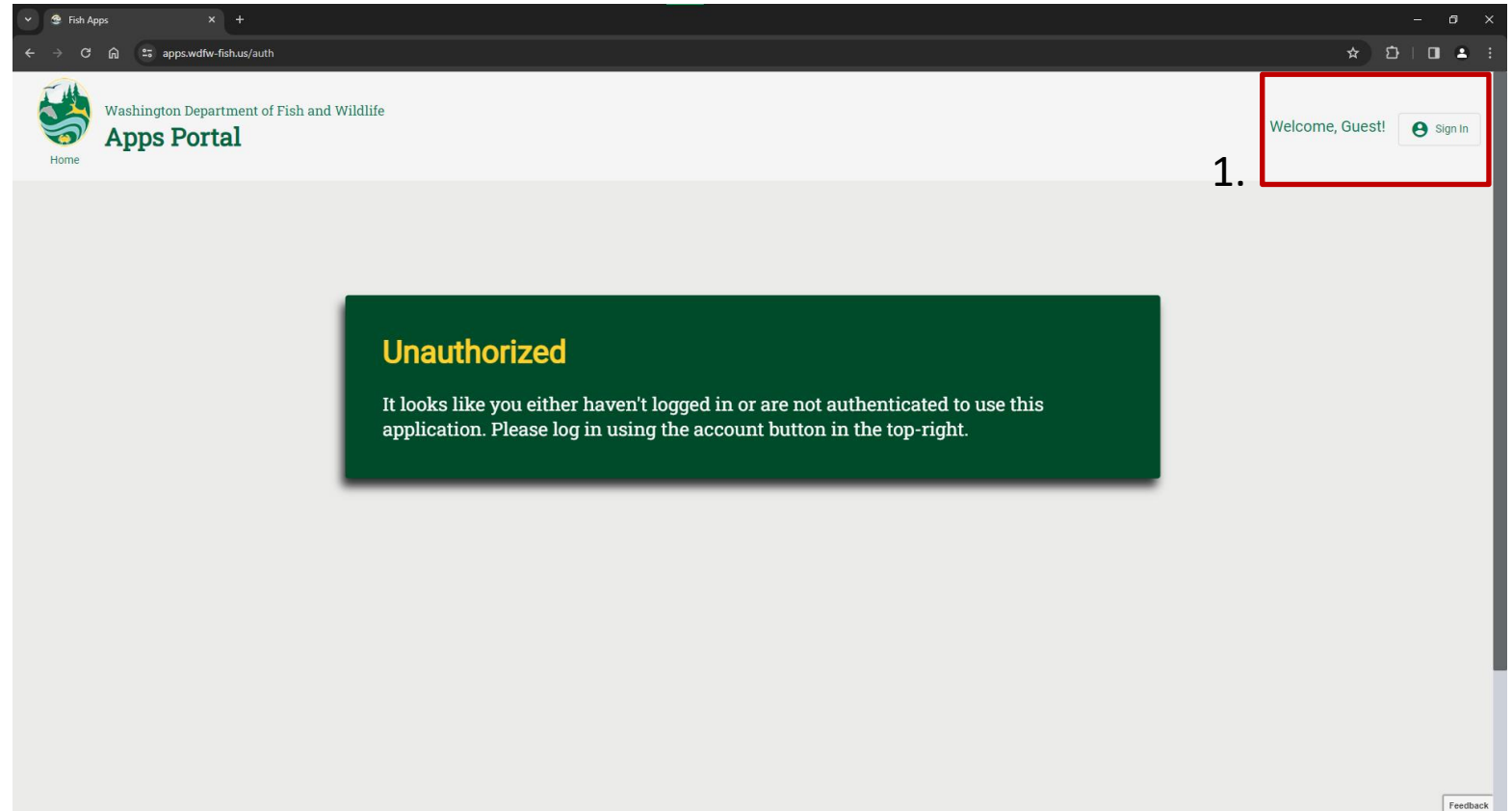


WaTix Training: Retrieving Harvester Landing Summaries using the WaTix Web Application



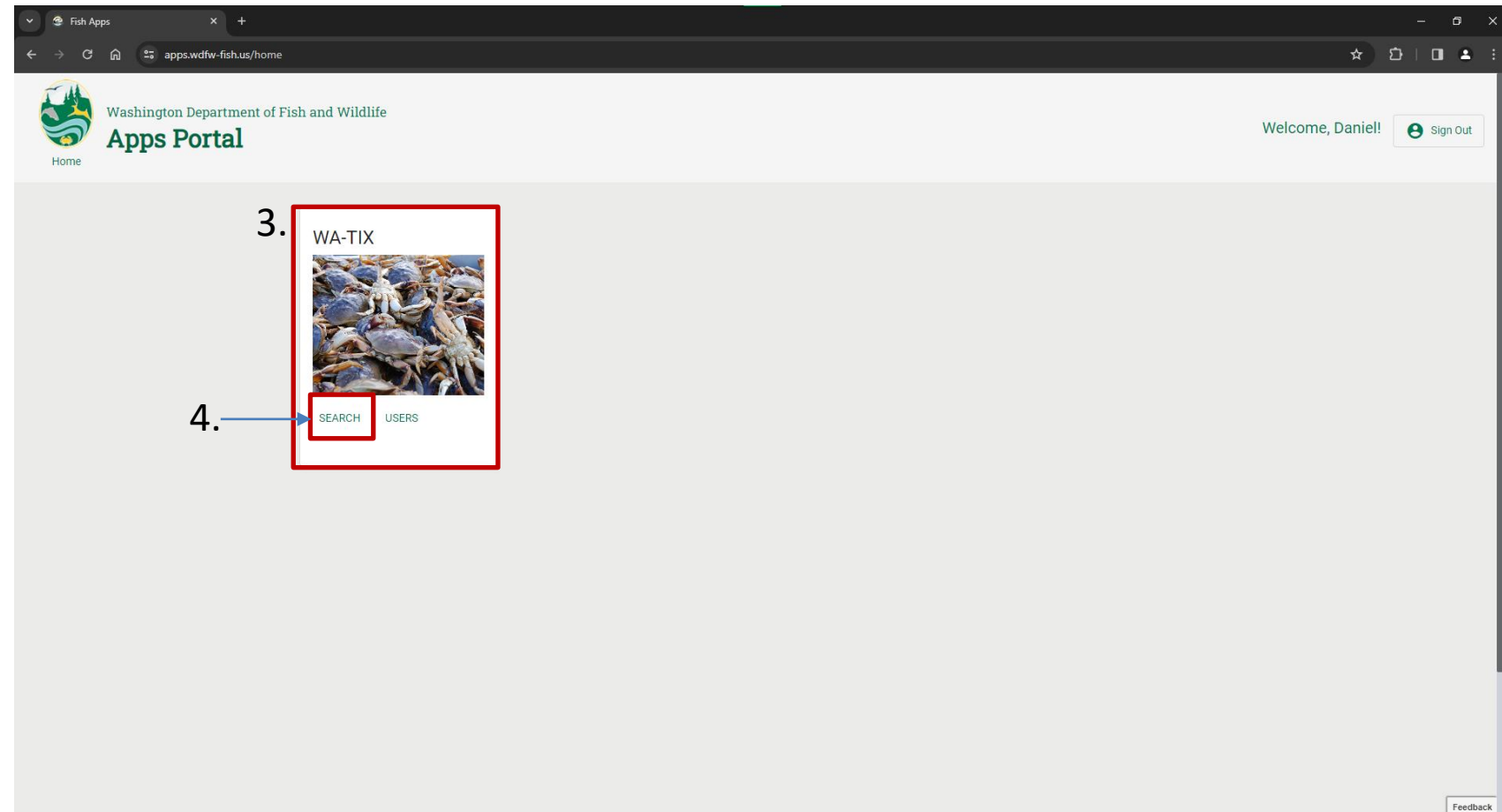
Sign in to the WaTix Web Application

1. Access the WaTix Web App at the following URL: <https://apps.wdfw-fish.us/auth>
2. Log-in using the Secure Access Washington (SAW) account associated with your WaTix profile.



Navigate to the Fish Ticket Reviewer Screen

3. Navigate to the WaTix Application tile.
4. Select the "Search" button.



Filter the Fish Tickets to the License Number(s) of Interest

5. Select "Clear Filters".
6. Scroll to the bottom of the page using the right-most navigation bar.
7. Scroll to the right using the bottom navigation bar of the application pane.

The screenshot shows a web browser window at the URL `apps.wdfw-fish.us/watix/fish_ticket_search`. The interface includes a header with a "Clear Filters" button (highlighted by a red box and labeled "5.") and a "Download Fish Ticket Data" link. Below the header is a table with columns: Status, Port, Vessel, Ticket Type, Dealer Licen..., Dealer, Fisher, and Fisher License #. The table contains multiple rows of "SUBMITTED" status tickets, all of which are obscured by a large black redaction box. A red box labeled "6." highlights the bottom of the table area. On the right side of the application pane, there is a vertical navigation bar with a "Feedback" button at the bottom, highlighted by a red box labeled "7."



Filter the Fish Tickets to the License Number(s) of Interest

8. Select the three horizontal bars on the "Fisher License #" column

Clear Filters Download Fish Ticket Data

Status	Port	Vessel	Ticket Type	Dealer Licen...	Dealer	Fisher	Fisher License #
SUBMITTED			Shellfish Ticket				
DRAFT			Shellfish Ticket				
SUBMITTED			Shellfish Ticket				
SUBMITTED			Shellfish Ticket				
SUBMITTED			Shellfish Ticket				
SUBMITTED			Shellfish Ticket				
SUBMITTED			Shellfish Ticket				
SUBMITTED			Shellfish Ticket				
SUBMITTED			Shellfish Ticket				
SUBMITTED			Shellfish Ticket				
SUBMITTED			Shellfish Ticket				
SUBMITTED			Shellfish Ticket				
SUBMITTED			Shellfish Ticket				
VOIDED			Shellfish Ticket				
SUBMITTED			Shellfish Ticket				
SUBMITTED			Shellfish Ticket				
SUBMITTED			Shellfish Ticket				



Filter the Fish Tickets to the License Number(s) of Interest

9. Untoggle the “(Select All)” toggle box.

10. Enter a 5 digit license number that you want to export the records for.

Clear Filters Download Fish Ticket Data

Status	Port	Vessel	Ticket Type	Dealer Licen...	Dealer	Fisher
SUBMITTED			Shellfish Ticket			11111
DRAFT			Shellfish Ticket			<input checked="" type="checkbox"/> Select All
SUBMITTED			Shellfish Ticket			<input type="checkbox"/>
SUBMITTED			Shellfish Ticket			<input type="checkbox"/>
SUBMITTED			Shellfish Ticket			
SUBMITTED			Shellfish Ticket			
SUBMITTED			Shellfish Ticket			
SUBMITTED			Shellfish Ticket			
SUBMITTED			Shellfish Ticket			
SUBMITTED			Shellfish Ticket			
SUBMITTED			Shellfish Ticket			
SUBMITTED			Shellfish Ticket			
VOIDED			Shellfish Ticket			
SUBMITTED			Shellfish Ticket			
SUBMITTED			Shellfish Ticket			
SUBMITTED			Shellfish Ticket			



Filter the Fish Tickets to the License Number(s) of Interest

12. Search and select the toggle box for each "Fisher License #" that you want to export records for.

12.

The screenshot shows a table with columns: Status, Port, Vessel, Ticket Type, Dealer Licen..., Dealer, and Fisher. The Fisher column has a dropdown menu open, showing a search bar with '11111' and a list of items: a '(Select All)' option, and two '11111' entries, each with a checked checkbox. A red box highlights the checkboxes for the two '11111' entries. A blue arrow points from the number '12.' to the dropdown menu.

Status	Port	Vessel	Ticket Type	Dealer Licen...	Dealer	Fisher
SUBMITTED			Shellfish Ticket			11111
DRAFT			Shellfish Ticket			11111
SUBMITTED			Shellfish Ticket			11111
SUBMITTED			Shellfish Ticket			11111
SUBMITTED			Shellfish Ticket			11111
SUBMITTED			Shellfish Ticket			11111
SUBMITTED			Shellfish Ticket			11111
SUBMITTED			Shellfish Ticket			11111
SUBMITTED			Shellfish Ticket			11111
SUBMITTED			Shellfish Ticket			11111
SUBMITTED			Shellfish Ticket			11111
VOIDED			Shellfish Ticket			11111
SUBMITTED			Shellfish Ticket			11111
SUBMITTED			Shellfish Ticket			11111
SUBMITTED			Shellfish Ticket			11111



Download Landing Records for Selected License(s)

13. Select "Download Fish Ticket Data".

14. Choose the file format that is desired.

15. Name the exported file.

16. Select "Download".

13. Download Fish Ticket Data

14. File format: Excel (.xlsx)

15. File Name: WaTix_Export

16. Download



WDFW Contact Information

For questions, please first visit the WA-Tix website:

<https://wdfw.wa.gov/fishing/commercial/wa-tix>

WA-Tix Support email address:

watixsupport@dfw.wa.gov

WA-Tix Support phone number:

360-480-1675

