VitiCentral Made Easy

Log In
First time users
- Either use the Chrome or Firefox browsers, **NOT** Internet Explorer.
- Access VitiCentral by using the web address sent to you in the email invitation on October 14th 2015. It can also be accessed by typing into the top line of Chrome or Firefox the following: http://viticentral.accolade-wines.com/
- Once you have opened the login page, save this to "favourites" or "bookmark" this page for future quick and easy access.
- You will be asked to enter a password of your choice, then repeat it (Keep it simple)
- Click on the Log In button
- If you have difficulties, contact the Viti staff.
- **Note:** If you have forgotten your username (usually your grower number) or password, click on the Forgot Username or Password button to request a reset of these parameters. The new username or password will be emailed to you.

The Home Page or "Dashboard"
- The Dashboard contains 8 icons at present. Others will be added in the future, such as Baume entry, deliveries information etc.
- You can return at all times to the Dashboard by clicking on the house symbol near the top right of the screen
- The icons "My Vineyards" and "My Patches" give details of the contracted vineyard and patches and any uncontracted patches manually entered previously.
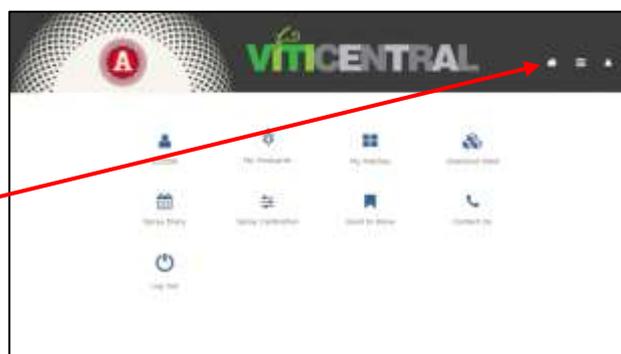
Chemical Shed
- The best way to start is to add chemicals to your "Chemical Shed". These chemicals are those actual products you will be purchasing and using through the season. Additional chemicals can be added at any time.
- Click on the Chemical Shed icon on the Dashboard, then click the Add New Chemical button.
- Click inside the "**Select Chemical**" box
- Start typing the full product name, such as "Kocide Blue Xtra". At some point while typing the product name will appear. Click on the name of the product you want to use. Keywords from anywhere in the product name will appear.
- Click inside the "**Select Product Manufacturer**" box. Click on the manufacturer of the product you want to use. Note: If there is only one manufacturer, the name will appear automatically.
- The full product registered name should then appear.
- Adding chemical products not in the list should not be attempted. 99% of products are in the list, so check the spelling of products first. If a product is not listed, check with the viti staff for assistance.
- Once all boxes have been filled, click the Submit button.
- Continue adding chemicals by clicking the Add New Chemical button.
- Once finished, return to the Dashboard by clicking on the house symbol near the top right of the screen

Calibrations
- Only one calibration is required for each spray unit, usually at the highest output rate.
- On the Dashboard, click on the "Spray Calibration" icon.
- Click on the Add a new Calibration Record button.
- Click in the "Select Sprayer Type" box and click on either the Herbicide or Canopy Sprayer.

Herbicide Sprayer
- In response to the question, "Are you using a CDA Sprayer?", choose "Yes" if you want to calibrate a CDA sprayer or "No" if you want to calibrate a boom sprayer.

Calibrating a Boom sprayer
- In response to the question, "Are you using a Spray Controller?", chose "Yes" if your sprayer has a spray rate controller or "No" if a manual calibration is to be performed.
- Click on the **Load Form** button.
- The boxes that must be filled out for a calibration are: Calibration Date, a name for the spray unit ("Enter Spay Unit"), Tank volume, Measured total output (L/min), Width of treated strip (m) and Measured time to travel 100 metres.
- Fill out the form as you would normally fill out a paper calibration sheet, except, with VitiCentral, there is an option to simply enter the **total output for all nozzles** rather than the outputs for each nozzle on the sprayer. You can enter individual nozzle outputs if desired.
- In the **Check Product Per Tank** section, click on **Select Product**. If you have already loaded the herbicide you wish to use into your "Chemical Shed", click on the **My Chemical Shed** box and select the appropriate herbicide from the drop down list. If you have not already loaded a herbicide into the "Chemical Shed", click on the **Master List** box and load the appropriate chemical as described in dot point 4 in the **Chemical Shed** section above.
- Click in the "Product Target" box and select "Weeds" unless you wish to be more specific.
- Type in the "Product used per hectare" box the rate typically used. Make sure it is within label rates, and check that the "Unit of Measurement" is correct ie: "L" for litres.
- Click the **Add** button or **Cancel** if you do not wish to proceed with this product. You can return to edit or delete this product before you save or submit this calibration.
- Once the calibration is complete, click the **Save Your Data** button. **It is highly recommended** that you **do not** submit the calibration record until you are certain that the calibration is correct and has been thoroughly checked. This is important for first time users.

Calibrating a CDA sprayer
- This is a very similar procedure to the calibration of a boom sprayer.
- Click on the **Load Form** button
- Fill out the form as you would normally fill out a paper calibration sheet.
- The boxes that must be filled out for a calibration are: Calibration Date, a name for the spray unit ("Enter Spay Unit"), Tank volume, Measured total output (L/hr), Total Sprayed Width and Measured time to travel 100 metres.
- The **Check Product Per Tank** section should be filled out as described in the Boom sprayer section above.

Calibrating a Canopy sprayer
- Once the "Canopy Sprayer" option has been selected, chose "Yes" if your sprayer has a spray rate controller or "No" if a manual calibration is to be performed.
- Fill out the form as you would normally fill out a paper calibration sheet, except, with VitiCentral, there is an option to simply enter the **total output for all nozzles** rather than the outputs for each nozzle on the sprayer. You can enter individual nozzle outputs if desired.
- The boxes that must be filled out for a calibration are: "Calibration Date", a name for the spray unit ("Enter Spay Unit"), Tank volume, nozzle output (L/min as a total or for individual nozzles), Measured time to travel 100 metres, row width (m) and number of rows per spray pass. It is still a good idea to record such information as tractor, gear, rpm and sprayer pressure for future records.
- In the "Concentration Factor" section, if you wish to have a CF of 1, enter the "Output per hectare (Litres)" calculated by VitiCentral into the box, "Enter theoretical water volume". If you are applying less than the theoretical water volume (eg: using a low volume sprayer), enter the theoretical water volume from the "Chart of dilute spray volumes". This chart will appear when you click on Chart of dilute spray volumes.
- The **Check Product Per Tank** section should be completed as described in the boom sprayer section. The only additional requirement is to add the concentration factor.

Management Groups

Before entering your spray records, consider whether there are some patches or blocks that are usually or always sprayed together eg: all Chardonnay patches, early whites, even the whole block. If you have any of these situations, you may consider grouping patches in what are known in VitiCentral as "Management Groups". The formation of management groups can avoid unnecessary, repetitive diary entries. Note that these groups can be changed or deleted whenever you wish. Each patch can be in only one Management Group.

To form the management groups, do the following:
- Click on the "My Patches" icon on the Dashboard. Get to the Dashboard clicking on 🏠
- Click on **Create Management Group** then click in the boxes of the patches you wish to group.
- Then, click on **Create Management Group**.
- Enter your group term (name). Make sure the name is short eg: "All CHA", then click on **Submit**
- Continue to create additional management groups as required.
- Once finished, go back to the Dashboard clicking on 🏠

Entering Spray Records
- On the Dashboard, click on the "Spray Diary" icon.
- Click on the **Add a new Spray Record** button.

Patch Details Page
- The first thing to do is chose the patches for which this spray record applies. There are several ways of selecting patches.
  - ➢ One is to simply tick the "All" box in the Management Group section. All contracted patches are then listed in the "Your Patches" box. Patches can then be unselected as necessary by clicking on the "**X**" for that patch. That patch will then disappear.
  - ➢ The second method is to click inside the "Your Patches" box then chose individual patches by clicking on the appropriate patches as you scroll down the list.
  - ➢ Another method of selecting patches is to select patches in a management group. Any management groups you have created will be listed in the Management Group section. Tick in the box under the management group sprayed and those patches will be displayed. Additional patches can be added by clicking inside the "Your Patches" box and selecting the patch or patches by scrolling down the list and clicking on the patch/es.
- Click inside the "Enter Spray End Date". Chose the date from the pop-up calendar. Use the last date of the spray cycle, even if it may be 1 or 2 days after you started spraying.
- Click inside the "Select Growth Stage" box and scroll down the growth stages listed. Click on the growth stage (GS) represented by the most advanced GS of the patches. If you are only putting in one GS for all patches, chose the most advanced GS for the most advanced variety.
- If required, and it is best if you do (for record-keeping purposes), change the GS for individual patches if necessary and not the GS represented by the main GS entered earlier. Remember, this is the most advanced GS for that patch.
- Once the Patch Detail Page is complete, click on the **Next** button. If you wish to save the data and come back to completing the record later, click on the Save Data button.

Chemical Details Page
- Enter the **actual** water sprayed per hectare. This is often likely to be different from your calibration, particularly for canopy sprayers early in the season when less nozzles are used.
- Click on the **Add Chemical** button
- Choose the chemical (whether fungicide, foliar fertiliser, wetting agent or insecticide) from either **My Chemical Shed** or the **Master List**. As mentioned before, do not attempt a manual entry.
- Click in the "Select Your Product Name" box.
- Click on the product to be added (scroll down the list if necessary), or, start typing the product name until it appears in the box then click on the product.
- Select the product target from the list. The list contains all the registered targets for that product.
- Enter the "Product Used Per 100L". The maximum rate for that product is usually displayed. Change this if necessary. **Please ensure the units are correct**. Enter the concentration factor for that spray. For everything except fungicides the CF will always be 1.

- Click on the **Add** button.
- Continue adding products as necessary.
- Once all products have been added, review all details are correct before moving on to the next section. If there is an error, click on the ⏷ button beside the product where the error is noticed. The product can be edited or deleted as necessary.
- Once you are satisfied all details of the spray mix are correct, click on the **Next** button.

Spray Details Page
No information is mandatory on this page for South Australian growers. Reporting weather conditions, wind speed and direction are requirements in some other states. However, at a minimum it is suggested that the "Machine" and "Operator" names are entered, particularly if multiple machines and operators are used through the season. It is also a good idea to make notes in the "Enter Your Comments" for future reference.
- Once this page has been completed, it is **recommended** that you click on the Save Data button rather than immediately submit the record. This is particularly important for new users of VitiCentral. Once a record has been submitted to the winery and then accepted, correcting mistakes is not possible.

Reviewing and Editing Spray and Calibration Records
- Before submitting a record, review the record you have entered. To do this, click on the
- Dashboard symbol 🏠 then click on the Spray Diary or Calibration icons.
- All spray records are listed. The "Record Status" is displayed in the column on the right, showing whether the spray record has been "Saved", "Submitted", "Accepted" (by the winery) or "Rejected" (by the winery).
- If you wish to check a **Saved** record before submission, click on the ⏷ button, then "View Details". All details for that spray or calibration are displayed. If an error is noticed or you wish to make changes, press the Close button, click on the ⏷ button and select "Edit". You are then able to go through the record and make corrections as necessary. Remember to hit the Save Data button once the changes are made.

A Tip for Faster Entries of Spray Records
Once a record has been either "Saved", "Submitted" or "Accepted", this record can be copied. Many sprays are very similar to each other eg: sulphur and a wetting agent. The only differences may be the patches sprayed, the growth stages and the spray end date. If this is the case, a record can be copied and edited to make any changes necessary. To do this:
- Go to the Dashboard (🏠), click on the Spray Record icon.
- Click on the ⏷ button beside the spray record to be copied. Select "**Copy this Entry**".
- Click the "**OK**" button to confirm you want to copy the record.
- Proceed through the three pages (Patch Details, Chemical Details and Spray Details) in the "New Spray Diary" section making the necessary changes eg: Spray End Date, GS etc.
- Once the changes have been made, click on the Save Data button.

Common Problems / Mistakes
- If a chemical is added at non-label rates you may be prevented from adding that chemical (with a message appearing such as "**This value exceeds Max rate value**"). If this occurs, adjust the value to within label rates. If you have added more than the label rate, adjust the CF to represent the chemical rate actually used.
- If a chemical is added at non-recognised rates, the "Product Used per 100L" box may be filled with a green colour. This often happens with wetting agents. Do not be concerned with the appearance of the colour. Also, in many cases, the wetting agent will only have a CF of 1.
- Wrong units are a frequent source of errors. As a tip, always use kg or litres, even for products used at low rates, such a wetters eg: 10mL/100L = 0.01L/100L.
- Not every chemical product is listed in VitiCentral, particularly custom mix fertilisers. In these instances, it advised that Viti staff are contacted to check whether the chemicals are listed and, if not, to get that product listed. Manual entry of chemicals is not recommended.