

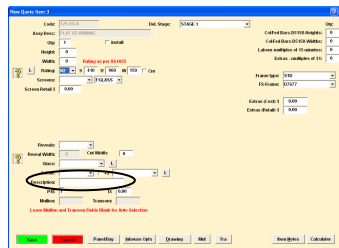
## GLASS REPORTS

### GLASS REPORTS

There are two options to create a glass list:

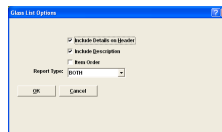
- Glass List printout
- Glass File for export printout

Both glass reports have the option to include information from the Description field.



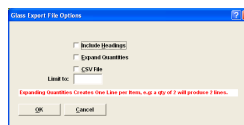
#### 1. GLASS LIST

The Glass List will default to include details on report header and the information in the description field but can be altered accordingly.



#### 2. GLASS FILE FOR EXPORT

The glass file for export has options to suit your specific requirements. It is not necessary to select preview, as the report is created as a TXT file. This is accessed through the Report folder from your QC folder – see 2.2 below.



**Note (1) – S Select 'Limit to' if the report needs to be generated for a specific glass type. If this field is left blank, the report will generate with all glass types set up in the quotation. Once a Glass TXT File has been created, you can open this file in Notepad or Excel and rearrange, sort or change the information to your own requirements. If you have the appropriate software you can also open it in other programs, which would enable you to create labels for your glass.**

**Note (2) – Expand quantities relates to where an item may have a quantity of more than one and will allow you to print multiple labels.**

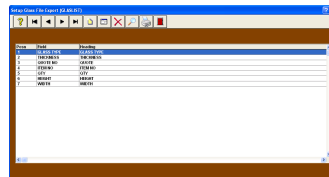
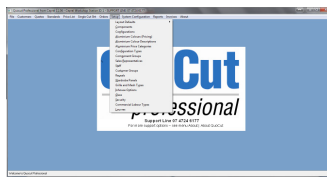
## GLASS REPORTS

### 2.1 Headings for Glass File Report

The report can be set up with specified headings and some of these headings have been activated. You may nominate any of the available headings for your report, as well as specify the order for the columns.

To modify headings you should proceed as follows:

- Select Setup | Glass | Export
- Choose add to create a new heading



- Select a position number to nominate the sequence your headings will appear in – e.g. '3' would be the third column on the page.
- Enter to select an available heading from the look up list – see below for details on an explanation of the fields available
- Complete the description field to describe your heading and **Save**

**Note – you may change the position numbers to suit your own requirements, so long as you do not have duplicate position numbers. Each column requires a unique position number.**

#### Fields available to be included in headings for the Glass File

Glass Type	Clear, Clear Toughened etc. (Item Screen)
Thickness	Glass thickness, e.g. 6.38mm (Item Screen)
Quote No	Quote No under calculation (Quote Screen)
Item No	The number of an individual item (Item Screen)
Qty	The quantity of each glass size per item (Item Screen)
Height	Calculated height of glass (Item Screen)
Width	Calculated width of glass (Item Screen)
Panel	Glass panel – e.g. sash, fixed etc (Configuration)
Descript.	Information from Description field (Item Screen)
Del Add1	First field of Site Address (Quote Screen)
Del Add2	Second field of Site Address (Quote Screen)
Del Add3	Third field of Site Address (Quote Screen)
Del Add4	Fourth field of Site Address (Quote Screen)
Cust.Ref.	Reference included on Quote (Quote Screen)
Customer	Customer Name (Quote Screen)
Date Req	Date required for job completion (Quote Screen)
Wind Class	Wind rating chosen (Item Screen)

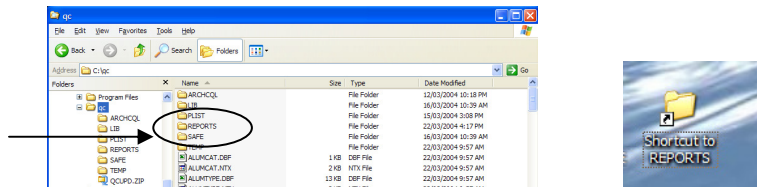
**Note – The above headings can be assigned to any position number to suit your own requirements.**

## GLASS REPORTS

### 2.2 Creating a Glass Report Desktop Shortcut

To create a desktop shortcut and proceed as follows:

- Go to My Computer and select C: Local Disk
- Double Click on this to display folders and files
- Locate the QC folder and double click on the QC folder
- Locate the Reports folder
- Right click on the folder and select 'create Shortcut'
- Minimise this screen and go to the desktop and right click
- Select 'Paste Shortcut'



### 2.3 Opening a Glass Report

To access a glass file report proceed as follows:

- Double click on your Shortcut to Reports to open the folder
- The program will create two TXT files
  - Double Glazed list
  - Glass list
- Select the required report
- To open as a Text file – double click on the file
- To open as an excel file – there are two options:
  - Right click on the file and open with Excel
  - Open up your excel program and
  - Change 'Files of Type' to All Files
  - Go to 'Look In' and select the C drive
  - Locate the Report folder in the QC folder
  - Double click on the required txt file and it will open in Excel
  - The report can be manipulated to your own requirements

