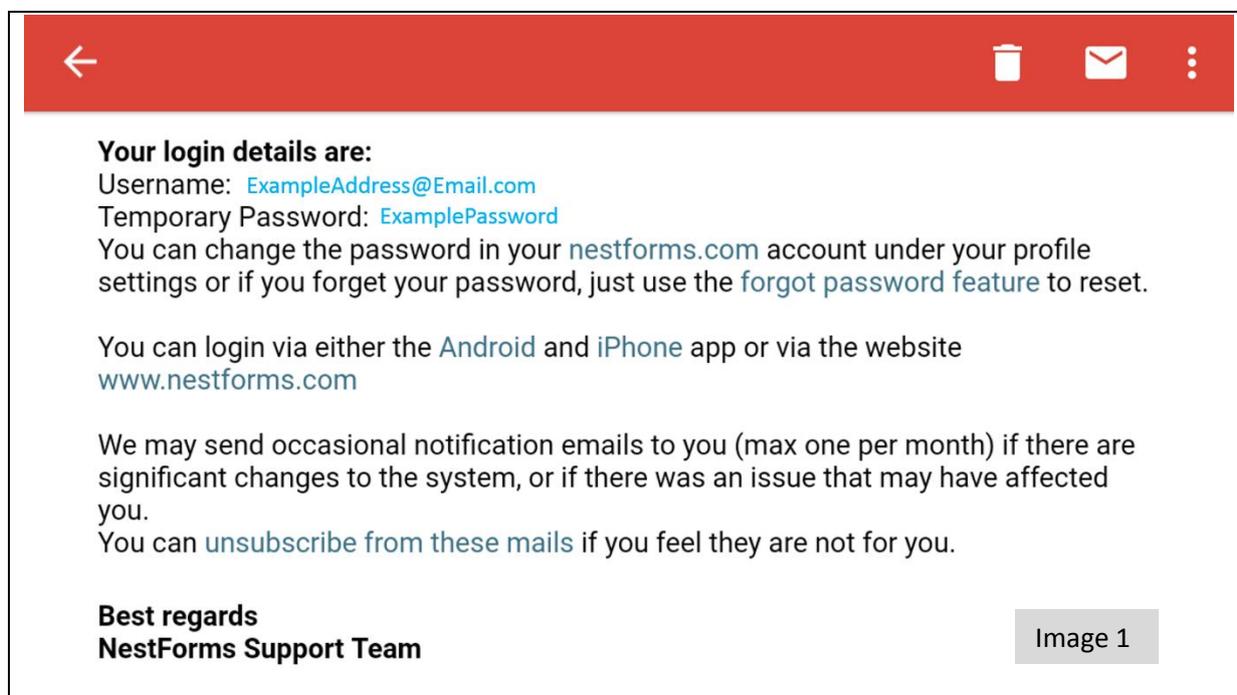


## **Nest Forms: Electronic Daily Scallop Catch Return (IOM SCE 2017/2018)**

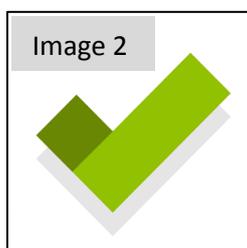
The Electronic Daily Scallop Catch Return Form can be completed through Nest Forms either through an App (iPhone and Android versions available) or via a web browser ([www.nestforms.com](http://www.nestforms.com)). The links for each are provided in the email that you have received from Next Forms (Image 1: Example Email). In each case you will require the login details (username and temporary password) that are provided in the same email (Image 1: Example Email).



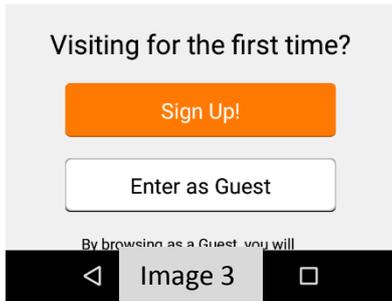
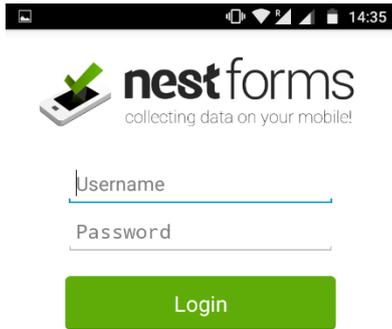
### **For the Android App:**

***Please note example Images have been provided but may vary with phone brand and model.***

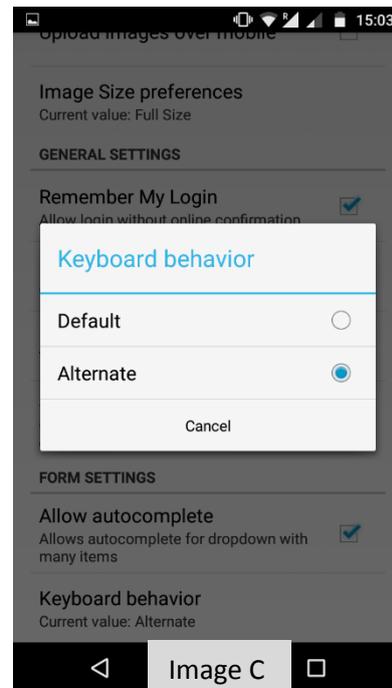
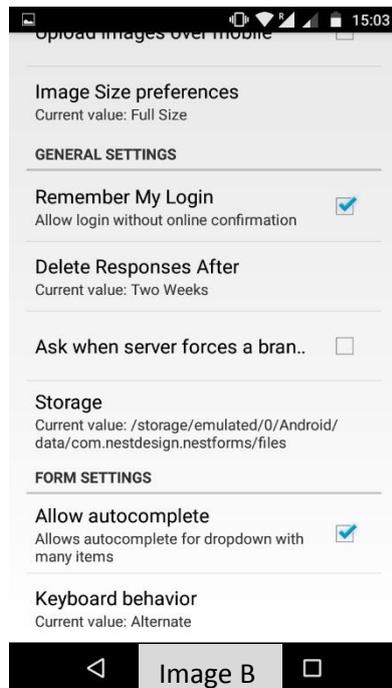
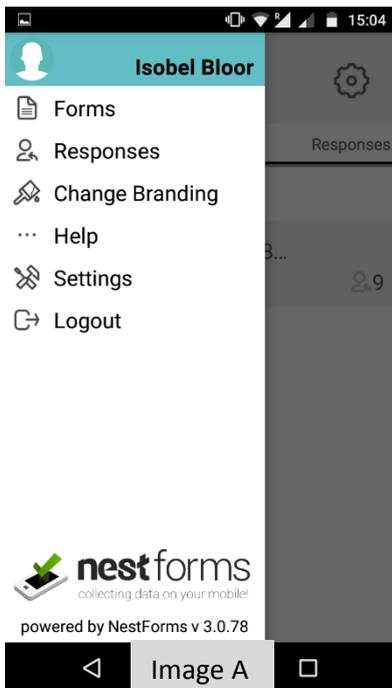
Once you have downloaded the App an icon with the Nest Forms logo will appear on your phone (Image 2). Click on the icon to open the App. You will need to accept the permissions to access GPS etc.



This will take you through to the login page (Image 3). Enter your supplied Username and Password (as provided in the email) to access the App. On login you will be taken through to the App, which has two tabs: Forms & Responses. You can toggle between the two by touching the name of the tab (Image 4). The 'Forms' tab displays forms that you have access to complete (e.g. IOM SCE 2017/2018).



**Please note** currently, some Android users may experience a keyboard glitch on the numeric fields (the keyboard flickers between numeric and text). If this happens, go to the settings icon at the top left of the form (indicated by three parallel lines) and select 'settings' (Image A). Scroll down the options to 'keyboard behavior' and select (Image B). A pop up box will appear for keyboard setting: Default or Alternate. Select 'Alternate' (Image C) then refresh the App. This should fix the problem. A permanent fix should be available the week starting 30<sup>th</sup> October 2017 and a text message will be sent to inform users.



## Completing the form

To start completing the form click on the banner for the IOM SCE 2017/2018 form (Image 4). Any questions with a (\*) next to it is a required field and must be answered to submit the form. **User ID\*:**

This is a text field. Please enter your User ID (username e.g. IB12345) supplied by Nest Forms to log into the account (Image 5). The answer to this field fills in the title at the top of the form.

### Number of Dredges\*:

This is a single choice field. You can select one option from the list (e.g. 7 aside) (Image 5).

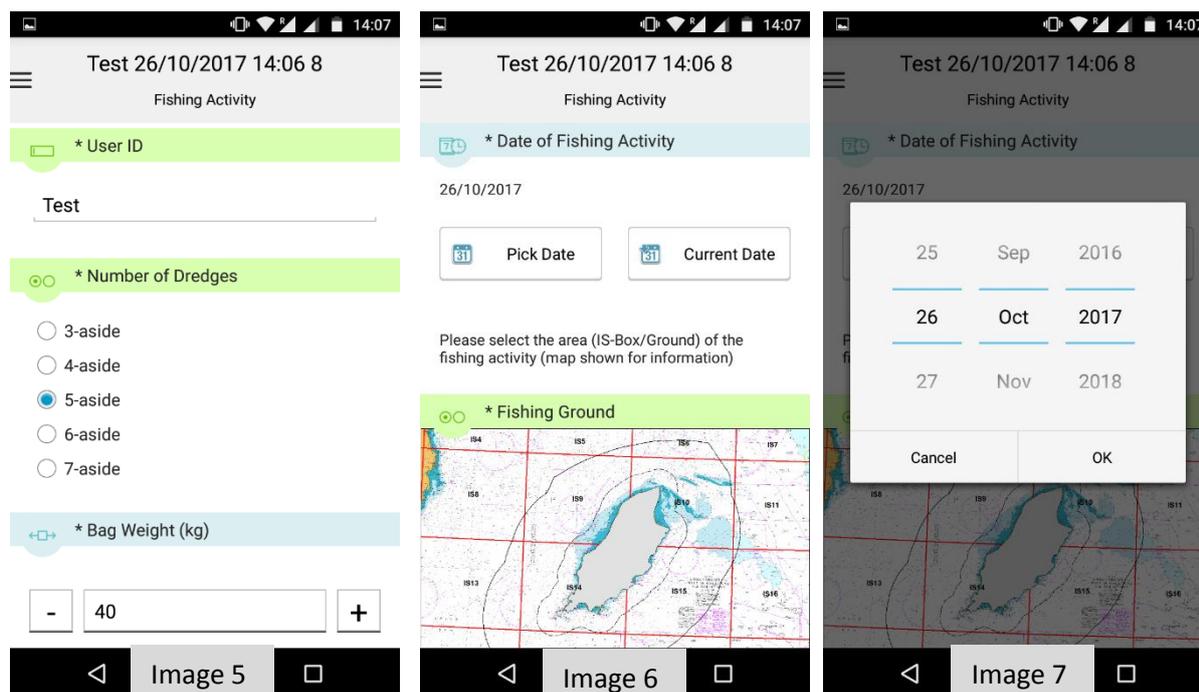
### Bag Weight (kg) \*:

This is a numeric field. Please enter the estimated weight of bags (whole numbers only) e.g. 40. (Image 5).

### Date of Fishing Activity\*:

This is a date field. If you are entering a record for the current day, click the button for 'Current Date' which will then appear above the icons (Image 6).

If you are completing a record for a different date, click 'Pick Date', which will bring up a calendar for you to select a different date (Image 7). Once selected the date will appear above the icon.



### Fishing Ground\*:

This is a single choice field. Please use the map to identify the most relevant ground for your fishing activity. Select one option from the list of choices e.g. IS10 Ramsey. (Image 8).

### Rough GPS Location of Fishing Activity:

This is a GPS field. If you are at the site of the fishing activity click the ‘Capture GPS’ button to select the coordinates of your fishing activity location (Image 9). A bar will appear to show that the phone is searching for your location (Image 10). Once it has a position it will appear above the button.

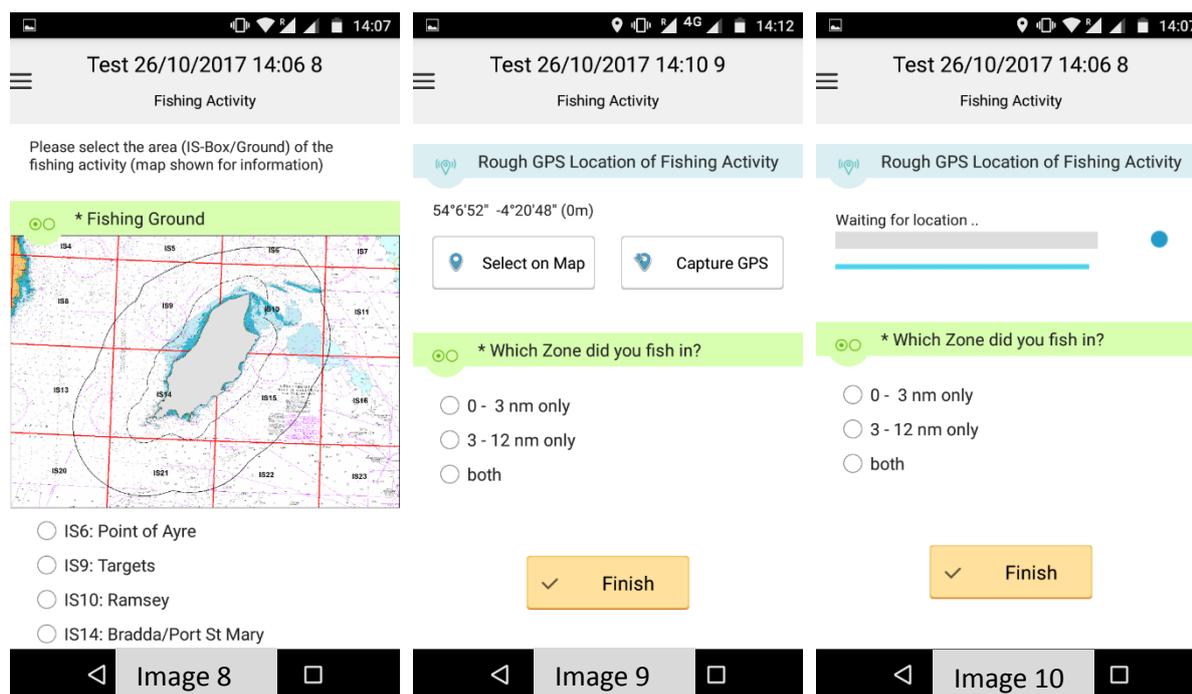
If you are not at the location of fishing, click the ‘Select on Map’ button (Image 9). This will open a map where you can drop a pin to mark the location fished (Image 11).

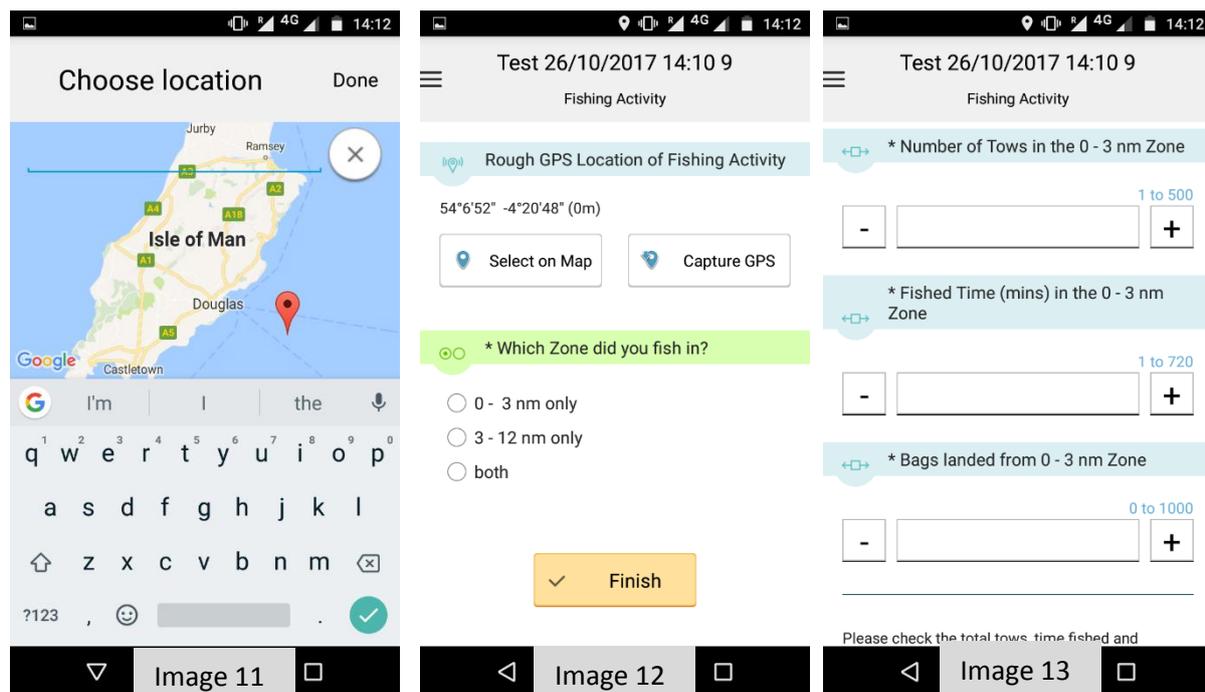
Please note that GPS capture should work with or without phone signal.

**Which Zone did you fish in?\***

This is a single choice field. Please indicate whether your fishing activity took place only in the 0 – 3 nm zone, only in the 3 – 12 nm zone or in both zones (Image 12). If you select ‘0 – 3 nm only’ or ‘3 – 12 nm only’ you will be prompted to answer questions about the number of tows, time fished and bags landed. (Image 13 & 14). If you select ‘both’ you will be prompted to answer questions about the number of tows, time fished and bags landed from both the 0 – 3 nm zone and the 3 – 12 nm zone (i.e. proportion your fishing activity between the two) (Image 15 & Image 16).

***N.B. If you select IS14 a new question will appear with a map asking you, if you fished in the 0 – 3 nm limit, which of the three sub-reporting areas (A, B or C) that you fished in (a map is displayed for info)***





**Number of Tows in the 0 – 3 nm Zone?**

This is a number field. Please indicate the number of tows that you undertook within the 0 – 3 nm Zone during your fishing activity (Image 13).

**Fished Time (mins) in the 0 – 3 nm Zone?**

This is a number field. Please indicate the number of minutes that you spent fishing (time gear on ground only; this should not include steaming or sorting time) within the 0 – 3 nm Zone during your fishing activity (Image 13).

**Bags landed from 0 – 3 nm Zone?**

This is a number field. Please indicate the number of bags landed from within the 0 – 3 nm Zone during your fishing activity (Image 13). At the moment only whole numbers can be entered.

**Number of tows in the 3 – 12 nm Zone?**

This is a number field. Please indicate the number of tows that you undertook within the 3 – 12 nm Zone during your fishing activity (Image 14).

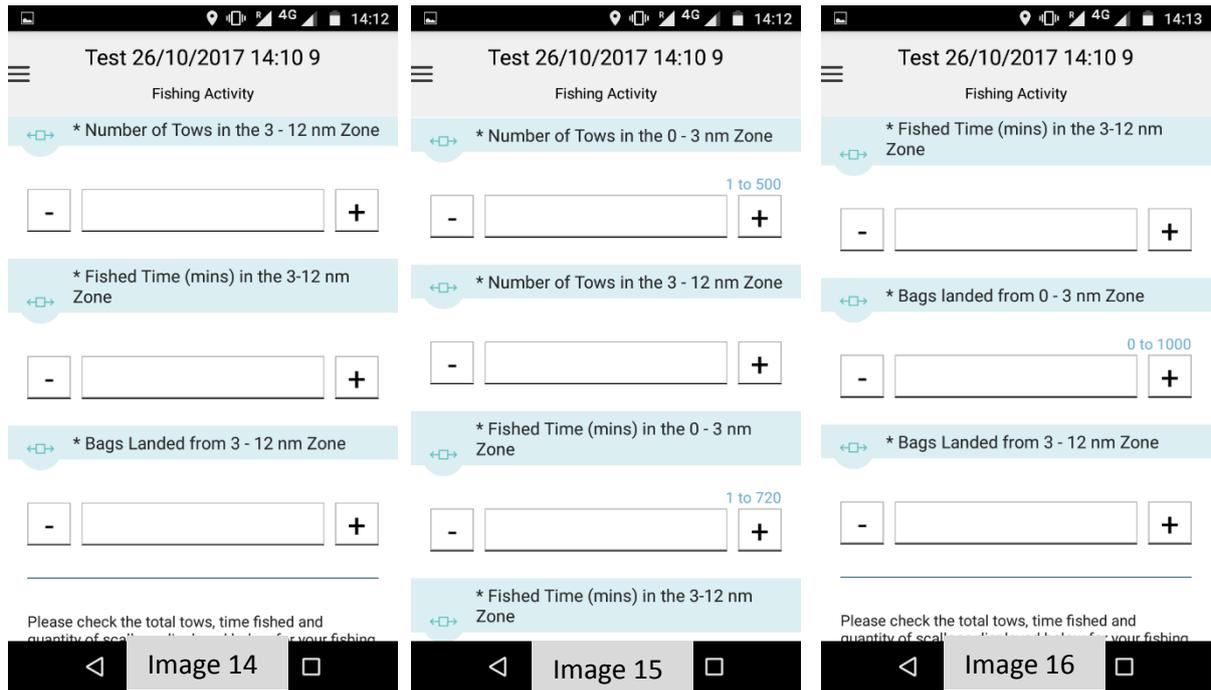
**Fished Time (mins) in the 3 – 12 nm Zone?**

This is a number field. Please indicate the number of minutes that you spent fishing (time gear on ground only; this should not include steaming or sorting time) within the 3 – 12 nm Zone during your fishing activity (Image 14).

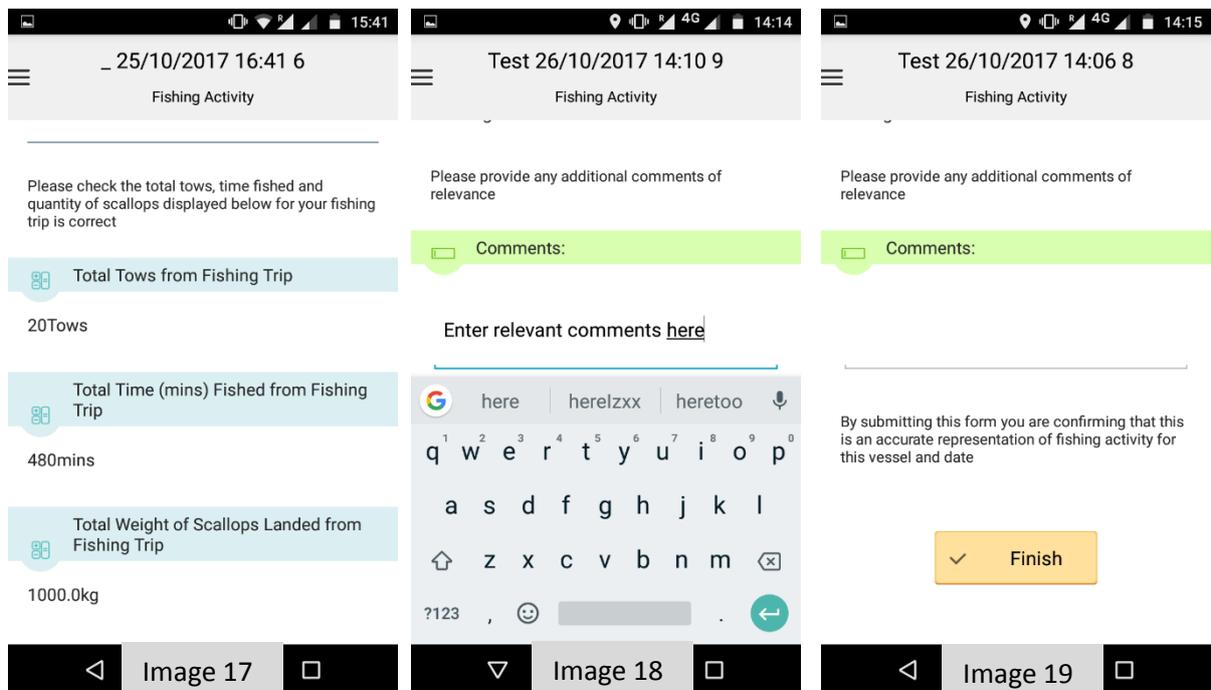
**Bags landed from 3 – 12 nm Zone?**

This is a number field. Please indicate the number of bags that you landed from within the 3 – 12 nm Zone during your fishing activity (Image 14). At the moment only whole numbers can be entered.

**N.B.** If you fished in both zones you need to answer both sets of questions (Image 15 and Image 16).



The next section is a summary of the information provided. It will show you the total number of tows, fishing time (mins) and total weight (kg) of scallops landed from your fishing trip (i.e. information from 0 – 3 and 3 – 12 combined). It is important that you check these are correct before submitting your form (Image 17).



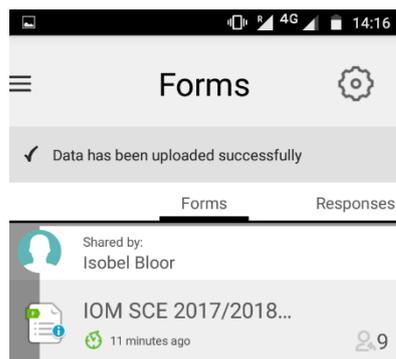
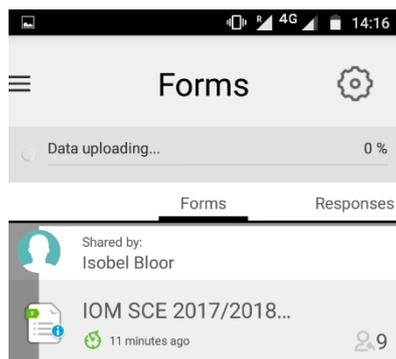
**Comments:**

This is a text field. Please enter any relevant comments that you have (Image 18).

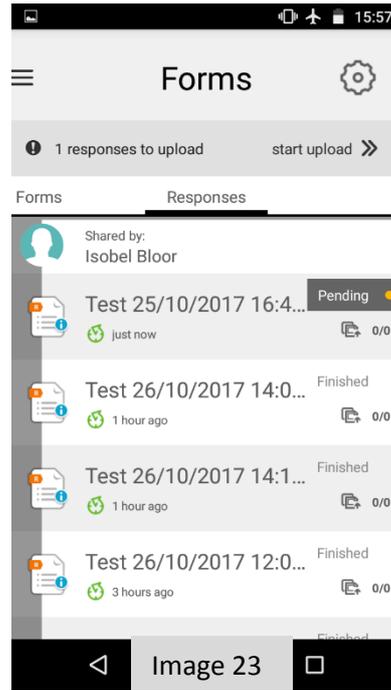
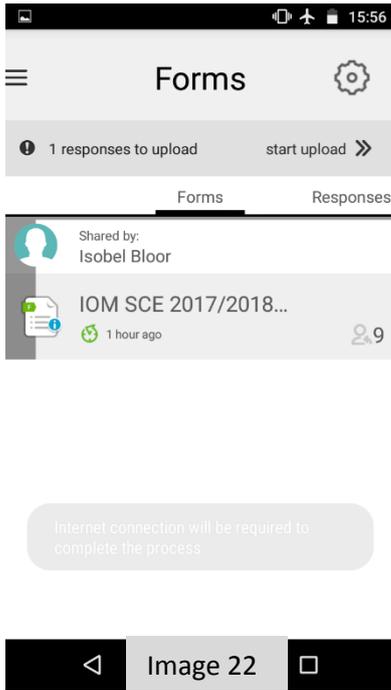
**Finish:**

When you have completed the form, click 'Finish' to submit the form (Image 19). **If you have a wifi or 3g/4g data connection the form will be submitted immediately** and you will see a notification that the data is uploading (Image 20) and subsequently that the data has uploaded successfully (Image 21). To check you can go to the 'Responses' Tab and check that the form is listed as 'Finished'

For information on how to view finished forms if they are not displaying, please see the FAQ section below.



**If you do not have wifi or 3g/4g access**, click 'Finish' and you will be notified that there is '1 response to upload' (Image 22). In your Responses Tab this record will be listed as 'pending' (Image 23). Once you have wifi or are in a 3g/4g range, click the 'start upload' button and the record will be sent and marked as 'finished'.



Frequently Asked Questions (FAQ):

**Question 1: How can I view active (partly completed), pending (unsent) and finished (submitted) forms on my phone?**

**Answer:** When you have logged into the App, a screen will appear showing two tabs [Forms/Responses]. The 'Forms' Tab (Image F1) shows you the forms that you have access to complete e.g. IOM SCE 2017/2018. The 'Responses' Tab (Image F2) shows you the forms that you are working on (active), that you have completed and submitted (finished) or that are completed but not submitted (pending). You can toggle between the tabs by clicking on the name of the tab.

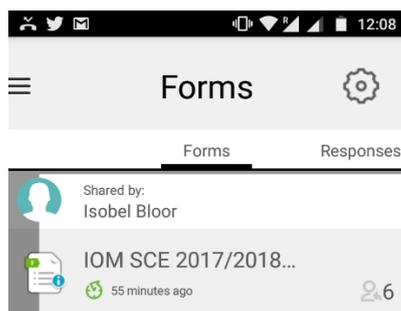


Image F1

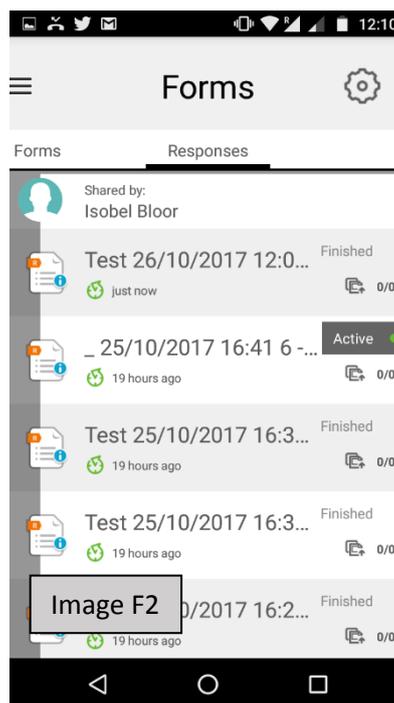
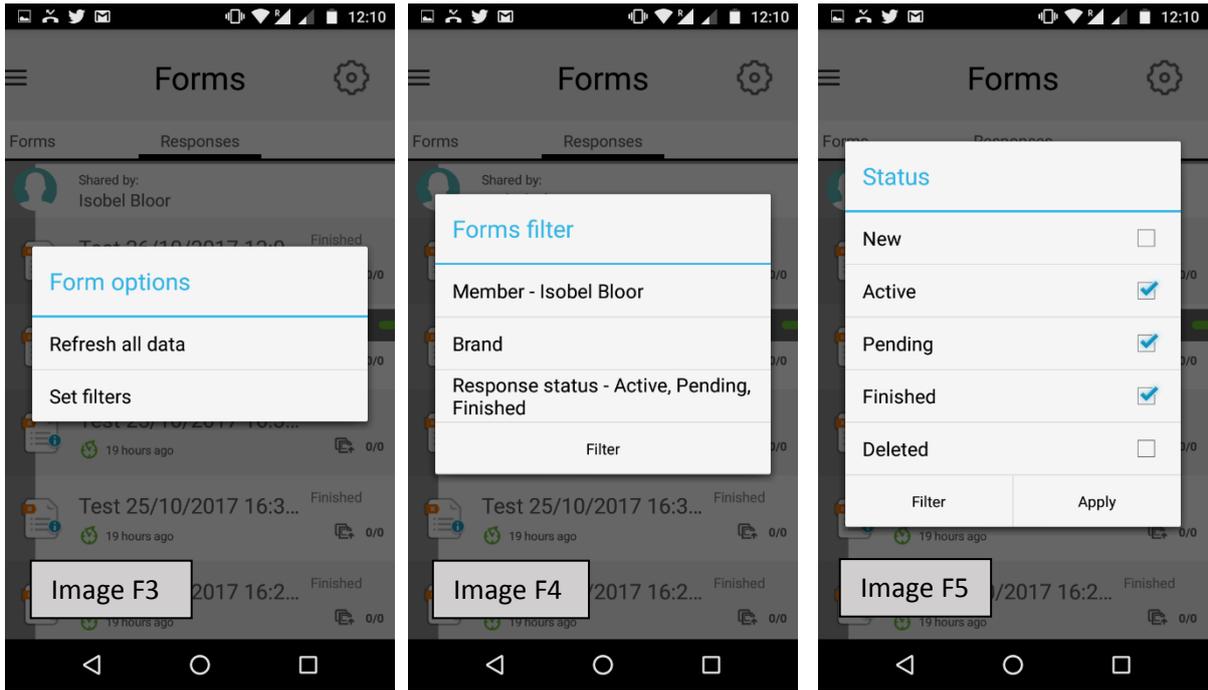


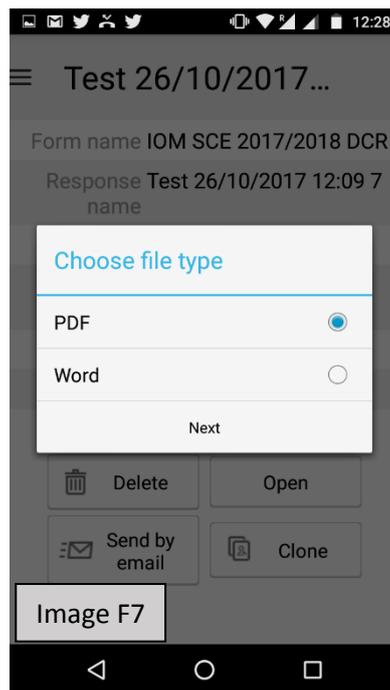
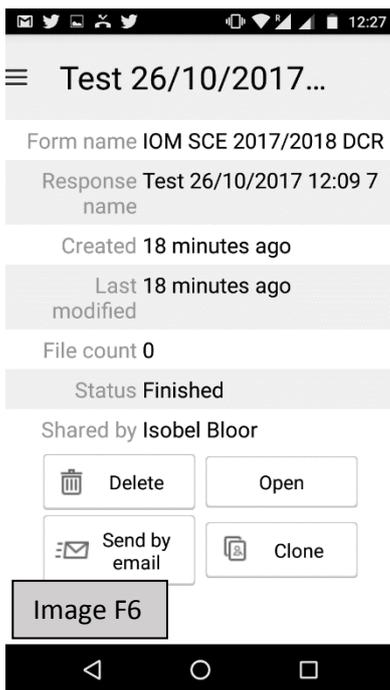
Image F2

Initially you may only see 'active' forms in your Responses Tab. To view your 'finished' and 'pending' forms as well you will need to change your settings. Settings are accessed via the 'cog' icon on the top right of the screen. When you click on the 'cog' icon it will bring up a pop up box (Image F3) with the *Form options: Refresh all data* or *'Set filters'*. **Select 'Set filters'** and a new pop up box (Image F4) will appear with *Forms filter: 'Member – member name', 'Brand' or 'Response status....'*. **Select 'Response status....'** and a third pop up box will open (Image F5) with *Status: 'New, Active, Pending, Finished, Deleted'*. Check the boxes with 'Active', 'Pending' and 'Finished' and click 'Apply'. Once you refresh the App then your active, deleted and pending forms will be visible (you may need to refresh the App for the changes to take affect).



In addition, if in the Response Tab you select a 'Finished' form it will open and you will be able to review its contents (without the option to resubmit or edit the form).

If you click the document icon on the left side of the form, a new screen will open with summary information of the form and options to 'Delete' the record from your phone, 'Open' the record to review its content or 'Send by email' (Image F6). If you select 'Send By Email' then a new pop up box will open with *Choose file type: PDF or Word* (Image F7). If you select 'PDF' and 'Next' then your phone will open your email options and you can email the document to a specified email address (**you must have an email client set up on your phone to utilise this function**).



***Question 2: What should I do if I have submitted a form with an error on it?***

**Answer:** It is not possible for the user to alter a form that has already been submitted. However, if you realise that you have made an error, please phone DEFA Fisheries on 01624 685857 and notify them of your username, date of submission and the error on the form. This can then be rectified on your behalf.