



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



Table of Contents	
1. Login to VOLT	4
1.1. Existing Users	4
1.2. New Users	4
1.3. Forgot Password	6
2. Dashboard/Home Screen	8
2.1. Changing Delivery Point	9
2.2. Order Table/Home Screen	10
2.2.1. Sort and Search in Columns	11
2.3. Print the list of orders	13
2.4. Export the list of orders	15
2.5. Delete the list of Orders	16
3. New Order Entry	
4. Double Glaze Order Entry	20
4.1. Uploading V6 File - Double Glazing	20
4.1.1. Price Order	23
4.1.2. Place Order	23
4.1.3. Manual Order Entry – Double Glazing	24
4.1.4. Processing – Double Glazing	28
5. Site Delivery	29
6. Update Lines in Order	34
6.1. General Information	34
6.2. Bulk Update Double Glaze Lines	37
6.3. Delete Line	38
6.4. Edit Single Line Item	40
6.4.1. Edit Line	40
6.4.2. Copy Line	43
6.4.3. Delete Single Line Item	43
6.4.4. Bulk Update Single Glaze Lines	44
7. Glass Designer	46
7.1. Features In Glass Designer	50
7.1.1. Edgework	50
7.1.1.1. Add Edgework Processing - Clean Cut.	51
7.1.1.2. Add Edgework Processing - Flat Polishing	54
7.1.1.3. Add Edgework Processing - Flat Grind	57
7.1.1.4. Add Edgework Processing - Round Polish	59
7.1.1.5. Add Edgework Processing – Mitre	60



7.1.1	L.6. Add Edgework Processing – Bevel	62
8.	Holes	63
9.	Notches	64
9.1.	Corner Notches	64
9.2.	Centre Notches	66
10.	Cut-Outs	67
10.1.	Circular Cut-outs	67
10.2.	. Rectangular Cut-outs	70
11.	Corners	72
11.1.	. Tipped Corners	72
11.2.	. Radius Corners	73
<mark>11.3</mark> .	. Cut Corners	74
12.	Others	75
<mark>12.1</mark> .	. <mark>Stamps</mark>	75
<mark>12.2</mark> .	. Heat Soak	77
<mark>12.3</mark> .	. Heat Strengthened	78
13.	Introduction to Library Processing Items	80
13.1.	Add Library Processing Items – Frameless Doors – Patch Fittings	84
13.2.	Add Library Processing Items – Frameless Doors – Locks	86



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.

riguie I. Link to Set russiona	Figure	1:	Link	to	Set	Password
--------------------------------	--------	----	------	----	-----	----------

Hi Sarah
Welcome to VOLT (Viridian Online Trader)
rou nave been added to the EUI sile for . If you are already using TradeLink, this is the new Online Reclarement EDI Tool for TradeLink ink
For your initial setup please follow the link below to setup your password.
Thanks, The Team at Viridian Glass

Once you have selected password, you will be taken to the below screen to enter your new password. *Figure 2: Reset Password Screen*

Viridian® Call 0890 847 434	
	Password Reset
	New Password New Password
	Centim New Pessword
	SET PASSWORD



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 Viridian to return to the log in screen.

Figure 3: Log in Screen for Volt



Username Password:

.

E-mail address that the link was sent too.

- 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

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

Viridian [®] we©glass	
Reset Password	Enter New Password and then select 'Reset'.
Password * RESET By logging on you signify acceptance of the Terms and Conditions	Passwords must be at least 10 characters.
of use available <u>here</u> .	

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

Vi	Call 0800 847 434							Sarah	TEST ACCO TEST ACCOUNT	UNT	T HELP ()	♣ 🕞
											AD ORDER	NEW ORDER
	CUSTOMISE COLUMNS									PRINTALL	EXPORTALL *	DELETE ALL
	Order Number \cdot ∇ Viridian Order Number \cdot ∇	Status • 🟹	Delivery Date • 🖓	Delivery Address • 7	Job Number • 🏹	Date Created • 🕅	Date Modified	T Item Cor	unt • 🟹 Site De	livery Date • 7	Quote Number •	V Create
	2425	Open	20/02/2023	DO NOT PROCESS, DO NO.		20/02/2023	20/02/2023	Ō	20/02/2	023		Sarah
	2424	• Open	20/02/2023	DO NOT PROCESS, DO NO.		20/02/2023	20/02/2023	0	20/02/2	023		Sarah
	2422	Open	20/02/2023	DO NOT PROCESS, DO NO		20/02/2023	20/02/2023	0	20/02/2	023		Sarah
	2421	Open	20/02/2023	DO NOT PROCESS, DO NO.		20/02/2023	20/02/2023	0	20/02/2	023		Sarah
	2419	• Open	20/02/2023	DO NOT PROCESS, DO NO		20/02/2023	20/02/2023	ō	20/02/2	023		Sid Baj
	2416	Open	17/02/2023	DO NOT PROCESS, DO NO.		17/02/2023	17/02/2023	1	17/02/2	023		Sid Baj
	2415	Ópen	17/02/2023	DO NOT PROCESS, DO NO.		17/02/2023	17/02/2023	1	17/02/2	023		Sid Baj
	2414	• Open	17/02/2023	DO NOT PROCESS, DO NO		17/02/2023	17/02/2023	0	17/02/2	023		Sid Baj
	2411	Open	16/02/2023	DO NOT PROCESS, DO NO.		16/02/2023	16/02/2023	1	16/02/2	023		Sarah
	2409	Open	15/02/2023	DO NOT PROCESS, DO NO		15/02/2023	15/02/2023	1	15/02/2	023		Sarah
	2408	Open	15/02/2023	DO NOT PROCESS, DO NO		15/02/2023	15/02/2023	1	15/02/2	023		Sid Baj
	0.077		1-10010000	00 107 0000500 00 10		1000000	********	14				014 8-
										Rows per	page. 20 - 1-20 of	119 e >

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
- <mark>12. Delete All</mark>



13. Order Table

- a) Order Number
- *b*) Viridian Order Number
- c) Status Open/Processing/Confirmed/Deleted/Errored
- *d)* Delivery Date The date of the order is due to be delivered by Viridian
- e) Delivery Address The address of where the order is being delivered to
- f) Job Number Customers Reference
- g) Date Created Date order was created
- *h*) Date Modified Date the order was last modified
- *i)* Item Count *Number of items on order*
- *j)* Site Delivery Date The date of the order is due to site
- k) Quote Number Viridian Quote Number when orders have been quoted beforehand

Name of the user who created the order

Name of the user who last modified the order

Generated by Volt each time an order is created

This will be generated by Viridian when the order has been placed.

- I) Created by
- m) Modified by
- **n)** Viridian Site Order Number Viridian Reference for site delivery when applicable
- o) Delivery Contact Name Contact Name for delivery.
- p) Site Delivery Contact Name Contact Name for site delivery. Mandatory for Site Deliveries

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

Viridian [®] Cull 0800 847 434						San	Alitech Comme Alitech Tauranga	ercial 🔶	◎ 🍰 G
							Alitech Auckland Alitech Commercial	a F	R + NEW ORDER
III CUSTOMISE COLUMNS							Alitech Windows Waih	k	ALL * DELETE ALL
■ Order Number ・ 文 Viridiari Order Number ・ 文 Job Number ・ 文	Status • 🖓	Delivery Date • 🕅	Delivery Address + 🛛	Date Created + 7	Date Modified +	Item Count • 7	Site Delivery Date • 🛛	Created by • 🖓	Modified by • 🕅
2425	• Open	21/02/2023	Alltech Tauranga, 86 Kenned	21/02/2023	21/02/2023	0	21/02/2023	Sarah Padden	Sarah Padden
2400	D Open	10/02/2023	Alitech Auckland, Unit 3 78 Dl	10/02/2023	10/02/2023	0	10/02/2023	Phil Clark	Phil Clark
2395	Open	10/02/2023	Alitech Auckland, Unit 3 78 D	08/02/2023	08/02/2023	2	01/01/0001	Phil Clark	Phil Clark
2392	Dpen	08/02/2023	Alitech Tauranga, 86 Kenned.	08/02/2023	08/02/2023	0	08/02/2023	Sid Bajaj	Sid Bajaj
2391	Open	08/02/2023	Alitech Tauranga, 86 Kenned	08/02/2023	08/02/2023	0	08/02/2023	Sid Bajaj	Sid Bajaj
2390	Open	08/02/2023	Alitech Tauranga, 86 Kenned.	08/02/2023	08/02/2023	0	08/02/2023	Sid Bajaj	Sid Bajaj
2386	Opan	07/02/2023	Ailtech Tauranga, 86 Kenned	07/02/2023	07/02/2023	1	07/02/2023	Sid Bajaj	Sid Bajaj
2384	Open	07/02/2023	Alitech Tauranga, 86 Kenned	07/02/2023	07/02/2023	2	07/02/2023	Sid Bajaj	Sid Bajaj
2383	Opan	07/02/2023	Aitech Tauranga, 86 Kenned	07/02/2023	07/02/2023	2	07/02/2023	Sid Bajaj	Sid Bajaj
2382	Open	07/02/2023	Alitech Tauranga, 86 Kenned	07/02/2023	07/02/2023	6	07/02/2023	Sid Bajaj	Sid Bajaj
2381	• Open	07/02/2023	Alitech Tauranga, 86 Kenned	07/02/2023	07/02/2023	0	07/02/2023	Sid Bajaj	Sid Bajaj
2380	• Open	07/02/2023	Alitech Tauranga, 86 Kenned	07/02/2023	07/02/2023	9	07/02/2023	Sid Bajaj	Sid Bajaj
2379	• XOpen	07/02/2023	Alitech Tauranga, 86 Kenned	07/02/2023	07/02/2023	2	07/02/2023	Sid Bajaj	Sid Bajaj
2378	• Open	07/02/2023	Alitech Tauranga, 86 Kenned	07/02/2023	07/02/2023	1	07/02/2023	Sid Bajaj Rova per page 20 💌	Sid Bajaj

- Select different delivery option from the list available.
 - On selecting a different delivery point, the list of orders displayed will change.
 - o 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

Customise Columns	
Drder Number	
Viridian Order Number	0.0
Status	80
Delivery Date	80
Delivery Address	00
Job Number	06
Date Created	00
Date Modified	60
🛃 Item Count	00
Site Delivery Date	00
Quote Number	
[CANCEL SAVE CONFIGURATION

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

Viridian® Calt 0800 847 434							TEST ACCOUNT		HELP 🖉 🍰 🕞
									+ NEW ORDER
III CUSTOMISE COLUMNS								RINT ALL EXPORT	ALL - DELETE ALL
🗌 Order Number + 🏹 Virisian Order Number + 🐺 Job Number + 🦞	Status - 🛛	Delivery Date 🗸 🏹	Delivery Address + V	Date Created + 🕅	Date Modified • 🕅	Item Count + 🟹	Site Delivery Date • 🕅	Created by • 👽	Modified by • 7
2349 Any 000-1	Confirmed	30/03/2023	DO NOT PROCESS, DO NO	25/01/2023	03/02/2023	3	30/03/2023	Michael Ma	Sid Bajaj
002-1 132456789	Confirmed	30/03/2023	DO NOT PROCESS, DO NO	25/01/2023	03/02/2023	2	01/01/0001	Glenn Sandall	Sid Bajaj
019-1 123456789123456	Cpan	25/03/2023	DO NOT PROCESS, DO NO	24/01/2023	10/02/2023	29	01/01/0001	Glenn Sandall	Stephen Wong
2405 AUD VALUE	Cipen	21/02/2023	DO NOT PROCESS, DO NO.	15/02/2023	15/02/2023	4	15/02/2023	Sid Bajaj	Sid Bajaj
2431 DONE	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	Cperr	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	Cpen	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	Coon	16/02/2023	DO NOT PROCESS, DO NO.	16/02/2023	16/02/2023	1	16/02/2023	Sarah Padden	Sarah Padden
								Rows per page: 20 ·	1-20 of 120 + >

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



Viridian® Call: 0800 847 434					Saral	TEST ACCOUNT	r • .	HELP 🕜 🤹 🗗
								+ NEW ORDER
III CUSTOMISE COLUMNS CLEAR FILTERS						P	RINT ALL EXPORT	ALL * DELETE ALL
🔲 Order Number - 🍸 Viridian Order Number - 🏹 Job Number - 🏹	Status • 🖓 Delivery Date 🗸 🏹	Delivery Address + 🕅	Date Created • 🛛	Date Modified + 7	Item Count + V	Site Delivery Date • 🕅	Created by • 🕅	Modified by • 🕅
2327	Open 24/01/2023	DO NOT PROCESS, DO NO	24/01/2023	24/01/2023	0	24/01/2023	Glenn Sandall	Glenn Sandall

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 Υ then click on the calendar icon \blacksquare and select date and then done. All orders will show as per the example below *Figure 14: Example of searching order by Delivery Date*

Figure 14: Example of searching order by Delivery Date

Virio	dian* (Call: 0800 647 434						Sara	h TEST ACCOUNT	r * ,	HELP 🗇 🍰 🕞
III CU	STOMISE COLUMNS CLEAR FILTERS							•	UPLOAD ORDER	+ NEW ORDER
	Order Number + 🏹 Viridian Order Number + 🏹 Job Number + 🏹	Status • 🛛	Delivery Date 🗸 🝸	Delivery Address • 👽	Date Created + V	Date Modified + 7	Item Count • 🛛	Site Delivery Date • 🕅	Created by • 🕅	Modified by • 🕅
<u> </u>	406	• Open	21/02/2023	DO NOT PROCESS, DO NO.	15/02/2023	15/02/2023	4	15/02/2023	Sid Bajaj	Sid Bajaj
<u> </u>	431	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

Viridian® Call. 0800 847 434						Saral	TEST ACCOUNT		ш¤© 🍰 🖯
							(+ NEW ORDER
III CUSTOMISE COLUMNS CLEAR FILTERS							PR	RINT ALL EXPORT	ALL * DELETE ALL
Order Number • 🕅 Viridian Order Number •		Delivery Date ψ ∇	Delivery Address + 🛛	Date Created • Y	Date Modified • 7	Item Count + 🕅	Site Delivery Date + 7	Created by • 🟹	Modified by • 🕅
2421	Cpop	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	 Opan 	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 Paddan	Sarah Paddon
								Rows per page: 20	 1-5 of 5 < →



Vi		Call: 0800 847 434							Saral	h TEST ACCOUN	т -	help 🕘 🍰 🕞
												+ NEW ORDER
	CUSTOMISE COLUM	NS									RINT ALL EXPORT	ALL.* DELETE ALL
	Order Number • 1	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		• Continued	30/03/2023	DO NOT PROCESS, DO NO	25/01/2023	03/02/2023	3 Any	3/2023	Michael Ma	Sid Bajaj
	2344	2201002-1	132456789	• Continued	30/03/2023	DO NOT PROCESS, DO NO	26/01/2023	03/02/2023	2 29	1/0001	Glenn Sandall	Sid Bajaj
	2335	2201019-1	123456789123456	Open	25/03/2023	DO NOT PROCESS, DO NO	24/01/2023	10/02/2023	29 ADD VALUE	1/0001	Glenn Sandall	Stephen Wong
	2406			Open	21/02/2023	DO NOT PROCESS, DO NO	15/02/2023	15/02/2023	4 CLEAR DO	NE 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			Cpen	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
_											Rows per page. 20 •	1-20 of 120 + > Enable CMS

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

Vi	ridian [®] (Call: 0800 847 434							Sara	h TEST ACCOUN		HELP 🖉 🍰 🕞
												+ NEW ORDER
m	CUSTOMISE COLUMNS	CLEAR FILTERS									RINTALL EXPORT	ALL * DELETE ALL
	Order Number • 7	Viridian Order Number • 🕅	Job Number - 🖓	Status • 🗸	Delivery Date 🕁 🏹	Delivery Address • 🖓	Date Created • 🛛	Date Modified • 💎	Item Count • T	Site Delivery Date • 🕅	Created by • 7	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 Sandall	Stephen Wong

To sort and search for orders either 'Created by' or 'Modified by' again, select the filter Υ 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

V	ridian [®] (Call: 0800 847 434							Sar	ah TEST ACCOUN TEST ACCOUNT		elp 🛛 🍰 🕞
												+ NEW ORDER
	CUSTOMISE COLUMNS										RINT ALL EXPORT	ILL * DELETE ALL
	Order Number + 🏹	Vitidian Order Number + 7	Job Number + 🟹	Status - V	Delivery Date 🕁 🏹	Delivery Address + 7	Date Created + 🛛	Date Modified + 🕅	Item Count + V	Site Delivery Date • 🟹	Created by + 🕅	Modified by • 7
	2340	2201000-1		Confirmed	30/03/2023	DO NOT PROCESS, DO NO	25/01/2023	03/02/2023	3	30/03/2023	Mi 🔄 Michael Ma	3 ajaj
	2344	2201002-1	132456789	Confirmed	30/03/2023	DO NOT PROCESS, DO NO	26/01/2023	03/02/2023	2	01/01/0001	Gk Sid Bajaj	3ajaj
	2335	2201019-1	123456789123456	Cpen	25/03/2023	DO NOT PROCESS, DO NO	24/01/2023	10/02/2023	29	01/01/0001	Gk Glenn Sandal	g I hen Wong
	2406			Cosn	21/02/2023	DO NOT PROCESS, DO NO	15/02/2023	15/02/2023	4	15/02/2023	Sk CLEAR DO	NE Jajaj
	2431			Coerr	21/02/2023	DO NOT PROCESS, DO NO	21/02/2023	21/02/2023	0	21/02/2023	Sarah Padden	Sarah Padden
	2419			Com	20/02/2023	DO NOT PROCESS, DO NO	20/02/2023	20/02/2023	0	20/02/2023	Sid Bajaj	Sid Bajaj
	2425			O 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			Cpen	20/02/2023	DO NOT PROCESS, DO NO	20/02/2023	20/02/2023	٥	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			Cpen	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			Cpm	16/02/2023	DO NOT PROCESS, DO NO	16/02/2023	16/02/2023	1	16/02/2023	Sarah Padden	Sarah Padden
											Rown per page: 20 •	1-20 of 120 + >

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	ontion	to	Print All
iguic	±	nonne	Jurcun	Showing	option	ιU	1 1 11 1 C / UI

Vi	r idian [©] (Call: 0800 847 434							Sarah TEST A		* HELP @	& 0
											ORDER + NE	WORDER
	CUSTOMISE COLUMNS								-	PRINTALL	EXPORTALL T DE	LETE ALL
	Order Number • 🕅	Viridian Order Number + ∇	Job Number • 7	status • 🔻	Delivery Date • 🕅	Delivery Address + V	Date Created • V	Date Modified • 7	item Count • 7	Site Delivery Date • 7	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 Baja)	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	4	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
	0100				* 100,0000		a sinhann	2 3 IRA IRAA	*	2 DAD 2000	ala antis	012 0-1-1
_										Rows per pag	s: 20 * 1-20 of 117 Enal	ble CMS



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

Vi	ridian* Call: 0800 847 434			Sarah	TEST ACCOUNT	JNT +	HELP 🔿 🤱 🗗
							+ NEW ORDER
	CUSTOMISE COLUMNS				[20 selected PRINT E	XPORT - DELETE
	Order Number \cdot ∇ Viridian Order Number \cdot ∇ Job Number \cdot ∇	Status • 🟹	Delivery Date • 🕅	Delivery Address • 🟹	Date Created •	∇ Date Modified • ∇	Item Count + V
	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 1
	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
~						Rows per page: 20 👻	1-20 of 119 < >

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 \checkmark on the 'Export All' button.

Figure 21: Options to Export List of Orders

Vi	Call: 0800 847 434			Sarah	TEST ACCOU	INT	HELP	0 🍰 🕞
							AD ORDER	NEW ORDER
						PRINT ALL	EXPORTALL *	DELETE ALL
	Order Number + ∇ Viridian Order Number + ∇ Job Number + ∇	Status • 🖓	Delivery Date • 🗸	Delivery Address • 🟹	Date Created •	Date Mod	fied • EXCEL	iount • 🖓 🕴
	2425	Open	20/02/2023	DO NOT PROCESS, DO NO	20/02/2023	20/02/202	csv	4
	2424	Open	20/02/2023	DO NOT PROCESS, DO NO	20/02/2023	20/02/202	0	1
	2422	• Open	20/02/2023	DO NOT PROCESS, DO NO	20/02/2023	20/02/202	3 0	4
	2421	• Open	20/02/2023	DO NOT PROCESS, DO NO	20/02/2023	20/02/202	3 D	3
	2419	Open	20/02/2023	DO NOT PROCESS, DO NO	20/02/2023	20/02/202	3 0	4
	2416	• Open	17/02/2023	DO NOT PROCESS, DO NO	17/02/2023	17/02/202	3 1	
	2415	Open	17/02/2023	DO NOT PROCESS, DO NO	17/02/2023	17/02/202	3 1	
-						Rows per	page 20 ▼ 1-20	of 119 < >

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

export for multiple v	JET Orders as of 28/02/20	izo anu 9:11:42	AW							
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!!, 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!!, 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!!, 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!!, 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!!, 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!!, 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!!, 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!!, 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!!, 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!!, 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!!, 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!!, 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!!, 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!!, 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!!, 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!!, 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!!, 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!!, 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!!, 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!!, TEST ORDER ONLY!!,	28/02/2023	28/02/2023	28/02/2023	Sarah Padden	Sarah Padden

ļ	Figure	22:	Example	of	Export	into	Excel
	5	data la M		2 1000	10.44.40.444		



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

Delete 0 orders?		×
Are you sure you want to delete 0 orders? Note: CONFIRMED orders cannot be deleted		
	CANCEL	YES, DELETE 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

Vi	ridian [®] weoglass	Call: 0800 847 434							Sarah	TEST ACCOUNT	THELP 🕐	🎝 🕞
										(1	UPLOAD ORDER + N	EW ORDER
	CUSTOMISE COLUM	NS								1 select	ed PRINT EXPORT *	DELETE
	Order Number • 7	7 Vindian Order Number • 🖓	Job Number • 🗸	Status • 7	Delivery Date • 🕅	Delivery Address 🔹 🏹	Date Created • 7	Date Modified •	7 Item Co	unt • 🖓 Site Delivery Date	e • ♥ Created by • ♥	Modified
	2451			Open	28/02/2023	DO NOT PROCESS, DO NO	26/02/2023	26/02/2023	1	28/02/2023	Sarah Padden	Sarah Pa
	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
	2446			Open	27/02/2023	DO NOT PROCESS, DO NO	27/02/2023	27/02/2023	D	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
	2415			Open	17/02/2023	DO NOT PROCESS, DO NO	17/02/2023	17/02/2023	1	17/02/2023	Sid Bajaj	Sid Baja)
	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
	- 100			4.0			-		4	41000000		
										Rov	rs per page: 20 • 1-20 of 11	able CMS

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

1	Figure 25: Confirm to delete		
	Delete 1 order?		:
	Are you sure you want to delete 1 order?		
		CANCEL	YES, DELETE ORDER



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 γ on the status column and select open and done.

Vi		Call: 0800 847 434							Sarah TEST A		* HELP ∅	🌲 G
		ALLO		1								
	Order Number •	Viridian Order Number •	V Job Number • 1	Status .	Delivery Date • 🕅	Delivery Address • 🖓	Date Created • 🖓	Date Modified • 🕅	Item Count • 7	Site Delivery Date + V	Created by • V	Modified
	2407			Open	2/2023	DO NOT PROCESS, DO NO.	15/02/2023	15/02/2023	1	15/02/2023	Sid Bajaj	Sid Bajaj
	2405			Confirmed	2/2023	DO NOT PROCESS, DO NO	15/02/2023	15/02/2023	4	15/02/2023	Sid Bajaj	Sid Bajaj
	2403			Errored	2/2023	DO NOT PROCESS, DO NO.	14/02/2023	14/02/2023	1	14/02/2023	Sid Bajaj	Sid Bajaj
	2401			CLEAR DO	2/2023	DO NOT PROCESS, DO NO.	10/02/2023	20/02/2023	3	10/02/2023	Sarah Padden	Sid Bajaj
	2394			• Open	08/02/2023	DO NOT PROCESS, DO NO	08/02/2023	10/02/2023	4	08/02/2023	Sid Bajaj	Sid Bajaj
	2367			Open	03/02/2023	DO NOT PROCESS, DO NO	03/02/2023	07/02/2023	2	03/02/2023	Sarah Padden	Stephen
	2366			Open	03/02/2023	DO NOT PROCESS, DO NO,	03/02/2023	03/02/2023	2	03/02/2023	Sid Bajaj	Sid Bajaj
	2352			Open	01/02/2023	DO NOT PROCESS, DO NO	01/02/2023	01/02/2023	1	01/02/2023	Michael Ma	Michael I
	2345			· Open	26/01/2023	DO NOT PROCESS, DO NO	26/01/2023	26/01/2023	2	26/01/2023	Glenn Sandall	Glenn Sa
	2344	2201002-1	132456789	• Confirmed	30/03/2023	DO NOT PROCESS, DO NO	26/01/2023	03/02/2023	2	01/01/0001	Glenn Sandall	Sid Bajaj
	2343		1234568790	Open	26/01/2023	DO NOT PROCESS, DO NO	26/01/2023	26/01/2023	2	D1/01/0001	Glenn Sandall	Stephen
										Rows per pag	e 20 ▼ 1-20 of 11	17 C >

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.

Viridian [®]	Call: 0800 847 434			Sarah T	EST ACCOUNT - HELP @ 🍰 🗗
C BACK TO ORDERS					UPDATE ORDER
Order 2484 Open Glass Type Single Glazed	Leb Number Job Number Quole Number	Delivery Details RICHARD TEST ONLY TEST ONLY DO NOT PROCESS	Delivery Date 02/03/2023	Delivery Instructions (For Viridian Glass)	Diary Notes Diary Notes Customer Collection
Search Glass	Quote Number	Site Delivery Details 💉	Delivery Date 02/03/2023	Site Delivery instructions (For Viridian Glas	PRINT OPTIONS +
a.		Addiso	ine tenis to get start		
H" W" 1000 1000 1000 Grass Rulemose Comment Comment					

To order a new item select the dropdown arrow **v** 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

C BACK	TO ORDERS
Order 2485	Open
Glass Type	
Single Glaze Double Glaz Stock Sheet Library and	ed ed Favourites
Shape 0	Change
H"	₩ 1000

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

	0
	F
Glass Type	
Single Glazed	



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

Vi	ridian [®] weoglass	Call: 0800 847 434							Sarah TEST A			20 B
											ORDER + NE	WORDER
	CUSTOMISE COLUM	NS								PRINTALL	EXPORTALL - DE	ELETE ALL
	Order Number • 🐧	7 Viridian Order Number - 🖓	Job Number - 🕅	Status • 🏹	Delivery Date • 🕅	Delivery Address + 7	Date Created - V	Date Modified • 7	Item Count - V	Site Delivery Date • 🕅	Created by - V	Modified
	2452			• Open	28/02/2023	DO NOT PROCESS, DO NO	28/02/2023	28/02/2023	0	28/02/2023	Sarah Padden	Sarah Pa
	2451			Open	28/02/2023	DO NOT PROCESS, DO NO	28/02/2023	28/02/2023	1	28/02/2023	Sarah Padden	Sarah Pa
	2448	2201114-1	Test	• Confirmed	01/03/2023	DO NOT PROCESS, DO NO	28/02/2023	28/02/2023	i.	01/01/0001	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			• Opén	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
	- secondar			4	041000000		********		a.	a Pinnimann	nia malat	Not Major
										Rows per pag	i#: 20 ▼ 1-20 of 118	B K >



Upload Order		×
Choose File No file chosen		
Fill with Argon Replace Polysulphide with Structural Sealant		
Select default spacer bar:		
By Overall Thickness		•
By Product		
By Import File	,	
Туре	Colour	
None	None	•
		CANCEL



- Select Choose File and select the location the file is located on your computer.
 - You can select wither 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

spinda orael		x
Choose File No file chose	1	
Fill with Argon		
Replace Polysulphide with S	Structural Sealant	
Select default spacer bar:		
By Overall Thickness		1.
Overall Thickness		
22	- 2	
Гуре	Colour	
Aluminium (2)	Black	3 -
None		-
Aluminium		
Thermal		

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*

	III: 0800 847 434									Sara	n		HELP	◎ 🔒	• 🕀
C BACK TO ORDERS													RRORS (1)	PDATE OR	DER
Order 2463 Opun Glass Type	Job Number 2160		-	Delivery Detail:	1		Del 29/1	ivery Date 1/2022	Delivery Instr	uctions (For Virid	ian Glass)	Diary Notes Diary Note	85		
Single Glazed -	Quote Number											Custom	er Collection		
Search Glass	Quote Numbe	80	5	Site Delivery D	etails 🖍		Del	ivery Date	Site Delivery	nstructions (For	viridian Glass)		PRINT OPTION	s+	
Change							28/0	2/2023					UPDATE LINES	e.	
Shape 0 Shape	Line No. •	Shape	Shape ID +	Dimensions	Thickness •	Quantity •	Reference	Comment •	Line Total +	Product ID +	Glass Type •	Has Site Delivery •	Description •	Height	
*	Ξ.	1 · .		H - 758 W - 531	22.8mm		1 1 Fixed		\$34,99	XCL05CL05			5 Cir // 5 Cir Processing 🗸	7	I
n H" W"		2 -		H - 2333 W - 1711	22.0mm		1 1 Fixed		\$691.89	XTCL05TCL05			5 Cir Tgd // 5 Cir Tgd Processing 🗸	23	I
Glass Reference	П. с	3		H - 1475 W - 475	22 . Brim		1 1 SASH		\$53.43	XCL04CL04			4 Cir // 4 Cir Processing V	14	i
Comment		4		H - 758	22.0mm		1 2 Fixed		\$34.99	XCL05CL05			5 Cir // 5 Cir	7	1
GLASS DESIGNER Quantity"								45 Ite	ms, 77.7340M	, 1,823.64 Kgs	ORDER TOTAL \$1	13,132.04 PR		PLACE OR	DER

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 \bigcirc A pop-up message will appear – refer to next page.



Fiaure	34:	Exam	ple	of	Error	on	V6	File
	• • •		p	~ ,		•••		

Order 2463 Contains 1 Error Order Validation Errors	×
DeliveryDate cannot be in the past.	
Line Validation Errors	
	CLOSE

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 *s* next to 'Delivery Details' so that the date can be edited. *Figure 35: Editing Delivery Details*

Viridian [®] Ca	II: 0800 847 434			Sarah	HELP 🕐 🍰 🗗
(BACK TO ORDERS					VIEW ERRORS (1) UPDATE ORDER
Order 2463 Dpon Diass Type	Job Number 2160	Delivery Detail	Delivery Date 29/11/2022	Delivery Instructions (For Viridian Glass)	Diary Notes Diary Notes
Single Glazed 🔹	Quote Number				Customer Collection
Search Glass	Quote Number	Site Delivery Details 🖌			PRINT OPTIONS *
Q			Delivery Date 28/02/2023	Site Delivery instructions (For Viridian Glass)	UPDATE LINES -

Figure 36: Updating Delivery Details

Contact Name	Contact Number
Sarah Padden	027 3599344
Address Name	Delivery Date
	03/03/2023
Address Line 1	Address Line 2
XSITE COMMERCIAL LTD	1/211 GREAT SOUTH ROAD, TAKANINI
Address Line 3	
ENTRANCE OFF UNA STREET	Address Line 4
ENTRANCE OFF UNA STREET	
ENTRANCE OFF UNA STREET	

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 [m²]
- 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

45 Items, 85.4982M ² , 1,978.92 Kgs ORDER TOTAL \$13,292.48	PRICE ORDER	PLACE ORDER

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				
	45 Itoms, 85.4982M², 1,978.92 Kgs ORDER TOTA	L \$13,292.48	PRICE ORDER	PLACE ORDER
				-

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

Figure 39: Order Confirmation

CONFIRM ORDER P		IT ×
Once the order is confirmed, no further of	changes can be made	2
	CANCEL	PLACE ORDER

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

Vi	ridian [®] weglass	Call: 0800 847 434						Sara	h XSITE CO	MMERCIAL LIMIT ERGIAL LIMITED	ED - HELP @	20 D
										(1 UPLC	AD ORDER + NE	WORDER
	CUSTOMISE COLU	MNS								PRINTALL	EXPORTALL* DE	LETE ALL
	Order Number •	∇ Viridian Order Number \cdot ∇	Job Number • 7	Status • 🖓	Delivery Date • 🕅	Delivery Address + 7	Date Created + V	Date Modified • 7	Item Count + 7	Site Delivery Date •	√ Created by • √	Modified
Ξ.	2465	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	01/01/0001	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			• Opén	18/11/2022	XSITE COMMERCIAL LTD, 1	18/11/2022	18/11/2022	1	18/11/2022	Sarah Padden	Sarah Pa
				4	aniaa meeni	VART AALBERALL) TO 2	an sa monn	********	*	201220000		
_	_									Rows pe	page: 20 * 1-20 of 35	j k o ble CMS

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

Viridian [®] (Call: 0800 847 434			Sarah TEST ACC	COUNT · HELP @ 🍰 🕞
C BACK TO ORDERS					UPDATE ORDER
Order 2489 Open Glass Type Double Glazed	Job Number Job Number	Delivery Details / RICHARD DO NOT PROCESS TEST ONLY TEST ORDER ONLY I DO NOT PROCESS	Delivery Date Delivery Instructi 02/03/2023	ions (For Viridian Glass)	Diary Notes Diary Notes Customer Collection
OUTER SPACER INNER Search Glass	Quote Number	Site Delivery Details 🖍	Delivery Date Site Delivery Inst 02/03/2023	tructions (For Viridian Glass)	PRINT OPTIONS *
Q. Shape 0 Change Shape		Add so	ome items to get started on your order	t	
**					
H* W* 1000 🗳 1000 🖉					
Glass Reference	1				
Comment			0 itoms, 0	0.0000M², 0.00 Kgs ORDER TOTA	IL \$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

	all: 0800 847 434			Sarah TEST AC	CCOUNT - HELP () 🍰 🕞
C BACK TO ORDERS					UPDATE ORDER
Order 2489 © Open Glass Type Double Glazed +	Job Number Job Number Duals Namber	Delivery Details / RICHARD DO NOT PROCESS TEST ONLY TEST ORDER ONLYW DO NOT PROCESS	Delivery Date 02/03/2023	Delivery instructions (For Viridian Glass)	Diary Notes Diary Notes Customer Collection
OUTER SPACER INNER	Quote Number	Site Delivery Details 🖌	Delivery Date 02/03/2023	Site Delivery Instructions (For Viridian Glass)	PRINT OPTIONS *
Q 5mm Cir 5mm Cir 5mm Cir 15mm Cir 15mm Cir 15mm Cir 15mm Cir		Add s	ome items to get start	ed on your order!	
H- W- 1000 0 1000 0 Glass Reference					
Comment				0 Items, 0.0000M ² , 0.00 Kgs ORDER TO	TAL SO.00 PRICE ORDER PLACE ORDER Enable CMS

Figure 44: Searching for Low Iron Glass

	III: 0800 847 434			Sarah TESTACC	XUNT - HELP () 🍰
C BACK TO ORDERS					UPDATE ORDE
ler 2489 • Open	Job Number	Delivery Details	Delivery Date	Pelinen Instructions (Tex Middles Class)	Diary Notes
зТуре	Job Number	TEST ONLY TEST ORDER ONLY!! DO NOT PROCESS	02/03/2023	Derivery instructions (For vincial Glass)	Diary Notes
uble Glazed +	Quole Number				Customer Collection
TER SPACER INNER	Quote Number	Site Delivery Details 🖌	Delivery Date	City Delivery Instanting (Part/Addies City)	PRINT OPTIONS *
ch Glass			02/03/2023	site betwery instructions (Por Vindian Glass)	UPDATE LINES =
Low Iron		Add	some items to get star	ted on your order!	
m Pacific Low Iron Tgd			oonio nonio to got otali		
m Starphire LowIron					
m Pacific Lowiron					
m Starobiro Loudron					
d					
m Starphire Lowiron					
5					
W					
1000 🖬 1000 🖥					
Reference					
ment					
				0 Items, 0.0000M ² , 0.00 Kas ORDER TO	TAL SO.00 PRICE ORDER PLACE OF
				,	

- 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

BACK TO ORDERS							
Order 2489	• Open						
Glass Type							
Double Glaze	ed 🔻						
Outer Glass: 5	mm Clr						
OUTER SPA							
Thickness	Colour						
None -	None 👻						
None]						
6							
8							
10							
12							
14	Change						
16	Shape						
18							
20							

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

Figure 46: Step 4 - Spacer Bar Type and Colour

Order 2489	Open
Glass Type	
Double Glazed	
Outer Glass: 5mm Cli	
OUTER SPACER	INNER
Thickness Colour	
10 - None	
Search Spacer	
Q.	
Spacer 10mm	
Thermal/Black	
Spacebar 10mm Silve	r
Spacebar 10mm Blac	k

- 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' and a new window will open of the shapes that are available to order.



Viridian (Col 0800 847 454)	(5)		
Addr. TO GROUPS Order 2459 Outor Tool Double Glass Double Glas	Select A Shape	indiat	UtriAtte cooce
1000 2 1000 2	0 Itamis, 0.0000W, 0.0	0 Kgs ORDER TOTAL 30.00	PRICE DEDET

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
- Comment
- Fill with Argon
- Replace Polysulphide with Structural Sealant
- Site Delivery
- Quantity

i.e., Bathroom [if required] [if required] [if required]

for example Window 1

+ ADD TO ORDER

Once you have completed all of the above, you can now 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



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
--------	----	--------	----------	---------

pdate Address		×
Contact Name	Contact Number	
Address Name	Delivery Date	
	03/03/2023	
Address Line 1	Address Line 2	
Address Line 3	Address Line 4	
Delivery Instructions		
		ĥ
	C	ANCEL SAVE

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 <u>not</u> 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

Viridian®	Call: 0800 847 434					arah TESTACC	OUNT	HELP	0 🍰 🕞
C BACK TO ORDERS								UP	DATE ORDER
Order 2494 Open Glass Type Single Glazed -	K- Job Number Job Number Quote Number	Delivery Details / RICHARD TEST ONLY	DO NOT PROCESS TEST ORDER ONLYII DO NOT PROCESS	Delivery Date 03/03/2023	Delivery Instructions (For Viri	dian Glass)	Diary N Diar	ates y Notes ustomer Collection	
Search Diass	Quote Number	Site Delivery Details Sarah Padden 0277315550	33 Gordon Road Mount Wellington Auckland	Delivery Date 03/03/2023	Site Delivery Instructions (For	Viridian Glass)		UPDATE LINES	e .
Shape 0 Change Shape	Line No. • Shape Shape ID	- Dimensions Thick	ness • Quantity •	Reference - Comment -	Line Total + Product ID +	Glass Type + Has Sit	e Delivery	Description - Heij	ght • W
- <u>-</u>	· · ·	θ H - 2345 W - 1668	10.0mm	Shop Front Window	\$509.51 TCL10	Toughened	~	10mm Cir Tgd Processing 🐱	2345 i
H ⁺ W ⁺	2 ·	θ H - 600 W - 800	6.0mm	2	\$67,89 TCL06	Toughened		6mm Clr Tgd Processing ↓	680 1
Glass Reference									
Comment									
GLASS DESIGNER Quantity					3 Itoms, 4.3915M ² , 112.19	Kgs ORDER TOTAL S	577.40	PRICE ORDER	PLACE ORDER

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

Order Confirmed! Code: TR103	×
Viridian Order# 2201140-1 Estimated Delivery Date 06/03/2023 Site Order# 2201141-1 Estimated Delivery Date 06/03/2023	
CONTI	NUE

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'

Vi	ridian [®] (Call: 0800 847 434						Sarah	TEST ACCOUNT	п 🔹 н	ielp 🕥 🍰 🕞
	CUSTOMISE COLUMNS	5								PRINTALL EXPORTA	LL * DELETE ALL
	Order Number • 🖓	Viridian Order Number • 🕅	Viridian Site Order Number • 7	Job Number • 🕅	Status • 7	Delivery Date • 🕅	Delivery Address + 7	Date Created • 7	7 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
	2489	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
	2479	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
	2446	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
	2408				• 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
	or the				14 M			21 IND IN 1999	*CINNING		2=100.0000
										Rows per page: 20 🔹	1-20 of 118 CMS



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

	Call: 0800 847 434									s	arah TES	ACCOUNT		ielp 🕘 🛔	. C
C BACK TO ORDERS														UPDATE O	RDER
der 2500 • Open	Quote Number				DONOTIN	00100						Cu:	stomer Collection		
is Type	Quote Number			Site Delivery I Sarah Padden	Details 🖍 33 Gordon R	oad	Delin	very Date	Site Delivery I	nstructions (For \	firidian Glass)		PRINT OPTI	ONS *	
gie Giazeu				0277315550	Auckland	gton	03/03	/2023					UPDATE LI	NEST	
n Giass	Line No. •	Shape	Shape (D	Dimensions	Thickness .	Quantity	Reference •	Comment -	Line Total •	Product ID +	Glass Type •	Has Site Delivery	Description •	Height +	i
o Cir Tgd 9 0 Change Shape	S 1	-		H - 2345 W - 1668	10.0mm		2 Shop Front 2		\$1,019.01	TCL10	Toughened		10mm Cir Tgd Processing 🗸	2345	1
	0 2	·		θ H - 600 W - 800	6 . Onm		2		\$67,89	TCL06	Toughened		6mm Clr Tgd Processing ↓	688	4
w W	. 3	-		0 H - 800 W - 800	5.0mm		4		\$50.84	CL05	Annealed		5mm Clr Processing ↓	886	ŧ
nce	a 4	-		H - 2345 0 W - 1668	10.0mm		2 Shop Front 2		\$1,019.01	TCL10	Toughened		10mm Cir Tgd. Processing 🐱	2345	1
										_	_		_		_
								1	0 Items, 8.942	9M², 437.55 Kg	ORDER TO	TAL \$2,156.76	PRICE ORDER	PLACE O	RDER
SS DESIGNER	1 N-								_		_			Enable	e CMS

- Update Lines
- General Information

Figure 56: Bulk Update Line Items for Site Delivery

	all: 0800 847 434								Sarah TES	ACCOUNT	п не	LP 🕘 🤰	• D
C BACK TO ORDERS												UPDATE OR	DER
Order 2506 Open Slass Type Single Glazed -	Job Number Job Number		Delivery Detail RICHARD TEST ONLY	DO NOT PROCESS TEST ORDER ONLY DO NOT PROCESS	Delivery 03/03/202	Date	Delivery Instru	ections (For Virio	dian Glass)	Dian	r Notes ary Notes Customer Collection		
Q	Quote Number		Site Delivery D	Details 🎤	Delivery 03/03/2023	Date	Site Delivery In	structions (For	Viridian Glass)		PRINT OPTIO	NS *	
10mm Cir Tgd Shape 0 Change Shape	Line No. * Shape	Shape IC	θ - Dimensions θ H - 2345 W - 1668	Thickness • Quant	ty • Reference • C	omment •	Line Total • \$509.51	Product ID • TCL10	Glass Type • Toughened	Has Site I elive	General Information	(2)	(2)
.H	2		9 H - 600 W - 800	6.0mm	(d)		\$33.95	TCL05	Toughened	L	Delete Lines (2) Processing V	080	
H" W" 1000 10000 1000 1000 1000 1000 1000 1000 1000 1000 1000 1000	3 -	*	θ H - 500 W - 500	5.0mm	1		\$4.97	CL05	Annealed		Smm Ctr Processing 🗸	588	I
Jormment	☑ 4 ·		H - 2345 0 W - 1668	10.0mm	1 Shop Front 2		\$509.51	TCL10	Toughened		10mm Cir Tgd Processing 🗸	2345	1
GI & SS DESIGNER						4	1 Items, 8.5521	9M², 205.90 K	gs ORDER TO	FAL \$1,057.92	PRICE ORDER	PLACE OR Enable	DER CMS



A new window will open asking for the following information

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

Figure 57: Selecting Site Delivery

update 2 Order Lines	>
Glass Reference	
Shop Front Windows	
Comments	
Glaze on Site	
Glaze on Site	
Site Delivery	
	CANCEL BULK UPDATE

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

Figure	58:	Site	Delivery	Details
--------	-----	------	----------	---------

puate Address		· · · · · · · · · · · · · · · · · · ·
Contact Name	Contact Number	
Address Name	Delivery Date	
	03/03/2023	Ē
Address Line 1	Address Line 2	
Address Line 3	Address Line 4	
Delivery Instructions		
		/
	_	

- 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

C	UPDATE LINES *
live	General Information (1)
	Holi Upitate Double Glazeri Lines
	Bulk Update Single Glazed Lines (1)
1	Delete Lines (1)
	on in typ

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.

	Gall: 0800 847 434			Sarah TEST AC		2 2 G
BACK TO ORDERS	D.4				UPD	ATE ORDER
TER SPACER INNER	K- Job Number Job Number Quote Number	Delivery Details / RICHARD TEST ONLY DO NOT PROCESS TEST ORDER ONLY!! DO NOT PROCESS	Delivery Date 06/03/2023	Delivery Instructions (For Viridian Glass)	Diary Notes Diary Notes Customer Collection	
Cir e 0 Change	Quote Number	Site Delivery Details 🖍	Delivery Date 06/03/2023	Site Delivery Instructions (For Viridian Glass)	PRINT OPTIONS -	
	Line No. + Shape Shape	elD • Dimensions Thickness • Quantity • θ H - 2200 θ W - 1100 2θ.θmn	Reference • Comment •	Line Total + Product ID + Glass Type + Has 1 9377, 11 XTCL04TCL04	ite Delivery • Description • Heigh 4 Cir Tgd // 4 Cir Tgd // 9 Processing ↓	t • W
w ⁻ 500 S 500 S	2 °	e H - 2200 28 . 8mm W - 1100	1	\$197.23 XCL05CL05	5 Ctr // 5 Ctr Processing 🗸	2200
Reference	3 3 *	θ H - 500 W - 500 - 2θ.θmm	ř.	528.38 XCL05CL05	5 Cir // 5 Cir Processing ↔	500 1
GLASS DESIGNER	-			3 Items, 5.0900M ³ , 115.15 Kgs ORDER TOTAL	S594.71 PRICE ORDER	LACE ORDER

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		
Kitchen Window		
Quantity		
	2	
Comments		
Left Side		
Site Delivery		
		CANCEL BULK UPDATE

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

	1: 0800 847 434			Sarah TEST ACCO	UNT - HELP 🛛 🍰 🗗
C BACK TO ORDERS					UPDATE ORDER
Order 2514 Open Glass Type Double Glazed -	K- Job Number	Delivery Details RICHARD TEST ONLY DO NOT PROCESS TEST ORDER ONLY DO NOT PROCESS	Delivery Date 06/03/2023	Delivery Instructions (For Viridian Glass)	Diary Notes Diary Notes Customer Collection
Outer Glass: Smm Cir Spacer Spacebar 10mm Bar: Black Inner Glass: Smm Cir	Quote Number	Site Delivery Details 🥓	Delivery Date 06/03/2023	Site Delivery instructions (For Viridian Glass)	PRINT OPTIONS *
OUTER SPACER INNER Search Glass	Line No. • Shape Shape ID	Dimensions Thickness - Quantity H - 2200 W - 1100 20, 0mm	Reference - Comment -	Line Total • Product ID • Glass Type • Has Site \$377.11 XTCL04TCL04	Delivery • Description • Height • W 4 Cir Tgd // 4 Cir Tgd 2266 i Processing v
Shape 0 Change Shape	□ z *□	θ H - 2200 W - 1100 2θ . 8mm	1	\$197.23 XCL05CL05	S CIr//I S CIr Processing ↓ 2280 I
*	3 .	θ H - 500 2θ.θmm W - 500	2 Kitchen Left Side Window	\$48.75 XCL05CL05	S Clr // S Clr See 1 Processing ❤
H ⁴ ₩ ⁴ 500 S 500 S				4 items, 5.0900M ² , 121,40 Kgs ORDER TOTAL \$6	15.09 PRICE ORDER PLACE ORDER
					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
 - o By Overall Thickness
 - o By Product
- Type
 - o Aluminium
 - o Thermal
- Colour
 - o Black
 - o Silver

Figure 63: Bulk Edit for Double Glazing

Select default spacer bar:		
By Overall Thickness		•
Overall Thickness		
22	•	
Туре	Colour	
None	✓ None	

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

Figure 64: Bulk Edit DG

	1: 0800 847 434										Sarah TES	T ACCOUNT		ELP 🕘 🔒	• D
C BACK TO ORDERS													-	UPDATE O	RDER
Order 2509 Open Glass Type Single Glazed -	Job Number Job Number			Delivery Det RICHARD TEST ONLY	DO NOT F TEST ORI DO NOT F	ROCESS DER ONLY!! ROCESS	Del	livery Date	Delivery Inst	ructions (For Viri	dian Glass)	Diary No Diary Cu	tes Notes stomer Collection		
Search Glass	Quote Number			Site Delivery	Details 🖍		De 05/1	livery Date 03/2023	Site Delivery	Instructions (Fo	r Viridian Glass)		PRINT OP	IONS *	
Shape 0 Change Shape	Line No. +	Shape	Shape ID +	Dimensions	Thickness •	Quantity +	Reference ·	Comment •	Line Total +	Product ID •	Glass Type •	Has Site Delivery	Description +	Height •	w
	1	*	e	H - 1000 W - 1000	18.0mm	1			\$71.49	XCL04CL04			4 Cir // 4 Cir Processing 🗸	1988	i.
* H ¹ W ¹	2 2	· 🛄	ę	H - 500 W - 500	20.0mm	1			\$20.38	XCL05CL05			5 Cir // 5 Cir Processing 🛩	500	1
Glass Reference	3	•	e	H - 1000 W - 1000	24.0mm	1			\$103.36	XCL06CL06			6 Clr.// 6 Clr Processing ↓	1000	Í,
Comment															
GLASS DESIGNER Quantity									3 Itoms, 2	.2500M°, 56.2	5 Kgs ORDER	TOTAL \$195.23	PRICE ORDER	PLACE	ORDER



- 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]

Update 3 Order Lines			×
Fill with Argon			
Replace Polysulphide with Structural Sealant			
Select default spacer bar:			
By Overall Thickness			-
Overall Thickness	~		
14	J		
Туре	Colour		
Thermal -	Black		•
		CANCEL	BULK EDIT

You are then returned to the order entry screen.

In the column 'description' if you select Processing v 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 is brackets represent the total lines that have been selected]



Figure 66: Selecting multiple lines to be deleted

	all: 0800 847 434									s	arah TEST		* HE	P 🛛 🍰
C BACK TO ORDERS														UPDATE ORD
Order 2514 Open Blass Type Single Glazed -	Job Number			Delivery Det RICHARD TEST ONLY	DO NOT I TEST OR DO NOT I	PROCESS DER ONLY!! PROCESS	Di 08	alivery Date /03/2023	Delivery Instr	uctions (For Virid	lian Glass)	Diar	v Notes ary Notes Customer Collection	
Gearch Glass	Quote Number			Site Delivery	/ Details 🧨		Di	elivery Date /03/2023	Site Delivery	Instructions (For	Viridian Glass)		PRINT OPTIO	NS - ES -
Shape 0 Change Shape	Line No. •	Shape	Shape ID +	Dimensions H - 2200 W - 1100	Thickness • 20.8mm	Quantity ·	Reference	Comment -	Line Total • \$377.11	Product ID +	Glass Type •	Has Site Deliver	General Information (Bulk Update Double ((2) Glazed Lines
W ²	2 2	. 🛄	e	H - 2200 W - 1100	20.0mm		i		\$197.23	XCL05CL05			Delete Lines (2) ⇒ Cir // ⇒ Cir Processing ♀	2200
2200 1100	2 3	• 📃	e	H - 500 W - 500	20.0mm		2 Kitchen Window	Left Side	\$40.75	XCL05CL05			5 Clr.// 5 Clr Processing ↓	500
omment														
GLASS DESIGNER									4 Items, 5.0	9900M², 121.40	Kgs ORDER T	OTAL \$615.09	PRICE ORDER	PLACE OR

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

DELETE LINE(S)	×
Are you sure you want to delete 2 lines(s)?	
CANCEL	DELETE

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

C BACK TO ORDERS					UPDATE ORDER
order 2514 Open ass Type Single Glazed -	Bob Number Job Number	Delivery Details RICHARD DO NOT PROCESS TEST ORLY TEST ORLY DO NOT PROCESS	Delivery Date 08/03/2023	Delivery Instructions (For Viridian Glass)	Diary Notes Diary Notes Customer Collection
earch Glass	Quote Number	Site Delivery Details 🖌	Delivery Date 06/03/2023	Site Delivery Instructions (For Viridian Glass)	PRINT OPTIONS *
~	· , · []	6 H - 2200 28,0em 1 W - 1100 28,0em 1		\$377.11 XTGL04TGL04	4 Clr Tgd // 4 Clr Tgd 2286 3 Processing ❤
2200 S 1100 S					
ment					

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
- Сору
- Delete

Figure 69: Edit Single Line Item

	11: 0800 847 434		Sarah TEST AC	COUNT · HELP @ 🍰 🗗
C BACK TO ORDERS				UPDATE ORDER
Order 2514 Order 2514 Glass Type Double Glazed	Job Number Job Number	Delivery Details RICHARD DO NOT PROCESS TEST ONLY TEST ORDER ONLY I DO NOT PROCESS	Delivery Date Delivery Instructions (For Vindian Glass)	Diary Notes Diary Notes Customer Collection
Outer Glass: 4mm Cir Tgd Spacer Spacebar 12mm Bar: Black Inner Glass: 4mm Cir Tgd	Quote Number	Site Delivery Details 💉	Delivery Date Site Delivery Instructions (For Viridian Glass)	PRINT OPTIONS -
OUTER SPACER INNER Search Glass Q 4mm Cir Tgd	Line No. + Shape Shape IC	Dimensions Thickness Guantity Reference 0 H-2200 28.0mm 1 V/- 1100 28.0mm 1	Comment · Line Total · Product ID · Glass Type · Has Site S377.11 XTCL04TCL04	Delivery • Description • Height • Width 4 Chr Tgd // 4 Chr Tgd 2208 1 i Pirocessing ∽
Shape 0 Change Shape	2 °	e H - 2200 28 . Bees 1 W - 1100	\$377.11 XT0L04T0L04	4 Cir Tgd // 4 Cir Tgd 228ê 1 I Processing ❤
×	3 3	θ H - 2200 2θ.θwn 3 W - 1100	\$377.11 XTCL04TCL04	4 Cir Tgd // 4
H ¹ W ² 2200 S 1100 S Glass Reference			3 Homs, 7.2800M', 145.20 Kgs ORDER TOTAL S	1,131.33 PRICE ORDER PLACE ORDER Enable CMS



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*

Viridian [®] Call 0800 847 434		Sarah TEST ACCOUNT - HELP @ 🍰 🗗
C BACK TO ORDER		to the ISAN CLEAR ALL PROCESSING 🗈 SAVE
Order 2514 Open		0
Gau Tye Double Glazd T Speer Specebar 12mm Bar: Black Inner Glass: 4mm Cirt 17d OUTER SPACER INNER Seevon Glass	,c	Product Summary
4mm Cir Tgd Shape 0 Change Shape	H 2200 0 B	
и 2200 В 1100 В Gaus Reference	A	
		Enable CMS

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

Viridian WOVYSICSS Call 0500 547 434	Sarah TEST ACCOUNT - HELP 1 - HELP 1 - HELP 1
Image: Construction of the co	Reproduct Troduct Summary Product Summary

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

	Call: 0800 847 434			Sarah TEST AC	COUNT - HELP @ 🍰 🖯
C BACK TO ORDERS					UPDATE ORDER
Order 2514 Open Blass Type Single Glazed	K-Job Number Job Number	Delivery Details RICHARD TEST ONLY DO NOT PROCE TEST ORDER O DO NOT PROCE	255 Delivery Date NLY# 06/03/2023 255	Delivery Instructions (For Viridian Glass)	Diary Notes Diary Notes Customer Collection
Dearch Glass	Quote Number	Site Delivery Details 🖍	Delivery Date 06/03/2023	Site Delivery Instructions (For Viridian Glass)	PRINT OPTIONS *
Shape 0 Change Shape	Line No. • Shape Shape ID •	Dimensions Thickness • Quanti	ity · Reference · Comment ·	Line Total • Product ID • Glass Type • Has Site	e Delivery • Description • Height • Widt
	□ 1 ·□	H - 2200 W - 1100 20.0mm	ſ	\$377.11 XTCL04TCL04	4 CHrTgd // 4 ChrTgd 2200 i Processing ❤
W*	z *	H - 2200 W - 1100 20.8mm	1	\$377.11 XTCL04TCL04	4 Cir Tgd // 4 Cir Tgd 2200 I Processing ❤
2200 1100	□ 3 °	H - 650 H 1 - 550 20, 8nm W - 1000	i.	\$101.29 XTCL04TCL04	4 Cir⊺gd // 4 Cir⊺gd 659 ∄ Prócessing ❤
Comment					
GLASS DESIGNER				3 Items, 5.4900M ² , 109.80 Kgs ORDER TOTAL	\$855.51 PRICE ORDER PLACE ORDER

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*

Viridian [®]	all: 0800 847 434							Sa	rah TEST ACCOUNT		HELP ()	2 0 G
Corder 2514 Open Glass Type Single Glazed	K Coote Number Quate Number		Site Delive	ery Details 🖍	0	Delivery Date 06/03/2023	Site Delivery	/ Instructions (For Vir	idian Glass)	Customer Collection PRINT OP UPDATE	UPDATE TIONS +	ORDER
Search Glass	Line No. • Sha	ipe Shape ID	Dimensions	Thickness ·	Quantity •	Reference · Comment ·	Line Total •	Product ID · Gla	Has Site Delivery	Description •	Height •	Wit
Shape 0 Change Shape	0 1	Ū	H - 2200 W - 1100	20.0mm	, Ť,		\$377.11	XTCL04TCL04		4 Clr Tgd // 4 Clr Tgd Processing ♀	2200	t
	2		0 H - 2200 W - 1100	20.0mm	1		\$377.11	XTCL04TCL04		4 Cir Tgd // 4 Cir Tgd Processing ↓	2200	1
₩ 2200 0 1100 0	□ 3		H - 650 1 H1 - 550 W - 1000	20, 8nm	1		\$101.29	XTCL04TCL04		4 Cir Tgd // 4 Cir Tgd Processing ↓	650	÷
Glass Reference	L 4	- [] 	H - 650 1 H1 - 550 W - 1000	20.0mm	Ŧ		\$101.29	XTCL04TCL04		4 Clr Tgd // 4 Clr Tgd Processing ↓	650	ł
GLASS DESIGNER							4 Items, 6.	1400M°, 122.80 Kg	s ORDER TOTAL \$956.80	PRICE ORDE	R PLACE	ORDER

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		×
Search Glass		
Q Lam		
8.76 Cir Lam		
8.76 Visionlite Lam		
8.38mm Gry Lam		
11.52 AssaultGuard Lam		
12.5mm Hush Lam		
6.38 Cir Lam		
10.38 Cir Lam		
12.38 Cir Lam		
6.38 Grn Lam		
6.38 Gry Lam		
7.52 IntruderGuard Lam		
0 20 Translusset		
Selected Product: 6.38 Cir 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: E	Bulk Update	Singe Glazed	Item -	Product Change
--------------	-------------	--------------	--------	----------------

Beinery Details Delivery Details Delivery Date DO NOT PROCESS DO NOT				Dian Mater														-
Job Number Intertional Intertional Test opcer outway to solve and to be solved and tob be solved and tob be solved and to be solved and to be solved an				Louisy reason		(indian Class)	structions (For)	Delivery	ivery Date	Del	1686	DO NOT PROC	ry Details 🧪	Delive			per	Job Num
Outlote Number Site Delivery Details / Delivery Data Site Delivery Data Site Delivery Data Site Delivery Data Site Delivery Instructions (For Viridian Glass) PRINT OP Line No. + Shape Shape ID + Dimensions Thickness + Quantity + Reference + Comment + Line Total + Product ID + Glass Type + Has Site Delivery Description + Height + Width + M* pr 1 • • • • • 6.8mm 1 Window 1 \$16.51 LCL0838 Laminate 6.38 Cir Lam Ford 1 •		0	otes	Diary No		indian diassy	istructions (For V	Denveryn	3/2023	06/0	ONLYI	TEST ORDER DO NOT PROC	VLY	TEST OF			umber	Job N
Construction Site Delivery Details Delivery Data Site Delivery Instructions (For Viridian Glass) Previous Line No. + Shape ID + Dimensions Thickness + Outantity + Reference + Comment + Line Total + Product ID + Glass Type + Has Site Delivery Description + Height + Width + M* previous ID + Glass Type + Has Site Delivery Description + Height + Width + M* previous ID + Glass Type + Has Site Delivery Description + Height + Width + M* previous ID + Glass Type + Has Site Delivery East annual 6.38 Cir Lam 1 * _ 0 H-500 6.8mm 1 Window 1 \$16.51 LCL0538 Laminute 6.38 Cir Lam 500		INT OPTIONS -	ner conection	Custon										1			mber Number	Quote Nu
UPDATE: Line No. + Shape ID + Dimensions Thickness + Duantity + Reference + Comment + Line Total + Product ID + Glass Type + Has Bite Delivery * Description + Height + Width + M* product ID + Glass Type + Has Bite Delivery * Description + Height + Width + M* product ID + Glass Type + Has Bite Delivery * Description + Height + Width + M* product ID + Glass Type + Has Bite Delivery * Description + Height + Width + M* product ID + Glass Type + Has Bite Delivery * Description + Height + Width + M* product ID + Glass Type + Has Bite Delivery * Description + Height + Width + M* product ID + Glass Type + Has Bite Delivery * Description + Height + Width + M* product ID + Glass Type + Has Bite Delivery * Description + Height + Width + M* product ID + Glass Type + Has Bite Delivery * Description + Height + Width + M* product ID + Glass Type + Has Bite Delivery * Description + Height + Width + M* product ID + Glass Type + Has Bite Delivery * Description + Height + Width + M* product ID + Glass Type + Has Bite Delivery * Description + Height + Width + M* product ID + Glass Type + Has Bite Delivery * Description + Height + Width + M* product ID + Glass Type + Has Bite Delivery * Description + Height + Width + M* product ID + Glass Type + Has Bite Delivery * Description + Height + Width + M* product ID + Glass Type + Has Bite Delivery * Description + Height + Width + M* product ID + Glass Type + Has Bite Delivery * Description + Height + Width + M* product ID + Glass Type + Has Bite Delivery * Description + Height + Height + Width + M* product ID + Glass Type + Has Bite Delivery * Description + Height + Heigh	-	INT OPTIONS*	PRI			For Viridian Glass)	ery Instructions (F	Site Delive	ivery Date	Del		1	elivery Details	Site D			NUMBER	Gubie
Line No. + Shape (D + Dimensions Thickness + Quantity + Reference + Comment + Line Total + Product (D + Glass Type + Has Sile Delivery + Description + Height + Wridth + M* product (D + Glass Type + Has Sile Delivery + Description + Height + Wridth + M* product (D + Glass Type + Has Sile Delivery + Description + Height + Wridth + M* product (D + Glass Type + Has Sile Delivery + Description + Height + Wridth + M* product (D + Glass Type + Has Sile Delivery + Description + Height + Wridth + M* product (D + Glass Type + Has Sile Delivery + Description + Height + Wridth + M* product (D + Glass Type + Has Sile Delivery + Description + Height + Wridth + M* product (D + Glass Type + Has Sile Delivery + Description + Height + Wridth + M* product (D + Glass Type + Has Sile Delivery + Description + Height + Wridth + M* product (D + Glass Type + Has Sile Delivery + Description + Height + Wridth + M* product (D + Glass Type + Has Sile Delivery + Description + Height + Wridth + M* product (D + Glass Type + Has Sile Delivery + Description + Height + Wridth + M* product (D + Glass Type + Has Sile Delivery + Description + Height + Wridth + M* product (D + Glass Type + Has Sile Delivery + Description + Height + Wridth + M* product (D + Glass Type + Has Sile Delivery + Description + Height + Wridth + M* product (D + Glass Type + Has Sile Delivery + Description + Height + Wridth + M* product (D + Glass Type + Has Sile Delivery + Description + Height + Height + Wridth + M* product (D + Glass Type + Has Sile Delivery + Description + Height + Heigh	r	PDATE LINES *	UPS						0/2023	000								
1 * + 500 6.0mm 1 Window 1 516.51 LCL0638 Laminate 6.35 Cir Lam * - 500 6.0mm 560 560 560 560 560 560 560 560 560 560	· Kgs -	M ^r per Unit •	Width •	Height +	Description •	Has Site Delivery *	Glass Type +	Product ID +	Line Total ·	Comment ·	Reference ·	Quantity -	Thickness ·	Dimensions	Shape ID +	Shape	ne No. •	u
	500 3.99	0,2500	500	500	6 38 Cir Lam Processing 🐱		Laminate	LCL0638	\$16.51		Window 1	1	6.0mm	H - 500 W - 500	Ø	·	1	
2 * H -500 6.8mm 1 Window 2 \$16.51 LCL0638 Laminate 6.38 CircLam Processing > 568 569	500 3.99	0.2500	500	500	6.38 Ctr Lam Processing 🗸		Laminate	LCL0638	\$16.51		Window 2	1	6.0nm	H - 500 W - 500	e	*	2	
3 •	500 3.99	0.2500	500	500	6.38 Clr Lam Processing 🗸		Laminate	LCL0638	\$16.51			1	6 . One	H - 500 W - 500	e	-	3	



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

Viridian® Call: 0800 847 434		Sarah TEST ACCOUNT - HELP 🛈 🍰 🕞
Call: 0800 847 434	C M.	Starth HELP @ Image: Content of the start of the
H' W' 2200 1100 Gass Retence	H 100 D RA V 254 V X 25 X 100 X 100 X 100	
GLASS DESIGNER		Enable CM5

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

Viridian [®] (Call: 0800 847 434			Sarah TEST ACC	NOUNT - HELP @ 🍰 🕞
C BACK TO ORDERS)				UPDATE ORDER
Order 2516 Oper Glass Type Single Glazed	n Kumber Job Number Quote Number	Delivery Details RICHARD DO NOT PROCESS TEST ONLY TEST ONLY DO NOT PROCESS	Delivery Date 06/03/2023	Delivery Instructions (For Viridian Glass)	Diary Notes Diary Notes Customer Collection
Search Glass	Quote Number	Site Delivery Details 🖍	Delivery Date 06/03/2023	Site Delivery Instructions (For Viridian Glass)	PRINT OPTIONS *
Shape 0 Shape	Line No Shape Shape ID -	Dimensions Thickness • Guantity • Reference 8 M-2200 6.0mm 1 W-1100	Comment •	Line Total • Product ID • Glass Type • Has Site I \$171.14 TCL06 Toughened	Netwery • Description • Height • Widt Count • to Test ✓ Edit Copy ■ Delete • 1
H" W" 1000 I 1000 I Glass Reference					
Comment					
GLASS DESIGNER QuartBy	1 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1			1 Itoms, 2.4200M ^s , 36.30 Kgs ORDER TOTAL :	NT1.14 PRICE ORDER PLACE ORDER Enable CMS



Figure 81: Glass Designer Screen after selecting edit

Viridian® Call: 0800 847 434		Sarah TEST ACCOUNT + HELP () 🛵 🕞
Voors/dus C BACK TO ORDER Order 2516 Covin Single Glazzid + Seero Gas C Single Glazzid + Sape Glaz + S	C.M.	TEST ACCOUNT TEST ACCOUNT ELEMENTING ELEMENTING Image: State of the state of
H 2000 D KA	8.94	
Gass Reference V 195 1 2 Comment -	A FA	
AL &SS DESIGNER		Enable CMS

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

Viridian [®] Ca	III: 0800 847 434		Sarah TEST ACC	TOUNT • HELP @ 🍰 🗗
C BACK TO ORDERS	9			UPDATE ORDER
Order 2516 Open Glass Type Single Glazed	Job Number Job Number	Delivery Details RICHARD TEST ONLY DO NOT PROCESS DO NOT PROCESS	Delivery Date Delivery Instructions (For Viridian Glass)	Diary Notes Diary Notes Customer Collection
Search Glass Q	Quote Number	Site Delivery Details 🖋	Delivery Date Site Delivery Instructions (For Viridian Glass) 06/03/2023	PRINT OPTIONS *
Shape 0 Change Shape 0	Line No. • Shape Shape (D •	Dimensions Thickness Quantity Reference 1 - 2200 6 , 0wn 1 W - 1100 6 , 0wn 1	Comment · Line Total · Product ID · Glass Type · Has Site D S171.14 TCL06 Toughened	lelivery • Description • Height • Widt Celer ∩e Test ✓ Edit ☐ Copy ☐ Delete
H" W" 1000 C 1000 C Glass Reference				
Comment			1 Itoms, 2.4200M*, 36.30 Kgs ORDER TOTAL 1	N71.14 PRICE ORDER PLACE ORDER

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

Viridian® Call: 0800 847 434		Sarah TEST ACCOUNT - HELP 💿 🦛 🗗
C BACK TO ORDER		to the Clear all processing 🗈 save
Order 2516 Open Gues Type Single Glazed * Search Glaze Q Genm Cir Tyd Shape 0 Change	см 122 D.66 E.64	Image: Wight of the state
H* W* 2200 1100 Gaas Reference Comment Comment	× 105 T	3 Enable CM5

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

Viridian [®]	II: 0800 847 434		Sarah	TEST ACCOUNT - HELP @ 🍰 🕞
C BACK TO ORDERS				UPDATE ORDER
Order 2517 Open Glass Type Single Clazed	Job Number Job Number	Delivery Details / RICHARD DO NOT PROCESS TEST ONLY DO NOT PROCESS	Delivery Date Delivery Instructions (For Viridian Glas	s) Diary Notes
Search Glass	Quote Number	Site Delivery Details 🖍	Delivery Date Site Delivery Instructions (For Viridian 06/93/2023	Glass)
4mm Cir Shape 0 Change		Add s	ome items to get started on your order!	UPDAD, UNES *
*				
H" W"				
Glass Reference				
Comment				
GLASS DESIGNER QuartRy*				
+ ADD TO ORDER			0 Items, 0.0000M°, 0.00 Kgs	ORDER TOTAL \$0.00 PRICE ORDER PLACE ORDER

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

Viridian Wordsides Call 0500 547 434	Sarah TEST ACCOUNT - HELP 1 40
Correct Creat Single Glazed Creat Single Glazed Creat Single Glazed Creat Imm Cir Creat Single Glazed Creat Imm Cir Creat Single Glazed Creat Imm Cir Creat Imm Cir <t< th=""><th>Image: State Stat</th></t<>	Image: State Stat
QL & SS DESIGNER	Enable CMS

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

CACK TO ORDER CaCK TO ORDER CaCK TO ORDER CaCK TO ORDER Stripe Cack Care 2517 Stripe Cack Care 2517 Care 2517 Stripe Cack Care 2517 Care 2517 Stripe Cack Stripe Cack Stripe Cack	Viridian wooglass (all 0800 547 434)	Sarah TEST ACCOUNT - HELP () 🛵 🕞
	Crompet Ann. Compet Ann. W Dom Date W Dom Date W Dom Date Mathematical Compet Ann. Mathematical Compet Ann. Mathematical Compet Ann. Mathematical Compet Ann. Mathematical Compet Mathematical Compete Mathematical Compete Mathematical Compete Mathematical Compete Mathematical Compete Mathematical Compete Mathematical Compete Mathematical Compete Mathematical Compete	<image/> <complex-block><complex-block><complex-block><complex-block></complex-block></complex-block></complex-block></complex-block>



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

Figure 88: Edgework - Clean Cut in Glass Designer

Viridian® Call: 0800 847 434			Sarah TEST ACCOUNT - HELP @ 🍰 [
Carder 2517 Correct	2.07 A.07 W:198	ker	<td< th=""></td<>
OL & SS DESIGNER			

Select save changes made.

Select **C 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 value 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.

Viridian [®]	all: 0800 847 434		Sarah TEST ACCOUNT	UNT - HELP 🖉 🍰 🗗
C BACK TO ORDERS	19. S.			UPDATE ORDER
Order 2517 Open Glass Type Single Glazed +	Job Number Job Number	Delivery Details / RICHARD DO NOT PROCESS TEST ORDER ONLYT DO NOT PROCESS Delivery Date De DMC12823	elivery Instructions (For Viridian Glass)	Diary Notes Diary Notes Customer Collection
Search Glass	Quote Number	Site Delivery Details 🖋 Delivery Date Site 06(03/2023)	ite Delivery Instructions (For Viridian Glass)	PRINT OPTIONS -
Shape 0 Change Shape 0 Shape	Line No Shape D	Dimensions Thickness · Quantity · Reference · Comment · Lin H · 1000 W · 1000 4.0mm 1	se Total • Product ID • Glass Type • Has Site D \$14.86 CL04 Annealed	elivery - Description - Height - W 4mm Cir Processing - 1988 i
W 1000 0 1000 0		Process Clean E dg Additio	sing Summary CutEdgework p= A B C D onal Charges	
Glass Reference				
GLASS DESIGNER Quantity			1 Items, 1.0000M ² , 10.00 Kgs ORDER TOTAL \$1.	4.86 PRICE ORDER PLACE ORDER Enable CM5

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

ZEdit E Copy Delete

		Sarah TEST ACCOUNT - HELP @ Lo D
Centend	С.84. В.94. М. 1920	Instruction Instruction
CI ASS DESIGNER		Enable CMS

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
 - o 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 ^{EP} [Flat Polishing]



Figure 91: Edgework - Flat Polishing

Viridian® Call: 0800 847 434			Sarah TEST ACCOUNT - HELP () 🕹 🕞
C BACK TO ORDER			to the International Clear all processing 🗈 Save
Order 2517 Open Gass Type	C: RA		EW MI BY CO HO ON NO
Single Glazed			CC FP FG RP
Seeno Dass Q 4mm Cir			Measurements & Position
Shape 0 Change Shape			ADD
			Product Summary
H 1000 D 744		B: RA	Rough Arms Edgework Edge = ABCD
B" W" 1000 🖉 1000			
Glass Reference			
Commont	A: RA		
	W: 1000		
GL & SS DE SIGNER			Enable CMS
Viridian® Call: 0800 847 434			Sarah TEST ACCOUNT - HELP @ 🍰 🗗
Viridian we explose (BACK TO ORDER			Sarah TEST ACCOUNT HELP () 20 F
Viridian Call: 0800 847 434 (BACK TO ORDER Order 2517 Open			Sarah TEST ACCOUNT HEP @ Image: Coloradian coloradia coloradian coloradia coloradian coloradian colora
Call: 0800 847 434	0.84		Sarah TEST ACCOUNT TEST ACCOUNT * HELP @ 20 F Save * * 12 1 OLEAR ALL PROCESSING E SAVE EW MI CO HO CN NO O FP FG RP
Call: 0800 847 434	0.84		Sarah TEST ACCOUNT TEST ACCOUNT * * I C OLEAR ALL PROCESSING E SAVE W M CO HO CN NO O FP FC RP Measurements & Position Fut Poish Egymore
Call: 0800 847 434	C MA		Sarah TESTACCOUNT TESTACCOUNT * * IN COLARALL PROCESSING E SAVE * * IN COLARALL PROCESSING * * IN COLARALL PROCESSING * * IN COLARALL PROCESSING * * IN COLARALL PROCESSING * * * IN COLARALL PROCESSING * * * IN COLARALL PROCESSING * * * * * * * * * * * * * * * * * * *
Call 0800 847 434	074		Sarah TESTACCOUNT TESTACCOURT HER @ TESTACCOURT
Call: 0000 647 434	0.84	276	Sant ESTACCOUNT TESTACCOUNT ESTACCOUNT
Call: 0800 847 434	0.64	8.84	Sant ESTACCOUNT TEXTACCOUNT ELE @ TEXTACCOUNT TEXTACCOUNT
Call 0800 847 434	0.04	5.94	Sant ESTACCOUNT TEXTACCOUNT ELE Ø TEXTACCOUNT
Virian Call: 0800 847 434 (BACK TO ORDER (BACK TO ORDER Order 2517 (Gow) Order 2517 (Gow) Single Glazed (Back To order 2517) Gast Too (Back Toorder 2517)<	0.94	8.74	Santa ESTACCOUNT IN EN O
Call: 0800 847 434 (BACK TO ORDER Crider 2517 Court From Singles Glazed Been class C C Amm Cir Tgd Shape 0 Sinaps Sinaps Boo B 900 B 000 B	0.94	8.74	Interception Interception <td< td=""></td<>
Virian Call: 0800 847 434 (* BACK TO ORDER) (* BACK TO ORDER) Order 2517 • Covin Back Tool * Single Glazed * Single Glazed * Back Tog * Single Glazed * Back Tog * Gast Reference * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *	0.MA	8.84	<page-header></page-header>
Call: 0800 847 434 C BLCK TO ORDER C BLCK TO ORDER Order 2517 Ogas Tras Single Clazed Imm Cir Tgd Shape Change Imm Cir Tgd Shape Cass Reference Immediate Immediate	C 84 A RA	5.04	<page-header></page-header>

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'



Viridian® Call 0800 847 4	34)			Sarah TEST ACCOU	NT - HELP @ 🎝 🗗
C BACK TO ORDER				* * 64	
Order 2517 Open Glass Type		C RA		EW MI CO HC) CN NO 💿
Single Glazed -	Î			FP FG RP	
Search Glass Q				Measurements & Flat Polish Edgework	Position
4mm Cir Tgd				All Edges	
Shape 0 Change Shape				Edge A	Edge B
	H: 800 D: FP		B. FP	Edge C	Z Edge D
w				Product Summary	DELETE
H" W" 800 😨 800 🛢				Stamp Offset X = 25 Offset Y = 25 Comer = D Description = Glazing Stamp 2208	A Id = ST2208PIL
Glass Reference	↓ ****↓	A: RA		Rough Arris Edgework Edge = A C	
Comment	*	W: 800	· · · · ·	Flat Polish Edgework Edge = B D	
GI &SS DESIGNER					Enable CM5

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

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

Viridian Cat 0800 847 434	Sarah TEST ACCOUNT HELP 1
(BACK TO ORDER	to the analysis and the same the same terms to the same terms terms to the same terms term
Order 2517 Open	ev (m) co (to (n) (o)
Single Glazed	FP FG RP
	Measurements & Position
4mm Cir Tgd	All Edges
Shape 0 Shape	📄 Edge A. 🛛 🛃 Edge B
N 800 D 77	arr ☐ Edge C. Z Edge D
*	Product Summary
H* W	Stamp Offset X = 25 Offset Y = 25 Comer = DA. Id = ST2208PIL
000 m 000 m	Description = Glazing Stamp 2208
Gass Reference ▲ RA	Rough Arns Edgework Edge = A C
Comment weeks	Flat Polish Edgework Edge = B D
ALASS DESIGNER	Enable CMS

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

Viridian [®] (ca	all: 0800 847 434			Sarah TEST A	ACCOUNT - HELP @ 🍰 🖯
C BACK TO ORDERS	2				UPDATE ORDER
Order 2517 Open Glass Type Single Glazed	Job Number Job Number	Delivery Details RICHARD TEST ONLY DO NOT PROCES DO NOT PROCES	SS Delivery Date H2YH D8/03/2023 SS	Delivery Instructions (For Viridian Glass)	Diary Notes Diary Notes Customer Collection
Search Glass	Quote Number	Site Delivery Details 🖌	Delivery Date 06/03/2023	Site Delivery Instructions (For Viridian Glass)	PRINT OPTIONS -
4mm Cir Shape 0 Change Shape	Line No. • Shape Shape ID	Dimensions Thickness - Quar H - 800 W - 800 W - 800 W - 800 H -	ntity • Reference • Comment •	Line Total • Product ID • Glass Type • H \$39.12 TOL04 Toughened	as Sits Delivery • Description • Height • W 4nm CH Tgd Processing • 866 i
H ⁺ W ⁺ 1000			Fr Stamp Offset X = 25 Offset Y = 25 Comer = DA id = ST2208PIL Description = Glazing Stamp 2208	ocessing summary RoughArrisEdgework FlatPolishEdgework Edge = A C Edge = B D	
Glass Reference			A	Additional Charges	
Comment				1 Items, 0.6400M ² , 6.40 Kgs ORDER TC	PTAL \$39.12 PRICE ORDER PLACE ORDER

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

- o Single Glazed
- Search Glass Type
 - o 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 P [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
 - o 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

	eme	nts & P	osition		
All Loges					
Edge A	1	Apply to Back	Edge B		Apply to Back
	40.00	8		40.00	6
Edge C Angle		Apply to Back	Edge D Angle		Apply to Back
	40.00			40.00	
Bulk Edit				2	Apply to Back
		40 (00		
		APPLY TO	SELECTED		
				DELET	

- 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

Viridian [®] (Call 0800 847 434)		Sarah 🛛 TESTACCOUNT - HELP 🗇 🍰 🕞
CMAPPED		** <
H 995 D3647-408	8967 7 40	If Edges If Edges If Edge A Angle 40 00 If Edge C Angle Angle Angle Angle If Edge C Angle Angle Angle Angle If Interview Angle
x 22 		Burk Eat. Apply to Back Arge 40.00 APPLY TO SELECTED DELETE UPDATE
W 90		Product Summary Stame Enable CMS

- 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 of 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
 - o 6mm Clear Toughened
- Height and Width of Panel
- . Glass Reference [not mandatory, but recommended]
- Comment [not mandatory, but recommended]
- . **Glass Designer**
- Select EW
 - B∖
- Select Bevel
- To add the process of BV this can be done in three ways. .
 - **1.** Select (v) 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** \checkmark 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
 - 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 dimeter 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
 - o 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

Viridian WOVESIGNS Call 0800 547 434	Sarah TESTACCOUNT - HELP 🕐 🎝 🗗
ARA (BACK TO ORDER) (BACK TO	<form></form>

- 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.



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
 - o Single Glazed



- Search Glass Type
 - o 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 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

Viridian® Call: 0800 847 434				Sarah TEST ACCOUNT	т нецр ⊘ 🍰 🗗
C BACK TO ORDER Single Glazed + K- Search Glaze Q. TCL06				* * 124 000 EW 40 NO CO CR CN CE 18	ALL PROCESSING E SAVE
mm Cir Tgd ihape 0 Change Shape	Diet 200	C: RA	Sun	Measurements & Posit Corner Notch Corner Distanc	e Along C
	0 D:RA		B.RA	CD Distance Along D 200	100 C
e w 1200 2				All comers will automatically have a radius equal to the glass thi Polish Radii under 20mm will automatically be hand polished and not a	ckness specified above. s uniform as machine polish.
smment	x 25 t *	A. RA		Product Summary	DELETE UPDATE
Quantity		W 1200		Edge = A B C D Stamp Offset X = 25 Offset Y = 25 Comer = DA, Id = ST2	208PIL
C UPDATE LINE			_	Description = Glazing Stamp 2208	Enable CMS

- 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
 - o 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
 - 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

Viridian [®] Call 0800 547 434		Sarah TEST ACCOUNT	* HELP 🔿 🌲 🗗
(BACK TO ORDER		* * 12 41 (0154	
Order 2546 Open		EW HO NO CO CE	0
Giass Type Single Glazed			
Q. C.RA		Measurements & Posi	tion
6mm Cir Tgd		Select Edge Come	
Shane Lito Pa			
Shape		Distance Along Edge Heigh	t of Notch
H: 800 D: R4	B: RA	250	50
		Length of Notch Radiu	s Notch
*		100	6
H' W' Y.251 * Edge: A	R:6 P Dist 100	All corners will automatically have a radius equal to the glass t	hickness specified above.
800 2 1200 2 1200 1 120	· · · · · ·	Polish	
X 25	Dist 200	Radii under 20mm will automatically be hand polished and not	as uniform as machine polish.
		NE: Measurements taken from the edge of the glass to the ed	e of the notch.
Wr 1200			ADD
		Product Summary	
Duatte		Rough Arris Edgework	
		Edge = A B C D	Enable CMS
		\$tamp.	Compression Conta

- 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 <u>do not change</u> 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.



Viridian Call: 0800 847 434 C BACK TO ORDER to the CLEAR ALL PROCESSING E SAVE NO CO CR OT Order 2546 • Open Change shape size if required after rotation Height remain a 1200 Glass Type Single Glazed Search Glas **Measurements & Position** r 25 Circular Cutou 4mm Cir Tgd ive Corner X:25 1 AB O Centre Change Shape 0 DELETE **Product Summary** Rough Arris Edgewe 800 1200 Stamp Offset X = 25 Offset Y = 25 Corner = DA Id = ST2208PIL 8: RA Y: 200 mp 2208 Circular Cutout Diameter = 100 Offset X = 200 Offset Y = 200 Corner = AB

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
 - o 4mm Clear Annealed
- Height and Width of Panel
- Glass Reference [not mandatory, but recommended]
- Comment [not mandatory, but recommended]
- Glass Designer
- Select Offor Cut-outs
 - CC
- 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 k and drop anywhere on the shape Follow steps 1a to 1e to amend position of cut out and size



Figure 103: Circular Cut Out

Viridian® Call 0000 547 434	Sarah TESTACCOUNT - HELP 👁 🍰 🕞
RACK TO ORDER	<complex-block></complex-block>

- 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

Viridian® Call: 0800 847 434				Sar	ah TEST A		T HELP (D 🍰	
C BACK TO ORDERS							UPD	DATE ORDER	2
->> Job Number	Delivery Details /					Diary Notes			
Job Number	TEST ONLY TEST ORDER ONLY!! DO NOT PROCESS	08/03/2023	Delivery Instruction	s (For Viridian Glass)		Diary Notes			
Quote Number						Customer Collection	'n		_
Quote Number	Site Delivery Details 🧨	General	and the second second	and the second second		PF	IINT OPTIONS *		
		Delivery Date 08/03/2023	Site Delivery Instruc	ctions (For Viridian Glass)		U	PDATE LINES +		
Line No. • Shape Shape ID • Dim	ensions Thickness • Quantity • Reference •	Comment • Line Total	Product ID Glass T	Vpe • Has Site Delivery •	Description -	Height • Width •	M ² per Unit	Kgs -	
0 H-1 • 0 - 0 W-1	1200 4.8mm 1 Ckcular Cul O 900 4.8mm	ut SP \$38.	95 CL04 Anneale	ed	4mm Clr Processing A	1208 981	1.0800	10.80	i
		Processing Su	mmary						
		RoughArrisEdgework Edge = A B C D	CircularCutout Diameter = 200 Offset X = 300 Offset Y = 300 Corner = DA Polished						
		Additional Ch	arges						
				ant fact if the balla		-			
				1 Items, 1.0800M², 10.80 H	gs ORDER TO	TAL \$38.05	NCE ORDER	PLACE ORDI	ER
								cheble GM	

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

	0800 847 434			Serah TEST ACCOUNT - HELP 🗇 🎝 🗗
RACK TO ORDER	H 1000 D BA	C 194 A 194 191 20	a %	A CONTRACT STRACT OF A CONTRACT OF A CONT
			and the second	Enable CMS

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 <u>do not change</u> 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, <u>Check Cut Out Details</u>*

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
 - o 4mm Clear Annealed
- Height and Width of Panel
- Glass Reference [not mandatory, but recommended]
- Comment [not mandatory, but recommended]
- Glass Designer
- Select Offor Cut-outs





- Select 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 U 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 **C** 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

Viridian® Call 0800 847 434			Sarah TEST ACCOUNT - HELP @ 🍰 🕞
Corder 2546 Corn Glass Tros Singlia Glazed * Seeno Glass Q Genom Cir Tgd Shape O Change	CM	2 D	Image: State Stat
H [*] V [*] 1200 900 900 900 900 900 900 900 900 900	100 D.M. 1 Y 25 [E 64	Comer Ad Comer Ad Comer Ad Comer CD COMER CD COMER CD COMER CD COMER CD COMER CD COMER CALL COMER
Quantity *			Enable CM5

- Select Update to apply Tipped Corners to the Shape
- . Select Save
- Select Back to Order .
- Select Processing \checkmark 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 Offor 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]
 - <mark>c. Polished</mark>
 - 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

Viridian® Call: 0800 847 434			Sarah TEST ACCOUNT	HELP 🕜 🍰 🕞
Crder 2546 Open Grass Tree Single Glazed + Seren Glass	C.164	•	* * E 4 EV 40 NO CO 10 6C CU Measurements & P	OLEAR ALL PROCESSING (2) SAVE
8mm Cir Tgd Shape 0 Change Shape			Cut Corners All Corners Corner DA	
	H 1000 D.RA	8: RA	Comer AB Height of A	Wideh of 8
* *		1	Corner BC	
000 a 1000 a	1. Y. 25 [B:150	Product Summary Rough Arris Edgework	(DELETE) UPDATE
Commont Quantity'	W: 1000		Edge = A B C D Stamp Offset X = 25 Offset Y = 25 Corner = DA	KI = ST2208PIL Enable CMS

- 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
 - o Single Glazed
- Search Glass Type
 - o 6.38mm Clear Laminate



- Height and Width of Panel
- Glass Reference [not mandatory, but recommended]
- Comment [not mandatory, but recommended]
- Glass Designer

1.

- Select O Others
- Select ST Stamps
- You can change the stamp selection and location in the following options
 - 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

Viriç	dian [®] we¤glass	Call: 080	0 847 434						Sarah T	EST ACC	DUNT		HELP	0	• D
(ви -Ж	ACK TO OR		۳ W-1000	o. amu) Coner	5(17.7)	10500	rougheneu	Processi	10 ~	1000	1000	1.0000	PDATE OF	RDER
E.	7	-	θ H - 1000 W - 1000	8 . Anno	1	\$117.71	TCL08	Toughened	8mm Cir Processi	Tga Ng 🌱	1999	1000	1.0000	20.0	1
	В	-	θ H - 2200 W - 1000	6 . Omn	Laminate 1 Stamp	\$145.31	LCL0638	Laminate	6.38 Cir Processi	.am 1g ∨	2200	1000	2.2000	35.09	I
E I	9	-	9 H - 2150 W - 1225	6.0mm	1	\$186.26	TCL06	Toughened	6mm Clr Processi	Tgd 19 A	2150	1225	2.6338	39.51	1
					Proc	essing Sumr	mary								
					RoughArrisEdgework Edge = A B C D	Description	Stamp Offset X = 1175 Offset Y = 50 Corner = DA Id = ST2208PIL = GLAZING ST	AMP 2208							
					Ad	ditional Char	ges								
								9 Items, 11.8338/	W ² , 182.10 Kgs ORDEI	TOTAL S8	8.07	PRICE	ORDER	PLACE OF	RDER CMS

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
- for Hear Soak Select
- 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]
 - <mark>c. All</mark>



Figure 113: Heat Soak [Single Glazed]

				Sarah TEST ACCOUNT	* HELP 🛛 🍰 🗗
EACK TO ORDER Seven Gates TCL06 TCL06 Snape 0 Change Shape V V 2150 T225 Gass Reference Comment Custler Lebive 1 Custler Custler T Custler Custler	6.238 9.238 9.64 1.237 1.237 0.64 1.2377 1.23777 1.23777 1.23777 1.237777 1.2377777 1.23777777777777777777777777777777777777	A B NA A	Stamp details changed to Heat Soak Stamp	Image: A constraint of the second	ALL PROCESSING
					Enable CMS

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]
 - <mark>c. All</mark>

Figure 114: Heat Strengthen- Single Glazing

Viridian [®] Call: 0800 847 434			Sarah TEST ACCOUNT • HELP (1) 20 20 30
Call South Visa	C.M.	EAA	
H* VF 1200 800 Gass Reference Heat Strengthened Carment Heat Strengthened Outsthy** Delivery 1	48 A 48 A 58 X 40 X	Stamp details changed to Heat Strengthened	Couple Arris Edgework Edge + All C D Hatt Stegetone Glass Panet + All Stamp Offset X + 25 Offset Y + 25 Comer + DA 16 = ST2205HST Description = "MEAT STRENGTHENED STAMP"

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



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







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 ^(B) 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
 - o Frameless Doors Patch Fittings
 - o Frameless Doors Locks
 - Balustrades & Pool Gates Door Fittings
 - o 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

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

	847 434		Serari Norjay Ltd - Hell P 🗇	46 G
E BACK TO ORDER		a a 6	A CONTRACTOR OF CONTRA	UPDATE

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'

- Refer to Figure 113
- *Refer to Figure 114 Refer to Figure 115*
- Refer to Figure 116
- Refer to Figure 117



Select 'Add'

Figure 122: Example of Frameless Door - Patching Fittings

Viridian Call 0000 B47 434	Sarah Norjay Ltd - Hicke 🥝 🎝 🕞
Crder 2587 Control Charge Shape	Image: State of the state
H 2200 D.FF	Control Control

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

	0800 847 434				Sarah	Norjay Ltd	÷	HELP 🕑 🎝 🖥
C BACK TO ORDERS								UPDATE ORDER
Order 2587 • Open Grant Type Single Glazed •	Sob Number	Delivery Details / RICRY FACOORY 03 3844079 RYLOU CHRIS 260 DY	CK CANTERBURY Delivi TCHURCH 13030 TERS ROAD, BROWLEY	ery Date Delivery in 2023	structions (For Viridian G	ass)	Diary Notes Diary Notes Customer Collect	lion
Search Glass	Quate Number	Site Delivery Details 🖌	Delive	ry Date Site Delive	ry Instructions (For Viridia	in Glass)	PRINT	OPTIONS -
ihape 0 Change Shape	Line No Shape Shape II	D · Dimensions Thickness ·	Quantity - Reference - C	omment - Line Total -	Product ID - Glass 7	ype - Has Site Delivery	UPDA	Height - Widt
11	- , <u>-</u>	ə H-2200 Ə W-1300 10.8m		\$569.99	TCL10 Tougher	ied	10mm Cir Tgd Processing	2200
				Processing Sum	imary			
1000 C 1000 C ass Reference			Stamp Offset X = 25 Offset Y = 25 Coriner DA id = ST2208PIL Description = Glazing Stamp 2208	PatchFitting Height = 37 Width = 68 Hole Diameter = 20. Edge = A Corner = DA	PatchFitting Height = 37 Witth = 68 Hole Diameter = 20 Edge = C Comer = CD	FlatPolishEdgework Edge = A B C D		
ment				Additional Cha	rges			
GLASS DESIGNER Cuantly Site Delivery								
+ ADD TO ORDER								
				1 Items	2.8600M*, 71.50 Kgs	ORDER TOTAL \$569.91	9 PRICE ORD	PLACE ORDER

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

- o A
- 0 B
- 0 C
- o 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

EW HO NO (00 CR OT
Measurements	& Position
CPL590 Notch Centre P	Patch Lock
Measure to	Select Edge
Wedbure to	Oblicer Edge
Centre Centre Edge	
 Centre Edge Corner 	Distance Along Edge

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

Figure 125: M&P Field for Bottom Lock

EW HO	
CN CE	LB
	ments & Position
Corner	Bottom [Corner] Patch Lock
BC	
	DELETE

• 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



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

Viridian Cal 0000 847 434	Sarah Norjay Ltd - HELP 🕐 🍰 🕞
Call Door 247 434	Market Market
1250 000 0 Gass Reference Pool Gate Hinge Comment Comment Comment	Peol Gate Notion Height = 37 With = 68 Hole Diameter = 20 Edge = C Corner = CO

- 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



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
 - o A
 - o B
 - o C o 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



Add Library Process Items – Frameless Showers, Hinges