



iFIMS Electronic Vessel Registration (EVR) Guide

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iFIMS

Table of Contents


How to use the iFIMS Industry User Guide	1
Technical Support	2
Registering on iFIMS EVR.....	3
Adding a vessel or vessels.....	5
Submitting Online EVR Application	7
Acknowledgement of EVR application	9

How to use the iFIMS Industry User Guide

To access any topics or subtopics in the iFIMS User Guides select from the topics in the Table of Contents on the left hand side of the page. Alternatively you can click on the link at the end of each topic of the page you are reading to move to the next topic. You can go back at anytime by clicking on the relevant topic link.

If you wish to read the User Guide in full page view click on the arrow next to the iFIMS logo on the left of the page.

If you wish to enlarge any picture in the User Guide click on the picture and it will be displayed in full screen.

To download or save a copy of the User Guide click the  button at the bottom of the Table of Contents. To print a copy click the print icon  at the top right hand corner of the page.

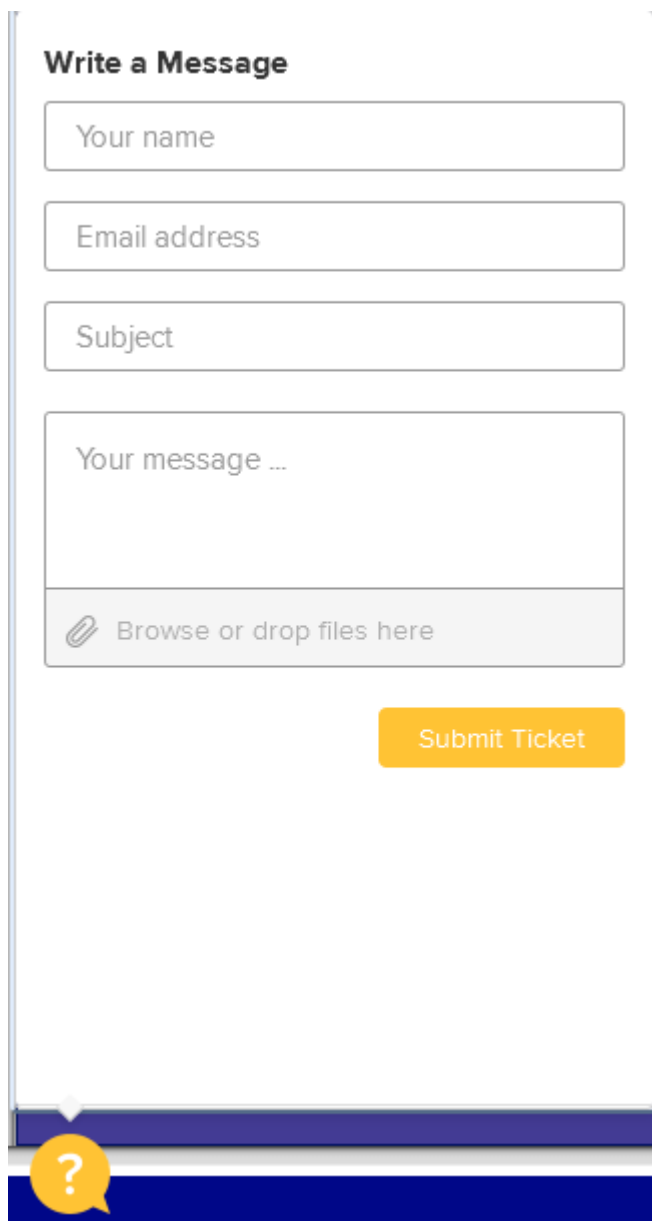
To search for a particular topic or word enter the details into the search box at the top of any page and hit enter. The topics relating to your search request will then be displayed.

To assist iFIMS to improve the quality of the User Guides please feel free to provide feedback by using the feedback and icons link at the bottom of each page of a User Guide.

Please Note: The information displayed on the screen images in this User Guide will vary between users as the information displayed is for training purposes only.

Technical Support

iFIMS has a dedicated support desk for iFIMS system users to address any questions or for technical support. If you require assistance at any time please click on the yellow question mark which is located on the lower left hand side of every iFIMS page and the following text box will be displayed.




Write a Message

Your name

Email address


Subject

Your message ...

 Browse or drop files here

Submit Ticket

Enter your name, email address and your message in the text box. If necessary you can place a screen shot of the issue in the drop file section of the text box.

Then click  and your enquiry will be responded to as soon as possible.

Registering on iFIMS EVR

iFIMS is a web based application. To register on the system, click this link [iFIMS Portal](#) or open an Internet Browser and type <https://ifims.fimsportal.com> into the address bar then press **ENTER**.

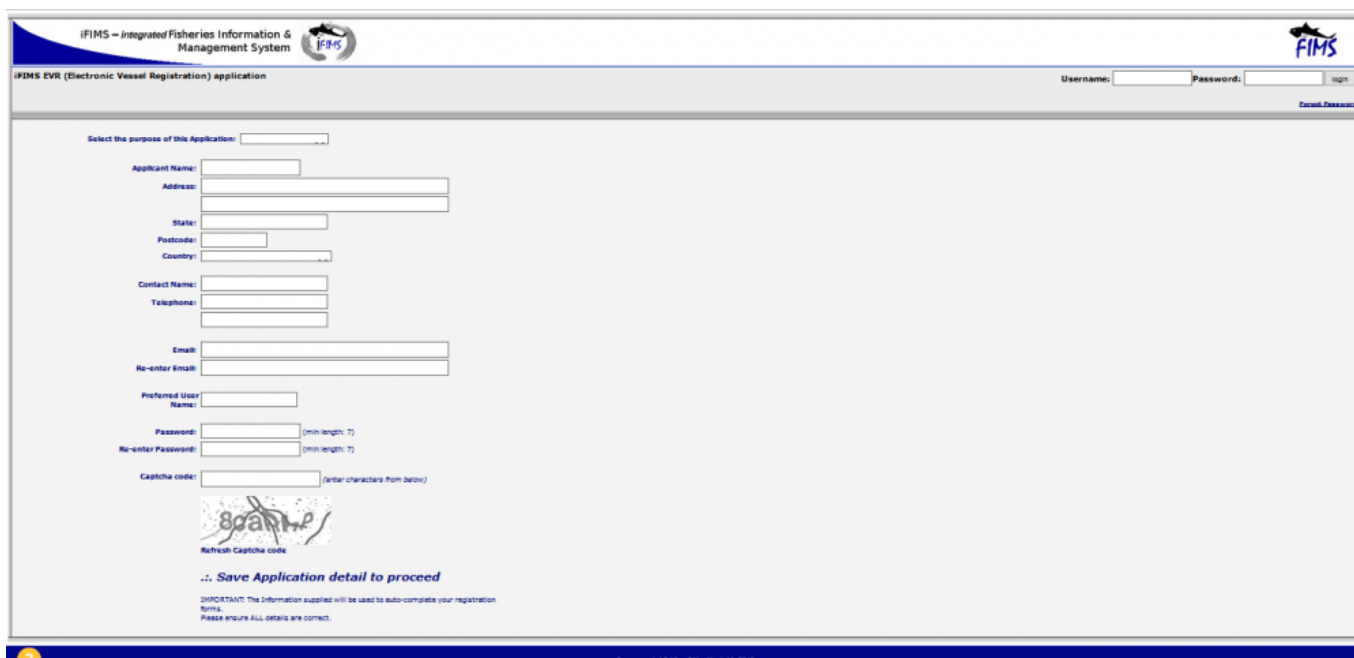
The following screen will be displayed

[Click Here to Register with iFIMS](#)




To begin the registration process, click on the [Click Here to Register with iFIMS](#) link which is located at the top right hand corner of the log in page or click this link [Application Registration page](#).


The following screen will be displayed.



You now complete all the details required as displayed below and enter a preferred User name and Password and when completed click [∴ Save Application details to proceed](#).

iFIMS – *integrated Fisheries Information & Management System*





iFIMS EVR (Electronic Vessel Registration) application

Username: Password:

[Forgot Password](#)

Select the purpose of this Application:

Applicant Name:

Address:

State:

Postcode:

Country:

Contact Name:

Telephone:

Email:


Re-enter Email:

Preferred User Name:

Password: (min length: 7)

Re-enter Password: (min length: 7)

Captcha code: (enter characters from below)



[Refresh Captcha code](#)

∴ Save Application detail to proceed

IMPORTANT: The Information supplied will be used to auto-complete your registration forms.
Please ensure ALL details are correct.

You are now ready to continue with the application and register a vessel or vessels.

PLEASE NOTE: Forgotten Passwords may be requested by using the [Forgot Password](#) button located at the top right hand corner of the page.

To reset a password you must lodge a support request by clicking on the yellow question mark at the bottom of any iFIMS screen or see the previous topic [Technical Support](#).

Adding a vessel or vessels

As you had previously clicked the [Save Application detail to Proceed](#) link the following screen is now displayed.

The screenshot shows the iFIMS EVR (Electronic Vessel Registration) application interface. The header includes the iFIMS logo and the text "iFIMS – integrated Fisheries Information & Management System". The page title is "iFIMS EVR (Electronic Vessel Registration) application" and the user is logged in as "Welcome ifimstest" with a "logout" button.

The main content area is titled "Purpose of this Application: iFIMS Registration". It contains a form for applicant details:

- Applicant Name:** Test Applicant
- Address:** 123 Street Name
- State:** State Name
- Postcode:** 1234
- Country:** Australia
- Contact Name:** Test Name
- Telephone:** 1234567890
- Email:** ifimstest@gmail.com

At the bottom left, there is a link: [.. Update Applicant](#). On the right side, there is a button labeled "Add New Vessel" and a message box that says "No Vessel Entered."

Now click the [Add New Vessel](#) link on the right of that screen and the following screen is displayed.

The screenshot shows the "Add New Vessel" screen. The page title is "Add New Vessel" and there is a "Details" tab. The main content area is titled "VDS - New Vessel entry".

The form contains the following fields:

- Vessel Name:** [Text input field]
- Vessel IRCS:** [Text input field]
- Vessel FFA Id:** [Text input field]
- Vessel UVI:** [Text input field]
- Type of Vessel:** [Dropdown menu]
- Country of Registration (Flag State):** [Dropdown menu]
- Gross Weight (mt):** [Text input field]
- Overall Length (m):** [Text input field]

At the bottom right, there is a link: [.. Save Vessel](#).

You can now add details for a vessel.

Complete all the vessel detail fields and ensure that every field is completed as shown in the screen below.

The screenshot shows a web form titled "Add New Vessel" with a "Details" tab. The form is titled "VDS - New Vessel entry" and contains the following fields:

Vessel Name:	IFIMS TEST 123
Vessel IRCS:	TEST123
Vessel FFA Id:	0000
Vessel UVI:	1234567
Type of Vessel:	Single Purse Seiner
Country of Registration (Flag State):	Australia
Gross Weight (mt):	500
Overall Length (m):	50

At the bottom right of the form, there is a link: [... Save Vessel](#)

Once completed click [Save Vessel](#) link in the bottom right corner of the screen. After you have clicked [Save Vessel](#) link the following screen will be displayed.

The screenshot shows the same "Add New Vessel" form, but the fields are now empty. At the bottom of the form, a confirmation message is displayed: *...Vessel has been recorded. Return Back to view List.* To the right of this message is a link: [... Save Vessel](#)

This screen also advises you the vessel has been successfully recorded by displaying the text *Vessel has been recorded. Return Back to view list.*

If required you can now record details of another vessel and once completed click [Save Vessel](#).

Submitting Online EVR Application

When you have registered a vessel or vessels they will appear on the screen as displayed below.

The screenshot shows the iFIMS EVR (Electronic Vessel Registration) application interface. At the top, it says "iFIMS - integrated Fisheries Information & Management System" with a logo. The page title is "iFIMS EVR (Electronic Vessel Registration) application" and it says "Welcome ifimstest" with a "logout" button.

Purpose of this Application: iFIMS Registration

Applicant Name: Test Applicant

Address: 123 Street Name

State: State Name

Postcode: 1234

Country: Australia

Contact Name: Test Name

Telephone: 1234567890

Email: ifimstest@gmail.com

.. Update Applicant

Registering Vessel List (Add New Vessel)

Name	IRCS	FFA Id	UVI #	Type	Flag State	Weight (mt)	Length (m)	
IFIMS TEST 123	TEST123	0000	1234567	Single Purse Seiner	Australia	500	50	Remove

.. Submit Online EVR Registration Application

Once ALL vessels have been added to the [Registering Vessel List](#), click on the [Submit Online EVR Registration Application](#) link.

The following screen is displayed.

iFIMS – integrated Fisheries Information & Management System

iFIMS EVR (Electronic Vessel Registration) application
Welcome ifimstest [logout](#)

Purpose of this Application: iFIMS Registration

Applicant Name:

Address:

State:

Postcode:

Country:

Contact Name:

Telephone:

Email:

[.. Update Applicant](#)

[Add New Vessel](#)

Registering Vessel List								
Name	IRCS	FFA Id	UVI #	Type	Flag State	Weight (mt)	Length (m)	
IFIMS TEST 123	TEST123	0000	1234567	Single Purse Seiner	Australia	500	50	Remove

Application conditions:

I declare that all information on this application is true and complete. I understand, I am required to report any changes to the above information within 60 days, and further understand that failure to do so may affect access to the iFIMS portal:

(Mandatory)

Each condition must be accepted.

Comments:

[.. Lodge Application](#)

Before continuing, the [Application conditions](#) must be accepted by clicking the box on the right of the page. Any comments may be added in the comments box on the bottom of the page if required. To finish lodging you application click [Lodge Application](#). Once clicked the following screen will be displayed.


Please confirm this application is ready to be submitted for processing.


To confirm this application is ready for processing click

Acknowledgement of EVR application

Once you have submitted the EVR application by clicking OK, acknowledgement by the system will then be displayed on the following screen to confirm that your application has been Submitted for Processing

iFIMS – Integrated Fisheries Information & Management System





iFIMS EVR (Electronic Vessel Registration) application
Welcome ifimstest [logout](#)

Purpose of this Application: iFIMS Registration

Applicant Name:

Address:

State:

Postcode:

Country:

Contact Name:

Telephone:

Email:

[... Update Applicant](#)

[Add New Vessel](#)

Registering Vessel List								
Name	IRCS	FFA Id	UVI #	Type	Flag State	Weight (mt)	Length (m)	
IFIMS TEST 123	TEST123	0000	1234567	Single Purse Seiner	Australia	500	50	Remove

This Application is Submitted for Processing. Changes to Vessel List may still be performed.

You can now close your browser.

In addition to the acknowledgement screen an automated email with a PDF document attachment will be sent to the applicant confirming the application has been submitted. An example email and document is displayed below.

Email example

iFIMS - EVR Lodgement

support@ifims.com <support@ifims.com>

Dear Test Name,

This file attached has been created using the iFIMS system and automatically processed and submitted to integrated Fisheries Information Management System for review.

integrated Fisheries Information Management System will be in communication in due course regarding this application.

Regards,

integrated Fisheries Information Management System

(processed via iFIMS - Automated Management system)

PDF example

**iFIMS Electronic Vessel Registration
Lodgement Acknowledgement
Lodgement Date: 09/03/2017**

Thank you for Lodging your application on the iFIMS EVR System.
iFIMS Office will review your application and email an Invoice for payment shortly.

To finalise your application you are required to provide:

- Proof of Invoice Payment

Please provide this to iFIMS Office as soon as possible so that your application can be finalised and your access to the iFIMS portal issued.

Details of your lodged application are provided below for your convenience. Should you find any errors in the information provided please contact iFIMS immediately at support@ifims.com to advise.

Applicant Details

Applicant Name: Test Applicant
Address: 123 Street Name

Post Code: 1234
State: State Name

Country: Australia

Contact Name: Test Name
Phone: 1234567890

Email: ifimstest@gmail.com

Registering Vessel List

Name IFIMS TEST 123

IRCS TEST123

FFA Id 0000

Type SINGLE PURSE SEINER

Flag State Australia

Flag State Registration #

Weight(mt) 500

Length(m) 50

This notice has been automatically generated by iFIMS.



You will receive an email and annual subscription invoice soon after lodgement.

Once the data entered has been validated, appropriate authorisations confirmed and payment has been received, you will receive a further email advising login details as well as links for User Guides for iFIMS, iFIMS eForms Android App, and PNA FIMS.