



Requesting User Access.

Access to Wine E-Cert is given at an individual level.

All wine companies that currently have access to the WECS Website must indicate the individuals who should be given access to Wine E-Cert and what roles they will require. A page has been created on the existing WECS Website to allow wine companies to do this.

Roles which may be associated with wine company users are:

- Request Submitter – users with this role can add wine batches and samples, request export eligibility assessment and documentation, search and view batches and requests.
- Read Only – Applicant Level – users with this role can search and view batches and requests.
- WSMP Owner – users with this role can view batches of wine which have been said by other users to have been manufactured under the WSMP they are associated with. WSMP Owners can confirm or dispute the details of manufacture/packaging and any declarations made by the request submitter.

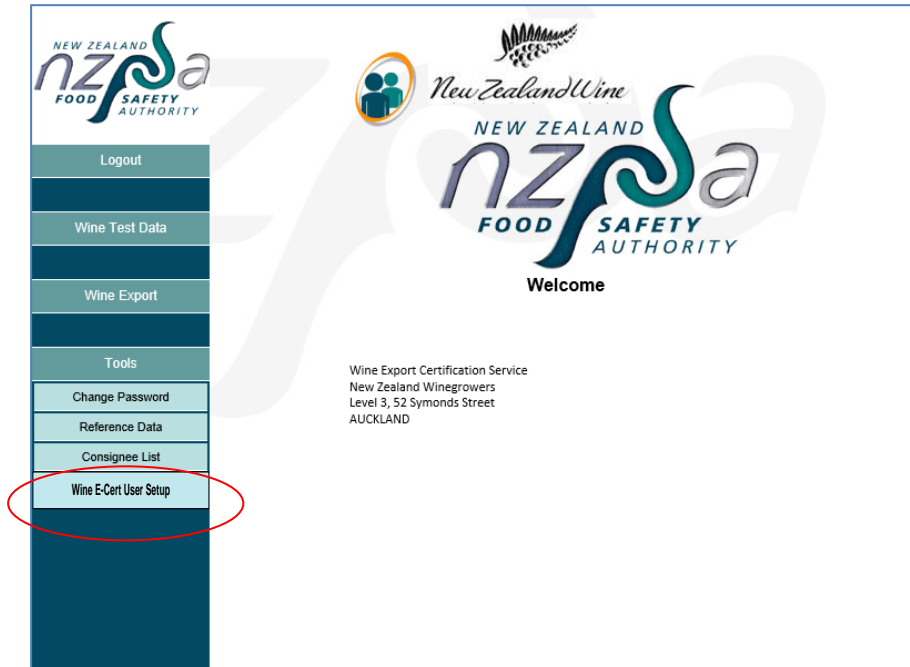
A user may be associated with one or many of the above roles.

For all these roles access is limited to the wine company the user is associated with.

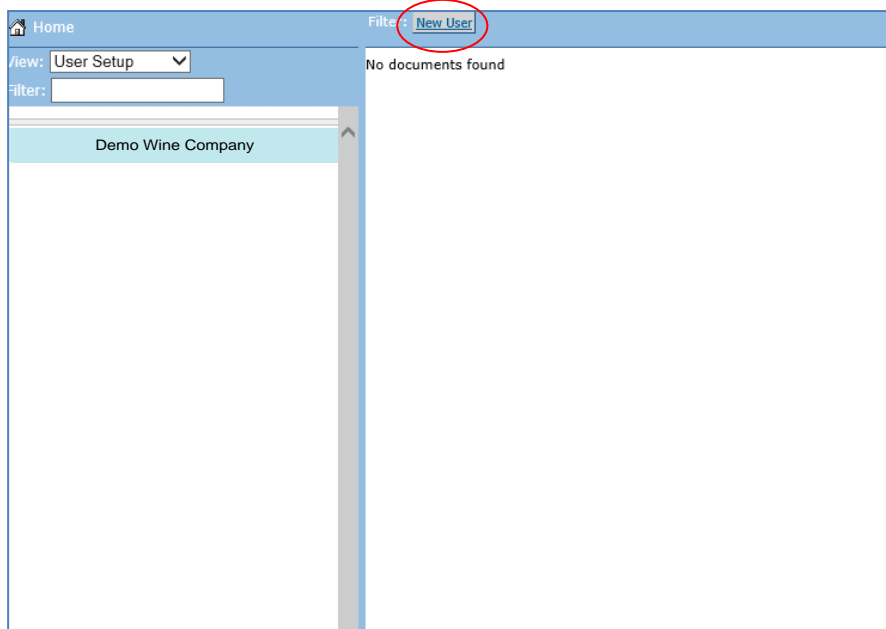


To request access to Wine E-Cert

1. From your home screen **click** *Tools* and a drop down list displays as shown below.



2. **Click** *Wine E-Cert User Setup* and the following screen will display.



Your wine company name will display rather Demo Wine Company.



3. **Click New User.** The following screen will display.

Save Close Print

User Setup - for new MPI Wine system

First Name:

Last Name:

Email Address:

User Role:

Request Submitter

Read Only

WSMP Owner

User Role definitions:

- **Request Submitter** – can add wine batches and samples, request export eligibility assessment and documentation, search and view batches and requests.
- **Read Only** – can search and view batches, samples and requests.
- **WSMP Owner** – can view batches of wine which have been said by other users to have been manufactured under the WSMP they are associated with. Can confirm or dispute the details of manufacture/packaging and any declarations made by the request submitter.

4. **Complete** the details for the user.

- *First Name*, *Last Name* and *Email Address* must all be completed.
- The *Email Address* needs to be an individual's email address not a generic email.
- At least one *User Role* must be selected for the user.

5. If you select the *User Role* WSMP Owner the WSMP numbers associated with your company will display as shown in the screen below.

WSMP Owner

User Role definitions:

- **Request Submitter** – can add wine batches and samples, request export eligibility assessment and documentation, search and view batches and requests.
- **Read Only** – can search and view batches, samples and requests.
- **WSMP Owner** – can view batches of wine which have been said by other users to have been manufactured under the WSMP they are associated with. Can confirm or dispute the details of manufacture/packaging and any declarations made by the request submitter.

User WSMP(s): AARD123
Select the WSMP(s) that the user is associated with.



6. **Tick** the WSMP(s) that you wish the user to be WSMP Owner for.
The WSMP role should be allocated to staff that have the appropriate knowledge / training and access to records to confirm accuracy of wine data entered into Wine E-Cert.

7. **Click** Save.