



WOOLCLIP

USER GUIDE

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Version 1.2.0

(c) Australian Wool Exchange Ltd

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1.0 System

1.1 Minimum System Requirements

| | |
|---------------------------|--|
| Operating System | Windows XP (Service Pack 3) or later (i.e. Vista, Windows 7,8) |
| Processor | 1 GHz or faster (32 bit systems). 2 GHz or more recommended. 1.4 GHz or 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 |
| Software installed | SQL Server Express 2008, .NET, Crystal Reports runtime |
| Screen Size | Minimum 14 inch |

1.2 Terms of Use

The Registration Key entered during installation contains an expiry date. Upon expiry the user will be required to apply for and enter a new Registration Key to continue to use the software.

The user agrees not to re-engineer, reverse engineer, decompile, recompile, copy, redistribute, reinstall, or alter any of the software associated with this application.

The Australian Wool Exchange Ltd accepts no responsibility for loss, damage or costs (including consequential financial loss) sustained or incurred by any person or organisation arising as a result of:

- the Installation of this software; and
- the preparation or furnishing of, or reliance on, information that is given to, or supplied by, the user of WOOLCLIP.

Whilst all efforts are made to ensure the software is error or virus free, no warranty is given with respect to error or virus free operation.

1.3 Installation Procedure

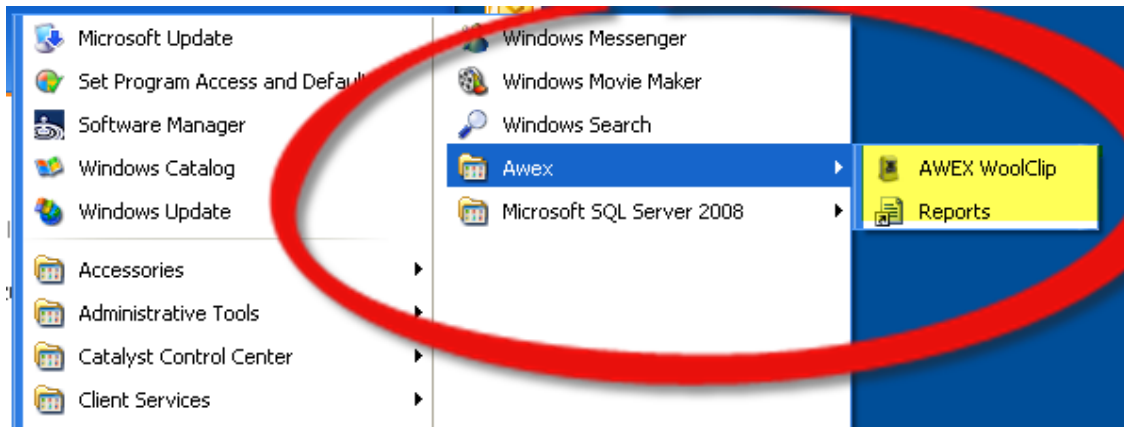
****Installation may take up to 20 minutes. Please allow adequate time for this to occur.****

The steps below are the typical steps involved in installation. Some older systems may require a reboot. DEPENDING ON THE CONFIG OF YOUR HARDWARE YOU MAY BE ASKED SEVERAL TIMES DURING INSTALLATION BY WINDOWS IF WISH TO ALLOW/AUTHORISE INSTALLATION OF SOFTWARE – RESPOND YES.

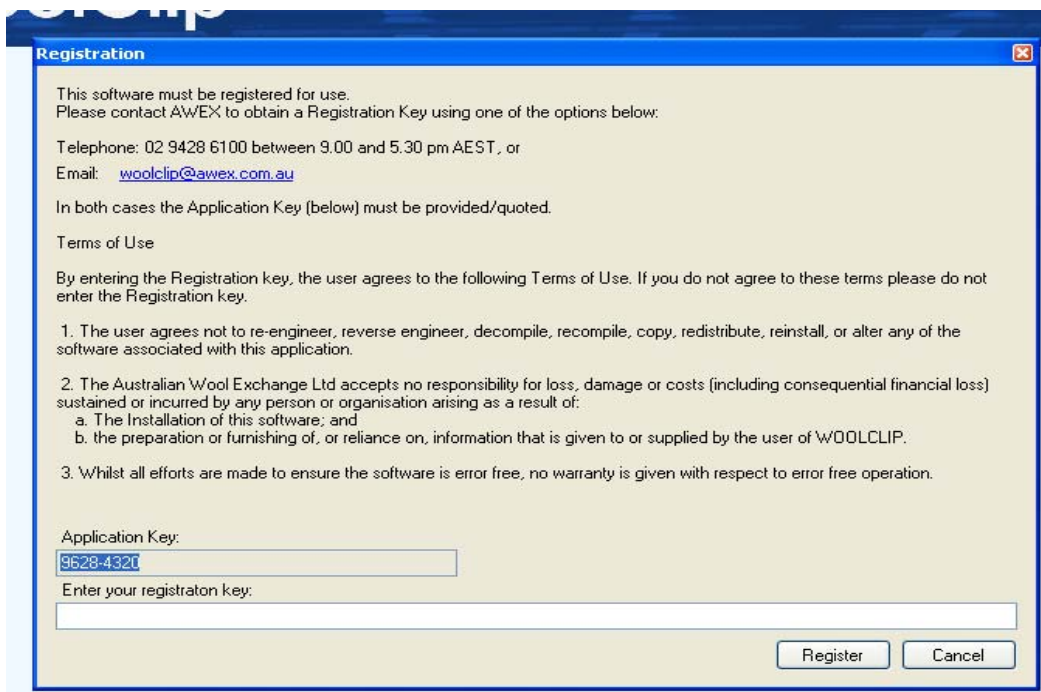
1. If using a laptop, ensure it is running on mains power, not battery.
2. Read the minimum system requirements on previous page. Ensure your hardware is suitable.
3. Close all other running programs before commencing the installation.
4. Ensure you are logged in as a User with Administrator rights.
5. Insert the AWEX-USB stick into your PC/laptop.
- a. A progress message may appear – “*Installing Device Driver Software*”. When completed an option box should appear: choose Option to **View Files**).
6. Browse to the USB using My Computer and locate a file called **SETUP** - **Double click** this file to start the setup routine.
7. Respond to Prompts as they appear.
8. “Installing SQL Server 2008 Express” (*...may take up to 15 minutes depending on machine spec’s*)
9. “Welcome to WoolClip Setup Wizard”, Click NEXT
10. Click NEXT
11. “AWEX WoolClip has been successfully installed”. CLOSE (window).
Remove the USB stick. (Hint – Use this for Saving WoolClip data Back-ups).

1.4 Registration Procedure

1. Open the WoolClip Application. This may be opened via the WoolClip Icon on your desktop, or via the Start Menu, All Programs, Locate **AWEX** and then **AWEX WoolClip** (will be under **AWEX**).



2. A Registration Form will appear. Locate the **8 or 9 digit Application Key** on the Form and record it here: —





- 3. Call AWEX (T: **02 9428 6100**) or e-mail (woolclip@awex.com.au) and quote the generated 8/9 digit Application Key. *(If you are unable to contact AWEX simply cancel the registration window, exit the software, and try again at another time by starting at Step 1.)*

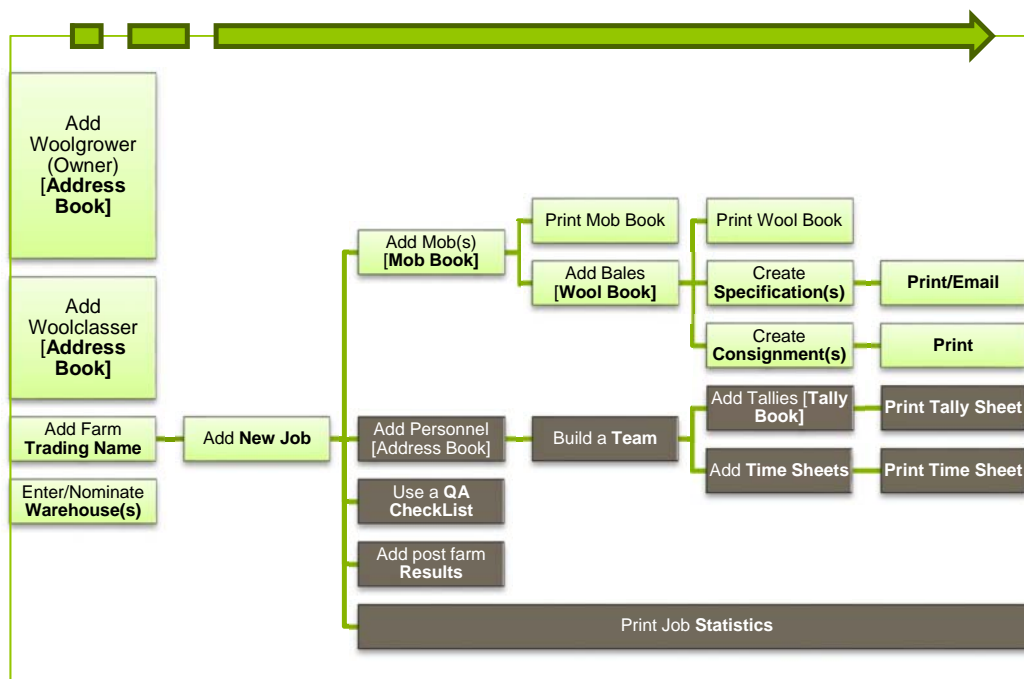
- 4. Record/Enter the **Registration Key** (19 or 20 digits) supplied by AWEX below and then enter into the Registration Form.

| | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Expires: __/__/__

Click on **Register**

1.5 Data Workflow



1.6 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.

Important: WoolClip requires data to be added in a sequence. Each Job requires the Farm Trading Name and person details set up in the Trading Account and Address Book.

| TASK | [WHERE? -MODULE] |
|---|----------------------------------|
| 1. Add the WoolClasser details | [Address Book] – once only |
| 2. Add the Owner* 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] |

(*A person with multiple roles (Owner, Classer) is only added once with multiple roles nominated)

Optional Modules

| | |
|---|------------------------------|
| 1. Add and complete a QA Checklist | [Current Job - QA Checklist] |
| 2. Add Shearer and other person details | [Address Book] – once only |
| 3. Build a Team | [Current Job - Team] |
| 4. Add Shearer Tallies by Day and by Run | [Current Job - Tally Book] |
| 5. Add Time Sheets by Day for other personnel | [Current Job - Time Sheets] |
| 6. Print Job Statistics | [Current Job - Statistics] |
| 7. Add Post Farm Results | [Current Job - Results] |

1.7 Data Entry Tips and Techniques

Entering Data: New data, or changes to existing data, always require the user to **Save**. Press the **Save** or **Update** button to do this. If you have added or changed data and not saved when exiting the screen, the system will ask if you wish to save or not.

Data accuracy: Sometimes the user may be unsure, or not know, the detail to be entered. If it is a mandatory field, enter your best estimate and remember to verify and update at a later time.

Mandatory Data Fields: Fields that must contain information are marked with a **red star*** next to the entry box. If the asterisk does not exist then entry is optional and at User discretion.

Error Messages: If data has not been entered or is an incorrect format when saving, the field(s) on the form requiring attention will have a **red exclamation mark. (!)**

Entering Data using the keyboard: Many fields are Select boxes which are designed for mouse use. If you are a confident user that prefers keyboard use, the TAB button can be used to move to the next field. If the field is a pick-box, then enter the first character of your required selection with the keyboard to advance to the first item in the list with this character. Type the same character again to go the second item in the list starting with this character (and again for the third...etc).

Viewing Detail from a List screen: When a list is displayed with columns there will often be one, or more, fields that are displayed as underlined blue links. Click on the underlined blue text link to call up the detail (of the Bale, Mob, Consignment, Specification etc).

Sorting information in a List Screen (click on column title): Screens that list information such as the Wool Book will sort in a pre-set system order. If you wish to view the list in a different order (e.g. Age of mobs rather than Bale number) simply click on the title of the column you wish to sort by. This will sort the list in ascending order of the nominated column. Click the column title again to sort in descending order. In most cases the screen will default to the system order after you exit the screen.

Multi -Select Boxes: Some select boxes allow you to pick multiple entries. An example of this is the Age for a Mob. To pick multiple ages, simply nominate the first age (e.g. 3) and then click on the select box to redisplay the options and select the next required age (e.g. 4). Another example of this is the ear-tag colour box or Breeds in a Job.

Changing Settings and Preferences: It is recommended that these are changed or added to only sparingly as under some circumstances a change may have unexpected consequences to related data.

List Views: Selecting a Row: Click on the white space of a row in a list view, which should then highlight in blue.

Favourites: A number of dropdown fields have quite lengthy options to choose from. It is possible to limit some of these fields (e.g. warehouse, carrier, Trading Names, Bin Codes) by nominating favourites.

Back Ups: Remember to keep regular backups of your data. This should be to the backup directory, and to a USB drive. *Suggestion – Hint! Use the WoolClip USB drive for backups.*

Data Locks: When a Bale has been added to a Specification sheet or a Consignment Note, the system will prevent any changes to the Bale. If the user must change these details, the bale must be removed from the Specification/Consignment, changed and then re-added.

Print File Locations: WoolClip creates a Print file of a report every time a report is printed. These can be found in the c:\awex\woolclip\reports directory. To avoid excessive build up of reports it may be necessary to periodically delete non essential reports.

Data Entry timing- Best Practice: It is recommended that data is entered into WoolClip progressively and not left to the end of the Job. Many date fields default to the current date, encouraging the user to enter data on the day (e.g. at the end of the day).

Progressive Building: The Specification sheet can be built progressively, or deleted and rebuilt any number of times until the user is happy with the result. **Once e-mailed or printed and sent the User should treat the Specification as final and no further changes should be made.**

1.8 New Users: Practice and Training

AWEX recommends the following approach for new Users of WoolClip.

1. Demo Clip
WoolClip is preloaded with a small demonstration Clip (Job 1). We recommend first time users spend time reviewing and testing functions with this clip. The demo clip is there for the user to rehearse and trial each module. The demo Job can be reloaded from a Restore (provided no new clip has been entered) if required (call AWEX).
2. Trial Clip(s)
The User should then enter their next Clip, (or last one), as a trial to get used to data entry and how each module behaves.
3. Live Clip
Only after the User has entered and processed one (or more) Trial Clips should you “go live”.

1.9 Version Log

| Version | Release Date | Details |
|---------|----------------|--|
| V1.1.3 | 12 May 2013 | <ul style="list-style-type: none"> • General Mods to first beta release 1.1.0 • Administrator Rights • Add Specification fields • Data transfer between devices improved |
| V1.2.0 | 1 October 2013 | <ul style="list-style-type: none"> • Ability to nominate bale weights as Net or Gross kgs via a setting on the Job • Ability to insert a new line (between existing lines) on a Specification Sheet by using a right click of the mouse • A quick add process when adding new bales. The “Add/Copy This” button lets the user add a new/next bale and copy-carry forward the details from the current bale. • A Person in the Address Book can now have multiple roles. • The addition of a Mob Comment field • The addition of some columns to the list screens • Adding a New Count now carries forward the Shearers from the previous Count • The addition of 2 extra Tally Columns (Double and Crutching) per Count • The ability to Add All when adding bales manually to a line of the specification sheet • The addition of 3 new units to the Timeshett module: Fleece, kgs, bales. These can be used to record work units contract classers or woolpressers on unit rates. • A variety of updates to the reports • An update to the Broker Warehouse details • Modification to the Bale Number Range logic on the specification sheet • Addition of Speci-ID to Wool Book List and Consignment List views. • A small number of bug fixes |

2.0 Logging In

2.1 Default User Name and Password

The default User Name account is *admin* and Password is *password*. It is recommended the user adds their own User Name and Password and removes the default account. **Securing the database in this way is strongly recommended if any banking or finance details are stored in WoolClip.**

2.2 Version and Help

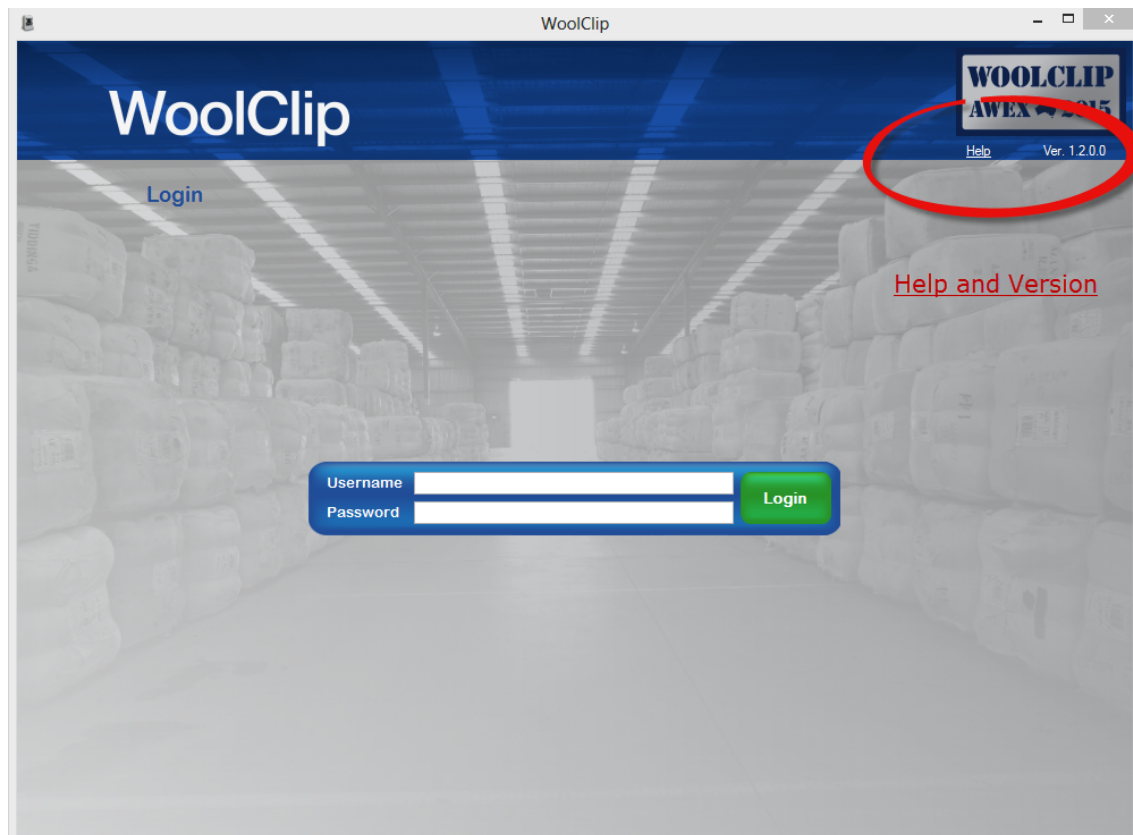
The Version Number of your software can be found on the top right corner of each screen. The last released version number can be found on the AWEX web site on the WoolClip support page. This should be checked periodically. AWEX will email registered users of any software updates.

The help options can be found by clicking on the Help link found on the top right corner of each screen.

2.3 Adding New User Names

See Section 18.2

Figure 1: Login Screen



3.0 Start-Up Menu

The Start-Up Menu will display each time the user logs in.

Figure 2: Start-Up Menu



| Option | Purpose/Action |
|---|--|
| Address Book | Enter all People/person information here |
| Trading Names/Warehouses/Carrier | Enter all Business entity data here including Farm Trading Names, Broker Warehouse and Carriers. |
| New Job | Use this Option to set up a New Job. Once Saved the User will be directed to the Current Job Dashboard. |
| Current Job | Use this option to update information about the Current Job(s). More than one Job may be current at any point in time. |
| Previous Job | Lists all Jobs where the Status has been set to History. |
| Settings and Preferences | Will display a second menu of functions that control the system data. |

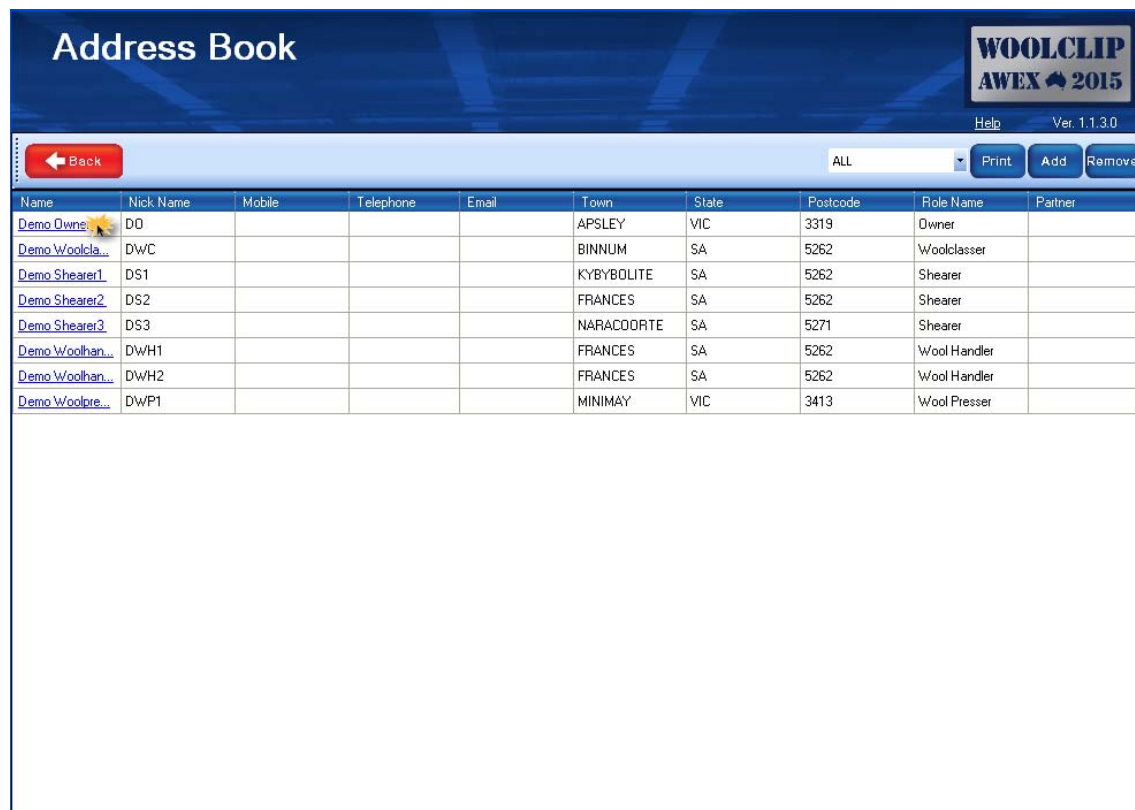
4.0 Address Book

The Address Book is the repository of all information that relates to a person. This includes the Owner -Manager(s), Woolclasser(s), Shearer(s), Wool Handler(s), Wool Presser(s) and other contact types.

4.1 List View

To view the details on a person previously entered, click on the [blue underlined name](#). The List View can be sorted in any order by clicking on a column header.

Figure 3: Address Book List View



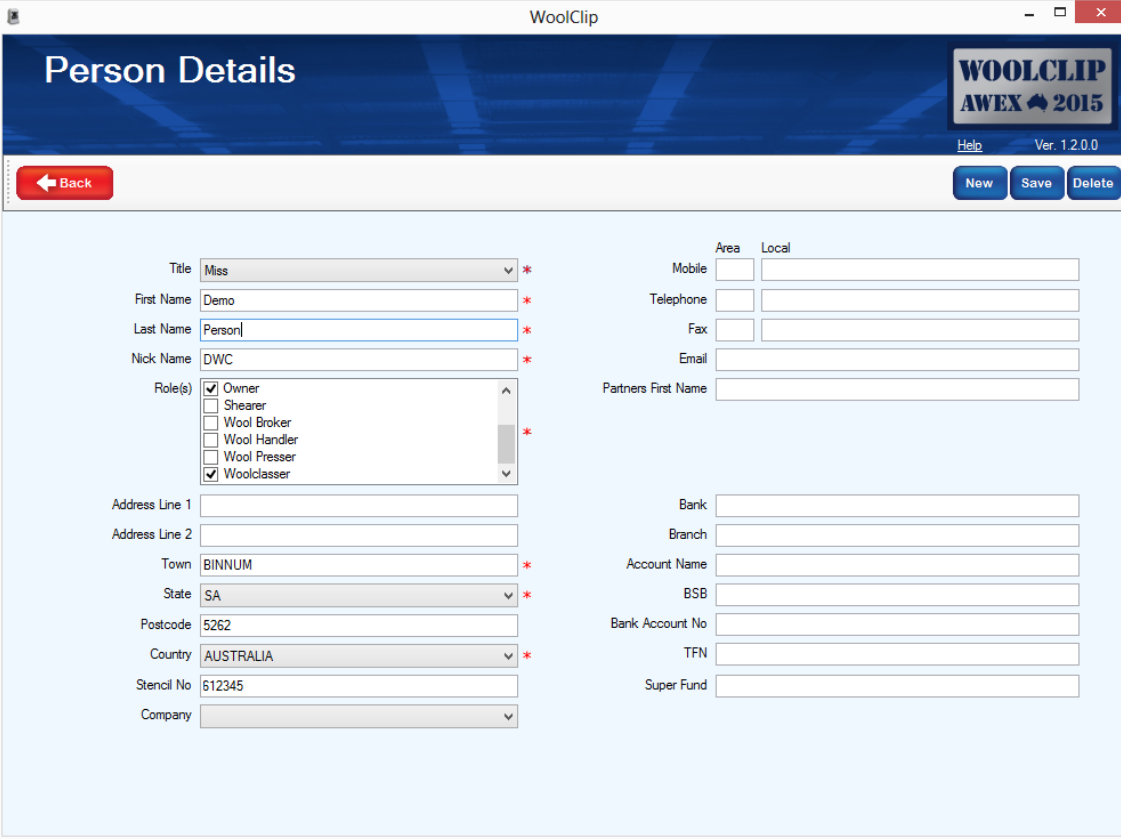
| Name | Nick Name | Mobile | Telephone | Email | Town | State | Postcode | Role Name | Partner |
|---------------------------------|-----------|--------|-----------|-------|-------------|-------|----------|--------------|---------|
| Demo Dwna... | DD | | | | APSLEY | VIC | 3319 | Owner | |
| Demo Woolcla... | DWC | | | | BINNUM | SA | 5262 | Woolclasser | |
| Demo Shearer1 | DS1 | | | | KYBYBOLITE | SA | 5262 | Shearer | |
| Demo Shearer2 | DS2 | | | | FRANCES | SA | 5262 | Shearer | |
| Demo Shearer3 | DS3 | | | | NARACOOORTE | SA | 5271 | Shearer | |
| Demo Woolhan... | DWH1 | | | | FRANCES | SA | 5262 | Wool Handler | |
| Demo Woolhan... | DWH2 | | | | FRANCES | SA | 5262 | Wool Handler | |
| Demo Woolpre... | DWP1 | | | | MINIMAY | VIC | 3413 | Wool Presser | |

| Function | Action |
|--|--|
| Filter (ALL) | Allows the user to reduce the list by showing only names with a nominated role type (e.g. shearers) |
| Add | Click this to Add a new person. |
| Remove | Click on this button to remove a person. The person record must be selected first by clicking on white space in the row (turning the row blue). WoolClip will prevent deletion of a person if they are recorded against an existing Job. |
| Print | Will Print and Save a file copy of the Address Book (c:\awex\woolclip\reports) |
| Blue Underline Name | Click on this field to view details on person |

4.2 Detail View, Fields and Functions

To add a New Person to the Address Book, open the Address Book from the Start-Up menu. Click on the Add button (top right hand corner) in the List View screen. This will display the detail screen. When adding details- remember only fields with a red star (*) are mandatory fields. Others can be entered at User discretion.

Figure 4: Address Book Detail View



The screenshot shows the 'Person Details' form in the WoolClip application. The form is organized into two main columns. The left column contains fields for personal identification and contact information, while the right column contains fields for communication and banking details. Mandatory fields are indicated by a red star (*).

Form Fields:

- Title:** Miss (dropdown menu, mandatory)
- First Name:** Demo (text input, mandatory)
- Last Name:** Person (text input, mandatory)
- Nick Name:** DWC (text input, mandatory)
- Role(s):** A list of roles with checkboxes: Owner (checked), Shearer, Wool Broker, Wool Handler, Wool Presser, and Woolclasser (checked). (mandatory)
- Address Line 1:** (text input)
- Address Line 2:** (text input)
- Town:** BINNUM (text input, mandatory)
- State:** SA (dropdown menu, mandatory)
- Postcode:** 5262 (text input)
- Country:** AUSTRALIA (dropdown menu, mandatory)
- Stencil No:** 612345 (text input)
- Company:** (dropdown menu)
- Mobile:** (text input, with 'Area' and 'Local' dropdowns)
- Telephone:** (text input)
- Fax:** (text input)
- Email:** (text input)
- Partners First Name:** (text input)
- Bank:** (text input)
- Branch:** (text input)
- Account Name:** (text input)
- BSB:** (text input)
- Bank Account No:** (text input)
- TFN:** (text input)
- Super Fund:** (text input)

Navigation and UI Elements:

- Back:** A red button with a left-pointing arrow.
- New, Save, Delete:** Three blue buttons in the top right corner.
- Help, Ver. 1.2.0.0:** Text in the top right corner.
- WOOLCLIP AWEX 2015:** Logo in the top right corner.

| Field | Action |
|-------------------|---|
| Title | Title |
| First Name | First Name |
| Last Name | Surname |
| Nick Name | Used on Tally Sheet print. Use Initials or first name if no Nickname |
| Role(s) | The Role(s) the person performs. More than one role can be nominated. |
| Address | Address Details |
| Stencil Number | For a person set as a Woolclasser role, a Stencil No must be recorded. |
| Company | If a person belongs to a Company is possible to link to a Company set up in the Trading Name, Warehouse, Carrier Module. |
| Contact details | Telephone and E-mail |
| Personnel Details | Banking/Tax File/SuperFund Name details. Only enter if the User is an employer (e.g Owner or Contractor)** *Database <u>must</u> be secured with new User name if these details are entered.*** |

5.0 Business Entities (Farm Trading Name(s), Warehouses, Carriers)

The Trading Names, Warehouse and Carrier Button on the Startup Menu opens the repository for recording Business Entity data.

Important: The Owner's Name (e.g. Bill Smith) must have been entered in the Address Book before a Farm Trading Account can be set up.

The user can add or maintain the following types of Companies:



| Company/Business Type | Description |
|-----------------------|--|
| Trading Name | This is the Trading entity on the Specification Sheet (company, partnership, sole trader etc.) |
| Warehouse | Destination Broker or Buyer Warehouse. WoolClip has some more common destinations pre-loaded. User should nominate frequently used destinations as a Favourite to display in dropdown lists (when building a specification sheet or consignment) |
| Carrier Name | Name of Carrier (consignment) |

Important! It is not possible to establish a Job or to generate a Specification Sheet without these details being entered into WoolClip.

5.1 List View

| Button | Action |
|----------------------------|---|
| Filter (ALL) | Allows the user to reduce the list by showing only names with a nominated company type (e.g. warehouses) |
| Add | Click this to Add a new Business Entity |
| Remove | Click on this button to remove a Business Entity. The record must be selected first by clicking on white space in the row (turning the row blue). WoolClip will prevent deletion of a Business entity if they are recorded against an existing Job. |
| Update | Update will save any changes made whilst in List view (e.g. clicking on Add to Favourites) |
| Undo | Will undo actions made in List View |
| <u>Blue Underline Name</u> | Click on this field to view detail on Business Entity |
| Add to Favourites | Click on Business entities that you use frequently. Your favourites MUST be ticked to display when starting a Job or Specification or Consignment |

Figure 5: Trading Name List View

| Trading Names / Stores / Destinations / Carriers | | | | | | | WOOLCLIP AWEX 2015 |
|--|---|-------------|-------|------------------------|-----------|-----|--|
| | | | | | | | Help Ver. 1.1.3.0 |
| | | | | | | | ALL  |
| | | | | | | | <input type="button" value="Add"/> <input type="button" value="Update"/> <input type="button" value="Undo"/> <input type="button" value="Remove"/> |
| Type | Company Name | Town | State | Company Email | Telephone | Fax | Add To Favourites |
| Warehouse | AR Rhodes | GILLMAN | SA | speci@arrhodes.com... | | | <input type="checkbox"/> |
| Warehouse | Arcadian Wool  | LARA | VIC | arcadian@arcadianw... | | | <input type="checkbox"/> |
| Warehouse | Australian Wool Net... | BATHURST | NSW | speciNSW@woolnet... | | | <input type="checkbox"/> |
| Warehouse | Australian Wool Net... | COOMA | NSW | speciNSW@woolnet... | | | <input type="checkbox"/> |
| Warehouse | Australian Wool Net... | GOULBURN | NSW | speciNSW@woolnet... | | | <input type="checkbox"/> |
| Warehouse | Australian Wool Net... | RUTHERFORD | NSW | speciNSW@woolnet... | | | <input type="checkbox"/> |
| Warehouse | Australian Wool Net... | BOMEN/WAGGA | NSW | speciNSW@woolnet... | | | <input type="checkbox"/> |
| Warehouse | Australian Wool Net... | REDBANK | QLD | speciQLD@woolnetw... | | | <input type="checkbox"/> |
| Warehouse | Australian Wool Net... | BROOKLYN | VIC | speciVIC@woolnetwo... | | | <input type="checkbox"/> |
| Warehouse | Australian Wool Net... | YARRAWONGA | VIC | speciVIC@woolnetwo... | | | <input type="checkbox"/> |
| Warehouse | Australian Wool Net... | PORTLAND | VIC | speciVIC@woolnetwo... | | | <input type="checkbox"/> |
| Warehouse | Australian Wool Net... | LARA | VIC | speciVIC@woolnetwo... | | | <input type="checkbox"/> |
| Warehouse | Australian Wool Net... | GILLMAN | SA | speciSA@woolnetwor... | | | <input type="checkbox"/> |
| Warehouse | Australian Wool Net... | LAUNCESTON | TAS | speciTAS@woolnetw... | | | <input type="checkbox"/> |
| Warehouse | Barwon And Yarra V... | WINCHELSEA | VIC | byvg@bigpond.com | | | <input type="checkbox"/> |
| Warehouse | Beecher Wool Servic... | CDWRA | NSW | beecherwool@bigpon... | | | <input type="checkbox"/> |
| Warehouse | BN Proud & Co | GRIFFITH | NSW | bnproud@bnproud.co... | | | <input type="checkbox"/> |
| Warehouse | Bryton Wool | CANDWINDRA | NSW | geoffrey@brytonwool... | | | <input type="checkbox"/> |
| Warehouse | Bryton Wool | YOUNG | NSW | geoffrey@brytonwool... | | | <input type="checkbox"/> |
| Warehouse | Bryton Wool | CROOKWELL | NSW | geoffrey@brytonwool... | | | <input type="checkbox"/> |
| Warehouse | Chad Wool | DUBBO | NSW | chadwool@tpg.com.au | | | <input type="checkbox"/> |
| Warehouse | Coggan Wool | DUBBO | NSW | coggan@shwy.com.au | | | <input type="checkbox"/> |
| Warehouse | Conn Wool | LAUNCESTON | TAS | connwool@bigpond.n... | | | <input type="checkbox"/> |

5.2 Detail View, Fields and Functions

Figure 6: Trading Name Detail Screen

| Field | Action |
|------------------------|---|
| Company Name | Farm Trading Name (that appears on Specification Sheet), Broker Warehouse or Carrier Name |
| Type | Trading Name, Warehouse, Carrier |
| Wool No | Broker's Wool Number – Client ID |
| ABN | Australian Business Number |
| Owner | Owners Name (person signing Specification) – Person must be set up in Address Book (with Owner role) |
| Manager | Managers Name. Person must be set up in Address Book (with Manager Role) |
| Farm Brand | Default Farm Brand for Trading Name – Change here if differing Brands for same Owner |
| Address Details | Address Details |
| Contact details | Telephone and E-mail |
| Trading Details | Banking/Tax File/GST details. Only enter if known. These appear on the Specification Sheet if entered. ** *Database <u>must</u> be secured with new User name if these details are entered*** |

6.0 Job Details

WoolClip is structurally designed to operate around the concept of a Job. The Job is the primary control and default settings for all other data entered into WoolClip. The Job is the work entity that holds the location, farm brand, time, and default controls for the Woolclasser. For a professional classer a Job represents the appointment period for which they are working in the shed. For an Owner Classer or Woolgrower a Job may be open for an entire season. Critically the Job defines the Farm Brand and Starting Bale number for the Job.

6.1 Setting up a New Job

IMPORTANT: Before setting up the Job the following details must have been entered:

- *The Owner/Manager and Woolclasser names must be in the Address Book.*
- *The Farm Trading Name must be in the Trading Name module.*

If you are unsure of these details, add your best estimate and then update at a later time.

From the Start-Up Menu click on New Job. The Job Details screen will appear (see figure next page). Enter the data as best known at this time. **Remember!– you can return and update data at a later time.**

Farm Brands: Changing for a Job

When setting up a Job, the Farm Brand initially displayed will default to that held on the Trading Name Account. If the Farm Trading Name runs multiple Farm Brands (e.g. multiple properties) then simply change the default Farm Brand displayed to the new one. Each Property is then handled as separate Jobs with different Farm Brands under the single common Trading Name.

Entering Farm Brands: conventions

Most Farm Brands are straightforward single lines of text, however others are more graphic. Please see below examples of how to enter more detailed types.

Examples:

| Brand feature | Is entered as..(Example) |
|-------------------------|--------------------------|
| Multiple lines | JR/GREENHILLS |
| J joint with R | J (CONJ) R GREENHILLS |
| Characters on side | S (O/S) GREENHILLS |
| Characters in a circle | S (IN CIRC) GREENHILLS |
| Characters is a diamond | S (IN DIA) GREENHILLS |
| Reversed characters | B (REV) GREENHILLS |

6.2 Detail View, Fields and Functions

| Field | Action |
|---|---|
| Job Number | Automatically assigned. |
| Trading Name | Appears on Specification sheet. |
| Start Date | Tally Books and Time Sheets will only accept dates between the Job Start date and the Cut Out Date. |
| Farm Brand | This is the Farm Brand on the bales for this Job. Initially this will set to the default of the Trading Name. If the same Trading Name maintains multiple Farm Brands (e.g. different properties) then modify this field accordingly. |
| Property Identification Code (PIC) | Required when a National Wool Declaration is made. |
| Breeds | More than one can be selected. Click dropdown box again to nominate another breed – repeat as required. |
| Est. Bales In Job | Appears on Specification sheet – should adjust to actual at end of Job. |
| Shed Bale Weight is | This field defines the weight type entered against each bale in the Wool Book. If the weight of the pack is included then GROSS should be selected. If the (scales have been adjusted to display) only the weight of the wool then NET should be nominated. This weight type applies to all bales in the Job. |
| Woolclasser and Stencil | This is the primary classer and stencil for the Job. This stencil is applied to each bale as it is added to the Wool Book. The stencil can be changed on the wool book bales if another classer is used or stencil is to be removed against specific lines. |
| First Bale Number for Job | This is the first bale number to be used when adding bales to the Wool Book. |
| Ceased Mulesing | Set this value if Owner/Manager has declared as Ceased Mulesing |
| Wool Packs | New, Used Repaired = previously cored and grabbed and restitched |
| Registration Schemes | Up to three registration/quality schemes can be nominated. These will print on the specification sheet. ASWGA members will have the ASWGA logo appear on the specification sheet. |
| Cutout Date | Prints on Specification Sheet - Update this field at the end of the shed and before printing the final Specification Sheet. |

Figure 7: Job Details

WOOLCLIP AWEX 2015

Job Detail

DEMO-SALTBUSH DOWNS PAST CO, 8/04/2013, Shearing @ DEMO-SALTBUSH/DOWNS (Job No: 1)

Help Ver. 1.2.0.0

← Back
Save

| | |
|--|---|
| <p>Job Number <input type="text" value="4"/> *</p> <p>Trading Name <input type="text" value="DEMO-SALTBUSH DOWNS PAST CO FRANC"/> *</p> <p>Job Start Date <input type="text" value="Monday, 8 April 2013"/> *</p> <p>Job Type <input type="text" value="Shearing"/> *</p> <p style="font-size: x-small; margin-left: 20px;">Use / to denote over / under eg: SALTBUSH/DOWNS</p> <p>Farm Brand <input type="text" value="DEMO-SALTBUSH/DOWNS"/> *</p> <p>Nearest Town to Shed <input type="text" value="FRANCES"/> *</p> <p>Local Postcode <input type="text" value="5262"/></p> <p>Property Identification Code <input type="text" value="AA999999"/></p> <p>Product <input type="text" value="Wool"/> *</p> <p>Stands to be used <input type="text" value="3"/> *</p> <p>Estimated Sheep in Job <input type="text" value="1900"/> *</p> <p>Cutout Date <input checked="" type="checkbox"/> <input type="text" value="Friday, 12 April 2013"/> *</p> | <p style="font-size: x-small;">More than one breed can be selected</p> <p>Breed(s) <input type="text" value="Merino (M), First Cross (MX)"/> *</p> <p>Estimated Bales in Job <input type="text" value="47"/> *</p> <p>Shed Bale Weight is <input type="text" value="Net (Excluding Pack)"/> *</p> <p>Woolclasser <input type="text" value="Demo Woolclasser"/> *</p> <p>Woolclasser Stencil <input type="text" value="612345"/> *</p> <p style="font-size: x-small;">Used as starting bale number in Wool Book</p> <p>First Bale No for Job <input type="text" value="1"/> *</p> <p>Has Grower Ceased Mulesing <input type="text" value="Yes"/> *</p> <p>Wool Packs: New or Used <input type="text" value="New"/> *</p> <p>Pack Material <input type="text" value="Nylon"/> *</p> <p>Quality/Registration Scheme 1 <input type="text"/></p> <p>Quality/Registration Scheme 2 <input type="text"/></p> <p>Quality/Registration Scheme 3 <input type="text"/></p> |
|--|---|

7.0 Current Job (Dashboard) Screen

The Dashboard is the areas where the user will spend most of their time. All data relating to the Job is entered via this menu screen. To access the Dashboard click on the Current Job button in the Start-Up menu. The Dashboard displays 2 rows of buttons. The upper row represent the mandatory functions, the lower rows are the optional functions that are used or accessed at the User's discretion.

7.1 Mandatory and Optional Functions (displaying)

Figure 8: Job Dashboard

WoolClip

WOOLCLIP AWEX 2015

Help Ver. 1.2.0.0

Job Dashboard

Click this Box to show/hide the optional functions

Back Show / Hide Dashboard Buttons Logout

Selected Job: DEMO-SALTBUSH DOWNS PAST CO, 08/04/2013, Shearing @ DEMO-SALTBUSH/DOWNS (Job No:1)

Trading Name Job Details Mob Book Wool Book Specifications Consignment

QA Check List Team Tally Book Time Sheets Results Job Statistics

Tally Book Totals Wool Book Totals

| Mob No | Normal | Double | Crutching |
|--------|--------|--------|-----------|
| 1 | 422 | 0 | 0 |
| 2 | 382 | 0 | 0 |
| 3 | 408 | 0 | 0 |
| 4 | 337 | 0 | 0 |
| 5 | 333 | 0 | 0 |

| Category | Bales |
|------------------------------|-------|
| Adult Fleece | 32 |
| PCS (Pieces) | 5 |
| BLS (Bellies) | 3 |
| LMS (Lambs Fleece) | 3 |
| LKS (Locks) | 2 |
| LPCS (Lamb Pieces / Bellies) | 1 |
| BC | 1 |

7.2 Switching between Current Job(s)

A User may have multiple Jobs designated as Current at the same time.

To switch between Jobs, the User is required to pick the desired Job from the Selected Job dropdown box that can be seen above approximately 1/3rd of the way down the screen. Once selecting the required Job, the screens will then display or accept information relevant to that Job. Each screen will display the nominated Job at the top of the form.

To remove Jobs from the Current Job selection screen please refer to the Job Status section.

8.0 Mob Book

The Mob Book is the repository for all details about each Mob. It is recommended that Mobs are added progressively during a Job. Add each Mob after they have commenced shearing (the Mob) to avoid sequencing or having to make poor estimates.

8.1 List View

Figure 9: List View Mob Details for Job

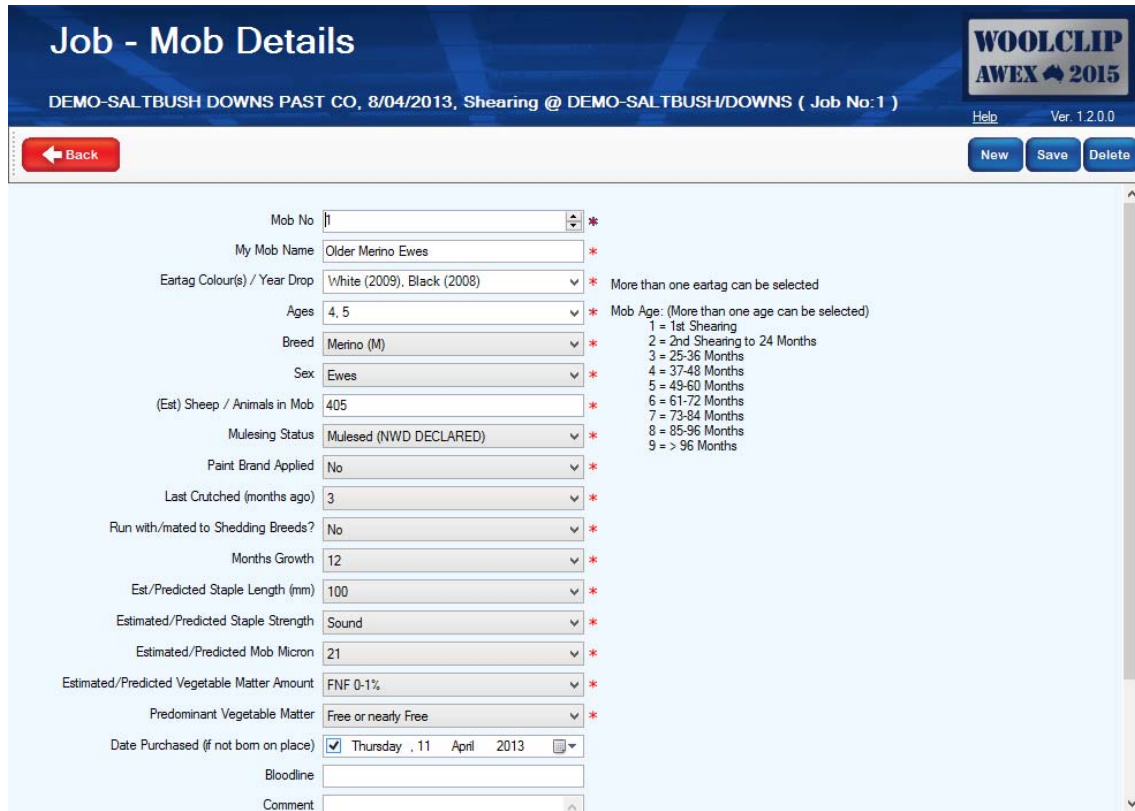
| Mob No | My Mob Name | (Est) Sheep / Mob | Ages | Breed | Sex | Run with/mated to Shedding Breeds? | Mulesing Status |
|--------|-----------------------------------|-------------------|------|------------|---------|------------------------------------|--------------------------------|
| 1 | Merino Hoggets | 420 | 2 | Merino (M) | Mixed | No | Not Mulesed (NWD DECLARED) |
| 2 | Young Merino Ewes | 375 | 3 | Merino (M) | Ewes | No | Mulesed with Pain Relief (DEC) |
| 3 | Older Merino Ewes | 225 | 4, 5 | Merino (M) | Ewes | No | Mulesed (NWD DECLARED) |
| 4 | Merino Wethers | 335 | 3, 4 | Merino (M) | Wethers | No | Mulesed with Pain Relief (DEC) |
| 5 | Merino Lambs | 320 | 1 | Merino (M) | Mixed | No | Not Mulesed (NWD DECLARED) |

| Button | Action |
|----------------|---|
| Copy | Copies the selected Mob and creates a new Mob. User must change details to ensure the new Mob No and details are correct. |
| Add | Add a New Mob – Will open the Mob Details screen |
| Remove | Click on this button to remove/delete a Mob. The record must be selected first by clicking on white space in the row (turning the row blue). WoolClip will prevent deletion of a Mob if the Mob is recorded against a Bale or Tally Book. |
| Print Mob Book | Will Print and Save a file copy of the Mob Summary List and a single page Mob Declaration Form. (c:\awex\woolclip\reports) |
| Bales for Mob | Will display the Bales that have been deemed to be from the selected Mob. User must nominate Mob to use by clicking on the row, the row should display as a blue shade. |
| Mob Name | Click Blue Underline to show Mob detail. |

8.2 Detail View, Fields and Functions

The Mob detail screen is used to add a new Mob or to display details on an existing Mob. Fields marked with a **red star (*)** require an entry.

Figure 10: Mob Details



Job - Mob Details

DEMO-SALTBUSH DOWNS PAST CO, 8/04/2013, Shearing @ DEMO-SALTBUSH/DOWNS (Job No:1)

Help Ver 1.2.0.0

← Back New Save Delete

Mob No 11 *

My Mob Name Older Merino Ewes *

Eartag Colour(s) / Year Drop White (2009), Black (2008) * More than one eartag can be selected

Ages 4, 5 * Mob Age: (More than one age can be selected)

Breed Merino (M) * 1 = 1st Shearing

Sex Ewes * 2 = 2nd Shearing to 24 Months

(Est) Sheep / Animals in Mob 405 * 3 = 25-36 Months

Mulesed Status Mulesed (NWD DECLARED) * 4 = 37-48 Months

Paint Brand Applied No * 5 = 49-60 Months

Last Crutched (months ago) 3 * 6 = 61-72 Months

Run with/mated to Shedding Breeds? No * 7 = 73-84 Months

Months Growth 12 * 8 = 85-96 Months

Est/Predicted Staple Length (mm) 100 * 9 = > 96 Months

Estimated/Predicted Staple Strength Sound *

Estimated/Predicted Mob Micron 21 *

Estimated/Predicted Vegetable Matter Amount FNF 0-1% *

Predominant Vegetable Matter Free or nearly Free *

Date Purchased (if not born on place) Thursday , 11 April 2013

Bloodline

Comment

| Field | Action |
|---------------------------------------|--|
| Mob Number | Automatically assigned – Sequence Number through the shed |
| Mob Name | A meaningful name to the User. Keep short but descriptive |
| Eartag Colour/Year Drop | Nominate the Ear tag colour(s)/Year Drop(s) of the Mob. Multiples can be nominated by reselecting the drop down box. |
| Age Code | Nominate the Age code(s) of the Mob. Mixed ages can be nominated by selecting each age separately, by reselecting the drop down box. Pay particular attention to the definitions of Age Codes 1 and 2. <i>Age Code is used one factor when calculating the DMFR rating.</i> |
| Breed | Only one Breed can be nominated. If the physical mob is mixed breeds the user needs to create multiple mobs on WoolClip (e.g. Merino and Crossbred) and class the wool out accordingly. |
| Est. Numbers in Mob | Estimated numbers of sheep in mob. If Tally Book module is not used, the estimated sheep number will be used for cut/head statistics. Should be adjusted to actual numbers when known if Tally Book not used. |
| Mulesing Status | Declared Mulesing Status of Mob |
| Run with Shedding Breeds | Yes/No |
| Months Growth | Estimated |
| Last Crutched (months ago) | Enter months since last crutched. <i>Last Crutched is an input when calculating the DMFR rating.</i> |
| Estimated wool characteristics | Estimated values at time of shearing. Used as reference. Will print on Specification Sheet |
| Comment | Mob Comment field. Can be used to enter (brief) comments. e.g. "May match Mob 4". Will print on Specification Sheet. |

9.0 Wool Book

The Wool Book is the repository for individual bales pressed during the Job. Bales can be added progressively as the Job.

Bale details cannot be changed once the Bale has been added to a Specification Line or a Consignment. (If this is required the User must remove the Bale from the Specification and/or Consignment – make the amendment – and reinstate the bale accordingly.)

9.1 List View

Figure 11: Wool Book List View

| Bale | Bale Description | Shed Weight (kgs) | Made For / Bin Code | From Mobs | Ages | Line No | Spec-ID |
|--------------------|------------------|-------------------|---|------------|------------|---------|---------|
| 47 | BC | 195 | M COT FLC (MCOTF), M DERMO (MDERM), M STN ... | 2, 3, 4 | 3, 4, 5 | | |
| 46 | M LPCS | 194 | MAIN LINE (1) | 5 | 1 | | |
| 45 | AA M LMS | 194 | MAIN LINE (1) | 5 | 1 | | |
| 44 | AAA M LMS | 194 | MAIN LINE (1) | 5 | 1 | | |
| 43 | AAA M LMS | 194 | MAIN LINE (1) | 5 | 1 | | |
| 42 | M LKS | 185 | MAIN LINE (1) | 1, 2, 3, 4 | 3, 4, 5, 2 | | |
| 41 | M BLS | 165 | MAIN LINE (1) | 2, 3, 4 | 3, 4, 5 | | |
| 40 | M BLS | 182 | MAIN LINE (1) | 2, 3, 4 | 3, 4, 5 | | |
| 39 | M PCS | 165 | MAIN LINE (1) | 4 | 3, 4 | | |
| 38 | AAA M | 175 | BROAD LINE (B) | 3, 4 | 3, 4, 5 | | |
| 37 | M PCS | 151 | MAIN LINE (1) | 3, 4 | 3, 4, 5 | | |
| 36 | AAA M | 190 | SHORT LINE (P) | 1, 2, 3, 4 | 3, 4, 5, 2 | | |
| 35 | M LKS | 190 | MAIN LINE (1) | 1, 2, 3, 4 | 3, 4, 5, 2 | | |
| 34 | AAA M | 190 | MAIN LINE (1) | 4 | 3, 4 | | |
| 33 | AAA M | 190 | MAIN LINE (1) | 4 | 3, 4 | | |
| 32 | AAA M | 192 | MAIN LINE (1) | 4 | 3, 4 | | |
| 31 | AAA M | 194 | MAIN LINE (1) | 4 | 3, 4 | | |
| 30 | AAA M | 195 | MAIN LINE (1) | 4 | 3, 4 | | |
| 29 | AAA M | 195 | MAIN LINE (1) | 4 | 3, 4 | | |

| Button | Action |
|----------------------|---|
| Back | Return to the Dashboard |
| Add | Add a New Bale– Will open the Bale Details screen and advance to next available Bale Number. |
| Remove | Click on this button to remove/delete a Bale. The record must be selected first by clicking on white space in the row (turning the row blue). WoolClip will prevent deletion of a Bale if the Bale is in a Specification Line or consignment. |
| Print | Will Print and Save a copy of the Wool Book. (c:\awex\woolclip\reports) |
| Bale | Click the Blue Underline Bale number to show Bale detail. Click on Bale column header to sort the Wool Book in reverse bale number order. |
| Column Header | Click header to Sort in ascending or descending order |

9.2 Detail View, Fields and Functions

Figure 12: Bale Detail Screen

Job - Bale Detail
DEMO-SALTBUSH DOWNS PAST CO, 8/04/2013, Shearing @ DEMO-SALTBUSH/DOWNS (Job No:1)

Buttons: Back, Get Next Bale No, Add/Copy This, Print BC Contents, Add Portion, Delete Portion, Save

Bale: 37, BC:

"Bale Description Builder" fields. Use these to build the Description
Line: [dropdown], Breed: M (Merino), Category: PCS (Pieces), RYK: [dropdown]
Bale Description: M PCS

| Portion | From Mob | Shed Weight (kgs) | Made For / Bin Code / Line |
|---------|---------------------|-------------------|----------------------------|
| Top | 3 Older Merino Ewes | 80 | MAIN LINE (1) |
| 2 | 4 Merino Wethers | 71 | MAIN LINE (1) |

Click this Button to add a new/next bale
Click this button to add new/next bale with details from this bale
A bale may have wool from more than one Mob. Add a portion(s) if wool in this bale comes from more than one Mob to record in cut/hd statistics.

These fields can be modified against each bale if required.

Total Shed Weight (kgs): 151
Comment: [text area]

Wool Classer Stencil: 612345
Wool Pack Condition: New
Wool Pack Material: Nylon
Date Pressed: Thursday, 11 April 2013

| Button | Action |
|-------------------|--|
| Back | Return to the Wool Book list |
| Get Next Bale No | Will calculate and create the next available Bale Number. Use this button when adding multiple bales from a manual wool book. |
| Add/Copy This | Will create a new bale using the details from the current bale. The user will be required to enter a Bale Weight as this will be set to 0. This function is useful when entering a series of bales with the same description/line from the same mob. |
| Print BC Contents | Clicking this button will print a Bulk Class Header sheet to add to the top of the bale before closing flaps. This assists the rehandle department. |
| Add Portion | Add a New Portion to the Bale. |
| Remove Portion | Click on this button to remove a Portion. The portion must be selected first by clicking on white space in the row (turning the row blue). |
| Save | Save Bale detail |
| Cancel | Cancel last action |

| Field | Action |
|--|---|
| Bale | <p>This is the Bale Number. The starting Bale Number for the Wool Book is determined by the setting on the Job (First Bale No for Job). A Bale Number cannot be duplicated within a Job.</p> <p>The next available Bale is automatically selected by WoolClip when “Add” or “Get Next Bale” buttons are used. The User can advance forward (skip) bales if required by using the up button on the Bale Field. If one or more bales are missed/skipped WoolClip will always attempt to fill in missing bales when a new Bale is added.</p> |
| BC | Bulk Class Bale. Tick this box if the Bale is Bulk Class to set the Bale Description to BC. |
| Line, Breed, Category, RYK (Bale Description Builder) | These fields form the Code of Practice Bale Description builder. Simply select a value from each column as required. (Tip! There is no need to select Adult Fleece as a Category). The Bale Description is shown in the Bale Description field under the Builder dropdown box fields. |
| Bale Description | <p>This is the Bale Description on the Bale. This can be set in three ways:</p> <ol style="list-style-type: none"> 1. Using the Description builder fields (Line, Breed , Category, RYK) 2. BC for Bulk Class (See BC above), or 3. User created Bale Descriptions (See 18.1) which can be selected in this field by displaying the drop down options. |
| Portion | <p>This is the section or portion of the bale.</p> <p>A bale may have more than one portion if there are multiple mobs in the bale of the same wool type.</p> <p>A Bulk Class Bale will have multiple portions.</p> |
| Mob | Nominate the Source Mob (for each portion). |
| (Portion) Shed Weight | Actual or estimated shed weight of portion. Use estimated for BC bales based on estimated percent. |
| Made For/Bin/Line Code | <p>The Bin Code is used to describe the intended classing objective of the line. It is recommended the User uses the pre-set list of Bin Codes. The list can be reduced by removing the Favourite Flag (See Bin Codes) on the reference table.</p> <p>For most lines, the default Bin Code will be the Main Line e.g. – “Main Mob Line” of Fleece “Main Line” of Pieces “Main Line” of Bellies “Main Line” of Locks A different set of Bin Codes display for Bulk Class (BC) bales.</p> |

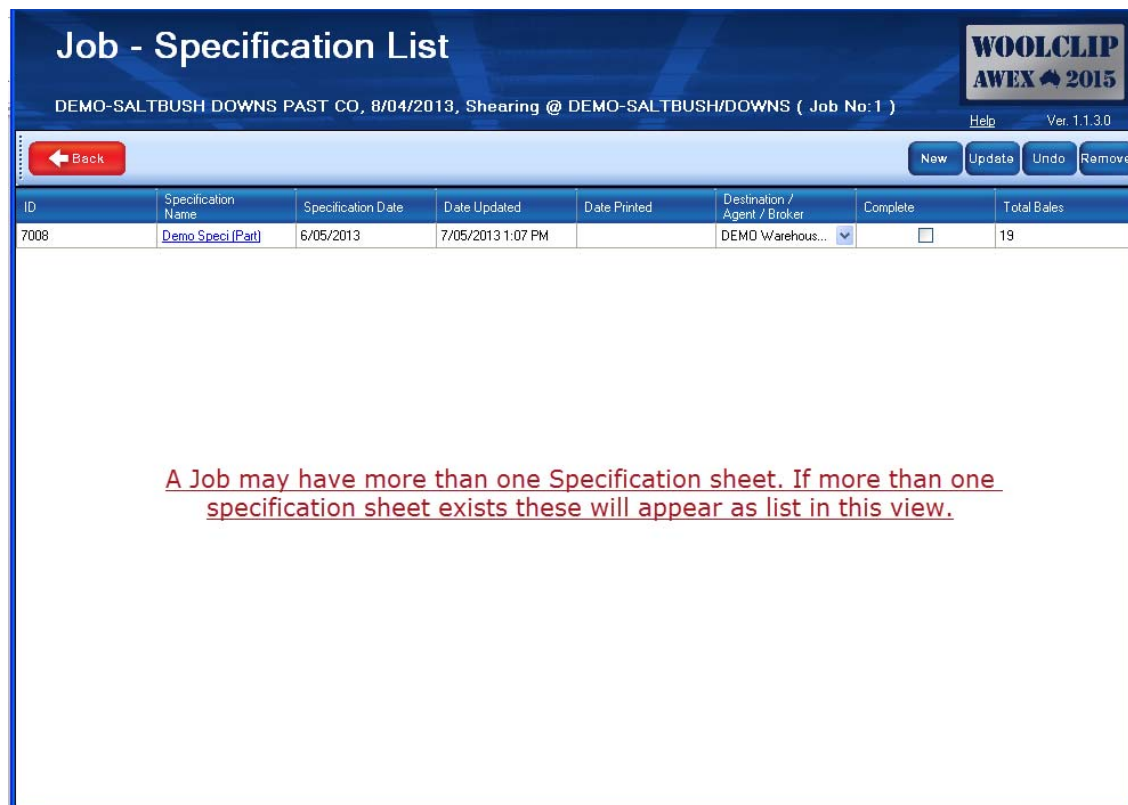
| | |
|----------------------------|--|
| Total Shed Weight | WoolClip will not accept a total bale weight greater than 204 kg gross (202 kg net). Bales with a total bale weight less than 110 kg gross (108 kg net) will present a caution message on Save. |
| Woolclasser Stencil | A new Bale will default to the Woolclasser stencil set as the primary stencil on the Job record. The User can change the stencil on individual bales if a second classer is classing or the stencil can be removed if no stencil is to appear on the bales/documentation. If the stencil is removed “NO STENCIL” will be printed on the line of the Woolclasser Specification sheet. |
| Wool Pack Material | Default value = Nylon. |
| Wool Pack Condition | Default value is set by the value held on the Job record. Can be changed for individual bales if required. |
| Date Pressed | Defaults to the current date. Recommend wool book detail is entered on the day the bales are pressed to avoid repeated changes. |
| Comment | User can enter a comment against any bale if required. This will appear on the Wool Book Print but NOT on the Specification. |

10.0 Specification(s)

Most Jobs will require only one Specification sheet. WoolClip will allow multiple Specification Sheets per Job. A Specification sheet can be built progressively, or deleted and rebuilt any number of times until the user is happy with the result and consigns it to the warehouse. Once consigned the User should treat the Specification as final.

10.1 List View

Figure 13: Specification List View



Job - Specification List

DEMO-SALTBUSH DOWNS PAST CO, 8/04/2013, Shearing @ DEMO-SALTBUSH/DOWNS (Job No:1)

Help Ver. 1.1.3.0

Back New Update Undo Remove

| ID | Specification Name | Specification Date | Date Updated | Date Printed | Destination / Agent / Broker | Complete | Total Bales |
|------|-----------------------------------|--------------------|-------------------|--------------|------------------------------|--------------------------|-------------|
| 7008 | Demo Speci (Part) | 6/05/2013 | 7/05/2013 1:07 PM | | DEMO Warehous... | <input type="checkbox"/> | 19 |

A Job may have more than one Specification sheet. If more than one specification sheet exists these will appear as list in this view.

| Button | Action |
|--------|---|
| Back | Return to Dashboard. |
| New | Will open a blank (new) Specification page. |
| Update | Will Update any changes made on the List view. |
| Undo | Will undo any changes made in the List view. |
| Remove | Click on this button to remove/delete a Specification sheet. The Specification to be deleted must be selected first by clicking on white space in the row (turning the row blue). |

10.2 Detail View, Fields and Buttons

| Field | Action |
|--------------------------------------|---|
| SPECIFICATION HEADER | |
| Specification Name | A simple, but meaningful name to the User. |
| Destination Agent | The destination warehouse to which the wool will be consigned and the documents sent. Names in this list will only appear if they are flagged as a Favourite in the Trading Names/Warehouse module. |
| Selling Instructions General | Pick box of most common instructions – select one. |
| Selling Instructions Specific | A short summary of specific selling instructions if not covered in General. |
| Specification Date | This is when the Specification sheet was first created. |
| NWD Completed | This will flag that the Owner/Manager intends to (or has) submit(ed)/sign(ed) an NWD. |
| Complete | Setting this flag will lock the Specification from further changes. |

| SPECIFICATION DETAIL | |
|---|--|
| (Line) Order | Click the up triangle to move a line up the list. Use the down triangle to move a line down the list. |
| Total | Total Bales for the line. |
| Line Description (Please select) | When building a new line, the user should select the desired Bale Description from the drop down list. This list will show all descriptions in the Wool Book that have yet to be assigned to a line. As the specification is built, the list of descriptions should reduce until no descriptions should remain (meaning all bales have been lotted.) |
| Edit | Use this Button to add/edit bales in a line. Will open the select bales screen. |
| 1-15 | Columns for Bale Numbers. |
| Complete | Lines flagged as complete are locked and cannot be edited. |
| Bin Code (Mob Nos) | Bin Code(s) of the component bales. Hover over this field to view Mob numbers. |
| Mob No(s) | Mob numbers from the bales in each line. This is calculated. |
| MS (Mulesing Status) | Calculated Mulesing Status of each line. (Can be seen by hovering over the Mob No(s) for a line. |
| (Line) Comment | Click the icon on a line to add a classing comment. Keep short and to the point. This will print on the Specification sheet. |

| SPECIFICATION FOOTER | |
|-----------------------------|---|
| Bales Total | Total Bales on Specification sheet. |
| Unallocated Bales | Bales in the Wool Book that are yet to be added to a Specification. |

| Button | Action |
|----------------------------------|--|
| Back | Return to Specification List View. |
| Auto Generate | Will open the Auto Generation options screen. |
| Add Line | Will Add a new Line to the Specification sheet. |
| Remove Line | Click on this button to remove/delete a Line from the Specification. The Line to be deleted must be selected first by clicking on white space in the row (turning the row blue). |
| Save | Save Specification. |
| Cancel | Cancel changes to the Specification sheet. |
| Export | Exports an XML data file (for later use). |
| Print (file location) | Will Print and Save a file copy of the Specification sheet (c:\awex\woolclip\reports). |

Figure 14: Adding Lines manually to a Specification

Job - Specification Detail
DEMO-SALTBUSH DOWNS PAST CO, 8/04/2013, Shearing @ DEMO-SALTBUSH/DOWNS (Job No: 1)

Buttons: Back, Auto Generate Lines, Add Line, Create Line, Save, Export, Print

Specification Name: Demo Speci (Part) *
Specification Date: Monday, 6 May 2013
Destination / Agent / Broker: DEMO Warehouse SYDNEY NSW
Selling Instructions General: Sell First Available
Selling Instructions Specific:

| Order | Total | Line Description | Edit | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | Complete | Bin Code | Mobs | Comment |
|-------|-------|------------------|------|----|----|----|----|----|----|----|---|---|----|----|----|----|----|----|--------------------------|-----------|------|---------|
| 6 | | AAAA M | Edit | 1 | 2 | 3 | 4 | 5 | 6 | | | | | | | | | | <input type="checkbox"/> | MAIN LINE | 1 | |
| 6 | | AAA M | Edit | 9 | 10 | 12 | 13 | 14 | 16 | | | | | | | | | | <input type="checkbox"/> | MAIN LINE | 2 | |
| 7 | | AAA M | Edit | 17 | 18 | 22 | 24 | 25 | 26 | 27 | | | | | | | | | <input type="checkbox"/> | MAIN LINE | 3 | |
| 0 | | AAA M | Edit | | | | | | | | | | | | | | | | <input type="checkbox"/> | | | |

Dropdown menu for Line Description:
Please Select...
AA M
AA M LMS
AAA M
AAA M LMS
BC
M BLS
M LPCS
M PCS

10.3 Building Specification Lines manually

To build a Specification manually the following steps should be followed:

1. Click on "New" button in the List View.
2. Complete the Specification Header.
3. Click on Add Line (to add a Line).
4. Select a Bale Description (Please Select) from the list to be on the first line.
5. This will open a Wool Book Bale List, listing Bales only with this Description.
6. Select the bales to be added to this line by clicking on the tick box.
7. Selected bales will have their row highlighted.
8. If the user nominates a bale from another mob, bin code or Run with status, the system will provide a caution message, asking the user to confirm the selection.
9. HINT! Try sorting the list in another way by clicking on the desired column header.
10. Once all bales for the line are selected, Click the Select button (top right corner of screen)
11. This will insert the bales into the line.
12. Repeat from Step 2.

13. Click on Save occasionally as you build.
14. Add line classing comments etc. if required, by clicking on the comment icon.
15. Tick the Complete lines if finalised.
16. Print Report as required.

Notes

- Bales can be easily removed from a line by clicking on edit and un-ticking the bale in the list box.
- Lines can be moved up or down if required if out of order.
- If you want to delete or remove a line simply highlight the line and click on the Remove Line Button. This will delete the line, not the bales. The bales will revert to unallocated.

Figure 15: Nominating Bale Numbers for a Line


Job - Specification Detail
 DEMO-SALTBUSH DOWNS PAST CO, 8/04/2013, Shearing @ DEMO-SALTBUSH/DOWNS (Job No:1)

| Select | Bale | Bale Description | From Mobs | Made For / Bin Code | Run with/mated to Shedding Breeds? |
|-------------------------------------|------|------------------|------------|---------------------|------------------------------------|
| <input type="checkbox"/> | 7 | AAA M | 1 | TENDER LINE (T) | No |
| <input type="checkbox"/> | 19 | AAA M | 2, 3 | TENDER LINE (T) | No |
| <input type="checkbox"/> | 23 | AAA M | 3 | BROAD LINE (B) | No |
| <input checked="" type="checkbox"/> | 28 | AAA M | 4 | MAIN LINE (1) | No |
| <input checked="" type="checkbox"/> | 29 | AAA M | 4 | MAIN LINE (1) | No |
| <input checked="" type="checkbox"/> | 30 | AAA M | 4 | MAIN LINE (1) | No |
| <input checked="" type="checkbox"/> | 31 | AAA M | 4 | MAIN LINE (1) | No |
| <input checked="" type="checkbox"/> | 32 | AAA M | 4 | MAIN LINE (1) | No |
| <input checked="" type="checkbox"/> | 33 | AAA M | 4 | MAIN LINE (1) | No |
| <input checked="" type="checkbox"/> | 34 | AAA M | 4 | MAIN LINE (1) | No |
| <input type="checkbox"/> | 36 | AAA M | 1, 2, 3, 4 | SHORT LINE (P) | No |
| <input type="checkbox"/> | 38 | AAA M | 3, 4 | BROAD LINE (B) | No |

Selected: 7 Remaining: 5 Total: 12

Bale Total: 19 Unallocated Bales: 28

Figure 16: Inserting a new line and moving lines up or down

Job - Specification Detail **WOOLCLIP**
AWEX  2015

DEMO-SALTBUSH DOWNS PAST CO, 8/04/2013, Shearing @ DEMO-SALTBUSH/DOWNS (Job No:1) Help Ver. 1.2.0.0

← Back
Auto Generate Lines
Add Line
Delete Line
Save
Export
Print

Specification Name: Demo Speci (Part) * Specification Date: Monday , 6 May 2013
 Destination / Agent / Broker: DEMO Warehouse SYDNEY NSW NWD Completed: Yes *
 Selling Instructions General: Sell First Available Complete:
 Selling Instructions Specific:

| Order | Total | Line Description | Edit | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | Complete | Bin Code | Mobs | Comment |
|-------|-------|------------------|--------|----|----|----|----|----|----|----|---|---|----|----|----|----|----|----|--------------------------|-----------|------|---------|
| 6 | | AAAA M | ▼ Edit | 1 | 2 | 3 | 4 | 5 | 6 | | | | | | | | | | <input type="checkbox"/> | MAIN LINE | 1 | |
| 6 | | AAA M | ▼ Edit | 9 | 10 | 12 | 13 | 14 | 16 | | | | | | | | | | <input type="checkbox"/> | MAIN LINE | 2 | |
| 7 | | AAA M | ▼ Edit | 17 | 18 | 22 | 24 | 25 | 26 | 27 | | | | | | | | | <input type="checkbox"/> | MAIN LINE | 3 | |

Insert Row Above

To slide a line up or down, click on the up or down triangle

To Insert a line, select the line below the insertion point and right click. Insert Row Above will appear - click on this.

10.4 Building Specification Lines using Auto Generate

1. Click on “New” button in the List View
2. Complete the Specification Header details
3. Click on the Auto Generate Button. This will open the Auto Generate screen options.
4. Options are detailed below:

| Field | Action |
|------------------------------------|--|
| Update Specification | Generate/Replace – Will regenerate entire Specification. Keep Existing – Will not select or overwrite existing Bales on Specification |
| Same Descriptions together | Yes – System will not recognise any change |
| Same Bin Codes together | Default Yes. Should not be changed. |
| Maximum Bales in Line | Default =15. Set this value to the max size required for the line. WoolClip version 1 will not allocate lines large than 15. |
| Split Oversize Lines | Instructs the system how to split lines larger than Maximum Bales. Equalise: Creates lines of approximately equal numbers of bales. Fill from front: Fill first line to maximum bale size, then add remaining bales to second line (or third if required). |
| Allocate Bales for Oversize | Instructs the system how bales should be distributed between lines when oversize. Alternate Bales: One Bale number allocated to each line, then repeat. Sequential Bales: Bale numbers allocated to line 1 sequentially, then sequentially to line 2 etc. |
| Group Mobs | These fields allow the user to instruct the system on what level of grouping by mob should occur by wool category. The group options for mobs are: Keep Separate: Keeps all Mobs separate (for this category) Match Similar: Match similar Mobs (for this category) All: Match All mobs (for this category) |
| Similar Mob Group 1 | If Match Similar is nominated as the Mob matching criteria, the user must then instruct the system which Mobs are similar. Click on the magnifying Glass and nominate Mobs which are similar. |
| Similar Mob Group 2....8 | Use each of these for each set of matching Mobs. Up to 8 sets of matching mobs can be nominated. |

5. Once the User has selected the options, click on “Auto Generate Lines” Button.
6. After a short pause the Specification Sheet will be generated.

7. The user can elect to either
 - a. fine tune the Specification using the edit or order functions, or
 - b. retry Auto Generate with a modified set of variables (as often as required).
8. One the user is satisfied with the result and is marked as Complete, the Specification can be saved, and Printed.

Figure 17: Auto Generate Lines options screen

Job - Specification Detail
 DEMO-SALTBUSH DOWNS PAST CO, 8/04/2013, Shearing @ DEMO-SALTBUSH/DOWNS (Job No: 1)
 Ver. 1.1.3.0

Buttons: Back, Auto Generate Lines, Add Line, Remove Line, Save, Cancel, Export, Print

Dialog: Auto Generate Lines, Cancel

Update Specification: Generate / Replace *
 Same Bin Codes Together: Yes *
 Split Oversize Lines: Equalise *
 Same Descriptions Together: Yes *
 Maximum Bales in Line: 15 *
 Allocate Bales for Oversize: Alternate Bales *

| For Category | Group Mobs By |
|------------------|---------------|
| Adult Fleece | Keep Separate |
| BKN (Broken) | All |
| BKS (Backs) | All |
| BLS (Bellies) | All |
| CRT (Crutchings) | All |
| DAG (Dags) | All |

Similar Mob Group 1-8 (with search icons)

Bale Total 0 | Unallocated Bales 40

11.0 Consignment

A Consignment is a document detailing the contents of a load. It can be handed to the transport operator which in term can be passed to the warehouse as an offload check.

A Job may have multiple Consignments (i.e. multiple loads may be sent from the shed to the warehouse).

11.1 List View

Figure 18: Consignment List View



| Button | Action |
|--------|---|
| Back | Return to Dashboard |
| New | Will open a blank (new) Consignment page. |
| Update | Will Update any changes made on the List view. |
| Undo | Will undo any changes made in the List view. |
| Remove | Click on this button to remove/delete a Specification. The Specification to be deleted must be selected first by clicking on white space in the row (turning the row blue). |

11.2 Detail View, Fields and Buttons

Figure 19: Consignment Detail Screen

Job - Consignment Detail

DEMO-SALTBUSH DOWNS PAST CO, 8/04/2013, Shearing @ DEMO-SALTBUSH/DOWNS (Job No:1) Help Ver 1.2.0.0

← Back
Print Con Note
Print Wool In Shed

New
Save
Delete

Consignment Name: *

Destination / Agent / Broker: *

Date: *

Carrier Name: *

Wool Book - Bales in Shed: 35

| Bale | Bale Description | Speci-ID | Line No | Complete | Add |
|------|------------------|----------|---------|--------------------------|------------------------------------|
| 7 | AAA M | | | <input type="checkbox"/> | <input type="button" value="Add"/> |
| 8 | M PCS | | | <input type="checkbox"/> | <input type="button" value="Add"/> |
| 11 | M PCS | | | <input type="checkbox"/> | <input type="button" value="Add"/> |
| 15 | M BLS | | | <input type="checkbox"/> | <input type="button" value="Add"/> |
| 17 | AAA M | 7008 | 3 | <input type="checkbox"/> | <input type="button" value="Add"/> |
| 18 | AAA M | 7008 | 3 | <input type="checkbox"/> | <input type="button" value="Add"/> |
| 19 | AAA M | | | <input type="checkbox"/> | <input type="button" value="Add"/> |
| 20 | M PCS | | | <input type="checkbox"/> | <input type="button" value="Add"/> |
| 21 | AA M | | | <input type="checkbox"/> | <input type="button" value="Add"/> |
| 22 | AAA M | 7008 | 3 | <input type="checkbox"/> | <input type="button" value="Add"/> |
| 23 | AAA M | | | <input type="checkbox"/> | <input type="button" value="Add"/> |
| 24 | AAA M | 7008 | 3 | <input type="checkbox"/> | <input type="button" value="Add"/> |
| 25 | AAA M | 7008 | 3 | <input type="checkbox"/> | <input type="button" value="Add"/> |
| 26 | AAA M | 7008 | 3 | <input type="checkbox"/> | <input type="button" value="Add"/> |
| 27 | AAA M | 7008 | 3 | <input type="checkbox"/> | <input type="button" value="Add"/> |
| 28 | AAA M | | | <input type="checkbox"/> | <input type="button" value="Add"/> |
| 29 | AAA M | | | <input type="checkbox"/> | <input type="button" value="Add"/> |
| 30 | AAA M | | | <input type="checkbox"/> | <input type="button" value="Add"/> |

Bales Allocated to this Consignment: 12

| Bale | Bale Description | Loaded | Load Date | Delete |
|------|------------------|-------------------------------------|------------|---------------------------------------|
| 1 | AAAA M | <input checked="" type="checkbox"/> | 12/04/2013 | <input type="button" value="Delete"/> |
| 2 | AAAA M | <input checked="" type="checkbox"/> | 12/04/2013 | <input type="button" value="Delete"/> |
| 3 | AAAA M | <input checked="" type="checkbox"/> | 12/04/2013 | <input type="button" value="Delete"/> |
| 4 | AAAA M | <input checked="" type="checkbox"/> | 12/04/2013 | <input type="button" value="Delete"/> |
| 5 | AAAA M | <input checked="" type="checkbox"/> | 12/04/2013 | <input type="button" value="Delete"/> |
| 6 | AAAA M | <input checked="" type="checkbox"/> | 12/04/2013 | <input type="button" value="Delete"/> |
| 9 | AAA M | <input checked="" type="checkbox"/> | 12/04/2013 | <input type="button" value="Delete"/> |
| 10 | AAA M | <input checked="" type="checkbox"/> | 12/04/2013 | <input type="button" value="Delete"/> |
| 12 | AAA M | <input checked="" type="checkbox"/> | 12/04/2013 | <input type="button" value="Delete"/> |
| 13 | AAA M | <input checked="" type="checkbox"/> | 12/04/2013 | <input type="button" value="Delete"/> |
| 14 | AAA M | <input checked="" type="checkbox"/> | 12/04/2013 | <input type="button" value="Delete"/> |
| 16 | AAA M | <input checked="" type="checkbox"/> | 12/04/2013 | <input type="button" value="Delete"/> |

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| Field/Button | Action |
|---------------------------|--|
| Consignment Name | The User enters a short, meaningful name (e.g. Greenhills Load 1) |
| Destination/Agent | Nominate the destination warehouse from the drop down list. Ensure warehouse is in the Trading Name/Warehouse module and that the Favourite flag is ticked (to display). |
| Date | The date the Consignment was created. Will default to the current date. |
| Carrier Name | Nominate the carrier from the drop down list. Ensure the Carrier is in the Trading Name/Warehouse/carrier module and that the Favourite flag is ticked (to display). |
| Add | Clicking the Add button (from the “Bales in Shed” section) will “add” the bale to “Bales Allocated to this Consignment” section (right hand side). |
| Remove | Clicking the Remove button (on the Allocated to Consignment Section) will remove/delete the bale from the consignment and return it to the shed. |
| Save | Save the Consignment |
| Print Con Note | Prints and Saves a file copy of the Consignment Note (c:\awex\woolclip\reports) |
| Print Wool in Shed | Prints and Saves a file copy List of wool bales in Shed. |

12.0 Team

Each Job can have a Team. A Team is built by adding names previously entered in the Address Book.

IMPORTANT! A Team must be built before the Tally Book or Time Sheet modules can be used.

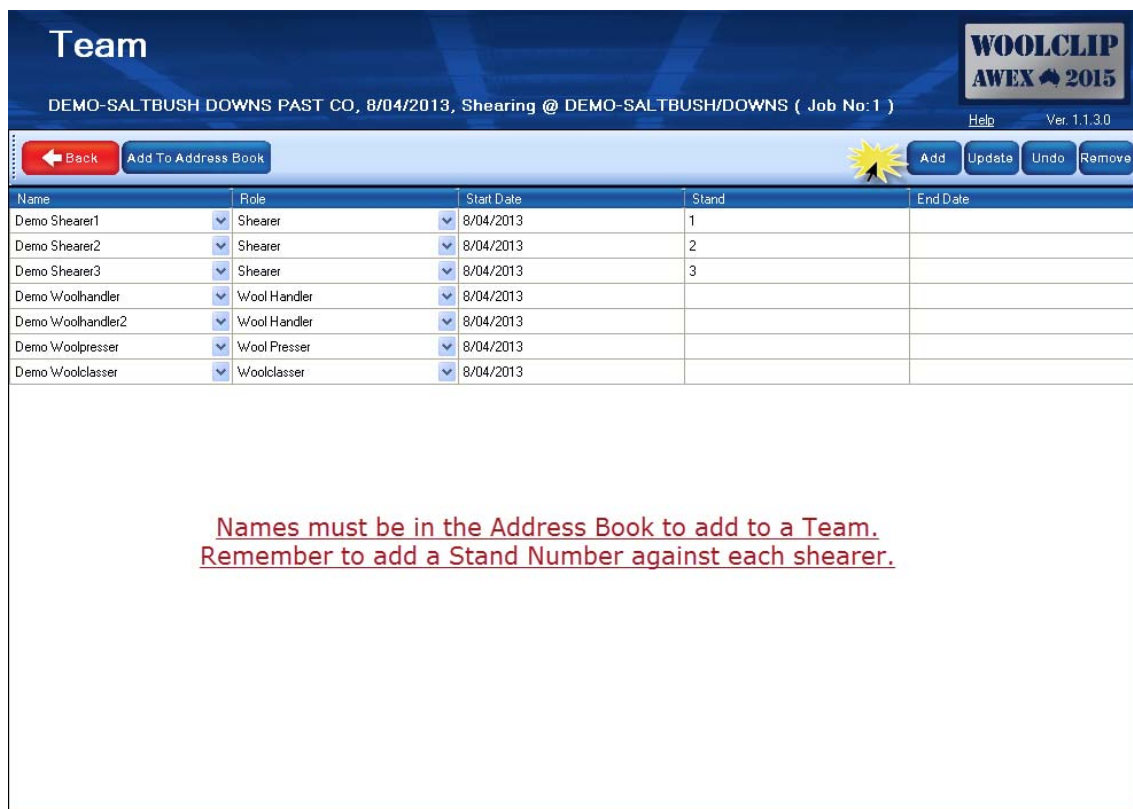
12.1 Adding Team Members

Add each Team Member by clicking on Add and then selecting the Name from dropdown box which populates from the Address Book.

Allocate a Role to each Team Member and a Start Date. Add a Stand against each Shearer.

Where a Team Member changes their Role during a Job, add them a second time with the second role.

Figure 20: Team Screen



The screenshot shows the 'Team' management interface. At the top, it displays the job information: 'DEMO-SALTBUSH DOWNS PAST CO, 8/04/2013, Shearing @ DEMO-SALTBUSH/DOWNS (Job No: 1)'. The interface includes a navigation bar with 'Back' and 'Add To Address Book' buttons, and a toolbar with 'Add', 'Update', 'Undo', and 'Remove' buttons. Below this is a table with the following data:

| Name | Role | Start Date | Stand | End Date |
|-------------------|--------------|------------|-------|----------|
| Demo Shearer1 | Shearer | 8/04/2013 | 1 | |
| Demo Shearer2 | Shearer | 8/04/2013 | 2 | |
| Demo Shearer3 | Shearer | 8/04/2013 | 3 | |
| Demo Woolhandler | Wool Handler | 8/04/2013 | | |
| Demo Woolhandler2 | Wool Handler | 8/04/2013 | | |
| Demo Woolpresser | Wool Presser | 8/04/2013 | | |
| Demo Woolclasser | Woolclasser | 8/04/2013 | | |

Below the table, a red warning message is displayed: Names must be in the Address Book to add to a Team. Remember to add a Stand Number against each shearer.

13.0 Tally Book

The Tally Book Module allows recording of shearing tallies by shearer, by day and by count/run.

13.1 List View

Figure 21: Tally Book List

| Work Date | Count | Mob No | Shearer Count | Tally Normal | Tally Double | Tally Crutching |
|------------|-------|--------|---------------|--------------|--------------|-----------------|
| 12/04/2013 | 1 | 5 | 3 | 70 | 0 | 0 |
| 11/04/2013 | 5 | 5 | 3 | 138 | 0 | 0 |
| 11/04/2013 | 4 | 5 | 3 | 125 | 0 | 0 |
| 11/04/2013 | 3 | 4 | 3 | 26 | 0 | 0 |
| 11/04/2013 | 2 | 4 | 3 | 101 | 0 | 0 |
| 11/04/2013 | 1 | 4 | 3 | 100 | 0 | 0 |
| 10/04/2013 | 5 | 4 | 3 | 87 | 0 | 0 |
| 10/04/2013 | 4 | 4 | 3 | 23 | 0 | 0 |
| 10/04/2013 | 3 | 3 | 3 | 87 | 0 | 0 |
| 10/04/2013 | 2 | 3 | 3 | 105 | 0 | 0 |
| 10/04/2013 | 1 | 3 | 3 | 104 | 0 | 0 |
| 9/04/2013 | 5 | 3 | 3 | 103 | 0 | 0 |
| 9/04/2013 | 4 | 3 | 3 | 29 | 0 | 0 |
| 9/04/2013 | 3 | 2 | 3 | 101 | 0 | 0 |
| 9/04/2013 | 2 | 2 | 3 | 114 | 0 | 0 |
| 9/04/2013 | 1 | 2 | 3 | 93 | 0 | 0 |
| 8/04/2013 | 5 | 2 | 3 | 74 | 0 | 0 |
| 8/04/2013 | 4 | 1 | 3 | 62 | 0 | 0 |
| 8/04/2013 | 3 | 1 | 3 | 120 | 0 | 0 |
| 8/04/2013 | 2 | 1 | 3 | 123 | 0 | 0 |
| 8/04/2013 | 1 | 1 | 3 | 117 | 0 | 0 |

| Field/Button | Action |
|--------------|--|
| Back | Returns to Dashboard |
| All | Filter option allowing user to view just one date. |
| Print | Print Tally Book. User must select the required date by selecting a row with the desired date and clicking on the Print button. |
| Add | Add will open the Tally entry screen. |
| Delete | Clicking the Delete button will remove/delete the selected Tally Record |

13.2 Detail View

Figure 22: Tally Book Detail Screen

Job - Tally Entry
DEMO-SALTBUSH DOWNS PAST CO, 8/04/2013, Shearing @ DEMO-SALTBUSH/DOWNS (Job No:1)

WOOLCLIP AWEX 2015 Ver. 1.2.0.0

← Back Add Shearer Delete Shearer Add Next Run Save Delete

Work Date: Thursday, 11 April 2013 Count: 5 Mob No: 5 Merino Lambs

| Shearer | Tally Normal | Tally Double | Tally Crutching |
|---------|--------------|--------------|-----------------|
| [1] DS1 | 51 | | |
| [2] DS2 | 45 | | |
| [3] DS3 | 42 | | |

Total Count: 138

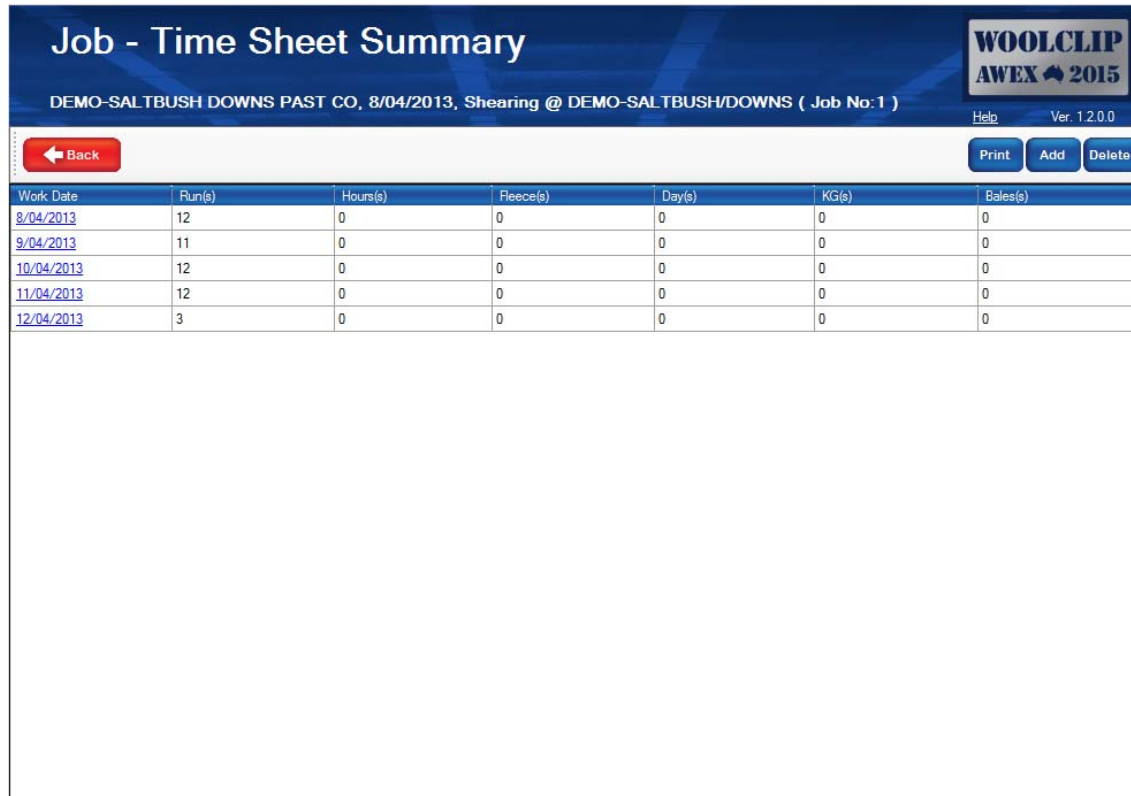
| Field/Button | Action |
|------------------------|--|
| Work Date | Count Out Date. Defaults to current date. Can be changed by User. |
| Run | Increments to next Run for work date. |
| Mob No | User to nominate Mob |
| Add Shearer | Will add a line for a Shearer– User must then select shearer name from drop down. |
| Tally Normal | Once shearer has been selected enter the tally for this count out. Use this column for normal rate tallies. |
| Tally Double | Enter any Doubles Tally for this count out. |
| Tally Crutching | Used if one (or more) stands are crutching <u>from this Mob</u> whilst others are shearing. Enter the Crutching Tally as/if required. If the |
| Add Next Run | If finished entering one run, Add Next Run will create an add screen for the next run and will carry forward shearer names from the previous run. |
| Save | Save Tally entry |
| Remove Shearer | Will delete selected row |
| Delete | Will delete the entire Day. |

14.0 Time Sheets

Time sheet details can be entered for non-shearing personnel. Personnel must be added to the Team to enable Time sheet recording.

14.1 List View

Figure 23: Tally Book List



| Work Date | Run(e) | Hours(e) | Reece(e) | Day(e) | KG(e) | Bales(e) |
|----------------------------|--------|----------|----------|--------|-------|----------|
| 8/04/2013 | 12 | 0 | 0 | 0 | 0 | 0 |
| 9/04/2013 | 11 | 0 | 0 | 0 | 0 | 0 |
| 10/04/2013 | 12 | 0 | 0 | 0 | 0 | 0 |
| 11/04/2013 | 12 | 0 | 0 | 0 | 0 | 0 |
| 12/04/2013 | 3 | 0 | 0 | 0 | 0 | 0 |

| Field/Button | Action |
|---------------------------|--|
| Back | Returns to Dashboard |
| Print | Print Time Sheets (one page per person). |
| Add | Add will open the Time Sheet entry screen. |
| Delete | Clicking the Delete button will remove/delete the selected Time sheet Record |
| Work Date | Click on date to view detail records. |

14.2 Detail View

Figure 24: Time Sheet Detail

Job - Time Sheet Detail

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AWEX 2015

Help Ver. 1.1.3.0

DEMO-SALTBUSH DOWNS PAST CO, 8/04/2013, Shearing @ DEMO-SALTBUSH/DOWNS (Job No:1)

← Back

Add Detail
Remove Detail
Add New Day
Save
Cancel

Work Date: Tuesday, April 2013

| Name | Periods Worked | Period Type | Reason If Short | Comments |
|-------------------|----------------|-------------|-----------------|----------|
| Demo Woolhandler | 4 | Run(s) | | |
| Demo Woolhandler2 | 4 | Run(s) | | |
| Demo Woolpresser | 3 | Run(s) | Late | |

| Field/Button | Action |
|------------------------|--|
| Back | Return to Time Sheet List |
| Work Date | Work Date. Defaults to current date when adding. . |
| Add Detail | Adds a Line – then add a Person from drop down list. |
| Remove Detail | Will remove/delete selected Line. |
| Add New Day | Will create a new record for next date. |
| Save | Save the timesheets |
| Cancel | Undo the last action |
| Save | Save Tally entry |
| Name | Add/Pick Person Name from Team. |
| Periods worked | Nominate the number of periods worked for day. |
| Period type | Nominate the period type (Day, Runs, Hours, Bales, Fleece, kgs). |
| Reason if Short | Select from drop down list. |
| Comment | |
| | |

15.0 Results

The Results module allows the User to enter post farm results. The result must be entered manually. These results would not be available to all users.

15.1 List View

The List View lists all lines that exist on specifications attached to the current Job. Click on the Line Number to open the detail screen.

Figure 25: Post Farm Results List View

Job - Results WOOLCLIP AWEX 2015

DEMO-SALTBUSH DOWNS PAST CO, 8/04/2013, Shearing @ DEMO-SALTBUSH/DOWNS (Job No:1) Help Ver. 1.1.3.0

← Back Results ▾

| ID | Line No | Bales | Descripti | NET WEIGHT (kg) | MFD (micron) | cvD | VMB | YIELD% | YIELD TYPE | SL (mm) | SS (nkt) | cvSL | SS25 | POB-TIP | POB-MIC | POB-B | AWEX-ID |
|------|---------|-------|-----------|-----------------|--------------|-----|-----|--------|------------|---------|----------|------|------|---------|---------|-------|---------|
| 7008 | 1 | 5 | AAAA M | | | | | | | | | | | | | | |
| 7008 | 2 | 6 | AAA M | | | | | | | | | | | | | | |
| 7008 | 3 | 7 | AAA M | | | | | | | | | | | | | | |

15.2 Detail View

Figure 26: Post Farm Results Detail View

Job - Results Detail

DEMO-SALTBUSH DOWNS PAST CO, 8/04/2013, Shearing @ DEMO-SALTBUSH/DOWNS (Job No:1)

Help Ver. 1.1.3.0

← Back
Save
Cancel

| | |
|--|--|
| <p>Line No <input style="width: 100%;" type="text" value="1"/></p> <p>Bales <input style="width: 100%;" type="text" value="6"/></p> <p>Description <input style="width: 100%;" type="text" value="AAAA M"/></p> <p>Made For <input style="width: 100%;" type="text" value="MAIN LINE"/></p> <p>MFD (micron) <input style="width: 100%;" type="text" value=""/></p> <p>cvD <input style="width: 100%;" type="text" value=""/></p> <p>VMB <input style="width: 100%;" type="text" value=""/></p> <p>VM1 (B) <input style="width: 100%;" type="text" value=""/></p> <p>VM2 (S) <input style="width: 100%;" type="text" value=""/></p> <p>VM3 (H) <input style="width: 100%;" type="text" value=""/></p> <p>YIELD% <input style="width: 100%;" type="text" value=""/></p> <p>YIELD TYPE <input style="width: 100%;" type="text" value=""/></p> <p>SL (mm) <input style="width: 100%;" type="text" value=""/></p> | <p>cvSL <input style="width: 100%;" type="text" value=""/></p> <p>SS (nkt) <input style="width: 100%;" type="text" value=""/></p> <p>POB-TIP <input style="width: 100%;" type="text" value=""/></p> <p>POB-MID <input style="width: 100%;" type="text" value=""/></p> <p>POB-BASE <input style="width: 100%;" type="text" value=""/></p> <p>NET WEIGHT (kg) <input style="width: 100%;" type="text" value=""/></p> <p>AWEX-ID <input style="width: 100%;" type="text" value=""/></p> <p>EST PRICE (c/kg) <input style="width: 100%;" type="text" value=""/></p> <p>SALE DATE <input style="width: 100%;" type="text" value="Monday, 13 May 2013"/></p> <p>SALE PRICE Greasy (c/kg) <input style="width: 100%;" type="text" value=""/></p> <p>Clean Price (c/kg) <input style="width: 100%;" type="text" value="0"/></p> <p>BUYER NAME <input style="width: 100%;" type="text" value=""/></p> |
|--|--|

16.0 QA Scheme (for Job)

The WoolClip system allows the user to load one or more QA Checklists specific to each Job.

1. To Add the Scheme, click on Add in the List View.
2. Select the desired QA Scheme and Save.
3. The items for this QA Scheme will appear.
4. The User may then Print the QA Checklist (for ticking off manually and later re-entering).
5. The User may view subsets of the Checklist by clicking on the ALL filter and selecting a sub set.
6. Enter the result against each Item, adding a Comment where needed.
7. Print the final result.

16.1 List View

Figure 27: QA List View

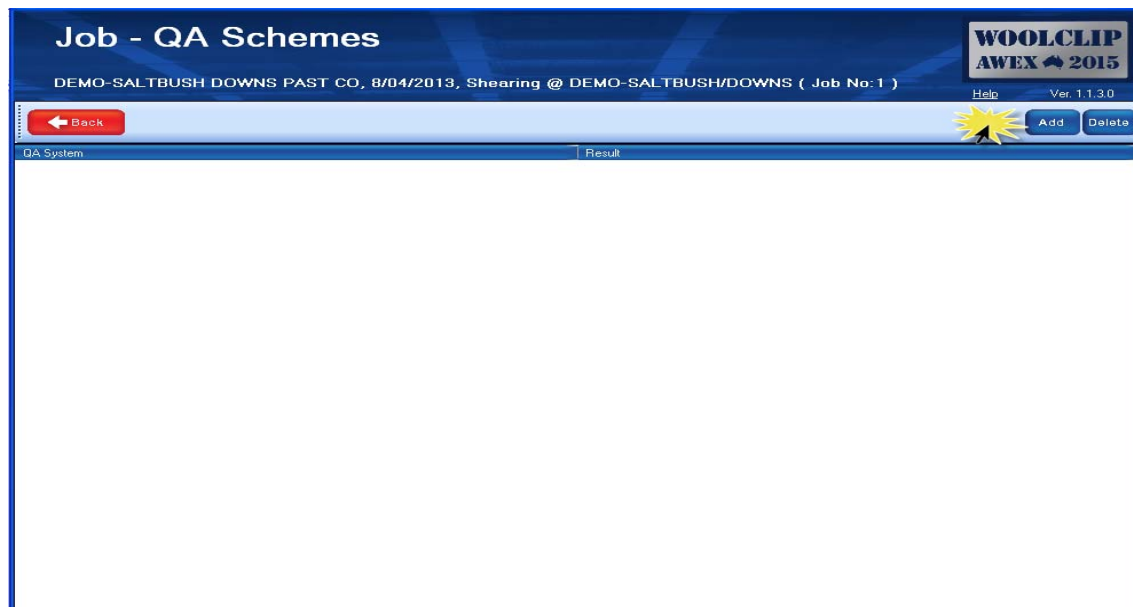


Figure 28: Adding a QA Scheme

Job - Add QA Scheme

DEMO-SALTBUSH DOWNS PAST CO, 8/04/2013, Shearing @ DEMO-SALTBUSH/DOWNS (Job No:1)

Help Ver. 1.1.3.0

Back Save

QA System

- AWEX COP
- Arcadian Quality Managed
- ASWGA
- BETTER CHOICES
- BIOCLIP
- Chemical Free Declared
- CLIPCARE

Detail View

Figure 29: QA CheckList Screen

Job - QA Items

DEMO-SALTBUSH DOWNS PAST CO, 8/04/2013, Shearing @ DEMO-SALTBUSH/DOWNS (Job No:1)

Help Ver. 1.1.3.0

Back Print Update Undo

| QA Item | Result | YES / OK | NO / Not OK | N/A | Part | Check |
|---|--------|--------------------------|--------------------------|--------------------------|------|-------------------------------------|
| Woolpacks? | Part | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Part | <input checked="" type="checkbox"/> |
| Bale Fasteners? | Part | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Part | <input checked="" type="checkbox"/> |
| Bale Hook(s)? | Part | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Part | <input checked="" type="checkbox"/> |
| Stencils? | Part | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Part | <input checked="" type="checkbox"/> |
| Bale Label Permanent Marker? | Part | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Part | <input checked="" type="checkbox"/> |
| Stencil Ink/Brush? | Part | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Part | <input checked="" type="checkbox"/> |
| Emery Paper(s)? | Part | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Part | <input checked="" type="checkbox"/> |
| Scales present? | Part | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Part | <input checked="" type="checkbox"/> |
| Scales tested against known weight? | Part | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Part | <input checked="" type="checkbox"/> |
| Brooms and/or paddles? | Part | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Part | <input checked="" type="checkbox"/> |
| Shearers kit - Screw Drivers/Oil Cans/Brushes? | Part | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Part | <input checked="" type="checkbox"/> |
| Raddle? | Part | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Part | <input checked="" type="checkbox"/> |
| Fly Treatment? | Part | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Part | <input checked="" type="checkbox"/> |
| Specification Sheet(s)? | Part | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Part | <input checked="" type="checkbox"/> |
| Wool Book? | Part | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Part | <input checked="" type="checkbox"/> |
| National Wool Declaration/Mob Sequence Chart? | Part | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Part | <input checked="" type="checkbox"/> |
| Current Woolclassing Code of Practice on site? | Part | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Part | <input checked="" type="checkbox"/> |
| First Aid Kit present? | Part | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Part | <input checked="" type="checkbox"/> |
| Contamination Bins? | Part | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Part | <input checked="" type="checkbox"/> |
| Adequate Wool Room Bins? | Part | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Part | <input checked="" type="checkbox"/> |
| Adequate Lighting? | Part | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Part | <input checked="" type="checkbox"/> |
| Are Wool Bins clearly marked? | Part | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Part | <input checked="" type="checkbox"/> |
| Newspaper available for Bulk Class? | Part | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Part | <input checked="" type="checkbox"/> |
| All potential contaminants removed from wool roo... | Part | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Part | <input checked="" type="checkbox"/> |

17.0 Statistics

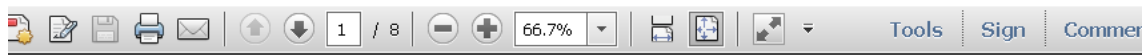
17.1 Print Report

WoolClip is installed with a preloaded Clip Summary Report. This is a simple multi page report that reports on the Current Job.

The purpose of this report is to present aggregated inventory summaries that are able to be left with the woolgrower at the end of the Job. It is possible to run these Statistics at any time however some details may be incomplete or inaccurate until the completion of the Job.

The User is able to print other operational reports (Wool Book, Mob Book, Specification Sheet, Consignments, QA System results, Daily Tallys and Time Sheets etc) via the specific Modules.

In this version the cut/head/mob calculations will work on the entered "shed weight". No allowance has been made for tare of the pack in the calculations. This will be addressed in later versions of this software.



Job Summary Statistics

| | |
|-----------------------|-----------------------------|
| Trading Name: | DEMO-SALTBUSH DOWNS PAST CO |
| Client/Wool No: | 5457888 |
| Farm Brand: | DEMO/SALTBUSH/DOWNS |
| Start Date: | Monday, April 8, 2013 |
| Cutout Date: | Friday, April 12, 2013 |
| Job Reference No: | 1 |
| Woolclassers Stencil: | 612345 |

18.0 Settings and Preferences

The Settings and Preferences menu can be accessed from the Start Up menu. These items are used to manage the System data.

Figure 30: Settings and Preferences



18.1 Back Up

Most modern Desktops and Laptops are reliable, however there is always a risk of hardware or software failure, sometimes resulting in loss or corruption of data as well as the loss of valuable time to recover.

To ensure important and valuable data and information is not lost AWEX strongly recommends

- the user enters data from a normal Wool Book or Tally Book (which is retained as a manual backup record), and/or
- makes frequent data backups (**at least daily when entering data**) to an external drive using the WoolClip backup function, and
- prints reports progressively and frequently (when entering data) to have printed records.

The Back Up function can be found under Settings and Preferences. Click on Back Up and nominate a location to save your backup file. **It is recommended the user backs up to the local default directory and always to an external drive such as the AWEX USB drive.**

The back file will have a name that includes the date time such as **woolclipdata12-3-13-13-00-00.bkp**

Figure 31: Back Up



18.1.1 Transferring Data between devices

If a User has registered two or more installations of WoolClip (e.g. on a laptop and a desktop) it is possible to transfer data between devices by using the Back Up and Restore Functions. (See 18.5 Restoring Data)

If using this approach it is important to know which device contains the master data. Back up the master data and import the master data into the second device by using the restore function. Data should only be edited on the device that contains the master data.

18.2 User Name Accounts

To add a new User Name, click on the User Button found on the Settings and Preferences menu. Click on the Add button in the List View. Initially only the default admin user account will show in the list.

To secure your database the following procedure should be followed:

1. Add your preferred User Name and Password with a high level role (see Roles below).
2. Logout of WoolClip.
3. **Login with your new User Name and Password to check that it works successfully.** If your login is unsuccessful, login again with the default user account of Admin and password and re-check your User set up).
4. Once you have successfully logged in with your new account, go to the User module and remove (i.e. delete) the admin account.

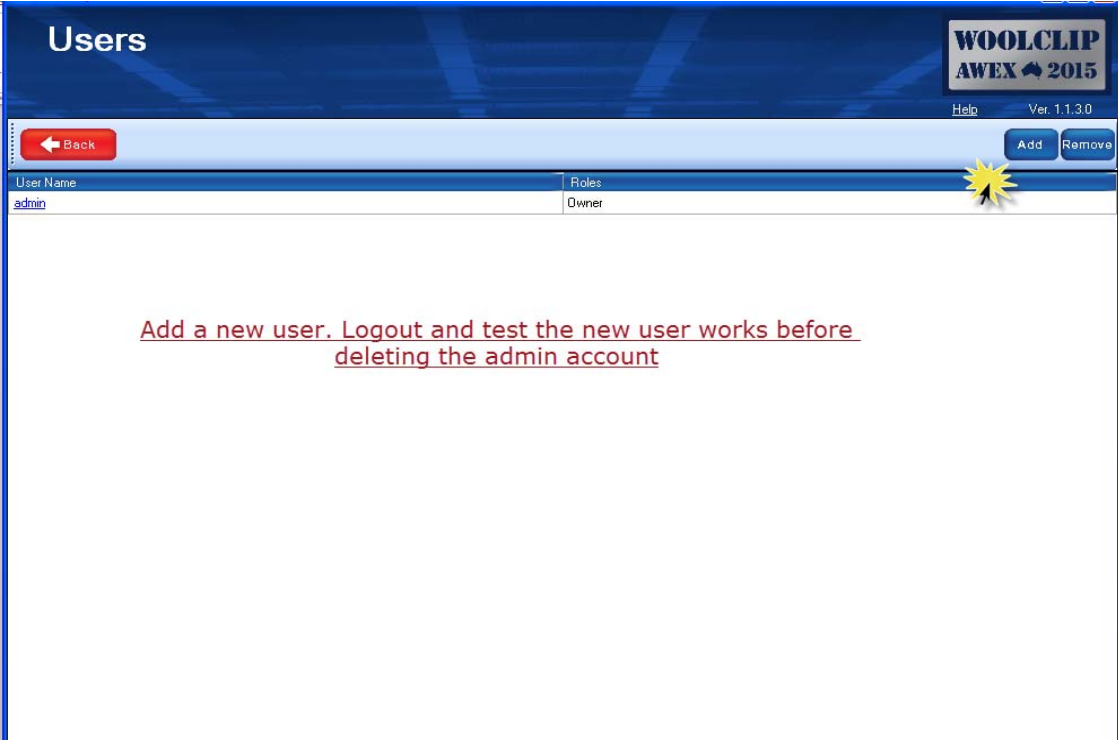
Roles

The Role of the User controls the access rights to the Menus and Modules within WoolClip. The Woolclasser, Owner, Manager, Contractor and Wool Broker Roles have full access rights as default positions.

If the User would like the Wool Presser to use the system in a wool shed environment, it is possible to add a new User with a Role of Wool Presser. This Role will limit the access of this User to the Wool Book only.

If you forget your user name and password please call AWEX on 02 9428 6100 for help.

Figure 32: User List View



The screenshot shows the 'Users' management page in the WoolClip system. At the top, the page title is 'Users'. In the upper right corner, there is a logo for 'WOOLCLIP AWEX 2015', a 'Help' link, and the version number 'Ver. 1.1.3.0'. Below the header, there is a navigation bar with a red 'Back' button and blue 'Add' and 'Remove' buttons. A table with two columns, 'User Name' and 'Roles', contains one row with 'admin' and 'Owner'. Below the table, a red text message reads: 'Add a new user. Logout and test the new user works before deleting the admin account'.

| User Name | Roles |
|-----------|-------|
| admin | Owner |

Add a new user. Logout and test the new user works before deleting the admin account

Figure 33: User Detail

User Details WOOLCLIP AWEX 2015

Help Ver. 1.1.3.0

[← Back](#) [New](#) [Save](#) [Cancel](#) [Delete](#)

User Name *

Password *

Roles

- Contractor
- Cook
- Expert
- Manager
- Owner
- Shearer
- Wool Broker
- Wool Handler
- Wool Presser
- Woolclasser

Remember to
assign a role!

18.3 User Bale Descriptions

The User may add their own Bale Descriptions if desired. To do this in WoolClip, the user must follow this procedure:

1. Click on the Add Button in the list view. This will present a blank detail view screen.
2. Add the User Bale Description.
3. Complete the other fields (Line, Breed, Wool Category, RYK) to “map” the User Bale Description to an approximate Code of Practice (COP) Description. This is required so that WoolClip can successfully run Auto Generation and Clip Statistics.
4. Save the User Bale Description. Click New to add another Bale Description.

User Bale Descriptions will display in the drop down **Bale Description** field when adding a Bale to the Wool Book.

Figure 34: List of User Bale Descriptions

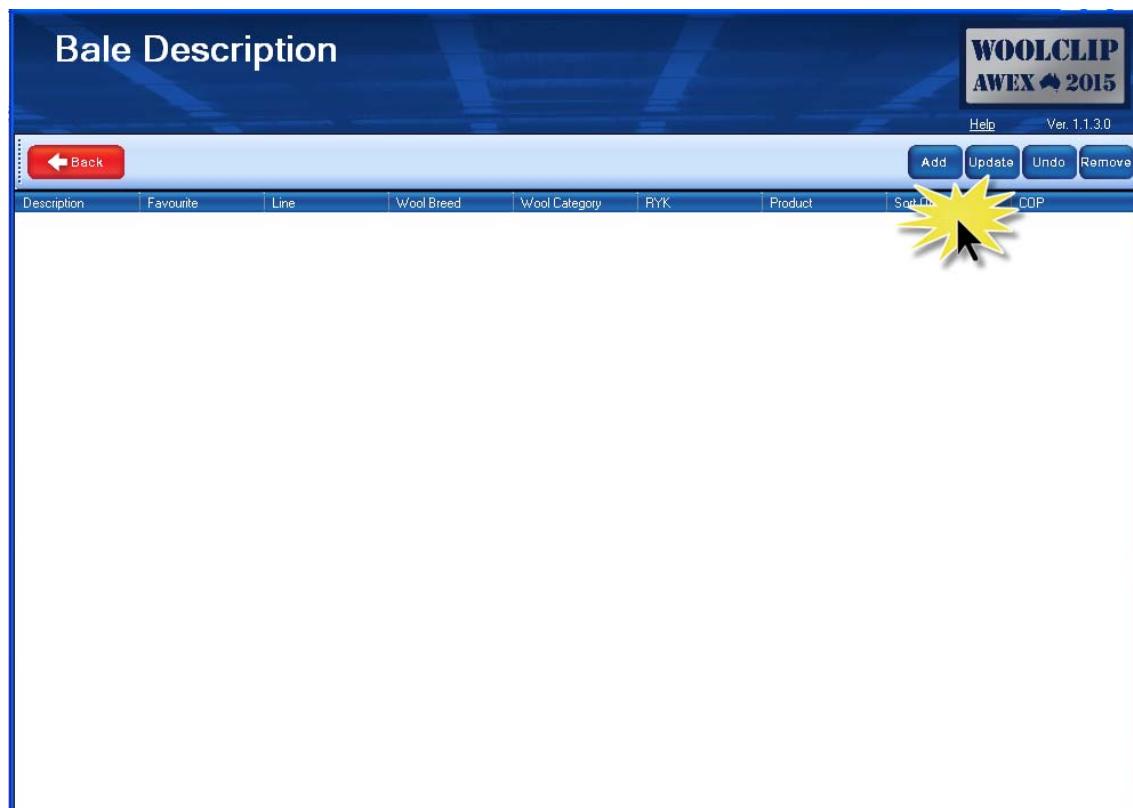



Figure 35: Adding a User Bale Description

Bale Description Details

WOOLCLIP AWEX  2015

Help Ver. 1.1.3.0

[← Back](#) [New](#) [Save](#) [Cancel](#) [Delete](#)

Description *

Line *

Wool Breed *

Wool Category *

RYK *

Product *

Sort Order *

COP

Favourite

Non standard Bale descriptions are added and then must be "mapped" to an equivalent Code of Practice description.

18.4 Changing the Job Status

The Job Status Module performs two functions. It allows the User to:

- Change a Job status from Current to History (removing the Job from the Current Job view),
- Re-instate a Job set as History to Current to enable the User to review of the detail of the Previous Job (by viewing in the Current View screens), and
- It allows a User to Delete a Job by Removing a Job once set to History.

Figure 36: Job Status



Job Status

WOOLCLIP AWEX 2015

Ver. 1.1.3.0

Back Update Undo Remove

| Job Number | Trading Name | Job Type | Job Start Date | Farm Brand | Last Bale No | Job Complete | Job Status |
|------------|--------------------|----------|----------------|--------------------|--------------|--------------|------------|
| 1 | DEMO-SALTBUSH D... | Shearing | 8/04/2013 | DEMO-SALTBUSH/D... | 47 | Yes | Current |

Change the Job Status to History when finished.

18.5 Restoring Data

The Restore Data Menu option allows the User to do two things:

- a) The user can recover data from a Back Up file in the event of a system failure, and
- b) Where a User is using two devices, it allows the user to import data from the other device by using the Back Up and Restore functions as a data transfer mechanism.

Important Note: When the User initiates a Restore, ALL DATA currently in the database will be deleted and the data in the Backup file will be imported and will be the only data available to the user.

To Restore from Back Up follow these steps:

1. Click on Restore Data Button
2. Respond Yes
3. Navigate to the drive containing the Back Up File – This is usually an external drive or USB stick.
4. Locate the correct Back Up file using the date time stamp on the Back Up file name.
5. Open – The system will ask the User to conform the file is correct.
6. If confirmed the Restore will commence.

Figure 37: Restore Data

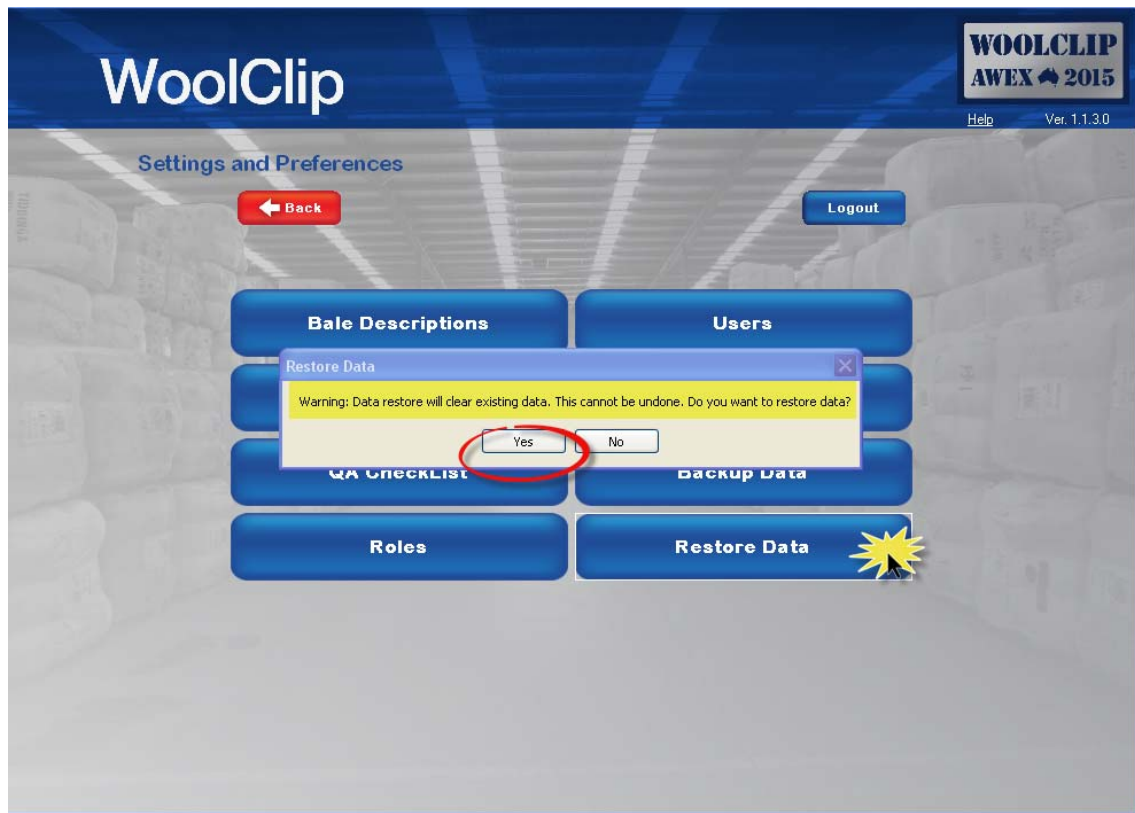
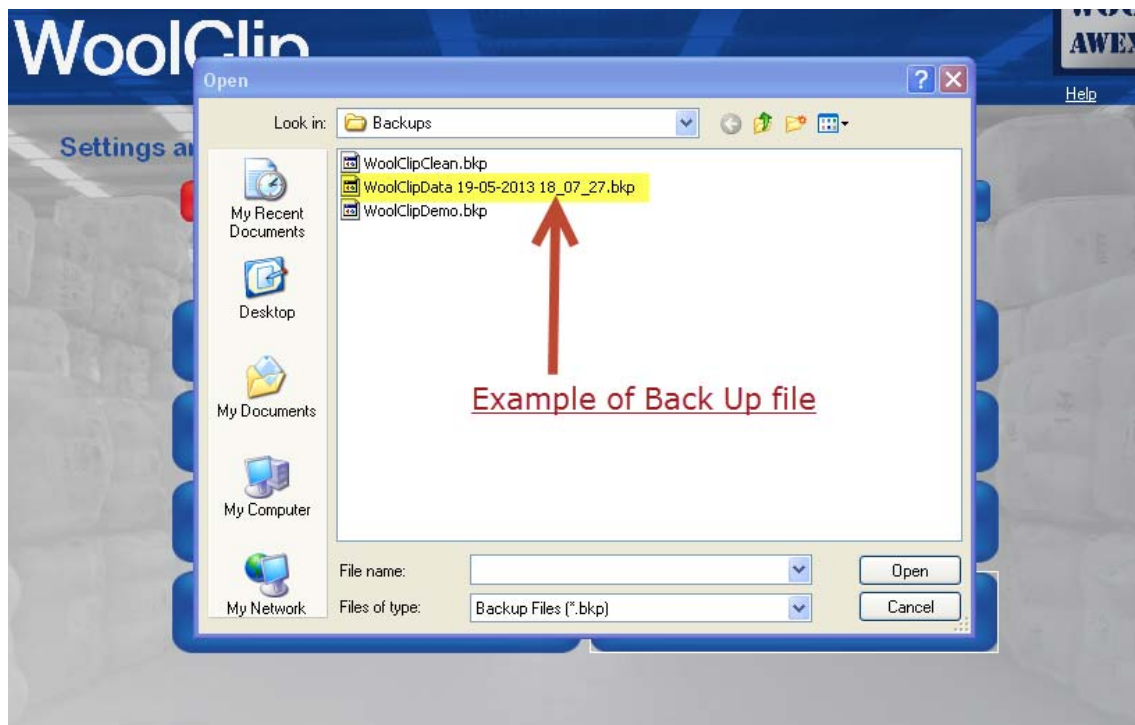


Figure 38: Restore Date - Back Up File



18.6 Bin Codes

WoolClip is preinstalled with many of the common and less common Bin Codes used by WoolClassers. **It is strongly recommended the Woolclasser uses the pre-installed list. If you wish to add or modify this list please consult with AWEX first, as some changes may have unexpected consequences.**

The Bin Codes are used to further describe the classing objective of each line. There are two sets of Bin Codes:

- a) Bin/Line Codes for Classed Lines ,and
- b) Bin Codes for Bulk Class portions.

Both sets behave slightly differently.

1. The Bin Codes that appear when building a Bulk Class bale are those Bin Codes marked with a BC flag of Yes (i.e. Ticked).
2. For both sets, only Bin Codes with a Favourite Flag ticked will appear. The classer may choose to reduce the list (that appears when adding a bale to the Wool Book) by removing the ticks from some of the Bin Codes that are not used.
3. For both sets, the sort order of the Bin Codes (when adding a bale to the Wool Book) is controlled by the sort order number in this table.

Figure 39: Bin Codes List View

Bin Codes WOOLCLIP AWEX 2015

Help Ver. 1.1.3.0

← Back Add Update Undo Remove

| Description | Bin Code | Wool Category | Sort Order | Favourite | BC |
|----------------------------------|----------|------------------|------------|-------------------------------------|--------------------------|
| MAIN LINE | 1 | Adult Fleece | 0 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| BEST LINE | 1+ | Adult Fleece | 10 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| FINE LINE | F | Adult Fleece | 20 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| BROAD LINE | B | Adult Fleece | 40 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| SECOND LINE | 2 | Adult Fleece | 50 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| PART TENDER | PT | Adult Fleece | 60 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| TENDER LINE | T | Adult Fleece | 70 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| PLAIN/DQG | FG | Adult Fleece | 75 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| SHORT LINE | P | Adult Fleece | 80 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| PREM | PREM | Adult Fleece | 85 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| BROKEN | BKN | BKN (Broken) | 87 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| RAMS | RAMS | Adult Fleece | 90 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| COLOUR SCOURABLE | M | Adult Fleece | 95 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| COLOUR LIGHT | H | Adult Fleece | 100 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| COLOUR HEAVY | H2 | Adult Fleece | 102 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| COLOUR/COT | HC | Adult Fleece | 105 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| COT SOFT | F | Adult Fleece | 110 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| COT MEDIUM | C2 | Adult Fleece | 120 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| COT HARD/MAT | C3 | Adult Fleece | 130 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| BRISKET | BH2 | BLS (Bellies) | 135 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| PEN (STAIN) | PEN | BKN (Broken) | 137 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| STAIN LIGHT | S1 | CRT (Crutchings) | 140 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| STAIN MEDIUM | S2 | CRT (Crutchings) | 145 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| STAIN HEAVY | S3 | CRT (Crutchings) | 147 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Figure 40: Bin Codes Detail View

Bin Code Details WOOLCLIP AWEX 2015

Help Ver. 1.1.3.0

← Back New Save Cancel Delete

Description: *

Bin Code: *

Wool Category: *

Sort Order: *

Favourite:

BC:

18.7 QA Checklist Items

WoolClip is preloaded with two QA Check Lists that contain QA Items. These items stored on a master table which in turn are loaded onto each Job when the QA System Module is used. This table allows the user to modify the items for each list. The two Active QA Checklists currently are the AWEX Code Of Practice (COP) and the Australian Superfine WoolGrowers Association (ASWGA).

In both cases only short items are listed and grouped by QA Category (e.g. Documentation, Packaging etc).

The user may choose to modify or add items to these or any of the preinstalled QA systems.

To add new items, click on Add in the List View.

To edit existing Items, click on the [blue underlined Item](#) in the List

Figure 41: QA Checklist – Item List View

| QA System | QA Item | QA Category |
|-----------|--|-------------------|
| AWEX COP | Woolpacks? | Packaging |
| AWEX COP | Bale Fasteners? | Packaging |
| AWEX COP | Bale Hook(s)? | Packaging |
| AWEX COP | Stencils? | Packaging |
| AWEX COP | Bale Label Permanent Marker? | Packaging |
| AWEX COP | Stencil Ink/Brush? | Packaging |
| AWEX COP | Emery Paper(s)? | Equipment / Plant |
| AWEX COP | Scales present? | Equipment / Plant |
| AWEX COP | Scales tested against known weight? | Equipment / Plant |
| AWEX COP | Brooms and/or paddles? | Equipment / Plant |
| AWEX COP | Shearers kit - Screw Drivers/Oil Cans/Brushes? | Equipment / Plant |
| AWEX COP | Raddle? | Equipment / Plant |
| AWEX COP | Fly Treatment? | Equipment / Plant |
| AWEX COP | Specification Sheets? | Documentation |
| AWEX COP | Wool Book? | Documentation |
| AWEX COP | National Wool Declaration/Mob Sequence Chart? | Documentation |
| AWEX COP | Current Woolclassing Code of Practice on site? | Documentation |
| AWEX COP | First Aid Kit present? | Health and Safety |
| AWEX COP | Contamination Bins? | Equipment / Plant |
| AWEX COP | Adequate Wool Room Bins? | Equipment / Plant |
| AWEX COP | Adequate Lighting? | Equipment / Plant |
| AWEX COP | Are Wool Bins clearly marked? | Equipment / Plant |
| AWEX COP | Newspaper available for Bulk Class? | Packaging |
| AWEX COP | All potential contaminants removed from wool room (Super bags... | Equipment / Plant |

Figure 42: QA Checklist - Item Detail View

QACheckListScreen

WOOLCLIP AWEX 🇺🇸 2015

Help Ver. 1.1.3.0

[← Back](#) [New](#) [Save](#) [Cancel](#) [Delete](#)

QA System *

QA Item *

QA Category *

19.0 Help and Support

Support for WoolClip is supplied through one of the following options:

Telephone: 02 9428 6100

Email: woolclip@awex.com.au

Web: www.awex.com.au/woolclasser/woolclip/support.html (for reference documents)

Web: www.youtube.com (search for WoolClip for short training “how to” videos)

Web Tech Support: support.awex.com.au (use when asked by AWEX).

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