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GlassPro SOL

offers you a fully integrated suite of programs for estimating and quotations and for order processing, scheduling, production planning, glass optimisation, order tracking, invoicing, inventory control, accounting, and financial management. GlassPro SQL is designed for both large and small

glass processors, sealed unit manufacturers glazing companies and stock merchants. GlassPro is glass production software, comprising a main program with a whole series of modules which can be added on at any stage to increase the system functionality, and offering you:

- Detailed customer database which can be synchronised with your accounting program
- Creating, printing, emailing and faxing compelling quotations
- Fast, intuitive order entry
- EDI reading orders into the system from files generated by your customers, without your operators having to key them in
- Shape and DXF processing
- Accurate and comprehensive pricing including energy surcharges
- · Printing bar coded labels to archive your customers original order paperwork and detail drawings
- Printing, emailing and faxing acknowledgements and pro-forma invoices
- Production planning
- Printing works documentation and job cards
- EzOpt SQL glass optimisation with comprehensive, sorting, racking, and printing of cutting plans, labels, spacer cutting lists
- Outputs from the optimiser to most cutting tables, spacer bar saws and benders
- · Secondary optimisation of bed loads for toughening
- Stock control and purchase order processing
- Printing informative and eye catching labels on a variety of media, including your customer's own logos
- Production tracking through work centres on the shop floor using bar coded labels, job cards or works orders
- Delivery route and load drop planning and control
- Creation of part deliveries or consolidation of several orders into a single order for delivery and invoicing
- · Printing delivery notes with bar codes for proof of delivery recording and document management
- Printing, emailing and faxing invoices and credit notes, bulk emailing of invoices to customers
- Document storage and management
- Credit control orders for customers over their credit limit or on stop can be held or terminated and links to accounting
  programs
- · Accurate costing of all elements of the order stored alongside the selling price on each item, showing your margins
- Comprehensive reporting and sales analysis
- Full order lookup system with the ability to view pdf copies of documents, scanned delivery notes, customer's original order
- Powerful search routines, for example find individual units on orders by product code or size
- Control and analysis of remakes
- · Contract management with applications for payment, payment certificates, retentions and credit notes,

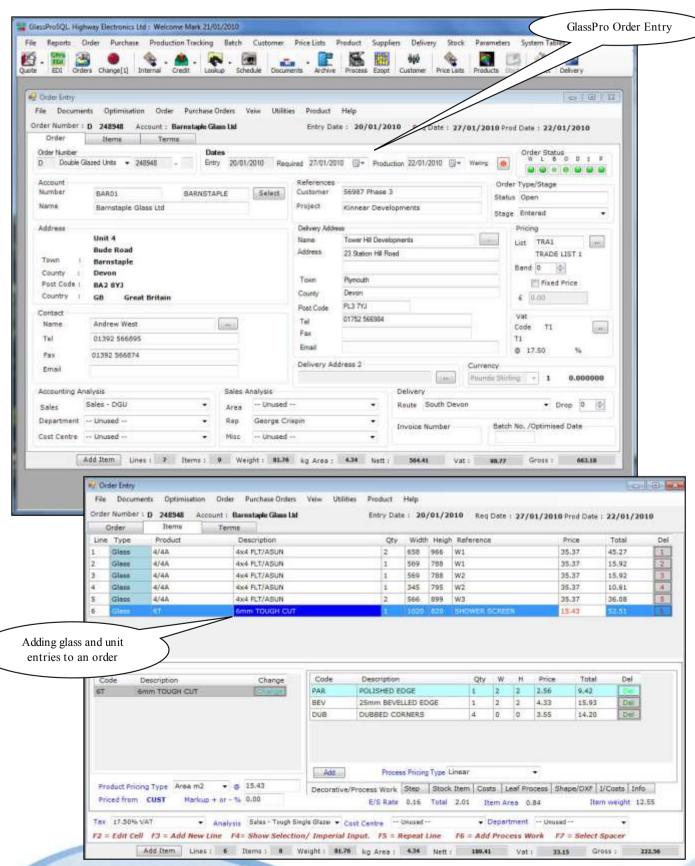
GlassPro SQL is the latest version of the GlassPro glass order processing software family. It is written in Microsoft .net using a Microsoft SQL Server database. Microsoft SQL Server is a powerful relational database management system including a comprehensive suite of integrated data management and analysis tools that enables organizations to reliably manage mission-critical information and confidently run today's increasingly complex business applications. SQL Server allows companies to gain greater insight from their business information and achieve faster results for a competitive advantage. Under SQL the database, stored procedures and queries all run on the server making database access faster and more secure. Under SQL the same record can be opened by many people and amended, the program then compares the revised data with the original data when it is saved to ensure any changes are not lost. Being a true Windows application multiple screens can be opened at the same time, several orders can even be entered on the same workstation at once. The screens are intuitive and user-friendly and printing is through fast and quiet laser printers. The power of Microsoft SQL Server gives us the opportunity to develop the feature sets in GlassPro to meet individual client requirements.

Whatever your needs in the glass trade, GlassPro SQL offers tried and tested programs to suit you!

GlassPro is designed as a modular package, which you can tailor to meet your own needs. It incorporates many powerful facilities and detailed costing, reporting and analysis functions.



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### Entering an Order

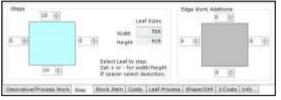
GlassPro has been designed to provide you with the fastest possible order input routines. The screens are logically laid out, intuitive and easy to follow. All of the input fields are continuously displayed, as is a scrolling list summary of the items previously entered. If you are interrupted while inputting an order, you can see exactly where you left off. When you have finished entering an order, you can scroll up and down the list of items checking the details.

By prompting default values, operator input is minimised, and pressing the <F5> key at any stage or the <Enter> key at the end of the line, accepts the defaults and proceeds to the next item. Order entry can be accomplished quickly from the computer's numeric keyp ad.

The flexible and easy to use order entry system caters for cut glass, sealed units, tempered glass and units, multi-layer laminates, processed glass, stock sheet merchanting, auto-glass and a full range of stock items including silicones, putty, fixings, mirrors and

widgets! The integrated stock control system means that materials are allocated and issued from stock, and the operator is kept informed of the current stock levels during order entry.

GlassPro handles structural glazing, allowing you to process complex unit structures and multi-layer laminates with an unlimited number of leaves of glass and interlayers. Several interlayers or combinations of interlayer and fabric, mesh and so forth can be added between glass leaves. Process work, shapes, DXF files and even fittings and production notes can be added to the item as a whole, to individual leaves or even to the interlayer or spacer components. Steps can be added to any side of any leaf in a product makeup.



Manual or free text descriptions and prices can be added to orders. A several pages of notes can be added to the order – these can be printed along with the items or instead of the items, useful for a glazing contract or application for payment. Notes can also be added to each item line which can then be printed as supplementary information on the paperwork – production instructions and so forth.

Commonly used contact details and delivery addresses can be stored on each customer's record. On cash sale accounts the customer's name and address are transferred to the sales ledger to make it easier to match deposits and cash receipts against invoices.

For security the identity of the operator entering an order is recorded on the order, and is stored on the transaction details which are posted across to the accounting system sales and nominal ledger. Urgent orders can be coded for special

Other features of order entry are:

treatment.

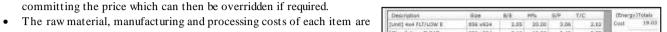
- Each item line can be individually priced the rate per m² is drawn automatically from the chosen price list, customer file or marked-up cost matrix, but can then be overridden by the operator with a new rate or discount, or with a fixed price for the item.
- A group of items in an order can be selected and a new price applied. The minimum charge area can also be overridden
- If an item doesn't have a price, the system prompts for a price and allows the price to be saved to the customer file for fut ure use.
- The system records against each item on the order where the price has come from, and the fact that it has been manually
  overridden.
- A contract price can be entered on to the order as a whole suppressing item prices.
- Items can be entered and individually priced but when the invoice is printed, the line price can be suppressed so that your customer cannot see the makeup of the invoice
- Process work price supplements can be printed on separate lines or incorporated in the price of the glass
- Free of charge orders and remakes can be entered. On a free of charge order, the prices and costs are calculated and stored but are not printed on the documentation. This allows analysis of the lost opportunity cost within the reporting system.
- Overall order discounts and settlement discounts can be stored on the customer's record and automatically added to the order.

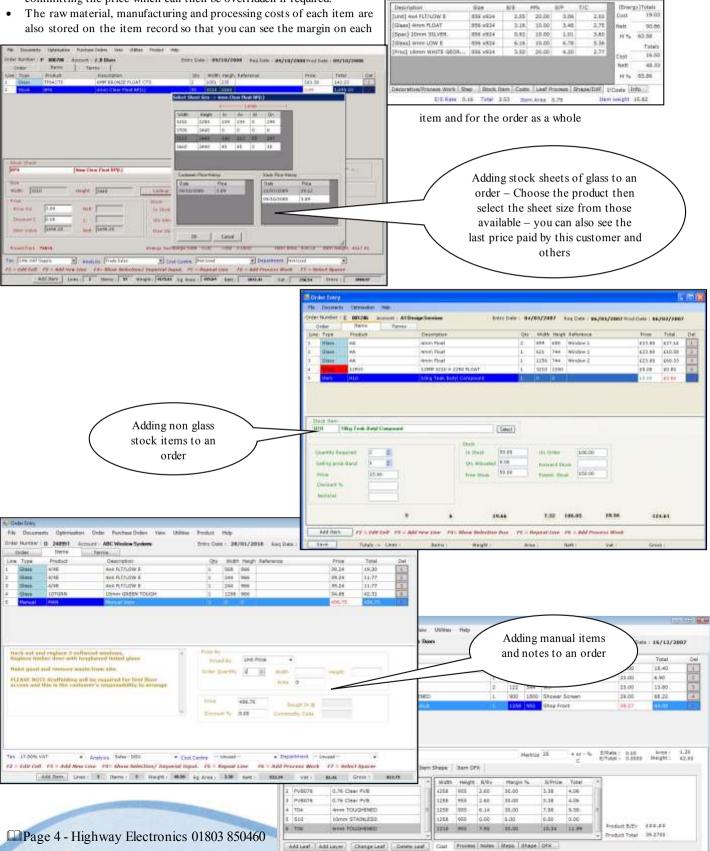
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Where mark-up pricing is used, the material, labour and overhead costs and mark-ups can be reviewed and amended as required before





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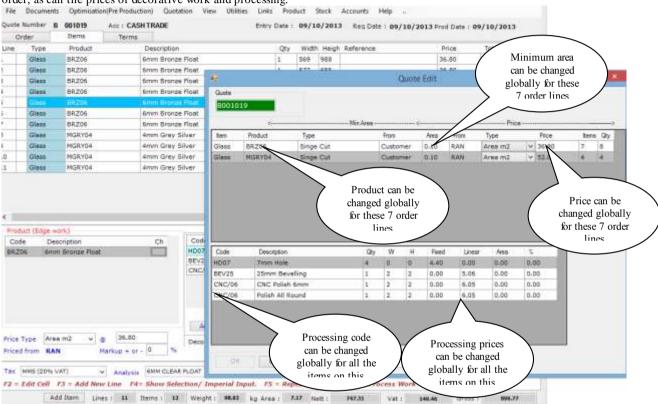


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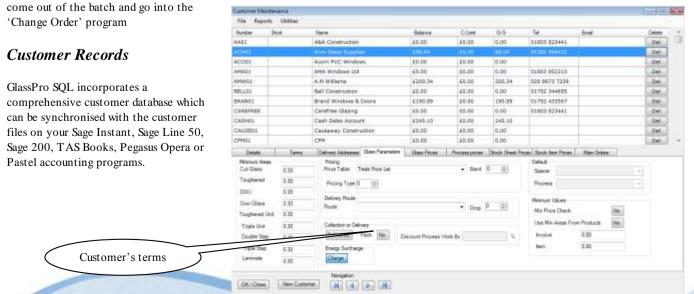
### Editing an Order

Orders can be changed/edited at will. However there are extensive controls on when this can happen. You may not want an order to be edited after it has been optimised, delivered, invoiced or posted to your accounting system – these controls are defined globally, and who has the ability to reset the order status flags is defined individually and for each operation.

Products can be globally substituted on a quote or an order. Product prices and minimum areas can be globally changed on a quote or an order, as can the prices of decorative work and processing.



Orders that have been added to a batch for printing, optimising or reporting can be edited from within that batch without having to



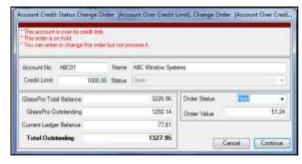
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### Controlling Your Customers Credit

The well designed interfaces to your accounting program sales ledger ensure that your customers adhere to their payment terms and do not exceed their agreed credit limits. The system monitors the 'Stop Flag', the customer's credit limit against the current ledger balance plus the balance of orders-on-hand, and in some accounting packages, the age of unpaid invoices. Your accounts department can determine in advance the action to be taken if a customer exceeds their credit limits - putting an order on hold, terminating it or allowing it to go through to manufacture but not delivery. The current credit limit and status of a customer's account are displayed during order

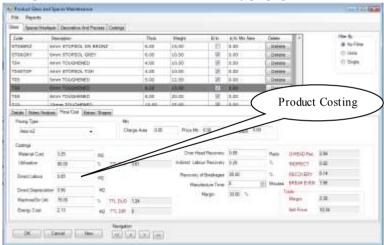


entry as an aid to credit control, and the operator can view the aged balance on the sales ledger.

An order can be put on hold pending credit or customer clearance and subsequently released back into production. Orders can be terminated and the month end process generates a report detailing all terminated orders before automatically purging them.

### Pricing and Costing

GlassPro offers some the most comprehensive pricing and costing facilities available. The selling price on quotations and orders can be generated from standard material, machine, labour and overhead costs to which a mark-up is applied, or can be priced directly from standard price lists incorporating flat rate prices for each product, decorative addition and processing addition. These lists can incorporate up to 5 individual price breaks based on 'band', quantity, area or spacer thickness. Each product can use different parameters. Each customer can be allocated to a price list, but if necessary the operator can change the price list used while entering an order. The price 'bands' allow you to

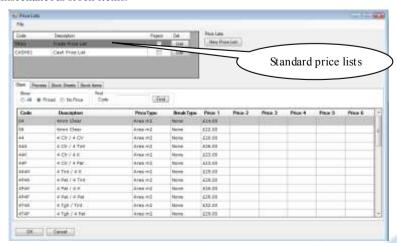


set up separate rates per m² on a single price list, so for example Band 1 may be the supply only rate, Band 2 the supply and factory glaze rate, and Band 3 the supply and site glazing rate. Glass pricing is normally based on the overall area of the unit or piece of glass, and minimum areas can be set against individual products or product categories, globally or specifically for each customer. Where you are processing shapes the area can be based on the net area of the shape or on the area of the rectangle which bounds the shape.

Fixed price overrides or discounts and can be set up for every product, decorative addition and processing addition on each customer's record. To simplify the process of setting up discounts, products can be linked together in groups, while still retaining the flexibility of fixed price overrides for individual products. It is possible for every customer to have a different price or discount for every product sold - cut glass, laminates, double glazed units, stock sheets, and miscellaneous stock items.

Special price lists can also be set up for individual projects which override the customer's normal prices. Price lists can be printed for each customer showing only their special prices and discounts, alternatively a full price list can be printed which includes special prices and discounts where appropriate.

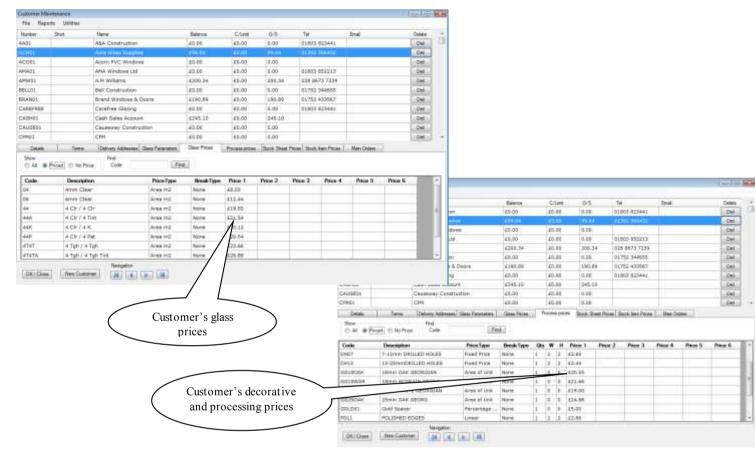
Powerful facilities have been incorporated to turn the nightmare of glass price increases into a dream - individual products and customer accounts can be tagged and a markup, fixed price uplift or new replacement price applied in seconds. Each price increase is recorded on the system





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enabling you to look back at a customer's previous prices, or back step a price increase.

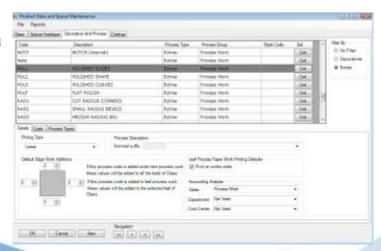


### Decorative Work

Georgian grille and decorative lead effects can be applied to each item line as a m² rate or mark-up. The rate for the glass is automatically increased to reflect the decorative work. This new rate is printed on the invoice, and the additional descriptions are printed on all the production paperwork, delivery note and invoice. Further process charges can be applied just to the decorative element of the order if required – for example, a % surcharge for antique effect on Queen Anne lead

### **Process Work**

Additional charges can be applied for process work (bevelling, polishing, holes, cut-outs), special design and construction requirements (spacer colour and thickness, Single Georgian bars, lead effects and artwork), splitting stock sheets, and for any other price supplements you may need to add to a customers order. The prices of individual process charges can be entered and amended as required by the operator during order entry. Operators have the ability to enter a number of widths and heights to enable the system to calculate linear processing charges





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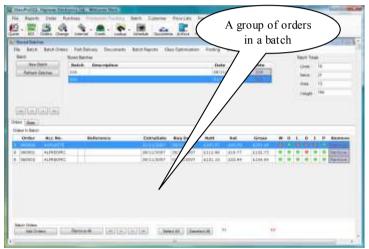
Process charges can be applied as a price each, a rate per m², a rate per linear metre, a rate per kilo, a percentage mark-up of the basic item price or any combination of these. The price can be one of a range of prices based on the glass thickness, glass area or glass perimeter.

An unlimited number of these price additions can be set up to apply to all customers. Discounts or special override prices can be set up on each customer's record for all of these process charges if you wish.

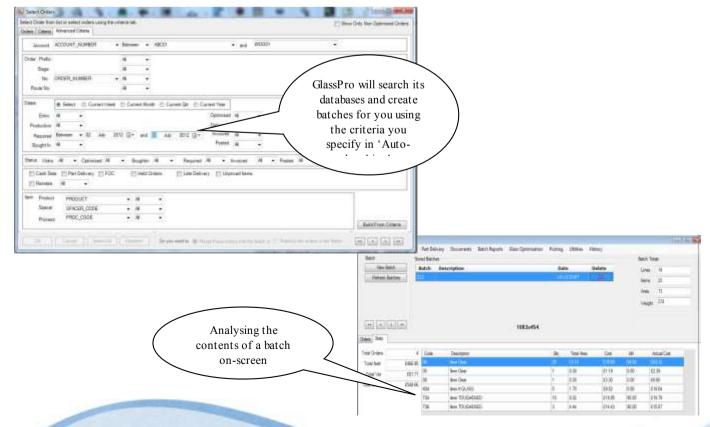
Process charges can be linked to product, glass or spacer records, and will then be automatically added to the order if that product, glass or spacer is chosen – allowing for example automatic surcharges for spacer colour, or for glass tempering beyond certain sizes.

### Processing an Order

Orders can be processed individually or grouped together in batches. To assist you in selecting orders, we have developed a powerful 'auto batching' facility. You specify the criteria and the program does the hard work of searching the file for you. There are a wide range of selection criteria, which include the ability to batch by customer account number, order type, order number or date, delivery date, production date, production batch number, optimisation batch, production status, paperwork status (optimise/invoice/delivery note/posted to ledger), type of order (trade order/cash sale/free of charge/held order), by operator, or by any combination of these and other criteria. Orders in a batch can be sorted into a wide variety of



sequences prior to processing. Orders in a batch can be looked up or even edited from within the batch.





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### Looking up an Order

GlassPro offers comprehensive enquiry routines enabling you to look up orders by order number, invoice number, account number, customer reference and project reference. You can even browse the file for customer references using 'wild cards' to search for a particular customer reference without the order number. The customer account enquiry shows the newest orders first. The 'Quick Find' tool allows you to search the database to locate the order for a unit of a specific size, or to find which orders are using a specific product or stock code.

### Documents:

GlassPro will print:

- Order acknowledgements.
- Production dockets.
- · Glass cutting sheets
- Spacer cutting and assembly sheets.
- Glass labels.
- Details of Georgian and leaded units in a batch.
- Lists of tempered glass in a batch and detailed tempered or bought-in glass purchase orders.
- Lists of batches of optimised orders.
- Delivery Notes.
- Invoices.
- Audit trails of orders optimised, invoiced, posted to the sales ledger and deleted from the system.

### GlassPro Document Printing

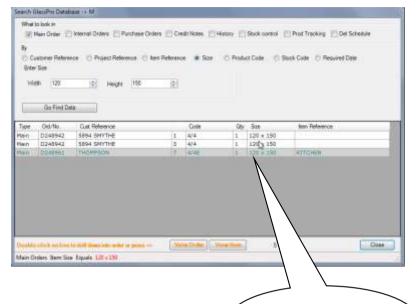
Printing of glass labels, quotations, order acknowledgements, works orders, delivery notes, invoices and credit notes in GlassPro is handled by a powerful print manager. The Print Manager runs in the background capturing the documents as they are printed, and directs the output to Crystal Report forms. These can be directed to laser, ink jet or dot matrix printers, your fax software, or Microsoft Outlook email software. Documents can be personalised with different fonts, scanned logos, British Standard Kitemarks, watermarks, inverse text bands and with a colour laser can include coloured images – for further information please see the separate notes on our printing options.

### Reports

Reporting has been developed to meet the diverse needs of the sales, production, despatch, installation and finance departments. The day's intake of orders can be listed in total or for a particular operator. The sales department can print daily, weekly or monthly turnover and profit reports by sales representative, sales area, customer, product code, or product group. The production department can analyse the composition of orders and allocate a production week, day and batch code to each order. The production reports enable efficient planning and control of production. Reporting is through Crystal Decisions XI and reports can be viewed on screen, produced as a .pdf file or transferred to an Excel worksheet. If you purchase a copy of Crystal Decisions XI, you can create your own reports.

### Costing

The system incorporates a standard costing module which analyses material, process work, manufacturing and labour costs for each item on an order. Reporting is provided which compares sales turnover with cost of manufacture, including glass and tempering costs (with a mark-up for waste), spacer, corner keys, desiccant, sealant, sundry materials, labour and process work costs.



Looking for the order for a unit found on the shop floor without a



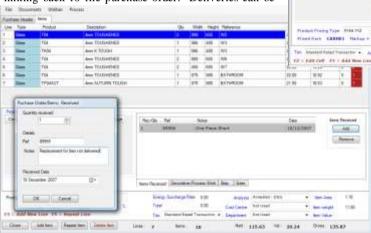
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### **Options**

A range of options are available to enhance your GlassPro product and provide you with more information and control in the office and on the shop floor, for example:

Purchase Order Processing and Stock Control

GlassPro's integrated purchase order processing and stock control system covers stock sheets of glass as well as non glass stock items such as silicones, putties, glazing materials and fittings. It allows you to raise orders for stock glass, stock items and bought-in cut glass items such as toughened glass. The order can be tracked and deliveries booked in. As stock sheet and stock item deliveries are booked in, stock levels are updated and a transaction added to the stock record linking back to the purchase order. Deliveries can be



recorded against the order as a whole or against individual items. Part deliveries can be recorded and include the ability to attach notes to the receipt, or to record a note when an individual item which has been omitted from a delivery is now due.

Creating a purchase order

Each stock glass record allows you to store multiple sheet sizes against it and to show the stock levels and transactions for each sheet size. As a result stock selling prices are recorded against the glass record and do not have to be duplicated on each size record

When selling stock sheets and stock items, materials are allocated and issued from stock, and the operator is kept informed of the current stock levels during order entry. Allocation and issue transactions are recorded in the stock file.

When stock is used within the factory for production, the stock file can be updated from the optimiser, manually from the daily cutting reports off the shop floor or by scanning static labels held at the cutting table as individual sheets are cut — this gives dynamic feedback on cutting and allows you to monitor the performance at the table.

Orders for bought in cut glass (such as toughened, laminate or fire glass) can be automatically generated from the sales order either individually or from within a batch. These orders can be printed, generated as a .pdf file and emailed or transmitted as an EDI (electronic order) file.

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Bar Coded labels can be printed for packs of incoming glass and with scanners on the shop floor used to record stock despatches, order statuses and for automated stock takes. Breakages can be recorded and there transaction entry routines for manual issues, positive and negative stock movements and stock returns. Against each stock item and stock size the system allows you to store a supplier, maximum and minimum stock levels, reorder levels and lead times to aid in stock requirements planning. Powerful reporting of stock levels, stock movements and stock costs is available through Crystal Decision XI. Integration of purchase orders into your accounting program purchase ledger is also available.

### Shape and DXF Order Processing

Our shape and DXF order entry systems enable you to define shapes and read DXF files generated by AutoCAD or template scanning software. These shapes can be transferred to the optimiser for cutting on an automatic glass cutting table (with a shape cutting head) or processing to a spacer chop saw or spacer bending machine – for further information please see the separate notes on the Shape and DXF order entry programs.

### **Production Monitor**

Provides a visual analysis of orders on the system with detailed breakdowns of work schedules in a separate Microsoft Access application with automatic synchronisation of the database. You can view orders in a table listed by planned production date, optimised date or delivery date. The data displayed is the order numbers or batch numbers for the chosen date criteria. You can drill down into a day or batch to give details of the orders or a detailed analysis of production quantities and areas by product group, process or décor group or glass type. The Production Monitor replaces job card or whiteboard systems in the production and planning office and enables production staff to view and plan production without the need to access the GlassPro system. This ensures the integrity of the data

because production staff cannot change orders – for further information please see the separate notes on the Production Monitor program.

### Shop Floor Tracking

This module allows you to monitor glass and units passing through tracking stations on the shop floor using bar codes printed on glass labels or on works orders or job cards. It is particularly useful to track glass/units completing production and so identify items loaded onto the wrong stillage or shortages before delivery stillages are loaded, enabling remedial action to be taken – for further information please see the separate notes on the shop floor tracking system.

### Automated Input of Orders

Allows you to download orders from your customer's glass or window fabrication programs directly into GlassPro (N.B. requires your customers to be able to generate a suitable output file which will most likely incur a cost from their software supplier) – for further information please see the separate notes on the automated order entry system.

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### **Document Management Software**

The concept of document management is to provide a database in which the customer's original order, georgian bar and leaded layout details, shape, cut outs, drilling and detailing information, a copy of the delivery note signed by the customer, and a copy of the invoice are all stored together and can be identified by order number, invoice number and customer's order number — for further information please see the separate notes on the document management options available.





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GlassPro is an extremely powerful and flexible system offering you considerable growth potential. For further information, contact: Highway Electronics Ltd

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