Avocados Australia's new **AvoData** system

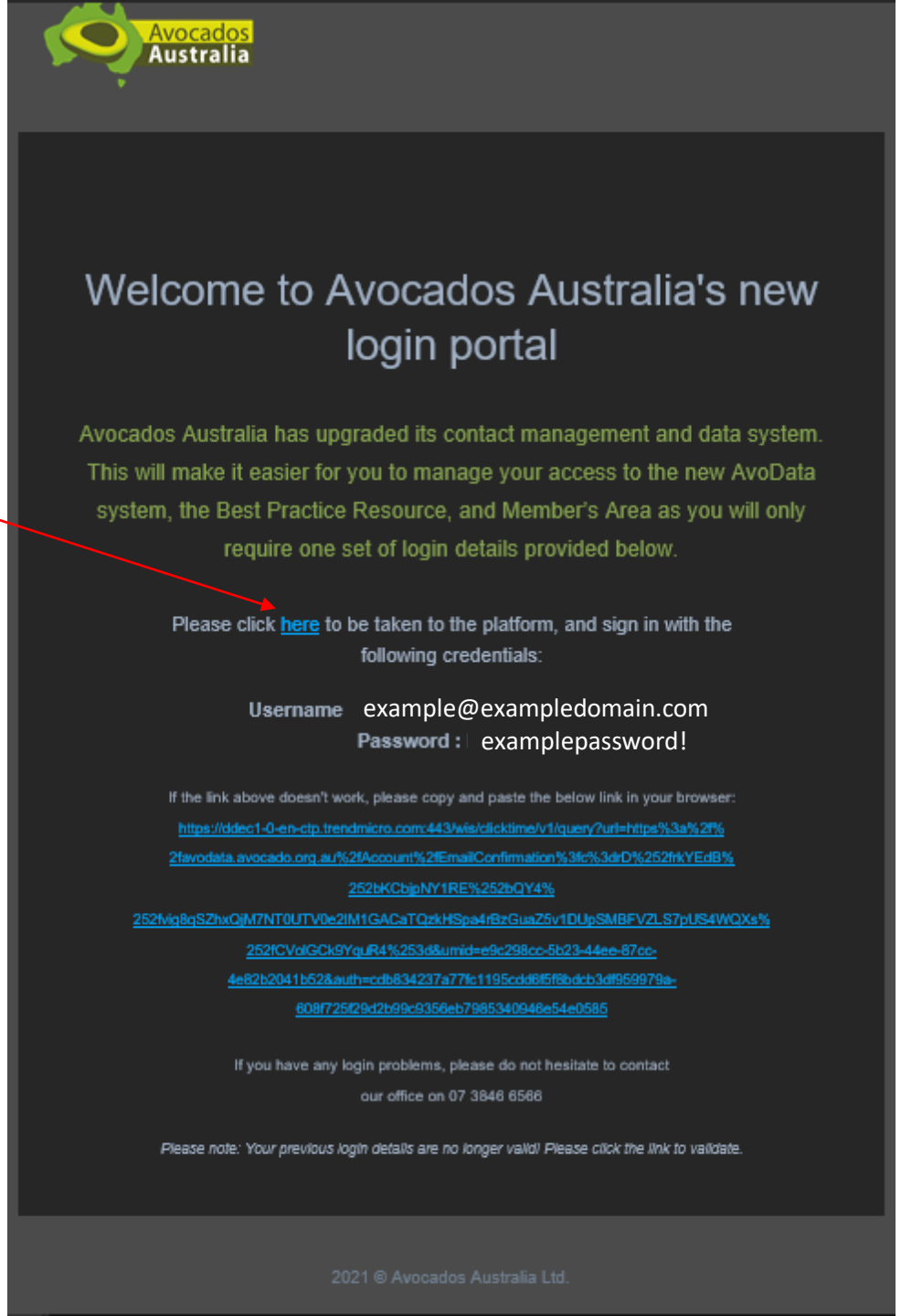
Quick Reference Guide

This is **AvoData**'s welcome email.

AvoData generates and sends this email once you have been set-up as a user.

Just in case: check your spam folder.

Please click here to be taken to **AvoData.**



Avocados Australia

Welcome to Avocados Australia's new login portal

Avocados Australia has upgraded its contact management and data system. This will make it easier for you to manage your access to the new AvoData system, the Best Practice Resource, and Member's Area as you will only require one set of login details provided below.

Please click here to be taken to the platform, and sign in with the following credentials:

Username example@exampledomain.com
Password : examplepassword!

If the link above doesn't work, please copy and paste the below link in your browser:

https://ddec1-0-en-ctp.trendmicro.com:443/wis/clicktime/v1/query?url=https%3a%2f%2favodata.avocado.org.au%2fAccount%2fEmailConfirmation%3fc%3dirD%252frkYEdB%252bKCbjpNY1RE%252bQY4%252fvig8qSZhxQjM7NT0UTV0e2IM1GACaTQzkHSpa4rBzGuaZ5v1DUpSMBFVZLS7pUS4WQXs%252fCVolGCk9YguR4%253d&umid=e9c298cc-5b23-44ee-87cc-4e82b2041b52&auth=cdb834237a77fc1195cdd6f5f8bdcb3df969979a-608f725f29d2b99c9356eb7985340946e54e0585

If you have any login problems, please do not hesitate to contact our office on 07 3846 6566

Please note: Your previous login details are no longer valid! Please click the link to validate.

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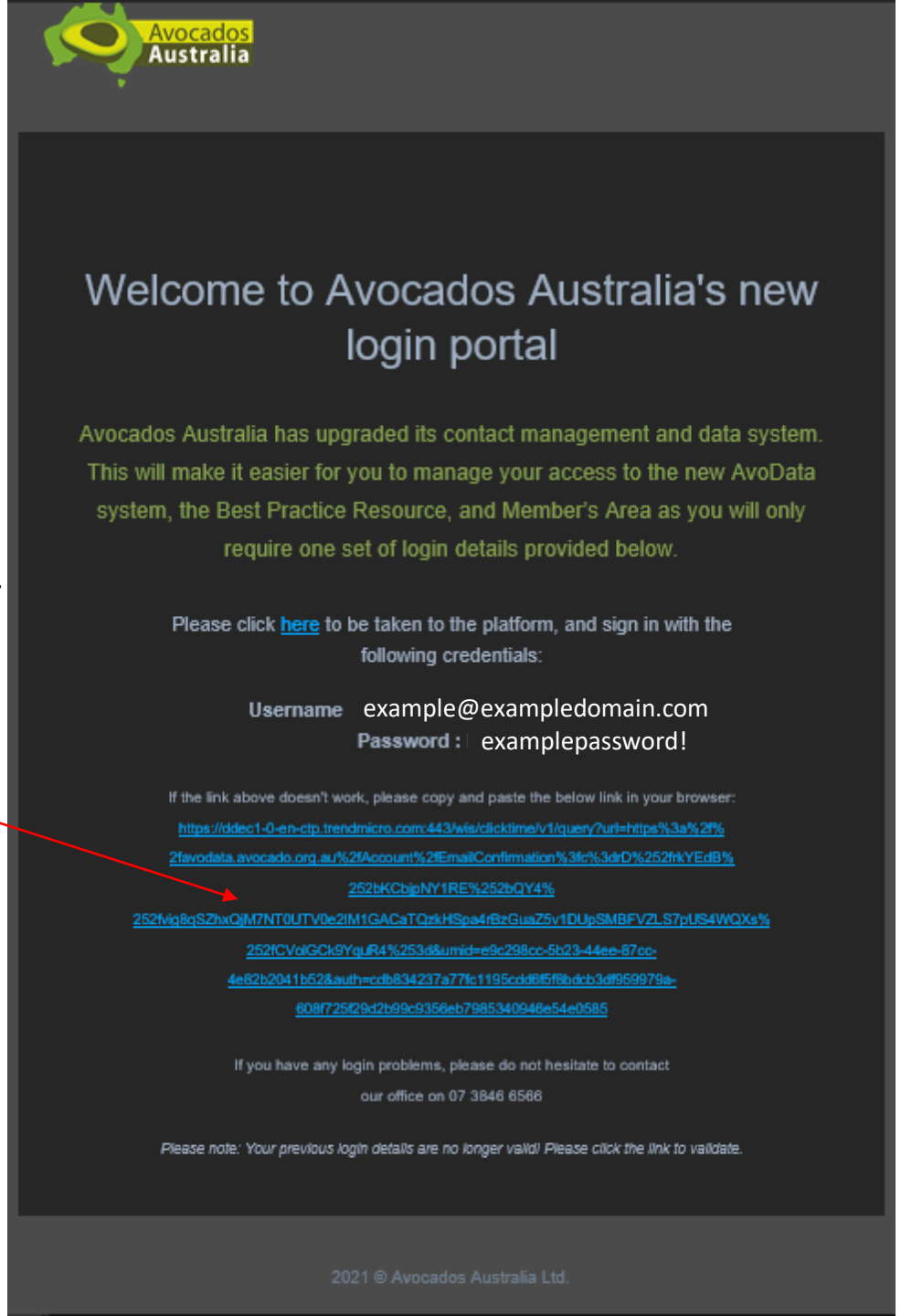
Alternatively,
copy and paste this link on your browser
to be taken to **AvoData.**



Avocados Australia

Welcome to Avocados Australia's new login portal

Avocados Australia has upgraded its contact management and data system. This will make it easier for you to manage your access to the new AvoData system, the Best Practice Resource, and Member's Area as you will only require one set of login details provided below.

Please click here to be taken to the platform, and sign in with the following credentials:

Username example@exampledomain.com
Password : examplepassword!

If the link above doesn't work, please copy and paste the below link in your browser:

https://ddec1-0-en-ctp.trendmicro.com:443/wis/clicktime/v1/query?url=https%3a%2f%2favodata.avocado.org.au%2fAccount%2fEmailConfirmation%3fc%3drD%252fnkYEdB%252bKCbjpNY1RE%252bQY4%252fvig8qSZhxQjM7NT0UTV0e2IM1GACaTQzkHSpa4rBzGuaZ5v1DUpSMBFVZLS7pUS4WQXs%252fCVolGCk9YguR4%253d&umid=e9c298cc-5b23-44ee-87cc-4e82b2041b52&auth=cdb834237a77fc1195cdd6f5f8bdcb3df959979a-608f725f29d2b99c9356eb7985340946e54e0585

If you have any login problems, please do not hesitate to contact our office on 07 3846 6566

Please note: Your previous login details are no longer valid! Please click the link to validate.

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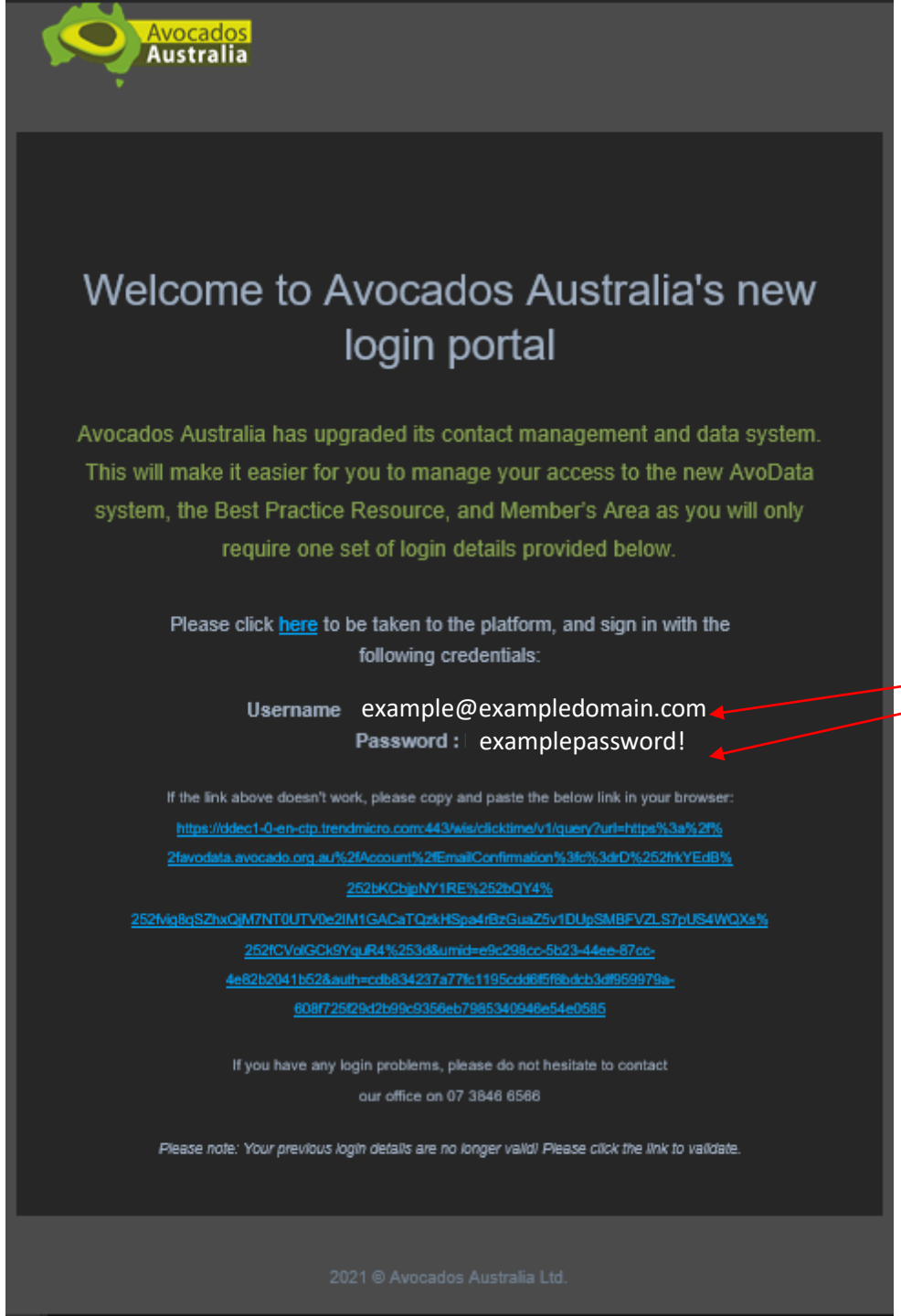


Use the **username** and **password** provided in the email to log in.

Log in

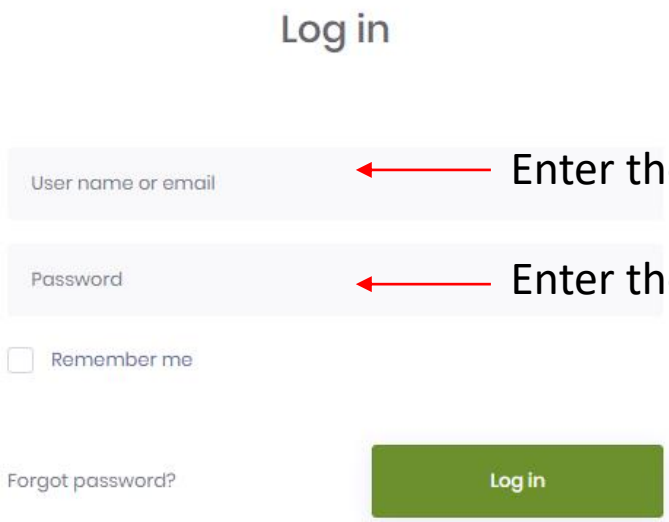
User name or email

Password

Remember me

Forgot password?

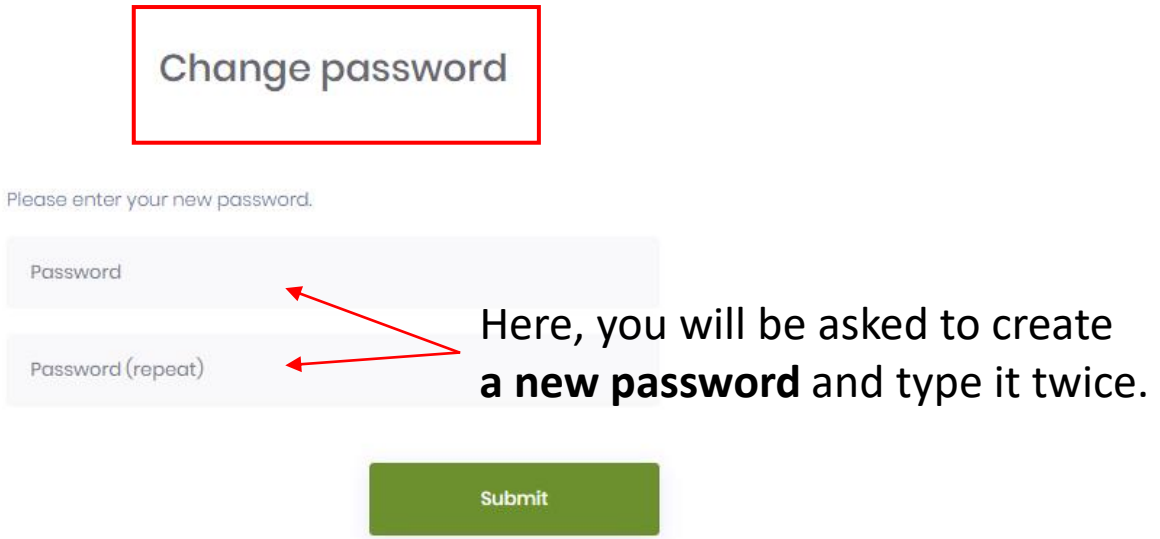
Log in



Enter the provided **username** here

Enter the provided **password** here

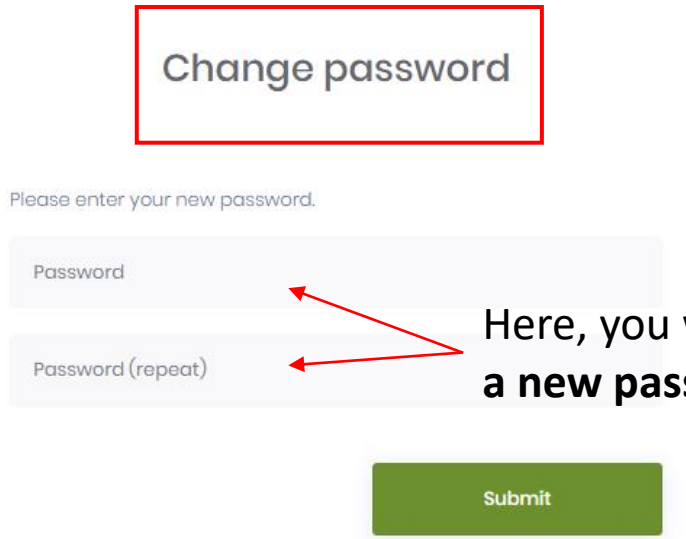
Click '**login**'



Here, you will be asked to create **a new password** and type it twice.

Avocados Australia

AvoData



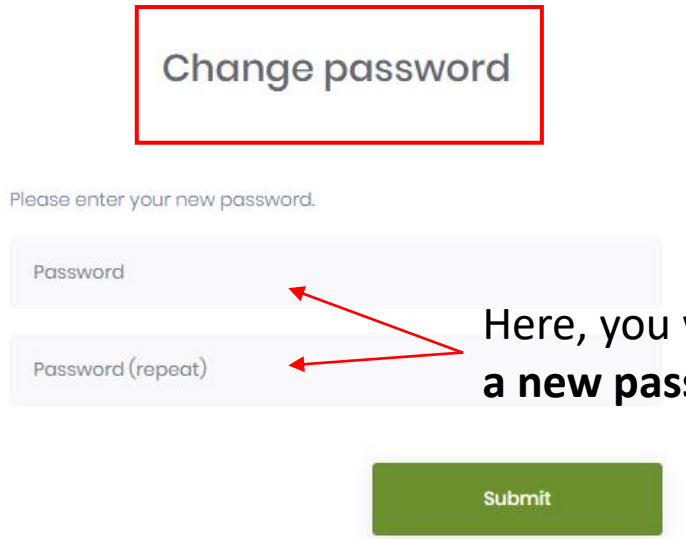
Here, you will be asked to create **a new password** and type it twice.

The password requires to be **6** characters long and include a **non-alphanumeric 'special'** character.

Choose among !,@,#,$,%,^,&,*,(,),_,+, etc…

Avocados Australia

AvoData



Here, you will be asked to create **a new password** and type it twice.

When done, click '**Submit**'.

The password requires to be **6** characters long and include a **non-alphanumeric 'special'** character.

Choose among !,@,#,$,%,^,&,*,(,),_,+, etc…

Avocados Australia AvoData

- Dashboard
- Data Entry
- Conditions of use

Dashboard

Week 2021wk17

Variety	Dispatch 2021wk17 24 Apr 2021 - 30 Apr 2021 Instructions	4-Weekly Forecasts 2021wk17 - 2021wk20 24 Apr 2021 - 21 May 2021 Instructions	Seasonal Forecasts Apr 2021 May 2021 - Mar 2022 Instructions	Sale 2021wk17 24 Apr 2021 - 30 Apr 2021 Instructions
Trading Name:				
Hass	Enter Dispatch / No Dispatch	Enter Forecast / No Forecast	Enter Forecast	Enter Sale / No Sale
Shepard	Enter Dispatch / No Dispatch	Enter Forecast / No Forecast	Enter Forecast	Enter Sale / No Sale
Other	Enter Dispatch / No Dispatch	Enter Forecast / No Forecast	Enter Forecast	Enter Sale / No Sale

Hold Ctrl/⌘, and scroll or press +/- to adjust size
To amend submitted data, go to 'Data Entry' on the main menu to the left and select the relevant forms.
If the Seasonal Forecast is locked and amendments are required, please contact us.

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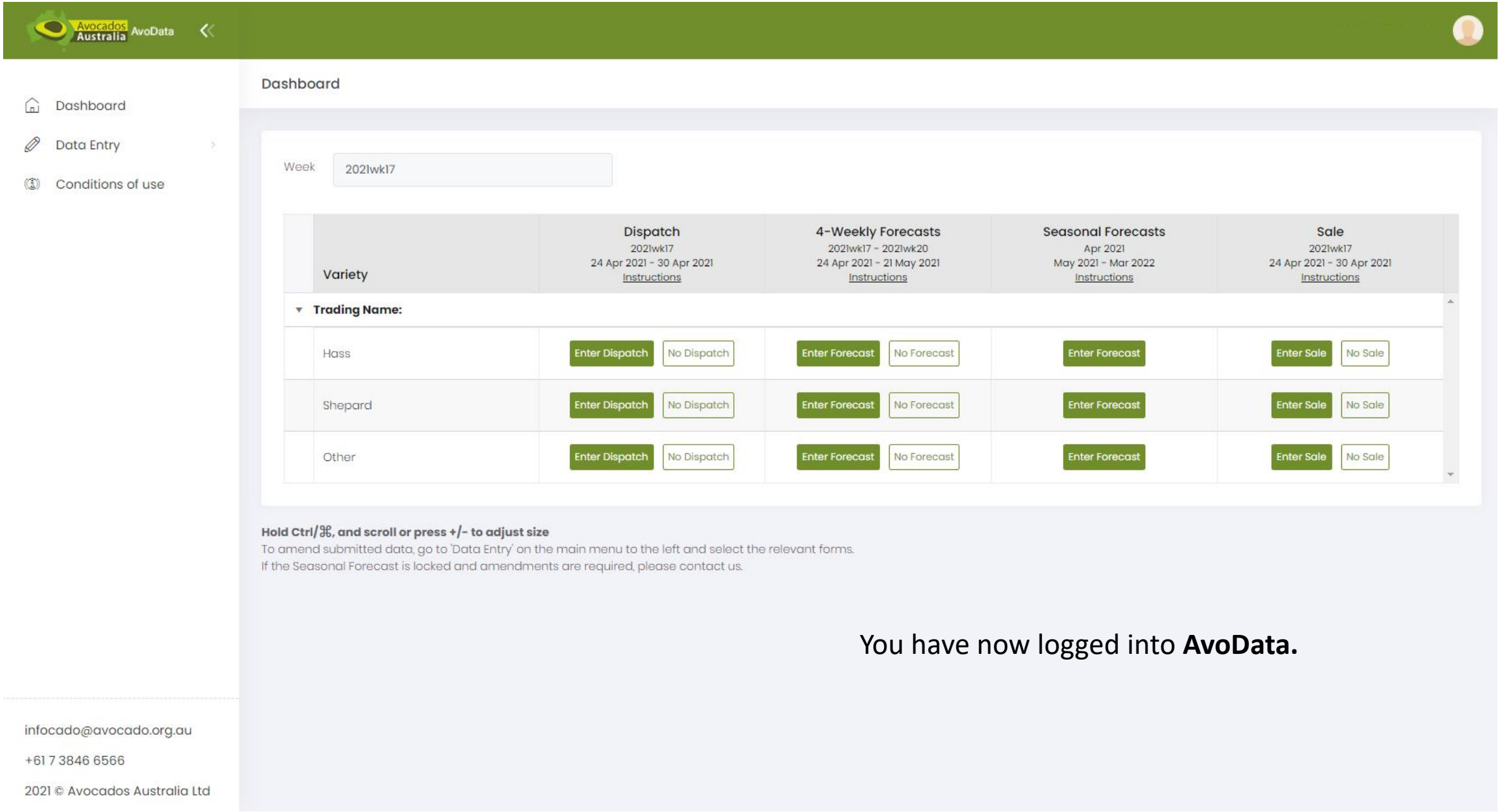
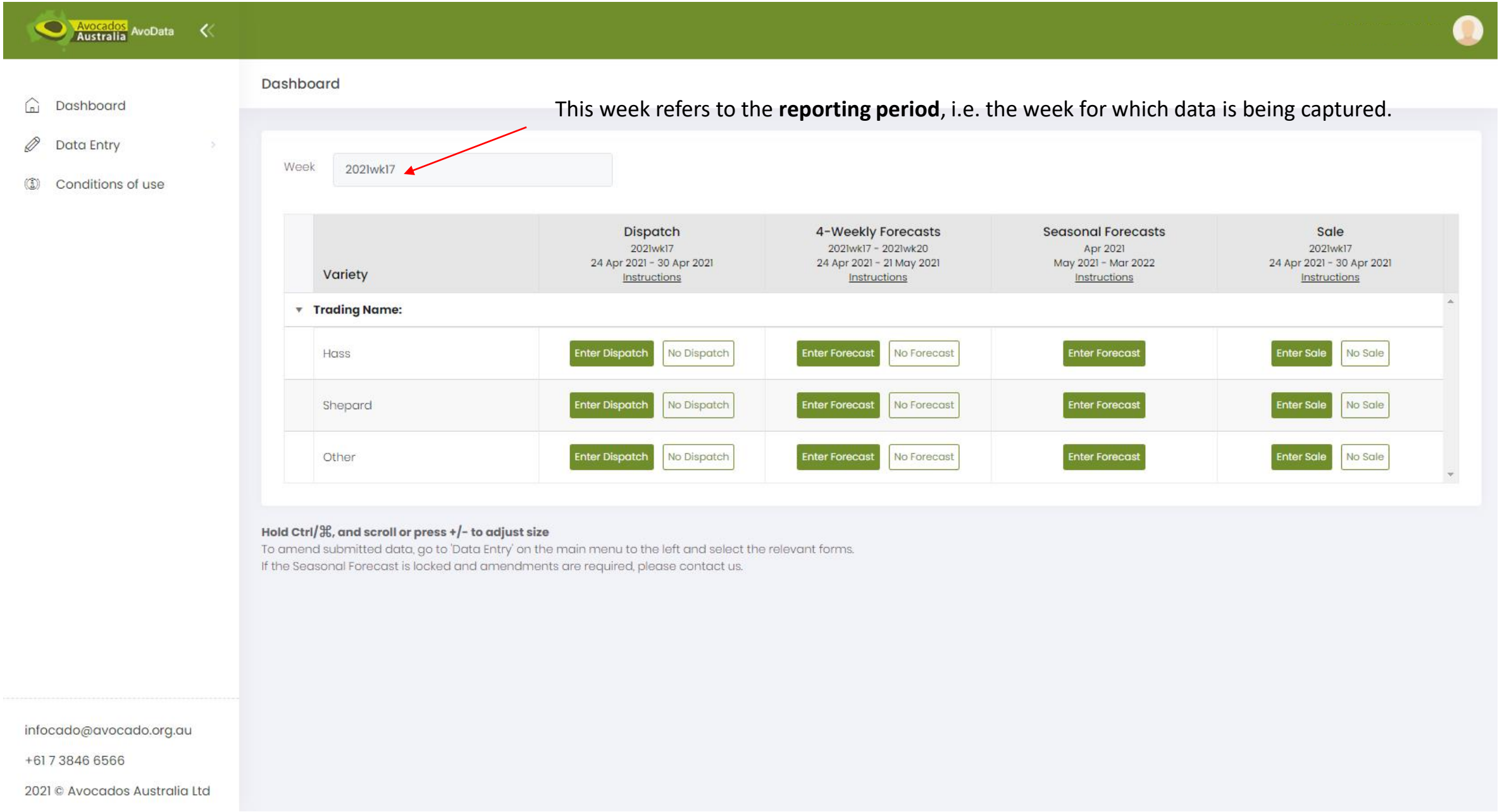


You have now logged into **AvoData.**


Avocados Australia AvoData
Dashboard
Data Entry
Conditions of use
Dashboard
This week refers to the **reporting period**, i.e. the week for which data is being captured.
Week
2021wk17
Variety
Dispatch
2021wk17
24 Apr 2021 - 30 Apr 2021
Instructions
4-Weekly Forecasts
2021wk17 - 2021wk20
24 Apr 2021 - 21 May 2021
Instructions
Seasonal Forecasts
Apr 2021
May 2021 - Mar 2022
Instructions
Sale
2021wk17
24 Apr 2021 - 30 Apr 2021
Instructions
Trading Name:
Hass
Enter Dispatch
No Dispatch
Enter Forecast
No Forecast
Enter Forecast
Enter Sale
No Sale
Shepard
Enter Dispatch
No Dispatch
Enter Forecast
No Forecast
Enter Forecast
Enter Sale
No Sale
Other
Enter Dispatch
No Dispatch
Enter Forecast
No Forecast
Enter Forecast
Enter Sale
No Sale
Hold Ctrl/⌘, and scroll or press +/- to adjust size
To amend submitted data, go to 'Data Entry' on the main menu to the left and select the relevant forms.
If the Seasonal Forecast is locked and amendments are required, please contact us.
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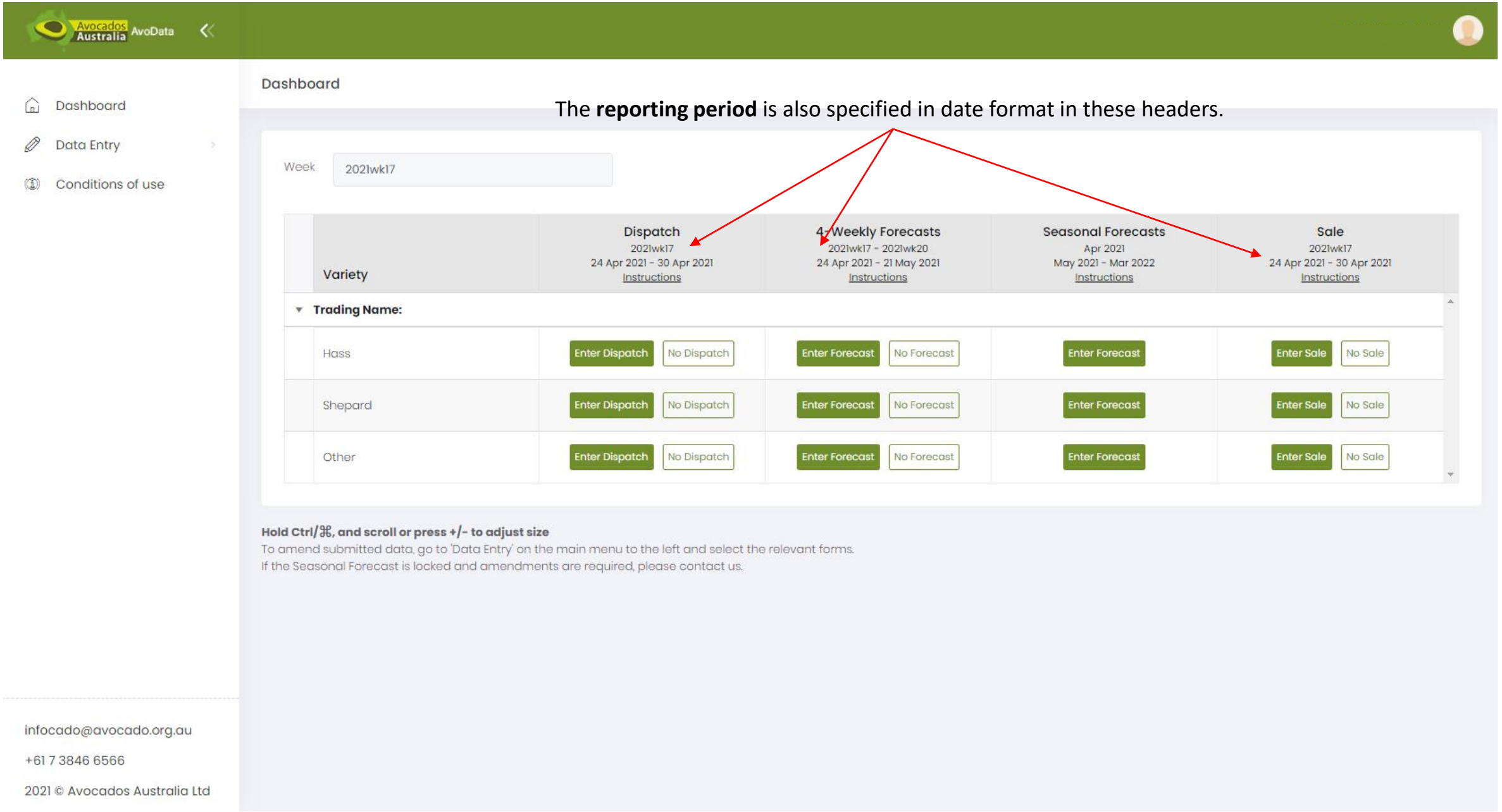
Avocados Australia AvoData
Dashboard
Data Entry
Conditions of use
Dashboard
The **reporting period** is also specified in date format in these headers.
Week
2021wk17
Variety
Dispatch
2021wk17
24 Apr 2021 - 30 Apr 2021
Instructions
4-Weekly Forecasts
2021wk17 - 2021wk20
24 Apr 2021 - 21 May 2021
Instructions
Seasonal Forecasts
Apr 2021
May 2021 - Mar 2022
Instructions
Sale
2021wk17
24 Apr 2021 - 30 Apr 2021
Instructions
Trading Name:
Hass
Enter Dispatch
No Dispatch
Enter Forecast
No Forecast
Enter Forecast
Enter Sale
No Sale
Shepard
Enter Dispatch
No Dispatch
Enter Forecast
No Forecast
Enter Forecast
Enter Sale
No Sale
Other
Enter Dispatch
No Dispatch
Enter Forecast
No Forecast
Enter Forecast
Enter Sale
No Sale
Hold Ctrl/⌘, and scroll or press +/- to adjust size
To amend submitted data, go to 'Data Entry' on the main menu to the left and select the relevant forms.
If the Seasonal Forecast is locked and amendments are required, please contact us.
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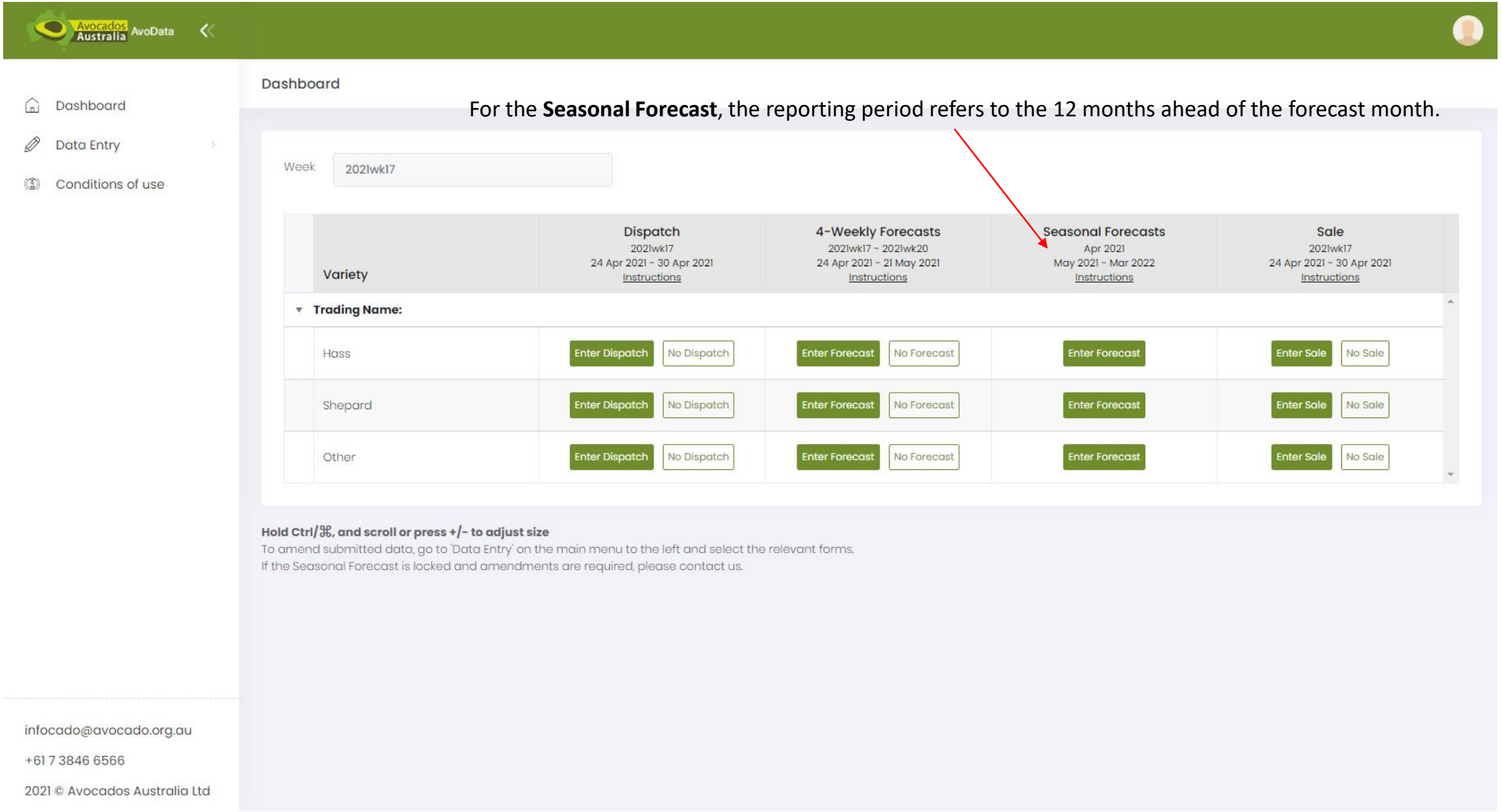
Avocados Australia AvoData
Dashboard
Data Entry
Conditions of use
Dashboard
For the **Seasonal Forecast**, the reporting period refers to the 12 months ahead of the forecast month.
Week
2021wk17
Variety
Dispatch
2021wk17
24 Apr 2021 - 30 Apr 2021
Instructions
4-Weekly Forecasts
2021wk17 - 2021wk20
24 Apr 2021 - 21 May 2021
Instructions
Seasonal Forecasts
Apr 2021
May 2021 - Mar 2022
Instructions
Sale
2021wk17
24 Apr 2021 - 30 Apr 2021
Instructions
Trading Name:
Hass
Enter Dispatch
No Dispatch
Enter Forecast
No Forecast
Enter Forecast
Enter Sale
No Sale
Shepard
Enter Dispatch
No Dispatch
Enter Forecast
No Forecast
Enter Forecast
Enter Sale
No Sale
Other
Enter Dispatch
No Dispatch
Enter Forecast
No Forecast
Enter Forecast
Enter Sale
No Sale
Hold Ctrl/⌘, and scroll or press +/- to adjust size
To amend submitted data, go to 'Data Entry' on the main menu to the left and select the relevant forms.
If the Seasonal Forecast is locked and amendments are required, please contact us.
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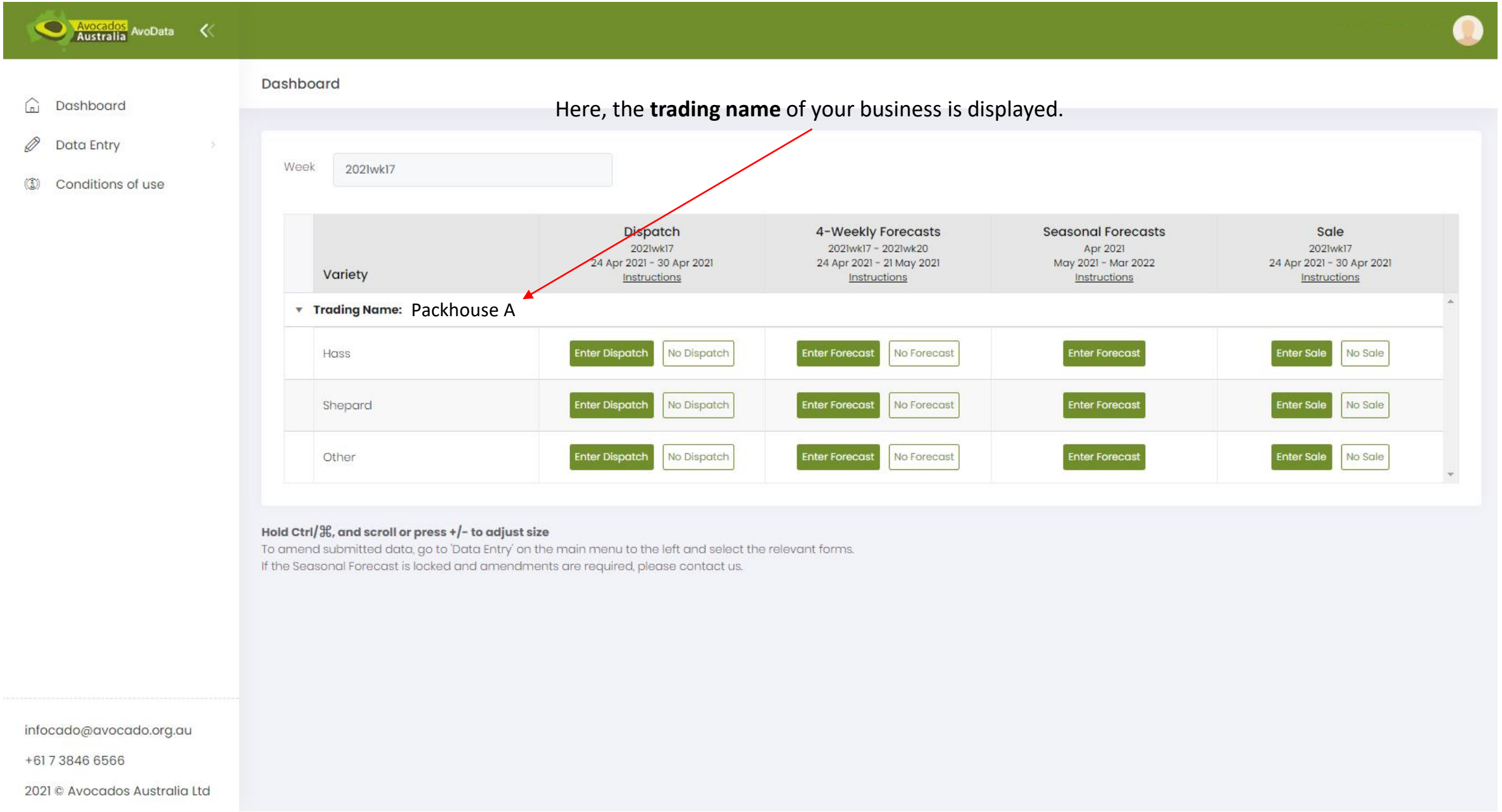
Avocados Australia AvoData
Dashboard
Data Entry
Conditions of use
Dashboard
Here, the **trading name** of your business is displayed.
Week
2021wk17
Variety
Dispatch
2021wk17
24 Apr 2021 - 30 Apr 2021
Instructions
4-Weekly Forecasts
2021wk17 - 2021wk20
24 Apr 2021 - 21 May 2021
Instructions
Seasonal Forecasts
Apr 2021
May 2021 - Mar 2022
Instructions
Sale
2021wk17
24 Apr 2021 - 30 Apr 2021
Instructions
Trading Name: Packhouse A
Hass
Shepard
Other
Enter Dispatch
No Dispatch
Enter Forecast
No Forecast
Enter Sale
No Sale
Hold Ctrl/⌘, and scroll or press +/- to adjust size
To amend submitted data, go to 'Data Entry' on the main menu to the left and select the relevant forms.
If the Seasonal Forecast is locked and amendments are required, please contact us.
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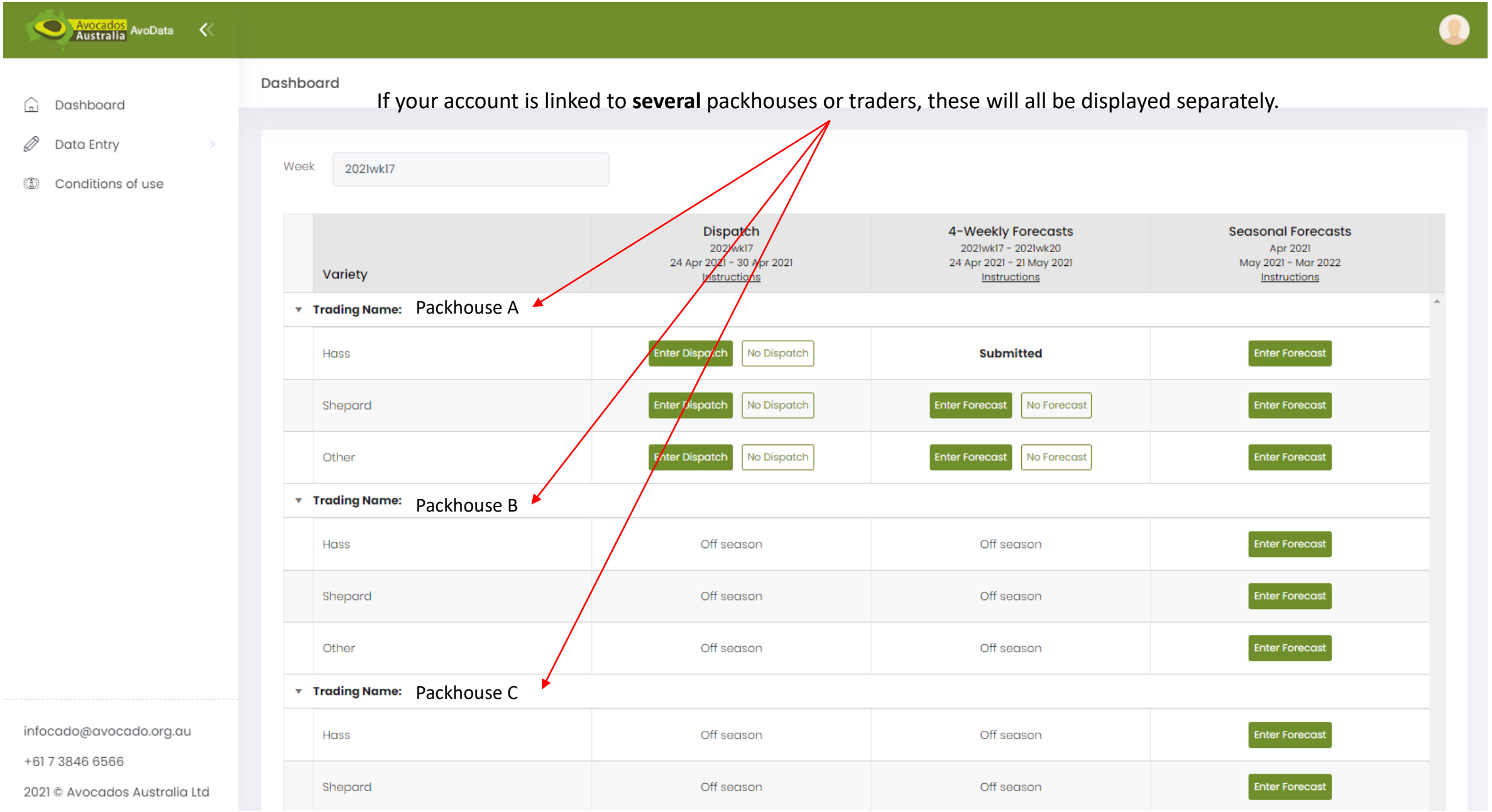
Avocados Australia AvoData
Dashboard
Data Entry
Conditions of use
Dashboard
If your account is linked to **several** packhouses or traders, these will all be displayed separately.
Week
2021wk17
Variety
Dispatch
2021wk17
24 Apr 2021 - 30 Apr 2021
Instructions
4-Weekly Forecasts
2021wk17 - 2021wk20
24 Apr 2021 - 21 May 2021
Instructions
Seasonal Forecasts
Apr 2021
May 2021 - Mar 2022
Instructions
Trading Name: Packhouse A
Hass
Enter Dispatch
No Dispatch
Submitted
Enter Forecast
Shepard
Enter Dispatch
No Dispatch
Enter Forecast
No Forecast
Enter Forecast
Other
Enter Dispatch
No Dispatch
Enter Forecast
No Forecast
Enter Forecast
Trading Name: Packhouse B
Hass
Off season
Off season
Enter Forecast
Shepard
Off season
Off season
Enter Forecast
Other
Off season
Off season
Enter Forecast
Trading Name: Packhouse C
Hass
Off season
Off season
Enter Forecast
Shepard
Off season
Off season
Enter Forecast
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Avocados Australia AvoData

Dashboard

Data Entry

Conditions of use

Dashboard

Note that there is one row for each variety: **Hass, Shepard,** and **Other.**

Week 2021wk17

Variety	Dispatch 2021wk17 24 Apr 2021 - 30 Apr 2021 Instructions	4-Weekly Forecasts 2021wk17 - 2021wk20 24 Apr 2021 - 21 May 2021 Instructions	Seasonal Forecasts Apr 2021 May 2021 - Mar 2022 Instructions	Sale 2021wk17 24 Apr 2021 - 30 Apr 2021 Instructions
Trading Name:				
Hass	Enter Dispatch / No Dispatch	Enter Forecast / No Forecast	Enter Forecast	Enter Sale / No Sale
Shepard	Enter Dispatch / No Dispatch	Enter Forecast / No Forecast	Enter Forecast	Enter Sale / No Sale
Other	Enter Dispatch / No Dispatch	Enter Forecast / No Forecast	Enter Forecast	Enter Sale / No Sale

Hold Ctrl/⌘, and scroll or press +/- to adjust size
To amend submitted data, go to 'Data Entry' on the main menu to the left and select the relevant forms.
If the Seasonal Forecast is locked and amendments are required, please contact us.

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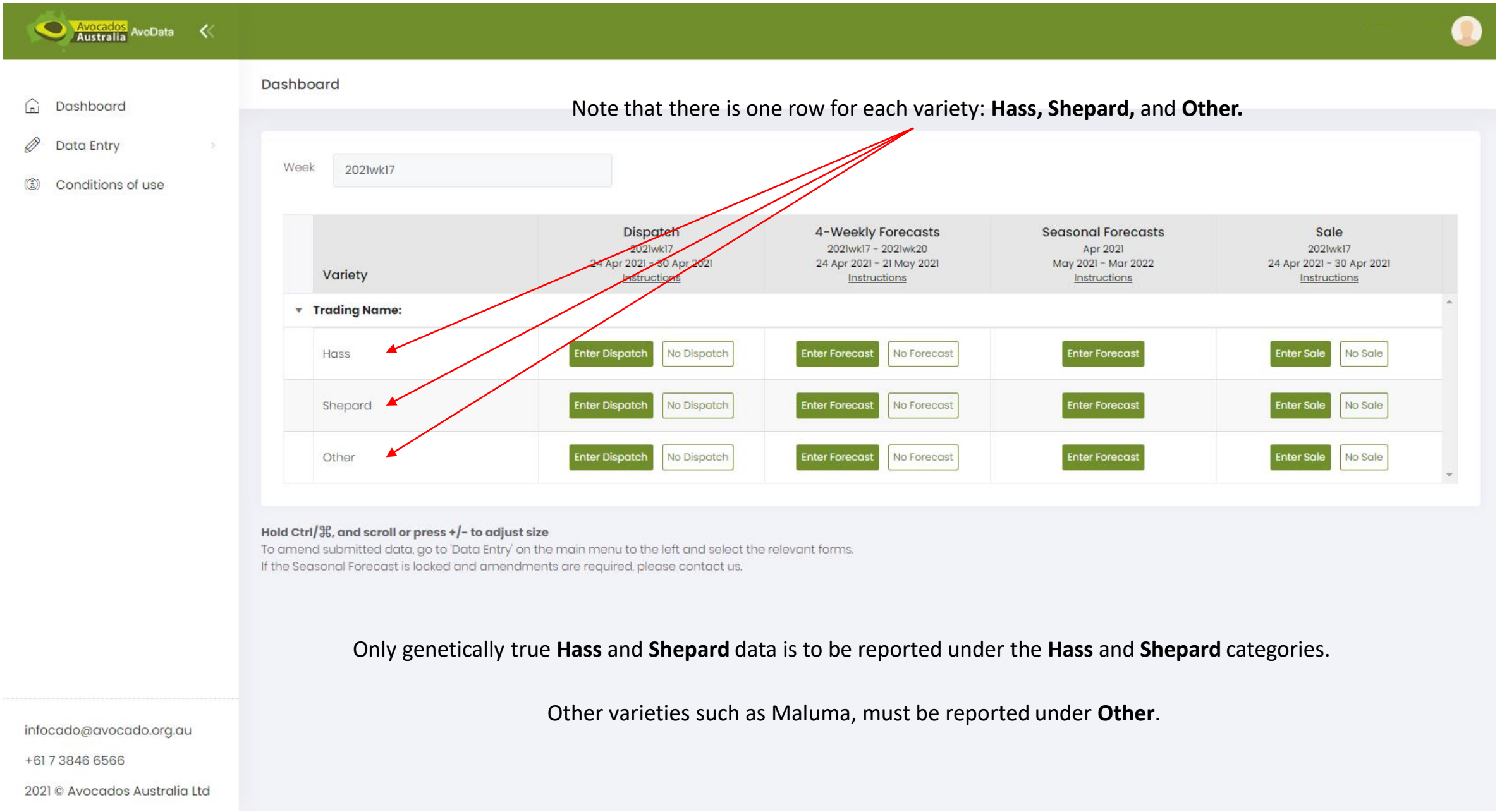
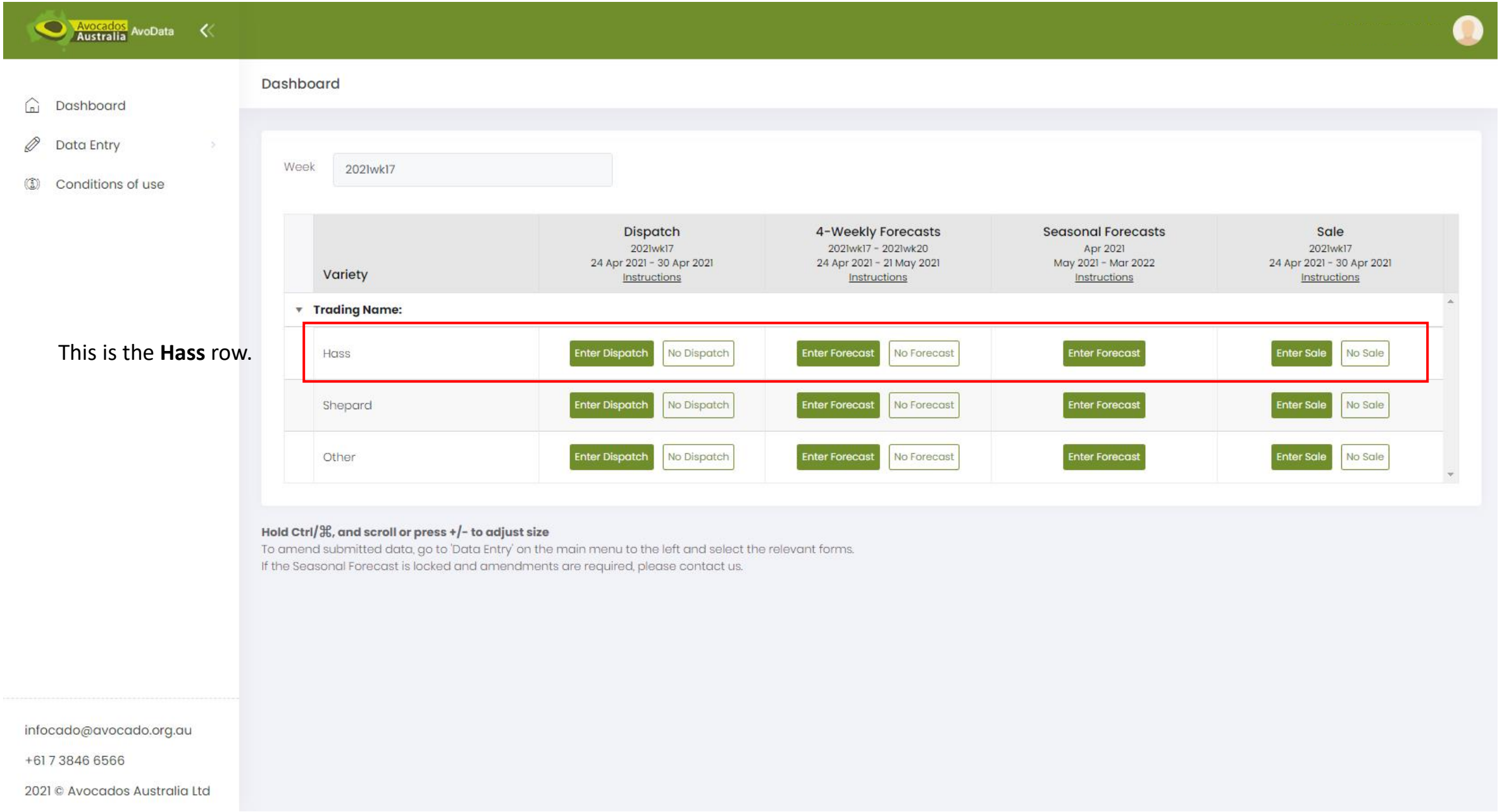
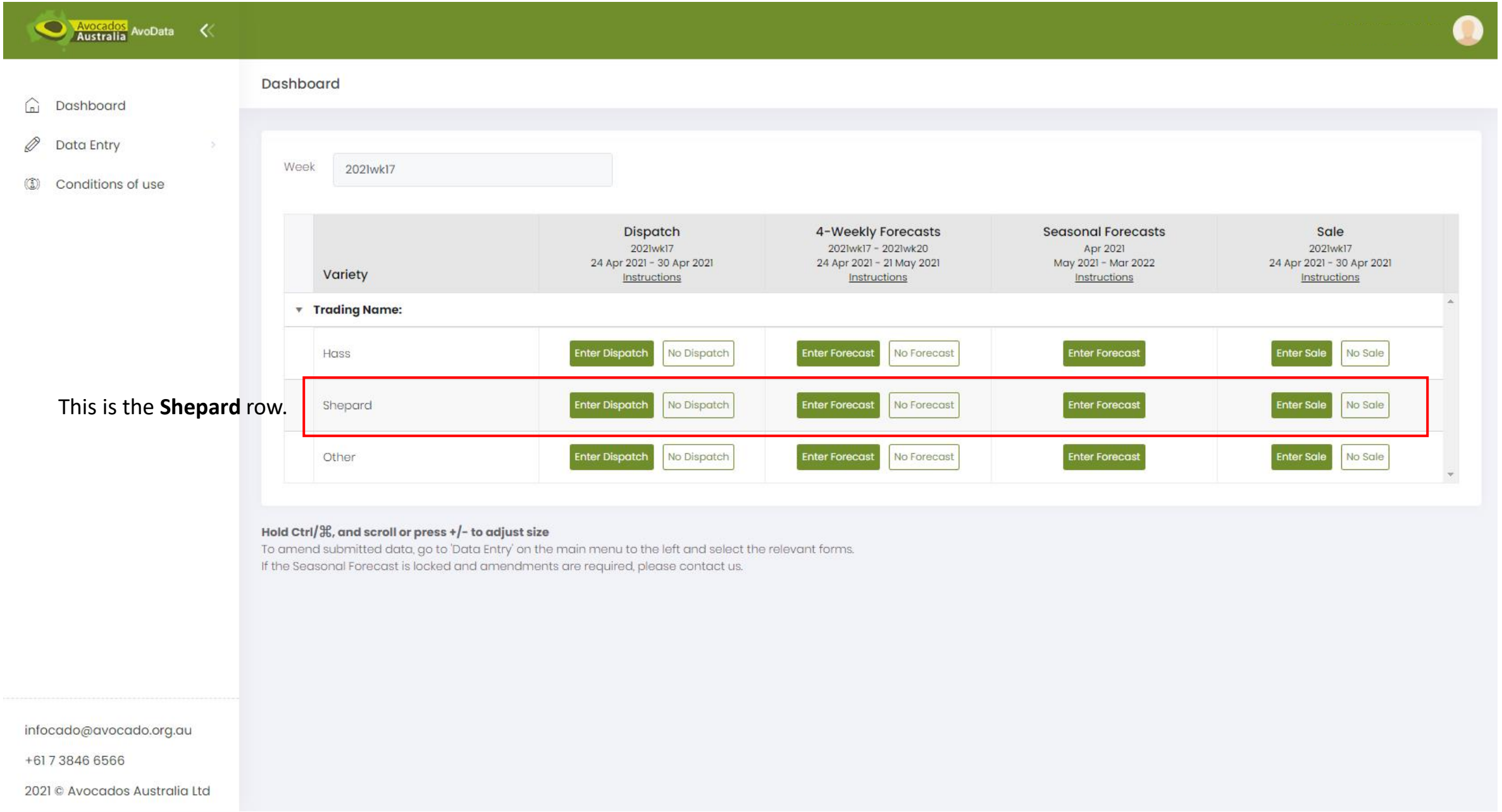


Only genetically true **Hass** and **Shepard** data is to be reported under the **Hass** and **Shepard** categories.

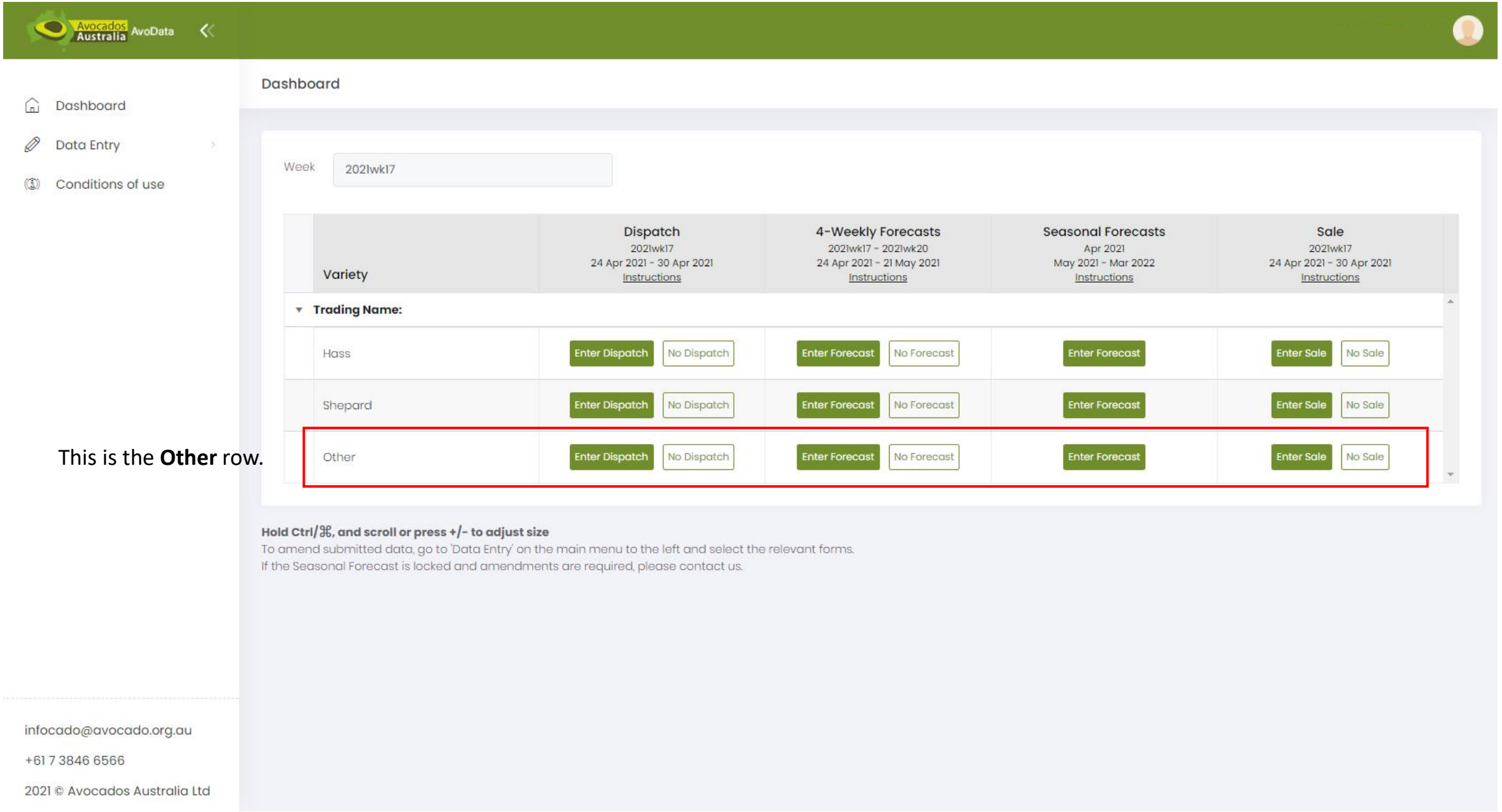
Other varieties such as Maluma, must be reported under **Other**.



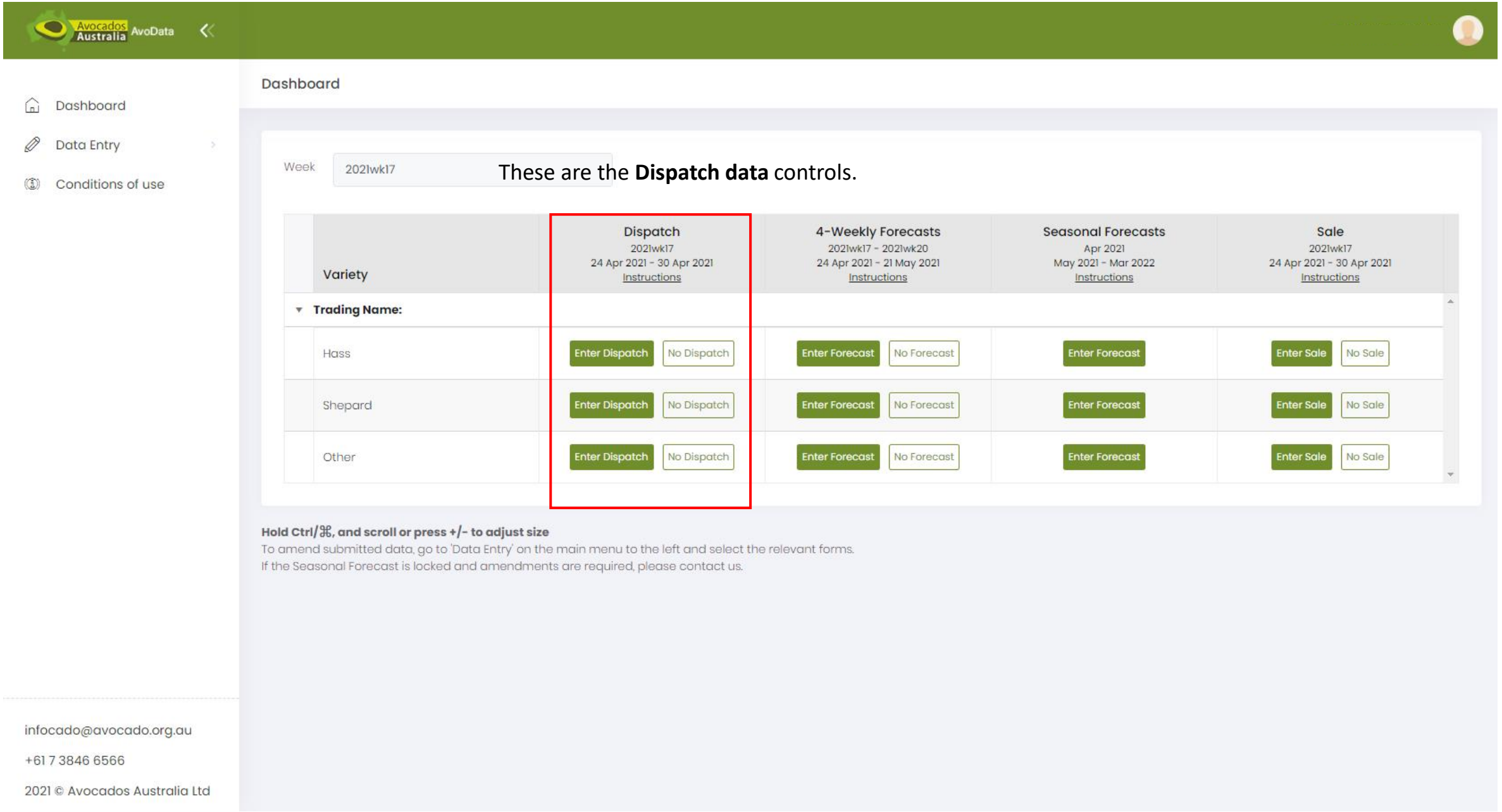
This is the **Hass** row.



This is the **Shepard** row.



This is the **Other** row.


Avocados Australia AvoData
Dashboard
Data Entry
Conditions of use
Dashboard
Week
2021wk17
These are the **Dispatch data** controls.
Variety
Dispatch
2021wk17
24 Apr 2021 - 30 Apr 2021
Instructions
4-Weekly Forecasts
2021wk17 - 2021wk20
24 Apr 2021 - 21 May 2021
Instructions
Seasonal Forecasts
Apr 2021
May 2021 - Mar 2022
Instructions
Sale
2021wk17
24 Apr 2021 - 30 Apr 2021
Instructions
Trading Name:
Hass
Enter Dispatch
No Dispatch
Enter Forecast
No Forecast
Enter Forecast
Enter Sale
No Sale
Shepard
Enter Dispatch
No Dispatch
Enter Forecast
No Forecast
Enter Forecast
Enter Sale
No Sale
Other
Enter Dispatch
No Dispatch
Enter Forecast
No Forecast
Enter Forecast
Enter Sale
No Sale
Hold Ctrl/⌘, and scroll or press +/- to adjust size
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If the Seasonal Forecast is locked and amendments are required, please contact us.
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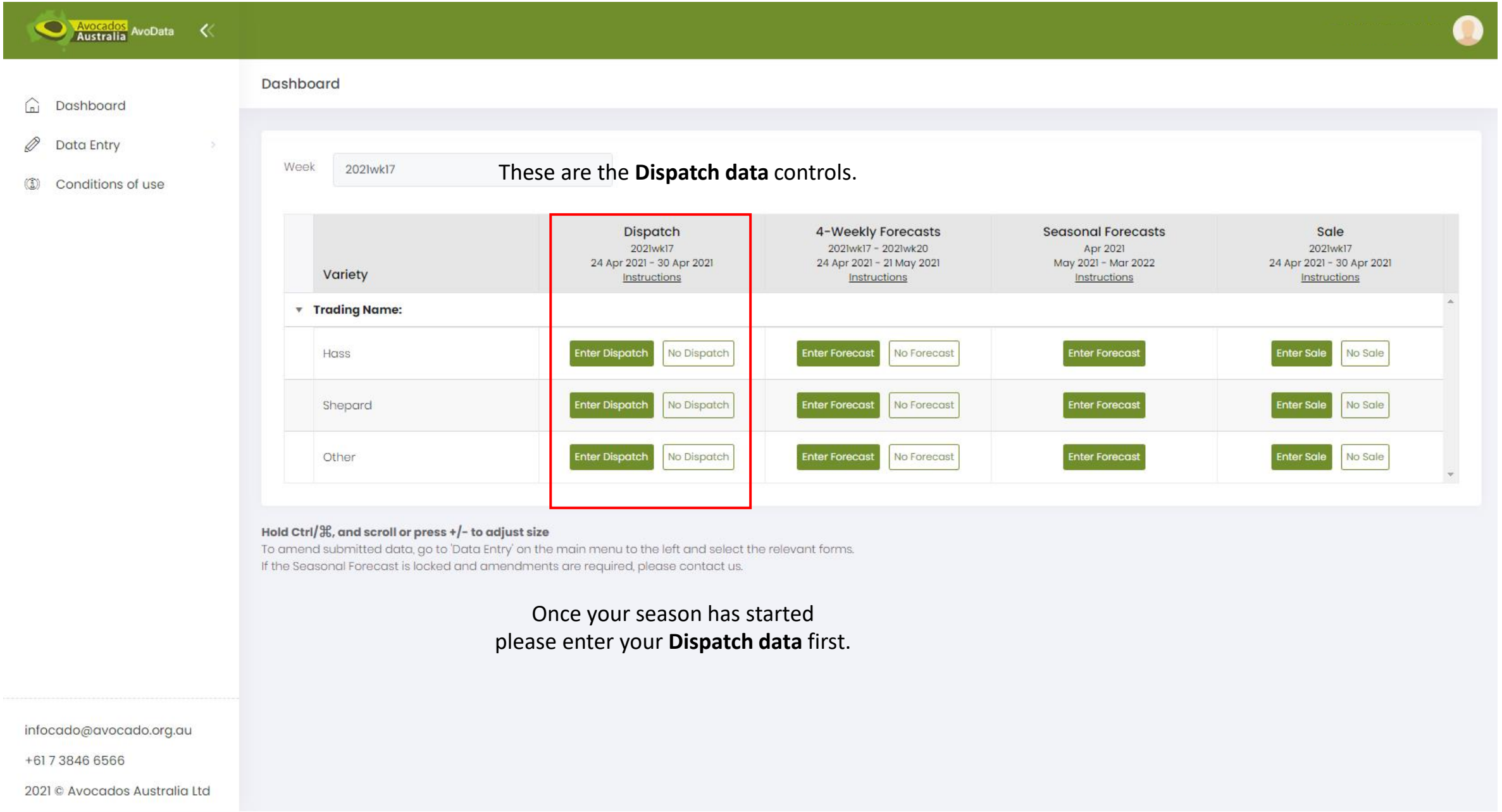
Avocados Australia AvoData
Dashboard
Data Entry
Conditions of use
Dashboard
Week
2021wk17
These are the **Dispatch data** controls.
Variety
Dispatch
2021wk17
24 Apr 2021 - 30 Apr 2021
Instructions
4-Weekly Forecasts
2021wk17 - 2021wk20
24 Apr 2021 - 21 May 2021
Instructions
Seasonal Forecasts
Apr 2021
May 2021 - Mar 2022
Instructions
Sale
2021wk17
24 Apr 2021 - 30 Apr 2021
Instructions
Trading Name:
Hass
Enter Dispatch
No Dispatch
Enter Forecast
No Forecast
Enter Forecast
Enter Sale
No Sale
Shepard
Enter Dispatch
No Dispatch
Enter Forecast
No Forecast
Enter Forecast
Enter Sale
No Sale
Other
Enter Dispatch
No Dispatch
Enter Forecast
No Forecast
Enter Forecast
Enter Sale
No Sale
Hold Ctrl/⌘, and scroll or press +/- to adjust size
To amend submitted data, go to 'Data Entry' on the main menu to the left and select the relevant forms.
If the Seasonal Forecast is locked and amendments are required, please contact us.
Once your season has started
please enter your **Dispatch data** first.
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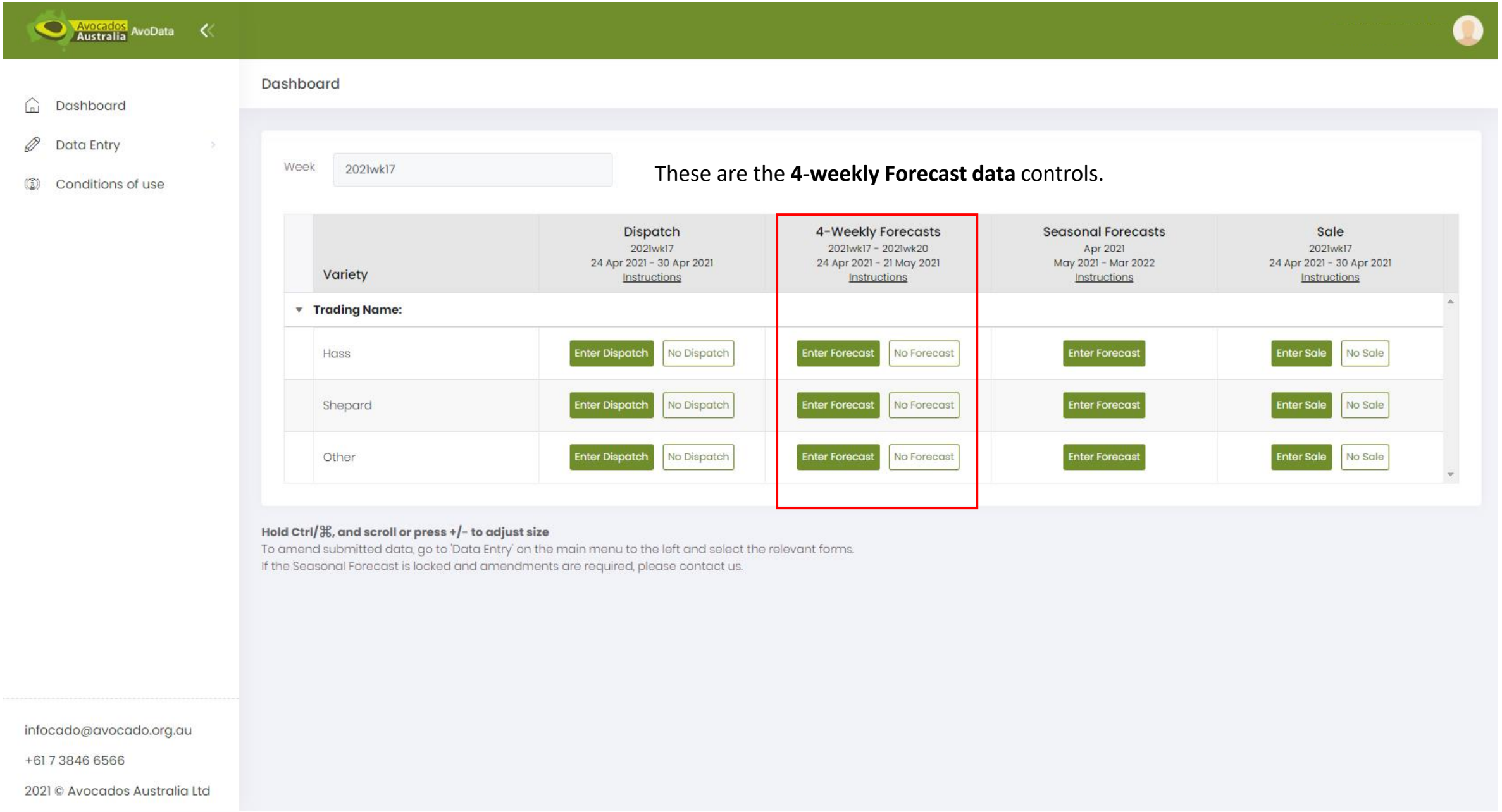
Avocados Australia AvoData
Dashboard
Data Entry
Conditions of use
Dashboard
Week
2021wk17
These are the **4-weekly Forecast data** controls.
Variety
Dispatch
2021wk17
24 Apr 2021 - 30 Apr 2021
Instructions
4-Weekly Forecasts
2021wk17 - 2021wk20
24 Apr 2021 - 21 May 2021
Instructions
Seasonal Forecasts
Apr 2021
May 2021 - Mar 2022
Instructions
Sale
2021wk17
24 Apr 2021 - 30 Apr 2021
Instructions
Trading Name:
Hass
Enter Dispatch
No Dispatch
Enter Forecast
No Forecast
Enter Forecast
Enter Sale
No Sale
Shepard
Enter Dispatch
No Dispatch
Enter Forecast
No Forecast
Enter Forecast
Enter Sale
No Sale
Other
Enter Dispatch
No Dispatch
Enter Forecast
No Forecast
Enter Forecast
Enter Sale
No Sale
Hold Ctrl/⌘, and scroll or press +/- to adjust size
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If the Seasonal Forecast is locked and amendments are required, please contact us.
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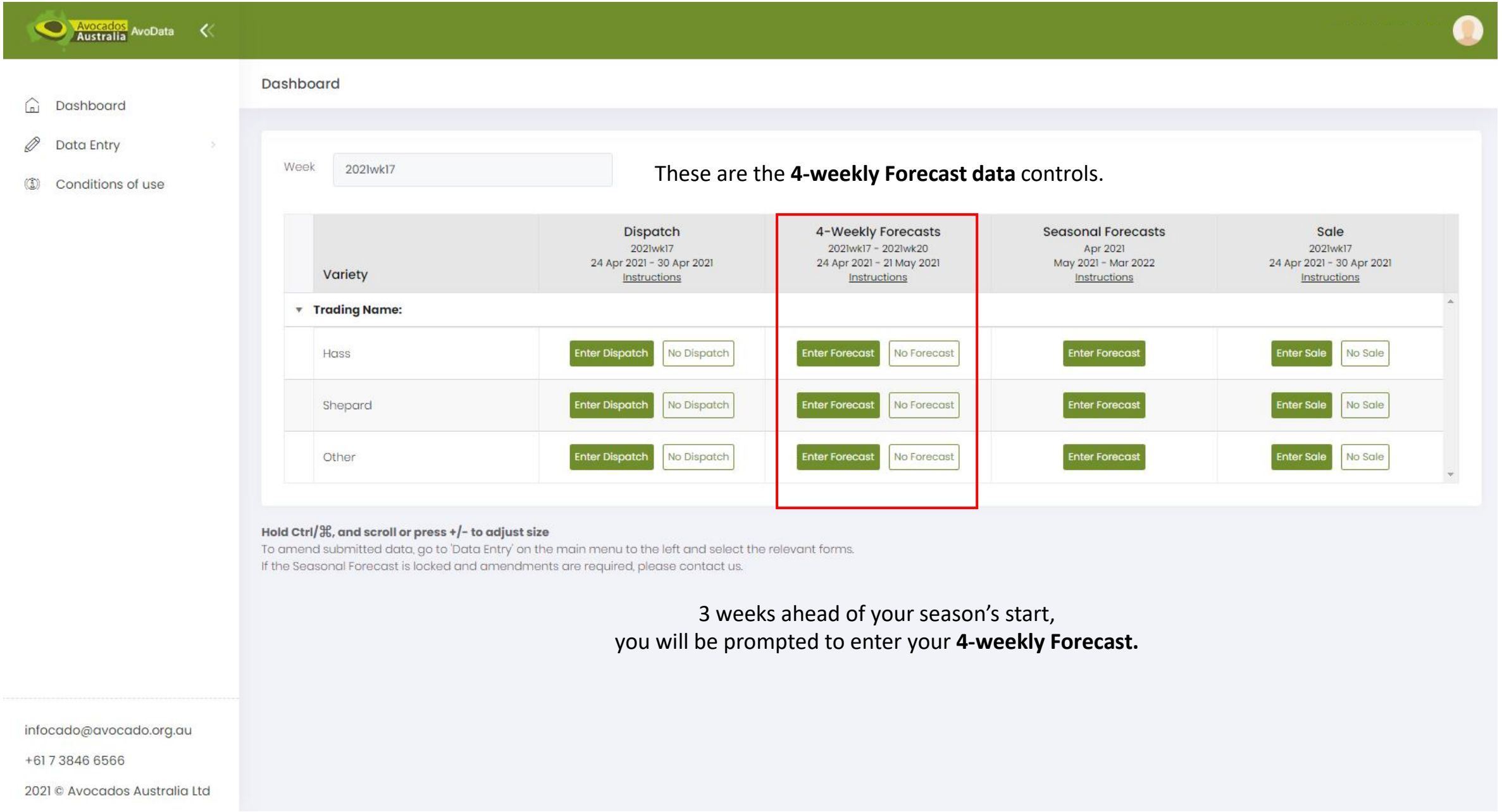
Avocados Australia AvoData
Dashboard
Data Entry
Conditions of use
Dashboard
Week
2021wk17
These are the **4-weekly Forecast data** controls.
Variety
Dispatch
2021wk17
24 Apr 2021 - 30 Apr 2021
Instructions
4-Weekly Forecasts
2021wk17 - 2021wk20
24 Apr 2021 - 21 May 2021
Instructions
Seasonal Forecasts
Apr 2021
May 2021 - Mar 2022
Instructions
Sale
2021wk17
24 Apr 2021 - 30 Apr 2021
Instructions
Trading Name:
Hass
Shepard
Other
Enter Dispatch
No Dispatch
Enter Forecast
No Forecast
Enter Sale
No Sale
Hold Ctrl/⌘, and scroll or press +/- to adjust size
To amend submitted data, go to 'Data Entry' on the main menu to the left and select the relevant forms.
If the Seasonal Forecast is locked and amendments are required, please contact us.
3 weeks ahead of your season's start,
you will be prompted to enter your **4-weekly Forecast.**
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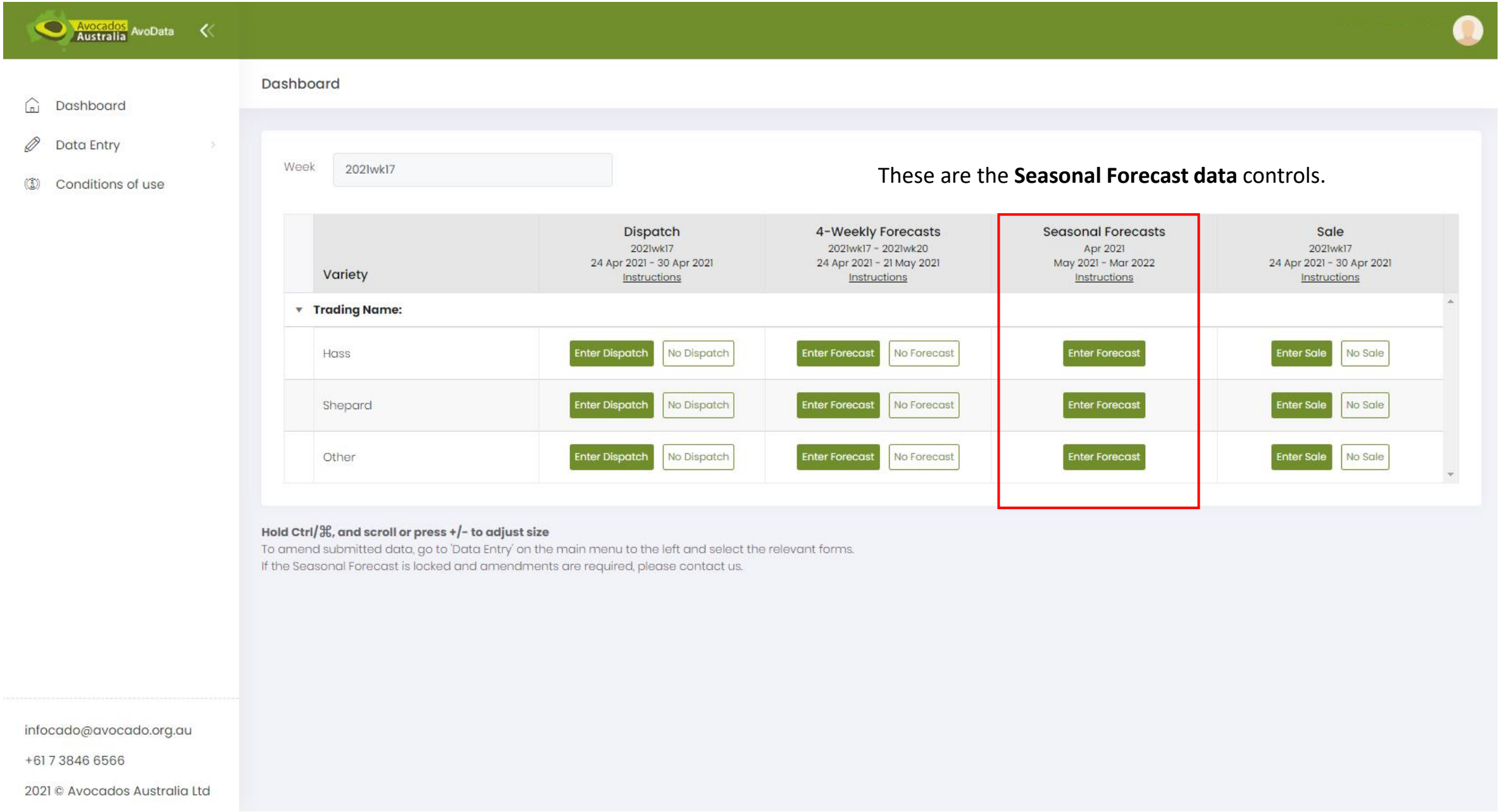
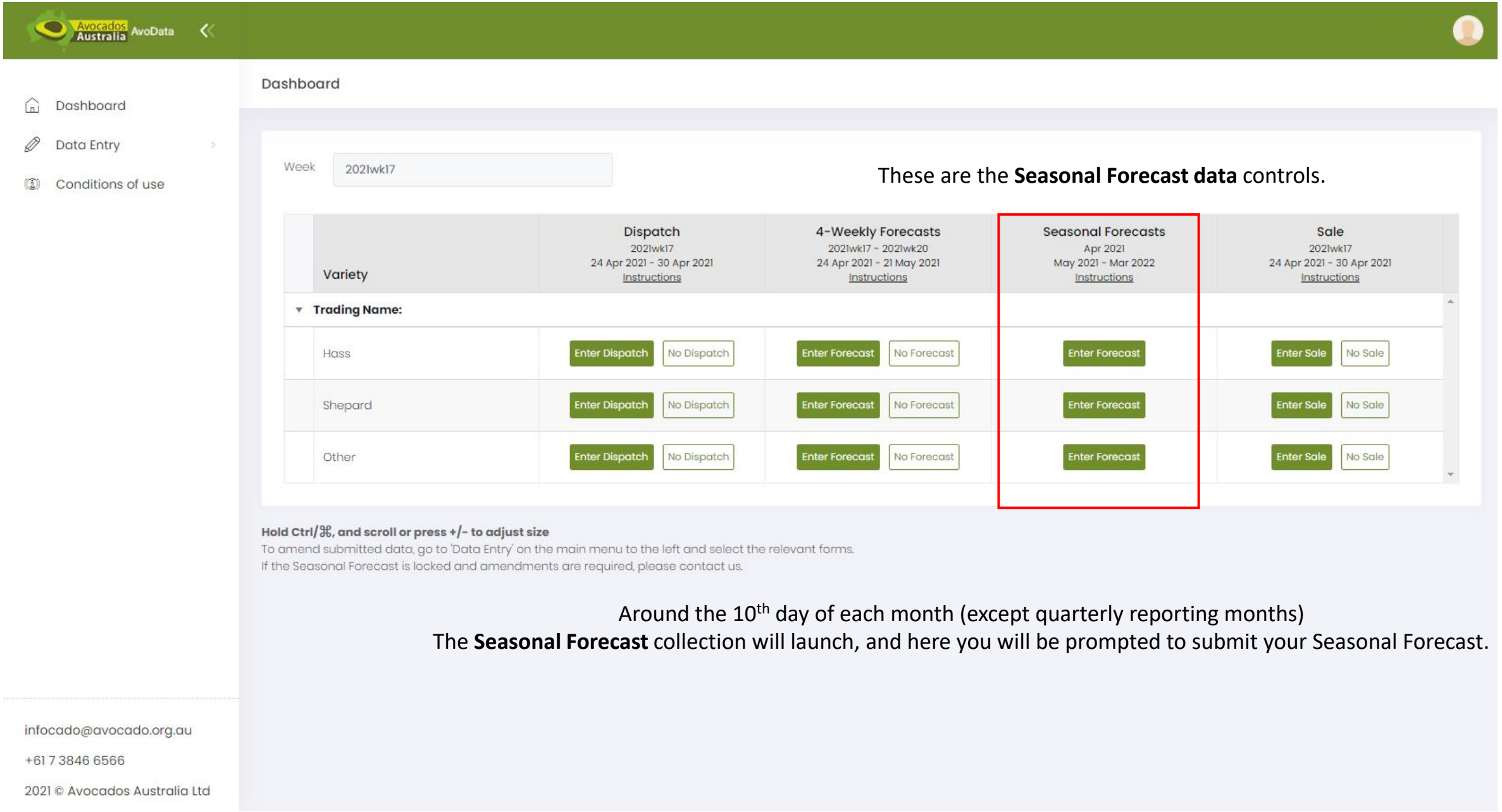
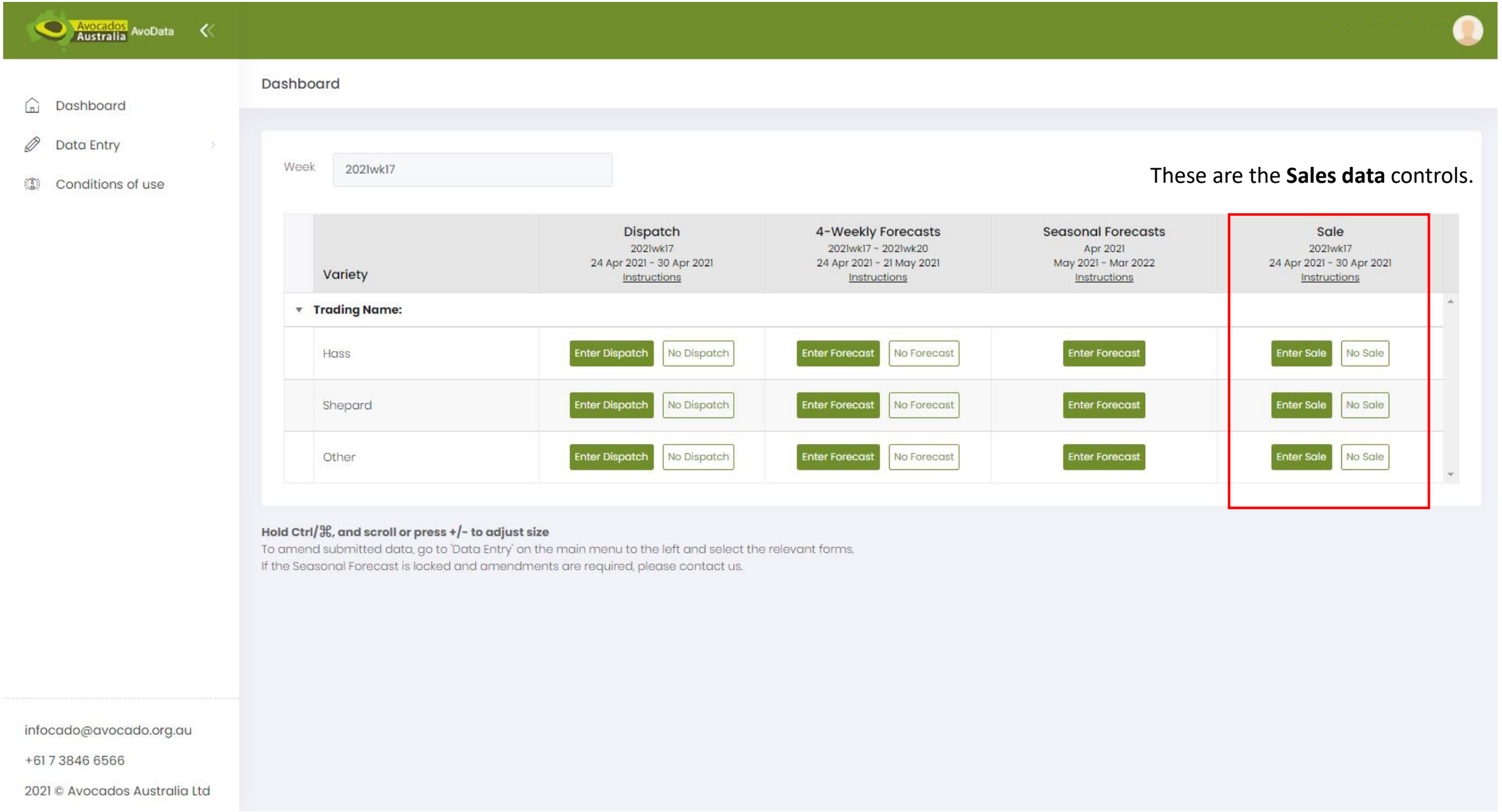


These are the **Seasonal Forecast data** controls.

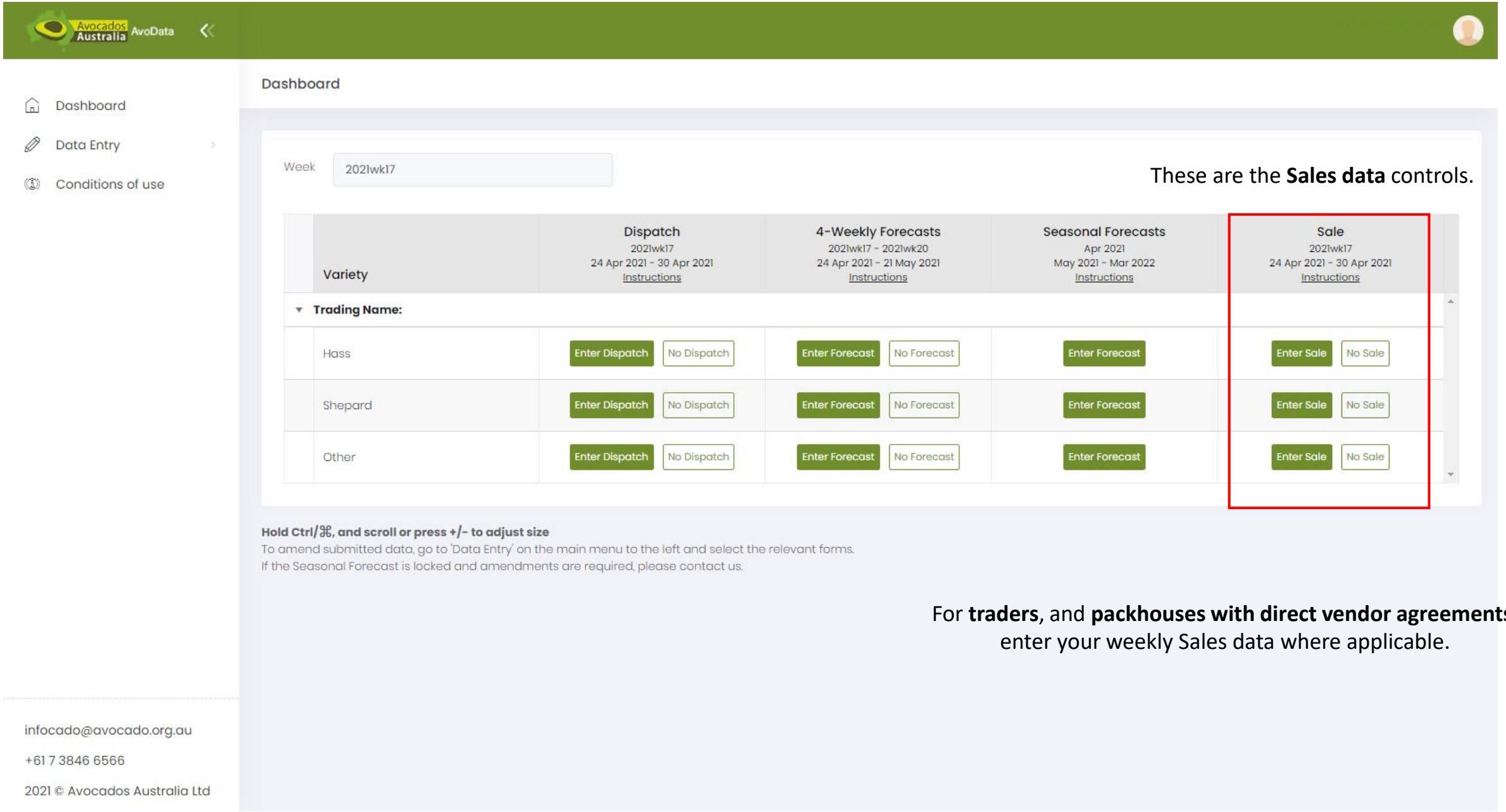


These are the **Seasonal Forecast data** controls.

Around the 10th day of each month (except quarterly reporting months)
The **Seasonal Forecast** collection will launch, and here you will be prompted to submit your Seasonal Forecast.

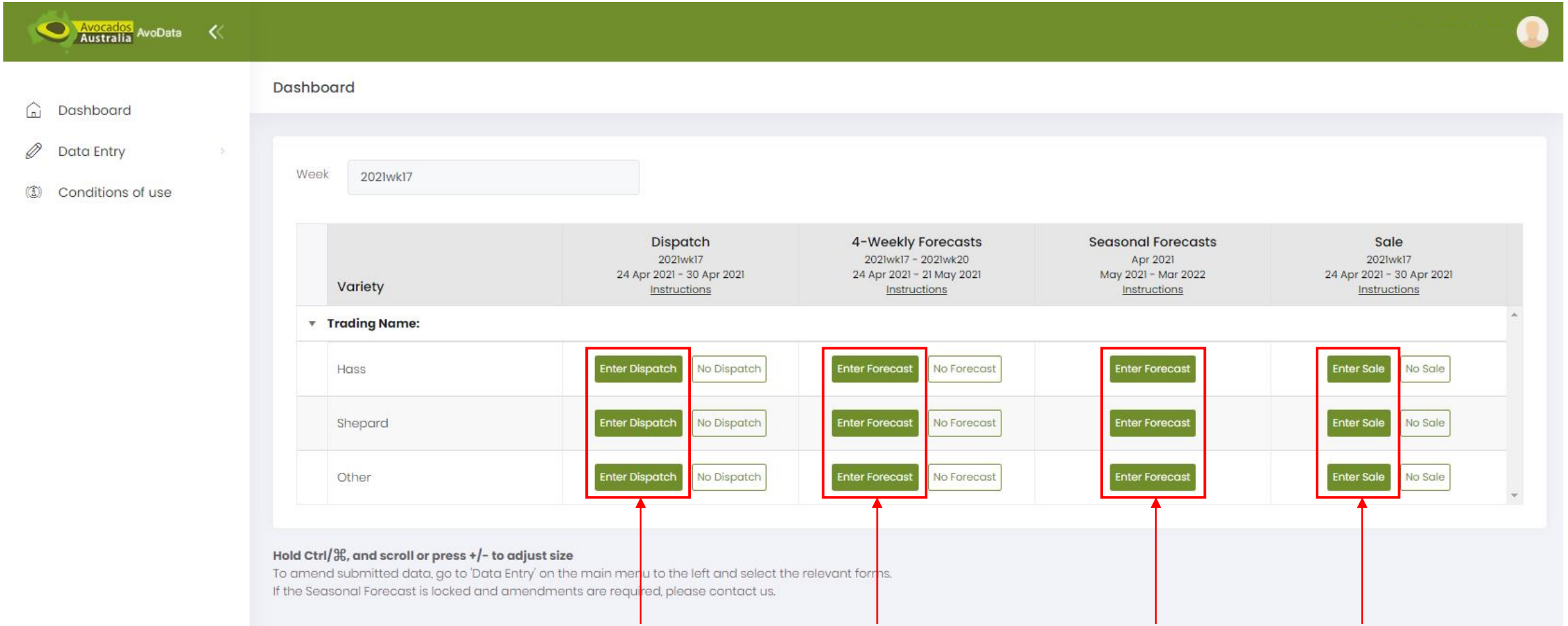


These are the **Sales data** controls.

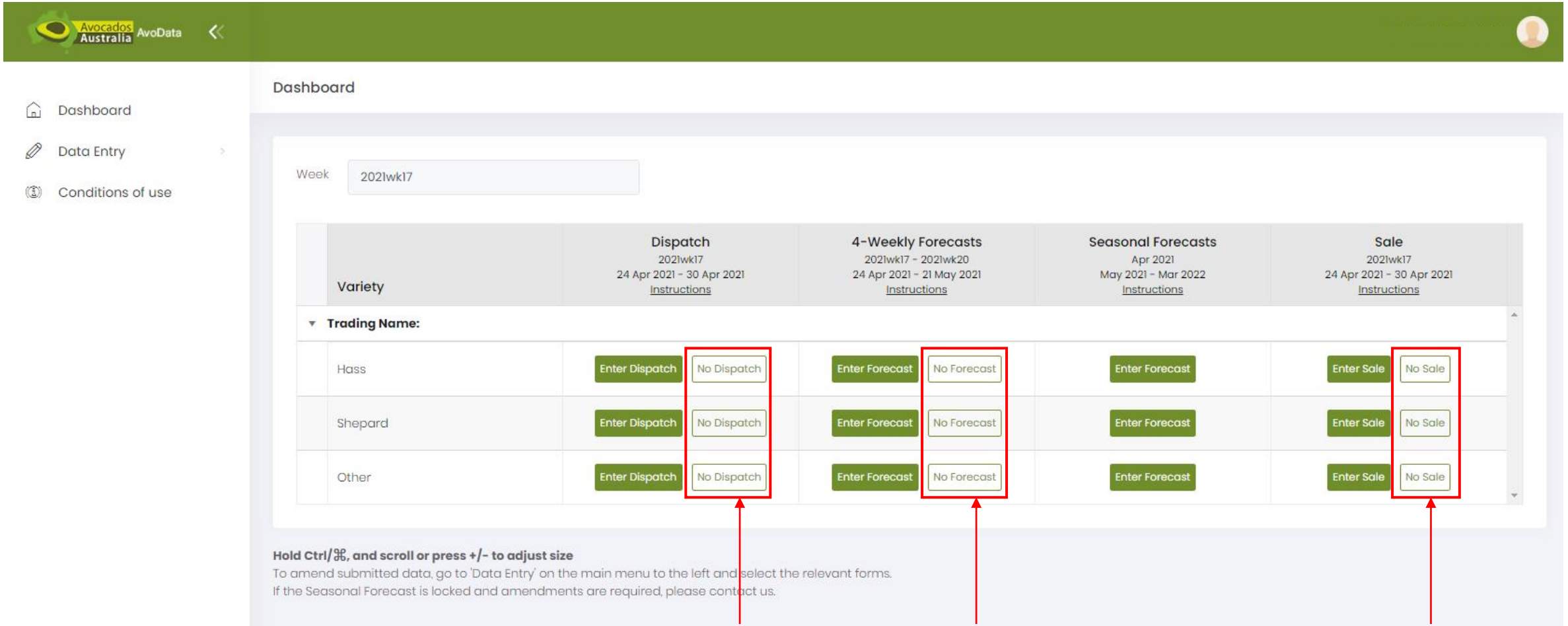


These are the **Sales data** controls.

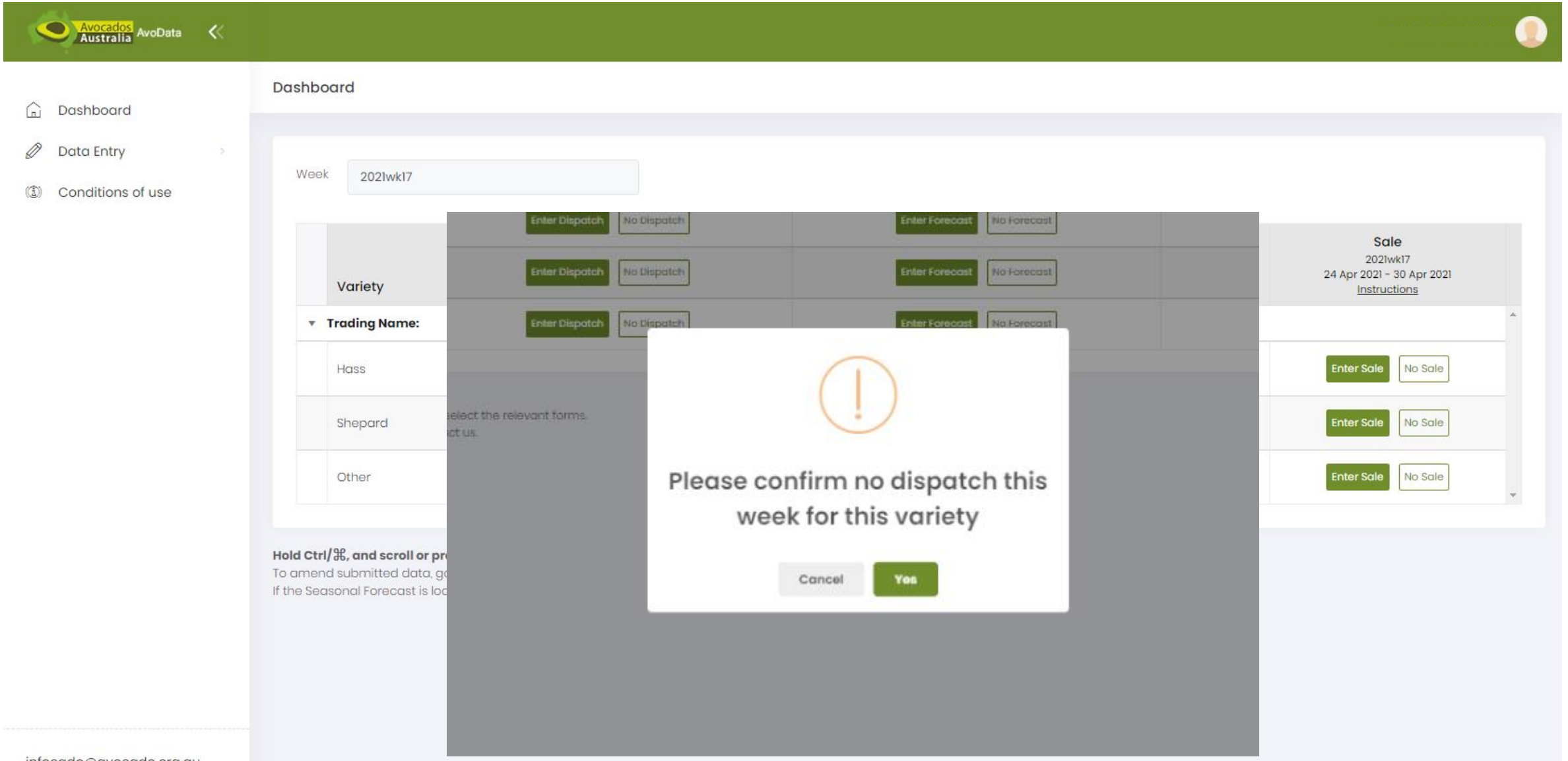
For **traders**, and **packhouses with direct vendor agreements**: enter your weekly Sales data where applicable.



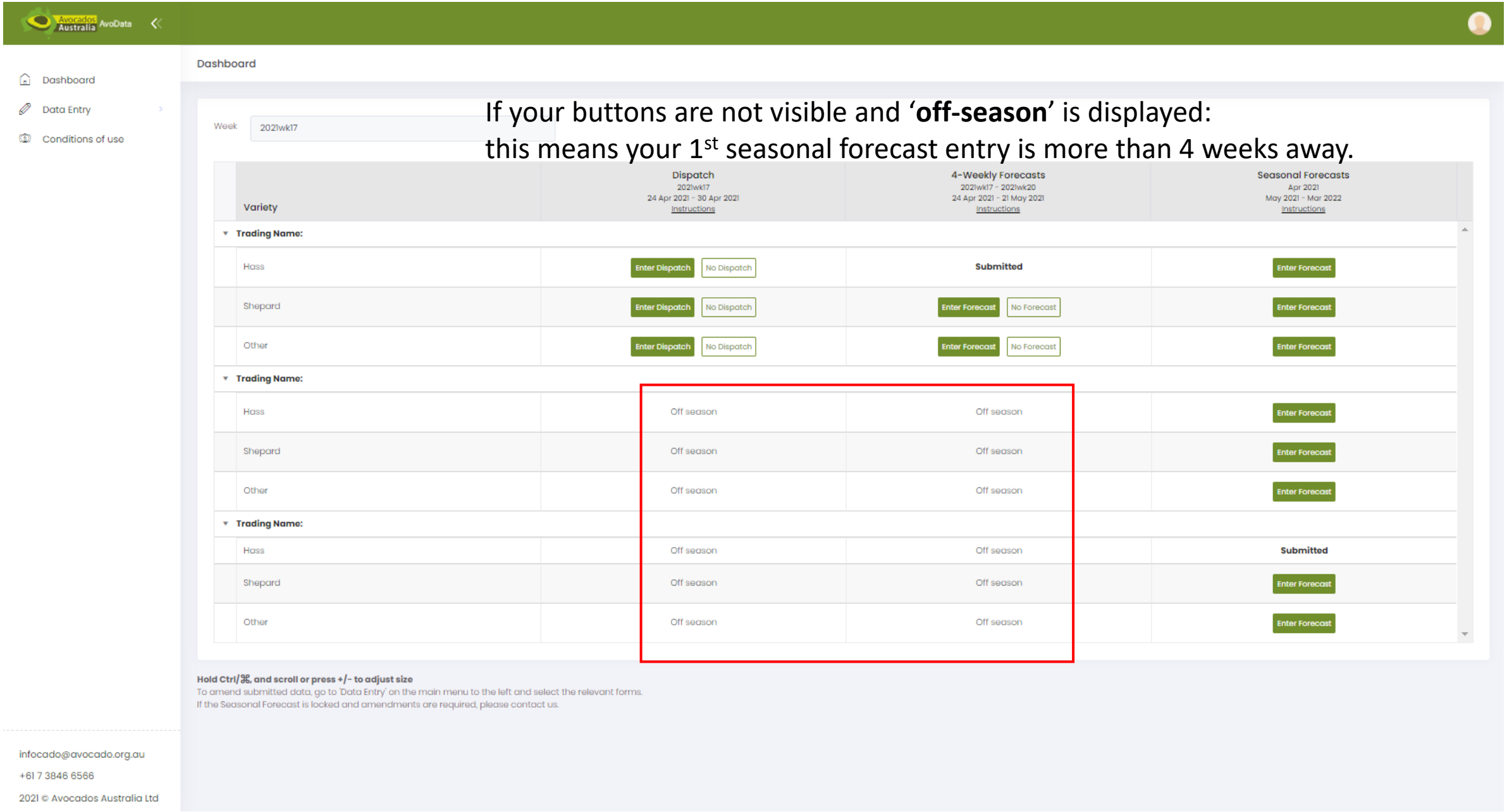
If either one of these buttons is visible, your submission is pending.
If you have data to enter, **click them to open the respective form.**



If you **do not** have data to enter, click '**No Dispatch**', '**No Forecast**', or '**No Sale**'.



If you click '**No Dispatch**', '**No Forecast**', or '**No Sale**', please confirm by clicking '**Yes**'.
Otherwise, click '**No**' to cancel the action.


Avocados Australia AvoData
Dashboard
Data Entry
Conditions of use
Dashboard
Week
2021wk17
If your buttons are not visible and '**off-season**' is displayed:
this means your 1st seasonal forecast entry is more than 4 weeks away.
Variety
Dispatch
2021wk17
24 Apr 2021 - 30 Apr 2021
Instructions
4-Weekly Forecasts
2021wk17 - 2021wk20
24 Apr 2021 - 21 May 2021
Instructions
Seasonal Forecasts
Apr 2021
May 2021 - Mar 2022
Instructions
Trading Name:
Hass
Enter Dispatch
No Dispatch
Submitted
Enter Forecast
Shepard
Enter Dispatch
No Dispatch
Enter Forecast
No Forecast
Enter Forecast
Other
Enter Dispatch
No Dispatch
Enter Forecast
No Forecast
Enter Forecast
Trading Name:
Hass
Off season
Off season
Enter Forecast
Shepard
Off season
Off season
Enter Forecast
Other
Off season
Off season
Enter Forecast
Trading Name:
Hass
Off season
Off season
Submitted
Shepard
Off season
Off season
Enter Forecast
Other
Off season
Off season
Enter Forecast
Hold Ctrl/⌘, and scroll or press +/- to adjust size
To amend submitted data, go to 'Data Entry' on the main menu to the left and select the relevant forms.
If the Seasonal Forecast is locked and amendments are required, please contact us.
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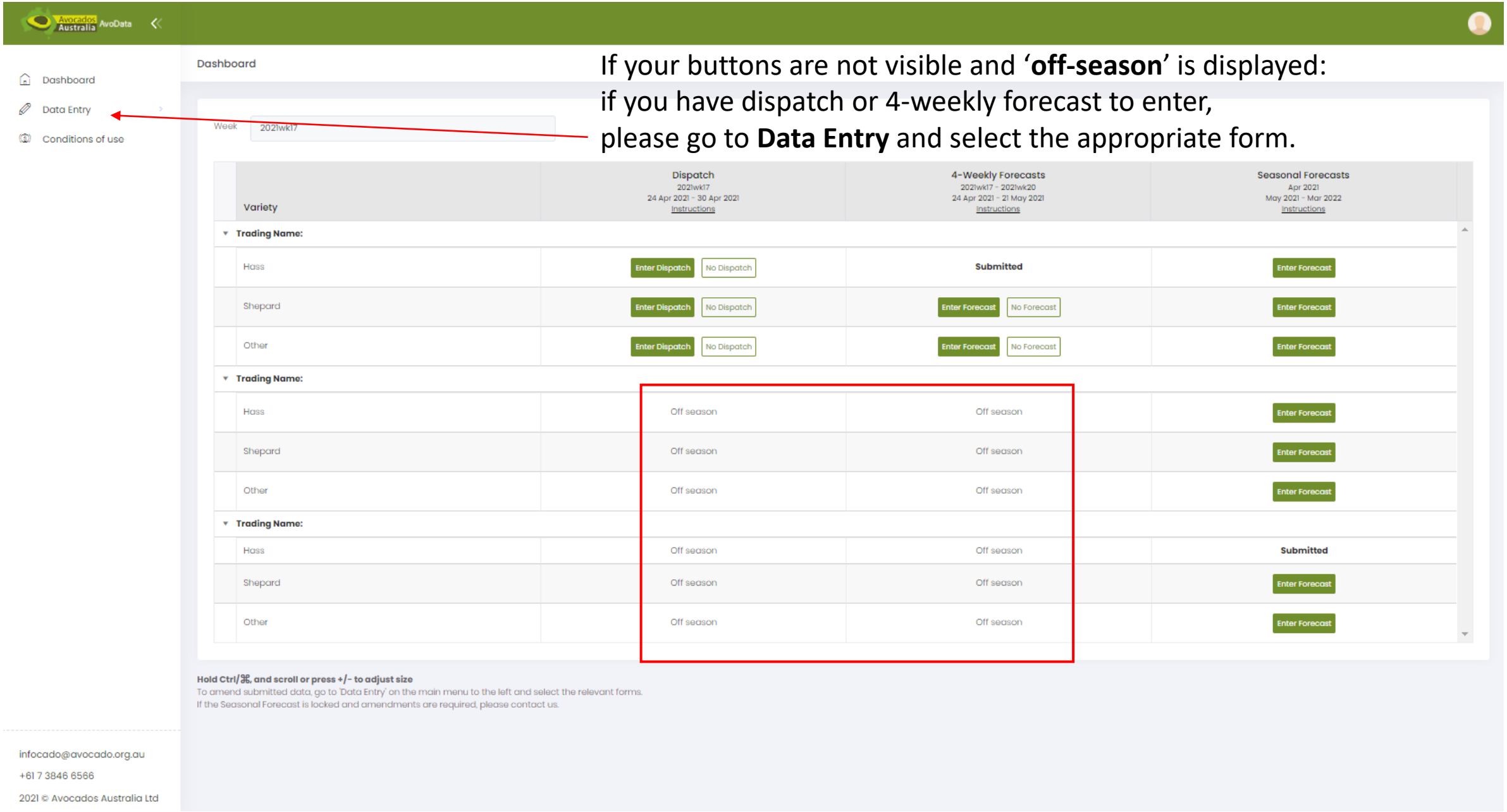
Avocados Australia AvoData
Dashboard
Data Entry
Conditions of use
Dashboard
Week
2021wk17
If your buttons are not visible and '**off-season**' is displayed:
if you have dispatch or 4-weekly forecast to enter,
please go to **Data Entry** and select the appropriate form.
Variety
Dispatch
2021wk17
24 Apr 2021 - 30 Apr 2021
Instructions
4-Weekly Forecasts
2021wk17 - 2021wk20
24 Apr 2021 - 21 May 2021
Instructions
Seasonal Forecasts
Apr 2021
May 2021 - Mar 2022
Instructions
Trading Name:
Hass
Enter Dispatch
No Dispatch
Submitted
Enter Forecast
Shepard
Enter Dispatch
No Dispatch
Enter Forecast
No Forecast
Enter Forecast
Other
Enter Dispatch
No Dispatch
Enter Forecast
No Forecast
Enter Forecast
Trading Name:
Hass
Off season
Off season
Enter Forecast
Shepard
Off season
Off season
Enter Forecast
Other
Off season
Off season
Enter Forecast
Trading Name:
Hass
Off season
Off season
Submitted
Shepard
Off season
Off season
Enter Forecast
Other
Off season
Off season
Enter Forecast
Hold Ctrl/⌘, and scroll or press +/- to adjust size
To amend submitted data, go to 'Data Entry' on the main menu to the left and select the relevant forms.
If the Seasonal Forecast is locked and amendments are required, please contact us.
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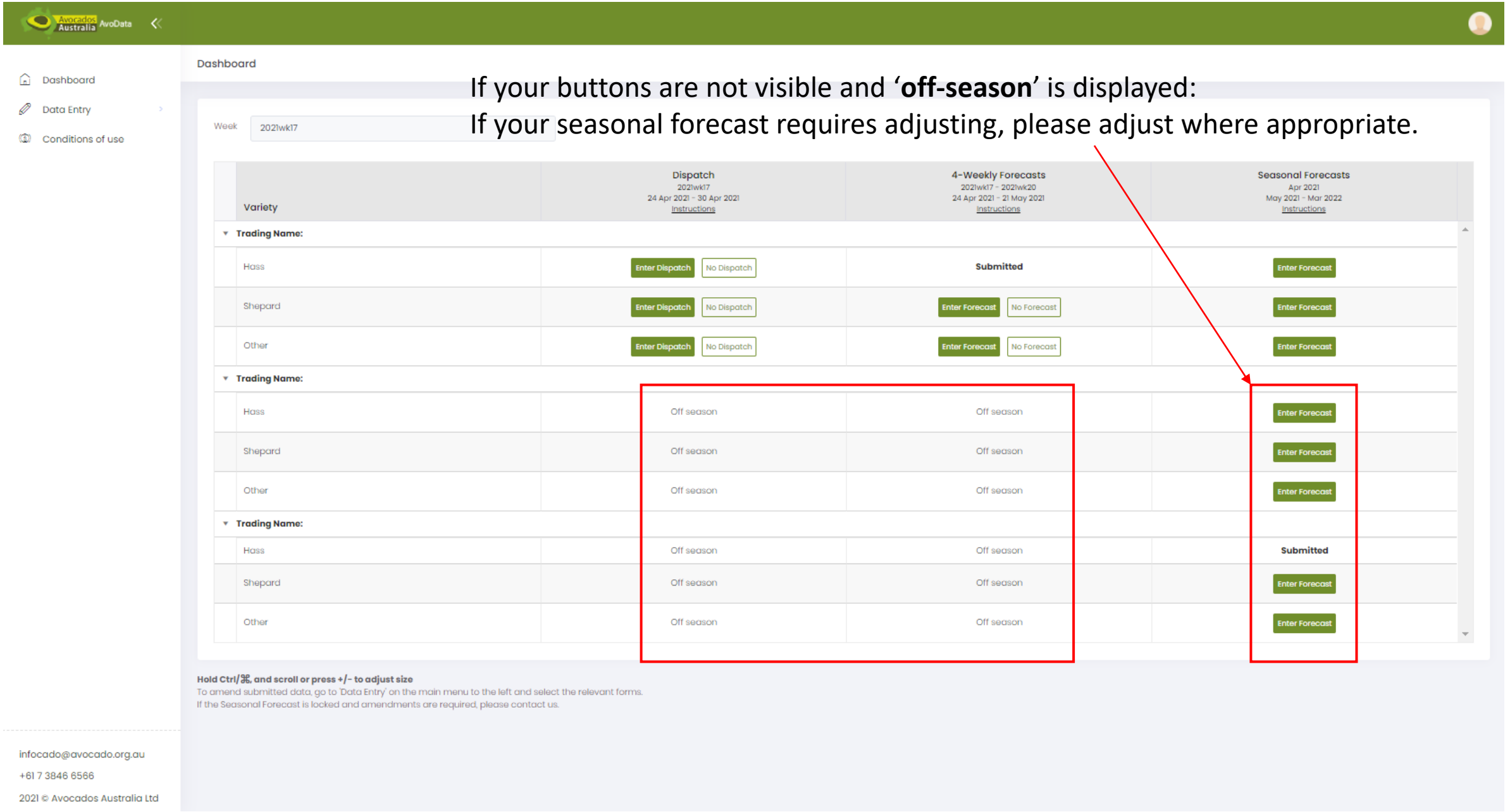
Avocados Australia AvoData
Dashboard
Data Entry
Conditions of use
Dashboard
If your buttons are not visible and '**off-season**' is displayed:
If your seasonal forecast requires adjusting, please adjust where appropriate.
Week
2021wk17
Variety
Dispatch
2021wk17
24 Apr 2021 - 30 Apr 2021
Instructions
4-Weekly Forecasts
2021wk17 - 2021wk20
24 Apr 2021 - 21 May 2021
Instructions
Seasonal Forecasts
Apr 2021
May 2021 - Mar 2022
Instructions
Trading Name:
Hass
Enter Dispatch
No Dispatch
Submitted
Enter Forecast
Shepard
Enter Dispatch
No Dispatch
Enter Forecast
No Forecast
Enter Forecast
Other
Enter Dispatch
No Dispatch
Enter Forecast
No Forecast
Enter Forecast
Trading Name:
Hass
Off season
Off season
Enter Forecast
Shepard
Off season
Off season
Enter Forecast
Other
Off season
Off season
Enter Forecast
Trading Name:
Hass
Off season
Off season
Submitted
Shepard
Off season
Off season
Enter Forecast
Other
Off season
Off season
Enter Forecast
Hold Ctrl/⌘, and scroll or press +/- to adjust size
To amend submitted data, go to 'Data Entry' on the main menu to the left and select the relevant forms.
If the Seasonal Forecast is locked and amendments are required, please contact us.
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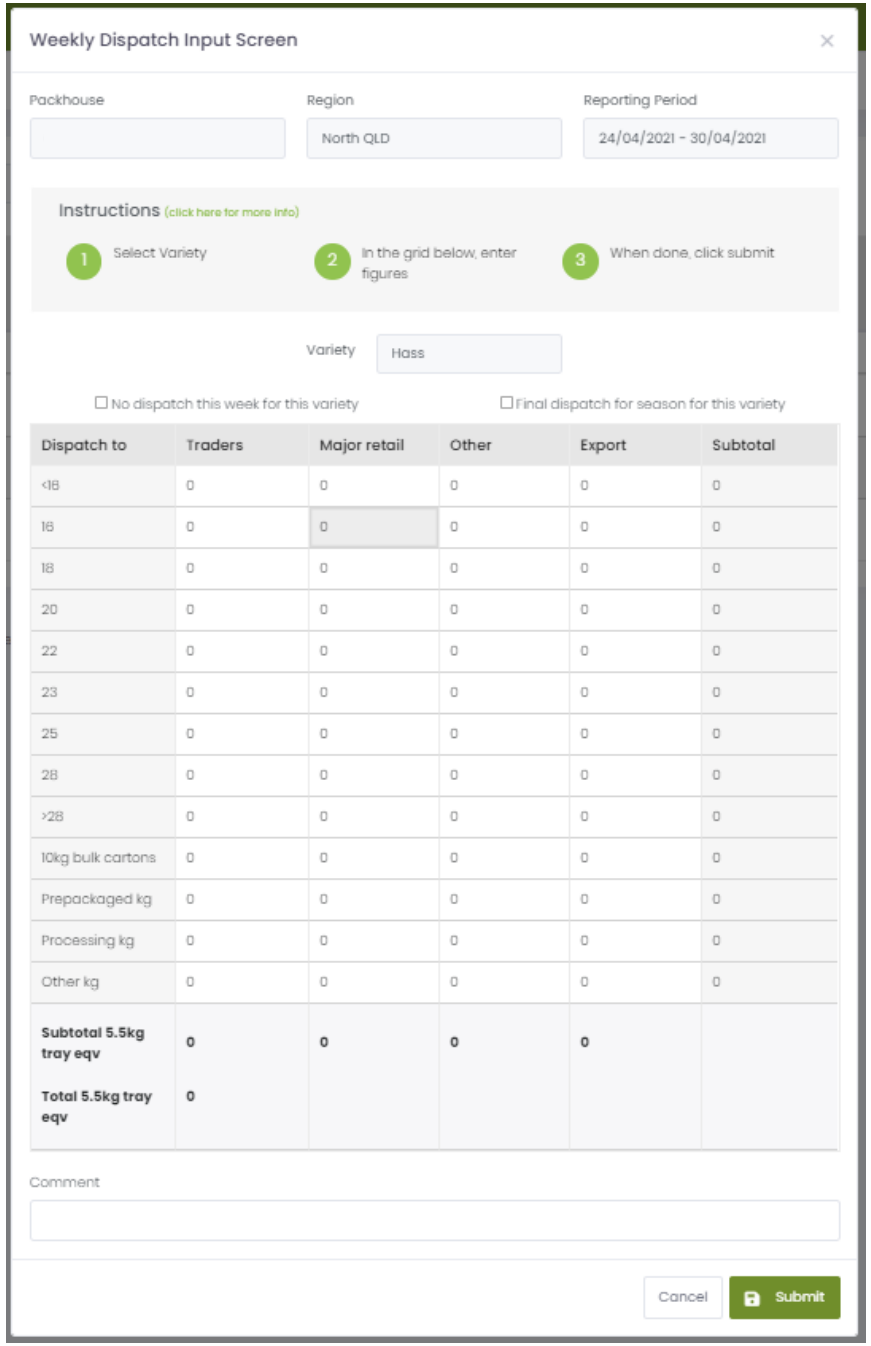
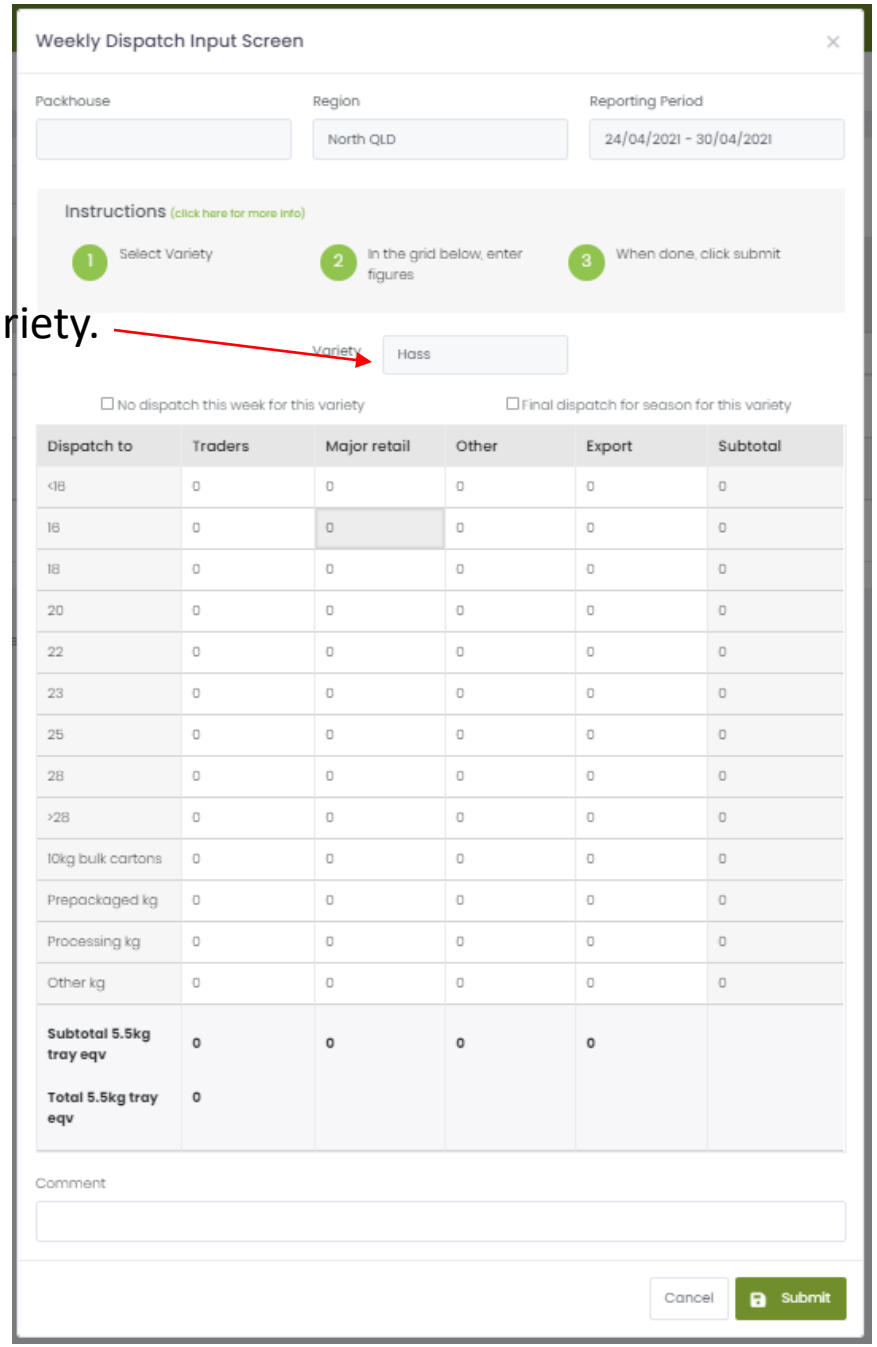
The **Dispatch** Form

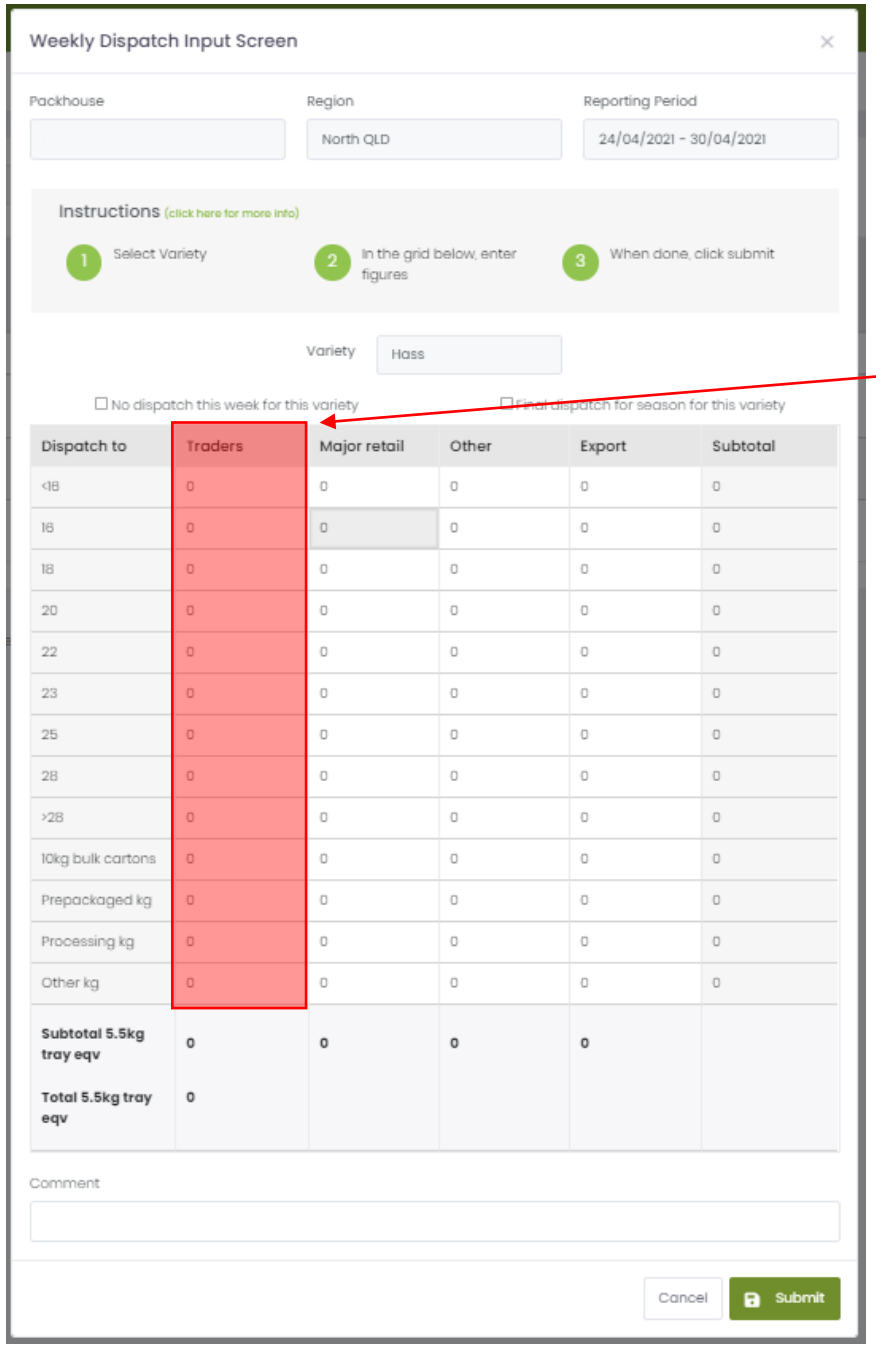


The **Dispatch** Form

1. Select Variety.

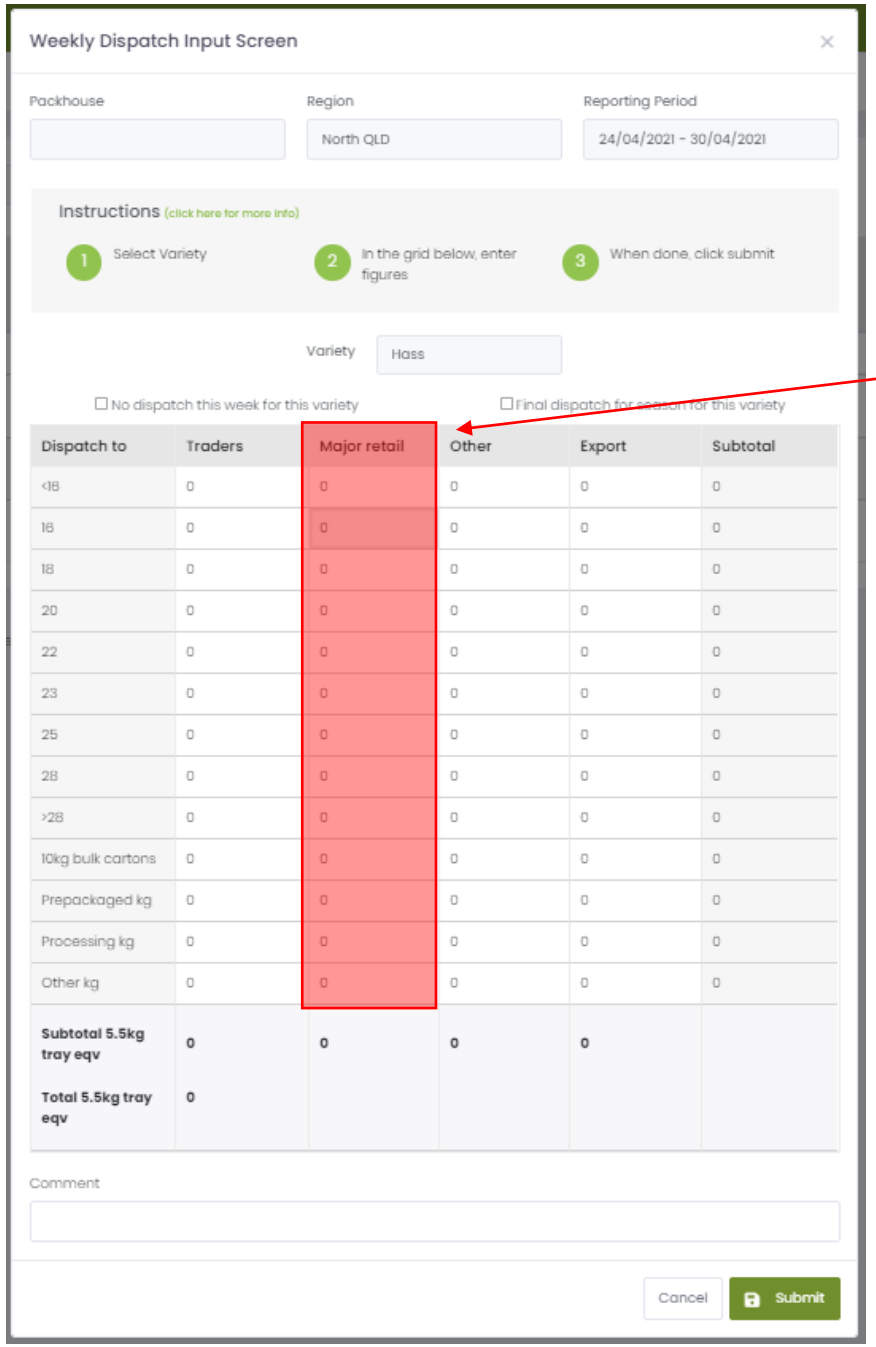


The **Dispatch** Form



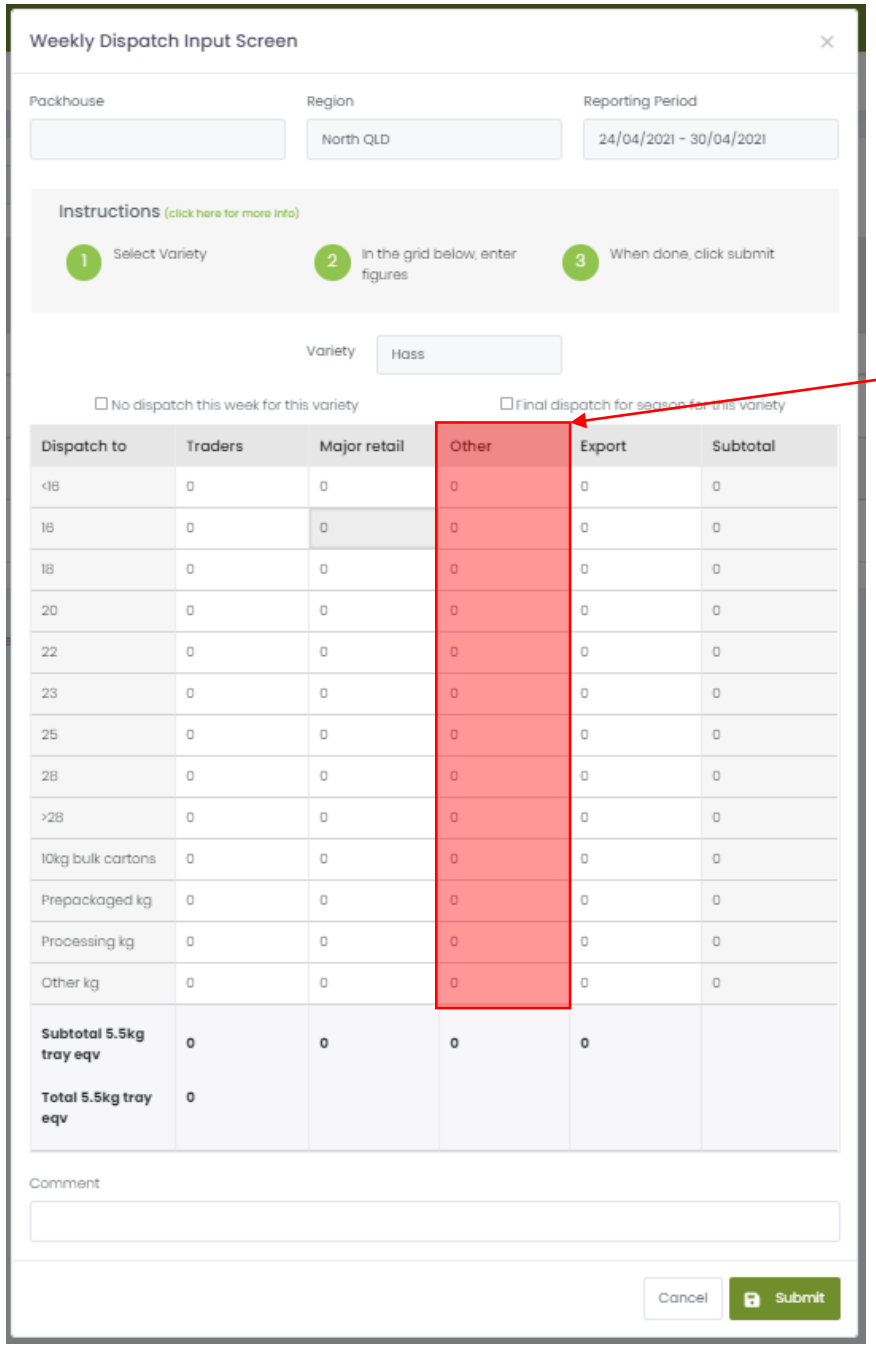
Trader: Fruit dispatched to any primary wholesaler, marketer, or consolidator, as the first recipient of your dispatched consignment, irrespective of the destination of the fruit.

The **Dispatch** Form



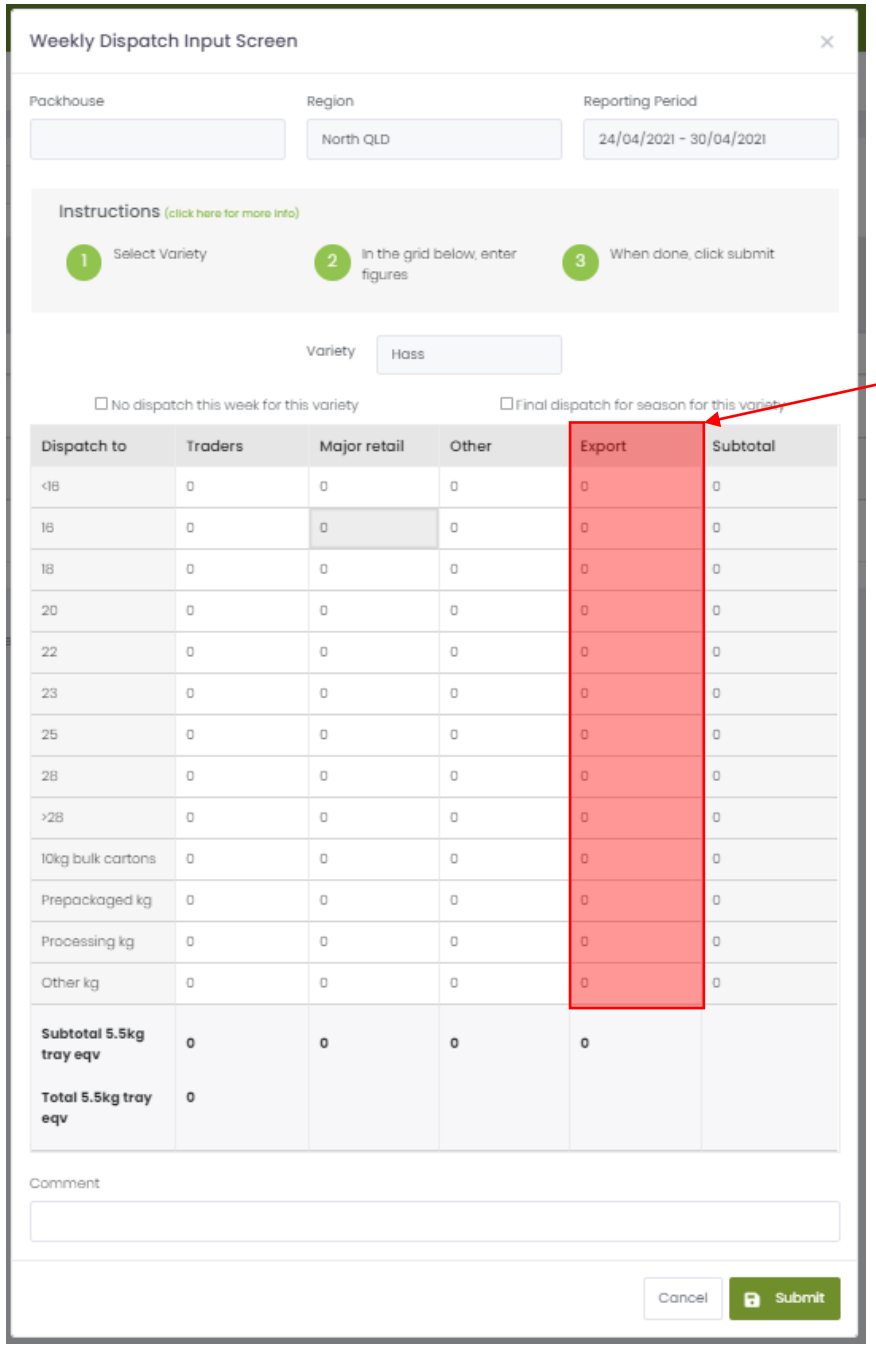
Major retail: Woolworths, Coles, or Aldi as the first recipient of your dispatched consignment, without the involvement of a trader. Fruit is only entered into the Major retail line if your packhouse has a direct retail vendor agreement with the major retailer.

The **Dispatch** Form



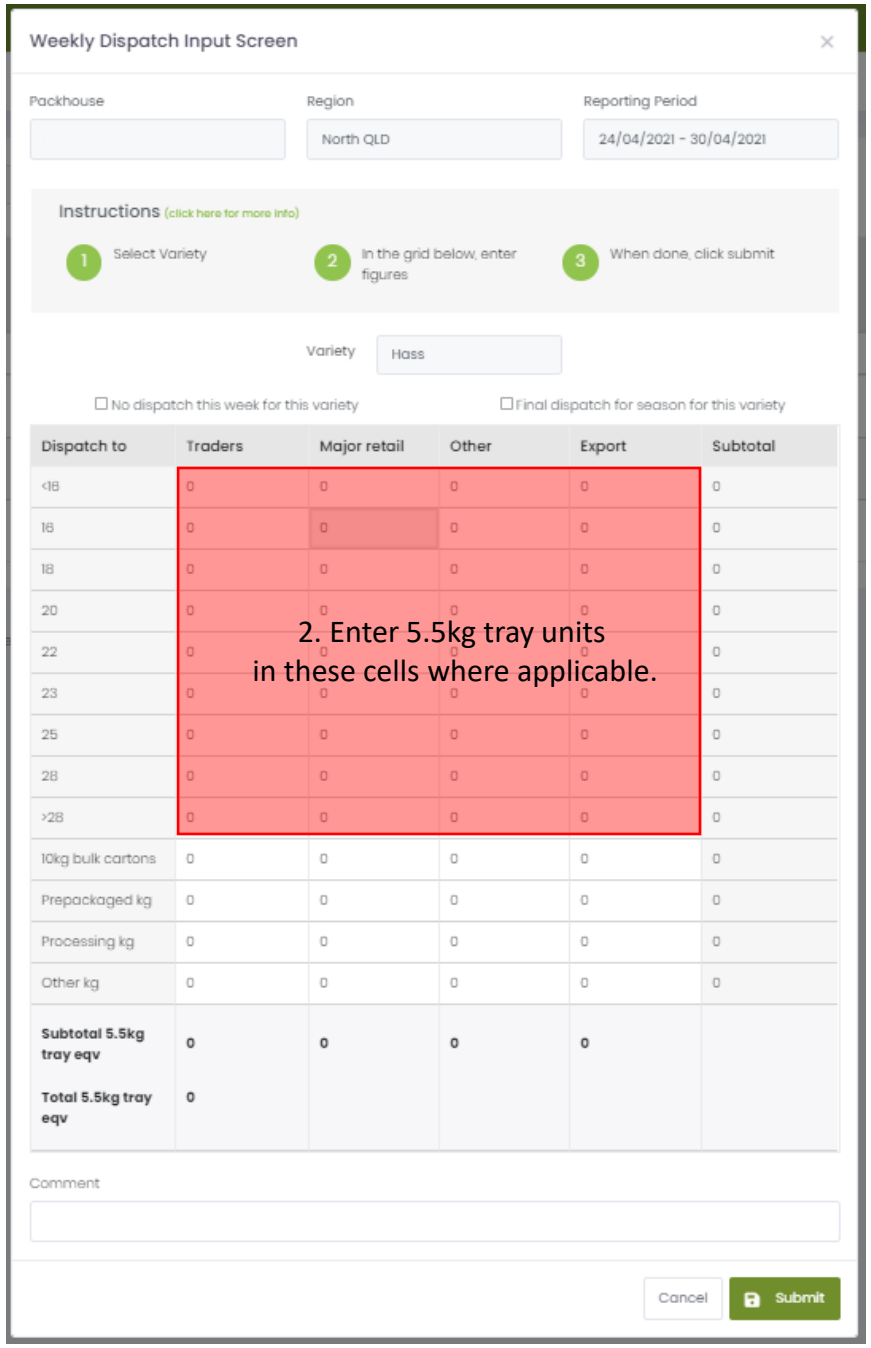
Other: Fruit dispatched to any other outlet that is not a trader or major retail as defined under ‘Major Retail’. For example, independent retail such as Foodworks, IGA etc, farm gate sales or non-retail such as food service outlets or food service provedores.

The **Dispatch** Form

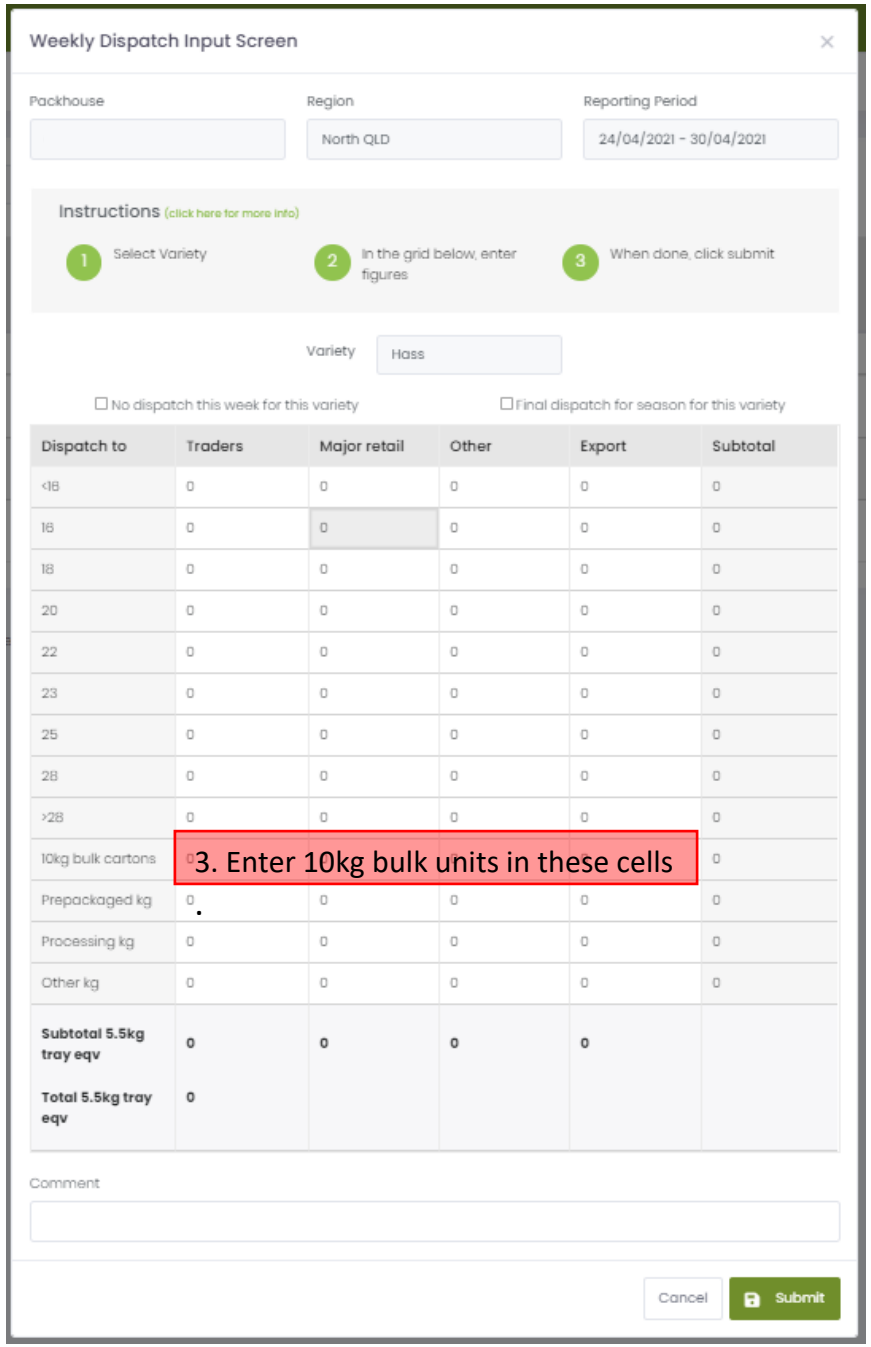


Export: Fruit exported directly from packhouse via a freight forwarder.

The **Dispatch** Form

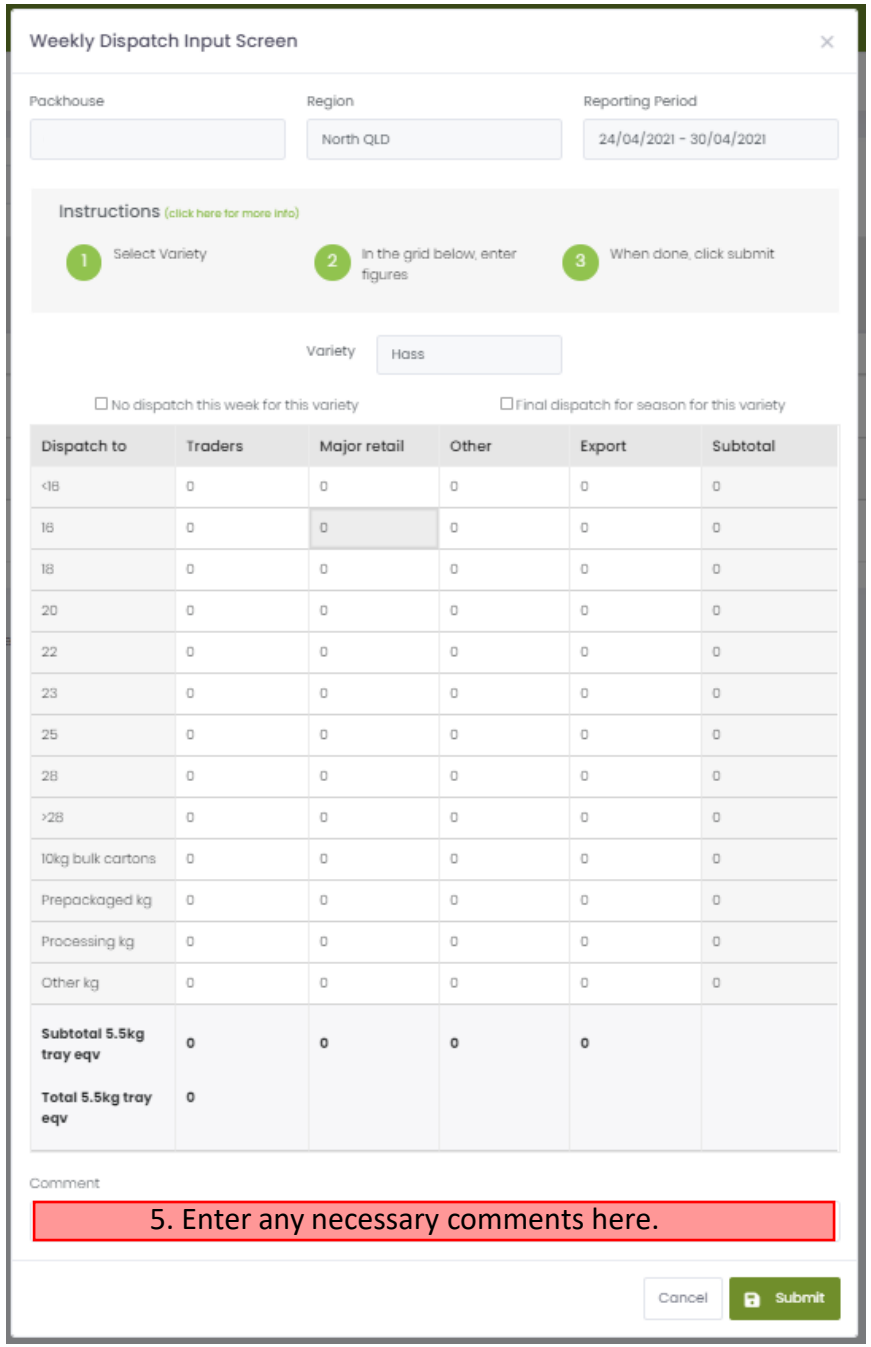


The **Dispatch** Form

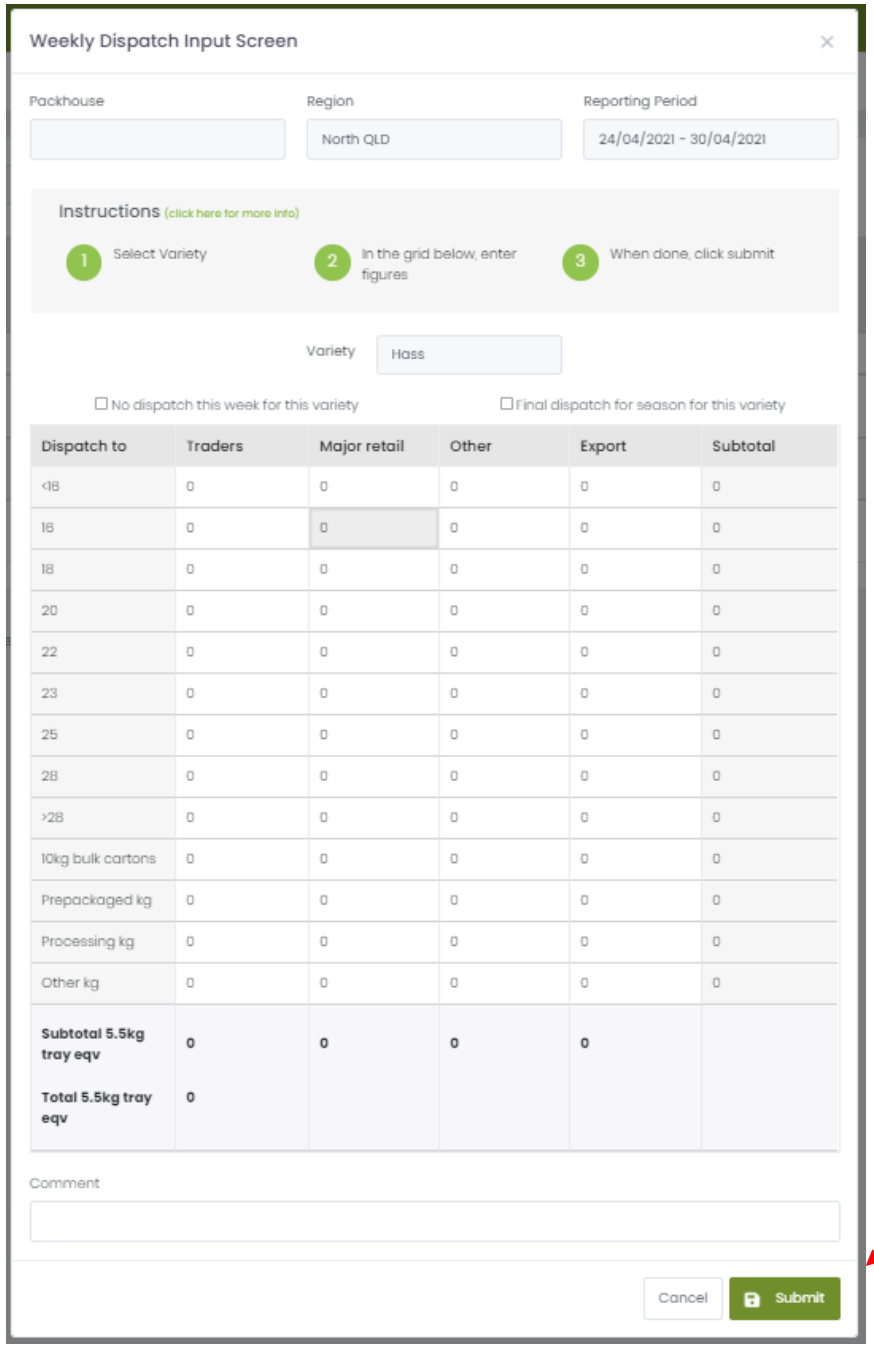


The **Dispatch** Form

The **Dispatch** Form

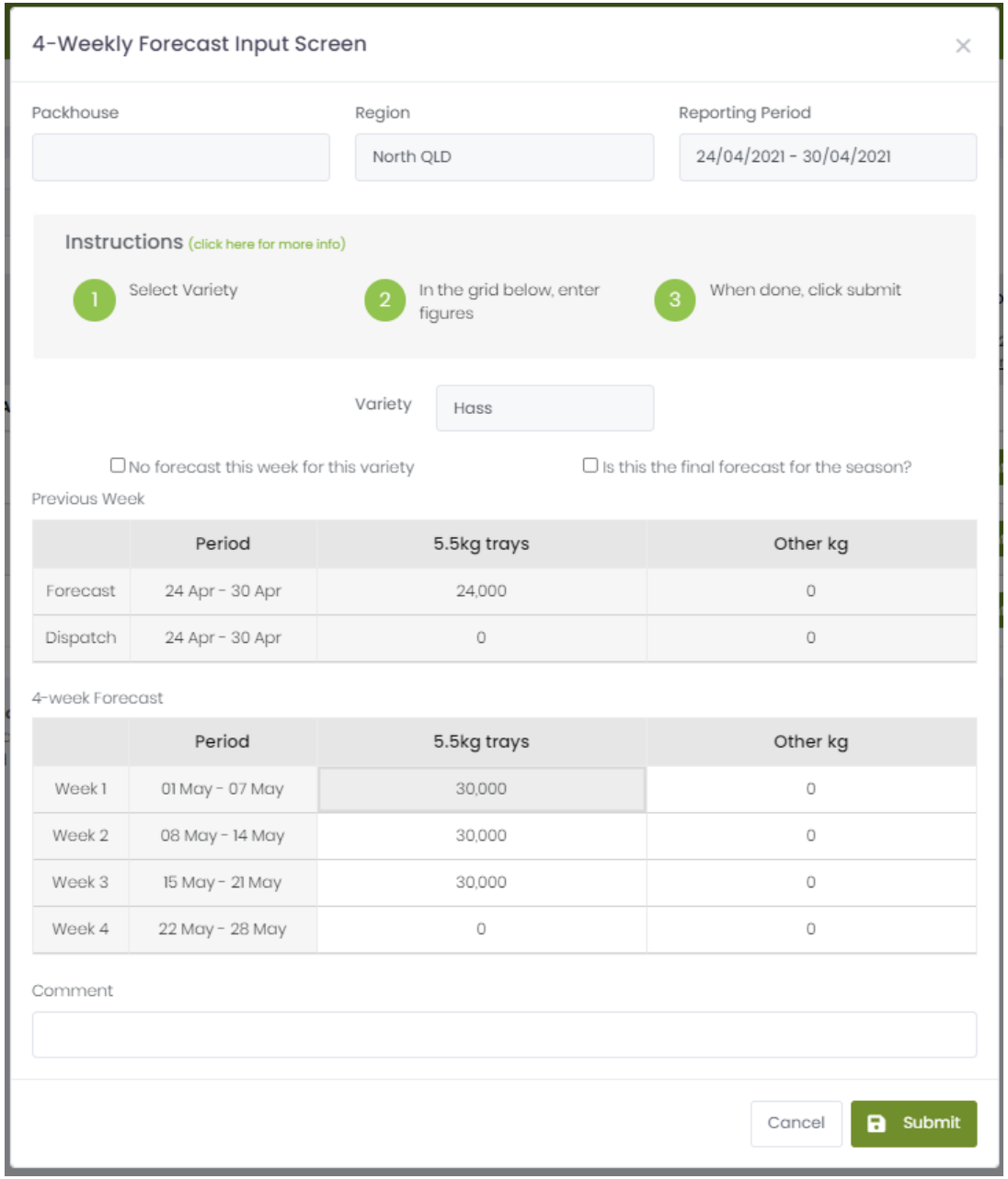


The **Dispatch** Form



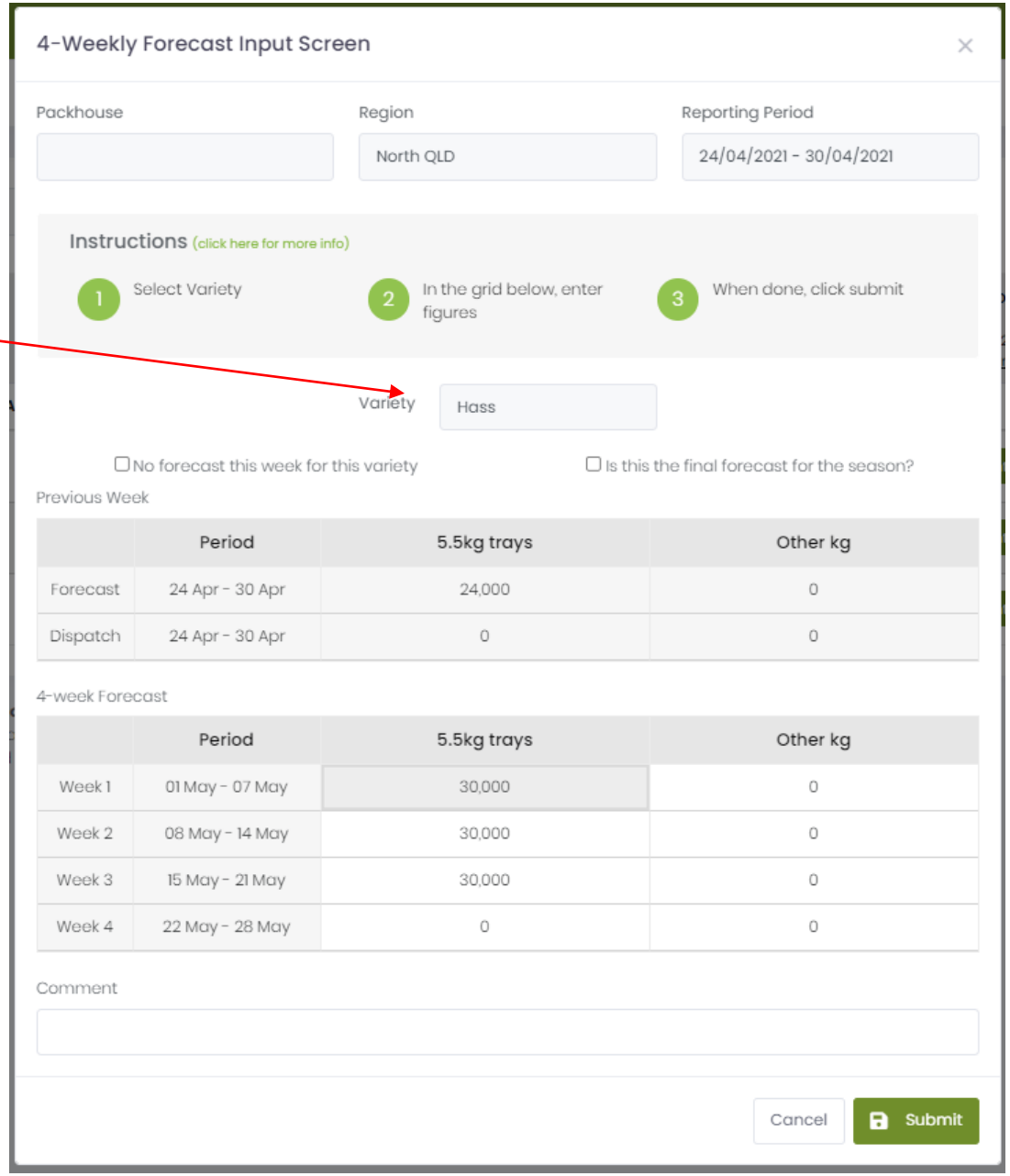
6. When done, click ‘Submit’.

The **4-weekly Forecast** Form

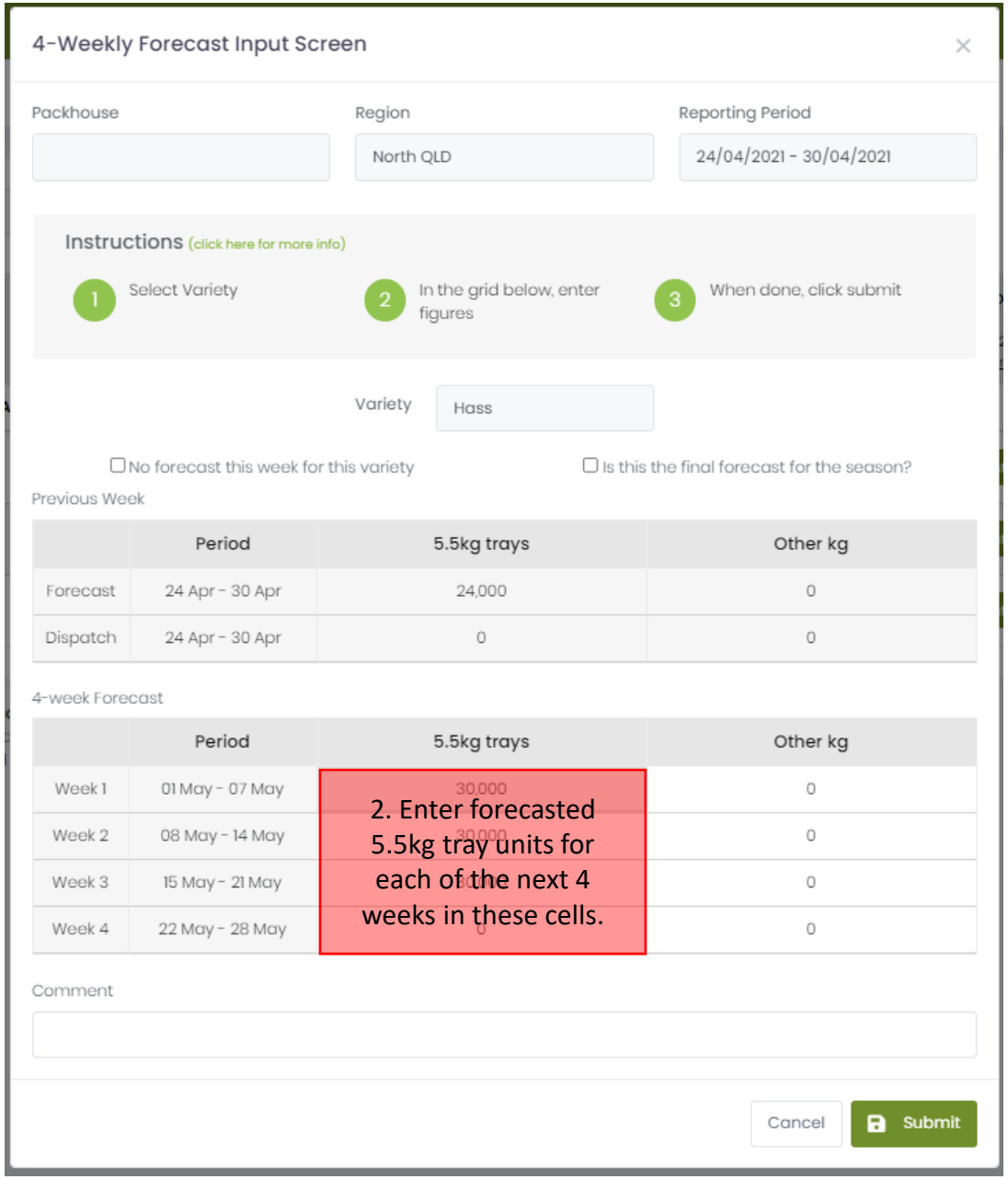


The **4-weekly Forecast** Form

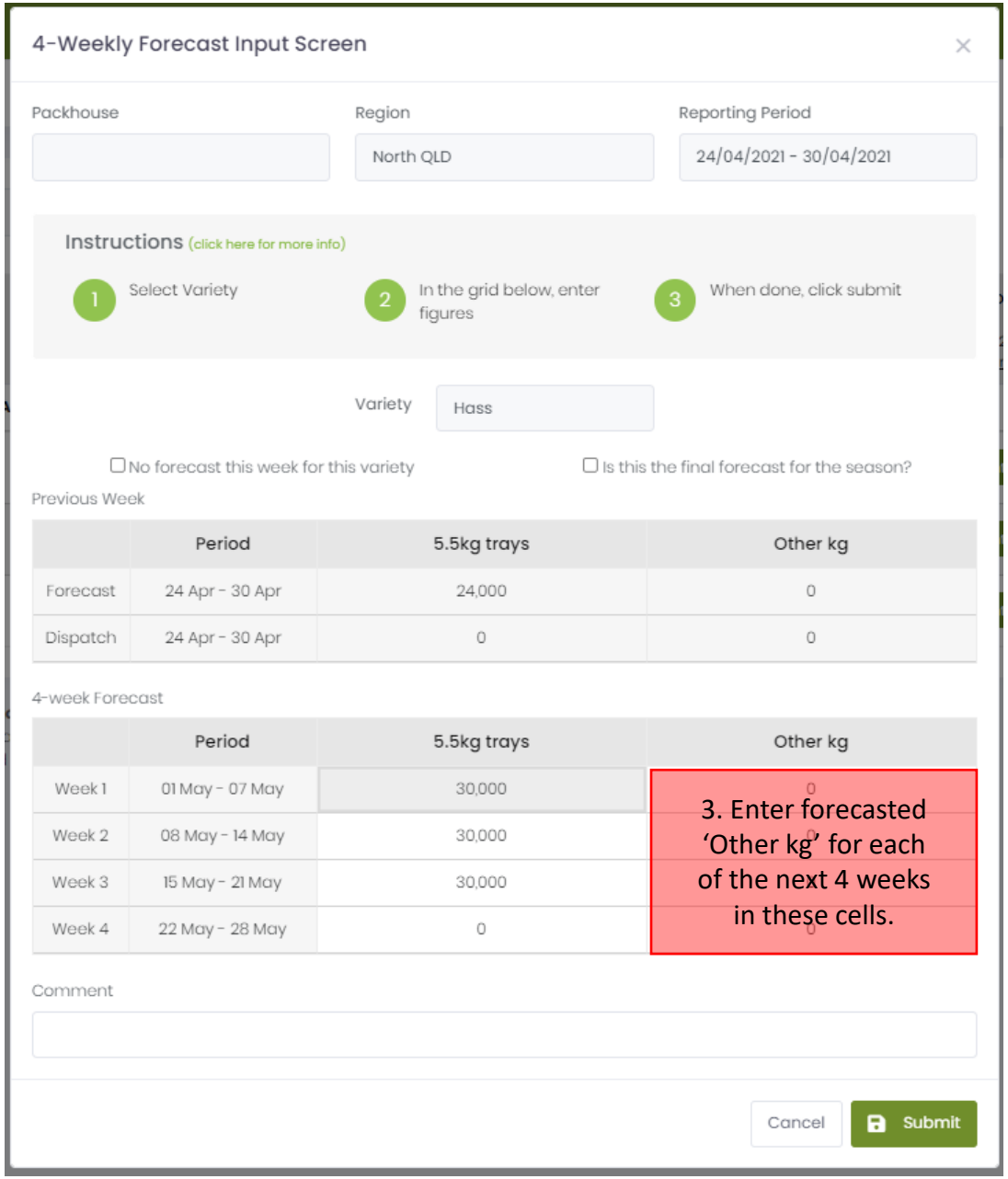
1. Select Variety



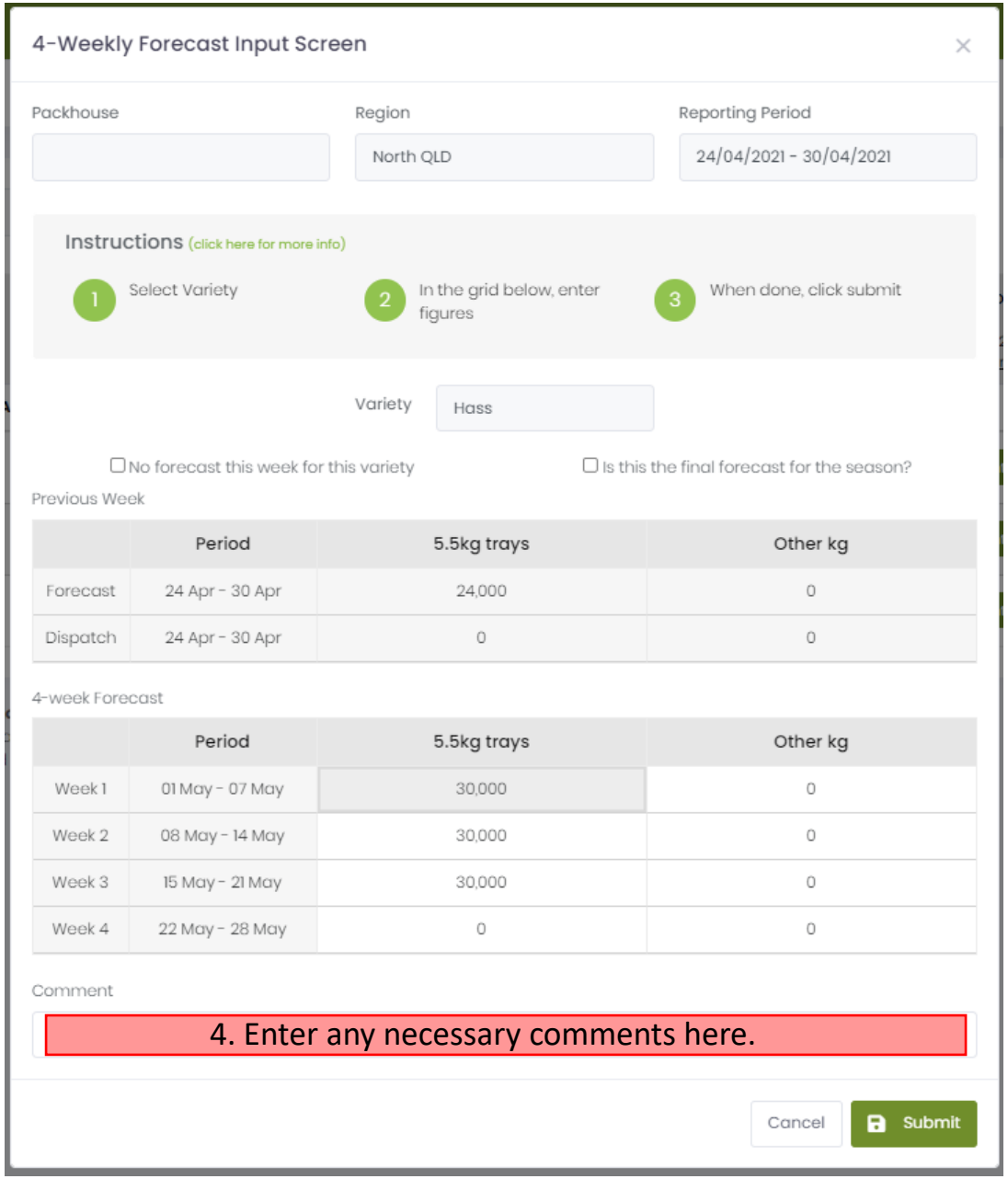
The **4-weekly Forecast** Form



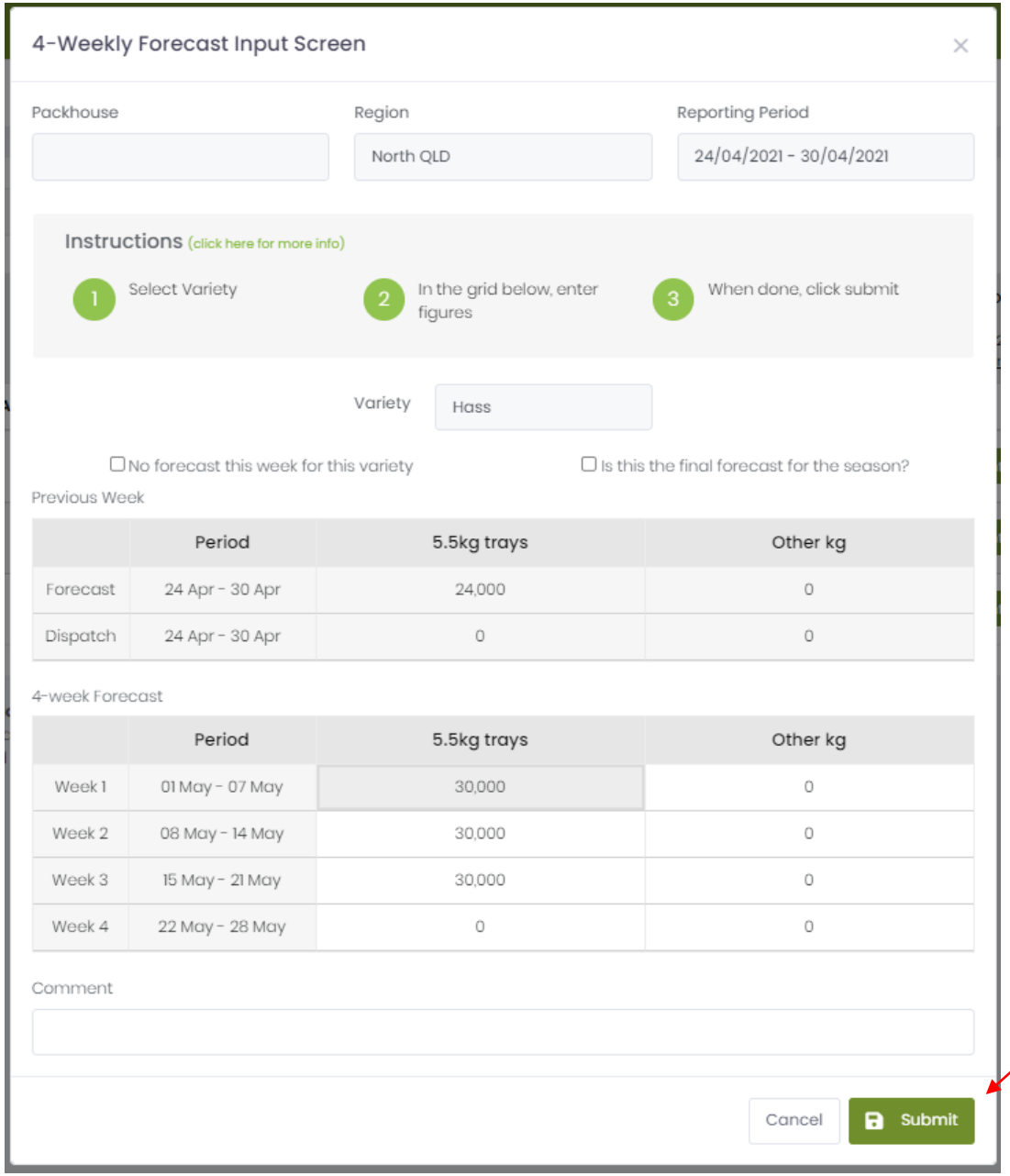
The **4-weekly Forecast** Form



The **4-weekly Forecast** Form

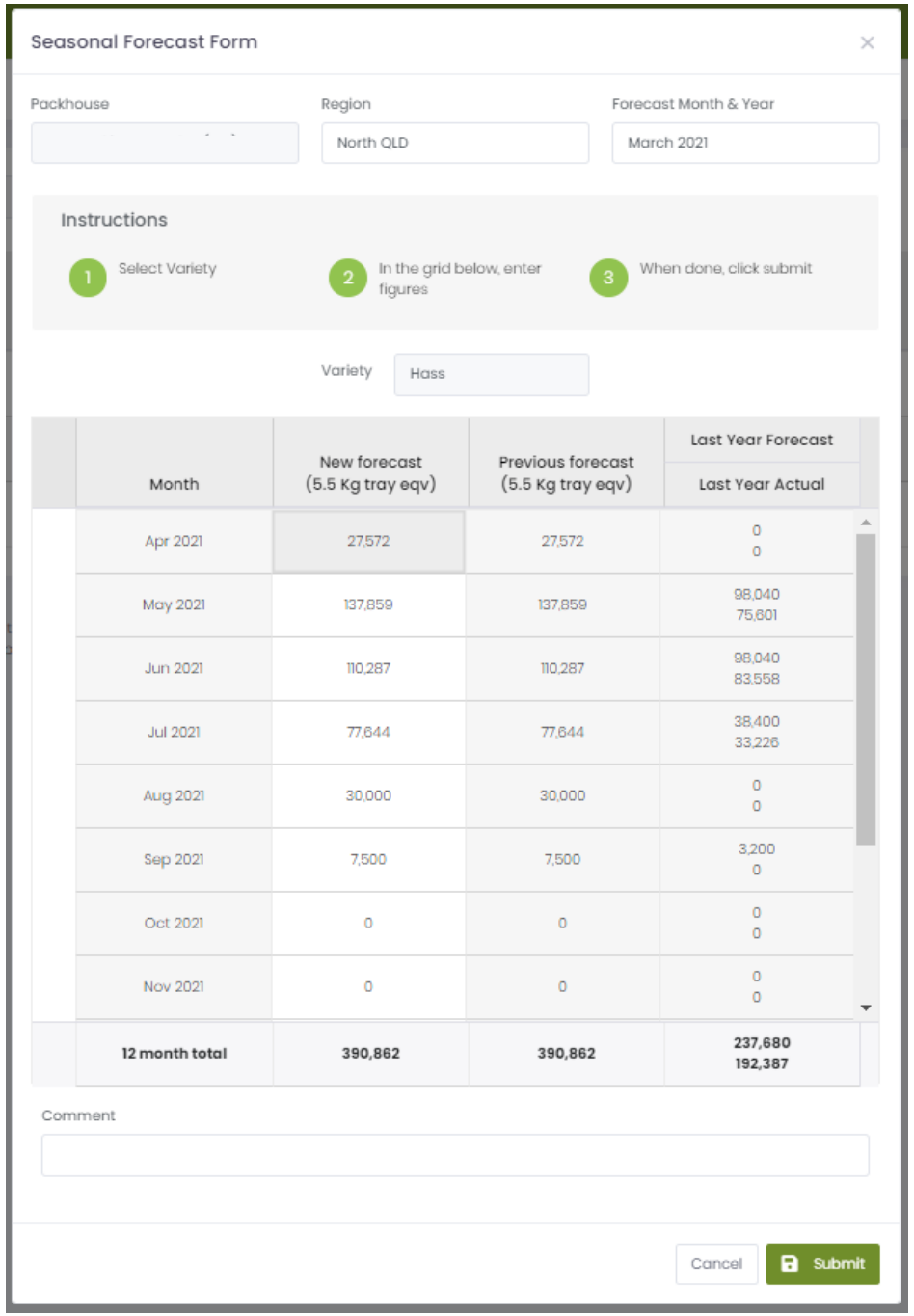


The **4-weekly Forecast** Form



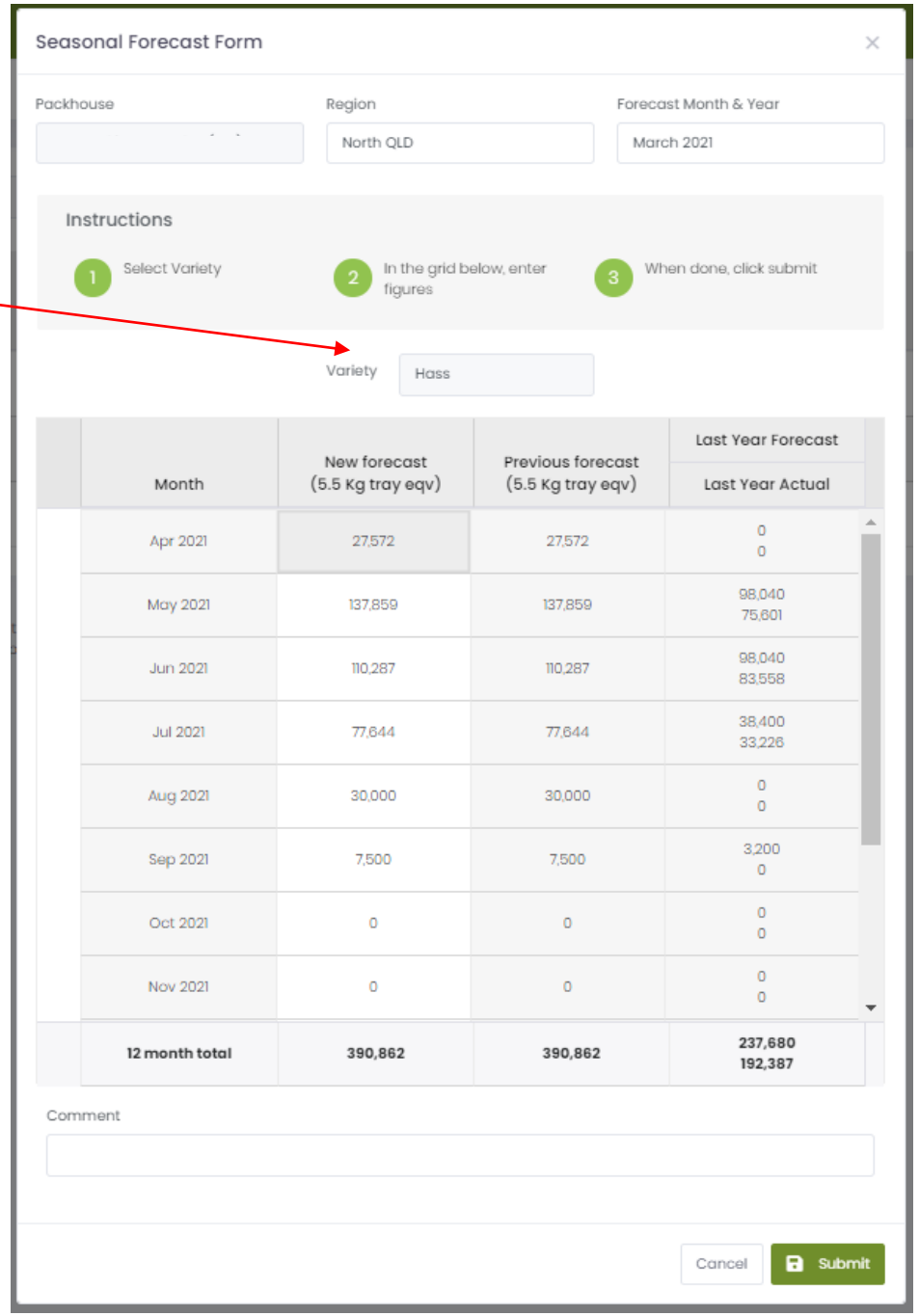
4. When done, click ‘Submit’.

The **Seasonal Forecast** Form



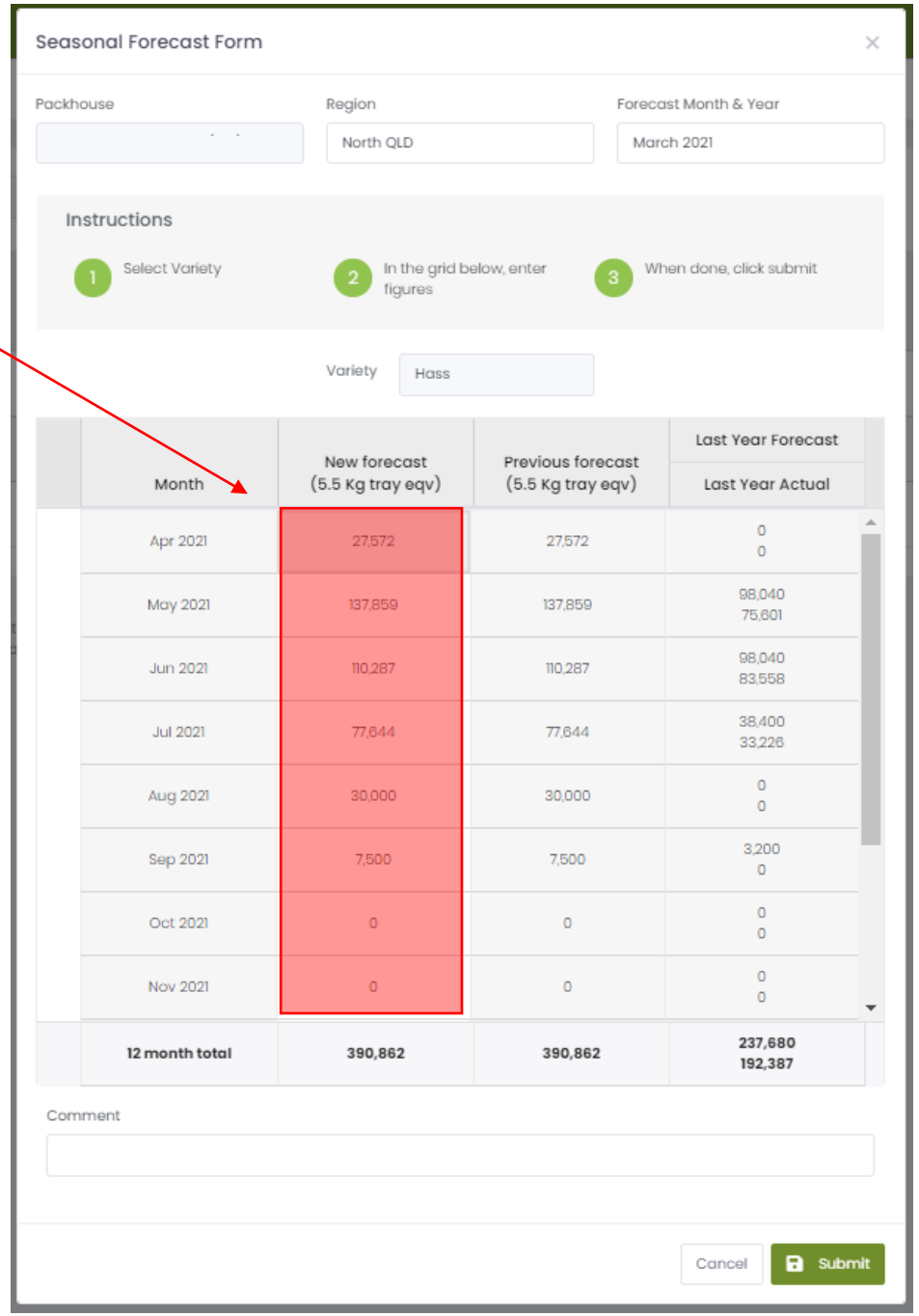
The **Seasonal Forecast** Form

1. Select Variety.

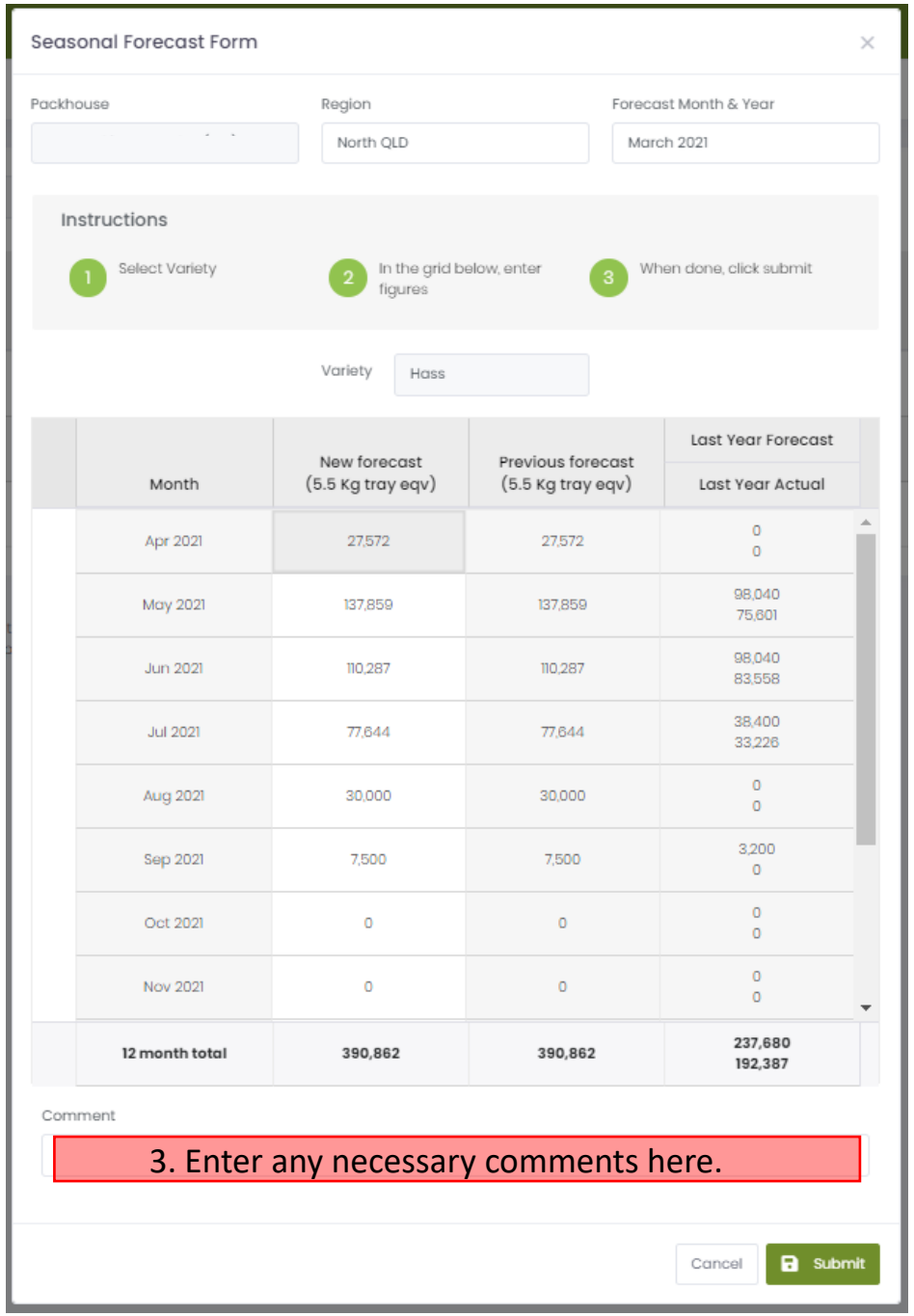


The **Seasonal Forecast** Form

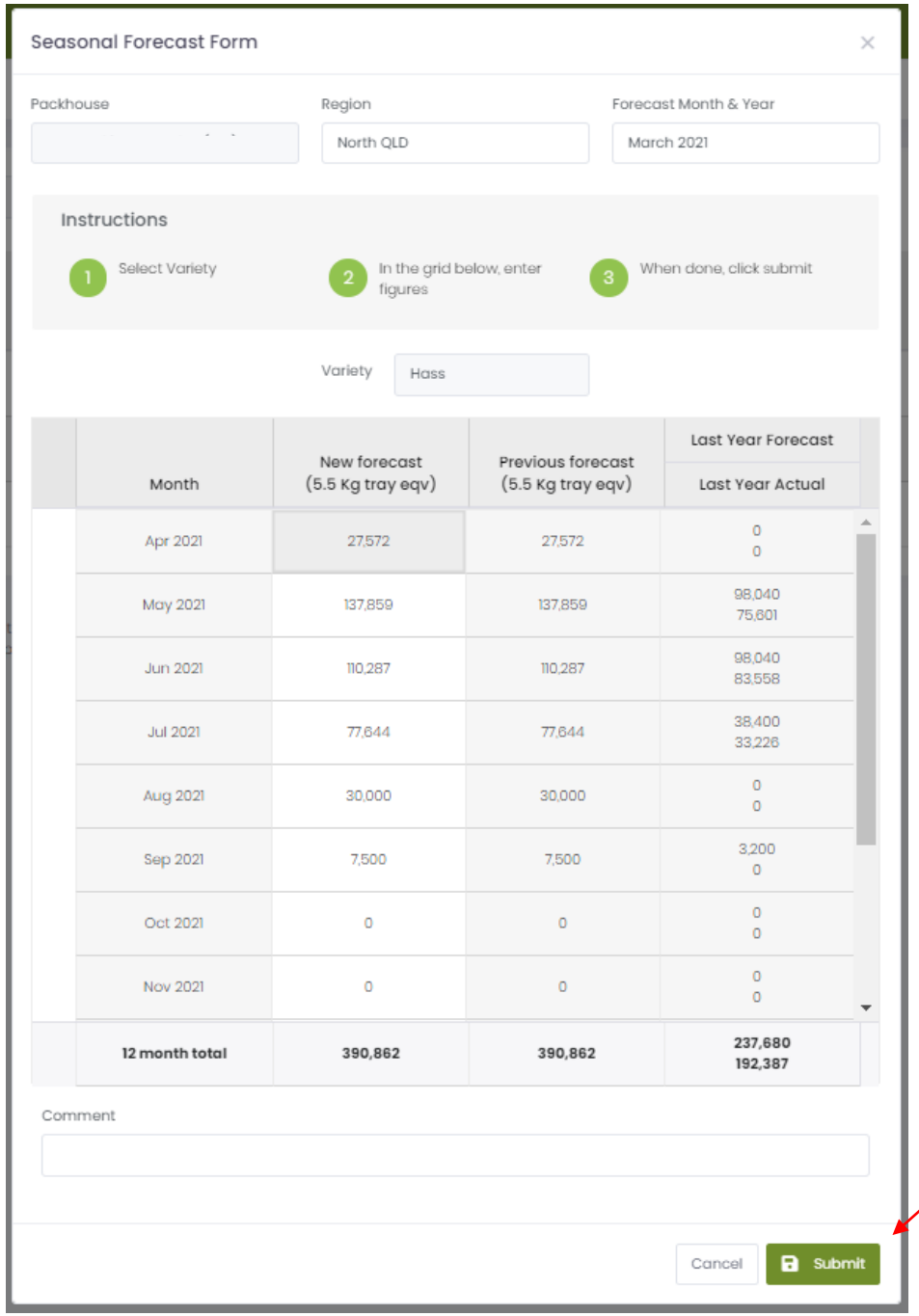
2. Enter monthly forecast in these cells.



The **Seasonal Forecast** Form



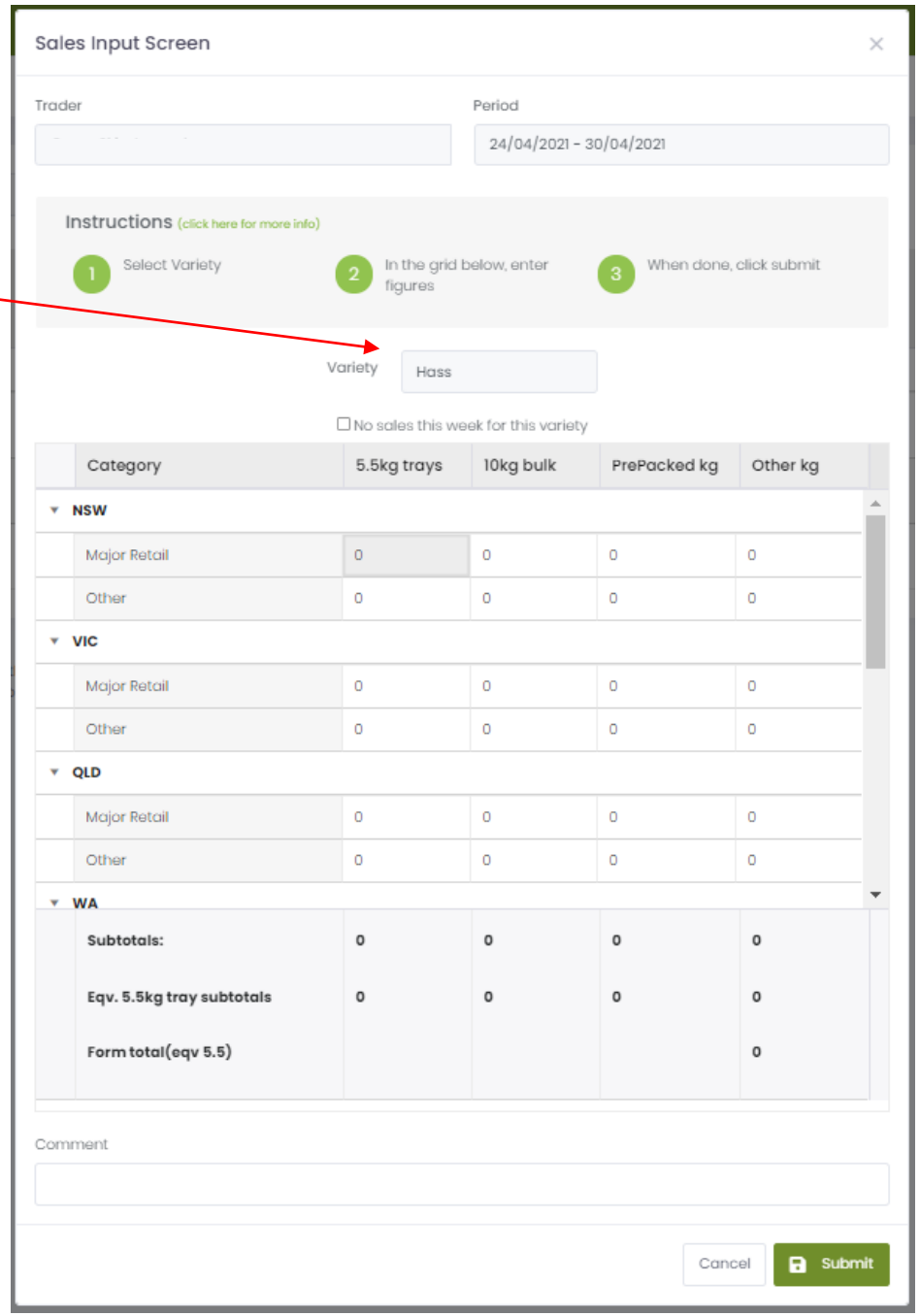
The **Seasonal Forecast** Form



4. When done, click ‘Submit’.

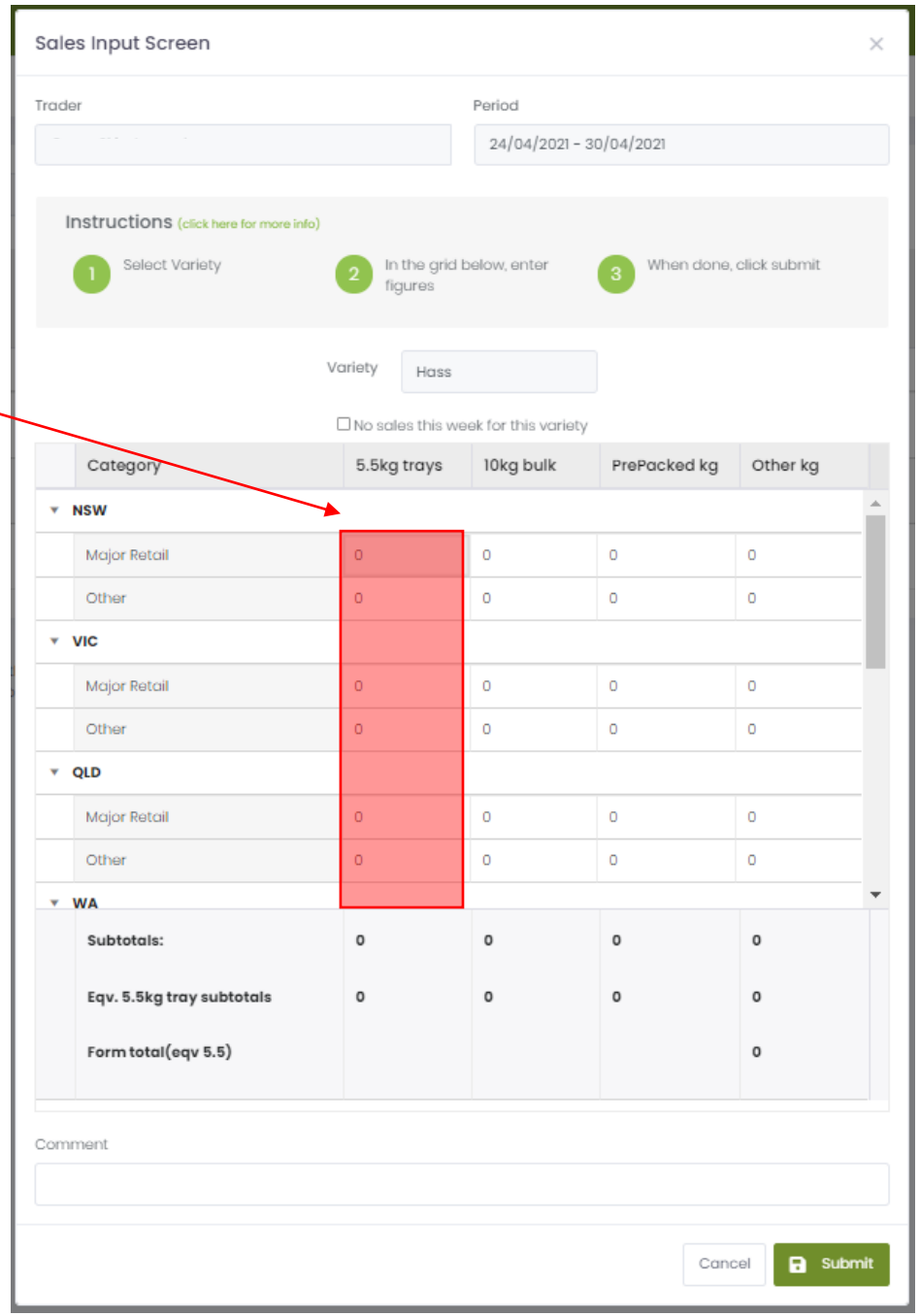
The **Sales** Form

1. Select Variety.



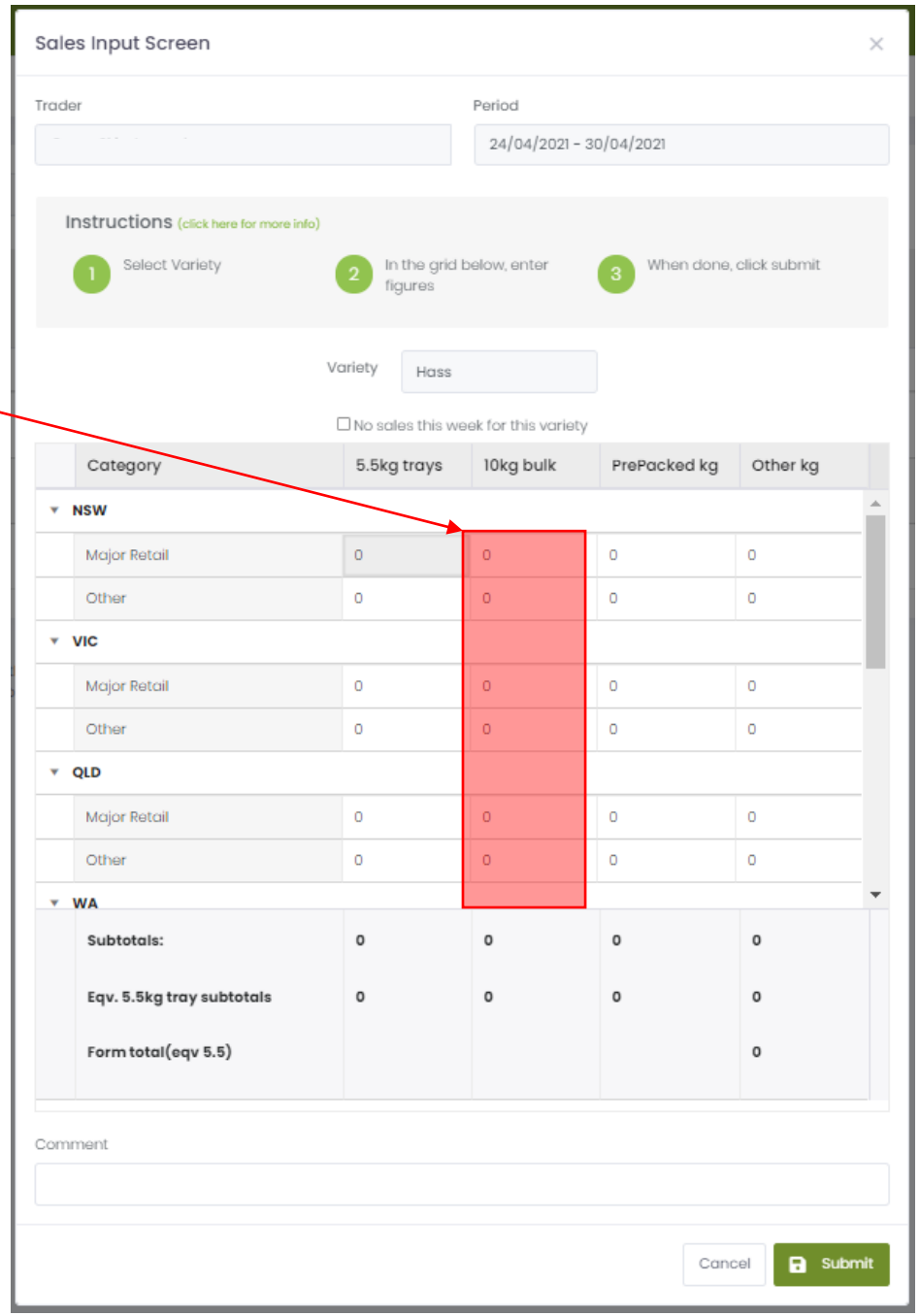
The **Sales** Form

2. Enter weekly sales of 5.5kg trays in these cells.



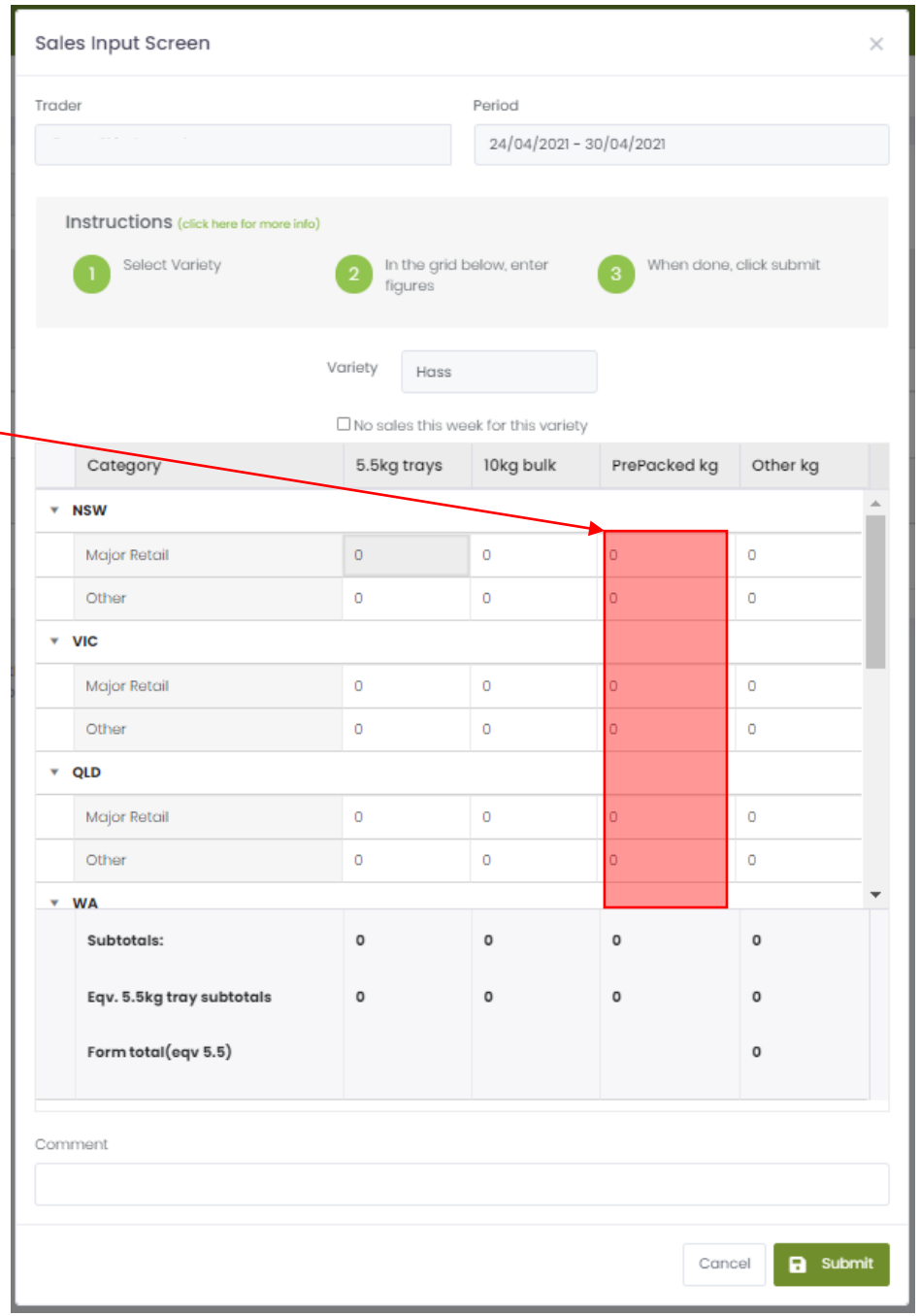
The **Sales** Form

3. Enter weekly sales of 10kg bulk units in these cells.



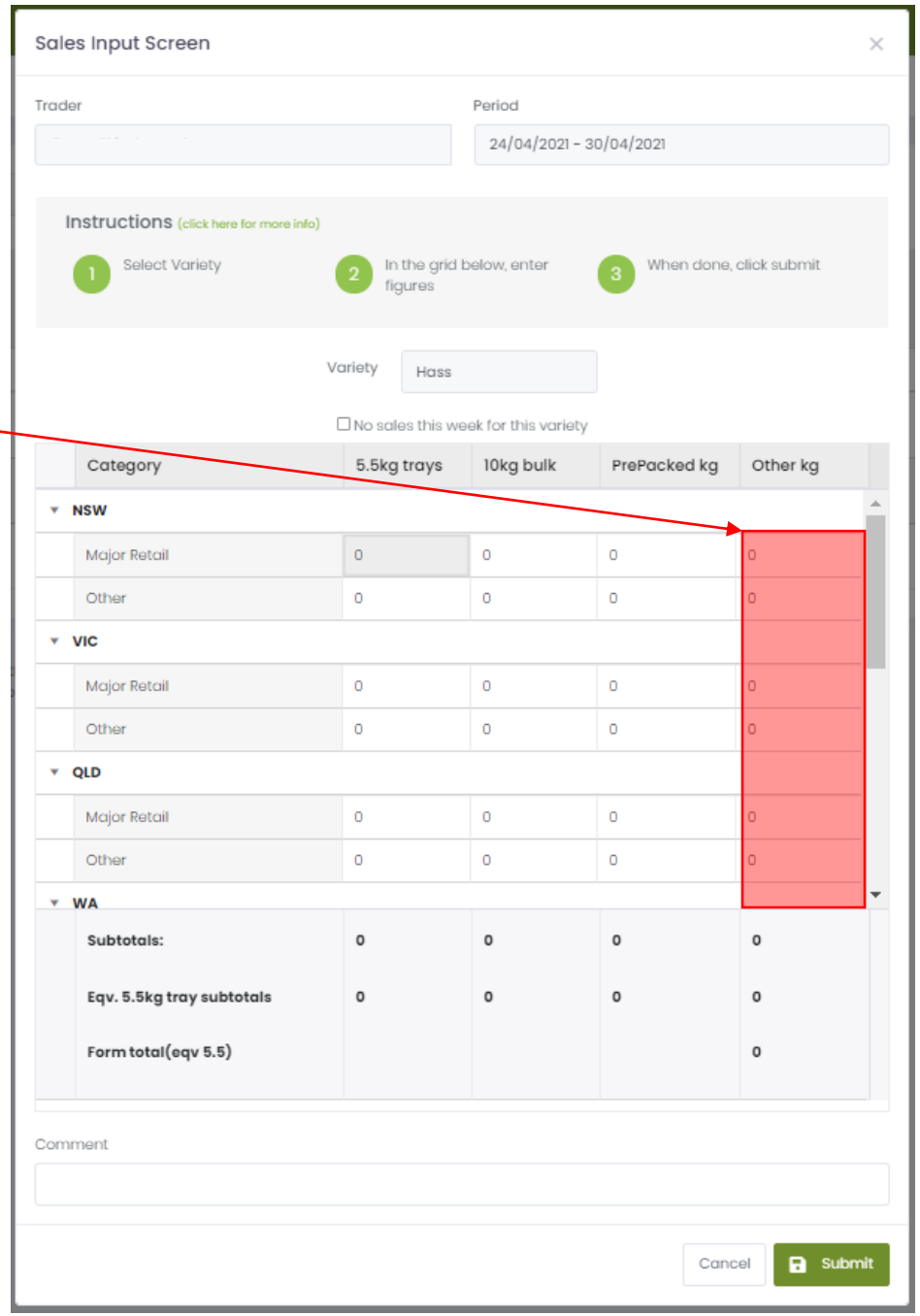
The **Sales** Form

4. Enter weekly sales of prepacked kilograms in these cells.



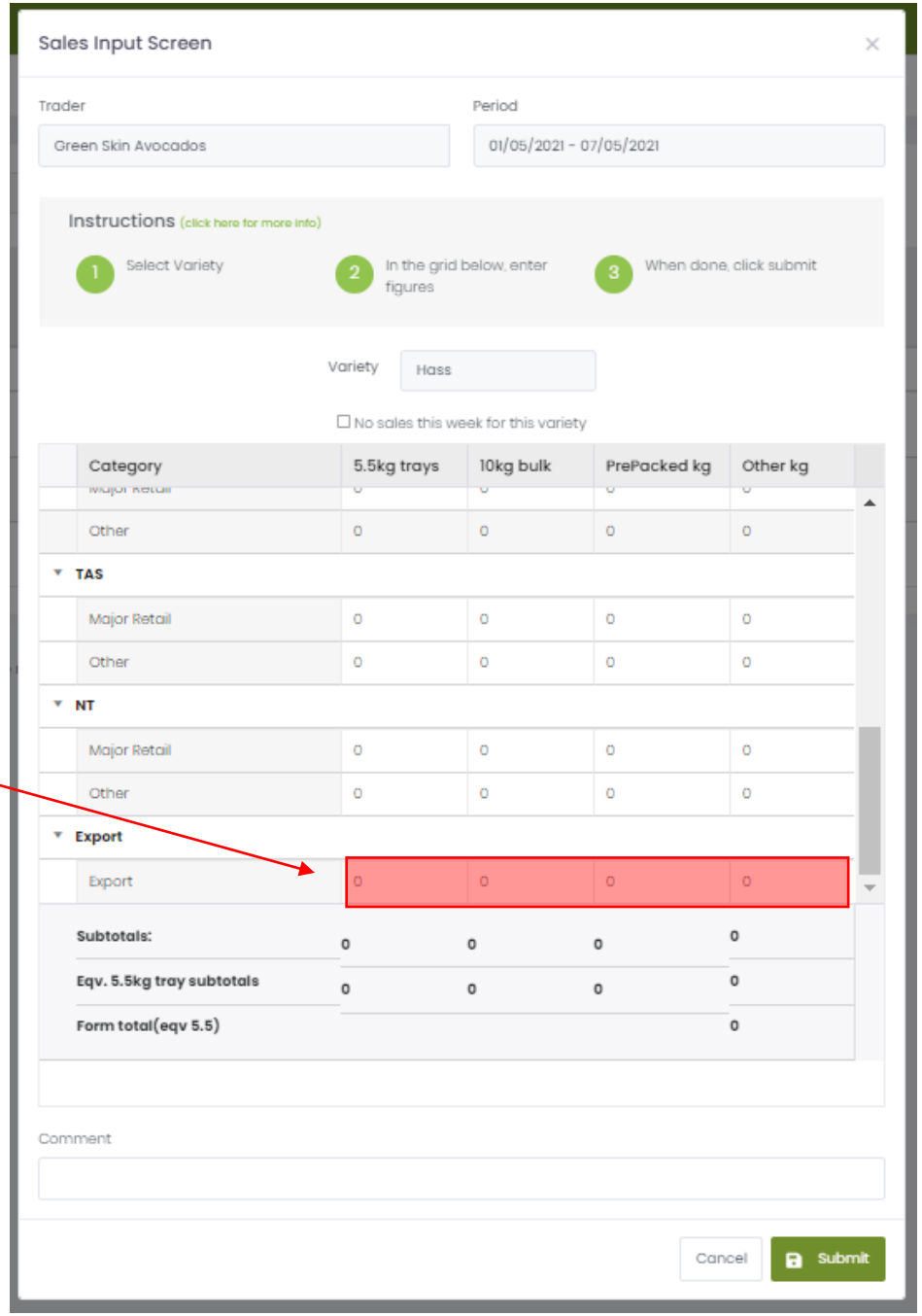
The **Sales** Form

5. Enter kilograms of weekly sales in any other form in these cells.



The **Sales** Form

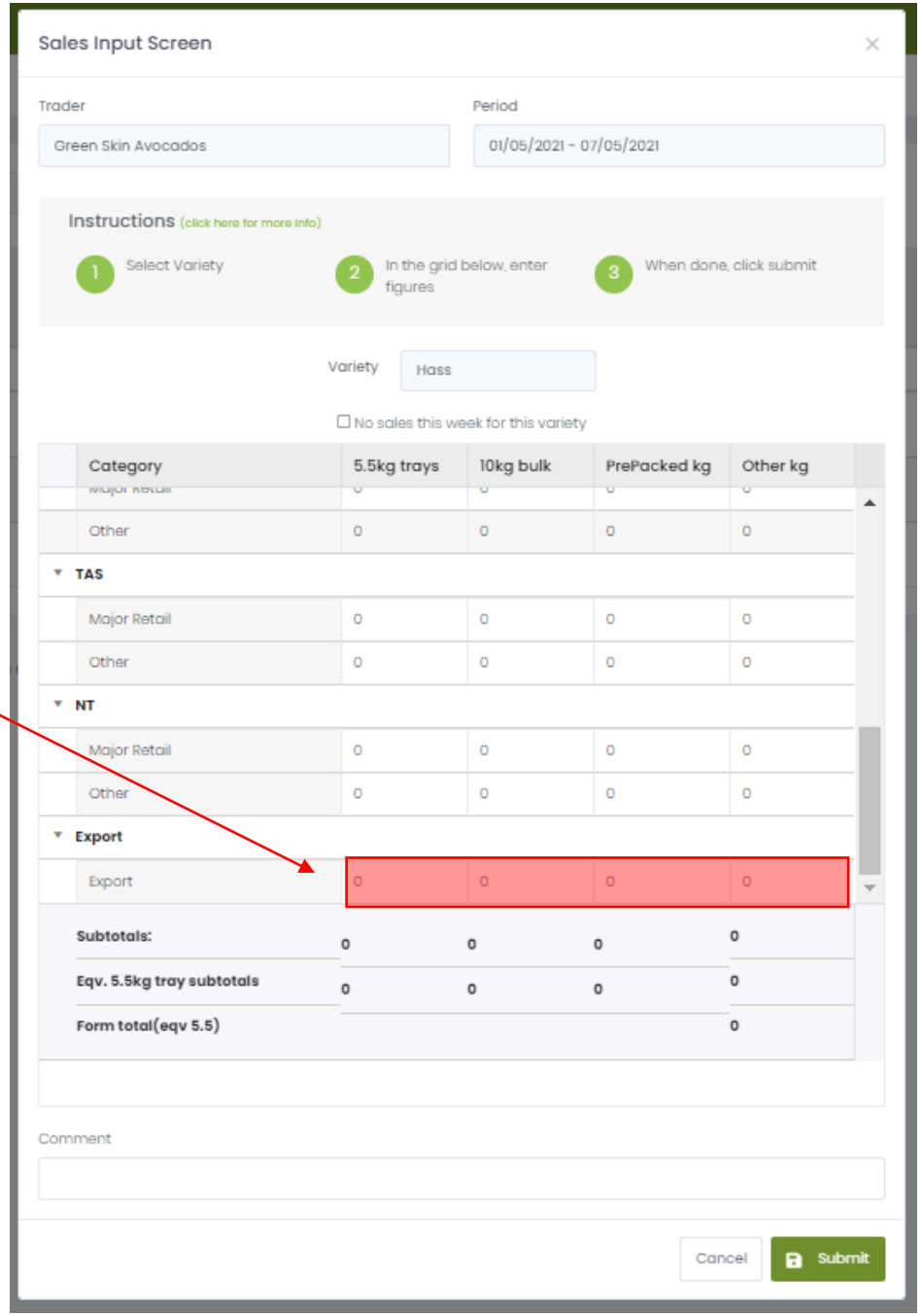
6. If you have **Exports** to declare, navigate to the bottom of the form, and enter the figures where appropriate



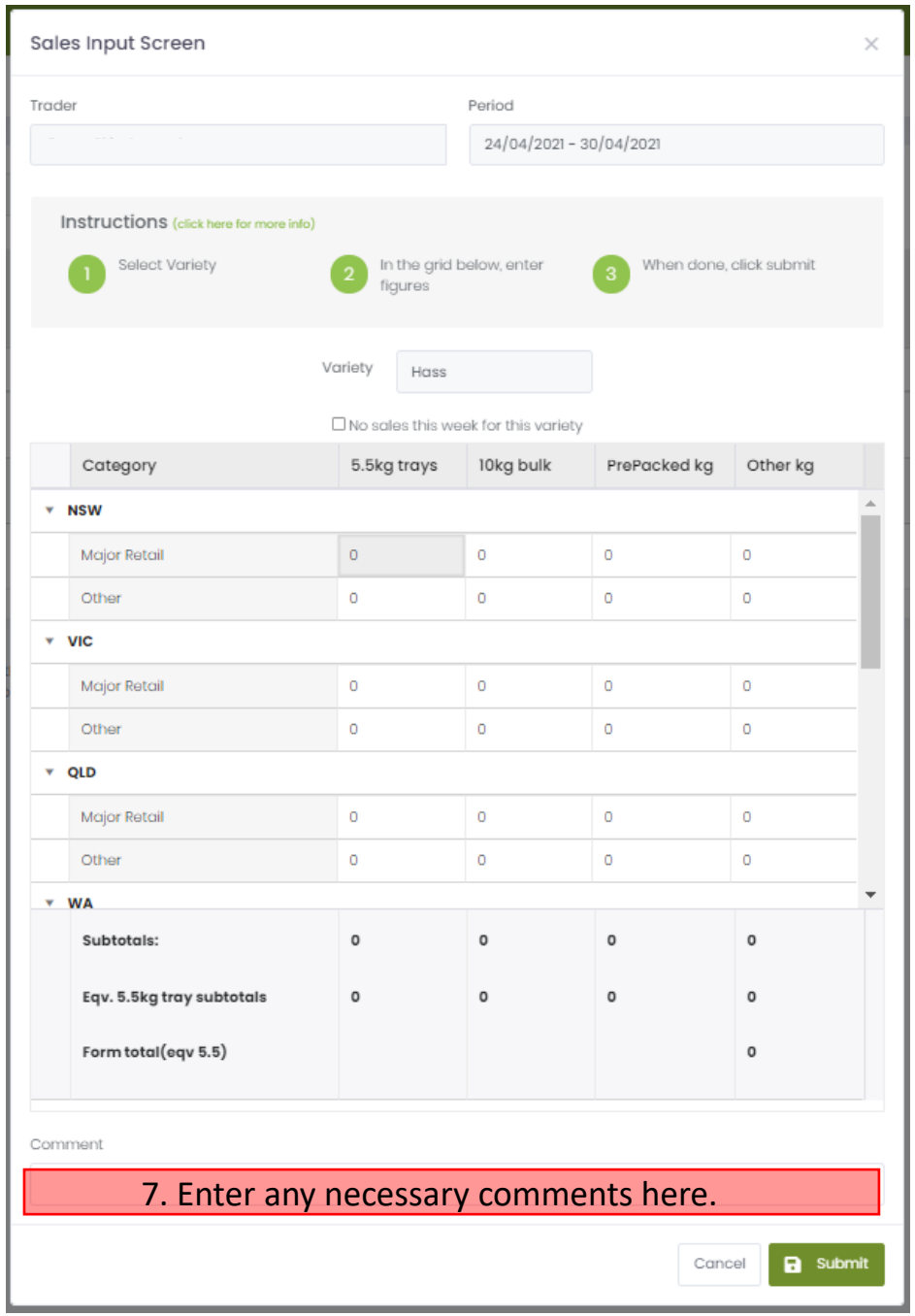
The **Sales** Form

6. If you have **Exports** to declare, navigate to the bottom of the form, and enter the figures where appropriate

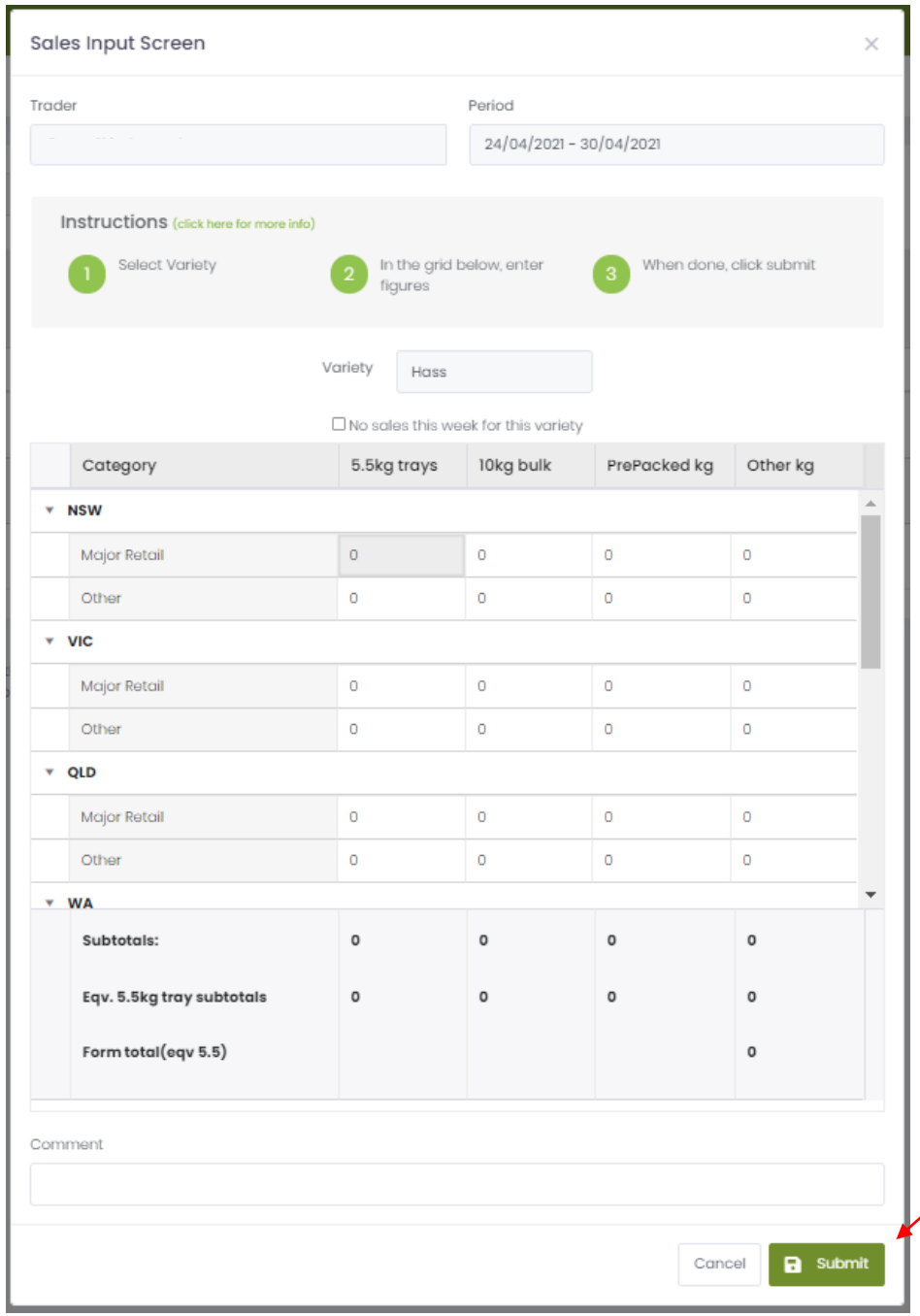
Export: sales destined for export markets, including fruit to be exported directly via a freight forwarder, and any sales to a third-party exporter.



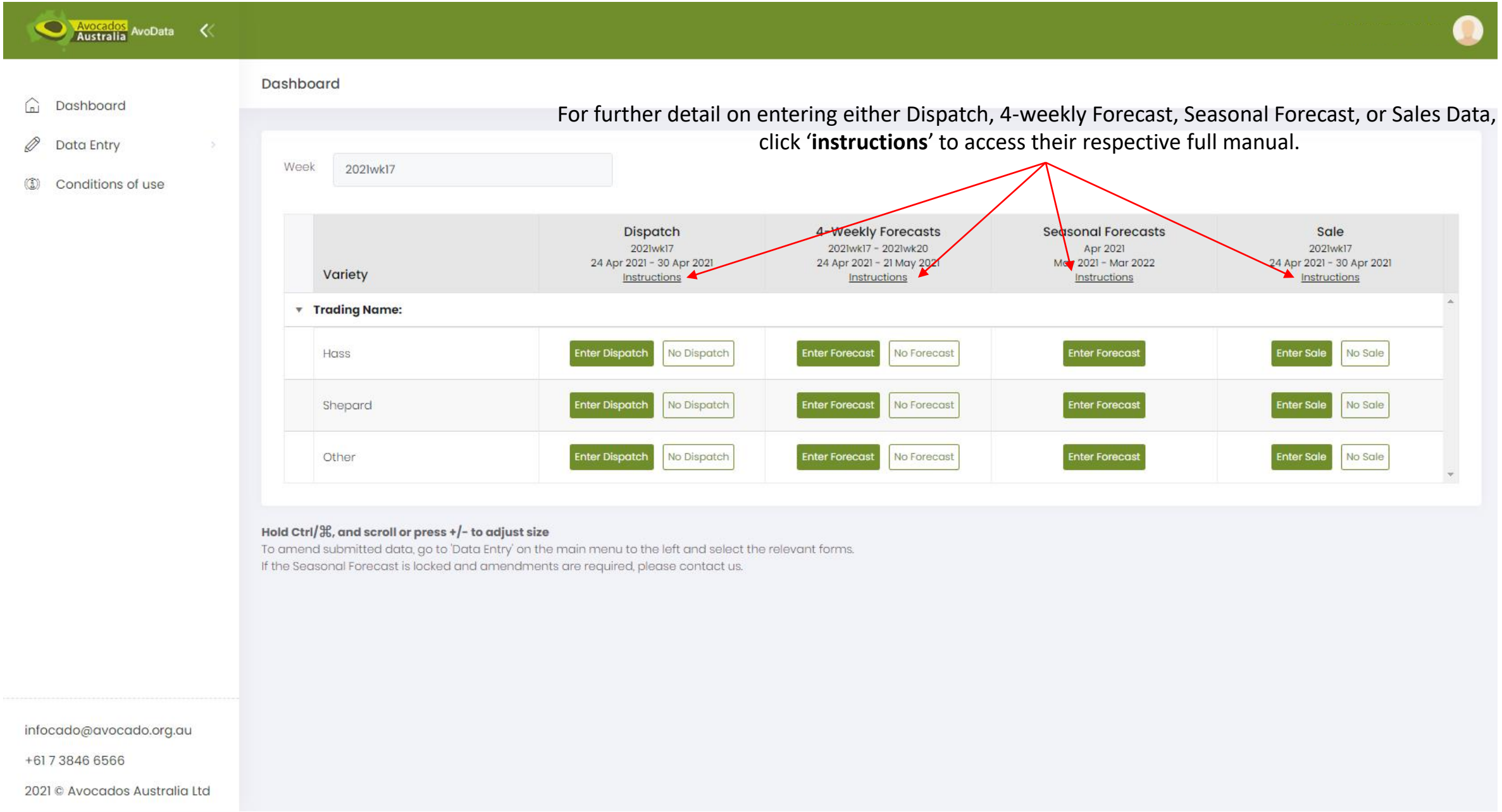
The **Sales** Form



The **Sales** Form



8. When done, click ‘Submit’.


Avocados Australia AvoData
Dashboard
Data Entry
Conditions of use
Dashboard
For further detail on entering either Dispatch, 4-weekly Forecast, Seasonal Forecast, or Sales Data, click '**instructions**' to access their respective full manual.
Week
2021wk17
Variety
Dispatch
2021wk17
24 Apr 2021 - 30 Apr 2021
Instructions
4-Weekly Forecasts
2021wk17 - 2021wk20
24 Apr 2021 - 21 May 2021
Instructions
Seasonal Forecasts
Apr 2021
2021 - Mar 2022
Instructions
Sale
2021wk17
24 Apr 2021 - 30 Apr 2021
Instructions
Trading Name:
Hass
Enter Dispatch
No Dispatch
Enter Forecast
No Forecast
Enter Forecast
Enter Sale
No Sale
Shepard
Enter Dispatch
No Dispatch
Enter Forecast
No Forecast
Enter Forecast
Enter Sale
No Sale
Other
Enter Dispatch
No Dispatch
Enter Forecast
No Forecast
Enter Forecast
Enter Sale
No Sale
Hold Ctrl/⌘, and scroll or press +/- to adjust size
To amend submitted data, go to 'Data Entry' on the main menu to the left and select the relevant forms.
If the Seasonal Forecast is locked and amendments are required, please contact us.
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The End