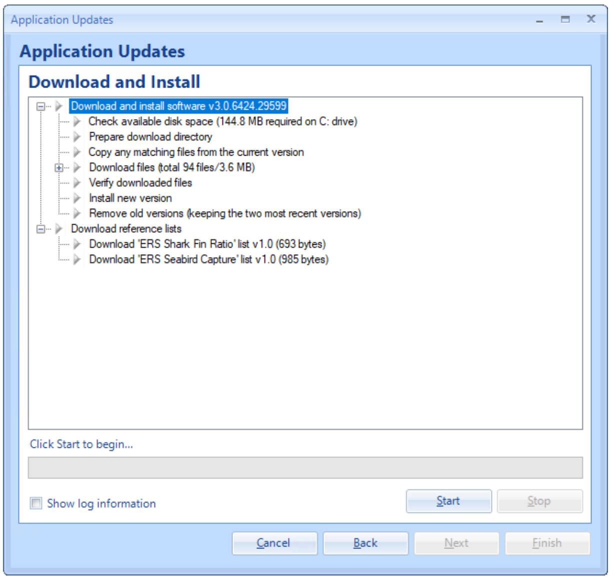
This process allows you to check for important updates such as;

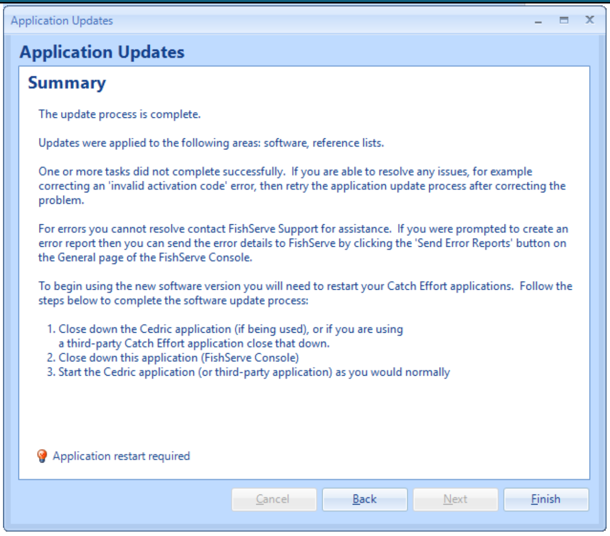
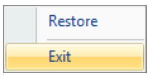
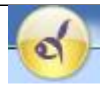
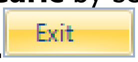
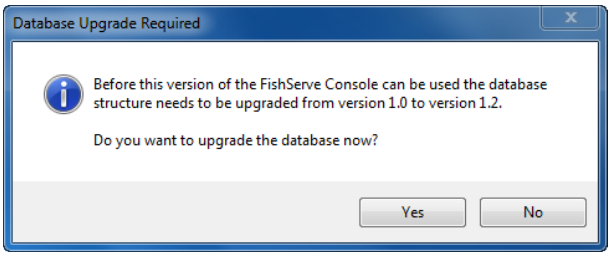
- Software updates that may introduce new functionality such as new Electronic Reporting event types and bug fixes
- Reference list updates
- Changes to client and vessel names

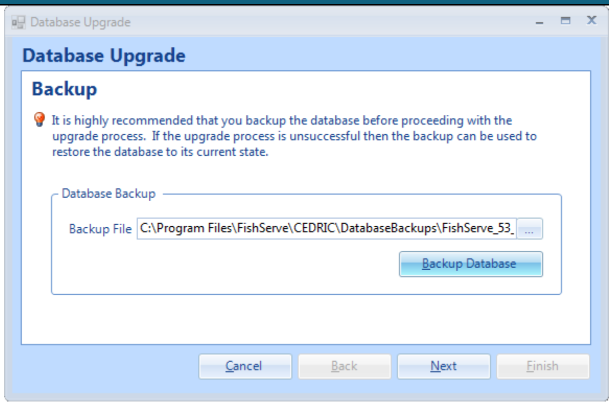
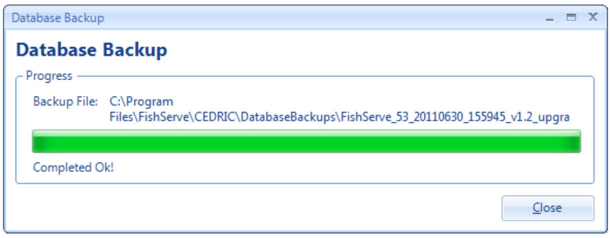
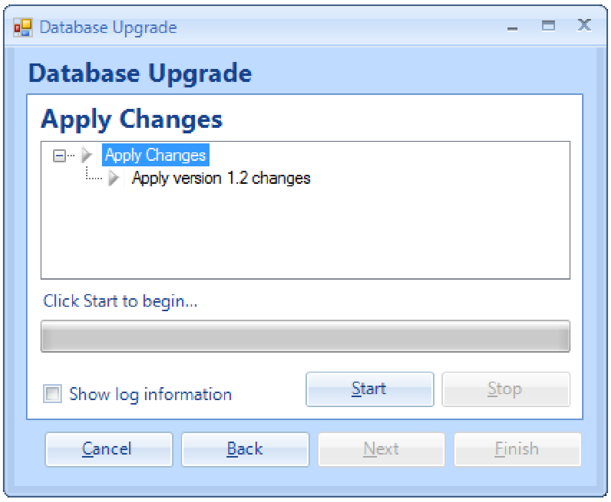
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Select the Application Updates tab to display the following;


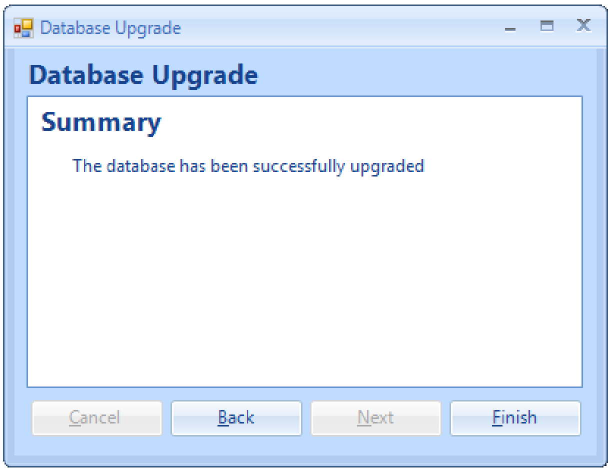
</td></tr>
<tr><td>2.</td><td>This page allows you to configure how often you would like to Check For Updates
<table>
<tr><th>Section</th><th>Sub-section</th><th>Description</th><th>Button</th></tr>
<tr><td>Check For Updates</td><td>After the application starts</td><td>The Check For Updates process is run each time the application is started.</td><td></td></tr>
<tr><td></td><td>When a new Internet connection is detected</td><td>The Check For Updates process is run each time a new Internet connection is detected</td><td></td></tr>
<tr><td></td><td></td><td></td><td>The Check For Updates process is run each time this button is selected</td></tr>
</table>
</td></tr>
<tr><td>3.</td><td>When the Check for Updates button is selected, the following window appears;


Note: You can stop the Check For Updates process at any stage by selecting the Stop button</td></tr>
<tr><td>4.</td><td>Select Start to begin the Check For Updates process</td></tr>
</table>

Step	Action
5.	Once the process has finished a comment will be displayed below each new function that has been checked; 
6.	Select the **Next** button on the **Check For Updates** page.
7.	If a new software version is available for download the following page will be displayed; 
8.	Select the **Start** button on the **Download and Install** page.
9.	Once the process has finished and all new software modules and /or reference lists have been downloaded select the **Next** button.
10.	The **Summary** page will be displayed;

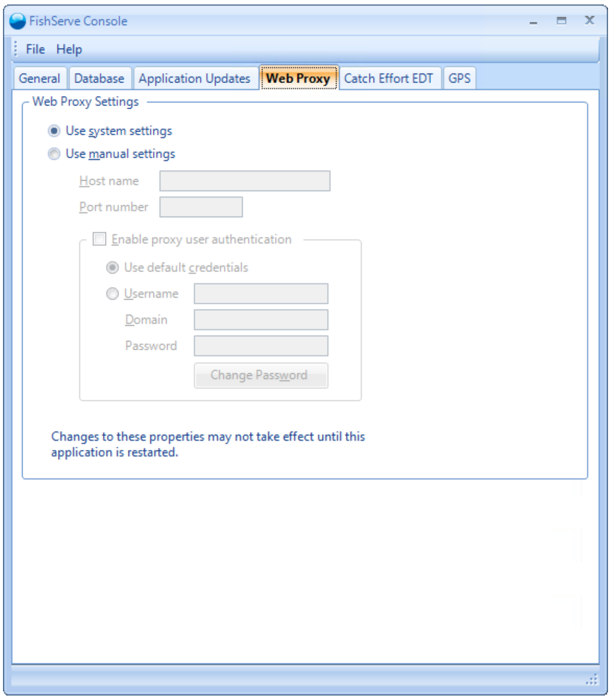
Step	Action
	
11.	Select the **Finish** button on the Summary page.
12.	Close down the **FishServe Console** by right-clicking on the **FishServe Console** icon  in the Windows System Tray (bottom right of your screen) and select **Exit**. 
13.	Close down **Cedric** by selecting the Application button in the top left corner  and then **Exit**. 
14.	Now you can restart the application.
15.	If the software upgrade included a change to the database, then the next time you restart the application the following message box will display on screen; 
16.	Select **Yes**
17.	The **Backup** page of the **Database Upgrade** wizard will be displayed;

Step	Action
	
18.	Select **Backup Database** **Note:** It is recommended that you perform this action before proceeding with the database upgrade.
19.	Once the **Database Backup** process has finished the following window will be displayed; 
20.	Select **Close**
21.	Now select **Next** on the **Database Upgrade** wizard
22.	The **Apply Changes** page will be displayed; 
23.	Select the **Start** button on the **Apply Changes** page.
24.	Once the database changes have been applied, select **Next.**

Step	Action
25.	The Summary page of the Database Upgrade wizard will be displayed; 
26.	Select **Finish** to complete the database upgrade process.

4.4: To Change Your Web Proxy Settings

If your fishing company uses a web proxy to direct internet traffic, you may need to alter the default web proxy settings. Before any changes to your web proxy settings can take effect, you will need to close down Cedric by using the File and Exit options in the FishServe Console and then restart the application.

Step	Action
1.	Select the **Web Proxy** tab to display the following; 

2. This page allows you to customise your web proxy settings.

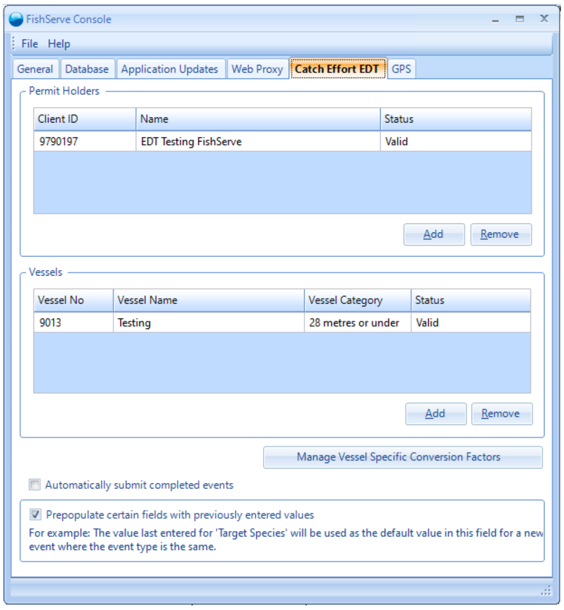
Section	Section Description	Field	Field Description
Use system settings	This is the default setting that should be used unless your organisation uses a web proxy.		
Use manual settings	In order to add your web proxy settings, select this box	Host Name	To retrieve your Host Name, open your internet browser (Internet Explorer), select Internet Options, Connections and then LAN Settings.
		Port Number	To retrieve your Port Number open your internet browser (Internet Explorer), select Internet Options, Connections and then LAN Settings.
Enable proxy user authentication	This section assists your proxy server in authenticating you as a user	Use default credentials	By selecting this option, the system will use your logged in user details as a default. In most cases your proxy web server will recognise you as the logged in user as authorised to communicate with the web.
		Username	Select this field to enter another user other than your current logged in user.
		Domain	Select the domain name (if any) this other user belongs to.
		Password	Enter this user’s password

3. Before your changes to the web proxy settings can take effect, you will need to close down Cedric by using the File and Exit options in the FishServe Console. The next time you start Cedric these new settings will be used to communicate with the web.

4.5: To Add Additional Permit Holders to your installation of Cedric

The Catch Effort EDT tab allows you to set up additional Permit Holders on your installation of Cedric (the first Permit Holder was set up during the Activation process).

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Select the Catch Effort EDT tab to display the following;

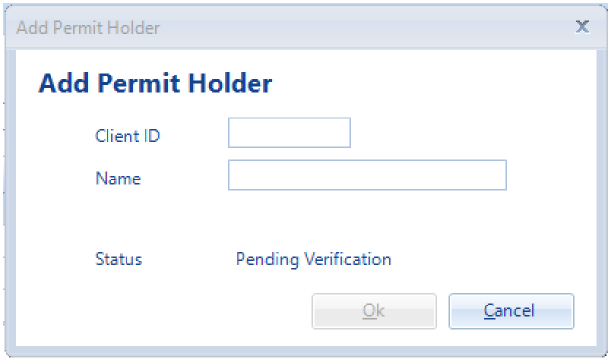


</td></tr>
<tr><td>2.</td><td>This page allows you to customise your Catch Effort EDT settings;

<table>
<tr><th>Section</th><th>Description</th></tr>
<tr><td>Permit Holders</td><td>This grid lists all Permit Holders that have been listed to create and submit events on this installation of Cedric.</td></tr>
<tr><td>Vessels</td><td>This grid lists all Vessels that you have added to your Cedric installation. See the section below

4.6: To Add Vessels to your installation of Cedric.</td></tr>
<tr><td>Manage Vessel Specific Conversion Factors</td><td>This button takes you to the Vessel Specific Conversion Factors screen. See the section below 4.7: To Add Vessel Specific Conversion Factors.</td></tr>
<tr><td>Automatically submit completed events</td><td>To avoid having to remember to submit your completed events, you can turn on autosubmission. See Chapter 12: Event Quick Tips</td></tr>
</table>
</td></tr>
</table>

<table>
<tr><td></td><td><table><tr><td>Prepopulate certain fields with previously entered values</td><td>To save you re-typing data that is the same each time, certain fields can be pre-populated when another event of the same type is created. See Chapter 12: Event Quick Tips</td></tr></table></td></tr>
<tr><td>3.</td><td>In order to add an additional permit holder, select the Add button</td></tr>
<tr><td>4.</td><td>Another screen will be displayed with the following fields;



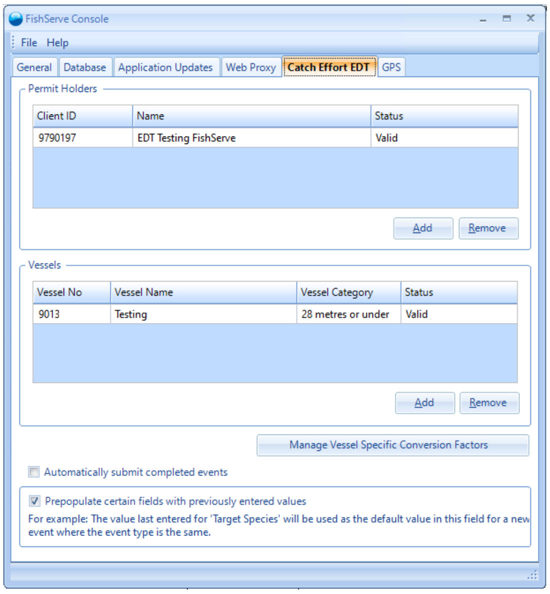
<table><tr><th>Field</th><th>Description</th></tr>
<tr><td>Client ID</td><td>Enter the Permit Holder Number of the permit holder you would like to complete events for.</td></tr>
<tr><td>Name</td><td>Enter the Permit Holder’s legal name.</td></tr></table></td></tr>
<tr><td>5.</td><td>Select OK to Add the new Permit Holder entry. It will now be displayed in the Permit Holders grid with a status of ‘Pending Verification’.</td></tr>
<tr><td>6.</td><td>In order to validate the new Permit Holder entry, select the Application Updates tab and run the Check For Updates process.

Notes:
You can only run this process if you have an internet connection.
If successful, the new Permit Holder will now have a status of Valid in the Permit Holders grid.
If the client id is invalid, the permit will have a status of ‘Invalid Permit Holder Client Id’</td></tr>
<tr><td>7.</td><td>You can also remove any of the Permit Holder details.</td></tr>
</table>

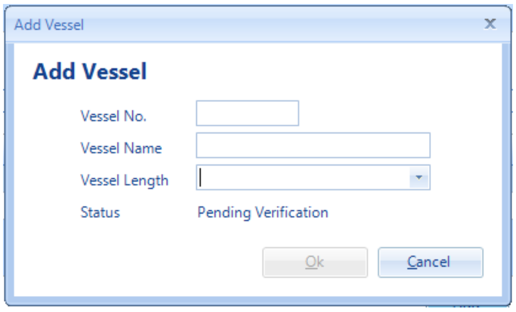
4.6: To Add Vessels to your installation of Cedric

The Catch Effort EDT tab allows you to set up vessels on your installation of Cedric. The process is much like the above for adding permit holders.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Select the Catch Effort EDT tab to display the following;



</td></tr>
<tr><td>2.</td><td>In order to add a vessel, select the Add button</td></tr>
<tr><td>3.</td><td>Another screen will be displayed with the following fields;



<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Vessel No.</td><td>Enter the Vessel Number of the vessel you would like to add to your Cedric installation</td></tr>
<tr><td>Vessel Name</td><td>Enter the vessel’s name.</td></tr>
<tr><td>Vessel Length</td><td>Select the correct length category for the vessel from:
Over 28 metres
28 metres or under</td></tr>
</table>
</td></tr>
<tr><td>4.</td><td>Select OK to Add the new vessel entry. It will now be displayed in the Vessels grid with a status of ‘Pending Verification’.</td></tr>
</table>

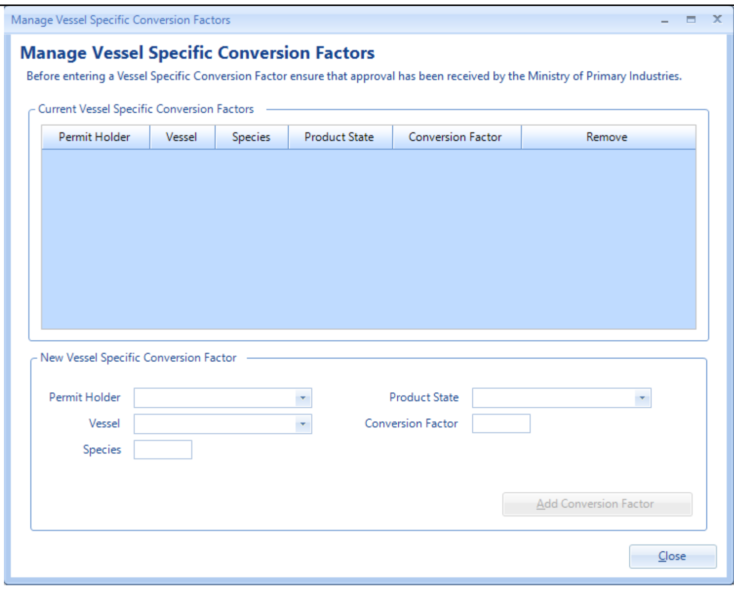
5.	In order to validate the new vessel entry, select the **Application Updates** tab and run the **Check For Updates** process. **Notes:** • You can only run this process if you have an internet connection. • If successful, the new vessel will now have a status of Valid in the Vessel grid. • If the vessel number is invalid, the vessel will have a status of 'Invalid Vessel Id'
6.	You can also **remove** any of the vessel details.

4.7: To Add Vessel Specific Conversion Factors

Vessel Specific Conversion Factors should only be added if your permit holder has received approval from the Ministry of Primary Industries.

Once added, these Vessel Specific Conversion Factors will be used on Electronic Reporting events instead of the standard conversion factor set by the Ministry of Primary Industries.

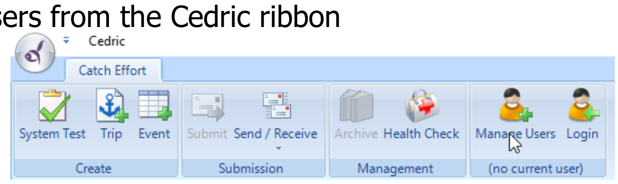
Step	Action
1.	Double-click on the **FishServe Console** icon located in the Windows System Tray. Alternatively, you can right-click on the **FishServe Console** icon and select **Restore**.
2.	Select the **Catch Effort EDT** tab 
3.	Select the **Manage Vessel Specific Conversion Factors** button 
4.	The following screen is displayed;

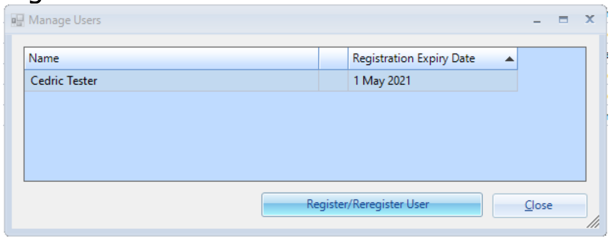
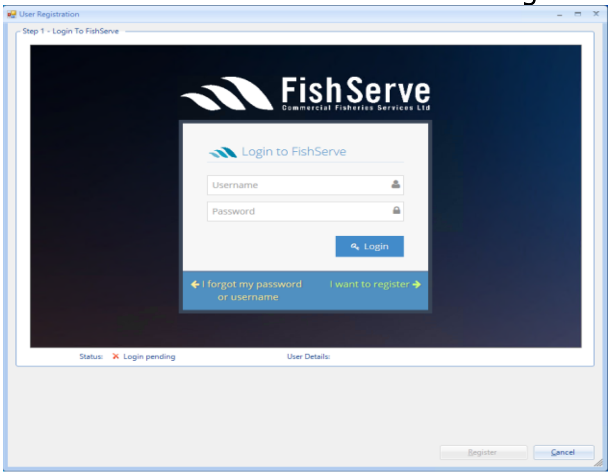
<table>
<tr><td></td><td>
</td></tr>
<tr><td>5.</td><td>Complete the following fields in the New Vessel Specific Conversion Factor section
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Permit Holders</td><td>Select the permit holder the Vessel Specific Conversion Factor is for.</td></tr>
<tr><td>Vessel</td><td>Select the vessel.</td></tr>
<tr><td>Species</td><td>Enter the species code.</td></tr>
<tr><td>Product State</td><td>Select the product state code.</td></tr>
<tr><td>Conversion Factor</td><td>Enter the conversion factor to 2dp.</td></tr>
</table></td></tr>
<tr><td>6.</td><td>Select the Add Conversion Factor button.</td></tr>
<tr><td>7.</td><td>The new conversion factor will be added to the Current Vessel Specific Conversion Factor grid.

Note: If you select a conversion factor in error, simply select the Remove icon beside the relevant row</td></tr>
</table>

4.8: Manage Users

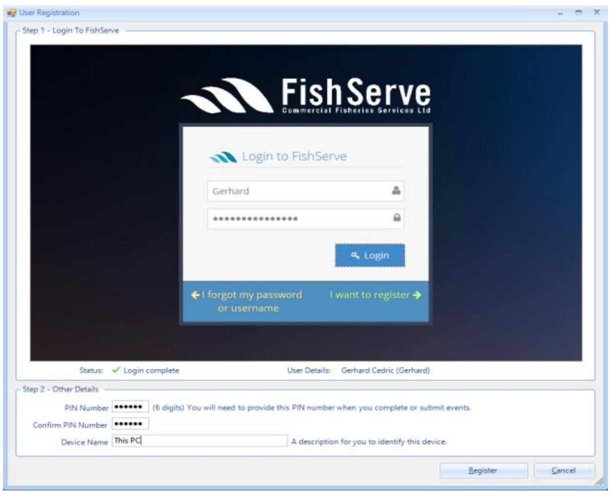
To add additional users, follow the steps below

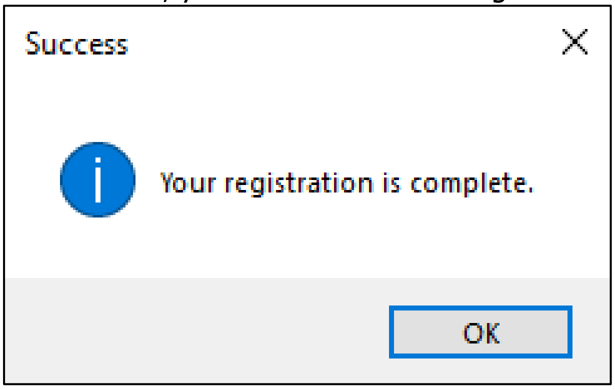
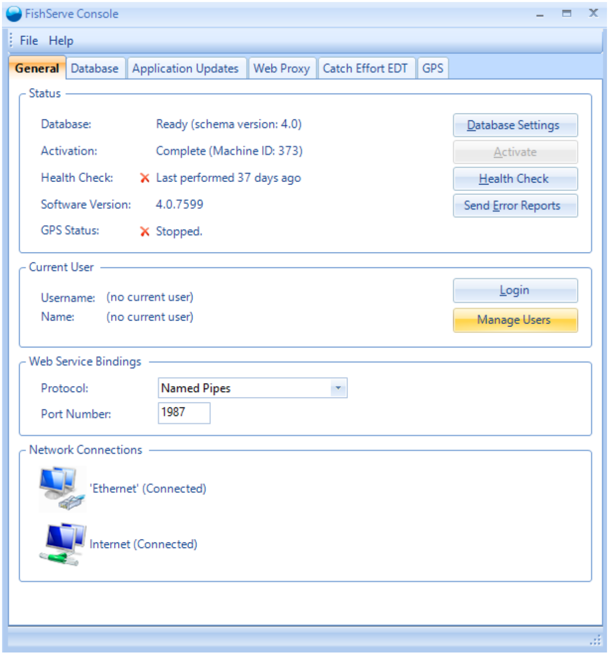
<table>
<tr><td>1.</td><td>Select Manage Users from the Cedric ribbon

</td></tr>
</table>

<table>
<tr><td>2.</td><td>Select Register/Reregister User

</td></tr>
<tr><td>3.</td><td>Enter your FishServe Username and Password and click Login


Step 2 of the process will appear in the bottom half of the screen if you have provided the correct login details.</td></tr>
<tr><td>4.</td><td>Enter a 6-digit pin that you will use to “sign” your reports, you can use any combination of numbers except 123456 and 654321. Make sure you remember your PIN

Re-enter your PIN number (it must match the PIN number you entered previously)

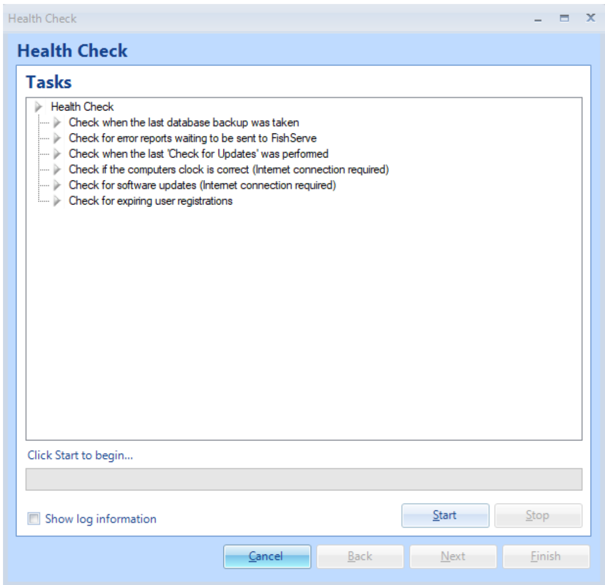
Enter a name for the device that you are using. This can be used to identify which computer this registration is linked to.

</td></tr>
<tr><td>5.</td><td>Select the Register button</td></tr>
</table>

<table>
<tr><td>6.</td><td>If the registration is successful, you will see the following

</td></tr>
<tr><td>7.</td><td>Select the OK button to close the screen. Cedric's Home Page should be displayed on screen. To add additional users, go to the General Tab of the console and select Manage Users

</td></tr>
<tr><td>8.</td><td>A list of current users and their registration expiry dates will show, select Register/Reregister User</td></tr>
</table>

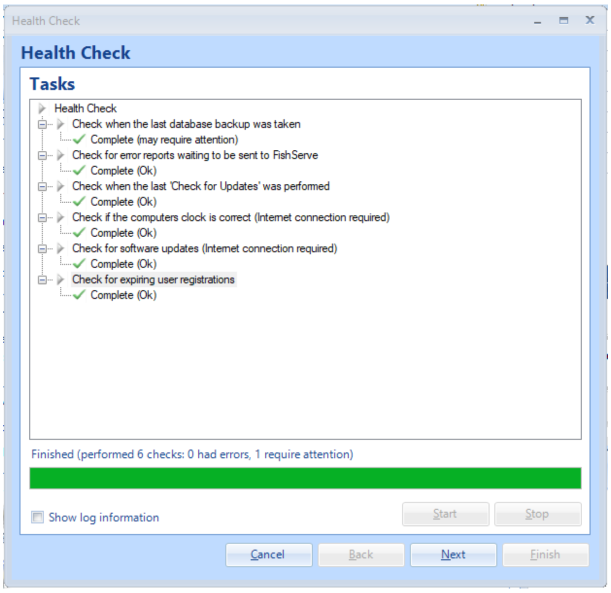
To renew an expired or expiring registration or change your PIN you need to reregister that user using the steps above.

Chapter 5: Health Check

The Health Check is an automated process that checks seven different functions within your Cedric installation to ensure that the application remains in good working order. It is recommended that this process is run at least once a week.

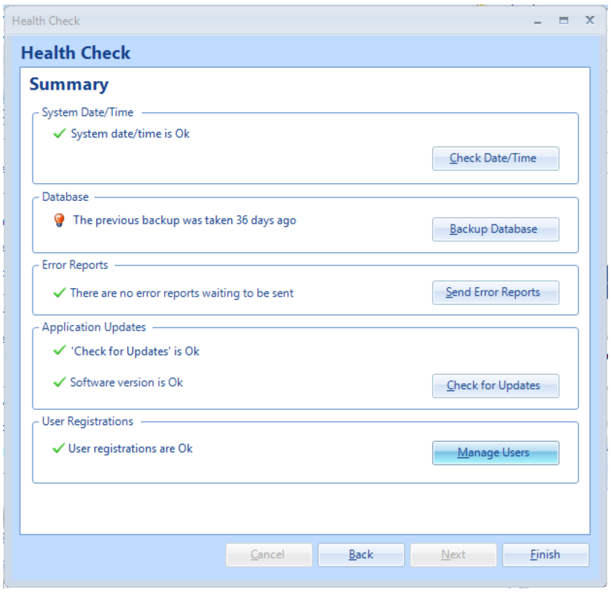
Step	Action
1.	Double-click on the **FishServe Console** icon located in the Windows System Tray. Alternatively, you can right-click on the **FishServe Console** icon and select **Restore**. Or select the **Health Check** icon in the Cedric ribbon 
2.	Select the **Health Check** button.
3.	The **Health Check Tasks** page of the **Health Check** wizard will be displayed; 
4.	Select **Start** to begin the **Health Check** process

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>5.</td><td>Once the process has finished a comment will be displayed below each function that has been checked.

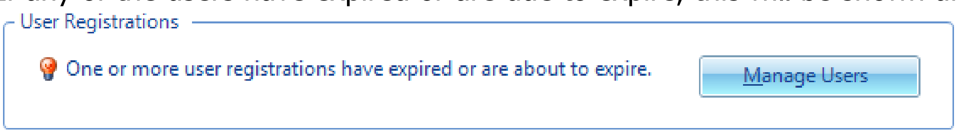


</td></tr>
<tr><td>6.</td><td>When the comment is ✓ Complete (Ok) this indicates that the function is as it should be and you do not need to do anything more.

When the comment is ✓ Complete (may require attention) it means that you may need to take some action in relation to that function.</td></tr>
<tr><td>7.</td><td>Select the Next button on the Health Check wizard.</td></tr>
<tr><td>8.</td><td>The Health Check Summary page will be displayed;



</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>9.</td><td>A icon indicates that something is amiss and you will need to perform some action.
A icon indicates that everything is correct. You do not need to do anything.
If any of the users have expired or are due to expire, this will be shown under the.

</td></tr>
<tr><td>10.</td><td>The Health Check Summary page buttons perform the following actions;
<table>
<tr><th>Button</th><th>Description</th></tr>
<tr><td>Check Date/Time</td><td>This will instigate an automated Date/Time check of your computer. If your computer Date/Time is incorrect, you will need to change your system clock through your Windows operating system. The process may vary slightly between Windows XP, Vista and Windows 7.</td></tr>
<tr><td>Backup Database</td><td>Takes you to the Backup and Restore screens– See

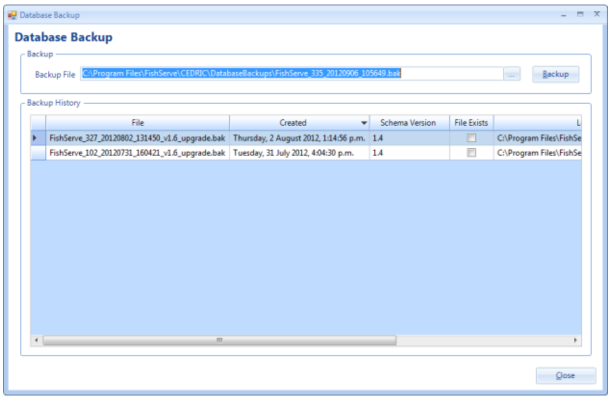
Chapter 6: Backup & Restore</td></tr>
<tr><td>Send Error Reports</td><td>Automatically sends off any error reports to FishServe that have been generated in your installation of Cedric.</td></tr>
<tr><td>Check For Updates</td><td>This initiates the Check For Updates process described in

Chapter 4: FishServe Console</td></tr>
<tr><td>Manage Users</td><td>This opens the user management screen where user registrations can be renewed if they are due to expire or have already expired. New users can also be added. See Chapter 3.11</td></tr>
</table></td></tr>
</table>

Chapter 6: Backup & Restore

It is important to run regular backups of your Cedric database to avoid losing any data should you have a serious issue with either your computer or with Cedric itself. We recommend that you backup your database daily.

6.1: To Backup your Database

Step	Action
1.	Double-click on the **FishServe Console** icon located in the Windows System Tray. Alternatively, you can right-click on the **FishServe Console** icon and select **Restore**.
2.	Select the **Database** tab 
3.	Select the **Backup Database** button 
4.	The following window will appear; 
5.	Select the **Backup** button **Notes:** • Cedric provides a default file name and location for your database backup files. • If you would prefer to store your backup files in another location, select the ... icon at the end of the file name field and choose another location in the file navigation window that appears.
6.	Select yes when the confirmation popup message is displayed on screen

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>7.</td><td>The following screen will be displayed;

</td></tr>
<tr><td>8.</td><td>Once the backup process has finished you will see a file has been added to the Backup History grid.</td></tr>
</table>

6.2: To restore your database from a backup file

You should only ever restore your database if absolutely necessary. Also, it is important to make a backup of your existing database before you restore from an earlier backup file in order to prevent loss of data. To restore your database please contact FishServe.

Chapter 7: GPS

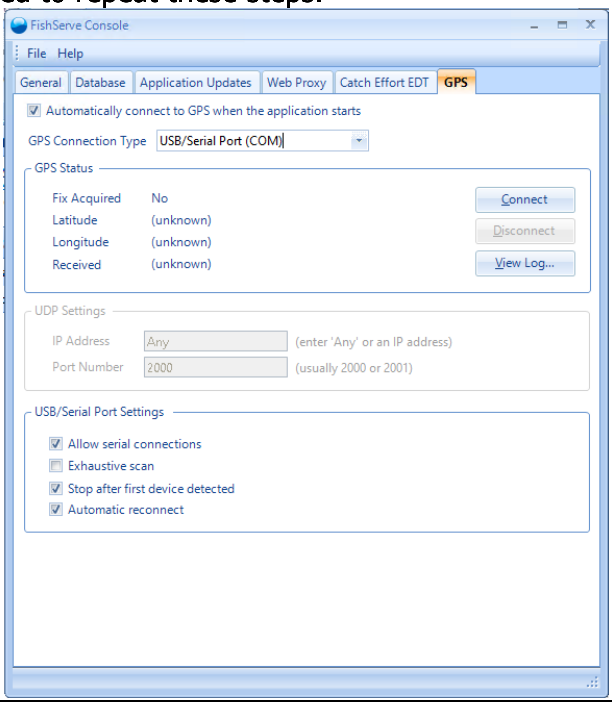
Cedric must be connected to GPS in order to record your positions on Electronic Reporting events (e.g. to populate the start of shot / end of haul location).

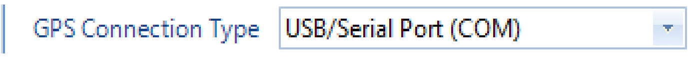
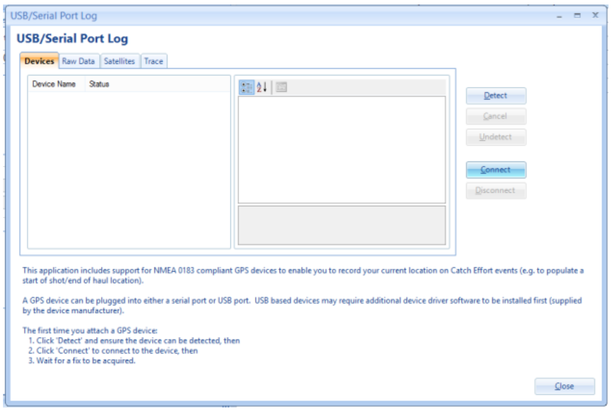
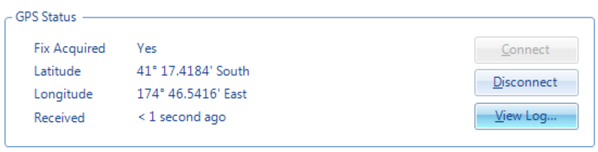
Cedric support the NMEA0183 standard for receiving GPS position details. There are two options available to connect your GPS to Cedric:

- **USB / Serial GPS Devices** – the device can be connected to the laptop or PC using Cedric via serial port or USB port.
- **UDP (Network Broadcast)** – Cedric can listen for GPS position details broadcast on the vessel network using the UDP protocol (e.g. broadcast from a sea plotter).

7.1: Connect GPS Device to Cedric

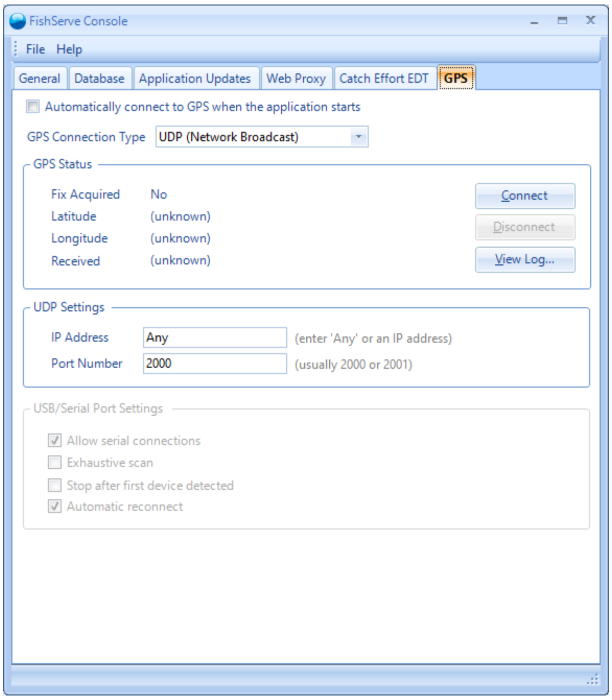
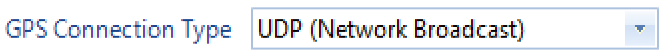
In order to set up your GPS device to communicate with Cedric, follow the steps below. You only need to follow this process once.

Step	Action
1.	Some GPS devices may require the installation of software before use. Install any software as required and then insert your GPS device into your computers USB port. Ensure that the GPS device is close to a window. It could take up to 10 minutes to pick up any satellites.
2.	Select the **GPS** tab 
3.	**Note:** The **Automatically connect to GPS when the application starts** check box will be selected by default. This option means that the GPS device will be automatically detected each time Cedric is started so you do not need to repeat these steps. 

Step	Action
4.	Select the USB/Serial Port (COM) option from the **GPS Connection Type** drop down list 
5.	Select **View Log**
6.	The following screen is displayed; 
7.	Click **Detect** to ensure the device can be detected You should see a record stating **GPS Detected** COM12 GPS DETECTED
8.	Once the GPS is detected click **Connect** to connect to the device.
9.	Wait for a fix to be acquired. This could take up to 10 minutes. **Note:** A fix will only be acquired if three satellites are detected with a suitable signal strength.
10.	Select the **Close** button
11.	The **Fix Acquired** Fix Acquired will display as **Yes**. If it is still showing as **No,** then you will need to wait a bit longer. GPS details will be populated in your GPS Status. 

7.2: Connect UDP (Network Broadcast) to Cedric

In order to set up Cedric to communicate with your UDP (Network Broadcast), follow the steps below. You only need to follow this process once.

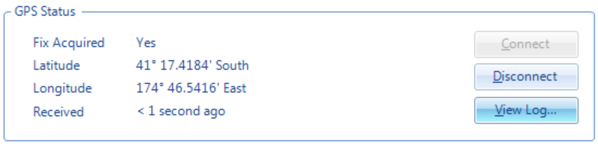
Step	Action
1.	Select the **GPS** tab 
2.	**Note:** The **Automatically connect to GPS when the application starts** check box will be selected by default. This option means that the GPS will be automatically detected each time Cedric is started so you do not need to repeat these steps. 
3.	Select the UDP (Network Broadcast) option from the **GPS Connection Type** drop down list 
4.	The UDP Settings default to; • IP Address: Any • Port Number: 2000 These can be changed if required.
5.	Select **Connect** to connect to your UDP (Network Broadcast)
6.	A connection should be established within a few minutes.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>7.</td><td>

The **Fix Acquired** 

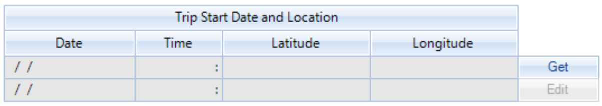
will display as **Yes**. If it is still showing as **No,** then you will need to wait a bit longer.

GPS details will be populated in your GPS Status.

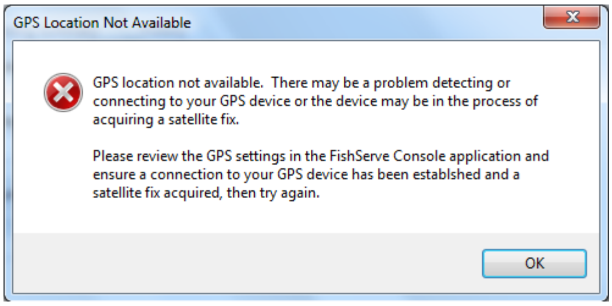


</td></tr>
<tr><th colspan="2">Notes</th></tr>
<tr><td colspan="2">

- When you next need location details, simply click the **Get** button alongside the relevant field to input the current position from the GPS;



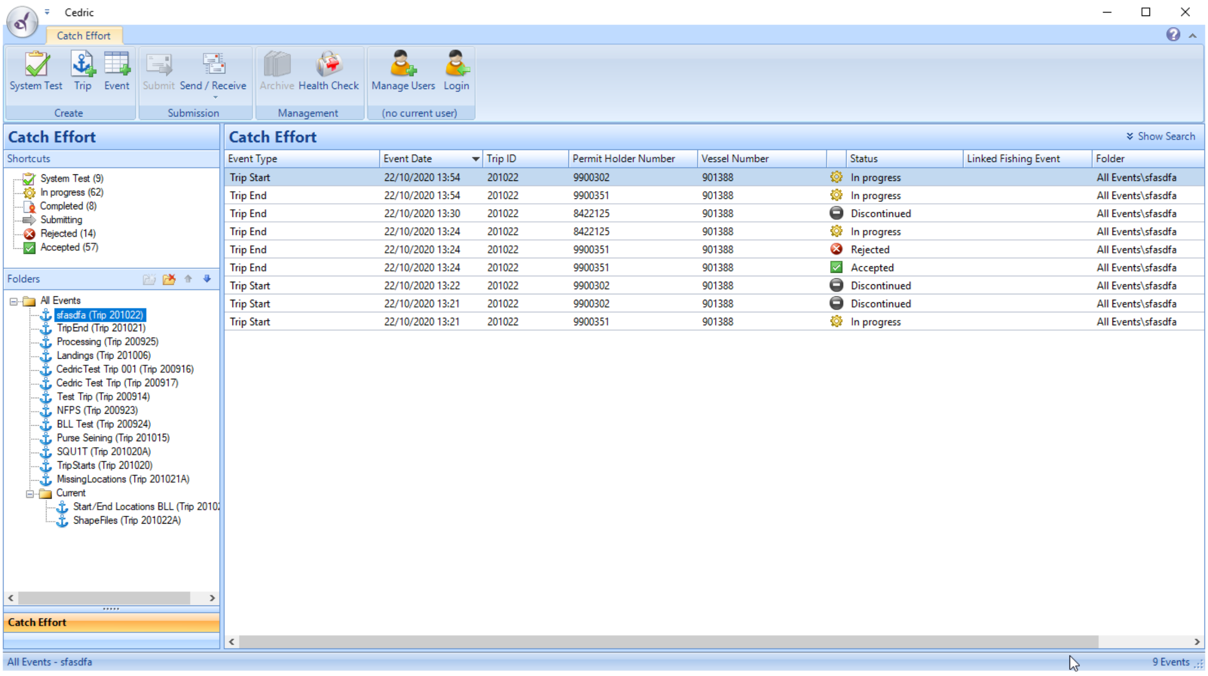
- If for some reason the required number of satellites cannot be detected, you will get a message popup;



- If this situation occurs review your **GPS** settings in the **FishServe Console.**

</td></tr>
</table>

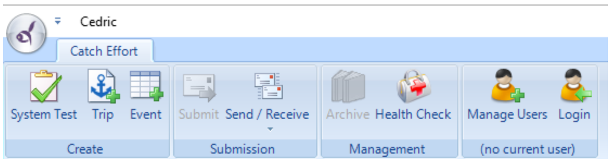
Chapter 8: Navigating your way around Cedric

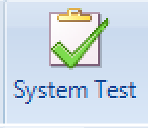
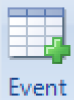


8.1: Application Button

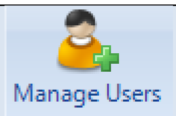
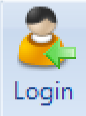
Steps	Action
1.	Select the **Application** button 
2.	A dropdown list will appear with; • Exit – closes Cedric **Note:** If you select **Exit** without saving your event changes, the system will prompt you to save your changes.

8.2: Button Banner

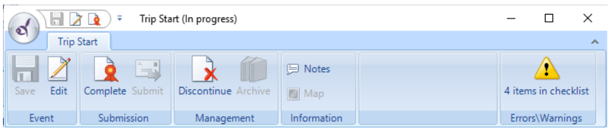
<table>
<tr><th>Steps</th><th>Action</th></tr>
<tr><td>1.</td><td>The button banner on the Home Page contains the following buttons;


</td></tr>
<tr><td>2.</td><td>Below is a description of each of the buttons within the home page;
<table>
<tr><th>Button</th><th>Description</th></tr>
<tr><td>
</td><td>Select this button to perform a System Test. This process creates and submits a test event that is sent to FishServe to check your connection is working correctly.</td></tr>
<tr><td>
</td><td>Select this button to create a new Trip.</td></tr>
<tr><td>
</td><td>Select this button to create a new event. You can only create one event at a time. An event can only be created if a Trip Start event has already been created and the trip folder is selected.</td></tr>
<tr><td>
</td><td>Submit button – allows you to submit one or more events to FishServe. Only Completed events can be submitted.</td></tr>
<tr><td>
</td><td>This button allows you to submit any events queued for submission to FishServe. In addition, this process sends a request to FishServe to confirm the status of any previously submitted event where a response has not yet been received.

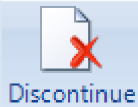
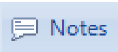
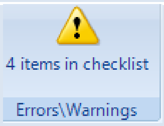
Select the little dropdown below the Send/Receive button 
 to display a list with two options;
Queue – Allows you to queue events ready for submission to FishServe. You might want to use this option if you are ready to submit events to FishServe but do not currently have an internet connection.
Dequeue – Allows you to remove events from the queue ready to be submitted to FishServe. The status of any events removed from the queue will revert back to Completed.</td></tr>
<tr><td>
</td><td>This button allows you to Archive your event out of Cedric to free up space on the database. Archived events can be stored in a location external to Cedric or your computer.
Note: There are legal obligations to store your events for a certain amount of time. All event records must be available on board for a minimum of 90 days in their latest state.
Only Accepted, Rejected and Discontinued events can be archived.</td></tr>
<tr><td>
</td><td>This button allows you to start the health check process. See Chapter 5: Health Check</td></tr>
</table>
</td></tr>
</table>

Button	Description
	This button allows you to register new users and reregister users whose registrations have expired or are due to expire. **See Chapter 4.8 Manage Users**
	This button allows you to log into Cedric. **See Chapter 4: 4.1: Login To Cedric.**

3. The button banner within an Event Window contains the following buttons;

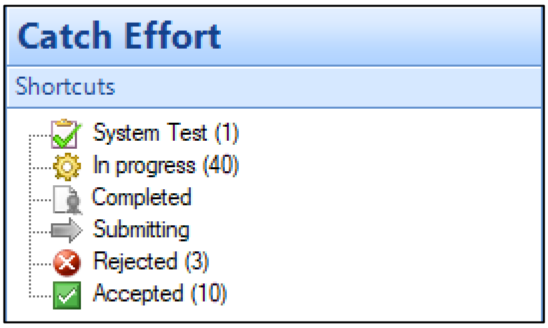


4. Below is a description of each of the buttons within the event window;

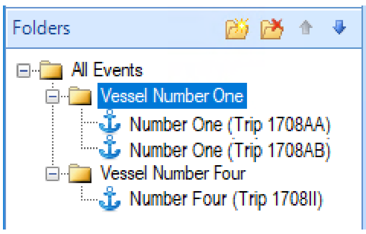
Button	Description
	Select this button to save changes to an event.
	Select this button to open the event for editing.
	This button allows you to Complete the event. You should only Complete an event if you are certain that all details on the event are complete and correct and the event is ready for submission to FishServe. An event cannot be edited after you have selected Complete.
	Select this button to discontinue/cancel the event. You would only do this if the event was created in error. Only events with a status of 'In Progress' can be discontinued.
	Select this button to view a digital version of this user guide specific to the event.
	This will show the number of errors and warnings in the checklist of this event.

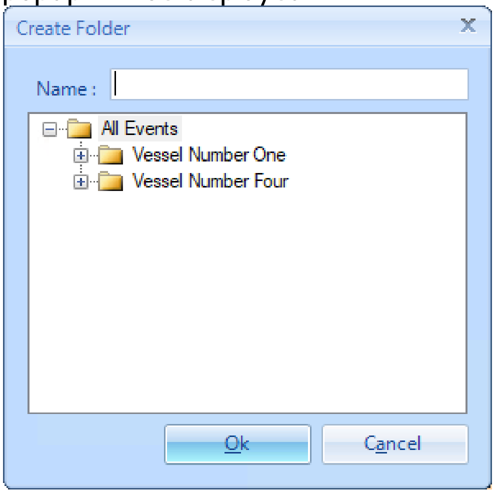
For a more detailed description of what these buttons do,
see **Section II: Completing Events**

8.3: Shortcuts Tree

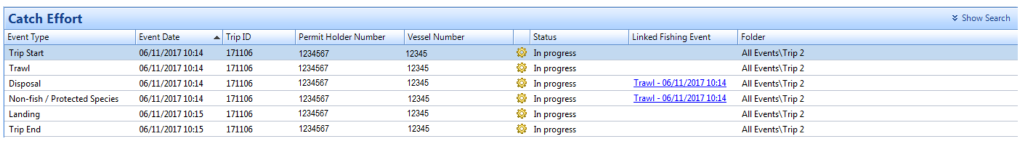
Step	Action
1.	The shortcuts function provides a quick selection option to display all events with a certain status. 
2.	Simply click on one of the statuses in the shortcuts selection to display all events with that status in the **Fishing Events Summary Pane**. **Notes:** • This is purely a quick selection option and does not include all event statuses. • You might notice there are actually three submitting statuses, **Pending Upload**, **Uploading** and **Confirming**. See the **Fishing Events Summary Pane** section for a more detailed description of these three statuses.

8.4: Folders Tree

Step	Action
1.	The Folders Tree provides you with the ability to organise your events into a file structure. Below is an example of what a folder tree structure might look like. 
2.	Your default folder is called 'All Events.' All of your events will be located within this folder until you create new folders.

<table>
<tr><td>3.</td><td>Right click on the All Events folder to create a new folder or select the  icon. The following popup will be displayed.
</td></tr>
<tr><td>4.</td><td>Enter a name for your folder and select OK.</td></tr>
<tr><td>5.</td><td>The popup will disappear and a new folder will be displayed in your folders tree.</td></tr>
<tr><td>6.</td><td>In addition, you can drag and drop existing folders into other locations within the Folder tree structure. You can re-order folders within a sub-folder by using the two arrows alongside the Folder banner heading at the top of the folders pane. Or you can delete folders (as long as they do not contain any events or sub-folders).</td></tr>
</table>

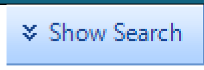
8.5: Fishing Events Summary Pane

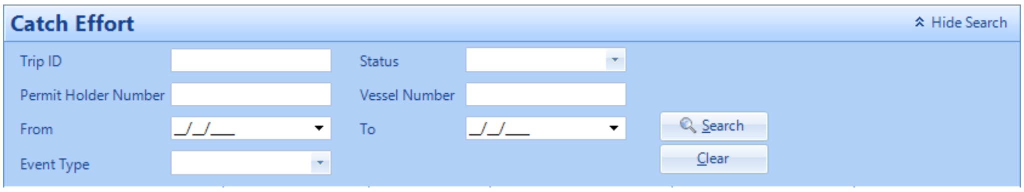
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>The Fishing Events Summary Pane displays all events as the result of a search query, from within a folder on the folders tree, or from the Shortcuts function.

<table>
<tr><th colspan="8">Catch Effort — Show Search</th></tr>
<tr><th>Event Type</th><th>Event Date</th><th>Trip ID</th><th>Permit Holder Number</th><th>Vessel Number</th><th>Status</th><th>Linked Fishing Event</th><th>Folder</th></tr>
<tr><td>Trip Start</td><td>06/11/2017 10:14</td><td>171106</td><td>1234567</td><td>12345</td><td>In progress</td><td></td><td>All Events\Trip 2</td></tr>
<tr><td>Trawl</td><td>06/11/2017 10:14</td><td>171106</td><td>1234567</td><td>12345</td><td>In progress</td><td></td><td>All Events\Trip 2</td></tr>
<tr><td>Disposal</td><td>06/11/2017 10:14</td><td>171106</td><td>1234567</td><td>12345</td><td>In progress</td><td>Trawl - 06/11/2017 10:14</td><td>All Events\Trip 2</td></tr>
<tr><td>Non-fish / Protected Species</td><td>06/11/2017 10:14</td><td>171106</td><td>1234567</td><td>12345</td><td>In progress</td><td>Trawl - 06/11/2017 10:14</td><td>All Events\Trip 2</td></tr>
<tr><td>Landing</td><td>06/11/2017 10:15</td><td>171106</td><td>1234567</td><td>12345</td><td>In progress</td><td></td><td>All Events\Trip 2</td></tr>
<tr><td>Trip End</td><td>06/11/2017 10:15</td><td>171106</td><td>1234567</td><td>12345</td><td>In progress</td><td></td><td>All Events\Trip 2</td></tr>
</table>
Note: Until you create your first event, you will not have any events displayed within the Fishing Events Summary Pane.</td></tr>
<tr><td>2.</td><td>You can re-order the way your events are listed within the Fishing Events Summary Pane by clicking on any of the column headers.</td></tr>
</table>

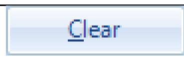
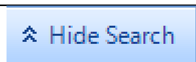
Step	Action
3.	Each event has a status associated with it; **Event Status** / **Description** In Progress: This status indicates an event is currently being worked on. The event is first given this status when it is created and remains in that state until the event is **Completed.** Completed: This indicates an event has been **Completed** by an Authorised User and is ready for submission to FishServe. **Note**: An event should only be **Completed** when all fields have been completed and the Authorised User completing the event is sure that all details are accurate in the event. An event cannot be edited after you have selected Complete. Pending Upload: This indicates that an event has been queued, ready for submission to FishServe. Uploading or Confirming: This indicates that the event is in the process of being submitted to FishServe. You can select the **Send/Receive** button to complete the submission process. **Note:** You need an internet connection to perform this action. Accepted: This status means your event was successfully submitted to FishServe. Rejected: This status means your event was received by FishServe and then rejected. You can open the rejected event and select the **Edit** button to change any details as required and re-submit the event to FishServe. **Note:** In order to ascertain why your event was rejected, open the event and select the history tab. You will see a comment next to the rejected event explaining why the event was rejected. Discontinued: This indicates that an event was created in error and an Authorised User has decided to discontinue working on that event. **Note**: Once an event is created it cannot be deleted entirely from Cedric.

Event Status	Description
In Progress	This status indicates an event is currently being worked on. The event is first given this status when it is created and remains in that state until the event is **Completed.**
Completed	This indicates an event has been **Completed** by an Authorised User and is ready for submission to FishServe. **Note**: An event should only be **Completed** when all fields have been completed and the Authorised User completing the event is sure that all details are accurate in the event. An event cannot be edited after you have selected Complete.
Pending Upload	This indicates that an event has been queued, ready for submission to FishServe.
Uploading or Confirming	This indicates that the event is in the process of being submitted to FishServe. You can select the **Send/Receive** button to complete the submission process. **Note:** You need an internet connection to perform this action.
Accepted	This status means your event was successfully submitted to FishServe.
Rejected	This status means your event was received by FishServe and then rejected. You can open the rejected event and select the **Edit** button to change any details as required and re-submit the event to FishServe. **Note:** In order to ascertain why your event was rejected, open the event and select the history tab. You will see a comment next to the rejected event explaining why the event was rejected.
Discontinued	This indicates that an event was created in error and an Authorised User has decided to discontinue working on that event. **Note**: Once an event is created it cannot be deleted entirely from Cedric.

8.6: Event Search

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>You can search for an event by clicking the little chevron 

in the top right corner of the Fishing Event Summary Pane.</td></tr>
<tr><td>2.</td><td>The search pane will be displayed;

</td></tr>
<tr><td>3.</td><td>You can search on any of the fields listed;
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Trip ID</td><td>Enter a specific Trip ID for an event you are searching for.</td></tr>
<tr><td>Permit Holder Number</td><td>Enter the permit holder number of the event you would like to search for. If this is your only search criteria, all event for that permit holder will be displayed.</td></tr>
<tr><td>Event Type</td><td>Enter a specific event type to view events of that event type.</td></tr>
<tr><td>From</td><td>Enter the From date range to view all events created within the From and To dates selected.</td></tr>
<tr><td>Vessel Number</td><td>Enter a vessel number to view all events related to a particular vessel.</td></tr>
<tr><td>Status</td><td>Enter an event status to view all events with that status.</td></tr>
<tr><td>To</td><td>Enter the To date range to view all events created within the From and To dates selected.</td></tr>
</table></td></tr>
<tr><td>4.</td><td>Once you have entered your search criteria, select the Search button 

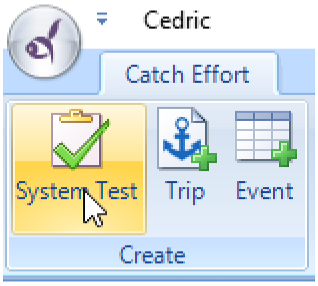
to display the results in the Fishing Events Summary Pane.</td></tr>
<tr><td>5.</td><td>To clear the search fields, select the Clear button 
</td></tr>
<tr><td>6.</td><td>To close the search pane, select the Hide Search button 
</td></tr>
</table>

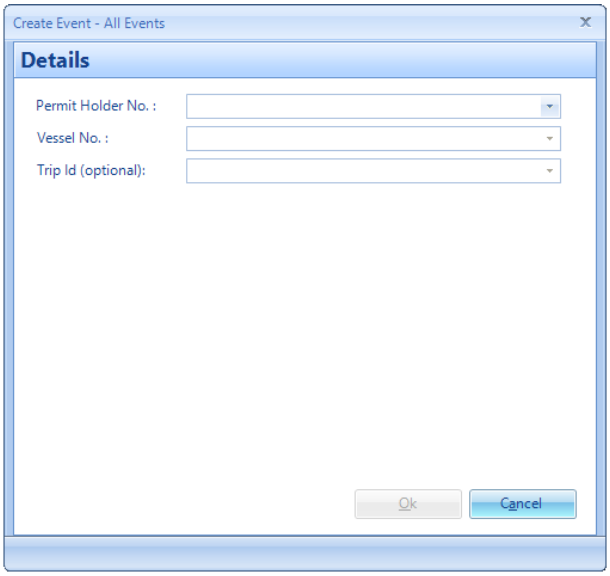
Section II: Completing Events

Chapter 9: Completing an Event

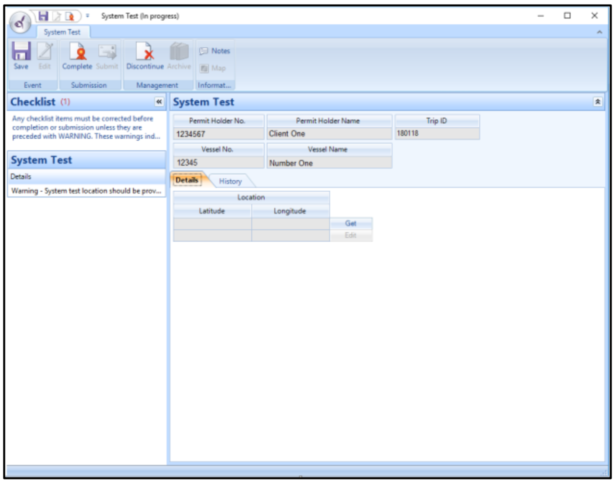
Some actions, such as the Complete and Discontinue functions will always prompt you for your password.

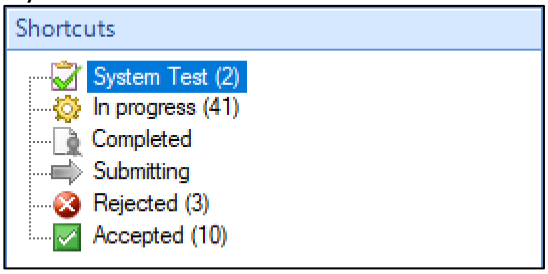
9.1: Creating a System Test

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>On Cedric's home page, select the System Test button


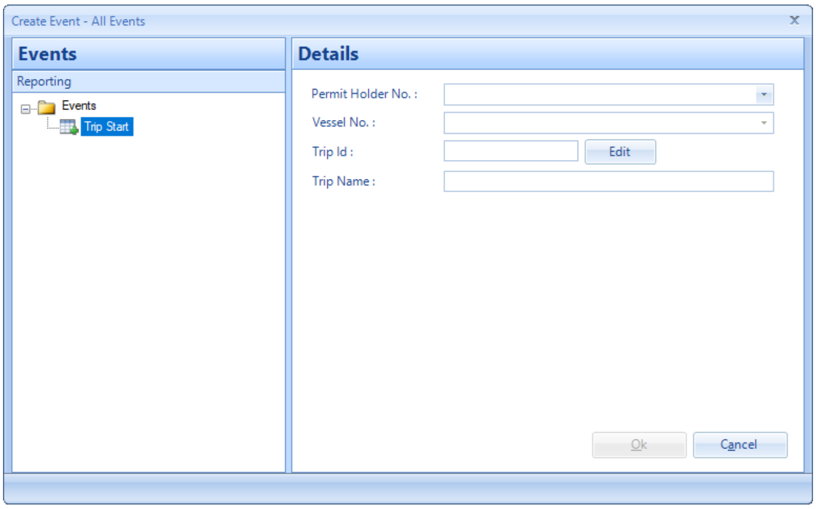
</td></tr>
<tr><td>2.</td><td>The following popup box will appear;


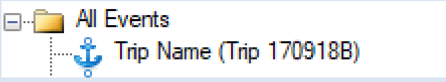
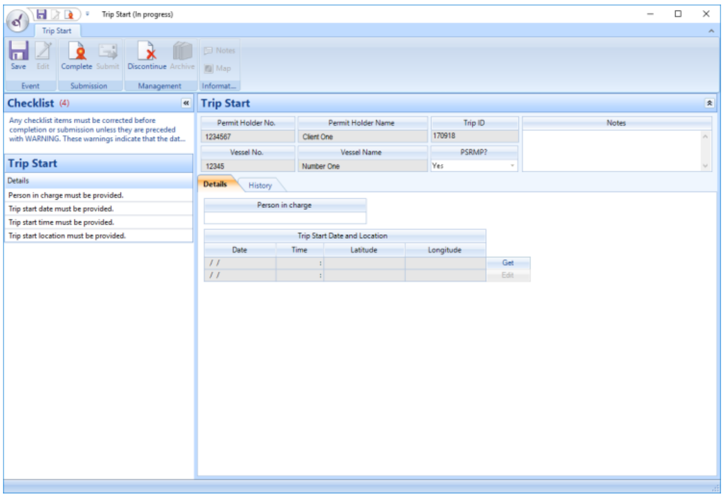
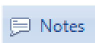
</td></tr>
<tr><td>3.</td><td>Fill in each field of the panel on the right of the Create screen;
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Permit Holder No.</td><td>Select the permit holder for whom you will be submitting the event for.</td></tr>
<tr><td>Vessel No.</td><td>Select the vessel that you will be submitting the event for.</td></tr>
<tr><td>Trip Id</td><td>If you have already created a Trip Start Event, you can select a Trip to associate the System Test with. This can be left blank if it is not associated with a trip.</td></tr>
</table>
</td></tr>
</table>

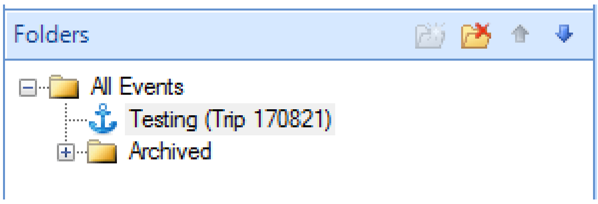
Step	Action
4.	Once you have completed all the fields, select **OK**.
5.	A new System Test event will be created and displayed within its own Event Window on your screen. 
6.	The System Test event will have a header section that returns information. • Permit Holder No. • Permit Holder Name • Vessel No. • Vessel Name • Trip ID (if applicable) **Notes:** • These fields cannot be edited. If you have entered an incorrect value when creating the event, you must **Discontinue** the event and start again.
7.	Complete all fields on the event as required. For a guide to completing the System Test event, see the Explanatory Notes Notes within the System Test.
8.	The system will auto-save your changes every five minutes, but you can also select the **Save** button. See below for an explanation of what these functions are.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>9.</td><td>Once you have created the System Test Event this will be displayed in your ‘System Test’ shortcut folder in the Shortcuts tree.

</td></tr>
</table>

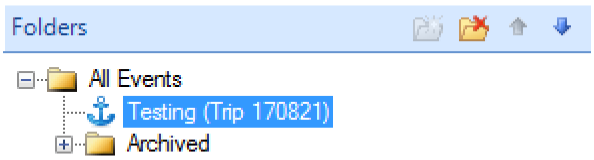
9.2: Creating a New Trip

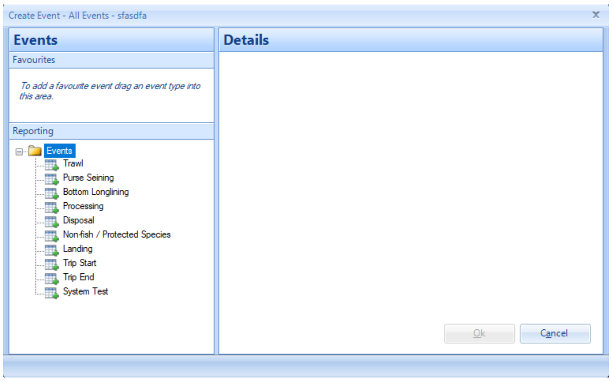
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>On Cedric’s home page, select the Trip button</td></tr>
<tr><td>2.</td><td>The following popup box will appear;

</td></tr>
<tr><td>3.</td><td>Fill in each field of the panel on the right of the Create screen;
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Permit Holder No.</td><td>Select the permit holder for whom you will be creating the trip.</td></tr>
<tr><td>Vessel No.</td><td>Select the Vessel that will be used for the trip.</td></tr>
<tr><td>Trip Id</td><td>The Trip Id is automatically generated. If you want to provide your own Trip Id, click the edit button and overwrite the Trip Id with your own Trip Id. This Trip Id will be used for each event created within the trip.</td></tr>
</table></td></tr>
</table>

Step	Action
	Trip Name: The name by which you would like to identify this trip. An anchor symbol will be created in your folder list with this name. All events that are part of this trip will be saved within this anchor folder. 
4.	Once you have completed all the fields, select **OK**.
5.	A new Trip Start event will be created and displayed within its own Event Window on your screen. 
6.	The Trip Start Event will have a header section that returns compulsory information. • Permit Holder No. • Permit Holder Name • Vessel No. • Vessel Name • Trip ID **Notes:** • These fields cannot be edited. If you have entered an incorrect value when creating the Trip Start, you must **Discontinue** the event and start again.
7.	Complete all fields on the event as required. For a guide to completing the Trip Start event, see the Explanatory Notes  within the Trip Start.

Step	Action
8.	The system will auto-save your changes every five minutes, but you can also select the **Save** button. See below for an explanation of what these functions are.
9.	Once you have created the Trip Start Event a folder will be created in your 'All Events' folder in the Folder tree. All events created for this trip will be saved in this folder. 
10.	If you are fishing for two or more permit holders on one trip, you will need to create a trip start and a trip end for each permit holder. To do this, you can add additional trip start events for the additional permit holders into the trip you have just created.

9.2: Creating a New Event

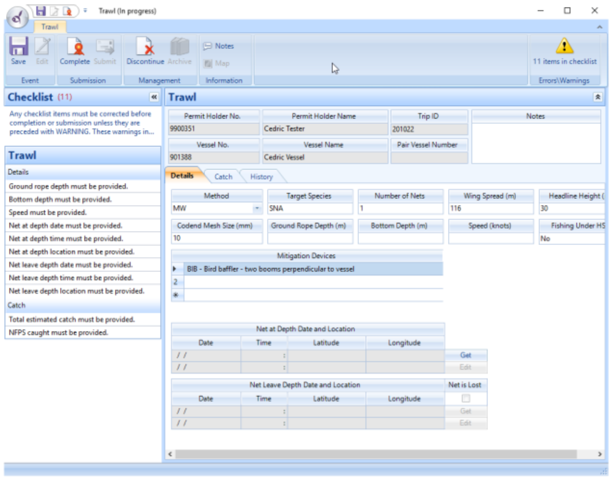
Step	Action
1.	On Cedric's home page, select the Trip folder in the folder tree for the trip in which the event has occurred.  Select the **Event** button **Note:** The Event button will not be enabled unless you have selected a Trip folder.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>2.</td><td>The following popup box will appear;

</td></tr>
<tr><td>3.</td><td>First you must choose what type of event you would like to create.

Note: You can drag an event type from the list into the Favourites window for quick access.</td></tr>
<tr><td>4.</td><td>The panel on the right of the Create screen will be pre-populated with the details that match the Trip Start for this event. These details will not be editable unless you have more than one permit holder listed in Cedric, in which case you can select the permit holder that the event is for.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Permit Holder No.</td><td>The permit holder for whom you will be creating the event.</td></tr>
<tr><td>Vessel No.</td><td>The Vessel being used for the trip.</td></tr>
<tr><td>Trip Id</td><td>The same Trip ID from the trip folder selected in Step 1.</td></tr>
</table></td></tr>
<tr><td>5.</td><td>Select OK to confirm the creation of the new event.

Note: If any of the details are incorrect, you need to select Cancel and either choose a different Trip for this event, or create a new Trip Start.</td></tr>
</table>

Step	Action
6.	A new event will be created and displayed within its own Event Window on your screen.  **Note:** This image is of the Trawl event, each event will have a slightly different layout.
7.	All events will have a header section that returns compulsory information. • Permit Holder No. • Permit Holder Name • Vessel No. • Vessel Name • Trip ID **Notes:** • These fields cannot be edited. If you have entered an incorrect value when creating the event, you must **Discontinue** that event and start again. • In addition, the header may contain editable fields. Each event is slightly different.
8.	Complete all fields on all tabs of the event as required. For a guide to completing each type of event, see the Explanatory Notes Notes within each event.
9.	The system will auto-save your changes every five minutes, but you can also select the **Save** button. See below for an explanation of what these functions are.
10.	If there are any errors relating to the data in the event, they will be displayed in the Checklist on the left of the screen. An icon will also display in the top right of the ribbon indicating that there are errors or warnings in the checklist.

9.3: Viewing an Event

Step	Action
1.	Double-click on an event in the **Fishing Events Summary Pane**.
2.	The event will be displayed within its own Event Window on your screen.
3.	The event can be viewed, but is **Read Only.** To view the history of the event being created and updated, select the **History** tab next to the **Details** tab.
4.	To **edit** the event, follow the steps below.

9.4: Editing an Event

Step	Action
1.	Double-click on an event in the **Fishing Events Summary Pane**.
2.	The event will be displayed within its own Event Window on your screen.
3.	Select the **Edit** button 
4.	The event should now be editable. However, only events with the following statuses can be edited; • In Progress • Rejected **Note**: The **Edit** button will remain disabled for any event that does not have one of these two statuses.

9.5: Saving an Event

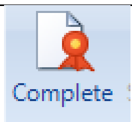
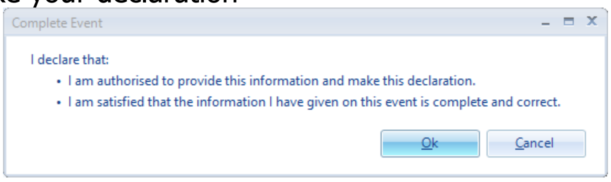
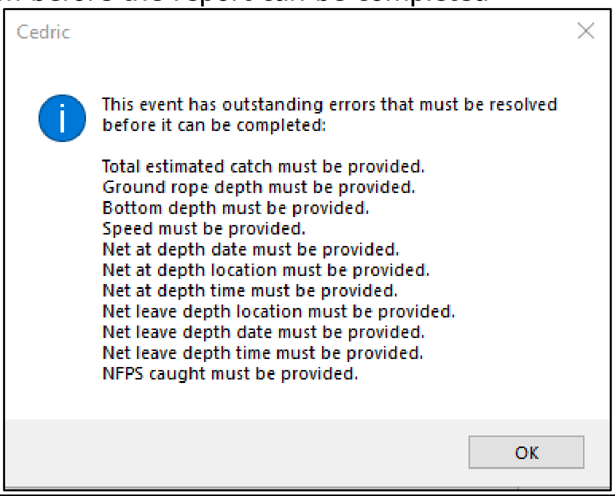
Step	Action
1.	When an event is first created the **Save** button is enabled, at other times the **Save** button only becomes enabled after you have selected the **Edit** button. **Note**: This button is only displayed within an Event Window. You cannot save multiple events at once.

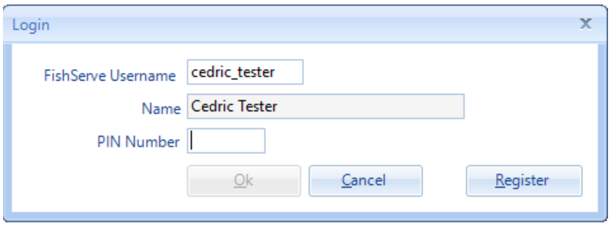
2.	To save your changes, select the **Save** button 

9.6: Completing an Event

In order to submit an event to FishServe, you must first mark the event as 'complete'. You should only do this once you are certain that all the information in the event is correct.

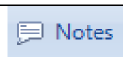
In order to complete your events, follow the steps below;

Step	Home Page
1.	Double-click on an event in the **Fishing Events Summary Pane**. The event will be displayed within its own Event Window on your screen.
2.	An event can only be completed if the status is 'In progress' and there are no outstanding error validations in the checklist.
3.	Select the **Complete** button 
4.	Select OK to make your declaration 
5.	If there are any errors that prevent submission, then these will be listed and you must correct them before the report can be completed 

Step	Home Page
6.	Enter your 6-digit PIN and select **OK** 
7.	The event will now have a status of 'Completed' and is now ready to be submitted to FishServe. Once completed, the event can no longer be edited. **Note:** if you have selected to have your completed events submitting automatically the status of the event will be 'Pending Upload' after completion. You will need to use the **Send/Receive** button in order to get the final status of the event e.g. Accepted or Rejected.

9.7: Explanatory Notes

The Explanatory Notes for an event lists the master codes and their definitions as well as further field information provided by the Fisheries Circulars.

Step	Action
1.	Double-click on an event in the **Fishing Events Summary Pane**. The event will be displayed within its own Event Window on your screen.
2.	In order to view the explanatory notes of the event, select the **Notes**  button. A PDF document will display on screen with the explanatory notes relevant to that event.
3.	You can print the explanatory notes by selecting the  icon within the PDF viewer
4.	In order to close the PDF document simply select the  in the top right corner of the document.

Chapter 10: Submitting an Event

Once you have completed your event you are now ready to submit the event to FishServe, although you will need to have an internet connection and authorisation from the Permit Holder to do so.

There are three main ways you can submit your event to FishServe. You can open an event and select the **Submit** button within that event; you can select one or more events in the **Fishing Events Summary Pane** on the Cedric Home Page and select the **Submit** button; or you can choose first to Queue an event for submission and then at some other time, perhaps when you have an internet connection, select the **Send/Receive** button on the Cedric Home Page.

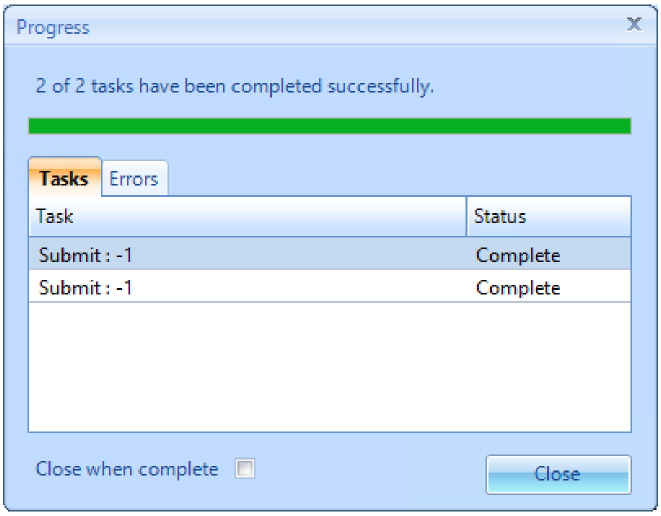
If you would like your events to be submitting automatically after completion refer to **Chapter 13: Event Quick Tips** – under section **Autosubmission of Completed Events**.

Events can be submitted in any order as long as they are submitted in keeping with the timeframes specified in the Fisheries (Reporting) Regulations 2017.

10.1: Submit button

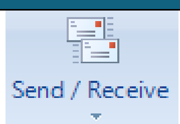
To submit an event to FishServe using the **Submit** button, follow the steps below;

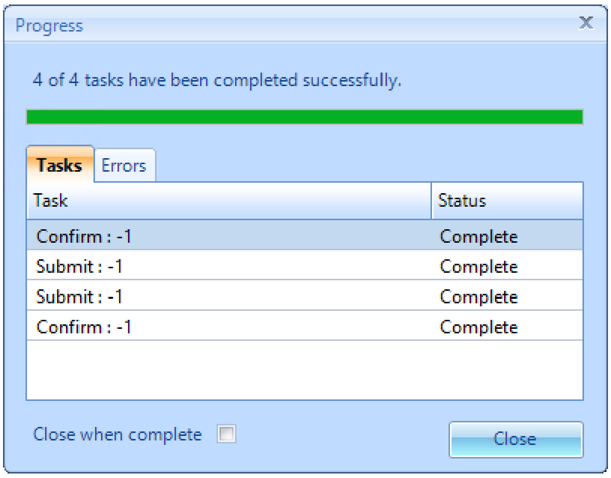
Step	Home Page	Event Window
1.	Select one or more events in the **Fishing Events Summary Pane** **Note:** All of the selected events must have a status of **Completed**	First select an event in the **Fishing Events Summary Pane**. **Note:** The event must have a status of **Completed** to be submitted
2.	Select the **Submit** button 	Double-click on the selected event.

Step	Home Page	Event Window
3.	A progression window will display on screen; 	The event should be displayed within its own Event Window on your screen.
4.	The events will be processed one at a time and when all events have been submitted, the progression window will disappear. The **Fishing Events Summary Pane** will automatically be refreshed displaying the events and their new status. **Note**: The selected events may no longer be displayed in the **Fishing Events Summary Pane** if their status has changed and the **Fishing Events Summary Pane** is displaying a particular status only.	Select the **Submit** button 

10.2: Using the Send/Receive Function

In order to find out if your events have been accepted or not, select the **Send/Receive** button. By selecting this button, a request will be sent to FishServe asking for a status update for all your events with a status of either, **Pending Upload**, **Uploading** or **Confirming**.

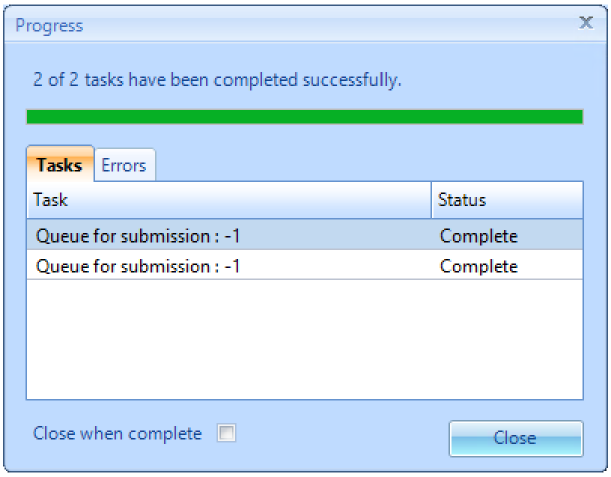
Step	Action
1.	Select the **Send/Receive** button 

Step	Action
	Note: You do not need to select any events because Cedric will automatically send all events to FishServe with a status of Submitting and/or request an update from FishServe regarding any event with a status of Submitting.
2.	Cedric will perform two actions; • Submit all events with a status of **Pending Upload** to FishServe • Request from FishServe an update to events with either a status of **Uploading** or **Confirming**.
3.	A progression window will display on screen; 
4.	All events with a status of either, **Pending Upload**, **Uploading** or **Confirming** will be displayed in this window. One at a time the events will receive their new status. Once all events in the batch have been processed the progression window will disappear.
5.	The events within the batch will now have one of the following statuses; • Uploading • Confirming • Accepted • Rejected
6.	You can check the outcome of this action by selecting the Submitting option  within the Shortcuts Tree. If the process worked correctly, there should not be any events within this folder with a status of 'Pending Upload'. In addition, all events that had a status of Uploading should now have either a Confirming, Accepted or Rejected status. **Note:** Occasionally due to a poor internet connection some of your events may display a Confirming status. If this is the case, wait a minute or so and select the **Send/Receive** button again.

10.3: Queuing an Event

Another option available, particularly if you do not currently have an internet connection is to queue your events ready for submission to FishServe. Once an internet connection is established, you can then select the **Send/Receive** button to complete the submission process.

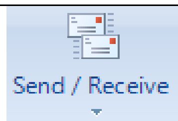
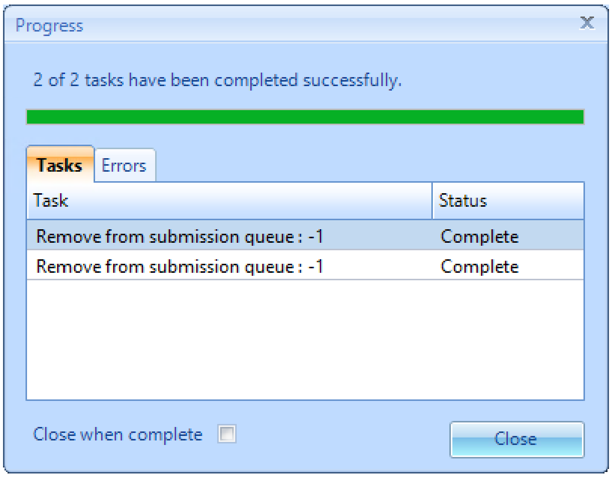
To queue an event ready for submission to FishServe, follow the steps below.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Select one or more events in the Fishing Events Summary Pane</td></tr>
<tr><td>2.</td><td>Select the Send/Receive button dropdown arrow 
</td></tr>
<tr><td>3.</td><td>Two items will appear in the dropdown list. Choose Queue</td></tr>
<tr><td>4.</td><td>A progression window will display on screen;

</td></tr>
<tr><td>5.</td><td>The events will be processed one at a time and when all events have been added to the submission queue, the progression window will disappear. The Fishing Events Summary Pane will automatically be refreshed displaying the events and their new status of Pending Upload.

Note: The selected events may no longer be displayed in the Fishing Events Summary Pane as their status has changed.</td></tr>
</table>

10.4: De-queue an Event

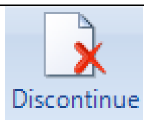
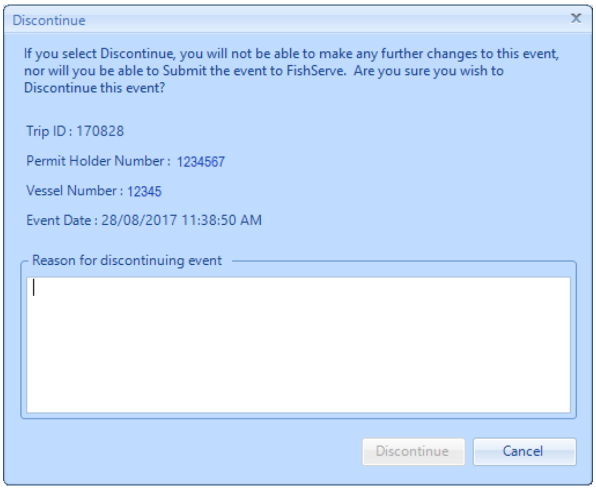
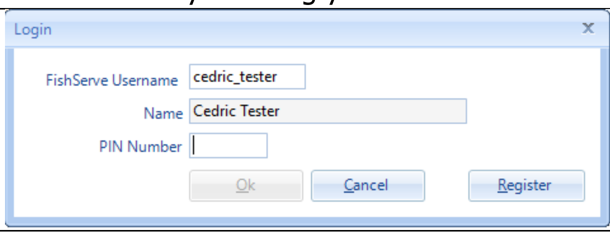
The De-queue function allows you to remove an event from the submission queue.

Step	Action
1.	Select one or more event in the **Fishing Events Summary Pane**
2.	Select the **Send/Receive** button dropdown arrow 
3.	Two items will appear in the dropdown list. Choose **Dequeue**.
4.	A progression window will display on screen; 
5.	The events will be processed one at a time and when all events have been removed from the submission queue, the progression window will disappear. The **Fishing Events Summary Pane** will automatically be refreshed displaying the events and their new status of **Completed**. **Note:** The selected events may no longer be displayed in the **Fishing Events Summary Pane** as their status has changed.

Chapter 11: Managing an Event

11.1: Discontinuing an Event

If you create an event in error, or incorrectly enter the Permit Holder, Vessel, Date, or choose the wrong event type, you cannot simply delete the new event. Instead you must **Discontinue** the event. The event will remain in the Trip Folder once discontinued.

Step	Description
1.	Double-click on an event in the **Fishing Event Summary Pane**.
2.	The event will be displayed within its own Event Window on your screen.
3.	Select the Discontinue button 
4.	The following screen will appear; 
5.	Enter a reason for discontinuing the event and select **Discontinue**. If prompted confirm this action by entering your PIN and select **OK.**
6.	
7.	This event will now have a status of **Discontinued**.

11.2: Amending an Event Already Submitted

Once an event has been submitted to FishServe you cannot amend any details through Cedric.

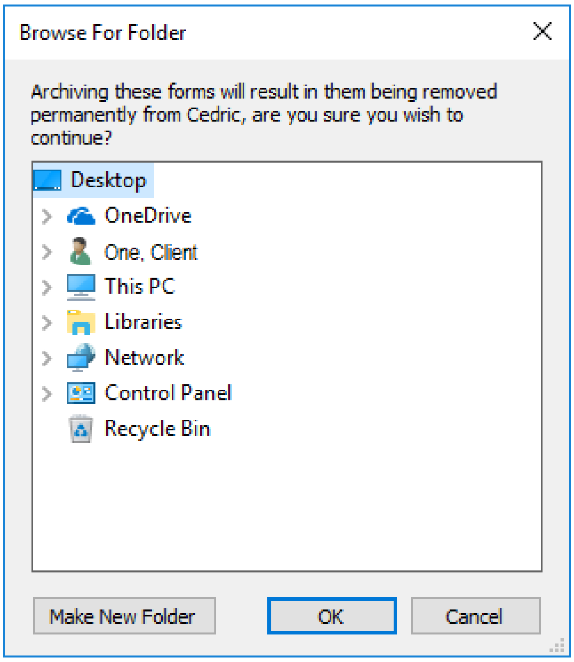
You will need to log on to the FishServe website and amend your event through the online services **ERS** tab.

11.3: Archiving an Event

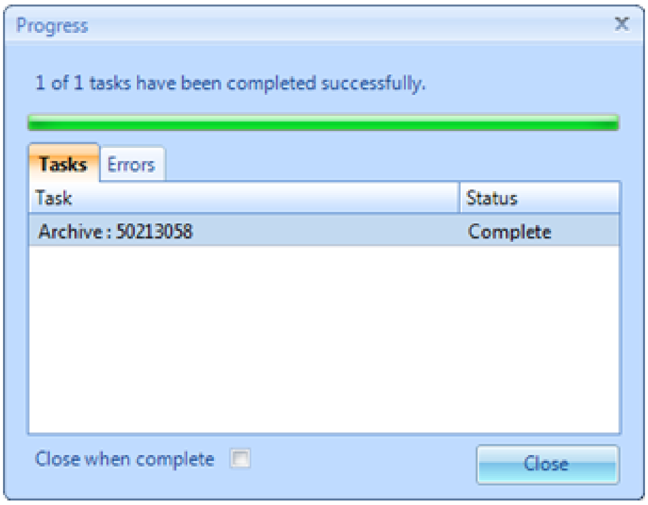
The archiving function allows you to remove your events from Cedric and free up space in your database. The archived events are saved as files to a location external to Cedric.

However, there are legal obligations to store your events for a certain amount of time that you should make yourself aware of. All event records must be available on board for a minimum of 90 days in their latest state, so you will not be able to archive events until after this 90 day timeframe.

Step	Home Page	Event Window
1.	Select one or more events in the **Fishing Events Summary Pane**	Double-click on an event in the **Fishing Events Summary Pane**. The event will be displayed within its own Event Window on your screen.
2.	Select the **Archive** button  **Note:** The selected event(s) must have a status of **Accepted** to be archived.	

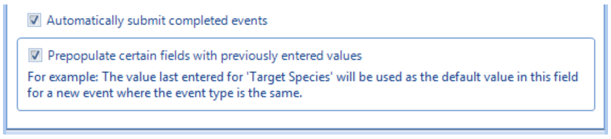
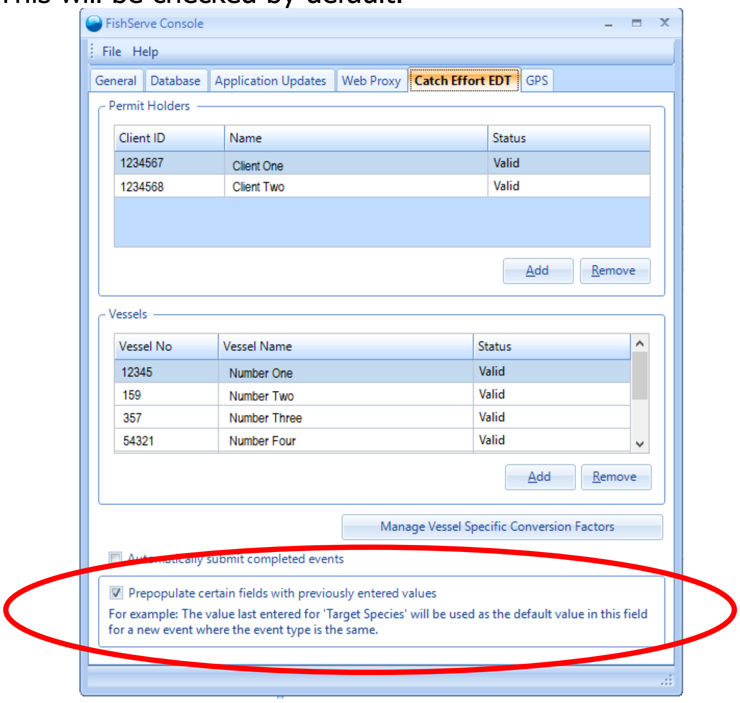
<table>
<tr><th>Step</th><th>Home Page</th><th>Event Window</th></tr>
<tr><td>3.</td><td colspan="2">The following screen appears;

</td></tr>
<tr><td>4.</td><td colspan="2">This screen has the following functions;
<table>
<tr><th>Function</th><th>Description</th></tr>
<tr><td>Location</td><td>The location window contains a dropdown list with all the available locations the user can archive the event(s) on that computer and external options such as saving to CD or a USB device.

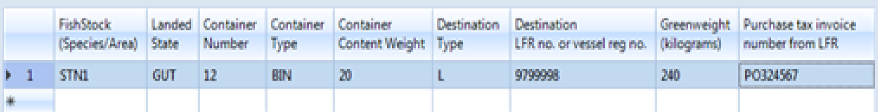
Select the location you would like the events to be archived to.</td></tr>
<tr><td>Make New Folder</td><td>Allows you to create a new folder to save your archived events.</td></tr>
</table></td></tr>
<tr><td>5.</td><td colspan="2">Select the OK button</td></tr>
</table>

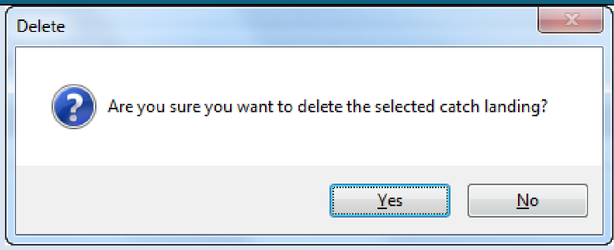
Step	Home Page	Event Window
6.	A progression window will display on screen; 	The Event Window will close taking you back to the Cedric Home Page.
7.	The events will be processed one at a time and when all events have been archived, the progression window will disappear. The **Fishing Events Summary Pane** will automatically be refreshed and the events will no-longer be displayed.	

Chapter 12: Event Quick Tips

This chapter outlines tips that will help assist you in completing events.

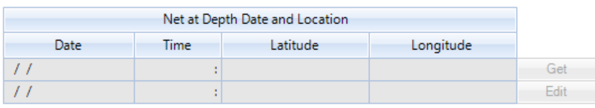
Action	Description
Autosubmission of completed events	To avoid having to remember to submit your completed events, you can turn on autosubmission. In the **Catch Effort EDT** tab on the **FishServe Console**, ensure that the **Automatically submit completed event** tickbox is selected. This will be unchecked by default.  If you have an internet connection when an event is completed it will start to attempt to submit automatically. You will need to select the **Send/Receive** button  in order to find out whether your event has been accepted or not.
Autopopulating common fields	To save you re-typing data that is the same each time, certain fields can be pre-populated when another event of the same type is created. In the **Catch Effort EDT** tab on the **FishServe Console**, ensure that the **Prepopulate certain fields with previously entered values** tickbox is selected. This will be checked by default.  The following values can be pre-populated on each of the specified fishing events:

<table>
<tr><th>Action</th><th>Description</th></tr>
<tr><td></td><td>Trawl Event:
Pair Vessel Number
Method
Target Species
Number of Nets
Wing Spread
Headline Height
Codend Mesh Size
Fishing Under HSP
Mitigation Devices
Bottom Longlining Event:
Target Species
Autolining
Hook Space
Number of Hooks
Integrated weight line used?
Fishing Under HSP
Mitigation Devices
Purse Seining Event:
Target Species
Total Net Length and Warps
Is Spotter Used
Spotter Call Sign
Fishing Under HSP
Mitigation Devices</td></tr>
<tr><td>Copy details from the row before</td><td>To copy details from the row before in a grid, complete the following steps;
Complete a line in the grid
Select Ctrl D on your keyboard to copy the details into the next line
Notes: The following fields are able to be copied on a Landing event;
Container Type
Landing Code
Reference Number
Purchase Order Number</td></tr>
<tr><td>Deleting a row within a grid</td><td>To delete a row within a grid, complete the following steps;
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>First select the grid row you would like to delete;

</td></tr>
<tr><td>2.</td><td>Now select the delete key on your computer keyboard.</td></tr>
<tr><td>3.</td><td>The following message popup will appear;</td></tr>
</table></td></tr>
</table>

<table>
<tr><th>Action</th><th>Description</th></tr>
<tr><td></td><td>


<table>
<tr><td>4.</td><td>Select Yes to delete the row</td></tr>
</table>
</td></tr>
<tr><td>Exporting a grid to excel</td><td>
To export a grid to excel complete the following steps;
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>First select the grid you would like to export by clicking your right mouse button when the cursor is hovering over the box in the top left corner of the grid;

</td></tr>
<tr><td>2.</td><td>Select the Convert To Spreadsheet option that appears.</td></tr>
<tr><td>3.</td><td>The values within the grid will be exported into an excel spreadsheet;

</td></tr>
</table>
</td></tr>
<tr><td>Quickly navigating from field to field within an event</td><td>To navigate quickly between fields within an event you can either use the Tab key on your keyboard, or the Up and Down arrows if you’re navigating within a grid.</td></tr>
<tr><td>Function Keys for Get button</td><td>
Function Keys can be used in place of the Get button on an event


Use F7 e.g. Net at Depth Date and Location on your keyboard for the first date and location grid within an event. This will populate the row with the system generated date/time and location details.
Use F8 e.g. Net Leave Depth Date and Location on your keyboard for the first date and location grid within an event. This will populate the row with the system generated date/time and location details.

</td></tr>
</table>

Action	Description
Checking your stock codes for a disposal	You can select the **Check Stock Codes** button  to perform checks against your fishing locations and the stock codes used in your Disposal. If you have used a stock code that does not match the locations of your fishing events, it will be listed. If you have reported catching a species in your fishing events, but it is not recorded in your disposal/s, it will also be listed. • For a Disposal Event that has been reported from a Fishing Event the check will use the fishing locations within that event to ensure that no incorrect codes have been used. - . ***Ensure your fishing event has been saved or completed before running this check.*** • For a Disposal Event that has been reported for a 24 hour period i.e. not from a Fishing Event, the check will use all fishing locations within the 24 hour period prior to the Disposal Date. - ***Ensure all your fishing events for the 24 hour period have been completed before running this check***
Checking your stock codes for a landing	Once you have completed your landing you can select the **Check/Load Stock Codes From Fishing Events** button  . This will check against all fishing locations in your trip to ensure that no incorrect stock codes have been used. It will also list any stock codes that are not the landing but have been included in the estimated catches in your fishing events in your trip. You can also use this button to add all the stocks that would be expected to be landed, based on your fishing locations for your trip if you do not enter any landing rows before running the check. ***Ensure all your fishing events for the trip have been saved or completed before running this check.***