JDPOWER
GLASS'S

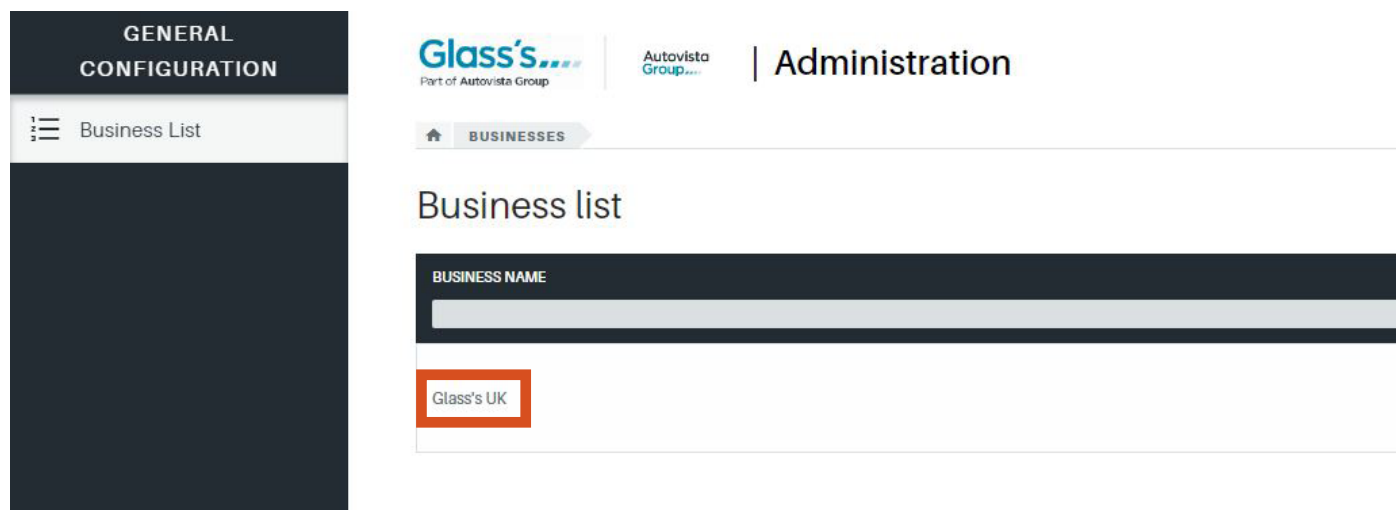# QUICKSTART GUIDE
Administration

How to optimally set up the new GLASS'S

With the help of default configurations, the new GLASS'S can be optimally customised to your needs in many areas. Working with pre-set selections and settings for recurring entries will simplify your daily worklife with GLASS'S.
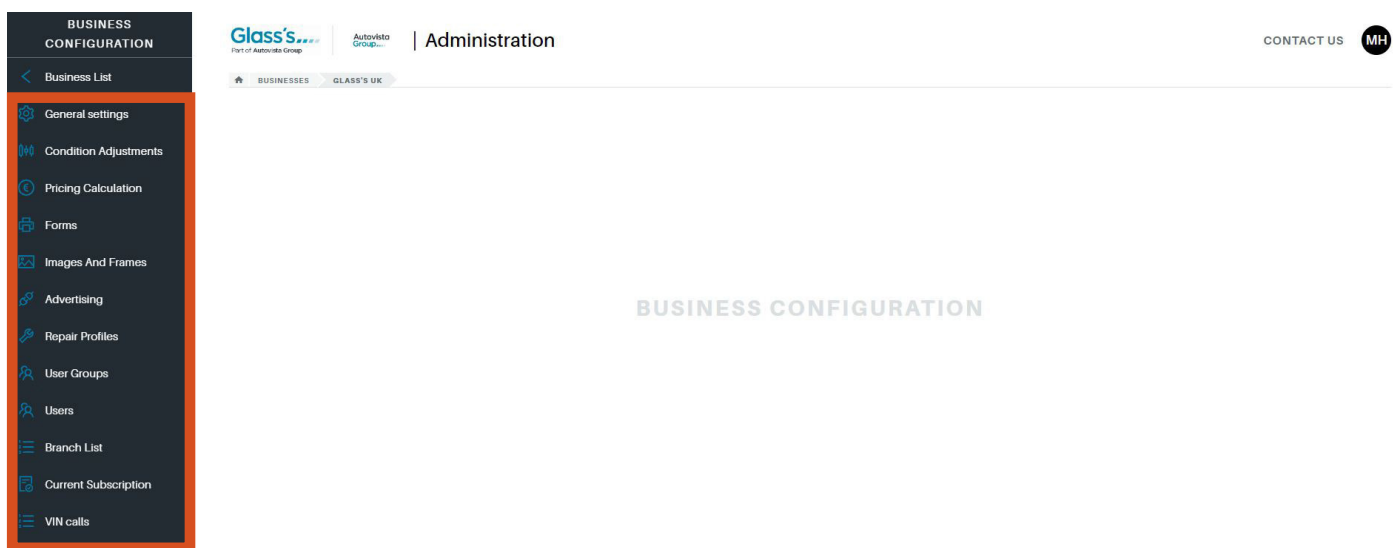
You can access the GLASS'S administration area by clicking on "Administration" in the upper right corner of the user menu.

The Business list is now displayed where you need to select your company via mouse click.

The business configuration is now on display. On the left-hand side an overview of the different sections of GLASS'S is provided. These can be individually customised according to your requirements:

- General Settings
- Condition Adjustments
- Pricing Calculation
- Forms
- Images and Frames

- Repair Profiles
- User Groups
- Users
- Branch List
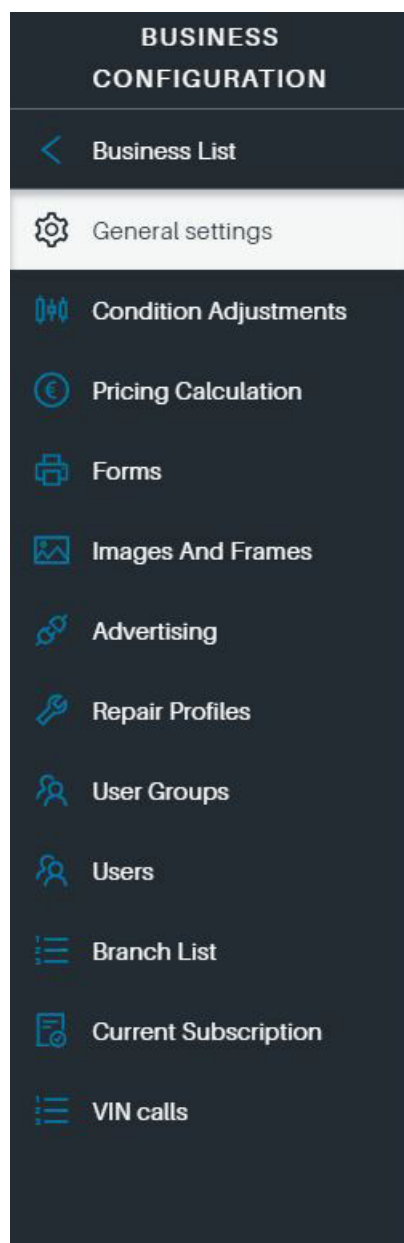- Current Subscription
- VIN Calls

BUSINESS CONFIGURATION

< Business List

- General settings
- Condition Adjustments
- Pricing Calculation
- Forms
- Images And Frames
- Advertising
- Repair Profiles
- User Groups
- Users
- Branch List
- Current Subscription
- VIN calls

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🏠 BUSINESSES > GLASS'S UK

BUSINESS CONFIGURATION

Please note: The predefined settings originate either from Glass's directly or have been adapted and changed by your administrator.

General Settings

In this section, you can configure general settings for GLASS'S:

- Right on top you can upload your company logo which will then be displayed in the header section of GLASS'S beside the Glass's logo.
- Default Identification:
  Here you can determine which identification code will be primarily used to identify your vehicles (VRM code or Glass's code).

- Stock Number Source: Select "number" or "license plate number" to determine how GLASS'S preassigns the used-car number when transferring a vehicle to the stock.
- VAT Status:
  Select the taxation type most common to you as the default setting.
- Overprice / Underprice Tolerance:
  Identify the percentage margin for the two KPI's "Overpriced" and "Underpriced".

Please note: Some of the settings feature a "Save" button (disk symbol) next to the input field or selection list. There are also areas with a "Save" button after certain sections. These will save the settings for the entire section. Make sure you don't forget to save the changes you made.

In the following General setting sections, you set the default column configurations for the valuation list, stock list and customer list.

This is quite easy to do: The listing on the left-hand side shows the currently displayed columns of the respective list, the right-hand side shows the currently hidden ones. To display a hidden column, you can either use drag and drop to transfer it to the favoured position on the left side. Or you can click on the name of the column and transfer it to the left-hand side by clicking on the single arrow pointing to the left (<). Hiding a currently displayed column works the same way.

A click on the double arrow (<< or >>) shows (<<) or hides (>>) all columns at once.

Make sure to press the "Save" button on the right below the respective area after changing the column configuration.

> **Please note:**
>
> If you use drag and drop to transfer the columns from right to left, you can directly determine the position or order of the column in the respective list. The top entry of the list in the respective table is displayed on the far left, while the last/bottom entry corresponds to the last/right column of the list.
>
> You can also change the order afterwards via drag and drop by moving the column names up or down.

Condition Adjustments

In this area you can create all the appreciation and depreciation factors that are relevant for the condition assessment of a vehicle. These factors are then available for selection in GLASS'S:

- Special Usage: In the column "English" you can fill in the specific areas of use, e.g. driving school, taxi, smoker's vehicle, etc. You can then enter the percentage amount of depreciation in the "Value" column.
- Number of Owners: Here you can define your preferred amount of percentage deduction per vehicle holder / owner.
- Inspection:
  This section features the column "Deduction" where you can determine the monetary deduction dependent on the number of outstanding months until the next inspection.
- Special Paint Colour Adjustment: Similar to Inspection, the monetary amount deduction based on the colour of the vehicle is determined here.
- Market Situation:In the dropdown menu of the last section, you can select value increase or decrease in percent to adjust the vehicle values calculated by GLASS'S to your market situation.

Please note:

After completing your entries, please click on the "Save" button behind each line (🖫). This applies for all administration entries.

In GLASS'S, you can still perform individual changes in the default values for the respective vehicle. The standard values only enable you to adjust the valuation factors more quickly by not having to fill in the appreciation and depreciation conditions separately each time.

Pricing Calcuation

The defined values and costs in this section are taken into account in the margin calculation or being deducted from the vehicle values.

- Default Costs: In this section you specify the regular standard costs such as profit margin, seller's commission, or processing costs. Some fields feature a default unit (e.g. percent for seller's commission), for others, you can determine whether you want to indicate the costs in % or € via a dropdown field. Afterwards, please click on the "Save" button behind the respective line (🖫).

- Custom Costs: In the column "English" you can enter the custom cost positions. In the column "Value" you can then specify the percentage value or monetary amount of the respective cost position.

- Making Manufacturer Specific Corrections:
  In the columns „ Vehicle type" and "Manufacturer" you can select your preferred combination first and then determine the percentage value or monetary amount of the respective correction.

Please note: Using the Manufacturer Specific Corrections offers you the possibility to upgrade or downgrade specific manufacturers that sell particularly well or poorly in your region.

Forms

As an administrator, you can activate, deactivate or duplicate the forms available for your company in this section. Editing the duplicated forms or creating new templates will be possible at a later stage.

Images and Frames

In this section you can determine standard and promotional images as well as frames which can later be assigned to your stock vehicles. The standard image will automatically be attributed to each stock vehicle. Promotional images can be picked in the image selection overview of the respective vehicle and be added to it.

• To add standard and promotional images, please click on the respective buttons "Add standard image" or "Add promotional images". The pop-up window for opening images will now open up. Choose the desired images and click "Open".

Frames are specific picture frames which can be integrated in the respective images in the image selection. You can define those frames in the admin area. Learn how to do that by clicking "HELP" in the "Frames" section.

Repair Profiles

This area enables you to create multiple repair profiles. These repair profiles contain information for the usage of Repair Estimate for generating damage calculations within GLASS'S, e.g. labour rates per hour, default values, labour time units and the applicable paint system.

To create a new repair profile, please click "Create Profile".

Please note: To edit an existing profile, please click on the menu indicated by the three vertical dots at the end of the table row of the respective profile and choose "Edit".

The form for the new profile is now displayed.

1.   Use an informative name for the profile in the field "Name".
2.   Enter the labour rates per hour for the respective working area.
3.   Now, please enter default values such as discounts or paint index.
4.   Select labour time units and the desired paint system.
5.   Click on „Save".

> Please note: All values in Repair Estimate can also be changed afterwards. However, the profiles will relieve you from the time-consuming task of adding them every time you enter our damage calculation system. It therefore makes sense to create separate profiles for the different scenarios.
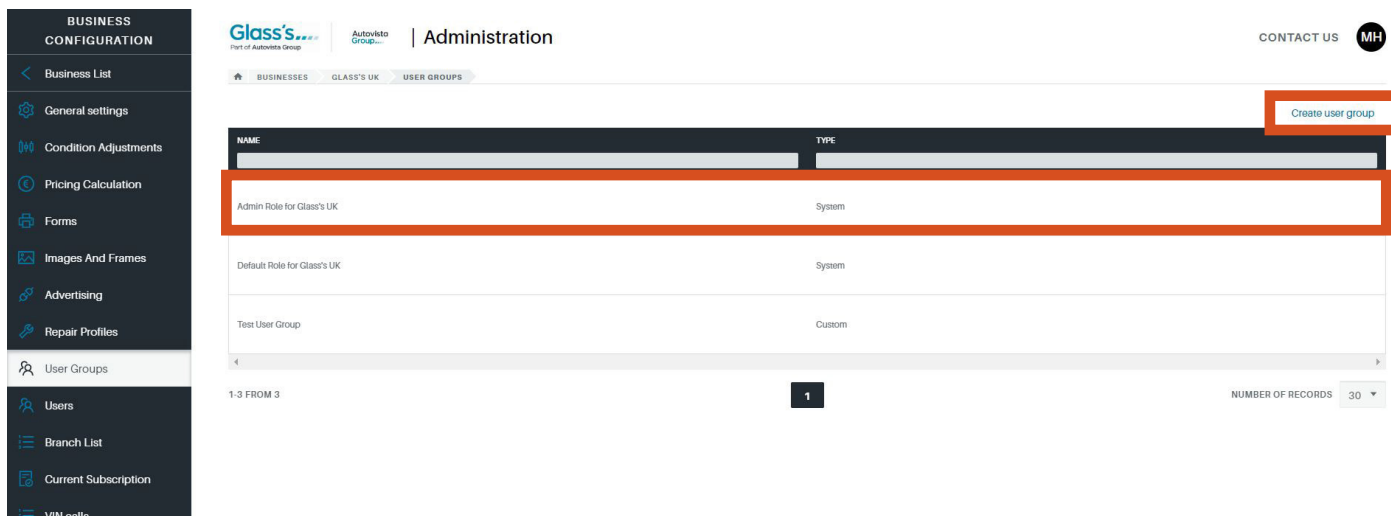
Current Subscription

This area contains all information about your current GLASS'S subscription, e.g. the number of permitted users.
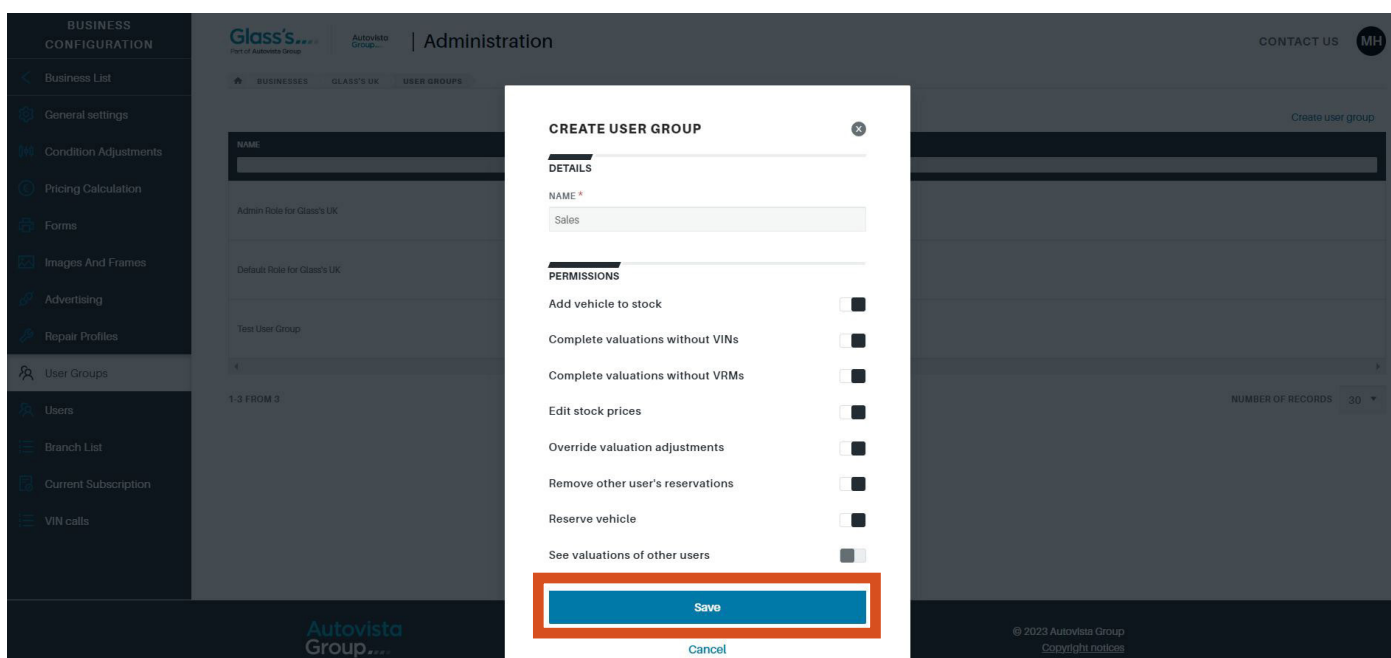
User Groups

The so-called „User Groups" define the rights of your GLASS'S users. That gives you for example the option to determine that a certain user group is not allowed to add stock vehicles. Subsequently, each user is assgined to a group.

The table contains a list of the already created user groups. To add new user groups, please click on "Create User Group"

The dialgoue window „Create User Group" is now displayed.

1. Add an informative name for the user group in the field "Name".
2. Use the sliders to determine the permissions for this group.
3. Click „Save".

Please note: To edit an existing user group, please click on the respective user group listed in the table. The Administrator group labelled as type "System" cannot be edited. It is predefined / applied by Glass's.

Users

In this section, a list of all existing users in your company / your branch is displayed. This section also shows you wether the user is active or has been deactivited and to which user group he / she has been assgined.

To take a look at the existing information for a user, please click on the table row of the respective user.

The user details are then displayed (see background in this screenshot).

If you want to edit this user, please click on "Edit User" in the right-hand corner. The pop-up window of the same name will appear. You can now change the first and last name of the user as well as the assigned user group.

Please note: All other information can only be edited by the Glass's support team. For this reason they remain inactive and are only being displayed.

To add a new user, please click on "Create User" on the right above the user table. An identically named dialogue window will open.

Fill in all fields, choose the branch as well as the user group of the new user and click on "Save".
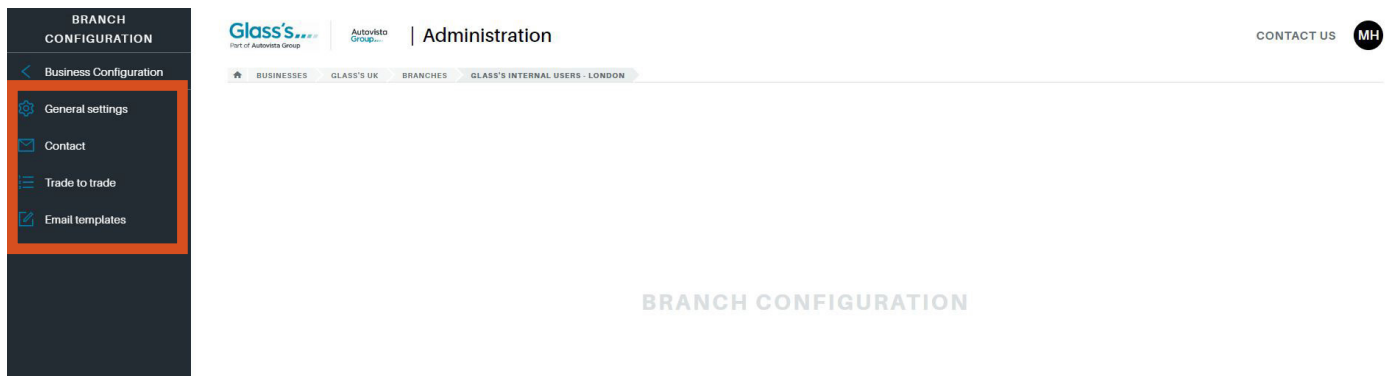

Branch List

In the branch list, all your company branches are displayed. To take a look at the setting for a branch or to make changes, please click on the relevant table row of the respective branch.

The branch configuration is now visible. On the left side you will find a list of all available menu items.

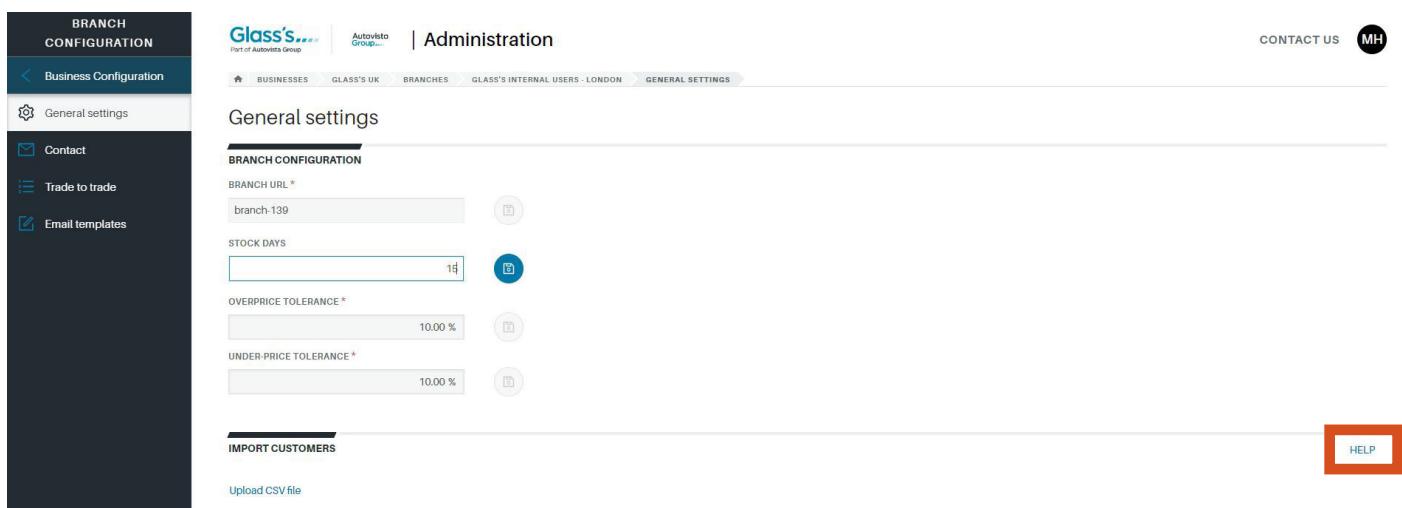**General Settings**

In this section you can configure the following settings:

- Stock days:Here you can determine the average stock days for the respective branch (required for the margin calculation).
- Overprice / Underprice Tolerance:Determine the percentage margin for the two KPI's "Overpriced" and "Underpriced" appropriate for this branch.

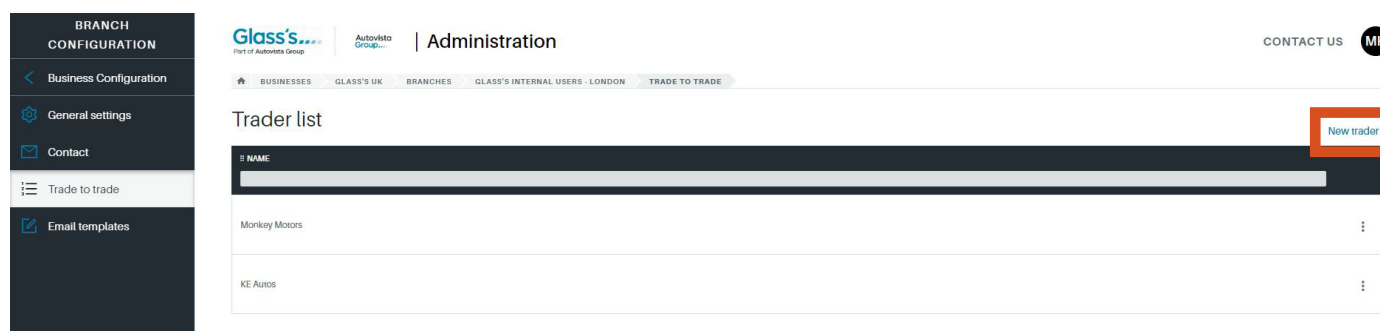In the section „Import Customers" you can upload client data / addresses in a CSV format to the new GLASS'S. Click on "HELP" in the right half of the screen to read an instruction.
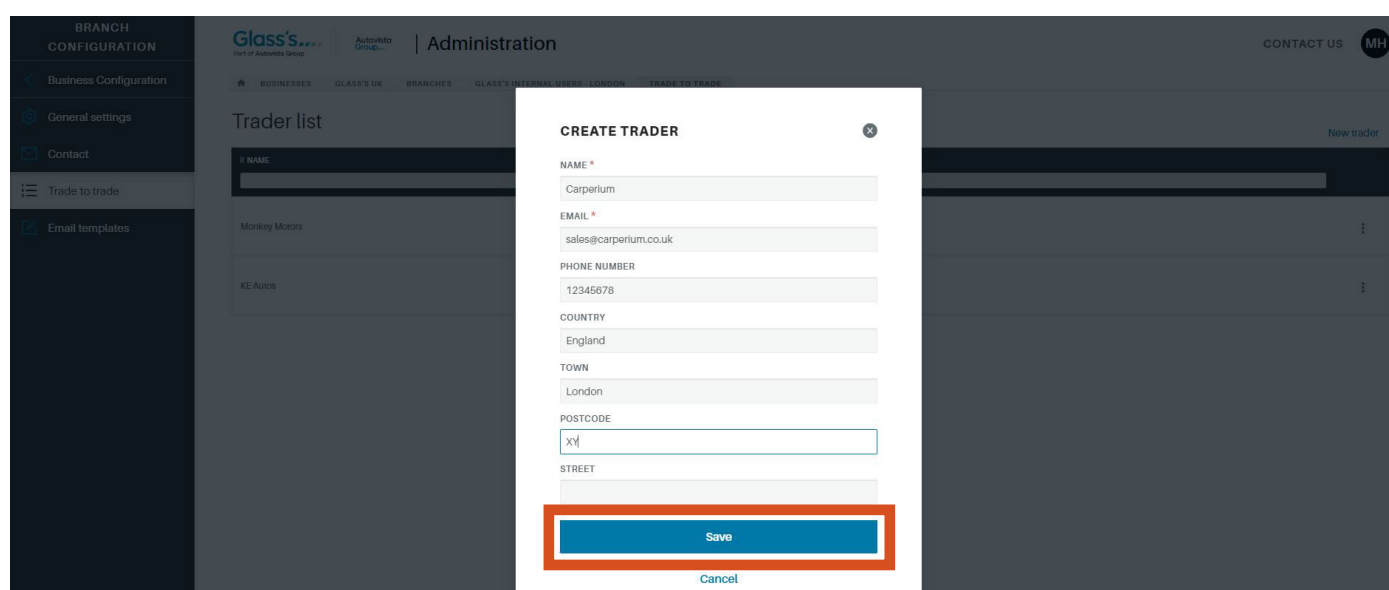
Trade to Trade

The "Trade to Trade" section features the listing of traders you set up for the new "Trade to Trade" function in GLASS'S. Via this list you can make your partners a special price offer for a certain vehicle.

To add a new reseller, please click on the "New trader" button in the right-hand corner.

The dialogue window "Create Trader" will appear. Fill in the fields and click "Save". The newly created reseller will now appear in the trader list.

Email Templates

The section "Email templates" enables you to create mail templates for the following three fields of operation:

- Mail to traders
- Trade-in offer
- Mail for vehicle offers

For the mail templates you can also use placeholders for specific (vehicle) data, e.g. the trader name, manufacturer, model, mileage, etc.

An overview of the available placeholders can be accessed by clicking on "HELP".