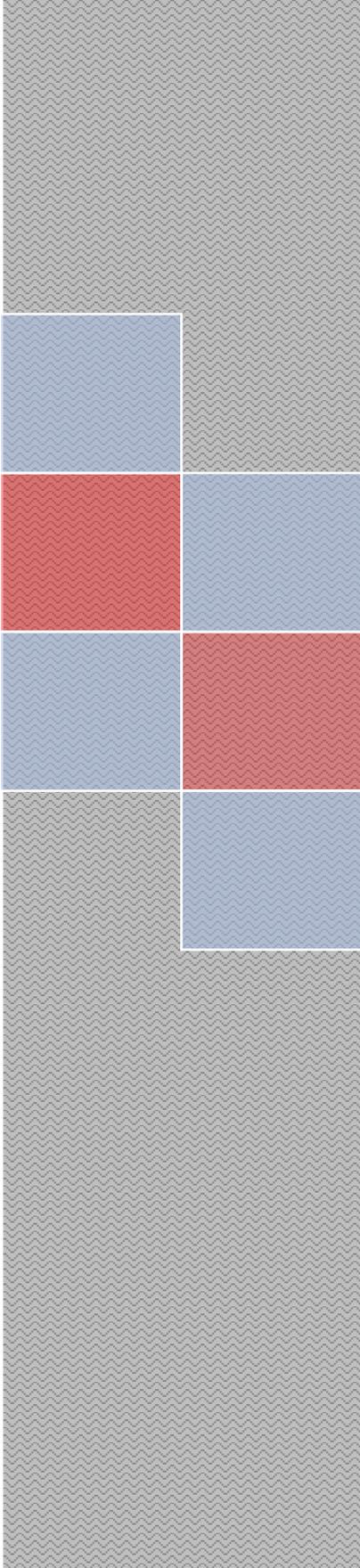




# Viridian OnLine Trader (VOLT) Training Manual



DOCUMENT HISTORY			
Author	Description of Changes	Date	Version
Sarah Padden	Document Author	1 April 2023	1.0

DOCUMENT REVIEW		
Position	Name	Date
IT System Manager	Michael Ma	1 April 2023
Business Owner	Glenn Sandall	1 April 2023
Project Manager	Sid Bajaj	1 April 2023
Subject matter Expert	Rodney Maker	1 April 2023

DOCUMENT DISTRIBUTION			
Position	Name	Org. Unit	Version

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## 1. Login to VOLT

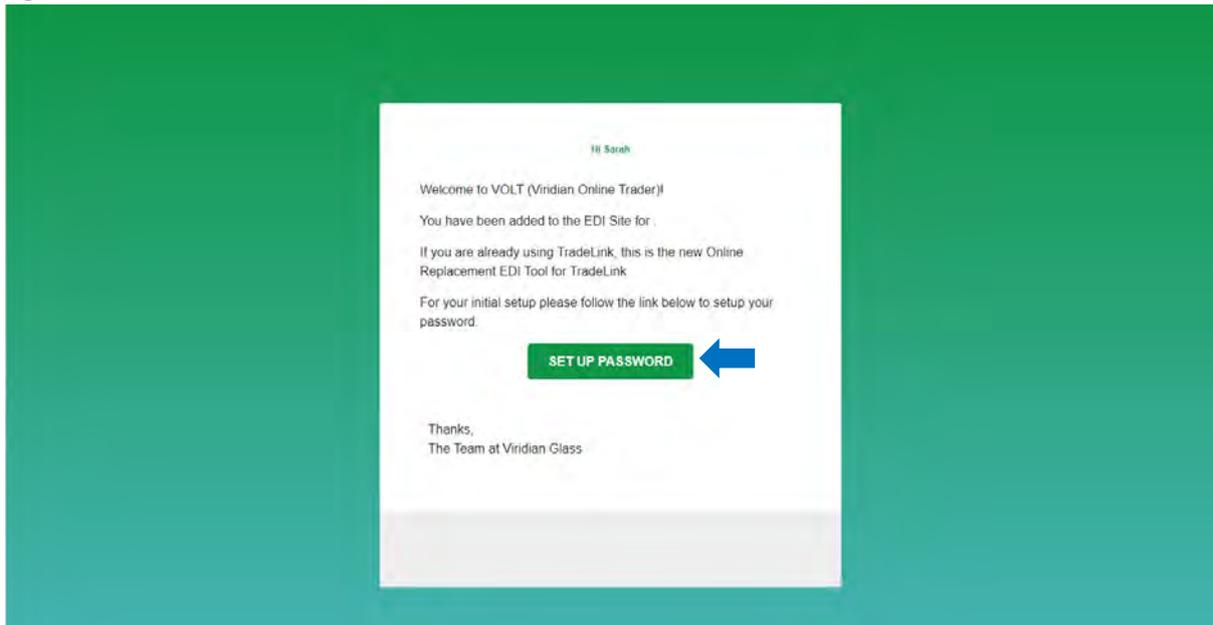
### 1.1. Existing Users

If you have used VOLT before, your username and password will remain the same as before.

### 1.2. New Users

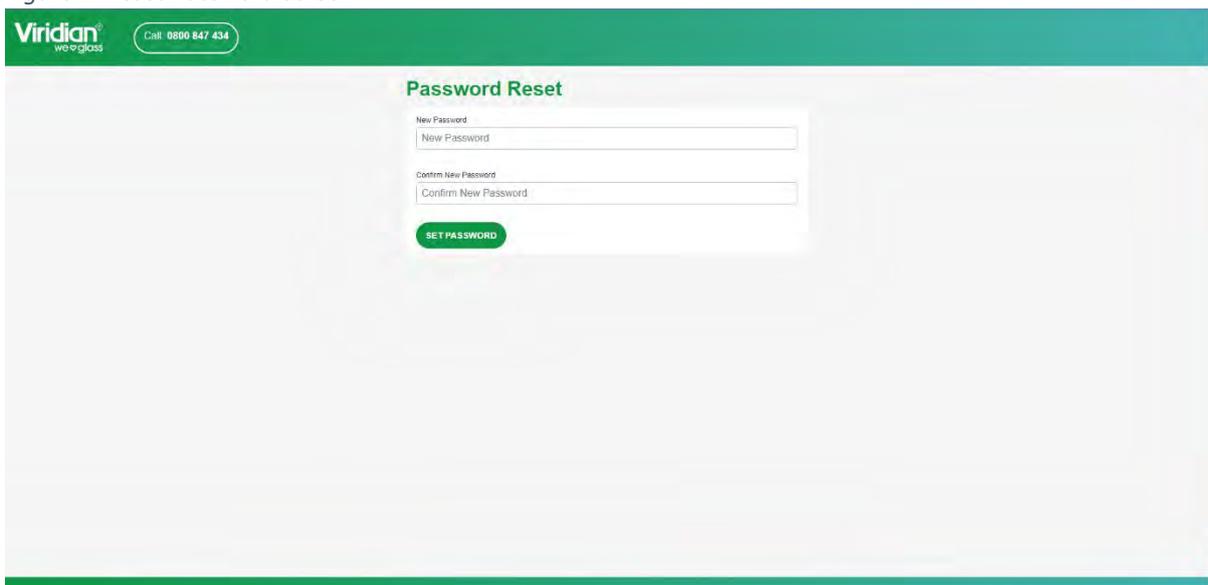
If you are new to VOLT, to gain access to the site for the first time, you will be sent an email link so that you can set up your password.

Figure 1: Link to Set Password



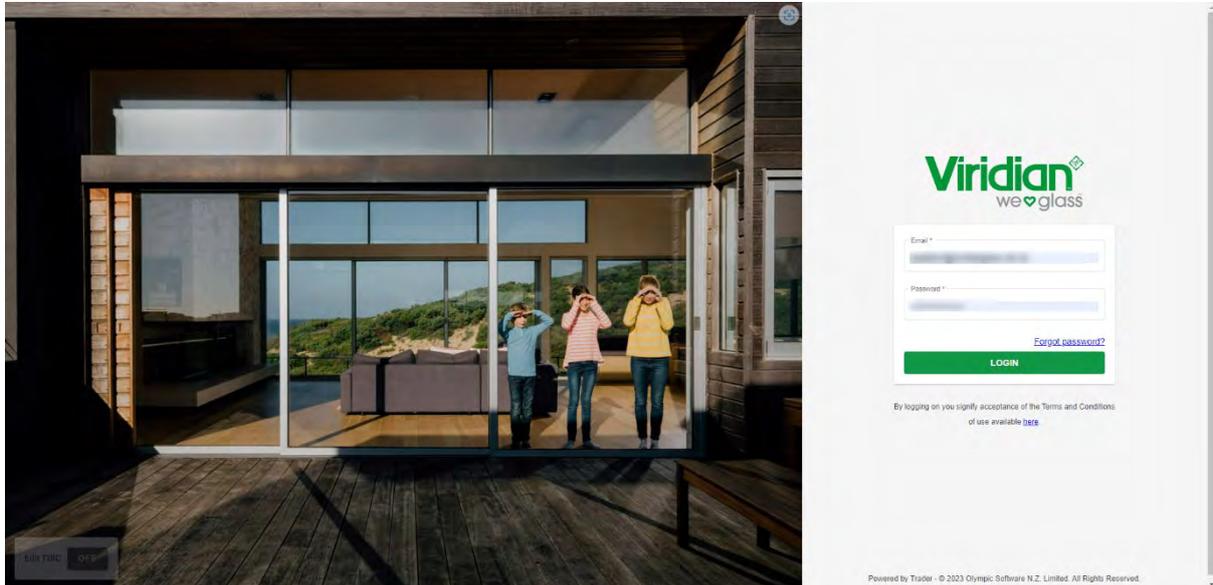
Once you have selected password, you will be taken to the below screen to enter your new password.

Figure 2: Reset Password Screen



Once you have created your password you will be redirected to the home screen to enter your username and the password you have just created. At present you have to select  to return to the log in screen.

Figure 3: Log in Screen for Volt



- Username            E-mail address that the link was sent too.
- Password:         The one you have just created
- Login                Click Login to enter the site

### 1.3. Forgot Password

If you have forgotten your password, you reset this by doing the following steps.

Figure 4: Resetting Password – Step One

Click on 'Forgot Password'

Figure 5: Resetting Password – Step Two

Enter your email address as shown below and then select send.

An email will then be sent to you, with a link to reset

Figure 6: Resetting Password – Step Three

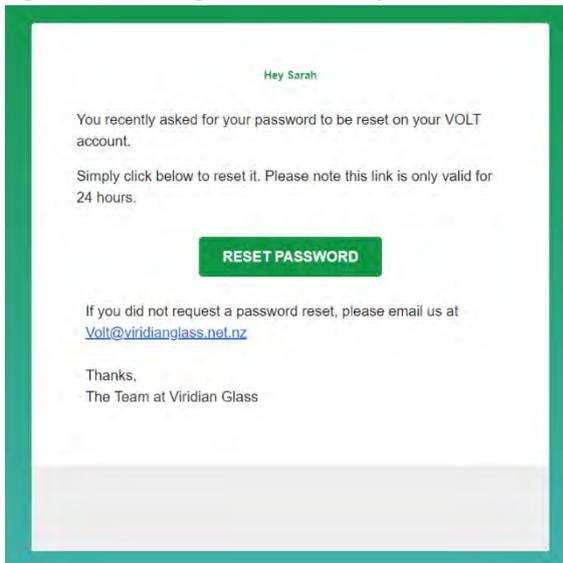
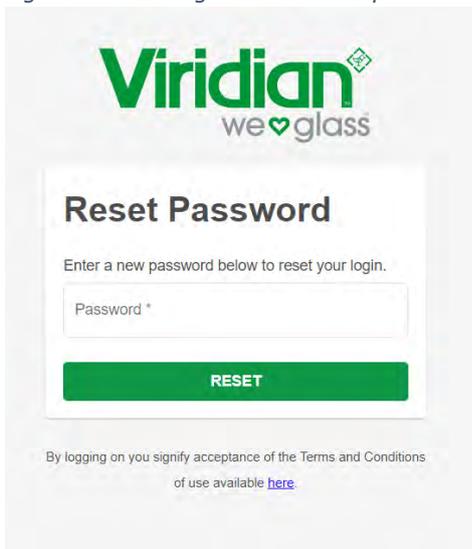


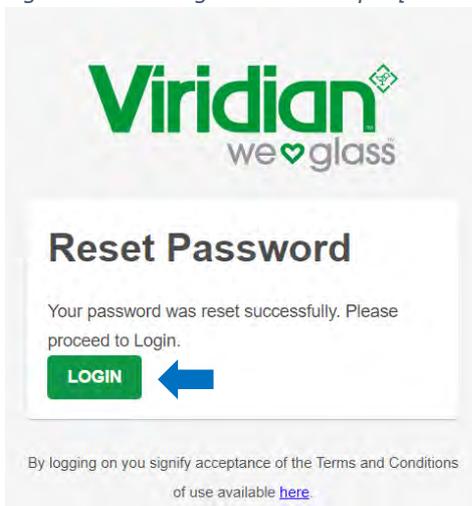
Figure 7: Resetting Password - Step 4



Enter New Password and then select 'Reset'.

Passwords must be at least 10 characters.

Figure 8: Resetting Password Step 5 [Final Step]



Select Login here to return Login Screen as shown in Figure 3.

## 2. Dashboard/Home Screen

The home screen layout will look different for users that have used Volt before but for new users, this is the layout for the Home Page.

Figure 9: Home Screen

Order Number	Viridian Order Number	Status	Delivery Date	Delivery Address	Job Number	Date Created	Date Modified	Item Count	Site Delivery Date	Quote Number	Create
2425		Open	20/02/2023	DO NOT PROCESS, DO NO...		20/02/2023	20/02/2023	0	20/02/2023		Sarah I
2424		Open	20/02/2023	DO NOT PROCESS, DO NO...		20/02/2023	20/02/2023	0	20/02/2023		Sarah I
2422		Open	20/02/2023	DO NOT PROCESS, DO NO...		20/02/2023	20/02/2023	0	20/02/2023		Sarah I
2421		Open	20/02/2023	DO NOT PROCESS, DO NO...		20/02/2023	20/02/2023	0	20/02/2023		Sarah I
2419		Open	20/02/2023	DO NOT PROCESS, DO NO...		20/02/2023	20/02/2023	0	20/02/2023		Sid Ba
2416		Open	17/02/2023	DO NOT PROCESS, DO NO...		17/02/2023	17/02/2023	1	17/02/2023		Sid Ba
2415		Open	17/02/2023	DO NOT PROCESS, DO NO...		17/02/2023	17/02/2023	1	17/02/2023		Sid Ba
2414		Open	17/02/2023	DO NOT PROCESS, DO NO...		17/02/2023	17/02/2023	0	17/02/2023		Sid Ba
2411		Open	16/02/2023	DO NOT PROCESS, DO NO...		16/02/2023	16/02/2023	1	16/02/2023		Sarah I
2409		Open	15/02/2023	DO NOT PROCESS, DO NO...		15/02/2023	15/02/2023	1	15/02/2023		Sarah I
2408		Open	15/02/2023	DO NOT PROCESS, DO NO...		15/02/2023	15/02/2023	1	15/02/2023		Sid Ba

Details of what is displayed on the Home Screen.

1. 0800 Number      Contact number for Customer Services
2. Username        Name of the user currently logged into Volt.
3. [Account Name](#)    [Name of current account/Delivery point currently selected.](#)
4. Help
  - a) FAQ
  - b) Training Document
  - c) Double Glazing Selector
  - d) Warranty Documentation
  - e) Installation Guide
  - f) Cleaning Instructions
  - g) Contact Us – Directs the user to the Viridian Glass website.
5. Account Settings
  - a) User details
  - b) First Name
  - c) Surname
  - d) Default Delivery Point
  - e) Contact Information
  - f) Invoice Address
6. Log Out of Volt
7. Upload Order – Check if this functionality is only for DG order's
8. New Order
9. [Customise Columns](#)
10. [Print All](#)
11. [Export All](#)
12. [Delete All](#)

### 13. Order Table

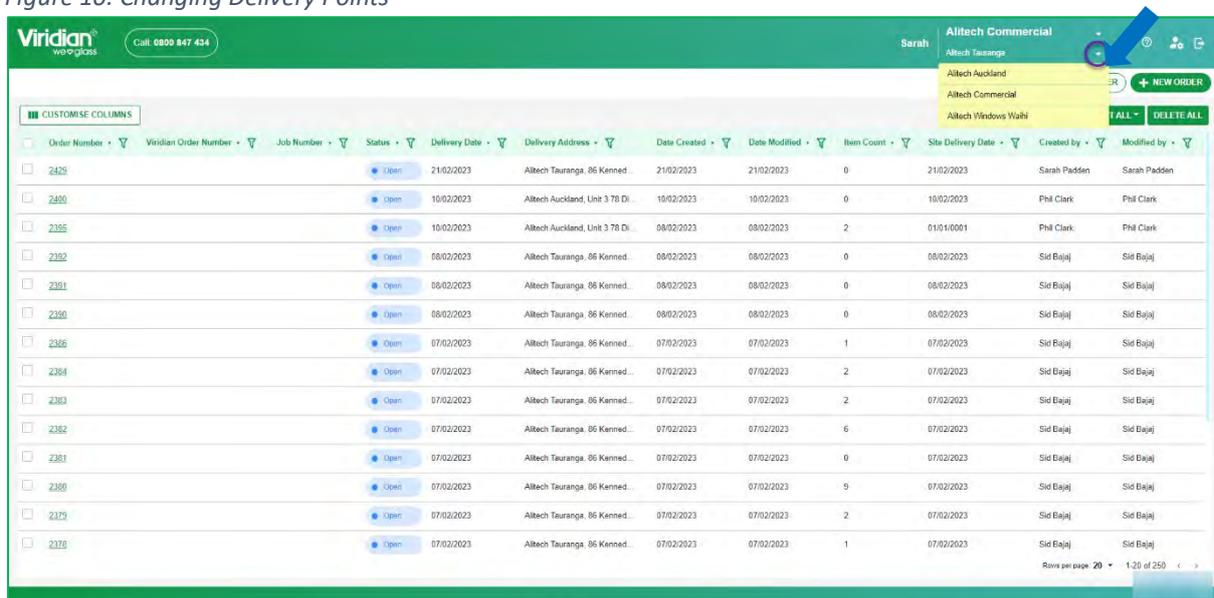
- |                               |   |
|-------------------------------|---|
| a) Order Number               | <i>Generated by Volt each time an order is created</i>                    |
| b) Viridian Order Number      | <i>This will be generated by Viridian when the order has been placed.</i> |
| c) Status                     | <i>Open/Processing/Confirmed/Deleted/Errored</i>                          |
| d) Delivery Date              | <i>The date of the order is due to be delivered by Viridian</i>           |
| e) Delivery Address           | <i>The address of where the order is being delivered to</i>               |
| f) Job Number                 | <i>Customers Reference</i>  |
| g) Date Created               | <i>Date order was created</i>   |
| h) Date Modified              | <i>Date the order was last modified</i>                                   |
| i) Item Count                 | <i>Number of items on order</i>   |
| j) Site Delivery Date         | <i>The date of the order is due to site</i>                               |
| k) Quote Number               | <i>Viridian Quote Number when orders have been quoted beforehand</i>      |
| l) Created by                 | <i>Name of the user who created the order</i>                             |
| m) Modified by                | <i>Name of the user who last modified the order</i>                       |
| n) Viridian Site Order Number | <i>Viridian Reference for site delivery when applicable</i>               |
| o) Delivery Contact Name      | <i>Contact Name for delivery.</i>   |
| p) Site Delivery Contact Name | <i>Contact Name for site delivery. Mandatory for Site Deliveries</i>      |

### 2.1. Changing Delivery Point

For those users that have more than one delivery point and wish to swap from one to another to view the orders, you can do this by following the steps below.

- Select the dropdown arrow under the account name/customer name as shown in [Figure 10: Changing Delivery Points](#).

Figure 10: Changing Delivery Points

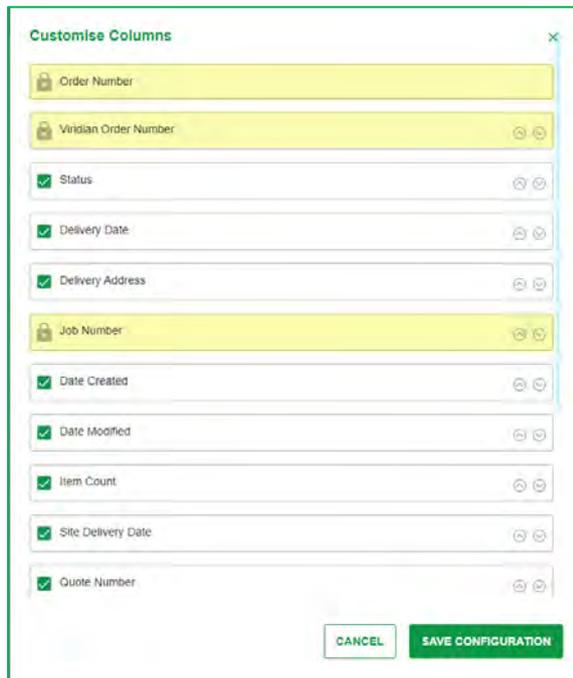


- Select different delivery option from the list available.
- On selecting a different delivery point, the list of orders displayed will change.
  - The system will remember the selected delivery point at each subsequent log-in.

## 2.2. Order Table/Home Screen

The table can be modified by selecting  and in doing this, you will then get the below image appear on screen.

Figure 11: Customise Column Selection



You can hide the columns you do not wish to see on the home screen, but you cannot hide the fields with the  against them as these will always be visible.

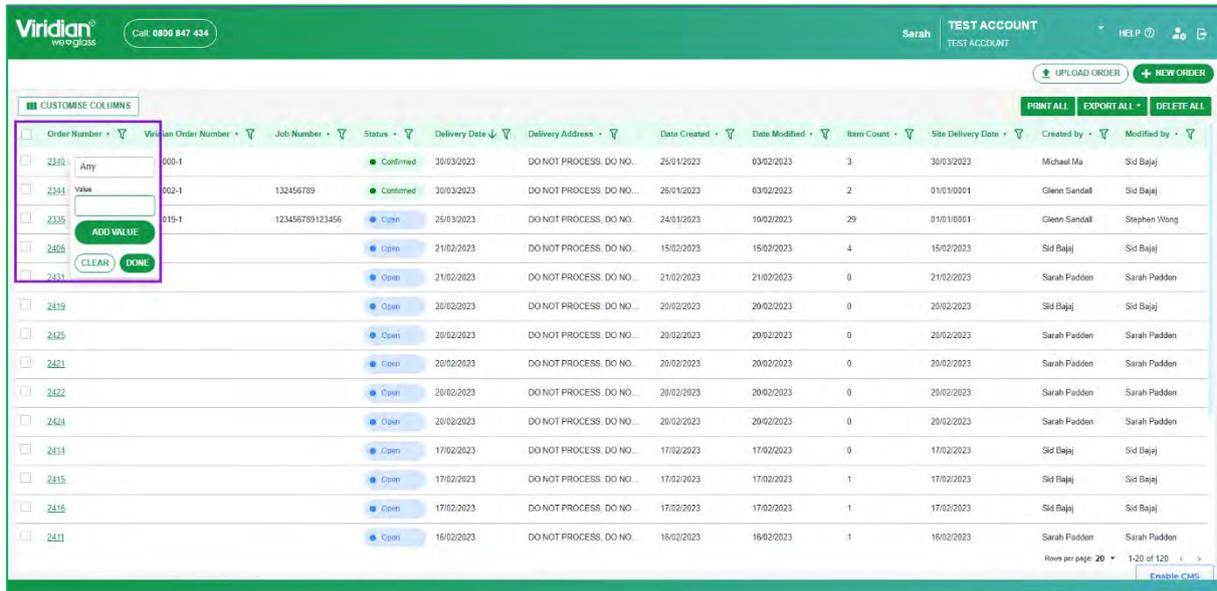
As well as being able to hide columns from view, you can also rearrange the order of the table to suit the requirements of the user. Use the up and down arrows to move the fields.

Once you have customised the order table select '**Save Configuration**'. The layout configuration will then save and will display each time you log into Volt.

### 2.2.1. Sort and Search in Columns

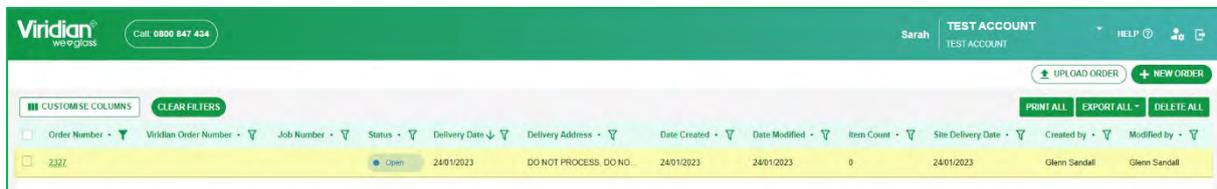
In each of the columns on the Home Page you can sort and search for orders.

Figure 12: Sort and Search in Columns



So, if I wanted to locate order '2327' [not currently in view on the current page], I can select the filter icon and in the value field type the order I am looking for and select done and the order will be displayed.

Figure 13: Searching for order



To return to the full view, click on

This functionality for sort and search is the same for the following

- Viridian Order Number
- Job Number

Sorting in the following columns, is done by the date

- Delivery Date
- Date Created
- Date Modified Site
- Delivery Date

In the example below, we are searching for all orders that are due today. As previously, select the filter then click on the calendar icon and select date and then done. All orders will show as per the example below

Figure 14: Example of searching order by Delivery Date

Order Number	Viridian Order Number	Job Number	Status	Delivery Date	Delivery Address	Date Created	Date Modified	Item Count	Site Delivery Date	Created by	Modified by
2405			Open	21/02/2023	DO NOT PROCESS, DO NO...	15/02/2023	15/02/2023	4	15/02/2023	Sid Bajaj	Sid Bajaj
2431			Open	21/02/2023	DO NOT PROCESS, DO NO...	21/02/2023	21/02/2023	0	21/02/2023	Sarah Padden	Sarah Padden

Figure 15: Example of searching for orders by date created

Order Number	Viridian Order Number	Job Number	Status	Delivery Date	Delivery Address	Date Created	Date Modified	Item Count	Site Delivery Date	Created by	Modified by
2421			Open	20/02/2023	DO NOT PROCESS, DO NO...	20/02/2023	20/02/2023	0	20/02/2023	Sarah Padden	Sarah Padden
2422			Open	20/02/2023	DO NOT PROCESS, DO NO...	20/02/2023	20/02/2023	0	20/02/2023	Sarah Padden	Sarah Padden
2424			Open	20/02/2023	DO NOT PROCESS, DO NO...	20/02/2023	20/02/2023	0	20/02/2023	Sarah Padden	Sarah Padden
2419			Open	20/02/2023	DO NOT PROCESS, DO NO...	20/02/2023	20/02/2023	0	20/02/2023	Sid Bajaj	Sid Bajaj
2425			Open	20/02/2023	DO NOT PROCESS, DO NO...	20/02/2023	20/02/2023	0	20/02/2023	Sarah Padden	Sarah Padden

Figure 16: Searching for orders by Item Count

Order Number	Viridian Order Number	Job Number	Status	Delivery Date	Delivery Address	Date Created	Date Modified	Item Count	Site Delivery Date	Created by	Modified by
2340	2201000-1		Confirmed	30/03/2023	DO NOT PROCESS, DO NO...	25/01/2023	03/02/2023	3	3/2/2023	Michael Ma	Sid Bajaj
2344	2201002-1	132456789	Confirmed	30/03/2023	DO NOT PROCESS, DO NO...	26/01/2023	03/02/2023	2	1/0001	Glenn Sandell	Sid Bajaj
2335	2201019-1	123456789123456	Open	25/03/2023	DO NOT PROCESS, DO NO...	24/01/2023	10/02/2023	29	1/0001	Glenn Sandell	Stephen Wong
2405			Open	21/02/2023	DO NOT PROCESS, DO NO...	15/02/2023	15/02/2023	4	3/2/2023	Sid Bajaj	Sid Bajaj
2431			Open	21/02/2023	DO NOT PROCESS, DO NO...	21/02/2023	21/02/2023	0	21/02/2023	Sarah Padden	Sarah Padden
2419			Open	20/02/2023	DO NOT PROCESS, DO NO...	20/02/2023	20/02/2023	0	20/02/2023	Sid Bajaj	Sid Bajaj
2425			Open	20/02/2023	DO NOT PROCESS, DO NO...	20/02/2023	20/02/2023	0	20/02/2023	Sarah Padden	Sarah Padden
2421			Open	20/02/2023	DO NOT PROCESS, DO NO...	20/02/2023	20/02/2023	0	20/02/2023	Sarah Padden	Sarah Padden
2422			Open	20/02/2023	DO NOT PROCESS, DO NO...	20/02/2023	20/02/2023	0	20/02/2023	Sarah Padden	Sarah Padden
2424			Open	20/02/2023	DO NOT PROCESS, DO NO...	20/02/2023	20/02/2023	0	20/02/2023	Sarah Padden	Sarah Padden
2414			Open	17/02/2023	DO NOT PROCESS, DO NO...	17/02/2023	17/02/2023	0	17/02/2023	Sid Bajaj	Sid Bajaj
2415			Open	17/02/2023	DO NOT PROCESS, DO NO...	17/02/2023	17/02/2023	1	17/02/2023	Sid Bajaj	Sid Bajaj
2416			Open	17/02/2023	DO NOT PROCESS, DO NO...	17/02/2023	17/02/2023	1	17/02/2023	Sid Bajaj	Sid Bajaj
2411			Open	16/02/2023	DO NOT PROCESS, DO NO...	16/02/2023	16/02/2023	1	16/02/2023	Sarah Padden	Sarah Padden

Figure 17: Search result for orders with item count of 29

Order Number	Viridian Order Number	Job Number	Status	Delivery Date	Delivery Address	Date Created	Date Modified	Item Count	Site Delivery Date	Created by	Modified by
2335	2201019-1	123456789123456	Open	25/03/2023	DO NOT PROCESS, DO NO...	24/01/2023	10/02/2023	29	01/01/0001	Glenn Sandell	Stephen Wong

To sort and search for orders either 'Created by' or 'Modified by' again, select the filter and a list of all users name will appear, and you can select by which users you want to search for.

Figure 18: Example of searching by order created by

Order Number	Viridian Order Number	Job Number	Status	Delivery Date	Delivery Address	Date Created	Date Modified	Item Count	Site Delivery Date	Created by	Modified by
2240	2201000-1		Confirmed	30/03/2023	DO NOT PROCESS, DO NO...	25/01/2023	03/03/2023	3	30/03/2023	Michael Ma	Jajaj
2244	2201002-1	132496789	Confirmed	30/03/2023	DO NOT PROCESS, DO NO...	26/01/2023	03/02/2023	2	01/01/0001	Sarah Padden	Jajaj
2235	2201019-1	123456789123456	Open	25/03/2023	DO NOT PROCESS, DO NO...	24/01/2023	10/02/2023	29	01/01/0001	Sid Bajaj	Jajaj
2408			Open	21/02/2023	DO NOT PROCESS, DO NO...	15/02/2023	15/02/2023	4	15/02/2023	Glenn Sandal	hen Wong
2431			Open	21/02/2023	DO NOT PROCESS, DO NO...	21/02/2023	21/02/2023	0	21/02/2023	Sarah Padden	Sarah Padden
2439			Open	20/02/2023	DO NOT PROCESS, DO NO...	20/02/2023	20/02/2023	0	20/02/2023	Sid Bajaj	Sid Bajaj
2426			Open	20/02/2023	DO NOT PROCESS, DO NO...	20/02/2023	20/02/2023	0	20/02/2023	Sarah Padden	Sarah Padden
2491			Open	20/02/2023	DO NOT PROCESS, DO NO...	20/02/2023	20/02/2023	0	20/02/2023	Sarah Padden	Sarah Padden
2492			Open	20/02/2023	DO NOT PROCESS, DO NO...	20/02/2023	20/02/2023	0	20/02/2023	Sarah Padden	Sarah Padden
2424			Open	20/02/2023	DO NOT PROCESS, DO NO...	20/02/2023	20/02/2023	0	20/02/2023	Sarah Padden	Sarah Padden
2434			Open	17/02/2023	DO NOT PROCESS, DO NO...	17/02/2023	17/02/2023	0	17/02/2023	Sid Bajaj	Sid Bajaj
2415			Open	17/02/2023	DO NOT PROCESS, DO NO...	17/02/2023	17/02/2023	1	17/02/2023	Sid Bajaj	Sid Bajaj
2416			Open	17/02/2023	DO NOT PROCESS, DO NO...	17/02/2023	17/02/2023	1	17/02/2023	Sid Bajaj	Sid Bajaj
2411			Open	16/02/2023	DO NOT PROCESS, DO NO...	16/02/2023	16/02/2023	1	16/02/2023	Sarah Padden	Sarah Padden

When sort and searching in the 'Status' Column you can sort by the following

- **Open** Orders that have been created but not yet sent
- **Processing** Order sent and waiting for confirmation from Viridian Glass has been received.
- **Confirmed** Orders that have been sent to Viridian Glass
- **Deleted** Orders that have been deleted by users
- **Errored** Order's that have not been sent due to an error [tbc]

### 2.3. Print the list of orders

On the home screen, you will be able to select print orders. You can either select to print all orders or just the current orders in view.

Figure 19: Home Screen showing option to Print All

Order Number	Viridian Order Number	Job Number	Status	Delivery Date	Delivery Address	Date Created	Date Modified	Item Count	Site Delivery Date	Created by	Modified
2448	2201114-1	Test	Confirmed	01/03/2023	DO NOT PROCESS, DO NO...	28/02/2023	28/02/2023	1	01/01/0001	Sarah Padden	Sarah Pa
2447			Open	28/02/2023	DO NOT PROCESS, DO NO...	28/02/2023	28/02/2023	0	28/02/2023	Sarah Padden	Sarah Pa
2446			Open	27/02/2023	DO NOT PROCESS, DO NO...	27/02/2023	27/02/2023	0	27/02/2023	Stephen Wong	Stephen
2442	2201087-1		Confirmed	27/02/2023	DO NOT PROCESS, DO NO...	23/02/2023	23/02/2023	1	23/02/2023	Stephen Wong	Stephen
2419			Open	20/02/2023	DO NOT PROCESS, DO NO...	20/02/2023	20/02/2023	0	20/02/2023	Sid Bajaj	Sid Bajaj
2416			Open	17/02/2023	DO NOT PROCESS, DO NO...	17/02/2023	17/02/2023	1	17/02/2023	Sid Bajaj	Sid Bajaj
2415			Open	17/02/2023	DO NOT PROCESS, DO NO...	17/02/2023	17/02/2023	1	17/02/2023	Sid Bajaj	Sid Bajaj
2414			Open	17/02/2023	DO NOT PROCESS, DO NO...	17/02/2023	17/02/2023	0	17/02/2023	Sid Bajaj	Sid Bajaj
2408			Open	15/02/2023	DO NOT PROCESS, DO NO...	15/02/2023	15/02/2023	1	15/02/2023	Sid Bajaj	Sid Bajaj
2407			Open	15/02/2023	DO NOT PROCESS, DO NO...	15/02/2023	15/02/2023	1	15/02/2023	Sid Bajaj	Sid Bajaj
2406			Open	21/02/2023	DO NOT PROCESS, DO NO...	15/02/2023	15/02/2023	4	15/02/2023	Sid Bajaj	Sid Bajaj

When you 'Print All' this will open a print preview screen of all 'open & confirmed' orders will be displayed for printing.

If you only want to select the orders in the current view displayed, then select all orders as shown in [Figure 20: Print Orders in View](#)

Figure 20: Print Orders in View

Order Number	Viridian Order Number	Job Number	Status	Delivery Date	Delivery Address	Date Created	Date Modified	Item Count
2425			Open	20/02/2023	DO NOT PROCESS, DO NO...	20/02/2023	20/02/2023	0
2424			Open	20/02/2023	DO NOT PROCESS, DO NO...	20/02/2023	20/02/2023	0
2422			Open	20/02/2023	DO NOT PROCESS, DO NO...	20/02/2023	20/02/2023	0
2421			Open	20/02/2023	DO NOT PROCESS, DO NO...	20/02/2023	20/02/2023	0
2419			Open	20/02/2023	DO NOT PROCESS, DO NO...	20/02/2023	20/02/2023	0
2416			Open	17/02/2023	DO NOT PROCESS, DO NO...	17/02/2023	17/02/2023	1
2415			Open	17/02/2023	DO NOT PROCESS, DO NO...	17/02/2023	17/02/2023	1

You will see that the total of orders selected is '20', therefore only the orders that have been selected will print.

**NEED TO ADD EXAMPLES OF PRINT PREVIEW WHEN BUGS FIXED**

Orders with status of processing, deleted and errored will not showing when printing or exporting orders.

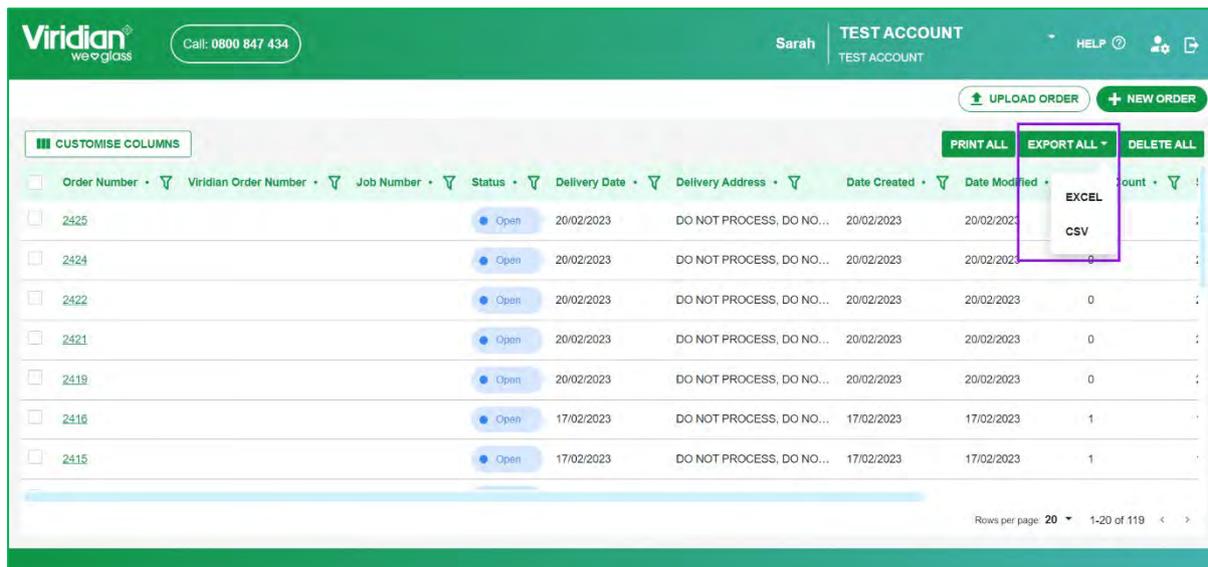
**Check if we should have the ability to print/export deleted orders.**

## 2.4. Export the list of orders

Similar to 'Print all' you can Export the list of orders.

These can be exported as an Excel or CSV. List of options available, can be viewed when you select the dropdown arrow ▼ on the 'Export All' button.

Figure 21: Options to Export List of Orders



As with print all, you can either export all orders or just the orders on the current page.

Figure 22: Example of Export into Excel

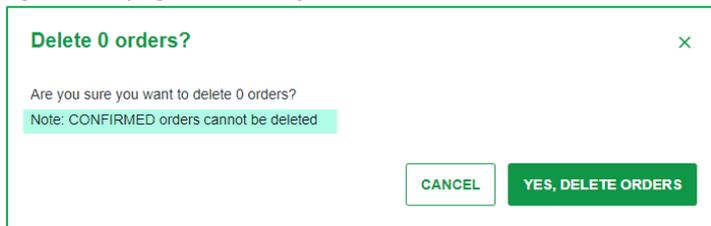
Export for multiple VOLT Orders as of 28/02/2023 and 9:11:42 AM

Glass Order Number	Viridian Order Number	Job Number	Status	Delivery Date	Delivery Address	Date Created	Date Modified	Site Delivery Date	Created By	Modified By
2340	2201000-1		Confirmed	30/03/2023	DO NOT PROCESS, DO NOT PROCESS, TEST ORDER ONLY!!	25/01/2023	03/02/2023	30/03/2023	Michael Ma	Sid Bajaj
2343		1234568790	Open	26/01/2023	DO NOT PROCESS, DO NOT PROCESS, TEST ORDER ONLY!!	26/01/2023	26/01/2023		Glenn Sandall	Stephen Wong
2344	2201002-1	132456789	Confirmed	30/03/2023	DO NOT PROCESS, DO NOT PROCESS, TEST ORDER ONLY!!	26/01/2023	03/02/2023		Glenn Sandall	Sid Bajaj
2345			Open	26/01/2023	DO NOT PROCESS, DO NOT PROCESS, TEST ORDER ONLY!!	26/01/2023	26/01/2023	26/01/2023	Glenn Sandall	Glenn Sandall
2352			Open	01/02/2023	DO NOT PROCESS, DO NOT PROCESS, TEST ORDER ONLY!!	01/02/2023	01/02/2023	01/02/2023	Michael Ma	Michael Ma
2366			Open	03/02/2023	DO NOT PROCESS, DO NOT PROCESS, TEST ORDER ONLY!!	03/02/2023	03/02/2023	03/02/2023	Sid Bajaj	Sid Bajaj
2367			Open	03/02/2023	DO NOT PROCESS, DO NOT PROCESS, TEST ORDER ONLY!!	03/02/2023	07/02/2023	03/02/2023	Sarah Padden	Stephen Wong
2394			Open	08/02/2023	DO NOT PROCESS, DO NOT PROCESS, TEST ORDER ONLY!!	08/02/2023	10/02/2023	08/02/2023	Sid Bajaj	Sid Bajaj
2401			Open	10/02/2023	DO NOT PROCESS, DO NOT PROCESS, TEST ORDER ONLY!!	10/02/2023	20/02/2023	10/02/2023	Sarah Padden	Sid Bajaj
2403			Open	14/02/2023	DO NOT PROCESS, DO NOT PROCESS, TEST ORDER ONLY!!	14/02/2023	14/02/2023	14/02/2023	Sid Bajaj	Sid Bajaj
2406			Open	21/02/2023	DO NOT PROCESS, DO NOT PROCESS, TEST ORDER ONLY!!	15/02/2023	15/02/2023	15/02/2023	Sid Bajaj	Sid Bajaj
2407			Open	15/02/2023	DO NOT PROCESS, DO NOT PROCESS, TEST ORDER ONLY!!	15/02/2023	15/02/2023	15/02/2023	Sid Bajaj	Sid Bajaj
2408			Open	15/02/2023	DO NOT PROCESS, DO NOT PROCESS, TEST ORDER ONLY!!	15/02/2023	15/02/2023	15/02/2023	Sid Bajaj	Sid Bajaj
2414			Open	17/02/2023	DO NOT PROCESS, DO NOT PROCESS, TEST ORDER ONLY!!	17/02/2023	17/02/2023	17/02/2023	Sid Bajaj	Sid Bajaj
2415			Open	17/02/2023	DO NOT PROCESS, DO NOT PROCESS, TEST ORDER ONLY!!	17/02/2023	17/02/2023	17/02/2023	Sid Bajaj	Sid Bajaj
2416			Open	17/02/2023	DO NOT PROCESS, DO NOT PROCESS, TEST ORDER ONLY!!	17/02/2023	17/02/2023	17/02/2023	Sid Bajaj	Sid Bajaj
2419			Open	20/02/2023	DO NOT PROCESS, DO NOT PROCESS, TEST ORDER ONLY!!	20/02/2023	20/02/2023	20/02/2023	Sid Bajaj	Sid Bajaj
2442	2201087-1		Confirmed	27/02/2023	DO NOT PROCESS, DO NOT PROCESS, TEST ORDER ONLY!!	23/02/2023	23/02/2023	23/02/2023	Stephen Wong	Stephen Wong
2446			Open	27/02/2023	DO NOT PROCESS, DO NOT PROCESS, TEST ORDER ONLY!!	27/02/2023	27/02/2023	27/02/2023	Stephen Wong	Stephen Wong
2447			Open	28/02/2023	DO NOT PROCESS, DO NOT PROCESS, TEST ORDER ONLY!!	28/02/2023	28/02/2023	28/02/2023	Sarah Padden	Sarah Padden

## 2.5. Delete the list of Orders

You can only delete orders that have a status of 'open'. Order that's have a status of 'confirmed' cannot be deleted. If you were to try and delete orders that are confirmed, you will see a message as per below.

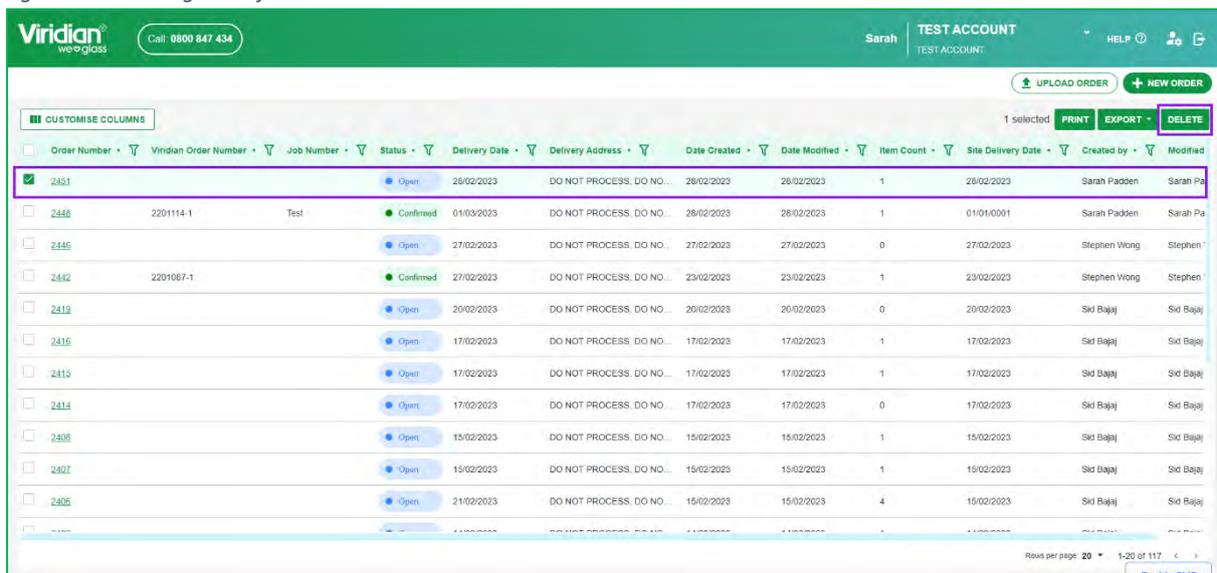
Figure 23: Trying to delete confirmed orders



As you can see from the image above, the selected orders are 'zero' and the note reads 'Confirmed orders cannot be deleted'.

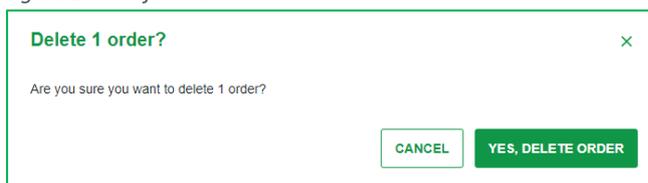
To delete an 'open' you select the line from the list of orders on the home page and select 'delete'.

Figure 24: Selecting order for deletion



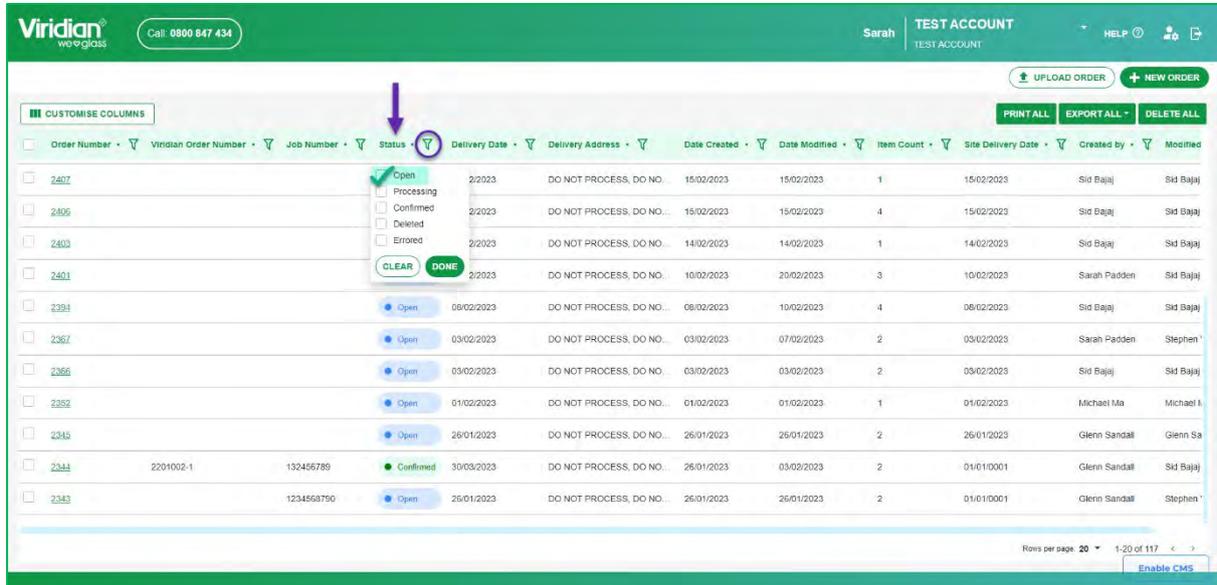
A prompt will appear on the screen asking if you are sure you want to delete.

Figure 25: Confirm to delete



If you want to select multiple 'open' orders to be deleted, you can select each line at a time, or you can view all the open orders, by using the filter  on the status column and select open and done.

Figure 26: Filter on Status Column



You can either delete all open orders in view, or again just the ones that you need to delete.

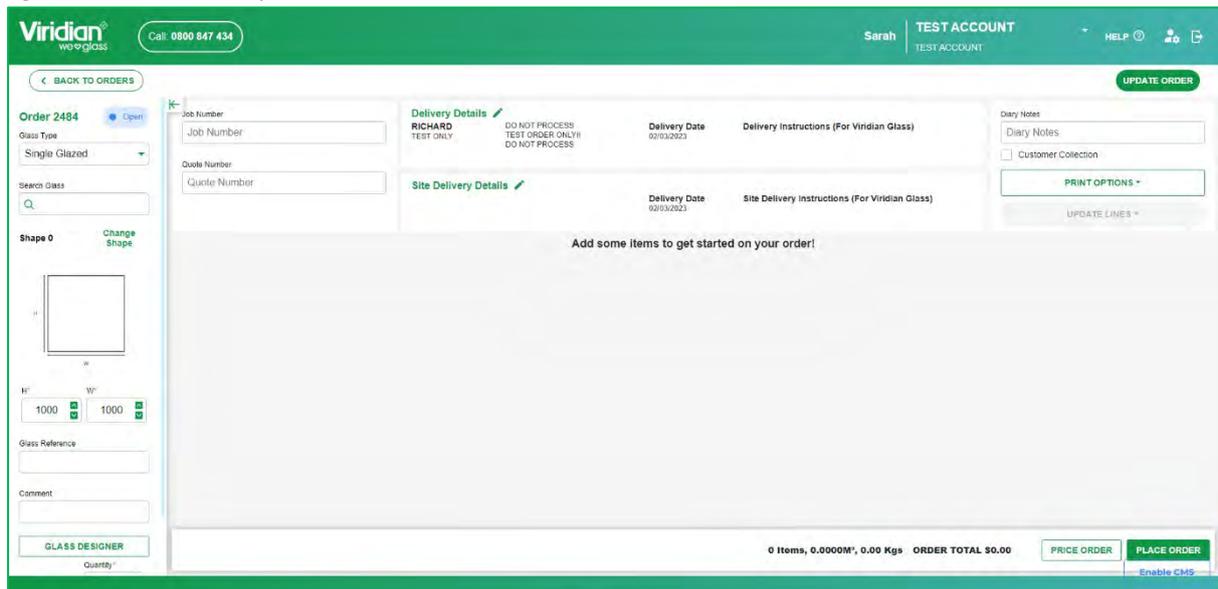
**When an order is deleted, it is removed from view, but has not been wiped/cleaned out of the system**

**To view a list of all, deleted orders change the filter on the status column to 'deleted' – Check if users should be able to view the line items of deleted orders.**

### 3. New Order Entry

When you select the New Order  button on the home screen the page will open as displayed below.

Figure 27: New Order Entry



To order a new item select the dropdown arrow ▼ for a list of Glass Type. You can order from

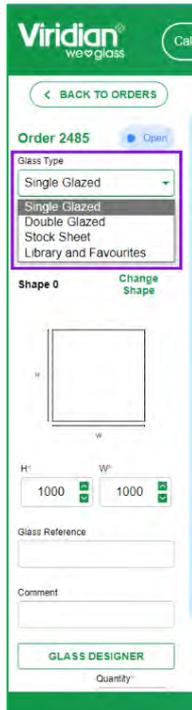
- Single Glazed\*
- Double Glazed [\[Refer to Double Glaze Order Entry - Page 20\]](#)
- Stock Sheets\*\*
- Library & Favourites\*\*

\*Existing features has been updated

\*\*New Features have been added

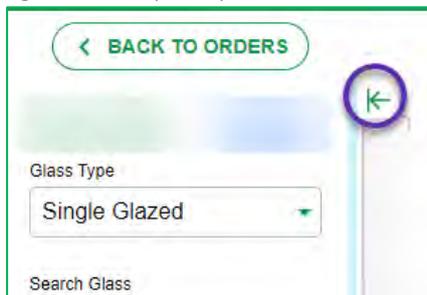
Each of these options will be explained within this training document.

Figure 28: New Order Entry - Side Panel



To collapse/expand the side panel, click on the arrow to the right of the side panel.

Figure 29: Collapse/Expand Side Panel



#### 4. Double Glaze Order Entry

There are a couple of ways that you create a Double-Glazed Order, either by

1. Upload V6 File *Double Glaze Order Entry – Uploading V6 File*
2. Manually creating the order and entering *Manual Order Entry – Double Glazing*

Each of these options will be explained within this training document.

##### 4.1. Uploading V6 File - Double Glazing

To import a V6 file, to start with you need to be on the home screen.

Select Upload Order

Figure 30: Creating New Order with V6 File

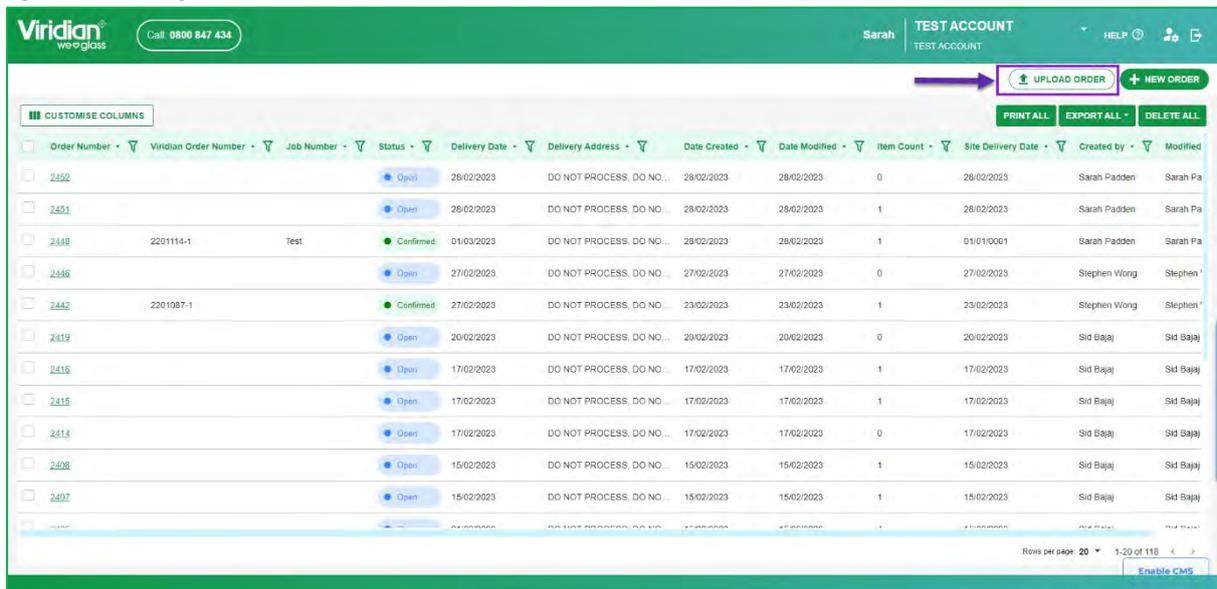
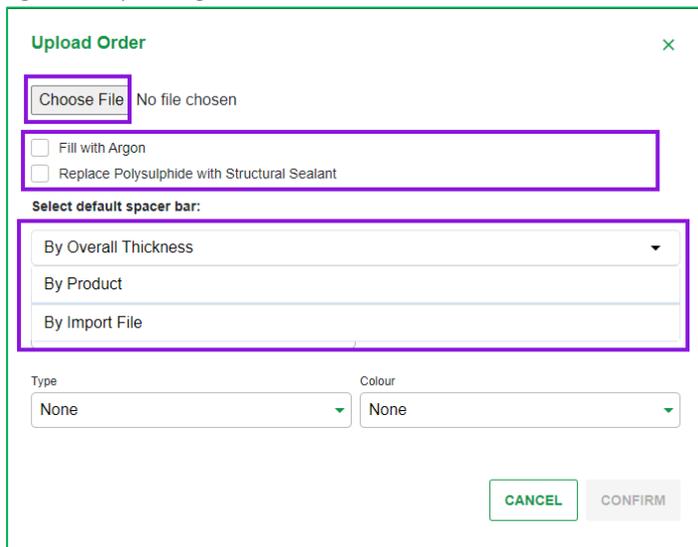


Figure 31: Uploading V6 File



- Select Choose File and select the location the file is located on your computer.
  - You can select whether you want all the units to be filled with Argon Gas, as well as changing the seal from Standard Polysulphide to Structural Sealant.
  - You can select the default spacer from
    - Overall Thickness *All units will have the same thickness*
    - By Product *Allows you to select the Spacer Bar Thickness, Type and Colour*
    - By Import File *Spacer Bar will match the details from the Import File.*
  - Once all fields have been completed, select confirm.

Figure 32: Example - Selecting Spacer Bar Thickness, Type & Colour

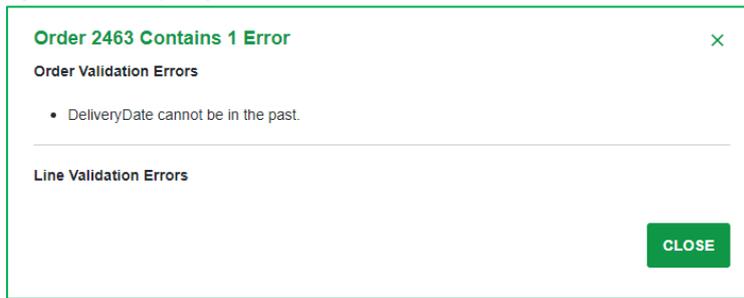
Once you have selected 'confirm' the order will open as shown below for you to review the order before sending.

Figure 33: Example of order upload from V6 File

If there is an error with the file this will be displayed, similar to the image above.

As you can in the example above there is one error. To view what the error is, select VIEW ERRORS (1)  
 A pop-up message will appear – refer to next page.

Figure 34: Example of Error on V6 File



The error with the file as above, is that the delivery date cannot be in the past. Close the message and amend the delivery date.

Select the pencil icon  next to 'Delivery Details' so that the date can be edited.

Figure 35: Editing Delivery Details

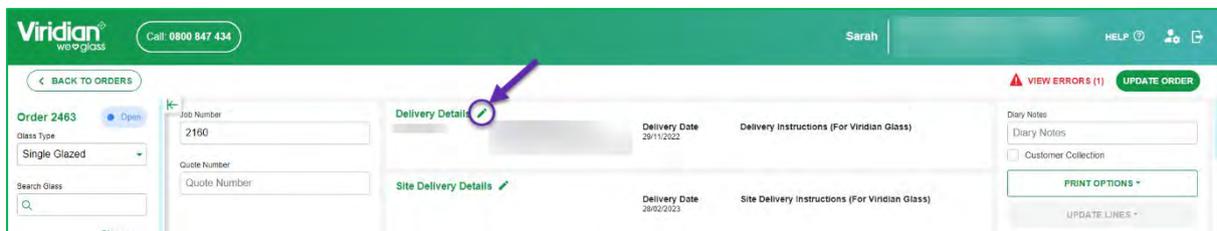
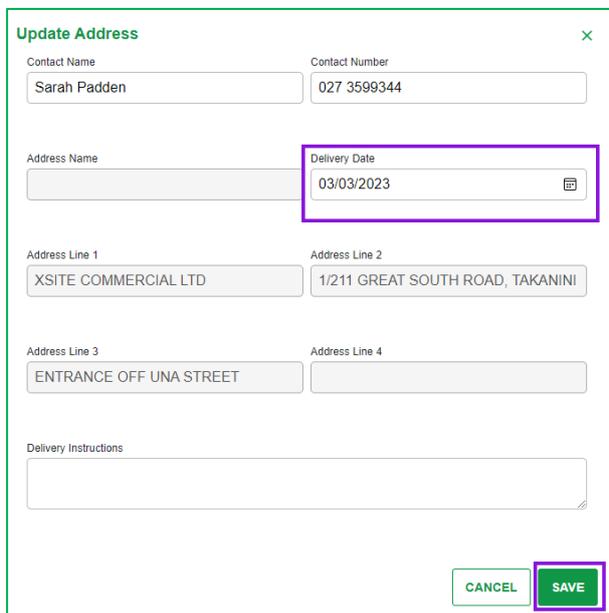


Figure 36: Updating Delivery Details



Once you update the delivery date and selected save, the error will no longer display.

#### 4.1.1. Price Order

At the bottom the of the order screen when you are reviewing an order, you will see

- Number of Items
- Square Metre [m<sup>2</sup>]
- Total weight [kgs]
- Order Total [\$]      *This total is inclusive of any surcharges that may apply. For example, shape, undersize, oversize units.*

Figure 37: Order Total/Summary



If you modify a line item, by be adding a process or delete a line from the order, you will need to ‘price order’ again the recalculate.

#### 4.1.2. Place Order

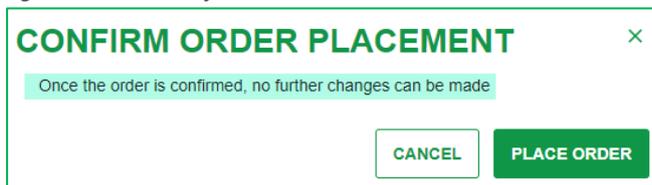
Once you have finished reviewing the order and are ready to send the order, select ‘place order’.

Figure 38: Placing Order in Volt



A pop-up message will show on screen as per image below.

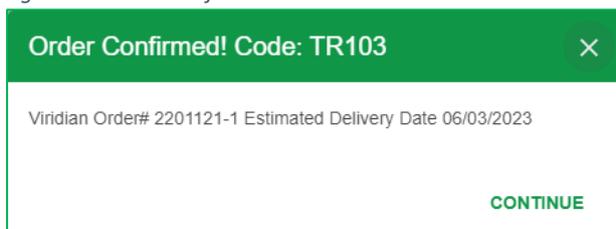
Figure 39: Order Confirmation



As per the pop-up message, once the order has been confirmed you will no longer be able to make changes to the order.

Once you have selected ‘place order’ and the order has been received by Viridian, you will get an order confirmation as shown below. This will have the Viridian Order reference and the expected delivery date of the order.

Figure 40: Order Confirmation



The Viridian Order Number will also be displayed against the order on the home page.

Figure 41: Confirmed Order with Viridian Order Number

Order Number	Viridian Order Number	Job Number	Status	Delivery Date	Delivery Address	Date Created	Date Modified	Item Count	Site Delivery Date	Created by	Modified
2455	2201120-1	2160	Confirmed	06/03/2023	XSITE COMMERCIAL LTD, 1...	28/02/2023	28/02/2023	45	28/02/2023	Sarah Padden	Sarah Pa
2464		2160	Open	29/11/2022	XSITE COMMERCIAL LTD, 1...	28/02/2023	28/02/2023	0	28/02/2023	Sarah Padden	Sarah Pa
2463		2160	Open	03/03/2023	XSITE COMMERCIAL LTD, 1...	28/02/2023	28/02/2023	45	01/01/2023	Sarah Padden	Sarah Pa
2450			Open	28/02/2023	XSITE COMMERCIAL LTD, 1...	28/02/2023	28/02/2023	0	28/02/2023	Sarah Padden	Sarah Pa
2449	2201116-1		Confirmed	02/03/2023	XSITE COMMERCIAL LTD, 1...	28/02/2023	28/02/2023	1	28/02/2023	Sarah Padden	Sarah Pa
2342			Open	26/01/2023	XSITE COMMERCIAL LTD, 1...	26/01/2023	26/01/2023	2	26/01/2023	Sarah Padden	Sarah Pa
2341			Open	25/01/2023	XSITE COMMERCIAL LTD, 1...	25/01/2023	25/01/2023	1	25/01/2023	Sarah Padden	Sarah Pa
2331			Open	31/01/2023	XSITE COMMERCIAL LTD, 1...	24/01/2023	24/01/2023	3	24/01/2023	Sarah Padden	Sarah Pa
2150			Open	01/12/2022	XSITE COMMERCIAL LTD, 1...	01/12/2022	01/12/2022	1	01/12/2022	Sarah Padden	Sarah Pa
2084			Open	21/11/2022	XSITE COMMERCIAL LTD, 1...	21/11/2022	21/11/2022	0	21/11/2022	Sarah Padden	Sarah Pa
2081			Open	18/11/2022	XSITE COMMERCIAL LTD, 1...	18/11/2022	18/11/2022	1	18/11/2022	Sarah Padden	Sarah Pa

#### 4.1.3. Manual Order Entry – Double Glazing

To create a new double-glazed order, following the steps below.

- New Order
- Double Glazed from the dropdown list.

Figure 42: Step 1 – Selecting Glass Type Double Glazed

Order 2489 Open

Glass Type: **Double Glazed**

OUTER | SPACER | INNER

Search Glass:

Shape 0 Change Shape

H: 1000 W: 1000

Glass Reference:

Comment:

Job Number:

Quote Number:

Quote Number:

Delivery Details: RICHARD TEST ONLY. DO NOT PROCESS TEST ORDER ONLY!! DO NOT PROCESS. Delivery Date: 02/03/2023. Delivery Instructions (For Viridian Glass):

Site Delivery Details: Delivery Date: 02/03/2023. Site Delivery Instructions (For Viridian Glass):

Diary Notes:

Customer Collection

PRINT OPTIONS

UPDATE LINES

0 Items, 0.0000M<sup>3</sup>, 0.00 Kgs ORDER TOTAL \$0.00

PRICE ORDER PLACE ORDER

Enable CMS

The system will ask you to enter the **Outer Pane** glass followed by the **Spacer Bar Thickness and Colour** and then the **Inner Pane**.

- In 'search glass' type the description of the glass for example 5mm Clear. All types of glass, that match will appear on screen, or you can enter a brief description of the glass type, example "Low Iron". All glass types and thickness will be returned from the search.

Figure 43: Step 2 - Selecting Outer Pane to DGU

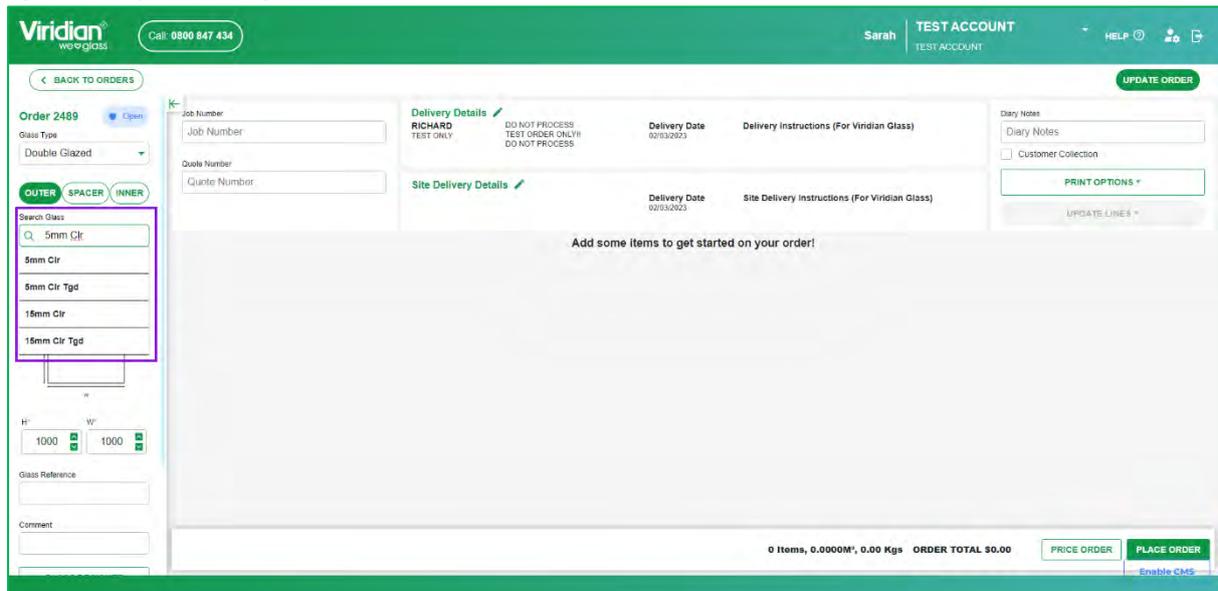
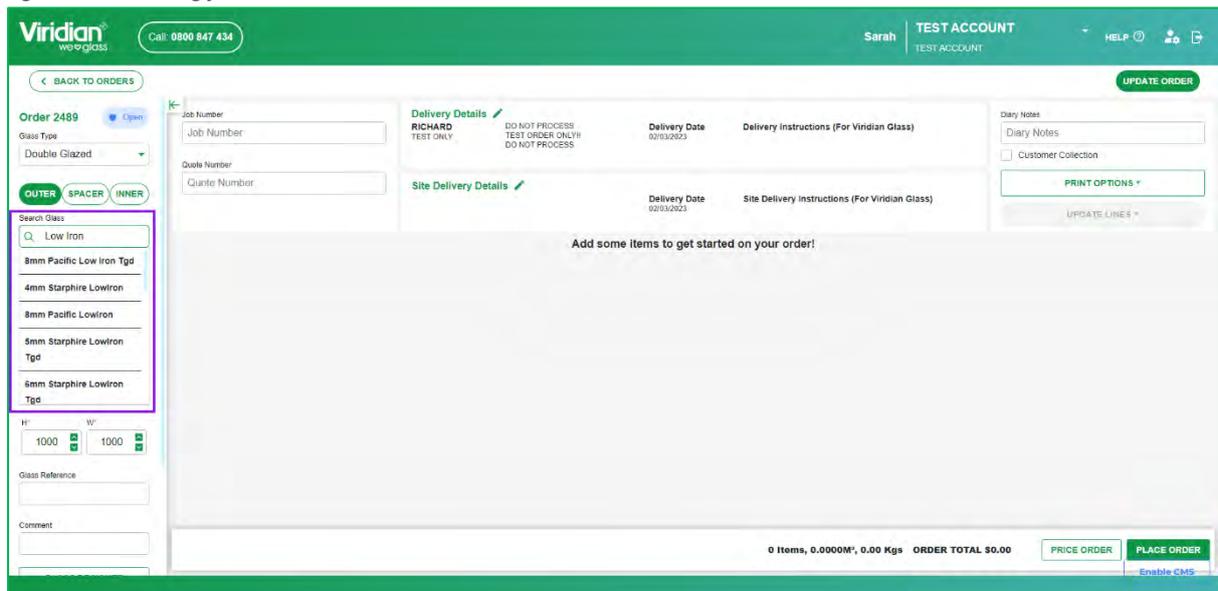
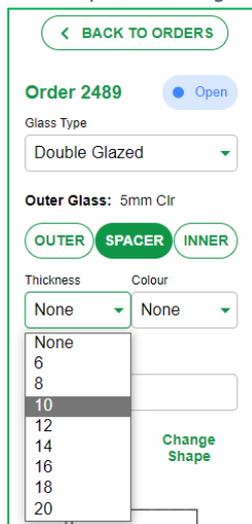


Figure 44: Searching for Low Iron Glass



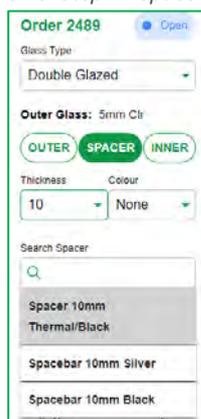
- Once you have selected the glass type for the outer pane, you then need to select the spacer bar thickness and colour.
- Select 'spacer' 
- Then from the drop-down list, select the thickness, for example 10mm

Figure 45: Step 3 - Selecting Thickness of Spacer Bar



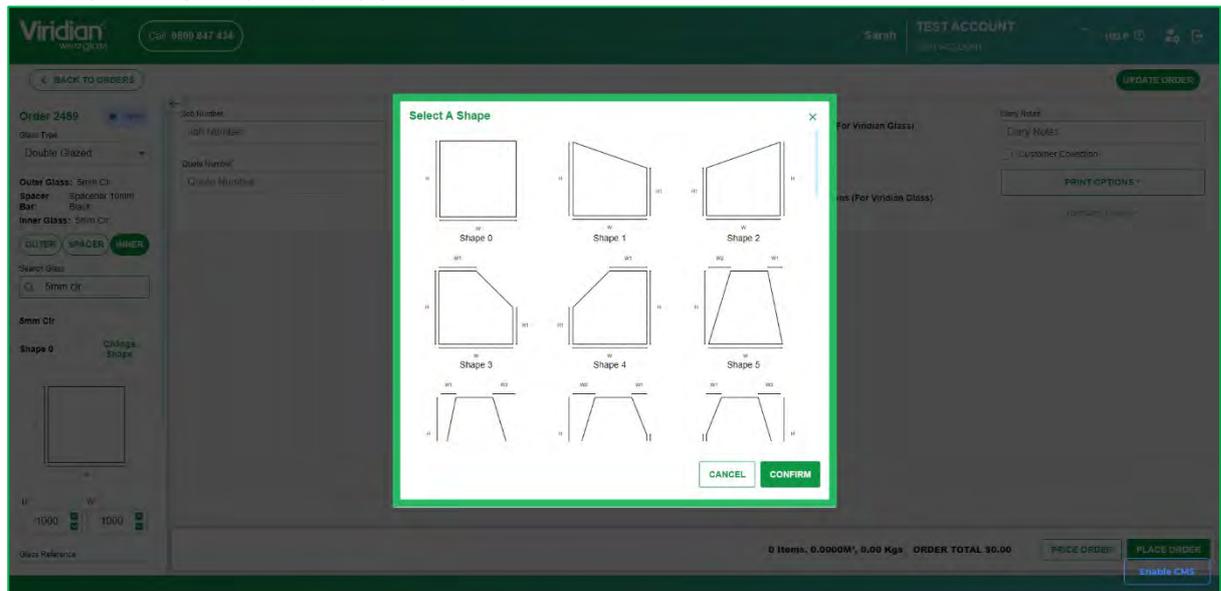
- Once you have selected the thickness, all options of spacer bar will appear

Figure 46: Step 4 - Spacer Bar Type and Colour



- Then select inner **INNER** and search for the glass type as you did for the outer pane of the DGU.
- If you need to change the shape of the DGU, select 'Change Shape' **Change Shape** and a new window will open of the shapes that are available to order.

Figure 47: Step 5: Change Shape [Skip Step if not required]



- Pick the shape from the options available and click confirm.

The side panel will show the shape number, image of shape and the sizes that need to be entered for the shape that has been selected.

Figure 48: Step 6 - Entering Sizes for Shaped IGU

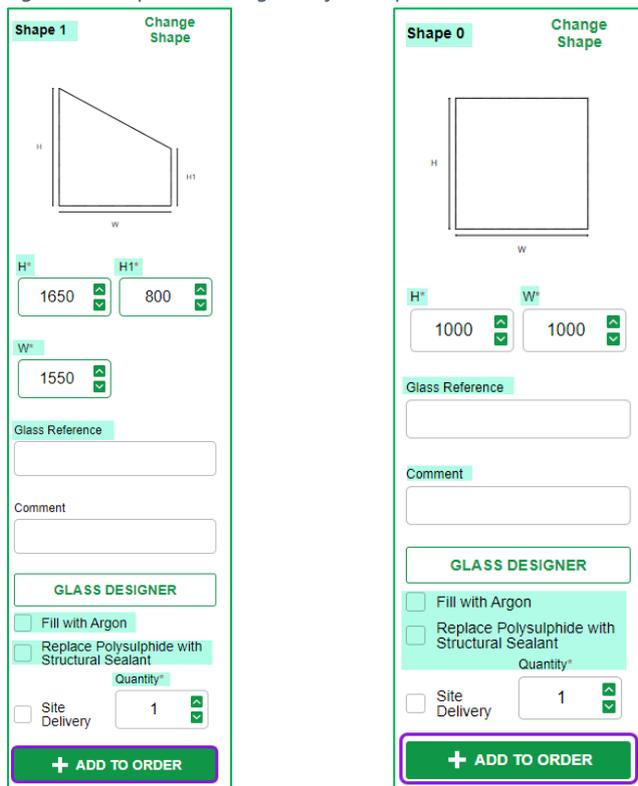


Figure 49: Side Panel for Shape 0 [Rectangle/Square]

Now you can enter the following details

- Height
- Width
- Glass Reference/Window Number *for example Window 1*
- Comment *i.e., Bathroom*
- Fill with Argon *[if required]*
- Replace Polysulphide with Structural Sealant *[if required]*
- Site Delivery *[if required]*
- Quantity

Once you have completed all of the above, you can now Add To Order

 + ADD TO ORDER

Repeat these steps to add additional lines to the order.

Once you have added all items to the order and selected the delivery date, you can then price order [[refer to 4.1.1](#)] and place order [[refer to 4.1.2](#)]

#### 4.1.4. Processing – Double Glazing

Standard Cat Door

Standard Dog Door – Circle

Standard Dog Door - Rectangle

Standard Fan Hole [Circle or Square]

## 5. Site Delivery

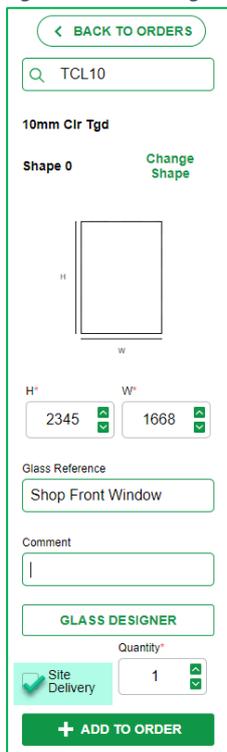
There are a couple of options of adding items to be site delivered.

### Option 1:

Selecting Site Delivery in the side panel when adding items to you order. To do this follow the steps below.

- Select New Order
- Select Glass Type
- Add the height and width
- Add glass Reference
- Add comment is required
- Select ✓ 'Site Delivery'
- Add to order

Figure 50 - Selecting Item for Site Delivery



**10mm Clr Tgd**

Shape 0 Change Shape



H\*  W\*

Glass Reference

Comment

Quantity\*

Site Delivery

When you select 'site delivery' and 'add to order' another window will open asking for the details of the site delivery.

Figure 51 - Site Delivery Details

**Update Address** ✕

Contact Name  Contact Number

Address Name  Delivery Date

Address Line 1  Address Line 2

Address Line 3  Address Line 4

Delivery Instructions

**CONTACT NAME AND CONTACT NUMBER ARE MANDATORY FIELDS**

Update the details for site delivery and select save.

The line item will then be updated to show the item 'Has Site Delivery' and the site details will be displayed under 'Site Delivery Details'. [Refer to Figure 52: Order Page with items marked for Site Delivery](#)

In the image below, we have two-line items, one marked for delivery, and one **not** marked for 'site delivery'. Items that have not been marked for delivery, will be delivered to the standard delivery address.

Figure 52: Order Page with items marked for Site Delivery

The screenshot shows the Viridian weglass order management interface. The top navigation bar includes the company logo, contact information (Call: 0800 847 434), user name (Sarah), account type (TEST ACCOUNT), and utility icons (HELP, user profile, notifications). A 'BACK TO ORDERS' button is on the left, and an 'UPDATE ORDER' button is on the right.

The main content area displays 'Order 2494' with a 'Single Glazed' glass type. On the left, there are controls for 'Shape 0' with a diagram and input fields for height (2345) and width (1668). The central 'Delivery Details' section shows 'RICHARD TEST ONLY' with a warning 'DO NOT PROCESS TEST ORDER ONLY!! DO NOT PROCESS'. Below this, a 'Site Delivery Details' section is highlighted in yellow, showing contact information for Sarah Padden (0277315559) and address '33 Gordon Road, Mount Wellington, Auckland'. The 'Delivery Date' is 03/03/2023. To the right, there are 'Diary Notes' and 'PRINT OPTIONS'.

The main table lists two line items:

Line No.	Shape	Shape ID	Dimensions	Thickness	Quantity	Reference	Comment	Line Total	Product ID	Glass Type	Has Site Delivery	Description	Height	W
1		8	H - 2345 W - 1668	19.8mm	1	Shop Front Window		\$589.51	TCL10	Toughened	<input checked="" type="checkbox"/>	10mm Clr Tgd Processing	2345	
2		8	H - 600 W - 800	6.8mm	2			\$67.89	TCL05	Toughened	<input type="checkbox"/>	6mm Clr Tgd Processing	600	

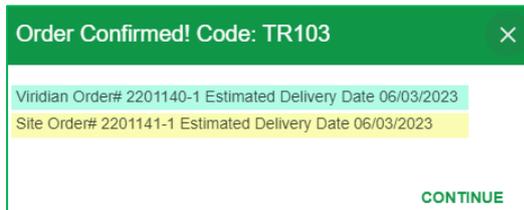
At the bottom, a summary bar shows '3 Items, 4.3915M<sup>3</sup>, 112.19 Kgs' and 'ORDER TOTAL \$577.40'. There are 'PRICE ORDER' and 'PLACE ORDER' buttons.

Once you have completed adding all items to the order, price order and then place order.

When you place order and you have items going to site and other items going to your normal delivery point, on the order confirmation you will see two Viridian Reference Numbers.

The first order number is for standard/normal delivery and the second the reference for site delivery so you can liaise with the Customer Services.

Figure 53: Order Confirmation for Normal & Site Delivery



When you return to the home page, you will see that there is a 'Viridian Order Number' and also a 'Viridian Site Order Number' as the order has been split.

Figure 54: Home Screen Showing two Viridian Reference'

Order Number	Viridian Order Number	Viridian Site Order Number	Job Number	Status	Delivery Date	Delivery Address	Date Created	Date Modified	Item Count	Site Delivery Date
2494	2201140-1	2201141-1		Confirmed	06/03/2023	DO NOT PROCESS, DO NO...	03/03/2023	03/03/2023	3	06/03/2023
2499	2201139-1			Confirmed	06/03/2023	DO NOT PROCESS, DO NO...	02/03/2023	02/03/2023	1	02/03/2023
2481	2201136-1			Confirmed	03/03/2023	DO NOT PROCESS, DO NO...	01/03/2023	01/03/2023	1	01/03/2023
2472	2201125-1			Confirmed	03/03/2023	DO NOT PROCESS, DO NO...	01/03/2023	01/03/2023	2	03/03/2023
2451				Open	28/03/2023	DO NOT PROCESS, DO NO...	28/02/2023	01/03/2023	1	28/02/2023
2448	2201114-1		Test	Confirmed	01/03/2023	DO NOT PROCESS, DO NO...	28/02/2023	28/02/2023	1	01/01/0001
2442	2201087-1			Confirmed	27/02/2023	DO NOT PROCESS, DO NO...	23/02/2023	23/02/2023	1	23/02/2023
2416				Open	17/02/2023	DO NOT PROCESS, DO NO...	17/02/2023	17/02/2023	1	17/02/2023
2415				Open	17/02/2023	DO NOT PROCESS, DO NO...	17/02/2023	17/02/2023	1	17/02/2023
2406				Open	15/02/2023	DO NOT PROCESS, DO NO...	15/02/2023	15/02/2023	1	15/02/2023
2407				Open	15/02/2023	DO NOT PROCESS, DO NO...	15/02/2023	15/02/2023	1	15/02/2023

## Option 2:

If you have added all items to you order and then realise that you need some of the items or the ordered to be delivered to site, following the below steps.

- Select Items for site delivery

Figure 55 - Selecting line items for delivery

Line No.	Shape	Shape ID	Dimensions	Thickness	Quantity	Reference	Comment	Line Total	Product ID	Glass Type	Has Site Delivery	Description	Height
1	[Shape Icon]	Ø	H - 2345 W - 1668	10.0mm	2	Shop Front 2		\$1,019.81	TCL10	Toughened	<input checked="" type="checkbox"/>	10mm Clr Tgd Processing	2345
2	[Shape Icon]	Ø	H - 600 W - 800	6.0mm	2			\$67.89	TCL05	Toughened	<input type="checkbox"/>	6mm Clr Tgd Processing	600
3	[Shape Icon]	Ø	H - 600 W - 800	5.0mm	4			\$58.84	CL05	Annealed	<input type="checkbox"/>	5mm Clr Processing	800
4	[Shape Icon]	Ø	H - 2345 W - 1668	10.0mm	2	Shop Front 2		\$1,019.81	TCL10	Toughened	<input checked="" type="checkbox"/>	10mm Clr Tgd Processing	2345

10 Items, 8.9429M<sup>3</sup>, 437.55 Kgs ORDER TOTAL \$2,156.76

- Update Lines
- General Information

Figure 56: Bulk Update Line Items for Site Delivery

Line No.	Shape	Shape ID	Dimensions	Thickness	Quantity	Reference	Comment	Line Total	Product ID	Glass Type	Has Site Delivery	Description	Height
1	[Shape Icon]	Ø	H - 2345 W - 1668	10.0mm	1	Shop Front 2		\$509.51	TCL10	Toughened	<input checked="" type="checkbox"/>	10mm Clr Tgd Processing	2345
2	[Shape Icon]	Ø	H - 600 W - 800	6.0mm	1			\$33.95	TCL05	Toughened	<input type="checkbox"/>	6mm Clr Tgd Processing	600
3	[Shape Icon]	Ø	H - 500 W - 500	5.0mm	1			\$4.97	CL05	Annealed	<input type="checkbox"/>	5mm Clr Processing	500
4	[Shape Icon]	Ø	H - 2345 W - 1668	10.0mm	1	Shop Front 2		\$509.51	TCL10	Toughened	<input checked="" type="checkbox"/>	10mm Clr Tgd Processing	2345

4 Items, 8.5529M<sup>3</sup>, 205.90 Kgs ORDER TOTAL \$1,057.92

A new window will open asking for the following information

- Glass Reference
- Comments
- Site Delivery
  - Select ✓ 'Site Delivery'
- Bulk Update

Figure 57: Selecting Site Delivery

You will then be prompted to enter the site contact details.

Figure 58: Site Delivery Details

- Enter the details.

**CONTACT NAME AND CONTACT NUMBER ARE MANDATORY FIELDS**

- Save

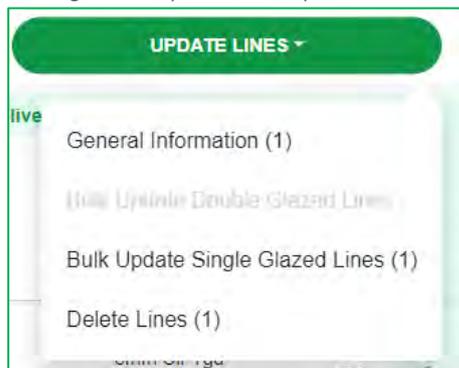
As with option 1, if you have a split order [part site delivery/part standard delivery] once you have placed the order, the order confirmation will be returned with two Viridian Reference Numbers. [Figure 53: Order Confirmation for Normal & Site Delivery](#)

## 6. Update Lines in Order

Under the options for Update Lines  there are a few things that you can change.

- General Information
- **Bulk Update Double Glazed Items** – cannot test as of 03/03/23 – function not working!!!!
- Bulk Update Single Glazed Items
- Delete Lines

Figure 59: Update Lines Options



### 6.1. General Information

First step, select the line item or items that you want to update. In the example below we have selected one line item to updated.

Figure 60: Select Line to Update

The screenshot shows the Viridian web interface for order management. The top navigation bar includes the Viridian logo, contact information (Call 0800 847 434), user name (Sarah), account type (TEST ACCOUNT), and utility icons (HELP, user profile, cart). Below the navigation bar, there are buttons for 'BACK TO ORDERS' and 'UPDATE ORDER'. The main content area is divided into several sections: 'Job Number' and 'Quote Number' input fields; 'Delivery Details' and 'Site Delivery Details' sections with checkboxes for 'DO NOT PROCESS TEST ORDER ONLY'; 'Delivery Date' and 'Site Delivery Date' fields; and 'Delivery Instructions' and 'Site Delivery Instructions' fields. On the right, there are 'Diary Notes' and 'Customer Collection' checkboxes, along with 'PRINT OPTIONS' and 'UPDATE LINES' buttons. The central part of the interface features a table of line items with columns for Line No., Shape, Shape ID, Dimensions, Thickness, Quantity, Reference, Comment, Line Total, Product ID, Glass Type, Has Site Delivery, Description, Height, and W. Three line items are listed, with line 3 selected (indicated by a green background and a checkmark in the first column). The bottom of the interface shows a summary: '3 Items, 5.0900M³, 115.15 Kgs ORDER TOTAL \$594.71' and buttons for 'PRICE ORDER' and 'PLACE ORDER'.

Line No.	Shape	Shape ID	Dimensions	Thickness	Quantity	Reference	Comment	Line Total	Product ID	Glass Type	Has Site Delivery	Description	Height	W
1			H - 2200 W - 1100	29.8mm	1			\$377.11	XTCL04TCL04			4 Clr Tgd // 4 Clr Tgd Processing	2280	
2			H - 2200 W - 1100	29.8mm	1			\$197.23	XCLO5CL05			5 Clr // 5 Clr Processing	2280	
3			H - 500 W - 500	29.8mm	1			\$29.39	XCLO5CL05			5 Clr // 5 Clr Processing	500	

Under the General Information option, you can update the following:

- Glass Reference
- Quantity [Increase or Decrease when greater than 1]
- Comments
- Site Delivery *Refer to Section 0*
- **Processing – Double Glazing**

Standard Cat Door

Standard Dog Door – Circle

Standard Dog Door - Rectangle

Standard Fan Hole [Circle or Square]

- **Site Delivery**

Update the details you wish to change and then select 'Bulk Update'

Figure 61: Update Lines - General Information

**Update 1 Order Lines** ✕

Glass Reference

Quantity

Comments

Site Delivery

Once you have selected Bulk Update you will be return back to the order entry screen and the items will have been updated.

Figure 62: Update Lines - Item details updated

The screenshot shows the Viridian order management interface. At the top, there's a header with the Viridian logo, contact info (Call 0800 847 434), user name (Sarah), and account type (TEST ACCOUNT). Below the header, there are navigation buttons like 'BACK TO ORDERS' and 'UPDATE ORDER'. The main area is divided into several sections: 'Order 2514' with details like Glass Type (Double Glazed), Outer Glass (5mm Clr), Spacer (Spacebar 10mm), and Inner Glass (5mm Clr). There are also sections for 'Delivery Details' (Job Number, Quote Number, Delivery Date 06/03/2023) and 'Site Delivery Details' (Delivery Date 06/03/2023). A table lists the order items:

Line No.	Shape	Shape ID	Dimensions	Thickness	Quantity	Reference	Comment	Line Total	Product ID	Glass Type	Has Site Delivery	Description	Height	W
1	[Shape Icon]	0	H - 2200 W - 1100	28.8mm	1			\$377.11	XTCL04TCL04			4 Clr Tgd // 4 Clr Tgd Processing	2288	
2	[Shape Icon]	0	H - 2200 W - 1100	28.8mm	1			\$197.23	XCLO5CL05			5 Clr // 5 Clr Processing	2288	
3	[Shape Icon]	0	H - 500 W - 500	28.8mm	2	Kitchen Window	Left Side	\$48.75	XCLO5CL05			5 Clr // 5 Clr Processing	500	1

At the bottom, there's a summary: '4 Items, 5.0900M<sup>3</sup>, 121.40 Kgs ORDER TOTAL \$815.09'. There are buttons for 'PRICE ORDER', 'PLACE ORDER', and 'Enable CMS'.

## 6.2. Bulk Update Double Glaze Lines

In this function you can update the following for Double Glazing

- Fill with Argon
- Replace Polysulphide with Structural Sealant
- Select default Spacer Bar
  - By Overall Thickness
  - By Product
- Type
  - Aluminium
  - Thermal
- Colour
  - Black
  - Silver

Figure 63: Bulk Edit for Double Glazing

**Update 3 Order Lines** ✕

Fill with Argon

Replace Polysulphide with Structural Sealant

**Select default spacer bar:**

By Overall Thickness ▼

Overall Thickness

22 ▼

Type Colour

None ▼ None ▼

To update all items within the order, select all items.

Figure 64: Bulk Edit DG

The screenshot shows the Viridian web application interface. At the top, there's a header with the Viridian logo, contact number (0800 847 434), user name (Sarah), account type (TEST ACCOUNT), and utility icons (HELP, user profile, notifications). Below the header, there's a navigation bar with 'BACK TO ORDERS' and 'UPDATE ORDER' buttons.

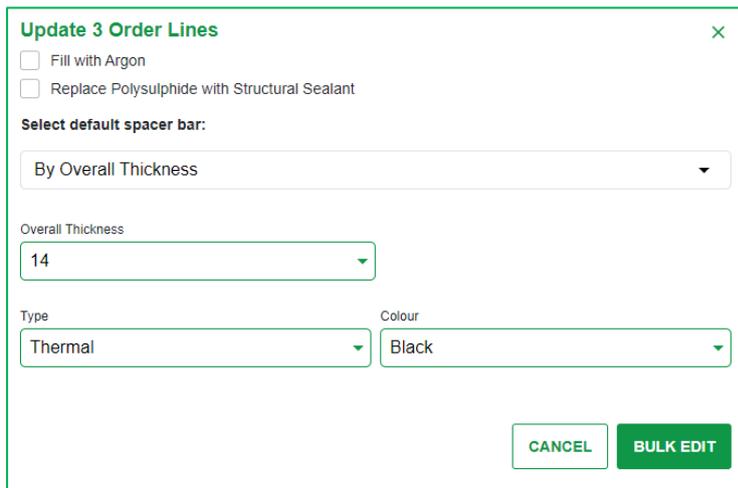
The main content area is divided into several sections:

- Order 2509**: Includes 'Glass Type' (Single Glazed), 'Search Glass' field, and 'Shape 0' with a 'Change Shape' button and a diagram.
- Delivery Details**: Includes 'Job Number', 'Quote Number', 'Quote Number', 'Delivery Date' (06/03/2023), and 'Delivery Instructions (For Viridian Glass)'. A warning box says 'RICHARD TEST ONLY DO NOT PROCESS TEST ORDER ONLY DO NOT PROCESS'.
- Site Delivery Details**: Includes 'Delivery Date' (06/03/2023) and 'Site Delivery Instructions (For Viridian Glass)'.
- Diary Notes**: Includes 'Diary Notes' field, 'Customer Collection' checkbox, 'PRINT OPTIONS', and 'UPDATE LINES' button.
- Order Lines Table**: A table with columns: Line No., Shape, Shape ID, Dimensions, Thickness, Quantity, Reference, Comment, Line Total, Product ID, Glass Type, Has Site Delivery, Description, Height, W. It shows 3 lines:
 

Line No.	Shape	Shape ID	Dimensions	Thickness	Quantity	Reference	Comment	Line Total	Product ID	Glass Type	Has Site Delivery	Description	Height	W
1	[Diagram]	0	H - 1000 W - 1000	19.0mm	1			\$71.49	XCLO4CL04			4 Cir // 4 Cir Processing	1000	i
2	[Diagram]	0	H - 500 W - 500	20.0mm	1			\$20.38	XCLO5CL05			5 Cir // 5 Cir Processing	500	i
3	[Diagram]	0	H - 1000 W - 1000	24.0mm	1			\$103.36	XCLO6CL06			6 Cir // 6 Cir Processing	1000	i
- Summary**: '3 Items, 2.2500M<sup>3</sup>, 56.25 Kgs ORDER TOTAL \$195.23'. Includes 'PRICE ORDER' and 'PLACE ORDER' buttons, and a link to 'Enable CMS'.

- Select Update Lines
- Bulk Update Double Glaze Lines [The number in brackets, represent the number of lines that have been selected]
- Pop Up Windows will appear [
- Select what you want to change, for example Spacer Bar
- Overall Thickness
- Type
- Colour
- Bulk Edit

Figure 65: Example of Bulk Edit [Change Spacer Bar Thickness]



You are then returned to the order entry screen.

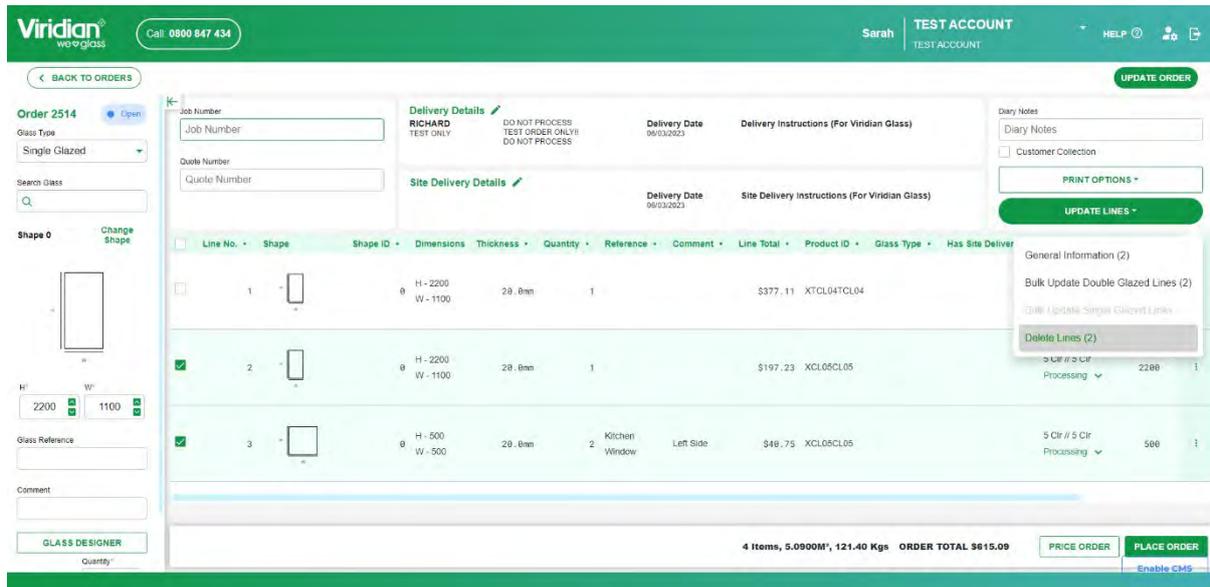
In the column 'description' if you select Processing the spacer bar will be showing as 14 Thermal Black.

### 6.3. Delete Line

To delete multiple lines in an order you need to follow the steps below.

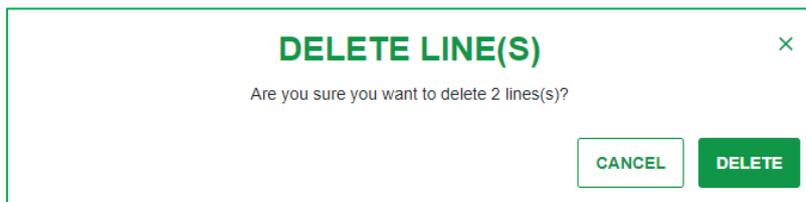
- Select Items that you wish to delete
- Update Lines
- Delete Lines [number in brackets represent the total lines that have been selected]

Figure 66: Selecting multiple lines to be deleted



A prompt will appear on screen as below asking if you are sure you want to delete 2 lines.

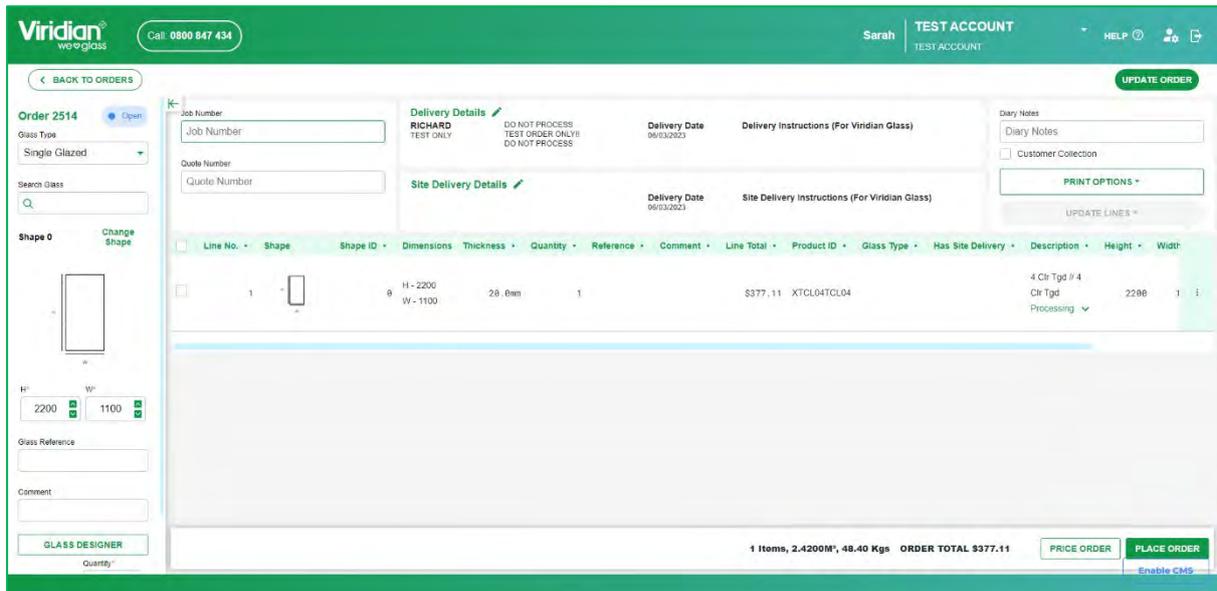
Figure 67: Prompt for deleting line items



If you are **not sure**, then select 'cancel' and you will be returned to the order entry screen.

If you are sure that you wish to delete the lines, select 'delete' and the items will be deleted, and you will be navigated back to the order entry screen and the items will have disappeared.

Figure 68: Line Items 2 & 3 deleted



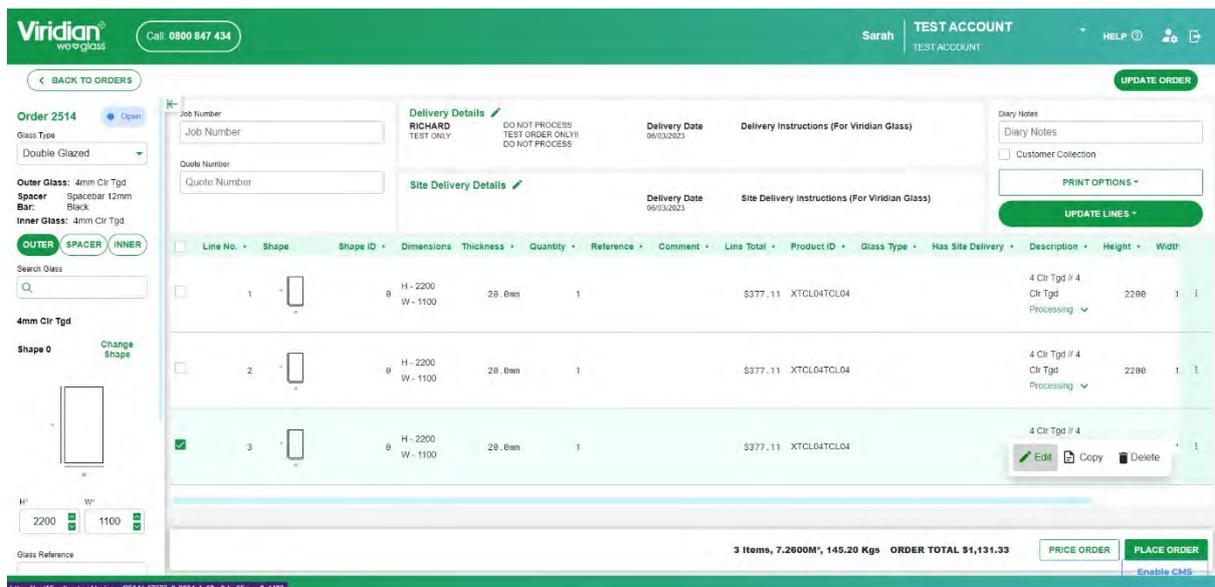
## 6.4. Edit Single Line Item

### 6.4.1. Edit Line

If you wish to change a single line item, you can do so by selecting the three dots  which will then give you three options

- Edit
- Copy
- Delete

Figure 69: Edit Single Line Item



If you select 'Edit' the Glass Designer Screen will open.  
 The side panel will open and here you can change the details of the panel.  
 Figure 70: Editing Line in Side Panel



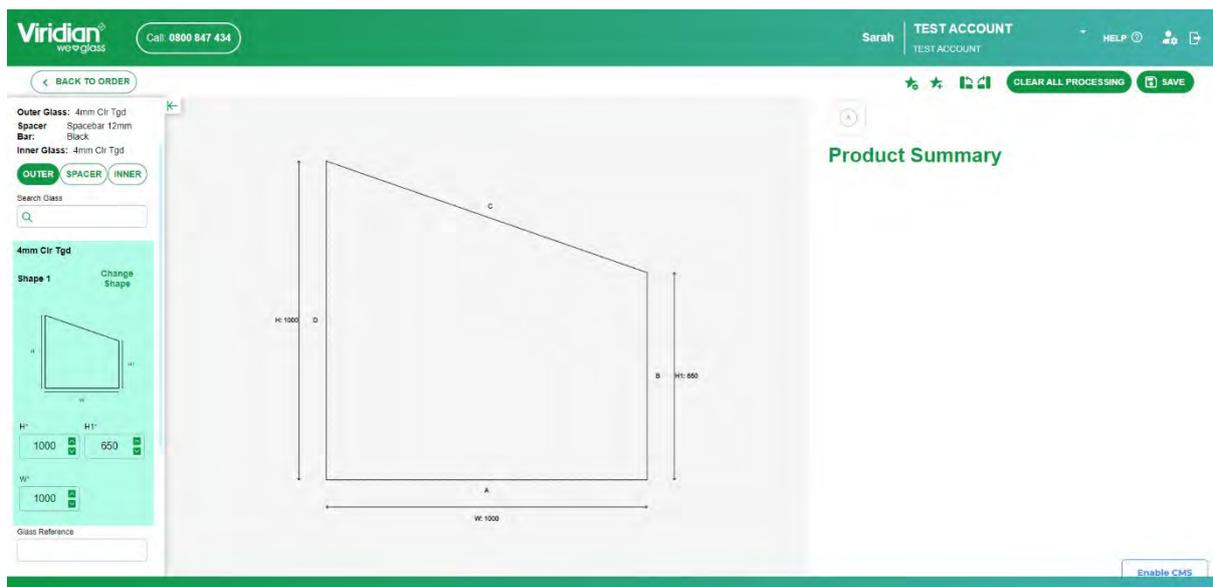
The details showing in the side panel are the original details that were entered. You can change the glass make up, spacer bar type and the shape of the unit.

To change the shape from the side panel, 'Change Shape' a pop-up window will appear with the shape that are available to select.

- Select the shape

The details in the side panel have changed to allow you to enter the sizes of the shape.

Figure 71: Side Panel changed for Shape



Enter the required details as shown in the image above.

If you wish to change the shape rotation of the panel, to the right-hand side of the screen you can rotate the shape.

Figure 72: How to change shape rotation

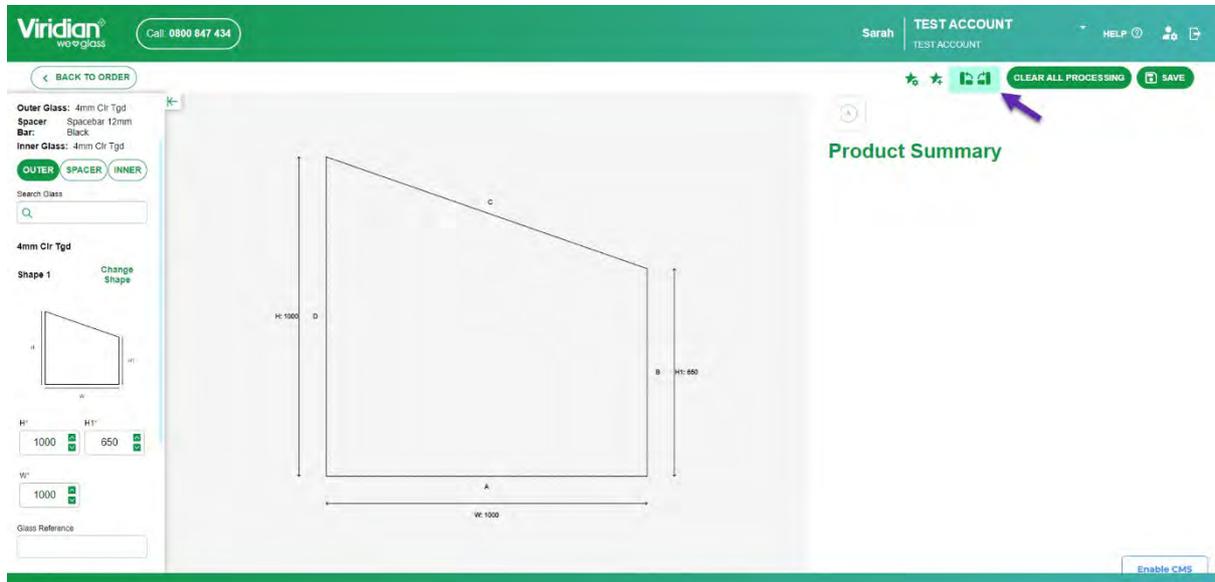
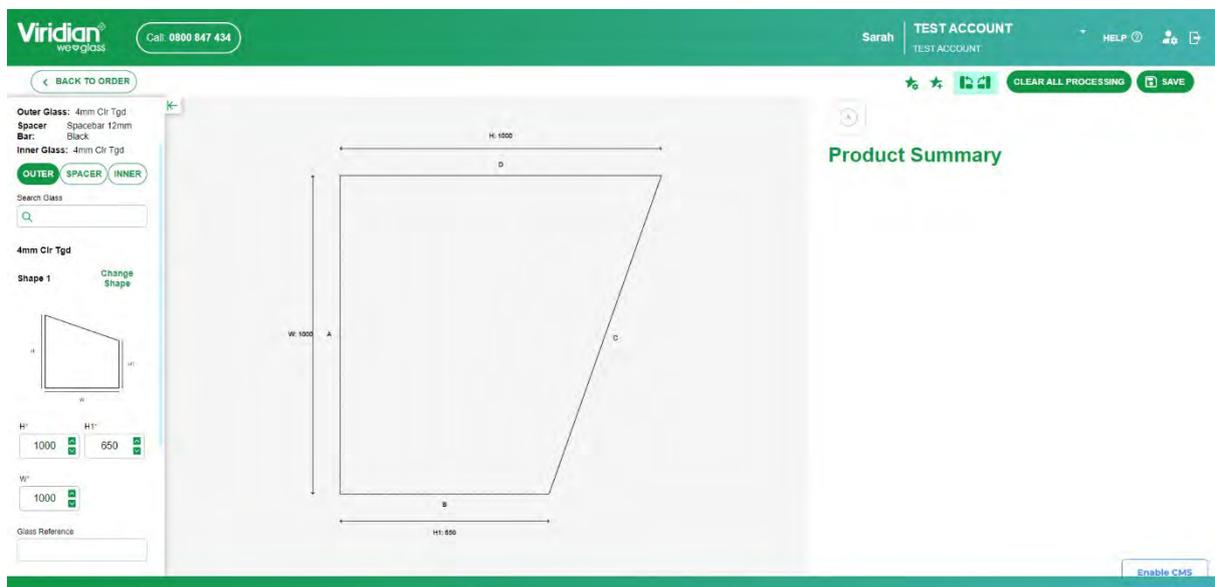


Figure 73: Example pf Shape Rotated



After changing the rotation of the panel, select 'save'.

Once you have made the changes, select 'Update Line' then 'Back to Order' and you will be navigated back to the order entry screen.

You will see in the order entry screen the line item details have changed.

Figure 74: Line-Item details changed

The screenshot shows the Viridian weglass order management interface for Order 2514. The top navigation bar includes the company logo, contact information (Call 0800 847 434), user name (Sarah), account type (TEST ACCOUNT), and utility icons (HELP, user profile, notifications). A sidebar on the left contains 'Order 2514' details, including 'Glass Type: Single Glazed', 'Search Glass' field, 'Shape 0' with a 'Change Shape' button, and 'GLASS DESIGNER' button. The main area displays 'Delivery Details' (Job Number, Quote Number, Site Delivery Details) and a table of line items. The table has columns: Line No., Shape, Shape ID, Dimensions, Thickness, Quantity, Reference, Comment, Line Total, Product ID, Glass Type, Has Site Delivery, Description, Height, and Wtd. Three line items are listed, with Line 3 highlighted in green. The bottom of the interface shows a summary: '3 Items, 5.4900M<sup>3</sup>, 109.80 Kgs ORDER TOTAL \$855.51' and buttons for 'PRICE ORDER', 'PLACE ORDER', and 'Enable CMS'.

### 6.4.2. Copy Line

You can only copy one-line item a time.

Select 'copy', you will be navigated to the same page as with edit line [Figure 70: Editing Line in Side Panel](#)  
 Select 'update line' and 'back to order'

On the order entry screen, you will see that the line you have copied is now the last item showing.

Figure 75: Line 3 copied to create Line 4

This screenshot shows the same Viridian weglass order management interface for Order 2514, but now with 4 line items. Line 4 is highlighted in green, indicating it was copied from Line 3. The table structure and sidebar are identical to Figure 74. The summary at the bottom now reads: '4 Items, 6.1400M<sup>3</sup>, 122.80 Kgs ORDER TOTAL \$956.80'. The 'PLACE ORDER' button is highlighted in green.

### 6.4.3. Delete Single Line Item

If you wish to delete a single line item there are two options.

### Option 1

- Select the line that you wish to delete.
- Select delete from the options bar with the three dots  so that the delete options appear.
- Delete

As with [6.3 Delete Line](#) you will see a prompt asking you if you wish to delete the line item. If you are sure, select 'Delete' if **you are not sure** select 'cancel'.

Once you have selected delete the line will be removed from the order entry screen.

### Option 2

Refer to [6.3 Delete Line](#)

#### 6.4.4. Bulk Update Single Glaze Lines

In this function you can update the Glass Type and Thickness

- Update Lines
- Bulk Update Single Glaze Lines
- Search for Glass Product
- Bulk Edit

Figure 76: Bulk Update Single Glazed Items

**Update 3 Order Lines** [X]

Search Glass

Q Lam

- 8.76 Clr Lam
- 8.76 Visionlite Lam
- 8.38mm Gry Lam
- 11.52 AssaultGuard Lam
- 12.5mm Hush Lam
- 6.38 Clr Lam**
- 10.38 Clr Lam
- 12.38 Clr Lam
- 6.38 Grn Lam
- 6.38 Gry Lam
- 7.52 IntruderGuard Lam
- 6.38 Treatment Lam

Selected Product: 6.38 Clr Lam

CANCEL BULK EDIT

You will then be navigated back to the order entry screen, and you will see the details have been updated.

Figure 77: Bulk Update Single Glazed Item - Product Change

Viridian weglass
Sarah | TEST ACCOUNT

← BACK TO ORDERS
UPDATE ORDER

Job Number

Quote Number

**Delivery Details**

**RICHARD**  
TEST ONLY

DO NOT PROCESS  
TEST ORDER ONLY  
DO NOT PROCESS

Delivery Date: 08/03/2023

Delivery Instructions (For Viridian Glass)

Diary Notes

Customer Collection

PRINT OPTIONS

UPDATE LINES

**Site Delivery Details**

Delivery Date: 08/03/2023

Site Delivery Instructions (For Viridian Glass)

Line No.	Shape	Shape ID	Dimensions	Thickness	Quantity	Reference	Comment	Line Total	Product ID	Glass Type	Has Site Delivery	Description	Height	Width	M <sup>2</sup> per Unit	Kgs
1			H - 500 W - 500	6.0mm	1	Window 1		\$16.51	LCL0638	Laminate		6.38 Ctr Lam Processing	500	500	0.2500	3.99
2			H - 500 W - 500	6.0mm	1	Window 2		\$16.51	LCL0638	Laminate		6.38 Ctr Lam Processing	500	500	0.2500	3.99
3			H - 500 W - 500	6.0mm	1			\$16.51	LCL0638	Laminate		6.38 Ctr Lam Processing	500	500	0.2500	3.99

3 Items, 0.7500M<sup>2</sup>, 11.98 Kgs    **ORDER TOTAL \$49.54**

PRICE ORDER    PLACE ORDER

[Enable CMS](#)

## 7. Glass Designer

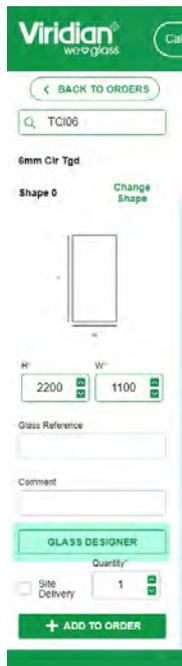
The Glass Designer feature has been upgraded in Volt. This will be used commonly used for Single Glazed Order Entry, however there are some features are available for Double Glazing Refer to [4.1.4 Processing – Double Glazing](#)

There are three ways to access the Glass Designer Screen.

### Option 1

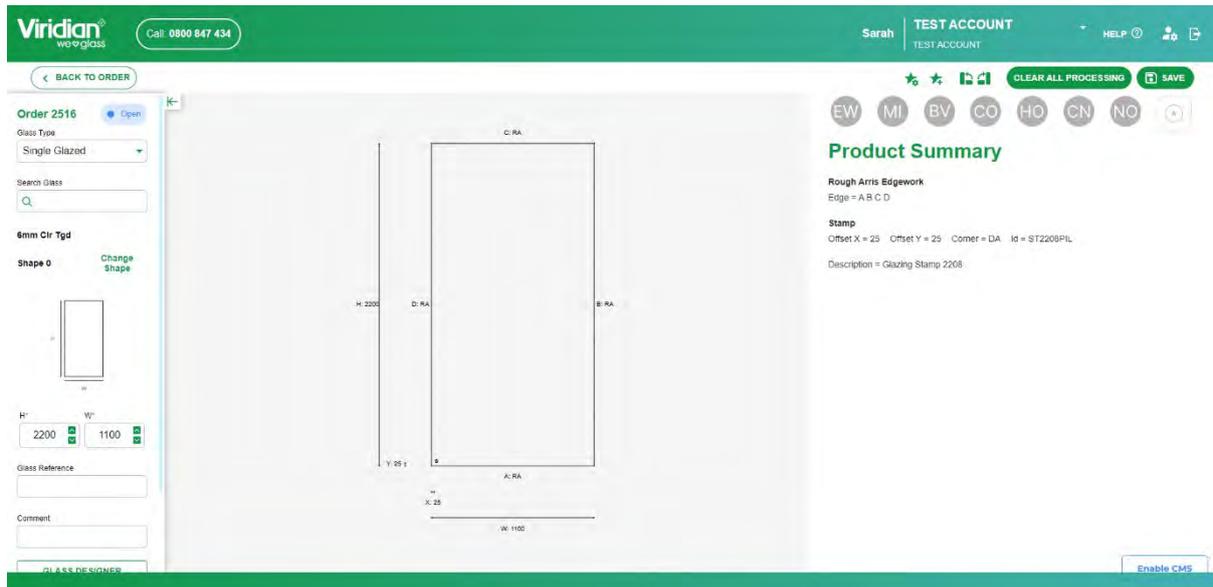
On the side panel you will see the function ‘Glass Designer’

Figure 78: Glass Designer Function on side panel



By selecting ‘Glass Designer’ you will be navigated to the image below.

Figure 79: Glass Designer Screen



## Option 2

The second option to view the glass designer screen is by selecting edit against the line item that you wish to change.

Figure 80: Selecting Edit

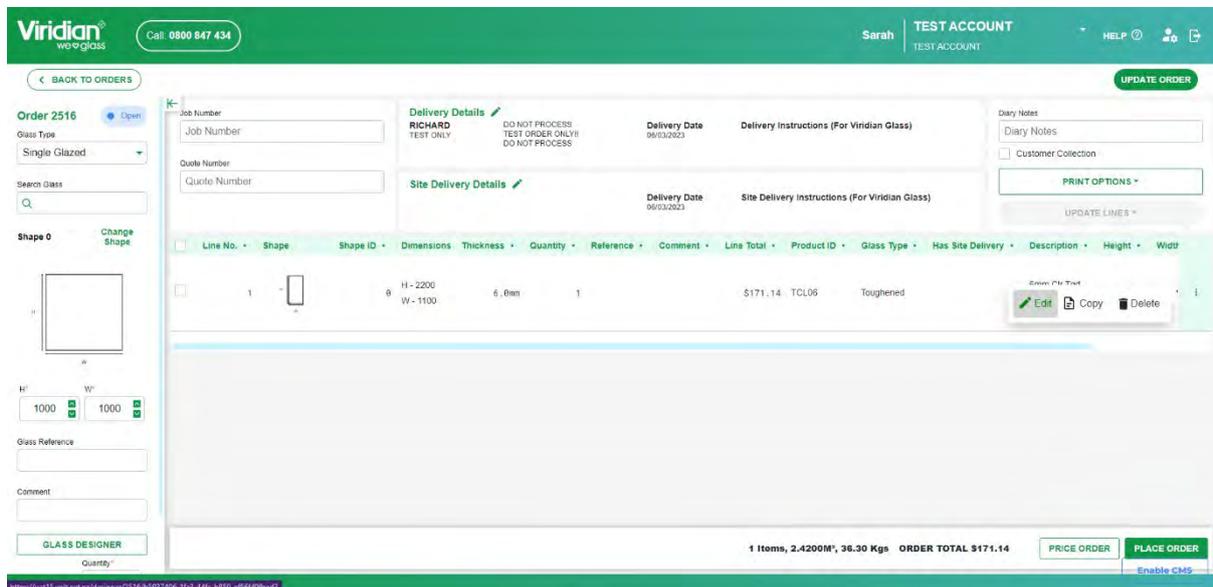
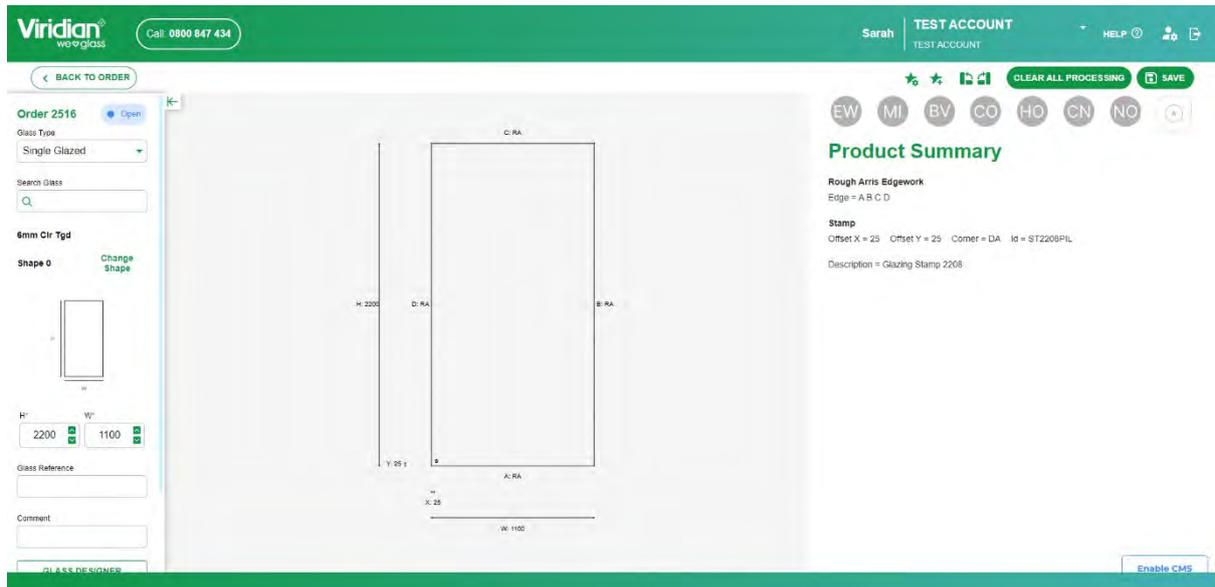


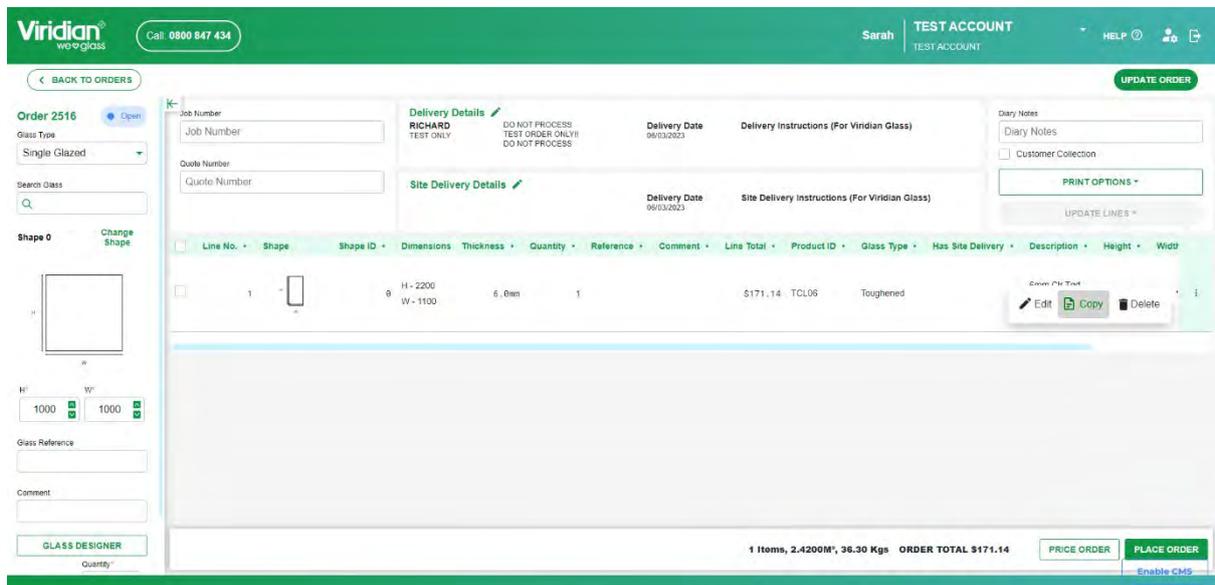
Figure 81: Glass Designer Screen after selecting edit



### Option 3

If you select “copy” again you will be navigated to the glass designer screen.

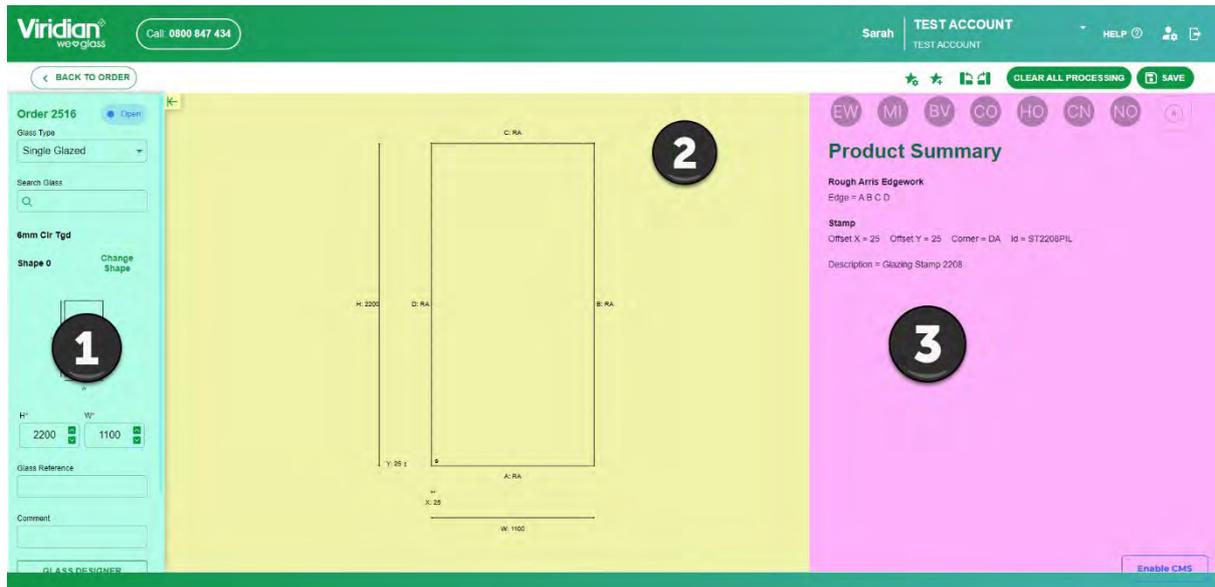
Figure 82: Select Copy to navigate to Glass Designer



The layout of the glass designer is made up of three segments

1. Side Panel
2. Glass Designer Image
3. Measurement and Positions

Figure 83: Layout of Glass Designer



The feature of the side panel for single glaze order entry is the same for Double Glazing. [Refer to New Order Entry – Page 18.](#)

The Designer Image and the Measurement and Positions sections will be explained within this training document.

## 7.1. Features In Glass Designer

The glass designer will allow you to add the following to the piece of glass that are ordering.

- **EDGEWORK [EW]**
  - Clean Cut
  - Flat Polishing
  - Flat Grind
  - Round Polish
  - Mitres
  - Bevels
- **HOLES [HO]**
- **NOTCHES [NO]**
  - Centre
  - Corner
  - Library
- **CUT OUTS [CO]**
  - Circular Cut Out
  - Rectangular Cut Outs
- **CORNERS [CR]**
  - Tipped
  - Radius
  - Cut Corners
- **OTHERS [OT]**
  - Stamps
  - Heat Soak
  - Heat Strengthen

Each of these features will be explained within this training document.

### 7.1.1. Edgework

Figure 84: Edgework Features



As mentioned under **Edgework** you have the option to add

- Clean Cut
- Flat Polishing
- Flat Grind
- Round Polish
- Mitres
- Bevels

In some cases, not all edgework options will be available, and this is because depending on the type of glass substance that is being ordered the options is not available. To find out in more information that can be applied, refer to the FAQ Page.

### 7.1.1.1. Add Edgework Processing - Clean Cut.

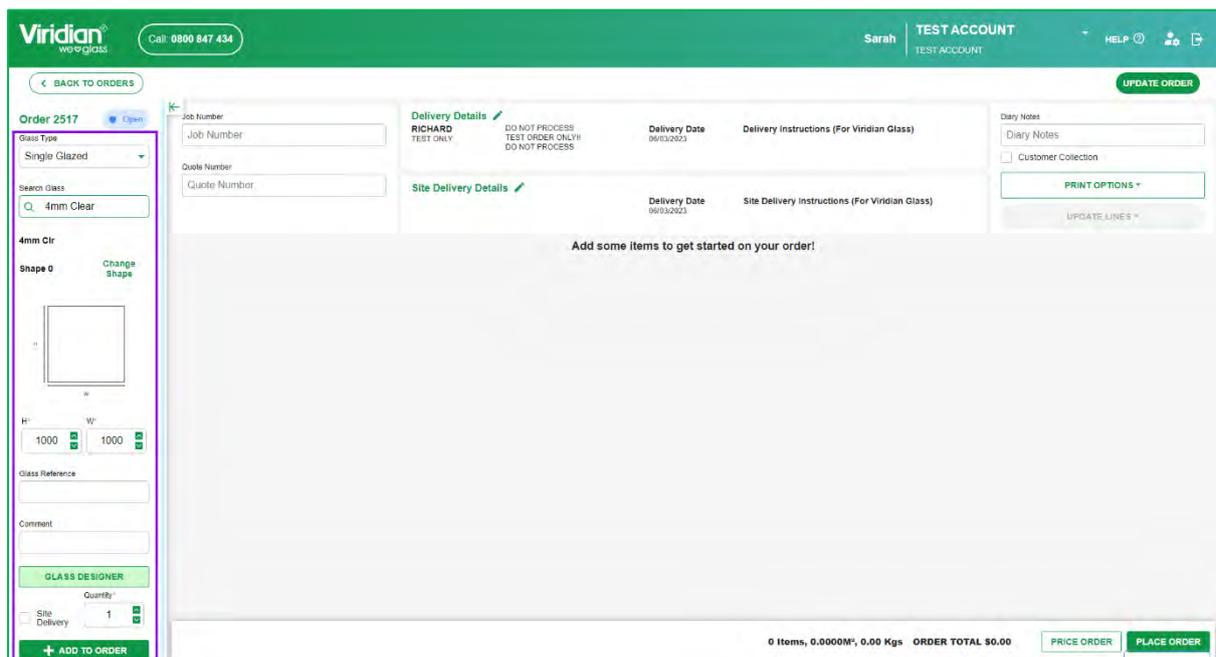
#### Useful Information

The process for Clean Cut is only available for annealed glass and Stock sheets. This cannot be applied to Toughened Glass – Refer to FAQ.

To add the process of clean cut to an annealed piece of glass can be done by following the steps below.

- New Order
- Glass Type
  - Single Glazed
- Search Glass Type
  - 4mm Clear
- Height and Width of Panel
- Glass Reference *[not mandatory, but recommended]*
- Comment *[not mandatory, but recommended]*
- Glass Designer

Figure 85: Entering SG Details

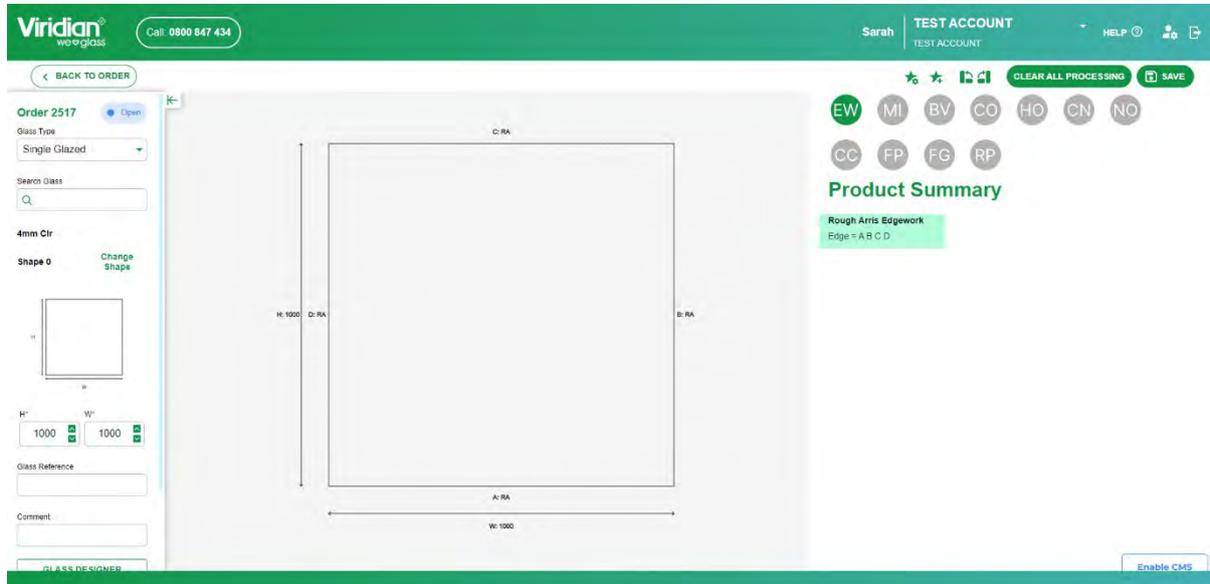


Once you have selected 'Glass Designer' you will be navigated to the 'Glass Designer' screen as show in [Figure 77: Glass Designer Screen](#)

- Now you can select  for Edgework.

In the Measurement and Positions [M&P] field, the minimum edgework will be displayed as Rough Arris as this is standard default for 4mm Clear Glass.

Figure 86: Showing Edgework of Rough Arris in the Measurement and Positions Field

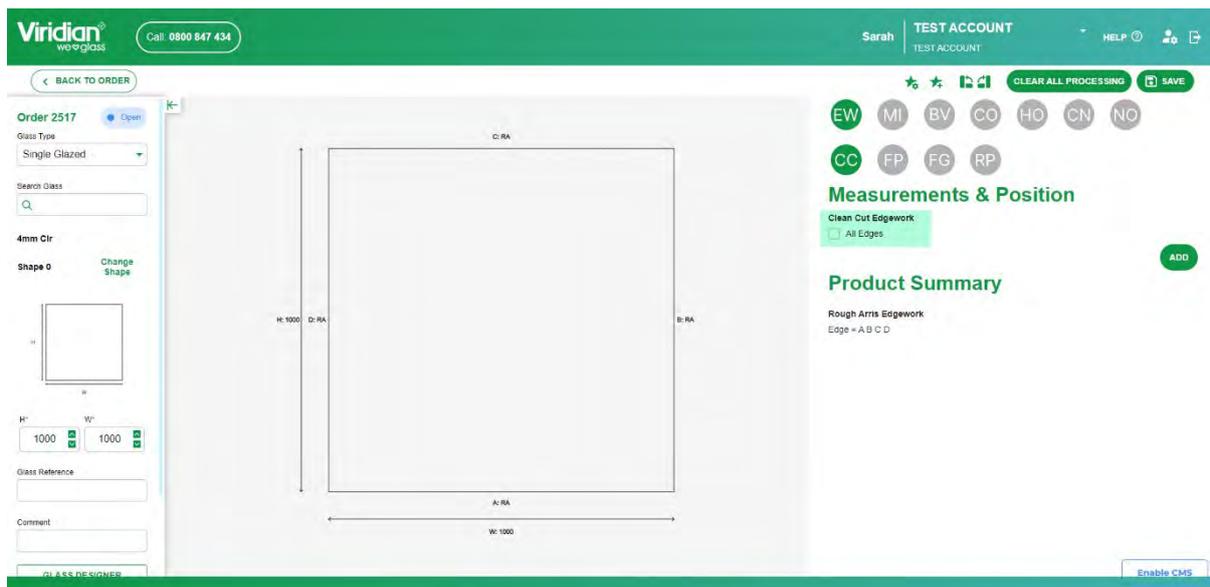


If you wanted to change this to 'Clean Cut' select  under EW

You will see when you have selected 'CC' that the only option available is 'All Edges'

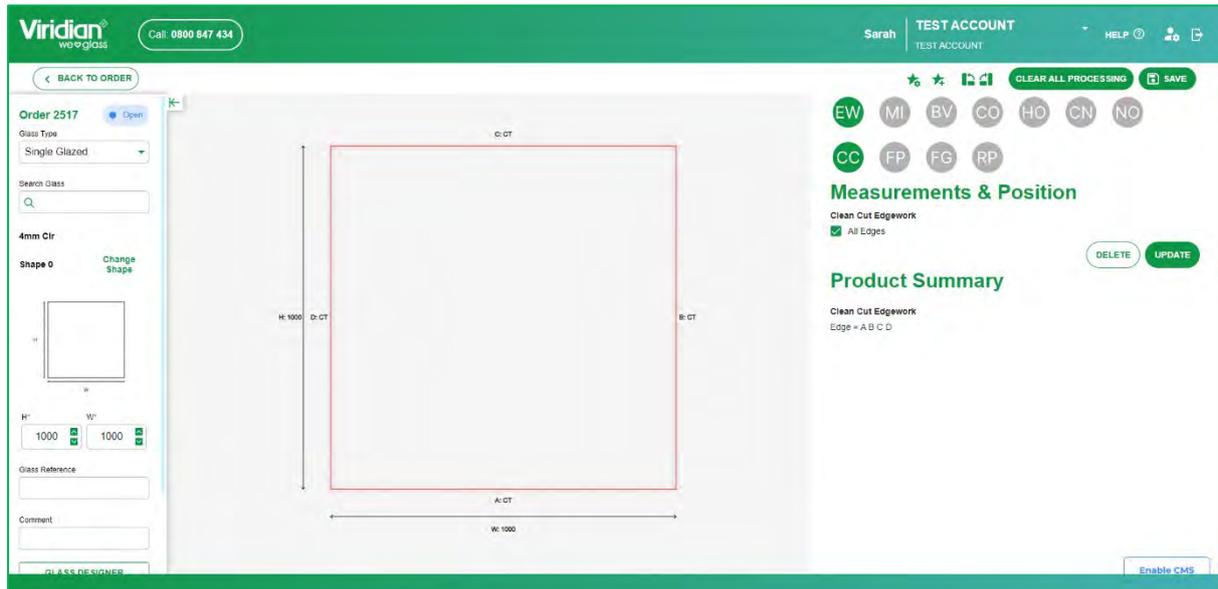
*The process is only available on all edges as per the machinery at our plants across the country*

Figure 87: Adding process of Clean Cut to all edges



Once you have added the process of Clean Cut then select **ADD** the image in the Glass Designer will be updated to show the edgework has been changed.

Figure 88: Edgework - Clean Cut in Glass Designer



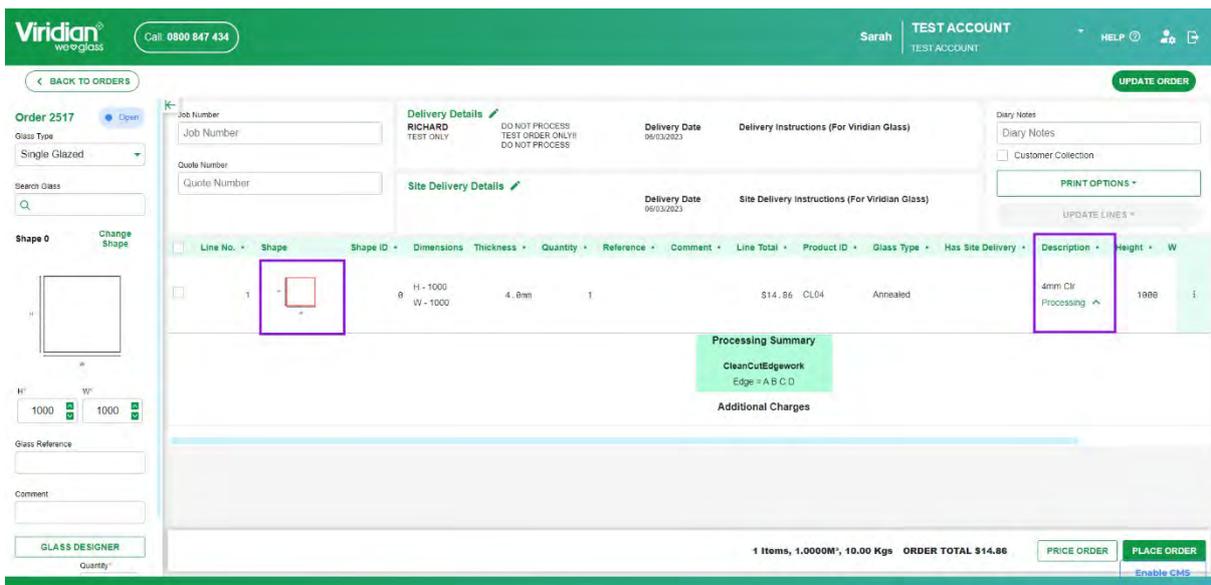
Select **SAVE** to save changes made.

Select **BACK TO ORDER** to return to the order entry screen

On the order entry screen under the description column with the details of the glass, select the down arrow next to processing **Processing** and in the processing summary you will see the details of the edgework.

The image of the shape will have a **Red** outline around the shape to represent the edgework of Clean Cut.

Figure 89: Order Entry Page showing changes of edgework

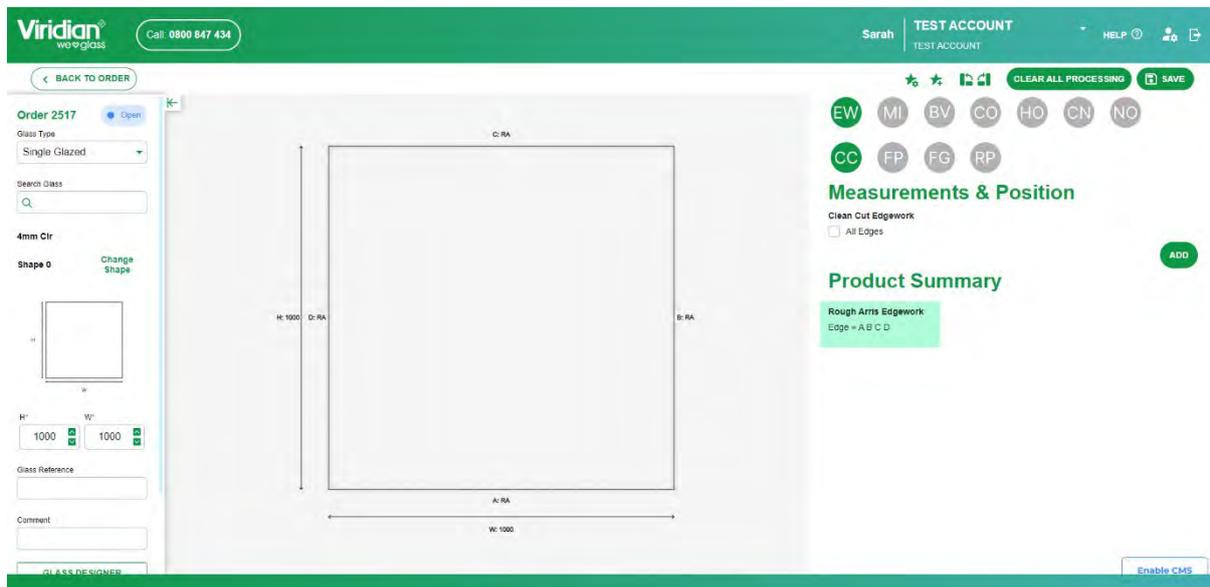


You can remove the process in the following options

- Select Edit
- Select EW for Edgework
- Select CC for Clean Cut
  1. Select **DELETE** in the M&P field
  2. Unselect the edges by using the cursor
- Select Save

The default edgework will be reapplied to the piece and the image in the glass designer will change to show that the default edgework has been applied.

Figure 90: Image in Glass Designer updated with default edgework of Rough Arris



### 7.1.1.2. Add Edgework Processing - Flat Polishing

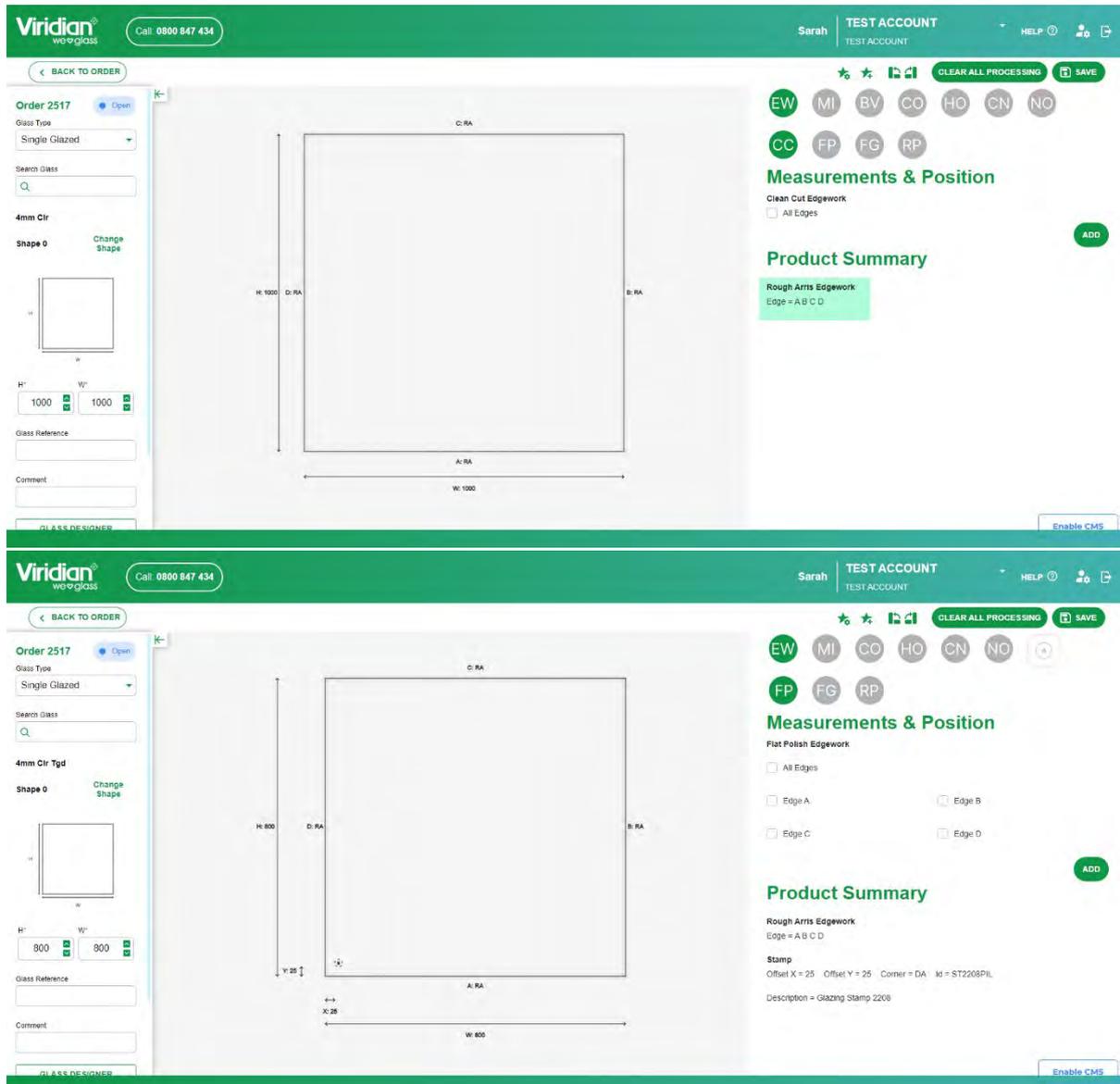
To add the process of Flat Polish for a piece of toughened glass can be done by following the steps below.

- New Order
- Glass Type
  - Single Glazed
- Search Glass Type
  - 4mm Clear Toughened
- Height and Width of Panel
- Glass Reference **[not mandatory, but recommended]**
- Comment **[not mandatory, but recommended]**
- Glass Designer

Again, you will see that the default edgework of Rough Arris has been applied. This is the minimum edgework for 4mm Clear Toughened. The options for Clean Cut will not be available for this substance of glass.

- Select EW for Edgework
- Select **FP** [Flat Polishing]

Figure 91: Edgework - Flat Polishing



Flat Polishing, you can select the edges[s] that the process is to be applied too.

- To add the process of FP this can be done in three ways.
  1. Select  the relevant edge or edges in the M&P Field and 'Add'
  2. Select the edge by using the cursor
  3. To add the process of [xx] to all edges, in the M&P Field select 'All Edges' and 'Add'

Figure 92: Edgework - Flat Polishing, Selecting Edges [Option 1]

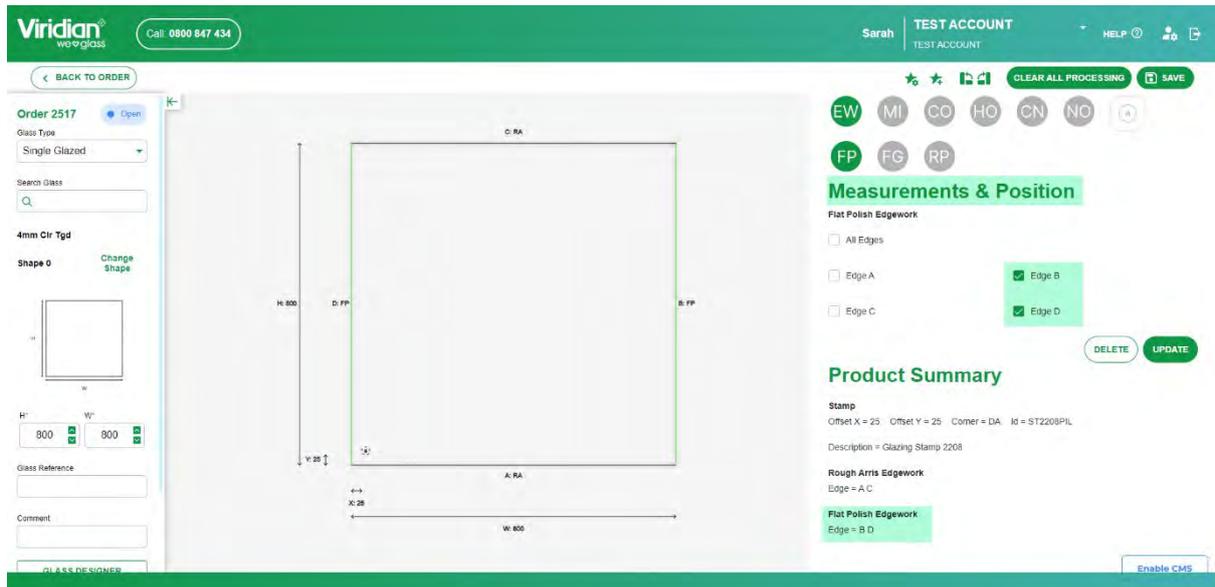
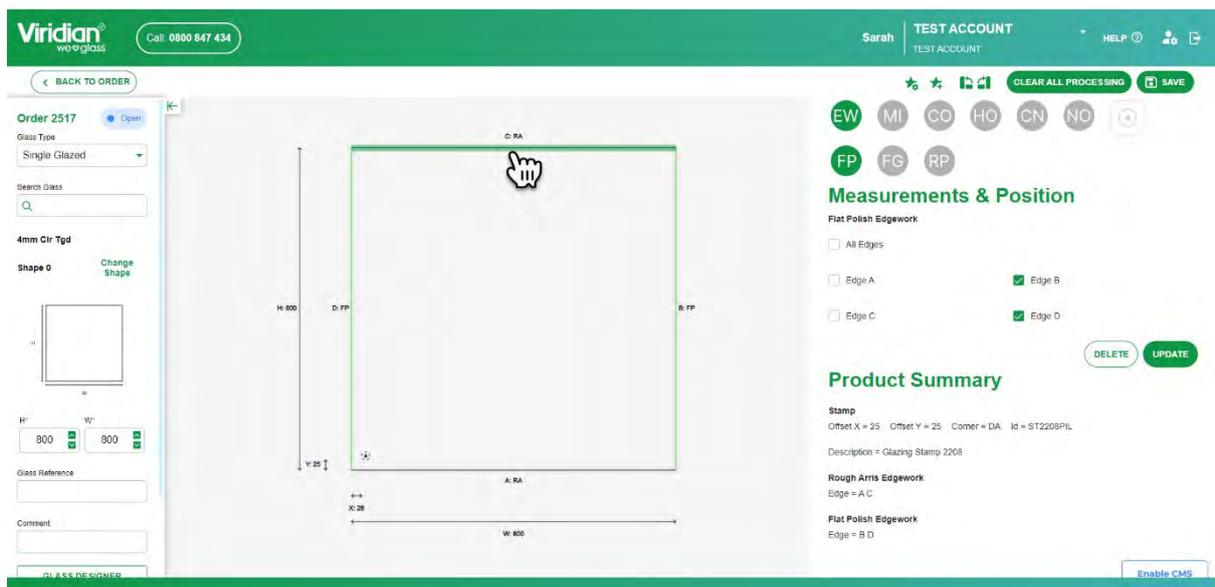


Figure 93: Edgework - Flat Polishing, Selecting Edges [Option 2]

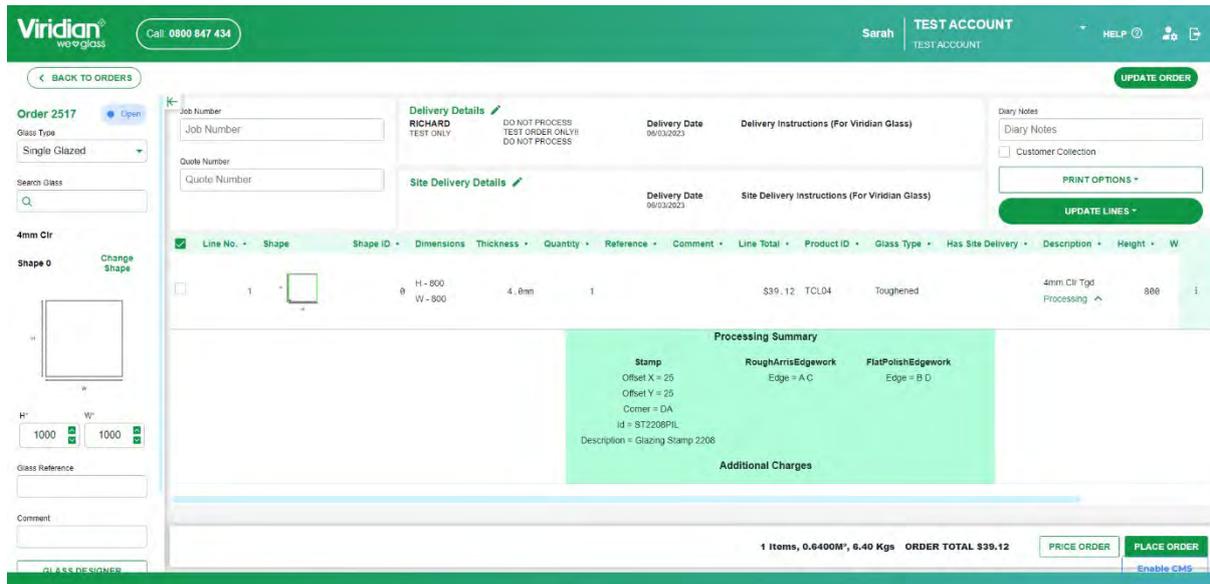


In **figures 90 and 91** the product summary details change to show that the process of Flat Polishing Edgework has been applied and to which edge this has been applied.

- Select **Update** to apply edgework to shape
- Select **Save**
- Select **Back to Order**
- Select **Processing** against the line item

The edgework will be displayed under the processing summary

Figure 94: Processing Summary showing FP Edgework



The image of the shape will have a **Green** outline around the shape to represent the edgework of Flat Polish.

You can remove the process in the following options

- Select Edit
- Select EW
- Select FP
  1. Unselecting the edge or edges from the M&P field
  2. Unselect the edge or edges by using the cursor
  3. In the M&P field 'delete' to remove all processing.
- Select Save

The default edgework will be reapplied to the piece and the image in the glass designer will change to show that the default edgework has been applied.

### 7.1.1.3. Add Edgework Processing - Flat Grind

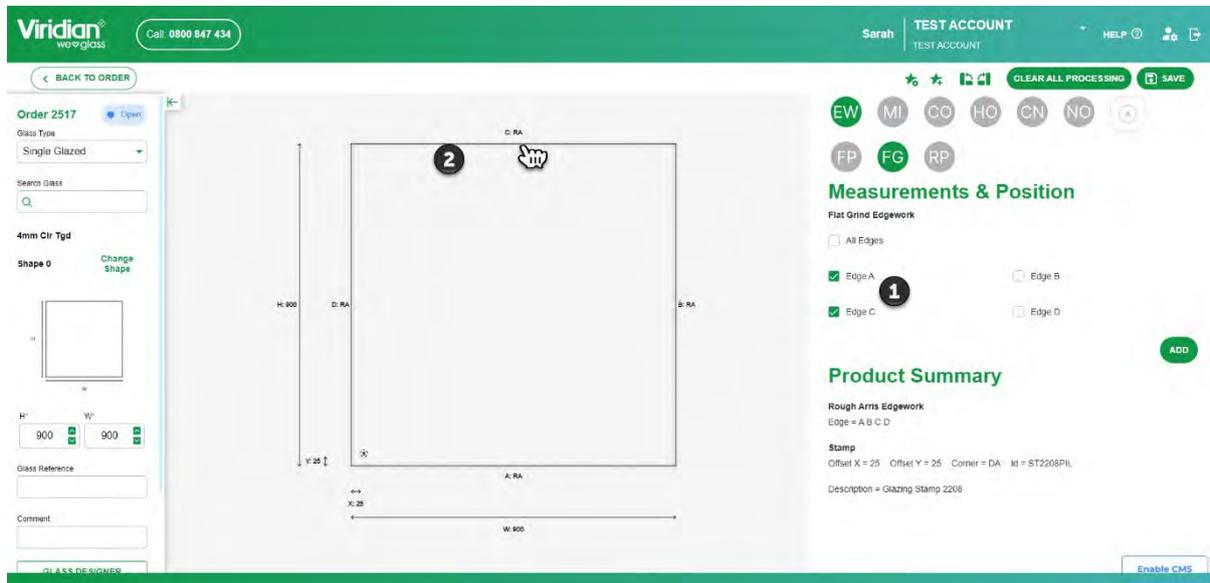
To add the process of Flat Polish for a piece of toughened glass can be done by following the steps below.

- New Order
- Glass Type
  - Single Glazed
- Search Glass Type
  - 4mm Clear Toughened
- Height and Width of Panel
- Glass Reference **[not mandatory, but recommended]**
- Comment **[not mandatory, but recommended]**
- Glass Designer
- Select EW
- Select [Flat Grind]

As with FP, Flat Grind, you can select which edges to add edgework too.

- To add process of FG this can be done in three ways
  1. Select **✓** the relevant edge or edges in the M&P Field and 'Add'
  2. Select the edge by using the cursor
  3. To add the process of FG to all edges, in the M&P field select 'All Edges' and 'Add'

Figure 95: Edgework - Flat Grind, Selecting Edges



- Select **Update** to apply edgework to shape
- Select **Save**
- Select **Back To Order**
- Select **Processing** **✓** against the line item

The edgework will be displayed under the processing summary.

The image of the shape will have an **Orange** outline around the shape to represent the edgework of Flat Grind.

You can remove the process in the following options

- Select Edit
- Select EW
- Select FG
  1. Unselecting the edge or edges from the M&P field
  2. Unselect the edge or edges by using the cursor
  3. In the M&P field 'delete' to remove all processing.
- Select Save

The default edgework will be reapplied to the piece and the image in the glass designer will change to show that the default edgework has been applied.

#### 7.1.1.4. Add Edgework Processing - Round Polish

To add the process of Round Polish for a piece of toughened glass can be done by following the steps below.

- New Order
- Glass Type
  - Single Glazed
- Search Glass Type
  - 4mm Clear Toughened
- Height and Width of Panel
- Glass Reference **[not mandatory, but recommended]**
- Comment **[not mandatory, but recommended]**
- Glass Designer
- Select EW for Edgework
- Select  [Round Polish]
- To add the process of RP this can be done in three ways.
  1. Select  the relevant edge or edges in the M&P Field and 'Add'
  2. Select the edge or edges by using the cursor
  3. To add the process of RP to all edges, in the M&P Field select 'All Edges' and 'Add'
- Select **Update** to apply edgework to shape
- Select **Save**
- Select **Back To Order**
- Select **Processing**  against the line item

The edgework will be displayed under the processing summary.

The image of the shape will have a **Purple** outline around the shape to represent the edgework of Round Polish.

You can remove the process in the following options

- Select Edit [you will be navigated to the glass designer]
- Select EW
- Select RP
  4. Unselecting the edge or edges from the M&P field
  5. Unselect the edge by using the cursor
  6. In the M&P field 'delete' to remove all processing.
- Select Save

The default edgework will be reapplied to the piece and the image in the glass designer will change to show that the default edgework has been applied.

### 7.1.1.5. Add Edgework Processing – Mitre

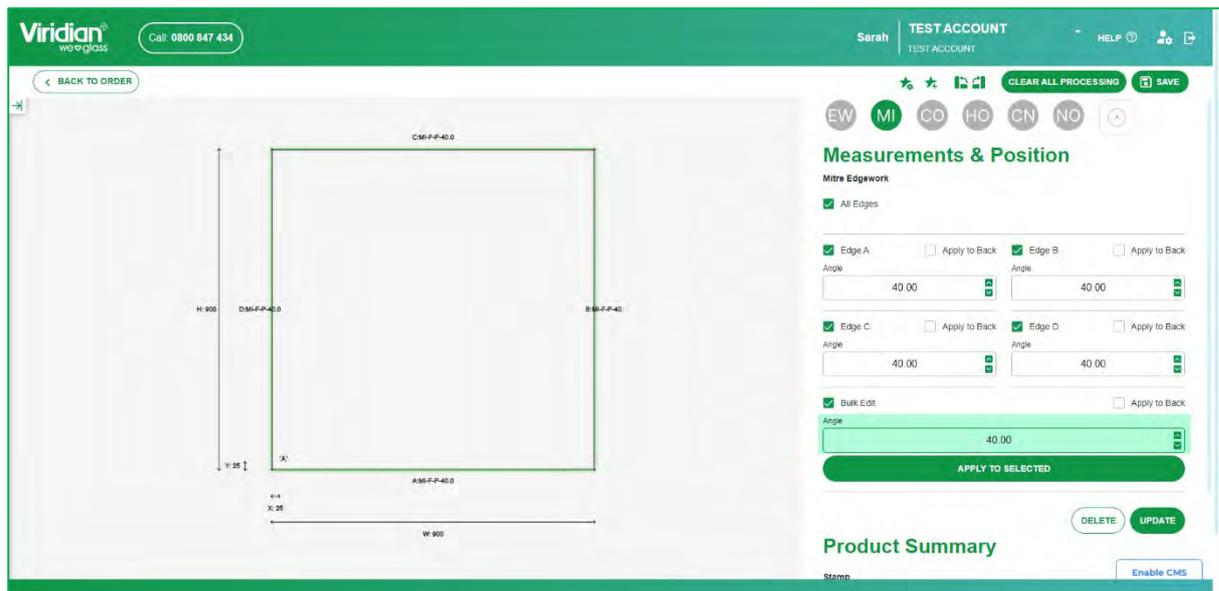
To add the process of Mitre to a piece of toughened glass can be done by following the steps below.

- New Order
- Glass Type
  - Single Glazed
- Search Glass Type
  - 4mm Clear Toughened
- Height and Width of Panel
- Glass Reference **[not mandatory, but recommended]**
- Comment **[not mandatory, but recommended]**
- Glass Designer
- Select EW
- Select  [Mitre]
- To add the process of MI this can be done in three ways.
  1. Select  the relevant edge or edges in the M&P Field and ‘Add’
    - a. Select the Degree of the Mitre [Volt default 22.5° degrees]
    - b. Front or Back Mitre

Figure 96: Edgework - Mitre, change from Front to Back

2. Select the edge or edges by using the cursor  
**Repeat Steps 1a and 1b**
3. To add the process of MI to all edges, in the M&P Field select ‘All Edges’  
You can either change the degree of the mitre on each edge, or Bulk Edit all edges to have the same degree mitre applied.

Figure 97: Edgework - Mitres, Bulk Edit



- Select **Update** to apply edgework to shape
- Select **Save**
- Select **Back to Order**
- Select **Processing** against the line item

The edgework will be displayed under the processing summary.

The image of the shape will have a **Green Solid [Front] or Dotted [Back] Line** outline around the shape to represent the edgework of Mitre.

You can remove the process in the following options

- Select Edit
- Select EW
- Select MI
  1. Unselecting the edge or edges from the M&P field
  2. Unselect the edge by using the cursor
  3. In the M&P field 'delete' to remove all processing.
- Select Save

The default edgework will be reapplied to the piece and the image in the glass designer will change to show that the default edgework has been applied.

### 7.1.1.6. Add Edgework Processing – Bevel

The process of Bevel is not available on all glass substances. A bevel cannot be placed on 4mm Toughened Glass but is available on 4mm Annealed. For further information regarding glass substances available and the minimum and maximum Bevels refer to the FAQ Page.

To add the process of [edgework name] to a piece of toughened glass can be done by following the steps below.

- New Order
- Glass Type
  - Single Glazed
- Search Glass Type
  - 6mm Clear Toughened
- Height and Width of Panel
- Glass Reference **[not mandatory, but recommended]**
- Comment **[not mandatory, but recommended]**
- Glass Designer
- Select EW
- Select  Bevel
- To add the process of BV this can be done in three ways.
  1. Select  the relevant edge or edges in the M&P field
 

**Bevels are applied with a Front Bevel [Surface 1] to select a Back Bevel [Surface 2]**

    - a. Select 'Apply to Back'
    - b. Width of Bevel
  2. Select the edge or edges by using the cursor
 

**Follow steps 1a 1b to amend details to suit**
  3. To add the process of BV to all edges, in the M&P Field select 'All Edges'  
You can either change the Bevel Style [front or back] and width on each edge or you can use 'Bulk Edit' to apply the same style and width to all edges.
- Select **Update** to apply edgework to shape
- Select **Save**
- Select **Back to Order**
- Select **Processing**  against the line item

The edgework will be displayed under the processing summary.

The image of the shape will have a **Purple** outline around the shape to represent the edgework of [process name].

You can remove the process in the following options

- Select Edit [you will be navigated to the glass designer]
- Select EW
- Select BV
  1. Unselecting the edge or edges from the M&P field
  2. Unselect the edge by using the cursor
  3. In the M&P field 'delete' to remove all processing.
- Select Save

The default edgework will be reapplied to the piece and the image in the glass designer will change to show that the default edgework has been applied.

## 8. Holes

### Useful Information

The minimum hole diameter is 5mm for annealed and toughened glass.

The maximum hole diameter is 74mm for annealed and toughened glass.

Holes greater than 74mm refer to **10.1 Circular Cut-outs**

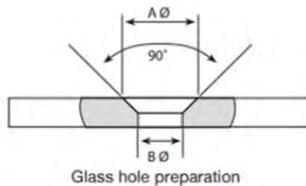
Holes that are too close to the edge will require to be vented/saw cut.

For countersink holes, the minimum glass substance is 6mm.

Countersunk holes can be less than or equal too 36mm. The inner diameter of a countersunk must be less than the outer diameter.

Figure 98: Example of Countersunk.

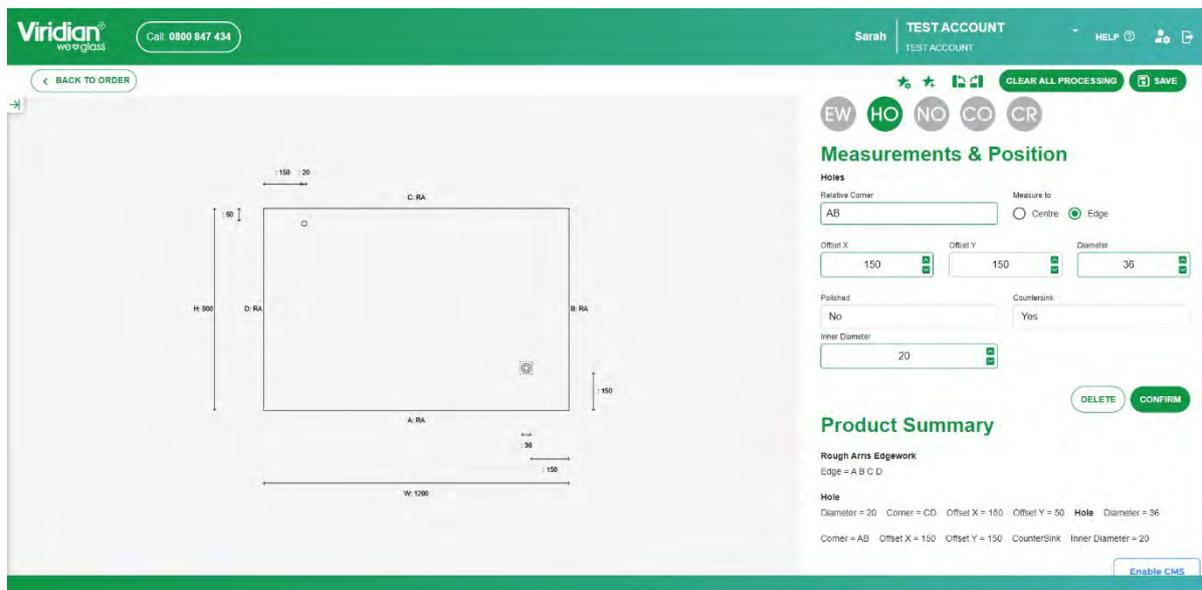
Diameter B < Diameter A



To add the process of Holes to an annealed piece of glass can be done by following the steps below.

- New Order
- Glass Type
  - Single Glazed
- Search Glass Type
  - 5mm Clear Silver
- Height and Width of Panel
- Glass Reference **[not mandatory, but recommended]**
- Comment **[not mandatory, but recommended]**
- Glass Designer
- Select for  Holes
- You can add the process of HO in the following options
  1. In the M&P field select
    - a. Relative Corner
    - b. Measure to Centre or Edge
    - c. Offset 'X' [Distance from Left or Right Edge]
    - d. Offset 'Y' [Distance from Top or Bottom Edge]
    - e. Diameter
    - f. Polished – Yes or No
    - g. Countersink – Yes or No
  2. Use the cursor and drop anywhere on the shape  
**Follow steps 1a to 1g to amend position of hole size**

Figure 99: Holes



- Select **Update** to apply hole to the shape.
- Select **Save**
- Select **Back to Order**
- Select **Processing** against the line item

The process will be displayed under the processing summary.

You can remove the process in the following options

- Select Edit
- Select the cut out on the image
- In the M&P field select delete to remove the process
- Select Save

Image will revert to the shape and edgework that has already been selected.

## 9. Notches



### 9.1. Corner Notches

#### Useful Information

The internal corner of a corner notch will automatically have a radius corner that will be the minimum glass substance.

The internal radius corner can also be greater than or equal to the glass substance.

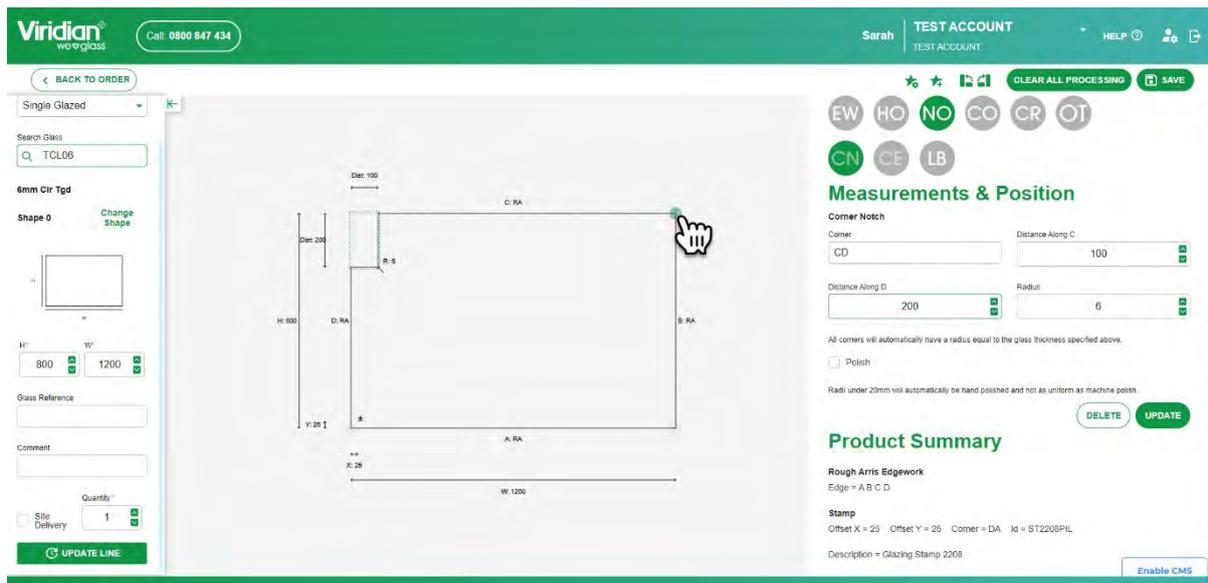
Measurements of the corner notch are to be entered as Height x Width.

- Create a line item by selecting New Order
- Glass Type
  - Single Glazed

- Search Glass Type
  - 6mm Clear Toughened
- Height and Width of Panel
- Glass Reference **[not mandatory, but recommended]**
- Comment **[not mandatory, but recommended]**
- Glass Designer
- Select **NO** Notches
- Select **CN** Corner Notch
- You can add the process of CN in the following options
  1. In the M&P field select
    - a. Relative Corner
    - b. Measure to Centre or Edge
    - c. Offset 'X' [Distance from Left or Right Edge]
    - d. Offset 'Y' [Distance from Top or Bottom Edge]
    - e. Radius
  2. Use the cursor and drop anywhere on the shape

**Follow steps 1a to 1e to amend position of and size of the Corner Notch**

Figure 100: Adding Corner Notches



- Select **Update** to apply Corner Notch to the shape.
- Select **Save**
- Select **Back To Order**
- Select **Processing** against the line item

The process will be displayed under the processing summary.

You can remove the process in the following options

- Select Edit
- Select the Centre Notch on the image
- In the M&P field select delete to remove the process
- Select Save

Image will revert to the shape and edgework that has already been selected.

## 9.2. Centre Notches

### Useful Information

The internal corner of a centre notch will automatically have a radius corner that will be the minimum glass substance.

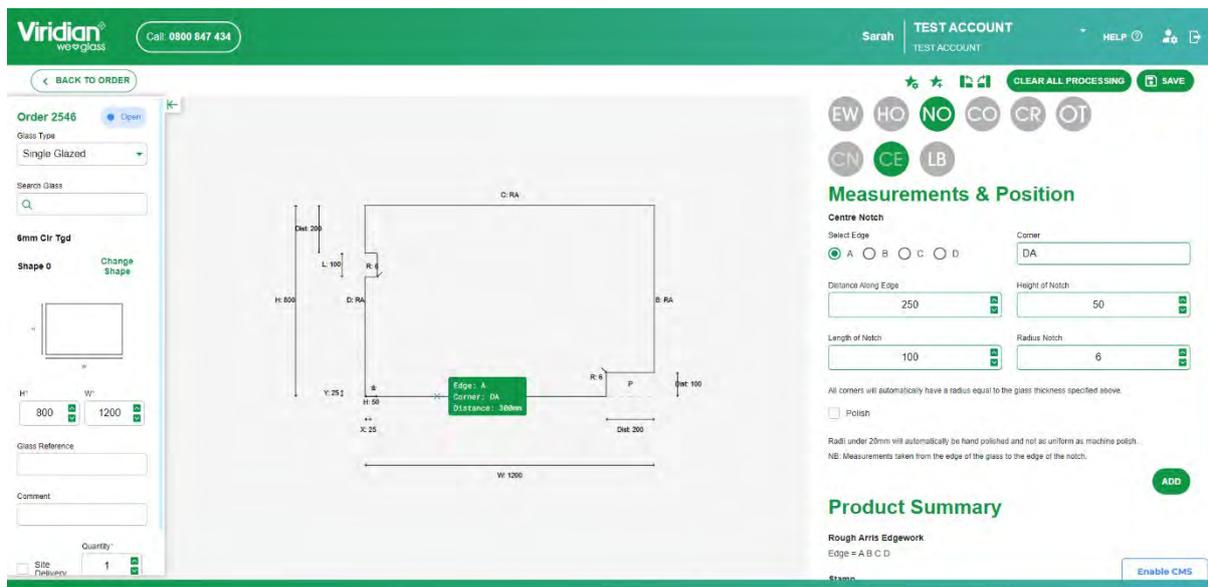
The internal radius centre notch can also be greater than or equal to the glass substance.

Measurements of the centre notch are to be entered as Height x Width.

- Create a line item by selecting New Order
- Glass Type
  - Single Glazed
- Search Glass Type
  - 6mm Clear Toughened
- Height and Width of Panel
- Glass Reference *[not mandatory, but recommended]*
- Comment *[not mandatory, but recommended]*
- Glass Designer
- Select Notches
- Select  Centre Notches
- You can add the process of CN in the following options
  1. In the M&P field select
    - a. Select Edge
    - b. Corner
    - c. Measure to Centre or Edge
    - d. Offset 'X' [Distance from Left or Right Edge]
    - e. Height of Notch
    - f. Length of Notch
    - g. Radius
    - h. Polish
  2. Use the cursor and drop anywhere on the shape

**Follow steps 1a to 1h to amend position of and size of the Centre Notch**

Figure 101: Adding Centre Notches



- Select **Update** to apply Centre Notch to the shape.
- Select **Save**
- Select **Back To Order**
- Select **Processing** ✓ against the line item

The process will be displayed under the processing summary.

You can remove the process in the following options

- Select Edit
- Select the cut out on the image
- In the M&P field select delete to remove the process
- Select Save

Image will revert to the shape and edgework that has already been selected.

## 10. Cut-Outs

### 10.1. Circular Cut-outs



#### Useful Information

Circular Cut-outs can be applied to Toughened and Annealed Glass only. The option will not be shown on laminated glass.

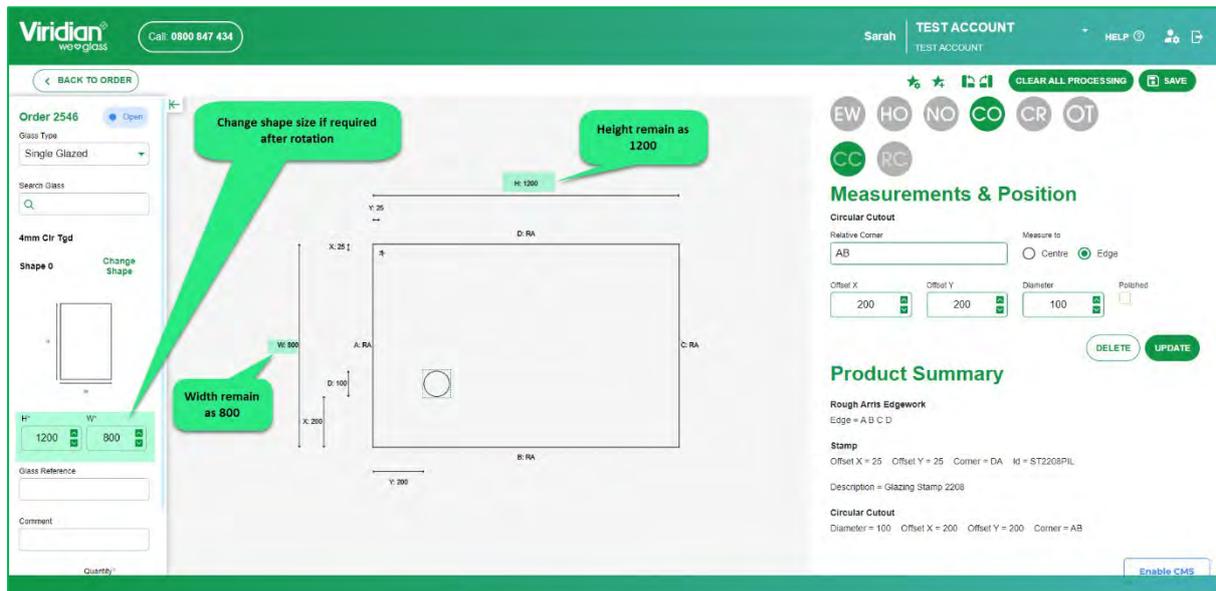
Minimum diameter must be equal or greater than 75mm.

The default diameter of the Circular Cut out is set to 267 diameters.

If you were to rotate shape '0' 90° the Height and Width measurement **do not change** so that the Height becomes the Width and Width becomes the Height. You will need to change the dimensions of the shape in the side panel.

Therefore, if you rotate the shape after you have entered a cut-out you will need to **check** that the dimensions of the cut out and location are as intended to be.

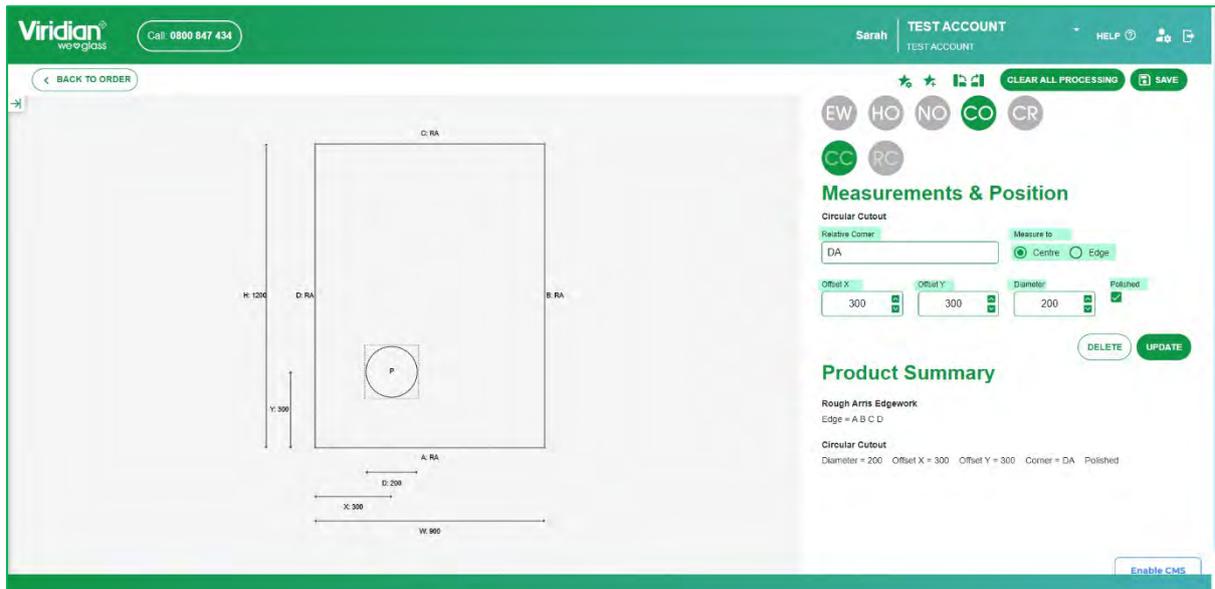
Figure 102: Shape Rotated, Check Cut Out Details



To add the process of Circular Cut-out to an annealed piece of glass can be done by following the steps below.

- New Order
- Glass Type
  - Single Glazed
- Search Glass Type
  - 4mm Clear Annealed
- Height and Width of Panel
- Glass Reference **[not mandatory, but recommended]**
- Comment **[not mandatory, but recommended]**
- Glass Designer
- Select  for Cut-outs
- Select  for Circular Cut-out
- You can add the process of CC in the following options
  1. In the M&P field select the 'Relative Corner'
    - a. Measure to Centre or Edge
    - b. Offset 'X' [Distance from Left or Right Edge]
    - c. Offset 'Y' [Distance from Top or Bottom Edge]
    - d. Diameter
    - e. Polished
  2. Use the cursor  and drop anywhere on the shape  
**Follow steps 1a to 1e to amend position of cut out and size**

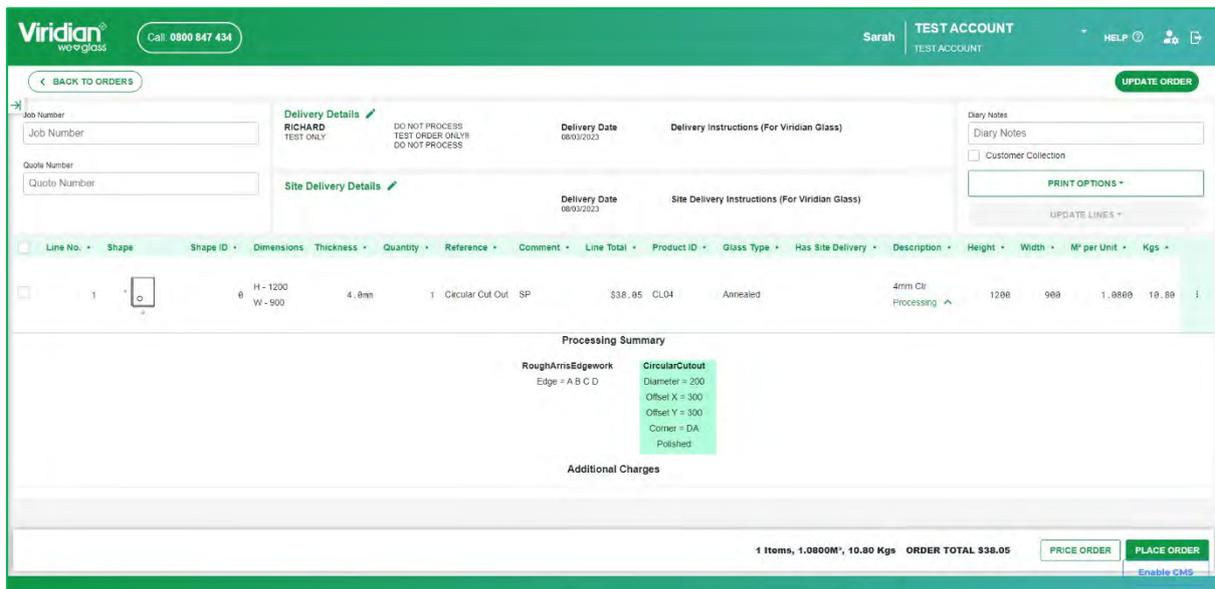
Figure 103: Circular Cut Out



- Select **Update** to apply cut out to the shape.
- Select **Save**
- Select **Back to Order**
- Select **Processing** against the line item

The process will be displayed under the processing summary.

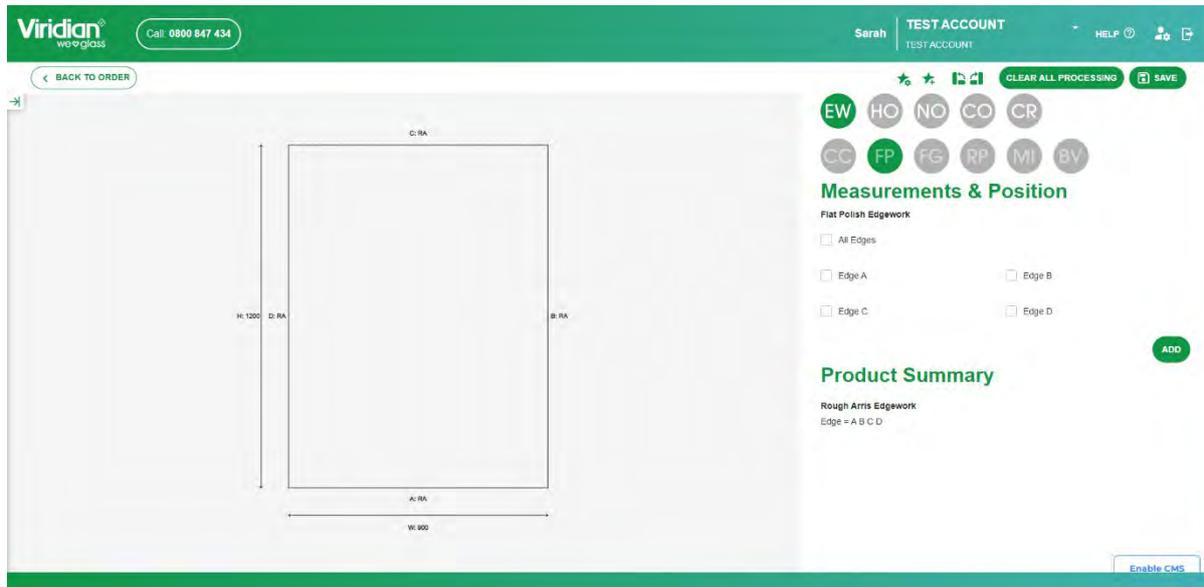
Figure 104: Circular Cut-out details in Product Summary



You can remove the process in the following options

- Select **Edit**
- Select the cut out on the image
- In the M&P field select delete to remove the process
- Select **Save**

Figure 105: Process removed, and edgework still applied



## 10.2. Rectangular Cut-outs



### Useful Information

All corners of a rectangular cut-out will have a minimum radius, which will be equal to the glass thickness. Radius corners to the rectangular cut-out can also be greater than the glass thickness.

Measurements of the cut-outs are entered as **Height by Width**.

If you were to rotate shape '0' 90° the Height and Width measurement **do not change** so that the Height becomes the Width and Width becomes the Height. You will need to change the dimensions of the shape in the side panel. [Figure 98: Shape Rotated, Check Cut Out Details](#)

Therefore, if you rotate the shape after you have entered a cut-out you will need to **check** that the dimensions of the cut out and location are as intended to be.

To add the process of Rectangular Cut-out to an annealed piece of glass can be done by following the steps below.

- New Order
- Glass Type
  - Single Glazed
- Search Glass Type
  - 4mm Clear Annealed
- Height and Width of Panel
- Glass Reference **[not mandatory, but recommended]**
- Comment **[not mandatory, but recommended]**
- Glass Designer
- Select  for Cut-outs

- Select **RC** for Rectangular Cut-out
  - You can add the process of RC in the following options
1. In the M&P field select the 'Relative Corner'
    - a. Measure to Centre or Edge
    - b. Offset 'X' [Distance from Left or Right Edge]
    - c. Offset 'Y' [Distance from Top or Bottom Edge]
    - d. Height of Cut-out
    - e. Width of Cut-out
    - f. Left Radius
    - g. Right Radius
    - h. Polished

2. Use the cursor and drop anywhere on the shape

**Follow steps 1a to 1h to amend position of cut out and size**

Figure 106: Rectangular Cut-out

- Select **Update** to apply cut out to the shape.
- Select **Save**
- Select **Back to Order**
- Select **Processing** against the line item

The process will be displayed under the processing summary.

You can remove the process in the following options

- Select **Edit**
- Select the cut out on the image
- In the M&P field select **delete** to remove the process
- Select **Save**

Image will revert to the shape and edgework that has already been selected.

## 11. Corners



### 11.1. Tipped Corners

#### Useful Information

Tipped Corners are only available in 2mm

Tipped Corners can only be applied to a straight edge. Not available for shapes 60 & 61.

To add tipped corners to the glass product that you have selected.

- Select Glass Designer
- Select CR for Corners
- Select **TI** for Tipped Corners
- You can add the process of TI in the following options
  1. In the M&P field select corner or corners
  2. Use the cursor to select the relative corner to add tipped corner

Figure 107: Adding Tipped Corners

- Select **Update** to apply Tipped Corners to the Shape
- Select **Save**
- Select **Back to Order**
- Select Processing against the line item

The process will be displayed under the processing summary.

You can remove the process in the following options

- Select Edit
- Select the Corner
- Click the Red Dot  to remove the process
- In the M&P field unselect corner to delete the process
- Select Save

Image will revert to the shape and edgework that has already been selected.

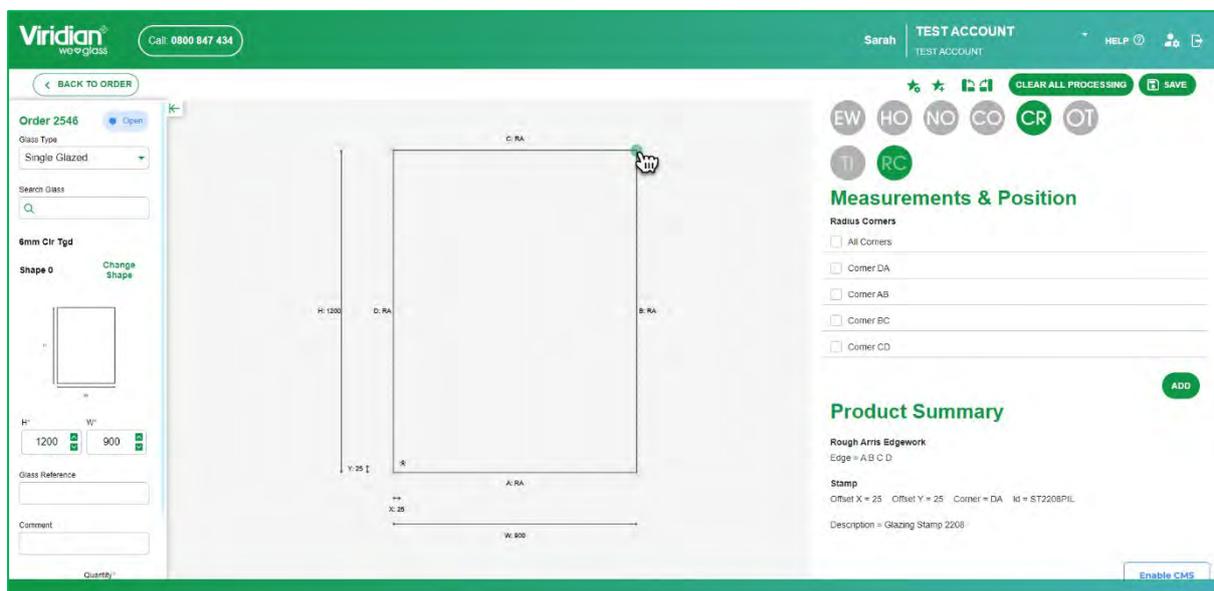
## 11.2. Radius Corners

To add Radius Corners to the glass product that you have selected.

- Select Glass Designer
- Select CR for Corners
- Select  for Radius Corners
- You can add the process of TI in the following options
  1. In the M&P field select corner or corners
    - a. Select Radius of Corner
    - b. Polished
  2. Use the cursor to select the relative corner to add tipped corner

**Follow steps 1a to 1bh to amend radius size and if polished required**

Figure 108: Adding Radius Corner



- Select **Update** to apply Tipped Corners to the Shape
- Select **Save**
- Select **Back to Order**
- Select **Processing**  against the line item

The process will be displayed under the processing summary.

You can remove the process in the following options

- Select Edit
- Select CR
- Select RC
- Select the Corner
- **Click the Red Dot to remove the process**
- In the M&P field unselect corner to delete the process
- Select Save

Image will revert back to the shape and edgework that has already been selected.

### 11.3. Cut Corners

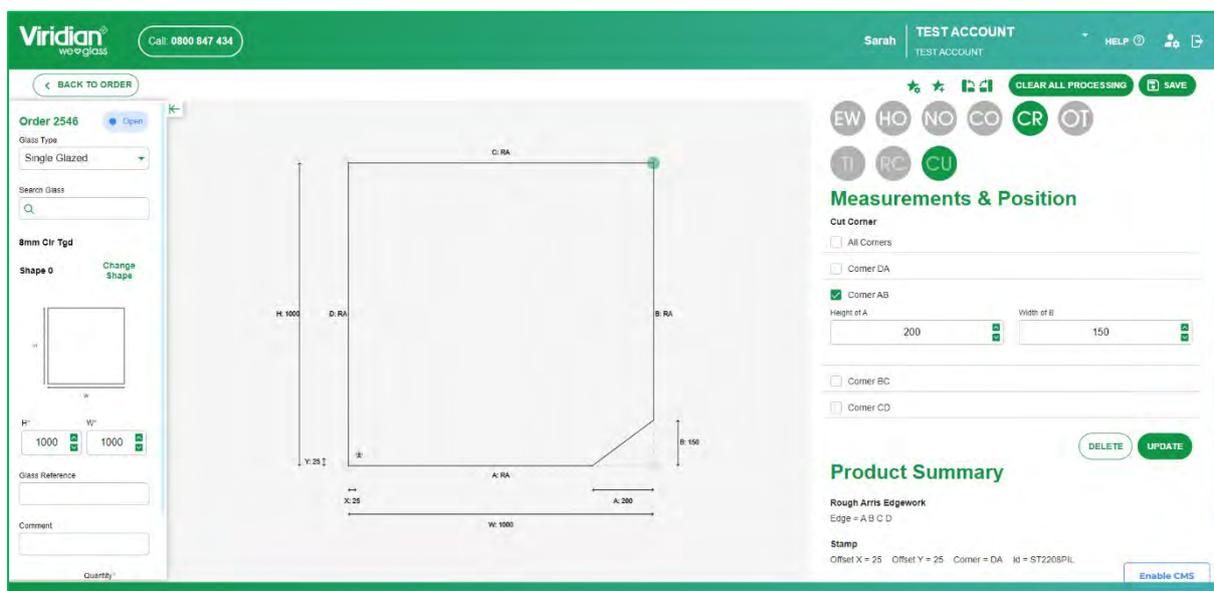
#### Useful Information

Cut Corners can be greater than or equal to 2mm and less than or equal to 250mm.

To add Cut Corners to the glass product that you have selected.

- Select Glass Designer
  - Select CR for Corners
  - Select  for Cut Corners
  - You can add the process of CU in the following options
    3. In the M&P field select corner or corners
      - a. Offset 'X' [Distance from Left or Right Edge]
      - b. Offset 'Y' [Distance from Top or Bottom Edge]
      - c. Polished
    4. Use the cursor to select the relative corner to add tipped corner
- Follow steps 1a to 1c to amend size and if polished required**

Figure 109: Adding Cut Corners



- Select **Update** to apply Tipped Corners to the Shape
- Select **Save**
- Select **Back to Order**

- Select **Processing** ✓ against the line item  
The process will be displayed under the processing summary.

You can remove the process in the following options

- Select Edit
  - Select CR
  - Select CU
  - Select the Corner
  - **Click the Red Dot to remove the process**
    - In the M&P field unselect corner to delete the process
    - Select Save
- Image will revert to the shape and edgework that has already been selected.

## 12. Others

### 12.1. Stamps

#### Useful Information

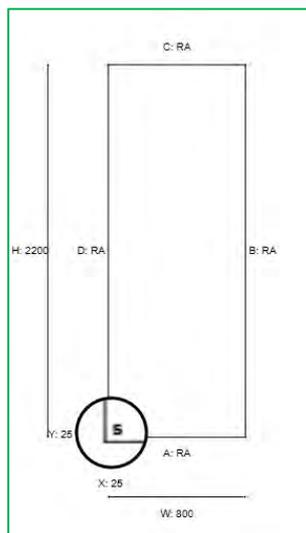
All Toughened and Laminate Glass requires a stamp.

For example, if you select 6.38mm Clear Laminate in the M&P field you will see the description as Laminate Stamp.

If you were to select 6mm Clear Toughened in the M&P field, you will see the description as Glazing Stamp 2208.

The default stamp location is 25mm in from the Left Edge and 25mm up from the Bottom Edge.

Figure 110: Stamp Location - Bottom Left

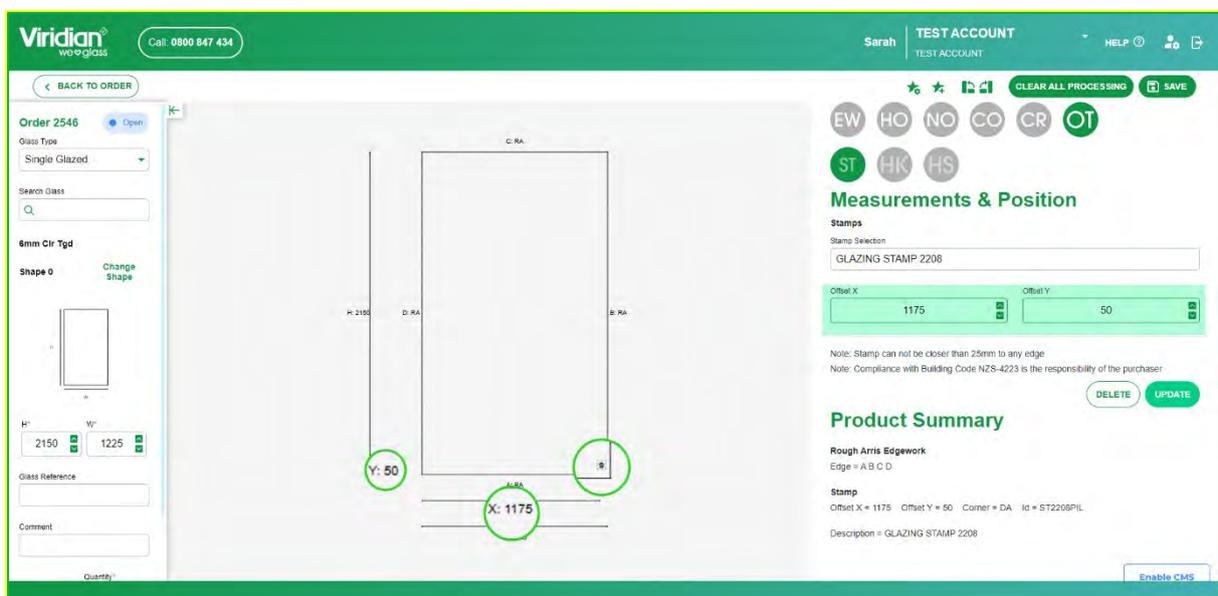


To update the stamp location following the steps listed

- Create a new line item
- Glass Type
  - Single Glazed
- Search Glass Type
  - 6.38mm Clear Laminate

- Height and Width of Panel
  - Glass Reference **[not mandatory, but recommended]**
  - Comment **[not mandatory, but recommended]**
  - Glass Designer
  - Select **OT** Others
  - Select **ST** Stamps
  - You can change the stamp selection and location in the following options
1. In the M&P field select 'Stamp Selection'
    - a. Laminate Stamp
    - b. No Stamp Required [These will be the only option for laminated glass.]
    - c. Offset X [Distance from Left Edge]
    - d. Offset Y [Distance from Bottom Edge]

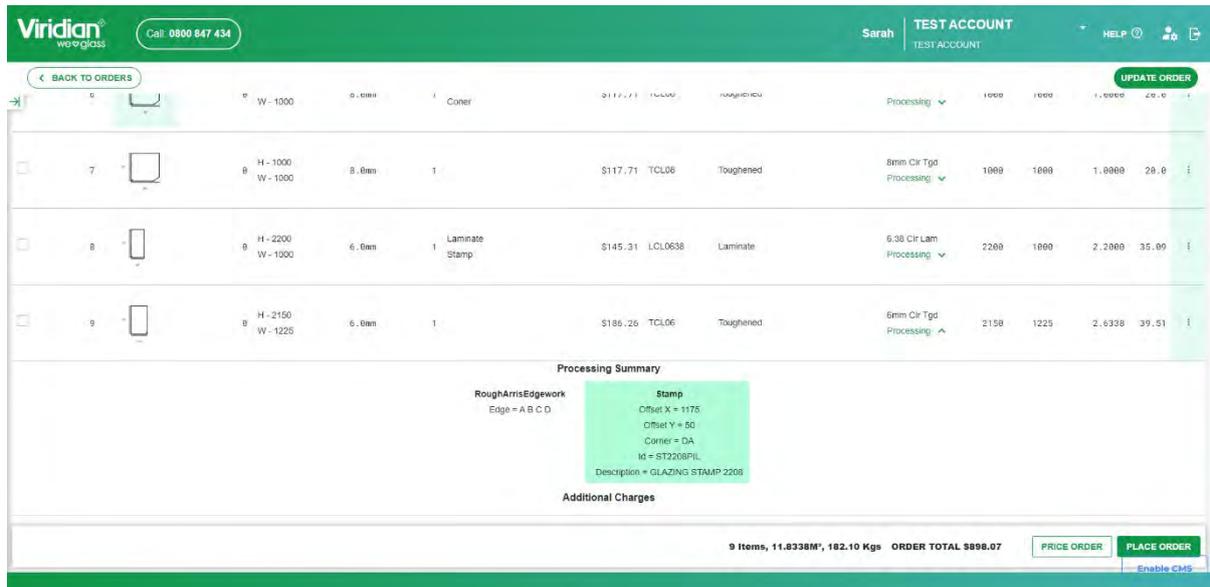
Figure 111: Stamp Location Changed



- Select **Update** to apply Tipped Corners to the Shape
- Select **Save**
- Select **Back to Order**
- Select **Processing** against the line item

The process will be displayed under the processing summary.

Figure 112: Stamp Details updated in Processing Summary



You can remove the process in the following options

- Select Edit
- Select OT
- Select ST
- In the M&P field select 'delete' This will return the stamp back to its default position.
- Select Save

Image will revert to the shape and edgework that has already been selected.

## 12.2. Heat Soak

### Useful Information

Heat soak can only be applied to glass substances that do not have a soft coat on the glass.

**This cannot be applied to Low E Glass such as Performatech and Lightbridge.**

This is available for glass substances from 4mm to 19mm Toughened Glass Only.

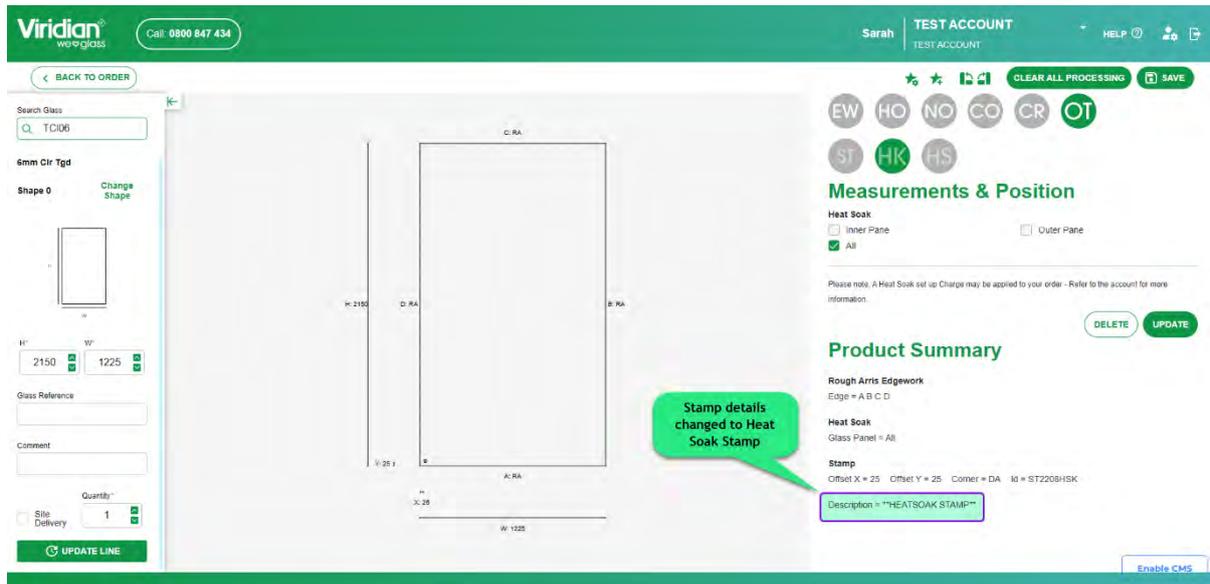
Process is available for Single and Double Glazing.

When the process of Heat Soak is applied, the Heat Soak Stamp will be applied to the panel or panels.

To add the process of Heat Soak to the glass product that you have selected.

- Select Glass Designer
- Select OT for Others
- Select  for Hear Soak
- In the M&P field select
  - a. Inner Pane [option will be greyed out for Single Glazing or when the process is not available]
  - b. Outer Pane [As above]
  - c. All

Figure 113: Heat Soak [Single Glazed]



**Insert Screen Shot for Heat Soak on Double Glazing when functionality working**

- Select **Update** to apply Tipped Corners to the Shape
- Select **Save**
- Select **Back to Order**
- Select **Processing** against the line item

The process will be displayed under the processing summary.

**You can remove the process in the following options**

- Select **Edit**
- Select **OT**
- Select **HK**
- In the M&P field unselect the pane or panes
- Select **Save**

Image will revert to the shape and edgework that has already been selected.

**12.3. Heat Strengthened**

**Useful Information**

Heat Strengthened can only be applied to glass substances that do not have a soft coat on the glass.

**This cannot be applied to Low E Glass such as Performatech and Lightbridge.**

This is available for glass substances from 4mm to 10mm Toughened Glass Only.

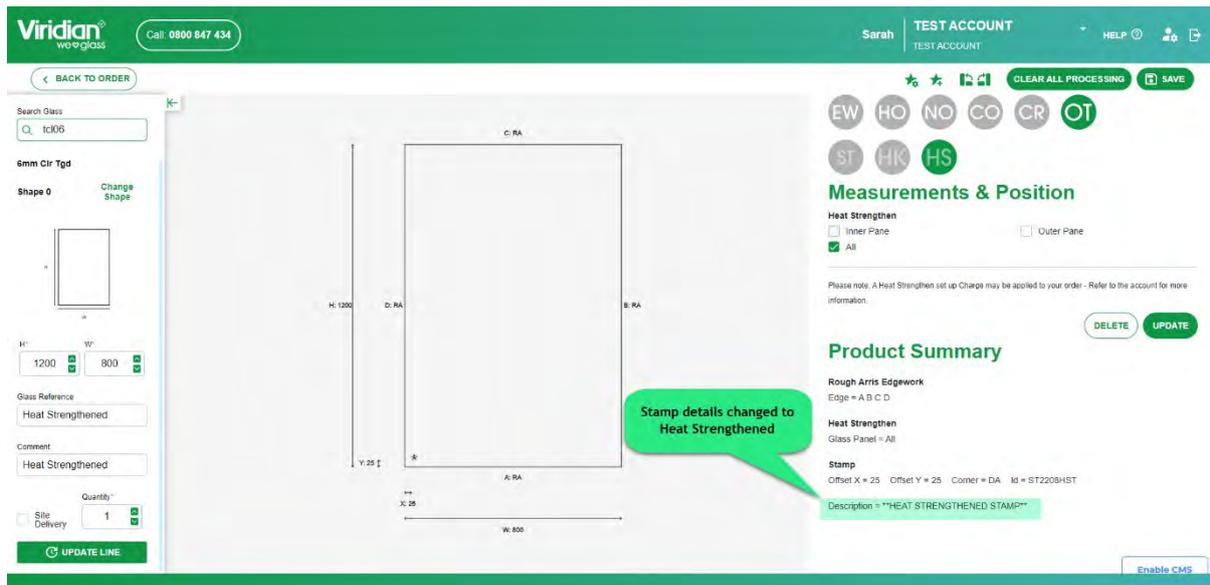
Process is available for Single and Double Glazing.

When the process of Heat Strengthened is applied, the Heat Strengthened Stamp will be applied to the panel or panels.

To add the process of Heat Strengthened to the glass product that you have selected.

- Select Glass Designer
- Select OT for Others
- Select **HS** for Heat Strengthened
- In the M&P field select
  - a. Inner Pane [option will be greyed out for Single Glazing or when the process is not available]
  - b. Outer Pane [As above]
  - c. All

Figure 114: Heat Strengthen- Single Glazing



**Insert Screen Shot for Heat Strengthened on Double Glazing when functionality working**

- Select **Update** to apply Tipped Corners to the Shape
- Select **Save**
- Select **Back to Order**
- Select **Processing** against the line item

The process will be displayed under the processing summary.

**You can remove the process in the following options**

- Select Edit
- Select OT
- Select HK
- In the M&P field unselect the pane or panes
- Select Save

Image will revert to the shape and edgework that has already been selected.

### 13. Introduction to Library Processing Items

Library Processing Items are a selection of Cut-outs and Notches that are commonly used for

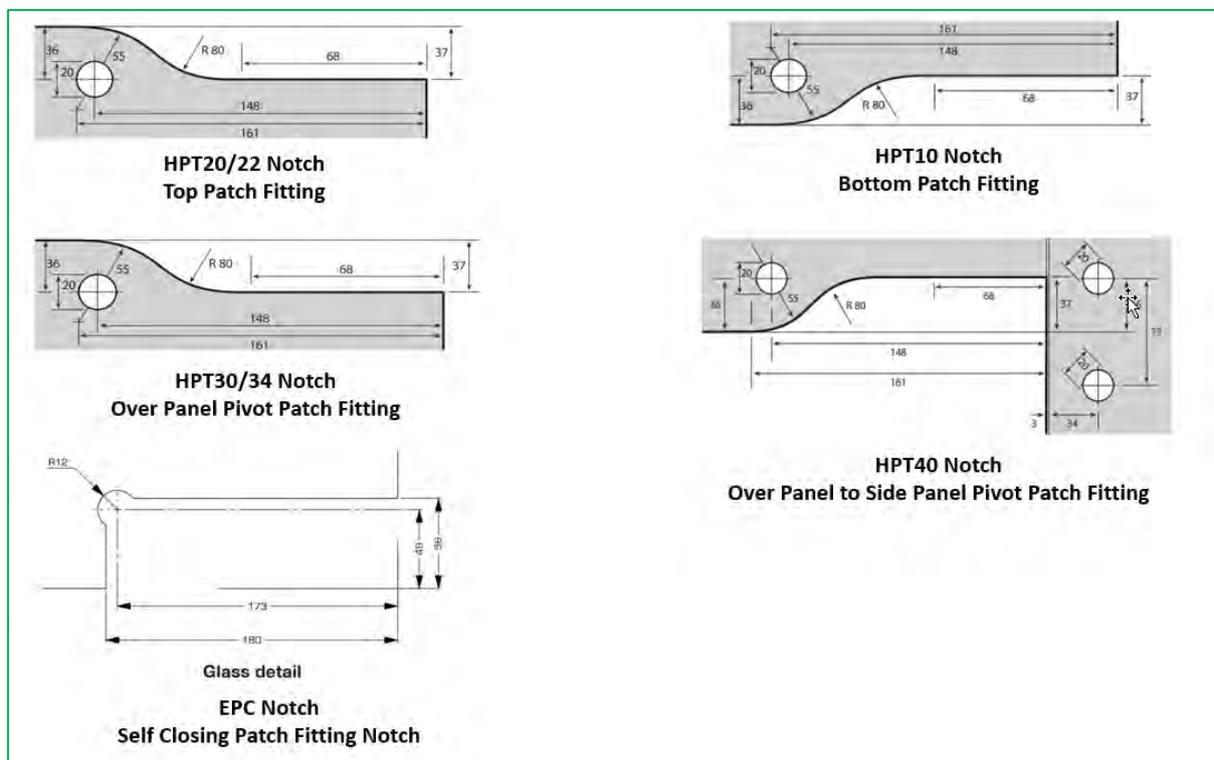
- Frameless Doors
- Balustrades
- Frameless Shower

Like with other processing items, the library selection will not be available on certain glass substances.

There are five sections available in Volt, these are.

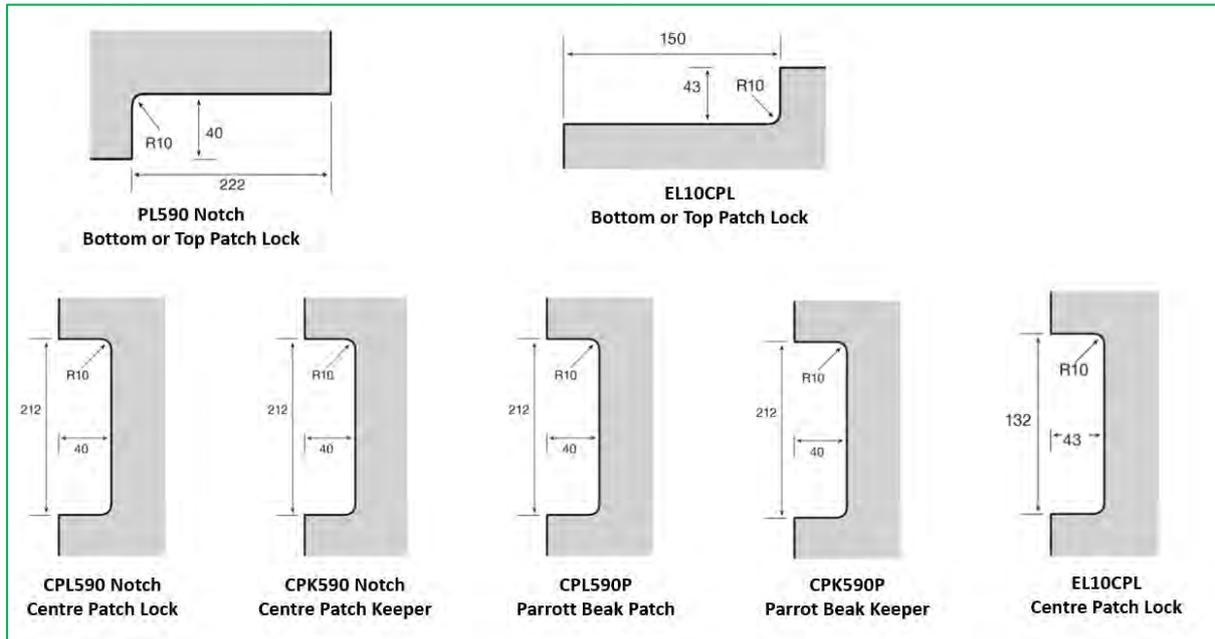
#### 1. Frameless Doors - Patch Fittings

Figure 115: Frameless Doors & Patch Fittings Library Selection



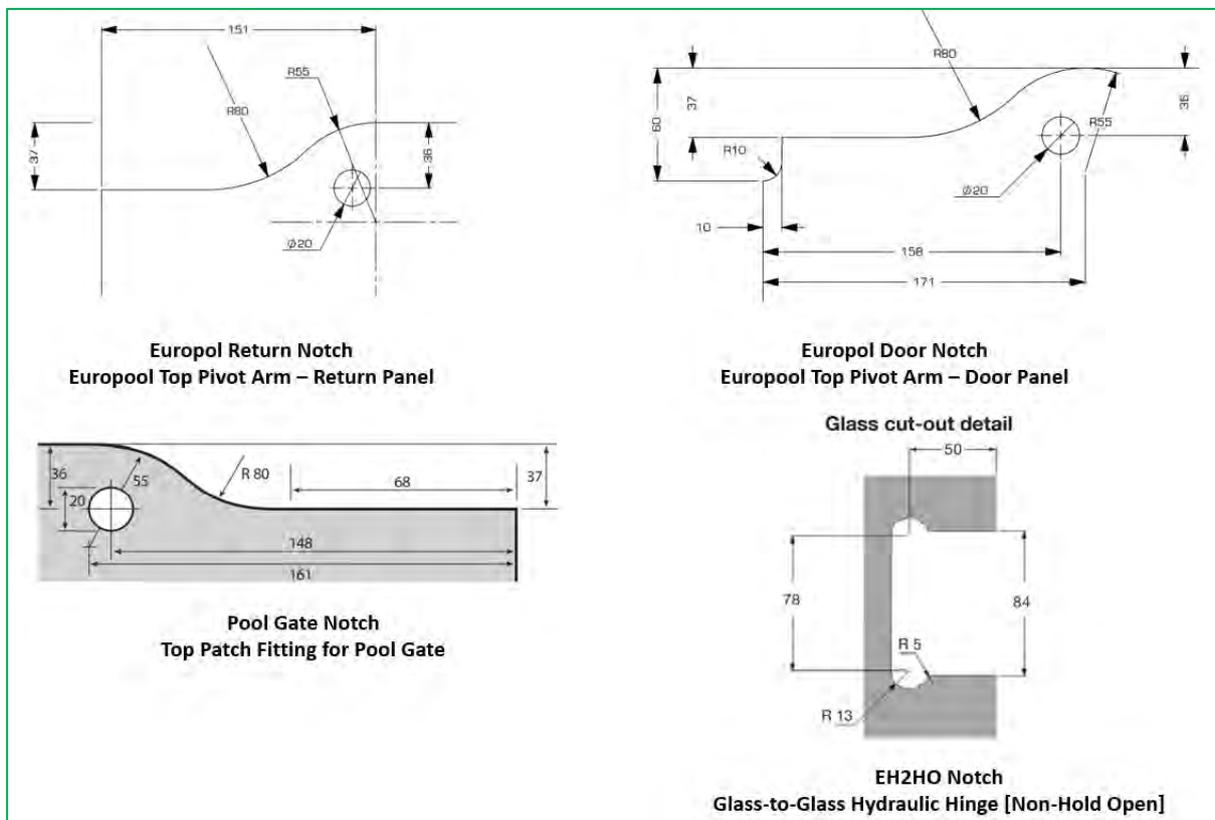
## 2. Frameless Doors – Locks

Figure 116: Frameless Doors - Locks Library Selection



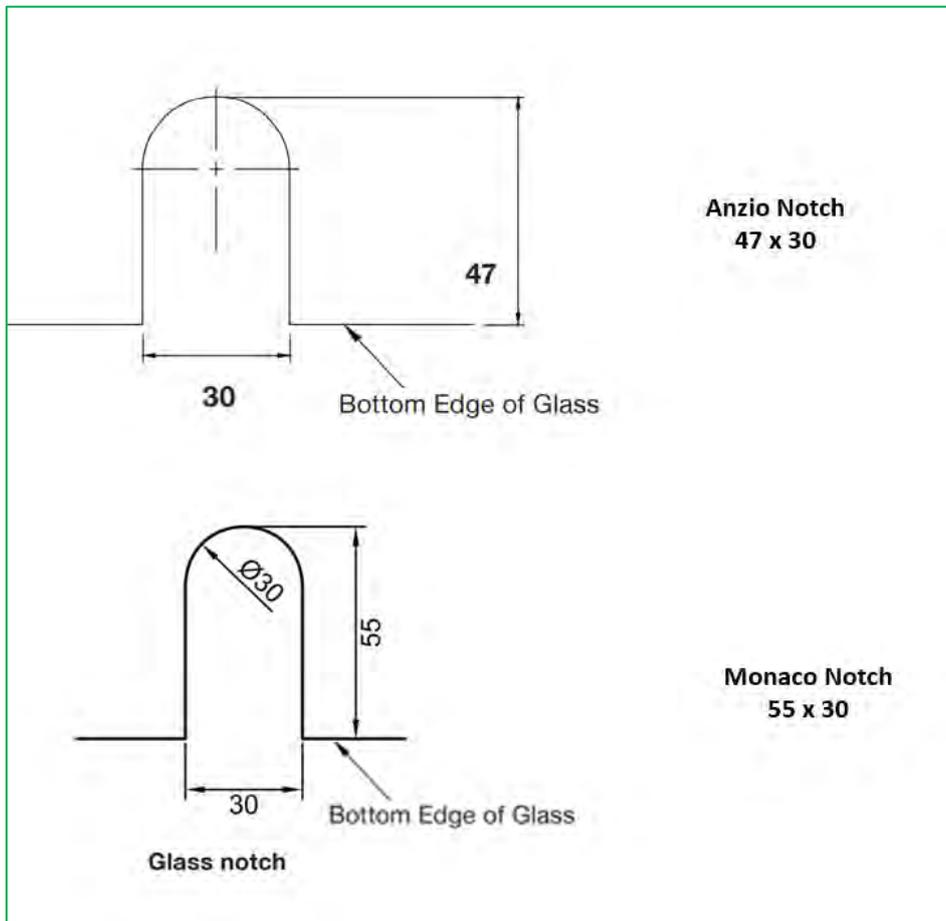
## 3. Balustrades & Pool Gates – Door Fittings

Figure 117: Balustrade and Pool Gates Library Selection



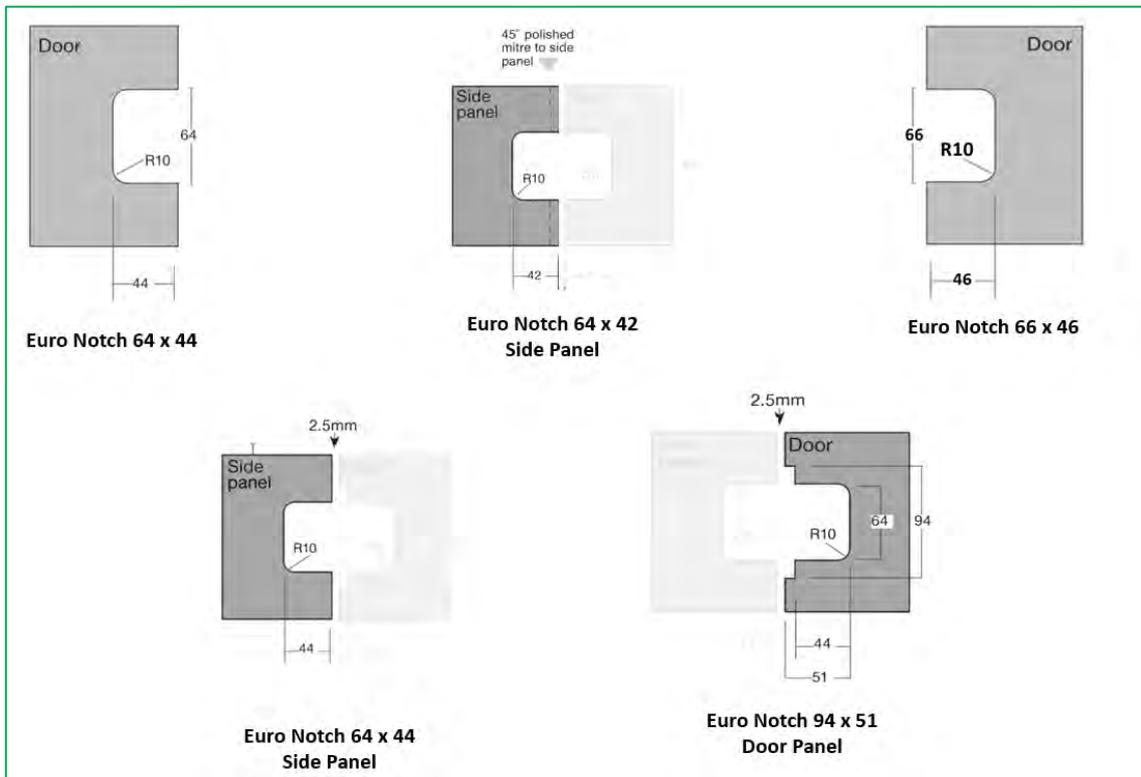
#### 4. Balustrades Notches

Figure 118: Balustrade Notches - Library Selection



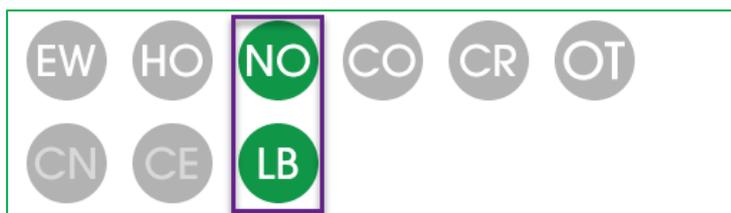
## 5. Frameless Showers – Hinge Cut-outs

Figure 119: Frameless Showers - Library Selection



Library Processing Items can be found by selecting 'NO' for Notches and 'LB' for Library Processing Items.

Figure 120: Select Library Processing Items



Some of the Library Processing Items can only be located on a 90° Corner/Horizontal or Vertical Edge. Rules around these can be found in the FAQ Page.

### 13.1. Add Library Processing Items – Frameless Doors – Patch Fittings

As with adding processing of edgework, notches, holes etc, select the glass type and size of the panel that you wish to order.

To add a Library Processing Item **LB** Patch Fitting to the glass product that you have selected you can add this in the following way.

- Select Notches
  - Select Library
- A pop-up appears with the categories
- Frameless Doors - Patch Fittings
  - Frameless Doors – Locks
  - Balustrades & Pool Gates – Door Fittings
  - Balustrades Notches
  - Frameless Showers – Hinge Cut-outs
- Select **'Frameless Doors - Patch Fittings'**
  - Select an item from the Library
  - Select **'Confirm'**
  - In the M&P field
  - Select Edge
  - Select Corner
  - Select Add

*Refer to Figure 113*

*Refer to Figure 114*

*Refer to Figure 115*

*Refer to Figure 116*

*Refer to Figure 117*

Figure 121: Library Processing Item - HPT10 [Bottom Patch Lock]

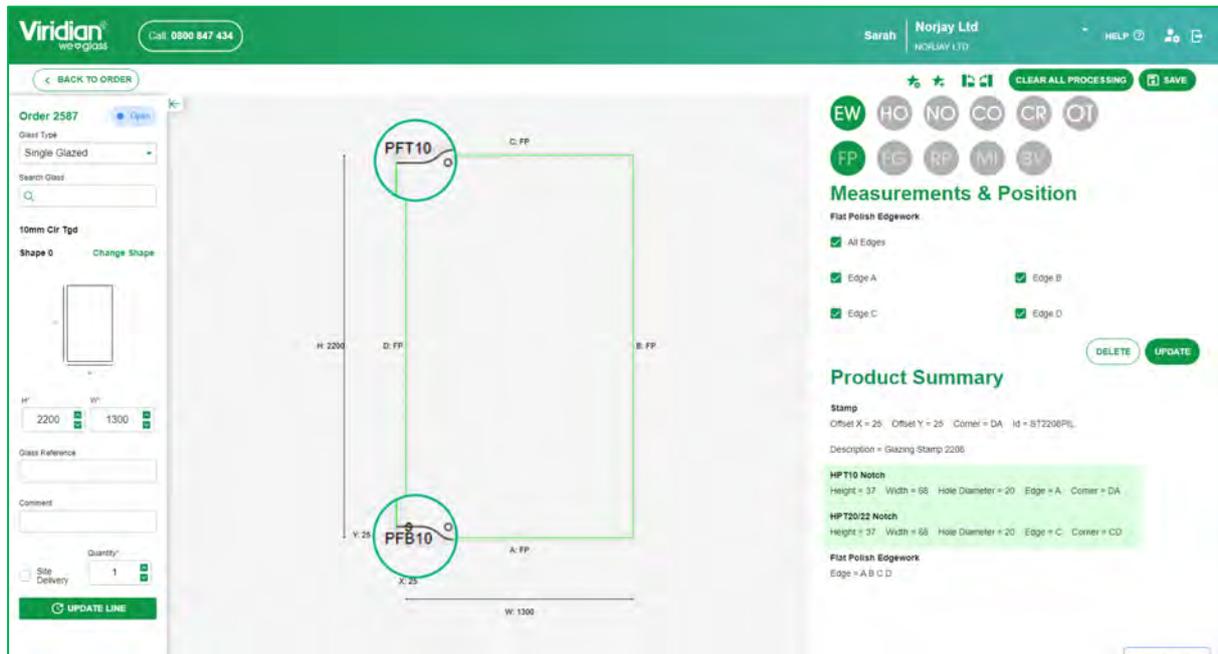


If you need to add a second or third item, you can add the LB items as you did before by selecting:

- Select Library
- Select 'Confirm'
- Update Edge and Corner location in the M&P field
- Select 'Edge'
- Select 'Corner'

- Select 'Add'

Figure 122: Example of Frameless Door - Patching Fittings



Product Summary will update will display the details of the LB Item

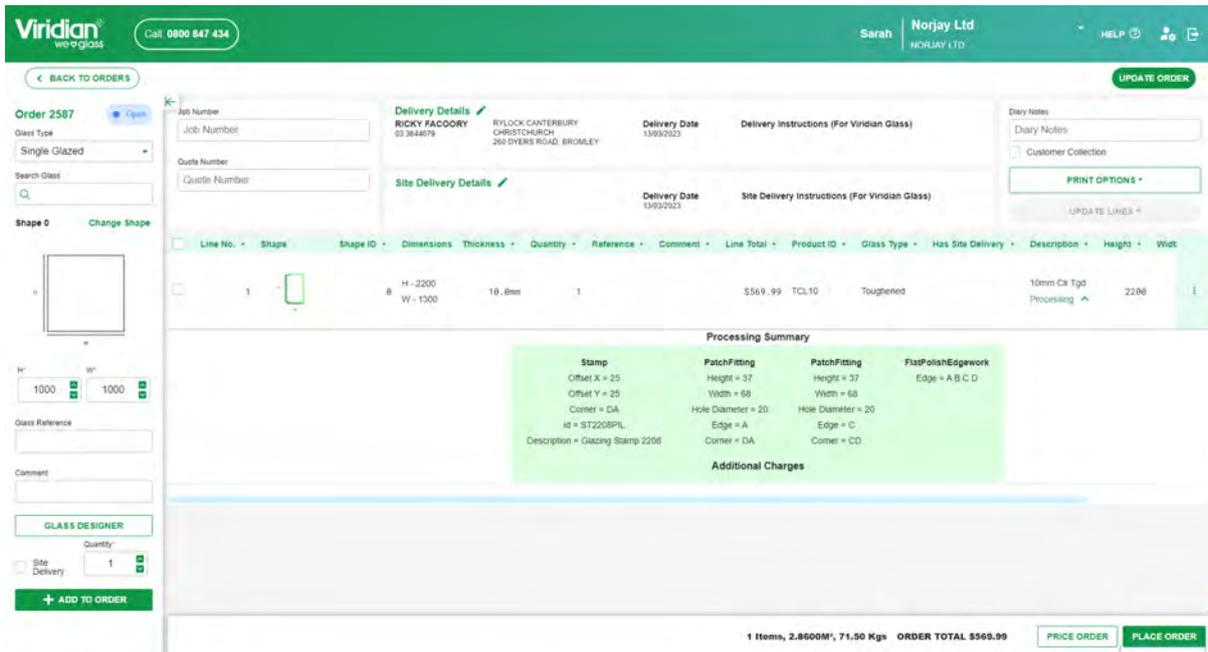
- Height
- Width
- Hole Diameter
- Edge
- Corner
- Select **Update** to apply LB item to Shape.

Once you have finished adding the LB Items or other processing

- Select **Save**
- Select **Back to Order**
- Select **Processing** against the line item

The process will be displayed under the processing summary.

Figure 123: Product Summary with LB Items



You can remove the process in the following options

- Select Edit
- Select LB Item on the Glass Designer
- Select Delete from the M&P field unselect the pane or panes
- Select Save

Image will revert to the shape and edgework that has already been selected.

### 13.2. Add Library Processing Items – Frameless Doors – Locks

To add a Library Processing Item Locks to the glass product that you have selected you can add this in the following way.

- Select Notches
- Select Library
- Select **'Frameless Doors - Locks'**
- Select an item from the Library
- Select **'Confirm'**
- In the M&P field

**Options in the M&P field will vary on the type of Locks that have been selected. For a Centre Locks the options that will be available are**

- Select from
  - Measure to Edge
  - Measure to Centre
- Select Edge
  - A
  - B
  - C
  - D
- Select Corner [options will dynamically change to relative edge that has been selected]
- Distance Along Edge/Offset 'Y' [Distance from Edge]

Figure 124: M&P Options for Centre Lock

For a Corner Locks, there will only be **one** option available

- Select Corner

Figure 125: M&P Field for Bottom Lock

- Select **Update** to apply LB item to Shape.

Once you have finished adding the LB Items or other processing

- Select **Save**
- Select **Back to Order**
- Select **Processing** against the line item

The process will be displayed under the processing summary.

You can remove the process in the following options

- Select Edit
- Select LB Item on the Glass Designer
- Select Delete from the M&P field unselect the pane or panes
- Select Save

Image will revert to the shape and edgework that has already been selected.

### 13.3. Add Library Processing Items – Balustrades and Pool Gates, Door Fittings

To add a Library Processing Item Balustrade Door Fittings to the glass product that you have selected you can add this in the following way.

- Select Notches
- Select Library
- Select **'Balustrades and Pool Gates – Door Fittings'**
- Select an item from the Library
- Select **'Confirm'**

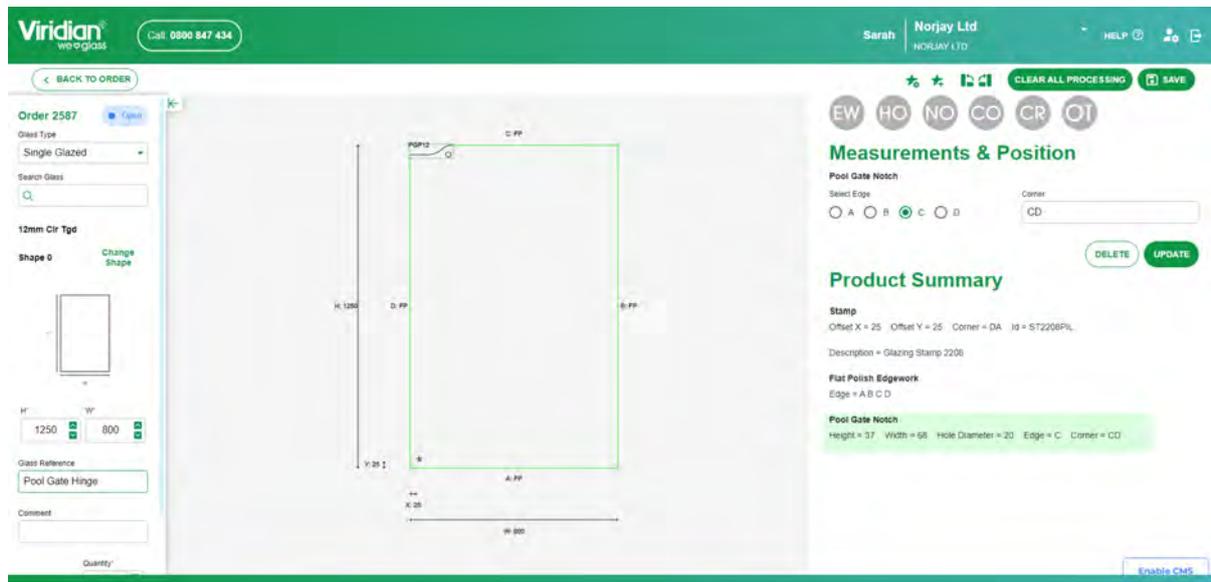
In the M&P field

- Select Edge
- Select Corner
- Select **Update** to apply LB item to Shape.

Once you have finished adding the LB Items or other processing

- Select **Save**

Figure 126: M&P Field - Pool Gate Hinge



- Select **Back to Order**
- Select **Processing** against the line item

The process will be displayed under the processing summary.

You can remove the process in the following options

- Select Edit
- Select LB Item on the Glass Designer
- Select Delete from the M&P field unselect the pane or panes
- Select Save

Image will revert to the shape and edgework that has already been selected.

### 13.4. Add Library Processing Items – Balustrade Notches

To add a Library Processing Item Balustrade Notch to the glass product that you have selected you can add this in the following way.

- Select Notches
- Select Library
- Select 'Balustrade – Notches'
- Select an item from the Library
- Select 'Confirm'
- In the M&P field
  - Measure to Edge
  - Measure to Centre
- Select Edge
  - A
  - B
  - C
  - D
- Corner [options will dynamically change to relative edge that has been selected]
- Distance Along Edge/Offset 'Y' [Distance from Edge]

INSERT IMAGE WITH BALUSTRADE NOTCHES ONCE VALIDATION IS CORRECT

- Select **Update** to apply LB item to Shape.

Once you have finished adding the LB Items or other processing

- Select **Save**
- Select **Back to Order**
- Select **Processing**  against the line item

The process will be displayed under the processing summary.

You can remove the process in the following options

- Select Edit
- Select LB Item on the Glass Designer
- Select Delete from the M&P field unselect the pane or panes
- Select Save

Image will revert to the shape and edgework that has already been selected.

Add Library Process Items – Frameless Showers, Hinges