# glassTRACK Version 2.0
How-to-use Guide

1) Log in to Microsoft Power Apps
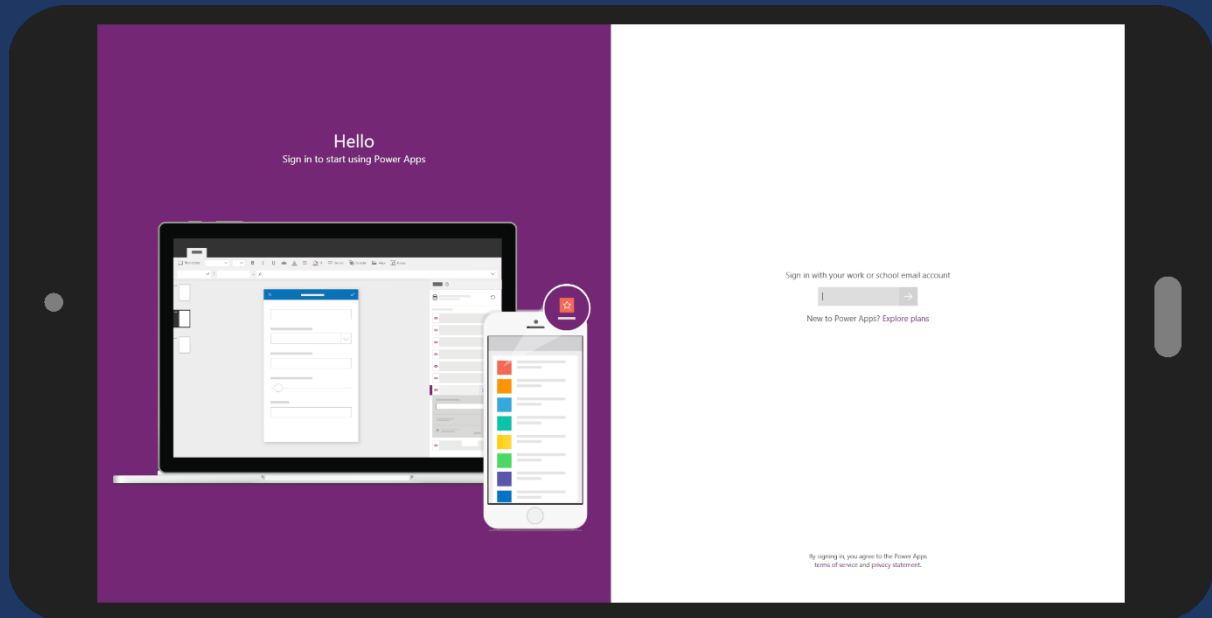
Steps to launching glassTRACK

On PC: Head to http://make.powerapps.com and use the following log in details, Username: glasstrack@claytonglass.co.uk, Password: Clayton1103. From here click on "glassTRACK v2".

On Smart phone/ tablet: Head to the App Store or Google Play Store and download/install "Microsoft Power Apps". Log in with the the following log in details, Username: glasstrack@claytonglass.co.uk, Password: Clayton1103, from here tap "glassTRACK v2".

2) Log in to glassTRACK

1   Input your email address here.

**2**   Input your unique code given to you by a member of the Clayton team.

3) See all your order information

1   View the latest lead times here, displaying the latest lead times from our North East facility (NE), our Huthwaite facility (HW) and our roof glass facility.

2   View the latest processing dates for each of our facilities.

3   Search function. Type an order number to find a specific order. Tap/click the search symbol to bring up a more detailed search, where you can also search by line reference, status and delivery date.

4   Click this symbol to refresh your orders and the lead times and processing dates.

5   Here, you can see all of your order information. Details including: order number, order reference, number of lines, delivery date, headline status and track/POD.

6   Here you can reorder the list by delivery date.

7   Click the '+' symbol to expand the information about a particular order.

8   Click here to view a "proof of delivery" or POD.

9   Click here to view your stillage balance.
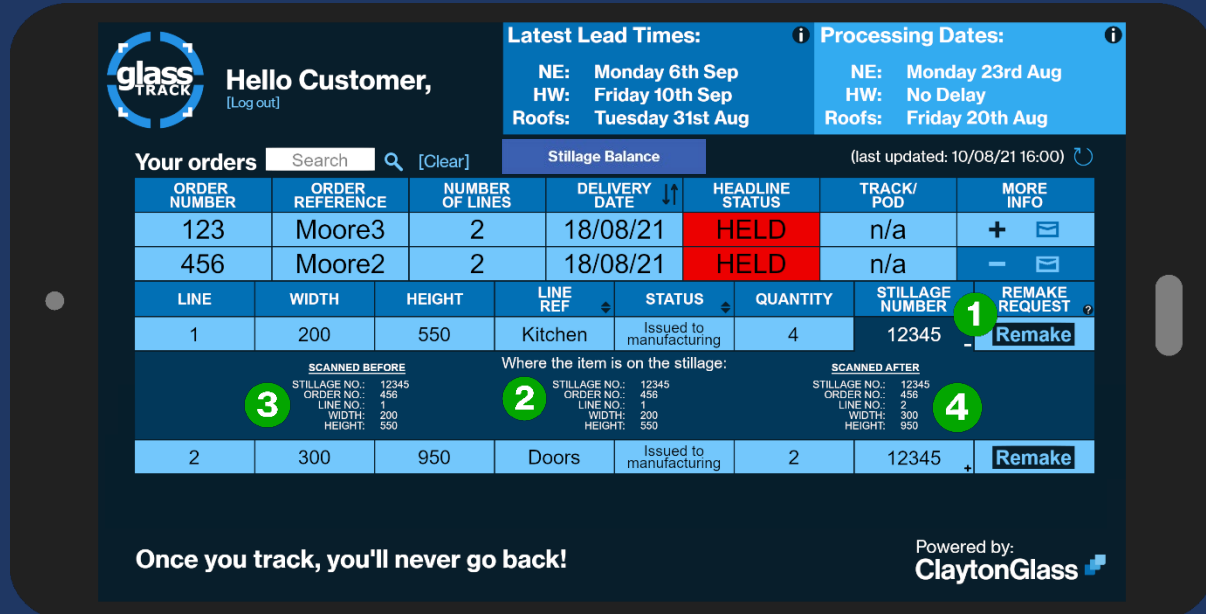
4) Expand information to view specific order details
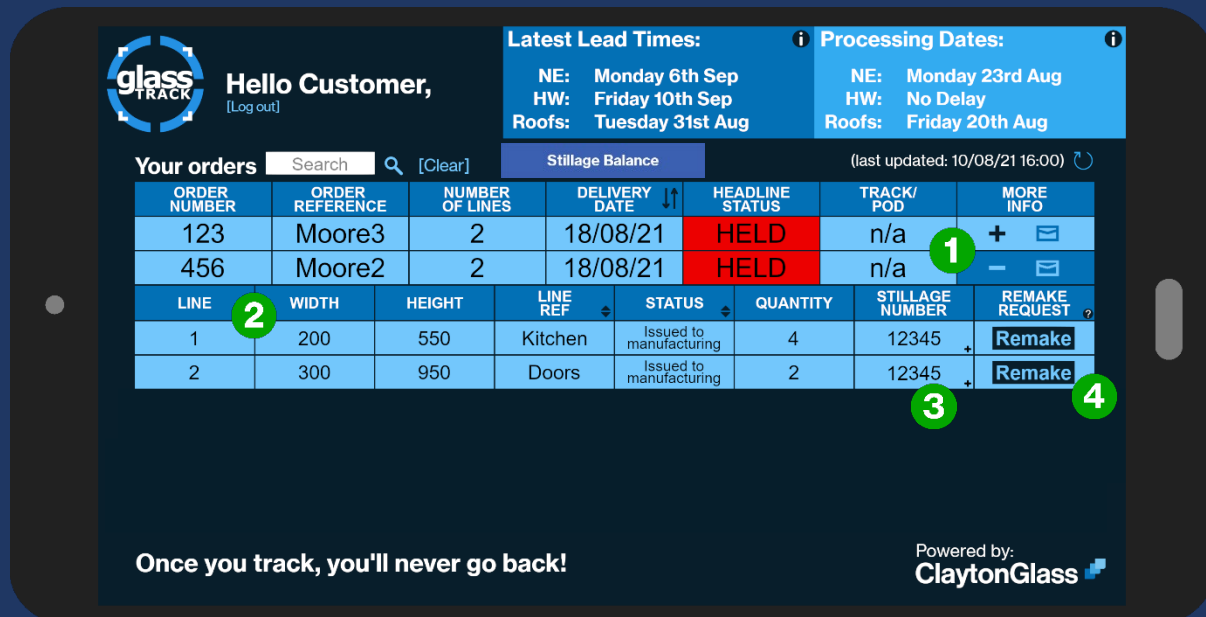
1   Once you've clicked the '+' a section will open out underneath displaying further information about your orders.

2   In this section you can see information such as: lines, widths, heights, references, order status, quantities, stillage information and you can also request remakes.

3   By clicking the small '+' on the stillage number box you can expand the stillage information.

4   Under "REMAKE REQUEST" you can tap/click "Remake" and it you'll be taken to the "submit a remake request" screen. Here, your order information will be automatically filled in, leaving you to fill in just a few boxes and take an optional photograph.

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5) Expand further to view stillage information

Latest Lead Times:

NE:	Monday 6th Sep
HW:	Friday 10th Sep
Roofs:	Tuesday 31st Aug

Processing Dates:

NE:	Monday 23rd Aug
HW:	No Delay
Roofs:	Friday 20th Aug

Hello Customer,
[Log out]

Your orders | Search | [Clear]

Stillage Balance

(last updated: 10/08/21 16:00)

ORDER NUMBER	ORDER REFERENCE	NUMBER OF LINES	DELIVERY DATE	HEADLINE STATUS	TRACK/ POD	MORE INFO
123	Moore3	2	18/08/21	HELD	n/a	+ ✉
456	Moore2	2	18/08/21	HELD	n/a	− ✉

LINE	WIDTH	HEIGHT	LINE REF	STATUS	QUANTITY	STILLAGE NUMBER	REMAKE REQUEST
1	200	550	Kitchen	Issued to manufacturing	4	12345	Remake

Where the item is on the stillage:

SCANNED BEFORE
STILLAGE NO.: 12345
ORDER NO.: 456
LINE NO.: 1
WIDTH: 200
HEIGHT: 550

STILLAGE NO.: 12345
ORDER NO.: 456
LINE NO.: 1
WIDTH: 200
HEIGHT: 550

SCANNED AFTER
STILLAGE NO.: 12345
ORDER NO.: 456
LINE NO.: 2
WIDTH: 300
HEIGHT: 950

| 2 | 300 | 950 | Doors | Issued to manufacturing | 2 | 12345 | Remake |
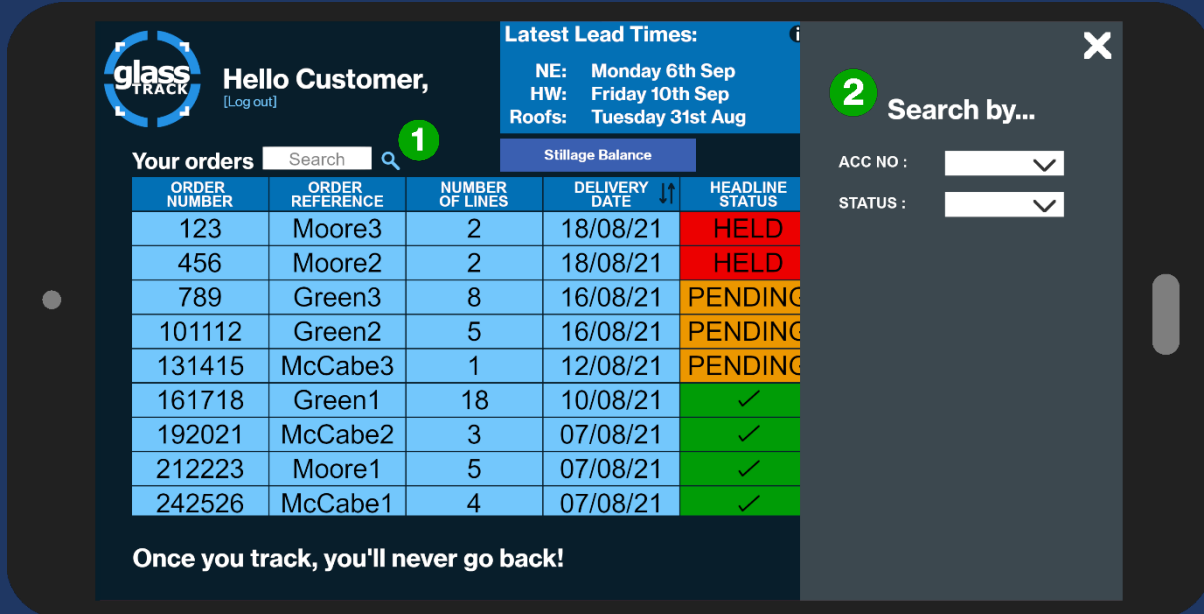
Once you track, you'll never go back!

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1 When stillage number is highlighted, stillage information will be showing underneath if available.

2 This is where you can see the location of a specific order within a stillage.

3 This is the order scanned before.

4 This is the order scanned after.

6) Detailed search function

1   Click the search symbol to bring up a more detailed search function.

2   Here, you can search for a specific order by "account number" or "status".

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7) View your stillage balance

glassTRACK

Hello Customer,
[Log out]

GO	Acc No	Name	Stillage Balance	Not Returned > 19 Days	Not Returned > 30 Days
HW	1234	Super Duper Doors	20	0	0
IGU NE	5678	Windows Windows Windows	30	3	2
Roofs	91011	Buy Conservatories	45	5	3

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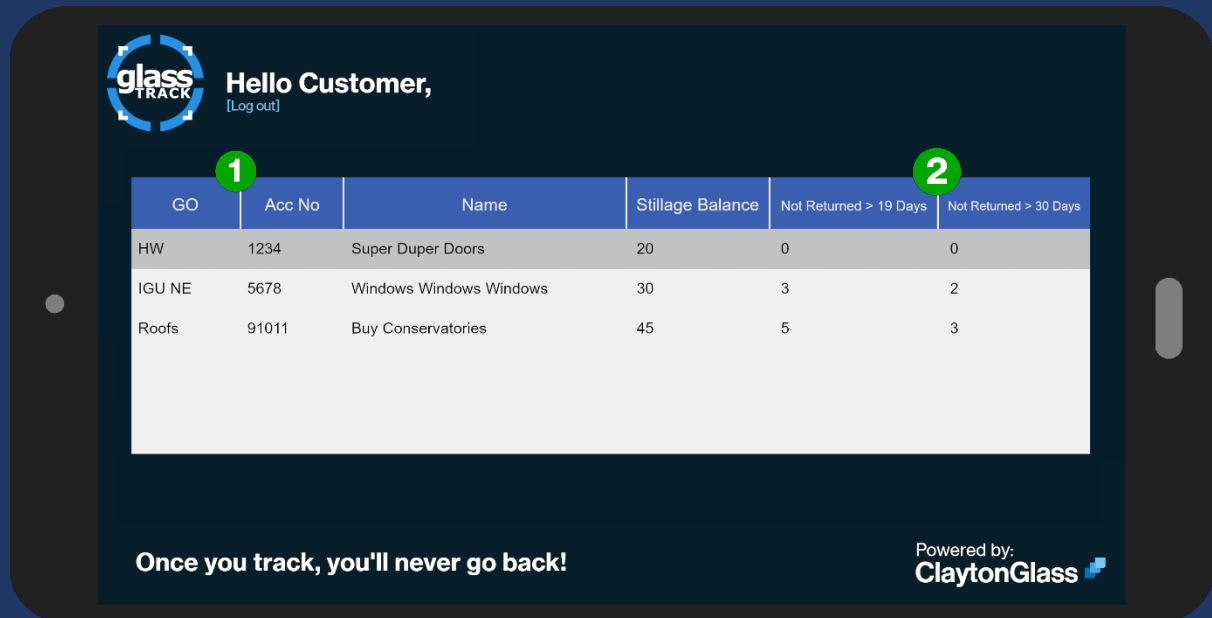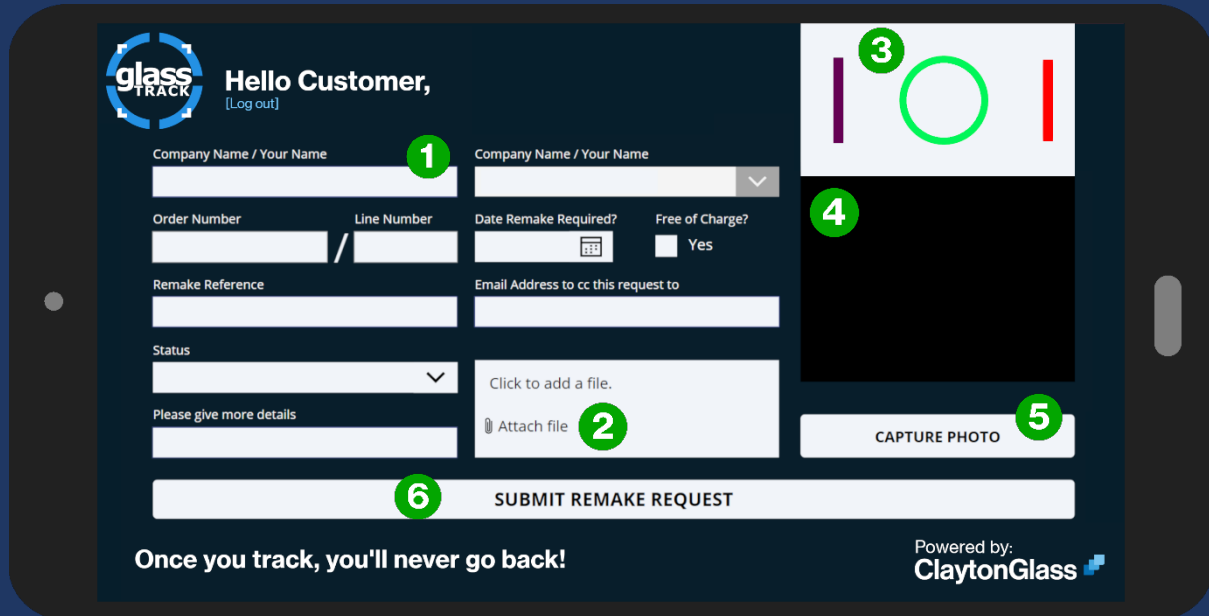
1   After clicking "Stillage Balance" on the home screen, you will be brought to the screen shown above. On the left-hand side of the table, you can see your account information, the system we use to process this account and your company name(s).

2   On the right-hand side of the table, you can see your stillage information including: your stillage balance, how many stillages you have up to 19 days and how many you have up to 30 days. It's good to keep an eye on this to avoid incurring any charges.

8) Submit a remake request

Hello Customer,
[Log out]

Company Name / Your Name ①

Company Name / Your Name

Order Number | Line Number | Date Remake Required? | Free of Charge?
Yes

Remake Reference | Email Address to cc this request to

Status

Please give more details | Click to add a file. | CAPTURE PHOTO ⑤
📎 Attach file ②

③ ④

⑥ SUBMIT REMAKE REQUEST

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1   After clicking the "REMAKE" button next to your desired order (shown on page 3) you will be brought to the screen above. The first thing to do is to fill in your information in the white boxes – a lot of this will be auto filled.

2   Click here to attach a file, such as an image of your damaged unit.

3   See your order details here.

4   This area is for the use of your devices camera to take a photo of your damaged unit if you so wish.

5   Click here to capture a photo.

6   Click here to submit your remake request.