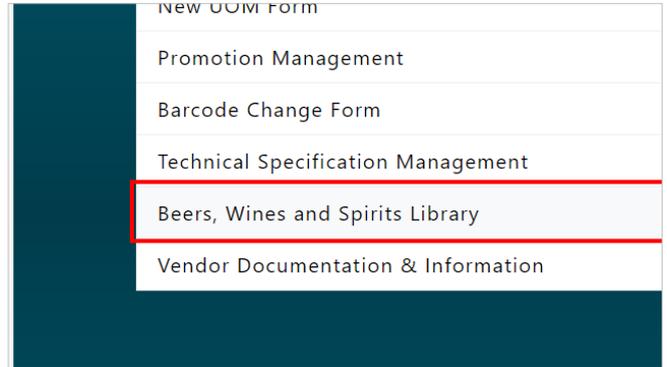


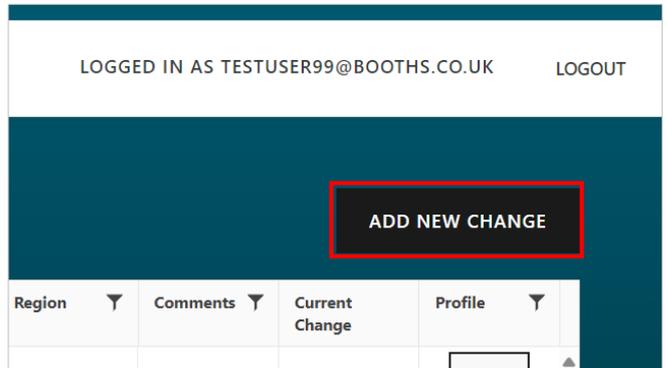
BWS Change Form

This guide shows you how to use the Beers, Wines and Spirits Change Form

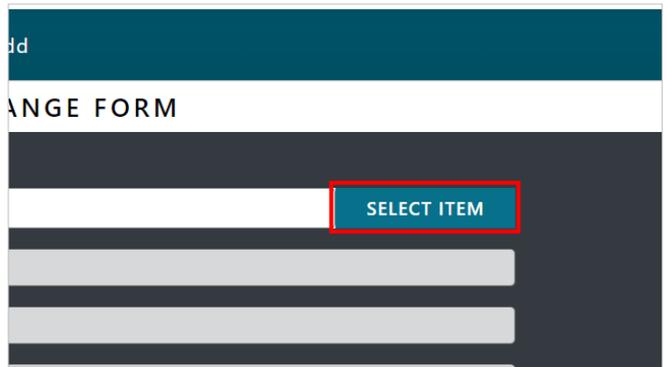
Click on the link **Beers, Wines and Spirits Library**



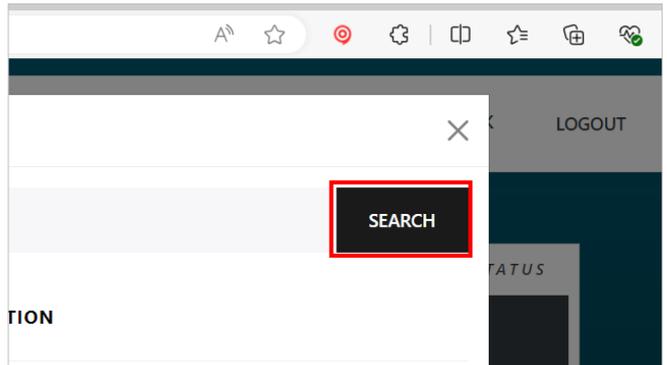
Click on the link **Add New Change**



Click on the link **Select item**

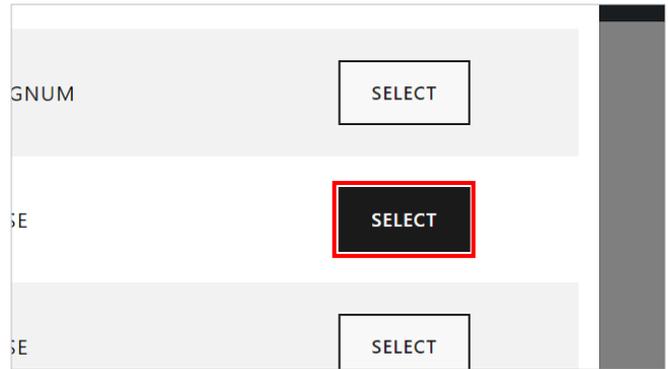


Click on the Search button. You could also type in the filter box to find the item



BWS Change Form

Select the correct item from the list

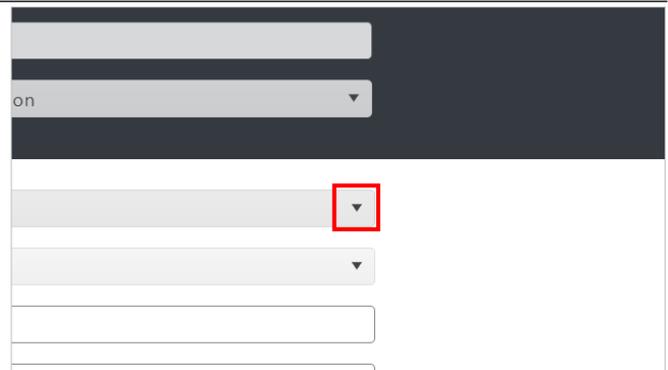


GNUM

SE

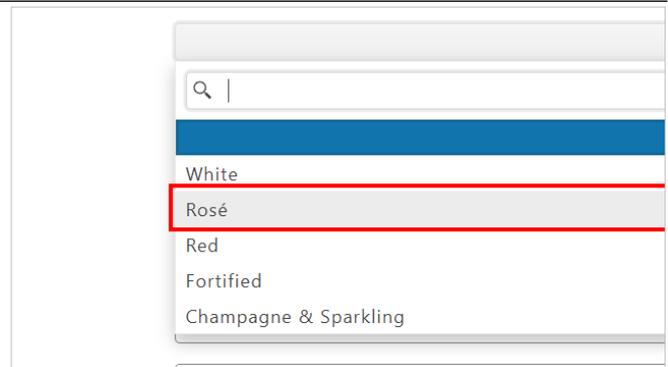
SE

Click on the Type box



on

Choose the type from the dropdown



White

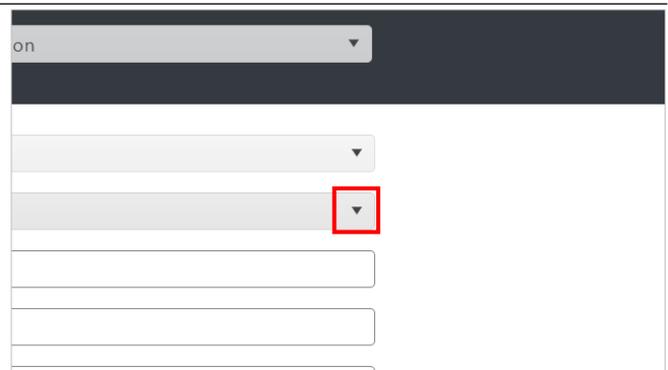
Rosé

Red

Fortified

Champagne & Sparkling

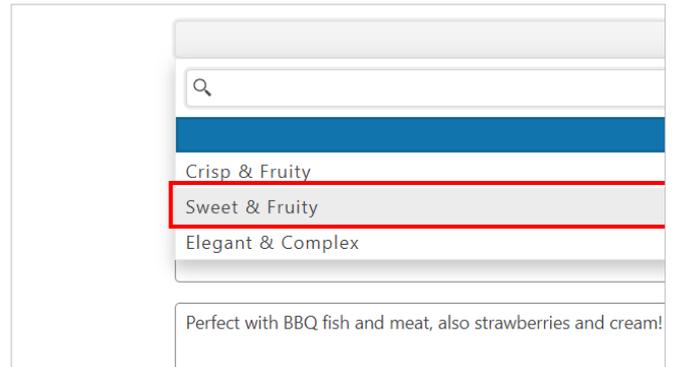
Click on the Flavour Profile box



on

BWS Change Form

Choose the flavour profile from the dropdown



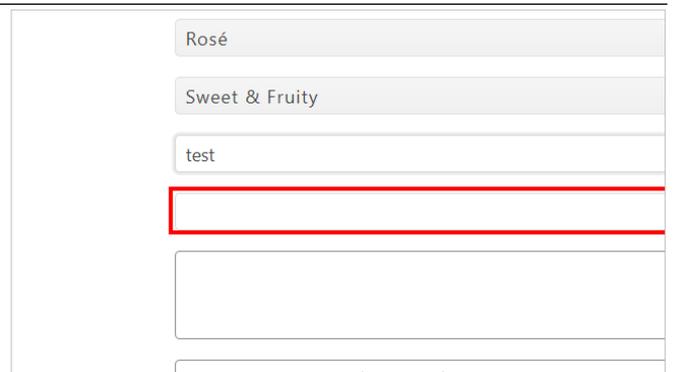
A screenshot of a web form showing a dropdown menu. The menu is open, displaying three options: "Crisp & Fruity", "Sweet & Fruity", and "Elegant & Complex". The "Sweet & Fruity" option is highlighted with a red border. Below the dropdown, there is a text box containing the text "Perfect with BBQ fish and meat, also strawberries and cream!".

Click on the Region box and enter relevant text



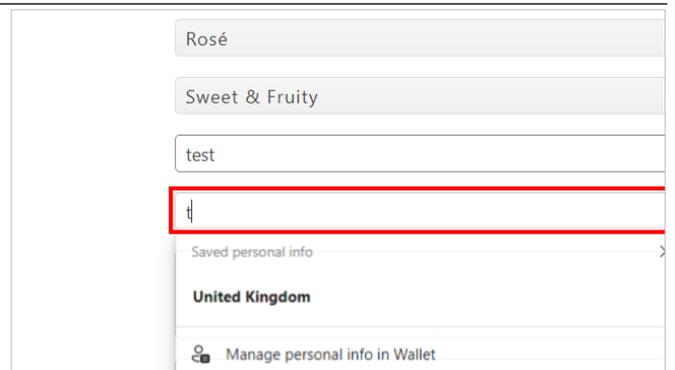
A screenshot of a web form. At the top, there is a dropdown menu with "Sweet & Fruity" selected. Below it is an input field containing the text "tj". The input field is highlighted with a red border. Below the input field is a text box containing the text "Main Grape(s): Grenache, Cinsault, Vermentino".

Click on the input field country of origin



A screenshot of a web form. At the top, there is a dropdown menu with "Rosé" selected. Below it is another dropdown menu with "Sweet & Fruity" selected. Below that is an input field containing the text "test". The input field is highlighted with a red border. Below the input field is a text box containing the text "Main Grape(s): Grenache, Cinsault, Vermentino".

Enter the country



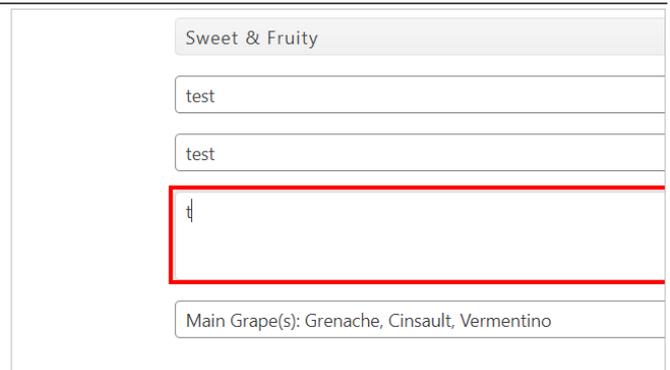
A screenshot of a web form. At the top, there is a dropdown menu with "Rosé" selected. Below it is another dropdown menu with "Sweet & Fruity" selected. Below that is an input field containing the text "test". The input field is highlighted with a red border. Below the input field is a dropdown menu for country selection, showing "United Kingdom" selected. Below the country dropdown is a text box containing the text "Main Grape(s): Grenache, Cinsault, Vermentino".

BWS Change Form

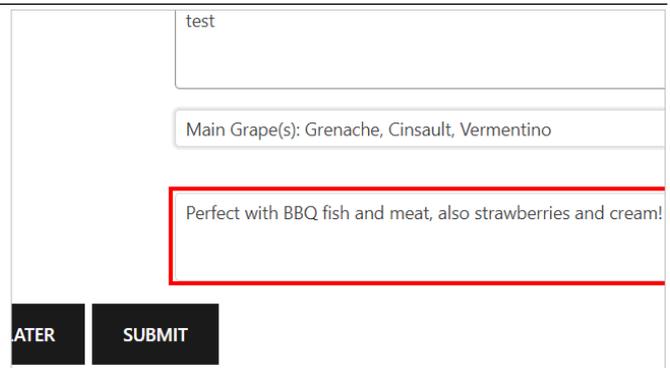
Click on the Tasting Notes box



Enter tasting notes



Click on the Serving Suggestion box to amend information



Move the mouse to the button Submit and click

