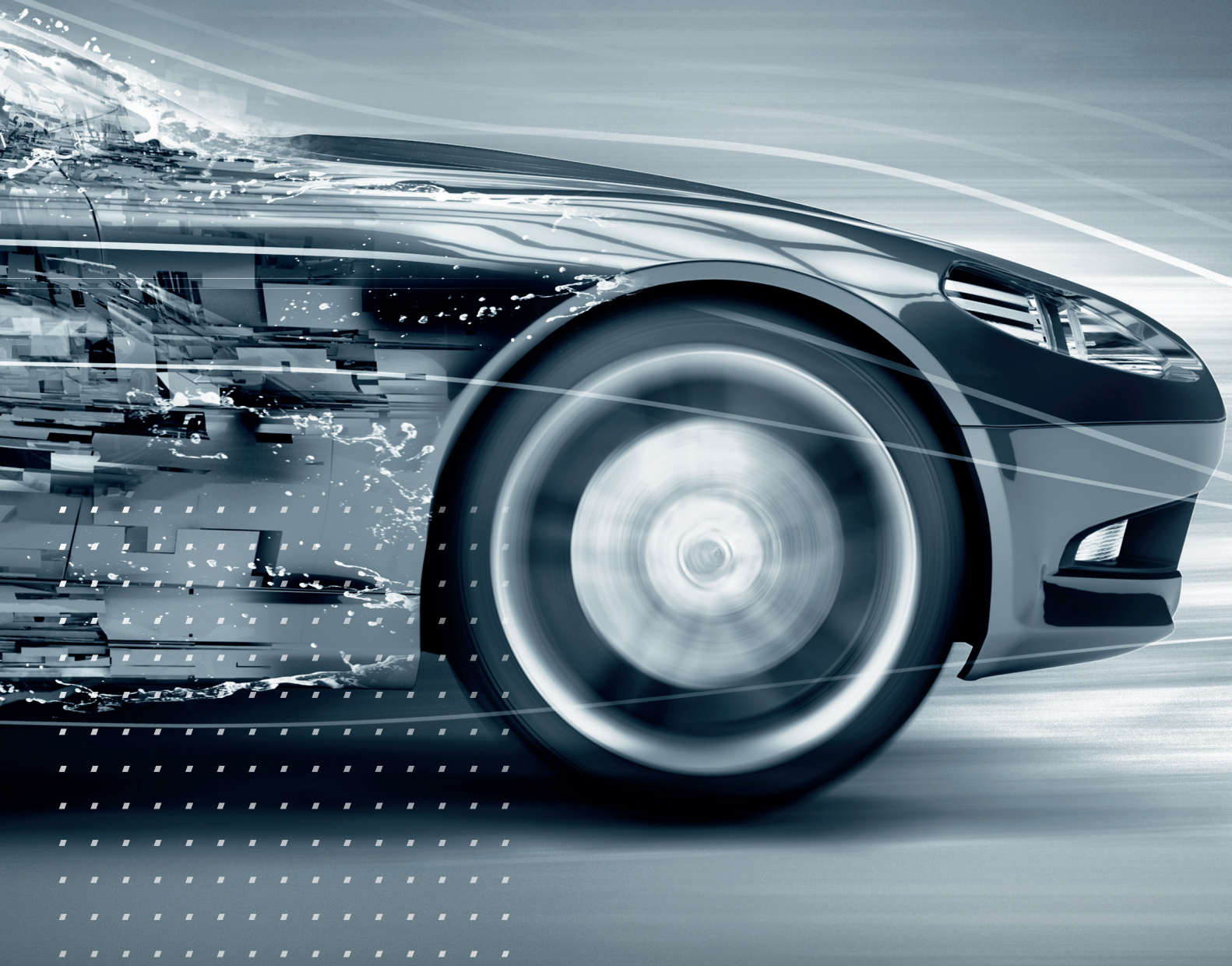


# Quickstart Guide

## Bulk Valuation



How to quickly bulk value  
vehicles that are not in your stock

[autovistagroup.com](http://autovistagroup.com)

**Glass's** ....  
Part of Autovista Group

If you want to determine the value of multiple vehicles at a quick glance, bulk valuation can generate the values without having to add those vehicles to your existing valuation/stock list. This functionality reduces the steps you need to take to obtain values for multiple vehicles, saving you time. The feature is ideally suited for vehicles you do not already have in your stock.

**1** In the valuations area of the all new Glass's simply click on "Bulk valuation" in order to upload your fleet file and start the process.

The screenshot shows the Glass's Valuations interface. At the top, there are navigation tabs: VALUATIONS (active), STOCK, CUSTOMERS, and CONTACT US. A user profile icon 'JS' is in the top right. Below the navigation, there is a breadcrumb 'VALUATIONS' and a 'Valuations' header with a dropdown menu 'BRANCH: UK-BranchGroup-24'. A red circle with the number '1' highlights the 'Bulk valuation' button in the top right of the main content area. To the right of this button are 'Export' and 'Settings' icons. Below this is a table with the following columns: VRM, MAKE, MODEL, EDITION, BODY TYPE/DOORS, and FUEL. The table contains six rows of vehicle data.

VRM	MAKE	MODEL	EDITION	BODY TYPE/DOORS	FUEL
AYZ3554	Nissan	X-Trail	X-Trail 1.7dCi ( 150ps ) ( 7 Seat ) 2019MY N-Connecta	Stationwagon/5	Diese
AYZ3554	Nissan	X-Trail	X-Trail 1.7dCi ( 150ps ) ( 7 Seat ) 2019MY N-Connecta	Stationwagon/5	Diese
UIG7354	Ford	Tourneo Connect	Tourneo Connect 1.5 ( 100ps ) 2019.75MY Titanium	MPV/5	Diese
UIG7354	Ford	Tourneo Connect	Tourneo Connect 1.5 ( 100ps ) 2019.75MY Titanium	MPV/5	Diese
W90AJL	Volvo	XC70	XC70 2.4TD D5 ( 205ps ) AWD Geartronic 2010MY SE Premium	Estate/5	Diese
N/A	Jaguar	F-TYPE	F-TYPE 2.0 i4 ( 300ps ) Auto 2021MY	Coupe/2	Petrol

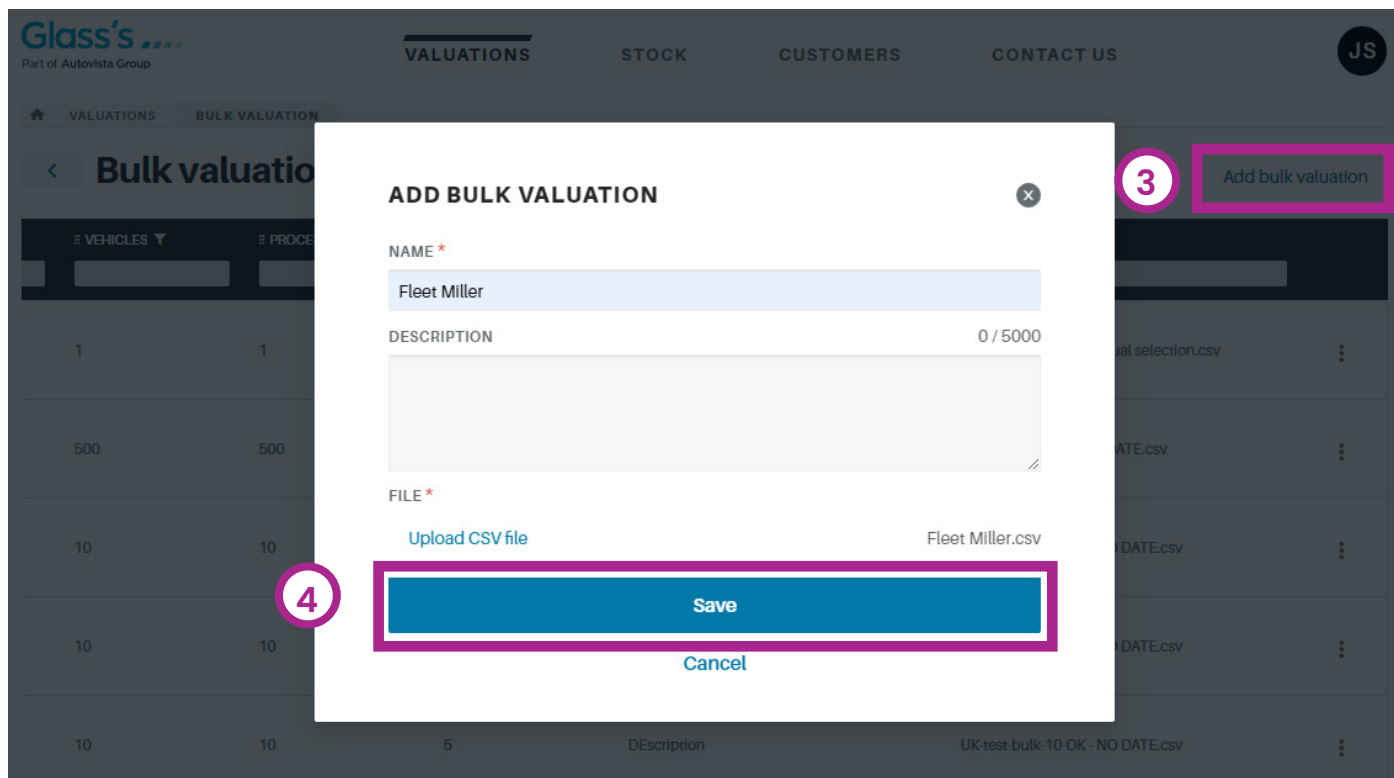
2 The “Bulk valuation” screen appears. The table will show you all bulk valuations you already processed including the following information:

- **User**  
Name of the user name who performed the bulk valuation
- **Create time**  
Date and time of the bulk valuation
- **Name**  
Name of the bulk valuation
- **Status**  
Current status (Completed, Action needed, Error)
- **Vehicles**  
No. of vehicles in the CSV file
- **Processed**  
No of vehicles in the CSV file which were processed already
- **Issues**  
No. of vehicles in the CSV file for which issues occurred
- **Description**  
Description of the bulk valuation
- **File name**  
Name of the CSV input file

# USER	# CREATE TIME	# NAME	# STATUS ▼	# VEHICLES ▼	# PROCESSED ▼	# ISSUES
John Smith	08/11/2022, 19:14	Test manual selection by make model	Action needed	1	1	1
John Smith	08/11/2022, 08:43	UK-test-bulk-500 - NO DATE.csv	Action needed	500	500	357
John Smith	08/11/2022, 08:43	Test	Action needed	10	10	9
John Smith	07/11/2022, 15:05	UK-test-bulk-10-OK - NO DATE.csv	Completed	10	10	0
John Smith	04/11/2022, 10:31	Test JC	Action needed	10	10	5
John Smith	04/11/2022, 09:47	AYZ3554 Nissan X-Trail.csv	Completed	1	1	0

**3** To start a new bulk valuation click on “Add bulk valuation”. A window of the same name appears where you can enter a name and a description (optional). Then choose the CSV file which contains the fleet you would like to value.

**4** Press “Save”.





## Note:

The rules for the CSV file structure are:

- CSV file format
- Comma separated values (,)
- No headers
- Limitation of max. 500 rows

The content/sequence of the CSV file columns have to be:

- VRM (Mandatory)
- Mileage (Mandatory)
- Free text 1 (Optional)
- Free text 2 (Optional)
- Derivative (Optional)
- Registration date (Optional)  
Allowed date formats: YYYY-MM-DD or YYYY/MM/DD

	A	B	C	D	E	F
1	UIG7354	28941	Free text 1 UIG7354	Free text 2 UIG7354	Ford. Tourneo Connect. 1.5 (120ps) Titanium EcoBlue MPV 5d	
2	SGZ9154	136829	Free text 1 SGZ9154	Free text 2 SGZ9154	Vauxhall. Combo. 1.5CDTi 16v (100ps)(EU6dT) Sportive 2000 L1H1Panel Van	
3	AYZ3554	16927	Free text 1 AYZ3554	Free text 2 AYZ3554	Nissan. X-Trail. 1.7dCi (150ps) N-Connecta (5 Seat) Station Wagon 5d	
4	ESZ5554	168800	Free text 1 ESZ5554	Free text 2 ESZ5554	Honda. Jazz. 1.5 i-MMD (107ps) SR Hatchback 5d eCVT	2019/11/26
5	ORZ7194	30514	Free text 1 ORZ7194	Free text 2 ORZ7194	Kia. Venga. 1.6 (123bhp) 3 ISG Hatchback 5d	
6	JKF192	39382	Free text 1 JKF192	Free text 2 JKF192	Volkswagen. Polo. 1.2 TSI (90ps) Match Edition (s/s) Hatchback 3d DSG	
7	BSZ6917	76346	Free text 1 BSZ6917	Free text 2 BSZ6917	Volkswagen. Tiguan. 2.0TDI (150ps) SEL (s/s) Station Wagon 5d DSG	
8	EGZ5962	12075	Free text 1 EGZ5962	Free text 2 EGZ5962	Nissan. Navara. 2.3dCi (EU6) Tekna Double Cab 4WD Pickup auto	2021/07/14
9	JWN999	148036	Free text 1 JWN999	Free text 2 JWN999	Land Rover. Discovery. 3.0 Sd6 (306ps) AWD HSE Luxury Station Wagon 5d Auto	
10	IXZ5995	4638	Free text 1 IXZ5995	Free text 2 IXZ5995	Vauxhall. Corsa. 1.4i (90ps) Limited Edition ecoFLEX Hatchback 3d	

Once the bulk valuation has started the status of the process is “In progress”. When it’s completed the status changes to either:

- **Completed**  
The file was processed without any issues.
- **Action needed**  
The file was processed however your action is needed to review items and solve issues.
- **Error**  
The file couldn’t be processed e. g. because the file is corrupted.

The screenshot shows the Glass's Bulk Valuation interface. At the top, there is a navigation bar with the Glass's logo and the text 'Part of Autovista Group'. Below the logo, there are navigation tabs: VALUATIONS, STOCK, CUSTOMERS, and CONTACT US. A user profile icon with the initials 'JS' is in the top right corner. Below the navigation bar, there is a breadcrumb trail: VALUATIONS > BULK VALUATION. The main heading is 'Bulk valuation' with a dropdown menu for 'BRANCH: UK-BranchGroup-24'. There is a link 'Add bulk valuation' on the right. Below the heading is a table with the following columns: USER, CREATE TIME, NAME, STATUS, VEHICLES, PROCESSED, and ISSUES. The table contains one row of data: John Smith, 15/11/2022, 13:51, Fleet Miller, Action needed, 11, 11, 2. The 'Action needed' status is highlighted with a pink box.

USER	CREATE TIME	NAME	STATUS	VEHICLES	PROCESSED	ISSUES
John Smith	15/11/2022, 13:51	Fleet Miller	Action needed	11	11	2

If the status of your valuation is „Action needed“ you have to review the corresponding items by clicking on “Review items”. It’s located in the action menu at the end of the corresponding line in the table.

The screenshot shows the Glass's Bulk Valuation interface. At the top, there are navigation tabs: VALUATIONS (selected), STOCK, CUSTOMERS, and CONTACT US. Below the tabs, there are breadcrumb links: VALUATIONS > BULK VALUATION. The main heading is "Bulk valuation" with a dropdown for "BRANCH: UK-BranchGroup-24" and a link "Add bulk valuation".

VEHICLES	PROCESSED	ISSUES	DESCRIPTION	FILE NAME	
11	11	2	N/A	Fleet Miller.csv	⋮
10	10	5	N/A	Fleet Miller.csv	⋮

The dropdown menu for the second row contains the following options: DOWNLOAD CSV, REVIEW ITEMS (highlighted), and REEVALUATE.

### Note:

If for whatever reason you want to reevaluate the whole bulk valuation, please choose “Reevaluate” in the action menu. This will value the selected fleet again. Please be aware that this command can only be chosen one time. After you reevaluated the designated fleet once, the command “Reevaluate” isn’t available anymore for the corresponding fleet. If you want to value the fleet once more, you have to add a new bulk valuation and upload your CSV file again to start a new bulk valuation process.

Most of the issues can be simply reviewed by choosing the correct vehicle in a list.

- 5 In the upper part of the “Review items” modal Glass’s shows you the content of the input file for the current vehicle. If you’re not sure which vehicle in the table below is the correct one you can have a look at the technical data by clicking on the page icon at the end of each row.

**REVIEW ITEMS (1/2)**

<b>VRM</b> RES984	<b>DERIVATIVE</b> Fiat. 500. 1.4 T-Jet (140bhp) Abarth Hatchback 3d Auto Seq
<b>MILEAGE</b> 8059	<b>FREE TEXT 1</b> Free text 1 RES984
<b>REGISTRATION DATE</b> N/A	<b>FREE TEXT 2</b> Free text 2 RES984

MAKE	MODEL	EDITION	PROD. START	PROD. END	BODY TYPE/DOORS	ENGINE DISPLACEMENT	FUE	
Fiat	500	500 1.4 T-Jet ( 135bhp ) Abarth	04/2012	09/2014	Hatchback/3	1,368	Petrol	
Fiat	500	500 1.4 T-Jet ( 140bhp ) Auto Seq Abarth	01/2013	09/2014	Hatchback/3	1,368	Petrol	

**Skip** **Accept**



6 The “Vehicle Details” modal appears. You can check the different tabs in order to get the information you need to choose the correct vehicle.

7 You can close this window by clicking on the “X” in the upper right corner.

6 **VEHICLE DETAILS**



500 1.4 T-Jet ( 140bhp ) Auto Seq Abarth

<b>Technical data</b>	Equipment package	Optional equipment	Standard equipment	Equipment not available
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**VEHICLE INFORMATION**

List price	£ 14,836.00	Natcode	190081001
Country/market	N/A	Production period	01/2013 - 09/2014

**ENGINE INFORMATION**

Power (kW/bhp)	104/140	Drivetrain	Front wheel drive
Transmission type	Automated manual gearbox	Gears	5
Fuel type	Petrol	Engine type	N/A
Engine displacement (ccm)	1,368	Number of cylinders	4
Cylinder assembly	Inline	Maximum speed (mph)	127
Acceleration 0 to 62 mph (s)	8.1	Catalyst	Catalyst (general)
Torque	N/A		

**COMMON**

Body type	Hatchback	Vehicle type	Passenger Car
Doors	3	Seats	4

**WEIGHTS**

Total weight	N/A	Max load	0
Trailer load braked	N/A	Trailer load unbraked	N/A

- 8 If you've identified the correct vehicle just click on it and press "Accept". If there a multiple items to be reviewed the next "Review items" section will be displayed automatically.
- 9 If you press "Skip" the following item in the listing is displayed and the current one stays as to be reviewed.

**REVIEW ITEMS (1/2)**

VRM: RES984  
MILEAGE: 8059  
REGISTRATION DATE: N/A

DERIVATIVE: Fiat. 500. 1.4 T-Jet (140bhp) Abarth Hatchback 3d Auto Seq  
FREE TEXT 1: Free text 1 RES984  
FREE TEXT 2: Free text 2 RES984

MAKE	MODEL	EDITION	PROD. START	PROD. END	BODY TYPE/DOORS	ENGINE DISPLACEMENT	FUEL
Fiat	500	500 1.4 T-Jet ( 135bhp ) Abarth	04/2012	09/2014	Hatchback/3	1,368	Petr
Fiat	500	500 1.4 T-Jet ( 140bhp ) Auto Seq Abarth	01/2013	09/2014	Hatchback/3	1,368	Petr

Skip Accept

### Note:

With skipping a vehicle you could for example continue your work the next day if you need to.

In case the car couldn't be identified or valued for whatever reason the all new Glass's will bring up the search tree in order to let you identify the vehicle using this functionality. The process of identifying a vehicle by search tree is similar to the one in the „Identification“ area.

If you found the vehicle you're looking for in the table below the search criteria just press "Accept". If there are more items to be reviewed the following one will be displayed automatically.

If you press "Skip" the following item in the listing is displayed and the current one stays as to be reviewed.

The screenshot shows the Glass's web interface with a search filter overlay. The overlay is titled "SEARCH BY MAKE/MODEL" and contains the following search criteria:

- VEHICLE \*: Passenger Car
- MAKE \*: Ford
- MODEL \*: Kuga
- REGISTRATION DATE \*: 6 Sep 2022
- MILEAGE TYPE \*: Exact
- MILEAGE (MI) \*: 35,595

Below the search criteria, there is a "DETAILED SEARCH ↓" button and a message "SHOWING 38 VEHICLE RESULTS". Below the search filter, a table displays the search results:

VEHICLE TYPE	MAKE	MODEL	EDITION	PROD. START	PROD. END	BODY TYPE
CAR	Ford	Kuga	Kuga 1.5T ( 150ps ) EcoBoost 2022MY Zetec	08/2021	09/2022	Stationwa
CAR	Ford	Kuga	Kuga 1.5T ( 150ps ) EcoBoost 2022MY Titanium Edition	08/2021	09/2022	Stationwa
CAR	Ford	Kuga	Kuga 1.5T ( 150ps ) EcoBoost 2022MY ST-Line Edition	08/2021	09/2022	Stationwa
CAR	Ford	Kuga	Kuga 1.5T ( 150ps ) EcoBoost 2022MY ST-Line X Edition	08/2021	09/2022	Stationwa

## Note:

With skipping a vehicle you could for example continue your work the next day if you need to.

If you want to see the bulk valuation results, just click on the valuation in the table “Bulk valuations”.

The screenshot shows the Glass's web interface for bulk valuations. At the top, there is a navigation bar with the Glass's logo and menu items: VALUATIONS, STOCK, CUSTOMERS, and CONTACT US. A user profile icon with the initials 'JS' is on the right. Below the navigation bar, there is a breadcrumb trail: VALUATIONS > BULK VALUATION. The main heading is 'Bulk valuation' with a dropdown menu for 'BRANCH: UK-BranchGroup-24' and a link 'Add bulk valuation'. Below this is a table with the following columns: USER, CREATE TIME, NAME, STATUS, VEHICLES, PROCESSED, and ISSUED. The table contains one row of data for John Smith, created on 15/11/2022 at 13:51, for Fleet Miller, with a status of 'Completed', 10 vehicles, 10 processed, and 0 issued. The table is highlighted with a red border.

USER	CREATE TIME	NAME	STATUS	VEHICLES	PROCESSED	ISSUED
John Smith	15/11/2022, 13:51	Fleet Miller	Completed	10	10	0

A new modal “Bulk valuation results” opens up and shows you the results per vehicle. If you scroll the table to the right you see the valuation results such as

- VIN
- Registration date
- Variant
- Doors
- Gears
- New price
- Trade price
- Retail price

10 You can download the results as a CSV file by clicking on “Download CSV” in the upper right corner above the table.

**BULK VALUATION RESULTS**

VIM	REGISTRATION DATE	VIN	MODEL	VARIANT	DOORS	GEARS	NEW PRICE	TRADE PRICE	RETAIL PRICE
	6/01/2015	TSMNZA32500537662	Swift	Swift 1.6 ( 134bhp )	3	6	13101	8360	10010
	5/02/2015	YV1MV8461F2226672	V40	V40 1.6TD D2 ( 115bhp ) ( s/s ) 2015MY	5	6	24365	7940	9980
	4/01/2014	VF3YASMF12550839	Boxer	Boxer 2.2HDI 110	4	5	22998	6209	8399
	4/01/2014	VNKKL3D360A099947	Yaris	Yaris 1.0 VVT-i ( 69bhp ) 2014MY	5	5	10815	4240	5880
	4/01/2014	VF7YASMF12550456	Relay	Relay 2.2HDI ( 110 )	4	6	23712	6677	8867
	3/02/2013	VF34CRHEBDS018701	308	308 2.0HDI ( 150bhp ) FAP 2012MY	5	6	19559	2110	4110
	4/03/2013	ZFA3120000952289	500	500 1.4 T-Jet ( 140bhp ) Auto Seq	3	5	14836	8530	9980

1-11 FROM 11

NUMBER OF RECORDS 30

## Note:

You can also download the results by clicking on “Download CSV” in the action menu accessible via the three dots at the end of each row in the “Bulk valuations” screen.

The screenshot shows the 'Bulk valuation' screen in the Glass's system. The interface includes a navigation bar with 'VALUATIONS', 'STOCK', 'CUSTOMERS', and 'CONTACT US'. Below this, there are filters for 'VEHICLES', 'PROCESSED', and 'ISSUES'. The main table displays two rows of data. The second row has a dropdown menu open, with 'DOWNLOAD CSV' highlighted in a red box. Other options in the menu are 'REVIEW ITEMS' and 'REVALUATE'.

VEHICLES	PROCESSED	ISSUES	DESCRIPTION	FILE NAME
11	11	2	N/A	Fleet Miller.csv
10	10	5	N/A	Fleet Miller.csv

This is an example how the results CSV file looks like after opening it in Microsoft Excel.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	VRM	Mileage (Km)	Free text 1	Free text 2	Derivative	Registration date	VRM name	VRM registration date	VIN	Model	Variant	Doors	Gears	New price	Trade price	Retail price
2	OIG1389	15929	Free text 1 OIG1389	Free text 2 OIG1	Suzuki. Swift. 1.6 (136ps) Sport (+NAV) Hatch	16/01/2015	TSMNZA325C	16/01/2015	TSMNZA325C	Swift	Swift 1.6 ( 134bhp )	3	6	13101	8360	10010
3	VFZ7795	66476	Free text 1 VFZ7795	Free text 2 VFZ2	Volvo. V40. 1.6TD D2 (115bhp) R-Design Lux	05/02/2015	YV1MV8461F	05/02/2015	YV1MV8461F	V40	V40 1.6TD D2 ( 115bhp ) ( s/s ) 2015MY	5	6	24365	7940	9980
4	PFZ8592	103314	Free text 1 PFZ8592	Free text 2 PFZ8	Peugeot. Boxer. 2.2HDI 110 Professional 330	14/01/2014	VF3YASMF1	14/01/2014	VF3YASMF1	Boxer	Boxer 2.2HDI 110	4	5	22998	6209	8399
5	MIG1295	61479	Free text 1 MIG1295	Free text 2 MIG	Toyota. Yaris. 1.0 VVT-i (69bhp) Active Hatch	14/01/2014	VNKKL3D360	14/01/2014	VNKKL3D360	Yaris	Yaris 1.0 VVT-i ( 69bhp ) 2014MY	5	5	10815	4240	5880
6	UUI5895	79015	Free text 1 UUI5895	Free text 2 UUI5	Citroen. Relay. 2.2HDI 30 (110) LIH1 Enterpri	24/01/2014	VF7YASMF1	24/01/2014	VF7YASMF1	Relay	Relay 2.2HDI ( 110 )	4	6	23712	6677	8867
7	FRZ4696	125388	Free text 1 FRZ4696	Free text 2 FRZ4	Peugeot. 308. 2.0HDI (150bhp) FAP Allure H	13/02/2013	VF34CRHE8D	13/02/2013	VF34CRHE8D	308	308 2.0HDI ( 150bhp ) FAP 2012MY	5	6	19559	2110	4110
8	RES984	8059	Free text 1 RES984	Free text 2 RES5	Fiat. 500. 1.4 T-Jet (140bhp) Abarth Hatchbac	04/03/2013	ZFA31200000	04/03/2013	ZFA31200000	500	500 500 1.4 T-Jet ( 140bhp ) Auto Seq	3	5	14836	8530	9980
9	ROD429	137626	Free text 1 ROD429	Free text 2 ROD	Land Rover. Range Rover Sport. 3.0 SD V6 (3	23/07/2021	SALEACAW4190	23/07/2021	SALEACAW4190	Defender	90 Defender 3.0 D200 ( 200ps ) ( Eu6d ) a	3	8	43880	32875	36175
10	LFZ8394	49509	Free text 1 LFZ8394	Free text 2 LFZ8	Vauxhall. Astra. 1.7CDTI 16v (130ps) Exclusiv	02/01/2013	WOLPD8EX6E	02/01/2013	WOLPD8EX6E	Astra	Astra 1.7CDTI 16v ( 130ps ) ecoFLEX ( s/s )	5	6	20985	3500	5320
11	UOP897	35595	Free text 1 UOP897	Free text 2 UOP	Ford. Kuga. 2.0TDCi (180ps) AWD Vignale (s/s)	04/03/2020	ZFA312000000	04/03/2020	ZFA312000000	Kuga	2.0TDCi (180ps) AWD Vignale (s/s) Static	5	6	29559	12110	14110
12	H9EDH	111184	Free text 1 H9EDH	Free text 2 H9E	Ford. Fiesta. 1.0 (125ps) Zetec S (E6) EcoBoo	10/10/2022	JMZDJ6HC60	10/10/2022	JMZDJ6HC60	Mazda2	Mazda2 1.5 e-SKYACTIV-G ( 90ps ) MHEV	5	6	19730	10910	13280