Logging In

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

 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.

11	Mr 25 - 40
22	Martin F. T.
	17 W 12
VIP Num	iber
Nour VI	P Number
Email Ad	ldress:
Your Er	nail Address
	Sign In
Forgot/L	Jeaware of your VIP Number? - fill Email Address field above and then click here.

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

≡ Dashboard	
Dashboard	
DAVII	Your Wine Cellar D SMITH Io. 3082
Wines • Wine Collection (Add/Edit Wines) • Winery Records	Setup Maintain Wine Type Maintain Varietal
• <u>Reports</u>	• <u>Maintain Best By</u>
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	Coming Soon
• <u>User Manual</u>	<u>Wine Rack Maintenance</u>
User Manual (click this for Apple devices)	<u>My Wine and Cook Book</u>
<u>Contact Us</u>	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.

\equiv Wine Colle	ection					
Dashboard W	/ine Collection					
Back To Previous Page	Add New Wine	Q Sear	rch			
Wine Name			Wine Type	Quantity	Rating	Next Tasting
2015 OLD ORCHAR	D WINERY PREMIUM SH	IRAZ	SHIRAZ	20	80	10/05/2019
2016 OLD ORCHAR	D 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.

015 OLD ORCHARD WINERY PRE Enter Wine Name (Maximum 60 characters)	Vine Name	Mine T	Ouestite [ation	
016 OLD ORCHARD WINERY SHI 017 YEA PINOT GRIS OK Cancel	2014 OLD ORCHARD WINERY CH	Add New Wine		×	
015 OLD ORCHARD WINERY SHI 017 YEA PINOT GRIS OK Cancel	2015 OLD ORCHARD WINERY PRE	Enter Wine Name (Maximu	um 60 characters)		
OK Cancel	016 OLD ORCHARD WINERY SHI	2014 YEA PINOT GRIS			
Dashboard Wine Collection New Wine Record	017 YEA PINOT GRIS		Concel		
Dashboard Wine Collection New Wine Record Reck To Previous Page General Information Wine Name	17 IDAVINOTONIS	UK	Califices		
General Information Wine Name			Carrier		
Ceneral Information Wine Name					
Wine Name				New Wine Record	
			New Wine Record Dashboard Wine Collection Back To	New Wine Record	
			New Wine Record Dashboard Wine Collection Back To Previous Page General Information	New Wine Record	

- 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.

	Wine Type Lookup List	×
	CHARDONNAY	
Wine Type (required)	MERLOT	
	Q PINOT	
	SHIRAZ	
	SPARKLING RED	
	OK Cancel	Search Add New

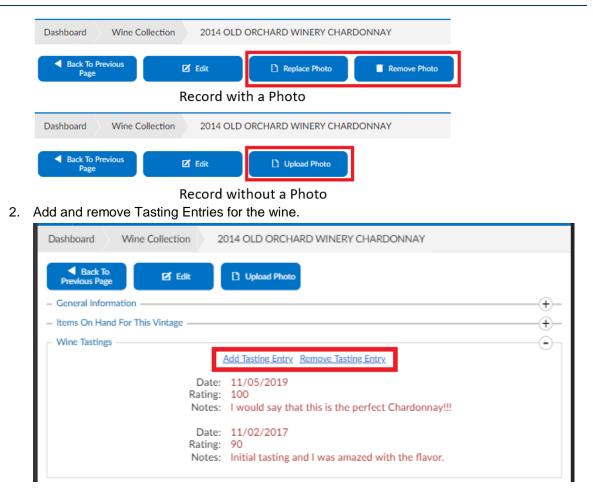
• The lookup list allows you to add new choices.

Wine Type Lookup List	×
CHARDONNAY	1
MERLOT	
PINOT	
SHIRAZ	
SPARKLING RED	
OK Cancel Search Add New	

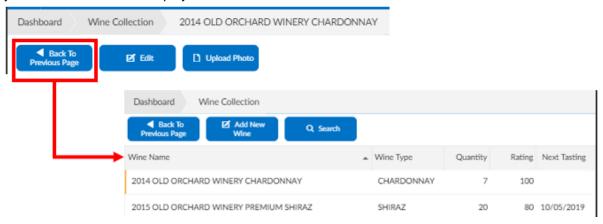
o Click on the Save Button to SAVE the latest entries/changes you have made to the wine record.

 Back To Previous Page 	✓ Save	
- General Information		
Wine Name		
2014 YEA PINOT	GRIS	
Wine Type (required	n	

- 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



• 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.

MY WINE CELLAR USER MANUAL

Dashboard Wine Collection						
Back To Previous Page Wine	Q Search					
Wine Name		*	Wine Type	Quantity	Rating	Next Tasting
2014 OLD ORCHARD WINERY CHARDONN	NAY		CHARDONNAY	7	100	
2015 OLD ORCHARD WINERY PREMIUM S	HIRAZ		SHIRAZ	20	80	10/05/2019

• Click on the Edit Button to put the record in Edit Mode.

✓ Back Previous Pa	lo ige	🗹 Edit	D Upload Photo		
Dashboard	> w	fine Collection	2014 OLD ORCHA	RD WINERY CHARDON	INAY

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

Dashboard	Wi	ne Collection	2014 OLD ORCHAR	RD WINERY CHARDONNAY
✓ Back Te Previous Page		✓ Save	T Delete	

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.

MY WINE CELLAR USER MANUAL

Dashboard	Wine Collection	2014 OLD ORCHARD WINERY CHA	ARDONNAY				
Back To P Page General Inform		🗹 Edit 🚺 Upload Photo		≡ тне	OLD ORCHAR	2D WINERY	
		CHARDONNAY		Dashboard	Winery Rec	ords THE OLD ORCHARD WINERY	,
6	Wintere: Winery Name: Bottle's Barcode:	THE OLD ORCHARD WINERY			To Previous Page	🛃 Edit	
Ot	Varietal: Alcohol %: Blend: Blend Details: her Information:			- General	Information Name: Wine Maker: Winery Notes:	THE OLD ORCHARD WINERY Tony Pelosi Made in Tony's winery at Glenburn	- - -
	Photograph:	No Photo Uploaded		- Address	Address:	59 Old Orchard Drive Wantirna South	•
 Items On Han Wine Tastings Winery Inform 							
	Winery Name: Wine Maker: Winery Notes:			- Contact		· · · · · · · · · · · · · · · · · · ·	-0-
	Suburb: State: Post Code:	VIC 3152 Australia			Phone: Email: Website:	0488171775 david@dsassoc.com.au www.yeawcb.com.au	
	Phone: Email: Website:	david@dsassoc.com.au					

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.

Dashboard	Maintain Wine Type
 Back To Prevent Page Wine Type — 	Nous
Delete	CHARDONNAY
Delete	MERLOT
Delete	PINOT

Reports

• Click on the Reports Link from the Dashboard.



• Different reports are available for use.

Wine Type I	eport	
Dashboard Wi	e Type Report	
Back To		
Previous Page Report Output Opti	ns	
	sing Apple device with Active Pop-Up Blocker Setting	
Wine Type Report -		
Wine Type	All Wine Types	Generate Report (PDF)
Wine Type Wine Tasting Report		

Upcoming Features

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

– Coming Soon –

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

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 <u>www.mywinecellar.com.au</u> 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. <u>info@mywinecellar.com.au</u>

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