e-RAV Quick Start series for CPCs: Creating new vessels and updating existing vessels

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What is this guide about?

This quick start guide will explain how you can use e-RAV to submit new and updated vessel information to the IOTC RAV (including about Carrier Vessels).

The main workflows described in this manual are:

- **Bulk updates: load data in an Excel template, add image files as necessary > review the content of your submission including validation results > send for approval > approve and submit > publication by the IOTC Secretariat.**
- **Interactive updates: find the vessel to edit > make required changes > create submission > send for approval > approve and submit > publication by the IOTC Secretariat**

The details on how to manage your CPC and users, as well as an overview of the e-RAV Dashboard, are provided in dedicated Quick Start guides.

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CONTENT

Updating your vessels in e-RAV: global workflow

Below is the overall workflow for updating your vessels in e-RAV. Each step is detailed in the following sections.

STEP 1: **Sign in to e-RAV**.

STEP 2: **Provide your vessel information** from an Excel file or by interactively editing an existing vessel

STEP 3: **Save your work**, as a draft, which allows you to come back to it later, if needed.

STEP 4: **Request Approval**, if your CPC has an internal approval process in place.

STEP 5: **Submit the update to the IOTC Secretariat**, (if your submission has been approved when there is an internal approval process).

STEP 6: **Receive a notification**, once the IOTC Secretariat has **Published** your vessel information.

Signing in to the e-RAV

STEP 1: **Open the e-RAV URL in your web browser**:

http://rav.iotc.org,
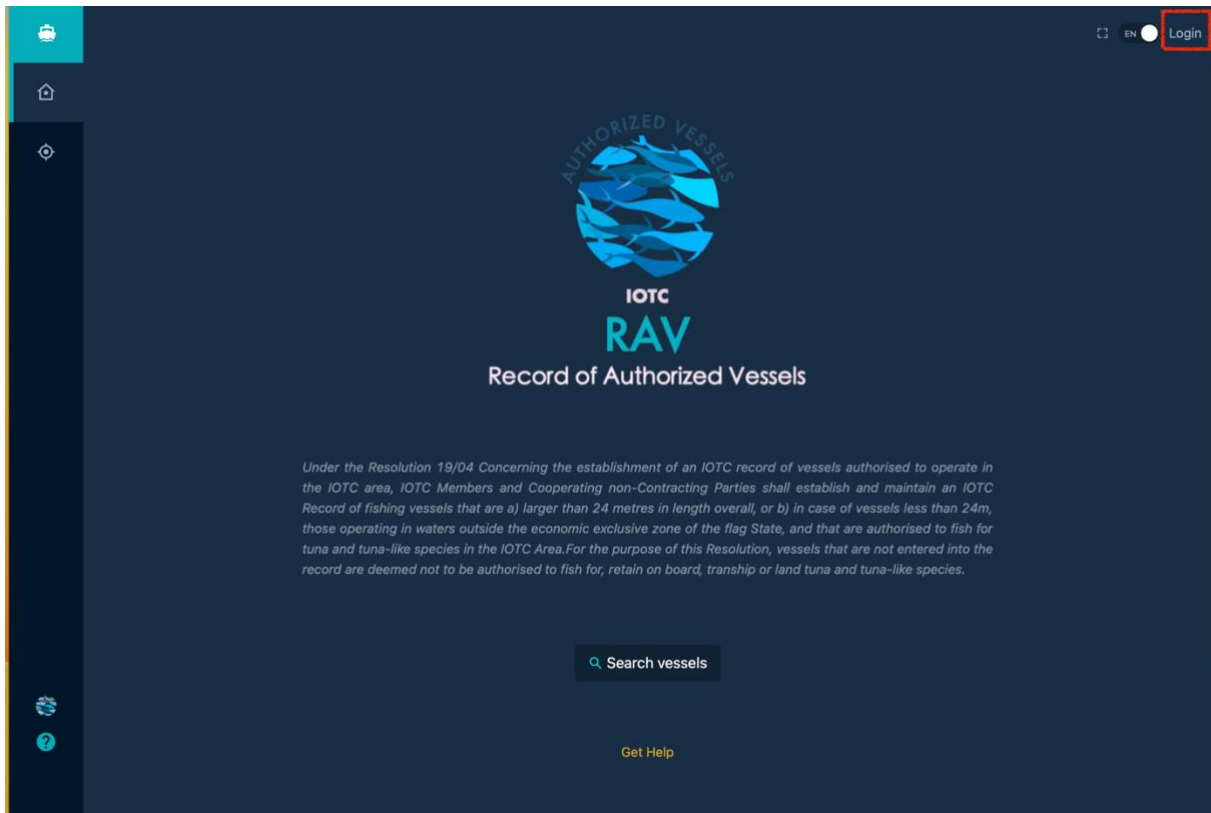
STEP 2: **Log in:**

click on the "Login" button in the top right corner and enter your username or email and password in the login screen, then click "Submit".

Note that once connected, the application will keep you logged in for several days, unless you log out manually.

Once logged in, you will land on the e-RAV home page.

Submitting vessel information in bulk

When you need to add or update several vessels to the e-RAV, the faster way is to use bulk submissions, which use Excel templates that you fill with your information.

You can load vessel information to the e-RAV using data provided in Excel templates. The following types of submissions and the corresponding templates are available:

- **Vessels**: the default template covering all information about a vessel (details, authorizations, photographs), to be used when both adding or updating existing vessels.
- **Details only**: template covering only vessel details, to be used only for updating existing vessels.
- **Authorizations only**: template covering only vessel authorizations, to be used only for updating existing vessels.
- **Photographs only**: template covering only vessel photographs, to be used only for updating existing vessels.
- **Delistings**: to be used to delist existing vessels.
- **ROP Transhipment authorizations**: to be used to report (or revoke) authorizations to tranship with Carrier Vessels under the ROP (see **Reporting ROP Transhipment authorizations**)

All these templates are available to download on the IOTC website: https://iotc.org/e-rav.

Tips on filling the templates
Each reporting template includes a sheet named "Example" (and some a sheet named "Guidance"), which gives you helpful information on how to fill the form. Another sheet called "Codes" provides the various code lists that are to be used in the template.

> **Reporting fishing gears used by vessels**
>
> Fishing Vessels can use more than a single fishing gear types. If you need to report several gear types for a given vessel, please separate the gear type codes with a semicolon in the "Gear used" field of the Excel template.
>
> E.g.: Gear used: "LL;GI;HAND"
>
> **Photographs in "Vessels" templates**
>
> When creating/updating a vessel with the Vessels template, photographs are mandatory to provide, and not providing them will block submission. Nonetheless, for vessels that are being updated, if they currently do have all three photographs in the e-RAV, then not providing photographs with the submission will simply be reported as a non-blocking Warning. We still encourage you to provide new photographs if any of the external markings of the updated vessel have changed.

To submit vessel information in bulk, sign in to the e-RAV then follow these steps:

STEP 1:   **Download the relevant template** from the IOTC website (https://iotc.org/e-rav) and fill it.
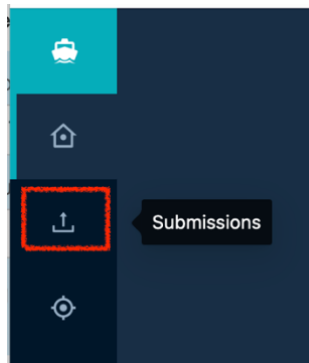
> **Updating the IMO number**
>
> The IMO number of a vessel is unique and follows it across its whole life, so in theory it should never change. The IMO number in e-RAV can be (see submission template):
>
> - NE: the vessel is not eligible to an IMO number;
> - PENDING: an IMO number has been requested but not yet assigned;
> - A valid 7 digits IMO number.
>
> Nonetheless, there are cases where a Flag CPC might want to update the IMO number value:
>
> - If the current value is empty (legacy information), NE, or PENDING, and a new IMO number status is available: in this case, you can edit the IMO number yourself when doing a submission.
> - If the current value is a valid IMO number, but it has been incorrectly reported: in that case, you must contact the IOTC Secretariat and ask them to correct the IMO number for you.

STEP 2:   **Open the Submissions page**: click the Submissions button in the left sidebar, and the Submissions page will be displayed.

The Submissions page shows you a list of all your submissions, with, for each:
- The date when the submission was started.
- *For EU users only: The EU Flag State for which the submission was done.*
- The status of the submission: Draft, Pending Approval, Submitted, Published (see below).
- The type of submission (see above)
- Statistics: shows you the number of records in the submission, as well as the number of errors and warnings and of published records if the submission has been published.
- New Count: the number of new vessels in the submission.
- Match Count: the number of vessels automatically matched in the submission.

Submissions status

Submissions can be in one of the following statuses:
- **Draft**: this submission has been created and saved, for later completion.
- **Pending Approval**: this submission has been completed and send for approval by a CPC manager (for CPC with an internal approval process).
- **Submitted**: this submission has been submitted for review by the IOTC Secretariat.
- **Published**: this submission has been published by the IOTC Secretariat and the vessel information it contains is now visible in the e-RAV search results (note: ROP Transhipment authorizations information is only visible to signed-in users).

STEP 3:   **Start a New Submission**: click the "New Submission+" button in the top right, and the New Submission page will be displayed.

STEP 4: **For EU users only: Select the EU Flag State** for which you are doing the submission:

Note that you can only submit files that contain vessels for a single Flag State. If you need to submit vessel updates for two or more Flag States, you will need to do it in separate data files.

STEP 5: **Select the type of Submission**: Click the Submission Type menu and choose the submission you want to do (see details [above](#)), i.e. what template you have filled:

STEP 6: **Upload your data file**: drag and drop your template on the "Submission file(s)" area or click it to open the file chooser.
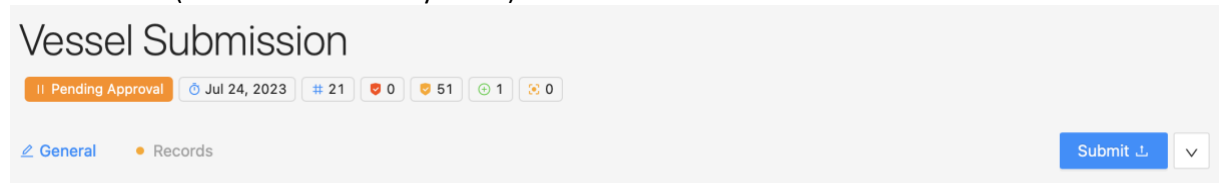

STEP 7: **Upload the vessel photographs**: if you are uploading a full Vessels or a Photographs only submission, upload the relevant image files in the "**Photo upload**" tab (see detailed section below).

STEP 8: **Review your submission**: consult the content of your submission, including the validation results; resolve any blocking submission (see **Reviewing your submission**).

STEP 9: **Send your submission for internal Approval**: if your CPC has such an internal process, clicking the "Request Approval" button will make the submission available to your manager (with a notification by email), for review and submission.

Vessel Submission

⊘ Draft   ⏱ Jul 24, 2023   # 21   🛡 0   🛡 51   ⊕ 1   ⊗ 0

⊘ General   • Records   📷 Photo Upload   [Request Approval ⊥] [v]
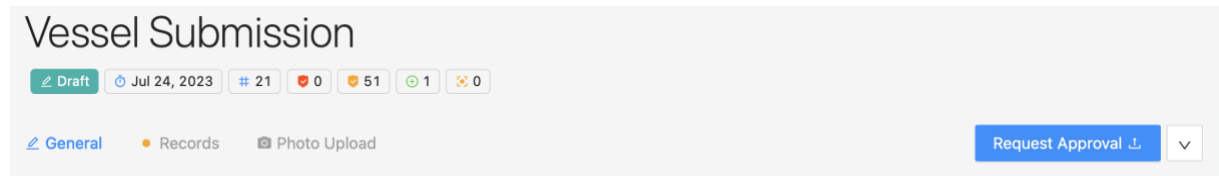
STEP 10: **Submit:** this will send the submission for review (then Publication) by the IOTC Secretariat (with a notification by email).

Vessel Submission

‖ Pending Approval   ⏱ Jul 24, 2023   # 21   🛡 0   🛡 51   ⊕ 1   ⊗ 0

⊘ General   • Records   [Submit ⊥] [v]

STEP 11: **Publication:** when the IOTC Secretariat has published your submission, you will be notified by email and the records will be visible in the search results for both signed in users and public users.

Note: if you want to download the Excel file used to create a submission, you can do so by simply clicking on its name in the General tab.


Recording the IOTC numbers for new vessels or matched vessels

When you add new vessels to the RAV, they do not have an IOTC number, which is assigned in two ways:

- by matching it to an existing vessel: it might be that you forgot to include the IOTC number for a record, or that this vessel actually exists already (maybe it was deflagged from another country), and in this case, once you resolve the match, the IOTC number will be carried from the matched vessel;
- by the IOTC Secretariat when they publish new record. Until the submission is published, the new vessels are marked with a specific badge: [🛡 New Vessel]

To find what IOTC numbers were assigned to your new vessels, follow this process:

- Wait for the email notification indicating that your submission was published.
- Open the relevant submission (from the link in the email or from the e-RAV's list of All Submission)
- Each **new** vessel in the submission will be displayed with its new IOTC number:
  [🛡 IOTC090022]
- Each **matched** vessel in the submission will be displayed with its matched IOTC number:
  [🛡 IOTC013557]
- You can filter the records in a submission to show only the new or matched IOTC numbers by using the "IOTC Number" filter:
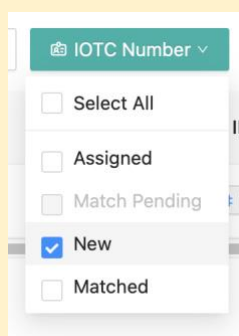
- **It is strongly recommended that you note the IOTC number assigned to each new or matched vessel and that you update it in your own vessel database, so that the next submissions will contain it.**
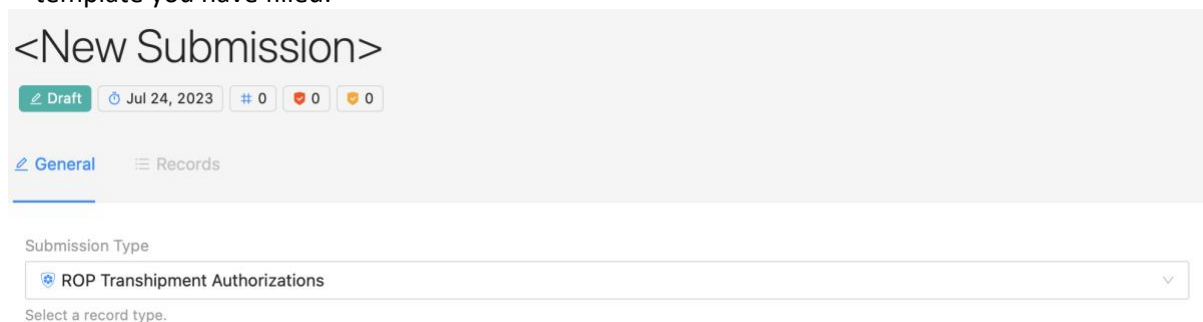
Reporting ROP Transhipment authorizations

Under *Resolution 22/02 On Establishing a Programme for Transhipment by Large-scale Fishing Vessels*, IOTC maintains a Record of Carrier Vessels (CV). This has two sides:

- **Carrier Vessels can be submitted by their own Flag States to the RAV (if they are a CPC)**, just like any other Fishing Vessel (FV). This is simply done by using the code "CV" in the column "Record Kind" of the Vessels template. Note that if the CV's Flag State is not an IOTC CPC, then it will have to contact the IOTC Secretariat to complete the listing process.
- **Flag States must declare the CVs they authorise their Fishing Vessels to tranship with:** this includes providing the IOTC Number of the relevant CV, the type of transhipment authorised (at sea or in port), as well as the start and end date of the ROP Transhipment authorisation.
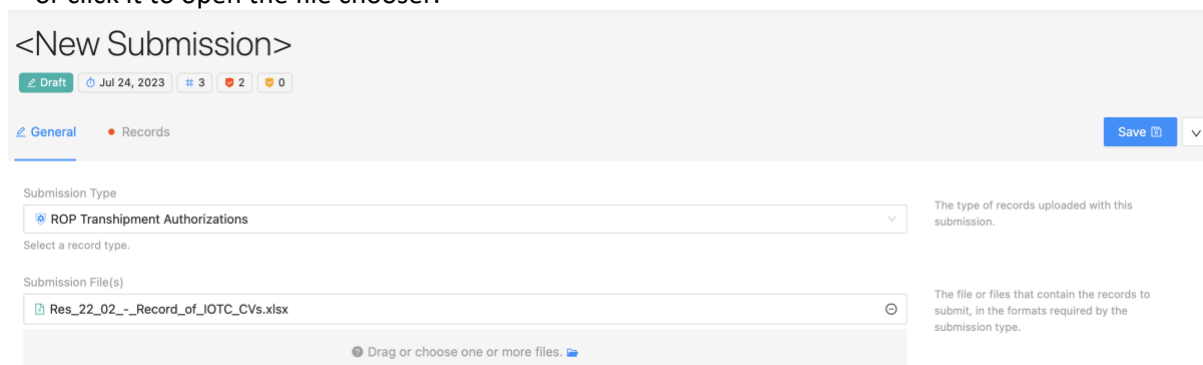
This process can only be achieved by using a bulk upload template, as follows:

STEP 1: **Download the relevant template** from the IOTC website (https://iotc.org/e-rav) and fill it (see the Template for instructions on how to fill it).

STEP 2: **Open the Submissions page**: click the Submissions button in the left sidebar, and the Submissions page will be displayed.

STEP 3: **Start a New Submission**: click the "New Submission+" button in the top right, and the New Submission page will be displayed.

STEP 4: **For EU users only: Select the EU Flag State** for which you are doing the submission.

STEP 5: **Select the "ROP Transhipment Authorizations" type of Submission**: Click the Submission Type menu and choose the submission you want to do (see above), i.e. what template you have filled:

STEP 6: **Upload your data file**: drag and drop your template on the "Submission file(s)" area or click it to open the file chooser.

STEP 7: **Review your submission**: consult the content of your submission, including the validation results; resolve any blocking submission (see **Reviewing your submission**).

STEP 8: **Send your submission for internal Approval**: if your CPC has such an internal process, clicking the : "Request Approval" button will make the submission available to your manager (with a notification by email), for review and submission.

STEP 9: **Submit:** this will send the submission for review (then Publication) by the IOTC Secretariat (with a notification by email).

ROP Transhipment Authorization Submission

|| Pending Approval · Jul 24, 2023 · # 3 · 0 · 0

✎ General   ≡ Records   Submit ⤓ ∨

Submission Type

🔘 ROP Transhipment Authorizations   *The type of records uploaded with this submission.*

Select a record type.

Submission File(s)

📄 Res_22_02_-_Record_of_IOTC_CVs.xlsx   *The file or files that contain the records to submit, in the formats required by the submission type.*

STEP 10: **Publication:** when the IOTC Secretariat has published your submission, you will be notified by email and the ROP Transhipment Authorizations records will be visible in the search results for signed in users only.

Note: if you want to **Revoke** the ROP Transhipment Authorization of one or more Carrier Vessels, upload a template with the exact details of the authorisations you want to revoke and include "Yes" in the "Revoke" column:

	ALL FIELDS ARE MANDATORY (EXCEPT "Revoke) If any of the information is not provided, the authorisation cannot be updated.				
Entry #	**IOTC Record Number**	**Type of TRX authorisation**	**Authorised from**	**Authorised to**	**Revoke**
1	IOTC018416	port	01/08/2023	01/09/2023	
2	IOTC018748	sea	04/09/2023	21/11/2023	
3	IOTC018356	sea	01/01/2023	31/12/2023	yes
4					
5					

Photo upload

When you bulk update or create vessels, the "Vessels" and "Photographs only" templates include three columns for the three mandatory Vessel Photographs: Bow, Starboard and Port.
Of course you cannot include these photographs in the Excel template, so what you provide in these columns is the filename of each photograph.
You then need to upload the corresponding files. This is done in the "Photo upload" tab, with the following process.

STEP 1: **Open the "Photo Upload tab":** click on the tab name and the Photo Upload tab will be displayed.

🐟RAV / All Submissions / Jul 24, 2023, 5:31 PM   ⛶ ✉ Maldives User1 ≡

<New Submission>

✎ Draft · Jul 24, 2023 · # 4 · 0 · 12 · 0 · 0

✎ General   • Records   📷 Photo Upload   Save ▣ ∨

0	🔍 filter...			⊘ Remove Selected (0)	⤒ Upload Asset	Columns ⊞
☐	📷 Asset ⇕	☑ Record ⇕	▌ Archive ⇕	☑ Reference ⇕	▌ Size ⇕	
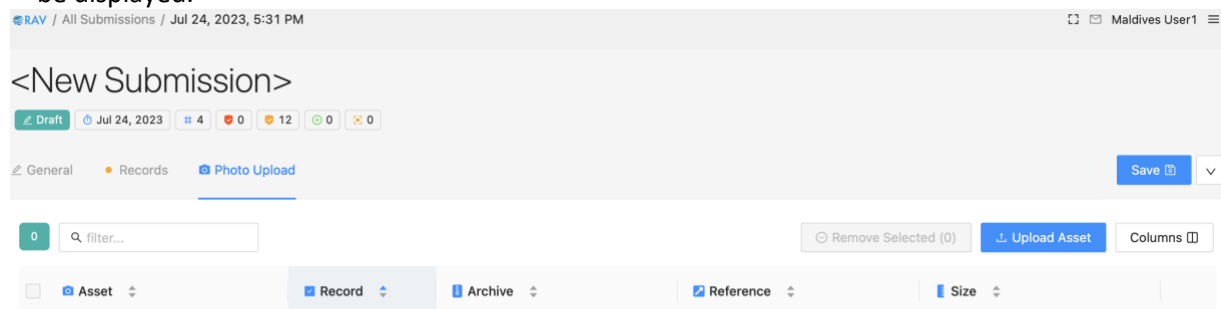
STEP 2: **Upload your vessel photographs**: drag and drop the image files referenced in the Excel template in the window or click the "Upload asset" button to open the file chooser and select the images. Note that you can add multiple images and even ZIP archives containing your images. Just make sure to include any subfolder path information in the Excel template in the case of ZIP archives:

Colour photographs of the vessel showing (For vessels not authorized to operate outside the EEZ of the flag CPC, requirement will be effective after 1 January 2022).		
Starboard side of the vessel, showing the whole structure is provided	Portside of the vessel, showing the whole structure	Bow of the vessel
9036_1.jpg	9036_2.jpg	9036_3.jpg
9040_1.jpg	9040_2.jpg	9040_3.jpg
9052/9052_1.jpg	9052/9052_2.jpg	9052/9052_3.jpg
9115/9115_1.jpg	9115/9115_2.jpg	9115/9115_3.jpg

Images that you upload and that are matched to existing references in the Excel file will be clearly identified in the "**Record #**" column, while unmatched image files will be discarded on submission.

Note that if you go back to the "Records" tab and open one of the records for which you have added images, they will be visible in the Details drawer:

STEP 3: **Save your submission:** this will ensure that the uploaded images are preserved and will clear the "Photo Upload" tab. You can repeat this process as often as you need to complete a submission.

Adding a new vessel interactively

If you do not want to use the Excel template to add new vessels to the RAV, you can use the e-RAV's interactive creation process:
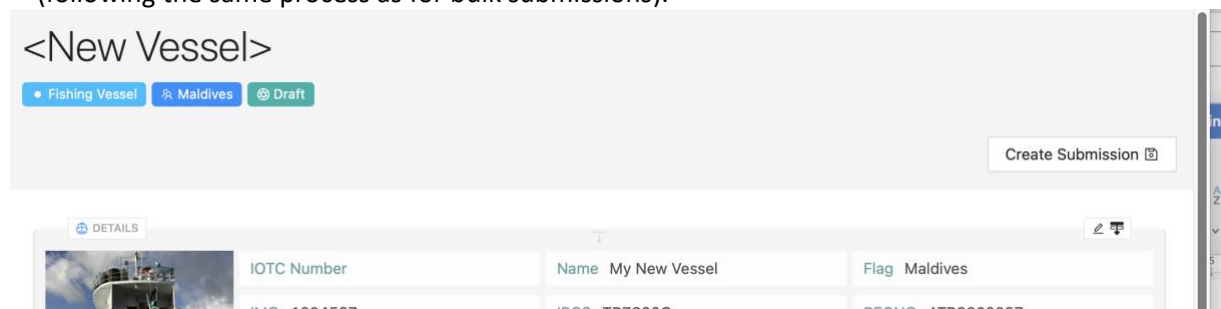
STEP 1:   **Open the sidebar and click "New vessel+"**: you can do that from the All Submissions or All Vessels/Search pages:
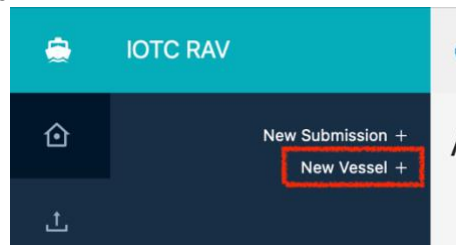
STEP 2:   **Fill in the required information about the new vessel**: you are presented with an "empty" vessel page, with the usual three "cards" (sections). Cards with a red border are mandatory to fill or the submission will be blocked, cards with a yellow border are mandatory but not blocking (See **Filling the new vessel information** below).

STEP 3:   **Review the vessel information**: all issues are reported during the interactive process, so please review them before creating your submission. (see the detailed section below).

STEP 4:   **Create your submission**: once all information has been satisfactorily provided, click the "Create submission" button. This will create a new Submission containing all information about the new vessel (and upload the image files), and move it to the Submissions queue (following the same process as for bulk submissions).

STEP 5: **Review your submission**: your submission should have been reviewed during the interactive vessel entry, but at this step any possible match will be highlighted (see **Resolving Pending Matches** below).

STEP 6: **Send your submission for internal Approval**: if your CPC has such an internal process, clicking the "Request Approval" button will make the submission available to your manager (with a notification by email), for review and submission.

STEP 7: **Review and Approve**: if you are a manager, then you can review the submission, including issues etc. (see **Reviewing your submission**) and then Submit it.

STEP 8: **Submit:** this will send the submission for review (then Publication) by the IOTC Secretariat (with a notification by email).

STEP 9: **Publication:** when the IOTC Secretariat has published your submission, you will be notified by email and the new vessel will be visible in the search results for both signed in users and public users.

Filling the new vessel information

To fill a card, double-click on it or click the Edit button in its top right:
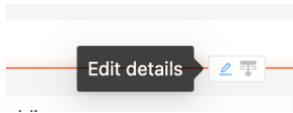
This will open the card in a drawer where you can enter the relevant data. *To close the drawer, simply click outside of it.*

Details

Mandatory fields are denoted with a red border.

While you fill in all the information, your entries will be instantly validated and, as needed, error messages will be displayed.

Some fields allow you to enter free text or numbers, some offer you a list of possible options, with a single or multiple selection allowed.
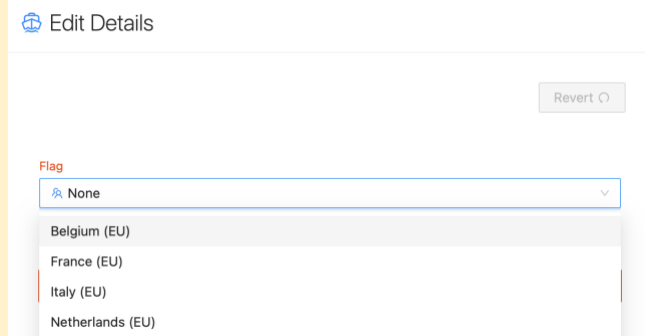
The special case of the European Union
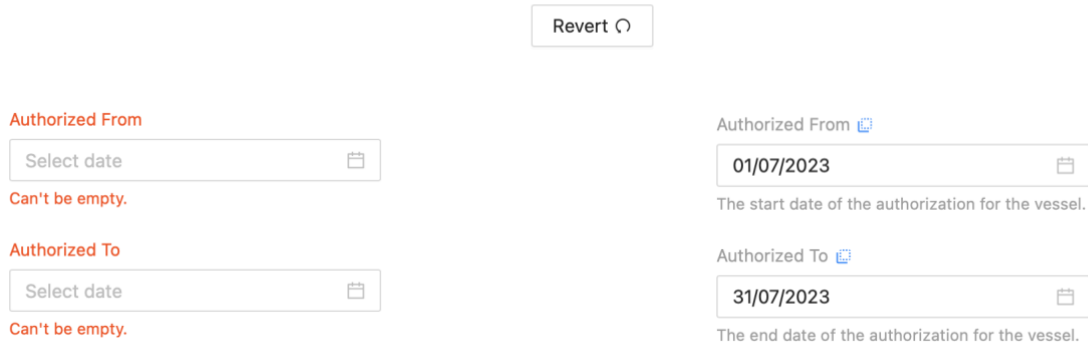
Since the EU is the contracting party reporting to IOTC information for vessels flying the flags of EU Member States, it is treated slightly differently from other CPCs.

Indeed, as an EU user, you can create and edit vessels for any of the EU Flag States. So when you interactively create a new vessel, you must select its Flag:
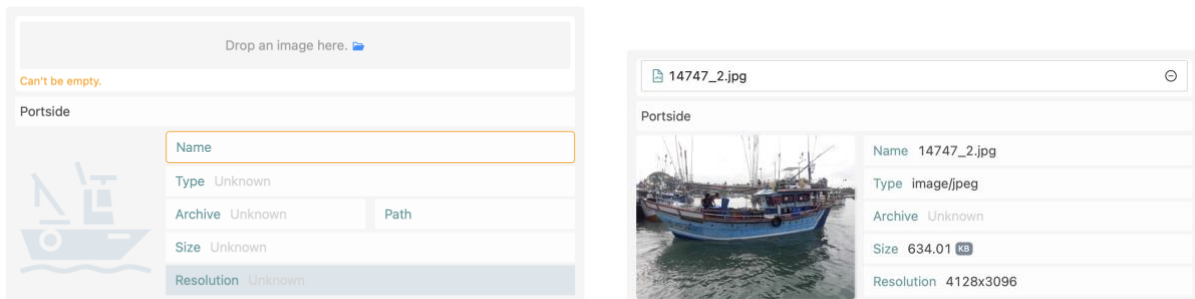
Authorizations

Click in the From and To date pickers to select the dates of start and end of the vessel's authorisation.

Photographs

For any of the bow, starboard and port vessel photographs, drag and drop an image file on the upload area or click it to open the file browser:


The selected photograph will be previewed as a thumbnail.

Note that the images will only be uploaded when you click the "Create submission" button for the new vessel.

Editing an existing vessel interactively

If you need to update information about a vessel already in the RAV, but do not want to use the Excel templates, you can use the e-RAV's interactive creation process:

STEP 1: **Find the vessel you want to edit**: use the Vessel Search on the All Vessels page, find the vessel you need to edit and open it. If you can edit the vessel (i.e. you have editing permissions and the vessel is flying your flag), then each of the three cards will be presented with an active Edit button:
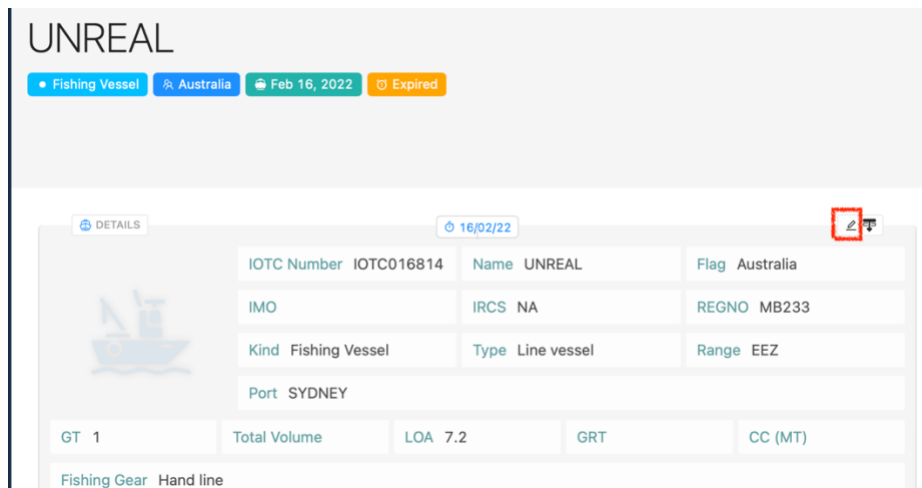

STEP 2: **Edit information about the selected vessel**: (See **Editing an existing vessel information** below).

STEP 3: **Review the vessel information**: all issues are reported during the interactive process, so please review them before creating your submission. (see **Reviewing your submission** below).

STEP 4: **Create your submission**: once all information has been satisfactorily provided, click the "Create submission" button. This will create a new Submission containing all information about the updated vessel (and upload the image files), and move it to the Submissions queue (following the same process as for bulk submissions).
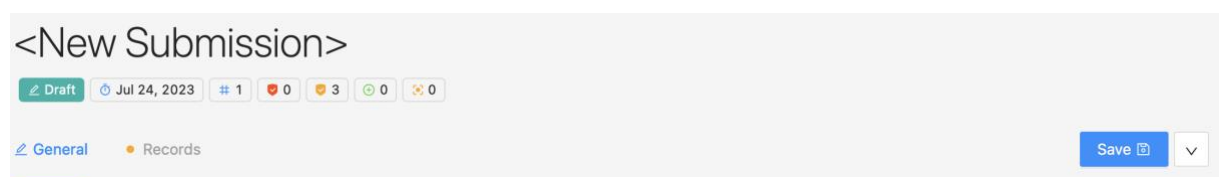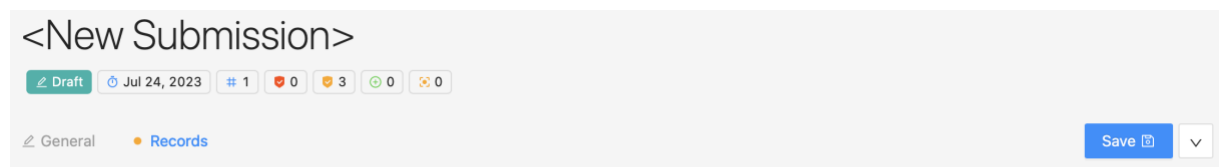
STEP 5: Review your submission: your submission should have been reviewed during the interactive vessel entry, but at this step you can still review your changes.

STEP 6: Send your submission for internal Approval: if your CPC has such an internal process, clicking the "Request Approval" button will make the submission available to your manager (with a notification by email), for review and submission.

STEP 7: Review and Approve: if you are a manager, then you can review the submission, including issues etc. (see **Reviewing your submission**) and then Submit it.

STEP 8: Submit: this will send the submission for review (then Publication) by the IOTC Secretariat (with a notification by email).

STEP 9: Publication: when the IOTC Secretariat has published your submission, you will be notified by email and the updated vessel information will be visible in the search results for both signed in users and public users.

Editing an existing vessel information

Click the Edit button for the card you want to update information in and it will open in the Edit drawer where you can update the relevant data. *To close the drawer, simply click outside of it.*

Details

Mandatory fields are denoted with a red border. You might notice that some missing information is now mandatory and you won't be allowed to submit updates to this vessel until this information has been provided,

While you fill in all the information, your entries will be instantly validated and, as needed, error messages will be displayed.

Some fields allow you to enter free text or numbers, some offer you a list of possible options, with a single or multiple selection allowed.

Authorizations

Click in the From and To date pickers to select the dates of start and end of the vessel's authorisation.

Photographs

For any of the bow, starboard and port vessel photographs, drag and drop an image file on the upload area or click it to open the file browser:

The selected photograph will be previewed as a thumbnail.

If you want to replace existing photographs, simply click on the "-" icon to the right of the current file name to delete it, then add your new photographs.

Note that the images will only be uploaded when you click the "Create submission" button for the new vessel.

Delisting a vessel

There are several reasons why a vessel would be delisted:

- The vessel is no longer authorised by your Flag State to operate in the Indian Ocean;
- The vessel is no longer flying your Flag;
- The vessel has been physically destroyed;

To delist vessels, you can use:
- the bulk process, which allows you to delist several vessels at the same time
- the interactive process, which allows you to delist a single vessel at a time

Bulk delisting

If you have a list of vessels that you want to delist, follow the process below.

STEP 1: **Download the relevant template** from the IOTC website (https://iotc.org/e-rav) and fill it (see the Template for instructions on how to fill it).

STEP 2: **Open the Submissions page**: click the Submissions button in the left sidebar, and the Submissions page will be displayed.

STEP 3: **Start a New Submission**: click the "New Submission+" button in the top right, and the New Submission page will be displayed.

STEP 4: **For EU users only: Select the EU Flag State** for which you are doing the submission.

STEP 5: **Select the "Delistings" type of Submission**: Click the Submission Type menu and choose the submission you want to do (see above), i.e. what template you have filled:

STEP 6: **Upload your data file**: drag and drop your template on the "Submission file(s)" area or click it to open the file chooser.

STEP 7: **Save and Send your submission for internal Approval**: if your CPC has such an internal process, clicking the "Request Approval" button will make the submission available to your manager (with a notification by email), for review and submission.

STEP 8: **Submit:** this will send the submission for review (then Publication) by the IOTC Secretariat (with a notification by email).

STEP 9: **Publication:** when the IOTC Secretariat has published your submission, you will be notified by email and the updated vessels will be marked as delisted in the search results for both signed in users and public users.
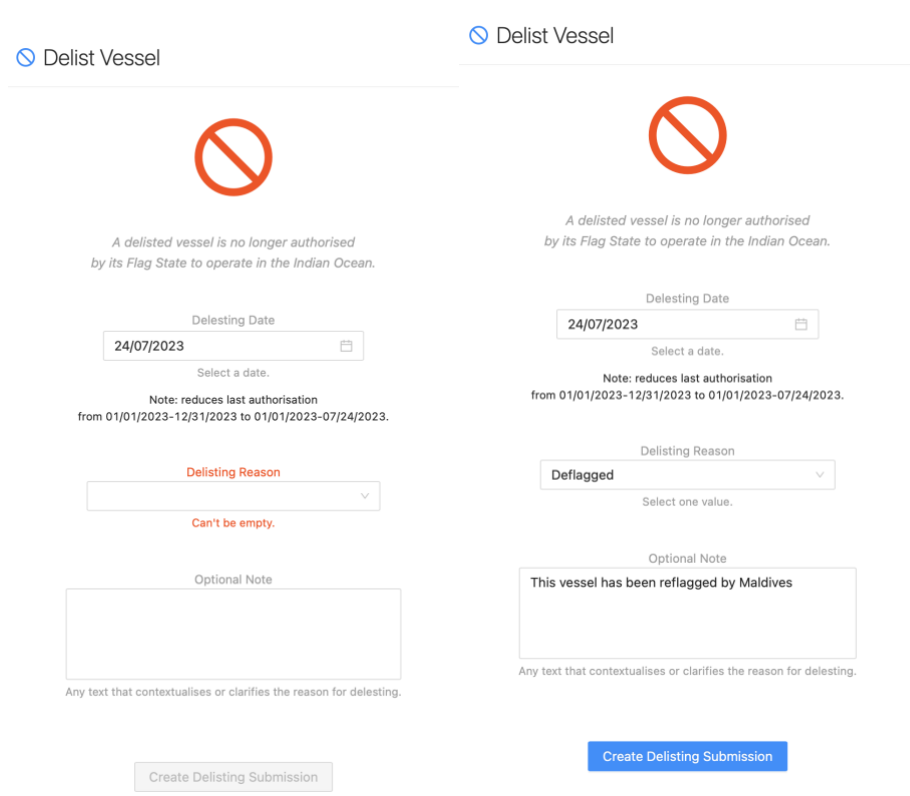
Interactive delisting

STEP 1: **Find the vessel you want to delist**: use the Vessel Search on the All Vessels page, find the vessel you need to delist and open it. If you can edit the vessel (i.e. you have editing permissions and the vessel is flying your flag), then you can delist it.

STEP 2: **Open the sidebar and click the "Delist" button**:
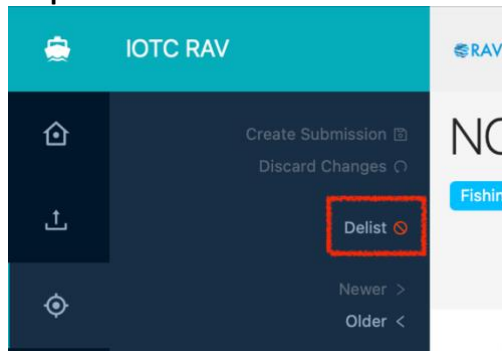
STEP 3: **Enter the Delisting details**: You must select a Date for delisting (by default, the current date) and a reason for delisting; you can enter an optional note if you want to add more details about the delisting. Note that selecting "Scrapped" as a delisting reason is definitive and that vessel will never be able to be relisted in the RAV.

STEP 4: **Create your Delisting submission**: once all information has been satisfactorily provided, click the "Create Delisting submission" button. This will create a new Delisting Submission containing all information about the delisted vessel, and move it to the Submissions queue (following the same process as for bulk submissions).

<New Submission>

✎ Draft ⏱ Jul 24, 2023 # 1 🛡 1 🛡 0

✎ General   • Records   Save 🖺 ∨

Submission Type
⊘ Delistings   ∨   The type of records uploaded with this submission.
Select a record type.

<New Submission>

✎ Draft ⏱ Jul 24, 2023 # 1 🛡 1 🛡 0

✎ General   • Records   Save 🖺 ∨

1	🔍 filter...	☑ Validation ∨	⊕ Status ∨	⊕ Flag ∨			⊘ Ignore (0)	Columns ⊡
	🗌 IOTC N. ⇅	⊙ Status ⇅	⊕ Name ⇅	⏱ Date ⇅	⊜ Reason for delisting ⇅	T Note ⇅		
	🗌 🛡 IOTC017204	✎ Uploaded		24/07/23	• Deflagged	This vessel has been reflagged by Maldive	∨	

STEP 5: **Save and Send your submission for internal Approval**: if your CPC has such an internal process, clicking the "Request Approval" button will make the submission available to your manager (with a notification by email), for review and submission.

STEP 6: **Review and Approve**: if you are a manager, then you can review the submission, including issues etc. (see **Reviewing your submission**) and then Submit it.

STEP 7: **Submit:** this will send the submission for review (then Publication) by the IOTC Secretariat (with a notification by email).

STEP 8: **Publication:** when the IOTC Secretariat has published your submission, you will be notified by email and the updated vessels will be marked as delisted in the search results for both signed in users and public users.

> **Automatic delisting**
>
> **Vessels for which the authorisation has expired for more than 2 years, as well as those that were historically created more than 2 years ago without an end of authorisation date will be automatically delisted by the system.**
>
> When this happens, you will be notified by an email containing a list of the delisted vessels.

Relisting a vessel

If a vessel has been delisted for any other reason than "Scrapped", then it can be relisted:

- If the vessel was delisted because it was not authorised anymore, it can only be claimed by its Flag State;
- If the vessel was delisted because it was deflagged, then it can be claimed by any other Flag State.

There are two ways to relist/claim a vessel:

- Bulk relisting
- Interactive relisting

Bulk relisting

To bulk relist one or more vessels, simply include it in a full Vessels template or an Authorisations only template and on upload it will be claimed for your Flag State. Note that there is nothing specific to include in the templates to relist the vessel.

If the vessel had been deflagged by its former Flag State and is now flying your flag, the vessel will be claimed and this will be visually indicated in the submission by a "Claimed" icon to the right of its

IOTC Number: . Mouse over the Claimed icon to see from what previous Flag it was claimed from.

Manual relisting

To manually relist a vessel, find it using the vessel search (remember to activate the "Show delisted vessels" option), open it, and:

- for a vessel no longer authorised, edit the information about the new authorisation, then click the "Create submission" button like for a normal Vessel Update. Once the submission has been published, the vessel will be relisted;
- for a vessel that had been deflagged, open the sidebar and click the "Claim" button; this will assign your flag to the vessel and switch it into Edit mode, where you can enter any updated information before clicking the Create "Submission button".
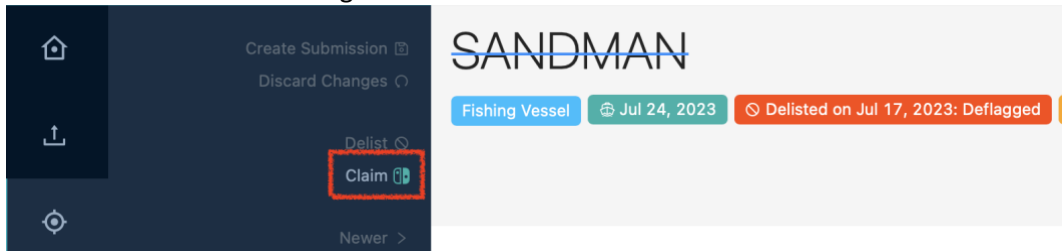
Reviewing your submission

Once your data file (or interactive submission) has been loaded, the system will perform a number of validations on its format and content.

Please note that the e-RAV will not allow you to correct any issue with your submission in the application: it only allows you to "Ignore" problematic records to not block your submission, but actual corrections will need to be made in your own database or in the Excel file, then re-uploaded.

Resource issues

Resource issues are at the level of the file itself and are blocking. For example, it can be a missing column, or a cell that should contain a date and contains text.

They are reported in two places:

- **The General tab**: the name of the file where the issue is will be highlighted in orange and, if you mouse over it, the list of issues will be displayed:
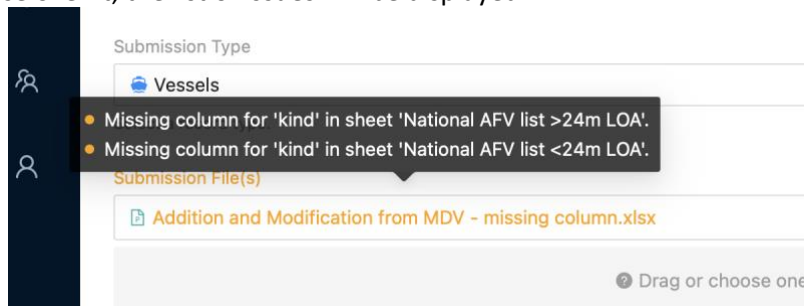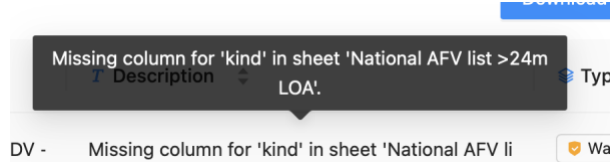

- **The sidebar**: Open the sidebar by clicking on the ">" button and click on the "Resource issues" button:
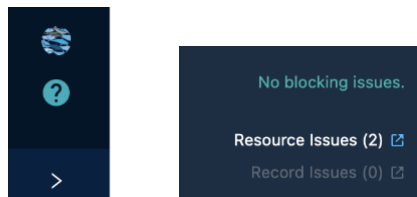
This will open the Resource Issues drawer that shows you a list of all resource issues, that you can filter or download as an Excel file (for example if you need to investigate further).
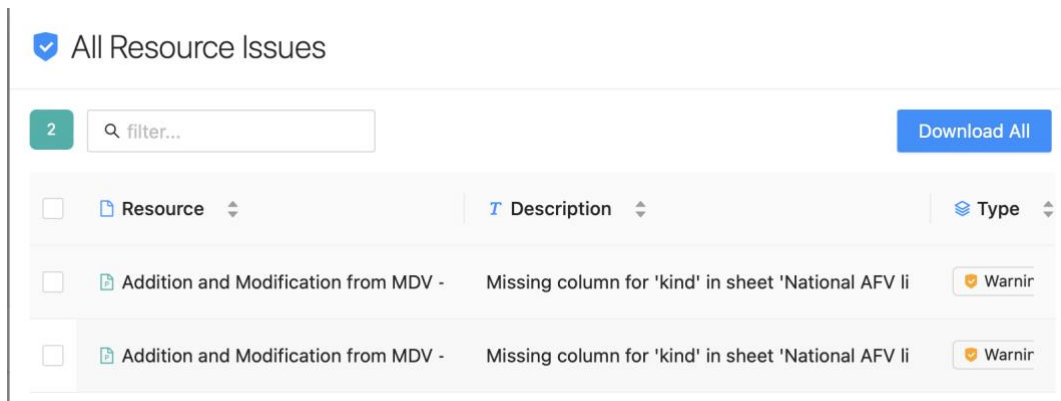
If a message is too long to display, simply mouse over it to read it:

Note that you can save a draft submission with resource issues, but you will not be able to submit it.
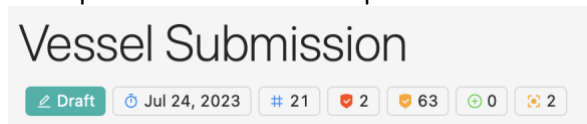
Record issues

Record issues are at the level of each record, such as missing mandatory fields, invalid codes provided etc.

Record issues are divided in two severity categories:

- **Errors**: these are blocking issues and will not allow you to submit the corresponding records. This makes the record **Invalid**. Examples include missing mandatory data, incorrect code provided etc, as well as potential vessel matches (see below).
- **Warnings**: these are non-blocking issues and will allow you to submit the corresponding records. This makes the record **Valid with Warnings**. Examples include missing photographs, missing Beneficial owner address etc.

The number of records issues is presented in a series of pills under the vessel name:

In this example, there are 2 blocking errors and 63 non blocking warnings, as well as two pending matches.

You can consult the various issues in two ways:

- **The sidebar**: open the sidebar and click the "Record issues" button, which will open the All Record Issues drawer:

This drawer shows you a list of all record issues, that you can filter or download as an Excel file (for example if you need to investigate further). You can download all issues or only those that you have selected by checking their box on the left.

- **The Records tab**: see below.

Reviewing individual records

If you open the **Records** tab, the application will show you a list of all records it identified in your submission file, organised as a table with one row per record, and one column per data field.

For each record, the "Status" column indicates the status of the particular record:

- Uploaded: this is the default status until otherwise changed.
- Ignored: when the record has been ignored by a CPC users
- Rejected: when the record has been rejected after review by an IOTC Secretariat staff
- Published: when the record has been published after review by an IOTC Secretariat staff and is visible in the Search results

⬚ Columns

Apply ✓   Discard ↺

Select which columns you want to see in the table and/or drag-and-drop them to change their order.

Changes will persist for the length of this session, but you can also save them as the default for future sessions.

Select All ⬙   ⬙ Deselect All

🎫 Identifier	🔵
🌐 Name	🔵
🧍 Flag State	🔵
# IMO	🔵
👥 Type	🔵
⏱ From	🔵
⏱ To	🔵
# IRCS	⚪

Some columns not shown for space reasons

👤 Operator	⚪
👤 Operating Company	⚪
👤 Beneficial Owner	⚪
👤 Owner	⚪

↺ Reset to Defaults   🗄 Save as preference

If you want to change the columns displayed in the list of results and the order in which they appear, simply click the Columns button

| < | **1** | 2 | 3 | > | Columns ⬚ |

. This opens the Columns drawer, showing the list of available data fields.

- Toggle a field on to show it in the list of results, or toggle it off to hide it.
- Click on Select all or deselect all to do what it says.
- Click on a field name and drop it where you want to reorder the column layout

# IRCS	⚪
⚓ Port	⚪
🔧 Gears	⚪
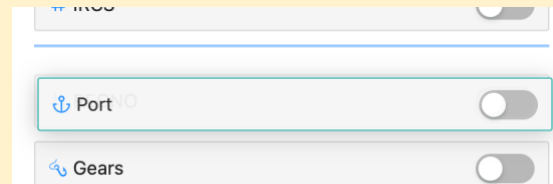
- Click the Apply button to apply your changes.
- Click the Discard button to cancel your changes.
- Once you have applied changes, you can click on the Save as preference button to make this column layout permanent when you run queries.

🗄 Save as preference

- If you have saved a layout as preference, click the Reset to defaults button to go back to the standard layout.

The "IOTC N." column also contains an indication of any issue detected for the relevant record:

- 🛡 non-blocking issue(s)
- 🛡 blocking issue(s)
- 🛡 **Match Pending** blocking pending match(es) (see below)

Mousing over the icon will reveal the number of issues affecting the record:
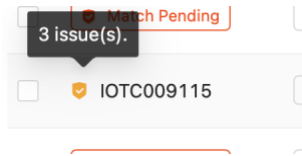
Some data fields are displayed with a ⬚ icon which means their value is being updated by the new submission compared to the current record in the e-RAV. Mouse over the icon to see the current value:
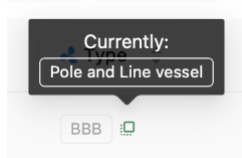
You can **filter** the list of records in your submission by typing free text in the "filter…" box or by using the drop-down filters:
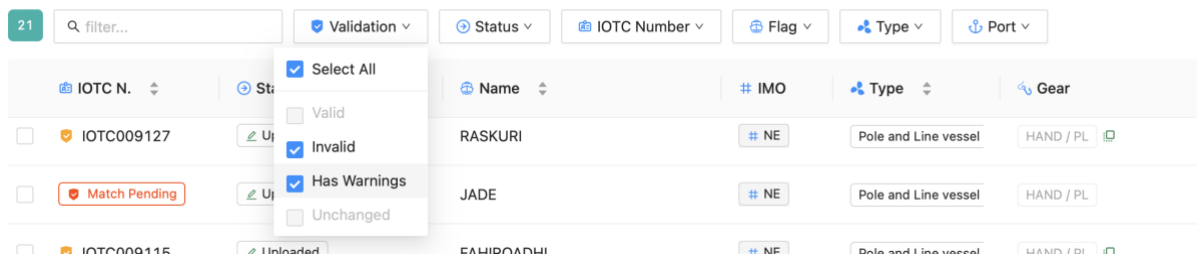
Clicking on a record's "IOTC N." value (or "Match pending" pill) will display the **Full details** of the record in a drawer:

This drawer is composed of 3 "cards": Details, Authorizations and Photographs.

Data fields that are being updated by the submission compared to the previous record in the e-RAV are highlighted with a colored background. You can see the previous historical details about the vessel matching this record by clicking on the Open history button:

Each data field affected by an issue is highlighted by a colored border (red for errors, yellow for warnings). Mousing over the affected field will show details about the issue:
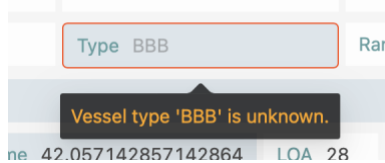
You can also consult a list of all the issues affecting a record by clicking on the "Show issues" button:

This will display a sub-drawer showing a list of issues (red for errors, yellow for warnings).

Note that you can access the current record for the vessel being updated by a given record by clicking on the ⬈ button in the top right of the record drawer.

Dealing with issues

When a submission contains record issues, there are several ways to deal with them.

- **Errors**: since they will make the record invalid and submission cannot proceed until they have been addressed.
- **Warnings**: since they will not make the record invalid and submission will be able to proceed they do not *have* to be addressed, but they are still an indication of a data quality issue.

Uploading a new data file

You can choose to correct errors or warnings in your own database, then uploading the corrected file in the e-RAV again. You can do that directly in the same submission if you have saved it as a draft, by opening it in the list of submission, going to the General tab and deleting the current file (click on the "-" button to the right of its name), and adding your corrected file.
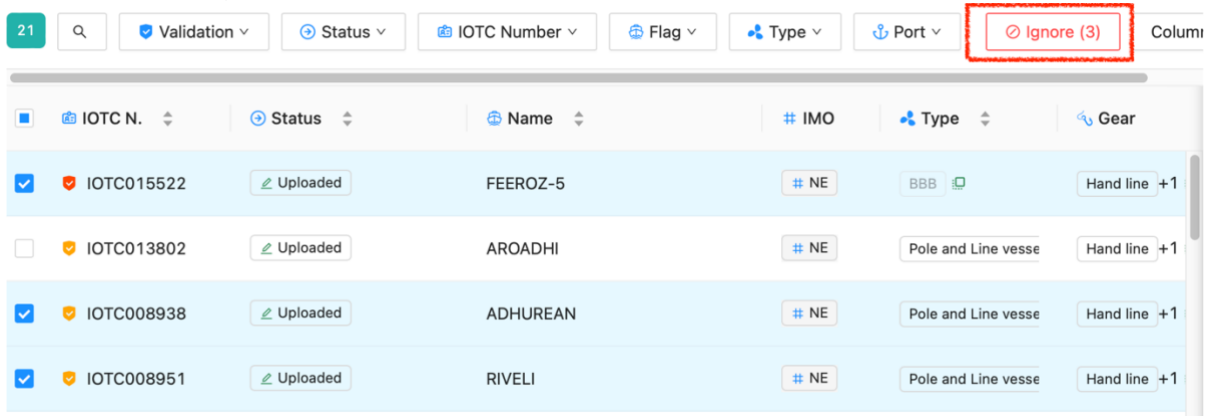

Ignoring records with issues

You can also choose to Ignore the problematic records and continue with only the valid records (including those with warnings).
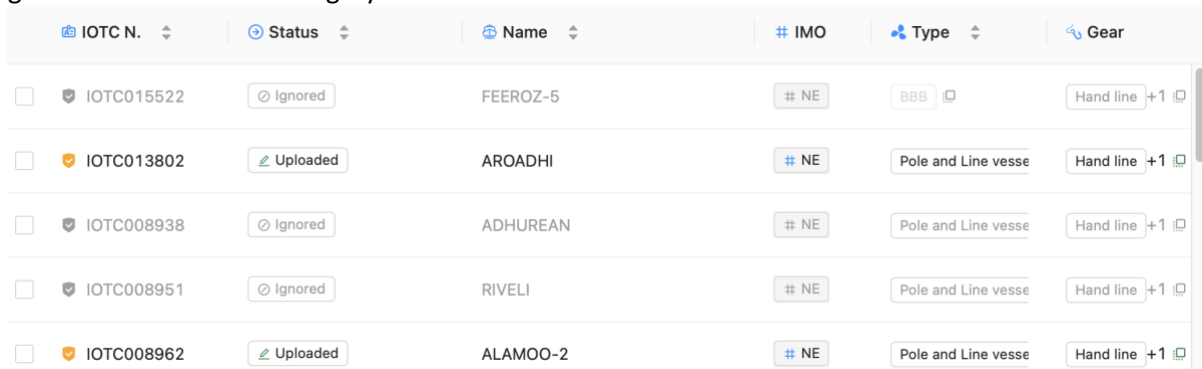
To ignore a record, you can click on the menu button in the rightmost column and select "Ignore":

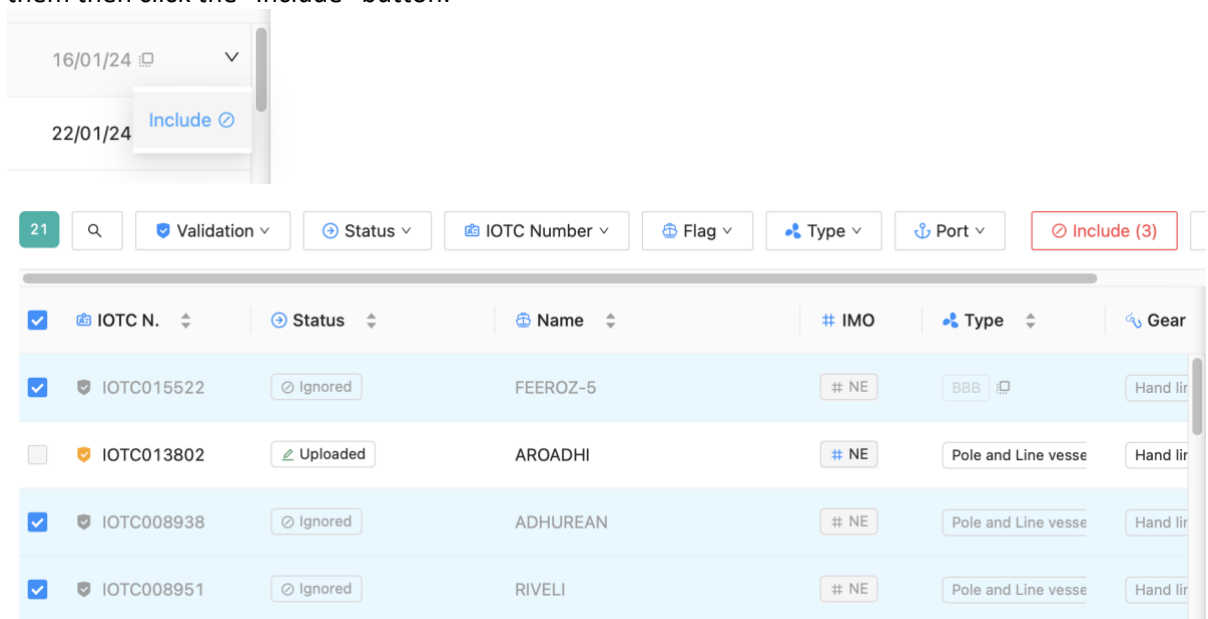| 17/01/23	16/01/24	⌄
23/01/23	22/01/24	Ignore ⊘
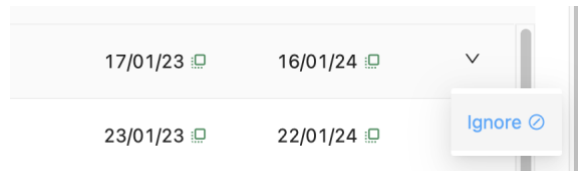
If you need to ignore more than one records, you can also select each relevant record by checking the box in the leftmost column and clicking the now active "Ignore" button (which shows the number of selected records):

21	Q	🛡 Validation ⌄	⊙ Status ⌄	🗄 IOTC Number ⌄	⊕ Flag ⌄	⋅ Type ⌄	⚓ Port ⌄	⊘ Ignore (3)	Colum

■	🗄 IOTC N. ⇕	⊙ Status ⇕	⊕ Name ⇕	# IMO	⋅ Type ⇕	⚒ Gear
☑	⛊ IOTC015522	✎ Uploaded	FEEROZ-5	# NE	BBB 🗐	Hand line +1
☐	⛊ IOTC013802	✎ Uploaded	AROADHI	# NE	Pole and Line vesse	Hand line +1
☑	⛊ IOTC008938	✎ Uploaded	ADHUREAN	# NE	Pole and Line vesse	Hand line +1
☑	⛊ IOTC008951	✎ Uploaded	RIVELI	# NE	Pole and Line vesse	Hand line +1

Ignored records are shown greyed out:

	🗄 IOTC N. ⇕	⊙ Status ⇕	⊕ Name ⇕	# IMO	⋅ Type ⇕	⚒ Gear
☐	⛊ IOTC015522	⊘ Ignored	FEEROZ-5	# NE	BBB 🗐	Hand line +1 🗐
☐	⛊ IOTC013802	✎ Uploaded	AROADHI	# NE	Pole and Line vesse	Hand line +1 🗐
☐	⛊ IOTC008938	⊘ Ignored	ADHUREAN	# NE	Pole and Line vesse	Hand line +1 🗐
☐	⛊ IOTC008951	⊘ Ignored	RIVELI	# NE	Pole and Line vesse	Hand line +1 🗐
☐	⛊ IOTC008962	✎ Uploaded	ALAMOO-2	# NE	Pole and Line vesse	Hand line +1 🗐

If you want to revert ignored records, simply use the right-most menu to Include them, or select them then click the "Include" button:

16/01/24 🗐	⌄
22/01/24	Include ⊘

21	Q	🛡 Validation ⌄	⊙ Status ⌄	🗄 IOTC Number ⌄	⊕ Flag ⌄	⋅ Type ⌄	⚓ Port ⌄	⊘ Include (3)

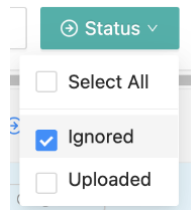| ☑	🗄 IOTC N. ⇕	⊙ Status ⇕	⊕ Name ⇕	# IMO	⋅ Type ⇕	⚒ Gear
☑	⛊ IOTC015522	⊘ Ignored	FEEROZ-5	# NE	BBB 🗐	Hand lir
☐	⛊ IOTC013802	✎ Uploaded	AROADHI	# NE	Pole and Line vesse	Hand lir
☑	⛊ IOTC008938	⊘ Ignored	ADHUREAN	# NE	Pole and Line vesse	Hand lir
☑	⛊ IOTC008951	⊘ Ignored	RIVELI	# NE	Pole and Line vesse	Hand lir

When you "Ignore" records, they will still be included as part of the submission when it is sent for approval and then reviewed by the IOTC Secretariat, but they will not be published.
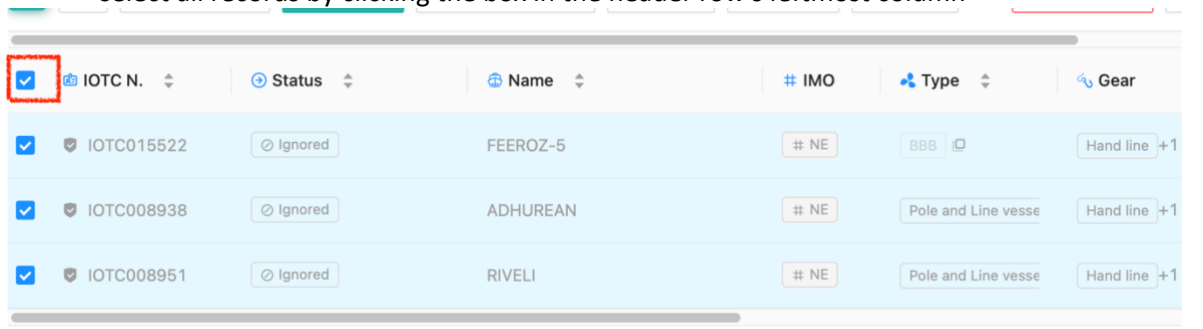
If you want your submission to proceed towards publication and be submitted for review by the IOTC Secretariat, you **must** ignore all records with errors (or upload a new file with no errors).

Note: you can download a list of all ignored records, for example if you decide to go ahead with the current submission's records that have no issues, and work on fixing the issues in your database, for later uploading of the corresponding records. To do this:
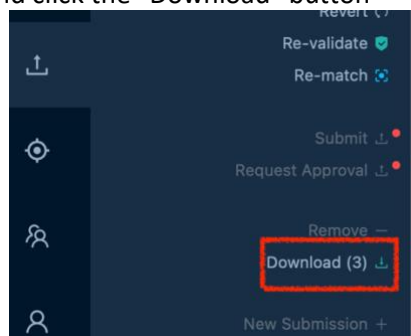
- filter all ignored records,

- select all records by clicking the box in the header row's leftmost column

- then open the sidebar and click the "Download" button

- in the Download records drawer, select whether you want them exported with codes (e.g. BB) or labels (e.g. Bait boat) and click the "Download records now" button to obtain an Excel file with all the selected records.

Download Record(s)

This downloads the 3 records that are currently selected or shown in the record list.
Many record properties can be represented with codes or the corresponding names. Choose to include codes or names in the file.

(•) Include codes

(○) Include full names

[Download Records Now ⤓]

Resolving Pending Matches

Some records are marked with "Match Pending" in the IOTC N. column. This means that you haven't provided an IOTC number for this record, but that the system has identified existing vessels in the RAV database that are potential matches for this vessel. This is helpful to avoid creating duplicated vessels in the RAV.

Matching happens based on comparing several fields, such as IMO number (this is a 100% match), other vessel identifiers (Name, IRCS, Flag…) etc.

Until a Pending Match is resolved, the record will be considered as Invalid and will be blocking.

To resolve a Pending match, click on the "Match pending" badge to open the Record Drawer, then click on the "Show Matches…" button. This will open the Matches sub-drawer:

This offers you a list of Possible matches.

You cannot select greyed out ones because it might be that it is a vessel in the same submission, or a vessel that is flagged to another CPC (mouse over the cell to see the reason).

In case of matches, you can click the "Compare" button to view the full details about the current record and the possible match.

You can accept the match by checking the box to the right of a possible match:
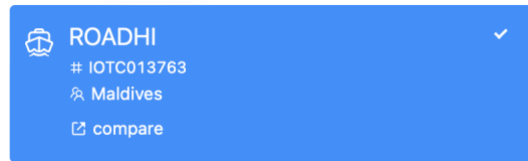
If you are confident that all possible matches are incorrect and that you are indeed creating a new vessel in the RAV, then you can select the "Reject all matches" option at the bottom of the list:
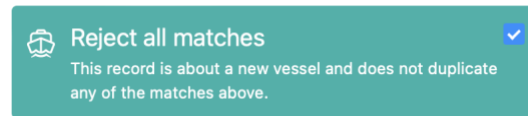
You can then close the Matches drawer by clicking outside of it and you will see that the Pending Match has been resolved:

- if a possible match has been selected, the IOTC N. of the relevant vessel will be displayed;
- if all possible matches have been rejected, a "New vessel" badge will be displayed