Australian mango industry online export registration system

A step-by-step guide to completing your annual online export registration

AUSTRALIAN® MANGOES

Introduction

This document has been updated for the 2021/22 mango season.

In 2019, the online system replaced the previous manual, paper-based registration and accreditation process for export to Asia and the United States of America. Growers have now access to a high quality online mapping system, incorporating pest monitor recording and reporting, to apply for the export countries of choice. The online system also allows for a simplified audit process by the Department of Agriculture, Water and the Environment (DAWE).

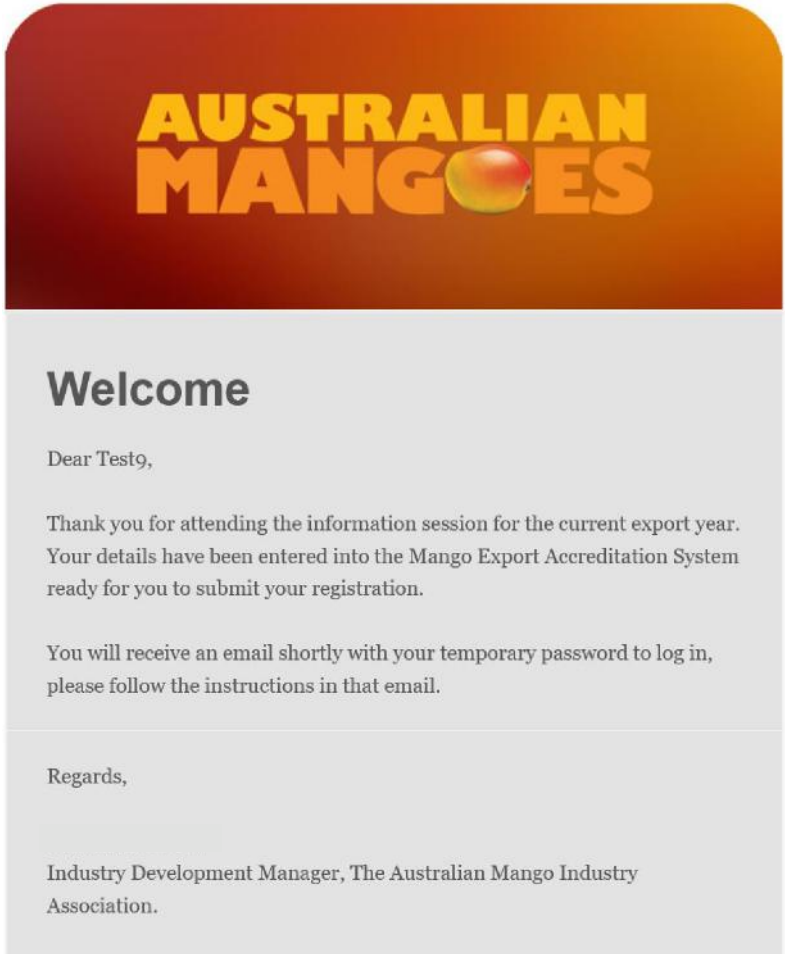
This document has been developed as a tool to guide you through the new online export registration process. Screen prints and instructions have been included to provide users with a "Step-by-Step Guide" to successfully register all business details, property maps and pest monitoring records for the forthcoming season.

We wish you all the very best for the forthcoming season.

Getting Started

1. Receival of “Welcome Email”
2. Resetting your password
3. Logging in

Receival of “Welcome Email”



AMIA will activate online registrations for each grower, prompting the receival of a “Welcome Email” to all parties who have indicated their intent to register for the forthcoming season

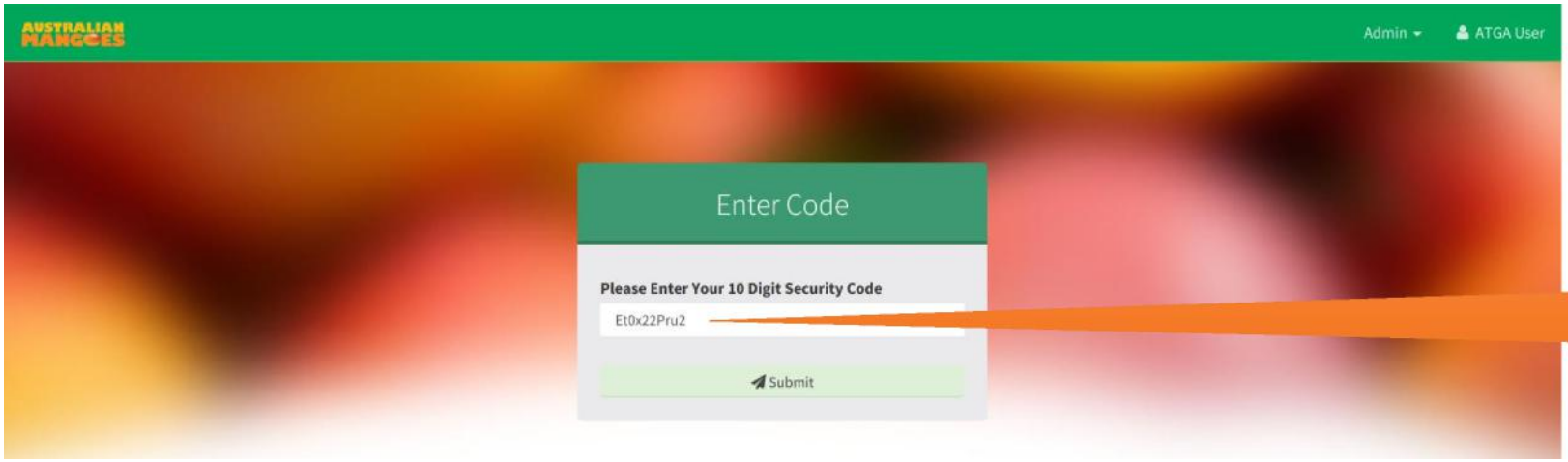
NOTE: Only one email address can be used for the Login, so you must decide where you intend on receiving your registration correspondence prior to providing your email address

***Wording in actual welcome email may vary to opposite**

Resetting your Password

**Wording on actual email may vary to the above*

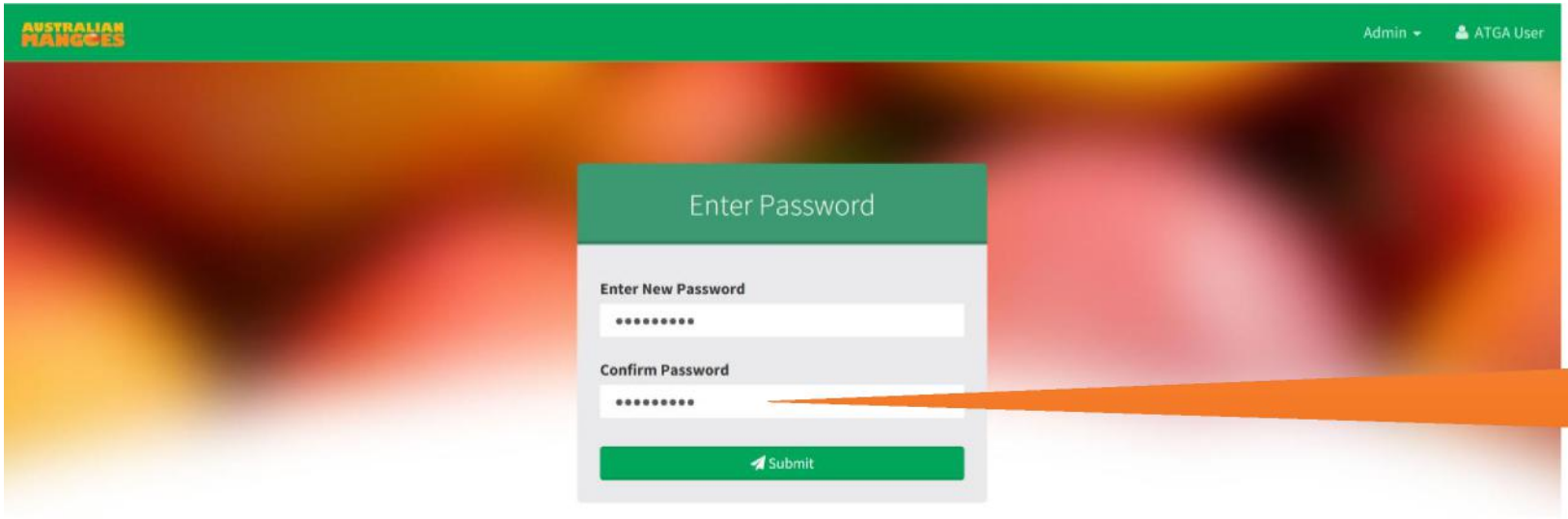
In order to reset your temporary password from the New/Reset Password email you have received, you are required to type the 10 digit code into the Enter Code text box (as shown below). Press the “Submit” button in order to be redirected to setting your unique, 9 digit password. New passwords must contain a capital letter and at least one number e.g. *Mango2018*



Type in the 10 digit code that was send via email

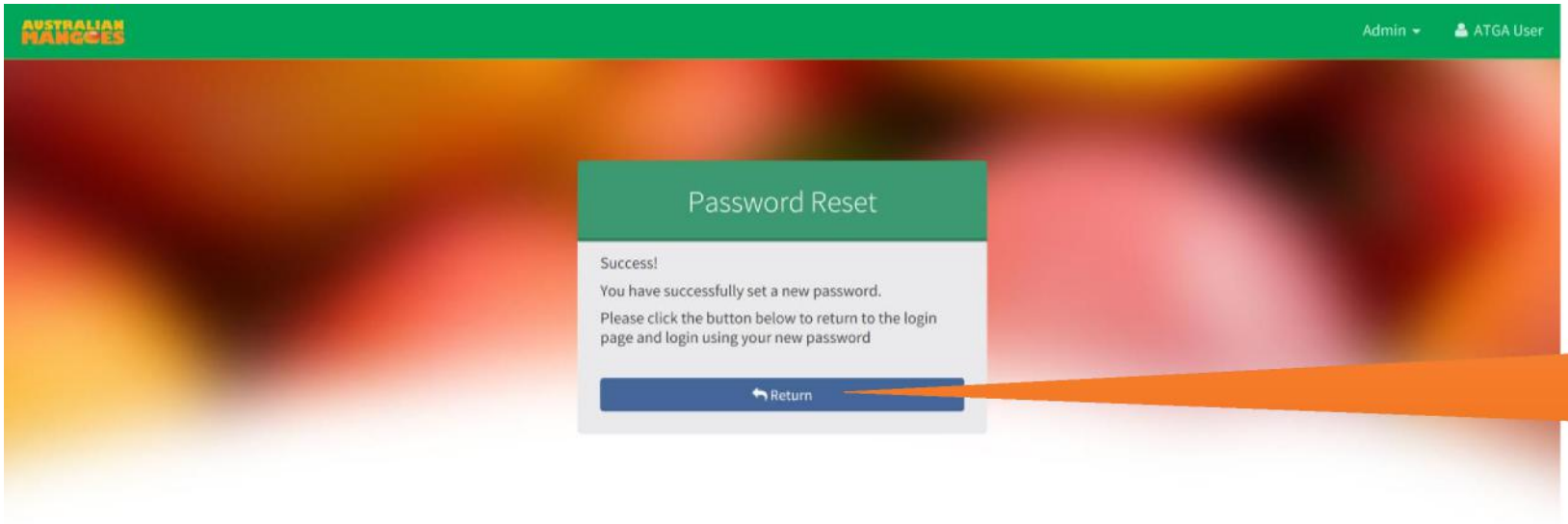
Click "Submit"

TIP: You must type temporary password into this text box and press Submit. If the system does not recognise the temporary password, we recommend you try Copying [CTRL C] and Pasting [CTRL V] the password from the email, into the text field above.



Your unique Password must be 9 digits, including a capital letter and a number

Click "Submit"



You have successfully changed your password!

Click "Return" to formally login to the system

Logging in

Once you have successfully reset your password, you will be redirected to the main Login screen. Here you will be prompted for your User Name and Password. Your User Name will always be the email address to which you received your Welcome Email. The Password will be the unique 9 digit code you previously selected. Click “Sign In” once you have entered your details. You will now be directed to your online registration.
Please use Google Chrome for best user experience.

TIP: Use this Forgot Password button to prompt a new temporary password if you ever forget your existing password

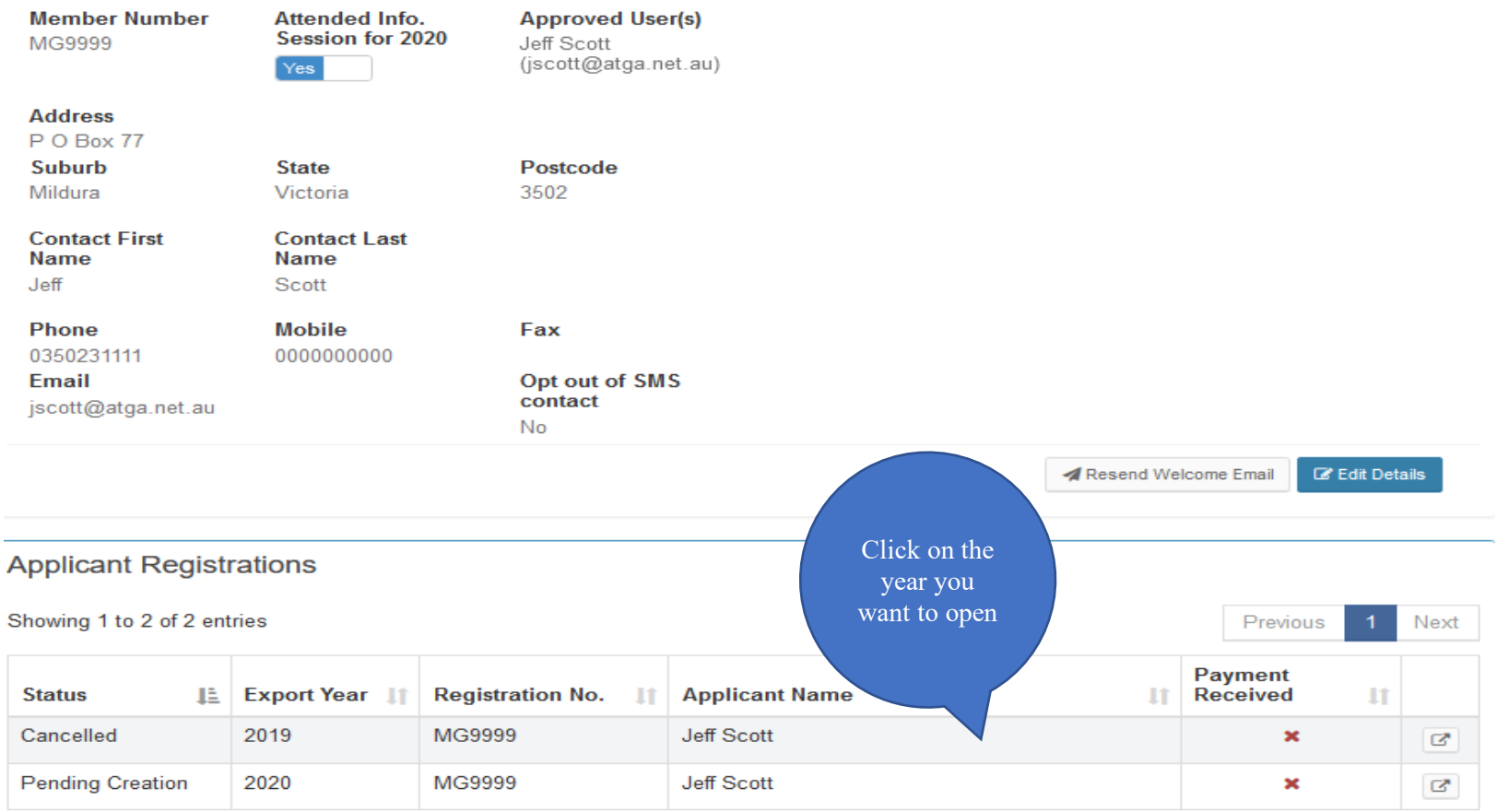
Completing your online Export Registration

The registration system will require users to navigate six sections, being:

1. Grower Details
2. Export Options
3. Properties
4. Property Maps
5. Meeting Point
6. Summary

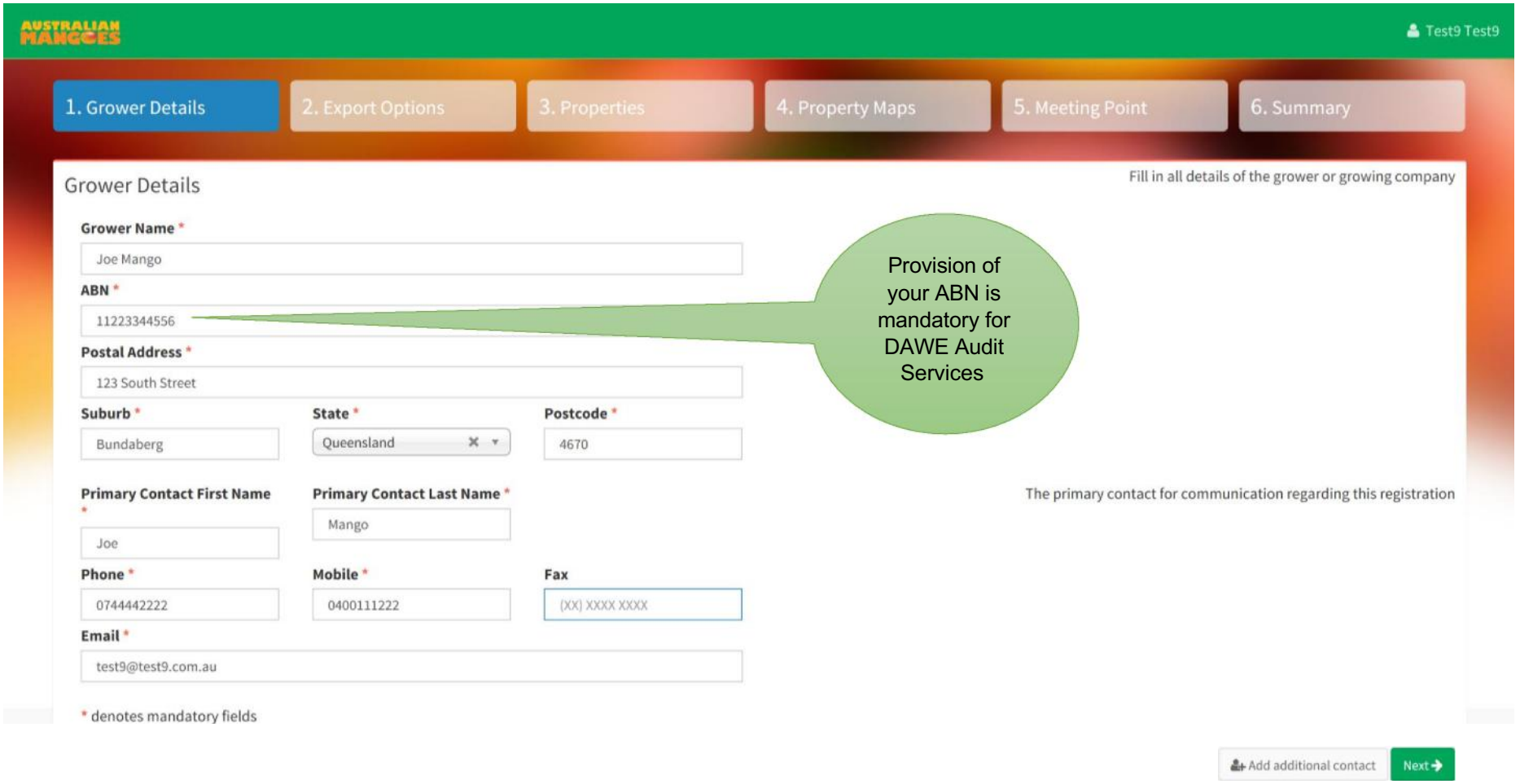
When you login to the online registration system, you will always be directed to the home page (below). On the home page, you will see the current status of your registration along with any messages from AMIA or the Department of Agriculture, Water and the Environment. To start creating a new registration, click anywhere on the blue box titled, *Status: Pending Creation by Grower* as shown in the screen above.

To access last year's registration



1. Grower Details

Complete all fields on this screen and click the "Next" button at the bottom right of the screen

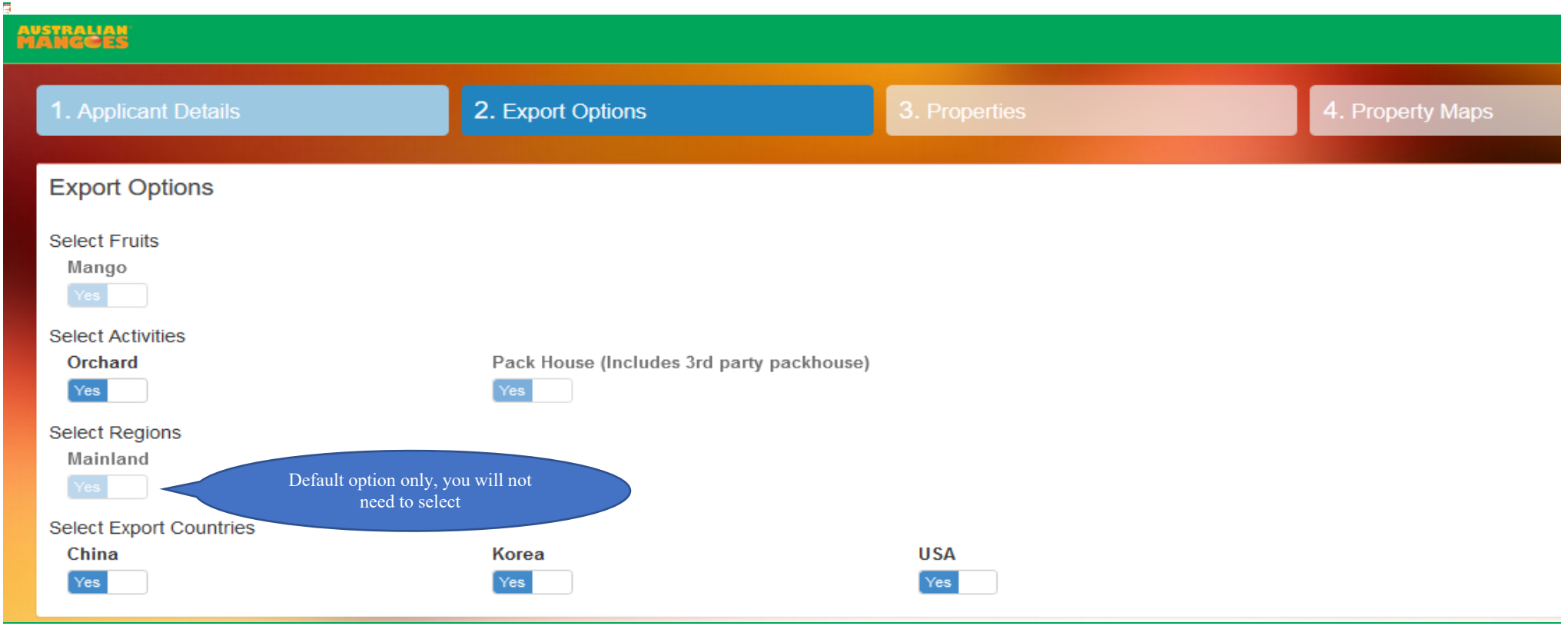


2. Export Options

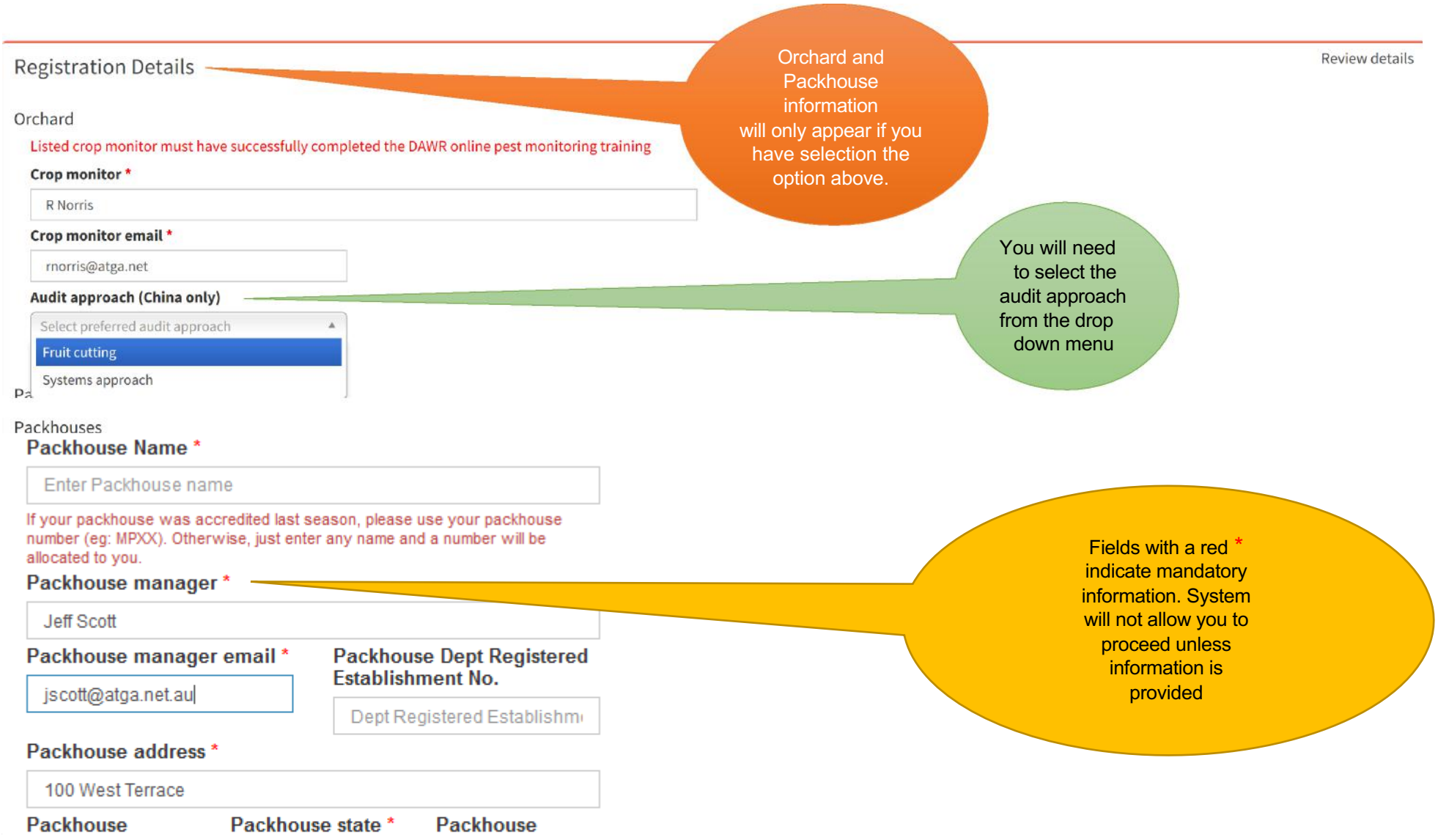
This section will step you through the export option selection process, as well as the Property and Packhouse / Facility mapping.

The User Guide contains two primary registration examples. 1) Grower registering multiple orchards and facilities for all export markets, and 2) a Packhouse only registration for all export markets. This is to demonstrate slight differences in the registration data required. Actual selections will vary depending on each user's individual operations and exporting preferences.

Users will simply select the boxes they intend to register for each season. Options you choose under the "Select Activities" heading will determine subsequent data you are required to provide further below.



NOTE: It is important you understand your obligations and responsibilities for each protocol before making your final selections. DAWE will be auditing your knowledge of each protocol and work plan for the country you select.



NOTE: If completing a "Packhouse only" registration, you cannot select a 3rd party Packhouse. A grower would only select 3rd party Packhouse if they were registering an orchard that does not have a functioning Packhouse. If you select 3rd party packhouse, the 3rd party packhouse number will be automatically generated by the system.

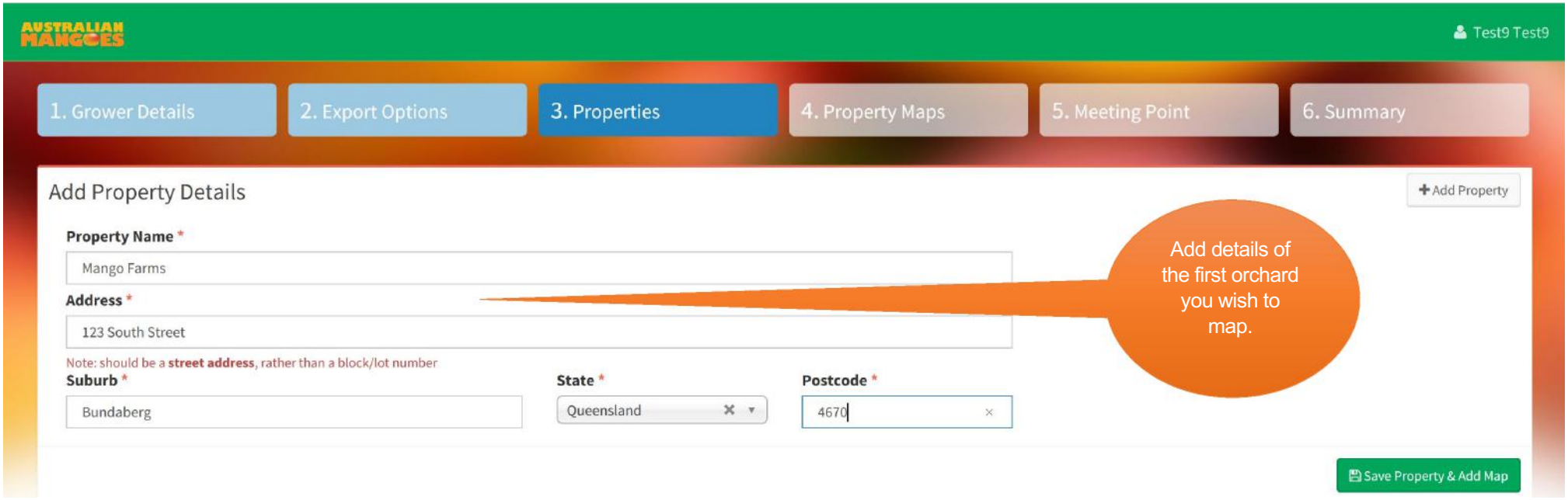
Once all required data has been added to the Export Options section, you simply click the “Next” button at the bottom right of the screen. You will now be required to add Property details for your Orchard, Packhouse or both – again, depending on your final selections above.

3. Properties, and 4. Property Maps

In this section, we have completed an Orchard (two separate property addresses) and Packhouse registration; and a Packhouse only registration. This is to demonstrate the difference of requirements for adding multiple properties, property maps, Packhouses and identifying a Meeting Point.

Sections 3 and 4 have been grouped together as each of the screens flow from one to another and will provide an accurate depiction of completing your registration.

Example One – Orchard and Packhouse:



The system enables you to map one property at a time so when you have completed the mapping of your first property, you will be prompted to either finalise your registration or "Add Another Property". Once the required information has been entered above, simply click the "Save Property & Add Map" button at the bottom right of the screen and you will be redirected to complete the mapping of your orchard.

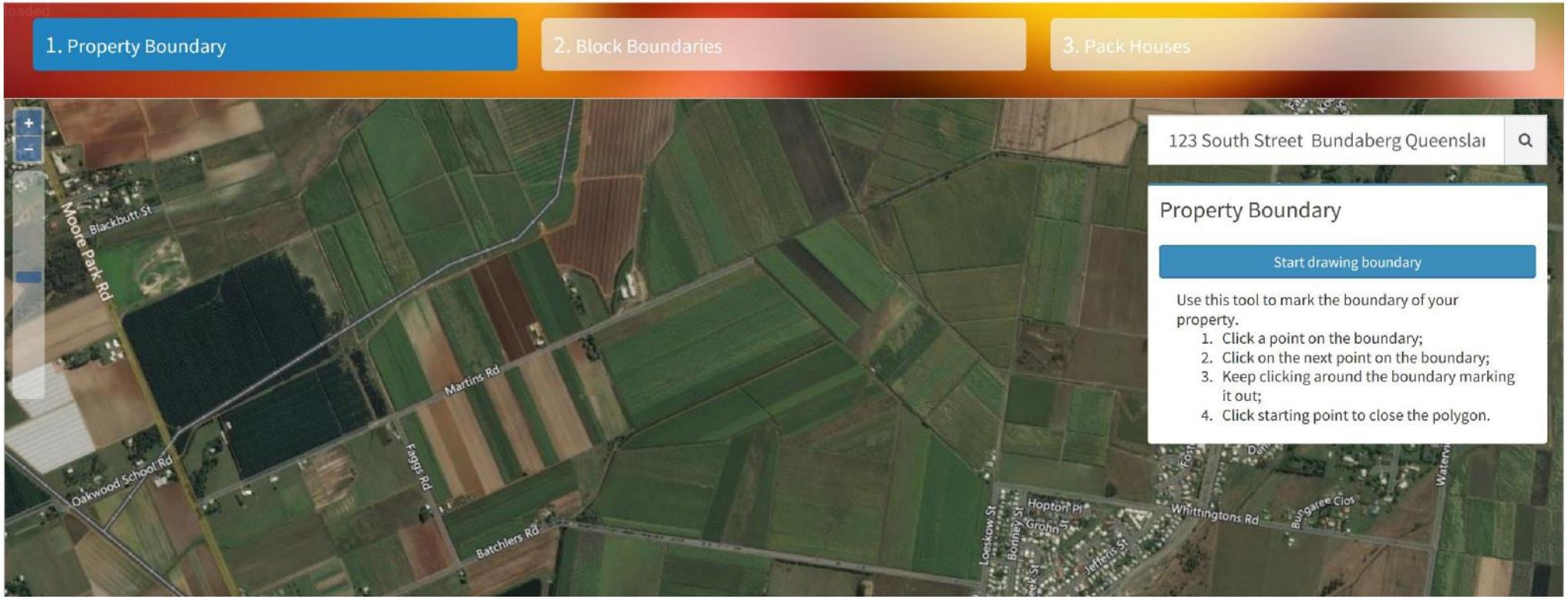
NOTE: As per the text above, you MUST provide the correct street address otherwise the map may not be able to locate your property for mapping. You must not provide a postal address in this section, as PO Boxes cannot be physically located on a map.

Property Boundary

Once you have been redirected to the mapping screen, you should be able to identify your property from the aerial map. In the event you are unable to locate your property or identify a familiar landmark, use the + or − buttons which are located in the top left corner of the map. These will allow you to zoom in or out if required.

If the map is partially showing your property, you can click the mouse anywhere on the map and drag the screen to the left, right, up or down.

When you have clearly identified your property and can see the full property boundary in the single screen, you can click on the blue “Start drawing boundary” button in the text box to the right of the screen.

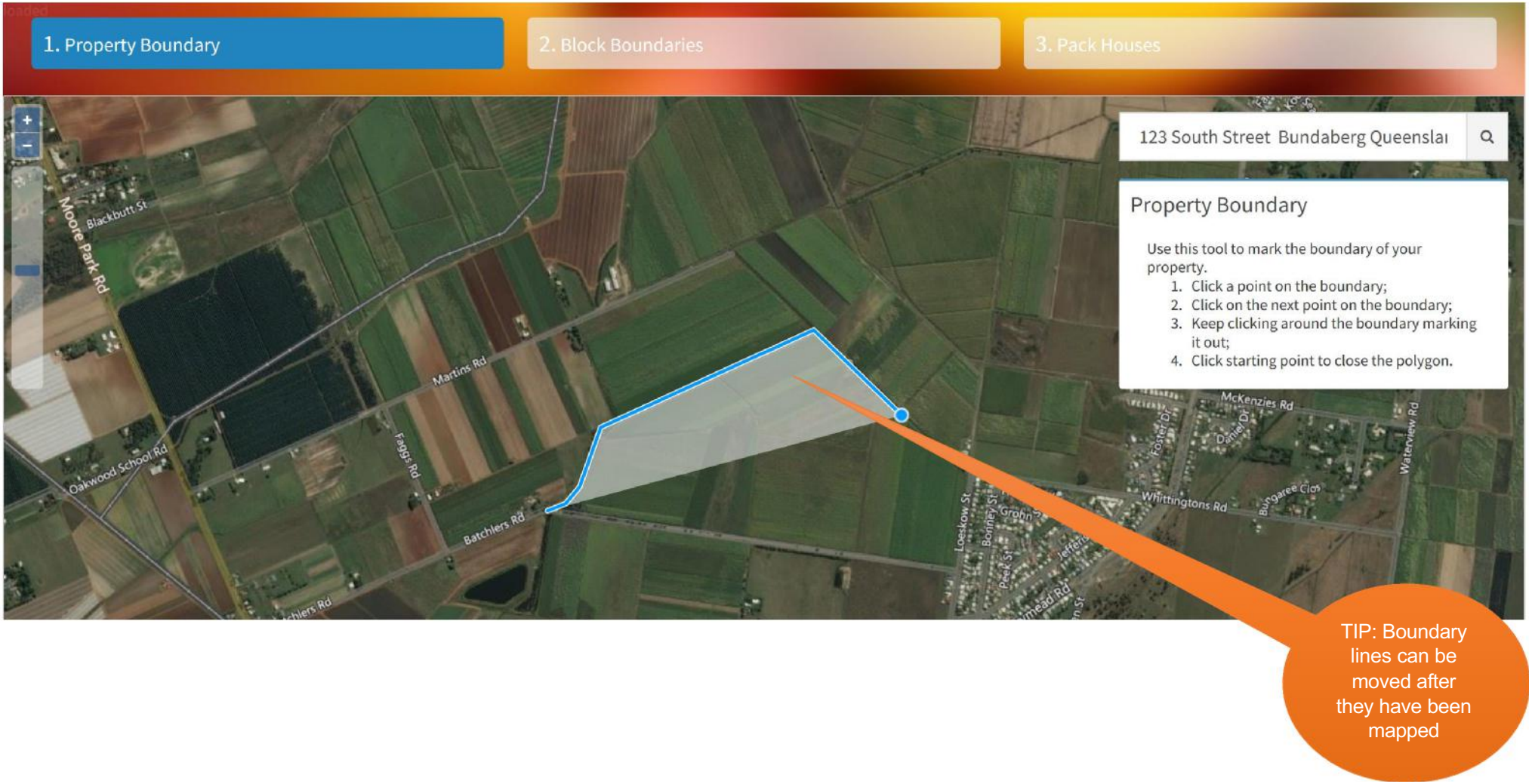


To start drawing your property boundary, simply identify a starting point (such as the corner of a block or your driveway) and click on it using your mouse.

A blue dot will mark the starting point that you have clicked on, and you can now move your mouse to click on the next point in your boundary. In the example below, we have started at the corner of a block and dragged the mouse along the property boundary. The corners marked below indicate where we have clicked with the mouse to “anchor” the boundary line and create the polygon shape.

In the screen below, the property boundary is INCOMPLETE as the shape remains open. In order to complete your boundary, you must click back to the starting point (see next screen).

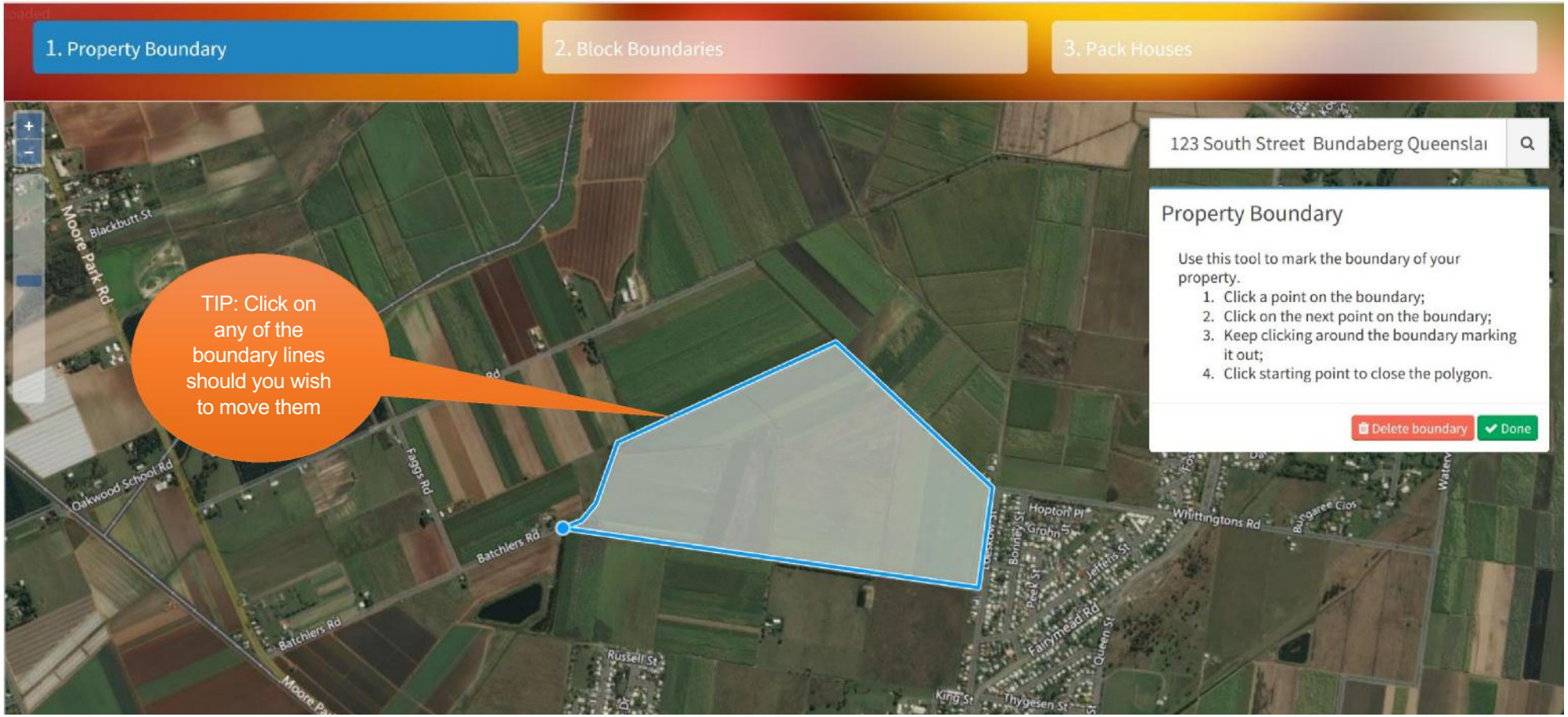
NOTE: It might take a small amount of practice to work out the “click and drag” process. If you make any mistakes, the property boundary can be easily deleted and you can start again.



The Property Boundary is now COMPLETE. We have clicked on each boundary point and returned to the starting point to now “close” the shape. Once you have completed the Property Boundary, the text box on the map will change to give you the option to either “Delete boundary” or “Done” (save).

When you click “Done”, you will now commence the process of identifying your blocks for registering.

NOTE: For blocks that you are NOT registering for any of the export countries included in this online registration, you will not be required to map them.



Block Boundaries

Drawing blocks requires the same logic as drawing the Property Boundary. It all works on a “Click and Drag” action. To start drawing your first registered block, click on the blue “Start drawing block” button in the text box on the map. Again, the mouse icon will change to a blue button which you will then use to click on any block boundary point.

NOTE: You can use the zoom function at any time, even when in the middle of drawing your boundary

As you can see in the image below, we are in the middle of drawing the individual block using the “click and drag” action with the mouse. Always move your mouse back to the starting point of the block and click in order to “close” the shape.

NOTE: Multiple varieties can be selected within an individual block.

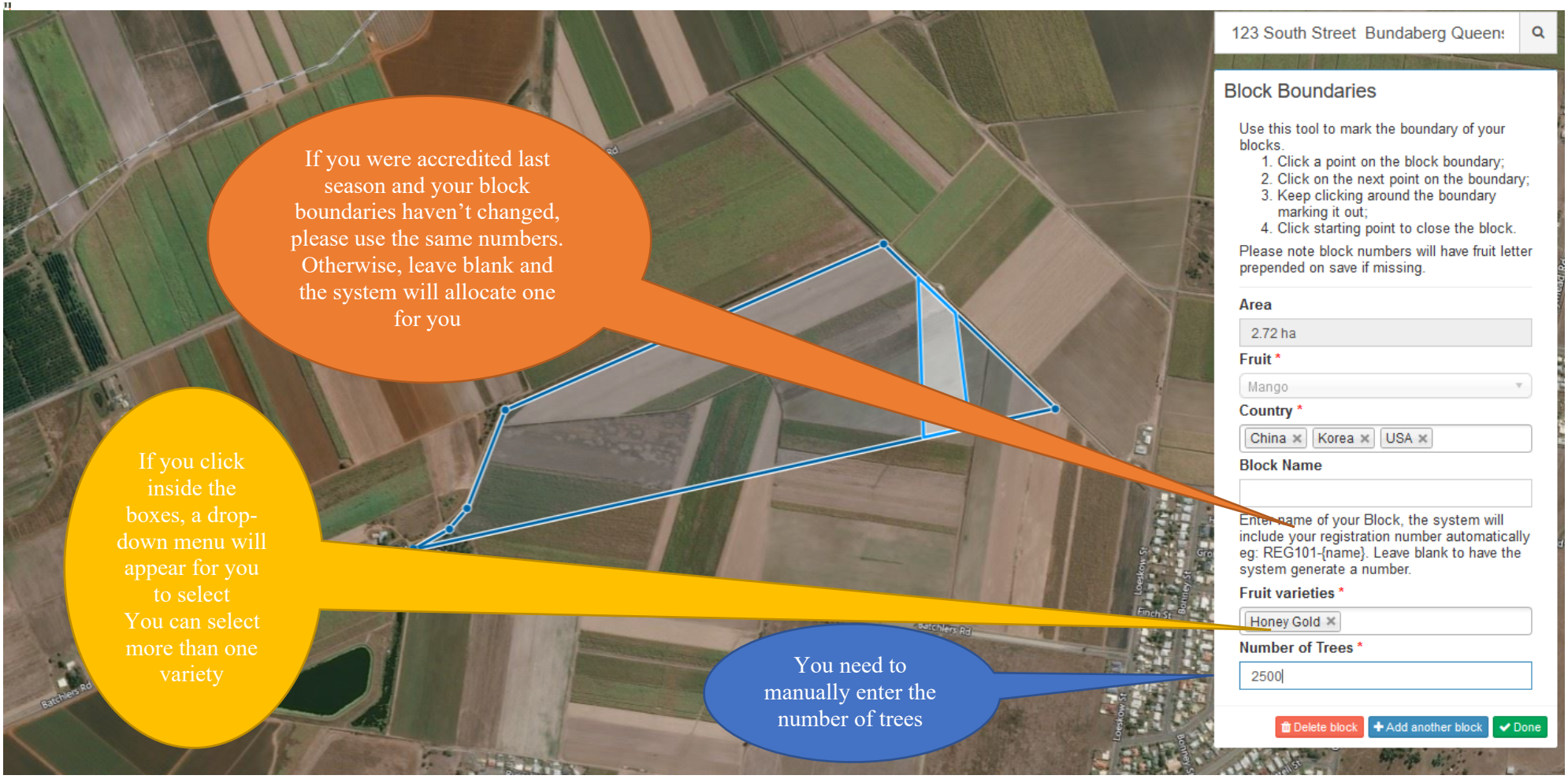
When you have completed your block, the Area size will be automatically calculated (in hectares) and the text box will prompt you for information specific to the block you are registering. The Fruit field will automatically default to “Mango”, so completing this field is not necessary.

Work your way through each of the fields to populate the data required. Options will appear via drop down boxes, as per the examples in the following screens.

There are three boxes at the bottom of the text box. They will allow you to Delete Block, Add Block, and Done (save the block and move to the next stage of the registration process). Only click “Done” once you have mapped all blocks for the property and all data fields have been fulfilled.

NOTE: Select the red “Delete Block” button at the bottom of the text box if you wish to delete the block you have drawn at this point.

Examples below illustrate the drop-down menu options as you click in each field.

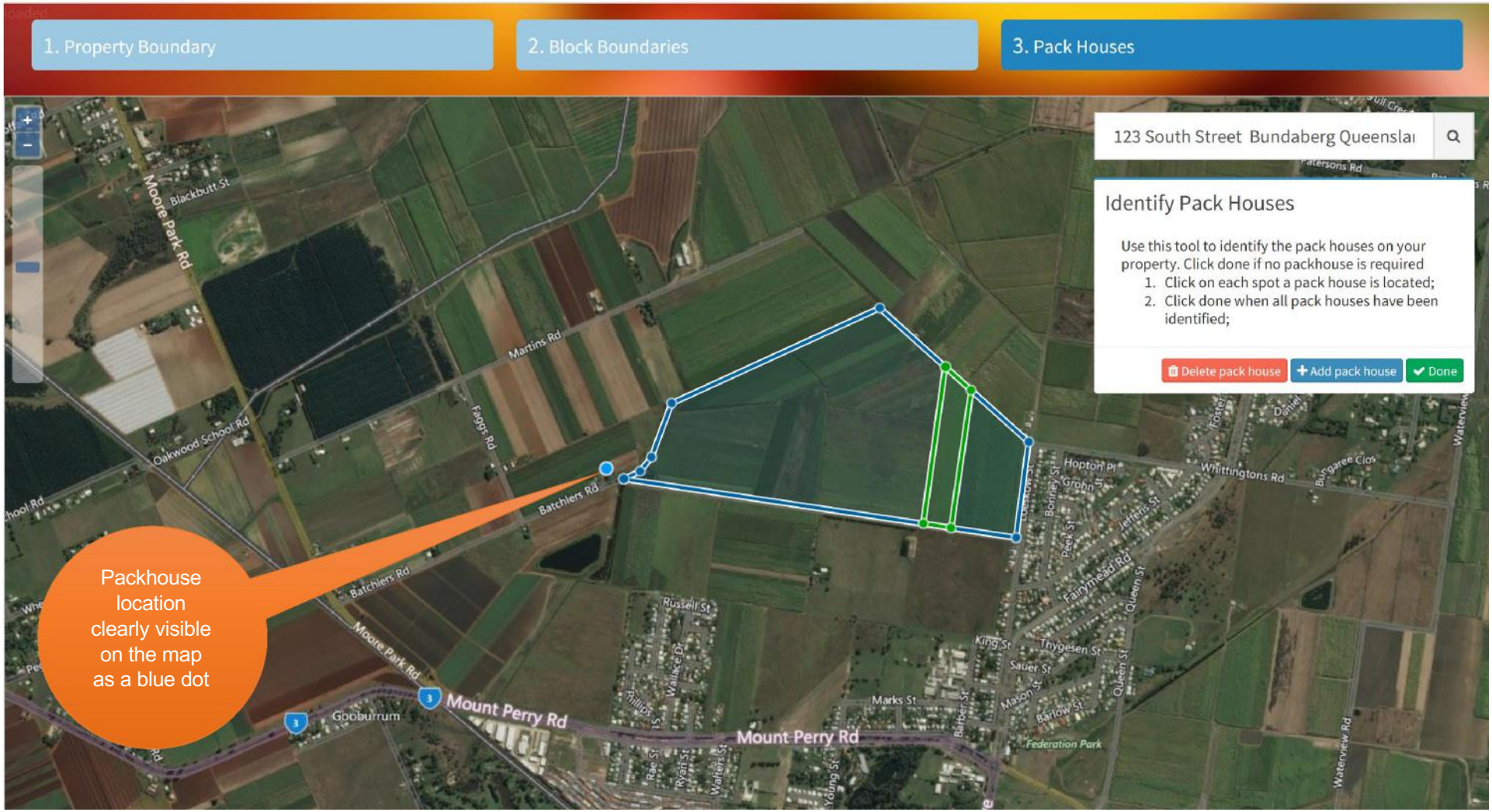


For this property example, we have mapped only a single block. An example of multiple blocks is available in the screen prints to follow.

After entering all block data, we clicked on the green “Done” button at the bottom of the text box. Your screen will then be redirected to the below, where you will now need to identify your Packhouse.

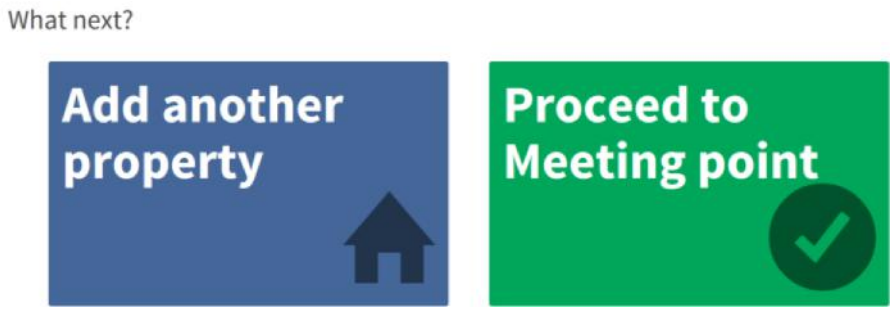
Select the blue “+Add pack house” button in the text box. This will change the mouse icon to a blue dot once again, which you can simply click on the map to mark the location of the packhouse. If saved correctly on the screen, it will be displayed as a large blue dot (as per example below).

Click “Done” once complete

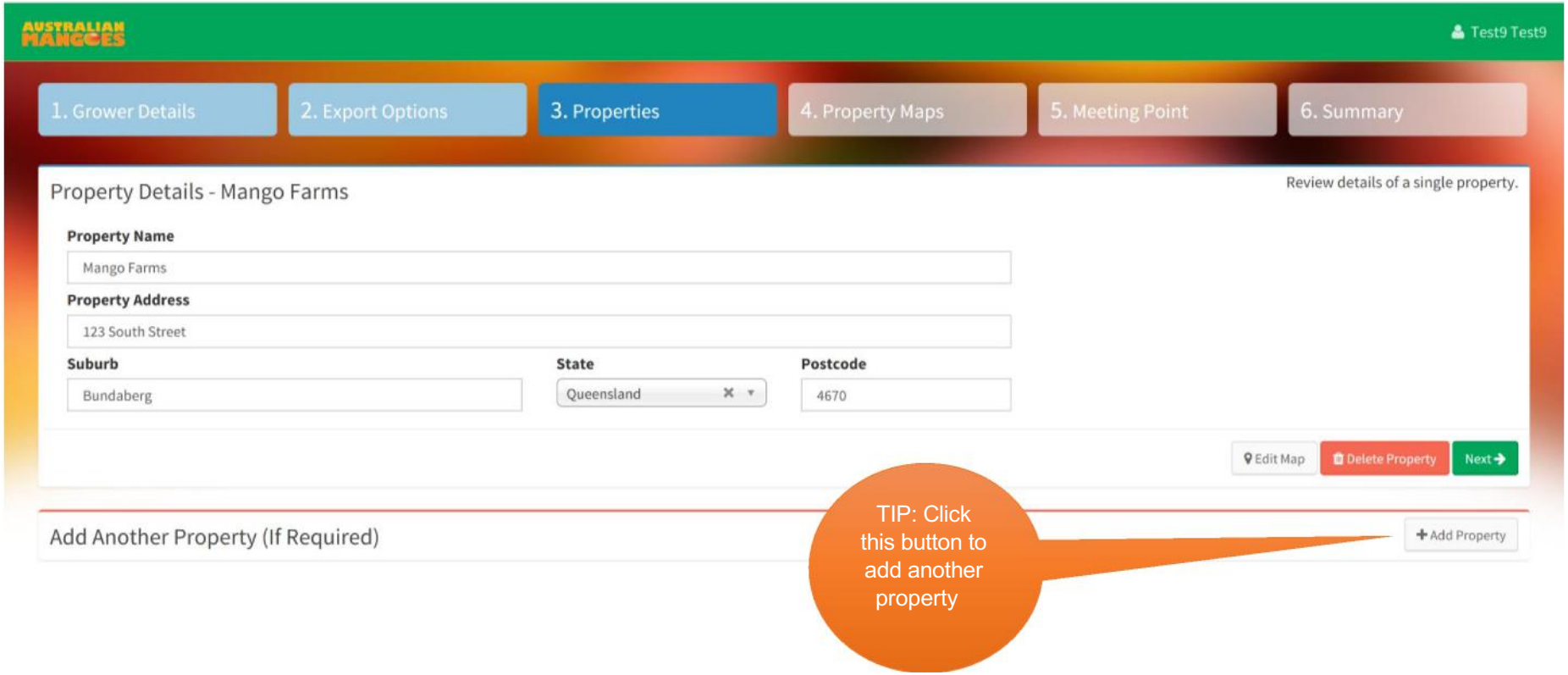


When the Packhouse has been added to the map and saved successfully, you will be prompted via two boxes as per the below.

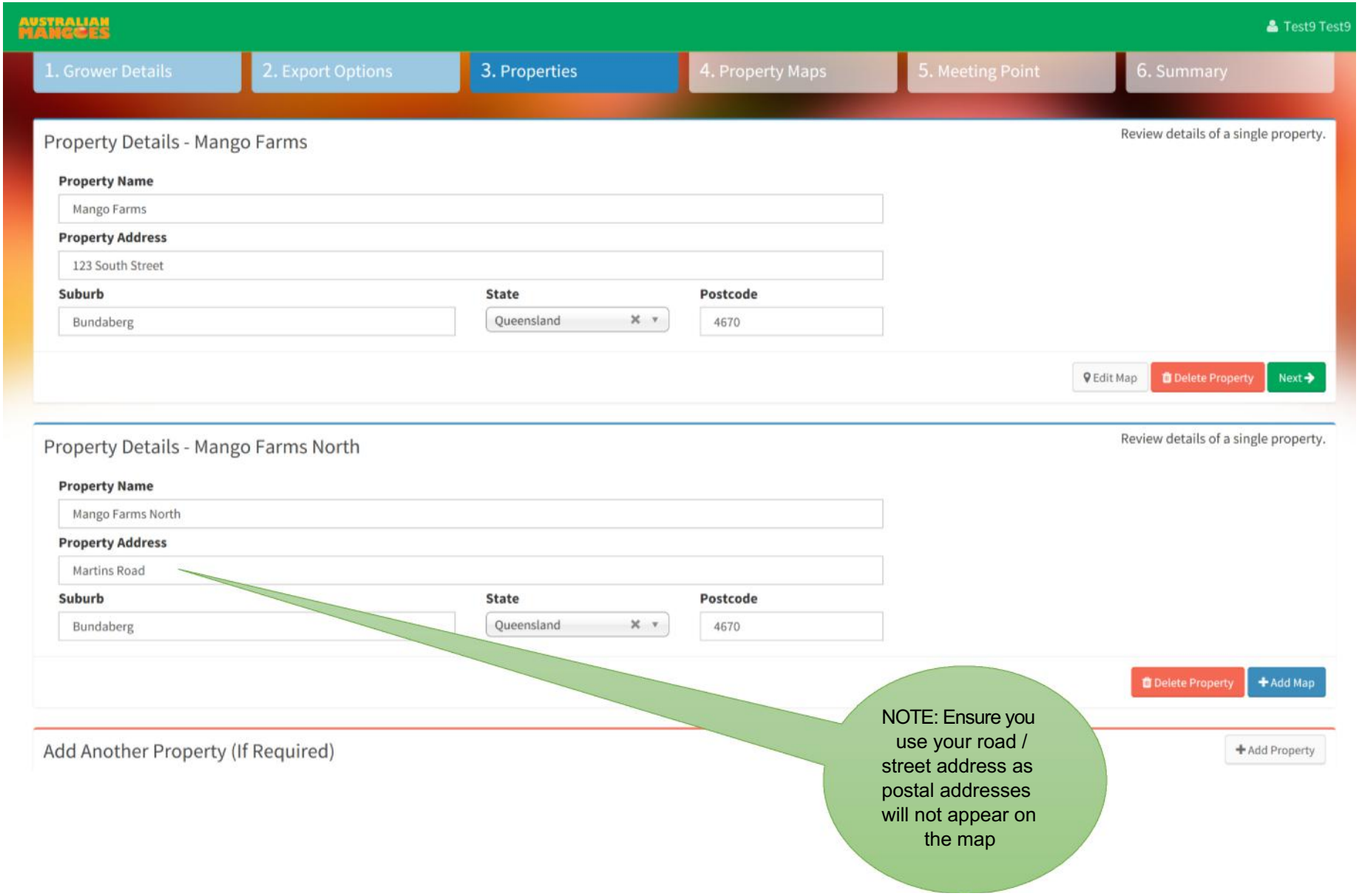
At this point, you can either add another property to your registration, or you can proceed to marking the meeting point on your map. Select the option that applies to your business.



In this example, we opted to add another property. Use the "+Add Property" button to the right of the Add Another Property section on screen.

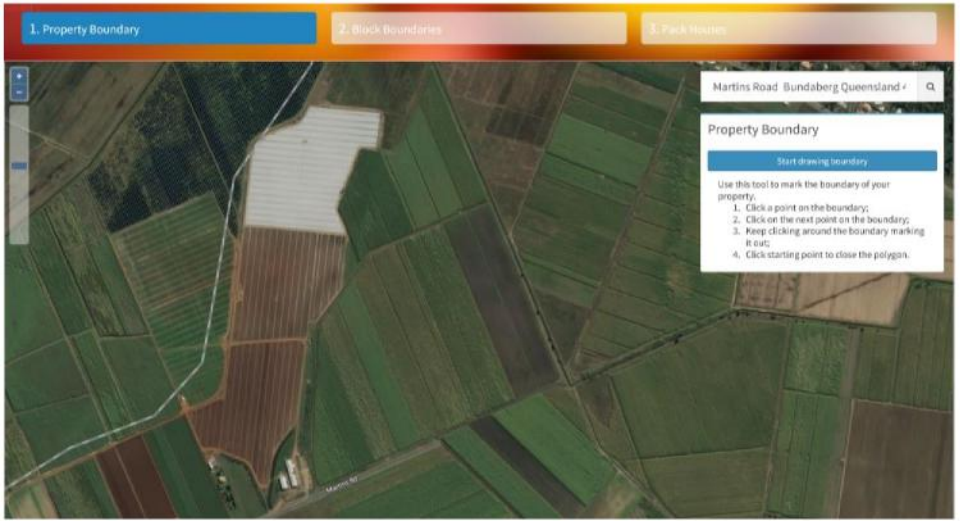


Additional fields will then appear which will allow you to enter the data for the additional property. Details required will be the same as the first property added and mapped. When the property details have been added, simply click the blue “Add Map” button and you will commence the same process as above.



The process for mapping the additional property boundary and blocks is the same as we have detailed in the previous property above. We have provided small screen shots below just to illustrate the mapping of three blocks for the secondary property. The same “click & drag” method is to be used throughout.

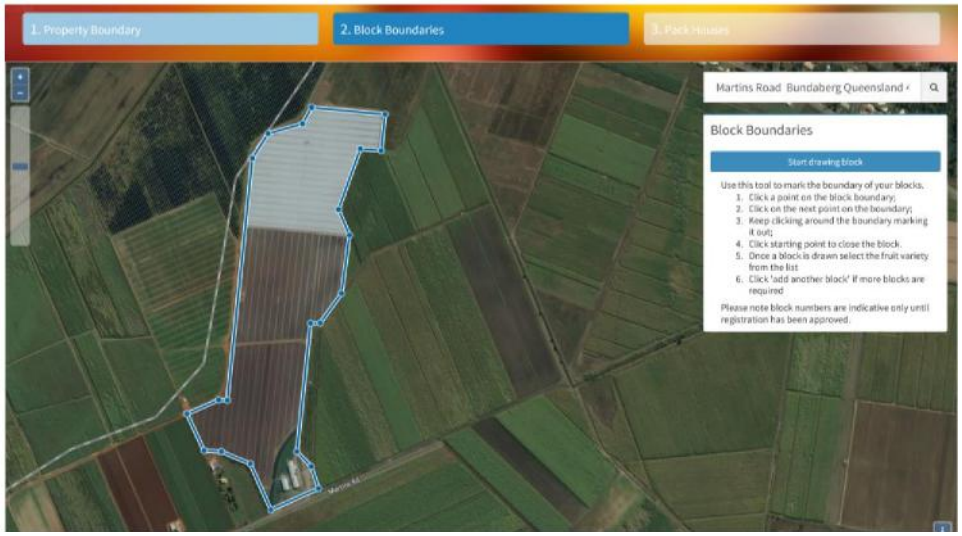
A. Commence drawing property boundary



B. Mapping the property boundary using “click & drag” method

C. Property boundary complete

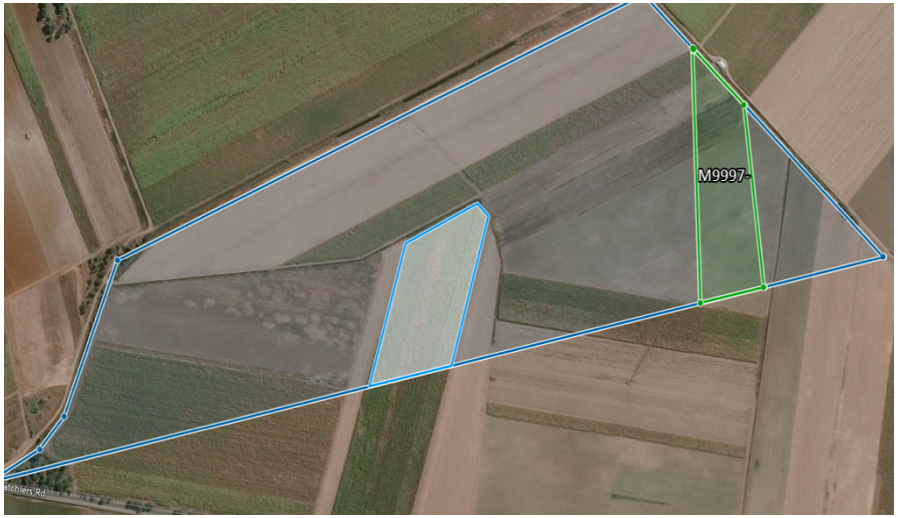
D. Commence drawing blocks



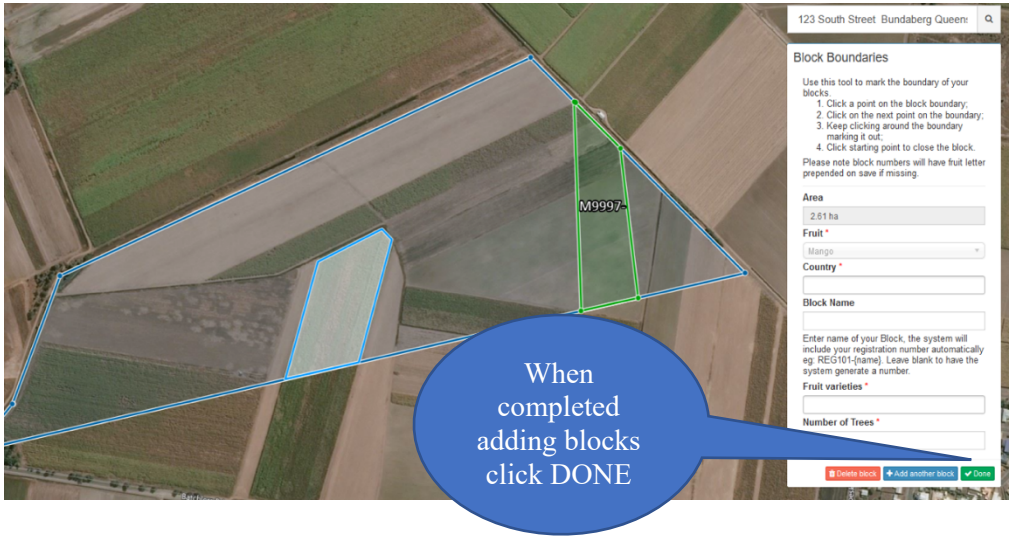
E. Individual block drawing complete

F. Adding block details e.g. countries for export, varieties, tree number etc.

G. Second block mapped

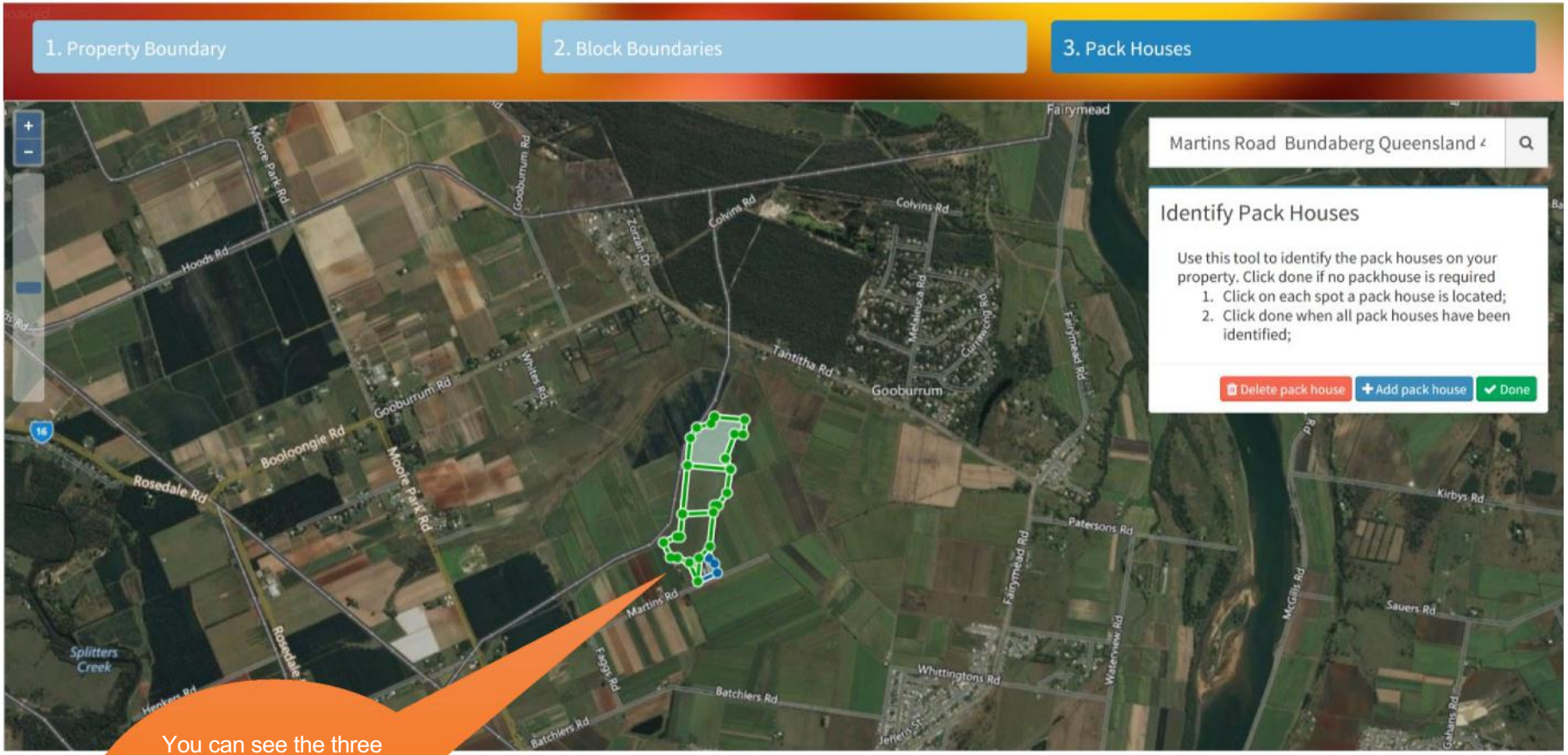


H. Adding data for the second block



As per the previous property, the Packhouse location will again need to be marked. If there is no Packhouse associated with this property, you can simply click “Done” to skip this step.

NOTE: If you are only registering a single Packhouse for a registration, only mark on the relevant property map.

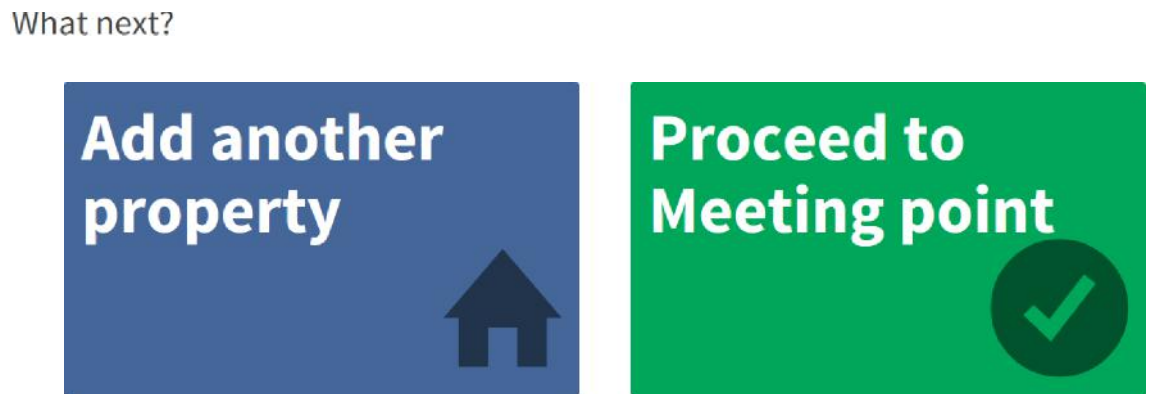


You can see the three blocks mapped for the property. The zoom function can be used to view property and block boundaries in more detail

Once the mapping process is complete, you will be given the option to add another property or to proceed to identifying the meeting point. For this example, we selected “Proceed to Meeting point” as only two properties have been registered in this example.

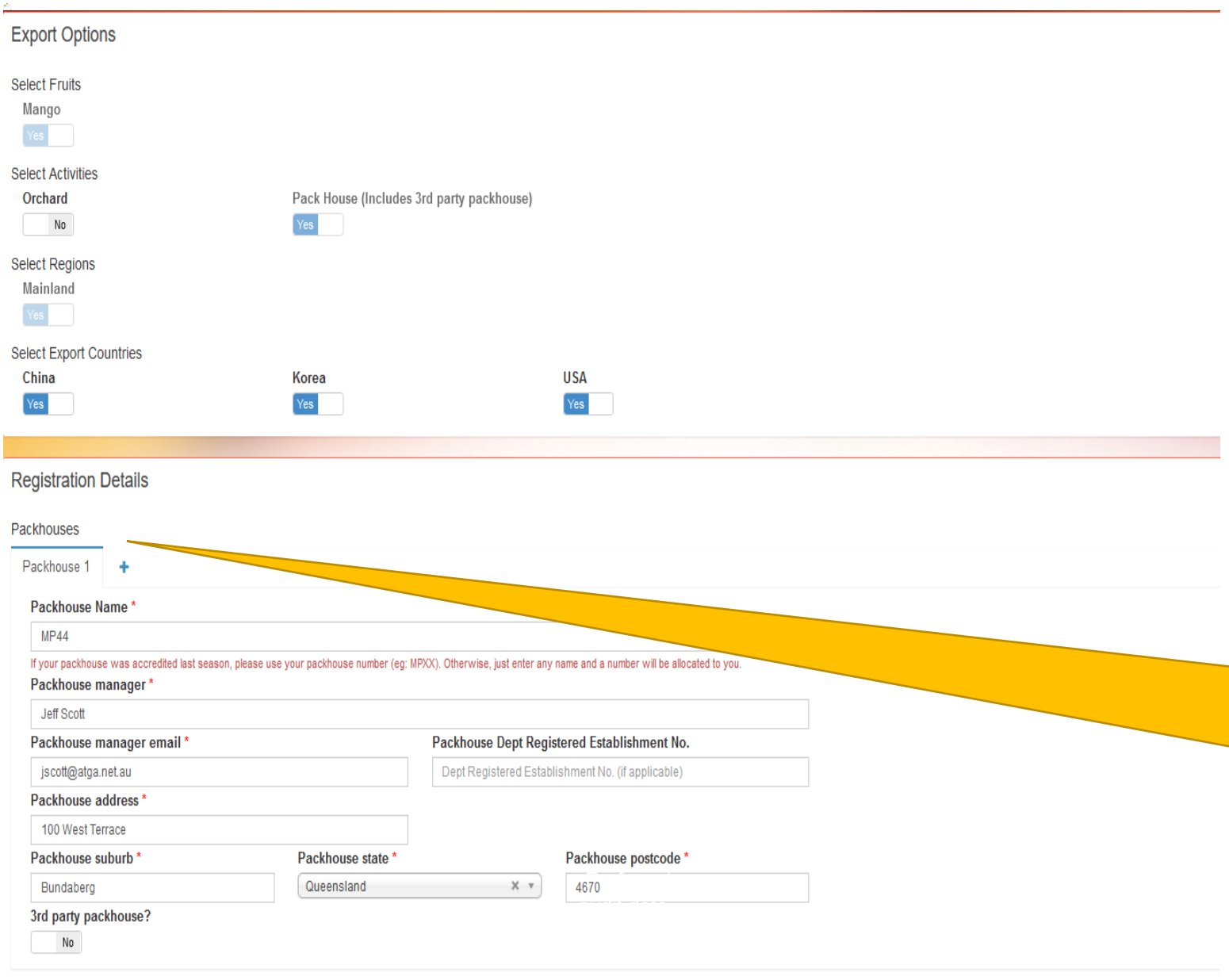
Proceed to section 5. Meeting Point to see the next steps.

NOTE: If you are registering a Packhouse ONLY, the following screens will walk you through the process



Example Two - Packhouse Registration Only:

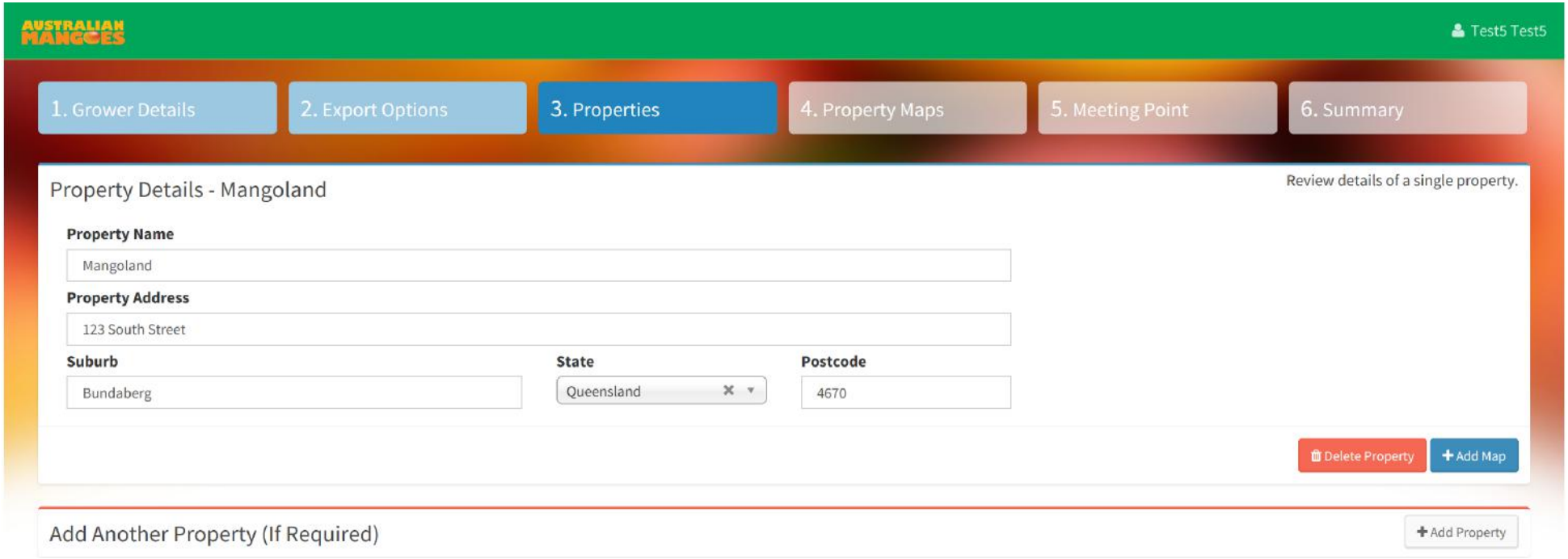
In the Export Options section of the registration (Section 2), you can select specific activities you wish to register. For a Packhouse Only registration, select Pack House and leave the remaining activities blank. When you have entered all data required, click on the green “Done” button at the bottom right of the screen to proceed to add Property info.



NOTE: You will only need to add details for the Packhouse e.g. Crop Monitor information will not appear as you have not selected Orchard in “Select Activities”

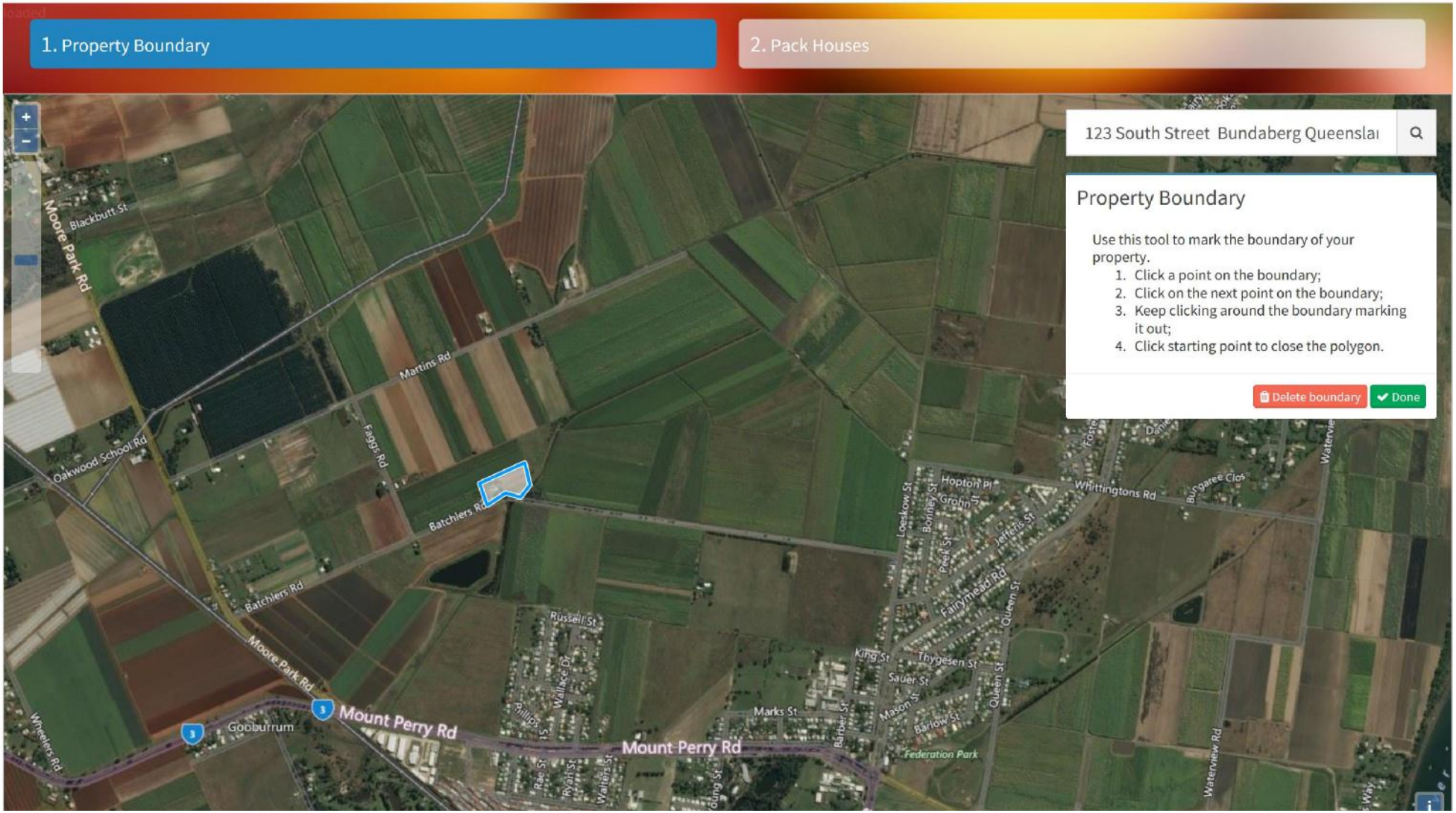
As per the previous registration example, you will need to add the Property Details for the Packhouse only registration. This will need to be the physical address of the facility in order to appear on the satellite map.

Enter all property details as per the screen below, and click the blue “+Add Map” button to the right of the screen.

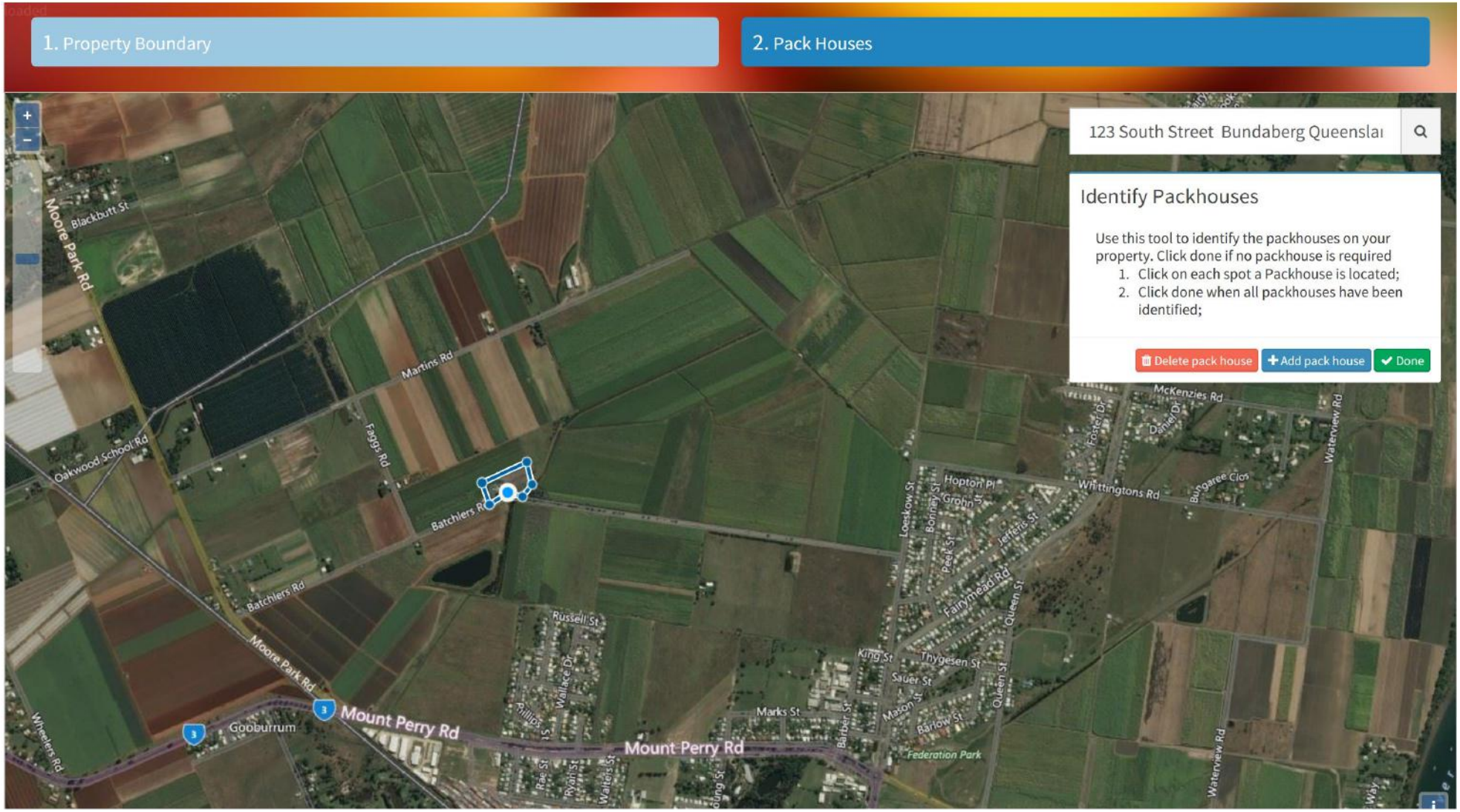


You will be again redirected to the satellite map to then identify your location. A blue “Start drawing boundary” button will again appear in the text box. Click “Done” when mapping the boundary surrounding the facility is complete.

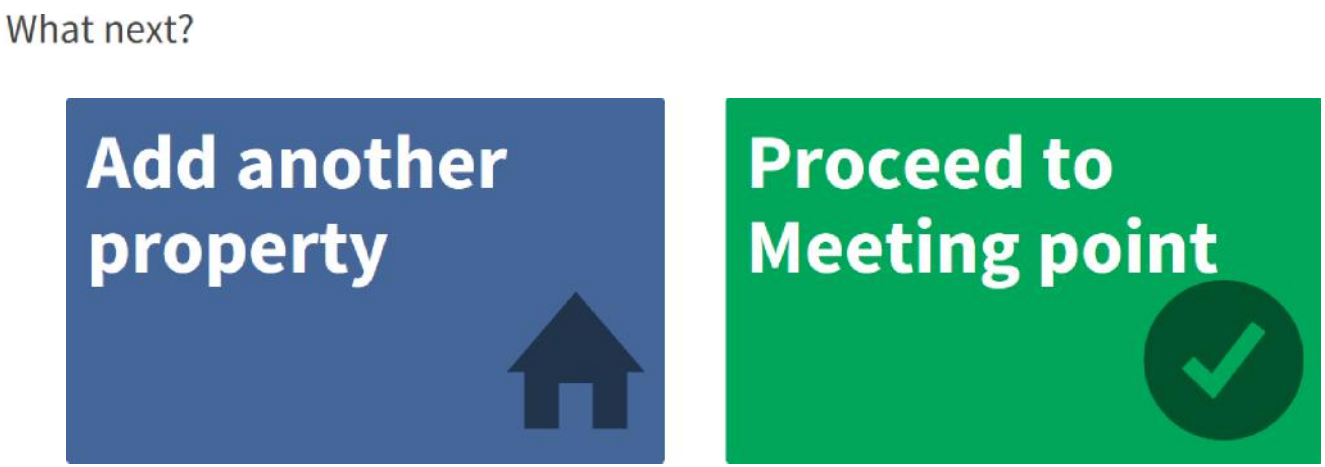
NOTE: If the address appears incorrectly in the search field on the map, you can retype the address and the map should automatically move to display the new location.



The only other mapping step required for a Packhouse only registration is to mark the Packhouse location. This will again be marked with a large blue dot on the map. Click “Done” when complete.



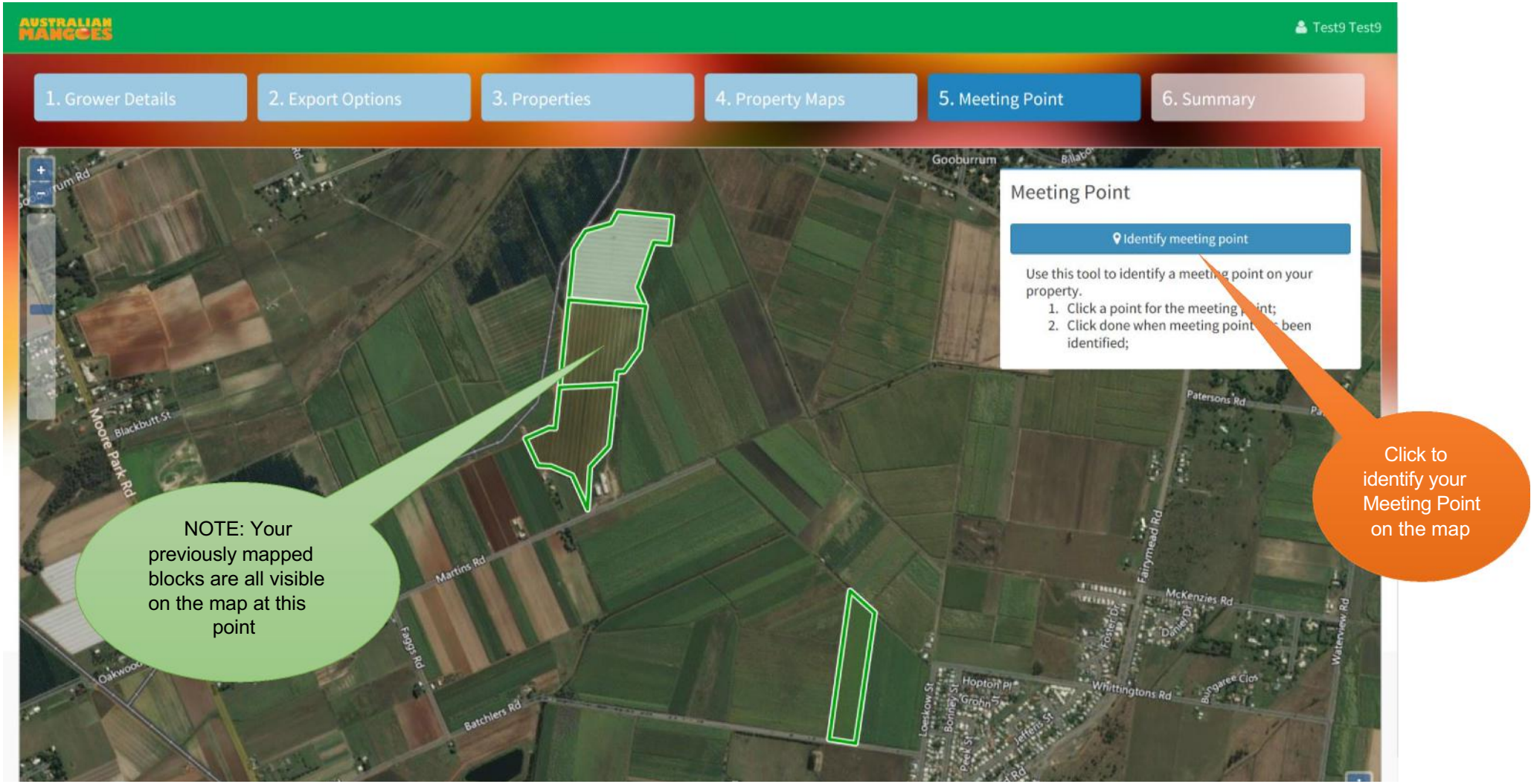
And once again you will find yourself looking at this screen! We will proceed to the Meeting Point in this example.



5. Meeting Point

Example One – Orchard and Packhouse:

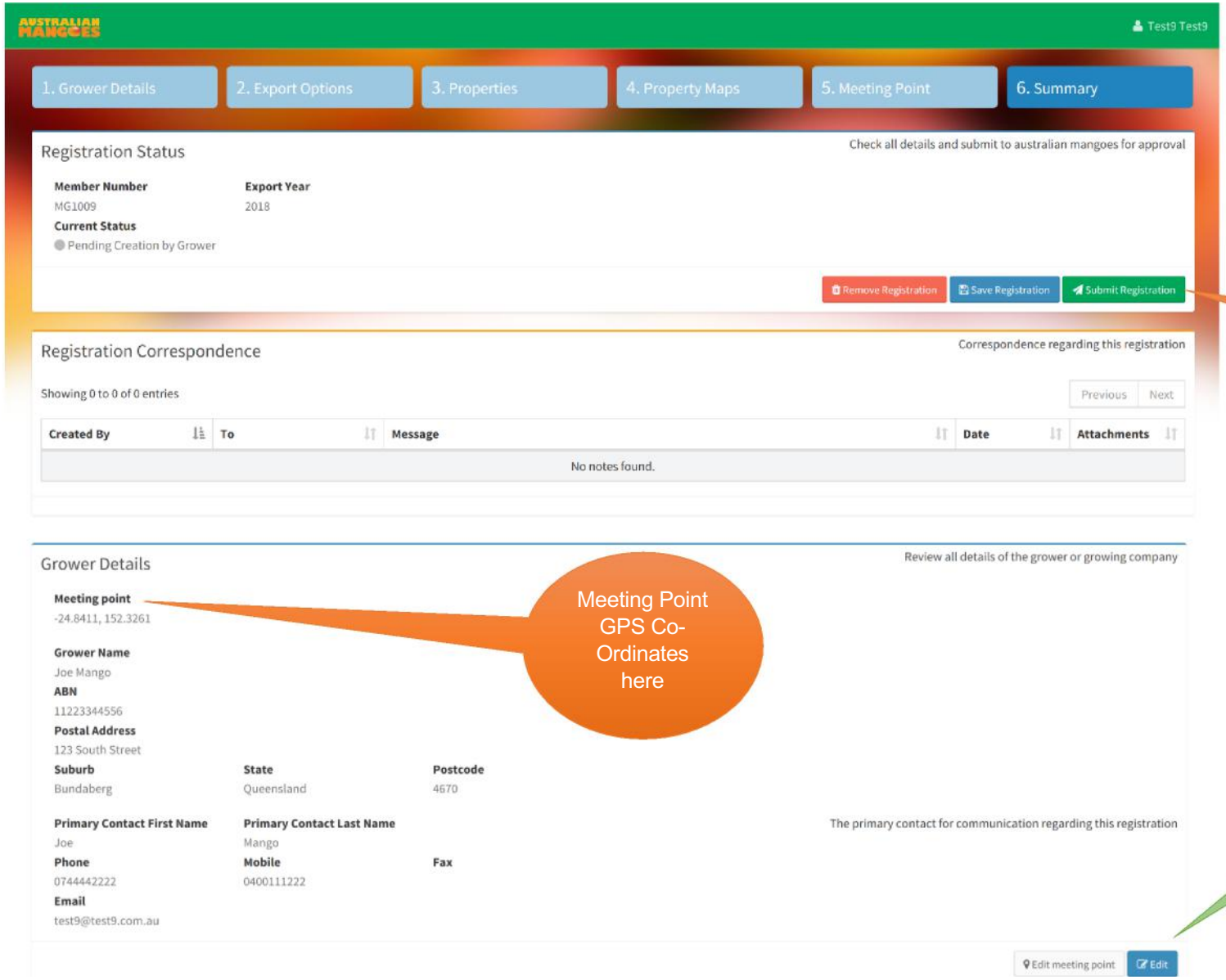
The purpose of the Meeting Point being identified on your maps is to assist DAWE Audit staff in accurately locating your properties in order to undertake the audit. GPS coordinates are taken from the map, and detailed in the summary page of your registration. Auditors will use these co-ordinates when travelling to each audit location.



The Meeting Point is easily marked on the map, using the same method as marking the Packhouse location. The location is marked with a large blue dot, however it will change to an orange colour when saved. Click "Done" when complete.

6. Registration Summary

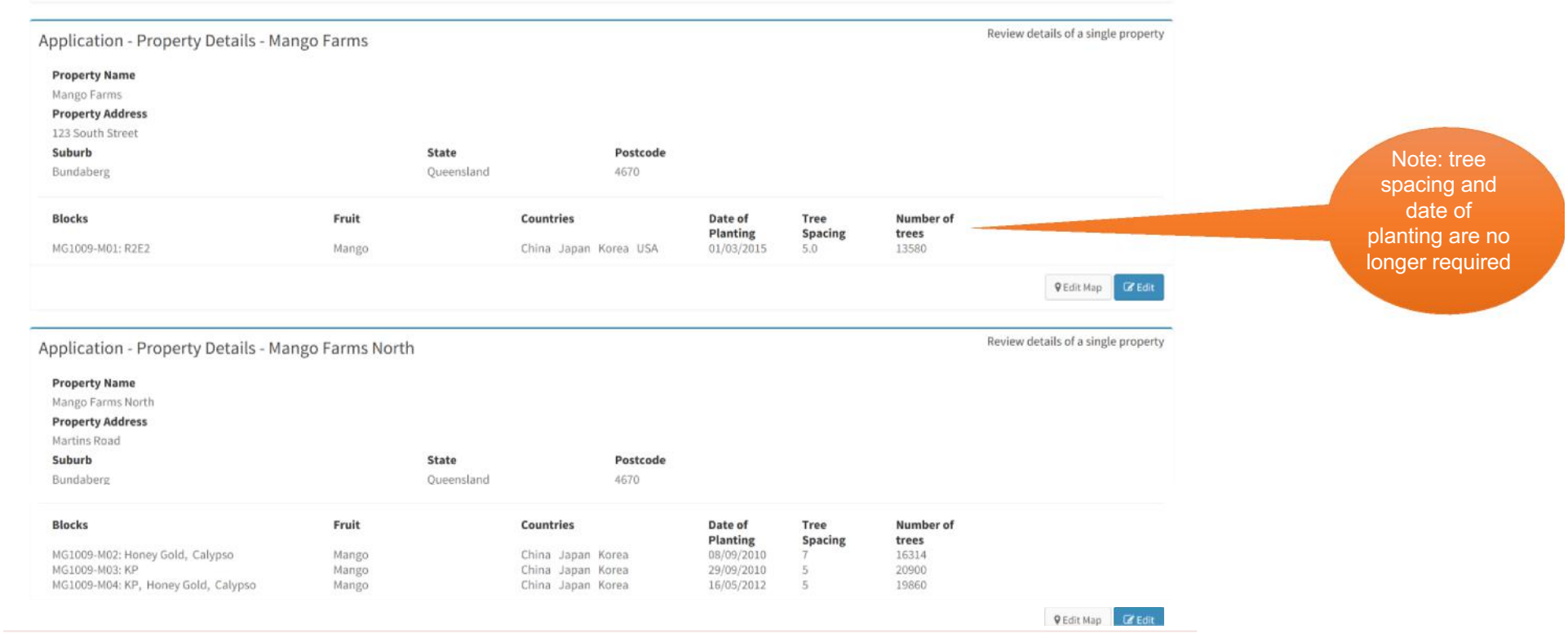
Once you have successfully completed your mapping, marked Packhouse locations and identified a Meeting Point, you can review the content of your registration prior to submission to AMIA. All sections can be edited if required, as per the blue “Edit” buttons listed on the right side of the screen. Click “Submit Registration” when finalised.



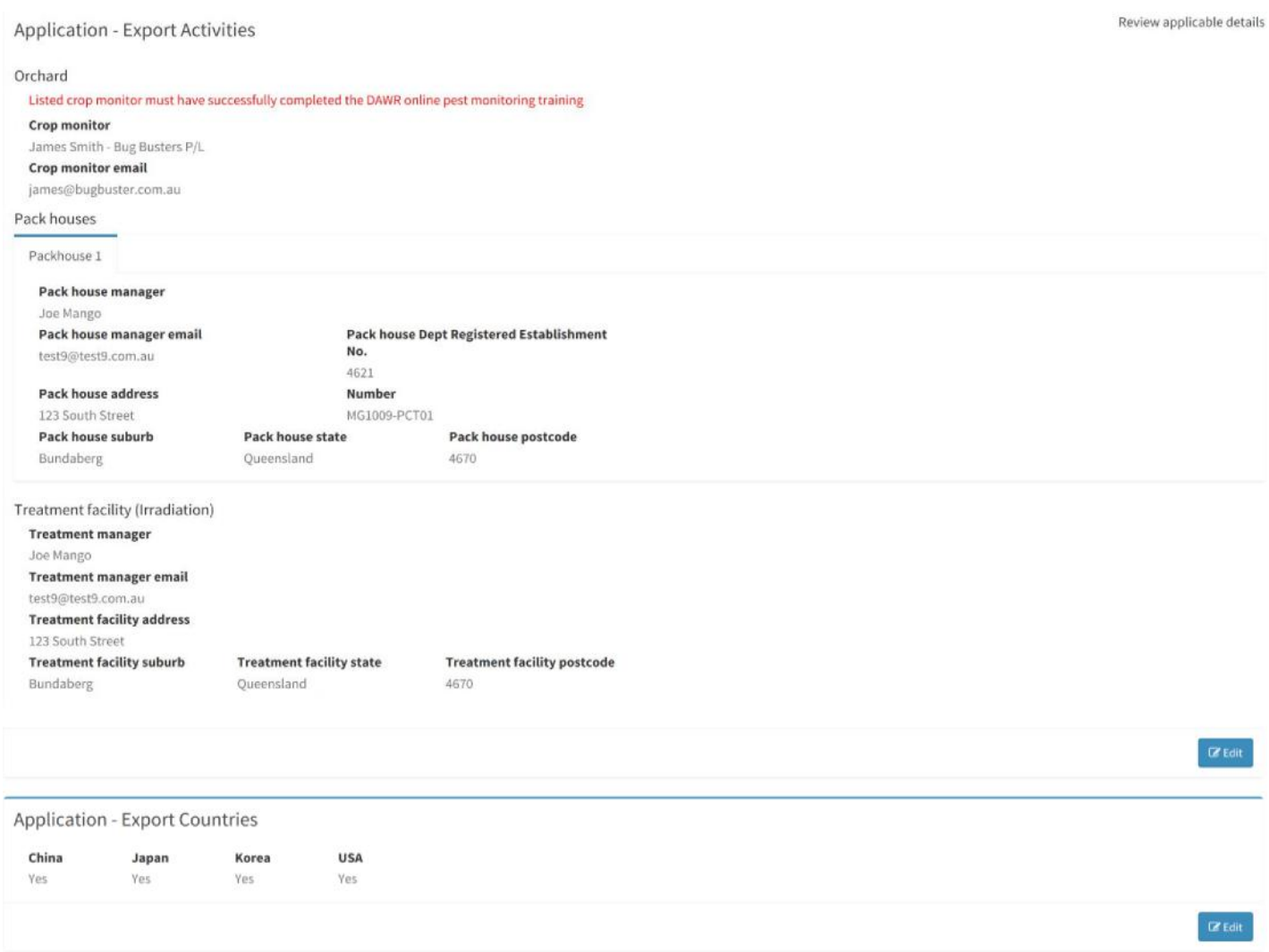
You will notice in the summary section, the individual block numbers have been generated for each block mapped. These numbers are generated in chronological order (the order in which they were drawn on the map).

The countries you have nominated for registration will be listed next to each block number, along with the varieties per block and number of trees. It is important you double check this section carefully prior to submission.

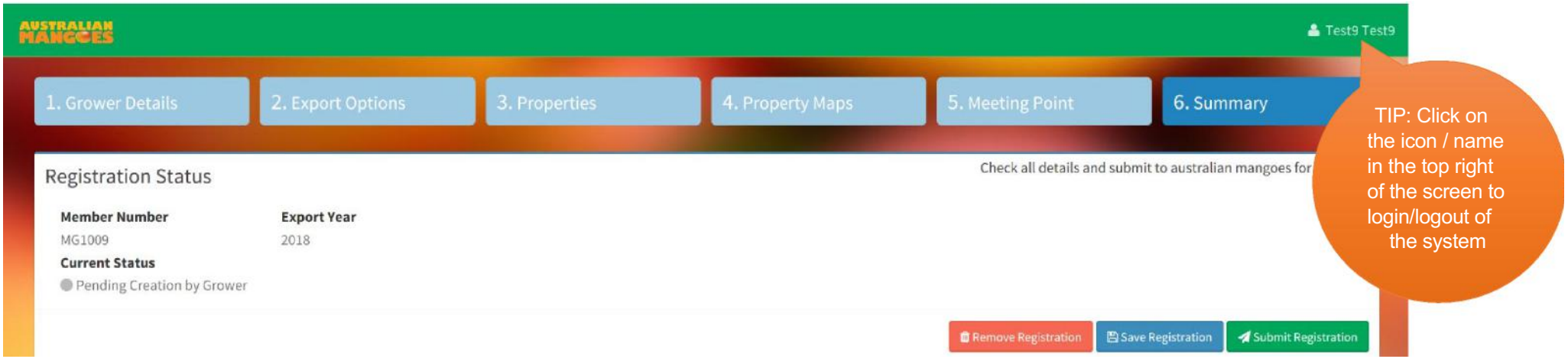
NOTE: If details are missing or blank fields next to individual blocks, it is an indication the block data has not saved correctly in the mapping stage. Click "Edit Map" to double check before submitting your registration. Click the mouse in the centre of the block number with the blank / missing data, and re-enter if required.



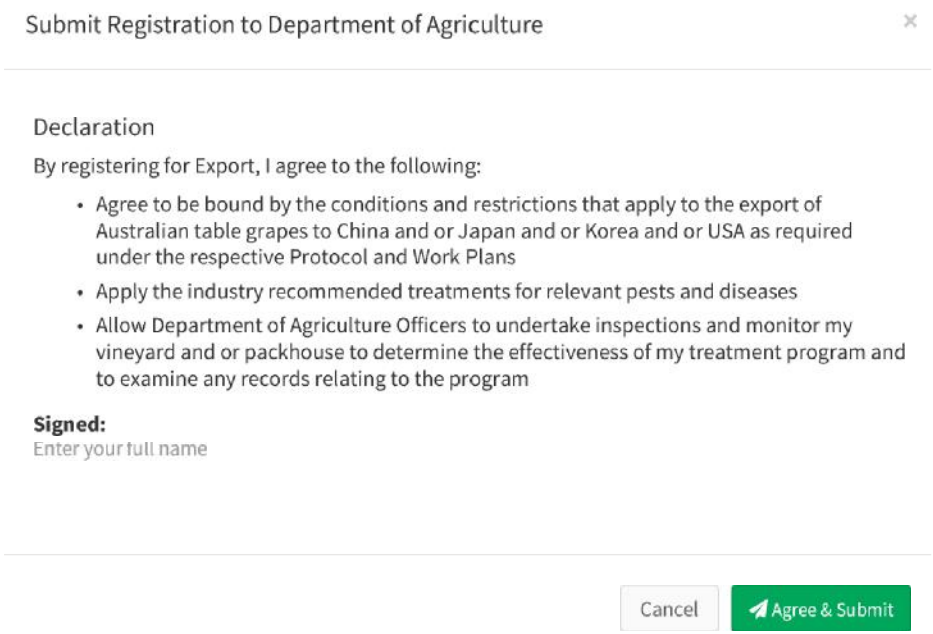
Ensure that your listed Crop Monitor has undertaken the DAWE pest monitoring training. DAWE will cross reference the names listed in each registration, against the names of individuals who have successfully completed the course.



When you have reviewed all data listed in the registration summary, you will be able to click the green “Submit Registration” button at the top right of the screen. However, if you decide to sleep on it for a night or two, you can click the blue “Save Registration” button to give you the option to review and edit at a later stage.



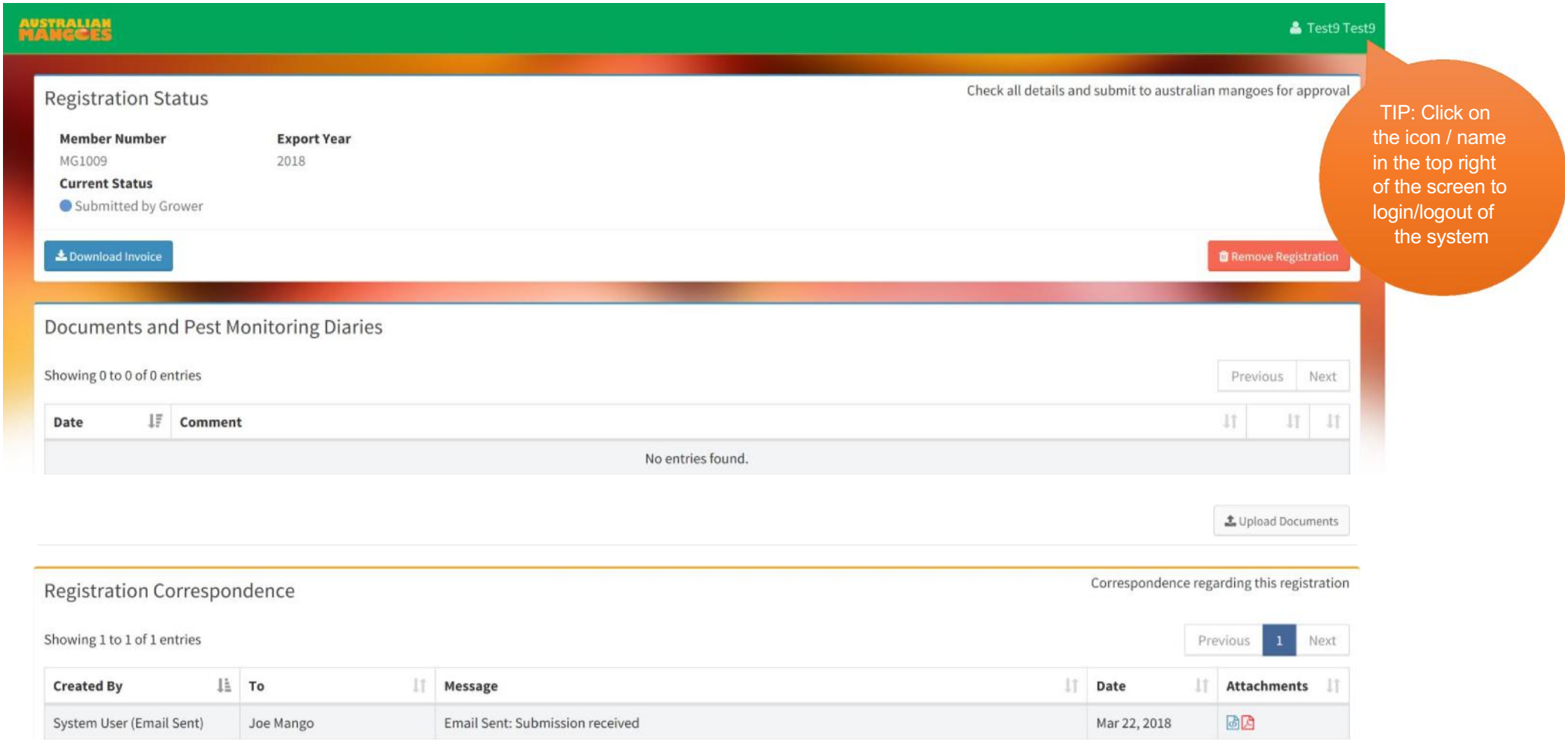
In the event you have decided to proceed with submitting your registration, you will be redirected to the following disclaimer. Simply enter your name and click the green “Agree & Submit” button towards the bottom of the screen.



Finally, you will be returned to the Summary page however some of the details will appear slightly differently. Your ability to Edit will be removed once submitted, and the status will change to “Submitted by Grower” (was previously “Pending Creation by Grower).

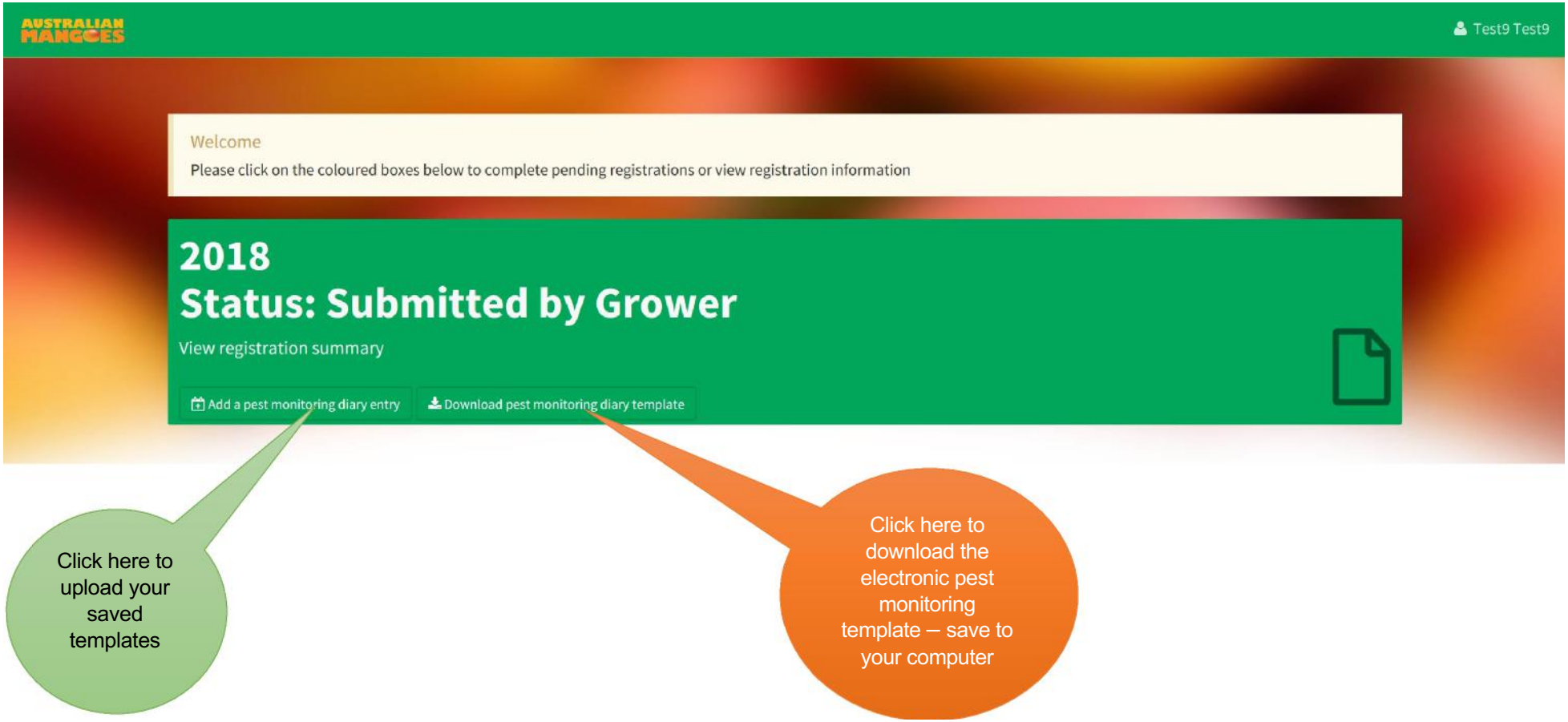
You will be able to view any Pest Monitoring and Document uploads on this screen, as well as any note from AMIA or DAWE staff. Notes that display in your registration should also be received via text message and email, as a reminder that new information has been added to your registration and your attention is required.

NOTE: In the event you have submitted your registration and would like to request a change, you will need to contact AMIA prior to the cut-off date for registrations.



The next time you log in to your registration, you will notice the status and colour of your homepage has changed.

If AMIA or DAWE request clarification or changes to your registration, this screen will change to orange and the status “Grower Updates Required” will be visible. This will prompt you to enter your registration (by clicking anywhere in the Status section) and check the notes which have been added specifically to your registration.

This screen is where you can download your electronic Pest Monitoring template and save to your computer.

Use the “Add a pest monitoring diary entry” button to then upload the saved and completed template. This will need to be completed as per your requirements in each country protocol and work plan.