

# EMC Online User manual

The Environmental Management Charge (EMC) is a charge associated with most commercial activities, including tourism operations, non-tourist charter operations and facilities, operated under a permit issued by the Great Barrier Reef Marine Park Authority. © Commonwealth of Australia 2020 Published by the Great Barrier Reef Marine Park Authority

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Support for the use of EMC Online can be obtained from Great Barrier Reef Marine Park Authority (GBRMPA), Environmental Management Charge (EMC) Unit.

EMC Online Help Desk Telephone(07) 4750 0837Emailemc@gbrmpa.gov.au

Additional information is available on the GBRMPA website: www.gbrmpa.gov.au

The Great Barrier Reef Marine Park Authority and the Department of Environment and Science acknowledge the continuing Sea Country management and custodianship of the Great Barrier Reef by Aboriginal and Torres Strait Islander Traditional Owners, whose rich cultures, heritage values, enduring connections, and shared efforts protect the Reef for future generations.

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# 1. Great Barrier Reef Marine Park Authority (GBMRPA) Environmental Management Charge (EMC)

The Great Barrier Reef is an outstanding natural ecosystem that supports a world-class array of species and habitats. Almost two million tourists visit this World Heritage Area every year, motivated primarily by the chance to see, experience and learn about the Great Barrier Reef.

We can all play a role in protecting the Great Barrier Reef and preserving the tourism experiences it offers. As an important stakeholder, you contribute to the management of the Great Barrier Reef Marine Park (Marine Park) by collecting and submitting the EMC and visitation records. You can further contribute by working in partnership with the GBRMPA in the management of the Marine Park.

The EMC is a charge associated with some commercial activities, including tourism operations, non-tourist operations and facilities, operated under a permit granted by the GBRMPA.

For most tourism operations, visitors to the Marine Park participating in a tourist activity are liable to pay the charge to the permittee, who then remits the charge to the GBRMPA.

For other operations in the Marine Park, such as those involving the hire of equipment, installation and operation of tourist facilities, underwater observatories, sewage outfalls and vending operations, the permittee must pay fixed quarterly charges to the GBRMPA.

The funds the Australian Government receives from the EMC are vitally important in the dayto-day management of the Marine Park and in improving its long-term resilience.

# 2. About EMC Online

<u>EMC Online</u> is a feature of Reef Management Systems that allows Marine Park users to manage their EMC obligations. It provides for the collection of EMC information and allows online remittance of associated charges. This system provides users with the ability to integrate EMC reporting into daily business practices and resolve accounts online.

Some of the other features that EMC Online offers include:

- Favourites: establish favourites within the system to accommodate regular trips and reduce data entry time
- Reports: access to personalised reports which can be used to track the visitors you take into the Marine Park
- Payment gateway: you can pay EMC through a secure gateway.

EMC Online is a user-friendly way for Marine Park users to manage EMC requirements for their business. It will also support business through streamlining processes, and allow users to customise the system to suit their operations.

# 3. Glossary

This section describes the primary fields and icons that will be encountered during use of EMC Online.

#### 3.1. Mandatory fields

EMC Online has a number of mandatory fields which must be completed. Mandatory fields will be highlighted with a red <sup>1\*1</sup>. You cannot proceed without filling in these mandatory fields. If you do attempt to proceed without completing mandatory fields you will be presented with a warning screen and also hear a warning tone.

#### 3.2. Add icon

The add icon will allow you to insert an entry into any field. To add any entry click the Add (
) icon.

Figure 1 - Image of Add icon

#### 3.3. Edit icon

The edit icon will allow you to make amendments to any of your entries. To edit your entries click the Edit (2) icon. Logbooks may be edited at any time prior to submission. *Figure 2 - Image of Edit icon* 

#### 3.4. Delete icon

The delete icon will allow you to remove any of the entries that you have made. If the delete icon is not displayed it means that the entry is being used and you will not be able to delete it. However, if the delete icon is displayed it means the entry is currently not being used and can be deleted. To delete any of your entries click the Delete (X) icon.

Figure 3 - Image of Delete icon

#### 3.5. Arrow tabs

Arrow tabs allow you to enter numbers or dates into the field. Click the arrow tabs (
) icon with the cursor to choose the number or dates that you want. *Figure 4 - Image of Up and Down arrows* 

#### 3.6. Submit Now icon

Once your logbook information is entered and you are confident that the information is correct click the Not Submitted (<u>Submit Now</u>) icon. You will be presented with a declaration screen, please take time to read this before proceeding. Once you have submitted your logbook you will not be able to change any of the information entered. If you do wish to change any submitted information please contact the EMC team on (07) 4750 0837 or email <u>emc@gbrmpa.gov.au</u>.

Figure 5 - Image of Submit Now link

#### 3.7. Submit Nil Return

If you are confident that you will have Nil Return for the quarter, click the Submit Nil Return Submit Nil

link. Return

Figure 6 - Image of Submit Nil Return link

#### 3.8. Display boxes

Display boxes allow you to pick and choose which of your vehicle, normal operation and transfer operation favourites you would like to appear when entering your logbook data. This allows you to customise your data entry by selecting or unselecting the display option as required.

**Please note:** Unselecting the Display tick box automatically results in the Default tick box also being unselected.

Add Normal Operations Favourite X		
Permit:		
Logbook Type:	Bareboat V	
Operation:	Bareboat (Billy Bareboat 1 BB188QX) (Vessel 1) 🗸	
Vehicle:	Billy Bareboat 1 (BB188QX) 🗸	
5	Dille D	
Favourite Name:	Billy B	
Default:		
Default	<b>▼</b>	
Displayed:		
Displayed:	<b>─</b>	

Figure 7 - Screenshot of Add Normal Operations Favourites display box with a red circle around the tick box for Displayed

#### 3.9. Default boxes

Default boxes allow you to set specific vehicle, normal operation and transfer operation favourites to automatically populate vehicles or locations when entering data through the logbook interface. This allows for greater ease of data entry by reducing time spent manually completing required fields. Selecting or unselecting the default option allows you to customise the entry of your logbooks as required.

**Please note:** Selecting the Default tick box automatically results in the Display tick box also being selected.

Add Normal Operat	ions Favourite	χ
Permit:	<b>∼</b>	
Logbook Type:	Bareboat V	
Operation:	Bareboat (Billy Bareboat 1 BB188QX) (Vessel 1) 🗸	
Vehicle:	Billy Bareboat 1 (BB188QX) 🗸	
Favourite Name:	Billy B	
Default:		
Displayed:	V	

Figure 8 - Screenshot of Add Normal Operations Favourites display box with a red circle around the tick for Default

#### 3.10. Date fields

Dates can be entered into the date fields by selecting the field and entering the date:

- in a dd/mm/yyyy format;
- clicking on arrow tabs; or
- by clicking the calendar icon at the right-hand side of the field and selecting the relevant date from the displayed calendar. The current month will be displayed in the calendar by default. Use the drop list arrows to navigate to other months and years.

If an inappropriate value is entered into a date field an error message and tone will be generated.

#### 3.11. Drop lists

EMC Online has drop lists for numerous fields. Each drop list contains a description for each available option. Options can be selected from drop lists by clicking the arrow located at the right hand side of the field and either:

- using your mouse cursor to select the appropriate option directly;
- entering the first letter of your desired selection with the keyboard and finalising your selection with the Enter key; or
- selecting any option with your mouse pointer, scrolling through the drop list with your up and down arrow keys and pressing Enter once the desired option is highlighted.

Upon the selection of an item from a drop list, the description is displayed. To unselect a drop list item, click the drop list and make another selection.

#### 3.12. Location search

Within EMC Online there are several instances in which you will be required to provide locations data and this can be done by clicking the edit icon to the right of the blank location field. Once the location search window appears a search may be carried out by typing in the name of the reef, island or bay or by using the numerical Reef IDs. Further information can be found in the "Location List" tab in the EMC Logbook spreadsheet templates.

A maximum of 200 matches will appear and you can move through the locations by clicking on the up and down arrows. If the location is not recognised by EMC Online the search will appear blank and if your location is not within the 200 matches that appear you may need to be more specific with your search term (as shown on the next page). In this example we want to find Ribbon No 8 Reef (150211) but the search term 'Ribbon' is not specific enough.

Location Search	1	
Location Nam Or Number	Ribbon	
Locations	Ribbon No 1 Reef (15080) Ribbon No 10 Reef (14146) Ribbon No 2 Reef (No 1) (150751) Ribbon No 2 Reef (No 2) (150752) Ribbon No 2 Reef (No 3) (150753) Ribbon No 3 Reef (15050)	^
	Ribbon No 4 Reef (15046) Ribbon No 5 Reef (15038) Ribbon No 6 Reef (15032) Ribbon No 7 Reef (15026)	~
	OK Cancel	

Figure 9 - Screenshot of Location Search display box with a red circle around the name typed in Ribbon

To correct this we need to be more specific with our search term and so have searched 'Ribbon No 8'. We can now select the desired location. Once you type in your search, wait for the location to be found. Once identified, highlight the desired location and hit the Enter key or click OK.

Location Search			
Location Name Or Number Ribbon No 8 Reef (150211)			
Locations			
OK Cancel			

Figure 10 - Screenshot of Location Search display box with a red circle around the name typed in Ribbon no 8

#### 3.13. Binocular icon

The binocular icon will allow you to view summary of payments made. To view your past payment click the binocular ((m)) icon.

Figure 11 – Image of binocular icon

#### 3.14. Declaration screen

The Declaration screen that appears when a user attempts to submit data to GBRMPA reads as follows:

# WARNING: You are about to submit the MM-MM YYYY logbook for Permit GXX/XXXXX.X, Operation FOR (XXXX OPERATION).

Once this logbook is submitted, you will not be able to make any changes to it, nor will you be able to recall it, therefore only press the *Submit* button when you are sure all the logbook's entries are correct and that there will be no more entries for the quarter. By pressing the submit button, you will be providing the Authority with a copy of the logbook entries for the quarter and the charge return as required by *Regulation 230 of the Great Barrier Reef Marine Park Regulations 2019* (the charge return is automatically generated from the logbook entries).

#### PLEASE READ THIS DECLARATION

I declare that the information recorded in the logbook entries for this quarter are correct;

I declare that I am duly authorised to submit the logbook entries for this quarter;

**I acknowledge** that the charge return for the quarter will be provided to the Authority based on the information provided in the logbook entries;

I acknowledge that it is an offence to give false or misleading information; and

**I agree** to all fees and charges associated with the logbook entries and charge return for this quarter.

This declaration has been added to EMC Online in an attempt to reduce the incidence of data submission by unauthorised persons. Users should confirm that they have the right to submit data that they have collected and/or entered into EMC Online prior to submission.

**Please Note:** If data has been entered and submitted in error please contact the EMC Online Help Desk on (07) 4750 0837 or email <u>emc@gbrmpa.gov.au</u>. You will need to provide details of the error and ensure that you have the appropriate authorisation to request changes to be made to submitted logbook data.

#### 3.15. Error messages

If the data that you enter contains errors you will be presented with an "Error" message with details of the error. Common errors could include, but are not restricted to the following:

- mandatory fields not entered
- number of passengers not entered
- part day EMC payment reason not entered
- location name not entered
- credit card number is invalid.

If you get an error message, make the relevant changes and continue with your logbook entry, payment or submission. If you continue to have trouble entering, submitting or paying your EMC obligations please contact the EMC team on (07) 4750 0837 or email emc@gbrmpa.gov.au.

# 4. Definitions

#### 4.1. Navigational section

The navigational section refers to the side bar within EMC Online on the left hand side, as shown below.

Figure 12 - Screenshot of EMC online navigation menu

#### 4.2. Normal Operations

Normal Operations describes those undertaken by an operator in which a daily chargeable permission may be applied. These include:

- Full Day
- Part Day
- Free Of Charge (FOC)
- Exempt > 3 Days and Exempt Prepaid
- Non-Tourist
- Semi-Submersible (SS) or Glass Bottom Boat (GBB)
- sight-seeing passenger types

#### 4.3. Transfer Operations

Transfer Operations describe those undertaken by an operator in which passengers are transferred from one location to another without the provision of tourist activities within two hours of being delivered to the location.

#### 4.4. Normal Operations Favourites

Normal Operations Favourites can be set up which allows for greater ease of data entry by reducing the number of fields requiring manual entry of information. Users may set up an unlimited number of favourites containing locations and trips commonly conducted under permits containing multiple operations or applicable to individual operations and/or vessels.

#### 4.5. Transfer Operations Favourites

Transfer Operations Favourites can be set up which allows for greater ease of data entry by reducing the number of fields requiring manual entry. Users may set up an unlimited number of favourites containing departure and arrival locations for trips commonly conducted under permits containing multiple operations or applicable to individual operations and/or vessels.

#### 4.6. Tourist related visitors - daily charges

Link to charges: Charges

## 5. Accessing and Navigating EMC Online

EMC Online is hosted by GBRMPA and is available via the internet. EMC Online can be located at <u>https://secure.gbrmpa.gov.au/emc.</u>

EMC Online can also be logged into directly through the GBRMPA external website secure login facility. This is located through our homepage at <u>www.gbrmpa.gov.au</u>

Hover over *Login for..*, located at the top of the page and select *EMC Online* as shown below.

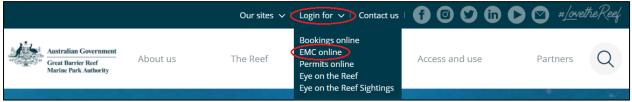


Figure 13 - Screenshot of GBRMPA website with a red circle around the drop list for Login for and a red circle around EMC online

#### 5.1. Logging into EMC Online

The first page you will see when accessing EMC Online is the home page. In order to access EMC Online you must log in using a valid username and password (by clicking the Log In button on the right hand side). If you do not have a username and password please contact the EMC team, who will be able to create a user account for you.

Please note: you must be an authorised contact for EMC purposes in order to have a user account created. If you need to add yourself or others as an authorised contact please contact the EMC team on (07) 4750 0837 or email <u>emc@gbrmpa.gov.au</u>.

	Australian Government Great Barrier Reef Marine Park Authority	<b>GBRMPA EMC ONLINE</b> Working together today for a healthier Reef tomorrow	(log In)
Home	GBRMPA ENVIRONMEN	ITAL MANAGEMENT CHARGE	
About Admin	The Great Barrier Reef is an outstanding natural ecosystem that supports a world-class array of species and habitats. Almost two million tourists visit this World Heritage		
Favourites Log Books Payments	Area every year, motivated primarily by the chance to see, experience and learn about the Great Barrier Reef. We can all play a role in protecting the Great Barrier Reef and preserving the tourism experiences it offers. As an important stakeholder, you contribute to the management of the Great Barrier Reef Marine Park by collecting and submitting the Environmental Management Charge (EMC) and visitation records. You can further contribute by working in partnership with the Great Barrier Reef Marine Park Authority (GBRMPA) in the management of the Great Barrier Reef Marine Park (Marine Park).		
Reports	GBRMPA.	with some commercial activities, including tourism operations, non-tourist operations and facilities, operated under a permit gr	ranted by the

Figure 14 - Screenshot of EMC Online Home page with a red circle around Log In icon

If you have an account enter your username and password into the appropriate fields and click the Log In button (or press the Enter key). A link to a password reset function is also available on the Log In screen.

	Australian Government	GBRMPA EMC ONLINE	[Log In]
***********	Great Barrier Reef Marine Park Authority	Working together today for a healthier Reef tomorrow	
Home	Log In		
About	Please enter your username and pa	assword.	
Help	Account Information		
Permits Online	Username:		
Log In	Password:		
	Reset my password		
		Log In	

Figure 15 - Screenshot of EMC Online Log In page with a red circles around Reset my password link, Log in button and Log In icon

#### 5.2. Using EMC Online for the first time

If this is the first time you have used EMC Online it is recommended that you change your password.

To change your password hover over the Admin function on the left-hand toolbar and select Change Password.

	Australian Government	GBRMPA EMC ONLINE		
	Great Barrier Reef Marine Park Authority	Working together today for a healthier Reef tomorrow		
Home		Logged in: Permittee:		
About	CHANGE PASSWORD			
Admin	Select a Different Permittee	vour password.		
Favourites 🤇	Change Password			
Logbooks	Change Contact Details	ers in length		
Payments	Change Logbook Settings	characters in the range a-z or A-Z		
Reports	must contain one of the	5		
Help	<ul> <li>must contain one of the characters in the range A-Z</li> <li>must contain one of the numerals in the range 0-9</li> </ul>			
Permits Online	must not have been used for the last 5 password changes			

Figure 16 - Screenshot of Change Password screen with a red circle around Change Password section on the navigation menu and a red circle around the Change Password button

For security purposes there are a number of rules that must be adhered to when creating a new password. Please read these rules to ensure that your new password will be accepted. Any attempt to enter a password that does not fit these guidelines will be rejected and will result in an error message.

	Australian Government	GBR	RMPA EMC ONLINE	
an a	Great Barrier Reef Marine Park Authority	Working together t	r today for a healthier Reef tomorrow	
Home		Logge	ged in: Permittee:	
About	CHANGE PASSWORD			
Admin	Use the form below to change your password.			
Favourites	The new password:			
Logbooks	<ul> <li>must be at least 8 character</li> </ul>	ers in length		
Payments	must start with one of the characters in the range a-z or A-Z			
Reports	must contain one of the characters in the range a-z			
Help	must contain one of the characters in the range A-Z     must contain one of the numerals in the range 0-9			
Permits Online		or the last 5 password changes		

Figure 17 - Screenshot of Change Password screen with a red circle around the rules for changing passwords

#### 5.3. Select a Different Permittee

To select a different permittee, click the Select a Different Permittee in the Admin tab in the navigation section of EMC Online. Note that you can only select a different permittee if you are an approved authorised contact. If you are not an authorised contact please have an existing authorised contact update their contacts using <u>Permits Online</u>.

	Australian Government	<b>GBRMPA EMC ONLINE</b> Working together today for a healthier Reef tomorrow		
	Great Barrier Reef Marine Park Authority			
Home		Logged in: Permittee: REEF TOURS		
About	Permittee Selection			
Admin 🤇	Select a Different Permittee	permittee.		
Favourites	Change Password			
Logbooks	Change Contact Details			
Payments	Change Logbook Settings	TOURS		
Reports				

Figure 18 - Screenshot of Permittee Selection screen with a red circle around the Select a Different Permittee section on the navigation menu

Your name and your permittee name will appear in the middle of the screen as shown below.

<u>, 1</u> 5	Australian Government	GBRMPA EMC ONLINE
	Great Barrier Reef Marine Park Authority	Working together today for a healthier Reef tomorrow
Home		Logged in: Permittee: REEF TOURS
About	PERMITTEE SELECTION	
Admin	Use the form below to select a p	permittee.
Favourites	Permittee Selection	
Logbooks	Permittee selection	
Payments	Permittee: REEF	TOURS
Reports		

Figure 19 - Screenshot of Permittee Selection screen with a red circle around the user log in details and red circle around the user name in the top right hand corner

#### 5.4. Change Contact Details

To change contact details, click the Change Contact Details button in the Admin column on the navigation section of EMC Online. Through EMC Online you can change your email address, phone and mobile number. More extensive changes to your contact details can be made through <u>Permits Online</u>.

	Australian Government	GBRMPA EMC ONLINE
AND THE PARTY OF T	Great Barrier Reef Marine Park Authority	Working together today for a healthier Reef tomorrow
Home		Logged in: Permittee:
About	CHANGE CONTACT DE	TAILS
Admin	Select a Different Permittee	your contact details.
Favourites	Change Password	
Logbooks •	Change Contact Details	
Payments	Change Logbook Settings	
Reports	Phone No: 4750 0700	×
Help	Mobile No:	
Permits Online	Email: emc@gbrmpa.gov	/.au
		Change Contact Details Cancel

Figure 20 - Screenshot of Change Contact Details screen with a red circle around the Change Contact Details section on the navigation menu

#### 5.5. Change Logbook Settings

When entering logbook data (see Section 7.1), the default settings result in dates automatically incrementing to the following day when the Save and Add Another option is selected. If your operation carries out multiple trips on the same day, using either the same or multiple vessels, turning the default increment date setting off will allow for greater ease of data entry. This may be changed through Change Logbook Settings which can be found in the navigational section under Admin.

	Australian Government	GBRMPA EMC ONLINE
Million Here	Great Barrier Reef Marine Park Authority	Working together today for a healthier Reef tomorrow
Home		Logged in: Permittee:
About	Change Logbook Se	TTINGS
Admin	Select a Different Permittee	whether logbook dates are automatically rolled forward when entering multiple entries.
Favourites	Change Password	······································
Logbooks	Change Contact Details	
Payments 🦿	Change Logbook Settings	ook Entries - Increment Date

Figure 21 - Screenshot of Change Logbook Settings screen with a red circle around the Change Logbook Settings section on the navigation menu

Once Change Logbook Settings has been selected the screen below will be displayed. If you would like your dates to increment when entering multiple days of data then leave the boxes ticked. If you would like the date to remain static when completing multiple entries for the same day untick the relevant box.

	Australian Government GBRMPA EMC ONLINE
MARCH CONTRACT	Great Barrier Reef Working together today for a healthier Reef tomorrow
Home	Logged in: Permittee:
About	CHANGE LOGBOOK SETTINGS
Admin	Use the form below to control whether logbook dates are automatically rolled forward when entering multiple entries.
Favourites	
Logbooks	Logbook Settings
Payments	☑ Multiple Aviation Logbook Entries - Increment Date
Reports	☑ Multiple Bare Boat Logbook Entries - Increment Date
Help	Working Contract
Permits Online	
	Change Logbook Settings Cancel

Figure 22 - Screenshot of Change Logbook Settings screen with a red circle Multiple Vessel Logbook Entries – Increment Date tick box and a red circle around the Change Logbook Settings button

#### 5.6. Log Out

To log out of EMC Online Click the Log Out icon in the top right-hand corner.



# 6. Setting up Favourites

The Favourites pages allow you to set up your vehicles, preferred trips or locations. When set up correctly can greatly reduce the time it takes to enter logbooks by reducing the amount of data that needs to be manually entered. Your vehicle favourites will be automatically set up for you but if you see a vehicle which you believe shouldn't be there, please contact the EMC team on (07) 4750 0837 or email emc@gbrmpa.gov.au.

Favourites fall under three specific categories:

- Vehicles links vehicles to specific operations;
- Normal Operations Favourites set up regular trips and locations; or
- Transfer Passengers Favourites set up regular arrivals and departure for transfers.

You can access the favourites tab by clicking on the Favourites tab in the navigation section of EMC Online.



Figure 24 - Screenshot of Vehicles Management screen with a red circle around Favourites in the navigation menu

#### 6.1. How to set up your Favourites (Vehicles)

To set up a favourite for your vehicles, click Vehicles tab under favourites in the navigation section of EMC Online.

	Australian Government		GBRMPA	EMC ONLINE	
State of the second sec	Great Barrier Reef Marine Park Authority	Working together today for a healthier Reef tomorr			
Home			Logged in: Test Test	Permittee: SAILABOUT REEF CHARTERS	
About	VEHICLES MANAGEMEN				
Admin	Use the form below to manage	e the vehicle:	s you use for EMC operations.		
Favourites	Vehicles	ype	Operation		
Log Books	Normal Operations Favourites	mit first)	(select Logbook Type first)	Consult	
Payments	Transfer Passengers Favourites			Search	

Figure 25 - Screenshot of Vehicles Management screen with a red circle around Vehicles in the navigation menu

By default the search will appear as 'all' in all dropdown boxes, if you wish to refine this search click what permit number, logbook type (bareboat, aircraft or vessel) and operation by using the dropdown boxes. The records that match your search (which is performed when you click the Search button) are displayed on the following search page. In effect, the search 'filters' the results so that you can only see those results that match your search term.

Try a search by following these steps:

- 1. Click drop down and select permit.
- 2. Click drop down and select logbook type (e.g. Vessel).
- 3. Click drop down and select operation (All).
- 4. Click Search.

	Australian Government	GBRMPA EMC ONLINE		
With the second se	Great Barrier Reef Marine Park Authority	Working together today for	r a healthier Reef tomorrow.	
Home		Logged in: Test Test	Permittee: SAILABOUT REEF CHARTERS	
About Admin	VEHICLES MANAGEM	ENT age the vehicles you use for EMC operations.		
Favourites				
Log Books	(sele	book Type     Operation       ct Permit first)     (select Logbook Type first)       ssel     All	Coarch	
Payments				
Reports	Permit Logbool	c Type Operation	Vehicle Name	

Figure 26 - Screenshot of Vehicles Management screen with red circles around the drop list arrows and a red circle around the Search button

#### To add a vehicle favourite click the add icon.

VEHICLES Use the form			you use for EMC operations.			
Permit All	~	Logbook Type (select Permit first) All 🗸	Operation (select Logbook Type first) All 🗸	Search		
					Export To	o CSV File Export To Excel File
Permit		pook pe	Operation	Vehicle Name	Registration Number	Default Displayed +

Figure 27 - Screenshot of Vehicles Management screen with a red circle around the Add Vehicle Favourites icon

The screen below will be displayed. To add a vehicle as a favourite you must fill in all parameters (except for Registration Number which is only applicable if you have vessel, aircraft or bareboat).

Add Vehicle	д
Permit:	Not Selected
Logbook Type:	Not Selected
Operation:	Not Selected
Vehicle Name:	
Registration Number:	
Default:	
Displayed:	V
	Save

Figure 28 - Screenshot of Add Vehicle pop up window with red circles around the drop list arrows and a red circle around the Save button

Try adding a vehicle by following these steps:

- 1. Click drop down and select permit.
- 2. Click drop down and select logbook type (e.g. Vessel).
- 3. Click drop down and select operation (e.g. Standard Vessel Operation for (VIN 123)).
- 4. Click and type in your vehicle name (e.g. Sailabout).
- 5. Click and type in your registration number (e.g. 123 XYZ) if you have one.
- 6. You can select or unselect the default box
- 7. You can select or unselect the displayed box
- 8. Click Save.

Add Vehicle	X
Permit:	G11/34560.1 💌
Logbook Type:	Vessel
Operation:	Standard Vessel Operation for (VIN 123)
Vehicle Name:	Sailabout
Registration Number:	123 XYZ
Default:	
Displayed:	
	Save Cancel

Figure 29 - Screenshot of Add Vehicle pop up window with details entered and a red circle around the Save button

Your selection will be displayed as shown below. If you wish to add multiple vehicles, click the add icon. If you need to edit your vehicles click the edit icon. If you wish to delete vehicles click the delete icon.

**Please note:** If the delete icon is not displayed it means the vehicle favourite is currently in use.

		Export To CS	<u>VFile</u> <u>Export</u>	To Excel File
Operation	Vehicle Name	Registration Number	Display	- 💮
Standard Aircraft Operation for (AIN 123)	Airabout	123 XYZ	Y	2
Bareboat Operation for (BIN 123)	Sailabout	123 XYZ	Υ	
Standard Vessel Operation for (VIN 123)	Sailabout	123 XYZ	Y	
Standard Vessel Operation for (VIN 123)	Sailabout	123 XYZ	Υ	<b>1</b>

Figure 30 - Screenshot of Vehicles Management screen with red circles around the add icon, edit icon and delete icon

You can export your vehicle favourites to a CSV or excel file by clicking Export to CSV file or Export to Excel File.

Neurole Disselars	
on Number Display	•
Y	2
Y	
	Y Y Y

Figure 31 - Screenshot of Vehicles Management screen with red circle around the Export to CSV File link and Export to Excel File link

#### 6.2. How to set up your Favourites (Normal Operations Favourites)

To set up a favourite for your normal operations, click the Normal Operations Favourites tab under Favourites in the navigation section of EMC Online.

	Australian Government	GBRN			
W. C. Kin	Great Barrier Reef Marine Park Authority	Working together toda			
Home			Logged in:		
About	NORMAL OPERATIONS	FAVOURI	tes Management		
Admin	Use the form below to manage	Use the form below to manage the favourites you use for EMC operatio			
Favourites	Vehicles	Туре	Operation		
Logbooks	Normal Operations Favourites	ermit first)	(select Logbook Type first) All ✔		
Payments	Transfer Passengers Favourites				

Figure 32 - Screenshot of Normal Operations Favourites Management screen with a red circle around the Normal Operations Favourites in the navigation menu By default the search will appear as 'all' in the dropdown boxes, if you wish to refine this search click what permit number, logbook type (bareboat, aircraft or vessel) and operation by using the dropdown boxes. The records that match your search (which is performed when you click the Search button) are displayed on the following search page. In effect, the search 'filters' the results so that you can only see those results that match your search term.

Try a search by following these steps:

- 1. Click drop down and select permit.
- 2. Click drop down and select logbook type (e.g. Vessel).
- 3. Click drop down and select operation (All).
- 4. Click Search.

2	Australian Govern Great Barrier Reef Marine Park Autho	 Wor	<b>GBRMPA EMC ONLINE</b> Working together today for a healthier Reef tomorrow		
Home			Logged in: Test Test Permittee: SAILA	BOUT REEF CHARTERS	
About Admin			TES MANAGEMENT tes you use for EMC operations.		
Favourites Log Books Payments	Permit G11/34560.1	Logbook Type (select Permit first) Vessel 💽	Operation (select Logbook Type first) All	Search	
Reports	Permit	Logbook Type	Operation	Favourite Name	
	G11/34560.1	Vessel	Standard Vessel Operation for (VIN 123)	Vessel	
	G11/34560.1	Vessel	Standard Vessel Operation for (VIN 123)	Whitsunday Day T	

Figure 33 - Screenshot of Normal Operations Favourites Management screen with red circles around the drop list arrows and a red circle around the Search button

#### To add a normal operations favourite click the add icon.

	MANAGEMENT below to manage the vehicles y	you use for EMC operations.		
Permit All	Logbook Type (select Permit first)	Operation (select Logbook Type first) All 🗸	Search	
Permit	Logbook Type	Operation	Vehicle Name	Export To CSV File Export To Excel File Registration Number Default Displayed

Figure 34 - Screenshot of Normal Operations Favourites Management screen with a red circle around the Normal Operation Favourites icon The screen below will be displayed. To add a normal operations favourite you must fill in all parameters.

Add Normal Oper	ations Favourite X
Permit:	Not Selected
Logbook Type:	Not Selected
Operation:	All Operations
Vehicle:	All Vehicles
Favourite Name:	
Default:	
Displayed:	
Locat	ion Type Location 🕂
	Not Selected 🛛 🖉 🕱
	Save Cancel

Figure 35 - Screenshot of Add Normal Operations Favourites pop up window with red circles around the drop list arrows and a red circle around the Favourite Name field

Try adding a favourite by following these steps:

- 1. Click drop down and select permit.
- 2. Click drop down and select logbook type (e.g. Vessel).
- 3. Click drop down and select operation (Standard Vessel Operation for (e.g. VIN 123)).
- 4. Click and type in your vehicle name (e.g. Sailabout).
- 5. Click and type in your favourite name (e.g. Whitsunday Day Trip).
- 6. You can select or unselect the default box
- 7. You can select or unselect the displayed box
- 8. To add a location click the edit icon or to add a location click the add icon. Type in your location (i.e. manta ray bay). If you are unsure about how to add a location please refer to Section <u>3.12</u>.
- 9. Click OK.
- 10. Click Save.

Fill in parameters as shown below.

Add Normal Oper	ations Favourite	×
Permit:	G11/34560.1 💌	
Logbook Type:	Vessel	
Operation:	Standard Vessel Operation for (VIN 123)	
Vehicle:	Sailabout 💌	
Favourite Name:	Whitsunday Day Trip	
Is Default:		
Is Displayed:		
Location Type	Location	+
Location Type Location	Not Selected 📝	×
	Save Cancel	

Figure 36 - Screenshot of Add Normal Operations Favourites pop up window with details entered

Add Normal Oper	ations Favourite
Permit:	G11/34560.1 💌
Logbook Type:	Vessel
Operation:	Standard Vessel Operation for (VIN 123)
Vehicle:	Sailabout 💌
Favourite Name:	Whitsunday Day Trip
Is Default:	
Is Displayed:	
Location Type	Location 🔂
Location	Not Selected 🕢 🔀 🗙
	Save Cancel

Select the location by clicking on the Edit icon or to add a location click the Add icon.

Figure 37 - Screenshot of Add Normal Operations Favourites pop up window with details entered, a red circle around Add Location icon and a red circle around the edit icon

When you click the edit icon the following screen will be displayed. To enter a location start by typing the Reef ID number or name and wait approximately five seconds for it to be displayed. You can select the desired option with the mouse pointer or you can use the up down arrow keys to move through the drop list. Once the desired location is highlighted hit the Enter key or click OK.

Location Search		
Location Name Or Number	manta Manta Pass (1019) Manta Ray Bay (405) Manta Ray Island (200102)	<u></u>
Locations		T
	OK Cancel	

Figure 38 - Screenshot of Location Search pop up window with a red circle round the OK button

Your selection will be displayed as shown below. If you wish to add multiple locations, click the add icon. If you need to edit your locations click the edit icon. If you wish to delete locations click the delete icon.

Add Normal Oper	ations Favourite	X
Permit:	G11/34560.1 💌	
Logbook Type:	Vessel	
Operation:	Standard Vessel Operation for (VIN 123)	
Vehicle:	Sailabout 💌	
Favourite Name:	Whitsunday Day Trip	
Is Default:		
Is Displayed:		
Location Type	Location 🕂	
Location	Manta Ray Bay (405) 📝 💢	
	Save Cancel	

Figure 39 - Screenshot of Add Normal Operations Favourites pop up window with details entered

Add Normal Ope	rations Favourite 🛛 🕹
Permit:	G11/34560.1 💌
Logbook Type:	Vessel
Operation:	Standard Vessel Operation for (VIN 123)
Vehicle:	Sailabout 💌
Favourite Name	Whitsunday Day Trip
Is Default:	
Is Displayed:	
Location Type	Location 🕂
Location	Manta Ray Bay (405) 📝 💢
	Save Cancel

If you have finished adding your entries click the Save button.

Figure 40 - Screenshot of Add Normal Operations Favourites pop up window with a red circle round the Save button

Your favourites will be displayed as shown below. If you wish to add another favourite, click the add icon. If you need to edit your favourites click the edit icon. If you wish to delete a favourite click the delete icon.

Permit	Logbook Type	Operation	Favourite Name
G11/34560.1	Vessel	Standard Vessel Operation for (VIN 123)	Vessel
G11/34560.1	Vessel	Standard Vessel Operation for (VIN 123)	Whitsunday Day Trip
Figure 41 - Screenshot of Normal Operations Favourites Management screen with a red circle around the Operation			

Favourite name entered Whitsunday Day Trip

You can export your normal operations favourites to a CSV or Excel file by clicking Export to CSV file or Export to Excel File.

	Export T	o CSV File Expo	ort To Ex	cel File
Operation	Favourite Name	Display		+
Standard Vessel Operation for (VIN 123)	Vessel	Y	2	×
Standard Vessel Operation for (VIN 123)	Whitsunday Day Trip	γ		×

Figure 42 - Screenshot of Normal Operations Favourites Management screen with red circle around the Export to CSV File link and Export to Excel File link

#### 6.3. How to set up your favourites (Transfer Passenger Favourites)

To set up a favourite for your transfer operations, click the Transfer Passenger Favourites tab under Favourites in the navigation section of EMC Online.



Figure 43 - Screenshot of Transfer Passengers Favourites Management screen with a red circle around the Transfer Passengers Favourites in the navigation menu

By default the search will appear as 'all' in all dropdown boxes, if you wish to refine this search click permit number, logbook type (Bareboat, Aircraft or Vessel) and operation by using the dropdown boxes. The records that match your search (which is performed when you click the Search Button) are displayed on the following search page. In effect, the search "filters" the results so that you only see those results that match your search term.

Try a search by following these steps:

- 1. Click drop down and select permit.
- 2. Click drop down and select logbook type (e.g. Vessel).
- 3. Click drop down and select operation (All).
- 4. Click Search.



Figure 44 - Screenshot of Transfer Passengers Favourites Management screen with red circles around the drop list arrows and a red circle around the Search button

To add a transfer operations favourite click the add icon.

	SSENGERS FAVOURITES N w to manage the favourites you				
Permit	2 7	ation ct Logbook Type first) •	Search		
				Export To CSV File	Export To Excel F
Permit	Logbook Type	Operation	Favourite Name	Display	
G11/34560.1	Vessel	All Operations	Round Trip 1	Y	<b>X</b>

Figure 45 - Screenshot of Transfer Passengers Favourites Management screen with a red circle around the Add Transfer Passengers Favourites icon

The screen below will be displayed. To add a transfer operation as a favourite you must fill in all parameters.

Add Transfer Pass	sengers Favourite		X
Permit:	Not Selected 🔻		
Logbook Type:	Not Selected		
Operation:	All Operations		
Vehicle:	All Vehicles		
Favourite Name			
Is Current:			
From Location	To Location		+
Not Selected	🗹 Not Selected	3	×
	Save Cancel		

Figure 46 - Screenshot of Add Transfer Passengers Favourites pop up window with red circles around the drop list arrows, red circle around the Favourite Name field and red circles around the Location fields

Try to add a transfer favourite by following these steps:

- 1. Click drop down and select permit.
- 2. Click drop down and select logbook type (e.g. Vessel).
- 3. Click drop down and select operation (Standard Vessel Operation for (e.g. VIN 123)).
- 4. Click and type in your vehicle name (e.g. Sailabout).
- 5. Click and type in your favourite name (e.g. Whitsunday day reef).
- 6. You can select or unselect the default box
- 7. You can select or unselect the displayed box
- To add a location click the edit icon or to add a location click the add icon. Type in your location (i.e. Manta Ray bay to Abel Point). If you are unsure about how to add a location please refer to Section <u>3.12</u>.
- 9. Click OK.
- 10. Click Save.

Fill in parameters as shown below.

Add Transfer Pass	engers Favourite X
Permit:	G11/34560.1 💌
Logbook Type:	Vessel
Operation:	Standard Vessel Operation for (VIN 123)
Vehicle:	Sailabout 💌
Favourite Name	Whitsunday Day Reef
Is Default:	
Is Displayed:	
From Location	To Location 🕂
From Location Not Selected	📝 Not Selected 📝 💢
	Save Cancel

Figure 47 - Screenshot of Add Transfer Passengers Favourite pop up window with details entered

Add Transfer Pass	sengers Favourite	X
Permit:	G11/34560.1 💌	
Logbook Type:	Vessel	
Operation:	Standard Vessel Operation for (VIN 123)	
Vehicle:	Sailabout 🔽	
Favourite Name	Whitsunday Day Reef	
Is Default:		
Is Displayed:		
From Location	To Location	<b>+</b>
Not Selected	🕜 Not Selected 🕢 🕢	×
	Save Cancel	

Select the location by clicking on the edit icon or to add a location click the icon.

Figure 48 - Screenshot of Add Transfer Passengers Favourite pop up window a red circle around Add Location icon and a red circles around the edit icons

When you click the edit icon the following screen will be displayed. To enter a location start by typing the Reef ID number or name and wait approximately five seconds for it to be displayed. You can select the desired option with the mouse pointer or you can use the up down arrow keys to move through the drop list. Once the desired location is highlighted hit the Enter key or click OK.

Location Search		
Location Name Or Number	manta	
	Manta Pass (1019)	<u> </u>
	Manta Ray Bay (405) Manta Ray Island (200102)	
Locations		
		<b>v</b>
	OK Cancel	

Figure 49 - Screenshot of Location Search pop up window with a red circle round the OK button

Your selection will be displayed as shown below. If you wish to add multiple locations, click the add icon. If you need to edit your locations click the edit icon. If you wish to delete locations click the delete icon.

Add Transfer Pas	sengers Favourite	X
Permit:	G11/34560.1 💌	
Logbook Type:	Vessel	
Operation:	Standard Vessel Operation for (VIN 123)	
Vehicle:	Sailabout 💌	
Favourite Name	Whitsunday Day Reef	
Is Default:		
Is Displayed:		
From Location	n To Location	•
Manta Ray Bay	(405) 📝 Abel Point Marina (23)	🖉 🗙
Abel Point Mar	ina (23) 🛛 📝 Hamilton Island (200571)	<b>🛛 🛞</b>
	Save Cancel	

Figure 50 - Screenshot of Add Transfer Passengers Favourite pop up window with details entered and red circles around the add icon, edit icon and delete icon

Add Transfer Pas	sengers Favourite		<u>×</u>
Permit:	G11/34560.1 💌		
Logbook Type:	Vessel		
Operation:	Standard Vessel C	Operation for (VIN 123)	
Vehicle:	Sailabout 💌		
Favourite Name	: Whitsunday Day R	eef	
Is Default:			
Is Displayed:			
From Location	1	To Location	+
Manta Ray Bay	(405)	Abel Point Marina (23)	<b>2</b> 🗙
Abel Point Mar	ina (23) 🛛 📝	Hamilton Island (200571)	🗹 🗙
	Sa	ve Cancel	

If you have finished adding your entries click the Save button.

Figure 51 - Screenshot of Add Transfer Passengers Favourite pop up window with details entered and a red circle around the Save button

Your favourites will be displayed as shown below. If you wish to add another favourite, click the add icon. If you need to edit your favourites click the edit icon. If you wish to delete a favourite click the delete icon.

	Export To	CSV File Expo	rt To E	cel File
Operation	Favourite Name	Display		+
All Operations	Round Trip 1	Y	2	×
Standard Vessel Operation for (VIN 123)	Whitsunday Day Reef	Υ		×

Figure 52 - Screenshot of Transfer Passengers Favourites Management screen with a red circle around the transfer passenger favourite name entered Whitsunday Day Reef

You can export your transfer operations favourites to a CSV or excel file by clicking Export to CSV file or Export to Excel File.

	Export	To CSV File Expo	rt To Excel File
Operation	Favourite Name	Display	+
All Operations	Round Trip 1	Y	🗹 🗙
Standard Vessel Operation for (VIN 123)	Whitsunday Day Reef	Y	🗹 🗙

Figure 53 - Screenshot of Transfer Passengers Favourites Management screen with red circle around the Export to CSV File link and Export to Excel File link

# 7. Logbooks

If you are undertaking activities for which daily EMC charges apply, you are required to complete an EMC logbook with information on the number of visitors carried, the amount of EMC payable and all the reefs, islands and bays visited. Separate logbooks must be submitted for each operation.

Please take care to complete the logbook accurately, paying particular attention to:

- providing correct information about the permit you are operating;
- ensuring information for each operation on a permit is recorded, even if there was no activity; and
- providing correct details of the locations you operated to. Further information can be found in the "Location List" tab in the EMC Logbook spreadsheet templates.

Logbooks can be entered manual by adding entries into the EMC Online system or adding by uploading the logbook information via template spreadsheets. This section will explain both manual entry and how to upload information using the logbook spreadsheet templates.

If you are undertaking activities with a fixed quarterly charge, such as beach hire, installation and operation of tourist facilities, underwater observatories, mariculture, pontoons, marinas or vending operations, you are only required to pay your quarterly payment. Please proceed to Section 8.1. View or make payments.

You can access logbooks by clicking on the Logbooks tab in the navigation section of EMC Online.

	Australian Government	GBRMPA	EMC ONLINE
AN THE AND AND	Great Barrier Reef Marine Park Authority	Working together today fo	or a healthier Ree
Home		Logged in:	Permittee:
About	LOGBOOK SELECTION	l	
Admin	Use the form below to select	t a logbook.	
Favourites	Quarter Statu	S	
Logbooks Payments	All V Not	Submitted V Search	
Reports	Permit	Logbook Type (select Permit first)	Operation (select Log
Help	Please Note: You are still r	equired to submit your logbooks for all 2020 (	)uarters, but please do no
Permits Online			

Figure 54 - Screenshot of Logbook Selection screen with a red circle around the Log Books in the navigation menu

#### 7.1. View or Edit EMC Logbooks

To view or edit EMC logbooks, click the View or Edit EMC Logbooks under the Logbooks tab in the navigation section of EMC Online.

Home	Logged in:
About	LOGBOOK SELECTION
Admin	Use the form below to select a logbook.
Favourites	Quart <u>er</u> Status
Logbooks	View or Edit EMC Logbooks
Payments	Submit NIL Returns for Future Quarters
Reports	Permit     Logbook Type (select Permit first)       All     All
Help	Please Note: You are still required to submit your logbooks for all 2020 Quarter
Permits Online	Thease note: For the star required to submit your logbooks for an 2020 Quarter

Figure 55 - Screenshot of Logbook Selection screen with a red circle around the View or Edit EMC Logbooks in the navigation menu

The logbooks selection screen allows you to search for logbooks based on quarter, permit, logbook type, operation and status. By default these search terms are set to 'all' with status displaying as not submitted. If you wish to refine this search to include only specific permits and operations from certain quarters change the search parameters to those required and click Search. This search filter effectively allows you to determine what logbooks EMC require for current quarters and also what has or has not been submitted in previous quarters.

Try a search by following these steps:

- 1. Click dropdown and select quarter (e.g. Oct-Dec 2011).
- 2. Click drop down and select Status (e.g. Not Submitted).
- 3. Click drop down and select permit.
- 4. Click drop down and select logbook type (e.g. Vessel).
- 5. Click drop down and select operation type (All).
- 6. Click Search.

	n below to sel		۲.					
Quarter		atus ot Submitted	∀	Search		DOWNLOAD S	PREADSHEET	<u>Femplates</u>
Permit All	0		ogbook Type	(select Permit first) Operation (select Logbook T All 🔗	ype first)			
			- <b>-</b>					
Please Note	e: You are stil	l required to	submit your	logbooks for all 2020 Quarters, but please do not pay th	nese charg	es until advised by	the Authority.	
Please Note	e: You are stil	l required to	submit your	logbooks for all 2020 Quarters, but please do not pay th	nese charg	-	the Authority.	ort To Excel File
Please Note	e: You are stil Permit	l required to Expiry Date	submit your Logbook Type	logbooks for all 2020 Quarters, but please do not pay th Operation	nese chargo Statu	Expoi		ort To Excel File

Figure 56 - Screenshot of Logbook Selection screen with red circles around the drop list arrows and a red circle around the Search button

#### 7.2. Vessel Logbooks

If you conduct the following charter programs you must complete a vessel logbook:

- vessel charter;
- o semi-submersible or glass bottom boat;
- o craftless;
- $\circ$  shorebased; or
- o guided tours;

To view or input data into a vessel logbook click the normal operations button with logbook type displayed as Vessel.

LOGBOO Use the form		ION elect a logbo	ok.						
Quarter		itatus Not Submitte	d 🗸	Search		D	OWNLOAD SPR	EADSHEET	TEMPLATES
Permit All	~		Logbook Type	(select Permit first)	Operation (select Logbook	(Type first)			
Please Not	e: You are s	till required f	to submit you	r logbooks for all 2020 Quarte	ers, but please do not pay	these charges (	intil advised by the	Authority.	
							Export To	CSV File Ex	port To Excel File
Quarter	Permit	Expiry Date	Logbook Type	Oper	ation	Status			
JUL-SEP 2020	G20/	02/10/2028	8 Vessel	Activities allowed by a Routine (Vessel	e Tourism and Charter Perm (Vessel 1)	iit Not Submitted Submit Now	Normal Operations	<u>Transfer</u> <u>Passengers</u>	<u>Upload</u> Logbook
Figure F7				ation corean with a red			Mana a 1 a 1 a 1		

Figure 57 - Screenshot of Logbook Selection screen with a red circle around the logbook type – Vessel and a red circle around the Normal Operations Link

The screen below will be displayed. By default the dates will appear as the start date and the end date of the quarter you have selected, vehicle dropdown will default to 'All' and sort order 'Date, Vehicle'.

If you wish to refine this search change the parameters by using the dropdown boxes. The records that match your search (which is performed when you click the Refresh button) are displayed on the following search page. In effect, the search 'filters' the results so that you can only see those results that match your search term.

Please note: This search will only yield results once data has been entered for the logbook.

Try a refresh by following these steps:

- 1. Click calendar icon and select from date (e.g. 01/07/2011).
- 2. Click calendar icon and select to date (e.g.30/09/2011).
- 3. Click drop down and select vehicle (e.g. All).
- 4. Click drop down and select sort order (e.g. Date, Vehicle). Changing this sort order allows you to either view your logbook in order of ascending Date or, if using multiple vessels in the one logbook, in order of vessel used. This allows you to view your daily data based on which vessel carried out which trip rather than just in order of date.
- 5. Click Refresh.

	L OPERATIONS LOGBOOK	perations	s logb	ook entries.					Back to Logbook Selectio
From 01/07/201	1 To 30/09/2011	÷	ehicle All	$\overline{\mathbf{\cdot}}$	Sort Ord Date, V	 •	Refre	esh	
0	DUARTER: JUL-SEP 2011		PERM	IIT: G11/34560.1		(	OPERATION		Export To CSV File Export To Excel ARD VESSEL OPERATION FOR (VIN 123)
Date	Vessel		Part	Part Day Reason EMC	Non Tourist Charge	FOC*			Location
01 Aug	Sailabout	10				3			Blue Pearl Bay (51)

Figure 58 - Screenshot of Normal Operation Logbook screen with red circles around the drop list arrows and a red circle around the Refresh button

To add a logbook entry click the add icon.

NORMAL OPERATIONS LOGBOOK Use the form below to add or edit normal operations logbook entries.										Back to Logbook Selection Go to Bulk Import		
From 01/07/2011	To 30/09/2011	Veh Al	nicle I	Sort Ord Date, V		•	Refre	esh				
QU	OPERATION: STANDARD VESSE					Export To CSV File Export To E ARD VESSEL OPERATION FOR (VIN 123)	xcel	<u>File</u>				
Date	Vessel	Full	Part Day Day Reason EMC	Non Tourist Charge		FOC*	-		Location		<b>Ð</b>	
01 Aug	Sailabout	10				3			Blue Pearl Bay (51)	2	×	

Figure 59 - Screenshot of Normal Operation Logbook screen with red circle around the Add Logbook Entry icon

By default the date will appear as today's date or the end date of the quarter, if you wish to change this click on the text box and use the format DD/MM/YYYY, using the calendar icon or alternatively you can use the arrow keys. As shown below, if you are operating under a Vessel Identification Number (VIN) or Vessel Notification Approval (VNA) you must add a vehicle through the favourites page Section <u>6.1</u>. Favourite and location will not be selected (unless you have set favourites to Default using the Default tick-box within the Favourites set up interface – see Section <u>3.9</u>) and the passenger counts will all default to zero.

Add Normal Operations Logbook Entry											
G11/34560.1 Standard Tourist Vessel for (VIN 123)											
Date 13/12/2011		Vehicle Not Selec	cted 💌			Favourite					
Full Day	Part Day	Non Tourist Charge 0 🔺 💌	GBB* SS* Only 0 ▲ ▼	FOC*	Exempt > 3 Days 0	Exempt Prepaid 0 🏾					
Location Type			Location			+					
Location			Not Selected			<b>2</b> 🗙					
		Save & A	dd Another Sa	ave Cancel							

Figure 60 - Screenshot of Add Normal Operation Logbook Entry pop up window

Try entering some data by following these steps:

- 1. Select the date that you operated on.
- 2. Select the vehicle you used by using the drop down box.
- 3. If you wish to select a favourite, use the drop down box and your locations will automatically display (for more information on Favourites please see Section <u>6</u>).
- Select the number and type of passengers by clicking the arrow tabs or by typing in the number (if you need clarification on daily charges please refer to the GBRMPA website – <u>What are the charges?</u>)
- 5. Select the location by clicking the *edit* icon or to add a location click the add icon. If you are unsure about how to add a location please refer to Section 3.12.
- If you wish to add another entry click the Save & Add Another button and the date will automatically increment unless you have turned this function off within Change Logbook Settings (for more details on this function please see Section <u>5.5</u>).
- 7. If you have finished adding your entries click the Save button which will take you back to the logbook screen.
- 8. If at any time you wish to exit out of the data entry interface click on Cancel or the (X) symbol in the top right hand corner of the screen.
- 9. If you would like to swap between permits or operations without returning to the logbook selection screen click the dropdown box located at the top of the screen.

Select the date that you operated on as shown below.



Figure 61 - Screenshot of Date Selection feature with a red circle around the date field and up/down arrows

Select the number of passengers by clicking on the arrow keys or by typing the number of passengers. You can tab across the parameters by using the Tab key.

Add Normal Oper	ations Logbook Ent	ry				:
	[	G11/34560.1 Star	ndard Tourist Ve	ssel for (VIN 123)	▼	
Date 13/12/2011	A V	Vehicle Sailabou	t –			Favourite
Full Day	Part Day	Non Tourist Charge 0	GBB* SS* Only 0 ▲ ▼	FOC*	Exempt > 3 Days	Exempt Prepaid 0 🔺 💌
Location Type			Location			+
Location			Not Selected			<b>1</b>
		Save & A	Add Another Sa	ave Cancel		

Figure 62 - Screenshot of Add Normal Operation Logbook Entry pop up window with red circles around Vehicle Name field and up/down arrow for Full Day and FOC fields

Add Normal Operations Logbook	Entry			
	G11/34560.1 Standard Tourist Vess	el for (VIN 123)	•	
Date 13/12/2011 🗰 🔺 💌	Vehicle Sailabout ▼			Favourite
Full Day Part Day	Non Tourist GBB* Charge SS* Only 0 I V 0 I V	FOC*	Exempt > 3 Days 0	Exempt Prepaid 0
Location Type	Location			<b>E</b>
Location	Not Selected			🕜 🗙
	Save & Add Another Save			

Select the location by clicking the edit icon or to add another location click the add icon.

Figure 63 - Screenshot of Add Normal Operation Logbook Entry pop up window with red circles around the Add Location icon and the edit icon

When you click the edit icon the following screen will be displayed. To enter a location start typing the Reef ID number or name and wait approximately five seconds for it to be displayed. You can click the desired option with the cursor or you can use the up down arrow keys to move through the drop list and when the desired location is highlighted hit the Enter key or click OK. If you are unsure about how to add a location, please refer to Section <u>3.12</u>.

Location Search		
Location Name Or Number	Manta Pass (1019) Manta Ray Bay (405) Manta Ray Island (200102)	
Locations		
	OK Cancel	

Figure 64 - Screenshot of Location Search pop up window with a red circle round the OK button

Your selections will be displayed as shown below. If you wish to add multiple locations, click the add icon. If you need to edit your location click the edit icon. If you wish to delete locations click the delete icon.

Add Normal Opera	ations Logbook En	try				X
		G11/34560.1 Star	idard Tourist Ve	essel for (VIN 123)	•	
Date 13/12/2011		Vehicle Sailabou	t 🔽			Favourite
Full Day	Part Day	Non Tourist Charge 0	GBB* SS* Only 0 ▲ ▼	FOC*	Exempt > 3 Days 0	Exempt Prepaid 0 🔺 💌
Location Type		Location				<b>e</b>
Location		Manta Ra	y Bay (405)			<b>Z</b> 🛞
Location		Abel Poin	t Marina (23)			<b>X</b>

Figure 65 - Screenshot of Add Normal Operation Logbook Entry pop up window with details entered and red circles around the add icon and delete icon

If you wish to add another entry for the same permit and operation click the Save & Add Another button or if you have finished adding your entries click the Save button.

Add Normal Operatio	ons Logbook Ent	ry				X
	[	G11/34560.1 Stan	dard Tourist Ve	ssel for (VIN 123)	•	
Date 13/12/2011	V	Vehicle Sailabout				Favourite
Full Day	Part Day	Non Tourist Charge 0 🏾 💌	GBB* SS* Only 0 ▲ ▼	FOC*	Exempt > 3 Days	Exempt Prepaid 0
Location Type		Location				÷
Location		Manta Raj	y Bay (405)			<b>2</b> 🗙
Location		Abel Point	Marina (23)			<b>2</b> 🗙
		Save & A	dd Another Sa	Cancel		

Figure 66 - Screenshot of Add Normal Operation Logbook Entry pop up window with red circles around Save & Add Another button and Save button

If you would like to add another logbook entry under a different permit or operation, click the dropdown box at the top of the screen and select the appropriate permit or operation from the dropdown list.

Add Normal Opera	ations Logbook En	try				X						
		G11/34560.1 Stan	dard Tourist Ve	ssel for (VIN 123)	$\overline{\mathbf{O}}$							
Date 13/12/2011		Vehicle Sailabout				Favourite Not Selected						
Full Day	Part Day	Non Tourist Charge 0 🔺 💌	GBB* SS* Only 0 ▲ ▼	FOC*	Exempt > 3 Days	Exempt Prepaid 0 🔺 💌						
Location Type		Location				+						
Location		Manta Ray	y Bay (405)			<b>2</b> 🗙						
Location		Abel Point	Marina (23)			📝 🗙						
		Save & Add Another Save Cancel										

Figure 67 - Screenshot of Add Normal Operation Logbook Entry pop up window with red circle around the drop list arrow in the operations field

Once you have finished your data entry click the Save button. Your entry/entries will be displayed as shown below. If you need to edit your entry click the edit icon. If you wish to delete an entry click the delete icon.

	OPERATIONS LOGBOOK n below to add or edit normal oper	ations	logb	ook entries.						Back to Logbook Selection Go to Bulk Import	
From 01/07/2011	/07/2011 🕮 30/09/2011 🕮 All 🔽 Date. Vehicle 🗹 Refresh										
QL	QUARTER: JUL-SEP 2011 PERMIT: G11/34560						(	OPERATION	I: STAND	ARD VESSEL OPERATION FOR (VIN 123)	
Date	Vessel			Part Day Reason EMC	Non Tourist Charge		FOC*	Exempt > 3 Days	Exempt Prepaid	Location	
01 Aug	Sailabout	10					3			Blue Pearl Bay (51)	
02 Aug	Sailabout	10					3			Cid Harbour (119) 📝 🗙	

Figure 68 - Screenshot of Normal Operation Logbook screen with details added

You can export your vessel logbook entries to a CSV or excel file by clicking Export to CSV file or Export to Excel File.

	IL OPERATIONS LOGBOOK		logbo	ook entries.					Back to Logbook Selection
rom 01/07/201	To 30/09/2011	Ve A	ehicle All	¥	Sort Orde	 •	Refre	esh	Export To CSV File Export To Excel Fil
Ç	QUARTER: JUL-SEP 2011		PERM	П: G11/34560.1		C	PERATION	N: STAND	ARD VESSEL OPERATION FOR (VIN 123)
Date	Vessel		Part	Part Day Reason EMC	Non Tourist Charge	FOC*	Exempt > 3 Days	Exempt Prepaid	Location
01 Aug	Sailabout	10				3			Blue Pearl Bay (51) 📝 💥

Figure 69 - Screenshot of Normal Operation Logbook screen with red circle around the Export to CSV File link and Export to Excel File link

Once your logbooks are entered and you are confident that the information is correct Click the Back to Logbook Selection button. Your logbook entry will automatically be saved.

01 Aug	Sailabout		10				3			Blue Pearl Bay (51)	EØ	( X
Date	Vessel			Part Day	Part Day Reason EMC	Non Tourist Charge	 FOC*	Exempt > 3 Days	Exempt Prepaid	Location		-
Q	UARTER: JUL-S	EP 2011		PERM	П: G11/34560.1	,	(	PERATION	N: STAND	Export To CSV File ARD VESSEL OPERATION FOR (V		<u>al Fi</u>
From 01/07/2011		To 30/09/2011	Ve	hicle II		Sort Ord	 •	Refre	esh			
		NS LOGBOOK d or edit normal op	erations	logb	ook entries.						ogbook Select	ion

button

If you have finished entering your logbook for that quarter you can proceed to submit your logbook. Click the Not Submit Now link.

	<b>DK SELEC</b> m below to	FION select a logboo	k.					
Quarter		Status Not Submitted	i 🗸	Search		DOWNLOAD S	PREADSHEET	TEMPLATES
Permit All	~		Logbook Type All 🗸	(select Permit first) Operation (s	elect Logbook Type first)			
Please Not	te: You are :	still required to	o submit you	r logbooks for all 2020 Quarters, but pleas	se do not pay these charge	es until advised by t	the Authority.	
						Export	To CSV File Exp	ort To Excel File
Quarter	Permit	Expiry Date	Logbook Type	Operation	Status	5		
JUL-SEP 2020	G20/	02/10/2028	Vessel	Activities allowed by a Routine Tourism and (Vessel ) (Vessel 1)	d Charter Permit Not Submitter Submit No	Operations	<u>Transfer</u> <u>Passengers</u>	<u>Upload</u> Logbook

Figure 71 - Screenshot of Logbook Selection screen with a red circle around the status 'Not Submitted'

You will be presented with a declaration screen, please take time to read this before proceeding. Once you have submitted your logbook you will not be able to change any of the information entered. If you do wish to change any of the information please contact the EMC team on (07) 4750 0837 or email <u>emc@gbrmpa.gov.au</u>.

Please confirm that the data you have entered is correct before submitting your logbook.



Figure 72 - Screenshot of Please confirm logbook and charge summary return submission pop up window with a red circle around the Submit button

For information on how to pay your EMC charges please proceed to payments in Section 8.

## 7.3. Bareboat logbook

To add a logbook click the Normal Operations button with logbook type displayed as Bareboat.

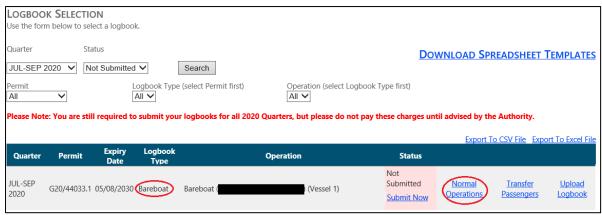


Figure 73 - Screenshot of Logbook Selection screen with a red circle around the logbook type – Bareboat and a red circle around the Normal Operations Link

The screen below will be displayed. By default the dates will appear as the start date and the end date of the quarter you have selected, vehicle dropdown will default to 'All' and sort order will default to Date, Vehicle". If you wish to refine this search change the parameters by using the dropdown boxes. The records that match your search (which is performed when you click the Refresh button) are displayed on the following search page. In effect, the search 'filters' the results so that you can only see those results that match your search term. *Please note: this search will only yield results once data has been entered for the logbook.* 

Try a refresh by following these steps:

- 1. Click calendar icon and select from date (i.e. 01/07/2011).
- 2. Click calendar icon and select to date (i.e. 30/09/2011).
- 3. Click drop down and select vehicle (All).
- 4. Click drop down and select sort order (Date, Vehicle). Changing this sort order allows you to either view your logbook in order of ascending Date or, if using multiple vessels in the one logbook, in order of vessel used. This allows you to view your daily data based on which vessel carried out which trip rather than just in order of date.
- 5. Click Refresh.

		RATIONS LOGBOOK w to add or edit normal op	perations logbo	ook en	tries.					Back to Logbook Go to Bulk I		_
From 01/07/201	1	то <b>30/09/2011 (Ш</b>	Vehicle All	$\overline{\mathbf{O}}$		Sort Order	cle 🖸	Re	fresh			
										Export To CSV File Export	To Exce	el Fi
0	UARTER	R: JUL-SEP 2011	PERM	T: G11	/34560.1			OPEF	RATION: BA	AREBOAT OPERATION FOR (BIN 123)		
Date	Day of Trip	Vessel		Part Day	Part Day Reason EMC	Non Tourist Charge	FOC*		Exempt Prepaid	Location		-
02 Aug	1	Sailabout	4				3			Morning Gulnare Inlet (236)	2	2 🗴
										Day Hamilton Island (200571)		
										Overnight Hamilton Island (200571)		

circle around the Refresh button

To add a logbook entry click the add icon.

		RATIONS LOGBOOK w to add or edit normal operati	ions logbo	ok ent	ries.					Back to Logbook Select Go to Bulk Import	
From     To     Vehicle     Sort Order       01/07/2011     30/09/2011     All     Date, Vehicle     Refresh											
					12 4 5 5 2 4			0.000			<u>cel File</u>
Q	UARTER	R: JUL-SEP 2011	PERMI	I: G11	/34560.1			OPER	ation: Ba	REBOAT OPERATION FOR (BIN 123)	
Date	Day of Trip	Vessel		Part Day	Part Day Reason EMC	Non Tourist Charge	FOC*	Exempt > 3 Days	Exempt Prepaid	Location	€
02 Aug	1	Sailabout	4				3			Morning Gulnare Inlet (236)	<b>X</b>
										Day Hamilton Island (200571)	
										Overnight Hamilton Island (200571)	

Figure 75 - Screenshot of Normal Operation Logbook screen with red circle around the Add Logbook Entry icon

By default the date will appear as today's date or the end date of the quarter, if you wish to change this click on the text box and use the format DD/MM/YYYY, using the calendar icon or alternatively you can use the arrow keys. As shown below. If you are operating under a Bareboat Identification Number (BIN) you must add a vehicle through the favourites page (Section <u>6.1</u>). Favourite and location will not be selected (unless you have set favourites to Default using the Default tick-box within the Favourites set-up interface – see Section <u>3.9</u>) and the passenger counts will all default to zero.

Add Normal Operati	ons Logbook Entry				X
	G11,	/34560.1 Bareboat (	Operation for (BIN 12	3) 💌	
Date 13/12/2011	Day of	Trip	Vehicle Sailabout*		Favourite
Full Day	Part Day	Non Tourist Charge 0 A V	FOC*	Exempt > 3 Days 0	Exempt Prepaid 0 A V
Location Type		Locat	tion		+
Location		Not S	Selected		🗹 🗙
		Save & Add And	other Save Can	cel	

Figure 76 - Screenshot of Screenshot of Add Normal Operation Logbook Entry pop up window

Try entering some logbook data by following these steps:

- 1. Select the date that you operated on.
- 2. Select the day of the trip by using the arrow tabs.
- 3. Select the vehicle you used by using the drop down box.
- 4. If you wish to select a favourite, use the drop down box and your locations will automatically be displayed.
- 5. Select the day of trip, please note that this will increment with new entries.

- Select the number of passengers by clicking the arrow tabs or by typing in the number (if you need clarification on daily charges please refer to the GBRMPA website – <u>What are the charges?</u>)
- 7. Select the location by clicking the edit icon or to add a location click the add icon. If you are unsure about how to add a location please refer to Section <u>3.12</u>.
- If you wish to add another entry click the Save & Add Another button and the date will automatically increment unless you have turned this function off within Change Logbook Settings (for more details on this function please see section <u>5.5</u>).
- 9. If you have finished adding your entries click the Save button which will take you back to the logbook screen.
- 10. If at any time you wish to exit out of the data entry interface click on Cancel or the X symbol in the top right hand corner of the screen.
- 11. If you would like to swap between permits or operations without returning to the logbook selection screen click the dropdown box located at the top of the screen.



Select the date that you operated on as shown below.

Figure 77 - Screenshot of Date Selection feature with a red circle around the date field and up/down arrows

Select the number of passengers by clicking on the arrow keys or by typing the number of passengers. You can tab across the parameters by using the Tab key.

Add Normal Operati		/34560.1 Bareboat	Operation for (BIN 1	23) 🔽	4
Date 13/12/2011	Day of	Trip	Vehicle		Favourite
Full Day	Part Day	Non Tourist Charge 0	FOC*	Exempt > 3 Days	Exempt Prepaid 0
Location Type		Locat	tion		+
Location		Not S	Selected		<b>Z</b> 🗙
		Save & Add And	other Save Ca	ncel	

Figure 78 - Screenshot of Add Normal Operation Logbook Entry pop up window with red circles around Vehicle Name field and up/down arrows for Day Of Trip, Full Day and FOC fields

	Select the location b	by clicking t	ne edit icon or	to add another	location click the a	add icon.
--	-----------------------	---------------	-----------------	----------------	----------------------	-----------

Add Normal Operation		/34560.1 Bareboat	Operation for (BIN 12	3) 💌	<u>م</u>
Date 13/12/2011	Day of	Trip	Vehicle Sailabout* ▼		Favourite
Full Day	Part Day	Non Tourist Charge 0 🔺 💌	FOC*	Exempt > 3 Days 0	Exempt Prepaid 0
Location Type		Locat	tion		<b>e</b>
Location		Not S	Selected		🕝 🗙
		Save & Add And	other Save Can	cel	

Figure 79 - Screenshot of Add Normal Operation Logbook Entry pop up window with red circles around Add Location icon and a red circle around the edit icon

When you click the edit icon the following screen will be displayed. To enter a location start typing the Reef ID number or name and wait approximately five seconds for it to be displayed. You can click the desired option with the cursor or you can use the up down arrow keys to move through the drop list and when the desired location is highlighted hit the Enter key or click OK. If you are unsure about how to add a location, please refer to Section <u>3.12</u>.

Location Search	
Location Name Or Number	manta
	Manta Pass (1019) Manta Ray Bay (405)
	Manta Ray Island (200102)
Locations	
	<b>*</b>
	OK Cancel

Figure 80 - Screenshot of Location Search pop up window with a red circle round the OK button

Your selections will be displayed as shown below. If you wish to add multiple locations, click add icon. If you need to edit your location click the edit icon. If you wish to delete locations click the delete icon.

Add Normal Operati	ons Logbook Entry				X
	G11/	/34560.1 Bareboat (	Operation for (BIN 12	3) 🔹	
Date 13/12/2011	Day of	Trip	Vehicle Sailabout*		Favourite
Full Day	Part Day	Non Tourist Charge 0 🏾	FOC*	Exempt > 3 Days 0	Exempt Prepaid 0 🏾
Location Type		Location			<b>e</b>
Location		Manta Ray Bay	(405)		<b>Z</b> 🛞
		Save & Add And	other Save Can	cel	

Figure 81 - Screenshot of Add Normal Operation Logbook Entry pop up window with details entered and red circles around the add icon and delete icon

If you wish to add another entry for the same permit and operation click the Save & Add Another button or if you have finished adding your entries click the Save button.

Add Normal Operati	ions Logbook Entry				<u>X</u>
	G11/	34560.1 Bareboat (	Operation for (BIN 12	3)	
Date 13/12/2011	Day of	Trip	Vehicle Sailabout* ▼		Favourite
Full Day	Part Day	Non Tourist Charge 0 🏾 🔊 🔽	FOC*	Exempt > 3 Days 0	Exempt Prepaid 0 🔺 💌
Location Type		Location			+
Location		Manta Ray Bay	(405)		<b>2</b> 🗙
		Save & Add Ano	the Save Car	icel	

Figure 82 - Screenshot of Add Normal Operation Logbook Entry pop up window with red circles around Save & Add Another button and Save button

If you would like to add another logbook entry under a different permit or operation, click the dropdown box at the top of the screen.

Add Normal Operations Lo	ogbook Entry				X
	G11/34	60.1 Bareboat Op	eration for (BIN 123)		
Date 13/12/2011 🗰 🛋 💌	Day of Trip		Vehicle Sailabout* 💌		Favourite
Full Day Pa	art Day	Non Tourist Charge 0 🏾 🍽 💌	FOC*	Exempt > 3 Days 0	Exempt Prepaid 0 • V
Location Type		Location			+
Location		Manta Ray Bay (40	)5)		<b>2</b> 🗙
		Save & Add Anothe	er Save Cance	el	

Figure 83 - Screenshot of Add Normal Operation Logbook Entry pop up window with red circle around the drop list arrow in the operation field

Your entry will be displayed as shown below. If you wish to add another entry click the add icon. If you need to edit your entry click the edit icon. If you wish to delete an entry click the delete icon.

		RATIONS LOGBOOK w to add or edit normal ope	rations logbo	ok ent	tries.					Back to Logboo Go to Bulk In	
From 01/07/201	1	To 30/09/2011	Vehicle All	•		Sort Order Date, Vehi	cle 💌	Re	fresh		
0		R: JUL-SEP 2011	DERMI	T: G11	/34560.1			OPER		Export To CSV File Export AREBOAT OPERATION FOR (BIN 123)	To Excel File
Date	Day of Trip	Vessel	Full	Part	Part	Non Tourist Charge	FOC*		Exempt Prepaid		÷
02 Aug	1	Sailabout	4				3			Morning Gulnare Inlet (236)	<b>X</b>
										Day Hamilton Island (200571)	
										Overnight Hamilton Island (200571)	

Figure 84 - Screenshot of Normal Operation Logbook screen with details added

You can export your vessel logbook entries to a CSV or excel file by clicking Export to CSV file or Export to Excel File.



Figure 85 - Screenshot of Normal Operation Logbook screen with red circle around the Export to CSV File link and Export to Excel File link

Once your logbooks are entered and you are confident that the information is correct Click the Back to Logbook Selection button. Your logbook entry will automatically be saved.

		RATIONS LOGBOOK w to add or edit normal oper	ations logbo	ok ent	tries.					Go to Bulk I	_
From 01/07/201	1	To 30/09/2011	Vehicle All	•		Sort Order	cle 💌	Re	fresh		
										Export To CSV File Export	To Excel F
(	QUARTER	R: JUL-SEP 2011	PERMI	1	/34560.1		1	OPEF	ration: ba	AREBOAT OPERATION FOR (BIN 123)	
Date	Day of Trip	Vessel		Part	Part Day Reason EMC	Non Tourist Charge	FOC*	Exempt > 3 Days	Exempt Prepaid	Location	-
)2 Aug	1	Sailabout	4				3			Morning Gulnare Inlet (236)	<b>2</b> >
										Day Hamilton Island (200571)	

Figure 86 - Screenshot of Normal Operation Logbook screen with red circle around the Back to Logbook Selection button

If you have finished entering your logbook for that quarter you can proceed to submit your logbook. Click the Submit Now link.

LOGBOO Use the for		TION select a logboo	k.						
Quarter		Status Not Submitted		Search		Dov	wnload Spi	readsheet 1	<u>EMPLATES</u>
Permit All	$\checkmark$	_	ogbook Type	(select Permit first)	Operation (select Logh	book Type first)			
Please Not	te: You are s	still required to	o submit you	r logbooks for all 202	20 Quarters, but please do not	pay these charges unt	til advised by th	e Authority.	
							Export T	OCSV File Expo	rt To Excel File
Quarter	Permit	Expiry Date	Logbook Type		Operation	Status			
JUL-SEP 2020	G20,	05/08/2030	Bareboat	Bareboat (	) (Vessel 1)	Not Submitted Submit Now	<u>Normal</u> Operations	<u>Transfer</u> Passengers	<u>Upload</u> Logbook

Figure 87 - Screenshot of Logbook Selection screen with a red circle around the status 'Not Submitted'

You will be presented with a declaration screen, please take time to read this before proceeding. Once you have submitted your logbook you will not be able to change any of the information entered. If you do wish to change any of the information please contact the EMC team.

# Please confirm that the data you have entered is correct before submitting your logbook.

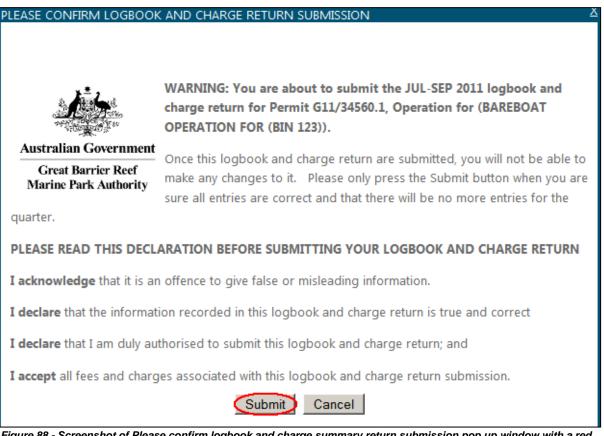


Figure 88 - Screenshot of Please confirm logbook and charge summary return submission pop up window with a red circle around the Submit button

For information on how to remit your EMC charges please proceed to payments in Section 8.

## 7.4. Aircraft logbook

If you conduct the following charter programs you must complete an aircraft logbook:

- aircraft charter; or
- scenic flights.

To add an aircraft logbook click the Normal Operations button with logbook type displayed as Aviation.

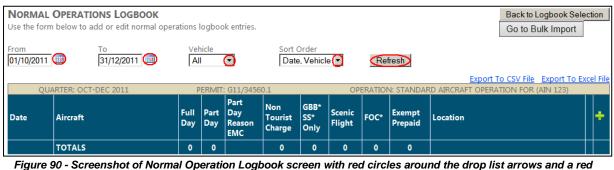
	K SELEC	TION select a logboo	ok.					
Quarter All	~	Status Not Submittee	i 🗸	Search	1	Download Spr	READSHEET	<u>Femplates</u>
Permit All	~		Logbook Type All 🗸	(select Permit first) Operation (select Logbook T	ype first)			
Please Note	e: You are	still required t	o submit your	logbooks for all 2020 Quarters, but please do not pay th	nese charges	until advised by th	e Authority.	
Please Note	e: You are	still required to	o submit your	logbooks for all 2020 Quarters, but please do not pay th	nese charges	-	e Authority. o CSV File Expo	ort To Excel File
Please Note	e: You are Permi	Evning	o submit your Logbook Type	logbooks for all 2020 Quarters, but please do not pay th Operation	nese charges Status	Export T		ort To Excel File

Figure 89 - Screenshot of Logbook Selection screen with a red circle around the logbook type – Aviation and a red circle around the Normal Operations Link

The screen below will be displayed. By default the dates will appear as the start date and the end date of the quarter you have selected, vehicle dropdown will default to 'All' and sort order "Date, Vehicle". If you wish to refine this search change the parameters by using the dropdown boxes. The records that match your search (which is performed when you click the Refresh button) are displayed on the following search page. In effect, the search 'filters' the results so that you can only see those results that match your search term. *Please note: this search will only yield results once data has been entered for the logbook.* 

Try a refresh by following these steps:

- 1. Click calendar icon and select from date (i.e. 01/07/2011).
- 2. Click calendar icon and select to date (i.e. 30/09/2011).
- 3. Click drop down and select vehicle (All).
- 4. Click drop down and select sort order (Date, Vehicle). Changing this sort order allows you to either view your logbook in order of ascending Date or, if using multiple vessels in the one logbook, in order of vessel used. This allows you to view your daily data based on which vessel carried out which trip rather than just in order of date.
- 5. Click Refresh.



re 90 - Screenshot of Normal Operation Logbook screen with red circles around the drop list arrows and a circle around the Refresh button

To add a logbook entry click the add icon.

	L OPERATIONS LOGBOOK rm below to add or edit normal op	erations	logboo	ok entries.						Back to Logbook Selection Go to Bulk Import
From 01/10/201	To 31/12/2011		nicle I 💌		Sort ( Date	Order e, Vehicl	e 💌	Re	fresh	Export To CSV File Export To Excel File
Q	UARTER: OCT-DEC 2011	P	ERMIT	: G11/3456	0.1		(	OPERAT	ION: STAND	ARD AIRCRAFT OPERATION (AIN 001)
Date	Aircraft	Full Day		Part Day Reason EMC	Non Tourist Charge	GBB* SS* Only	Scenic Flight	FOC*	Exempt Prepaid	Location
	TOTALS	0	0		0	0	0	0	0	

Figure 91 - Screenshot of Normal Operation Logbook screen with red circle around the Add Logbook Entry icon

By default the date will appear as today's date or the end date of the quarter, if you wish to change this click on the text box and use the format DD/MM/YYYY, using the calendar icon or alternatively you can use the arrow keys. As shown below. If you are operating under an Aircraft Identification Number (AIN) or Aircraft Notification Approval (ANA) you must add a vehicle through the favourites page Section <u>6.1</u>. Favourite and location will not be selected (unless you have set favourites to Default using the Default tick-box within the Favourites set-up interface – see Section <u>3.9</u>) and the passenger counts will all default to zero.

Add Normal Operations Logbook Ent	ry	<u>×</u>
Date 06/10/2011	Vehicle Not Selected	Favourite
Full Day Part Day	Non TouristGBB*ScenicFOC*ChargeSS* OnlyFlightFOC*OIIII	Exempt Prepaid 0
Location Type	Location	+
DEPARTED -	Not Selected	<b>2</b> 🗙
LANDED 💌	Not Selected	<b>2</b> 🗙
	Save & Add Another Save Cancel	

Figure 92 - Screenshot of Add Normal Operation Logbook Entry pop up window

Try entering some logbook data by following these steps:

- 1. Select the date that you operated on.
- 2. Select the vehicle you used by using the drop down box.
- 3. If you wish to select a favourite, use the drop down box and your locations will automatically be displayed.

- Select the number of passengers by clicking the arrow tabs or by typing in the number (if you need clarification on daily charges please refer to the GBRMPA website – What are the charges?).
- Select the location by clicking the edit icon or to add a location click the add icon. Please note that if you are conducting scenic flights you only need to type in the departure location. If you are unsure about how to add a location please refer to Section <u>3.12</u>.
- If you wish to add another entry click the Save & Add Another button, the date will automatically increment unless you have turned this function off within Change Logbook Settings (for more details on this function please see section <u>5.5</u>).
- 7. If you have finished adding your entries click the Save button which will take you back to the logbook screen.
- 8. If at any time you wish to exit out of the data entry interface click on Cancel or the X symbol in the top right hand corner of the screen.
- 9. If you would like to swap between permits or operations without returning to the logbook selection screen click the dropdown box located at the top of the screen.

Select the date that you operated on as shown below.

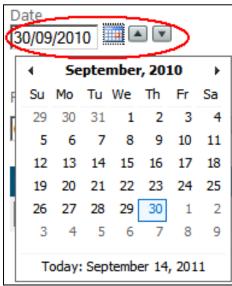


Figure 93 - Screenshot of Date Selection feature with a red circle around the date field and up/down arrows

Select the number of passengers by clicking on the arrow keys or by typing the number of passengers. You can tab across the parameters by using the Tab key.

Add Normal Operations Logbook E	ntry	X
	G11/34560.1 Standard Aircraft Operation for (AIN 123)	
Date 13/12/2011	Vehicle	Favourite Not Selected
Full Day Part Day	Non TouristGBB*ScenicFOC*ChargeSS* OnlyFlightFOC*OIIIIOIIII	Exempt Prepaid 0
Location Type	Location	+
DEPARTED -	Not Selected	<b>2</b> 🗙
LANDED 🔻	Not Selected	<b>1</b>
	Save & Add Another Save Cancel	

Figure 94 - Screenshot of Add Normal Operation Logbook Entry pop up window with red circles around Vehicle Name field and up/down arrow

Select the location by clicking the edit icon or to add a location click the add icon.

Add Normal Operations Logbo	ook Entry	<u>^</u>
	G11/34560.1 Standard Aircraft Operation for (AIN 123)	
Date 13/12/2011 🏼 🍽 💌	Vehicle Airabout	Favourite
Full Day Part Day 4	Non TouristGBB*ScenicFOC*ChargeSS* OnlyFlightFOC*Image <tr< td=""><td>Exempt Prepaid 0 🔺 💌</td></tr<>	Exempt Prepaid 0 🔺 💌
Location Type	Location	<b>e</b>
DEPARTED 💌	Not Selected	🕝 🗙
LANDED 💌	Not Selected	<b>2</b> 🗙
	Save & Add Another Save Cancel	

Figure 95 - Screenshot of Add Normal Operation Logbook Entry pop up window with red circles around Add Location icon and a red circle around the edit icon

When you click the *edit* icon the following screen will be displayed. To enter a location start typing the Reef ID number or name and wait approximately five seconds for it to be displayed. You can click the desired option with the cursor or you can use the up down arrow keys to move through the drop list and when the desired location is highlighted hit the Enter key or click OK. If you are unsure about how to add a location, please refer to Section <u>3.12</u>.

Location Search	
Location Name Or Number	Manta Pass (1019) Manta Ray Bay (405)
Locations	Manta Ray Island (200102)
	Cancel

Figure 96 - Screenshot of Location Search pop up window with a red circle round the OK button

Your selections will be displayed as shown below. If you wish to add multiple locations, click add icon. If you need to edit your location click the edit icon. If you wish to delete locations click the delete icon.

Add Normal Operations Logboo	ok Entry	X
Date 13/12/2011 🗰 🛋 💌	Vehicle Airabout	Favourite
Full Day Part Day	Non Tourist     GBB*     Scenic     FOC*       Charge     SS* Only     Flight     FOC*       Image: Image of the second secon	Exempt Prepaid 0
Location Type	Location	<b>e</b>
DEPARTED -	Manta Ray Bay (405)	🕜 🗙
LANDED 🔽	Abel Point Marina (23)	<b>Z</b> 🗙
	Save & Add Another Save Cancel	

Figure 97 - Screenshot of Add Normal Operation Logbook Entry pop up window with details entered and red circles around the add icon and delete icon

If you wish to add another entry for the same permit and operation click the Save & Add Another button or if you have finished adding your entries click the Save button.

Add Normal Operations Logbook En	try	Σ
Date 06/10/2011	Vehicle Airabout	Favourite
Full Day Part Day 4	Non Tourist     GBB*     Scenic     FOC*       Charge     SS* Only     Flight     FOC*       0     Image     0     Image     2	Exempt Prepaid
Location Type	Location	+
DEPARTED 💌	Manta Ray Bay (405)	<b>Z</b> 🗙
LANDED	Abel Point Marina (23)	<b>2</b> 🗙
	Save & Add Anothen Save Cancel	

Figure 98 - Screenshot of Add Normal Operation Logbook Entry pop up window with red circles around Save & Add Another button and Save button

If you would like to add another logbook entry under a different permit or operation, click the dropdown box at the top of the screen and make a selection.

Add Normal Operations Logbook E	ntry	X						
Date 13/12/2011 🗰 🛋 💌	Vehicle Airabout	Favourite						
Full Day Part Day	Non Tourist GBB* Scenic FOC* Charge SS* Only Flight FOC* 0 • • 0 • • 0 • 2 •	Exempt Prepaid V						
Location Type	Location	+						
DEPARTED -	Manta Ray Bay (405)	<b>Z</b> 🗙						
LANDED 💌	LANDED Abel Point Marina (23)							
	Save & Add Another Save Cancel							

Figure 99 - Screenshot of Add Normal Operation Logbook Entry pop up window with red circle around the drop list arrow in the operation field

Your entry will be displayed as shown below. If you wish to add another entry click the add icon. If you need to edit your entry click the edit icon If you wish to delete an entry click the delete icon.

Jse the fo	rm below to add or edit normal	operations	logboo	ok entries.						Go to Bulk Imp	oort
rom 01/10/201	To <b>31/12/2011</b>	Vel	hicle I	•		Order te, Vehic	cle 💌	R	efresh		
0	UARTER: OCT-DEC 2011	F	PERMIT	: G11/3456	50.1			OPERA	TION: STAN	Export To CSV File Export To IDARD AIRCRAFT OPERATION (AIN 001)	) Exce
			1	1	1	1	1	1	1		1
Date	Aircraft	Full Day	Part Day	Passan	Non Tourist Charge	GBB* SS* Only	Scenic Flight	FOC*	Exempt Prepaid	Location	
Date 06 Oct	Aircraft Airabout			Day Reason	Tourist	SS*		<b>FOC*</b>		Location Departed Manta Ray Bay (405)	2

Figure 100 - Screenshot of Normal Operation Logbook screen with details added

You can export your vessel logbook entries to a CSV or excel file by clicking Export to CSV file or Export to Excel File.



Figure 101 - Screenshot of Normal Operation Logbook screen with red circle around the Export to CSV File link and Export to Excel File link

Once your logbooks are entered and you are confident that the information is correct Click the Back to Logbook Selection button. Your logbook entry will automatically be saved.

	L OPERATIONS LOGBOOK m below to add or edit normal ope	Go to Bulk Import								
From To Vehicle Sort Order 01/10/2011 III Vehicle All Date, Vehicle Refresh Export To CSV File Export To Excel File										
QI	JARTER: OCT-DEC 2011	F	PERMIT	: G11/3456	60.1			OPERA	TION: STAN	NDARD AIRCRAFT OPERATION (AIN 001)
Date	Aircraft	Full Day	Part Day	Part Day Reason EMC	Non Tourist Charge	GBB* SS* Only	Scenic Flight	FOC*	Exempt Prepaid	Location
06 Oct	Airabout	4						2		Departed Manta Ray Bay (405) 📝 🗙
										Landed Abel Point Marina (23)

Figure 102 - Screenshot of Normal Operation Logbook screen with red circle around the Back to Logbook Selection button

If you have finished entering your logbook for that quarter you can proceed to submit your logbook. Click the Submit Now link.

LOGBOC Use the for		TION select a logboo	k.						
Quarter	2020 🗸	Status Not Submitted		Search	D	DOWNLOAD SPREADSHEET TEMPLATE			
Permit All	$\checkmark$	[	All 🗸	(select Permit first) Operation (select Logbook T All V					
Please Not	te: You are	still required to	o submit you	r logbooks for all 2020 Quarters, but please do not pay t	hese charges	until advised by th	e Authority.		
						Export 1	OCSV File Expo	rt To Excel File	
Quarter	Permit	Expiry Date	Logbook Type	Operation	Status				
JUL-SEP 2020	G20,	02/10/2028	Aviation	Activities allowed by a Routine Tourism and Charter Permit (Aircraft (Aircraft 1)	Not Submitted Submit Nov	Normal Operations	<u>Transfer</u> <u>Passengers</u>	<u>Upload</u> Logbook	

Figure 103 - Screenshot of Logbook Selection screen with a red circle around the Submit Now link

You will be presented with a declaration screen, please take time to read this before proceeding. Once you have submitted your logbook you will not be able to change any of the information entered. If you do wish to change any of the information please contact the EMC team on (07) 4750 0837 or email <u>emc@gbrmpa.gov.au</u>.

## Please confirm that the data you have entered is correct before submitting your logbook.

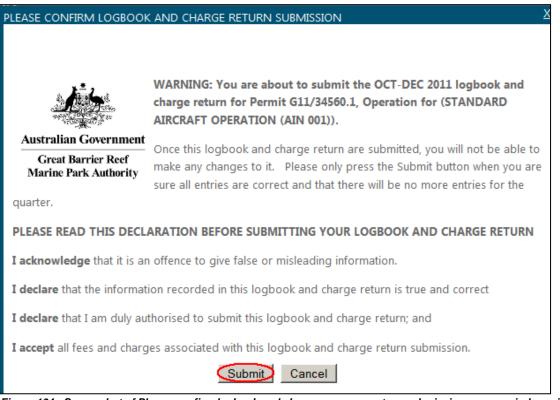


Figure 104 - Screenshot of Please confirm logbook and charge summary return submission pop up window with a red circle around the Submit button

For information on how to remit your EMC charges please proceed to payments in Section 8.

## 7.5. Transfer Logbook

To add a logbook (including vessel or aircraft) for your transfer passengers click the Transfer Passengers link. Transfer passengers have the same parameters for each logbook type (i.e. aircraft and vessel). As the reports are very similar, in terms of functionality, we only cover one type of logbook in this guide - the Vessel Logbook. Following these procedures will also explain how to enter Transfer data for an Aircraft logbook.

	<b>DK SELECTI</b> m below to se	ON elect a logboo	k.						
Quarter		tatus Not Submitted		Search		Do	wnload Sp	<u>READSHEET T</u>	<u>EMPLATES</u>
Permit All	~		All V	(select Permit first) Operation (select Logbook T All V	-				
Please Not	e: You are sti	ill required to	o submit your	logbooks for all 2020 Quarters, but please do not pay th	ese charg	es un	til advised by t	he Authority.	
							Export	To CSV File Expo	rt To Excel File
Quarter	Permit	Expiry Date	Logbook Type	Operation	Statu	IS			
OCT-DEC 2020	G20	02/10/2028	Aviation	Activities allowed by a Routine Tourism and Charter Permit (Aircraft (Aircraft 1)	Not Submitte <u>Submit N</u> Return		<u>Normal</u> Operations	Transfer Passengers	<u>Upload</u> Logbook

Figure 105 - Screenshot of Logbook Selection screen with a red circle around the Transfer Passengers Link

The screen below will be displayed. By default the dates will appear as the start date and the end date of the quarter you have selected, vehicle dropdown will default to 'All' and sort order "Date, Vehicle". If you wish to refine this search change the parameters by using the dropdown boxes. The records that match your search (which is performed when you click the Refresh button) are displayed on the following search page. In effect, the search 'filters' the results so that you can only see those results that match your search term. *Please note: this search will only yield results once data has been entered for the logbook.* 

Try a refresh by following these steps:

- 1. Click calendar icon and select from date (e.g. 01/07/2011).
- 2. Click calendar icon and select to date (e.g. 30/09/2011).
- 3. Click drop down and select vehicle (e.g. All).
- 4. Click drop down and select sort order (Date, Vehicle). Changing this sort order allows you to either view your logbook in order of ascending Date or, if using multiple vessels in the one logbook, in order of vessel used. This allows you to view your daily data based on which vessel carried out which trip rather than just in order of date.
- 5. Click Refresh.

	<b>ER PASSENGERS LOGBOOK</b> rm below to add or edit transfer	-	entries.		<mark>ogbook Se</mark> o Bulk Imp	
From 01/07/201	To 30/09/2011	Vehicle	Sort Order	Refresh		
0	DUARTER: JUL-SEP 2011	PERMIT: G1	1/34560 1 OPER/	<u>Export To CSV File</u> ATION: STANDARD VESSEL OPERATION FOR (V		Excel Fi
Date	Vessel	Transfer Numbers	From Location	To Location	14123)	÷
25 Aug	Sailabout	2	Hamilton Island (200571)	Abel Point Marina (23)	2	×
		1	Abel Point Marina (23)	Daydream Island (200351)		
		2	Daydream Island (200351)	South Molle Island (200422)		

circle around the Refresh button

To add a logbook entry click the add icon.

	<b>R PASSENGERS LOG</b> m below to add or edit tr	BOOK ansfer passengers logbook e	entries.	I	Back to Logbook Selection Go to Bulk Import
From 01/07/2011	To 30/09/201	Vehicle	Sort Order Date, Vehicle	Refresh	CSV File Export To Excel File
Q	UARTER: JUL-SEP 2011	PERMIT: G1	1/34560.1	OPERATION: STANDARD VESSEL OPERATION	
Date	Vessel	Transfer Numbers	From Location	To Location	Ð
25 Aug	Sailabout	2	Hamilton Island (200571)	Abel Point Marina (23)	<b>1</b>
		1	Abel Point Marina (23)	Daydream Island (200351)	
		2	Daydream Island (200351)	South Molle Island (200422)	

Figure 107 - Screenshot of Transfer Passengers Logbook screen with red circle around the Add Logbook Entry icon

By default the date will appear as today's date or the end date of the quarter, if you wish to change this click on the text box and use the format DD/MM/YYYY, using the calendar icon or alternatively you can use the arrow keys. As shown below. To select your vehicle you must add a vehicle through the favourites page Section <u>6.1</u>. Favourite and location will not be selected (unless you have set favourites to Default using the Default tick-box within the Favourites set-up interface – see Section <u>3.9</u>) and the passenger counts will all default to zero.

Add Transfer Passengers Log	jbook Entry				X
Date  β0/09/2011 □ 🎟 💌 💌	Vehicle Not Selected		Not Se		vourite
Transfer Numbers	From Location		To Location		+
0	Not Selected		Not Selected	2	×
	Save & Add Another	Save	Cancel		

Figure 108 - Screenshot of Add Transfer Passengers Logbook Entry pop up window

Try entering some logbook data by following these steps:

- 1. Select the date that you operated on.
- 2. Select the vehicle you used by using the drop down box.
- 3. If you wish to select a favourite, use the drop down box and your locations will automatically be displayed.
- Select the number of passengers by clicking on the arrow tabs or by typing in the number (if you need clarification on daily charges please refer to the GBRMPA website – <u>What are the charges?</u>).
- 5. Select the location by clicking the edit icon or to add a location click the add icon. Please remember to enter both from and to location. If you are unsure about how to add a location please refer to Section 3.12.

- If you wish to add another entry click the Save & Add Another button, the date will automatically increment unless you have turned this function off within Change Logbook Settings (for more details on this function please see Section <u>5.5</u>).
- 7. If you have finished adding your entries click the Save button which will take you back to the logbook screen.
- 8. If at any time you wish to exit out of the data entry interface click on Cancel or the X symbol in the top right hand corner of the screen.
- 9. If you would like to swap between permits or operations without returning to the logbook selection screen click the dropdown box located at the top of the screen.

Select the date that you operated on as shown below.

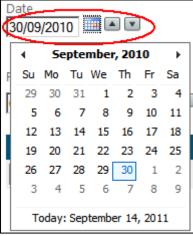


Figure 109 - Screenshot of Date Selection feature with a red circle around the date field and up/down arrows

Select the number of passengers by clicking on the arrow keys or by typing the number of passengers. You can tab across the parameters by using the Tab key.

Add Transfer Passengers Logbook Entry X								
G11/34560.1 Standard Tourist Vessel for (VIN 123)								
Date 13/12/2011 🛄 🛋 💌	Vehicle Sailabout*		Favourite Not Selected					
Transfer Numbers	From Location	To Location	+					
4	Not Selected	📝 🛛 Not Selected	<b>2</b> 🗙					
	Save & Add Another	Save Cancel						

Figure 110 - Screenshot of Add Transfer Passengers Logbook Entry pop up window with red circles around Vehicle Name field and up/down arrow

Add Transfer Passengers Logbook Entry 🛛 🕹								
G11/34560.1 Standard Tourist Vessel for (VIN 123)								
Date 13/12/2011 💷 🛋 💌	Vehicle Sailabout*		Favourite					
Transfer Numbers	From Location	To Location	<b>e</b>					
4	Not Selected	🕜 Not Selected	🕝 🗙					
	Save & Add Another	Save Cancel						

Select the location by clicking the edit icon or to add a location click the add icon.

Figure 111 - Screenshot of Add Transfer Passengers Logbook Entry pop up window with red circles around Add Location icon and a red circle around the edit icon

When you click the edit icon the following screen will be displayed. To enter a location start typing the Reef ID number or name and wait approximately five seconds for it to be displayed. You can click the desired option with the cursor or you can use the up down arrow keys to move through the drop list and when the desired location is highlighted hit the Enter key or click OK. If you are unsure about how to add a location, please refer to Section <u>3.12</u>.

Location Search	
Location Name Or Number	Manta Pass (1019) Manta Ray Bay (405) Manta Ray Island (200102)
Locations	
	OK Cancel

Figure 112 - Screenshot of Location Search pop up window with a red circle round the OK button

Your selections will be displayed as shown below. If you wish to add multiple locations, click add icon. If you need to edit your location click the edit icon. If you wish to delete locations click the delete icon.

Add Transfer Passenger	s Logbook Entry		
G1	1/34560.1 Standard Touris	st Vessel for (VIN 123)	
Date 13/12/2011	Vehicle Sailabout * ▼		Favourite
Transfer Numbers	From Location	To Location	•
Transfer Numbers	From Location Manta Ray Bay (405)	To Location Abel Point Marina (23)	😁 😒
4	Manta Ray Bay (405)	📝 Abel Point Marina (23)	<b>Z</b> 😣

Figure 113 - Screenshot of Add Transfer Passengers Logbook Entry pop up window with details entered and red circles around the add icon and delete icon

If you wish to add another entry for the same permit and operation click the Save & Add Another button or if you have finished adding your entries click the Save button.

Add Transfer Passengers	Logbook Entry		×					
G11/34560.1 Standard Tourist Vessel for (VIN 123)								
Date 13/12/2011 💷 🛋 💌	Vehicle Sailabout*	N	Favourite					
Transfer Numbers	From Location	To Location	+					
	From Eocation	To Location	<b>T</b> .					
4	Manta Ray Bay (405)	Abel Point Marina (23)	<b>X</b>					
			-					
4	Manta Ray Bay (405)	Abel Point Marina (23)	<b>X</b>					

Figure 114 - Screenshot of Add Transfer Passengers Logbook Entry pop up window with red circles around Save & Add Another button and Save button

If you would like to add another logbook entry under a different permit or operation, click the dropdown box at the top of the screen.

Add Transfer Passengers Logbook Entry X								
G11/34560.1 Standard Tourist Vessel for (VIN 123)								
Date 13/12/2011 🖽 🛋 💌	Vehicle Sailabout*		N	Fave Not Selecte	ourite			
Transfer Numbers	From Location		To Location		+			
4	Manta Ray Bay (405)	Z	Abel Point Marina (23)	7	×			
3	Abel Point Marina (23)	2	Butterfly Bay (71)	2	×			
5	Butterfly Bay (71)		Hamilton Island (200571)	2	×			

Figure 115 - Screenshot of Add Transfer Passengers Logbook Entry pop up window with red circle around the drop list arrow in the operations field

Your entry will be displayed as shown below. If you wish to add another entry click the add icon. If you need to edit your entry click the edit icon. If you wish to delete an entry click the delete icon.

	R PASSENGERS LOGBOO m below to add or edit transfer		entries.		Back to Logbook Selection Go to Bulk Import
From 01/07/201	To 30/09/2011	Vehicle	Sort Order Date, Vehicle 💌	Refresh	
Q	UARTER: JUL-SEP 2011	PERMIT: G1:	1/34560.1	OPERATION: STANDARD VESSEL OPE	ort To CSV File Export To Excel File RATION FOR (VIN 123)
Date	Vessel	Transfer Numbers	From Location	To Location	+
25 Aug	Sailabout	2	Hamilton Island (200571)	Abel Point Marina (23)	<b>1</b>
		1	Abel Point Marina (23)	Daydream Island (2003	351)
		2	Daydream Island (200351)	South Molle Island (20	0422)

Figure 116 - Screenshot of Transfer Passengers Logbook screen details added

You can export your vessel logbook entries to a CSV or excel file by clicking Export to CSV file or Export to Excel File.

TRANSFER PASSENGERS LOGBOOK       Back to Logbook Selection         Use the form below to add or edit transfer passengers logbook entries.       Go to Bulk Import								
From 01/07/2011		Vehicle	Sort Order	Refresh				
0	UARTER: JUL-SEP 2011	PERMIT: G11/3	4560.1	OPERATION: STANDARD VESSEL OPERATIO	CSV File Export To Excel File > N FOR (VIN 123)			
Date	Vessel	Transfer Numbers	From Location	To Location	+			
25 Aug	Sailabout	2	Hamilton Island (200571)	Abel Point Marina (23)	<b>Z</b>			

Figure 117 - Screenshot of Transfer Passengers Logbook screen red circle around the Export to CSV File link and Export to Excel File link

Once your logbooks are entered and you are confident that the information is correct Click the Back to Logbook Selection button. Your logbook entry will automatically be saved.

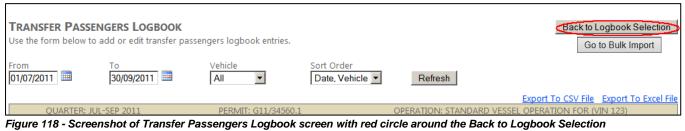


Figure 118 - Screenshot of Transfer Passengers Logbook screen with red circle around the Back to Logbook Select button

If you have finished entering your logbook for that quarter you can proceed to submit your logbook. Click the Submit Now link.

LOGBOO Use the for		TION select a logboo						
Quarter	2020 🗸	Status Not Submitted	i 🗸	Search	D	OWNLOAD SP	READSHEET	<u>Femplates</u>
Permit All Please Not	► te: You are		All V	r logbooks for all 2020 Quarters, but please do not pay th	21 2	until advised by th	ne Authority.	
			-		-	-	To CSV File Expo	et To Event File
Quarter	Permit	Expiry Date	Logbook Type	Operation	Status	Export	<u>to cov rile</u> <u>exp</u>	
JUL-SEP 2020	G20,	02/10/2028	Aviation	Activities allowed by a Routine Tourism and Charter Permit (Aircraft (Aircraft 1)	Not Submitted Submit Now	Normal Operations	<u>Transfer</u> <u>Passengers</u>	<u>Upload</u> Logbook

Figure 119 - Screenshot of Logbook Selection screen a red circle around the Submit Now link

You will be presented with a declaration screen, please take time to read this before proceeding. Once you have submitted your logbook you will not be able to change any of the information entered. If you do wish to change any of the information you have submitted please contact the EMC team on (07) 4750 0837 or email emc@gbrmpa.gov.au.

Please confirm that the data you have entered is correct before submitting your logbook.



Figure 120 - Screenshot of Please confirm logbook and charge summary return submission pop up window with a red circle around the Submit button

## 7.6. Downloading logbooks

Once you are logged into EMC Online select the Logbook tab on the navigation section on the left hand side of the screen.

Home		
About		
Admin		
Favourites		
Logbooks		
Payments		
Reports		
Help		
Permits		
Online		

Figure 121 - Screenshot of EMC Online navigation menu with a red circle around Logbooks

When on the Logbook Selection screen there is a link titled Download Spreadsheet Templates.

Quarter	Permit	Logbook Type	Opera		Status		t To CSV File Exp	ort To Excel F
	e. Tou are su	n required to			these thanges			ort To Excel F
ase nou	e. Tou are su	ii required to			these thanges	and advised by	the Authority.	
are Net	. You are stil	L norminad to	submit your logbooks for all 2020 C	)uarters but please do not pay	these charges	until advised by	the Authority	
rmit I	~		ogbook Type (select Permit first) JI 🔽	Operation (select Logboo	c Type first)			
arter I	$\checkmark$		lot Submitted V	Search		OWNEORD 3	FREADSHEET	
	n below to sel	lect a logbook	atus				PREADSHEET	

Figure 122 - Screenshot of Logbook Selection screen with a red circle around link for Download Spreadsheet Templates

Once selected the Download Logbook Spreadsheets screen appears. Select which template type you would like to download and save a copy to your personal computer. A link to this document is available via the Download Instructions link.

	Australian Government	GBRMPA EMC ONLINE	Welcome [ Log Out ]							
AND CONCERNE	Great Barrier Reef Marine Park Authority	Working together today for a healthier Reef tomorrow								
Home		Permittee:								
About		DOWNLOAD LOGBOOK SPREADSHEETS Back to Logbook Selection								
Admin	Download Instructions	SPREADSHEETS	Duck to Ebypoon Octobion							
Favourites	Download Instructions									
Logbooks	Download Vessel Logbook Spre	adsheet								
Payments	Download Bareboat Logbook S	preadsheet								
Favourites Logbooks Payments Reports Help	Develoed Aircreft Lookook Cov									
	Download Aircraft Logbook Spr									

Figure 123 - Screenshot of EMC Online Download Logbook Spreadsheet screen with a red circle around the title

**Tip:** Download the template at the beginning of the quarter and enter the trip data as required then upload the data before quarter due dates (30 April, 31 July, 31 October, and 31 January).

When saving the document to your personal computer use a naming protocol that reflects the operation and quarter e.g.

- VIN0888-EMC-Jan-Mar-2021
- Flyaway-EMC-Apr-Jun-2021
- BIN999-EMC-Jan-Mar-2021
- AIN0777-EMC-Jul-Sep-2021

**Please Note:** You can add multiple vessel names and aircraft registrations (Column B of template) for an individual VIN/BIN/AIN without having to complete separate logbook templates.

An example of a Vessel Operation with a VIN is below. For example VIN0567 can have a number of vessel names added for the VIN operation.

3	Australian Government				PASSENGER	NUMBERS *					
4	"Sign" Geni Barter Ber Maria: Park Anthoniy		Non-Tourist GBB* SS*		Exemptions						
5	Date (eg. 01/01/2020) *	Vessel Name *	Full Day passenger numbers	Part Day passenger numbers	Charge passenger numbers	ONLY passenger numbers	FOC*	Prev. Paid	> 3 Day	Reason for Part Day EMC	
6	20/04/2020	Flyaway	6				8				
7	29/05/2025	Rigger One		8						Leaving the Marine Park before 6am	
8	02/05/2020	Ocean Rider	7								
9	03/05/2020	Ocean Rider	7								
10	05/06/2020	Ocean spirit II	18								
11	06/04/2020	Tea for two	6						7		
12	06/05/2020	Tea for two							7		
13	05/07/2022	Aqua				60					
14	06/04/2020	tea for two	6								

Figure 124 - Screenshot of Vessel Operation with a VIN displaying different vessel names within the logbook spreadsheet

An example of a Bareboat Operation with a BIN is below. For example BIN0143 can have a number of vessel names added for the BIN operation.

3	Australian Government		Р	ASSENGER NUMB	ERS *	
4	"(Sign)" Great Barrier Barl Marine Park Authority					Exempt
5	Date (eg. 01/01/2020) *	Vessel Name *	Day Of Trip	Full Day passenger numbers	FOC*	> 3 Day
6	09/05/2025	Sea Breeze	1	5		
7	10/05/2020	Sea Breeze	2	5		
8	11/05/2020	Sea Breeze	3	5		
9	12/05/2020	Sea Breeze	4			5
10	13/05/2020	Sea Breeze	5			5
11	18/05/2020	Wave Rider II	1		4	
12	19/05/2020	Wave Rider II	2		4	

Figure 125 - Screenshot of Bareboat Vessel Operation with a BIN displaying different vessel names within the logbook spreadsheet

An example of an Aircraft Operation with an AIN is below. For example AIN0278 can have multiple aircraft registrations added for the AIN operation.

3	Australian Government				PASSENGER NUMBE	RS *			
4	"The second Barrier Borl Marine Park Anthonity							Exemptions	
5	Date (eg. 01/01/2020) *	Aircraft Name *	Full Day passenger numbers	Part Day passenger numbers	Non-Tourist Charge passenger numbers	Scenic Flight passenger numbers	FOC*	Prev. Paid	Reason for Part Day EMC
6	23/04/2020	VH-CTT				4		2	
7	24/04/2020	VH-BIG				5			
8	24/04/2020	R44 STQ				5			
9	24/04/2020	VH-BVC	5						
10	24/04/2020	VH-CTP	6						
11	24/04/2020	VH-CTP	4						
12	24/04/2020	VH-CTP		5					Less than 3 hours

Figure 126 - Screenshot of an Aircraft Operation with an AIN displaying different Aircraft Names numbers within the logbook spreadsheet

**Please Note:** You can add multiple vessel names and aircraft registrations (Column B of template) for an individual VIN/BIN/AIN without having to complete separate logbook templates.

**Please Note:** You cannot add multiple vessel names and aircraft registrations (Column B of template) for individual operations that do not have a VIN/BIN/AIN. Separate logbook templates are required for operations that do not have an associated VIN/BIN/AIN

#### 7.7. Entering information into the Spreadsheet

Each spreadsheet template has information within the workbooks on how to fill in the spreadsheets and how to search for a location. Each spreadsheet type (Vessel, Aircraft, Bareboat) has the information associated with the type.

For example the information worksheets for Bareboats are slightly different to the information sheets for Vessel/Aircraft. The Bareboat spreadsheet has an extra worksheet titled Common Bareboat Locations and no worksheet for Troubleshooting – Part day passengers.

$\P = \mathbb{P}$	Logbook Data	Location List	Common Bareboat Locations	Information Sheet	Troubleshooting - Vehicle	Troubleshooting - Location	(+)

Figure 127 - Screenshot of excel worksheet tabs with a red circle around Common Bareboat Locations worksheet

The Vessel/Aircraft information sheets are titled with the same worksheet names. The Vessel/Aircraft information worksheets have an extra sheet for Troubleshooting – Part Day passengers.

	Logbook Data	Location List	Information Sheet	Troubleshooting - Vehicle	Troubleshooting - Location	Troubleshooting - Part Day	$\oplus$
Figur	e 128 - Screen	shot of excel	worksheet tabs w	ith a red circle around	Troubleshooting – Part	Day worksheet	

The worksheet Titled 'Information Sheet' has the information required on how to fill in the Logbook Data worksheet.

Logbook Data	Location List	Information Sheet	Troubleshooting – Vehicle	Trouble Shooting - Location	Troubleshooting - Part Day	+
 Figure 129 - Sc	reenshot of	excel worksheet tal	bs with a red circle are	ound Information Sheet w	vorksheet	

#### Please Note:

- Only the 'Logbook Data' worksheet is loaded into EMC online.
- Reloading the same information will duplicate the line items.
- Information already loaded would need to be deleted out of EMC online or out of the spreadsheet before reloading data.

#### 7.8. Comments / Notes

The Comments areas of the logbook spreadsheets are for Permit Holder Use Only. Any information entered in this field will not be uploaded to the Authority.

Column AH in the vessel and aircraft spreadsheets and Column W in the bareboat logbooks are enabled to have comments or notes added to any row of information.

AH
Comments / Notes - Permit Holder Use Only
PLEASE NOTE: This column is not uploaded into the Authorities system. It is for permit holders to add details to help manage data entry. If you do wish to contact the Authority please email EMC@gbrmpa.gov.au.

Figure 130 - Screenshot of Comments / Notes field for Aircraft and Vessel logbooks

W
Comments / Notes - Permit Holder Use Only
PLEASE NOTE: This column is not uploaded into the Authorities system. It is for permit holders to add details to help manage data entry. If you do wish to contact the Authority please email EMC@gbrmpa.gov.au.

Figure 131 - Screenshot of Comments / Notes field for Bareboat logbooks

## 7.9. Validating information in the Spreadsheet

Each spreadsheet template has a validation area to the far right of the location columns. If you have not entered the information correctly in the spreadsheet, the validation area will display a message in a blue box which indicates more information is required. Review all validation messages in the row and enter any missing data as required e.g.

Date	Date Vessel Pax & Day of Trip				Column H	Column I	Column J	Column K	Column L
Data Validation to Upload. These data validation columns are set up to be activated once a date has been entered in Column A 'Date'. A tick must be present in any of these cells where corresponding data has been entered.				For each lo	ocation enter	ed in the act	ual columns in this section	ation validatio G to L a tick o n. This is to in not.	or cross will
1	Enter Data	1		√	1	1	√	√	✓
1	1	1	1	1	1	1	1	1	1
1	1	Enter Loc	1						
1	1	1	1	1	1	1	1	√	1
1	1	1	1	1	1	1	1	√	~
1	1	Enter Data	Enter Data	1	1	1	1	1	1

Figure 132 - Screenshot of validation columns within the logbook spreadsheet displaying ticks and displaying validations for Enter Data and Enter Loc (Location)

When the information is entered correctly the validation cells display green with a tick. To optimise the upload process, ensure the date range is correct for the quarter and all cells are ticked. If your spreadsheet is complete and correct it is ready for upload e.g.

Date	Vessel	Pax & Location	Day of Trip	Column G	Column H	Column I	Column J	Column K	Column L
validation co once a date ha A tick must be	olumns are s as been ente present in a	ered in Colui	activated mn A 'Date'. cells where	For each lo	ocation enter	mn G to Colu red in the act ding column i ration entere	ual columns on this section	G to L a tick o n. This is to in	
1	1	1	✓	1	1	1	1	1	1
1	1	1	1	1	1	1	1	1	1
1	1	1	1	1	1	1	1	1	1
1	1	1	✓	1	1	1	1	1	1
1	1	1	1	1	1	1	1	1	1

Figure 133 - Screenshot of validation columns within the logbook spreadsheet displaying ticks for all fields

#### 7.10. Uploading logbooks

Once you are logged into EMC Online, select the Logbook tab on the navigation section on the left hand side of the screen.

_		
	Home	
	About	
	Admin	
	Favourites	
	Logbooks	
	Payments	
	Reports	
	Help	
	Permits Online	

Figure 134 - Screenshot of EMC Online navigation menu with a red circle around Logbooks

When on the Logbook Selection page, select the Upload Logbook link for the desired vehicle and quarter.

	Australian Go	overnment		GBRMPA E	MC ONLINE		We	elcome	[Log Out]
27 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Great Barrier I Marine Park A		и	orking together today for	a healthier Reef tor	morrow			
Home				Logged in:	Permittee:				
About	LOGBOOK	SELECTION	V						
Admin	Use the form b	elow to selec	t a logbook.						
Favourites	Quarter All	$\sim$		ot Submitted V	Search		Download Spr	readsheet Temp	lates
Logbooks		v							
Payments	Permit All	~		gbook Type (select Permit first)	Operation (select Logbook	(Type first)			
Reports	Please Note: Y	You are still r	equired to s	ubmit your logbooks for all 2020 Qua	arters but please do not pay	these charges (	until advised by t	he Authority.	
Help				abilit your logbooks for an 2020 qui	inters, but preuse do not puy	these that ges t			
Permits							Export	To CSV File E	port To Excel File
Online	Quarter	Permit	Logbook Type	Operatio	n	Status			
	JUL-SEP 2020 G	519, <b>1111</b> \	/essel	Activities allowed by a Routine Tourism EMC-COVID-Boat EMCCB123)	n and Charter Permit (Vessel	Not Submitted <u>Submit Now</u>	<u>Normal</u> Operations	<u>Transfer</u> <u>Passengers</u>	Upload Logbook

Figure 135 - Screenshot of Logbook Selection screen with a red circle around Upload Logbook link

When on the Bulk Import page, select Browse and then select the file you saved from your personal computer hard drive. Hit the Upload Excel Spreadsheet button. Once uploaded select the Back to Logbook Selection button or select the link to check the normal or transfer operations to see the data loaded in.

	Australian Government	GBRMPA EMC ONLINE	Welcome [ Log Out ]
*********	Great Barrier Reef Marine Park Authority	Working together today for a healthier Reef tomorrow	
Home		Logged in: Permittee:	
About	BULK IMPORT		Back to Logbook Selection
Admin	Download Instructions		Back to Ebgbook Octobion
Favourites	Download Instructions		
Logbooks	Quarter: OCT-DEC 2020, Permit:	: G Operation: AIRCRAFT	
Payments			
Reports		Browse	
Help			
Permits Online	Upload Excel Spreadsheet		
	Normal Operations	Transfer Passengers Submit Now	

Figure 136 - Screenshot of Bulk Import screen with red circles around Browse, Upload Excel Spreadsheet and Back to Logbook Selection buttons

#### 7.11. System Rules for Uploading logbooks

The EMC Online upload function requires;

- Each operation to be uploaded with separate spreadsheets.
- Vehicle names and Aircraft Registration numbers entered in spreadsheets match the EMC Online Favourite vehicle name.

#### 7.12. Upload successful

Once a logbook is uploaded, a message will appear in green text e.g. 'The spreadsheet [file\_name.xls] was processed successfully'. Please Click on "Normal Operations" or <u>Transfer Operations</u>" to review the uploaded data. (Note: use the 'Go to Bulk Import" button to return to this page). Click "<u>SUBMIT NOW</u>" to submit the logbook.

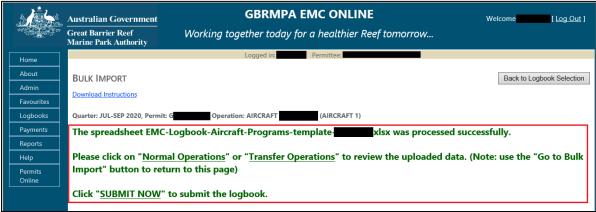


Figure 137 - Screenshot of Bulk Import screen with a red box around message 'The spreadsheet [file\_name.xls] was processed successfully'. Please Click on "<u>Normal Operations</u>" or <u>Transfer Operations</u>" to review the uploaded data. (Note: use the 'Go to Bulk Import" button to return to this page). Click "<u>SUBMIT NOW</u>" to submit the logbook.

## 7.13. Check uploaded data

Following a successful upload options for reviewing Normal and/or Transfer passengers will appear via links. A submit now link will also appear. Select the desired link to check over or submit the uploaded information.

	Australian Government	GBRMPA EMC ONLINE	Welcome [ Log Out ]								
2499 TO 10 State	Great Barrier Reef Marine Park Authority	Working together today for a healthier Reef tomorrow									
Home		Logged in: Permittee:									
About	P										
Admin	BULK IMPORT		Back to Logbook Selection								
Favourites	Download Instructions										
Logbooks	Quarter: JUL-SEP 2020, Permit:	G Operation: AIRCRAFT (AIRCRAFT 1)									
Payments	The spreadsheet EMC-Logbook-Aircraft-Programs-template-										
Reports			,								
Help	Please click on "Norma	al Operations" or " <u>Transfer Operations</u> " to review the uploaded data	. (Note: use the "Go to Bulk								
Permits Online	Import" button to retu	rn to this page)									
	Click " <u>SUBMIT NOW</u> "	to submit the logbook.									
	Review uploaded data:	Normal Operations Transfer Passengers									
	Submit uploaded data:	SUBMIT NOW									
	-	tion" button to repeat upload for any other operation.	The second s								

Figure 138 - Screenshot of Bulk Import screen with red circles around links for Normal Operations, Transfer Operations and Submit Now

The logbook data can also be checked by selecting the Back to Logbook Selection button.



Figure 139 - Screenshot of Bulk Import screen with a red circle around the Back to Logbook Selection button

Once on the Logbook Selection screen appears, select Normal Operations or Transfer Operations for the desired operation to double check the data has loaded correctly.

Quarter	Permit	Expiry Date	Logbook Type	Operation	Status			
JUL-SEP 2020	G20	14/08/2030	Aviation	Aircraft (Aircraft 1)	Not Submitted Submit Now	Normal Operations	Transfer Passengers	<u>Upload</u> Logbook

Figure 140 - Screenshot of Logbook selection screen with red circles around links for Normal Operations and Transfer Operations

Once the log book is opened, to make any edits to uploaded data, click on the edit icon to the right of the data is make the change as required, and then click Save.

#### Figure 141 - Screenshot of edit icon

								$\frown$
20 Aug	1	Bobby 88 (BBQX45)	6		1	1	Coral Sea Marina (23)	2
							Bauer Bay (South Molle Island) (43)	

Figure 142 - Screenshot of logbook data with a red circle around the Edit icon

To remove any uploaded data, click on the delete icon to the right of the data K then a dialogue box will appear to confirm deletion. Click on OK/Cancel as required. After making any changes, click on Refresh button and recheck data.

Confirm Deletion	
Confirm Deletion of Logbook Entry	
Date: 21 Aug	
Vehicle: Bobby 88 (BBQX45)	
OK Cancel	

Figure 144 - Screenshot of Confirm Deletion pop up window displaying the date, vehicle name and an OK button and a Cancel button

### 7.14. Submit uploaded data

If you are happy with the data, either click on Back to Logbook Selection button or click on Go to Bulk Import button then click on the Submit Now button for that operation. This will complete the EMC logbook obligation process for that operation. Repeat the process for any other operations.

### 7.15. Part Quarter Data Upload

If you prefer to upload your data monthly instead of quarterly, the upload process does accommodate this approach but DO NOT submit uploaded data until quarters end.

### Tip:

Download the relevant template (Vessel/Aircraft/Bareboat) refer to chapter <u>7.6</u> above.

When saving the document to your personal computer use a naming protocol that reflects the operation and month e.g.

- VIN0888-EMC-Jan 2021
- VIN0888-EMC-Feb 2021
- VIN0888-EMC-Mar 2021
- Flyaway-EMC-Apr -2021
- Flyaway-EMC-May-2021
- Flyaway-EMC-Jun-2021

To upload the spreadsheet follow the process outlined in chapter  $\frac{7}{12}$  to  $\frac{7.12}{12}$  above but . DO NOT submit data until after the final month of the quarter.

If the logbook is submitted mid quarter by mistake, please contact EMC hotline (07) 4750 0837 or <u>emc@gbrmpa.gov.au</u> so that the logbook can be changed to pending allowing you to continue to add data for that quarter.

### 7.16. Upload Troubleshooting

### 7.16.1. What if I get an error message?

When uploading a logbook and an error message displays, you will need to amend the information in the spreadsheet you are trying to upload. Please refer to the next section Upload validation messages for help with error messages.

### 7.16.2. Upload validation messages

When you upload your data and it is not successful, an error message will display indicating the Row Number and/or Column Name to be corrected in your spreadsheet. You will need to open the spreadsheet and correct the information, save the file and close the spreadsheet. Repeat the upload process as outlined in Section <u>7.10</u> above. If further edits are required repeat the process until the upload is successful. Some error message examples are shown below.

## 7.16.3. Vessel error

An example of this is in the screen shot below. The system has indicated that row 6 Vessel Name is not recognised.

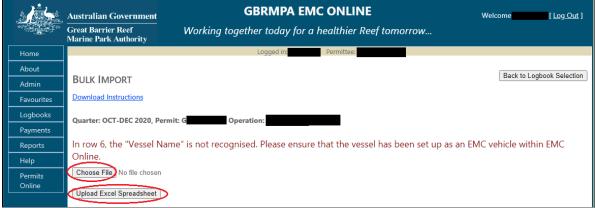


Figure 145 - Screenshot of Bulk Import screen with a red circle around the Choose file and Upload Excel Spreadsheet buttons

Go to the spreadsheet and check row 6, Vessel Name. In the example, 'Jolly Roger88' has been entered incorrectly into the spreadsheet. This is due to EMC Online having Jolly Roger 88 as the vehicle name in the favourites. Incorrect names, numbers and spacing will cause errors to occur, please ensure you use what is saved in the vehicle favourites in EMC Online.

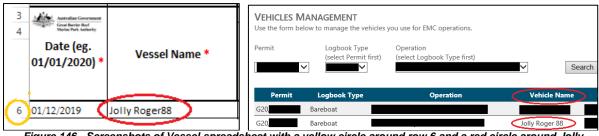


Figure 146 - Screenshots of Vessel spreadsheet with a yellow circle around row 6 and a red circle around Jolly Roger88

Figure 147 - Screenshots of Vehicles Management screen with red circles around Jolly Roger88, Jolly Roger 88 and Vehicle name column

# 7.16.4. Date error

In row 6, the trip date is not valid for quarter. Please enter a Trip Date between 01/01/2020 and 31/03/2020 before trying again. *Figure 148 - Screenshots of system Error / Validation message for Date field error* 

An error message will appear if the date is outside the EMC quarter. If you have a trip that is at the end of one month and the beginning of the next month they may cross over two EMC quarters e.g. six day fishing charter 28 June to 3 July (EMC quarter is Apr-Jun and July-Sept). In this case you should add the 1-3 July data to a new spreadsheet for the July-Sept quarter.

An error message will appear if your permit has undergone a continuation process in a quarter. The data will need to be entered against both permit operations to reflect the end of the old permit and the beginning of the new permit e.g.

 Permit G06/14820.1 finished (old) on 20 May – EMC data should be entered 1 April to 20 May inclusive.  Permit G20/34316.1 commenced (new) on 21 May - EMC data should be entered 21 May to 30 June inclusive.

An error message will appear if a row has a date in column A and no other data on that line. If you did not conduct a trip on a given day do not add the date to the spreadsheet.

An example is in the below screenshot, where 2 dates have no data. Remove the dates 03/07/2020 and 04/07/2020.

3 4	Antralias Government Gover Barle Reef Marine Park Antralia				PASSENGER			Exem	ptions			
5	Date (eg. 01/01/2020) *	Vessel Name *	Full Day passenger numbers	Part Day passenger numbers	Non-Tourist Charge passenger numbers	GBB* SS* ONLY passenger numbers	FOC*	Prev. Paid	> 3 Day	Reason for Part Day EMC	Reef ID, Bay Name or mooring MRN	
6	01/07/2020	Flyaway	10				8				Cairns (72)	
7	02/07/2020	Flyaway		8						Leaving the Marine Park before 6am	Manta Ray Bay (405)	
8	03/07/2020											
9	04/07/2020											
10	05/07/2020	Flyaway	7								Funnel Bay (211)	
11	06/07/2020	Flyaway	8				1				Radical Bay (510)	
12	07/07/2020	Flyaway	9								Whitehaven Beach (South only) (640)	

Figure 149 - Screenshot of logbook spreadsheet with blank details for Vessel Name and other fields for row 8 and 9 of the logbook, which will produce an error message upon upload

Please Note: You cannot insert or delete rows in the spreadsheet. The system can accept full blank rows.

The below screenshot is an example of the blank lines where dates have been taken out of the spreadsheet for 03/07/2020 and 04/07/2020.

3	Australian Gournmant Gene Berker Ref Gene Berker Ref		PASSENGER NUMBERS *						ations			
5	Date (eg. 01/01/2020) *	Vessel Name *	Full Day passenger numbers	Part Day passenger numbers	Non-Tourist Charge passenger numbers	GBB* SS* ONLY passenger numbers	FOC*	Prev. Paid	> 3 Day	Reason for Part Day EMC	Reef ID, Bay Name or mooring MRN <sup>1</sup>	
6	01/07/2020	Flyaway	10				8				Cairns (72)	
7	02/07/2020	Flyaway		8						Leaving the Marine Park before 6am	Manta Ray Bay (405)	
8												
9												
10	05/07/2020	Flyaway	7								Funnel Bay (211)	
11	06/07/2020	Flyaway	8				1				Radical Bay (510)	
12	07/07/2020	Flyaway	9								Whitehaven Beach (South only) (640)	

Figure 150 - Screenshot of the dates taken out of the spreadsheet and leaving full blank lines

### 7.16.5. Location error

In row 22, the "Reef ID, Bay Name or mooring MRN" in Column G is not recognised. Please correct it before trying again. Figure 151 - Screenshot of system Error / Validation message for location error

An error message will appear if a location is incorrect. For more information on trouble shooting;

- Refer to "Trouble Shooting Location" tab in spreadsheet template
- Refer to "Trouble Shooting Part Day" tab in spreadsheet template
- Refer to "Location List" and/or "Common Bareboat Locations" tab in spreadsheet template
  - Search a location shortcut "Ctrl + F"
  - Copy a location shortcut "Ctrl + C"
  - Paste the location into the Logbook data tab shortcut "Ctrl + V"

**Please Note:** Moorings and Public moorings are also locations – if your trip is to a mooring it should be recorded as such in your EMC trip data. Search "Location List" and copy that location into the "Logbook Data" location field.

For example;

- GM0565 Hook Island
- Public A10-16.604817 Michaelmas Cay.

### 7.16.6. Passenger number error

Row 8 does not have the full details for normal operations (passenger numbers and location) or a transfer (transfer from, transfer to, passenger numbers). Please correct it before trying again.

Figure 152 - Screenshot of system Error / Validation message for passenger numbers error

An error message will appear if passenger numbers are missing from a row where a date and vehicle have been added. For more information on trouble shooting;

- Refer to "Information Sheet" tab in spreadsheet template
- Refer to "Trouble Shooting Part Day" tab in spreadsheet template

### 7.17. Submit Nil Returns for Current Quarter

Charging returns must be submitted for operations even if you did not operate during the relevant quarter. If you did not operate during a quarter, a Nil Return must be submitted for each operation under which there was no activity.

When you did operate because you have hired your vessel to another permittee who is conducting their own tourist program under their own permit, a Nil Return must be submitted. The other permittee is required to collect any EMC and submit their returns.

If you wish to submit a nil return for a current quarter click the View or Edit EMC Logbooks under the Logbook tab in the navigation section of EMC Online.

Home	Logged in:
About	LOGBOOK SELECTION
Admin	Use the form below to select a logbook.
Favourites	Quart <u>er</u> Status
Logbooks	View or Edit EMC Logbooks
Payments	Submit NIL Returns for Future Quarters
Reports	Permit     Logbook Type (select Permit first)     0       All     All     Image: Comparison of the second sec
Help	Please Note: You are still required to submit your logbooks for all 2020 Quarter
Permits Online	

Figure 153 - Screenshot of Logbook Selection screen with a red circle around the View or Edit EMC Logbooks in the navigation menu

If you are confident that you will have Nil Return for the quarter, click the Submit Nil Return link.

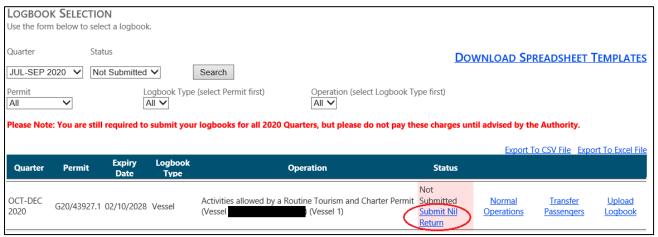


Figure 154 - Screenshot of Logbook Selection screen a red circle around the status Submit Nil Return link

You will be presented with a declaration screen, please take time to read this before proceeding. Once you have submitted your logbook you will not be able to change any of the information entered. If you do wish to change any of the information please contact the EMC team on (07) 4750 0837 or email <u>emc@gbrmpa.gov.au</u>.

# Please confirm that the data you have entered is correct before submitting your logbook.



Figure 155 - Screenshot of Please confirm logbook and charge summary return submission pop up window with a red circle around the Submit button

### 7.18. Submit Nil Returns for Future Quarters

You may wish to enter nil returns for future quarters, you can do this for up to a year in advance. To access these Returns, click the Submit NIL Returns for Future Quarters under Log Books tab in the navigation section of EMC Online.

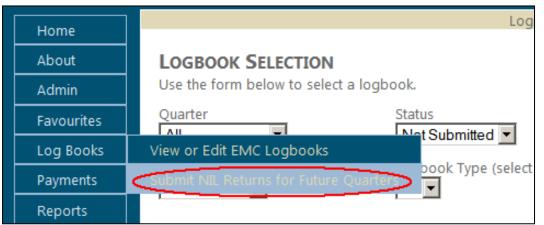


Figure 156 - Screenshot of Logbook Selection screen with a red circle around the Submit Nil Returns for Future Quarters in the navigation menu

By default the search will appear as 'all' in the permit, logbook type and operation dropdown boxes and the subsequent quarter in Quarter. If you wish to refine this search change the parameters by using the dropdown boxes. The records that match your search (which is performed when you click the *Search* button) are displayed on the following search page. In effect, the search "filters" the results so that you can only see those results that match your search term.

Try a search by following these steps:

- 1. Click drop down and select quarter (e.g. JAN-MAR 2011).
- 2. Click drop down and select permit.
- 3. Click drop down and select logbook (e.g. Vessel).
- 4. Click drop down and select operation (e.g. Standard Vessel Operation (VIN 123).
- 5. Click Search.

<b>NIL RETURNS FOR FUTURE</b> Use the form below to submit a N	<b>QUARTERS</b> il Return for a logbook in a future qua	arter.	
Quarter	Search		
Permit G11/34560.1	Logbook Type (select Permit first) Vessel 💽		Operation (select Logbook Type first) Standard Vessel Operation for (VIN 123)
Quarter Permit	Logbook Type	Operation	
			A =

Figure 157 - Screenshot Submit Nil Returns for Future Quarters screen with red circles around the drop list arrows and a red circle around the Search button

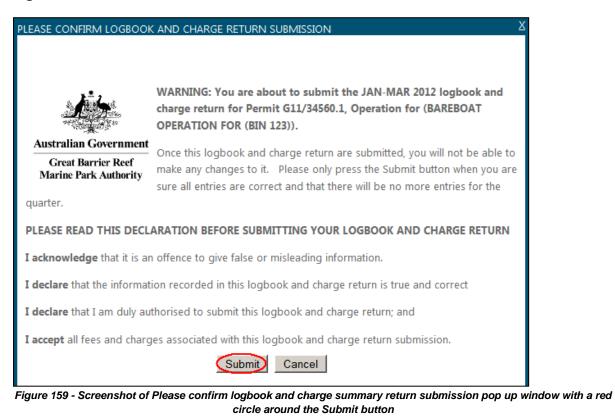
If you are confident that you will have Nil Returns for the future quarter/s, click the Not Submit Now icon.

Jse the form below to submi	t a Nil Return for a l	ogbook in a future quarter.	
Quarter OCT-DEC 2020 🗸	Search	]	
Permit All V	Logbook T All 🗸	ype (select Permit first) Operation (select Logbook Type first)	
Quarter Permit	Logbook Type	Operation	Status
OCT-DEC 2020 G20	Vessel	Activities allowed by a Routine Tourism and Charter Permit	Not Submitted Submit Now
OCT-DEC 2020 G20,	Bareboat	Bareboat (Vessel 1)	Not Submittee Submit Now

Figure 158 - Screenshot of Logbook Selection screen a red circle around the status Submit Now link

You will be presented with a declaration screen, please take time to read this before proceeding. Once you have submitted your logbook you will not be able to change any of the information entered. If you do wish to change any of the information please contact the EMC team on (07) 4750 0837 or email emc@gbrmpa.gov.au.

# Please confirm that the data you have entered is correct before submitting your logbook.



# 8. Payments

At the end of each quarter, payment must be made for your EMC obligations and you have the following month to collate your logbooks and charging returns and submit payment to the GBRMPA.

You may make EMC payments by BPAY, BPOINT, credit card, direct deposits or internet banking.

The due dates are:

Dates of Quarters	Due Dates
1 January to 31 March	30 April
1 April to 30 June	31 July
1 July to 30 September	31 October
1 October to 31 December	31 January

Figure 160 - Screenshot of table with information for Dates of Quarters and Due Dates

# 8.1. View or make EMC payments

To view or make payments, click the View/ Make EMC Payments button in the Payments navigation section of EMC Online. If you have any outstanding or current payments you will be presented with the following screen. Note that payments from all outstanding quarters have to be paid (indicated in red 'Past Due'), any future payments can be deselected if you do not wish to pay by using the tick box to unselect the payment item.

EMC Payment - Select Outstanding Charges <b>EMC PAYMENT - SELECT OUTSTANDING CHARGES - TOTAL CHARGES SELECTED \$354.00</b> Please select the charges you wish to pay.										
Pay Charge	Amount	Due Date	Charge Type	Permit	Operation	Quarter				
Past Due	\$46.00	25 Aug 2011	EMC	G11/34560.1	Standard Aircraft Operation for (AIN 123)	JUL-SEP 2011				
Ø	\$308.00	05 Oct 2011	EMC	G11/34560.1	Standard Vessel Operation for (VIN 123)	OCT-DEC 2010				
TOTAL	\$354.00									
Next Step Cancel										

Figure 161 - Screenshot of EMC Payment – Select Outstanding Charges pop up window with red circles around Past Due and Pay Charge Tick box field

Once you have selected the payments that you wish to make, click the Next Step button. If you make a mistake or change your mind click the Previous Step Button. The page will refresh and you can reselect the payments that you wish to pay.

		- SELECT O ges you wish to Due Date		NDING CHA	Operation	D \$354.00 Quarter
Past Due	\$46.00	25 Aug 2011		G11/34560.1	Standard Aircraft Operation for (AIN 123)	JUL-SEP 2011
	\$308.00	05 Oct 2011	EMC	G11/34560.1	Standard Vessel Operation for (VIN 123)	OCT-DEC 2010
TOTAL	\$354.00					

Figure 162 - Screenshot of EMC Payment – Select Outstanding Charges pop up window with red circle around the Next Step button

The default payment method is 'BPAY' and today's date will be shown. If you wish to change these options click the dropdown list next to Payment Method or the calendar icon as shown below.

Please confirm that the Reference number provided on the payment screen matches that which has been provided to you by GBRMPA. This reference number helps us to determine where to allocate money paid to us and if possible should be included as your reference number for any payments made to us. If you are unsure about this please contact the EMC Team on (07) 4750 0837 or email emc@gbrmpa.gov.au.

EMC Payment - Select Payment Method		X								
EMC PAYMENT - SELECT PAYMENT METHOD - TOTAL CHARGES SELECTED \$148.50 Please enter how you wish to make the payment.										
Payment Method:	BPay 🕞									
Expected Payment Date:	11/01/2012									
allocate monies to the charge(s) you have i	<b>Note: This is an intention to pay only</b> . This information will be used by GBRMPA when you make your payment to allocate monies to the charge(s) you have nominated. If you have any questions regarding your EMC obligations and payments then please ring GBRMPA on <b>07 4750 0837</b> during business hours.									
Please use your banking institution to make Pay By: <b>BPay</b> Biller Code: <b>131292</b> BPay Reference: <b>7870931529</b> For the Amount: <b>\$148.50</b>	e a BPay payment to The Great Barrier Reef Marine Park Authority, quoting	j:								
	vious Step Next Step Cance									

Figure 163 - Screenshot of EMC Payment – Select Payment Method window with a red circle around the Payment Method drop list arrow and a red circle around the Bpay Reference number

Once you have filled in all relative fields and you are confident that all information is correct click the Next Step button.



Figure 164 - Screenshot of EMC Payment – Select Payment Method window with a red circle around the Next Step button

You will be presented with a confirmation screen as presented below, please take time to read this before proceeding. Once you make payment you will not be able to change any of the information entered. To make payment click the Make Credit Card Payment Now button. If you believe that a mistake has been made, please contact the EMC team as soon as possible. You may print your EMC payment confirmation by clicking the Print Details.

C Credit Card Payme						
	D DAVIA			Tot		- ¢1 - 1- 1-
ease confirm your cr			INFIRMATIC	N - 101	AL CHARGES SELECTE	D \$1,212.45
Amount	Due Date	Charge Type	Permit	Operatio	n	Quarter
\$224.00	31 Oct 2011	EMC	G11/34560.1	Bareboat	Operation for (BIN 123)	JUL-SEP 2011
\$516.30	31 Oct 2011	EMC	G11/34560.1	Standard	Vessel Operation for (VIN 12	23) JUL-SEP 2011
\$472.15	31 Jan 2012	EMC	G11/34560.1	Standard	Aircraft Operation for (AIN 1	23) OCT-DEC 2011
OTAL \$1,212.45						
a the last		Not	e: Pavments l	bv Credit (	ard attract a 2% surcharge	2.
		Name on Credit Card:			GBRMPA	
STORE OF ST			dit Card Numb	er:	****************1235	
Australian Governm	ent	Exp			01/2011	
Great Barrier Reef			urity Code: ount (Inc. 2% S	urchargo):	123	
Marine Park Authori	ty	Ann	Junic (Inc. 270-3	ur charge).	\$1,230.70	
	Previo	us Step	Make Cre	dit Card P	ayment Now	Cancel
				an oara i a		

### 8.2. Intention to pay

An intention to pay is not a payment; it is instruction on how you're going to pay the Authority and how to allocate EMC monies. An intention to pay is generated through BPAY, BPOINT, credit card, direct deposits or internet banking.

EMC Payment - Select Payment Method	<u>×</u>								
<b>EMC PAYMENT - SELECT PAYMENT METHOD - TOTAL CHARGES SELECTED \$354.00</b> Please enter how you wish to make the payment.									
Payment Method:	BPay								
Expected Payment Date:	06/10/2011								
	is information will be used by GBRMPA when you make your payment to cominated. If you have any questions regarding your EMC obligations and <b>4750 0837</b> during business hours.								
Please use your banking institution to make Pay By: <b>BPay</b> Biller Code: <b>131292</b> BPay Reference: <b>7870975377</b> For the Amount: <b>\$354.00</b>	a BPay payment to The Great Barrier Reef Marine Park Authority, quoting:								
Prev	vious Step Cancel								

Figure 166 - Screenshot of EMC Payment – Select Payment Method window with a red box around the Note, This is an intention to pay only information message

Please note that you need to pay your EMC obligations by the due date. If you have submitted an intention to pay it will appear as a Payment Pledge (as shown below) until your payment has been received by the Authority.

PAYMENTS MANAGEMENT Use the form below to view and make GBRMPA EMC payments, or to let GBRMPA know of your intention to make a payment.										
From 01/07/2011	то 31/12/2011	I	Search				- 1-1			
					Export To CSV File	Export To	Excel File			
Action	Date	Amount	Payment Method	Details			+			
Payment Pledge	05 Oct 2011	\$354.00	BPAY	Not Yet Re	eceived	A	×			
Figure 167 - Scree	nshot of Payments M	lanagement scre	en with a red circle arou	nd Payment Pledge	in the Action					

Figure 167 - Screenshot of Payments Management screen with a red circle around Payment Pledge in the Action column

### 8.3. View Past Payments

To view past payments click the binocular icon, as shown below.

PAYMENTS MANAGEMENT Use the form below to view and make GBRMPA EMC payments, or to let GBRMPA know of your intention to make a payment.					
From 01/07/2011	To 31/12/2011		Search		
				Export To C	SV File Export To Excel File
Action	Date	Amount	Payment Method	Details	+
Payment Pledge	05 Oct 2011	\$354.00	BPAY	Not Yet Received	(M) ×

Figure 168 - Screenshot of Payments Management screen with a red circle around binocular icon

# 9. Reports

EMC Online provides Quarterly and Yearly Activity Reports that provide information on activity and payments. These reports can be viewed in detail or summary.

# 9.1. Quarterly/Yearly Activity Reports

You can access Quarterly and Yearly Activity Reports by clicking on the Reports tab in the navigation section of EMC Online.

Home			Logged in: Test Test Permittee: S	AILABOUT REEF CHARTERS	
About	QUARTERLY ACTIVITY REPORT				
Admin	Type of Report Quarter	Permit	Operation		
Favourites	Summary 🔽 JAN-MAR 2012 💌	All Permits	All Operations	Show Report	
Logbooks		G11/34560.1	<u> </u>	Export Report to PDF	
Payments					
Reports	Quarterly Activity Report			V	
	Yearly Activity Report				

Figure 169 - Screenshot of Quarterly Activity Report screen with a red circle around Quarterly Activity Report and Yearly Activity Report icons in the navigation menu

## 9.2. Summary Report

Summary reports contain brief information about your Quarterly and Yearly activity for all permits, all operations and includes passenger numbers for all EMC applicable passenger types. These reports also produce a table displaying payments made and payments outstanding and a graph comparing EMC passengers by quarter and by month.

# 9.3. How to view your summary report

Quarterly and Yearly Activity Reports allow you to select particular parameters, including permit number and operation type. The records that match your search, which is performed when you click the Show Report button, are displayed in the report. Records that do not match your search will not be displayed. In effect, the search "filters" the report results so that you can only see those records that match your search term.

Try a search by following these steps:

- 1. Click the drop down and select summary report.
- 2. Click the drop down and select quarter (e.g. JUL-SEPT 2011) or year (e.g. 2011).
- 3. Tick an individual permit number or if you would like to see results for all permits tick All permits.
- 4. Tick an individual operation or if you would like to see results for all operations tick All operations.

Once you have finished selecting your report parameters click the Show Report button to generate the report results.



Figure 170 - Screenshot of screen Quarterly Activity Report screen with a red circle around Show Report button

### 9.4. Detail Report

The detailed report is similar to the summary report; however it includes information on vehicles used, date, number of passengers and locations visited. A detailed report basically provides you with a copy of your entire logbook including related monetary values.

### 9.5. How to view your detail report

Detailed Quarterly and Yearly Activity Reports allow you to select particular parameters including permit number and operation type. The records that match your search, which is performed when you click the Show Report button, are displayed in the report. Records that do not match your search will not be displayed. In effect, the search "filters" the report results so that you can only see those records that match your search term.

Try a search by following these steps:

- 1. Click the drop down and select detail report.
- 2. Click the drop down and select quarter (e.g. JAN-MAR 2012) or year (e.g. 2011).
- 3. Tick an individual permit number or if you would like to see results for all permits tick All permits.
- 4. Tick an individual operation or if you would like to see results for all operations tick All operations.

Once you have finished selecting your report parameters click the Show Report button to generate the report results.

QUARTERLY ACTIVITY REPORT					
Type of Report Quarter           Detail         Image: Additional state of the state of	Permit ☑ All Permits ☑ G11/34560.1	Operation All Operatio	ins ×	Export Report to PDF	

Figure 171 - Screenshot of screen Quarterly Activity Report screen with a red circle around Show Report button

# 9.6. How to download your report

To download your report results click the Export Report to PDF button. Your report will be displayed in Adobe Reader.

QUARTERLY ACTIVITY REPO	RT		
Type of Report Quarter Summary ♥ JUL-SEP 2020 ♥	Permit All Permits G G G G G G	Operation <ul> <li>All Operations</li> </ul>	Show Report Export Report to PDF

Figure 172 - Screenshot of Quarterly Activity Report screen with a red circle around the Export Report to PDF button



Photograph by W. Craik

Comments and questions regarding this document are welcome and should be addressed to:

Great Barrier Reef Marine Park Authority 280 Flinders Street (PO Box 1379) Townsville QLD 4810, Australia Phone: (07) 4750 0700 Email: <u>info@gbrmpa.gov.au</u> www.gbrmpa.gov.au

Support for the use of EMC Online can be obtained from Great Barrier Reef Marine Park Authority (GBRMPA), Environmental Management Charge (EMC) Unit:

EMC Online Hotline Email (07) 4750 0837 emc@gbrmpa.gov.au