

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. You will then need to complete the registration form including your name, contact details and then click ‘**submit**’ on the bottom right hand side of the form
7. You will be notified that a confirmation email will be sent to you – click ‘**ok**’
8. Exit this form by clicking the **X** box in the top right hand corner of the screen.

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 Wholesale Module**’ – a new screen will appear.

- you are now in Infocado-

Infocado
Instructions for entering data

WEEKLY WHOLESale RECORD

When to enter weekly wholesale data

When to enter data

In the weekly wholesale module a week is considered to be from Saturday to Friday.

Data should be entered no later than 11am each Monday continuing throughout the duration of the season.

Entering wholesale data

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

Create Weekly Wholesale Avocado Record - Friday, 5 March 2010

Menu Selection Create Weekly Wholesale Avocado Record ▾

When creating a Wholesale Avocado form, please click the Submit Button.
Forms containing the current weeks wholesale data can be created anytime after Monday 4.00PM of the week 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 wholesale data, by creating a wholesale record, showing your receipts, sales and closing stock on hand for the previous week.

1. In the Menu Selection drop list select "**Create Weekly Wholesale Avocado Record**"
2. Click 'Submit' – a new screen will appear (see below).

Create Weekly Wholesale Avocado Record - Friday, 5 March 2010

Create a Weekly Wholesale Avocado Flow Record

Click on the pink button above to display a new Wholesale Record form.
After entering data on the form and sending it to the server.

4. Click on "**Create a Weekly Wholesale Avocado Flow Record**" – this is a pink box. A new screen will appear - this is the wholesale form.
5. 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.

6. Enter data

Data should be entered in the appropriate fields. You will see that you are required to enter data for Hass, Shepard and Other. You only need enter data in the white boxes. The totals, in the grey boxes, will be generated automatically.

7. Click on the “**Send**” button on the bottom right hand corner of the form, once you have input all the data and are happy with its accuracy. If you have not received or sold any product in the previous week, leave the form blank but still click on “**Send**” so that we know you haven’t simply forgotten to complete the form.

8. You will be notified that the form has been sent to the server, click “**ok**”.

You will now be returned to the menu page. Click on “**Return to Menu Selection**”

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.

Infocado
Instructions for retrieving information

WHOLESALE REPORTS

Retrieving your own Wholesale Report

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 Weekly Wholesaler Report by Contributor**”.
2. Enter period for which report is required.
3. Other optional selections:
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 wholesale reports for the requested period.
5. Click on the underlined date (eg. 26/02/2010) to open the full Wholesale Form.

View Weekly Wholesaler Report by Contributor

Menu Selection	View Weekly Wholesaler Report by Contributor
Period	20/02/2010 to 5/03/2010
Create CSV file	<input type="checkbox"/>
Printer Friendly	<input type="checkbox"/>

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Retrieving Industry Summary Wholesale Reports

1. In the Menu Selection drop list select “**View Industry Summary Wholesale Report - Contributor**”.
2. Select from other tick boxes (wholesale Market, Variety, Packtype) and enter period required to filter your report.
3. Other optional selections:
 - If you tick “**Wholesale Summary**” then your report will include a national summary displaying ‘Wholesale Sales’, ‘Waste’ and ‘Closing Stock’ for the time period select
 - If you tick “**Variety Summary**” then your report will include a national total for each variety for the time period selected.
 - If you tick “**5.5kg Equivalent Summary**” then all packtypes will be converted to 5.5kg equivalents in the report.
 - If you tick “**Sales Type Summary**” then your report will list totals for each state under the headings of ‘Total Wholesale Sales’, ‘Total Wholesale Waste’ and ‘Total Closing Stock’.
 - If you tick “**Weekly Summary**” then your report will list ‘Wholesale Sales’, ‘Wholesale Waste’ and ‘Total Closing Stock’ for each state separately for each week within the time period selected.
 - 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 Wholesale report

View Industry Summary Wholesale Report - Contributor



Menu Selection	View Industry Summary Wholesale Report - Contributor ▾
Wholesale Market	<input checked="" type="checkbox"/> All <input type="checkbox"/> NSW <input type="checkbox"/> QLD <input type="checkbox"/> SA / NT <input type="checkbox"/> VIC <input type="checkbox"/> WA
Variety	<input checked="" type="checkbox"/> All <input type="checkbox"/> Hass <input type="checkbox"/> Other <input type="checkbox"/> Shepard
Pack Type	<input checked="" type="checkbox"/> All <input type="checkbox"/> All Trays (5.5Kg + MOD 6) <input type="checkbox"/> Bulk 10kg <input type="checkbox"/> P/PK kg
Period	20/02/2010 <input type="text"/> to 26/02/2010 <input type="text"/>
Wholesale Summary	<input type="checkbox"/>
Variety Summary	<input type="checkbox"/>
5.5Kg Equivalent Summary	<input type="checkbox"/>
Sales Type Summary	<input type="checkbox"/>
Weekly Summary	<input type="checkbox"/>
Kilograms	<input type="checkbox"/>
Create CSV file	<input type="checkbox"/>
Printer Friendly	<input type="checkbox"/>

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Retrieving a Sales Report

1. In the Menu Selection drop list select “**View Sales Report – Wholesaler/Packhouse**”.
2. Select from other tick boxes (Destination Market, Variety, Packtype) and enter period required (xx/xx/xxxx to xx/xx/xxxx) to filter your report.
3. Other optional selections:
 - If you tick “**Market Summary**” then your report will include for each market a summary of ‘Total Supermarket Sales’, ‘Total Non Supermarket Sales’, ‘Total Exports’, ‘Total Sales’ (totalling all of the above categories) and ‘Total Closing Stock’.
 - If you tick “**Variety Summary**” then your report will include a national total for each variety for the time period selected for ‘Total Supermarket Sales’, ‘Total Non Supermarket Sales’, ‘Total Exports’ and ‘Total Sales’ (totaling all of the above categories).
 - If you tick “**5.5kg Equivalent Summary**” then all packtypes will be converted to 5.5kg equivalents in the report.
 - If you tick “**Sales Type Summary**” then your report will list under each state the headings of ‘Total Supermarket Sales’, ‘Total Non Supermarket Sales’, ‘Total Exports’ and ‘Total Sales’.
 - If you tick “**Weekly Summary**” then your report will list ‘Total Supermarket Sales’, ‘Total Non Supermarket Sales’, ‘Total Exports’ and ‘Total Sales’ for each week within the time period selected.
 - 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 ‘Sales Report’.

View Sales Report - Wholesaler/PackHouse

Menu Selection	View Sales Report - Wholesaler/PackHouse
Destination Market	<input checked="" type="checkbox"/> All <input type="checkbox"/> NSW <input type="checkbox"/> QLD <input type="checkbox"/> SA / NT <input type="checkbox"/> TAS <input type="checkbox"/> VIC <input type="checkbox"/> WA
Variety	<input checked="" type="checkbox"/> All <input type="checkbox"/> Hass <input type="checkbox"/> Other <input type="checkbox"/> Shepard
Pack Type	<input checked="" type="checkbox"/> All <input type="checkbox"/> All Trays (5.5Kg + MOD 6) <input type="checkbox"/> Bulk 10kg <input type="checkbox"/> P/PK kg
Period	13/02/2010  to 26/02/2010 
Market Summary	<input type="checkbox"/>
Variety Summary	<input type="checkbox"/>
5.5Kg Equivalent Summary	<input type="checkbox"/>
Sales Type Summary	<input type="checkbox"/>
Weekly Summary	<input type="checkbox"/>
Kilograms	<input type="checkbox"/>
Create CSV file	<input type="checkbox"/>
Printer Friendly	<input type="checkbox"/>

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Submit

Terms and Conditions

Retrieving other Infocado Reports

1. Click on '**Services**' in the top navigation bar - a drop down box will appear.
2. Click on '**Infocado**' – a new screen will appear.

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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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 the “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. 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 - Saturday, 6 March 2010

Menu Selection	View Industry Summary Dispatches
Variety	All
Period	21/02/2010 to 27/02/2010
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 27/02/2010 is currently available.

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