** PLEASE READ THIS FIRST**

Thank you for your interest in WoolClip.

WoolClip is software for Microsoft Windows™ developed by the Australian Wool Exchange (AWEX) as a powerful support tool to enter and add value to wool harvesting and woolclassing information generated during shearing. The primary purpose of WoolClip is to improve the quality of documentation provided to the warehouse from the farm, particularly the Woolclasser's Specification sheet.

Installation – First time   *(Previous installations please read page 3)*

Please check your hardware meets, or exceeds the minimum system requirements in the table below before installation. If installing on a laptop, check it is plugged into mains power prior to installation to prevent possible system corruption in the event of battery exhaustion.

Operating System	Windows XP (Service Pack 3) or later (i.e. Vista, Windows 7)
Processor	1 GHz or faster (32 bit systems). 2 GHz or more recommended. 1.4 GHz of faster (64 bit systems). 2 GHz or more recommended.
Memory (RAM)	512 MB RAM. 1 GB or more recommended
Disk Space	1.5 GB of free hard disk space
Screen Size	Minimum 14 inch

To install this software, insert the supplied AWEX-USB drive into your desktop PC or laptop, browse the contents of the drive using My Computer, and double click on the *setup.exe* file. This will initiate the installation process. Installation <u>may take up to 20 minutes</u> depending on your system configuration.

Follow the prompts: in some cases you may be asked to restart or give permission to install. After installation, a WoolClip bale icon will appear on the Windows desktop, and an AWEX menu in the All Programs list from the Start button. The AWEX menu contains a shortcut to the WoolClip application and a Shortcut to printed Reports.

Registration

Once installed, the first time you open the WoolClip application a registration screen will appear. An 8 or 9 digit number will appear. You will need to contact AWEX by phone (02 94286100) or e-mail (woolclip@awex.com.au) quoting this number. AWEX will supply a registration key that must be entered to allow access. For fast response it is recommended you install and contact AWEX during business hours (8.30 am-5.00 pm Eastern time).

Logging In

The default user name = **admin** and password = **password** to enter the system.

Using WoolClip

We recommend the following approach to getting familiar with the WoolClip software.

1. Take some time to **read the WoolClip User Guide**.
2. **Experiment with the pre-loaded Demo clip** (Job 1- SALTBUSH DOWNS) to try each function and explore how each module works. Feel free to alter or add data in this clip. You may choose to delete or consign this demo Job to History at a later time.
3. **Do a test run**. Use your last Job, or the next as a trial rather than a live run. This means you can enter information and generate reports without the pressure of "going live".
4. Then try a live run.

Recommended data entry sequence

Unless the user is an Owner/Manager or Woolgrower (where most Job and Mob data is available prior to shearing), it is recommended the user commence using WoolClip **after** Day 1 after the Job has started.

Please enter data in this sequence.

TASK	[MODULE]
1. Add the Classer Name	[Address Book] – once only
2. Add Owner name details	[Address Book] – once only
3. Add the Farm Trading Name	[Trading Account...] – once only
4. Add a New Job	[New Job]
5. Add Mob(s) (progressively)	[Current Job - Mob Book]
6. Add Bales (progressively) to the Wool Book	[Current Job - Wool Book]
7. Check Delivery Warehouse marked as Favourite	[Trading Account...Warehouse]
8. Create Specification(s) and Add Lines	[Current Job - Specification]
9. Create Consignment(s) for Job	[Current Job - Consignment]

Optional Modules

1. Add and complete a QA Checklist	[Current Job - QA Checklist]
2. Build a Team	[Current Job - Team]
3. Add Shearer Tallies by Day and by Run	[Current Job - Tally Book]
4. Add Time Sheets by Day for other personnel	[Current Job - Time Sheets]
5. Print Job Statistics	[Current Job - Statistics]
6. Add Post Farm Results	[Current Job - Results]

Adding Data – Tips and Techniques

AWEX recommends the following approach to entering data into WoolClip.

- **Start using WoolClip <u>after, or at the end of,</u> Day 1 of the Job.** Unless you are an Owner Classer or Woolgrower that is privy to information in advance, it is recommended that a new Job not be started in WoolClip until after Day 1 of the shed, when the classer has enough information to hand.
- **Always keep the manual Wool Book and Tally Book(s).** These can be used to enter data. They are also useful backup documents.
- **Enter data progressively.** It is important equally not to get ahead of the shed and also not to leave data entry to the last minute. We recommend data is updated (at least) daily.
- **Enter data in the following sequence.** If you are not sure of some fields, enter your best estimate and remember to come back and enter correct data.
  1. Add the Classer's Name to the Address Book (only once)
  2. Add the Owner/Manager's Name to the Address Book (only once)
  3. Add the Farm Trading Name to the Trading Name Module (only once)
  4. Check your commonly used Warehouses are ticked as Favourites (Trading Names)
  5. Start a New Job
  6. Add Mobs to the Mob Book (progressively)
  7. Add Bales to the Wool Book (progressively - after each mob is added)
  8. Establish a Specification and build lines (progressively or end of Job)
     a. Print and/or e-mail the Specification sheet
  9. Create and print Consignment Note(s) as required
- **Make a Backup daily (when entering data)** to an external drive (USB or external hard drive).

Support and Help

If you have a question or need support, the following options are available:

- Telephone support: 02 9428 6100
- WoolClip User Guide or Frequently Asked Questions (Supplied by e-mail, enclosed or can be found on the AWEX WoolClip Support website.
- E-mail: woolclip@awex.com.au
- AWEX Woolclip Website – www.awex.com.au/woolclasser/woolclip/support.html
- Video Demos: Search for AWEX WoolClip on Youtube www.youtube.com.au

If you wish to report a bug or ideas on suggested improvements please call us or use the e-mail address woolclip@awex.com.au . Registered users will be notified of updates, new releases and improvements by e-mail. The current version number can be found at www.awex.com.au/woolclasser/woolclip/support.html

We hope you enjoy using WoolClip.

David Cother
Wool Services Manager
Australian Wool Exchange Ltd

Installation – Upgrade Previous Installations

If you have previously installed WoolClip please follow these instructions to upgrade.

1. Perform a Backup of your data (using the WoolClip BackUp Function)
2. Un-install AWEX WoolClip (Start/Control Panel/Uninstall Programs)
3. Install the new software from the USB (See procedure for First time installations above)
4. Re-enter your Registration Key (if asked)
5. Restore your data using the restore function

(Please call AWEX if you need assistance).