

THE **GLENNY GLASS** Co.

*Serving Our Customers Since 1851*


**Welcome to our tutorial for on line order entry!! We hope you find this to be a very useful tool.**

# How to login:

Please create a short cut for  
**orders.glennygls.com/wc**

THE **GLENNY GLASS** CO.

*Serving Our Customers Since 1851*



1 User Name  
Angela

2 Password  
.....

3  Remember Me

4

WELCOME TO ON LINE ORDER ENTRY!!

- 1) Enter user name
- 2) Enter password information.  
(Both are case sensitive.)
- 3) Check Remember me box
- 4) Sign in.

Dashboard Create Quote

### Orders

Order	Date	PO Number	Customer Ref	Total	My Site	Received	In Process	Shipped
Q86243	2/10/2017	20025N	HCH	\$859.00	GLENNY GLASS	✓		
Q85575	2/7/2017		Door Lites "Parkland Colony"	\$9,873.80	GLENNY GLASS	✓		
Q85006	2/6/2017			\$7,105.59	GLENNY GLASS	✓		
Q85003	2/6/2017			\$15,598.80	GLENNY GLASS	✓		
Q84431	2/2/2017		Youth for Christ	\$7,428.25	GLENNY GLASS	✓		
Q84426	2/2/2017		Youth for Christ	\$12,070.44	GLENNY GLASS	✓		
Q84114	1/31/2017		Shiawassee Co. Medical Care Facility	\$4,820.12	GLENNY GLASS	✓		
Q83082	1/26/2017			\$0.00	GLENNY GLASS	✓		
Q82842	1/25/2017			\$0.00	GLENNY GLASS	✓		
Q82653	1/25/2017	MASTER PRICE		\$5,097.26	GLENNY GLASS	✓		
Q82255	1/23/2017			\$2,277.60	GLENNY GLASS	✓		

### Quotes

Company Quotes   Customer Quotes   Cart Quotes

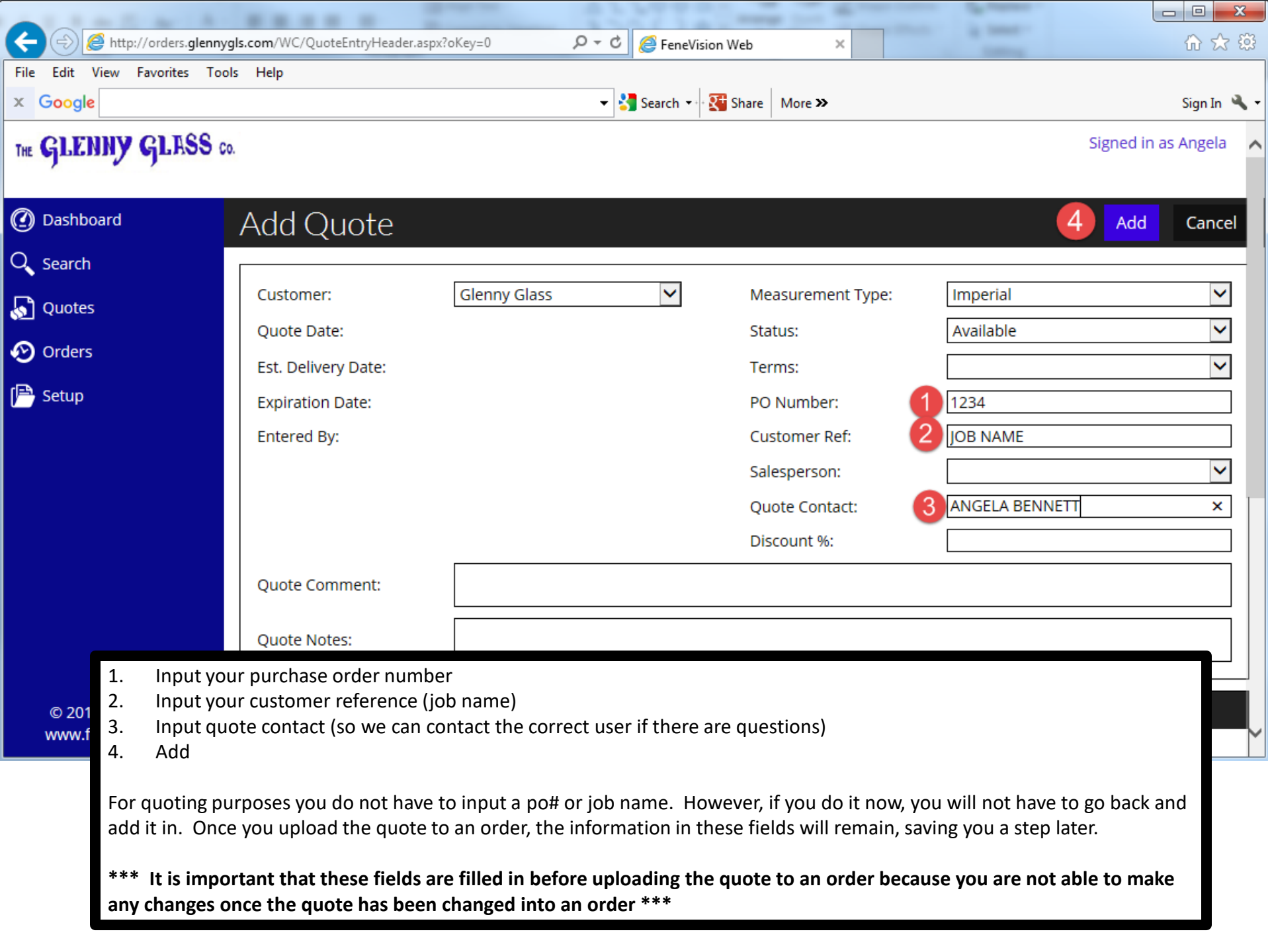
Quote	Date	Customer	PO Number	Customer Ref	Total	My Site	Expires
386	2/10/2017	Glenny Glass			\$0.00	GLENNY GLASS	3/12/2017
384	2/10/2017	Glenny Glass			\$454.76	GLENNY GLASS	3/12/2017
381	2/10/2017	Glenny Glass			\$42.28	GLENNY GLASS	3/12/2017
378	2/9/2017	Glenny Glass			\$91.45	GLENNY GLASS	3/11/2017
377	2/9/2017	Glenny Glass			\$0.00	GLENNY GLASS	3/11/2017
358	2/8/2017	Glenny Glass			\$188.41	GLENNY GLASS	3/10/2017
316	2/7/2017	Glenny Glass			\$55.33	GLENNY GLASS	3/9/2017
302	2/6/2017	Glenny Glass			\$0.00	GLENNY GLASS	3/8/2017
233	2/1/2017	Glenny Glass			\$68.45	GLENNY GLASS	3/3/2017
223	2/1/2017	Glenny Glass			\$0.00	GLENNY GLASS	3/3/2017
219	1/31/2017	Glenny Glass			\$115.57	GLENNY GLASS	3/2/2017

When you first login, you will be brought to the Dashboard. The Dashboard allows you to see orders and quotes. The orders box along the top shows all of your orders and also the quotes that we have input. The quotes box allows you to see the quotes that have been entered from remote users setup in your company. (We are not able to see these) Once your quote is uploaded to an order, it will change the number into our next available order number.

You can also see the status of your order to the far right.

To begin, you must first input a quote.

1) Click on Create quote Create Quote



## Add Quote

4 Add Cancel

Customer:	<input type="text" value="Glenny Glass"/>	Measurement Type:	<input type="text" value="Imperial"/>
Quote Date:		Status:	<input type="text" value="Available"/>
Est. Delivery Date:		Terms:	<input type="text"/>
Expiration Date:		PO Number:	<input type="text" value="1234"/>
Entered By:		Customer Ref:	<input type="text" value="JOB NAME"/>
		Salesperson:	<input type="text"/>
		Quote Contact:	<input type="text" value="ANGELA BENNETT"/>
		Discount %:	<input type="text"/>
Quote Comment:	<input type="text"/>		
Quote Notes:	<input type="text"/>		

1. Input your purchase order number
2. Input your customer reference (job name)
3. Input quote contact (so we can contact the correct user if there are questions)
4. Add

For quoting purposes you do not have to input a po# or job name. However, if you do it now, you will not have to go back and add it in. Once you upload the quote to an order, the information in these fields will remain, saving you a step later.

**\*\*\* It is important that these fields are filled in before uploading the quote to an order because you are not able to make any changes once the quote has been changed into an order \*\*\***

http://orders.glennygls.com/WC/QuoteEntry.aspx?oKey=432&Type=Quote FeneVision Web

File Edit View Favorites Tools Help

Google Search Share More >> Sign In

THE **GLENNY GLASS** Co. Signed in as Angela

Quote - #430 [Edit](#) [Finish](#)

Quote Shipping Invoicing Quote

Quote Number: 430 PO Number: Salesperson:  
Quote Date: 2/13/2017 Customer Ref: Contact:  
My Site: GLENNY GLASS Terms: Est. Delivery Date:  
Customer: Glenny Glass Discount %: Exp. Date: 3/15/2017  
Status: Available Entered By: Bennett, Angela  
Comment:

Category **1** Part **2** **3**

INSULATED GLASS AN-IG - ANNEALED IG Add

Item	Qty	Part	Size	Price	SqFt Price	Total
<b>Surcharge:</b>						\$0.00
<b>Subtotal:</b>						\$0.00
<b>Tax:</b>						\$0.00
<b>Total:</b>						\$0.00

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1. Select the category (Insulated glass, monolithic glass or stock)
2. Select part (tempered or annealed)
3. Click add [Add](#)

http://orders.glennygls.com/WC/QuoteEntryItem.aspx?oKey=432&odKey=0&PartN FeneVision Web

File Edit View Favorites Tools Help

Google Search Share More >> Sign In

THE GLENNY GLASS Co. Signed in as Angela

Dashboard Search Quotes Orders Setup

## Add Quote Item - AN-IG

Qty:  Line Item Comment

Width:

Height:

Thickness:

Question	Option	Input
SHAPE	{None}	<input type="text" value="{None}"/>
IG TYPE	DOUBLE - DOUBLE IG	
LITE 1 GLASS	FL - FLAT GLASS	<input type="text" value="FL - FLAT GLASS"/>
LITE 1 PROCESS	AN - ANNEALED	
LITE 1 AN	060A - 1/4" ANNEALED	<input annealed"="" type="text" value="060A - 1/4"/>
LITE 1 TYPE 060A	CLEAR060A - 1/4" CLEAR	<input clear"="" type="text" value="CLEAR060A - 1/4"/>
LITE 2 GLASS	FL - FLAT GLASS	
LITE 2 PROCESS	AN - ANNEALED	
LITE 2 AN	060A - 1/4" ANNEALED	<input annealed"="" type="text" value="060A - 1/4"/>
LITE 2 TYPE 060A	CLEAR060A - 1/4" CLEAR	<input clear"="" type="text" value="CLEAR060A - 1/4"/>
SPACER 1	SPAL - ALUMINUM SPACER	<input type="text" value="{Required}"/>

Preview Summary

Viewing Inside

Inside Outside

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1. Input quantity, width, height and thickness. (using the tab key is the easiest way to navigate through the fields) \*\*\* **only insert numbers, no special characters** \*\*\* (you may input fractions or decimals)
2. Select shape if applicable
3. Select lite 1 information (glass thickness)
4. Select lite 1 glass type
5. Select lite 2 information (glass thickness)
6. Select lite 2 glass type
7. Select spacer (alum or colored). If you hit the refresh button it will automatically calculate the spacer for you (from the overall you input)
8. If you are finished, hit add. If your unit requires grids, please go to the next slide.

# Add Quote Item - AN-IG

LITE 1 TYPE 060A	CLEAR060A - 1/4" CLEAR	
LITE 2 GLASS	FL - FLAT GLASS	
LITE 2 PROCESS	AN - ANNEALED	
LITE 2 AN	060A - 1/4" ANNEALED	
LITE 2 TYPE 060A	CLEAR060A - 1/4" CLEAR	
SPACER 1	SPAL - ALUMINUM SPACER	1/2
SEALANT	DSPBLK - DUAL SEAL POLYSUI	
GRIDS	GRF58 - FLAT 5/8"	Bronze
F58 PATTERN	F58COL - FLAT 5/8" COLONIAL	4Hx3V
FILL	{None}	
INCLUDE EDGEWORK	{None}	

Preview Summary

Viewing Inside

Inside Outside

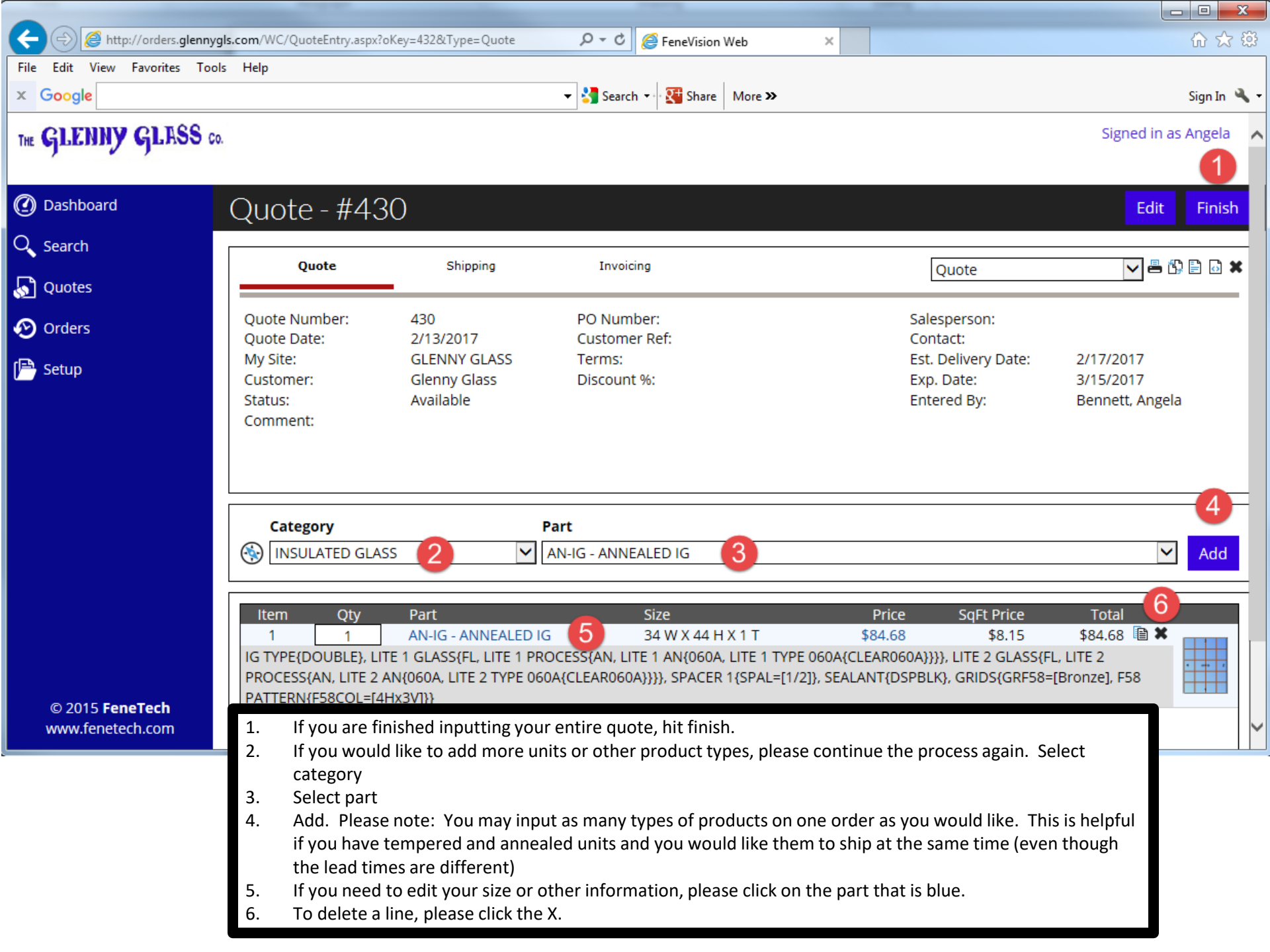
If your unit requires grids:

1. Select the width of the grids
2. Select the color
3. Select the style
4. Select the muntin configuration. The system automatically gives a recommended configuration. To change, type over each number. It is extremely important to have \_HX\_V filled in. If you do not require grids on one dimension, please input a zero. EX: 0HX1V.

After you have input your required grid configuration, hit the tab key or hit enter. You will then see your modified grid configuration on the right.

**\*\*Please always make sure there is an X to separate them.\*\***

5. When you are finished, hit add. Add



- Dashboard
- Search
- Quotes
- Orders
- Setup

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# Quote - #430

Edit Finish

Quote	Shipping	Invoicing	Quote
Quote Number: 430	PO Number:	Salesperson:	
Quote Date: 2/13/2017	Customer Ref:	Contact:	
My Site: GLENNY GLASS	Terms:	Est. Delivery Date: 2/17/2017	
Customer: Glenny Glass	Discount %:	Exp. Date: 3/15/2017	
Status: Available		Entered By: Bennett, Angela	
Comment:			

Category:  Part:  Add

Item	Qty	Part	Size	Price	SqFt Price	Total
1	1	AN-IG - ANNEALED IG	34 W X 44 H X 1 T	\$84.68	\$8.15	\$84.68
IG TYPE{DOUBLE}, LITE 1 GLASS{FL, LITE 1 PROCESS{AN, LITE 1 AN{060A, LITE 1 TYPE 060A{CLEAR060A}}}, LITE 2 GLASS{FL, LITE 2 PROCESS{AN, LITE 2 AN{060A, LITE 2 TYPE 060A{CLEAR060A}}}, SPACER 1{SPAL=[1/2]}, SEALANT{DSPBLK}, GRIDS{GRF58=[Bronze], F58 PATTERN{F58COL=[4Hx3V]}}						

1. If you are finished inputting your entire quote, hit finish.
2. If you would like to add more units or other product types, please continue the process again. Select category
3. Select part
4. Add. Please note: You may input as many types of products on one order as you would like. This is helpful if you have tempered and annealed units and you would like them to ship at the same time (even though the lead times are different)
5. If you need to edit your size or other information, please click on the part that is blue.
6. To delete a line, please click the X.



Dashboard  
 Search  
 Quotes  
 Orders  
 Setup

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# Quote - #430

Edit Finish

Quote	Shipping	Invoicing	
Quote Number: 430		PO Number:	Salesperson:
Quote Date: 2/13/2017		Customer Ref:	Contact:
My Site: GLENNY GLASS		Terms:	Est. Delivery Date: 2/17/2017
Customer: Glenny Glass		Discount %:	Exp. Date: 3/15/2017
Status: Available			Entered By: Bennett, Angela
Comment:			

Category **1** 
 Part **2** 
**3**

Item	Qty	Part	Size	Price	SqFt Price	Total
					<b>Surcharge:</b>	\$0.00
					<b>Subtotal:</b>	\$0.00
					<b>Tax:</b>	\$0.00
					<b>Total:</b>	\$0.00

1. To input monolithic glass (with or without edgework) Select monolithic under category.
2. Select part (tempered or annealed)
3. Click Add

- Dashboard
- Search
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# Add Quote Item - TP-MONO

5 Add Cancel

Qty:  Line Item Comment

Width:

Height:

Thickness:

Question	Option	Input
SHAPE	{None}	2
LITE 1 GLASS	FL - FLAT GLASS	
LITE 1 PROCESS	TM - TEMPERED	
LITE 1 TM	060T - 1/4" TEMPERED	
LITE 1 TYPE 060T	CLEAR060T - 1/4" CLEAR	3
LOGO	LOGOS - STANDARD LOGO	
LOGO LOCATION	CNR1 - CORNER 1	
INCLUDE EDGEWORK	{None}	4

Preview Summary

Viewing Inside

Inside Outside

1. Input quantity, size and glass thickness (you may input fractions or decimals) **\*\* only insert numbers, do not insert any special characters \*\***
2. Select shape if applicable
3. Select lite 1 glass type (tint)
4. Select edgework if applicable
5. Hit add

Quote Shipping Invoicing

Quote

Quote Number: 430 PO Number: Salesperson:  
 Quote Date: 2/13/2017 Customer Ref: Contact:  
 My Site: GLENNY GLASS Terms: Est. Delivery Date: 2/17/2017  
 Customer: Glenny Glass Discount %: Exp. Date: 3/15/2017  
 Status: Available Entered By: Bennett, Angela  
 Comment:

Category Part

MONOLITHIC GLASS TP-MONO - MONOLITHIC GLASS - TEMPERED Add

Item	Qty	Part	Size	Price	SqFt Price	Total
1	1	TP-MONO - MONOLITHIC GLASS - TEMPERED	24 W X 44 H X 1/4 T	\$23.76	\$3.24	\$23.76
LITE 1 GLASS{FL, LITE 1 PROCESS{TM, LITE 1 TM{060T, LITE 1 TYPE 060T{CLEAR060T}}}, LOGO{LOGOS, LOGO LOCATION{CNR1}}						
<b>Surcharge:</b>						\$1.90
<b>Subtotal:</b>						\$25.66
<b>Tax:</b>						\$0.00

Update Qty

1. If you are finished inputting all of your items, click on finish **Finish**

# Quote Maintenance

Available ▾

	Quote	Date	Customer	Total	My Site	Mfg PO Number	Mfg Customer Ref	Expires	
<input checked="" type="checkbox"/>	430	2/13/2017	Glenny Glass	\$25.66	GLENNY GLASS			3/15/2017	🖨️📄✕
<input checked="" type="checkbox"/>	423	2/13/2017	Glenny Glass	\$83.11	GLENNY GLASS			3/15/2017	🖨️📄✕
<input checked="" type="checkbox"/>	422	2/13/2017	Glenny Glass	\$24.12	GLENNY GLASS			3/15/2017	🖨️📄✕
<input type="checkbox"/>	420	2/13/2017	Glenny Glass		GLENNY GLASS			3/15/2017	🖨️📄✕
<input type="checkbox"/>	416	2/13/2017	Glenny Glass		GLENNY GLASS			3/15/2017	🖨️📄✕
<input type="checkbox"/>	414	2/13/2017	Glenny Glass		GLENNY GLASS			3/15/2017	🖨️📄✕
<input type="checkbox"/>	412	2/13/2017	Glenny Glass		GLENNY GLASS			3/15/2017	🖨️📄✕
<input type="checkbox"/>	410	2/13/2017	Glenny Glass		GLENNY GLASS			3/15/2017	🖨️📄✕
<input type="checkbox"/>	408	2/13/2017	Glenny Glass		GLENNY GLASS			3/15/2017	🖨️📄✕
<input type="checkbox"/>	405	2/13/2017	Glenny Glass		GLENNY GLASS			3/12/2017	🖨️📄✕
<input type="checkbox"/>	398	2/13/2017	Glenny Glass		GLENNY GLASS			3/12/2017	🖨️📄✕
<input type="checkbox"/>	394	2/10/2017	Glenny Glass	\$109.45	GLENNY GLASS			3/12/2017	🖨️📄✕
<input type="checkbox"/>	393	2/10/2017	Glenny Glass	\$0.00	GLENNY GLASS			3/12/2017	🖨️📄✕
<input type="checkbox"/>	392	2/10/2017	Glenny Glass	\$35.40	GLENNY GLASS			3/12/2017	🖨️📄✕
<input type="checkbox"/>	386	2/10/2017	Glenny Glass	\$78.97	GLENNY GLASS			3/12/2017	🖨️📄✕
<input type="checkbox"/>	384	2/10/2017	Glenny Glass	\$454.76	GLENNY GLASS			3/12/2017	🖨️📄✕
<input type="checkbox"/>	381	2/10/2017	Glenny Glass	\$42.28	GLENNY GLASS			3/12/2017	🖨️📄✕
<input type="checkbox"/>	378	2/9/2017	Glenny Glass	\$91.45	GLENNY GLASS			3/11/2017	🖨️📄✕

Message from webpage

ⓘ You are about to upload the selected quotes as orders. You are responsible for the content of each order. Do you want to proceed?




4 OK Cancel

3 Upload Selected Quotes To Manufacturer

- How to change your quote(s) into order(s)
1. Click on quotes and click on maintenance.
  2. Click on the box to the left of the quotes you wish to order. You may check as many boxes as you would like.
  3. Click the upload box **Upload Selected Quotes To Manufacturer**
  4. Click OK

The following orders were uploaded successfully:

1

Order	Quote	Message
86702	430	
86703	423	
86704	422	

2

1. The quotes have now been transferred to order.
2. You will see the order # that has been assigned.

**\*\*\*\* PLEASE NOTE THAT YOU ARE NO LONGER  
ABLE TO MAKE ANY CHANGES. IF YOU NEED  
TO MAKE ANY CHANGES OR CANCEL THE  
ORDER, PLEASE CONTACT YOUR INSIDE  
CUSTOMER SERVICE REPRESENTATIVE  
IMMEDIATELY \*\*\***

Dashboard

Search

Quotes

Orders

Order History

Purchase History

Setup

# Purchase History

Starting Date:   **1**

Ending Date:   **2**

**Customers** | **Orders** | Parts | Options

**3**

6 orders found between 1/13/2017 and 2/13/2017.

Order	PO Number	Quantity	Square Feet	Total Sales	Percentage
79618	0085539	2	4.67	\$336.50	56.99 %
78703		2	16.48	\$206.97	35.05 %
81959	MIKE STEWART	1	3.74	\$46.96	7.95 %
85052		2	0.00	\$0.00	0.00 %
80861	42907 P/U	2	0.00	\$0.00	0.00 %
80870	PO-364	2	0.00	\$0.00	0.00 %
Overall Totals		11	24.89	\$590.43	100.00 %

**Helpful information:**  
 For the life of the software you will be able to search as far back as your purchase history. As the years pass and you need to look back for past orders, you can search here. (We began using the software on 3/21/16)

1. Select the calendar for your stating date to search
2. Select the calendar for your ending date to search
3. Click on the orders button. This will pull up your order history. You can click on the order number to view the order details.