

GUIDE TO THE REGISTER KIOSK



Updating your vineyard records online

WHY DO I NEED TO SUPPLY DETAILS TO VINEHEALTH AUSTRALIA?

Vinehealth Australia is required under the *Phylloxera and Grape Industry Act 1995* (the Act) to maintain a complete and accurate Register of vineyards in South Australia.

An up to date Register enables Vinehealth Australia to work together with industry to prepare for and prevent an outbreak of a significant pest or disease. In the unfortunate event of a phylloxera or other significant pest or disease outbreak, the Register is vital in ensuring Vinehealth Australia can quickly contact vineyard owners with relevant information and instructions. This will help manage and minimise potential impacts of the pest or disease on vineyard owners and the broader industry.

A person or organisation who owns land with 0.5 hectares or more of planted vines (Registered Land Owner) is required by law to provide Vinehealth Australia with an accurate Vineyard Record, containing contact and planting details, which are entered into the Register. A maximum fine of \$1,000 or three months' imprisonment, applies for non-compliance with this requirement. Any changes to the hectares or planting details are to be advised within three months of the change to Vinehealth Australia. Information stored in the Register is protected by the Act.

WHAT IS THE ONLINE REGISTER KIOSK?

The Register Kiosk is an online portal for vineyard owners to review, update and maintain their Vineyard Records. The Kiosk contains downloadable digital versions of Vineyard Records including planting details and aerial imagery of your vineyard/s as well as details such as area under vines (hectares), rootstocks, locations, contact details and communication preferences.

The log in process now requires an **active, recognised email address** for users, i.e., an email address that is recorded in the Register. If you have more than one Grower Number in the Register, you can now access details for all entities if the email address is the same.

One log in for access to all your accounts saves you time and reduces the need to manage multiple usernames, passwords and logins. The log in process now also involves a two factor authentication for increased security.

Please contact Vinehealth Australia if you need to update or check your email address that is recorded in the Register. Vinehealth Australia strongly encourages each user to have their own email address to ensure transparency of use and protect your information.

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WHO CAN USE THE KIOSK?

The Vinehealth Register is required to record the **Owner** as per what is recorded as the Registered Proprietor in South Australian Land Titles. If that is a company or trust, the Owner contact name must be a director of that company or trust. This person is the primary contact responsible for the information of the vineyard. The owner can appoint authorised persons to view and amend records. The two tiers of authority available to an owner are listed below.

TIER ONE:

A User with Tier One authorisation can view, amend and submit changes to all details held by the Register, other than the Owner name unless confirmed by SA Land Titles. A Tier One user can also appoint other users. Tier One Users can be listed as **Operators** and/or **Administration** contacts.

TIER TWO:

A User with Tier Two authorisation can be appointed to view and amend delegated vineyards only. This allows for the delegation of maintaining vineyard planting records only to area based vineyard managers. A **Manager** can be assigned one or more vineyards, and will be able to view and amend planting records for the approved vineyard/s. The changes provided by a Manager will need to be confirmed and submitted by a Tier One authority.

Owner: Primary Contact /legal land landowner.

Tier One: Can view and amend all details held by Vinehealth Register.

The Owner must authorise all other Users, and is responsible for all information held by the Register.

Operator: Authorised person responsible for the operations of all vineyards.

Tier One: If authorised by the owner or another tier one user, can view and amend all details held by Vinehealth Register. Can also authorise other users.

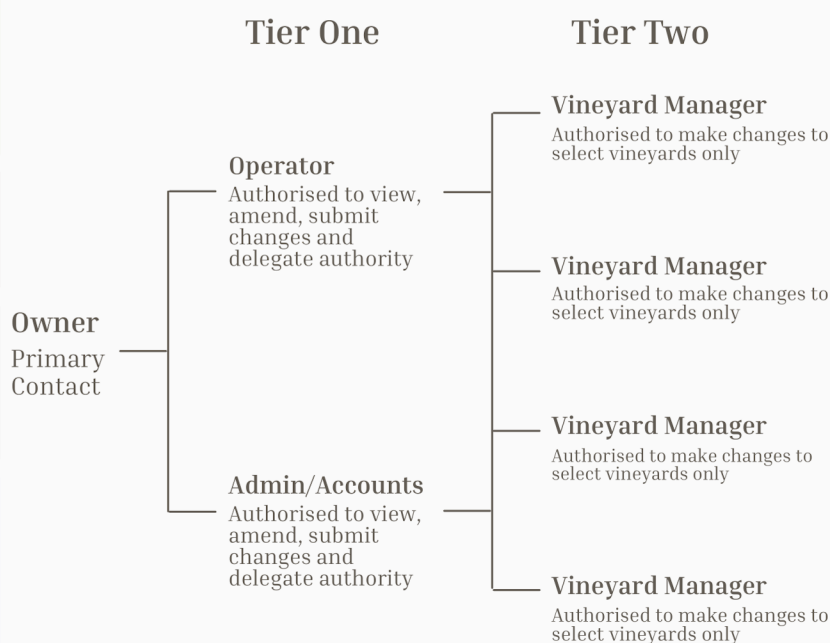
Admin/Accounts: Authorised person responsible for the administration of the account.

Tier One: If authorised by the owner or another tier one user, can view and amend all details held by Vinehealth Register. Can also authorise other users.

Manager: An authorised person to view and amend records for a specific vineyard/s.

Tier Two: If authorised by the owner or tier one user, can view and amend plantings records for their allocated vineyard/s only, and is considered a sub-level authority to the 'Owner' or 'Operator'.

Any amendments made to a vineyard by a Manager will still require a Tier One Authority to submit the changes to Vinehealth. Please ensure internal communications reflect this requirement.



HOW TO USE THE REGISTER KIOSK

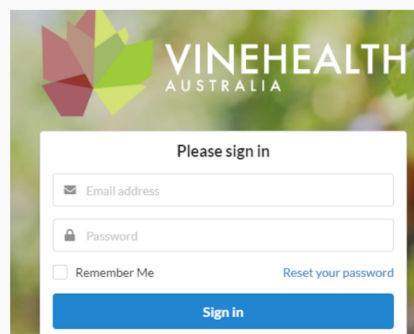
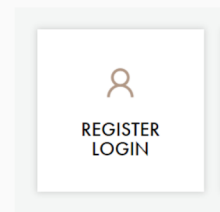
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REGISTER KIOSK

Go to the Vinehealth website: www.vinehealth.com.au. Click on Register Login tile.

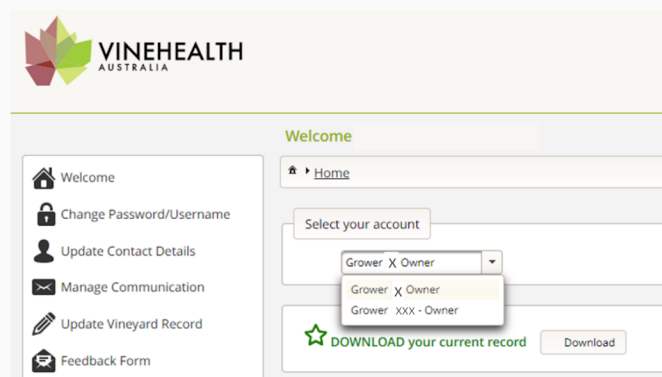
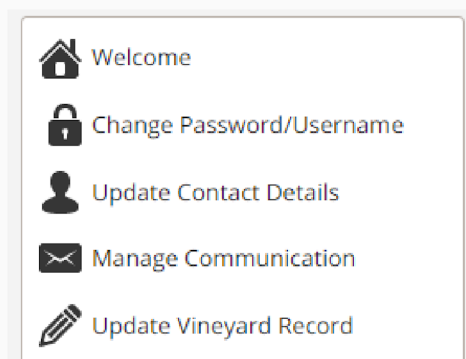
Using your email address, log into the system. It is strongly suggested at the first log, you update your password.

Once you have added your password, a verification code will be sent to your email address. This step improves security to the system.

The login form features the Vinehealth Australia logo at the top. Below it, a "Please sign in" heading is followed by input fields for "Email address" and "Password". There is a "Remember Me" checkbox and a "Reset your password" link. A blue "Sign in" button is at the bottom.

REVIEW & UPDATING DETAILS

At the Welcome page, if you have more than one Grower number, you will be able to select from the dropdown box which entity you wish to review

The Welcome page shows a sidebar with navigation options: Welcome, Change Password/Username, Update Contact Details, Manage Communication, Update Vineyard Record, and Feedback Form. The main content area has a "Welcome" heading, a "Home" link, and a "Select your account" dropdown menu. The dropdown menu is open, showing options: "Grower X - Owner", "Grower X - Owner", and "Grower XXX - Owner". Below the dropdown is a "DOWNLOAD your current record" link with a star icon and a "Download" button.A vertical navigation menu with icons and text: a house icon for "Welcome", a padlock icon for "Change Password/Username", a person icon for "Update Contact Details", an envelope icon for "Manage Communication", and a pencil icon for "Update Vineyard Record".

**Contact Vinehealth if you
have any issues or concerns**

UPDATE CONTACT DETAILS:

Please ensure that the contact details listed are correct. It is essential in the event of an incursion that you are able to be contacted as quickly as possible. Contact details are never disclosed to any other parties and are not used for marketing purposes.

MANAGE COMMUNICATION:

This function allows you to nominate your preferred method of communication – email or post for different types of communications including vineyard records; annual Notice of Assessment; and other communications (Vinehealth E-News; Biosecurity Alerts)

UPDATE VINEYARD RECORD:

Please ensure the correct planting details are recorded in detail.

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REVIEWING, CONFIRMING AND AMENDING RECORDS

Selecting 'Update Vineyard Record' allows you to review the information relating to each individual vineyard you own or manage. The vineyard number is a unique number allocated to registered land parcels as per title details from the SA Land Titles Office. Each planting also has a unique serial number.

If there are no changes to your records, simply click 'No Changes (All Vineyards)' and save.

Save each change after completion.

SAVING AND SUBMITTING

The Register Kiosk allows users to save changes and return later to complete, if required. Once you have **submitted** the records will be held for approval by Vinehealth. All sections have to show a green tick 'complete' before you will be able to submit.

PLEASE NOTE! A red star indicates that more information or confirmation is required. Your Vineyard Record will remain **pending** until this is addressed.

Your return will not be valid while in pending stage.

	Status	A
	✓ Complete	✓ No
	✓ Complete	✓ No
	✓ Complete	✓ No
	✓ Complete	✓ No
	✓ Complete	✓ No

The final step in updating your Vineyard Record is to submit your return. Only after you have completed all sections as mentioned above will the function of submitting be activated. In order to ensure only authorised changes are made, the person editing is required to enter their details.

Only by clicking **Update** will the record be sent for review by the Vinehealth records manager.

A confirmation email will be sent to you once approved.

**Contact Vinehealth Australia if you have any issues or concerns:
admin@vinehealth.com.au or call 08 8273 0550**