



**EVERYTHING  
YOU NEED...  
IN ONE PLACE.**

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# GLASS-NET

## Glass-Net Quick Reference User Guide

Glass-Net has been designed with ease of use at its core, but to ensure you get off to an even quicker start please refer to this guide. For in depth training please view the video tutorials contained in the 'help & support' toolbar.

The screenshot shows the Glass-Net website interface. The top navigation bar includes 'Home', 'My Account', 'Reports', 'Help & Support', 'Latest News', and 'Contact Us'. The main content area features a 'VHM Search' section, a 'Stock Search' section, and a table of vehicle listings. The table has columns for 'Vehicle ID', 'Vehicle Description', 'Year', 'Stock', 'Asking Price', 'Key Chain', 'Photo Store', and 'Data Entry'. The table contains three rows of vehicle data. Below the table are buttons for 'Click Here For Vehicle Buyers', 'Click Here For Trade Vehicle Suppliers', and 'Click Here to Advertise'. The footer includes 'Terms & Conditions', 'Messages', 'Help Desk', 'Tel: 01932 823824', 'Toll-free: 01932 823824', and 'Copyright ©2008'.

### Your Glass-Net Key

- |                              |                                |
|------------------------------|--------------------------------|
| 1. You are logged in         | 5. Check the vehicle's history |
| 2. Show your account details | 6. Check your asking price     |
| 3. This is your homepage     | 7. Broadcast your stock        |
| 4. Find and value vehicles   | 8. Manage your stock           |

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## Step 1: Log In

Go to [www.glass-net.co.uk](http://www.glass-net.co.uk). You will require your Dealer ID, username and password.

This page contains industry **news, events**, latest opinion polls and Glass's **product information**.

[Home](#) [Latest News](#) [Contact Us](#) [About Us](#) [FAQs](#)

Links to **Frequently Asked Questions, Customer Services** and **Technical Helpdesk** are located on the toolbars.

[Disclaimer](#) [Terms and conditions](#) | [Messages](#) | [Help Desk 01932 823 823](#) | [Telesales 01932 823 824](#)

## Step 2: My Account



**Dealer Profile** – manage users and their permissions.

Create logins for your employees, using the available new user slots. Many of the **My Account** settings can only be changed by Administrator users.

Use the **Preferences** tab to personalise your account. E.g. your **Sell by target date** might be 60 days for vehicle turnaround. Also tailor the information shown to customers when using the **Customer View**.



The **Usage** tab records total monthly activities e.g. number

[Dealer Profile](#) [Products & Services](#) [Usage](#) [Preferences, Settings & Templates](#)

of valuations or broadcasts done.

## Step 3: My Homepage



**My Stock** tab shows your in-stock vehicles. Expand the columns to reveal related information (select a default view by clicking the check box above your desired column). You can sort vehicles by

clicking the column headers.

Clicking the description in a vehicle row expands that row to show a thumbnail image and strapline data. Point your cursor at icons on screen to display labels or tooltips explaining available actions.

Use **Filters** to sort your data in different ways e.g. by certain make and/or models in your stock list, view sold vehicles & those with enquiries or view the stock of other dealers in your dealer group. To view all your unfiltered vehicles again click the **Vehicles** Dashboard icon, under Stock Summary.



The **Dashboard** above My Stock consists of a **Stock Summary** and a To Do list. The **To Do** list is updated based on the real time state of your in-stock vehicles. Clicking a dashboard icon re-filters My Stock below, showing only those vehicles that require photos, for example. Click the red "0" in the photos column of a vehicle row to go straight to the image upload tool for that vehicle profile.

Certain vehicle profile data can be entered directly into that vehicle's row in My Stock e.g. **Sold Details**. Use vehicle row check boxes to select some/all vehicles, then platform an action against that selection simultaneously by choosing it from the **Select Action** drop down box e.g. **Move Stock** to other dealers in your dealer group.

## Step 4: Find and Value a Vehicle

VRM Search

Reg No

Mileage

Use average mileage

Find Find & value

Stock Search

Glass Code Search

Vehicle Data Search

Find vehicles using **VRM Search**.

To **Find & Value** a vehicle simultaneously, enter reg number and mileage.

**Vehicle Data Search** (make, model, trim, reg date) is useful when no reg number is available.

**Stock Search** uses stock number.

You can add **Options** and **Adjustments** to each valuation. **Damage Adjuster** calculates repair times and costs based on inputs and labour rate.

**Valuation Comments** allows you to make specific vehicle notes. All vehicle valuation screens contain **underwriter adverts** from interested dealers.



**Historical Valuation** gives access to the previous 12 months valuation data. **Previous Valuations** detail any valuation done on the specific vehicle.

**Bulk Value** all vehicles at the start of every month (when new valuation data is uploaded).

## Step 5: Check the Vehicle's History



The **Provenance Check** tab facilitates vehicle history checks via **Experian**, using the same design, process and data. Enter your Experian username/password in the **My Account** section to ensure that your billing relationship remains unchanged. You can then upload the provenance check certificate to each individual vehicle profile.

## Step 6: Create Advert and Check Price

Capture manufacturer colour, vehicle acquisition date, service history in the **General** tab.

Click **Trade** on the **Selling** tab to mark the vehicle as being sold via underwriters OR click **Retail** to start creating a broadcast advert, write description, select options and upload images.



Set asking price: **Market Price Comparison** calculates average broadcast asking price for similar vehicles within a specified radius of your post code. Vehicles in the returned search result can be sorted and amended to remove those grossly over or undervalued vehicles.

Manage your stock by correctly classifying vehicles. **Personalise your advert** by editing the vehicle profile data to target specific audiences with up to two different adverts.



Base data is constant but you can reorder the options and photos, edit the description, choose the Sale Price and omit certain data altogether e.g. mileage. Then name and save your personalised adverts.

## Step 7: Broadcast

On the **Create Broadcast** screen decide which adverts you want to send, then simply click the tick box next to each broadcaster you wish to send that vehicle advert to and use the **Select action** box to **broadcast** all selected vehicles. View the time/date of previous broadcasts from a dropdown box in the **Broadcast History** screen.



## Step 8: Managing My Stock

Click **Import DMS** (My Stock) to ensure your Glass-Net stock matches that in your Dealer Management System. Use **Reports** in the toolbar to print out (or export) flexible stock lists. The **Vehicle History** tab records an audit trail of work per vehicle. The **Unqualified** vehicle process lets you add vehicles manually.

**For technical assistance, contact the Technical Helpdesk:**  
**01932 823 823 or helpdesk@eurotaxglass.co.uk**

t: 01932 823824 e: info@eurotaxglass.co.uk w: www.glass-net.co.uk