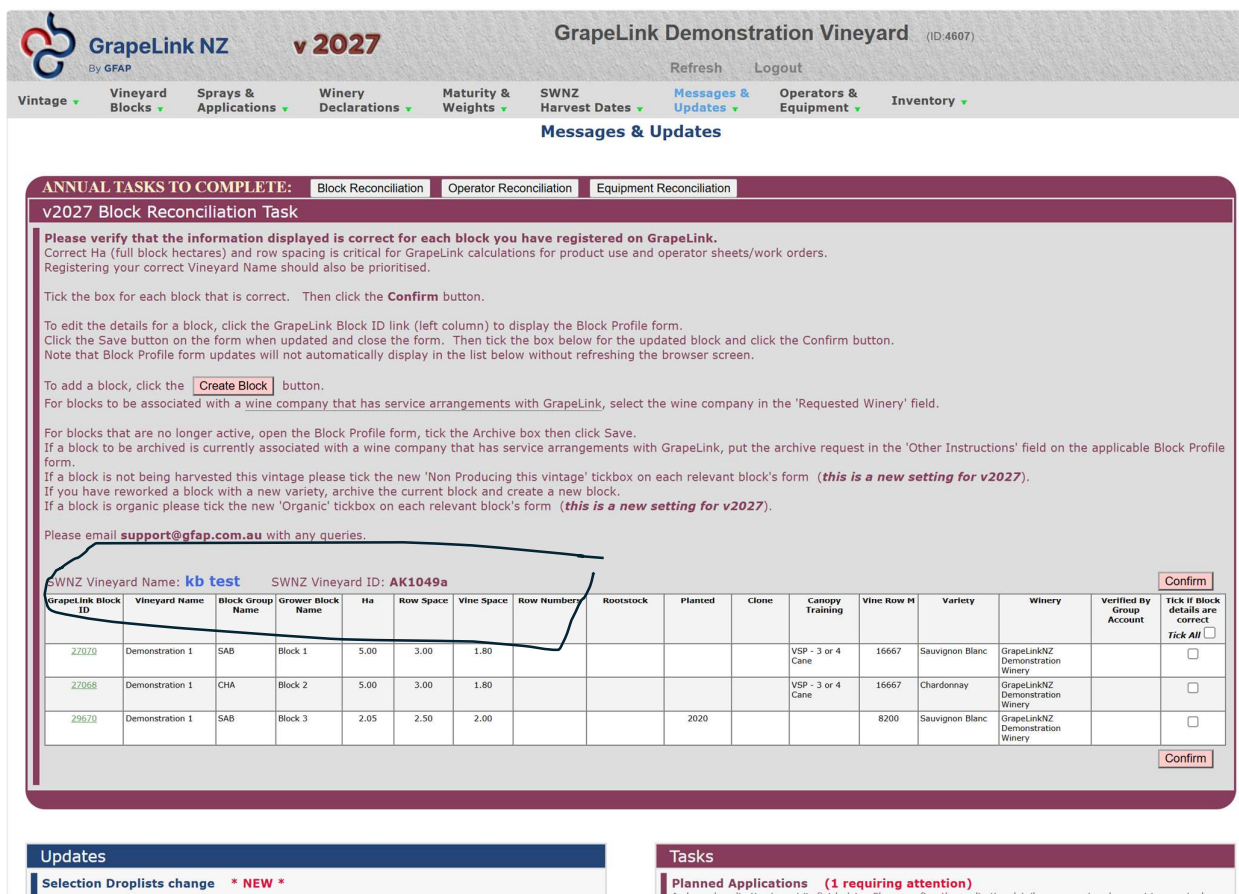


Annual Tasks – New GrapeLink Function for v2027

1/9/2026

1. Your v2027 Messages & Updates screen will include a section listing **Annual Tasks to Complete** illustrated in the screen snip below – reconciling your **blocks, operators, and equipment**.
2. Group accounts will list blocks, segregated by SWNZ Vineyard ID, for all vineyards in the group.



ANNUAL TASKS TO COMPLETE: Block Reconciliation | Operator Reconciliation | Equipment Reconciliation

v2027 Block Reconciliation Task

Please verify that the information displayed is correct for each block you have registered on GrapeLink. Correct Ha (full block hectares) and row spacing is critical for GrapeLink calculations for product use and operator sheets/work orders. Registering your correct Vineyard Name should also be prioritised.

Tick the box for each block that is correct. Then click the **Confirm** button.

To edit the details for a block, click the GrapeLink Block ID link (left column) to display the Block Profile form. Click the Save button on the form when updated and close the form. Then tick the box below for the updated block and click the Confirm button. Note that Block Profile form updates will not automatically display in the list below without refreshing the browser screen.

To add a block, click the **Create Block** button.

For blocks to be associated with a wine company that has service arrangements with GrapeLink, select the wine company in the 'Requested Winery' field.

For blocks that are no longer active, open the Block Profile form, tick the Archive box then click Save.

If a block to be archived is currently associated with a wine company that has service arrangements with GrapeLink, put the archive request in the 'Other Instructions' field on the applicable Block Profile form.

If a block is not being harvested this vintage please tick the new 'Non Producing this vintage' tickbox on each relevant block's form (**this is a new setting for v2027**).

If you have reworked a block with a new variety, archive the current block and create a new block.

If a block is organic please tick the new 'Organic' tickbox on each relevant block's form (**this is a new setting for v2027**).

Please email support@gfap.com.au with any queries.

SWNZ Vineyard Name: **kb test** SWNZ Vineyard ID: **AK1049a**

GrapeLink Block ID	Vineyard Name	Block Group Name	Grower Block Name	Ha	Row Space	Vine Space	Row Number	Rootstock	Planted	Clone	Canopy Training	Vine Row M	Variety	Winery	Verified By Group Account	Tick if block details are correct Tick All ☐
22070	Demonstration 1	SAB	Block 1	5.00	3.00	1.80					VSP - 3 or 4 Cane	16667	Sauvignon Blanc	GrapeLinkNZ Demonstration Winery		☐
22068	Demonstration 1	CHA	Block 2	5.00	3.00	1.80					VSP - 3 or 4 Cane	16667	Chardonnay	GrapeLinkNZ Demonstration Winery		☐
23670	Demonstration 1	SAB	Block 3	2.05	2.50	2.00			2020			8200	Sauvignon Blanc	GrapeLinkNZ Demonstration Winery		☐

Updates
Selection Droplists change * NEW *

Tasks
Planned Applications (1 requiring attention)

Block Reconciliation Task

3. You are being asked to confirm the data held in GrapeLink for your vineyard blocks is correct.
4. This data is summarised on the screen above. If correct, please tick in the right-side column and then click the **Confirm** button. You will not see this task when you next connect to GrapeLink if all blocks have been confirmed.
5. You can **add blocks** by clicking the pink **Create Block** button. The form to register new blocks is on page 5. Enter the block data and click the **Save** button. Close the form and refresh the screen above to display the new block.
6. You can update block profile data by clicking the link in the left-side column. This displays the Block Profile form for the selected block. Fields with grey background cannot be altered.
7. To **change the winery**, please select from the drop list under “Requested Winery Change / Other Instructions”, then click the **Save** button.
8. To **change hectares and row spacing**, enter the required values in the free text cell under “Requested Winery Change / Other Instructions”, then click the **Save** button.

IMPORTANT UPDATE FOR v2027

PLEASE TICK "NON-PRODUCING THIS VINTAGE" IF THE BLOCK WILL NOT BE HARVESTED IN v2027.

and

PLEASE TICK "ORGANIC" IF THE BLOCK IS CERTIFIED AS ORGANIC.

PDF Save Close

Block Profile (27070)

Block ID

27070

Vintage / Harvest Year

2027

Archived Block ☐

Non-Producing This Vintage ☐ **Organic** ☐

Winery * GrapeLinkNZ Demonstration Vineyard

Winery Region

Winery Grower Code DEM

Winery Block Code

Winery Block Name DEM-01-SAB

Contract Status

This block is registered to a wine company contracting with GrapeLink. You can only change fields with a white background. Contact your Winery Liaison Officer if other fields need to be changed or, alternatively, use the 'Requested Winery Change / Other Instructions' fields below and save the form to have the update request submitted to GrapeLink.

Requested Winery Change / Other Instructions (Eg add as Linked Block)

Declaration required this vintage ☐
(Adjusting Non-producing block flag will auto-set this field)

Declaration needs to be done ☐
(Adding/Updating an application will auto-tick this if Declaration is required)

SWNZ Grower Name GrapeLink NZ Demonstration Vineyard

SWNZ Vineyard ID AK1049a **SWNZ Grower No** 9794 **SWNZ Vineyard Name** kb test

Grower Trading Name / ID GrapeLink Demonstration Vineyard 4607

Linked Block : (Main Block ID)

Vineyard Name Demonstration 1

GI Region Marlborough

Block Group Name SAB

Grower Block Name Block 1

Variety Sauvignon Blanc

Year Planted **Row Numbers**

Hectares 5.000 **Rootstock**

Row Space 3.00 **Clone**

Vine Space 1.80 **Canopy Training System** VSP - 3 or 4 Cane

Vine Row M 16667 **Plants** 9259

Latest Application Date 01/10/2026

Latest Application Send Date 11/08/2026

Earliest Harvest Date 02/10/2026

Growth Stage drop allowed this vintage ☐

Block Created 11/04/2018

Last 2 updates

13/08/2026	8048 (Admin-GF)-2027
05/04/2025	8050 (Admin-TK)-2025

Notes

Green labelled fields are mandatory
Please update the block form as required, clicking Save when finished. Closing the form without saving will abandon any changes.
Form Locked ☐
Form Saved ☐

Operator Reconciliation Task

9. You will see the equivalent of the screen below if you have Operator names listed in GrapeLink.

ANNUAL TASKS TO COMPLETE:
Block Reconciliation
Operator Reconciliation
Equipment Reconciliation

v2027 Operator Reconciliation Task

The maintenance of user's Operators & Equipment lists within GrapeLink has often been overlooked, so at the start of the vintage take this opportunity to ensure all operators, certifications and expiry dates are up-to-date.
Click a link in the 'Ref No' column to display your Operator Profile form; where you can add, update or remove Operator details.
Any expiry dates that are in the past will be shown in Red.

You can enter the same operator multiple times to record additional certifications (eg a ChemCert certification, and a drone license).
When you have completed your updates, click the **Task Completed** button below.
You can view or update your Operator list at any point by selecting the Operators & Equipment menu item above.

Feel free to email support@gfap.com.au if you have any queries.

Ref No	Operator Name	Certification	Certification No	Certification Expiry Date	Operator Email	Completed By
OPL130002	Anne Forsythe	GrowSafe	8888	31/07/2026	anne@forsythe.co.nz	
OPL130002	Graeme Forsythe	GrowSafe	7777	16/02/2029	graeme@forsythe.co.nz	

Task Completed

10. To **add, delete or update** a listing, click the link in the Ref No column to display your Operator Profile form such as that below. Click the Save button after entering your data. Close the form, refresh the screen to display the updated settings, and tick the pink Task Completed button on screen above.

1
2
PDF
Save
Close


Operator File
Vintage / Harvest Year
2027

Vineyard / Group Name
GrapeLink Demonstration Vineyard (ID: 4607)

Last Updated: 13/08/2026
Completed By

Operator Name	Certification	Certification Number	Expiry Date	Operator Email Address	Archive
Anne Forsythe	GrowSafe	8888	31/07/2026	anne@forsythe.co.nz	☐
Graeme Forsythe	GrowSafe	7777	16/02/2029	graeme@forsythe.co.nz	☐

11. If you do not have Operators listed in GrapeLink, you will see the equivalent of the screen below.

12. Click the pink **Create Operators** button to display the Operator File form Enter your operators and their certification details. Click the Save button. Close the form, refresh the screen to display the updated settings, and tick the pink Task Completed button on screen above.

ANNUAL TASKS TO COMPLETE:
Block Reconciliation
Operator Reconciliation
Equipment Reconciliation

v2027 Operator Reconciliation Task

You currently have no operators entered.

While you can enter the Operator details on each individual application, presetting your usual operators may speed up selections within applications.
To list operators, click the **Create Operators** button.

When you have completed listing Operators, click the **Task Completed** button below.
You can view or update your Operator list at any point by selecting the Operators & Equipment menu item above.

Please email support@gfap.com.au with any queries.

Task Completed

13. The certification details of your Operators will auto-fill on application record forms when the Operator is selected.

Equipment Reconciliation Task

14. You will see the equivalent of the screen below if you have Equipment listed in GrapeLink.

ANNUAL TASKS TO COMPLETE:
Block Reconciliation
Operator Reconciliation
Equipment Reconciliation

v2027 Equipment Reconciliation Task

The maintenance of user's Equipment lists within GrapeLink has often been overlooked, so at start of the vintage take this opportunity to ensure all equipment details are up-to-date. Click a link in the 'Ref No' column to display your Equipment Profile form, where you can add, update or remove Equipment. When you have completed your updates, click the **Task Completed** button below.

Please email support@gfap.com.au with any queries.

Ref No	Equipment Name	Tank Capacity L	Application Method	Flow Meter Reading Pulses L	Wheel Circumference cm	Completed By
EQF130002	Boom Sprayer	1000	Ground	0	0	
EQF130002	Top Sprayer	2000	Foliar	0	0	

Task Completed

15. To **add, delete or update** a listing, click the link in the Ref No column to display your Equipment Profile form such as that below. Click the Save button after entering your data. Close the form, refresh the screen to display the updated settings, and tick the pink Task Completed button on screen above.

1
2
PDF
Save
Close


Equipment File
Vintage / Harvest Year **2027**

Vineyard / Group Name
GrapeLink Demonstration Vineyard (ID: 4607)

Last Updated: 28/10/2023
Completed By

Spray / Application Unit	Tank Capacity Litres	Application Method	Flow Meter Reading Pulses/Litre	Wheel Circum Cm	Last Calibration Date	Archive
Boom Sprayer	1000	Ground	✓			☐
Top Sprayer	2000	Foliar	✓			☐
			✓			☐

16. If you do not have Equipment listed in GrapeLink, you will see the equivalent of the screen below.

17. Click the pink Create Equipment button to list your Equipment. Click the Save button. Close the form, refresh the screen to display the updated settings, and tick the pink Task Completed button on screen above.

ANNUAL TASKS TO COMPLETE:
Block Reconciliation
Operator Reconciliation
Equipment Reconciliation

v2027 Equipment Reconciliation Task

You currently have no equipment entered.

While GrapeLink has a generic list of various standard types of application equipment, you can list your equipment/tank sizes to help equipment selection within applications. To list equipment, click the **Create Equipment** button.

When you have completed listing Equipment, click the **Task Completed** button below. You can view or update your Equipment list at any point by selecting the Operators & Equipment menu item above.

Please email support@gfap.com.au with any queries.

Task Completed

18. Your Equipment will now display in the drop list on application record forms.

[illegible]

Save