WoolClip
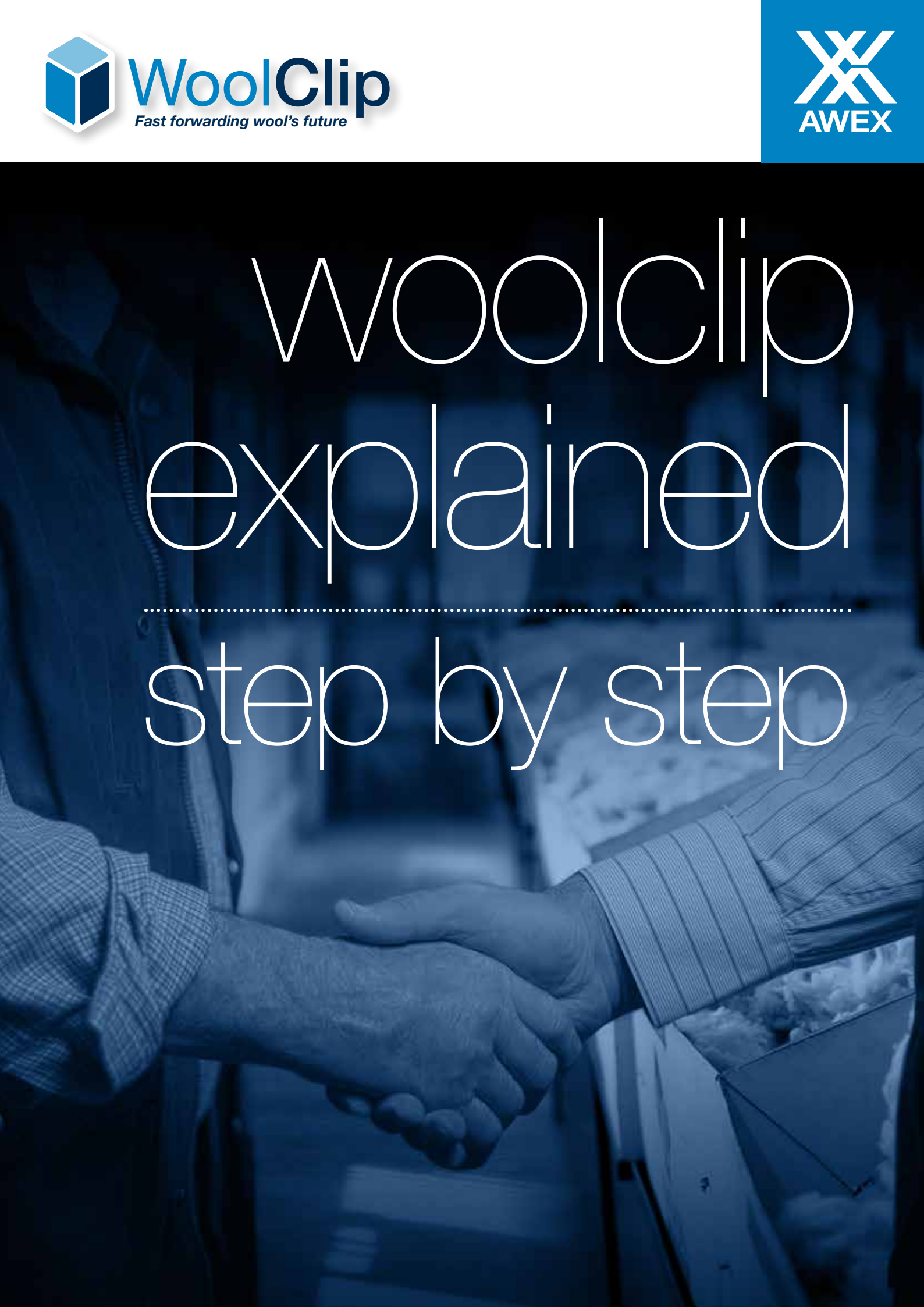Fast forwarding wool's future

AWEX

woolclip explained

step by step

Fast forwarding wool's future

AWEX has just released the new WoolClip software, it's secure, intuitive, mobile and works online and offline, accessed via web and smartphone app.

WoolClip is the *'must have'* to record and improve the speed and accuracy of your shearing information from farm through the wool pipeline.

With Woolclip you can; create a job, add mobs, add bales, complete the NWD and create a data-speci whilst retaining all traditional printed functionality.

On-Farm

Classer Specification - Easy, accurate and efficient Specifications are automatically emailed when finalised & data released to the warehouse/ marketing organisation.

Collaboration - Team members can work together to complete the documentation on time, every time.

National Wool Declaration - Send the NWD request to the owner manager wherever they are.

ebale Ready - Scanning functionality.

Marketing Organisation & Warehouse

Specification - Fast and timely access.

Reduced Data Entry - Data available to download.

National Wool Declaration - Values calculated at bale and line level.

What is WoolClip?

WoolClip is an online internet and smartphone app that allows the user to create wool **Specifications** and **NWDs**. It uses a simple, intuitive workflow designed to reduce workload and errors.

For those wanting to collect **Mob** and **Bale** details in the Wool Shed during the day, a smartphone app can be used even where there is no signal or data connectivity.

Once finalised, WoolClip will send the **Specification** by email to the nominated marketing organisation as well as owner/manager(s) and marketing representative(s) in the **Team**. The **Specification** data is also released for the destination warehouses to download at their discretion and import into their systems.

Who can use it? Teamwork

The primary users of WoolClip are Wool Classers and/or Wool Growers (owner/managers).

WoolClip allows these primary users to work on their own, together or in collaboration with supporting users such as marketing reps, Wool Pressers, shearing contractors and carriers.

Supporting users must be added to a **Team** by the Wool Grower (owner/manager) or Wool Classer before they can access or update (role appropriate) information.

Each user can only view/access/add/maintain modules and data appropriate for their role.

How do I access WoolClip?

1. Via the website www.woolclip.com.au

The website offers full functionality. The website allows users to register and maintain **Farm Accounts, Job Details, Team Members, Mobs, NWD, Bales** and **Specifications** (subject to their role).

Website Online		Farm	Job Details	Team	Mobs	NWD	Wool Book	Specification
All modules		Farm	Job Details	Team	Mobs	NWD	Wool Book	Specification

2. Via a smartphone app (Apple or Android)

The WoolClip smartphone app is built for wool shed use and is primarily for the data entry of mobs and bales. The app can be used when the smartphone is out of range (i.e. no connection).

Use of the app is optional. **Mob** and **Bale** data can be added via the website.

When using the smartphone app, the user must firstly download the **Job Details** set up on the website. **Mobs** and **Bales** can then be added whilst working in the shed. When there is no connectively, the data will be held locally. The next time the smartphone has a connection, all data will upload and the two systems will synchronise.

Smartphone app Use in the wool shed (online and offline)		Mobs	NWD	Wool Book
Limited data entry modules		Mobs	NWD	Wool Book

How do I become a user of WoolClip?

Each user must have a unique email address.

Wool Classers are pre-registered and can **Login** with their username/password pre-assigned by AWEX.

Other users must initially **Create An Account** using the procedures found on the home page *(see page 6)*.

All users, on first access, must verify their contact details by entering the generated security codes for email and smartphone. The verification step is required only once, or subsequently if you change your email or smartphone number.

The same username/password is used to access the website and smartphone app.

Training sessions

AWEX is happy to provide a training session on WoolClip. These sessions are conducted over the phone and are of approximately 60 to 90 minutes duration. Sessions are held on weekdays and weekends. After hours sessions are also offered.

Sessions are limited to 4 people.

Contact WoolClip Support to book a session.

Training website and training app

Like to have a test run without going into the main site? User Registration is not required.

Go to the following website: **https://training.woolclip.com.au**

Nominate a Role: **Wool Grower, Wool Classer, Wool Presser**

This will allow the user to access a quarantined environment where a small amount of demonstration/ training data is automatically generated. The user can practice using the WoolClip training site by adding, editing or deleting records in each of the modules. Nearly all functionality is offered, however no data leaves the site and reports are clearly marked as Training.

To practice using the app please download the AWEX WoolClip training app from your app store.

Please note – when exiting the training site, all data is cleared, Accessing the site again will regenerate all the training details.

Support or you want to learn more?

WoolClip Support

T: 02 9428 6170

T: 08 6263 4617 (WA)

E: woolclip@awex.com.au

![WoolClip - Fast forwarding wool's future]

(First time access/registration)

Make sure you have access to your email and (mobile) smartphone (if using). AWEX Wool Classers are pre-registered for WoolClip and must start at (a). All other users must start at (b) or (c).

(a) I am a Wool Classer (Master Classer, Australian Wool Classer or Owner Classer)

Step 1.	Open the WoolClip website www.woolclip.com.au using your web browser and **Login** using your pre-assigned username/password.
Step 2.	**Verify** your contact details. *Click* on **Send Code** against email and smartphone (if using). Enter each Code, accept the terms of use and *click* on **Verify**.
Step 3.	Read the Getting Started panels. On the last panel, nominate whether you are also a Wool Grower.
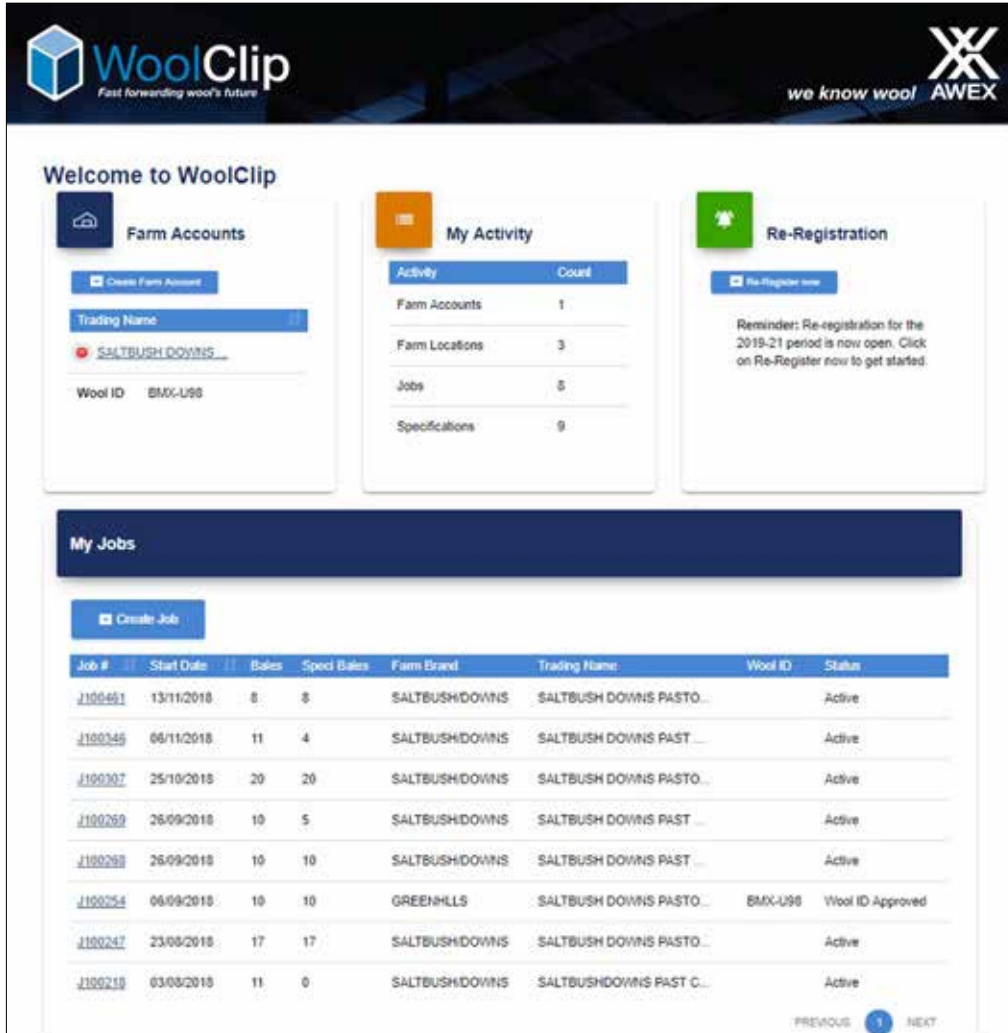
(b) I am a Wool Grower

Step 1.	Open the WoolClip website www.woolclip.com.au using your web browser. *Click* on **Create Account** and enter your details.
Step 2.	**Verify** your contact details. *Click on* **Send Code** against email and smartphone (if using). Enter each Code, accept the terms of use and *click* on **Verify**.
Step 3.	Read the Getting Started panels. On the last panel nominate 'I am a Wool Grower'.
Step 4.	Create your **Farm Account**, **Farm Location(s)** and nominate your marketing organisation(s).
Step 5.	Wait for your **Farm Account** to be verified by the marketing organisation (allow up to one business day).

(c) I am another User (e.g. marketing rep, wool presser, shearing contractor, carrier)

Step 1.	Open the WoolClip website www.woolclip.com.au using your web browser. *Click* on **Create Account** and enter your details.
Step 2.	Verify your contact details. *Click* on **Send Code** against email and smartphone (if using). Enter each Code, accept the terms of use and *click* on **Verify**.
Step 3.	Read the Getting Started panels. On the last panel nominate 'I am not a Wool Grower'.
Step 4.	Initially you may not see any information on the Dashboard. When assigned a role in the **Team** by a Wool Classer or Wool Grower, **Job** access will be granted.

Dashboard

The landing 'Home' page is the Dashboard 'Welcome to WoolClip'. From here the user can **Create a Job** or access a previously created Job from the **My Job** list. The Dashboard displays summary activity information and various widgets, as released from time to time.

The 'Hamburger' Menu

The Hamburger (Burger) **menu** icon, in the top right-hand corner of the web page, is always visible and allows the user to access functions including **My Bale Descriptions, Bin Codes, Address Book, My Profile** and **Logout**.
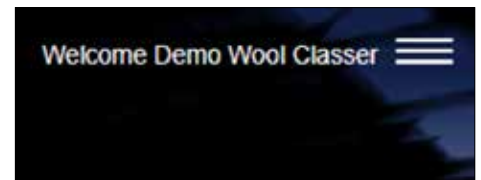
Navigation (Moving around)

Navigation around WoolClip is either via short hyperlinks, e.g. J101561, or by clicking on the desired destination in the **Breadcrumb** at the top of each page: Dashboard / Jobs / J101561 / Mob Book /

Entering data

Data must be entered in any field with a Star (*) against its name.

1. Farm Accounts & Wool-ID (Wool Growers only)

WoolClip recognises that whilst Wool Classers often do the Specifications, there are many Wool Growers who may want to do this task, or alternatively work jointly with the Wool Classer.

Farm Account

- A user registering as a Wool Grower is asked to set up their Farm Account(s), Farm Brand(s) and Location(s) and current Marketing Organisation(s).

- This triggers a verification request to the Marketing Organisation(s). This is a security function and prevents inappropriate use of WoolClip.

- A Wool Grower user can add data only after (one of) their nominated Marketing Organisation(s) has verified they are a legitimate client.

- Once verified, WoolClip will generate a six-character Wool-ID XXX-XXX that uniquely identifies each Farm Account. This Wool-ID is sent to the Wool Grower via email/SMS and can be seen on the WoolClip dashboard screen. The Wool-ID can then be used as linking code between a Farm Account and Jobs/Specifications.

- Where the Wool Classer has added the Wool-ID to the Job, this also grants access rights to the Wool Grower if they are also a user.

2. Create a Job/Job Details

The Job is the 'Container' for the other modules and allows the user to manage their work into discrete time and/or work units.

Job Details

- To get started *click* on the **Create Job** button on the Dashboard.

- If the Property Identification Code (PIC) is not known, then add a temporary value and follow it up later with the owner/manager. Often the PIC can be found on an ear-tag of home-bred sheep.

- If you are a Wool Classer and the Wool Grower has a Wool-ID, then add this when known. Adding this field will automatically update your grower related information (such as Trading Name etc.) with those from the Wool Grower's Farm Account.

- On Save, WoolClip will assign each Job with a unique Job Number commencing with a J (e.g. J291918).

- To access the Workflow page with module tabs, *click* on the **Job** hyperlink (e.g. J100124).

Hint

To be able to add associated mobs and bales, the smartphone app requires Job details previously entered via the website. Before going to the shed, open the app and download the basic Job details.

3. Team (Members)

The Team is a powerful module as it manages access (by other users) to Modules and NWD requests (if the owner/manager is not a registered user). The Team Module is accessed via the website.

Team

- To get started *click* on **Add Team Member**. You should see your own name as the first Team Member. Add as many Team Members as appropriate or required.

- If a Team Member performs multiple roles, then assign that person multiple roles. Do not add the person multiple times!

- Registered users in a Team are identified with a round 'head and shoulder' icon on the left hand side of their name in the Team list. The email address and/or mobile number are used to identify users.

- If adding new people to the Team, remember to *click* on **Save to Address Book** so you can retrieve their details for future Teams.

- The Team must include at least one person as an owner/manager. A mobile number will be required to send them an NWD request (if they are not a WoolClip user themselves).

- If you are a Wool Grower setting up the Team, remember to add the Wool Classer and their Stencil Number.

- Add one or more marketing reps if you want to email them a copy of the Specification. Adding a marketing rep to the Team allows this person to view the progress of all modules (provided they are a registered user).

- Add a Wool Presser user if their role is to add bales to the Wool Book in the shearing shed using the smartphone app.

- If a second Wool Classer is involved in the Job, add the person with a role of Wool Classer and their Stencil Number. The Stencil will be verified against AWEX records on entry.

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Job Details

J100307, SALTBUSH DOWNS PASTORAL CO, 25/10/2018, Shearing @ SALTBUSH/DOWNS

Job Details | Team | Mob Book | NWD | Wool Book | Specifications

Add Team Member

	Full Name	Mobile	Email	Roles	Actions
👤	Demo Wool Classer		barry15@mailinator.com	Job Administrator,Wool Classer	✎ ✖ ➤
	Megan Marketing Rep			Marketing Rep	✎ ✖ ➤
	Peter Presser			Wool Presser	✎ ✖ ➤
	Sam Shearer			Shearer	✎ ✖ ➤
	Wendy Wool Handler			Wool Handler	✎ ✖ ➤
👤	William Wool Grower	0414 314 708	williamwool@mailinator.com	Owner/Manager	✎ ✖ ➤

PREVIOUS 1 NEXT

4. Add Mobs to the Mob Book

The Mob Book holds the Mob details associated with the Job. Mobs can be added progressively during the Job via the website or the smartphone app. On first save of a mob, WoolClip will create a unique Mob-Identification number (starting with 'M').

Mobs

- To get started *click* on **Add Mob**. Set up each mob with a short mob name e.g."4/5/6 yo Wethers", "Dam Paddock Ewes".

- WoolClip uses a "Drop Year/Ear Tag Colour" field to assign the Age of the mob. If the mob is mixed Age, then select multiple Years/Colours.

- If a mob contains sheep less than two years old, WoolClip will prompt the user to enter a First or Second Shearing indicator. This is used for the DMFR calculation.

- Update the mandatory fields with the details as best you know. These can be updated at a later time.

- Whilst optional, it is strongly recommended the Estimated Mob Micron, VMB. Length and Strength fields are completed.

Hint

1. We recommend you update the estimated sheep number in each mob to actual sheep numbers (from the Tally Book) once the mob is cutout. This means the cuts/head calculation is more relevant.

2. After bales are added to the Wool Book, *click* on **Bales in Mob** to view the wool weights for the mob.

5. National Wool Declaration (NWD)

The NWD module is the management module for building, completing and sending the NWD associated with a Job.

NWD

- For the NWD to be completed via WoolClip, the owner/manager must be added to the team with email and/or mobile details.

- The NWD can be completed in one of two ways:

  ◦ Where the Wool Grower (owner/manager) is a user of WoolClip, the owner/manager can make a declaration online by logging into WoolClip and reviewing and declaring via the NWD module.

  ◦ Where the Wool Grower (owner/manager) is NOT a user of WoolClip, the Wool Classer sends an SMS request and email to an owner/manager to make a declaration The owner/manager can then click on the link in the SMS or email to review/complete the declaration.

- If completed as described above, a physical signature is not required.

- Before *clicking* on **Send a Request** (or completing the NWD) remember to put a value in the **Ceased Mulesing** field.

- The NWD can be declared progressively or when all mobs are added. The Wool Classer may enter their best estimates and have the Wool Grower (owner/manager) verify this information.

- The user can re-send a request to the owner/manager if a response has not been received in a timely fashion. The user can also send the NWD requests progressively as more mobs are added.

- For the NWD to be submitted, the declarations must be completed before finalising the Specification(s). If the NWD is not completed, (or verified by the owner/manager), the NWD and associated values will be set to Not Declared.
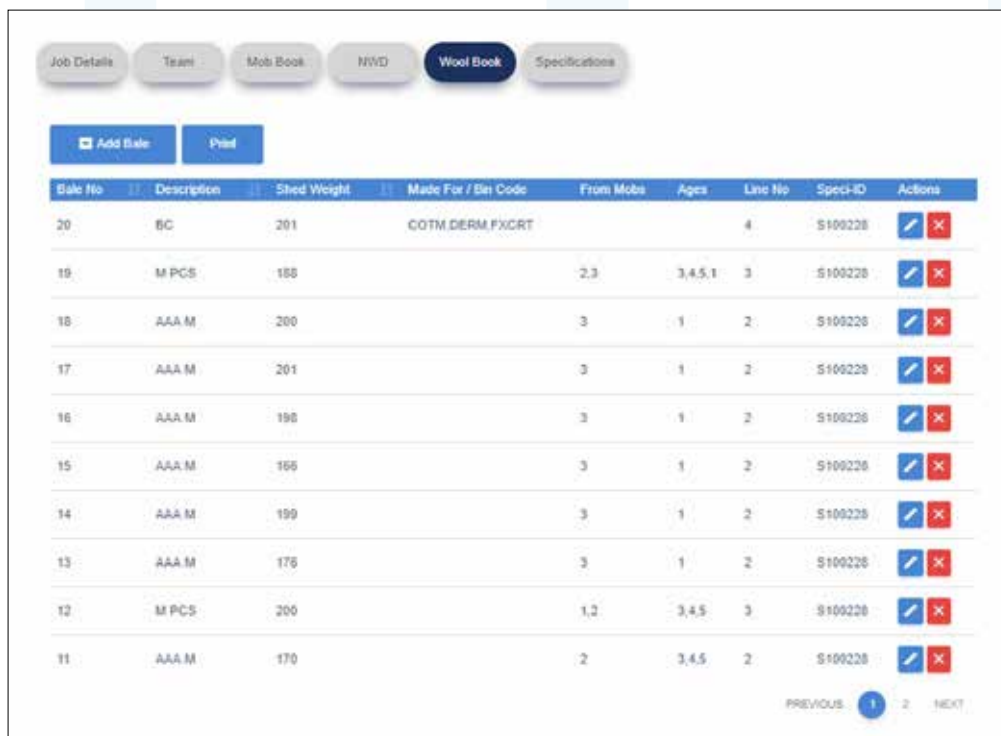
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6. Add Bales to the Wool Book

The Wool Book contains all the bale details associated with a Job. Bales can be added to the Wool Book progressively via the website or the smartphone app.

Wool Book

- The Wool Book will start at the 'First Bale Number for Job' set in the Job Details.

- The Wool Book will auto advance to the next available bale number when adding.

- The Bale Description is built using the selectors on the top left section of the bale label image.

- The Bin Code field on a bale can be:

    ° Left blank (if not used),

    ° Entered directly as a Code, *or*

    ° Selected from the list if you have set up in the Bin Code table (Burger menu).

- **Save** will save the current bale and return to the Wool Book list.

- **Save and Add** will save the current bale and go to the next bale (details will be blank).

- **Save and Copy** will save the current bale and copy the Bale Description and Mob details to the next bale. A Bale weight must be added.

- A bale can contain wool from one mob or multiple mobs. Use the Portion control to nominate each mob and the estimated % of bale weight. This is important because, while the wool is homogeneous, WoolClip can calculate the correct NWD values based on the source mobs. Furthermore, this means wool is equitably distributed when calculating Cuts/Head.

- The Portion control is also used on Bulk Class bales to describe the contents. Use a short code (e.g. DERM, FXCRT, COTM) to describe individual Bulk Class portions

Bale No	Description	Shed Weight	Made For / Bin Code	From Mobs	Ages	Line No	Speci-ID	Actions
20	BC	201	COTM,DERM,FXCRT			4	S100228	
19	M PCS	188		2,3	3,4,5,1	3	S100228	
18	AAA M	200		3	1	2	S100228	
17	AAA M	201		3	1	2	S100228	
16	AAA M	198		3	1	2	S100228	
15	AAA M	166		3	1	2	S100228	
14	AAA M	199		3	1	2	S100228	
13	AAA M	176		3	1	2	S100228	
12	M PCS	200		1,2	3,4,5	3	S100228	
11	AAA M	170		2	3,4,5	2	S100228	

7. Build the Specification(s)

A Specification is built using the website. A Job can contain one or more Specifications. Each Specification is given a unique "S" number.

Specification

- A Specification can be created at any time during the Job. Lines can be added progressively to avoid a last-minute rush. Remember to *click* on **Save** as you build.

- If the NWD has yet to be declared on a mob on the Specification a warning will appear on the Specification screen. This does not prevent the user from building or finalising the Specification.

- To build a line, *click* on **Add Line**, then choose the **Description of the Line**, select the bales you want to include and *click* on **Save**. This will create the line.

- Bales can be added or removed from lines as required (using the Edit function).

- Lines can be moved up or down the page as required (using the slide arrows on the left hand side).

- The **Print** button prints a ROUGH DRAFT of the **Specification** – It is not intended for publication or distribution.

- The marketing organisation is the broker/private treaty merchant. Some larger companies will have multiple locations (e.g. Sydney, Melbourne and Fremantle are the three selling centres).

- The destination organisation is selected from the receival warehouses linked to the marketing organisation.

- **Finalise and Send** must be *clicked* on to email the **Specification** to the marketing organisation, the user, and any owner/manager(s) and marketing rep(s) in the Team. This also releases data to the warehouse should they wish to download it.

8. Using the smartphone app

The WoolClip smartphone app is available for Apple (iOS) and Android phones. Download AWEX WoolClip from your respective store.

The app uses two simple navigation menus. The **Hamburger (Burger)** menu in the top corner (1) will display a menu (2), which allows the user to select/change their Job from the **Job List**, edit their **Profile** and **Logout**.
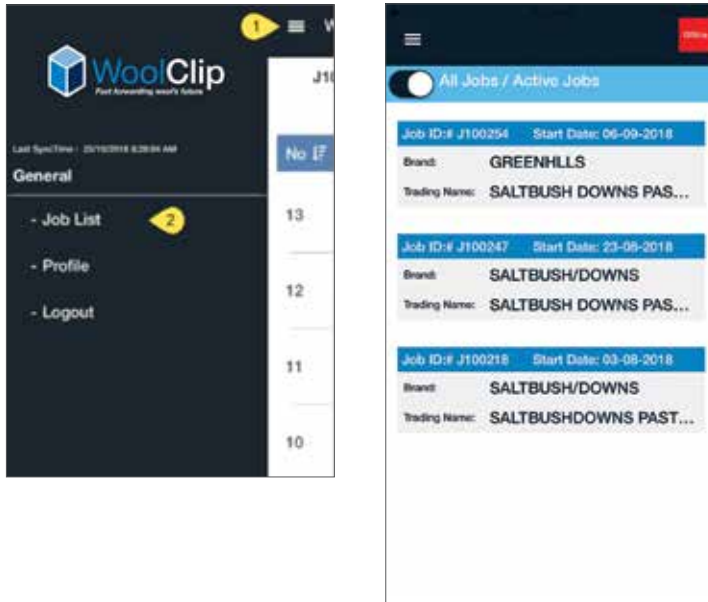
The main function buttons are found along the bottom edge of the screen: **Add Bale, Wool Book, Add Mob, Mob Book** and **NWD**.

- To view the details on a Bale or Mob, simply *click* on the **Bale** or **Mob** in their respective lists.

- To add a Mob or Bale, simply *click* on the **Add Mob** or **Add Bale** button on the base line.

A sample Wool Book and Add Bale screen is illustrated below.
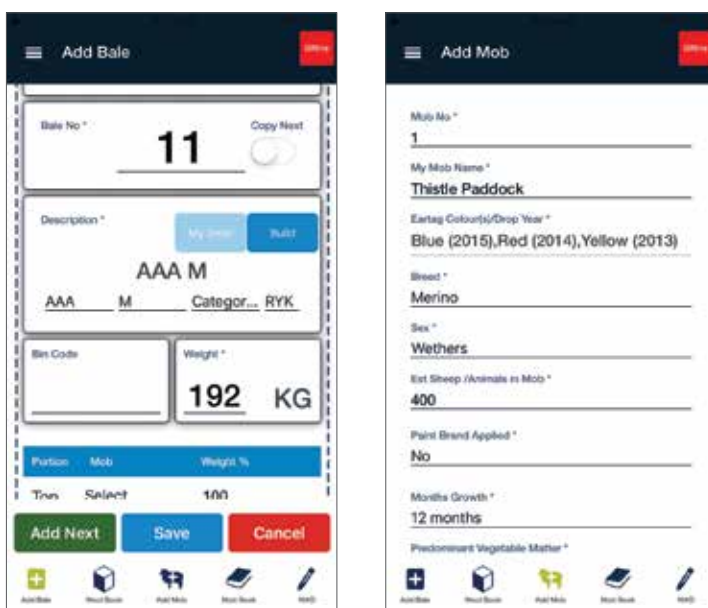
When using the app, remember to download the Job details before using it in the shed.

FAQ

Q. *I am a wool grower. Should I be a registered user of WoolClip?*

A. Highly recommended. Registration means you can do (any of) the following:

- Set up your Farm Account(s) with correct Trading and Location details
- Optionally set up your own Job
- Alternatively, access the Job set up by the Wool Classer
- Add/maintain mobs
- **Declare your NWD on the website, rather than via the SMS smartphone link**
- Finalise a Specification with selling instructions

Q. *I don't have any mobile reception when verifying my contact details?*

A. Some areas are notorious for poor mobile reception. Please contact WoolClip Support for assistance.

Q. *Can I use a tablet with WoolClip?*

A. The website can be used on a tablet. The app is yet to be certified for tablet use; however, this is under testing and will be available soon.

Q. *Can I change my password?*

A. Yes. This can be done via the My Profile option found via the **Burger menu**.

Q. *Can I change the size of my web page screen display?*

A. Yes. Most browsers have a zoom or resize option. WoolClip web pages are responsive to these settings.

Q. *Is it essential to set-up a Job on WoolClip before the shed starts?*

A. A Job needs to be set-up before adding any mob and bale details. While it is preferable to start early, the user may choose to set up at the end of Day 1 (for example), and start adding other data after that. In most sheds, the user will be updating all modules in the workflow as the Job progresses.

Q. *Does this mean I don't need a manual Wool Book?*

A. AWEX recommends a manual Wool Book be maintained. Users may choose to enter bale data from this book (or a photo of it) at the end of each day or at the end of the Job. Others will choose to enter bale data during the work day into a device.

Q. *What if there is no Wool Classer in the shed?*

A. In this case WoolClip must be maintained by the Wool Grower (Owner/Manager). As there is no Wool Classer in the Team, no stencil will be recorded against the bales. The Specification will have no wool classer or stencil details included.

Q. *How do I stop seeing the 'Getting Started' panels?*

A. At the bottom of each panel is a 'Do Not Show Again' option. Select this on one of these pages to stop the series showing next time.

Q. *Will WoolClip allow duplicate bale numbers in a Wool Book, or the same bale number allocated to multiple lines?*

A. No. WoolClip does not allow this to occur.

Q. *Is there a limit to the number of bales that can be allocated to a line on a Specification?*

A. No. marketing reps may give recommendations on line sizes; however, WoolClip itself does not have limits.

FAQ

Q. *Can I jump forward several bales when adding to the Wool Book?*

A. Yes. Change the auto-generated bale number to the desired bale number. Once saved, WoolClipwill try to fill the missing bale numbers.

Q. *I am not familiar with some of the locations of the Marketing/Destination Organisations?*

A. WoolClip publishes the suburb/town of each organisation. Call WoolClip support if you are not sure. Some companies have multiple locations as marketing/destination organisations (e.g. one each for Melbourne, Sydney and Fremantle).

Q. *My marketing organisation does not appear. What do I do?*

A. If you are setting up a **Farm Account**, please check the spelling as WoolClip uses more formal names.

All auction brokers and AWEX Private Treaty Members are available to select. Some smaller private treaty merchants in regional locations may not have been entered. Please contact WoolClip support and we will update this information.

Q. *How does the Specification get emailed to the Marketing Organisation?*

A. WoolClip stores the contact email addresses for each organisation. The email process happens automatically when **Finalise and Send** is *clicked* on. Allow up to 30 minutes for the email to come through.

Q. *Is WoolClip **ebale** ready?*

A. Yes. ebale is an AWEX project where each pack has a machine-readable unique ID. This will be stored on a barcode (for wool shed use) and RFID tag (for warehouse use). The smartphone app is ebale ready. When the pack material on a **Job** is changed to 'Nylon (e-Pack)', the app will change to scan mode before entering the bale details.

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WoolClip flow chart

Owner/Manager(s) (User) → Farm Account & Locations

Verification of Farm Account (Client Code Update) ← → Marketing Org (Admin)

Owner Manager (Non User)

Send NWD request by sms/email to non user

Wool Classer → Farm Account & Locations

Specification (pdf) auto emailed to...

Job Details | **Team** | **Mobs** | **NWD** | **Wool Book** | **Specification (Finalise & send)** | Print local draft

Marketing Rep*

Other Team Members*

Wool Presser (If User)

Data synchronises when data connection established (smartphone or wi-fi)

Wool Shed App

Wool Classer

Owner/Manager(s) in Team

Marketing Rep(s) in Team

Data released for download by...

Wool Store Marketing Org

*User or non users

Available on

WoolClip
Fast forwarding wool's future

To learn more contact WoolClip support
on woolclip@awex.com.au or 02 9428 6170
or speak to your marketing organisation.

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