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# WATIX IOS MOBILE APPLICATION USER GUIDE

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# Introduction

The WaTix iOS app is a Washington Department of Fish and Wildlife (WDFW) application that allows users to complete mandatory electronic fish ticket reporting requirements, [WAC 220-352-035](#), [WAC 220-352-305](#), [WAC 220-352-060](#), and [WAC 220-352-140](#).

## Background

Electronic catch reporting is now mandatory for some Coastal and Puget Sound commercial shellfish fisheries including deliveries of Dungeness crab, ocean pink shrimp, pink shrimp, coonstripe shrimp, sidestripe shrimp, or spot shrimp into Washington ports.

Mandatory electronic reporting streamlines the reporting process and reduces the time between landings and when catch information is available to managers. This reduced reporting time allows managers to be more responsive to adjustments that may be needed to meet harvest sharing agreements with tribal co-managers. A program that allows a licensed fish dealer to use electronic fish tickets on a voluntary basis has been in place since 2018 for coastal dealers and has allowed interested dealers to become familiar with electronic reporting tools.

WaTix allows small dealers that may not have access to a computer at the time of delivery to complete an electronic fish ticket using a cell phone or tablet. The electronic fish ticket reporting requirements are also beneficial to participants and shellfish dealers because it eliminates the burden of multiple reporting requirements including submitting paper fish receiving tickets to WDFW and quick reporting where required, instead the participants and shellfish dealers can submit the same information electronically.

Each user will be able to:

- Meet requirements of [WAC 220-352-035](#), [WAC 220-352-305](#), [WAC 220-352-060](#), and [WAC 220-352-140](#) requiring electronic fish ticket reporting.
- Electronically submit, sign, and void tickets using the mobile application.
- Verify identity of the fisher by SMS two-step verification.
- Filter tickets by status: Draft, Submitted and Voided.
- Search existing tickets by any parameter included in the ticket entry.
  - Fish ticket number, version, landing date, submit date, status, port, vessel, price, fisher, buyer, ticket type, and more.
- View submitted tickets list and receive email copies of transactions.
- View tickets of authorized users associated with their account.
- Track tickets that were created cross-platform via the WaTix web, Android, and iOS apps.

## Prerequisites for using the WaTix application

1. You must have a SecureAccess Washington (SAW) account.
  - a. Go to [SecureAccess Washington](#) and select Sign Up.
  - b. Enter your personal information in the fields provided.
  - c. Create a username and password and click Create my account.
  - d. You will see an on-screen message to check your email for an activation link from SecureAccess Washington.
  - e. Go to your email inbox, open the message, and click the link to activate your new account. This link takes you back to SecureAccess Washington.
  - f. Enter the Username and Password you created in Step c above and click Submit.
  
2. You must register with Washington Department of Fish and Wildlife.
  - a. Email [watixtesting@dfw.wa.gov](mailto:watixtesting@dfw.wa.gov) to register to use the WaTix application.
  - b. You will need to provide first/last name, company name, dealer license number, phone number, and SAW email address.
  
3. You must have an Apple ID
  - a. Follow the instructions from Apple on creating an Apple ID at <https://support.apple.com/en-us/HT204316>

## Device Compatibility

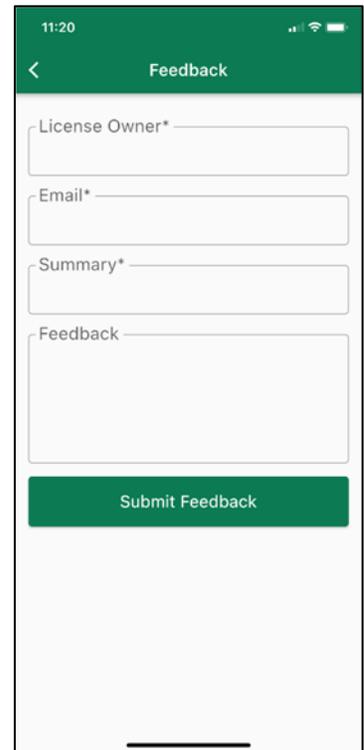
- All iOS/iPadOS devices running 11.0+

## Help, Questions, Concerns

- For questions, please first review the reference materials at <https://wdfw.wa.gov/fishing/commercial/wa-tix>. You may also contact our support team directly by email at [watixsupport@dfw.wa.gov](mailto:watixsupport@dfw.wa.gov).

## Reporting an Issue

- Select “feedback” on the menu options to send a message to the WaTix support team. Upon submission your device details will be captured for the developers to troubleshoot your situation.



The screenshot shows a mobile application interface for submitting feedback. At the top, the status bar displays the time 11:20 and signal strength. The app header is green with a white back arrow and the text "Feedback". Below the header are four input fields: "License Owner\*", "Email\*", "Summary\*", and "Feedback". Each field has a small asterisk indicating it is required. The "Feedback" field is a larger text area. At the bottom of the form is a green button with the text "Submit Feedback".

# Installation, Updates, and Communication

## Installation

- Tap on the public link using your iOS device: <https://apps.apple.com/us/app/watix/id1540998819>
- You will need an apple ID to download the WaTix iOS application.

## Managing Automatic Updates

Once installed you'll be prompted to turn on automatic updates. This allows the latest available WaTix builds to install automatically. Automatic updates can be turned off at any time.

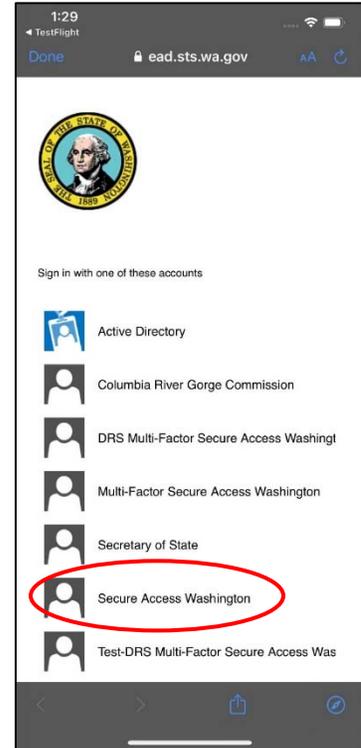
## Giving Feedback

While using WaTix, you can send the WaTix developers feedback about issues you experience or make suggestions for improvements. Feedback can be provided directly through the application or via email

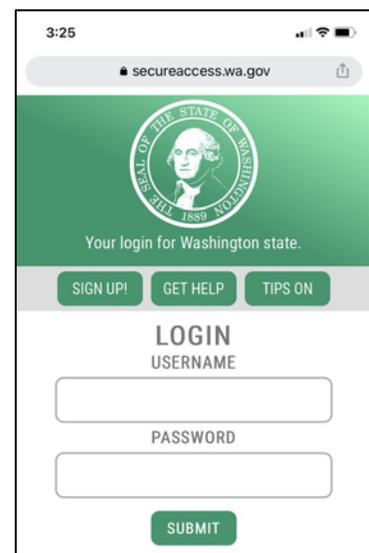
## Logging In

1. Open the WATIX App.
2. Select "Sign In"
3. Select "Secure Access Washington"

You will be redirected to the Secure Access Washington website and prompted to sign in.



4. Log in with your Secure Access Washington (SAW) credentials



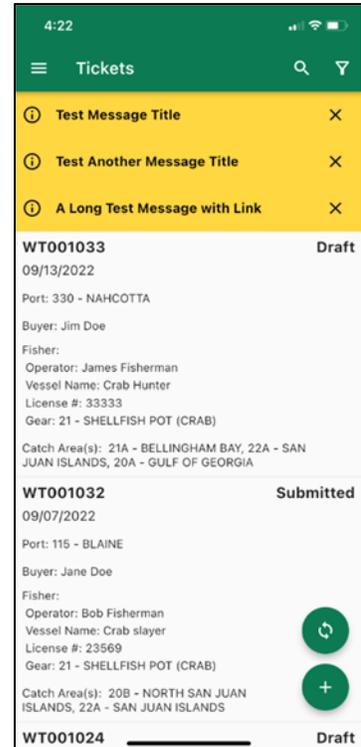
5. Select “Allow Access” to continue to the WATIX application.



## Home Screen

From the home screen you can create a new ticket, search for an existing ticket, filter by status or navigate to the menu items to view your account or settings and send feedback.

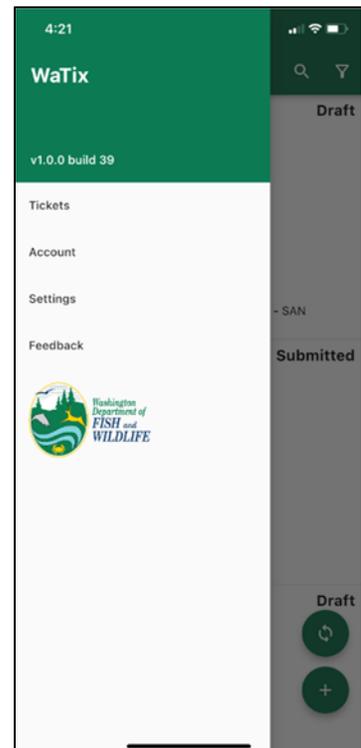
- **Yellow banner** – This is a way for WDFW to provide urgent or emergency messaging to users if applicable. You will see a sample test message here.



## Menu Screen

From the menu screen, you can access options of the application such as account settings, ticket entry settings, and feedback.

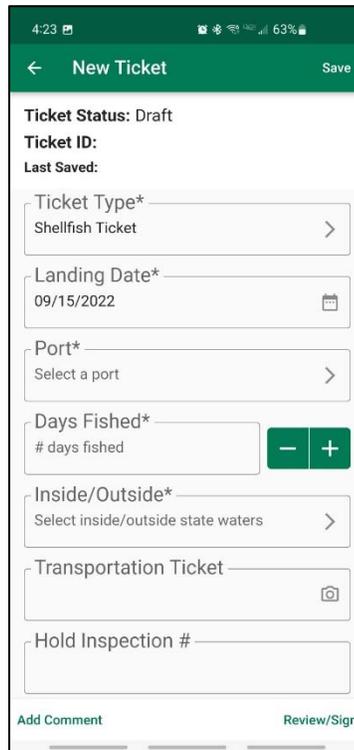
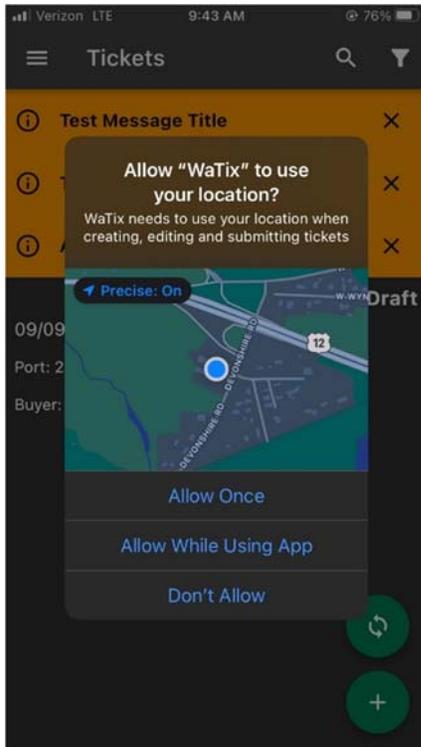
1. **Tickets** – This is your home screen.
2. **Account** – This displays the account you are signed in with. You will be able to sign out and sign in to switch accounts here.
3. **Settings** – You can set preferences for authorized users, buyers, fishers, catch areas, ports, inside/outside options, landing types, gear, and species.
4. **Feedback** – The feedback sent on this form makes it back to developers in real time.



# Creating A New Ticket

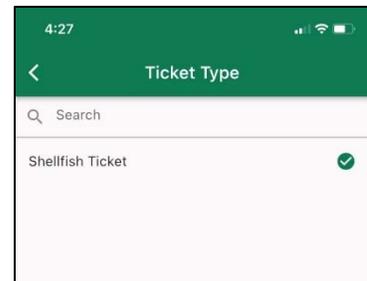
From the home screen click the + button to create a new ticket. Required fields are marked with an asterisk (\*).

**Note** - Geolocation services are required to be turned on when using the app. If you select 'Allow once', you will be prompted to reauthorize them each time you open the app; if you select 'Allow while using app', you will be required to authorize only the first time you use the app.



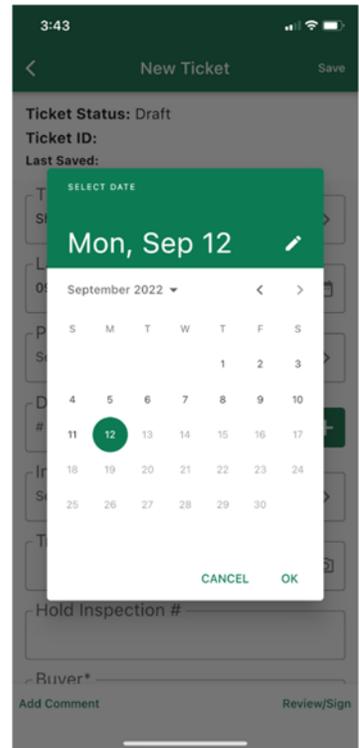
**Ticket Type** - This is a required field.

1. Select Shellfish Ticket.



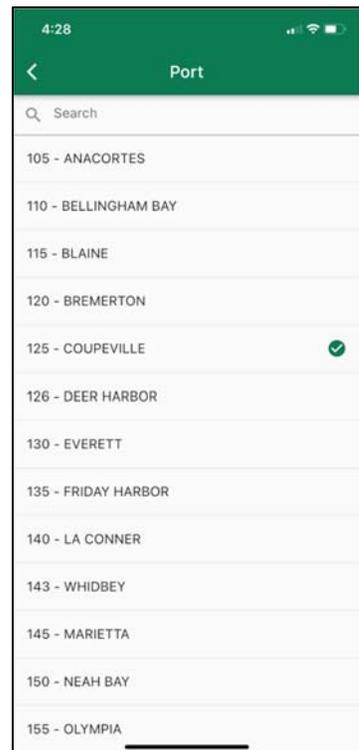
**Date of Landing** – This is a required field.

1. You may select a calendar date in the past or the present date. The date of landing is by default set to the present date.
2. Select a date.
3. Click the ok button to navigate back to the edit ticket screen.



**Port** – This is a required field. See page [33](#) for details on filtering the port list.

1. You can search for port by name or code.
2. Select a port.



**Number of Days Fished** – This is a required field.

1. Type a number manually or tap the + or – to set the number of days fished.

10:09 LTE

< New Ticket Save

**Ticket Status:** Draft  
**Ticket ID:**  
**Last Saved:**

Ticket Type\*  
Shellfish Ticket >

Landing Date\*  
09/14/2022

Port\*  
120 - BREMERTON >

Days Fished\*  
1 - +

Inside/Outside\*  
Select inside/outside state waters >

Transportation Ticket

Hold Inspection #

River\*

Add Comment Review/Sign

**Inside/Outside** - This is a required field. See page [34](#) for details on filtering the inside/outside list.

1. Select one of the presented options for inside/outside state waters.

4:29

< Inside/Outside

Search

1 - Inside State Waters (3 mi. limit)

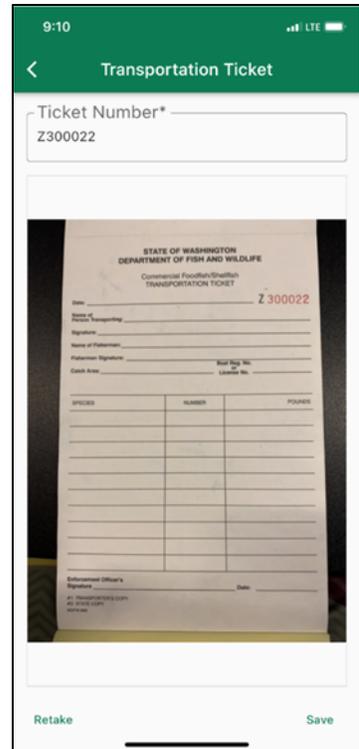
2 - Outside State Waters (3 mi. limit)

3 - Outside Enhancement Zone

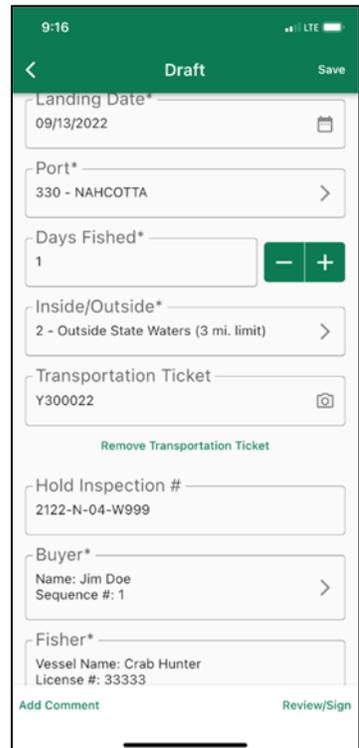
4 - Both Inside & Outside State Waters

**Transportation Ticket Number:** This is an optional field.

1. Enter the complete transportation ticket number including the letter prefix.
2. Click on the Take Photo button to capture an image of the completed transportation ticket
3. Click Save to accept the image and return to the ticket editing screen
  - a. If a new image is needed, click retake and then save once the new image is captured.



4. Click the back arrow to discard edits and return to ticket editing screen if applicable
5. Click remove transportation ticket link to remove transportation ticket if necessary



**Hold Inspection Number:** This is only a required field for the coastal Dungeness crab fishery. During most coastal fishery openings, hold inspection certificate numbers are required to be entered on every fish ticket until a specific date. Please check the current season rules for details.

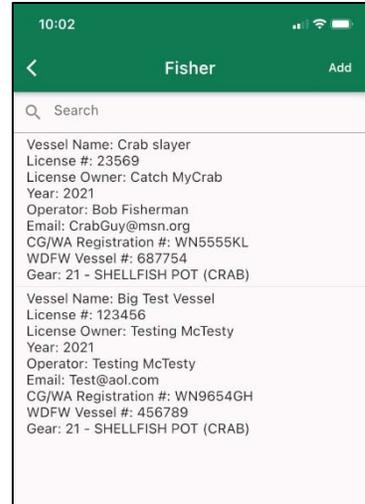
1. Enter hold inspection certificate number **exactly** as it appears on the inspection certificate

**Buyer** – This is a required field. See page [31](#) for detailed instructions on adding a buyer

1. Select the Buyer field.
2. Select a buyer from the list or add a new buyer by clicking add.
  - a. Buyer name and buyer sequence number are required when adding new buyers.
  - b. Click 'Save' to add the new buyer to the list
  - c. Click Save and then select a buyer from the menu

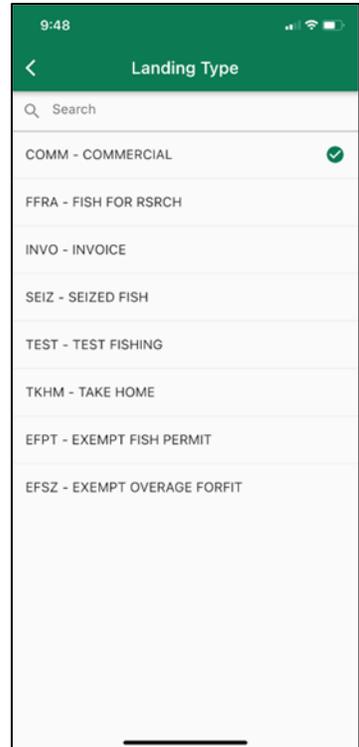
**Fisher** – This is a required field. See page [32](#) for detailed instructions on adding a fisher.

1. Select the Fisher field.
2. Select a fisher from the list or add a new fisher by clicking add.
  - a. Vessel name, operator, email, mobile phone, WDFW Vessel Number, Coast Guard or Washington Registration Number, Gear, License Owner, License Number and License Year are required fields when adding a fisher.
  - b. Click Save and then select a fisher from the menu



**Landing Type** – This is a required field. See page [34](#) for details on filtering the landing type list.

1. Select the landing type field to add a landing type from the available dropdown selections.



**Gear** – This is a required field. See page [35](#) for details on filtering the landing type list.

1. Select the gear type field to add a gear type from the available dropdown selections.

## Add Catch

Catch is required on your ticket. You may add multiple species or landing types as needed.

1. Select the “+” button or the “Tap to Add Catch >” banner to add catch.

3:40

New Ticket Save

Buyer\*

Name: Jim Doe  
Sequence #: 1

Fisher\*

Vessel Name: Crab slayer  
License #: 23569  
License Owner: Catch MyCrab  
Year: 2021  
Operator: Bob Fisherman  
Email: CrabGuy@msn.org  
CG/WA Registration #: WN5555KL  
WDFW Vessel #: 687754  
Gear: 21 - SHELLFISH POT (CRAB)

Landing Type\*

Select a landing type

Gear\*

21 - SHELLFISH POT (CRAB)

Catch +

Tap to Add Catch >

Price Subtotal: \$0.00

Add Comment Review/Sign

2. **Species** – This is a required field. See page [35](#) for details on filtering the species list.
  - o Select the species from the dropdown list or search for a species by name or code.

4:42

Species

Search

529 - OYSTER SEED

531 - SCALLOPS - GENERAL

533 - PACIFIC PINK OR SPINY SCALLOP

541 - OCTOPUS

551 - SQUID

561 - DUNGENESS CRAB

562 - KING CRAB

563 - ROCK CRAB

564 - TANNER CRAB

570 - MISC. SHELLFISH (KRILL, ETC.)

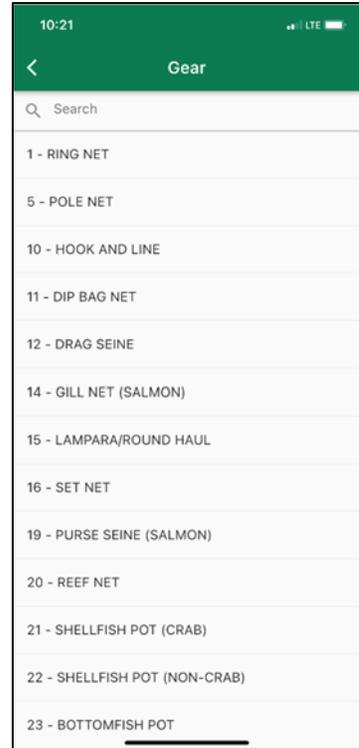
571 - SHRIMP-GEN

572 - COON STP SHRIMP

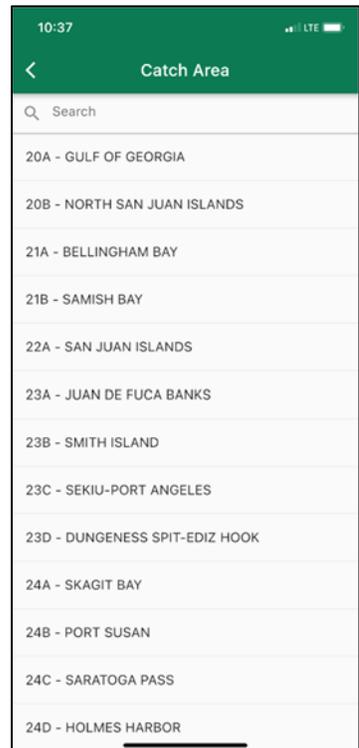
573 - SPOT SHRIMP

3. **Landing Type** – This is a required field and will be prefilled from the field on the main ticket screen.
- Select landing type from the dropdown list or search for a landing type by name or code if necessary

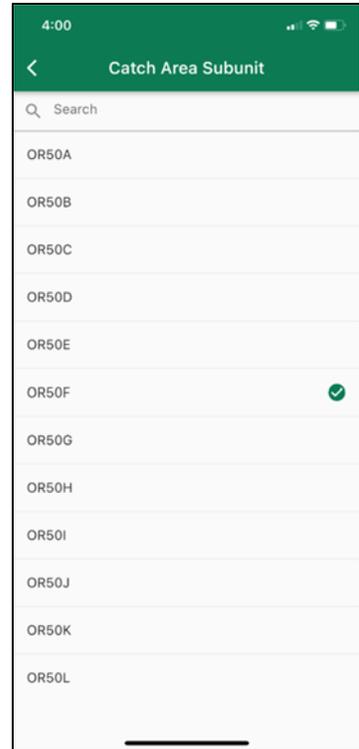
4. **Gear** – This is a required field and will be prefilled from the field on the main ticket screen.
- Select the gear from the dropdown list or search for a gear by name or code if necessary.



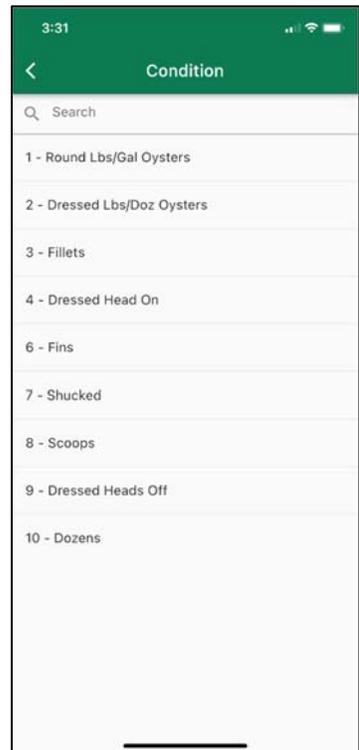
5. **Catch Area** – This is a required field. See page 33 for details on filtering the catch area list.
- Select the catch area from the dropdown list or search for a catch area by name or code.



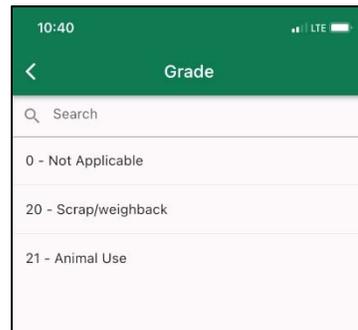
6. **Catch Area Subunit** - This is a conditional field for specific catch areas.
- Subunit options are determined by the species selected.
  - A frozen catch area subunit field indicates there is not an available subunit option for the area and species combination associated with your ticket.
  - Select the subunit catch area from the dropdown list or search for a catch area by name or code if applicable.



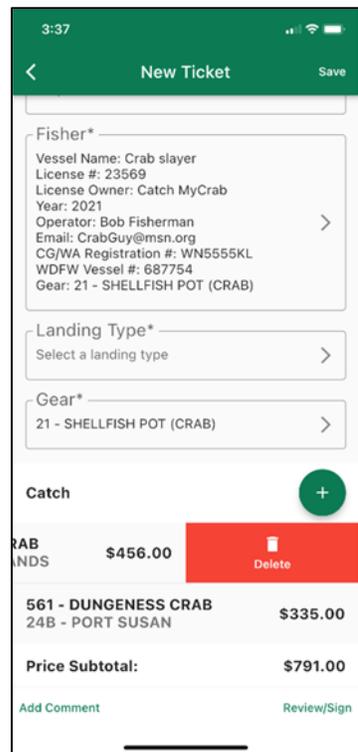
7. **Condition:** This is a required field.
- Select an option from the dropdown menu options.



8. **Grade** - This is a required field.
  - Select an option from the dropdown menu options. Grade options are dependent on the species you have selected.



9. **Pounds** – This is a required field.
  - Enter the amount of catch in pounds and click done.
  - This field will accept a decimal point.
10. **Count** – This is an optional field
  - Enter the count of individuals landed if applicable and click done.
  - This field only accepts whole numbers.
11. **Price per pound** – This is a required field and click done.
  - Enter in the amount in U.S. dollars.
  - This field accepts one decimal point.
12. **Total Purchase Price** - Total purchase price is automatically calculated and a non-editable field. Tax is currently not included in the total but will be incorporated in a future WaTix update.
13. Once your entry is complete, tap the save button to navigate back to the ticket edit screen; if you want to discard the edits, tap the back arrow.
14. To remove catch, swipe left on the line of catch to be removed and select delete.



## Adding More Than One Catch Record

1. To add another catch record, select the “+” button.
2. Repeat the steps in the [add catch](#) section of this manual.

## Editing Catch

1. To edit a catch record, tap the species name of the record you would like to modify.
2. Make the desired changes to the record.
3. Select save on the top right; if you don't want to keep the edits made, hit the back arrow button and then discard on the resulting pop up to return to the edit ticket screen without saving your changes.

3:32

New Ticket Save

Buyer\*

Name: Jim Doe  
Sequence #: 1

Fisher\*

Vessel Name: Crab slayer  
License #: 23569  
License Owner: Catch MyCrab  
Year: 2021  
Operator: Bob Fisherman  
Email: CrabGuy@msn.org  
CG/WA Registration #: WN5555KL  
WDFW Vessel #: 687754  
Gear: 21 - SHELLFISH POT (CRAB)

Landing Type\*  
Select a landing type

Gear\*  
21 - SHELLFISH POT (CRAB)

Catch

561 - DUNGENESS CRAB 22A - SAN JUAN ISLANDS	\$456.00
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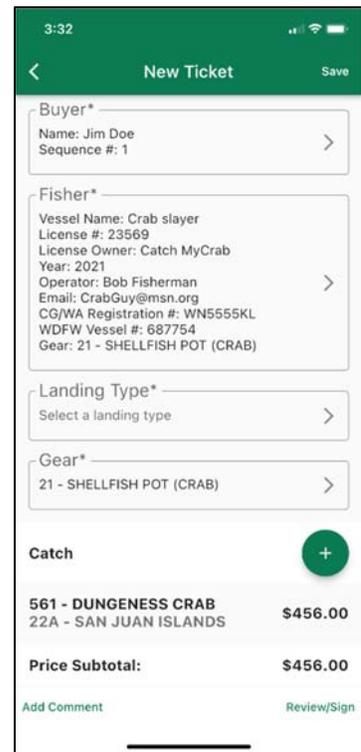
Price Subtotal: \$456.00

Add Comment Review/Sign

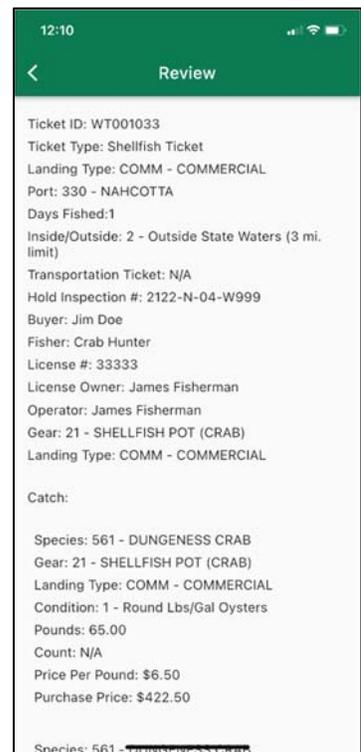
# Reviewing and Signing

## Reviewing

1. Once the ticket has been filled out click the “Review/Sign” button on the bottom right to begin the signature process.



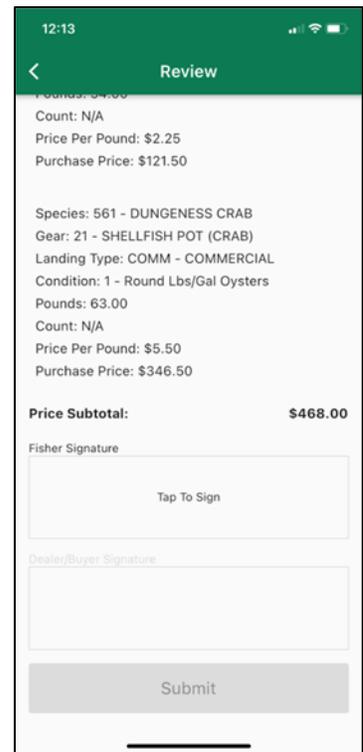
2. Review your ticket for accuracy. You may need to scroll down to see the entire ticket.
3. If the ticket summary looks accurate you are ready to begin the signature process.
  - a. If changes are required select the back button and edit accordingly



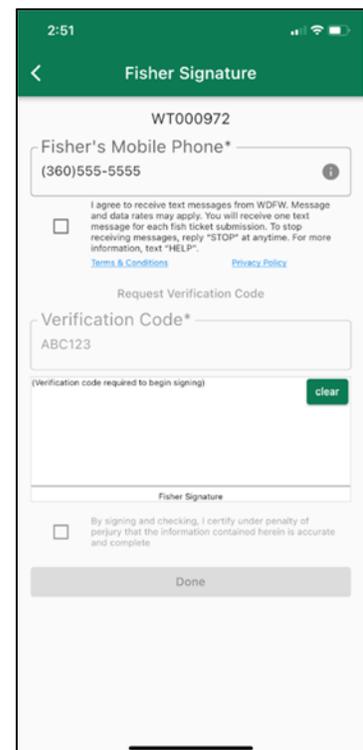
# Signing

## Fisher Signature

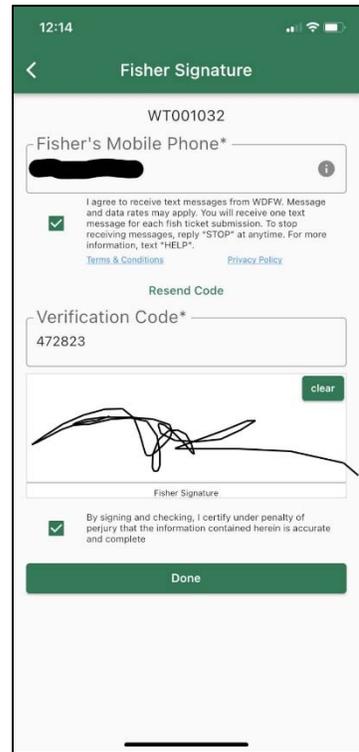
1. Tap the Fisher Signature box area to begin the signing process.



2. The fisher's mobile phone number will be prefilled based on the license info associated with the ticket; edit the info if necessary.
3. Tap Request Verification Code.
  - a. The fisher will need to have a cellular signal to receive the verification code.

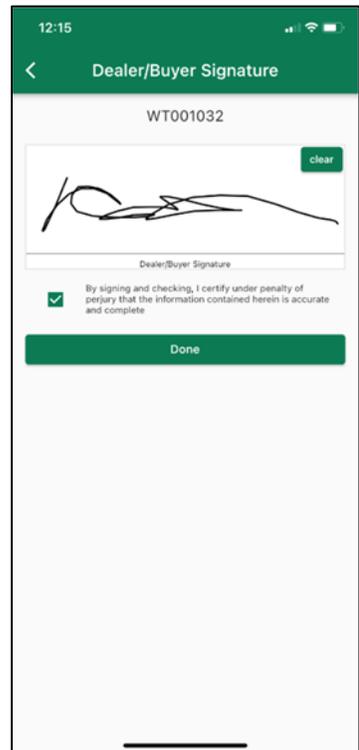


4. The fisher will receive a SMS text message verification code.
5. Enter the verification code as seen in the text message.
6. Have the fisher sign in the signature box area.
7. Certify that the fish ticket information is accurate and complete by checking the box under the fisher signature area.
8. Click the Done button.



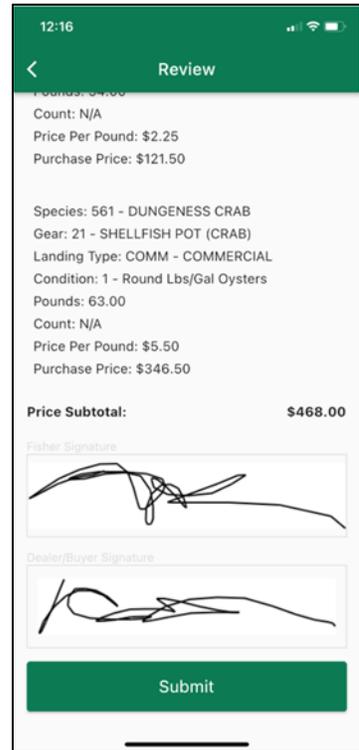
## Buyer Signature

1. The buyer/dealer signs the ticket by selecting the buyer/dealer signature box area.
2. Certify that the fish ticket information is accurate and complete by checking the box under the buyer/dealer signature area.
3. Click the Done button.

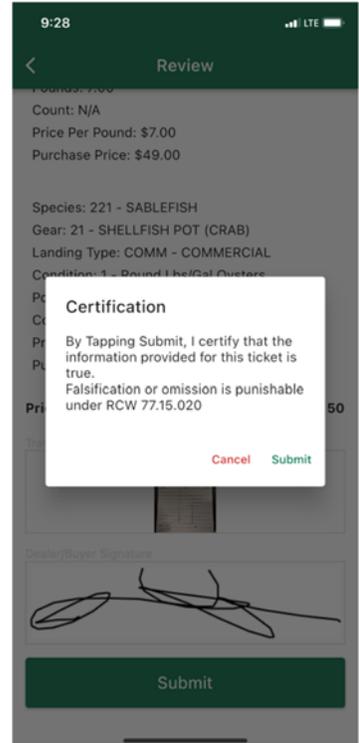


## Submitting Tickets to WDFW

1. Once both the fisher and the buyer/dealer have signed the ticket select the Submit button to submit the record to WDFW.



2. Certify that the information is true and accurate by clicking Submit.

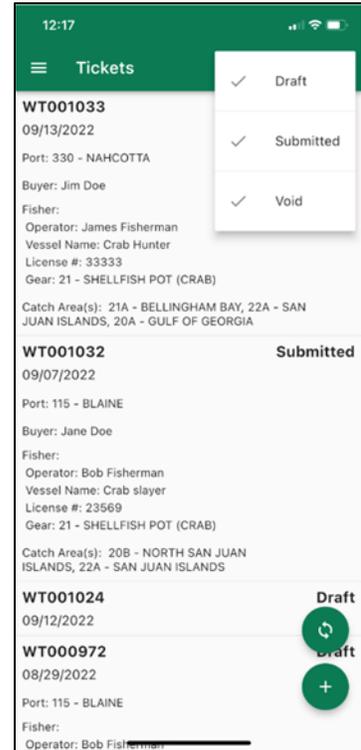


3. You can View the submitted ticket by clicking View to see a final summary.
4. Navigate back to the home screen by clicking the Back button.

# Searching

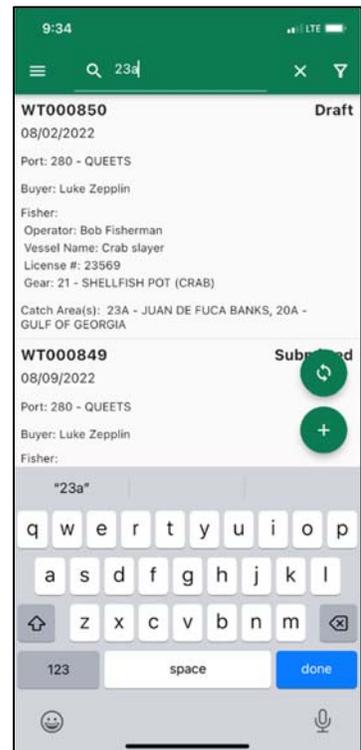
## Filter Feature

1. You may filter tickets by status by selecting the filter icon in the top right corner.
2. Toggle on a status to see all tickets related to that status.
  - a. You may have more than one status toggled on.
3. Toggle off a status to exclude all tickets of that status.



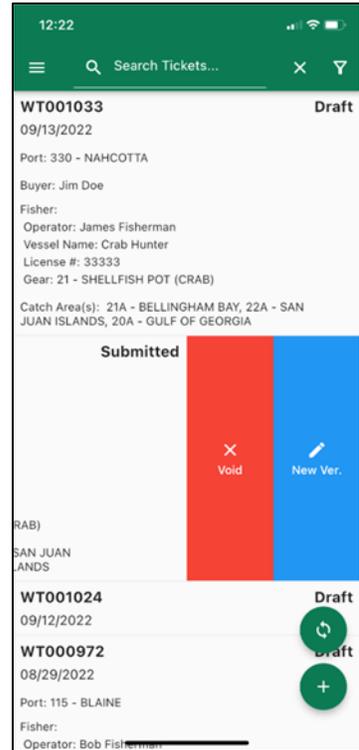
## Search Feature

1. Toggle all statuses (draft, voided and submitted) to ON under the filters.
2. Search for a ticket from the home screen by selecting the search icon.
3. After selecting the filter icon, you may search by any parameter included on the ticket.
  - a. Example: Fisher, buyer, date, operator, license number, port number or name, gear, etc.



## Voiding A Ticket

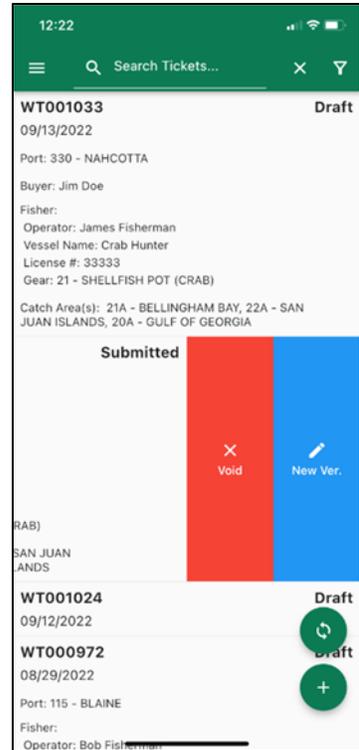
1. Swipe left on a ticket to void a ticket.
2. Tap void.



## Editing a Submitted Ticket

If you need to make changes to an already submitted ticket, you can do this by creating a new version of the ticket.

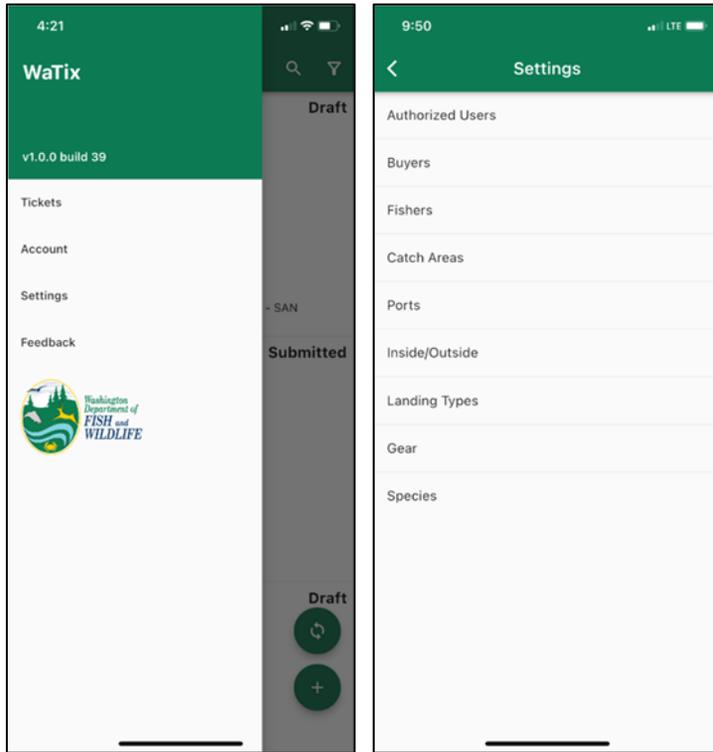
1. From the home screen, swipe left on the appropriate ticket



2. Select New Version
3. Accept the warning by selecting Create
4. The ticket will then be converted to a draft ticket to be edited
5. Make any necessary corrections to the ticket
6. Tap on Review/Sign to submit the ticket; click Save to save the ticket as a draft that will need to be resubmitted at a later time
7. Confirm that all of the modifications to the ticket are correct.
8. Hit Submit
9. Hit Submit again on the confirmation pop-up screen.
10. Click Back to get back to home screen
11. The new version of the submitted ticket will then be viewable on the home screen.

# Settings

In settings, you can customize lists and add/remove fishers or buyers. Navigate to settings by selecting the hamburger icon in the top left corner of the home screen and selecting settings.



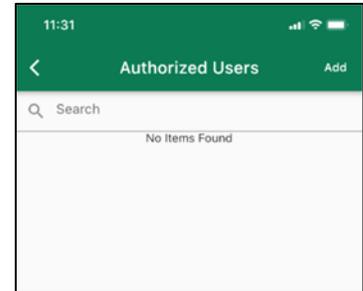
**Note** – Anytime you see the information symbol within a field, you can click on it to see a popup window showing exactly what information is needed for that field on the appropriate card.



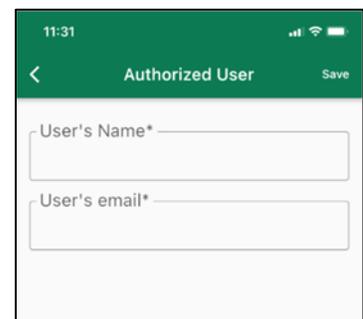
## Authorized Users

The account owner may add an “authorized user” who can enter, view, and manage tickets for your account. Authorized users will access the WaTix applications via their own Secure Access Washington (SAW) credentials. If an authorized user is also buying product, a buyers license is also required and the individual should be added as a buyer and not an authorized user. **Do not share your personal SAW credentials with others.** Changes to your authorized user preferences will persist on the WaTix iOS, Android, and web applications.

1. Select the Authorized User menu option.
2. Tap Add on the top right to add an authorized user.



3. SAW username and email address are required. The email address should be the SAW email address of the authorized user.

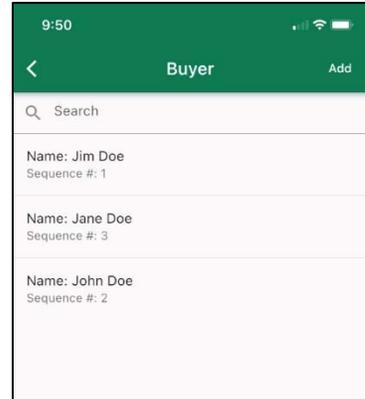


4. Select Save
5. Select the back arrow to navigate back to the authorized user screen.
6. Swipe left on an authorized user to edit or delete the user. Deleting an authorized user from your preferences does not impact previously submitted tickets.
7. Select Add to add another authorized user or the back arrow to navigate back to the settings options.
8. Changes to your authorized user preferences will sync across the WaTix iOS, Android, and web applications.

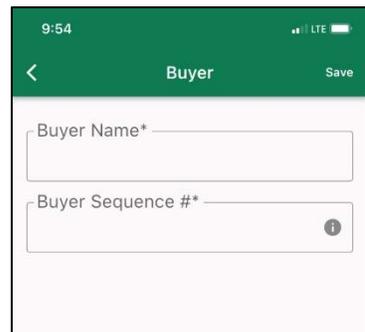
## Buyers

Buyers you add under the settings will populate the buyer field on the fish ticket. Changes to your buyer preferences will sync across the WATIX iOS, Android, and web applications.

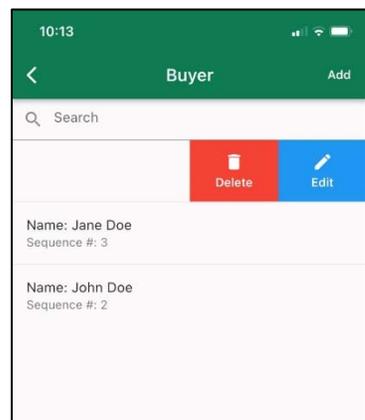
1. Select the Buyer menu option
2. Tap Add to add a buyer



3. Buyer name and sequence number are required



4. Select Save
5. Swipe left on a buyer to edit or delete the buyer. Deleting a buyer from your preferences does not impact previously submitted tickets.

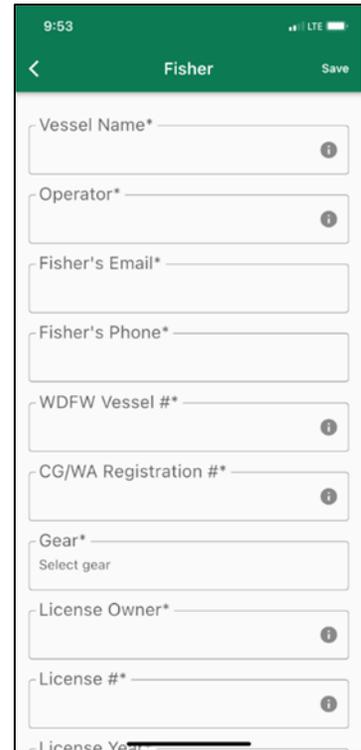


6. Select Add to add another buyer or the back arrow to navigate back to the settings options.

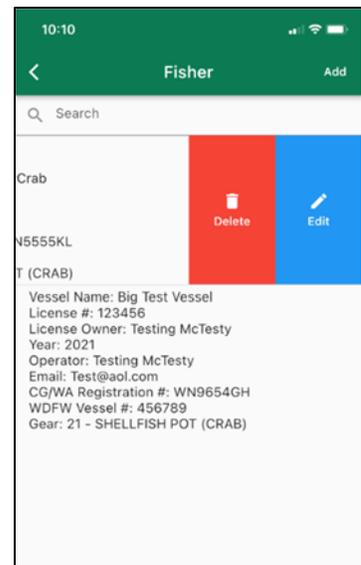
## Fishers

Add fisher information based on their WDFW issued commercial fishing license card. Click on the information links to see which numbers to input from the license card. Fishers added under settings will appear as options on the fish tickets. Each fisher associated to a ticket will receive an email copy of the transaction. Changes to your fisher preferences will persist on the WATIX iOS, Android, and web applications

1. Select the Fisher menu option.
2. Tap Add to add a fisher.
3. Vessel name, operator, fisher email, fisher phone number, WDFW vessel number, Coast Guard or WA registration number, gear, license owner, license number, and license year are required information to add a fisher.
4. Select Save



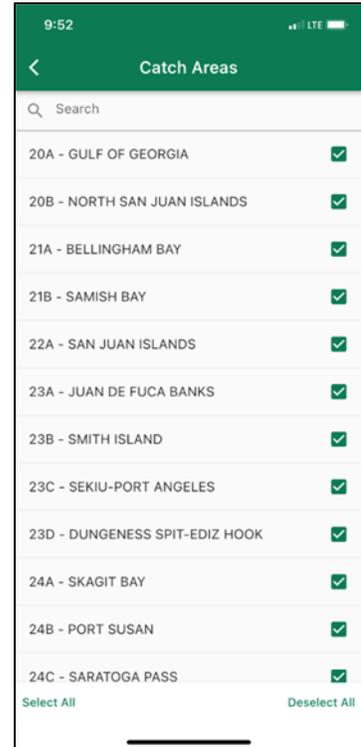
5. Swipe left on a fisher to edit or delete the fisher. Deleting a fisher from your preferences does not impact previously submitted tickets.
6. Select Add to add another fisher or the back arrow to navigate back to the settings options.



## Catch Area

Toggle a catch area on or off to change which options appear in the menu when filling out a fish ticket. Changes to your catch area preferences will persist on the WaTix iOS, Android, and web applications.

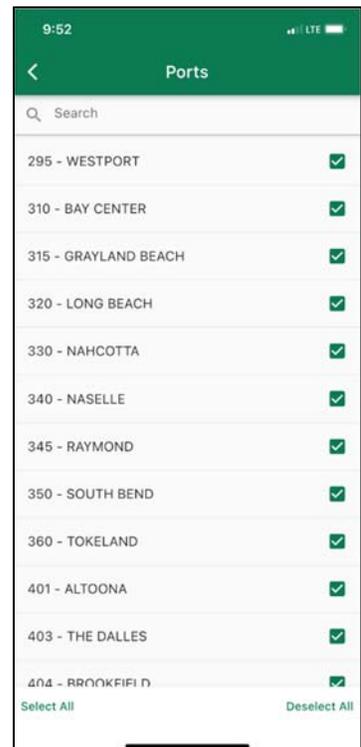
1. To remove a catch area from your preferences, toggle off the catch area.
2. To add a catch area to your preferences, toggle on the catch area.
3. Select “Select All” to turn on all catch areas or select Deselect all to turn off all catch areas.
4. Select the back arrow to navigate back to the settings options.  
Your changes will auto-save.



## Ports

Toggle ports on or off to change which options appear in the menu when filling out a fish ticket. Changes to your port preferences will persist on the WATIX iOS, Android, and web applications.

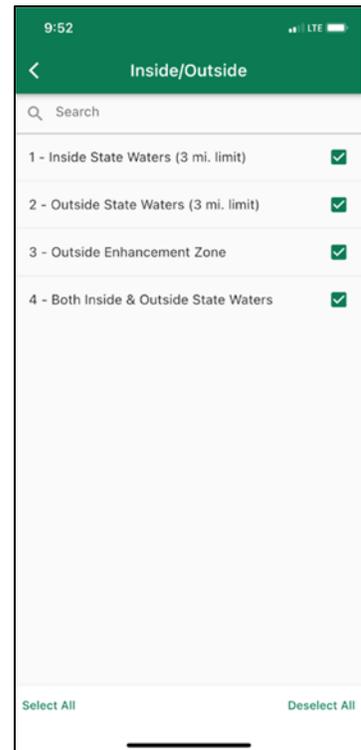
1. To remove a port from your preferences, toggle off the port.
2. To add a port to your preferences, toggle on the port.
3. Select “Select All” to turn on all ports or select Deselect all to turn off all ports.
4. Select the back arrow to navigate back to the settings options.  
Your changes will auto-save.



## Inside/Outside State Waters

Toggle inside/outside options on or off to change which options appear in the menu when filling out a fish ticket. Changes to these preferences will persist on the WaTix iOS, Android, and web applications.

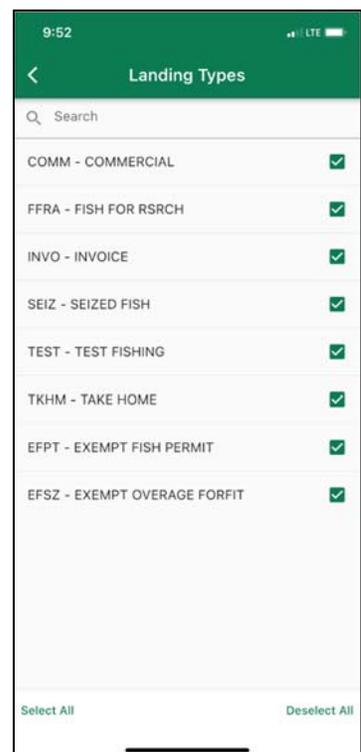
1. To remove an inside/outside option from your preferences, toggle off the inside/outside option.
2. To add an inside/outside option from to your preferences, toggle on the inside/outside option.
3. Select "Select All" to turn on all inside/outside options or select Deselect all to turn off all inside/outside options.
4. Select the back arrow to navigate back to the settings options. Your changes will auto-save.



## Landing Types

Toggle landing types on or off to change which options appear in the menu when filling out a fish ticket. Changes to your landing type preferences will persist on the WATIX iOS, Android, and web applications.

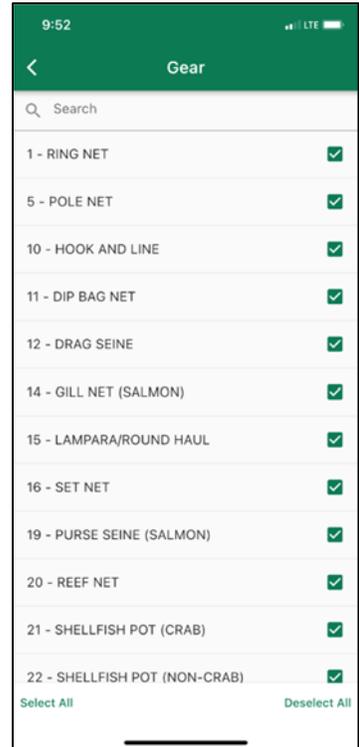
1. To remove a landing type from your preferences, toggle off the landing type.
2. To add a landing type to your preferences, toggle on the landing type.
3. Select "Select All" to turn on all landing types or select Deselect all to turn off all landing types.
4. Select the back arrow to navigate back to the settings options. Your changes will auto-save.



## Gear

Toggle gear on or off to change which options appear in the menu when filling out a fish ticket. Changes to your gear preferences will persist on the WATIX iOS, Android, and web applications

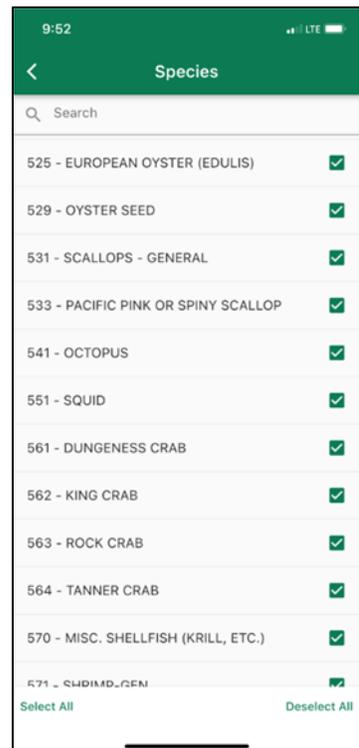
1. To remove a gear from your preferences, toggle off the gear.
2. To add a gear to your preferences, toggle on the gear.
3. Select “Select All” to turn on all gears or select Deselect all to turn off all gears.
4. Select the back arrow to navigate back to the gear options. Your changes will auto-save.



## Species

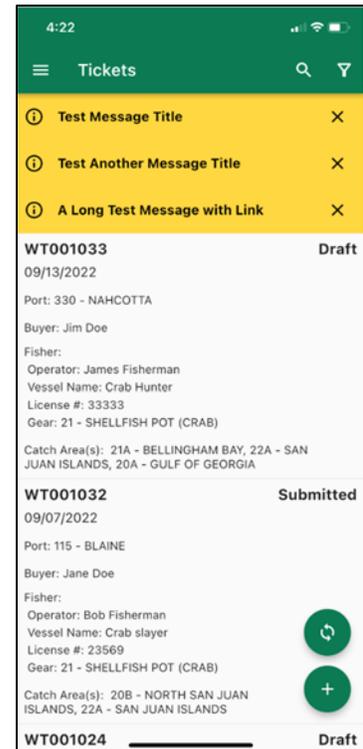
Toggle species on or off to change which options appear in the dropdown when filling out a fish ticket. Changes to your species preferences will persist on the WATIX iOS, Android, and web applications.

1. To remove a species from your preferences, toggle off the species.
2. To add a species to your preferences, toggle on the species.
3. Select “Select All” to turn on all species or select Deselect all to turn off all species.
4. Select the back arrow to navigate back to the settings options. Your changes will auto-save.



## Syncing

1. Ensure you have internet connectivity.
2. If you are unsure if your ticket has been submitted to WDFW you may select the sync button (circular arrow button above the + button) to refresh the application.
3. Records between your device and the WDFW server will be synced.
4. Contact [watixsupport@dfw.wa.gov](mailto:watixsupport@dfw.wa.gov) if you receive an error.



## Offline Mode/No Internet Connectivity

### Capabilities

- Without internet connectivity/cellular service aka offline mode, you can create a fish ticket up until the point of signatures and save the ticket on your local device but you cannot complete a fish ticket.
- If no internet connectivity is available, a transportation ticket signed by the fisher and photographed in the application (see page 16), may be used in place of the 2-step SMS text verification and signature process.
- Once internet connectivity is available, you can transmit the completed electronic fish ticket.