# How to use PEMS offline



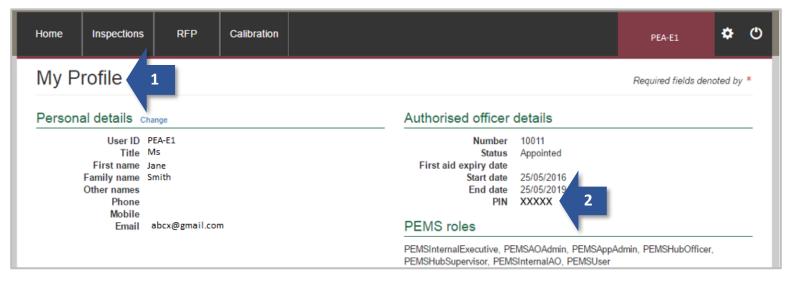
This factsheet explains how to use the Plant Exports Management Systems (PEMS) offline function to complete inspection and calibration records.

By following these simple steps, you can record inspection/calibration data in PEMS when you have no internet access or network connectivity.

## Prepare for your inspections/calibrations in advance (internet needed)

- Go to the PEMS homepage <a href="https://online.agriculture.gov.au/selfservice">https://online.agriculture.gov.au/selfservice</a>.
- Enter your User Login<sup>1</sup> and Password<sup>2</sup>, click the 'I accept the terms of use'<sup>3</sup> check box and then click Log in<sup>4</sup> (right).
- Open your PEMS My Profile<sup>1</sup> page to access your PEMS offline PIN<sup>2</sup> (below). You will need this PIN to log in to PEMS offline. You should always keep this PIN secure.





## Initiate and checkout your inspection /calibration records (internet needed)

- Initiate all your relevant inspection/calibration records in PEMS online (as per the PEMS Authorised Officer User Guide under the 'Systems' tab on the
  - Plant Export Operations Manual (PEOM) at www.agriculture.gov.au/plantexportmanual.
- For EACH initiated record that you wish to access offline, click Actions<sup>1</sup> and then Checkout<sup>2</sup> (below).
- A confirmation message will display in green to confirm your checkout was successful.







### Access PEMS offline and record data (no internet needed)

- Open the following link <a href="https://online.agriculture.gov.au/pems">https://online.agriculture.gov.au/pems</a> in a browser when you are ready to perform your inspection/calibration.
- Log in to PEMS offline and, when prompted, enter your PEMS offline PIN.
- Access your checked-out record in your My offline inspections<sup>1</sup> or My offline calibrations list to record data offline (bottom left).
- Be sure to "check-in" your records when you have internet connectivity so you can finalise the record and submit it to the department.

#### For more information

- For more information on PEMS offline see the PEMS Authorised Officer User Guide under the 'Systems' tab on the PEOM: www.agriculture.gov.au/plantexportmanual
- For more information on PEMS visit agriculture.gov.au/pems
- For PEMS registration or job function enquiries contact <u>PlantExportTraining@agriculture.gov.au</u>
- For general PEMS enquiries and technical support contact <u>PEMS@agriculture.gov.au</u>

