

Logging In

Please note that MY WINE CELLAR can be used on Desktop/Laptops, Tablets or Mobile Phones.

1. To login to your very own My Wine Cellar - go to www.mywinecellar.com.au
Click **LOG IN HERE OR REGISTER** Button. Your login details will be your VIP number and email you registered with.

If you haven't yet registered – Click Not yet a VIP? – to register

Once you register you will receive your login details via email.

If you have forgotten your login details – Click Forgot VIP number – you will then receive an email with your login details



2. Enter your VIP Number, Email Address and click on the **SIGN IN** Button.

VIP Number:
Your VIP Number

Email Address:
Your Email Address

Sign In

[Forgot/Unsure of your VIP Number? - EMail Address field above and then click here.](#)

[Not a VIP yet? - click here to register](#)

3. The dashboard will display after a successful log in.

Dashboard

Welcome To Your Wine Cellar
DAVID SMITH
VIP No. 3082

Wines

- Wine Collection (Add/Edit Wines)
- Winery Records
- Reports

Setup

- Maintain Wine Type
- Maintain Varietal
- Maintain Best By

Tasting Dates Reminder
*Only 3 records from each list are displayed at a time.

Next 3 Days:

- 11/05/2019 - 2017 YEA PINOT GRIS

Overdue:

- 05/05/2019 - 2015 OLD ORCHARD WINERY PREMIUM SHIRAZ
- 01/05/2019 - 2014 OLD ORCHARD WINERY CHARDONNAY
- 30/04/2019 - 2016 OLD ORCHARD WINERY SHIRAZ

Help

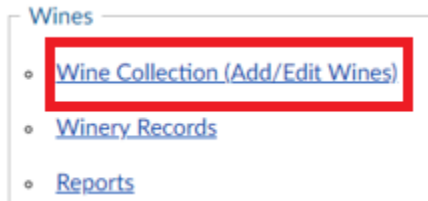
- User Manual
- User Manual (click this for Apple devices)
- Contact Us

Coming Soon

- Wine Rack Maintenance
- My Wine and Cook Book
- Your VIP Grape Points system

Adding A New Wine Record

- Click on the **Wine Collection (Add/Edit Wines)** Link from the Dashboard.

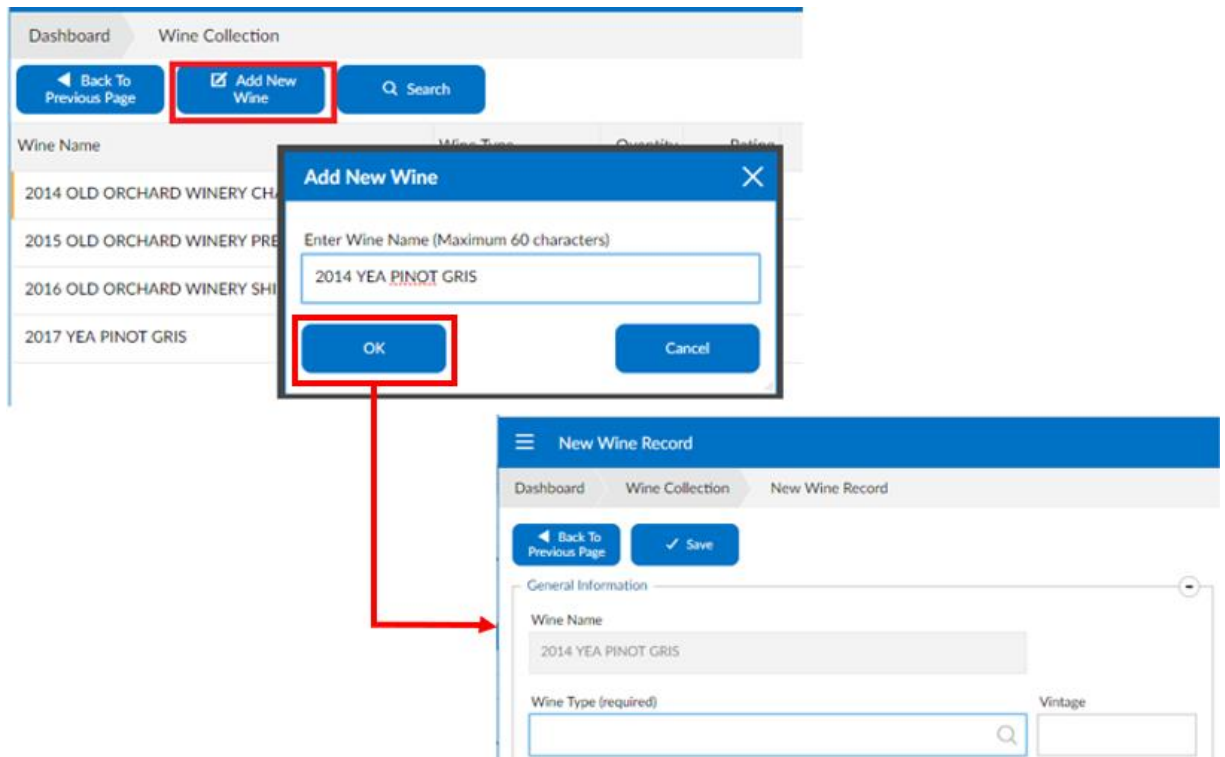


- The **Wine Collection Folder** comes up.
This contains all wines that you will enter and maintain in the system.

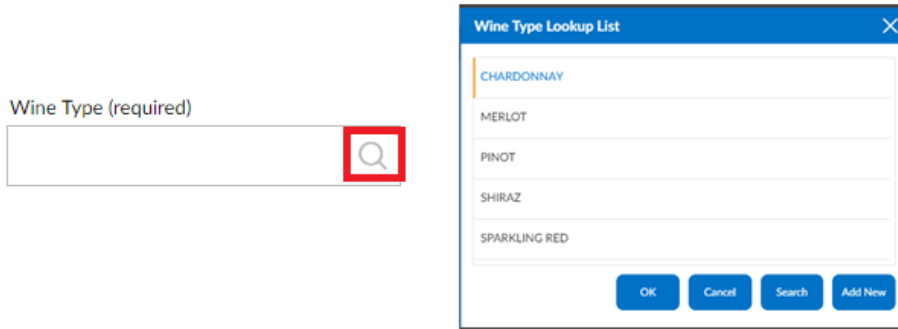
A screenshot of the 'Wine Collection' page. At the top, there is a blue header with a menu icon and the text 'Wine Collection'. Below this is a breadcrumb trail: 'Dashboard > Wine Collection'. There are three buttons: 'Back To Previous Page', 'Add New Wine', and 'Search'. Below the buttons is a table with the following data:

Wine Name	Wine Type	Quantity	Rating	Next Tasting
2015 OLD ORCHARD WINERY PREMIUM SHIRAZ	SHIRAZ	20	80	10/05/2019
2016 OLD ORCHARD WINERY SHIRAZ	SHIRAZ	11	60	30/04/2019

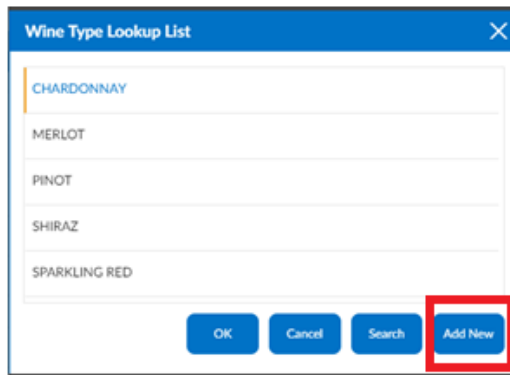
- Click on the **Add New Wine Button** to create a new record.
 - You will be prompted to enter the Wine Name. You will then be presented with the New Wine Record Page in Edit Mode.



- The Fields with the **Magnifying Glass Icon** are populated by selecting from a lookup list.
 - Clicking on the Magnifying Glass brings up the selection list.



- The lookup list allows you to add new choices.

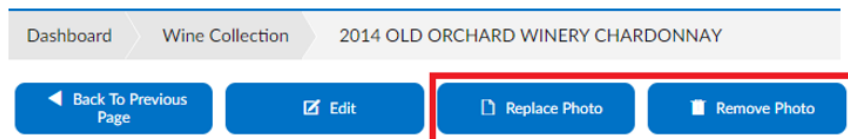


- Click on the **Save Button** to SAVE the latest entries/changes you have made to the wine record.

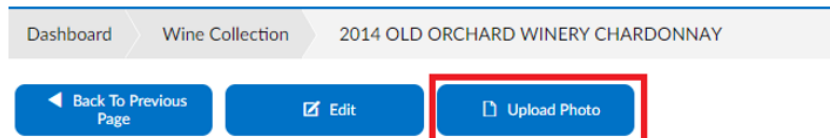


- Once the record is saved, it is then displayed in **Read Mode**. In read mode you can only do the following:

1. Add, replace, remove Photo

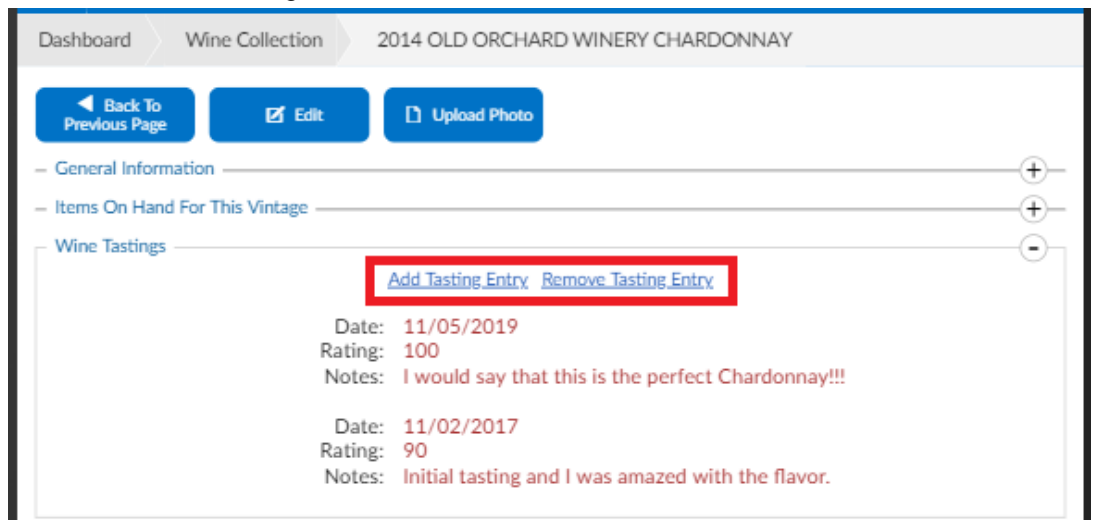


Record with a Photo

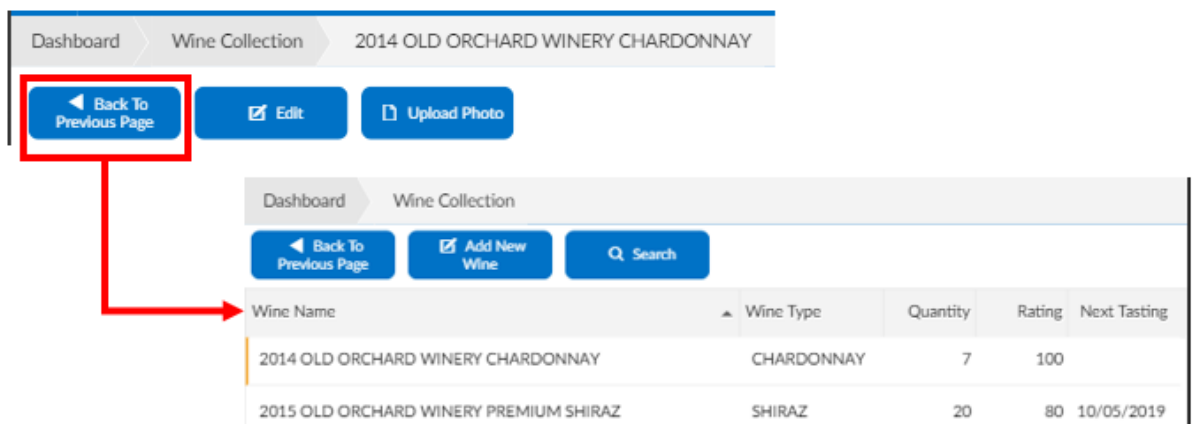


Record without a Photo

2. Add and remove Tasting Entries for the wine.



- o Click on the **Back To Previous Page Button** to go back to the list of wines. The new wine record you created will now be displayed in that list.

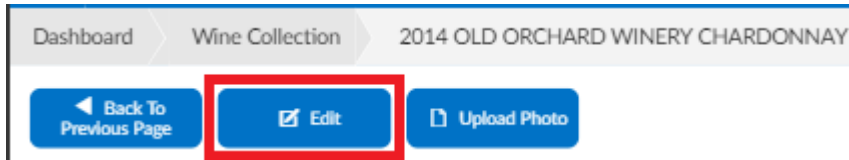


Editing Existing Wine Records

- From the **Wine Collection Folder**, click on the row of the wine record you wish to edit.

Wine Name	Wine Type	Quantity	Rating	Next Tasting
2014 OLD ORCHARD WINERY CHARDONNAY	CHARDONNAY	7	100	
2015 OLD ORCHARD WINERY PREMIUM SHIRAZ	SHIRAZ	20	80	10/05/2019

- Click on the **Edit Button** to put the record in Edit Mode.



- The Edit Mode also has the **Remove Button** for you to delete it from the system.

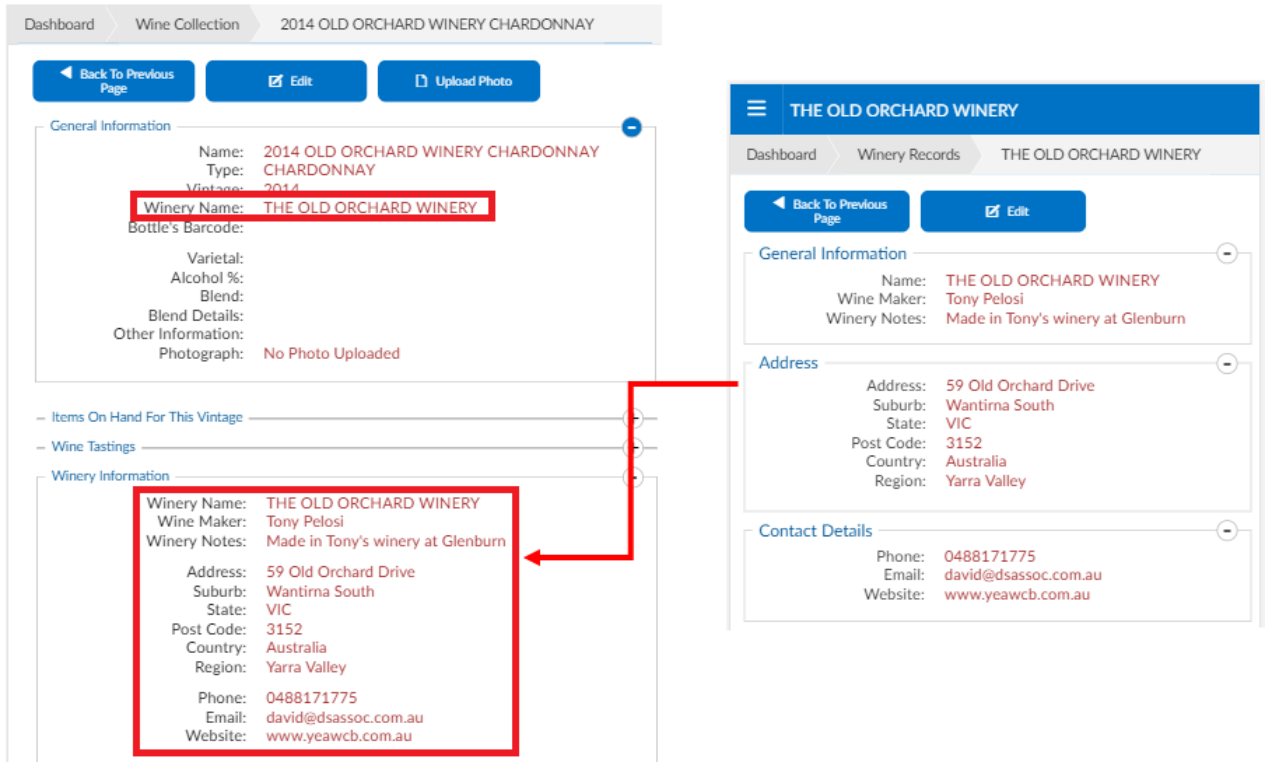


Adding/Editing/Deleting Winery Records

- Maintenance of The Winery Records allows you to add, edit, and delete Wine Records.
- Winery Records are accessed through the **Winery Records Link** from the Dashboard.

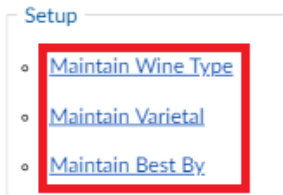


- Information from the Winery Record shows the Winery Information Data connected to the Wine Record.

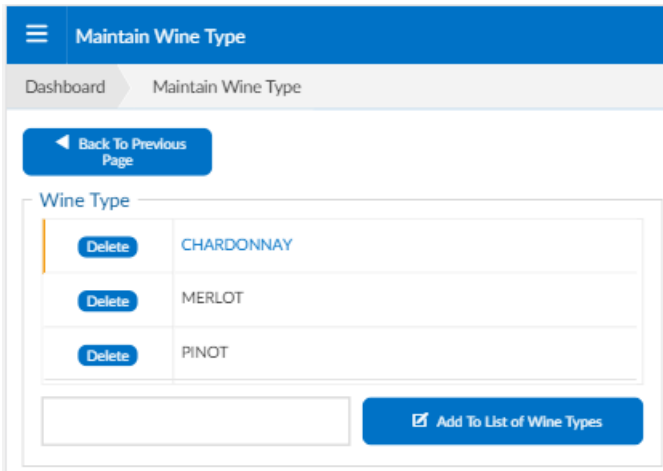


Adding/Editing/Deleting Lookup Lists

- The lookup lists used for the “Wine Type”, “Varietal” and “Best By” fields of the Winery Record are also maintained in the **Setup Section** of the Dashboard.

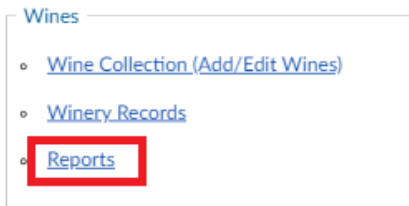


- This section allows addition and deletion of choices from the lists.

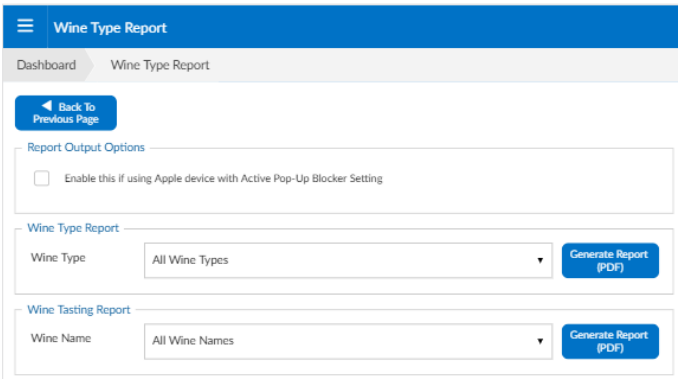


Reports

- Click on the **Reports Link** from the Dashboard.

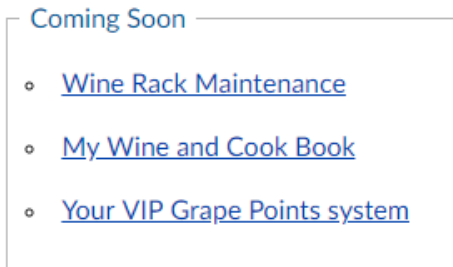


- Different reports are available for use.



Upcoming Features

- Some exciting new features that are due soon are listed under the **Coming Soon Section**.



Your Feedback and Queries

We hope this system allows to you get your wine cellar under control to make it easier to see what you have in stock, what is ready for drinking and what is getting low.

If you have any queries at all, we are here to help you. Simply call or email us and we will get back to you.

Let us help you with your My Wine Cellar.

My Wine Cellar – Developed by DSA Advanced Business Solutions

Head Office - 03 9887 3074

www.mywinecellar.com.au

This is our main website for information, if you wish to log back into your My Wine Cellar, simply use the website and your login details you used in the first step.

info@mywinecellar.com.au

Please use this email if you have any queries or suggestions about My Wine Cellar.