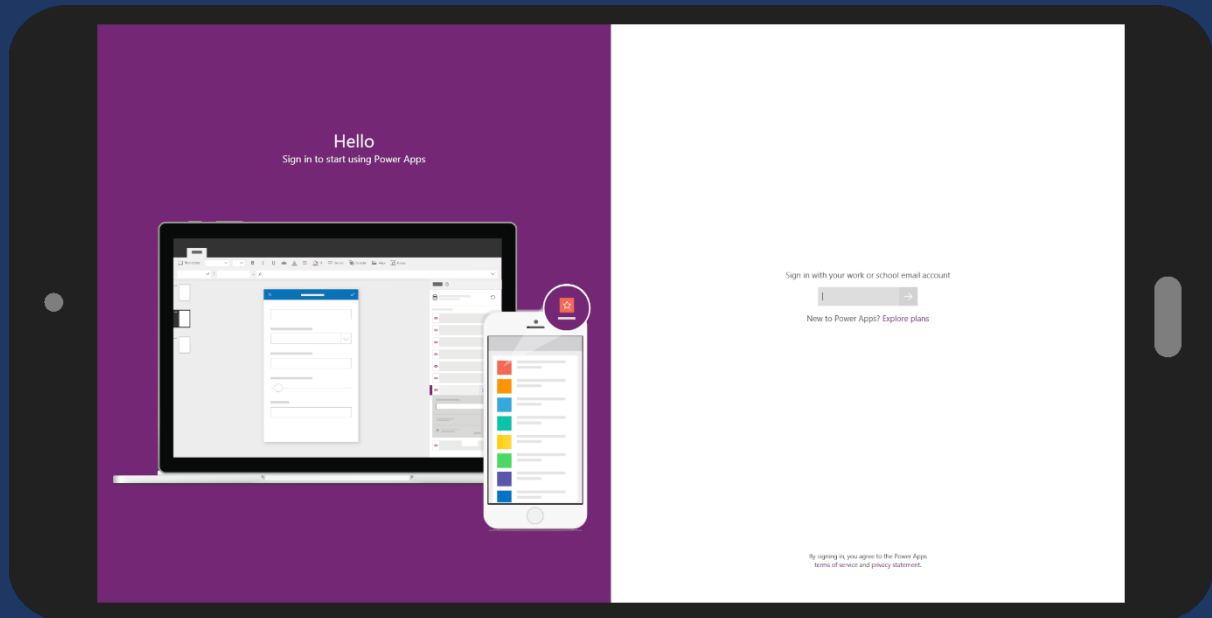


glassTRACK Version 2.0

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".



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2) Log in to glassTRACK

A screenshot of the glassTRACK login interface displayed on a tablet. The interface has a dark blue background. On the left, there is a login form with the glassTRACK logo at the top. Below the logo, it says "Welcome to glassTRACK VERSION 2". There are two input fields: "Email Address:" and "Unique ID:". A green circle with the number "1" is next to the Email Address field, and a green circle with the number "2" is next to the Unique ID field. Below the input fields is a blue "Log in" button. At the bottom left of the form, it says "Once you track, you'll never go back!". On the right side of the tablet screen, there is a photograph of a blue and white Lescost truck on a highway, with a large satellite dish mounted on its roof. At the bottom right of the tablet screen, it says "Powered by: ClaytonGlass" with a small blue logo.

- 1 Input your email address here.
- 2 Input your unique code given to you by a member of the Clayton team.



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3) See all your order information

The screenshot shows the glassTRACK app interface. At the top, there's a header with the glassTRACK logo, a 'Hello Customer, [Log out]' message, and a search bar. Below the header, there are two sections: 'Latest Lead Times' and 'Processing Dates'. The 'Latest Lead Times' section shows NE: Monday 6th Sep, HW: Friday 10th Sep, and Roofs: Tuesday 31st Aug. The 'Processing Dates' section shows NE: Monday 23rd Aug, HW: No Delay, and Roofs: Friday 20th Aug. Below these, there's a 'Stillage Balance' section with a refresh icon. The main part of the screen is a table of orders. The table has columns for ORDER NUMBER, ORDER REFERENCE, NUMBER OF LINES, DELIVERY DATE, HEADLINE STATUS, TRACK/POD, and MORE INFO. The table lists 10 orders with various statuses like HELD, PENDING, and POD. At the bottom, there's a footer with the text 'Once you track, you'll never go back!' and 'Powered by: ClaytonGlass'.

| ORDER NUMBER | ORDER REFERENCE | NUMBER OF LINES | DELIVERY DATE | HEADLINE STATUS | TRACK/POD | MORE INFO |
|--------------|-----------------|-----------------|---------------|-----------------|----------------|-------------------|
| 123 | Moore3 | 2 | 18/08/21 | HELD | n/a | + [envelope icon] |
| 456 | Moore2 | 2 | 18/08/21 | HELD | n/a | + [envelope icon] |
| 789 | Green3 | 8 | 16/08/21 | PENDING | [refresh icon] | + [envelope icon] |
| 101112 | Green2 | 5 | 16/08/21 | PENDING | [refresh icon] | + [envelope icon] |
| 131415 | McCabe3 | 1 | 12/08/21 | PENDING | [refresh icon] | + [envelope icon] |
| 161718 | Green1 | 18 | 10/08/21 | ✓ | POD | + [envelope icon] |
| 192021 | McCabe2 | 3 | 07/08/21 | ✓ | POD | + [envelope icon] |
| 212223 | Moore1 | 5 | 07/08/21 | ✓ | POD | + [envelope icon] |
| 242526 | McCabe1 | 4 | 07/08/21 | ✓ | POD | + [envelope icon] |

- 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.

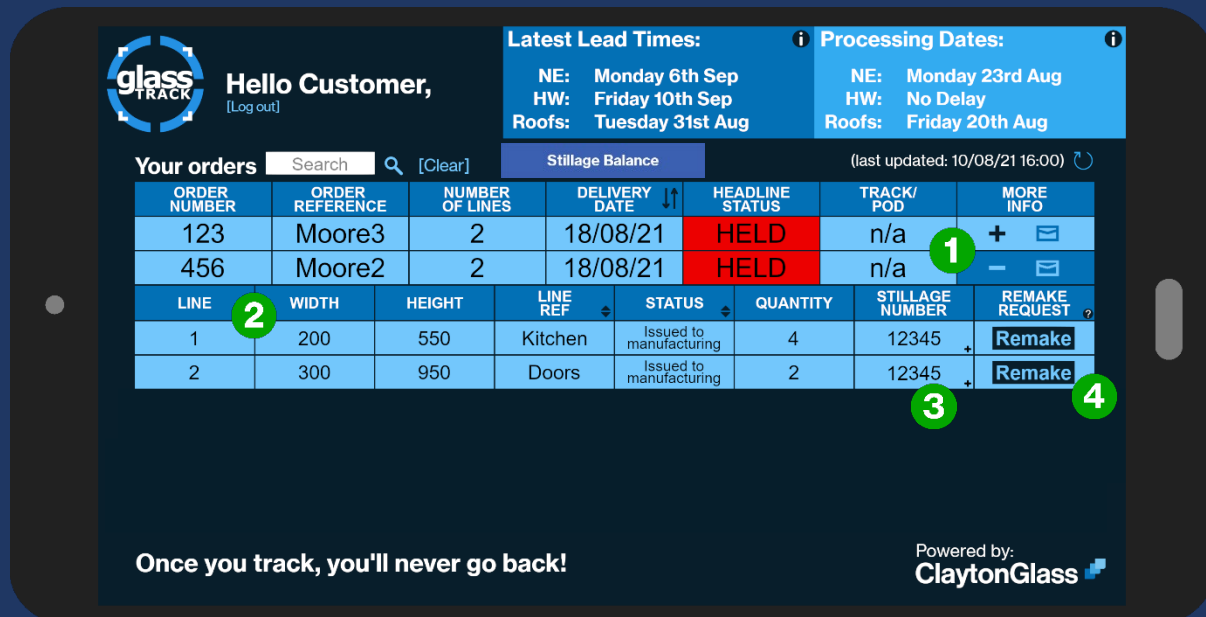


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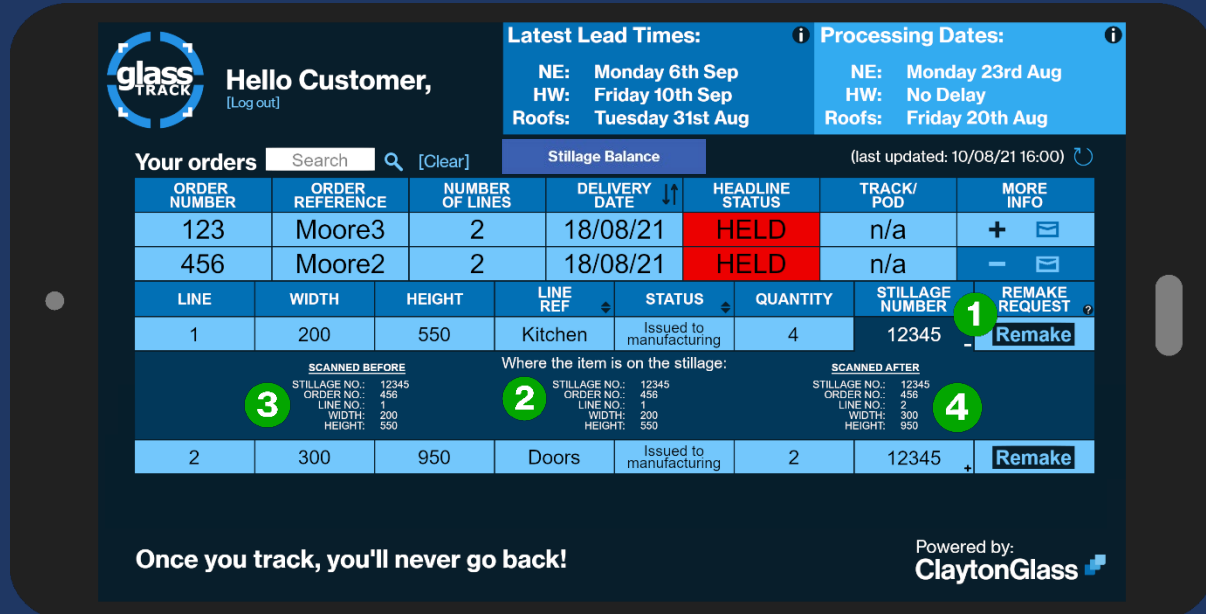
4) Expand information to view specific order details



- 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.



5) Expand further to view stillage information



The screenshot displays the glassTRACK mobile app interface. At the top, there's a header with the glassTRACK logo, a 'Hello Customer, [Log out]' message, and sections for 'Latest Lead Times' and 'Processing Dates'. Below this is a 'Your orders' section with a search bar and a 'Stillage Balance' button. The main content area shows a table of orders. The first order (123) is highlighted in red with the status 'HELD'. Below the table, there's a section titled 'Where the item is on the stillage:' which contains three columns: 'SCANNED BEFORE', 'SCANNED AFTER', and a central area for the item's location. The 'SCANNED BEFORE' column shows details for stillage 12345, order 456, line 1, width 200, height 550. The 'SCANNED AFTER' column shows details for stillage 12345, order 456, line 2, width 300, height 950. The central area shows the item is 'Kitchen' and 'Issued to manufacturing'. A 'Remake' button is visible next to the 'SCANNED AFTER' details. At the bottom, there's a slogan 'Once you track, you'll never go back!' and a 'Powered by: ClaytonGlass' logo.

| ORDER NUMBER | ORDER REFERENCE | NUMBER OF LINES | DELIVERY DATE | HEADLINE STATUS | TRACK/POD | MORE INFO |
|--------------|-----------------|-----------------|---------------|-----------------|-----------|-----------|
| 123 | Moore3 | 2 | 18/08/21 | HELD | n/a | + [icon] |
| 456 | Moore2 | 2 | 18/08/21 | HELD | n/a | - [icon] |

| LINE | WIDTH | HEIGHT | LINE REF | STATUS | QUANTITY | STILLAGE NUMBER | REMAKE REQUEST |
|------|-------|--------|----------|-------------------------|----------|-----------------|----------------|
| 1 | 200 | 550 | Kitchen | Issued to manufacturing | 4 | 12345 | 1 Remake |
| 2 | 300 | 950 | Doors | Issued to manufacturing | 2 | 12345 | Remake |

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

Where the item is on the stillage:

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

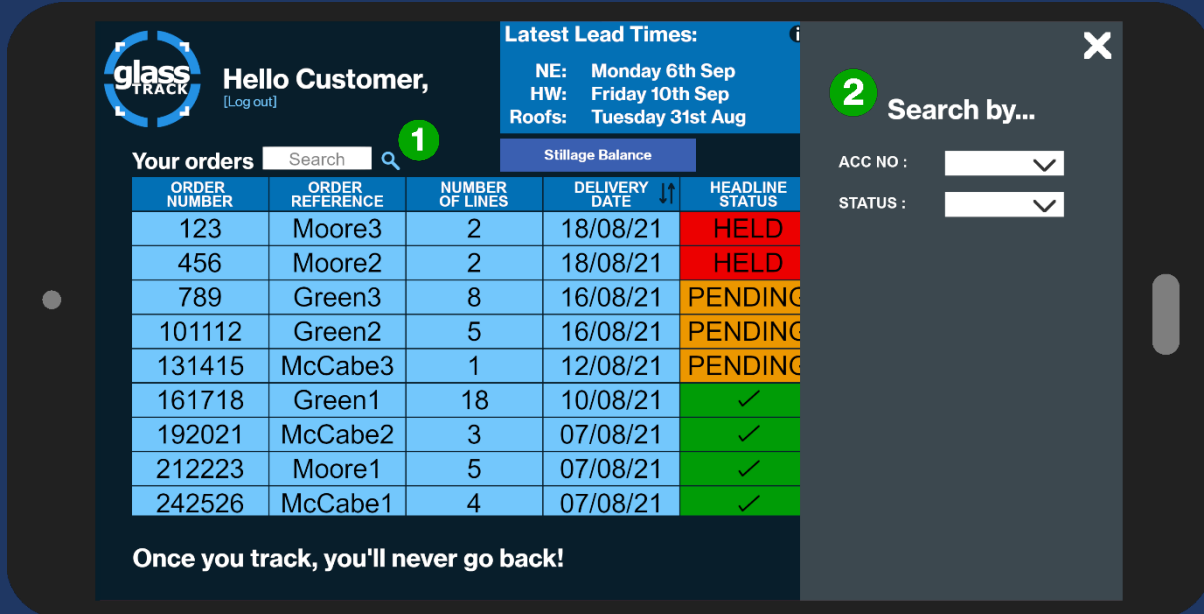
Once you track, you'll never go back!

Powered by: ClaytonGlass

- 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



The screenshot shows the glassTRACK mobile app interface. At the top, there's a header with the glassTRACK logo, a greeting 'Hello Customer, [Log out]', and a 'Latest Lead Times' section. Below this is a 'Your orders' section with a search bar and a magnifying glass icon labeled '1'. A table of orders is displayed with columns: ORDER NUMBER, ORDER REFERENCE, NUMBER OF LINES, DELIVERY DATE, and HEADLINE STATUS. A search overlay is visible on the right, labeled '2 Search by...', with fields for 'ACC NO' and 'STATUS'.

Latest Lead Times:

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

Stillage Balance

Your orders Search 1

| ORDER NUMBER | ORDER REFERENCE | NUMBER OF LINES | DELIVERY DATE | HEADLINE STATUS |
|--------------|-----------------|-----------------|---------------|-----------------|
| 123 | Moore3 | 2 | 18/08/21 | HELD |
| 456 | Moore2 | 2 | 18/08/21 | HELD |
| 789 | Green3 | 8 | 16/08/21 | PENDING |
| 101112 | Green2 | 5 | 16/08/21 | PENDING |
| 131415 | McCabe3 | 1 | 12/08/21 | PENDING |
| 161718 | Green1 | 18 | 10/08/21 | ✓ |
| 192021 | McCabe2 | 3 | 07/08/21 | ✓ |
| 212223 | Moore1 | 5 | 07/08/21 | ✓ |
| 242526 | McCabe1 | 4 | 07/08/21 | ✓ |

2 Search by...

ACC NO :

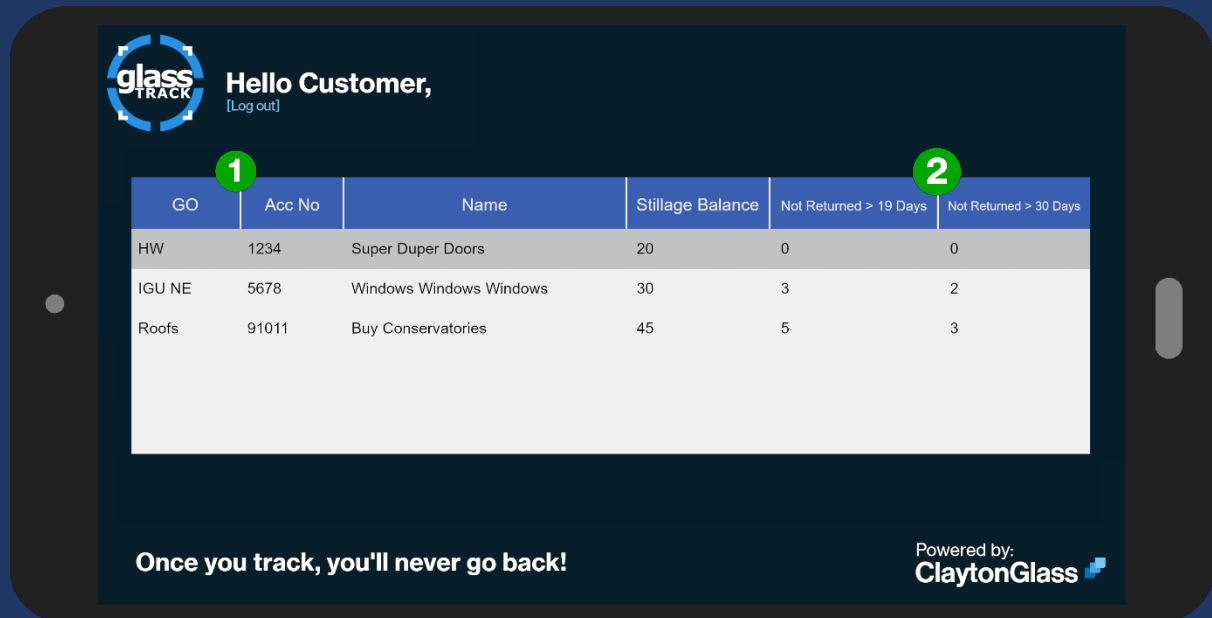
STATUS :

Once you track, you'll never go back!

- 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".



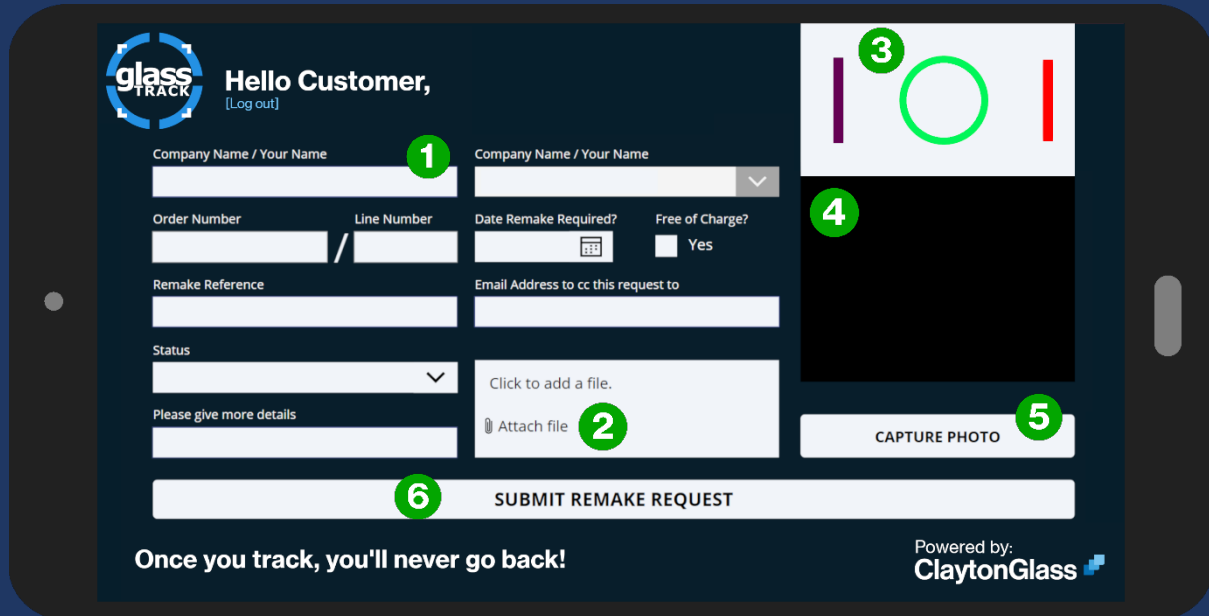
7) View your stillage balance



- 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



- 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.

