

# SUBMITTING RECORDS TROUBLESHOOTING GUIDE

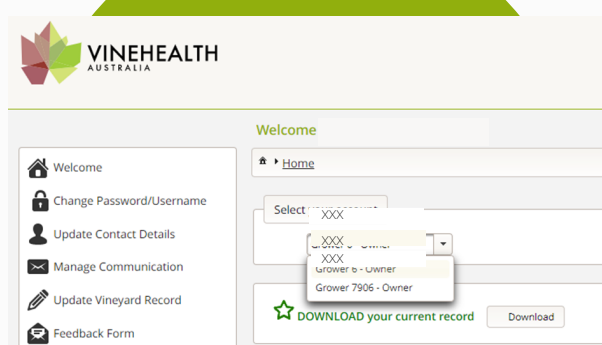
*Ensuring records are accepted*

## LOG IN TO THE VINEHEALTH AUSTRALIA WEBSITE

www.vinehealth.com.au

member login

You must have a valid email address recorded with Vinehealth. Passwords must be 10 characters long with upper, lower case, number/s and symbol.



## RECORDS REQUIRING CHANGES

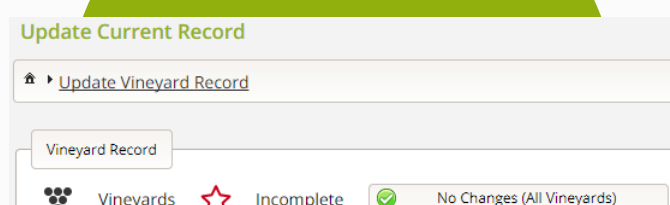
Select the Grower number you wish to review. On the right hand side is the menu of the records that can be amended. Select which requires updating.

Tip: if it has been a while, we suggest you check all records.

## SELECT VINEYARD RECORD

Select which vineyard requires updating and follow link.

No changes? Simply select "No Changes".



Status
✓ Complete
✓ Complete
✓ Complete
✓ Complete
✓ Complete

## CONFIRMED CHANGES

Once you have made changes, a green tick will show that you have completed making the changes.

**\*IMPORTANT\*** A red star indicates unfinished changes in that section. Only after that section has been completed will the Confirmation step show.

## ONE LAST STEP - THE MOST IMPORTANT STEP

Once you are satisfied with the changes you have made, the final step is to **CONFIRM & SUBMIT**.

Submission

**Step 1 - Confirmation**  
 The information provided in this record is current as at : 14-Dec-2017  
 Vineyard Record completed by:   
 Contact telephone no. :   
 Email address:   
**Step 2 - Submit Vineyard Record**  
 To Submit your Vineyard Record to Vinehealth Australia please click on the UPDATE button.