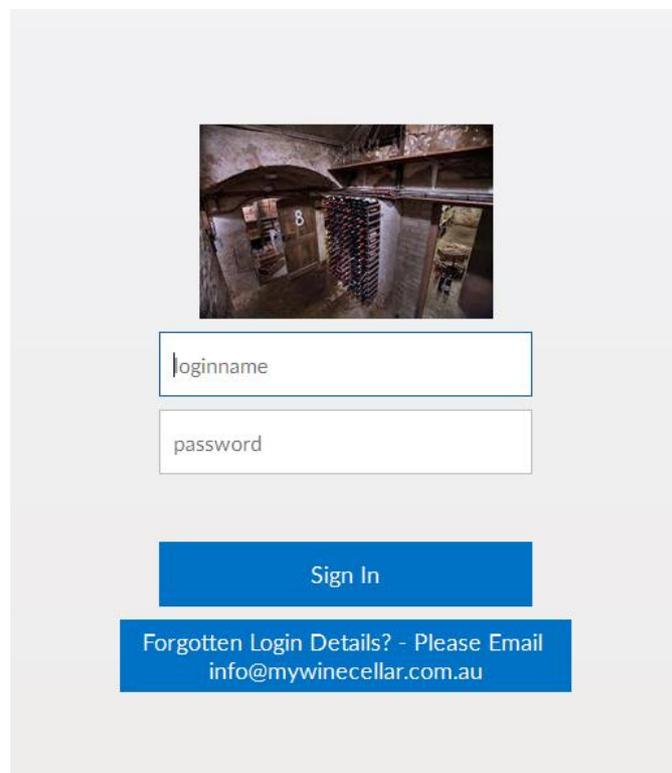


My Wine Cellar

Your Complete Home Wine Cellar System.

When you register for the “My Wine Cellar” system you will be emailed a link to your own wine database plus your login details. Keep this email in a safe place as it is the address for your “My Wine Cellar” system.

When you have clicked on the link you will see this page below:-



loginname

password

Sign In

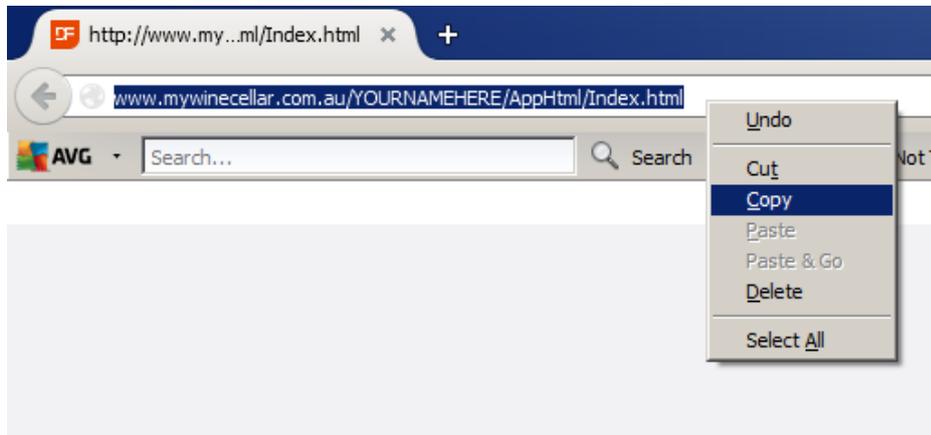
Forgotten Login Details? - Please Email
info@mywinecellar.com.au



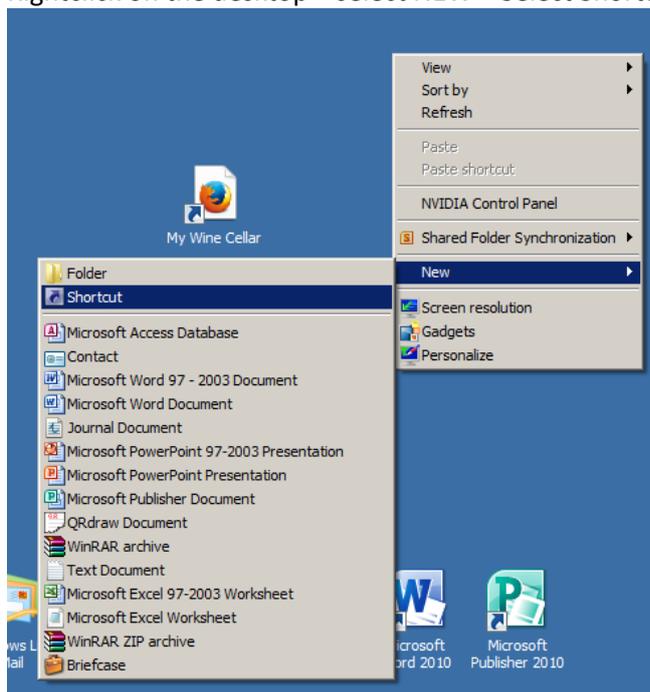
My Wine Cellar – Proudly made by The Old Orchard Winery

Setting up a shortcut on your desktop.

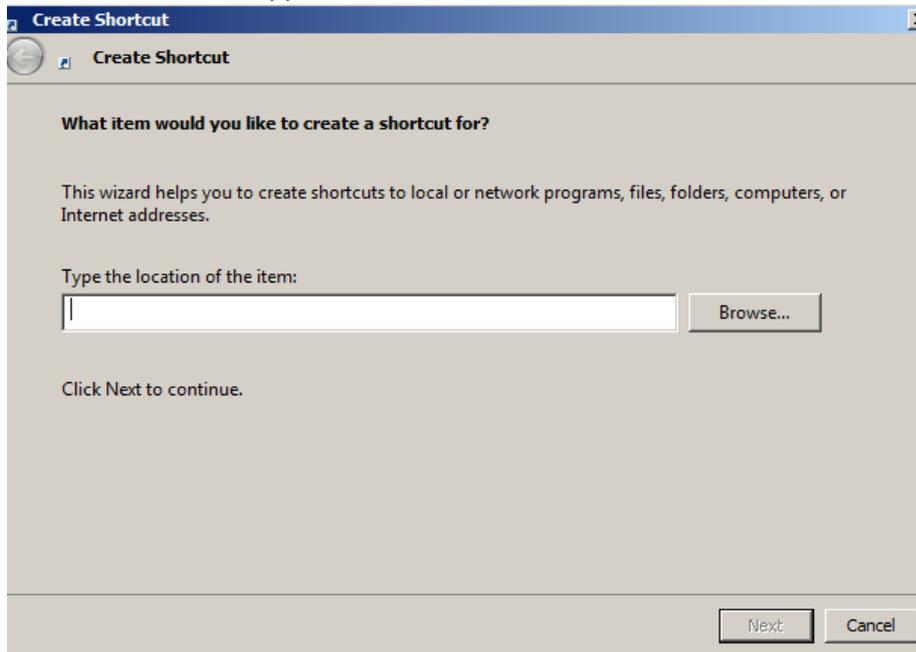
It's a great idea to save this page to your desktop. This will give you direct access to your "My Wine Cellar" directly from your computer desktop. Otherwise you have to remember a long string of address information to access your login page. At the top of the login screen highlight the address bar – It should look like this....



Right click the mouse once it is highlighted and select copy.
Minimise all your open pages so you are on your desktop.
Rightclick on the desktop – select NEW – Select Shortcut

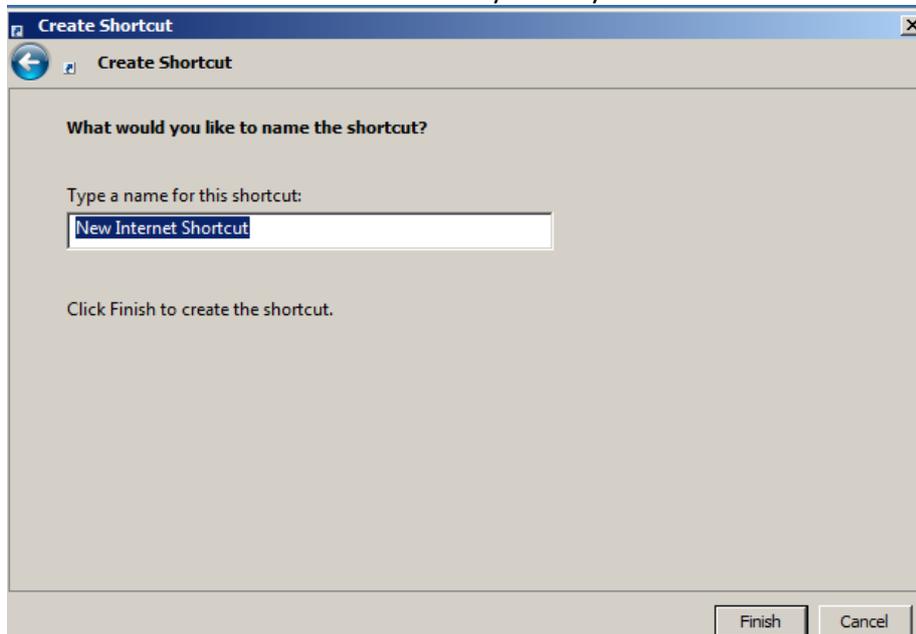


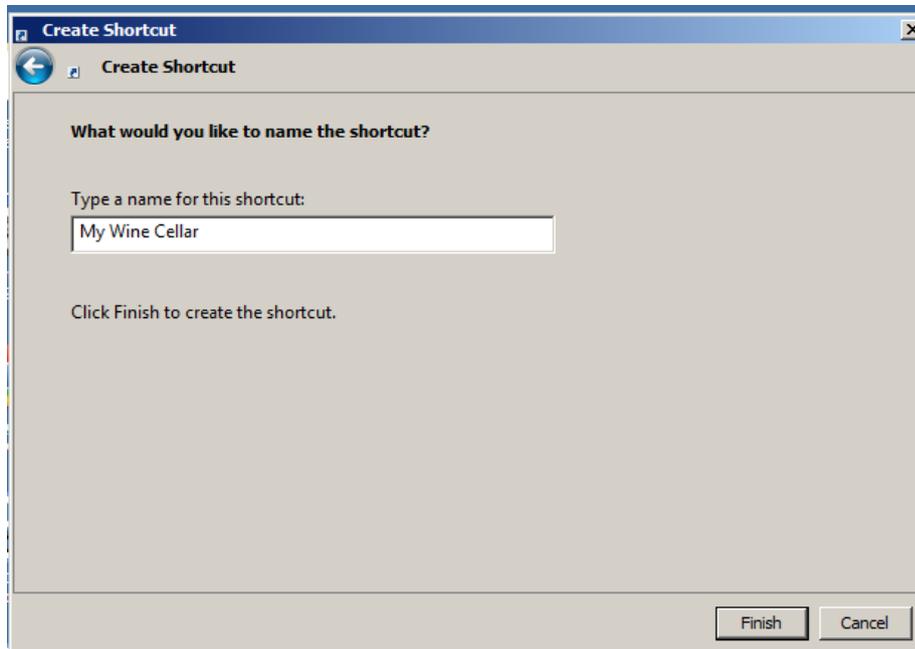
This screen will now appear...



In the section asking for the location of the items – RIGHT click the mouse and select PASTE – this should paste the address bar information you copied before. Click NEXT

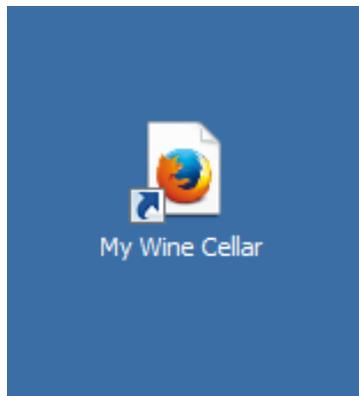
Name your shortcut. You can name your shortcut in this section. Put something that is easy for you to remember that this is the shortcut to your “My Wine Cellar”.





Click FINISH to save to your desktop.

You should now have an icon that you can just double click to gain access to your “My Wine Cellar”.

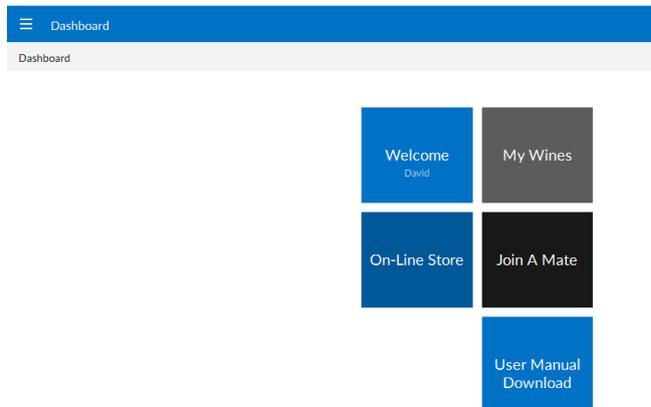


Logging into your My Wine Cellar

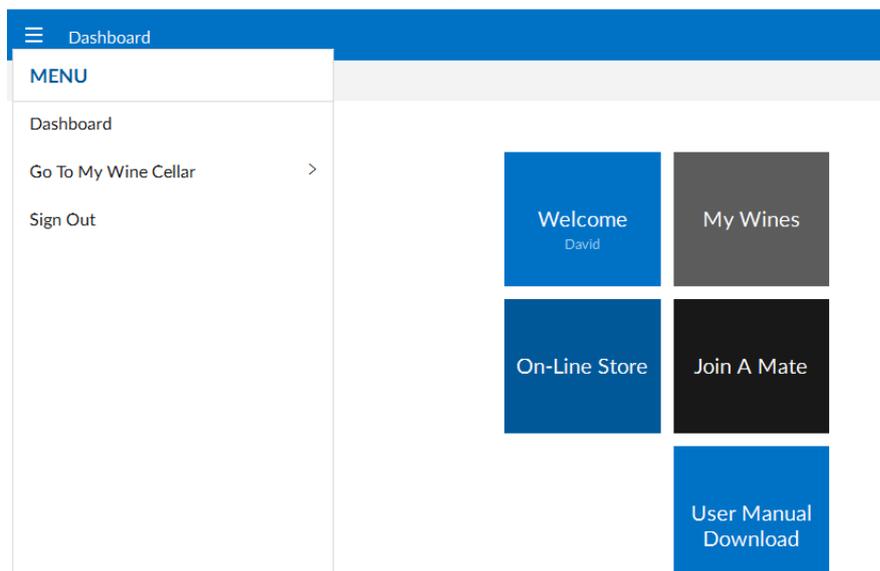
Enter your Login Name and Password in the fields provided – Click **Sign In**

*If at any stage you forget your login details you can contact us on 03 9887 3074
or email us at info@mywinecellar.com.au*

Once you have successfully logged in you will see this page below:-



This is the Dashboard – The Main Page



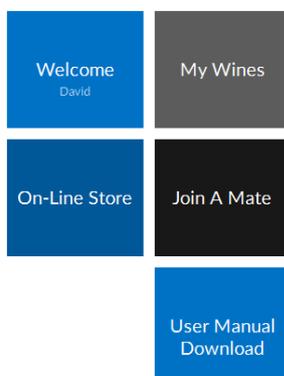
By clicking on the 3 lines in the top left corner will produce a drop down menu.

Dashboard – Takes you back to the main page.

Go To My Wine Cellar – Click to go to “My Wines”.

Sign Out – Log out of the system.

There are also quick link tiles on the dashboard. Use the tiles to navigate through your wine cellar.



The tiles on the dashboard are the navigation tiles.

Welcome – Welcomes you to your system.

My Wines – takes you directly to the input area and gives a listing of your current wines already entered.

On-Line Store – Direct link to any wine specials.

Join a Mate – Leave us your friends details so they can try “My Wine Cellar” too.

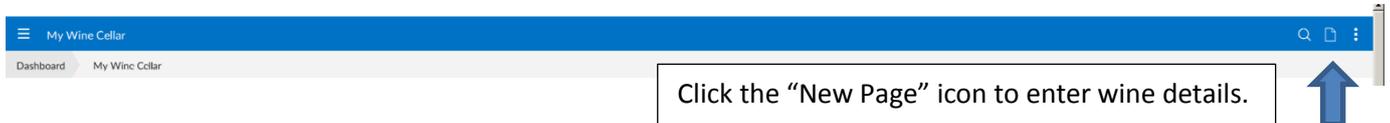
User Manual Download – Direct access to the user manual.

Other tiles will be added with features at various times.

Entering your Wines

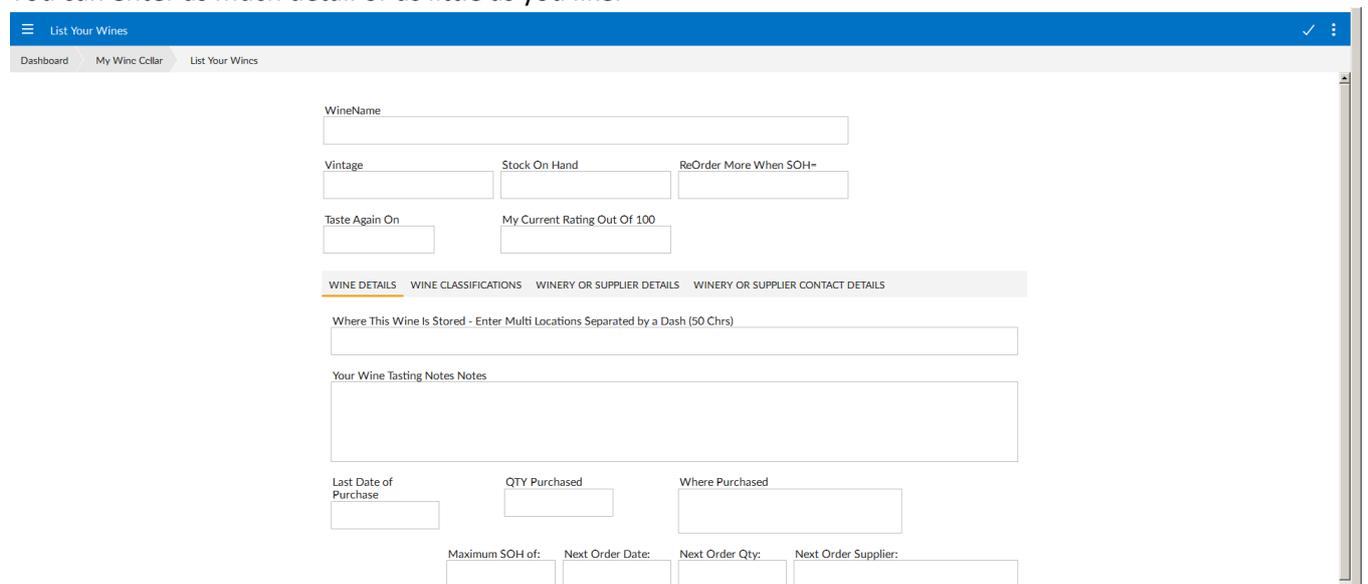
To start to enter your wine click – “My Wines”

This will take you to where you can start to enter all the details of the wines in your cellar.



You will see this screen. This is where you enter all the details about your wine.

You can enter as much detail or as little as you like.



Here is a detailed view and description of each field and what to enter if you are unsure. Remember you don't have to fill it all in!!

WineName

Vintage

Stock On Hand

ReOrder More When SOH=

Taste Again On

My Current Rating Out Of 100

Adding Additional Data

There are 4 additional areas to update information about the wine.
Each area will be underlined in orange to show you where you are located within the data entry sections.

This first one is already underlined and on the first screen.

WINE DETAILS

Where This Wine Is Stored - Enter Multi Locations Separated by a Dash (50 Chrs)

Your wine could be located in various places around the house. ie.Cellar - Under the House - Fridge

Your Wine Tasting Notes Notes

Enter notes relevant to this wine.

Last Date of Purchase

When did you purchase this wine?

QTY Purchased

How much did you buy?

Where Purchased

Where did you buy this wine.

Maximum SOH of:

Maximum Stock On Hand – Enter the maximum number of bottles you wish to stock.

Next Order Date:

When are you going to buy more?

Next Order Qty:

How many bottles are you going to order?

Next Order Supplier:

Who are you going to purchase from?

WINE CLASSIFICATIONS

Varietal

Type of Wine (Grape Variety) ie. Chardonnay, Shiraz

Wine Type

Style of Wine. ie. Unwooded, Lightly Oaked, Sparkling, Sweet

Alc %

Enter the percentage of Alcohol in the volume of wine (shown on the label).

STD Drinks

The Number of Standard Drinks in the bottle (shown on the label).

Blend

N

Is this wine a blend of varieties? ie. Cabernet/Shiraz, Cabernet/Shiraz/Merlot.

WINERY OR SUPPLIER DETAILS

Winery Name

Enter the name of where you purchased the wine.

JH Star Rating

Does this wine have a James Halliday Star Rating? If so, enter it here.

Winery Address Street

Enter the Winery address details in this section.

Winery Suburb

Winery State

Winery Post Code

Winery Country

Winery Region

Enter the Wine Region. ie. Yarra Valley, Margaret River, Hunter Valley

WINERY OR SUPPLIER CONTACT DETAILS

Winery Tel **Enter the Winery Contact details here.**

Winery Email

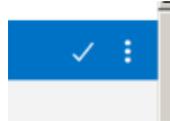
Winery Web

Cellar Door Open **Do the Winery have a Cellar Door open for sales?**

Wine Maker

Winery Established

Again - You can enter as much detail or as little as you like. Remember this is YOUR Cellar!!
Once you are finished – Click the tick to SAVE.



Once you have entered all your wines you will have a listing similar to:-



The Old Orchard Winery Chardonnay Pinot Noir	2013	i
The Old Orchard Winery Sauvignon Blanc	2013	i
The Old Orchard Winery Special Reserve Shiraz	2010	i

When you purchase more of an existing wine you already have you will need to “Edit” this wines details with new stock figures, etc.
You may also finish a wine completely and wish to remove it’s details as you will not be re-ordering more – This will require “Deleting” a wine.

To Edit or Delete a wine:-

Select the wine from the listing by clicking on it.
This will show all the details you have previously entered.

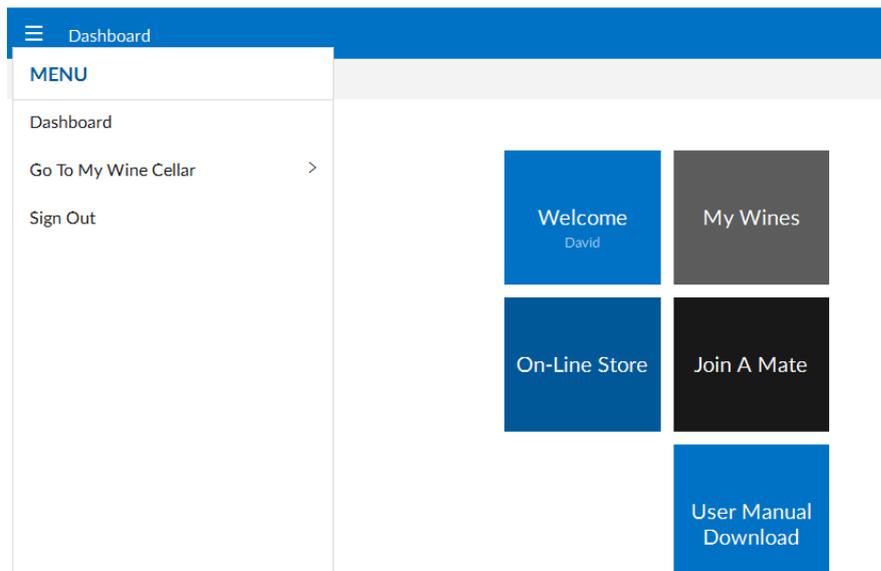
To Edit click  in the top right hand corner.
This is the edit function and now all the fields will be available to amend or add to.
Edit the fields that need to be changed or updated.
Don't forget to save the changes – Click the tick in the top right hand corner.



To Delete a wine, again click the Edit function (as above) in the top right hand corner.

Then click the 3 dots and select “DELETE”. 
It will then ask for you to confirm the delete function.

Once you have finished remember to Sign Out.
Go back to the Dashboard.
Click the 3 lines – Select Sign Out



My Wine Cellar is a the perfect way to keep track of the wines in your cellar, see which ones are perfect for tasting, when you might need to order more wine or an incentive to grow your existing cellar. Enjoy!!



My Wine Cellar – Proudly made by The Old Orchard Winery