

Accessing Infocado

Below is a step by step guide to accessing Infocado.

1. Go to website www.avocado.org.au
2. Click on the “**Industry**” tab at the top of the screen , wait for the new screen to appear then click on “**Services Login**” on the top navigation bar (top right side of screen) - a *new screen asking for your username and password will appear (login screen)*

Your username and password should have been supplied to you by Avocados Australia, however if you are having problems remembering these please email infocado@avocado.org.au or phone 1300 303 971.

IMPORTANT: Before proceeding, download Formatta Filler

(NOTE: You only need to download Formatta Filler once to your computer)

This is a small program to allow you to access Infocado forms. If you have not downloaded Formatta Filler before or if you are having trouble opening files when you are in the Infocado system then you need to download the Formatta Filler.

On the **login page**, click on ‘**download Formatta Filler**’ on the right hand side of the screen, follow the prompts. When asked:

1. Do you want to run or save this program? click on ‘**run**’
2. Do you want to run this program? click on ‘**run**’
3. If you agree with the licence agreement, check ‘**I accept**’ then click ‘**next**’
4. Click ‘**next**’ on the Destination Location page unless you wish to change the location where the program will be stored
5. Formatta Filler should now be downloaded. This may take a few minutes if you have slow line speeds.
6. When the formatta screen comes up click on ‘**close**’.

It is only necessary to download Formatta Filler the first time you enter Infocado. The program will then be available each time you access Infocado.

3. Enter your user name and password and click ‘**login**’ - a *new screen will appear*.
4. Click on ‘**Services**’ in the top navigation bar - a *drop down box will appear*.
5. Click on ‘**Infocado**’ – a new screen will appear.

- you are now in Infocado-

Infocado
Instructions for entering data

SEASONAL FORECAST DATA

When to enter seasonal forecast data

When to enter data

The email form sent to you monthly should be **completed and sent before the last day of the month** in which it is sent. The email form will be sent to you on or around the 10th of each month.

The data received from individual packhouses will be checked between the 1st and 7th day of the following month and approved for aggregation. The new Industry Summary Seasonal forecast report will be available on the 8th of each month.

For more details on this review "When to enter data" in the Infocado Overview document or contact Avocados Australia.

Entering seasonal forecast data

1. You will receive an email on or around the 10th of each month titled **New Avocado Supply Forecast for 'your trading name'**. Click on the attached form 'SupplyForecast.pff'. A new screen will appear – this is the forecast form.
2. Enter your login password in the box at the top of the form and then click on '**unlock**' (this is a green box to the left of the password box). This will unlock the form so that you can enter data.
3. Enter / amend data

The first time you use the Seasonal Forecast module you need to enter the product you expect to be dispatching in 5.5kg tray equivalents for Hass, Shepard and 'other' varieties in each of the next fifteen months. This includes all grades of fruit and should be entered in the column marked:

- "1: New Forecast" for Hass,
- "3: New Forecast" for Shepard, and
- "5: New Forecast" for 'other' varieties. note: this amount should represent the total of all other varieties being dispatched

For example, if in January 2010 you are expecting to dispatch 10,000 x 5.5kg trays and 1,000 x 10kg bulk packs of Hass, this would be recorded as 11,818 x 5.5kg tray equivalents in Column 1 (note: 1,000 x 10kg bulk packs equals 1,818 x 5.5kg trays in weight).

In future months when you return to enter data the column marked "1: New Forecast" for Hass, "3: New Forecast" for Shepard and "5: New Forecast" for 'other' varieties will be automatically populated with the last data you provided to the system. This has been done to reduce the amount of work for you in entering data.

Each month you should review the forecasts in columns 1, 3, and 5 and make any amendments to the volumes in the first 14 months of data and add your expected dispatches for the fifteenth month to these columns.

The data in column 2, 4 and 6 marked "Prev Forecast" shows the previous forecast you made in the previous month for Hass, Shepard and 'other' varieties respectively. As more data is collected in the system, the columns showing "Last year forecast" and "Last year actual" will be automatically calculated.

Once you have amended data, if necessary, and added the fifteenth month, then...

4. Click on the '**Send**' button on the bottom right hand corner of the form.
5. You will be notified that the form has been sent to the server, click '**ok**'.

You will now be returned to the original email which you should delete after completing the form.

If, for any reason, you need to amend data in a form sent to Infocado, please contact Avocados Australia on 1300 303 971 to assist you with this process.

WEEKLY FORECAST AND DISPATCH DATA

When to enter weekly forecast and dispatch data

When to enter data

In both the weekly forecast and dispatch modules a week is considered to be from Saturday to Friday.

Data should be entered no later than 11am each Monday starting a month before your packing season commences and throughout the duration of the season.

For more details on this review "When to enter data" in the Infocado Overview document or contact Avocados Australia.

Entering dispatch data

When you first enter Infocado you will see the menu page (below).

Create Weekly Dispatch and Forecast Records - Wednesday, 16 September 2009

Menu Selection

Variety

When creating Dispatch and Forecast forms, please select an item from the Variety drop list then click the Search Button. Forms containing the current weeks dispatches can be created anytime after Monday 4.00PM of the week of the dispatch but they need to be completed and sent to Infocado by 11.00AM on the first working day (usually Monday) of the following week.

Your use of Infocado is subject to terms and conditions that can be viewed by clicking the button below.

Please note it is important that you read the "Terms and Conditions" (see below).

Read the conditions of use – click on 'Terms and Conditions' button

When you first enter Infocado you should read the 'Terms and Conditions' to understand the conditions governing your use of the Infocado system. If you do not agree with these terms please notify Avocados Australia.

You now need to enter dispatch data, by creating a dispatch record, showing your actual dispatches in the previous week

1. In the Menu Selection drop list select "Create **Weekly Dispatch and Forecast Records**"
2. In the Variety drop list select the variety for which you intend to enter data eg. **Hass, Sharwil, or Gwen** etc.
3. Click 'Submit' – a new screen will appear (see below).

Create Weekly Dispatch and Forecast Records - Wednesday, 16 September 2009

Step 1. Click on the pink button above to display a new Dispatch Record form.
After entering data on the form and sending it to the server, go to Step 2.

Step 2. Click on the purple button above to display a new Forecast Record form.
After entering data on the form and sending it to the server,
click the Return to Menu Selection button to select another Variety.

4. Click on "**Create an Avocado [name of variety] Dispatch Record**" – this is a pink box. A new screen will appear - this is the dispatch form

5. Enter data

There are 2 pages to this form. In the first you can enter dispatch data for fruit that you dispatched in Mod 6 trays. Once you have entered this data click on “next page” in the pink box at the top of the page. This will take you to the second page into which you can enter dispatch data for fruit packed in 5.5kg trays, bulk boxes and fruit for other uses including processing, oil, prepacks and other.

Data should be entered in the appropriate fields. You only need enter data in the white and yellow boxes. The totals, in the grey boxes, will be generated automatically.

The following descriptions / rules apply:

Trader: A trader is central market wholesaler, produce merchant or other wholesaler.

Direct: Direct refers to produce being sent directly to retailers (supermarkets).

Consolidator: Are businesses that co-ordinate and control where product is to be to be dispatched. In some cases they may also pack fruit. This includes businesses such as One Harvest, Sunfresh, Natures Fruit and Fruitology.

Bulk: when entering data the total number of 10kg packs should be recorded; not the total number of kilograms

P/Pk (prepacks) / Oil / Proc (processing) / Other: when entering data for prepacks /oil / processing / other; the total volume in kilograms should be recorded.

If you have not dispatched product in the previous week, check the ‘**no dispatches this week**’ button on the bottom right hand corner of the 2nd page of the form. If this is your final week of dispatching fruit for the season then check the ‘**final dispatch for season**’ button on the bottom right hand corner of the 2nd page of the form.

6. Click on the ‘**Send**’ button on the bottom or top right hand corner of the form, once you have input all the data and are happy with its accuracy.

7. You will be notified that the form has been sent to the server, click ‘**ok**’.

You will now be returned to the menu page where you can enter your forecast data for your selected variety for the coming 4 weeks.

Entering weekly forecast data

Once you have entered your dispatch data, you can create a forecast record. To do this, complete the following steps:

1. Click on '**Create an Avocado [name of variety] Forecast Record**' (as above - this is usually a purple box). A new screen will appear – this is the forecast form.
2. Enter data
Data should be entered in the appropriate fields ie. the number of trays and bulk packs and the volume (number of kilograms) of prepacks, processing and other product you expect to send to all markets in the week indicated.

Note: A week is considered to start on Saturday and finish the following Friday.

The first time you enter this form at the beginning of your season you will need to enter all 4 rows of forecast data, showing what you think you will be dispatching in the next 4 weeks. When you re-enter this form the following week you will notice that your forecasts have all moved up a row and that you need only enter the 4th week of data. At this time you should also make adjustments to the existing 3 weeks of data if necessary eg. if your picking program has been delayed due to wet weather etc.

If you have no new forecasting data to add (eg. it is toward the end of your season and you will not be sending fruit) check the '**no forecast this week**' button on the bottom right hand corner of the form. If this is your last forecast for the season then check the '**final forecast for season**' button on the bottom right hand corner of the form.

3. Click on the '**Send**' button on the bottom or top right hand corner of the form.
4. You will be notified that the form has been sent to the server, click '**ok**'.

You will now be returned to the menu page.

If you wish to enter data for another variety follow the steps below.

If you wish to view reports follow the instructions in the section “Infocado Instructions for retrieving information”.

If you have finished entering data and do not wish to view reports at this time, you can simply log-out of Infocado by clicking on 'log out' on the right hand side of the black navigation bar running across the upper section of the page.

Entering weekly forecast and dispatch data for a different variety

If you wish to enter forecasts and dispatches for another variety, complete the steps below:

1. Click on '**Submit**' again - *a new screen will appear.*
2. In the Menu Selection drop list select "**Create Forecast and Dispatch records**".
3. In the 'Variety' drop down list select the new variety for which you wish to record data.
4. Follow the steps as for the first variety you entered (as outlined above).

Infocado
Instructions for retrieving information

SEASONAL FORECAST REPORTS

Retrieving Industry Summary Seasonal Forecast Reports

The two options for viewing the industry summary seasonal forecast reports are:

- Industry Summary Seasonal Forecast by Variety
- Industry Summary Seasonal Forecast by Month

1. In the Menu Selection drop list select either “**View Industry Summary Seasonal Forecast by Variety**” or **View Industry Summary Seasonal Forecasts by Month**’

2. Select from other drop lists (Variety, Forecast Done In: To) as required, to filter your report.

3. Other optional selections:

If you tick “**Kilograms**” then your report will be provided in kilograms, rather than units.

If you tick “**Create CSV file**” this will provide your report in a spreadsheet format.

If you tick “**Printer Friendly**” the report provided will be suitable for printing.

4. Click ‘**Submit**’

A new screen will appear – this is your Industry Summary Forecast report

View Industry Summary Seasonal Forecast By Variety - Friday, 18 August 2006

Menu Selection	View Industry Summary Seasonal Forecast By Variety	
Forecast Done In	Aug	2006
To	Jul	2007
	From-To maximum range is 15 months	
Kilograms	<input type="checkbox"/>	
Create CSV file	<input type="checkbox"/>	
Printer Friendly	<input type="checkbox"/>	

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Retrieving your own Seasonal Forecast Reports

Note: *This option will allow you to search your own data. Only you can see your own data.*

1. In the Menu Selection drop list you can select “**View Seasonal Forecast Record by Variety**” or “**View Seasonal Forecast Record by Month**”
2. Select from other drop lists (variety, forecast done in: to) as required, to filter your report. If you want a full report leave all boxes unchanged.
3. Other optional selections:
If you tick “**Kilograms**” then your report will be provided in kilograms, rather than units.
If you tick “**Create CSV file**” this will provide your report in a spreadsheet format.
If you tick “**Printer Friendly**” the report provided will be suitable for printing.
4. Click ‘**Submit**’
A new screen will appear – this shows a summary of your Seasonal Forecast.
5. Click on the underlined date (eg. Mar 2010) to open the full Seasonal Forecast Form.

WEEKLY FORECAST AND DISPATCH REPORTS

Retrieving Industry Summary Weekly Forecast Reports

1. In the Menu Selection drop list select “**View Industry Summary Weekly Forecasts**”
2. Select from variety drop list as required, to filter your report. If you want a full report leave all boxes unchanged (showing ‘All’ as the selection).
3. Other optional selections:
If you tick “**Kilograms**” then your report will be provided in kilograms, rather than units.
If you tick “**Create CSV file**” this will provide your report in a spreadsheet format.
If you tick “**Printer Friendly**” the report provided will be suitable for printing.
4. Click ‘**Submit**’
A new screen will appear – this is your Industry Summary Forecast report

View Industry Summary Weekly Forecasts - Monday, 8 March 2010

Menu Selection	View Industry Summary Weekly Forecasts
Variety	All
Kilograms	<input type="checkbox"/>
Create CSV file	<input type="checkbox"/>
Printer Friendly	<input type="checkbox"/>

Forecast data up until week ending 2/04/2010 is currently available.

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Retrieving Industry Summary Dispatch reports

1. In the Menu Selection drop list select “**View Industry Summary Dispatches**” (see screenshot below).
2. Select from variety drop lists as required, to filter your report. If you want a full report leave all box unchanged (showing ‘All’ as the selection).
3. If you require a report for a period other than the previous week, then you can change the dates as required. (The default date range will generate a volume dispatch report for the previous week).
4. Other optional selections:
 - If you tick “**Kilograms**” then your report will be provided in kilograms, rather than units.
 - If you tick “**Destination State Summary**” this will provide you a summary of the product (all varieties) that has been sent into each State market.
 - If you tick “**Create CSV file**” this will provide your report in a spreadsheet format.
 - If you tick “**Printer Friendly**” the report provided will be suitable for printing.
5. Click ‘**Submit**’ - A new screen will appear – this is your Industry Summary Dispatch report

View Industry Summary Dispatches - Monday, 8 March 2010

Menu Selection	View Industry Summary Dispatches
Variety	All
Period	27/02/2010 to 05/03/2010
Kilograms	<input type="checkbox"/>
Destination State Summary	<input type="checkbox"/>
Create CSV file	<input type="checkbox"/>
Printer Friendly	<input type="checkbox"/>

Dispatch data up until week ending 5/03/2010 is currently available.

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Retrieving your own business reports

Note: These options will allow you to search your own data. Only you can see your own data.

Retrieving your own Weekly Forecast Reports

1. In the Menu Selection drop list you can select “**View Weekly Forecast Records**”
2. Select from the drop lists in the variety and pack type options as required. If you require a full report leave these fields showing “All”.
3. If you require a report for a period other than the dates shown, then you can change the dates as required. (The default date range will generate a volume dispatch report for the previous week).
4. Other optional selections:
If you tick “**Kilograms**” then your report will be provided in kilograms, rather than units.
If you tick “**Create CSV file**” this will provide your report in a spreadsheet format.
If you tick “**Printer Friendly**” the report provided will be suitable for printing.
4. Click ‘**Submit**’
A new screen will appear – this shows a summary of your Seasonal Forecast.
5. Click on the underlined date (eg. Mar 2010) to open the full Seasonal Forecast Form.

Retrieving your own Dispatch Reports

1. In the Menu Selection drop list you can select “**View Dispatch Records**”
2. Select from the drop down lists in the destination, variety and pack type options as required. If you require a full report leave these fields showing “**All**”.
3. If you require a report for a period other than the previous week, then you can change the dates as required. (The default date range will generate a volume dispatch report for the previous week).
4. Other optional selections:
If you tick “**Kilograms**” then your report will be provided in kilograms, rather than units.
If you tick “**Create CSV file**” this will provide your report in a spreadsheet format.
If you tick “**Printer Friendly**” the report provided will be suitable for printing.

For example, with Dispatch Records you may want to see how many trays of Hass you have actually dispatched over the last 3 months. Select “**View Dispatch Records**”, select “**Hass**” from the Variety drop down box, insert the date range you require, then, click “**Submit**”. You now have your report.