

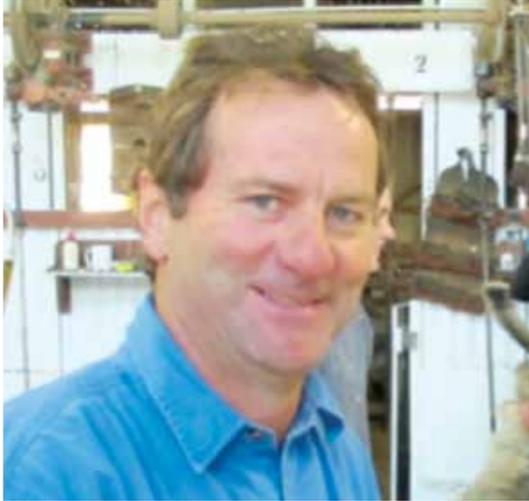
# BOARDtalk

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## AWEX WOOLCLASSER AMBASSADOR



Phillip Kennedy, AWEX 2013 Woolclasser Ambassador

AWEX is pleased to announce that the 2013 Woolclasser Ambassador is Mr Phillip Kennedy from Nyngan, NSW. The appointment follows a lengthy review of nearly 60 applicants for the newly created role and a series of intensive interviews for short-listed applicants.

"Phillip is a worthy Woolclasser Ambassador having 28 years woolclassing experience and a broad range

of experience across the wool industry including wool growing," said Mark Grave, AWEX CEO, "Phillip is also a natural communicator, which is an important part of the role of Woolclasser Ambassador and he will represent his peers well."

"We were delighted with the response from woolclassers across Australia for this opportunity and the depth and quality of the applicants was extraordinary," said Mark, "The final decision was extremely difficult as all applicants would be worthy representatives of their fellow woolclassers."

Mark continued, "Attributes such as woolclassing history and experience across all sheep breeds were considered. What was encouraging was the passion and commitment woolclassers have for their industry. The initiative and creativity used to enhance their applications included the use of video and audio messages demonstrating their communication skills, which is a key component of this role."

"The selection of Woolclasser Ambassador was never about which woolclasser classes the most wool, it was all about selecting the best applicant to represent the 18,500 woolclassers both overseas and here in Australia," said Mark, "This is a unique professional development opportunity for woolclassers and for many, it was the first position they had applied for in 20 years."

As Woolclasser Ambassador, Phillip Kennedy will travel with AWEX to China in September 2013 to

attend the Nanjing Wool Conference and Training Seminar and to meet with key wool processors to discuss quality issues in relation to wool preparation. Phillip will hear first-hand about the issues facing wool processors and how woolclassers might be able to improve their performance. As Woolclasser Ambassador, Phillip will also travel to Woolclasser Forums throughout Australia to relay the messages and to give a personal account of his experience.

"We want this opportunity to be successful and to communicate to the wider industry the value of a woolclip that is well prepared by a trained and registered woolclasser – this is integral to buyers and processors having confidence in Australian wool," said Mark, "AWEX will be working with Phillip to develop key messages for his presentation to be given in China in September."

Mark Grave said, "It is critical to the future direction of the industry that the relationship between the woolclasser and the wool processor is developed. The woolclasser puts their stencil on every bale of wool they prepare and they are accountable. The next time the bale is opened, it is by the wool processor – therefore, the role of the woolclasser matters."

**For Further Information:**

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**f STOP PRESS: Follow Phillip's trip to China on our Facebook page**  
<http://www.facebook.com/woolexchange>

## Changes to the Australian Wool Pack Standard

As mentioned previously, in 2010 the wool industry in NSW was advised of the problem of over-width loads of wool bales on road transport, where based on the Road Rules, a legal load is one that does not exceed 2.5 metres in width. The main cause of these over-width loads is when wool bales that are >1.25 m are placed end-to-end on a truck, and thus exceed the 2.5 m maximum. This issue is not new; it was raised as a problem in 1995 when wool packs were made of HDPE or Jute.

AWEX commenced its review of the wool pack standard following an industry meeting called by the NSW Roads and Traffic Authority (now Roads and Maritime Services, RMS), the NSW Government and Police held at Dubbo, NSW in February 2011. The issue is a matter of safety and is a high priority for the NSW Government. At this meeting, AWEX gave a commitment to review the Wool Pack Standard through the Industry Services Advisory Committee (ISAC) and to work with the wool and transport industries, the NSW Government and NSW RMS to address the situation.

The review aimed to test new wool pack designs that did not change the dimensions of the pack, thereby avoiding the potential increase in transport costs caused by 'smaller' bales of wool. It was also recognised that wool growers have already made a large investment through the cost of a wool press and changing the size of the wool pack would impact on this.

**Trial Results**

Over 2 years and using a total of 1,800 wool packs, AWEX conducted the necessary trials across a wide range of property types, sheep breeds and environmental factors in both NSW and Victoria.

The trials were designed to examine the incidence of over length wool bales as well as modification(s) to the Australian Wool Pack Standard and to the wool press to help produce bales with a high probability of being ≤1250 mm. The work was complex as many factors can affect bale length; such as, the wool pack itself, type of press (e.g. dimensions and pinning mechanism), skill of the presser, sheep breed, wool type, environmental conditions, and the time spent on trucks/in store.

Trial 1 verified the high incidence of over length bales with only 36% of bales measured in wool stores in NSW and VIC found to be ≤1250 mm.

Trials 2, 3 and 5 considered modifications to the Wool Pack Standard, namely: re-enforced banding of the pack fabric, the addition of a 4 Seam Base including different sewing methods for this base (Pinch Pleat or Separate Panel), and the addition of a Bale Fastening Guide (BFG). It was demonstrated that by using a pack with a 4 Seam Base (sewn as a Separate Panel) and a BFG during pressing, that bales could be consistently pressed to ≤1250 mm, with the bulge at the head and/or base reduced. Note, the use of the BFG, where the wool presser fastens the flaps up to or past the BFG, was critical to this outcome.

Trial 4 considered wool presses with a Short or Long Box length. Their performance was compared using a Standard Press Floor and a Raised Floor. The Short Box produced significantly shorter bales than the Long Box. However, the addition of a Raised Floor to the Long Box press helped reduce the length of the bales. This finding supports the use of a plough disc in the base of the press to improve the pressing of a bale; although in some instances the raised floor may need to be higher.

**Introduction of the "New" Packs**

In July 2013, the AWEX Board accepted ISAC's recommended changes to the Australian Wool Pack Standard. The amendments were that a Bale Fastening Guide (BFG) is stitched to each flap of the head of the wool pack, and a Four Seamed, Separate Panel is sewn into the base of each pack.



Bale Fastening Guide on all 4 Flaps. Fasteners must reach the BFG.

AWEX's research provides mechanisms to reduce the occurrence of over length bales, with an increase in the cost of producing the packs kept to a minimum. Note, the wool packs that have already been manufactured to the current Standard will still flow through the wool pipeline. The changes will be introduced as soon as practical following discussions and advice from Department of Agriculture, Forestry and Fisheries and Customs Australia. The discussions include the timing of the change, comprising an implementation program for all wool pack manufacturers.

Once a start date is set, AWEX will commence an extension campaign to make the Australian wool industry aware of the changes and how to press a compliant wool bale. This will include recommendations based on Best Practice Wool Pressing (i.e. use of the BFG) and the ideal press box length to achieve bales that are within length (i.e. Raised Floor).

**For Further Information:**

Go to the AWEX website: [www.awex.com.au](http://www.awex.com.au) to download the paper: "Trials to Improve the Structural Integrity of Wool Packs for Australia", by K. Hansford, M. Grave and T. Wohlers, Wool Innovations and Technology Forum, Submission No. 5, IWTO Biella Congress, June 2013.

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4 Seam Base (sewn as a Separate Panel)



Use [woolsearch.com.au](http://woolsearch.com.au) to find qualified Woolclassers, Shearers and Shed Hands.

- It's free to search and get contact information
- Download Wool Preparation Standards
- Thousands of listings
- Work wanted section
- Easy to use, Search by postcode or town
- Local or interstate



[www.woolcheque.com.au](http://www.woolcheque.com.au)

- FREE Online pricing tool
- Relevant, up to date wool market information
- Simple charts and graphs
- Independently assess prices and trends
- It's quick and easy



**we know wool**

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AWEX is a national organisation of brokers, growers, exporters, processors and private treaty merchants which, in the best interests of the wool industry, provides: Industry standards (wool packs, wool preparation), Clip inspection services, the National Wool Declaration-Integrity Program, Woolclasser registration, Independent market reports, Wool description and appraisal, Wool sale rostering and Wool administration.



## AWEX-ID Appraiser Training 2013

AWEX has recently conducted a series of AWEX-ID Accreditation Courses and Refresher Workshops for registered wool appraisers. Nearly all brokers have one, or more, registered AWEX-ID appraisers in each region. These appraisers apply an AWEX-ID type to each sale lot which; in turn, is used as a basis for grower pre-sale price estimates. It is then supplied to AWEX via electronic auction catalogues as an input to the Market Reporting System.

Prior to sale, the AWEX Auditors review the supplied AWEX-ID type on each auction lot (see AWEX Auditor's Role on page 3), as well as assess the clip preparation standard. Where required, the AWEX-IDs are fine-tuned to ensure consistency across all catalogues for Market Reporting purposes. These audited AWEX-ID types are also provided to woolclassers in their Activity Statements.

Similar to woolclassers, registered AWEX-ID appraisers receive feedback; this is via a weekly pre-sale report that

details each adjustment and a benchmarking report at the end of each month.

The purpose of the Refresher Workshop is to provide an update on the technical intent of the Appraisal Standard as well as to discuss areas where appraisers may be at variance to the Auditors. Time is also spent reviewing wool samples as a means to calibrate and discuss technical interpretations. An area that received some attention this year was the appraisal of Superfine wool and the identification of Saxon style breeding using the Australian Superfine Breed Group code (AS).

### For Further Information:

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Robert McKeown, ph. 02 9632 6166 or  
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## NWCG: National Woolclasser Consultative Group

### Expression of Interest Required

The NWCG is an advisory group convened by AWEX to advise, or be consulted on, matters related to administration, standards and the delivery of services to woolclassers and/or woolclassing in Australia. This group consists of membership from all States and meets via teleconference, as required.

Currently, there are two vacant positions on this group: one representative from Queensland and one from Western Australia. Applications are invited from suitably experienced classers to fill these two vacancies. Interested applicants must complete an Expression of Interest form; with applications closing on Saturday 30th November 2013.

### For the Expression of Interest Form and Further Information:

Peter Sudholz, ph. 02 9428 6144 or  
e. [psudholz@awex.com.au](mailto:psudholz@awex.com.au)

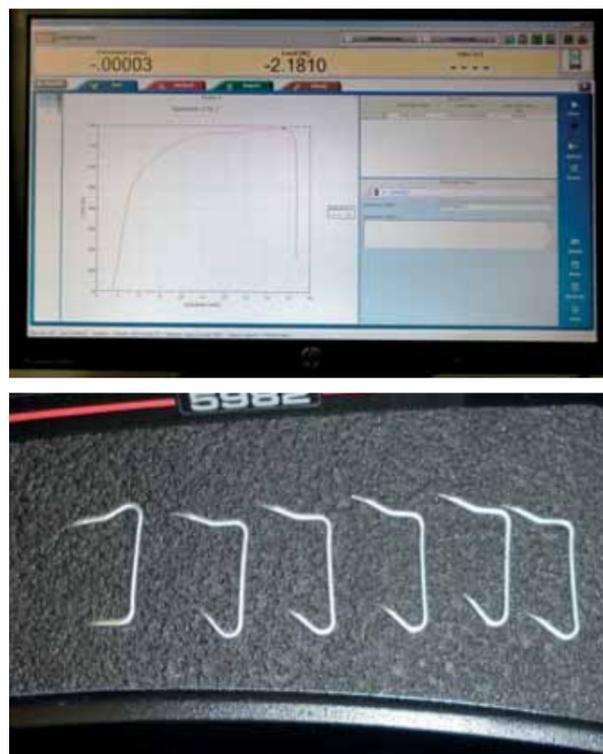
## Annual Woolclasser Auction Activity Statements

This edition of BOARDtalk includes the annual Woolclasser Auction Activity Statement for each woolclasser. This year's report has two additions: firstly, it now identifies lines that have been offered with underweight or overweight bales and secondly, it now lists Mulesing Status. Mulesing Status and DMFR Risk

values are derived from the Declaration section of the Specification sheet.

Woolclassers wanting to receive this statement monthly, by email, are asked to contact AWEX by phone 02 9428 6100 or email [woolclasser@awex.com.au](mailto:woolclasser@awex.com.au).

## AWEX Bale Fastener Review – Update



Instron Load Testing (a) Instron measurement (b) Instron output and (c) Fasteners after Load Testing

A survey of classers and industry personnel highlighted a number of issues with Australian bale fasteners, with some fasteners opening out before the bale can be closed. Hence, the review is being undertaken given:

- The performance of bale fasteners can contribute to the issue of over-length bales, and
- There is the possibility of injury through the use of poor quality bale fasteners as they move along the wool pipeline.

In undertaking this review, AWEX's aim was establish base test procedures/measurements to assess and compare the performance within and between brands of bale fastener. The measurements made on the fasteners included Strength, Hardness and Coating. Note, this work did not include a review of the design of the fastener (i.e. size, shape, angles, sharpness etc.) as this was considered the proprietary knowledge of each manufacturer.

### Testing Protocols

In evaluating and comparing the three brands of bale fastener used in Australia, AWEX contracted the services of a commercial laboratory with experience in testing metals and metal products. The tests that were conducted on samples provided by the manufacturers were:

- Galvanizing using a Coating Mass Test.
- Strength using Instron Load Testing.
- Hardness using Vickers Hardness Test.

While it would be easy to conclude that the brand with the highest average Strength or Hardness would be the best performing fastener, there is concern about the amount of variation within and between different brands of fastener. This is because it has been reported that some fasteners within a box or container fail (i.e. open out during use), whereas other fasteners in the same box do not.

### Future Activities

The results have now been collated and analysed, with individual reports sent to the manufacturers. The analyses are used to determine whether a brand of fastener is fit for purpose and hence deserving of endorsement. To this end, the results will be provided to the Industry Services Advisory Committee and the AWEX Board for consideration at their October 2013 meetings.

In addition, the testing protocols offer each manufacturer the opportunity to monitor the quality of the steel wire that they receive from their supplier and; if required, request a higher quality product from them.

### For Further Information:

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# AWEX Auditor's Role

The auditing of lots by AWEX Auditors involves a number of steps, which all help determine firstly, the final wool type for any lot and secondly, whether it meets the Code of Practice. When AWEX audits a lot, the Auditor is usually looking at an AWEX-ID applied by an accredited appraiser. This is the ID that appears in the auction catalogue. All appraisers have completed an accredited AWEX-ID course, so this appraisal is of great assistance to AWEX. The AWEX Auditor will either confirm the original appraisal or make an adjustment to it. In the latter case, if the appraiser has applied; for example, MF4S, but the Auditor has noted some low level skirtings present in the sample, the type will be altered to reflect that. Thus, the new ID will be MF4S.U1. If the Auditor decides that there is a higher level of skirtings present, the ID will be altered to MNF4S.U2. The "N" signifies that the lot is

now Non Conforming and that it is either poorly skirted or unskirted (U2).

If a registered stencil has been applied to the lot, AWEX will contact the seller in writing to inform them of the problem and allow the seller to investigate the issue pre-sale. If the seller advises that they agree with the AWEX decision, all affected parties (buyers and sellers) are advised of the changes in writing pre-sale. The woolclasser who classed the clip will be notified post-sale.

**Note:** If wool has been deliberately prepared to not meet the Code of Practice (e.g. unskirted), the woolclasser must clearly state this on the Classer's Specification form and not place his/her stencil on the bales.

AWEX's intention is to continually improve clip preparation

standards and to ensure that wool offered at auction bearing a registered stencil is prepared in accordance with the Woolclasser Code of Practice. It is very important that clip preparation issues that have been identified by AWEX Auditors is communicated back to those concerned so there is an opportunity to investigate the cause and to put in place steps to prevent a recurrence.

### For Further Information:

David Williams, ph. 03 9318 0277 or e. [dwilliams@awex.com.au](mailto:dwilliams@awex.com.au)

David Aslett, ph. 08 9434 6999 or e. [daslett@awex.com.au](mailto:daslett@awex.com.au)

Robert McKeown, ph. 02 9632 6166 or e. [rmckeown@awex.com.au](mailto:rmckeown@awex.com.au)

# Overuse of Stain in Bale Descriptions

## What is the issue?

The overuse of the Stain (STN) bale description on lines that are not Stain.

AWEX Auditors, buyer and broker personnel are increasingly seeing lines described as stain that contain very little, if any, stain. Stain is not pigmented Black Wool, Brisket Colour, Fleece Rot, Water Colour, Dags or Flyblown.

## Technical Definition/Background

Stain is defined as wool that is urine stained. It is also known as Dark Stain, Urine Stain or Dark Fibre. Note, Dark Fibre is a collective term including both urine stain and pigmented fibres.

Research has shown that Urine Stain increases in darkness over time; that is, as the length of exposure of the wool to wet urine increases, it will change in colour from cream to yellow to brown to black. The recommended crutch/shear interval of less than 3 months is made on the basis that the urine on the wool will not have developed to a brown/black colour, and hence is far less likely to result in dark fibre contamination.

## Recommended Practice

Woolclassers should only use a bale description of Stain (STN) for lines that are:

- Made intentionally as dark (urine) stain lines, or
- Contains significant and/or clearly evident quantities of dark (urine) stain.

Examples of bale descriptions based on a Cast Line of Stain include: STN M PCS and STN CX BLS. Where possible, significantly different lengths (short and long) should be kept separate.

The following bale descriptions apply for these Cast Lines: Black Wool of pigmented origin (BLK), Brisket Colour (COL), Fleece Rot (COL), Water Colour (COL) or Flyblown (FLY). The Breed Group and Wool Category should still be used as applicable; for example: BLK CBK, COL M NKS, FLY SM PCS. Dags are described as a Wool Category; for example, FX DAG.

### For Further Information:

Peter Sudholz, p. 02 9428 6144 or e. [psudholz@awex.com.au](mailto:psudholz@awex.com.au)

# AWEX BOARDtalk Forums Popular



AWEX BOARDtalk Forum, Hamilton VIC

AWEX has begun to roll out a series of BOARDtalk Forums in major centres throughout Australia. The new look format of the Forums includes informative industry updates on current and future issues and a high profile key note industry speaker. Additionally, the

inclusion of an open wool buyer's panel where classers can ask questions and gain first-hand knowledge of current market requirements and trends has been extremely popular.

To date Forums have been held on Saturday mornings at Dubbo NSW, Burra SA and Hamilton VIC, with further forums being planned around Australia. Woolclassers will be advised by email when a forum is planned in your region and you are encouraged to attend. Woolgrowers and other interested parties are also invited.

# Specification Booklets (Triplicate) – Woolclasser Polo Shirts – Marker Pens

Three part generic Woolclasser Specification sheets are available in booklets of 10 (30 pages total). There is a copy for the wool store (white sheet), the owner (yellow) and the woolclasser (pink). These are available from AWEX for **\$17.50 per booklet of 10 including GST and postage**. Order as many Woolclasser Polo Shirts as you would like for **\$40 each including GST and postage**. Marker pens are available at **1 @ \$4.50, 2 @ \$6.50, 3 @ \$8.30 & 4 @ \$9.95 including GST & postage**.

## PAYMENT OPTIONS:

**By Cheque:** Please attach a cheque to this Order Form and return by mail to: AWEX, PO Box 651, North Ryde BC, NSW 2113. Cheques are to be payable to Australian Wool Exchange Ltd.

**By Credit Card:** Order/Payment can be made by **Phone:** (02) 9428 6100 or by completing the details below and returning by **Fax:** (02) 02 9428 6120

**Post:** AWEX, PO Box 651, North Ryde BC, NSW 2113 or **E-mail** (scanned): [woolclasser@awex.com.au](mailto:woolclasser@awex.com.au)



100% Merino Wool  
Colour Navy Blue

**\$40 each**

Sizes*	M	L	XL	XXL
Chest	100cm	105cm	110cm	115cm
Qty.				

\*Sizing is full chest measurement in centimetres



## Please retain this section as your tax invoice

Date Paid: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Paid By: CHEQUE / CREDIT CARD (please circle)

NO. OF BOOKLETS	Woolclasser Specification Booklets @ A\$17.50 per booklet including GST & postage.	TOTAL \$
NO. OF POLO SHIRTS	Woolclasser Polo Shirts @ A\$40.00 each including GST & postage.	TOTAL \$
NO. OF MARKER PENS	1 @ \$4.50, 2 @ \$6.50, 3 @ \$8.30 & 4 @ \$9.95 including GST & postage.	TOTAL \$

**GRAND TOTAL AMOUNT PAID** \$ \_\_\_\_\_ (incl. GST)

**Supplier:** Australian Wool Exchange Ltd, ABN 35 061 495 565, PO Box 651, North Ryde BC, NSW 2113. When fully complete and paid, this section will be a Tax Invoice for GST purposes.

WOOLCLASSER NAME  STENCIL NO.

DELIVERY ADDRESS

NO. OF BOOKLETS  Woolclasser Specification Booklets @ A\$17.50 per booklet incl. GST & postage.

NO. OF POLO SHIRTS  Woolclasser Polo Shirts @ \$40.00 each incl. GST & postage.

NO. OF MARKER PENS  1 @ \$4.50, 2 @ \$6.50, 3 @ \$8.30 & 4 @ \$9.95 including GST & postage.

VISA  MASTERCARD

CARDHOLDER NAME

CARD NUMBER

EXPIRY DATE

CARDHOLDER SIGNATURE

TOTAL AMOUNT \$



## Auction Action

The Auction Action article in the last edition of BOARDtalk spoke of the March 2013 market that had rebounded off lows recorded in the 2012 Spring. Over the course of that rally the had gained 200 cents; however, that article proved to be at the high-point. A sharp reversal of this market followed, sinking 150 cents over two months.

It was at that stage, in early May 2013, that the Australian Dollar fell through the 100 US cent level and appeared to provide some stimulus to an otherwise weak wool market. Low end-of-season volumes (typical for that time of the year) also gave the market a boost, which sustained a short rally through to the end of June. The opening of the 2013/14 season continued the theme of high volatility highlighted by a sharp jump in prices in late

August. Over the course of a fortnight there was a 12% gain and the EMI came close to equalling the high point made in January 2013.

Despite the volatility during the season, 2012/13 closed with a very modest dip of 2.7% in the AWEX-EMI; the smallest seasonal movement in the benchmark indicator since 1986. At the individual micron level, the finer Merino types recorded the worst results, a trend which was consistent with the 2011/12 season.

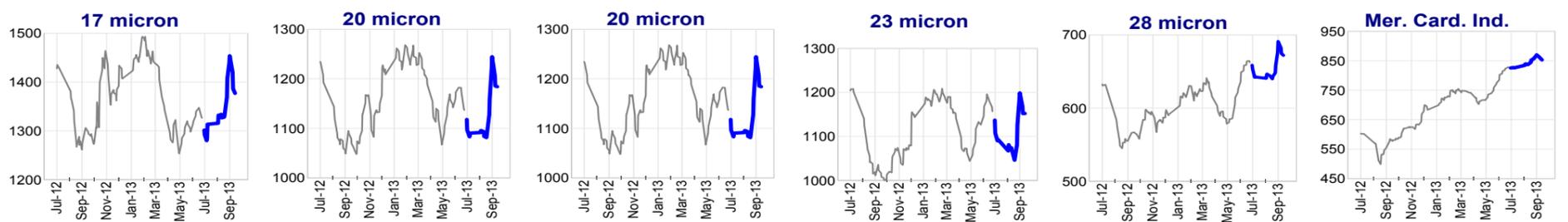
Over the course of the 2012/13 season the AWEX 19 Micron Price Guide (MPG) sold, on average, to a 6% premium over the 21 MPG, a record low. As a comparison, 19 micron has, on average, enjoyed a 32% premium over 21 micron over the last 20 years. One reason for the

decline could be the relative increase of finer types within the Australian wool clip. AWTA testing statistics show the 19.5 micron and finer range represented less than 10% of the clip in the 1993 season, whilst last season it represented more than 40% of the total clip. The overall weight in this range has been reasonably static over the last 10 years at 140 mkg, but comes against an overall 30% decline in the Australian clip over the same period.

### For Further Information:

Lionel Plunkett, ph. 02 9428 6136 or e. [lplunkett@awex.com.au](mailto:lplunkett@awex.com.au)

04  
Sep  
13



## WoolClip: Software for Woolclassers

WoolClip is a software package developed by AWEX to:

- generate legible, error free Specification sheet(s). Each Specification sheet is then able to be consigned to the warehouse as a printed report or in electronic file format, and
- Offer a professional and personal development opportunity for current and future woolclassers interested in this approach.

Data entered into WoolClip includes Trading Name, Wool Book and Tally Book information. From this data, users of WoolClip can generate Specification sheet(s) plus a variety of additional inventory reports including the Wool Book, Consignment Notes, Tally Summaries, Work Sheets and Summary Job Statistics (including mob breaks, cut per head and classing outcomes).

WoolClip installs on desktop, laptop and tablet devices running Windows™ XP (Service Pack 3), Vista, Windows 7 and Windows 8.

At the time of printing AWEX has demonstrated WoolClip to over 350 woolclassers via workshops. The software includes a User Guide and a demonstration clip for users to “play with” before trying a live clip. WoolClip is suitable for use by Woolclassers, Woolgrowers and Shearing Contractors.

### For Further Information:

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**WoolClip**  
AWEX 2015  
Help Ver 1.1.3.0

Job Dashboard

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

Icons: NAME (Trading Name), Job Details, Mob Book, Wool Book, Specifications, Consignment, GA Check List, Team, Tally Book, Time Sheets, Results, Job Statistics

Tally Book Totals		Wool Book Totals	
Mob No	Counted	Category	Units
1	422	Adult Fleeces	32
2	382	PCS (Fleeces)	5
3	408	BLS (Belies)	3
4	337	LMS (Lamb Fleeces)	3
5	333	LKS (Locks)	2
		LPCS (Lamb Pieces / Belies)	1
		BC	1

## WoolClip – Latest Version Update: Release date 1st October 2013

- A Quick Add function to the Wool Book, allowing the user to copy the previous bale,
- Two additional tally types added to the Tally Book: Tally (Double) and Tally (Crutching),
- The Speci-ID has been added to Wool Book List screen,
- The Speci-ID has been added to Consignment List screen,
- Shed Weight Type has been added to the Job allowing the user to nominate if the recorded Shed Weight is Gross or Nett weight. This, in turn, is factored into the cut per head calculations etc.,
- Inclusion of 2 additional work units (fleeces and bales) in Work Sheets (previously Time Sheets) for woolclassers and pressers working on contract rates,
- Carry forward of Shearer Names from previous Count (when adding a new Count), and
- Report updates.

### Handy Hints!

- Remember to use the forward slash / to designate Farm Brands with split levels, e.g. SALTBUSH/DOWNS
- Please refer to the User Guide for how to handle other data entry conventions on Farm Brands (e.g. characters on side, conjoint characters etc.)
- Has shearing finished? This Specification field is set by entering the Cut Out date on the Job.
- It is possible to use the keyboard instead of the mouse on the drop down fields. Simply enter the first character of the option you require (e.g. M for Merino) and the first instance in the list (starting with M) will appear. Key M again for the second instance starting with the M in the list and so on.

### FAQ

#### Where do I find my report files?

Each time a report is printed, a pdf copy (suitable for attaching to an email) can be found in the c:/awex/woolclip/reports directory. Each file is named with the JobID, Farm Brand and datetime stamp allowing easy identification.

Old report files can be deleted whenever the user wishes.

#### Support and Help

Click on the “Help” text at the top of each screen to locate Help options.

#### For Further Information:

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