



# 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 <https://online.agriculture.gov.au/selfservice>.
- 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 keep this PIN secure at all times.

The screenshot shows the PEMS login interface. Step 1 points to the 'User Login' field. Step 2 points to the 'Password' field. Step 3 points to the 'I accept the terms of use' checkbox. Step 4 points to the 'Log in' button. Below the login fields are links for 'Create an account' and 'Forgotten Password?'.

The screenshot shows the 'My Profile' page. Step 1 points to the 'My Profile' header. Step 2 points to the 'PIN' field in the 'Authorised officer details' section. The page includes navigation tabs (Home, Inspections, RFP, Calibration), a user ID (PEA-E1), and a settings icon. A note states 'Required fields denoted by \*'.

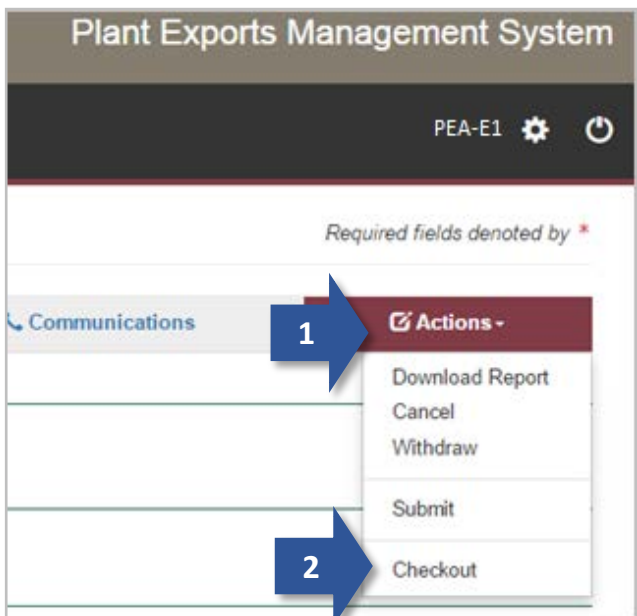
Personal details <small>Change</small>		Authorised officer details	
User ID	PEA-E1	Number	10011
Title	Ms	Status	Appointed
First name	Jane	First aid expiry date	
Family name	Smith	Start date	25/05/2016
Other names		End date	25/05/2019
Phone		PIN	XXXXX
Mobile			
Email	abcx@gmail.com		

**PEMS roles**

PEMSInternalExecutive, PEMSAdmin, PEMSAppAdmin, PEMSHubOfficer, PEMSHubSupervisor, PEMSInternalAO, PEMSUser

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

- Initiate all of 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](http://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.

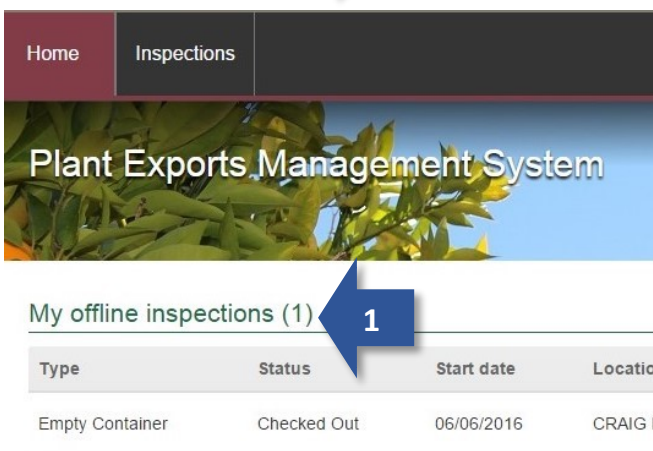


## Access PEMS offline and record data (no internet needed)

- Open the following link <https://online.agriculture.gov.au/pems> in a browser when you're 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](http://www.agriculture.gov.au/plantexportmanual).
- For more information on PEMS visit [agriculture.gov.au/pems](http://agriculture.gov.au/pems).
- For PEMS registration or job function enquiries contact [PlantExportTraining@agriculture.gov.au](mailto:PlantExportTraining@agriculture.gov.au).
- For general PEMS enquiries and technical support contact [PEMS@agriculture.gov.au](mailto:PEMS@agriculture.gov.au).



Email  
PEMS@agriculture.gov.au



[agriculture.gov.au/pems](http://agriculture.gov.au/pems)