

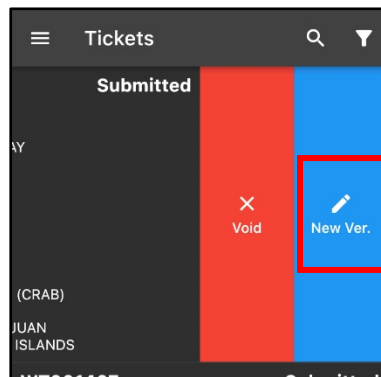
WaTix - How to Edit a Submitted Ticket

There are several reasons why you may need to edit a fish ticket after it has been submitted. The steps below will show you how to make changes to a ticket by creating a new version of the ticket and guide you through how to edit specific sections of the ticket.

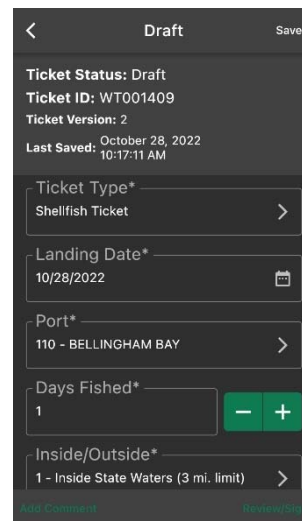
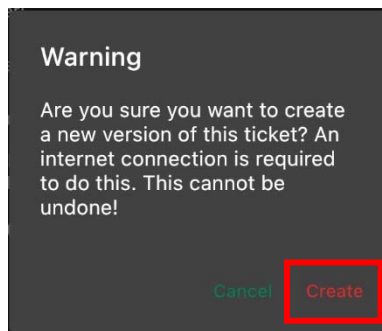
Note: If you are contacted by WDFW staff regarding errors on your fish tickets, it is important that you get these errors corrected as soon as possible.

ANDROID OR iOS MOBILE APP:

1. From your list of submitted tickets, swipe left on the ticket that needs to be edited. Select **“New Ver.”**.

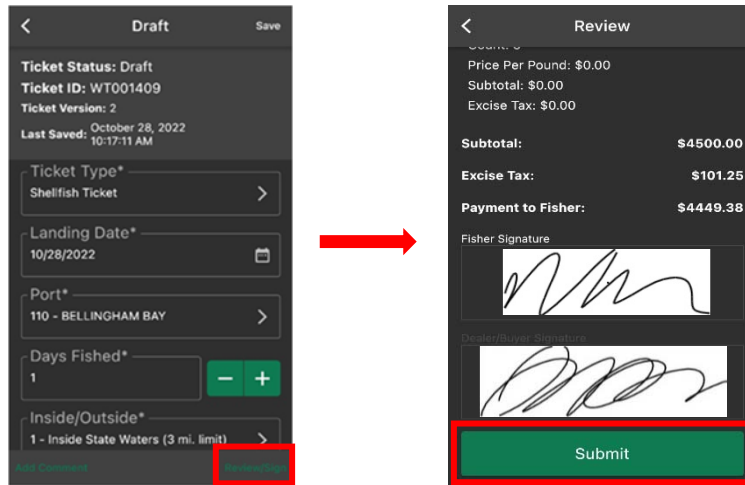


2. You will get a warning message that you are creating a new version of the ticket. Select **“Create”** to open a draft of the new version of the ticket.



3. Make edits to any field, as needed.
(See section below on how to edit fisher profiles to edit information for individual fishers)

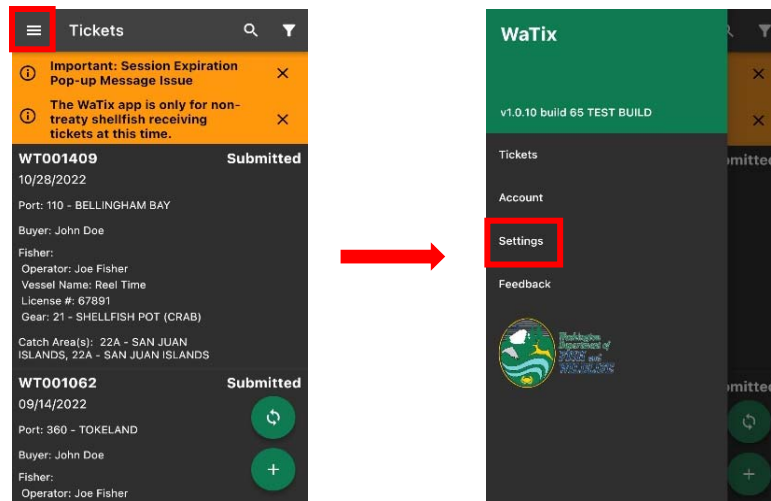
- You will need to resubmit the ticket after any edits are made. Select **“Review/Sign”** in the lower right-hand corner of the screen. Review the information on the ticket and select **“Submit”**. When a new version of a ticket is submitted, you will not need to complete the signature process with the fisher again. Once the ticket is submitted, the fish ticket number will remain the same, but the version number will change to reflect the updated submission. The updated ticket will then be searchable in the list of tickets.



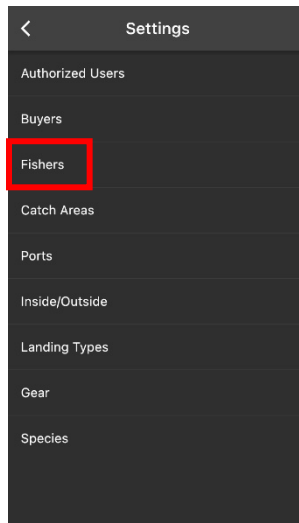
Editing a Fisher Profile:

If you have incorrect information entered for a fisher profile which requires correcting on previously submitted tickets, you'll first need to edit the fisher profile to include the correct information

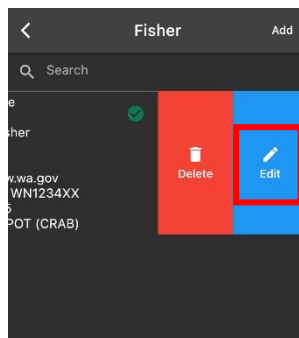
- From the home screen, select the menu icon and then select **“Settings”**.



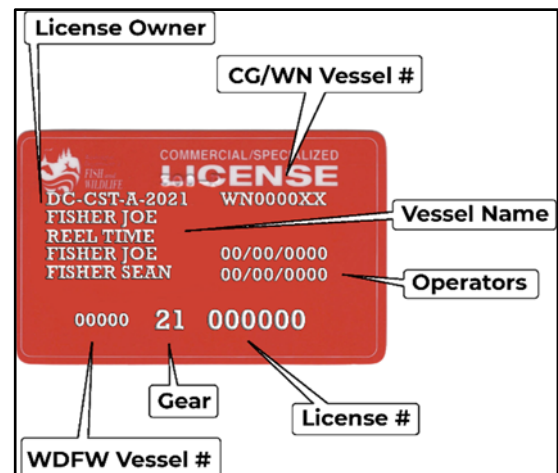
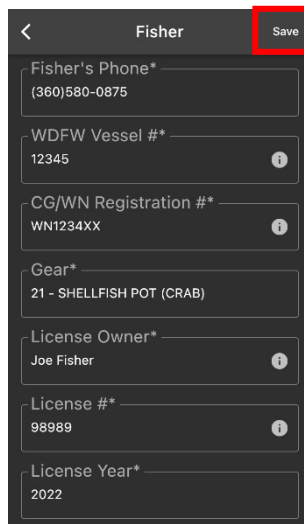
- From the settings menu, select **“Fishers”**.



- Locate the fisher profile that needs changed and swipe left on the fisher profile. Select **“Edit”**.

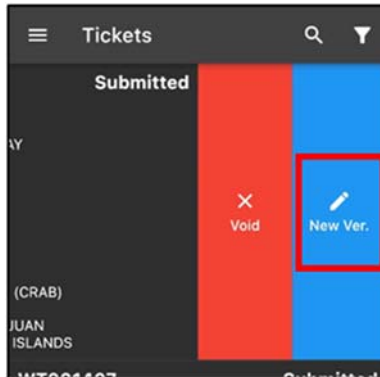


- Make edits to any field, as needed. Select **“Save”**.
(For an example of where each number is located on the fisher license card, click on the information icon on the right side of each field.)

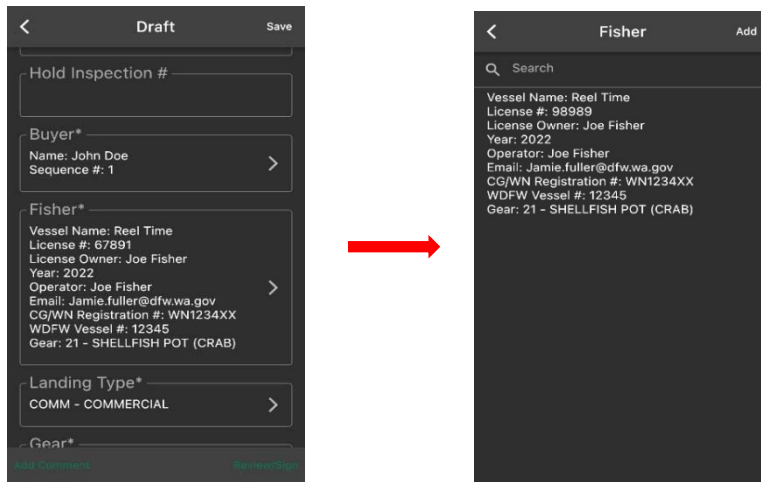


(Example of Fisher License)

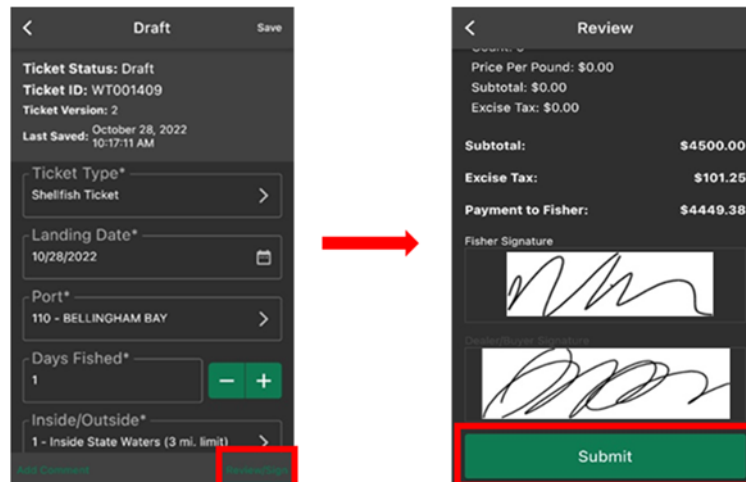
5. Once you have made changes to the fisher profile info, you will need to update the fisher entered on all tickets submitted with that fisher profile to correct the tickets in the system. Return to the ticket menu and swipe left on the ticket with the incorrect fisher license info. Select **“New Ver.”**



6. Scroll to and select the **“Fisher”** field. Select the newly updated fisher profile from the list. *Ensure that the information on the updated fisher profile is correct.*

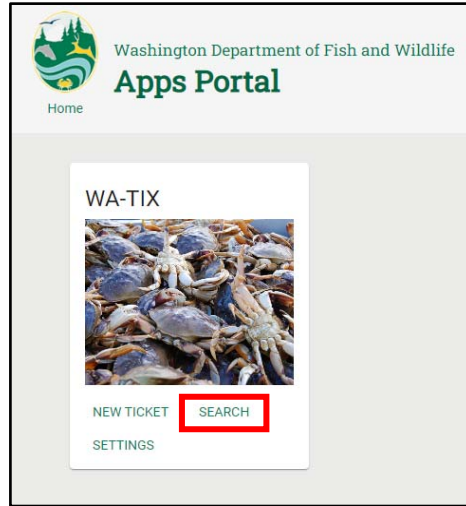


7. You will need to resubmit the ticket after edits are made to the fisher license info. Select **“Review/Sign”**. Review the information on the ticket and select **“Submit”**. The ticket has now been corrected.

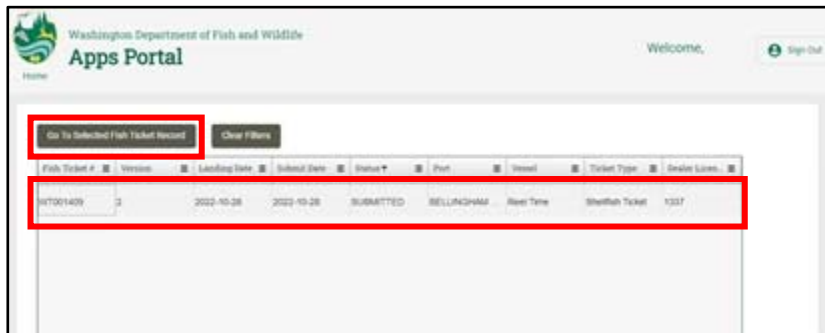


WEB APPLICATION:

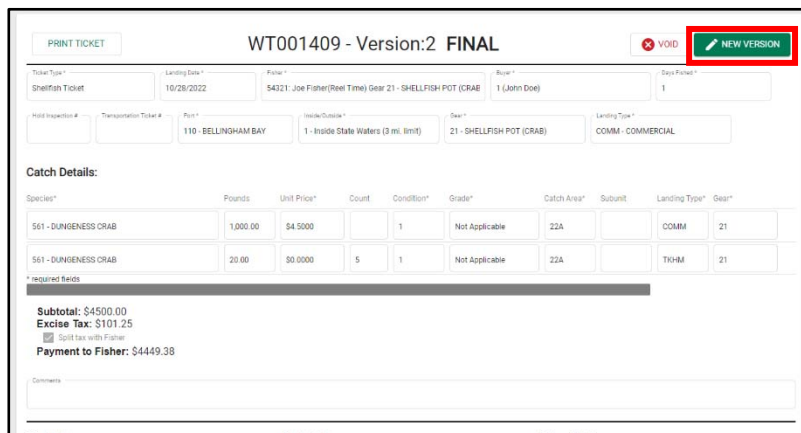
1. From the home screen of the web portal, select **“Search”**.



2. Select the ticket from the list that needs to be edited then select **“Go To Selected Fish Ticket Record”**. The ticket information can also be double clicked to navigate to the fish ticket record.



3. Select **“New Version”** to open a draft of the new version of the ticket.



- Make edits to any field, as needed. Select **“Submit”** to submit the changes made to the ticket. (See section below on how to edit fisher profiles to edit information for individual fishers)

WT001409 - Version:3 DRAFT

Ticket Type: Shellfish Ticket Landing Date: 10/28/2022 Fisher: + 54321: Joe Fisher(Reel Time) Gear 21 - SHELLFISH POT (CRAB) Buyer: 1 (John Doe)

Days Fished: 1 Hold Inspection #: Transportation Ticket #: Port: 110 - BELLINGHAM BAY Inside/Outside: 1 - Inside State Waters (1 mi. limit) Gear: 21 - SHELLFISH POT (CRAB)

Landing Type: COMM - COMMERCIAL

Species*	Pounds	Unit Price*	Count	Condition*	Grade*	Catch Area*	Subunit	Landing Type*	Gear*
<input checked="" type="checkbox"/> 561 - DUNGENESS CRAB	1,000.00	\$4.5000		1	Not Applicable	22A		COMM	21
<input checked="" type="checkbox"/> 561 - DUNGENESS CRAB	20.00	\$0.0000	5	1	Not Applicable	22A		TRHM	21

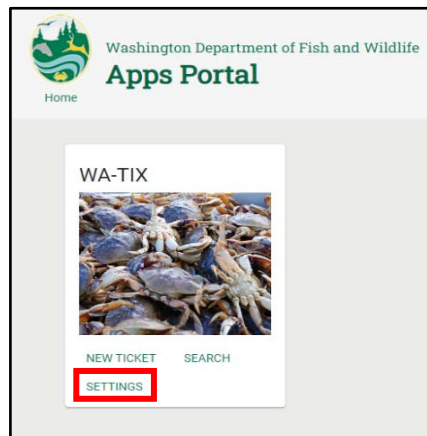
* required fields

Subtotal: \$4500.00
Excise Tax: \$101.25
 Sport tax with Fisher
Payment to Fisher: \$4449.38

Comments

Editing a Fisher Profile:

- From the home screen, select **“Settings”**.



- Select the **“Fishers”** tab. Locate the fisher profile in the list that needs to be edited and select the **pencil** icon.

Settings

DEALER: Jamie Fuller DEALER LICENSE #: 1337 DEALER EMAIL: Jamie.Fuller@dfw.wa.gov

Authorized Users
Buyers
Fishers
Species
Port
Catch Area
Gear

Add fishers licenses below. These fishers will populate the fisher and vessel information associated to fish tickets. Upon submission, the fish ticket will be emailed to the email that you provide for each fisher.

	License #	Vessel Name	CG/WN Registration #	WDFW Vessel #	Gear	License Owner	Operator	Fisher's Email	Fisher's Mobile Phone #	License Year
<input checked="" type="checkbox"/> <input type="button" value="✎"/>	54321	Reel Time	WN1234XX	12345	21 - SHELLFISH POT (CRAB)	Joe Fisher	Joe Fisher	Jamie.fuller@dfw.wa.gov	(360) 580-0875	2022

3. Make edits to any field, as needed. Select **“OK”**.
(For an example of where each number is located on the fisher license card, click **“View Fisher Card Diagram”**.)

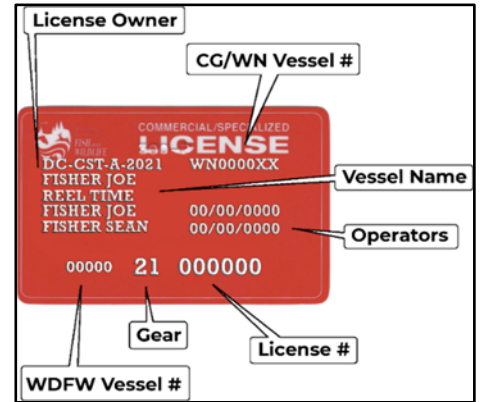
Edit Fisher

License # * 54321 Vessel Name * Reel Time CG/WN Registration # * WN1234XX WDFW Vessel # * 12345 Gear * 21 License Owner * Joe Fisher

Operator * Joe Fisher Fisher's Email * Jamie.fuller@dfw.wa.gov Fisher's Mobile Phone # * +1(360)580-0875 License Year * 2022

View Fisher Card Diagram

OK Cancel



(Example of Fisher License)

4. Select **“Save”** to save any changes made to the fisher profile.

Settings **SAVE**

DEALER: Jamie Fuller DEALER LICENSE #: 1337 DEALER EMAIL: Jamie.Fuller@dfw.wa.gov

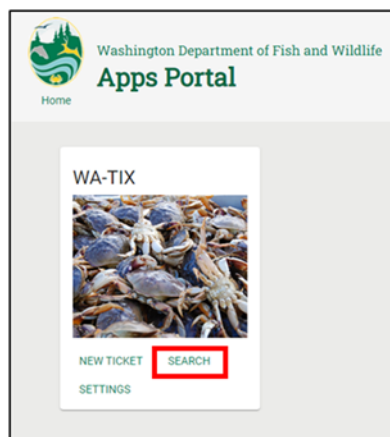
< Authorized Users Buyers **Fishers** Species Port Catch Area Gear >

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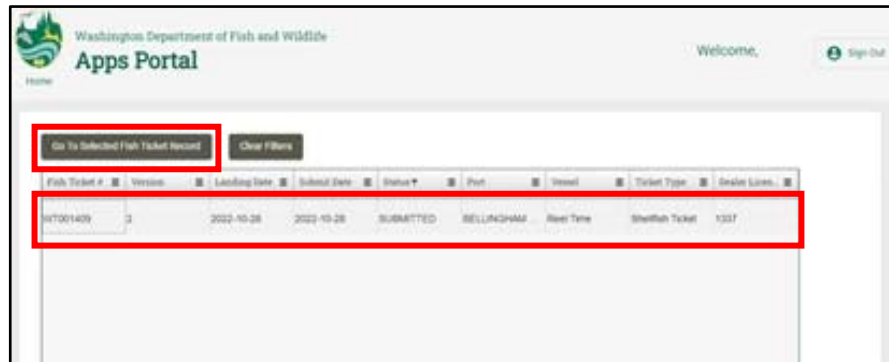
[+ ADD FISHER](#)

License #	Vessel Name	CG/WN Registration #	WDFW Vessel #	Gear	License Owner	Operator	Fisher's Email	Fisher's Mobile Phone #	License Year
67891	Reel Time	WN1234XX	12345	21 - SHELLFISH POT (CRAB)	Joe Fisher	Joe Fisher	Jamie.fuller@dfw.wa.gov	(360)580-0875	2022

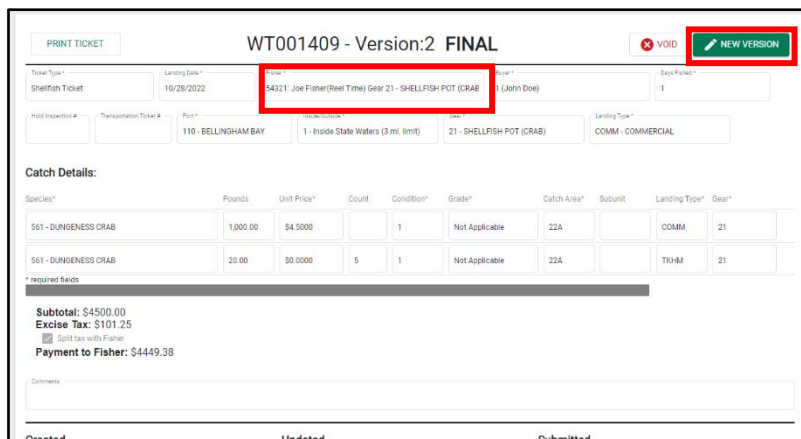
5. Once you have made changes to the fisher profile info, you will need to update the fisher entered on all tickets submitted with that fisher profile to correct the tickets in the system. Return to the home screen and select **“Search”**.



- Select the ticket with the fisher license info that was just changed and select **“Go To Selected Fish Ticket Record”**. The ticket information can also be double clicked to navigate to the fish ticket record.



- Select **“New Version”** and then click in the **“Fisher”** field. Select the fisher profile with the updated license info from the drop-down list.



- Select **“Submit”** to submit the changes made to the ticket. The ticket has now been corrected. Review the ticket to ensure all the information is correct.

