

# GlassNet 25 User Manual

Welcome to GlassNet 25, the online valuation tool giving you 25 **FREE** valuations for the duration of your Glass's Guide annual subscription. When next you renew your Glass's Guide annual subscription, your GlassNet 25 account will have its valuation counter reset and you will be given another 25 **FREE** valuations.

## 1. Login

Let's take a look at the application. The first thing you'll need to do, once you have activated your GlassNet 25 account, is login at [www.glassguide.co.uk](http://www.glassguide.co.uk).



GlassGuide.co.uk is the essential dealer site that provides a wealth of information including:

1. Up to date information on what's happening in the automotive industry such as mid-month/segment movements and market commentary
2. In-depth news and analysis
3. Unique accessibility to interact with Glass's editorial team

## 2. Quick Start



VRM Search (50/50)

Reg No

Mileage

Use average mileage

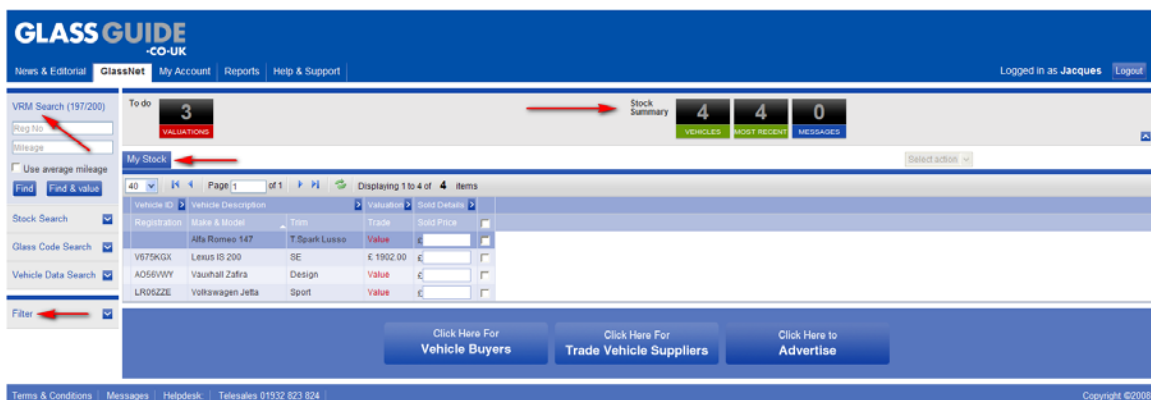
Find Find & value

Once you have logged in, to get started quickly:

- Go to the VRM Search area
- Enter the vehicle's registration number
- Enter the vehicle's actual mileage
- If you do not have the actual mileage, you can tick "Use average mileage"
- Click "Find & Value"
- A vehicle profile will be created for the vehicle and you will be taken to the valuation result within the Value tab.
- You can keep track of your VRM Search usage by checking the counter highlighted above.

## 3. Homepage

After logging in, you'll be taken to the Homepage of GlassNet. This page consists of the **Search** area, the **Filter**, the **Dealer Dashboard** and **My Stock**.



**GLASSGUIDE**  
-CO-UK

News & Editorial | **ClassNet** | My Account | Reports | Help & Support | Logged in as Jacques | Logout

VRM Search (197/200)

Reg No

Mileage

Use average mileage

Find Find & value

Stock Search

Glass Code Search

Vehicle Data Search

Filter

To do: 3 VALUATIONS

Stock Summary: 4 VEHICLES, 4 MOST RECENT, 0 MESSAGES

My Stock

Page 1 of 1 | Displaying 1 to 4 of 4 items

Vehicle ID	Vehicle Description	Valuation	Sold Price
Registration	Make & Model	Trim	Trade
		Value	€
V67DKGX	Alfa Romeo 147	T Spark Lusso	€
A056WVY	Lexus IS 200	SE	€ 1902.00
LR05ZZE	Vauxhall Zafira	Design	Value
	Volkswagen Jetta	Sport	Value

Click Here For Vehicle Buyers | Click Here For Trade Vehicle Suppliers | Click Here to Advertise

Terms & Conditions | Messages | Helpdesk | Telesales 01332 823 824 | Copyright ©2008

## Search area:

The Search area contains different ways of finding a vehicle. Primarily, you'll be using the **Vehicle Registration Mark (VRM) Search**. Enter the vehicle's registration number and mileage (or use the average mileage, if you don't have the actual mileage) and click "Find & Value". It's as simple as that. There is a VRM counter, so you can keep track of your 50 free VRM searches.



The screenshot displays a search interface with the following elements:

- VRM Search (50/50)**: A section with input fields for "Reg No" and "Mileage", a checkbox for "Use average mileage", and buttons for "Find" and "Find & value". A red arrow points to the "VRM Search (50/50)" header.
- To do**: A counter showing "0" with the label "VALUATIONS" below it.
- My Stock**: A section with a dropdown menu set to "10", navigation arrows, and "Page 1".
- Search Options**: A list of search methods with downward arrows: "Stock Search", "Glass Code Search", and "Vehicle Data Search". A red arrow points to the "Stock Search" arrow.
- Table**: A table with columns "Vehicle ID" and "Vehicle Description". A tooltip over the "Stock Search" arrow says "Click here to expand Stock Search". The table contains one row: "Lexus IS 200".

If you give valued vehicles a stock number for your personal reference, these vehicles can be found using the **Stock Search**. Click the downward arrow to expand this section.

If you have the Glass Code (from the Glass's Guide) and the date of registration, you can also find vehicles using the **Glass Code Search**.

You won't always have the VRM for a vehicle. When this occurs, the **Vehicle Data Search** can be used to find the vehicle. Firstly, select the date range for your vehicle. Secondly, select the type of vehicle (Passenger Car). Then select the Make and Model etc until you get to the plate range for the vehicle. Clicking this last piece of data in the search tree will load the vehicle profile for you.

Vehicle Data Search

Post 1999  
 Passenger Car  
 Make  
 Model  
 Bodytype  
 Derivative  
 Fuel Type  
 Transmission  
 Engine Size

= Year Plate

Number of Glass Code matches: 0

Apply Filter

INCOMPLETE VALUATIONS PROV CHECK BROADCAST PHOTOS ASKING

MOBILE

My Stock Create Broadcast Broadcast History

40 Page 1 of 26 Displaying 1 to 40 of 1010

Vehicle ID	Vehicle Description	Valuation
Type	Registration	Make & Model
	BMW X1	£ 28125.00
	BMW Z4	£ 14900.00
	Harley-Davidson 1200	Value
AO56VWY	Vauxhall Zafira	Value

Austin  
 BMW  
 1 Series  
 116d 2.0 (09-)  
 2.0, 3d Hatchback, 6 speed Man, Diesel, (116bhp) 116d  
 2009 to present  
 GKQ4 0858  
 0958  
 0909  
 0959  
 1059  
 1010  
 1060  
 1160

Add unqualified vehicle

## Dealer Dashboard:

The Dealer Dashboard contains the **To Do** list and the **Stock Summary**. You will be updated, in real time, on how many vehicles have not been valued (or need their valuation updated). This is also where you can keep track of your total number of vehicles and those that you recently amended here. Clicking these icons will refilter My Stock to show you only the vehicles that apply.

To do **4** VALUATIONS

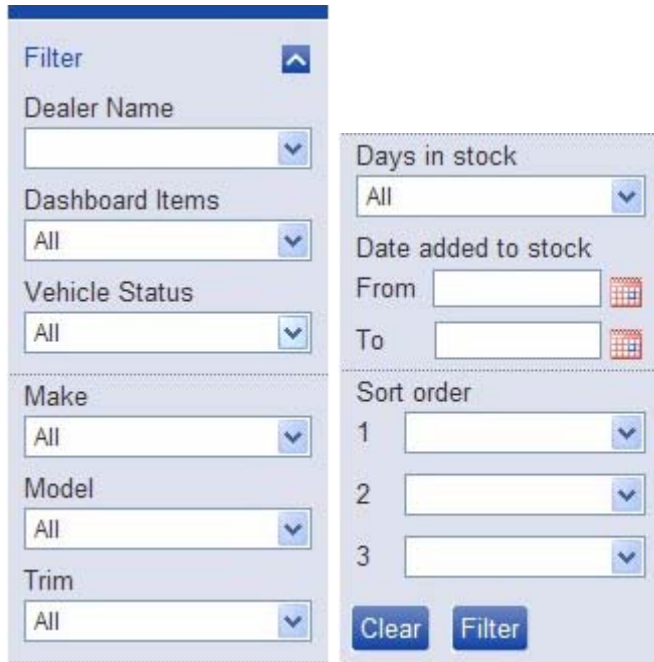
Stock Summary

**4** VEHICLES **4** MOST RECENT **0** MESSAGES

Click here to view your vehicles that need to be valued

## Filter:


The Filter is where you can filter My Stock to focus on certain makes and models, days in stock and/or date added to stock ranges.



The screenshot shows a 'Filter' panel with the following sections:

- Dealer Name:** A dropdown menu currently set to 'All'.
- Dashboard Items:** A dropdown menu currently set to 'All'.
- Vehicle Status:** A dropdown menu currently set to 'All'.
- Make:** A dropdown menu currently set to 'All'.
- Model:** A dropdown menu currently set to 'All'.
- Trim:** A dropdown menu currently set to 'All'.
- Days in stock:** A dropdown menu currently set to 'All'.
- Date added to stock:** Two date input fields labeled 'From' and 'To', each with a calendar icon.
- Sort order:** Three dropdown menus labeled '1', '2', and '3', each currently set to 'All'.
- Buttons:** 'Clear' and 'Filter' buttons at the bottom.

The Vehicle Status dropdown box contains vehicle groupings that are removed from My Stock, to avoid confusing your stock list. Any vehicle that is deleted, marked as sold or added as an enquiry can be retrieved here.



The screenshot shows the 'Vehicle Status' dropdown menu expanded, displaying the following options:

- All
- Complete
- Incomplete
- Sold
- Enquiry
- Pre-registered
- Deleted

## My Stock:

My Stock is where your vehicles are listed.

### Display

Each vehicle is displayed as a row, containing different columns for related data. The view is very flexible – you can expand or collapse columns, as well as picking the default column you'd like displayed when the column is collapsed.



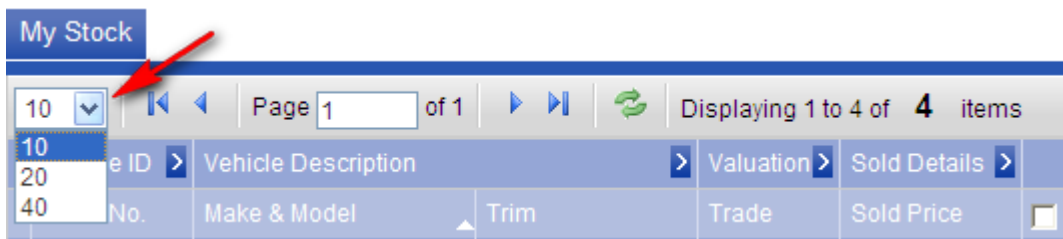
Vehicle ID	Vehicle Description	Valuation	Sold Details					
Registration	Make & Model	Trim	Trade	Difference	Retail	Private Sale	Disposal	Sold Price
V675KGX	Lexus IS 200	SE	£ 2175.00	£ 0.00	£ 3675.00	-	-	£

Click a vehicle row to expand the second level detail, which contains a library image. Click “Full Vehicle Details” to go to the vehicle profile.



Vehicle ID	Vehicle Description	Valuation	Sold Details	
V675KGX	Lexus IS 200	SE	£ 2175.00	
	1999, V Plate, Lexus, IS 200, 2.0 SE Saloon 4d Manual gearbox, 6 speed, Saloon, Petrol, Rear wheel drive, 1988cc. Glass Code: LHKG, Introduced: March 1999	£ 21,295.00 Guide new price	83,000 Mileage	83,000 Avg. Mileage
<a href="#">Full Vehicle Details</a>				

You can also change how many vehicles are displayed in My Stock by selecting up to 40. Use the paging area to view the first/last and previous/next pages.



Vehicle ID	Vehicle Description	Valuation	Sold Details	
No.	Make & Model	Trim	Trade	Sold Price

## Sort

You can sort vehicles by clicking on any of the column headers (for example in the screenshot below, Make & Model). Each vehicle you hover over will be highlighted and also displays a tooltip containing the full vehicle description.

My Stock

10 | Page 1 of 1 | Displaying 1 to 4 of 4 items

Vehicle ID >	Vehicle Description >	Valuation >	Sold Details >		
Stock No.	Make & Model ▲	Trim ▲	Trade	Sold Price	<input type="checkbox"/>
	Alfa Romeo 147	T.Spark Lusso	Value	£	<input type="checkbox"/>
	Lexus IS 200	SE	Value	£	<input type="checkbox"/>
	Vauxhall Zafira	Design	Value	£	<input type="checkbox"/>
	Volkswagen Jetta	Sport			

Design 1.9CDTi (120ps) Design MPV 5d HLYK

## Actions

Click the red “Value” in the vehicle row to automatically value the vehicle. “Sold Details” can be entered directly into the vehicle profile via My Stock. This data can then be used in Reports to analyse sales practices and calculate profit.

Stock No.	Make & Model ▲	Trim ▲	Trade	Sold Price	Date of Sale	Sales Channel	<input type="checkbox"/>
	Alfa Romeo 147	T.Spark Lusso	Value	£ 7000	01/07/2009	Retail	<input type="checkbox"/>

Should you wish to delete more than one vehicle at a time, you can select the vehicles using the check boxes on the far right. The very top check box selects all vehicles. Ticking a check box activates the Select Action dropdown box, which contains the Delete action.

Sold Details >	Sold Price	<input type="checkbox"/>	Select action
£		<input checked="" type="checkbox"/>	Select action Delete

## 4. Vehicle Profile

Now that you have an overview of GlassNet 25, let's take a look at the vehicle profile. A vehicle profile is created for every vehicle brought into GlassNet 25 via the search mechanisms. It contains a **General tab** and a **Value tab**. The registration number for this vehicle (if you have entered it) will show in the vehicle profile header.

### General tab:

My Stock **V675KGX**

General

 **1999, V Plate, Lexus, IS 200, 2.0 SE Saloon 4d** £ 21,295.00 83,000 | 83,000  
Manual gearbox, 6 speed, Saloon, Petrol, Rear wheel drive, 1988cc. Guide new price Mileage Avg. Mileage  
Glass Code: LHKG, Introduced: March 1999

Vehicle Data

Registration no.: **V675KGX** No. of previous owners: 1  
Date of registration: 15/12/1999 Insurance group: 12  
Plate: V Tax band:  
Mileage: **83000** Date vehicle acquired:  
Mileage Status: Awaiting verification Days in stock: --  
VIN: JTDBS182X00036227 V5:  
MOT until: Service history: unknown  
Stock no.:  
Manufacturers Colour: Exterior colour: Exterior paint type:  
Manufacturers trim: Interior trim colour: Interior trim type:

Technical Data

Standard Fit

Select action

Mark as completed  Enquiry Vehicle  Pre-registered Vehicle

Save (incomplete)

The only fields in the General tab that are required when using GlassNet 25 are the “registration number” and “mileage” (carried across automatically from the VRM Search, if one was done). The “stock number” field is more for your personal records.

The General tab also contains information about the vehicle that is very static. Glass's will return the Technical Data (e.g. CO2 emissions) and Standard Fit (e.g. Airbags).

Technical Data			
Engine type	6-Cylinder	Perm. Max. weight	n/a
Valves per cylinder	4	Pay load	0.000kg
Engine power	110kw/151bhp	Roof load	0.000kg
Engine size	1998cc	Trailer load undamped	0.000kg
Top speed	134mph	Trailer load damped	0.000kg
Drive type	Rear wheel drive	Boot capacity	n/a
Transmission	6-Speed, Manual gearbox	Fuel tank volume	0.0l
Fuel type	Petrol	Fuel Consumption ECE	
Body type	Saloon	Urban	21.9MPG
No. of seats	5	Extra urban	36.2MPG
Wheelbase	2670mm	Combined	29.4MPG
Acceleration (0-60 mph)	9.5s	CO2 emission	229.0g/km
Seat height	n/a	Energy class	L
Kerb weight	1285.kg		

Standard Fit	
Central Door Locking (Remote)	Immobiliser
In Car Entertainment (Radio/Cassette/CD Autochanger)	Anti-Lock Brakes
Spare Wheel (Alloy)	Power-Assisted Steering
Seating Capacity (Five Seats)	Body Coloured Bumpers
Climate Control	Side Protection Mouldings
Mirrors External (Electric/Heated)	Heated Front Screen
Alloy Wheels (17in.)	Front Fog Lights
Alarm	Sunroof Electric
Air Bag Side (Driver/Passenger)	Traction Control System
Adjustable Steering Column/Wheel (Tilt/Reach)	Air Bag Driver
Seats Heated (Driver)	Air Bag Passenger
Head Restraints (Front/Rear)	Centre Rear Seat Belt
Seats Electric (Driver)	Armrest (Rear)
Electric Windows (Front/Rear)	Spare Wheel (Full Size Alloy)
Speakers (Eight)	Upholstery Cloth/Leather
Deadlocks	

## Value tab:

## Valuation result

The valuation result in the vehicle profile Value tab is what you will automatically see centered on your screen when you do a VRM Search "Find & Value" for the first time. It gives you the date the valuation was done and then shows you the breakdown of the Basic Values for Trade and Retail, with a mileage adjustment. It also tells you what last month's Basic Trade Value was and the difference between this month and last month's Basic Trade Value.

My Stock **V675KGX**

General Value

 **1999, V Plate, Lexus, IS 200, 2.0 SE Saloon 4d** £ 21,295.00 83,000 | 83,000  
 Manual gearbox, 6 speed, Saloon, Petrol, Rear wheel drive, 1988cc. Guide new price Mileage Avg. Mileage  
 Glass Code: LHKG, Introduced: **March 1999**

Manufacturer Options

Adjustments

Valuation comments

Valuation for 24th June 2009

	Trade	Retail
<b>Basic Value</b>	£ 2,175.00	£ 3,675.00
Mileage Adjustment	£ 0.00	£ 0.00
Extra Options	£ 0.00	£ 0.00
Dealer Adjustments	£ 0.00	£ 0.00
<b>Adjustments Subtotal</b>	£ 0.00	£ 0.00
<b>Adjusted Value Total</b>	£ 2,175.00	£ 3,675.00
This month Basic Value	£ 2,175.00	
Last month Basic Value	£ 2,175.00	
<b>Difference</b>	£ 0.00	

**Update Valuation** May 2009 **Get Historical Valuation**

Select action

Mark as completed  Enquiry Vehicle  Pre-registered Vehicle

**Save (incomplete)**

## Manufacturer Options


At this point, if the vehicle is fitted with additional Manufacturer Options and you would like these included in your valuation, tick those options that apply and then click “Update Valuation” to see what effect the options have in the valuation result row labeled “Extra Options”. Those marked in green will affect the valuation.

## Dealer Adjustments

In the same way, you can also add Dealer Adjustments for colour, damages and vehicle condition etc and click “Update Valuation”. The net effect of these is displayed in the valuation result row labeled “Dealer Adjustments”.

My Stock V675KGX

General Value

 **1999, V Plate, Lexus, IS 200, 2.0 SE Saloon 4d** £ 21,295.00 83,000 | 83,000  
 Manual gearbox, 6 speed, Saloon, Petrol, Rear wheel drive, 1988cc. Guide new price Mileage Avg. Mileage  
 Glass Code: LHKG, Introduced: March 1999

Manufacturer Options

**Options**

Select	Price	Description
<input type="checkbox"/>	£ 375.00	Paint Pearlescent
<input type="checkbox"/>	£ 2,100.00	Lexus Navigator System
<input type="checkbox"/>	£ 375.00	Metallic Paint

Adjustments

Enter any manual adjustments here to refine the valuation due to previous damage, vehicle condition, remaining MOT or for any special usage.

Colour: £  Tyres: £

Damages\*: £  Special usage: £

MOT due: £  Other adjustments: £

Vehicle condition: £  Other adjustments: £

\* Can only be a negative adjustment

Valuation comments

Add any value specific notes

Any comments entered here will be saved with the specific valuation and will not be carried forward to any future valuations.

Valuation for 24th June 2009

## Valuation Comments

Valuation comments can be saved against each valuation when “Update Valuation” is clicked. This helps you keep track of customer details or reasons for adjustments. This is particularly useful when viewing the “Previous Valuations”.

## Previous Valuations

Click “Previous Valuations” to bring up the selection box containing date/time stamped valuations.

Previous Valuations Update Valuation

**Select previous valuation**

Please select the valuation you wish to view

01/07/2009 16.56 added options	▼
<b>01/07/2009 16.56 added options</b>	
01/07/2009 16.55	
24/06/2009 11.16	

OK

When you select a Previous Valuation to view, you will not be able to change any details in the Value tab. The Value tab is read only and contains what was entered when this particular valuation was done. Click “Back to Current Valuation” to return to the latest valuation you have done.

Valuation from 24/06/2009 at 11.16 ←

	Trade	Retail
Basic Value	£ 2,175.00	£ 3,675.00
Mileage Adjustment	£ 0.00	£ 0.00
Extra Options	£ 0.00	£ 0.00
Dealer Adjustments	£ 0.00	£ 0.00
Adjustments Subtotal	£ 0.00	£ 0.00
Adjusted Value Total	£ 2,175.00	£ 3,675.00
This month Basic Value	£ 2,175.00	
Last month Basic Value	£ 2,175.00	
Difference	£ 0.00	


[Previous Valuations](#)
[Back to Current Valuation](#) ←
 Jun 2009 ▼ [Get Historical Valuation](#)

### Vehicle Profile footer

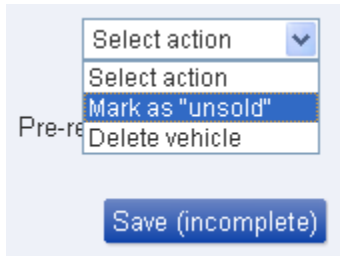
Mark as completed
  Enquiry Vehicle
  Pre-reg:
 

Select action ▼  
 Select action  
 Mark as sold  
 Delete vehicle

[Save \(incomplete\)](#)

 <p>Best Prices paid for <b>Golf GTI &amp; R32</b> All models considered <a href="#">Click for details</a></p>	 <p>All Volkswagens wanted <a href="#">Click here for details</a></p>		 <p><b>TipsTrade</b> Will Underwrite This Car</p>
---	--	---	--

Each vehicle profile contains a “Select Action” dropdown box. Selecting “Mark as Sold” will remove this vehicle from My Stock and place it in the Vehicle Status Filter as Sold Vehicles.



Should you do this in error, the vehicle can be retrieved in the Vehicle Status Filter and then “unsold” by selecting this option from the vehicle profile “Select action” dropdown box.

Ticking “Enquiry Vehicle” and “Save” will remove the vehicle from My Stock and place it in the Vehicle Status Filter for Enquiry Vehicles. The 3 adverts in the screenshot above are contextualized to the vehicle you’re looking at. These advertisers will underwrite this vehicle.

### Valuing vehicles via other search mechanisms

If you use another search (instead of VRM Search) to find a vehicle, this is what you will see in the Value tab. To see the valuation result, just click “Get Valuation”.



### Changes to data in the vehicle profile

The valuation data is updated monthly. This, or a change in vehicle options or mileage, will result in the latest valuation result being cleared (although it is still available in “Previous Valuations”). The valuation is no longer valid and is replaced with the following:

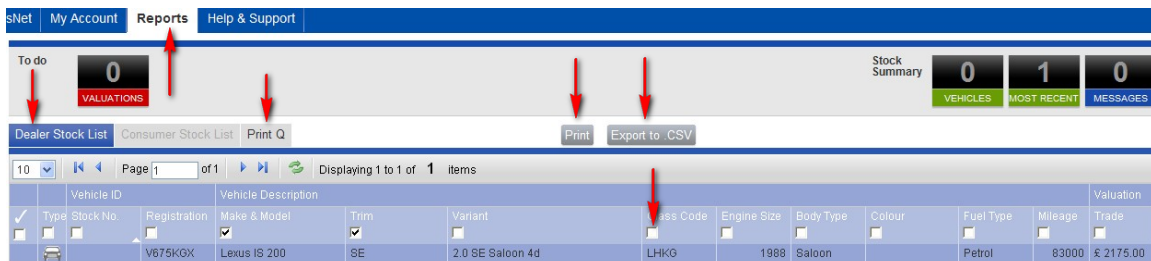
Click “Update Valuation” to see the new valuation result.

Valuation for 26th June 2009

This valuation is no longer valid.

Please click the "Update Valuation" button below to re-value this vehicle.

## 5. Reports



The screenshot shows the GlassNet interface. At the top, there are navigation links: sNet, My Account, Reports, and Help & Support. Below this is a 'To do' section with a '0 VALUATIONS' indicator and a 'Reports' link. A 'Stock Summary' section shows '0 VEHICLES', '1 MOST RECENT', and '0 MESSAGES'. The main content area is titled 'Dealer Stock List' and includes a 'Print Q' button and an 'Export to .CSV' button. A table displays one vehicle with the following details:

Vehicle ID	Vehicle Description	Valuation
V675K0X	Lexus IS 200 SE 2.0 SE Saloon 4d	£ 2175.00

Click on the "Reports" link to analyse your existing stock on GlassNet. The "Dealer Stock List" contains all vehicles in My Stock. However, you can also use the Filter to get access to sold or enquiry vehicles.

The Filter also helps you sort your filtered stock list by up to 3 columns. Once you are happy with the vehicles you want to print out and their sort order, you can then select the columns you would like shown in the report. Tick the check box above the column label, if you would like the column included in your report.

The report will be generated in the background while you continue to work. When it is ready, it can be found in the Print Q as a PDF that you can either print or email. You can also choose to "Export to .CSV" which will export your data as a Comma Separated Values file that can be used in MS Excel.

## 6. Help & Support

Contains this GlassNet 25 User Manual, a Glossary of Terms and FAQ's.



The screenshot shows the GlassNet navigation bar. The logo 'GLASSGUIDE .CO.UK' is on the left. Below the logo are five navigation links: News & Editorial, GlassNet, My Account, Reports, and Help & Support. A red arrow points to the 'Help & Support' link.

## 7. My Account and Messages

Net My Account Reports Help & Support

To do **3**  
VALUATIONS

Dealer Profile Usage Preferences, Settings & Templates

Jacques (1) t:  
f:  
e: jacques.du.preez@eurotaxglass.co.uk

Valuations

**25** BOUGHT **25** REMAIN

Go to “My Account”. Click the “Usage” tab to keep track of how many valuations you have remaining.

Stock Summary

**0** VEHICLES **1** MOST RECENT **0** MESSAGES

Click here to view your messages.

The message board contains help and support type messages as well as marketing information from time to time.

## 8. General

Should you wish to toggle between GlassNet and GlassGuide, just click “News & Editorial” when you’re in GlassNet and “Return GlassNet” when you’re in GlassGuide. The “Preferences” link is where you can change your personal details.

The screenshot shows the GlassGuide.co.uk homepage. At the top, there is a blue header with the logo and a search bar. Below the header, there are navigation tabs for "News & Editorial" and "GlassNet". The user is logged in as "Jacques". On the left, there is a sidebar with a "Welcome: Jacques Logged in" message and buttons for "Return GlassNet" and "Preferences". The main content area features a large image of a car crash with red arrows pointing to specific areas. To the right, there are "RECENT" news items, including "23 June Land Rover Financial Services, BCA Walsall" and "22 June Auction Podcast live".

The screenshot shows the "GLASSGUIDE.co.uk PREFERENCES" page. The user is logged in as "Jacques". The page is divided into two main sections: "Change Details" and "Change Password".

Change Details		
Choose a Username *	<input type="text" value="Jacques"/>	6-50 characters long a-z, 0-9 and .
Email	<input type="text" value="jacques.du.preez@eurota;"/>	
Re-enter Email	<input type="text" value="jacques.du.preez@eurota;"/>	
Form of Address (e.g. Mr Smith) *	<input type="text"/>	
<input type="button" value="Change Details"/>		

Change Password		
Old Password *	<input type="text"/>	
Choose a Password *	<input type="text"/>	8-20 characters long, must contain lowercase, ucase, number, a symbol
Re-enter Password *	<input type="text"/>	
<input type="button" value="Change Password"/>		

Certain sections in GlassNet 25 are greyed out. This is because this functionality is only available to customers that purchase GlassNet (the dealer showroom, end-to-end workflow tool containing all the activities done per vehicle, in one place). Should you run out of valuations, we highly recommend that you purchase GlassNet. Feel free to find out more about this product by visiting [www.glassguide.co.uk/glassnet](http://www.glassguide.co.uk/glassnet) or calling our telesales team on 01932 823 824.