

GLASSMATIX

Service Pack 1 ‘Top Ten’ Changes

The ‘top ten’ functional changes that users will typically see & use on a daily basis are included in the customer booklet which will be included with the Service Pack CD (due to be shipped with the ‘normal’ April 2011 monthly GlassMatix DVD).

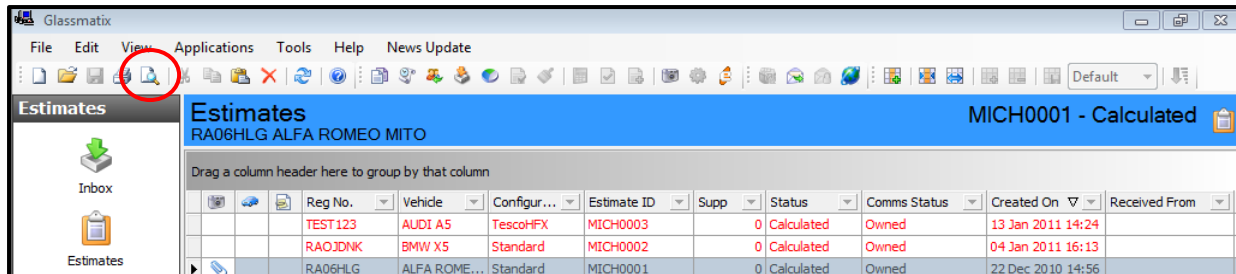
This document contains step-by-step details on these items which may be useful for support or training purposes.

This information will also be accessible via the GlassMatix News Update Pages included with the April 2011 GlassMatix DVD.

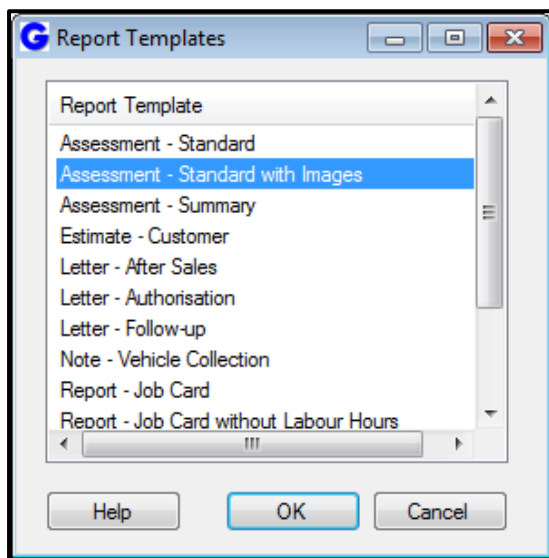
1. There is now the option to produce a Standard Assessment report which includes the images attached to the estimate. The Engineer reports will have the images added automatically.

For Repairers:

a) Select the estimate in the estimates view and click the **print preview** button.

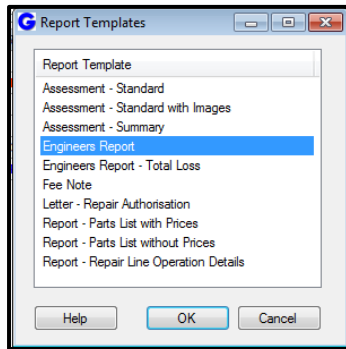


b) Select **Assessment – Standard with Images** and click **OK**.



c) The Assessment will be displayed in the preview window. Clicking the **Go to Next Page** button in the window will display the report pages and any images included with the estimate (2 images per page).

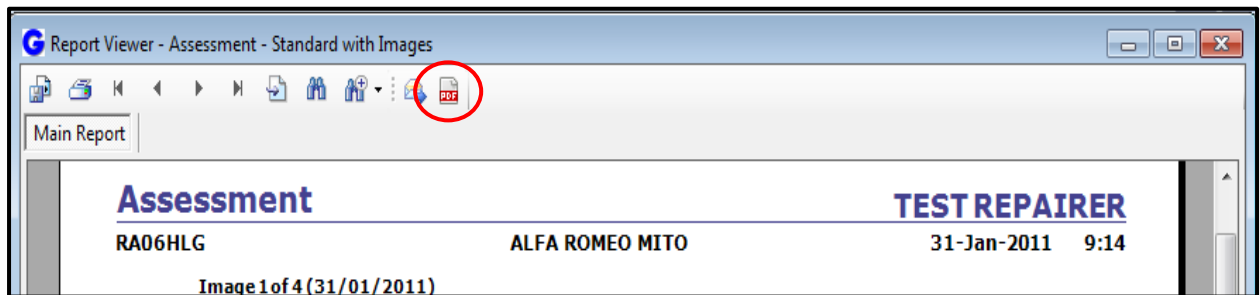
GlassMatix 4 Service Pack 1 – ‘Top Ten’ Changes



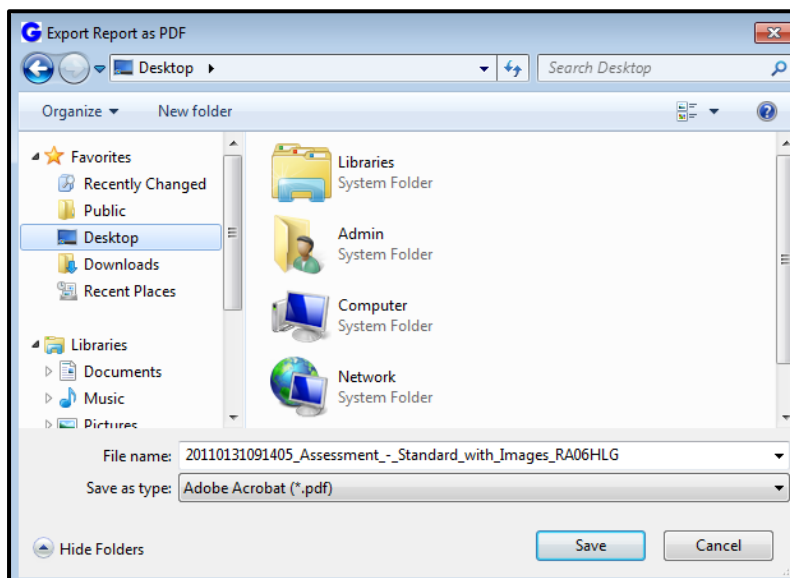
- c) The Engineers Report will be displayed in the preview window. Clicking the Go to Next Page button in the window will display the report pages and any images included with the estimate (2 images per page).

2. There is now a dedicated PDF button on the report viewer screen to enable the report to be saved as a PDF file quickly and easily.

- a) Select the estimate in the estimates view and click the **print preview** button.
- b) Select any report, for example "**Assessment – Standard with Images**" and click the **OK** button.
- c) Click the **PDF** button on the **Report Viewer** toolbar.



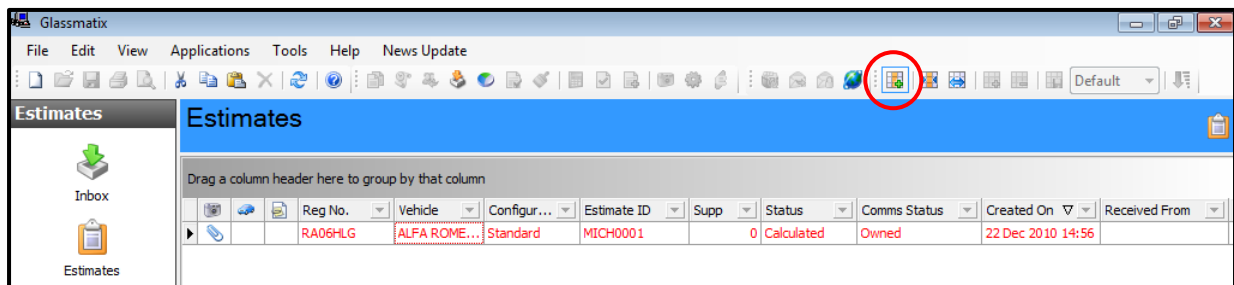
- d) The report will be automatically named with the date and time, the report name and the vehicle registration number.
- e) Select the location where you would like to save the file. This will be remembered for the next time you use the PDF button – and click the **Save** button.



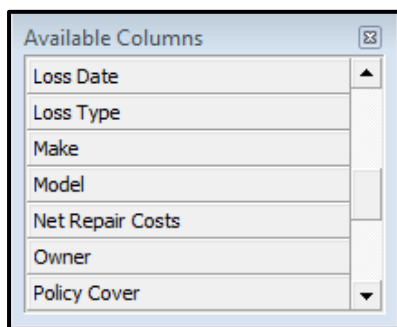
- f) The estimate will now be saved as a PDF file in the location you selected.

3. The 'Owner' field is now available to be added to all Estimate views as a column allowing easier searching and filtering.

a) Click the **Add/Remove Columns** icon on the Glassmatix toolbar

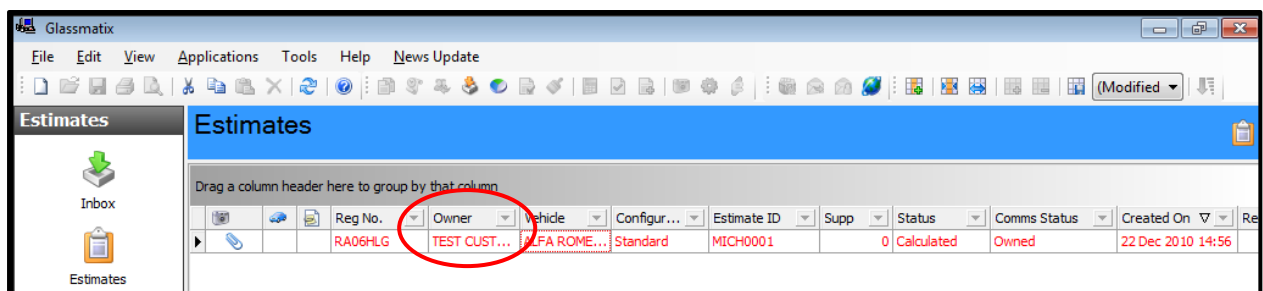


b) The **Available Columns** window will appear. Scroll down to find the **Owner** entry.



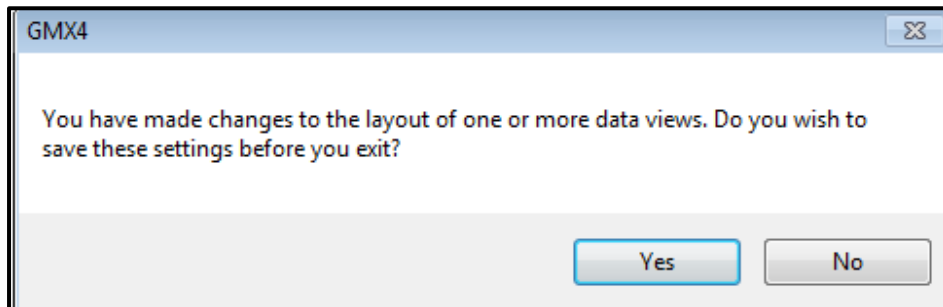
c) If you wish to have the **Owner** field displayed as a column on your Estimates List...

- Left click on **Owner** and hold the mouse button down
- Continue to hold the button down whilst moving the mouse to the desired position in the column headings where you would like the Owner field displayed
- Once you have it in position, release the left mouse button and the Owner field will be displayed as a column header.



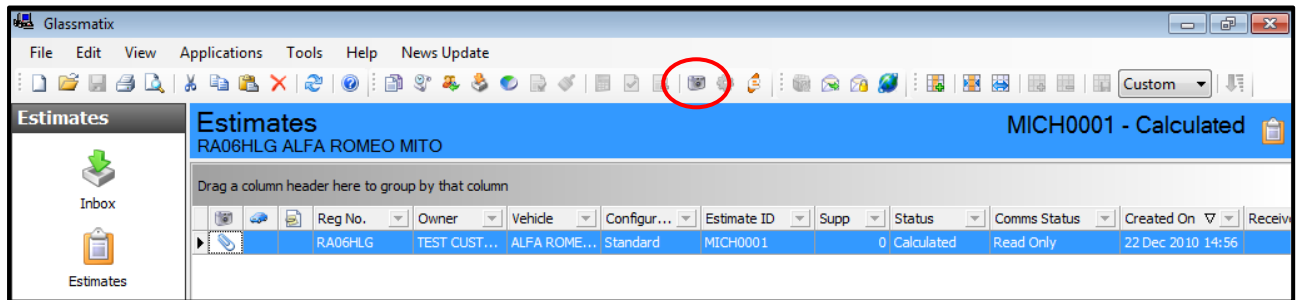
d) This creates a Modified view and you will be prompted to save it the next time you close Glassmatix....

- Click **Yes** to keep the Owner field displayed
- Click **No** to revert to a previously-saved view

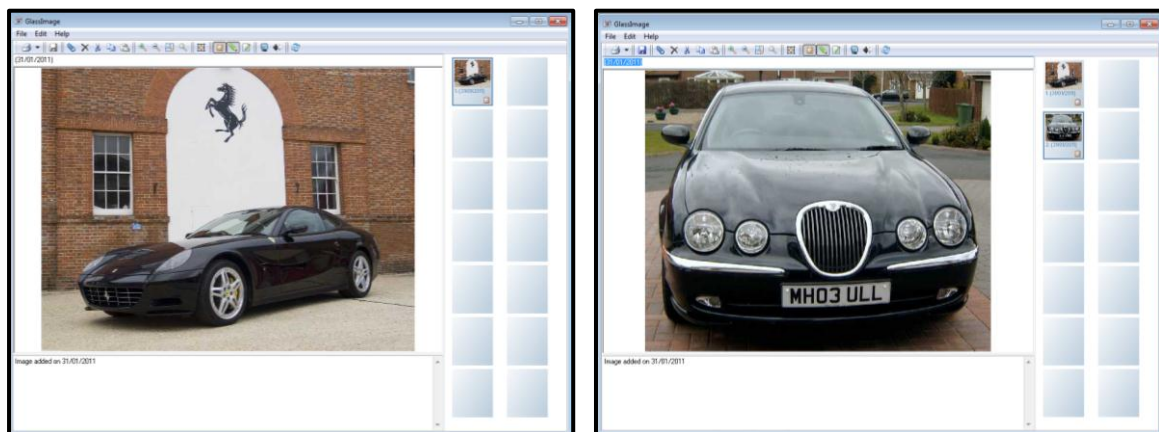


4. Additional images can now be added to 'Read-only' estimates and will be added to the 'Owned' estimate when received back.

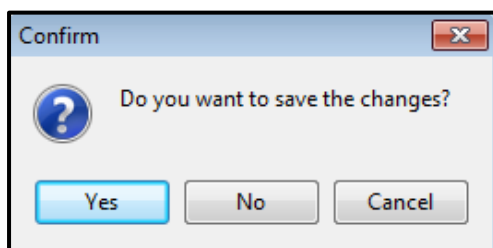
- a) When required, additional images taken after work has begun can now be added to an estimate which has already been sent to a work provider and is at a status of Read-Only.
- b) Highlight the estimate and click on the **Images** button as normal.



- c) Previously, the Images would also have been marked as read-only and unable to be added to until the Owned estimate had been received back. Now, more images can be added in the normal way.



- d) When closing GlassImage you will be prompted to save the changes, click **Yes**.

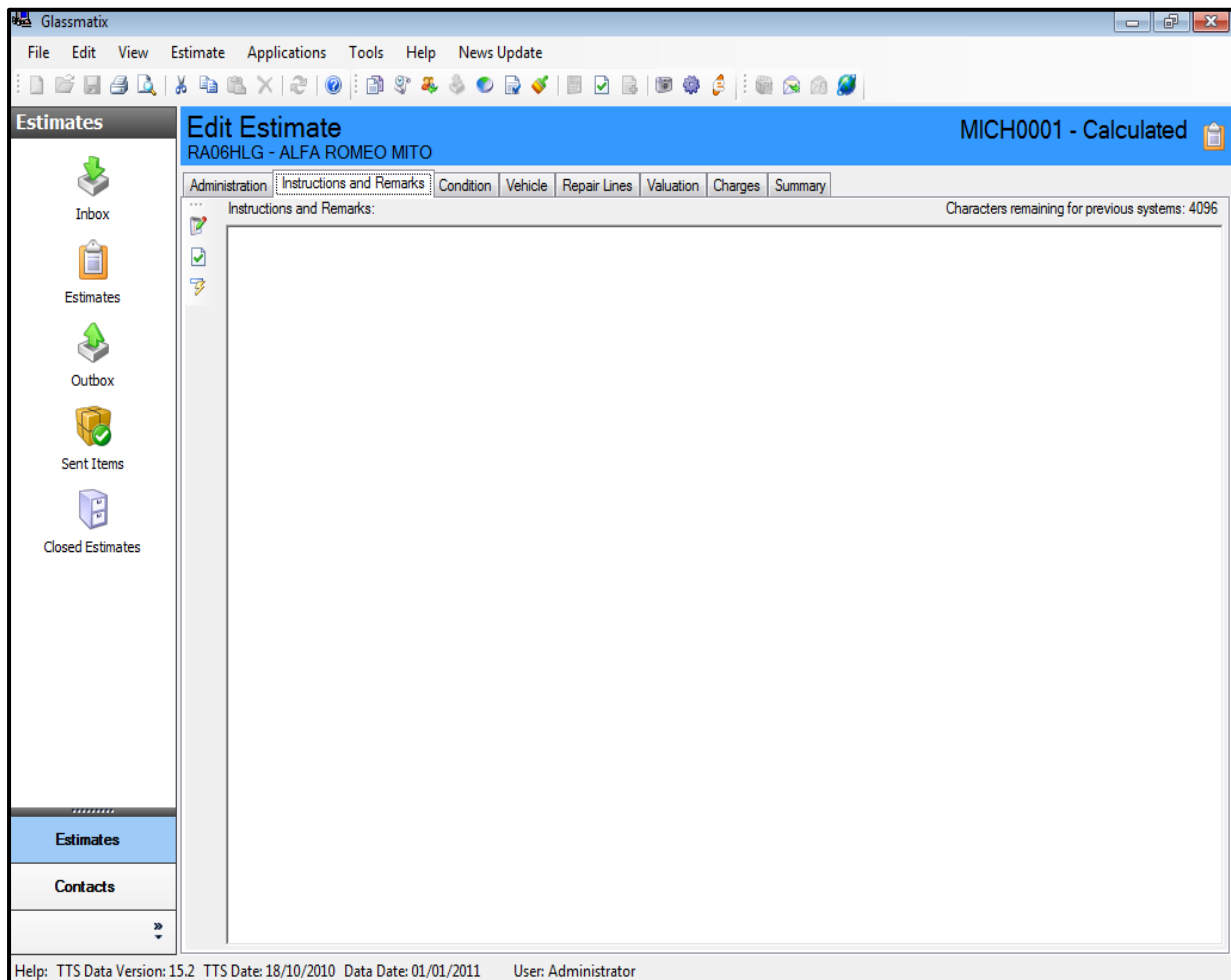


- e) When the original estimate is received back the new images remain.

5. The Instructions and Remarks text box now has its own tab within each estimate.

This means text is more visible and reduces the adverse effect of small screen size or low resolution.

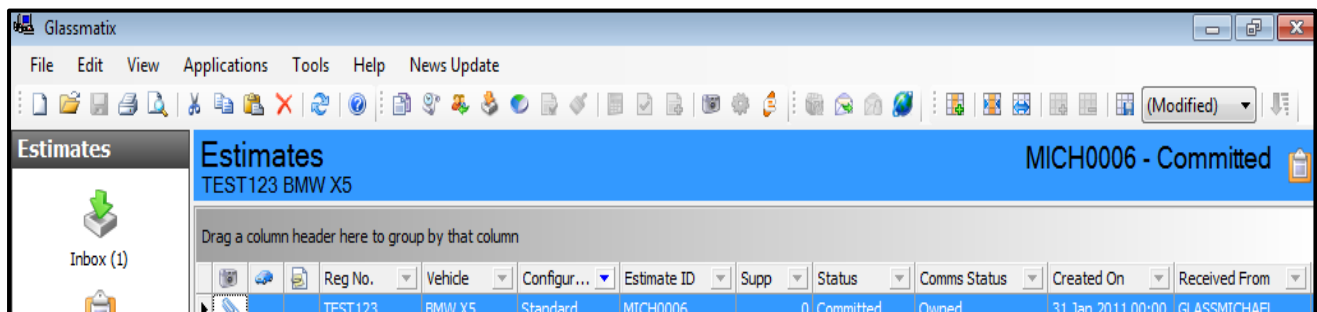
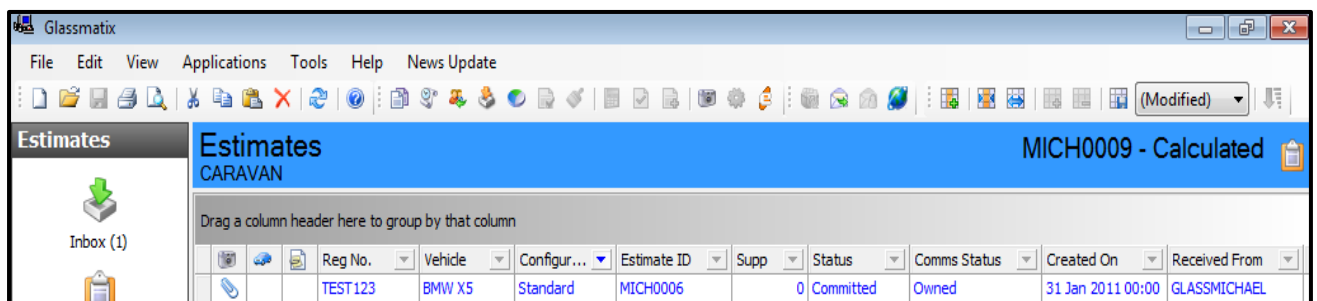
- a) Create a new or open an existing estimate in any configuration and you will notice the new **Instructions and Remarks** tab.



6. The estimate text colour will always display white when it is highlighted in the Estimates, Outbox, Sent Items, Closed Estimates and Inbox views.

The estimate text is now easier to read when selected.

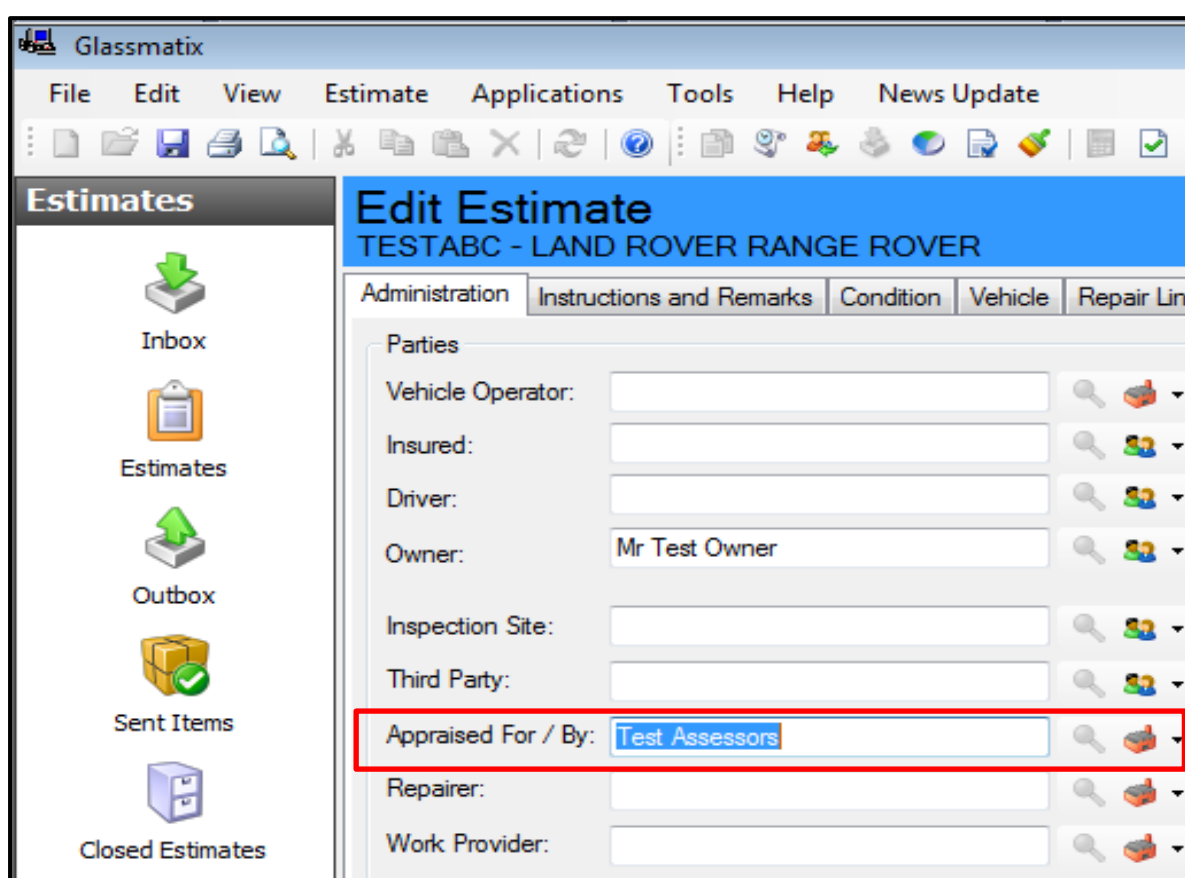
- a) In the past, estimate text could be difficult to read when the **Status Colours** option used and when the row was highlighted on the GlassMatix Estimates list.
- b) This was particularly a problem for Committed estimates as the text for this estimate status was blue when the row was highlighted or un-highlighted.
- c) Estimate text on a highlighted row will now always display white on the GlassMatix estimates list.



7. The 'Appraised For' Field name in the Administration page of Standard configuration estimate has been changed to 'Appraised For/By'. This change will also be displayed on Engineers Reports. This change enables the field to be used for the Assessor Company name for Engineer Reports.

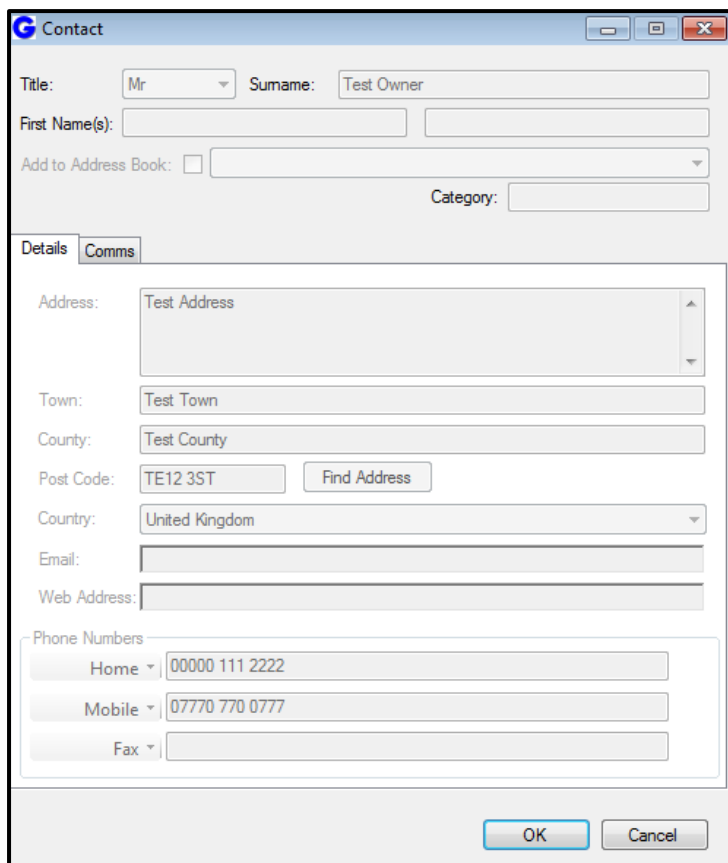
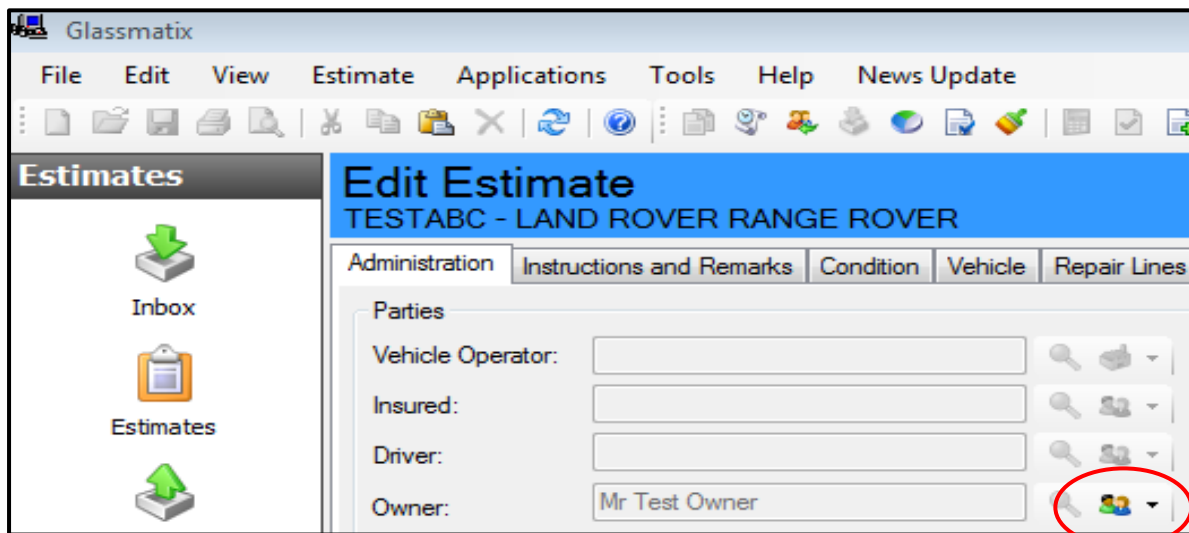
- a) Enter the **Assessor** Company name when compiling the assessment. The name will appear as the **title** on the **engineer reports** and the address details will appear in the top right corner.

Note: The field can be left empty for bespoke engineer reports where the report has these details added automatically.



8. There is now the ability to view address details within estimates which have a status of Committed or Read-only.

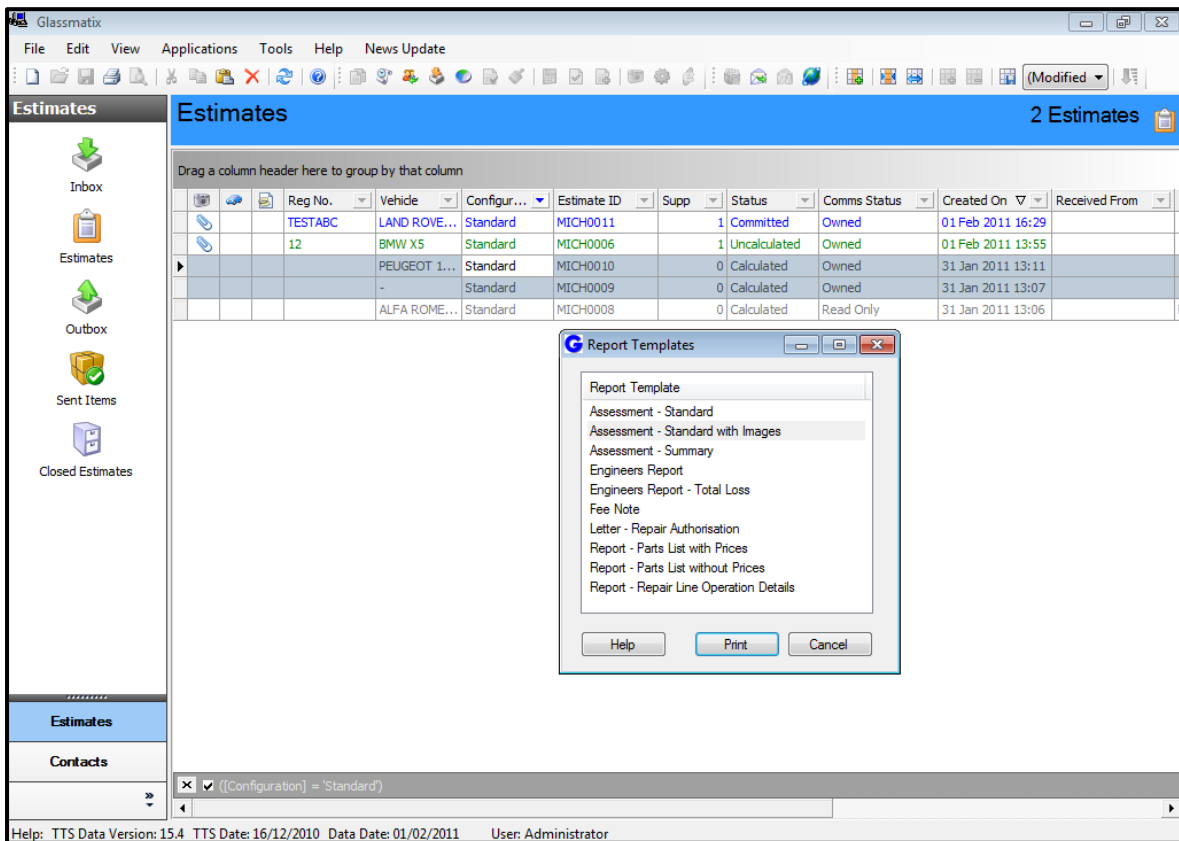
- a) Open an estimate which is a status of Committed or Read-Only.
- b) The Contact screen can now be viewed by clicking on the **Person** or **Company** button next to the Contact whose address & phone numbers you wish to view.
- c) These buttons were previously greyed-out in estimates with a status of Committed or Read-Only.



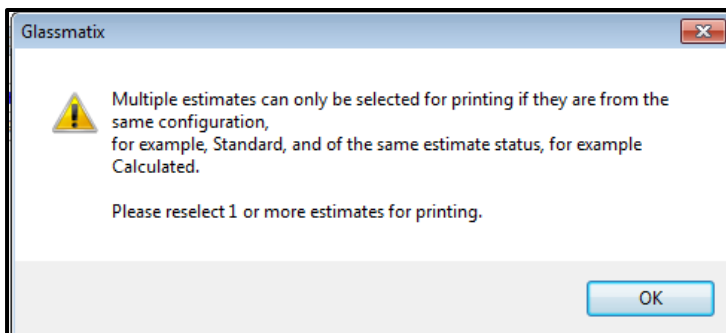
9. Improved report print functionality.

The list of reports always displays when the print button is clicked and remembers the templates and printer last used by the user. There is also now the ability to print multiple reports at the same time.

- a) Clicking the print button within GlassMatix will now always display the Report Templates list for you to choose a report. The last-used print template for each user, configuration and status will be remembered and highlighted.
- b) Multiple estimates can be highlighted by single-clicking each report in your estimates list while holding the **Ctrl** button on your keyboard.

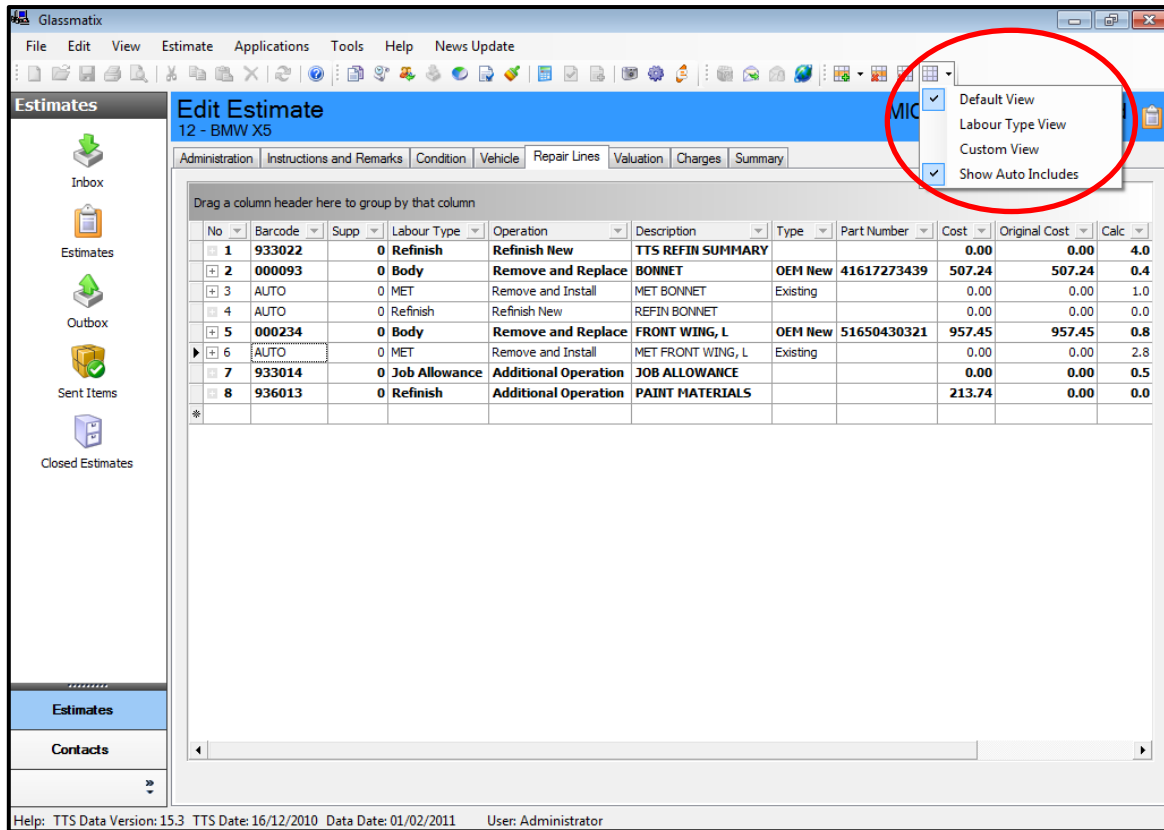


Note: Multiple estimates can only be printed at the same time if they have the same configuration and status.



10. The Repair lines view is now fully customizable and is automatically saved after any changes have been made. The user can revert this back to the default view if required.

a) Open any estimate and go to the **Repair Lines** page. There are now additional buttons on the toolbar. The View button highlighted below now offers options to change the way in which the repair lines are viewed. The Custom View is enabled and saved automatically after any changes are made.



b) For example, a column heading can be moved by ‘dragging and dropping’ it to a new position:

- Left click on the **Calc** column and hold the mouse button down
- Continue to hold the button down whilst moving the mouse to the desired position in the column headings where you would like the **Calc** column displayed
- Once you have it in position, release the left mouse button and the **Calc** column will be displayed in its new position.

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Drag a column header here to group by that column

No	Barcode	Supp	Labour Type	Operation	Description	Type	Part Number	Cost	Original Cost	Calc
1	933022	0	Refinish	Refinish New	TTS REFIN SUMMARY			0.00	0.00	4.0
2	000093	0	Body	Remove and Replace	BONNET	OEM New	41617273439	507.24	507.24	0.4
3	AUTO	0	MET	Remove and Install	MET BONNET	Existing		0.00	0.00	1.0
4	AUTO	0	Refinish	Refinish New	REFIN BONNET			0.00	0.00	0.0
5	000234	0	Body	Remove and Replace	FRONT WING, L	OEM New	51650430321	957.45	957.45	0.8
6	AUTO	0	MET	Remove and Install	MET FRONT WING, L	Existing		0.00	0.00	2.8
7	933014	0	Job Allowance	Additional Operation	JOB ALLOWANCE			0.00	0.00	0.5
8	936013	0	Refinish	Additional Operation	PAINT MATERIALS			213.74	0.00	0.0

This can be repeated for any other columns, such as the Original Cost.

Drag a column header here to group by that column

No	Barcode	Original Cost	Calc	Labour Type	Operation	Description	Type	Part Number	Supp	Cost
1	933022	0.00	4.0	Refinish	Refinish New	TTS REFIN SUMMARY			0	0.00
2	000093	507.24	0.4	Body	Remove and Replace	BONNET	OEM New	41617273439	0	507.24
3	AUTO	0.00	1.0	MET	Remove and Install	MET BONNET	Existing		0	0.00
4	AUTO	0.00	0.0	Refinish	Refinish New	REFIN BONNET			0	0.00
5	000234	957.45	0.8	Body	Remove and Replace	FRONT WING, L	OEM New	51650430321	0	957.45
6	AUTO	0.00	2.8	MET	Remove and Install	MET FRONT WING, L	Existing		0	0.00
7	933014	0.00	0.5	Job Allowance	Additional Operation	JOB ALLOWANCE			0	0.00
8	936013	0.00	0.0	Refinish	Additional Operation	PAINT MATERIALS			0	213.74

- c) Clicking on the **View** toolbar button now shows that the **Custom View** is displayed. You can revert back to the **Default View** by clicking that option.

The screenshot shows the Glassmatix application window titled 'Edit Estimate' for '12 - BMW X5'. The 'View' menu is open, displaying four options: 'Default View', 'Labour Type View', 'Custom View', and 'Show Auto Includes'. The 'Custom View' option is selected, indicated by a checkmark and a red circle. Below the menu, a table header is visible, showing columns for 'No', 'Barcode', 'Original Cost', 'Calc', 'Labour Type', 'Operation', 'Description', 'Type', 'Part Number', 'Supp', and 'Cost'.