



Licensee Guide **ACCS Portal**

Carpet Institute of Australia



A woman with dark hair is smiling in the background, looking towards the camera. In the foreground, a small, fluffy dog with long ears is looking to the right. A laptop is open in front of the woman. The image has a blue tint and several blue decorative circles of various sizes and shapes.

SIGN UP

Step by step

1

Open the ACCS link:

Copy and paste the URL into your browser or click on the link directly.

<https://accs.carpetinstitute.com.au>

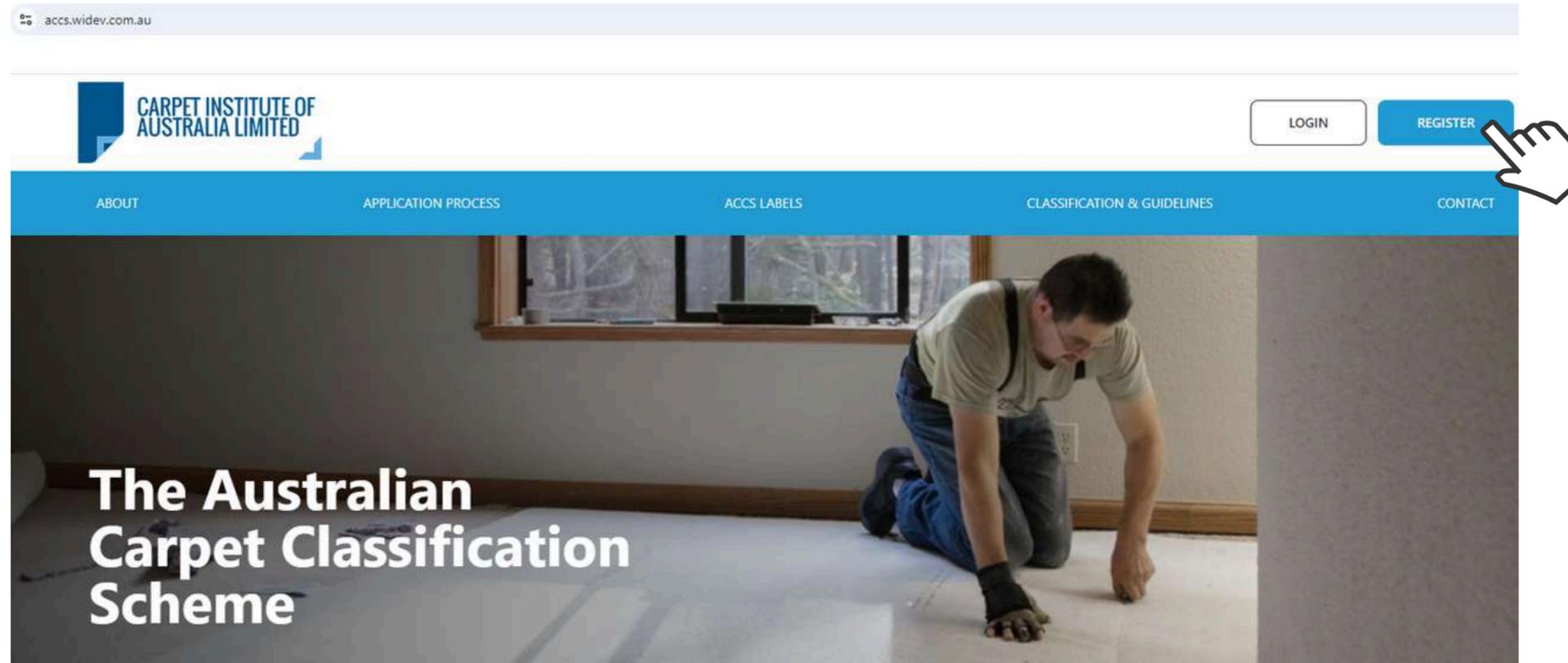


Suggested Browser:
Google Chrome

2

Registration (first-time users):

If it's your first time using the ACCS portal, click on the "REGISTER" option to create a new account.



3

Sign Up:

Enter your first and last name, email, and password, then review and accept the Privacy Policy. Click **"Create Account"** to complete your registration.

[← Back to Homepage](#)

Sign Up

Enter your email and password to sign up!

First Name* Last Name*

Email*

Password*

By creating an account means you agree to the Terms and Conditions, and our Privacy Policy*

[Create my account](#)

Success!  [Privacy](#) • [Terms](#)

OR

Already a member? [Sign in](#)



4

Confirmation Sign Up email:

- You will receive a message: "Thank you for registering! A confirmation email has been sent to your inbox with further instructions."
- Please check your email to proceed.

[← Back to Homepage](#)

Sign Up

Enter your email and password to sign up!

Thank you for Registering! A confirmation email has been sent to your inbox with further instructions.

First Name * Last Name *

Estefania Cabrera

Email *

estefania@carpetoz.com.au

Password *

.....

good

By creating an account means you agree to the Terms and Conditions, and our Privacy Policy

Create my account

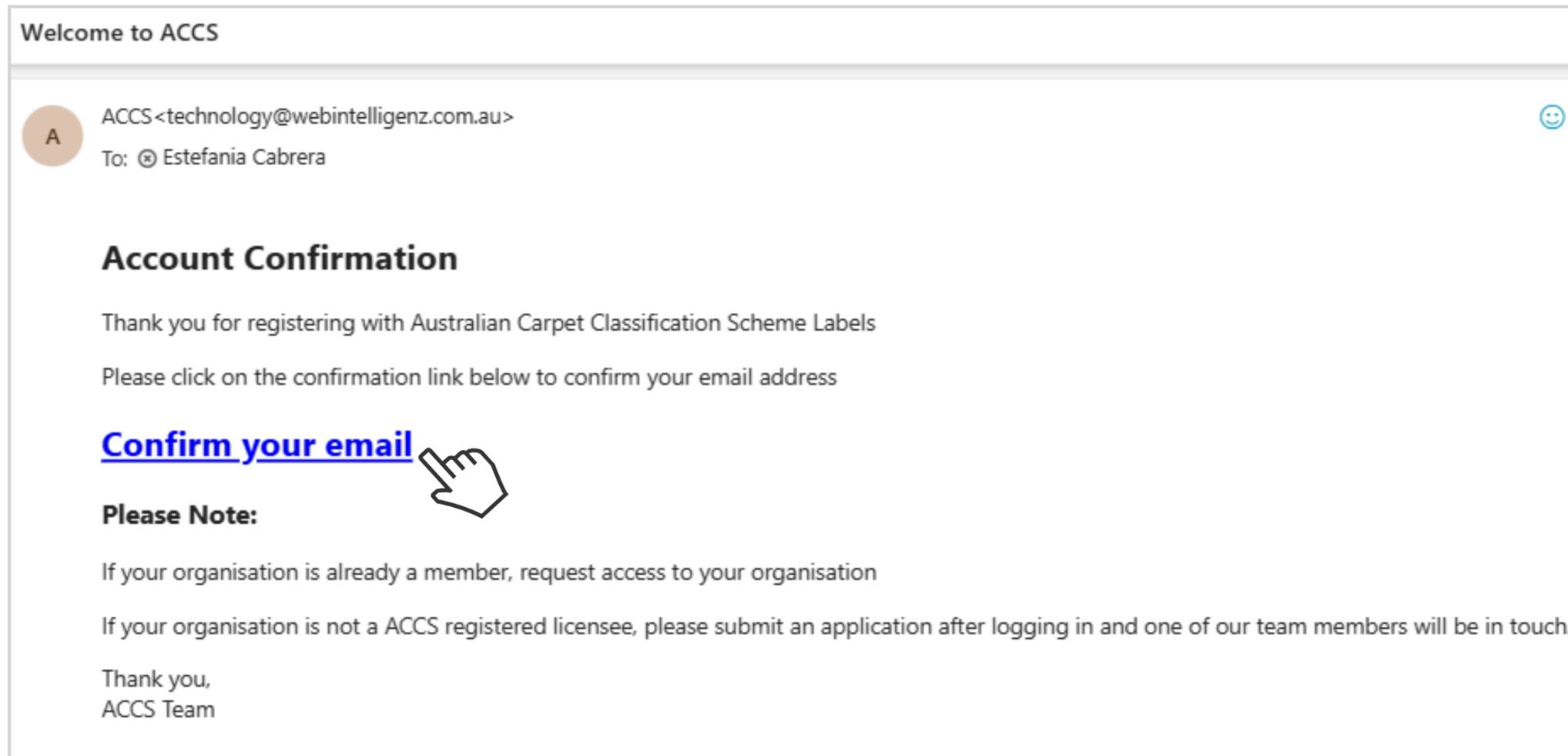
Success!  [Privacy](#) • [Terms](#)



5

Check your email:

- You will receive an email with the subject "Welcome to ACCS"
- Please click in the blue link to **Confirm your email**.

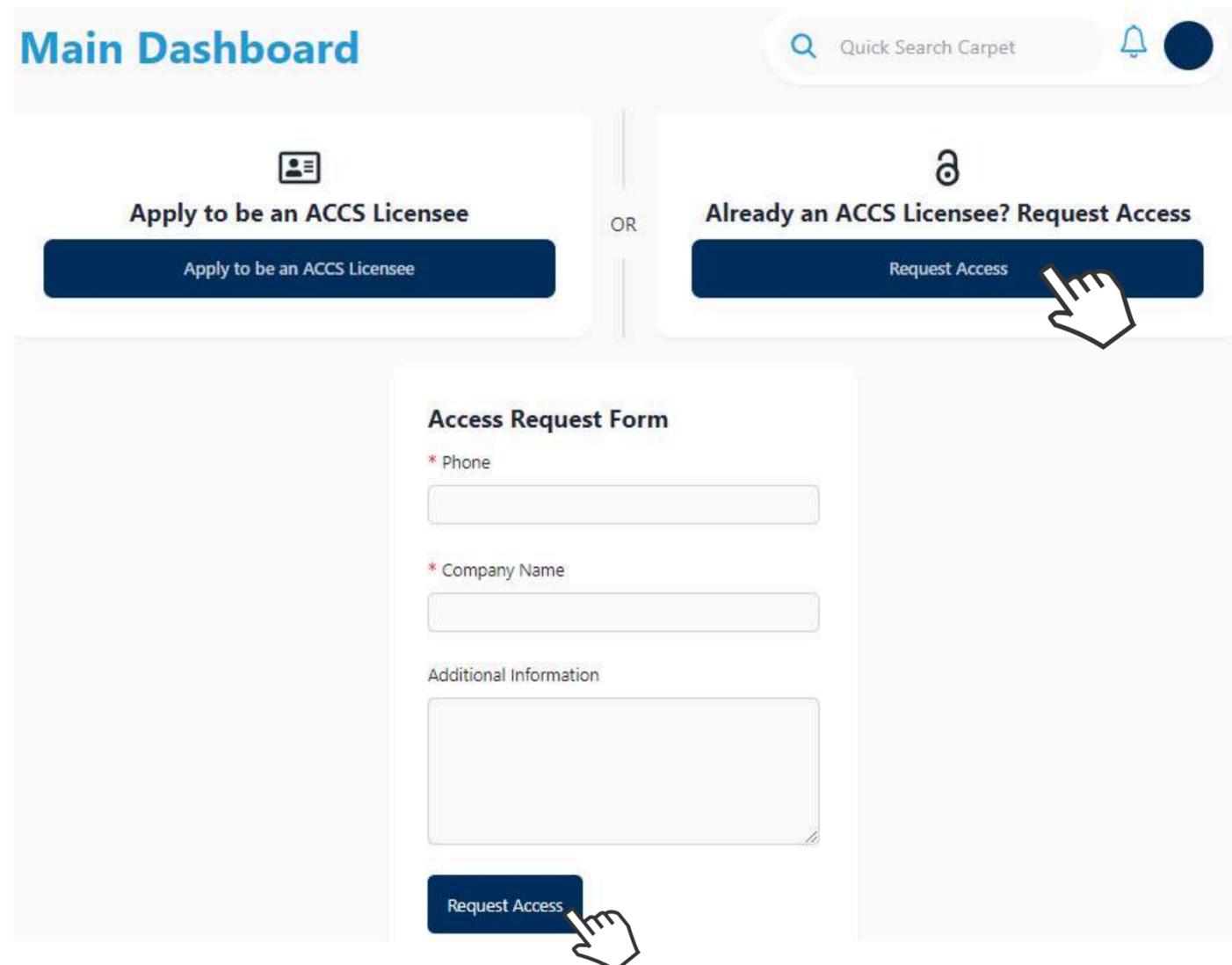


6

Request Access:

The link will redirected you to the Main Dashboard. You will select between two options:

- 1) If you are already an ACCS Licensee, fill the form with your Phone and Company Name, and click the button "Request Access"
- 2) If you are not an ACCS Licensee, click the button "Apply to be an ACCS Licensee"



Main Dashboard

Quick Search Carpet

Apply to be an ACCS Licensee

OR

Already an ACCS Licensee? Request Access

Request Access

Access Request Form

* Phone

* Company Name

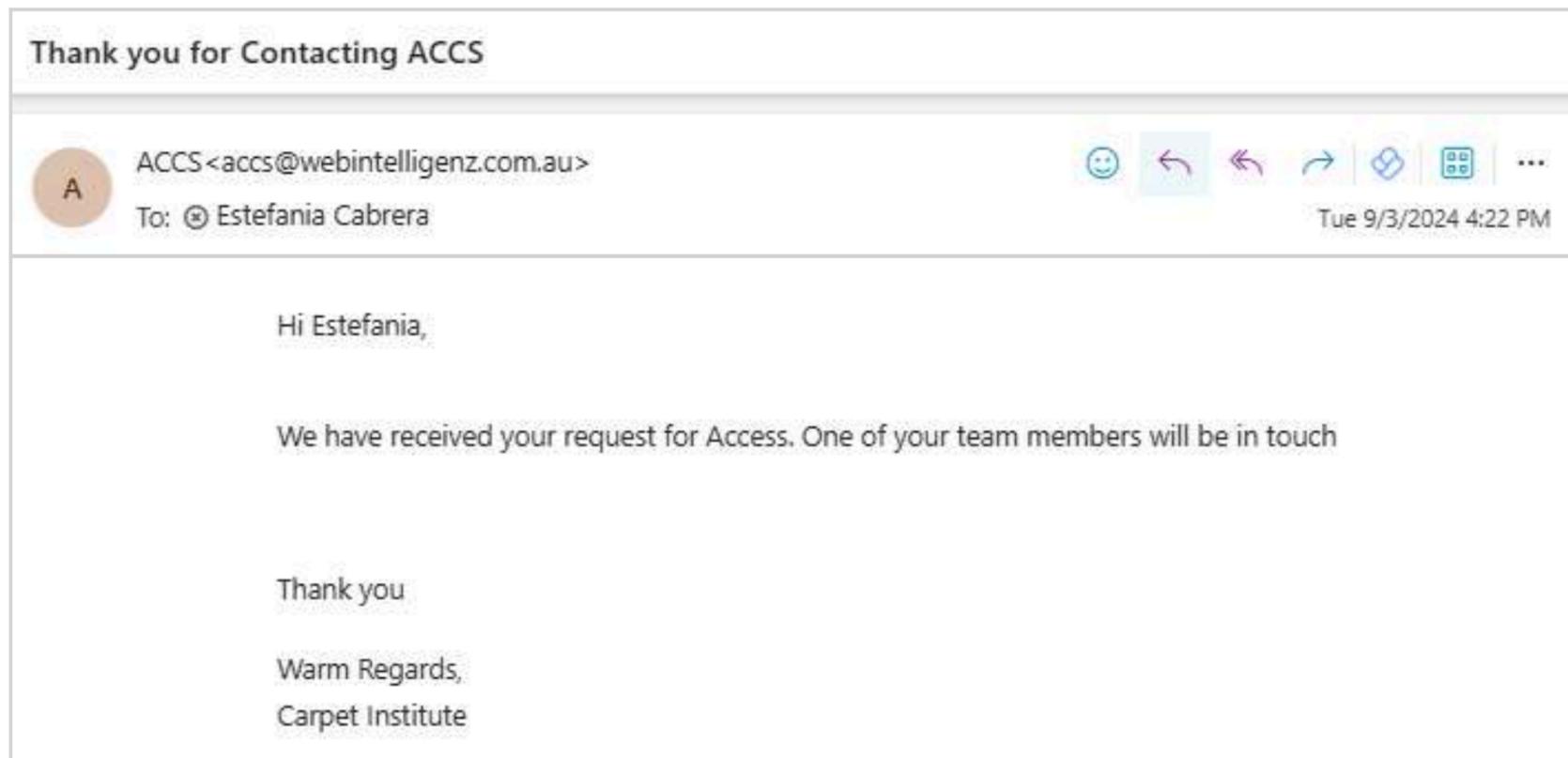
Additional Information

Request Access

7

Confirmation Email - Access Request:

- Our team will received your request and proceed with the access to your account.
- You will received an email confirming that we received your request for Access, and one of our team members will be in touch with you once we confirmed your account.
- Also, you can check up the platform for any updates.





SIGN IN

Step by step

1

Open the ACCS link:

Copy and paste the URL into your browser or click on the link directly.

<https://accs.carpetinstitute.com.au>

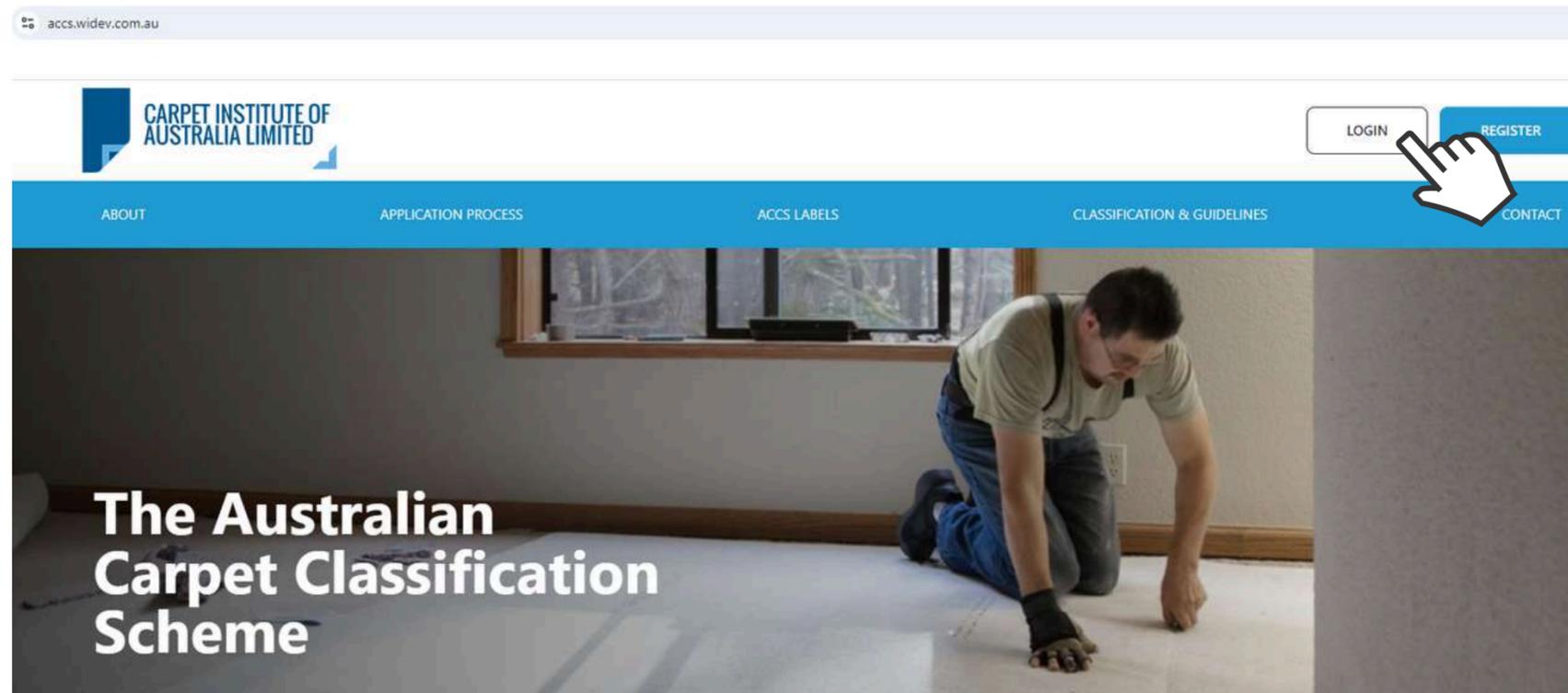


Suggested Browser:
Google Chrome

2

Login:

Once a team member has contacted you or you've received a confirmation email, it means your account is now active. Click on the "**LOGIN**" option to sign in and start your session.



3

Sign In:

- Enter the email address that you register for the ACCS Platform, and type your password.
- Click "**Sign In**" to enter in your account.

[← Back to Homepage](#)

Sign In

Enter your email and password to sign in!

Email *

estefania@carpetoz.com.au

Password *

.....

[Forgot password?](#)

Sign In

✓ Success!



OR

Not registered yet? [Create an Account](#)





DASHBOARD

1

Main Dashboard:

- Here, you will see an overview of your account, including registered users in your company, awarded carpets (active and inactive), register companies, quick actions (export reports), carpets for grading at next meeting, and applications to review.
- Use the left menu to access different sections like Carpets, Users, and Companies.

Main Dashboard

Quick Search Carpet [🔍] [🔔] [E]

REGISTERED USERS 3

AWARDED CARPETS 7

PENDING APPLICATIONS 0

REGISTERED COMPANIES 1

USER REGISTRATIONS

John Smith john@smith.com 10/14/2024, 2:37:18 PM	View
Estefania Cabrera estefania@carpetoz.com.au 10/10/2024, 10:33:05 AM	View
Carpet Institute Of Australia carpetinstitute@gmail.com 10/8/2024, 3:49:40 PM	View

[View All Users](#)

User Sign In Log

Estefania Cabrera 10/14/2024, 12:47:59 PM
Carpet Institute Of Australia 10/8/2024, 3:50:07 PM

[View User Log In Report](#)

Quick Actions

- Export All Users
- Export All Companies
- Export All Carpets
- Export All Carpet Names

CARPETS FOR GRADING AT NEXT MEETING

Meeting Date: Start date → End date [📅] [🔄 Refresh List]

Application No	Reg Date	Status	Actions
----------------	----------	--------	---------

APPLICATIONS TO REVIEW

Start date → End date [📅] [🔄 Refresh List]

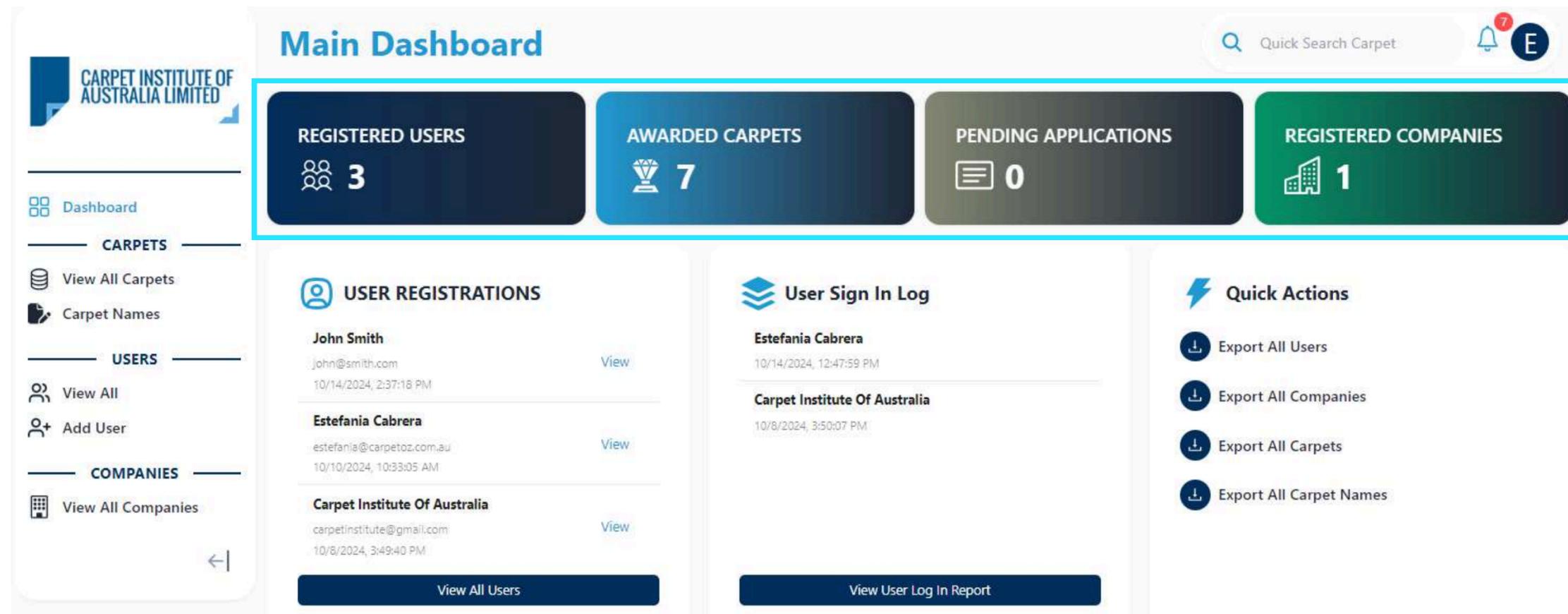
Application No	Reg Date	Status	Actions
----------------	----------	--------	---------

2

Informative Modules:

The Informative Modules provide key information related to your company's activities on the platform.

- Registered Users: Shows all users of your company who have access to the platform.
- Awarded Carpets: Information about the carpets that have been awarded.
- Pending Applications: A list of carpet applications that are still under review.
- Registered Companies: Displays the companies that are registered and associated with your user profile.



Main Dashboard

Quick Search Carpet: [Search Icon] [Input Field] [Notifications Icon] [Profile Icon]

REGISTERED USERS	AWARDED CARPETS	PENDING APPLICATIONS	REGISTERED COMPANIES
3	7	0	1

USER REGISTRATIONS

John Smith john@smith.com 10/14/2024, 2:37:18 PM	View
Estefania Cabrera estefania@carpetoz.com.au 10/10/2024, 10:33:05 AM	View
Carpet Institute Of Australia carpetinstitute@gmail.com 10/8/2024, 3:49:40 PM	View

[View All Users](#)

User Sign In Log

Estefania Cabrera 10/14/2024, 12:47:59 PM
Carpet Institute Of Australia 10/8/2024, 3:50:07 PM

[View User Log In Report](#)

Quick Actions

- Export All Users
- Export All Companies
- Export All Carpets
- Export All Carpet Names

Navigation Menu:

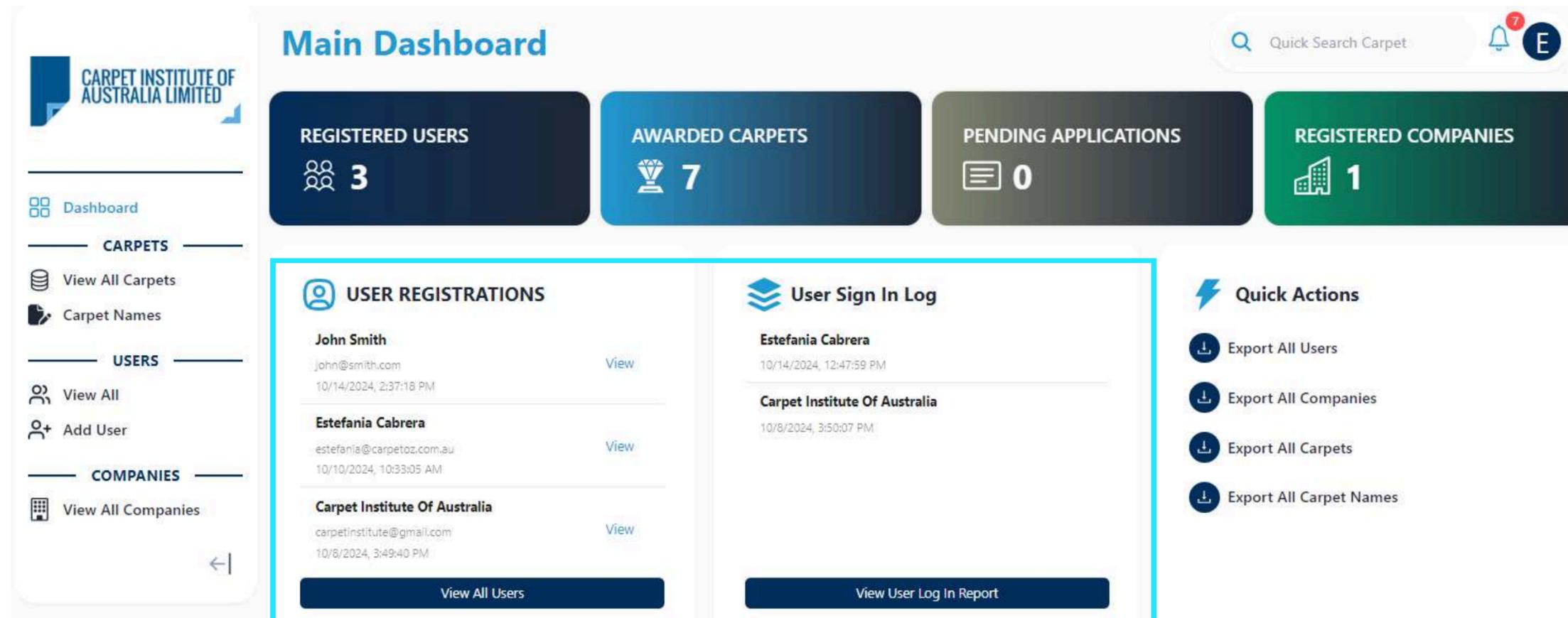
- Dashboard
- CARPETS**
 - View All Carpets
 - Carpet Names
- USERS**
 - View All
 - Add User
- COMPANIES**
 - View All Companies

3

User Modules:

The User Modules provide details about your company's registrations and user activity.

- User Registration: Displays all users in your company who have access to the platform. You can click 'View' to see their details.
- User Sign-In Log: Allows you to track users' access to the system and view their last sign-in on the platform.



The screenshot displays the 'Main Dashboard' for the Carpet Institute of Australia Limited. The dashboard includes a sidebar with navigation options: Dashboard, CARPETS (View All Carpets, Carpet Names), USERS (View All, Add User), and COMPANIES (View All Companies). The main content area features four summary cards: REGISTERED USERS (3), AWARDED CARPETS (7), PENDING APPLICATIONS (0), and REGISTERED COMPANIES (1). Below these cards are two highlighted modules: 'USER REGISTRATIONS' and 'User Sign In Log'. The 'USER REGISTRATIONS' module lists three users: John Smith, Estefania Cabrera, and Carpet Institute Of Australia, each with a 'View' link. The 'User Sign In Log' module shows a sign-in record for Estefania Cabrera from Carpet Institute Of Australia. A 'Quick Actions' sidebar on the right offers options to export all users, companies, carpets, and carpet names.

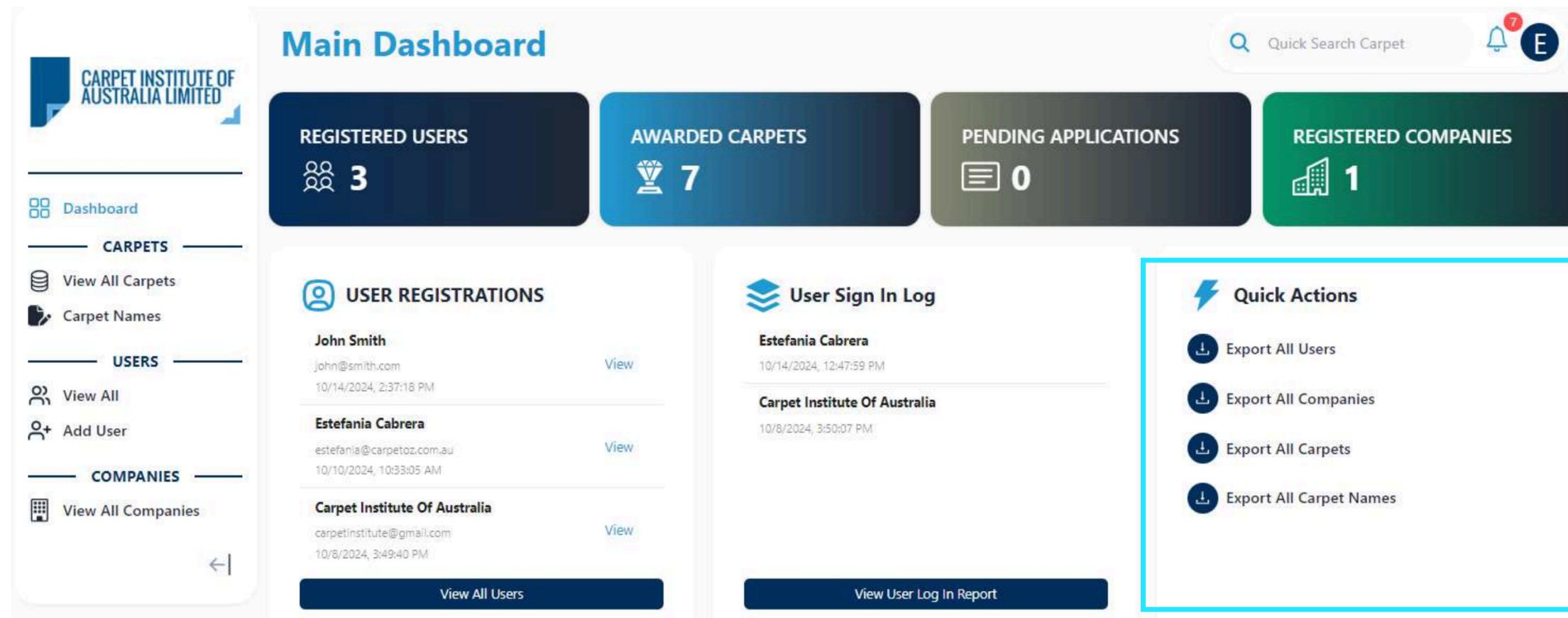
4

Quick Actions:

In the Quick Actions module, you can download four reports related to your company: All Users, All Companies, All Carpets, and All Carpet Names.

Clicking on any of these options will generate the report with the information of your company.

- All Users and All Companies: The reports will download directly to your computer.
- All Carpets and All Carpet Names: The reports will be sent via email due to their larger file size.



The screenshot displays the 'Main Dashboard' for the Carpet Institute of Australia Limited. It features a sidebar with navigation options: Dashboard, CARPETS (View All Carpets, Carpet Names), USERS (View All, Add User), and COMPANIES (View All Companies). The main content area includes four summary cards: REGISTERED USERS (3), AWARDED CARPETS (7), PENDING APPLICATIONS (0), and REGISTERED COMPANIES (1). Below these are two detailed sections: 'USER REGISTRATIONS' listing John Smith, Estefania Cabrera, and Carpet Institute Of Australia; and 'User Sign In Log' listing Estefania Cabrera and Carpet Institute Of Australia. A 'Quick Actions' section, highlighted with a red border, contains four options: Export All Users, Export All Companies, Export All Carpets, and Export All Carpet Names. The top right of the dashboard includes a search bar and notification icons.

5

Applications Review:

The Applications Review Modules provide key information related to your company's ACCS applications.

- Carpets for Grading at the Next Meeting: Displays carpets scheduled for evaluation at the upcoming panel meeting.
- Applications to Review: Shows carpet applications that need further review or updates before proceeding to the panel meeting.

To review the applications in these modules, go to Actions and click **'View'**. This will redirect you to the carpet details and specifications.

CARPETS FOR GRADING AT NEXT MEETING

Meeting Date: →

Application No	Reg Date	Status	Actions
99252	10/1/2024	Pending Awards	View

1-1 of 1 items < 1 >

APPLICATIONS TO REVIEW

→

Application No	Reg Date	Status	Actions
99251	10/14/2024	In Review	View

1-1 of 1 items < 1 >

The background is a dense, blue, textured pattern resembling a carpet. Overlaid on this are several decorative elements: a large light blue circle in the top-left corner, a smaller light blue circle on the left side, a dark blue circle on the right side, and a large light blue circle in the bottom-right corner. A central dark blue rounded rectangle with a white border contains the text.

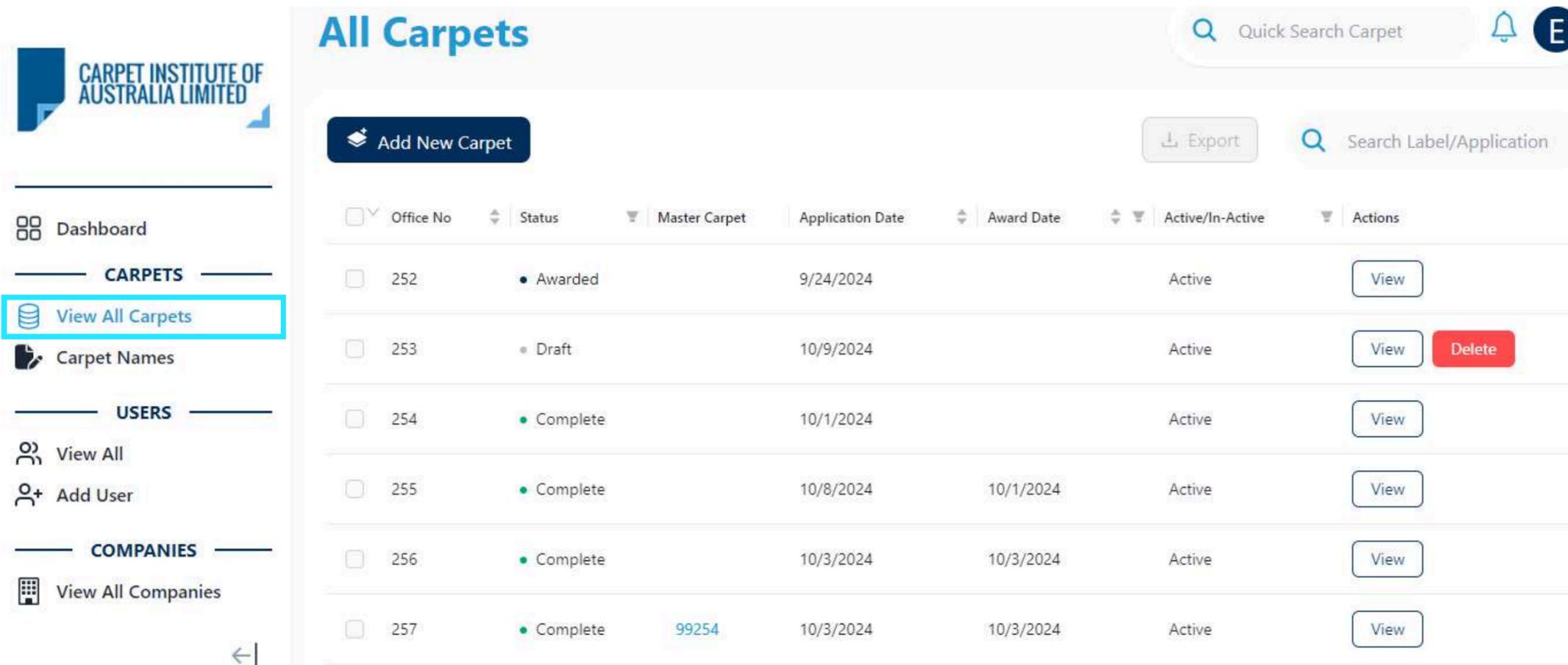
CARPETS

1

View All Carpets:

Here, you will see an overview of your registered carpets, including the office number, status (Awarded, Complete, Draft), master carpet (if it's a clone/ copy), application date, awarded date, active/inactive status, and available actions.

- To search for a label number or application, click on the magnifying glass icon and type the number:
- To view an application, click **"View."**
- If the application is a Draft, you can either delete it or complete it:



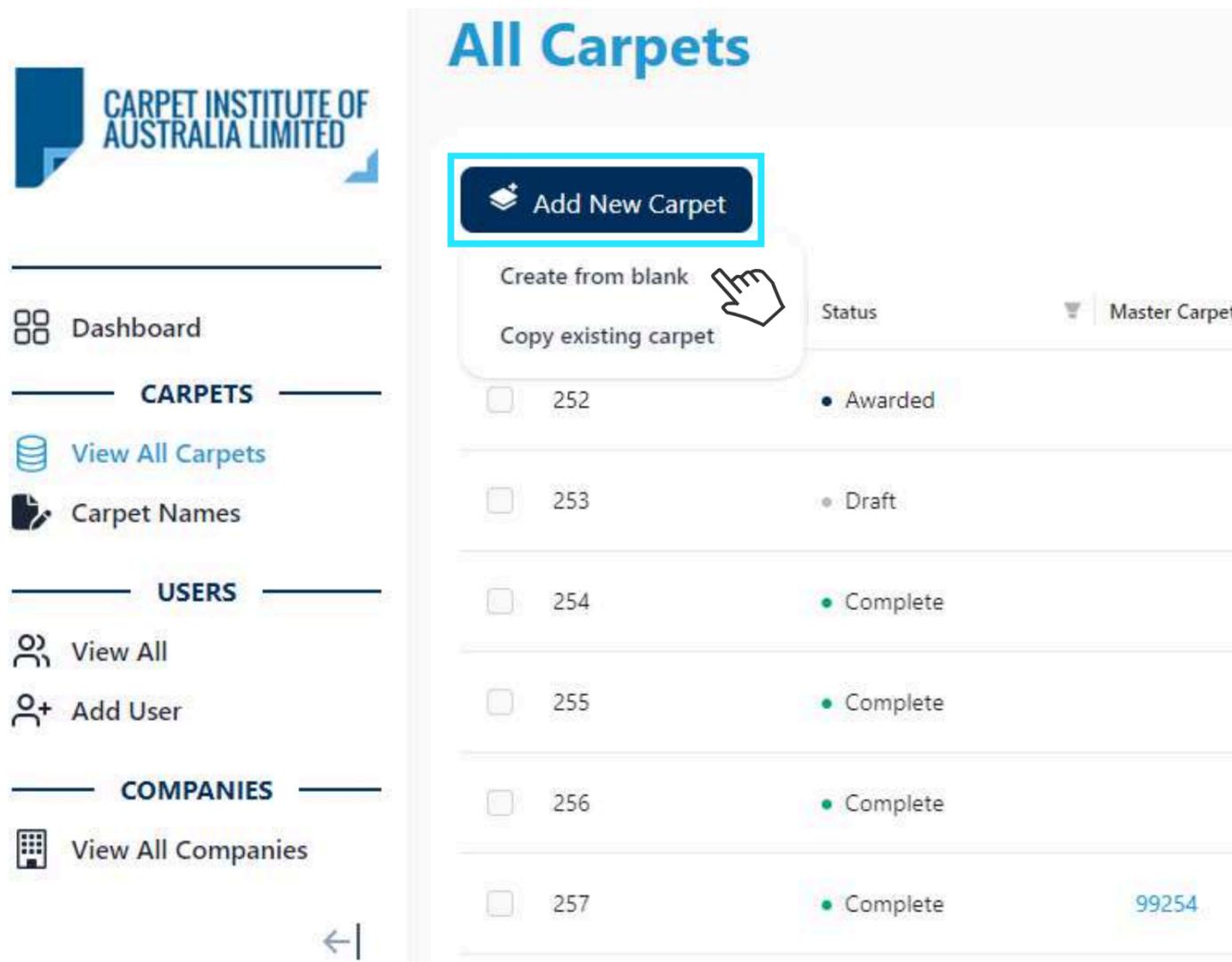
The screenshot shows the 'All Carpets' dashboard. On the left is a navigation sidebar with categories: Dashboard, CARPETS (with 'View All Carpets' highlighted), Carpet Names, USERS (with 'View All' and 'Add User'), and COMPANIES (with 'View All Companies'). The main content area has a header with the 'All Carpets' title, a search bar, and a user profile icon. Below the header are buttons for 'Add New Carpet', 'Export', and another search bar. The main area contains a table with the following data:

Office No	Status	Master Carpet	Application Date	Award Date	Active/In-Active	Actions
252	Awarded		9/24/2024		Active	<input type="button" value="View"/>
253	Draft		10/9/2024		Active	<input type="button" value="View"/> <input type="button" value="Delete"/>
254	Complete		10/1/2024		Active	<input type="button" value="View"/>
255	Complete		10/8/2024	10/1/2024	Active	<input type="button" value="View"/>
256	Complete		10/3/2024	10/3/2024	Active	<input type="button" value="View"/>
257	Complete	99254	10/3/2024	10/3/2024	Active	<input type="button" value="View"/>

2

Add New Carpet:

- Click the "Add New Carpet" button to start a new application.
- Next, choose between "Create from Blank" to create a completely new product, or "Copy Existing Carpet" to copy/clone an existing carpet with the same specifications.



The screenshot shows the 'All Carpets' dashboard. On the left is a sidebar with navigation options: Dashboard, CARPETS (View All Carpets, Carpet Names), USERS (View All, Add User), and COMPANIES (View All Companies). The main content area is titled 'All Carpets' and features a table of existing carpets. A blue box highlights the 'Add New Carpet' button at the top left of the table. Below it, a tooltip shows two options: 'Create from blank' (with a hand cursor pointing to it) and 'Copy existing carpet'. The table below has columns for 'Status' and 'Master Carpet'. The table contains the following data:

	Status	Master Carpet
<input type="checkbox"/> 252	• Awarded	
<input type="checkbox"/> 253	• Draft	
<input type="checkbox"/> 254	• Complete	
<input type="checkbox"/> 255	• Complete	
<input type="checkbox"/> 256	• Complete	
<input type="checkbox"/> 257	• Complete	99254

3

General Information:

- Fill out the **General Information** for your request.
- Select the company, and select the request grading for Commercial and/or Residential.
- Then, click the **'Next'** button to proceed.

Add New Carpet

Quick Search Carpet

General Information | Carpet Specification | Test Report | Hexapod Details | Save Carpet Application

General Information

* Company: Web Intelligenz

* Requesting Commercial Grading: CEHD

* Requesting Residential Grading: NONE

Cancel Next

Commercial Grading Options

* Requesting Commercial Grading: EHD

- CLD Contract Light Duty
- CMD Contract Medium Duty
- CHD Contract Heavy Duty
- CEHD Contract Extra Heavy Duty**
- NONE None

Residential Grading Options

* Requesting Residential Grading: NONE

- RLD Residential Light Duty
- REHD1 Residential Extra Heavy Duty
- REHD2 Residential Extra Heavy Duty
- RMD Residential Medium Duty
- RHD2 Residential Heavy Duty
- RHD1 Residential Heavy Duty
- NONE None**

4

Carpet Specification:

- Complete all the required fields for the Carpet Specification.
- Once finished, click the 'Next' button to continue.

Carpet Specification

Fiber Compositions

NYLON BCF GROUP A 100 % 23.81

+ Add field

Total Fiber composition should be 100%

Fiber Details

* Insect Resistance: N/A

* Treated for Soiling Resistance: Yes No

* Soil Resistant Inhibitor: Yes No

* Stain Resistant Inhibitor: Yes No

Construction Details

* Manufacturing Methods: Tufted * Spinning System: BCF

* Backing Type: Latex * Alternative Backing Type: PVC

* Twist Set: N/A * Felted: N/A

* Dyeing Method: Melt Dyed Number of Colours: 20

Other Details

* Tiles: Yes No * Stairs: Yes No * Woven: Yes No * Sheetgoods: Yes No

Cancel Previous Next

Fiber Compositions

- Select the fiber compositions of the carpet by clicking 'Add Field'.
- Please ensure the total fiber composition equals 100% and enter the filament (Micron/DPF).

Fiber Compositions

Select Fiber 1 Percentage % Micron DPF

+ Add field

Total Fiber composition should be 100%

- You can delete the fiber selecting the minus sign

Fiber Compositions

NYLON BCF GROUP A 100 % 23.81

+ Add field

5

Test Report:

- Complete all the required fields of the Application Form and Test Report.
- Once finished, click the 'Next' button to continue.

Progress bar: Carpet Specification (filled), Test Report (active), Hexapod Details

Test Report

Stated Specification

* Total Pile Mass:	610	g/m ²	Total Pile Mass in ounces:	18	oz/yd ²
* Carpet Thickness:	6.3	mm	* Stated Pile Height:	3.5	mm
* Minimum Pile Height:	3.4	mm	* Maximum Pile Height:	3.6	mm
Resultant Tex Description:	Resultant		* Resultant Tex value:	300	g/1000m
* Yarn Twist:	0		* Dynamic Load Loss:	0	(%)
* Static Load Loss:	0	(%)	* Machine Gauge (Tufts/dm):	39.4	

Pile Type

* Cut Pile:	0	%	* Loop Pile:	100	%
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Test Report

* Measured Surface Pile Mass:	456.71	g/m ²	* Corrected Measured Pile Thickness:	3.5	mm
* Tufts Perpendicular to Selvedge:	40		* Tufts Parallel to Selvedge:	48	

Buttons: Cancel, Previous, Next (with mouse cursor)

6

Hexapod Details:

- Complete all the required fields for the **Hexapod Details**.
- Once finished, click the '**Save & Review**' button to continue.



Hexapod Details

Hexapod Results

	Texture Loss	Worst Angle Texture	Colour Loss	Worst Angle Colour	Thickness Loss(mm)	Thickness Loss(%)
1500	4	4	4.5	4	0.3	13.9
8000	3	3	4	2.5	0.8	36.9

Cancel Previous **Save & Review**

7

Review your Application:

- Your application is now complete! Please review it carefully before submitting and make any necessary changes.
- Additionally, you need to upload the GRF (General Register Form) and the AWTA Test Report or others, in the “Document Archive” section, located at the bottom right corner of the page.

The screenshot shows a web application interface for reviewing a carpet application. It includes sections for General Information, Registration Details, Carpet Specifications, Calculated Values, and ACCS Test results.

General Information:

- Office No: 270
- Equivalent Master: [Dropdown]
- Last Edit: 10/10/2024, 4:37:22 PM
- Created by: Estefania Estefania

Registration Details:

- Application Status: Draft
- Contract Extra Heavy Duty: [Dropdown]
- Requested Contract Grading: ★★★★★ CEHD
- Requested Residential Grading: NONE

Carpet Specifications:

Total Pile Mass:	610 (g/m ²)	TPM in ounces:	18 (oz/yd ²)
Measured Surface Pile Mass:	456.71 (g/m ²)	Total Carpet Thickness:	6.3 (mm)
Measured Pile Thickness:	3.5 (mm)	Stated Pile Height:	3.5 (mm)
Min Pile Height:	3.4 (mm)	Max Pile Height:	3.6 (mm)
Dynamic Load Loss:	0 (%)	Static Load Loss:	0 (%)
Resultant Tex Value:	300 (g/1000m)	Resultant Tex Desc:	Resultant
T ² P:	2.7	Machine Gauge:	39.4
Measured Tufts Perpendicular:	40 (mm)	Measured Tufts Parallel:	48 (mm)
Manufactured Method:	Tufted	Backing Type:	Latex
Spinning System:	BCF	Twist Set:	N/A
Felted:	N/A	Dyeing method:	Melt Dyed

Calculated Values:

Item	Value
Pile Height	4 (mm)
Tuft Density	1920 (per dm ²)
GSPM	415 (g/m ²)
GSPM (abrasive)	275
Soil Propensity	12 + 0

ACCS Test:

Item	Contract	Max	Residential
SPM/PH Ratio	15.5	16	16
Volume Density	15.1	20	15.1
Tuft Density	9	9	9
Dynamic Load Factor	3.9	5	3.9
Static Load Factor	4.1	5	4.1
Soiling Propensity	12	14	12
Abrasion Resistance	10	10	10
OAF Extra	2	2	2

Document Archive

Upload the GRF and AWTA Test or others here:

Document Archive

Click or drag file to this area to upload
Support for a single or bulk upload.
Only the following file types are supported: .doc, .docx, .csv, .pdf, .jpg, .png, .xlsx
Max file size: 10MB

ACCS General Register Form.pdf	10/10/2024, 4:52:41 PM	Downloads	Delete
AWTA test.pdf	10/10/2024, 4:52:29 PM	Downloads	Delete

8

Submit your application:

- After reviewing your application and uploading the GRF and AWTA Test or others, you can submit your application.
- Please click in the **'Submit Application'** button to continue.
- In the 'Registration Details' module, the status of your application will update based on any changes you or the Carpet Institute make. Once submitted, the status will change from **'Draft'** to **'In Review'**, and the submission date will appear.

The screenshot shows the 'Carpet' application interface. At the top, there is a search bar and a notification 'Calculation Complete'. Below this is a light blue banner with the instruction: 'After reviewing the Application please submit the Carpet application for the team to review.' The interface is divided into two main sections: 'General Information' and 'Registration Details'. The 'General Information' section includes fields for Office No (270), Equivalent Master, Last Edit (10/10/2024, 4:37:22 PM), and Created by (Estefania Estefania). The 'Registration Details' section shows the application status as 'Draft', with dropdown menus for 'Contract Extra Heavy Duty' and 'None'. Below these are fields for 'Requested Contract Grading' (★★★★★ CEHD) and 'Requested Residential Grading' (NONE). At the top right of the 'Registration Details' section, there are buttons for 'Certificate', 'Print Details', 'Save as Draft', and 'Submit Application'. A hand cursor is pointing at the 'Submit Application' button.

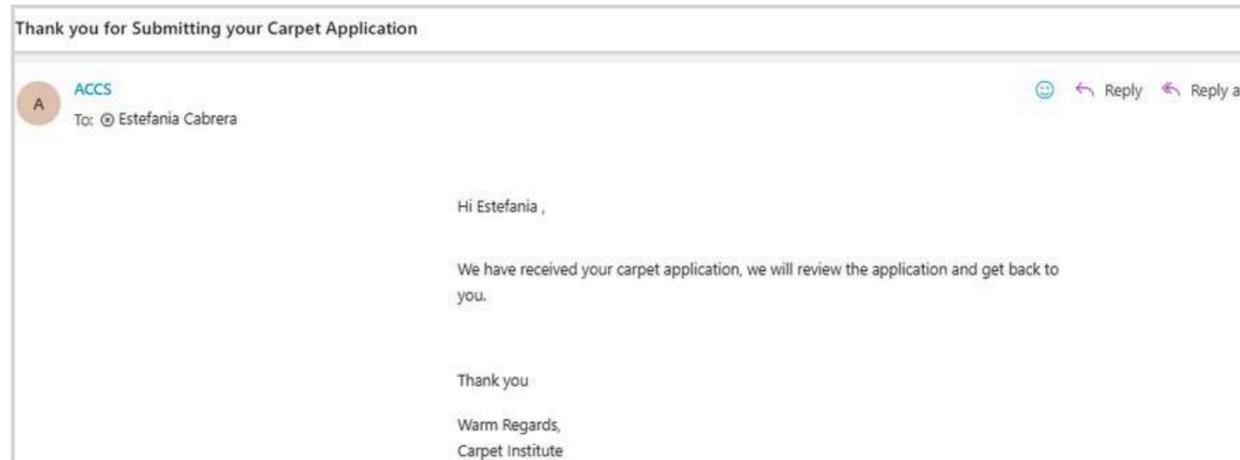
Application Status

The diagram illustrates the change in application status. On the left, the 'Registration Details' section shows the application status as 'Draft'. A blue box highlights the 'Not Submitted' status and the 'Draft' label. An arrow points to the right, where the same interface is shown after submission. The application status is now 'In Review', and the submission date '10/14/2024' is displayed. A blue box highlights the '10/14/2024' date and the 'In Review' label. The rest of the interface, including the 'General Information' section and the 'Requested Contract Grading' (★★★★★ CEHD) and 'Requested Residential Grading' (NONE) fields, remains the same.

9

Email Confirmation - Application:

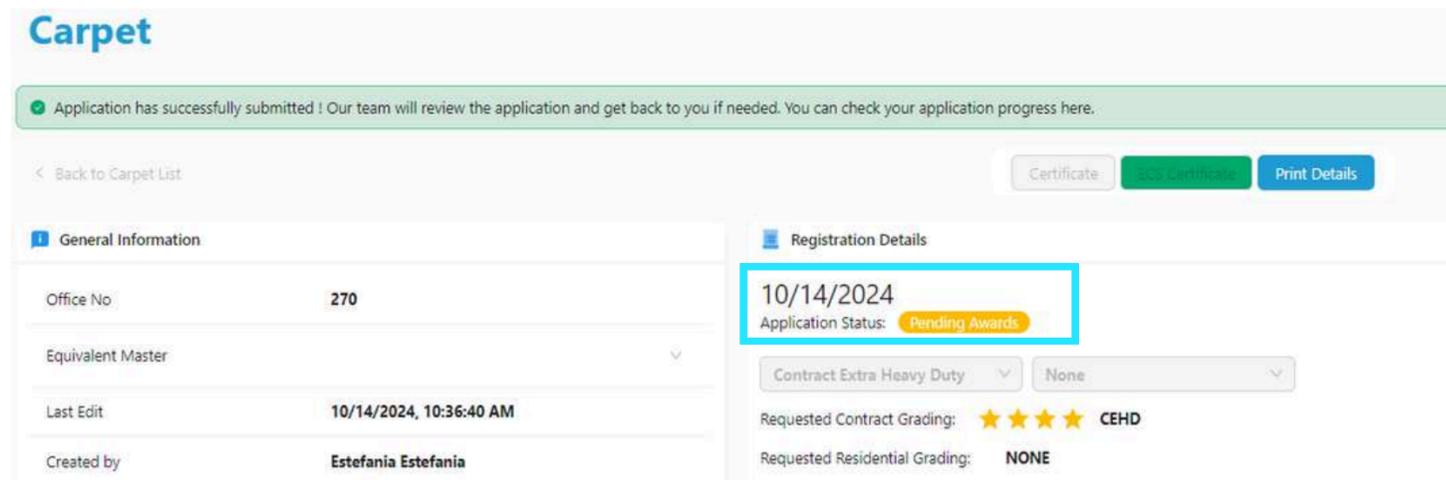
After submitting your application, you will receive an email confirming that the Carpet Institute has received it.



10

Pending Award:

Once we receive your application, we will verify that all details are complete and the requested documents are uploaded.



Change Status

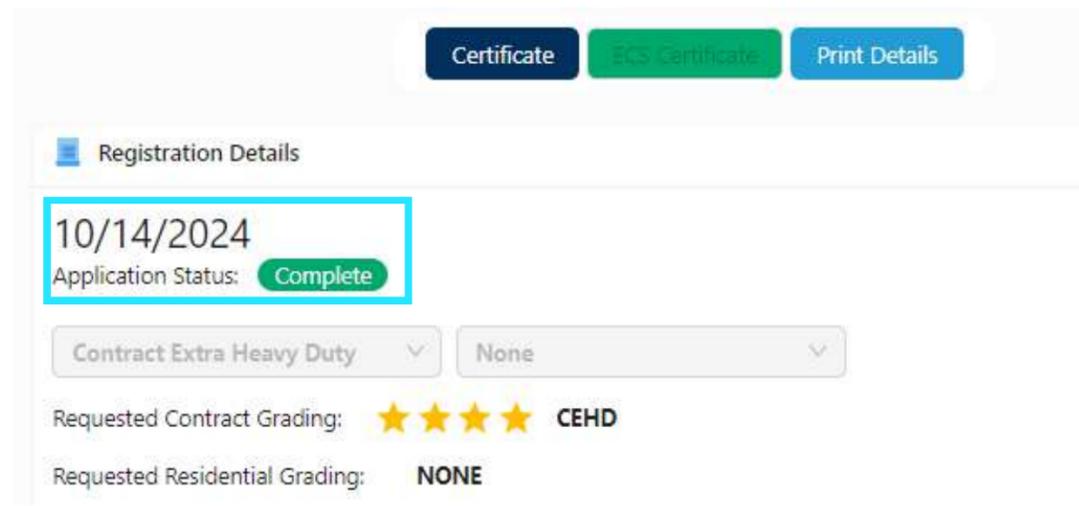
The status will change to '**Pending Award**'. That means your carpet is ready for grading at the next panel meeting!

If something is missing one of our team members will contact you.

11

Awarded Carpet:

Once the panel meeting awarded your carpet the status of the Registration Details will change to **Complete**.

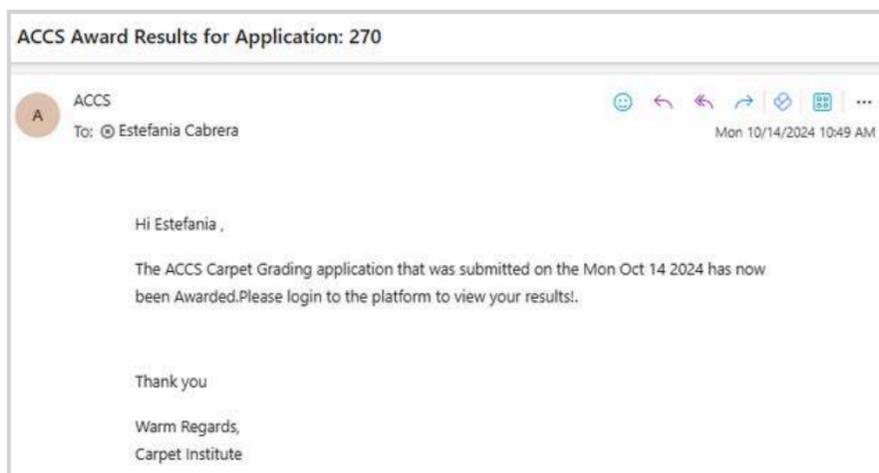


- After the panel meeting, the Carpet Institute will double-check the documents and complete the review process.
- Once everything is finalized, we will confirm the status on the platform.

12

Email Confirmation - Awarded:

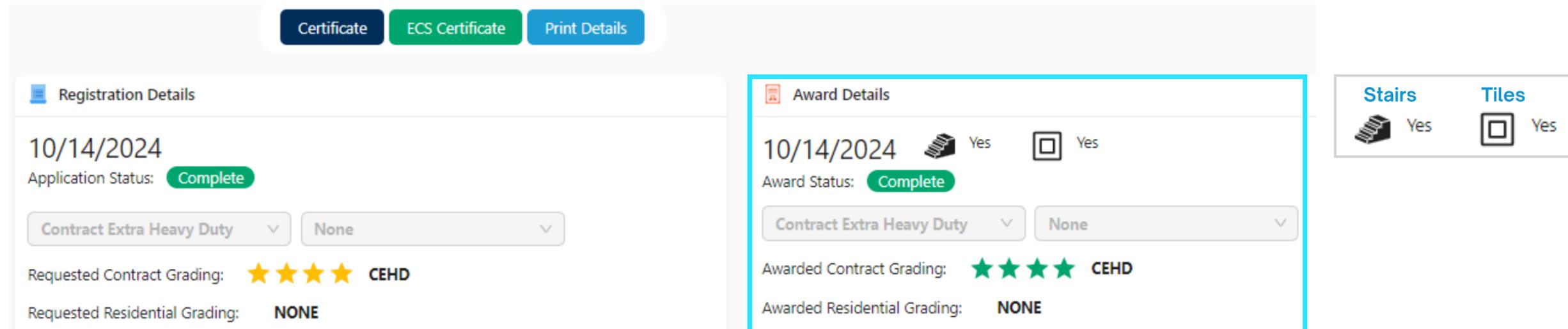
After your carpet has been awarded, you will received an email.



13

Complete Carpet Grading:

- Your application has been awarded and after the Carpet Institute review it is now complete!
- You will see a new module with the **Awarded Details**, including the date of the panel meeting, whether your carpet is suitable for stairs and tiles, and the final grading score.



The screenshot displays a user interface with three buttons at the top: 'Certificate', 'ECS Certificate', and 'Print Details'. Below these are two main panels. The left panel, titled 'Registration Details', shows the date '10/14/2024', an application status of 'Complete', and two dropdown menus for 'Contract Extra Heavy Duty' and 'None'. It also displays 'Requested Contract Grading' as four yellow stars and 'CEHD', and 'Requested Residential Grading' as 'NONE'. The right panel, titled 'Award Details', is highlighted with a red border and shows the same date, an award status of 'Complete', and the same dropdown menus. It displays 'Awarded Contract Grading' as four green stars and 'CEHD', and 'Awarded Residential Grading' as 'NONE'. To the right of the 'Award Details' panel is a separate box with 'Stairs' and 'Tiles' options, each with a 'Yes' checkbox and an icon.



Once you requested the name of your new carpet, and the Carpet Institute assigns the name to the product, you can download the ACCS and ECS certificates.

14

Carpet Names:

In this section, you can view all your registered carpet names along with details such as the name, office number, label number, original name, registration date, and actions. Also, you can request the carpet names.

Carpet Names

Request Carpet Name

Quick Search Carpet

Export Search

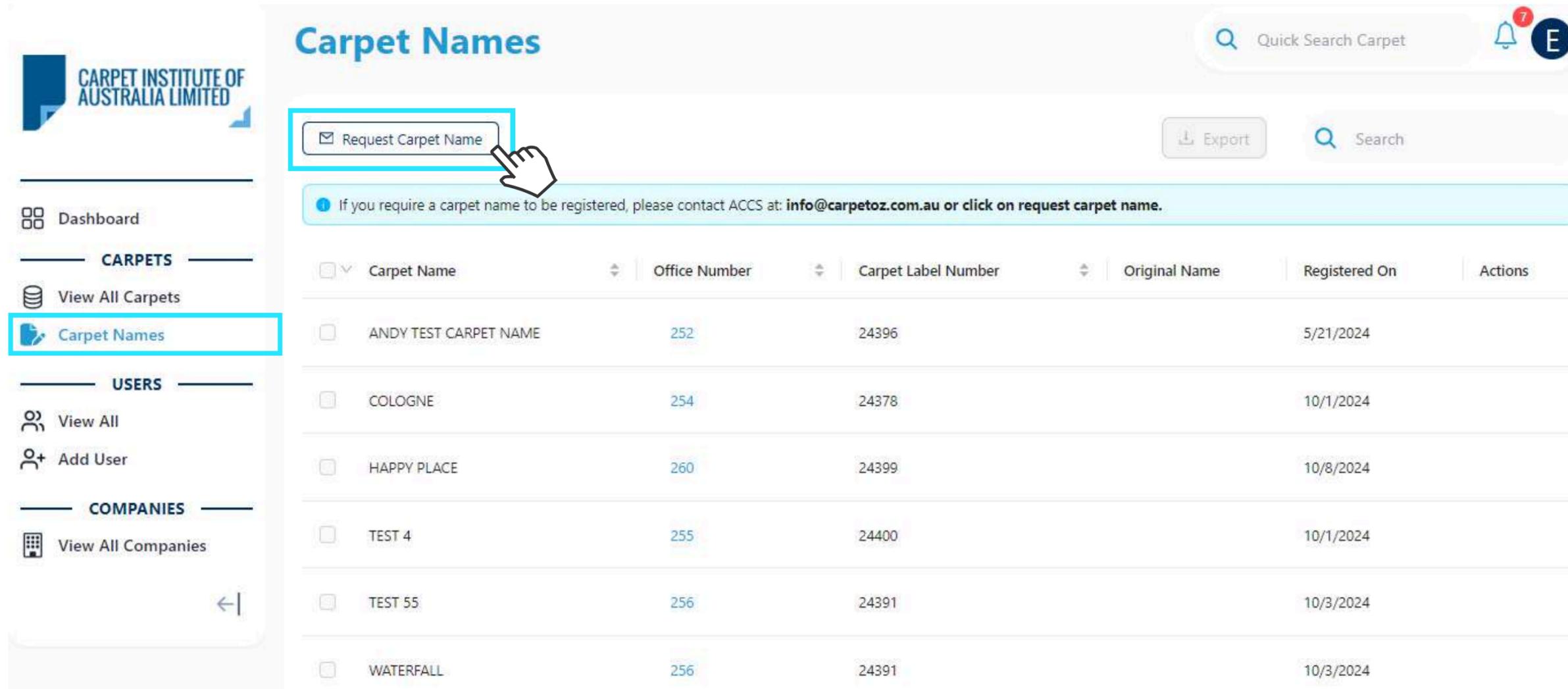
If you require a carpet name to be registered, please contact ACCS at: info@carpetoz.com.au or click on request carpet name.

<input type="checkbox"/>	Carpet Name	Office Number	Carpet Label Number	Original Name	Registered On	Actions
<input type="checkbox"/>	ANDY TEST CARPET NAME	252	24396		5/21/2024	
<input type="checkbox"/>	COLOGNE	254	24378		10/1/2024	
<input type="checkbox"/>	HAPPY PLACE	260	24399		10/8/2024	
<input type="checkbox"/>	TEST 4	255	24400		10/1/2024	
<input type="checkbox"/>	TEST 55	256	24391		10/3/2024	
<input type="checkbox"/>	WATERFALL	256	24391		10/3/2024	

15

Request Carpet Name:

Click the "Request Carpet" button to start a new carpet name registration.



Carpet Names

Quick Search Carpet

Request Carpet Name

Export

Search

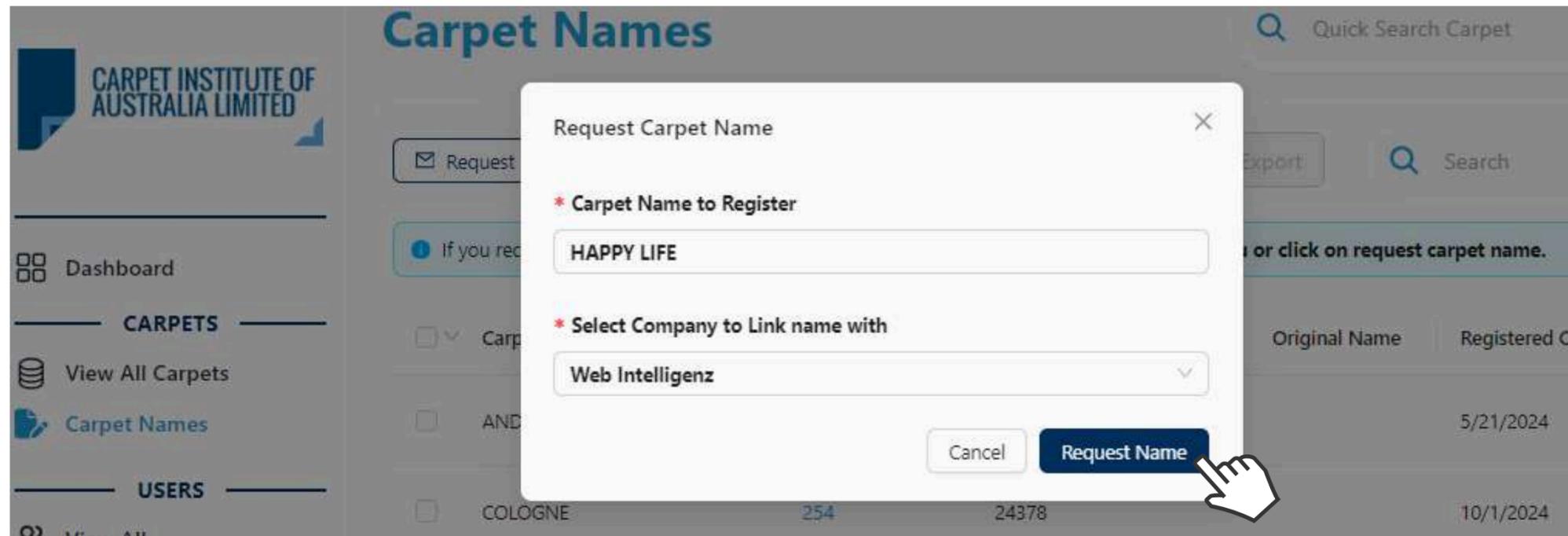
If you require a carpet name to be registered, please contact ACCS at: info@carpetoz.com.au or click on request carpet name.

<input type="checkbox"/>	Carpet Name	Office Number	Carpet Label Number	Original Name	Registered On	Actions
<input type="checkbox"/>	ANDY TEST CARPET NAME	252	24396		5/21/2024	
<input type="checkbox"/>	COLOGNE	254	24378		10/1/2024	
<input type="checkbox"/>	HAPPY PLACE	260	24399		10/8/2024	
<input type="checkbox"/>	TEST 4	255	24400		10/1/2024	
<input type="checkbox"/>	TEST 55	256	24391		10/3/2024	
<input type="checkbox"/>	WATERFALL	256	24391		10/3/2024	

16

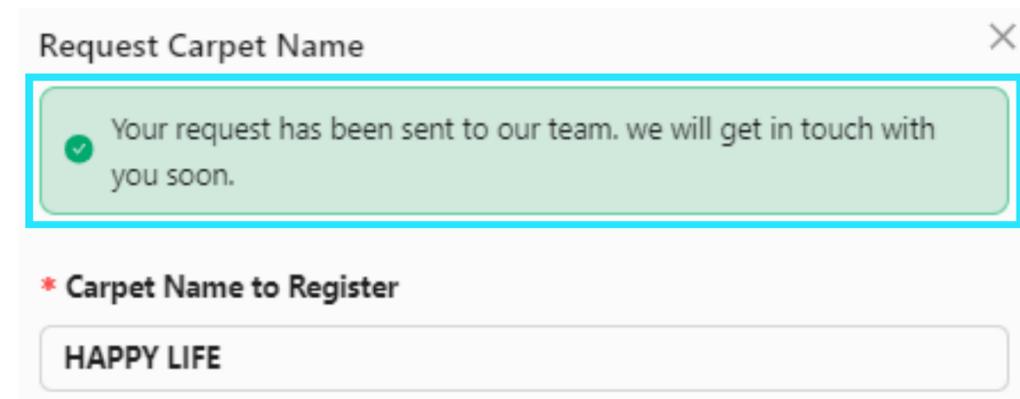
Request Carpet Name:

- Type the carpet name you want to register and select the company to link it with.
- Then click 'Request Name'



Notification Carpet Name Request

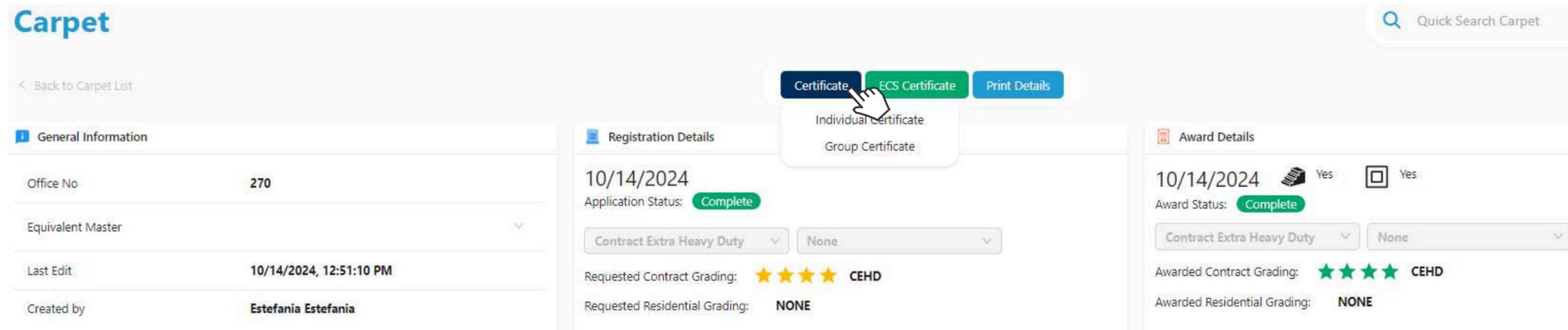
Once you click 'Request Name,' the platform will display a notification confirming that your request has been sent. Our team will be in touch with you shortly.





Download Certificates:

- Once your new carpet name registration is complete and confirmed by our team, you can generate and download the certificates. There are two options: Individual Certificate or Group Certificate.
- If you want to generate a certificate with all the carpet names associated with a Master carpet, select '**Group Certificate.**' Otherwise, select '**Individual Certificate.**'
- For generated your ECS Certificate you must have completed the application forms in the ECS Portal.



The screenshot displays the 'Carpet' management interface. At the top, there is a search bar labeled 'Quick Search Carpet'. Below it, a navigation bar includes a 'Back to Carpet List' link and three buttons: 'Certificate', 'ECS Certificate', and 'Print Details'. The main content area is divided into three panels: 'General Information', 'Registration Details', and 'Award Details'. The 'General Information' panel shows 'Office No: 270', 'Equivalent Master' (dropdown), 'Last Edit: 10/14/2024, 12:51:10 PM', and 'Created by: Estefania Estefania'. The 'Registration Details' panel shows the date '10/14/2024', 'Application Status: Complete', 'Contract Extra Heavy Duty' (dropdown), 'None' (dropdown), 'Requested Contract Grading: ★★★★★ CEHD', and 'Requested Residential Grading: NONE'. The 'Award Details' panel shows the date '10/14/2024', 'Award Status: Complete', 'Contract Extra Heavy Duty' (dropdown), 'None' (dropdown), 'Awarded Contract Grading: ★★★★★ CEHD', and 'Awarded Residential Grading: NONE'. A mouse cursor is hovering over the 'Certificate' button, which has opened a dropdown menu with 'Individual Certificate' and 'Group Certificate' options.

Download Files

You must be able to download three different documents : ACCS Certificate, ECS Certificate and Product Details.



carpet-certificate-24408



carpet-ecs-certificates-24408



carpet-print-details-99268



USERS

1

View All:

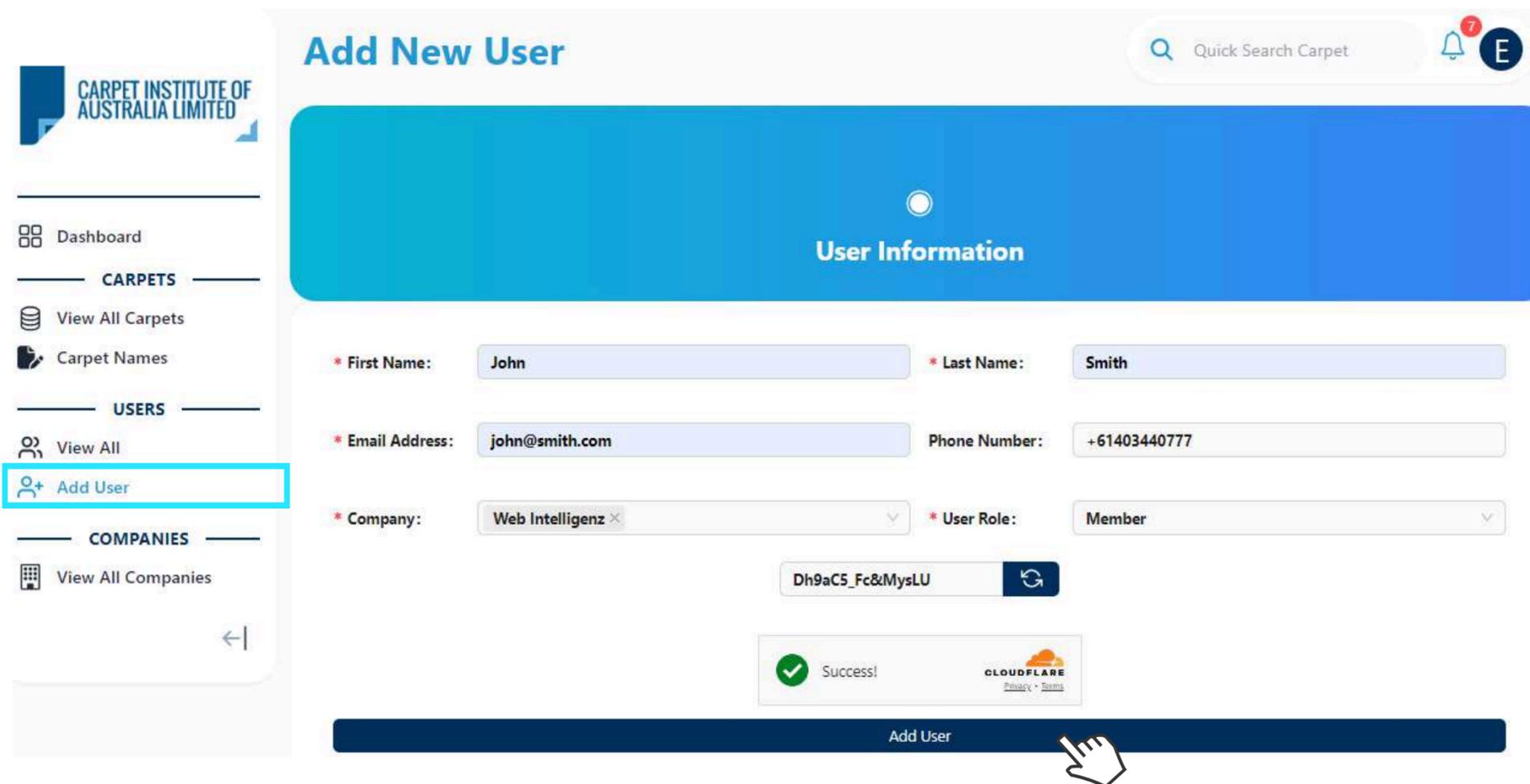
- For view all the users that are related to your company click in **View All** and check the details.
- For editing the information of the User go to Actions and click in the **“View”** button.
- For deleting the user go to Actions and click in the **“Delete”** button.

The screenshot displays the 'View Users' interface. On the left is a sidebar with navigation options: Dashboard, CARPETS (View All Carpets, Carpet Names), and USERS (View All, Add User). The 'View All' option under USERS is highlighted. The main content area shows a table of users with columns: Name, Email Address, Phone Number, Join Date, User Type, Companies, Access Granted By, and Actions. A single user is listed with the email 'carpetinstitute@gmail.com' and role 'Member'. A hand cursor is pointing to the 'View' button in the Actions column. Below the table, the 'View' modal is open, showing 'User Information' with fields for First Name (Carpet Institute), Last Name (Of Australia), Email Address (carpetinstitute@gmail.com), Phone Number, Company (Web Intelligenz), and User Role (Member). An 'Update Profile' button is at the bottom.

2

Add User:

- You can add users from your company to grant them access to the ACCS Platform!
- Click on '**Add User**', and fill out the following information: First and Last Name, Email, Phone Number, Company, and User Role.
- Then, click the '**Add User**' button. You will receive a notification confirming that the user has been created:
- You can confirmed that the profile was created in **View All**.



The screenshot shows the 'Add New User' interface. On the left is a sidebar with the 'Add User' option highlighted. The main form contains the following fields:

- * First Name: John
- * Last Name: Smith
- * Email Address: john@smith.com
- Phone Number: +61403440777
- * Company: Web Intelligenz
- * User Role: Member

At the bottom of the form, there is a 'Success!' notification with a green checkmark and the Cloudflare logo. A hand cursor is pointing to the 'Add User' button at the bottom center.

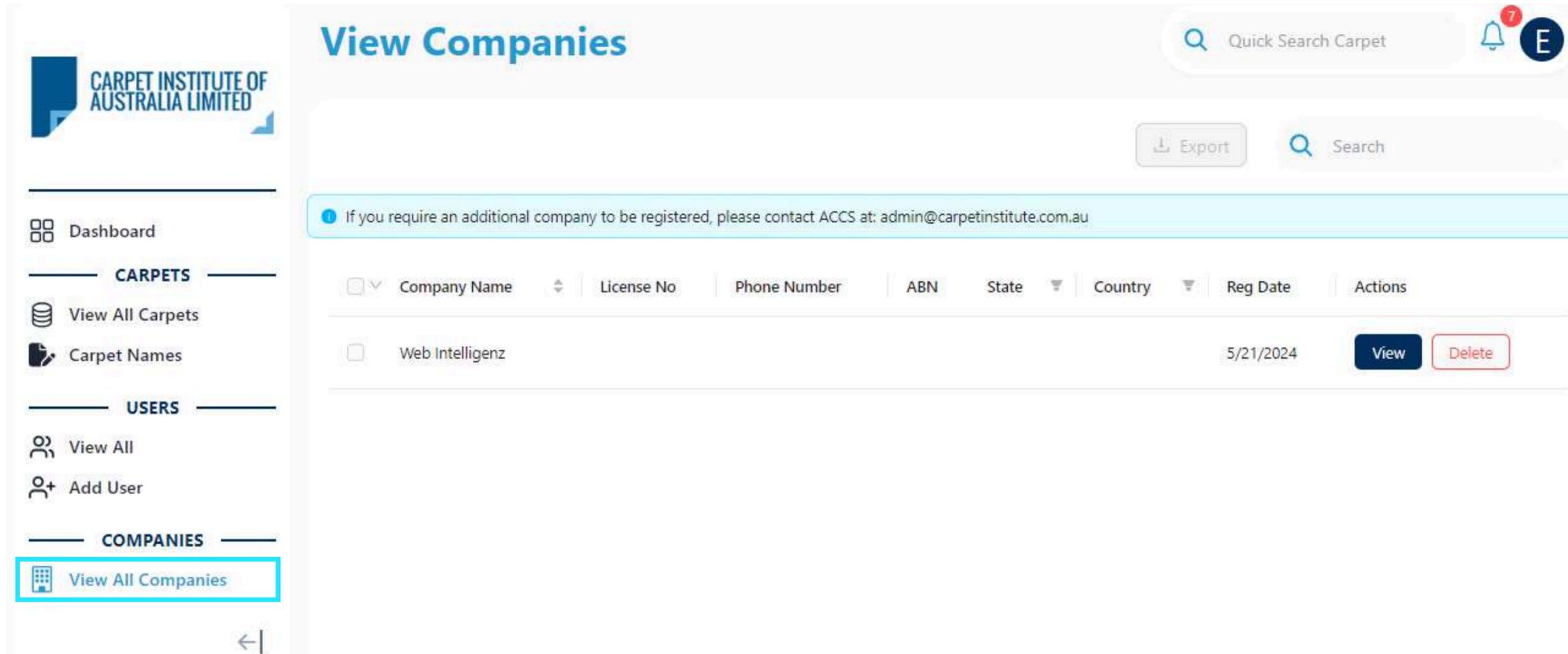
A top-down view of children playing with colorful wooden blocks on a green carpet. The blocks are scattered around, with some being stacked into small structures. The scene is overlaid with a semi-transparent blue filter. There are several decorative blue circular and semi-circular shapes scattered across the image. A central dark blue rounded rectangle contains the word 'COMPANIES' in white capital letters.

COMPANIES

1

View All Companies:

- Click '**View All Companies**' to see all the companies your user is subscribed to.
- To view your company details, go to Actions and click the '**View**' button.
- To remove a company from your profile, go to Actions and click the '**Delete**' button.
- If you need an additional company registered to your profile, please contact the Carpet Institute.



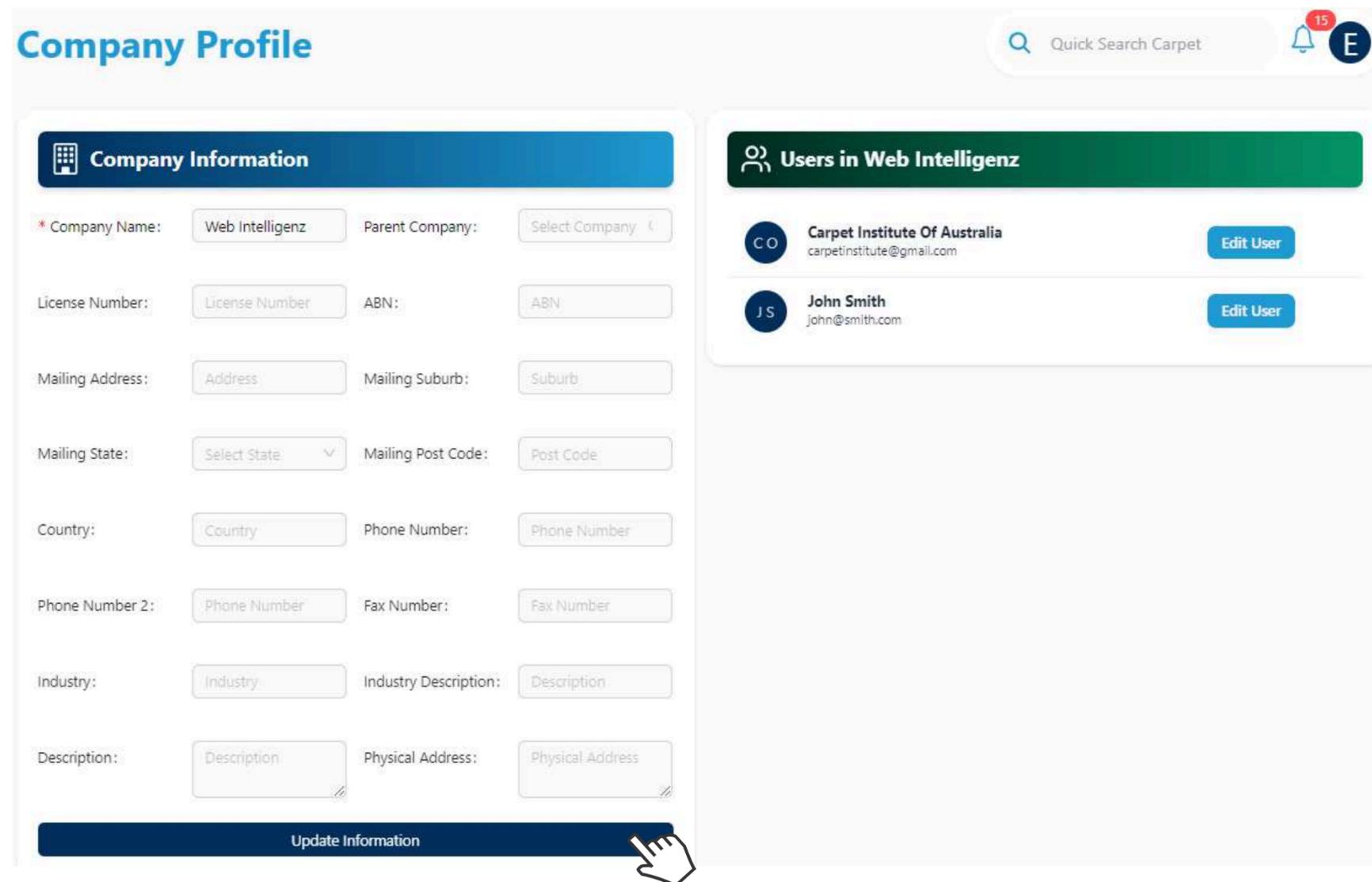
The screenshot shows the 'View Companies' page. On the left is a navigation sidebar with the following items: Dashboard, CARPETS (View All Carpets, Carpet Names), USERS (View All, Add User), and COMPANIES (View All Companies, which is highlighted with a red box). The main content area has a header with the title 'View Companies', a search bar, an 'Export' button, and a user profile icon with a notification badge. Below the header is a light blue banner with the text: 'If you require an additional company to be registered, please contact ACCS at: admin@carpetinstitute.com.au'. The main table lists companies with columns: Company Name, License No, Phone Number, ABN, State, Country, Reg Date, and Actions. One company is listed: 'Web Intelligenz' with a registration date of '5/21/2024' and 'View' and 'Delete' buttons in the Actions column.

<input type="checkbox"/>	Company Name	License No	Phone Number	ABN	State	Country	Reg Date	Actions
<input type="checkbox"/>	Web Intelligenz						5/21/2024	View Delete

1

View Button:

- To view your company details, go to Actions and click the **'View'** button. You can update your company information by filling out the fields. After making any updates, click the **'Update Information'** button to save the changes.
- Additionally, there is a quick access section that shows all the users in your company.



Company Profile

Quick Search Carpet

Company Information

* Company Name: Web Intelligenz Parent Company: Select Company

License Number: License Number ABN: ABN

Mailing Address: Address Mailing Suburb: Suburb

Mailing State: Select State Mailing Post Code: Post Code

Country: Country Phone Number: Phone Number

Phone Number 2: Phone Number Fax Number: Fax Number

Industry: Industry Industry Description: Description

Description: Description Physical Address: Physical Address

Update Information

Users in Web Intelligenz

CO Carpet Institute Of Australia
carpetinstitute@gmail.com Edit User

JS John Smith
john@smith.com Edit User

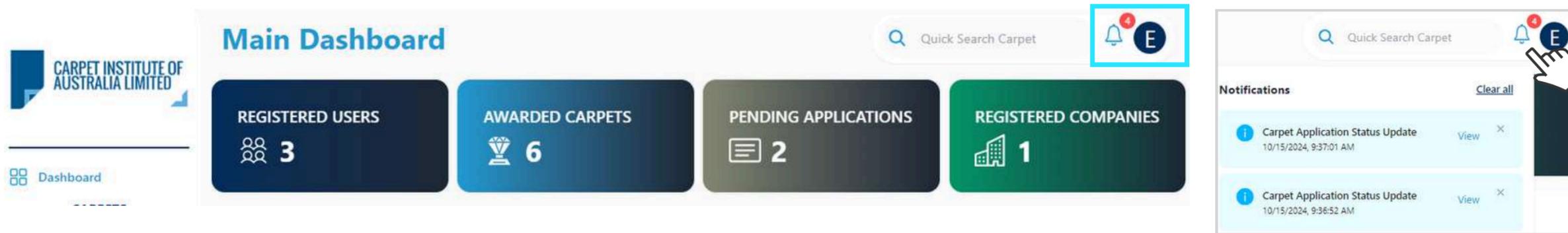


FAQ

Frequent Questions

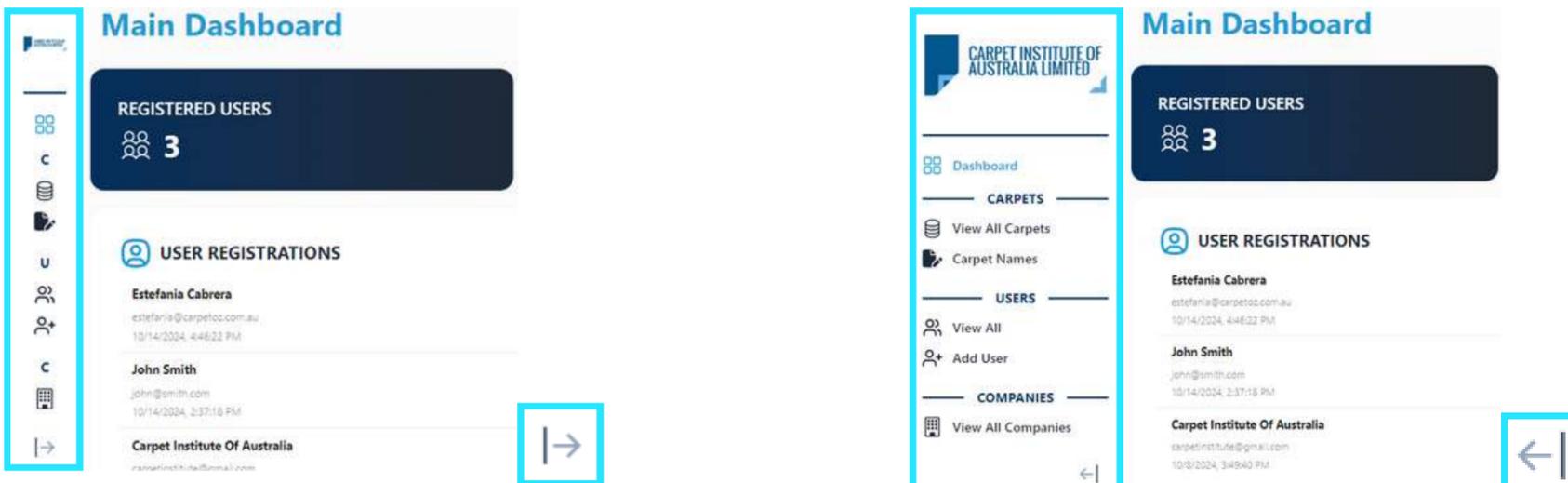
1) How can I check updates on my requests?

In the top right corner of your Dashboard, you'll find a bell icon. Click on the bell to view all pending updates and notifications related to your requests.



2) How I can extend or minimise the main menu?

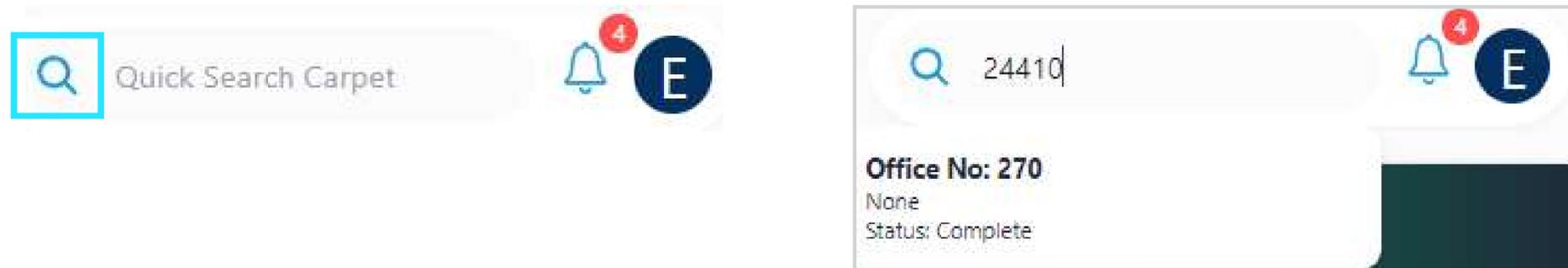
In the left column of your Dashboard you'll find a grey arrow. Click on the arrow to view the complete menu or minimise it.



Frequent Questions

3) Can I search for a Carpet quickly and easily?

Yes! You can search your carpet by Label Number or Office Number in the magnifier glass located in the right corner of your dashboard.



4) Can I search for Carpet with the name?

Yes! You can search your carpet by name in the section Carpet Names in the magnifier glass located in the right side.



Frequent Questions

5) I'm trying to submit my application, but there's an error message. What can I do?

Before submitting your application, make sure to upload the GRF (General Register Form) and the AWTA Test files or others. Once these documents are uploaded in the Documents Archive module, you will be able to submit your application.

The Documents Archive module is located at the bottom right corner of the application.

 Please fix the errors

1. Please upload the following documents before submission: General Register Form and the AWTA Test files

 Document Archive



Click or drag file to this area to upload

Support for a single or bulk upload.

Only the following file types are supported: .doc, .docx, .csv, .pdf, .jpg, .png, .xlsx

Max file size: 10MB

Please upload the following documents before submission: General Register Form and the AWTA Test files

6) What happens if I submit my application with a mistake or the wrong file?

Once you've submitted your application, you won't be able to edit it. However, you can contact the Carpet Institute of Australia, and we can revert your application to 'Draft,' allowing you to correct the mistake. The status of your application will then change to "Draft".

Registration Details

9/24/2024
Application Status: Draft

Contract Light Duty Residential Light Duty

Requested Contract Grading: ★ CLD

Requested Residential Grading: ★ RLD

Frequent Questions

7) When I try to download my certificates (ACCS or ECS), the document doesn't appear. What can I do?

Before downloading your certificates, make sure you have requested the carpet name through the platform. Once our team confirms that the name is available, we will associate the carpet with the name. After it's registered, we will notify you, and you will be able to download the certificates. Without a registered name, the platform will not generate any files.

8) Do you recommend a specific browser?

Yes! We recommend using Google Chrome for the best experience.

9) When I try to download the report for All Carpets and All Carpet Names, the document doesn't appear in my Downloads folder. What can I do?

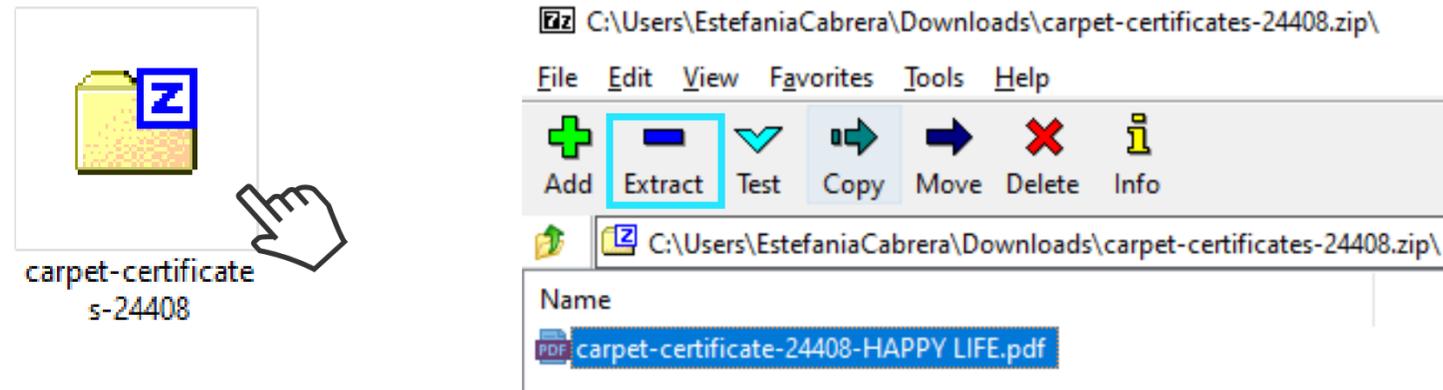
Please check your email. These reports will be sent via email due to their larger file size.



Frequent Questions

10) When I download my ACCS certificates, the document is a folder. What can I do?

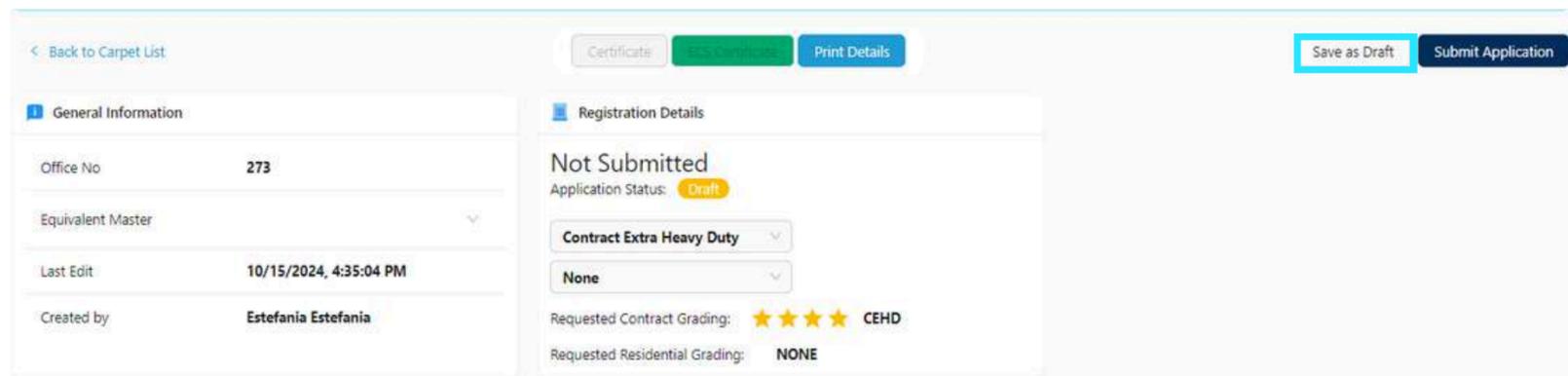
The ACCS Certificate is located in a ZIP folder. Double click in the folder, and click in Extract button to download the certificate.



11) Can I simulate a product without submitting it?

Yes! One of the benefits of our new ACCS Platform is that you can simulate carpets and save them as a draft.

Once you're confident with your carpet, you can continue with the application or delete the draft if further improvements are needed.





THANK YOU!