

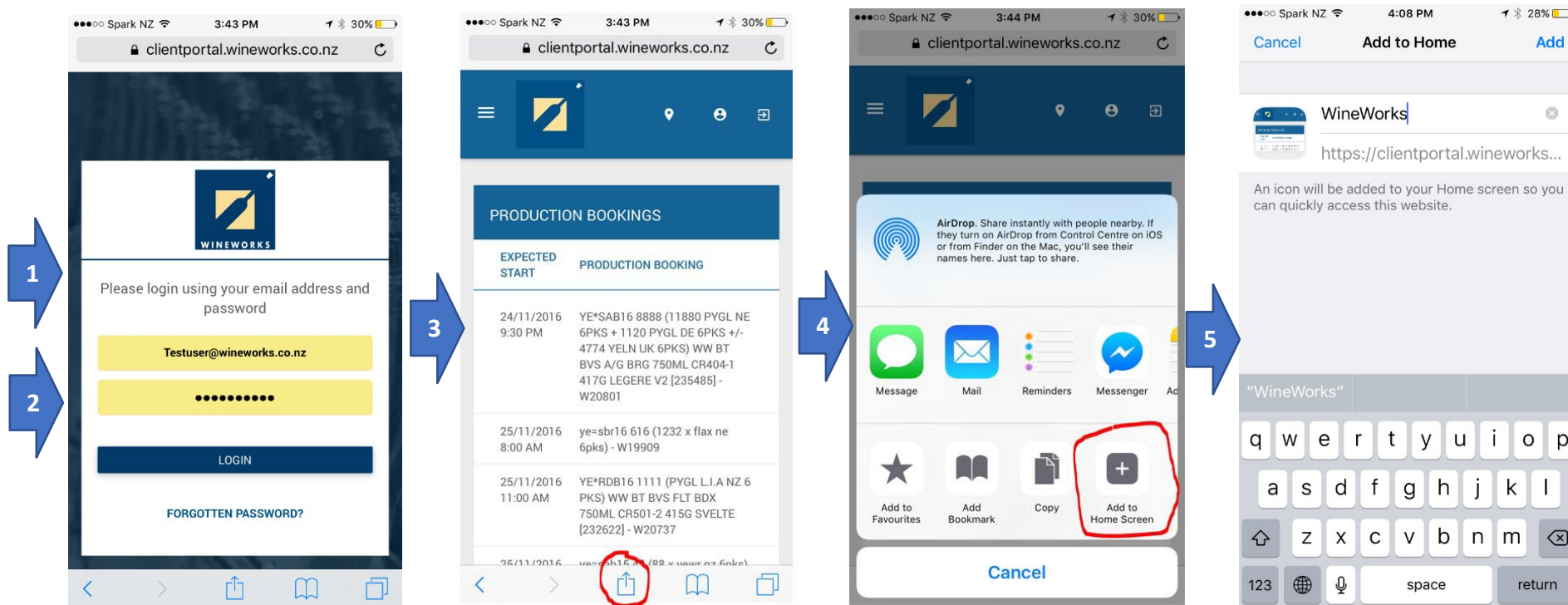


How to set up the WineWorks Portal on your Phone

Objective: to enable simple one-touch access to the WineWorks Portal directly in your smartphone, so that you can have up-to-date information in your hands easily and quickly. This will be useful for such things as run start times and stock levels.

Method for Apple iPhones (iOS):

- 1) Open the smartphone's Safari browser and navigate to <https://clientportal.wineworks.co.nz>. You'll arrive at this screen.
- 2) Log in with your own login. You will get to the new Portal's home screen, where start times for the next few bottlings are displayed.
- 3) Press the 'Box & Arrow' icon **in red** at the bottom of the screen
- 4) Press the 'Add to Home Screen' icon,
- 5) This adds a named icon to your Home screen so they can quickly access our Portal. This will become the key to accessing your own info 24/7. This creates a naming page, in which you type your preferred name for our site such as 'WineWorks', 'WW Portal' or similar...



Method for Android smartphones:

- 1) Open the smartphone's browser and navigate to <https://clientportal.wineworks.co.nz/#/login..>
- 2) You'll arrive at this screen. Login to the portal using your email and password. You will get to the portal Home screen.
- 3) Press and hold the Bookmarks Button. This will open a menu a select home screen. This will add a short cut to your home screen)
- 4) If the icon does not appear on your first screen then you will need to scroll through your available screens until you see the icon
- 5) Once located press and hold to drag the icon to screen you wish to place the icon on

