



GUIDE to the ONLINE GRAPE INDUSTRY KIOSK

The Phylloxera & Grape Industry Board of South Australia has introduced an online Vineyard Records system. Use it to update your contact, vineyard and map details, check invoices and payments, and view past records.



Kiosk functionalities

The Grape Industry Kiosk provides a quick, easy and secure way to complete and submit your annual Vineyard Record. This brochure contains information to assist you in how to use the Grape Industry Kiosk and complete an online Vineyard Record.

The kiosk features includes:

- Update contact details
- Update Vineyard Records - including plantings and editing vineyard map/s
- View past Vineyard Records
- Read vineyard reports in the Vineyard Browser
- Manage the way in which the Board communications with with them (eg. post or email)
- View current and past invoices
- View current and past payments
- Provide feedback about the site or any other issue

How to log in

The Grape Industry Kiosk is supported by the following internet browsers -

- Internet Explorer 9 & 10
- Firefox
- Google Chrome
- Safari
- Opera

Please ensure that your internet browser is current to be able to access all features of the online Kiosk.

- Go to www.phylloxera.com.au
- Click on “Member Login” at the right near the top of the homepage.
- Enter the unique Grower Number, Username and Password provided to you by the Board and then click “login”.
- The Board recommends that you change your password when logging in for the first time. To do this, simply go to “change password” on the menu on the left.

**Remember to keep your login
details in a safe place**

How to access or update your Vineyard Record

You are required under the *Phylloxera and Grape Industry Act (1995)* to notify the Board within 3 months if there have been any changes to your vineyard.

To do this, please update your Vineyard Record as follows:

- On the Welcome page, view the video tutorials titled *Overview of the Grape Industry Kiosk* and *How to update your Vineyard Record*. These should help you learn to navigate the site and use it to your advantage;

Please view ALL video tutorials before completing a Vineyard Record

- Click on “Update Details” and review/update your contact information;
- Click on the “Update Vineyard Record” and work through reviewing/updating your vineyard information;
- Use the Vineyard Map video tutorial to guide you through updating your map or maps, then make changes as necessary;
- When finished, click “logout” or simply close your internet browser.

Additional information

- It is not necessary to complete a Vineyard Record in one session. Click “save and exit” to ensure that the details entered are retained for the next session.
- The person editing the Vineyard Record must complete the sign off section at the bottom of the screen. Once this has been done, click the “update” button before exiting.
- The updated form will be sent to the Phylloxera Board administration team for verification and approval.
- Once approved, an email will be sent to confirm that the new Vineyard Record has been accepted.
- For assistance, contact the Phylloxera Board during business hours, telephone 08 83620488, email admin@phylloxera.com.au

Confidentiality and Security

Your contact details and Vineyard Record/s remains confidential to the Phylloxera and Grape Industry Board of South Australia ; and we are committed to protecting your personal privacy by abiding by the *Privacy Act (1988)* and the *Phylloxera & Grape Industry Act (1995)*.

The Board’s website is accredited and maintained to Commonwealth Internet security standards to maintain the confidentiality and integrity of information that you provide to the Board via the online form.



Forgotten Password

If you have forgotten your password, please click on the link “Don’t have a password or can’t remember your password?” located on the Login page.

Enter in your email address and press “Reset Password” button. A NEW password will then be emailed to you.

Assistance / feedback

For general enquiries and/or to provide feedback, visit the PGIBSA website www.phylloxera.com.au/contact



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