

Using the hub for transfer of subcontract jobs.

Setup required for subcontracting a job via the hub.

- 1) Open your supplier account for the supplier in question
- 2) On the "Other" tab tick the box "Release sub contract orders to hub"
- 3) From the drop down list select the suppliers hub account.
- 4) Update your changes.
- 5) You will need access granted by the supplier before you can send jobs to them. See the section on Granting access to subcontractors below.

Supplier Account - Rod's Glazing Company - EDIT MODE

Refresh Print Email Delete Actions Locate

Details Credit Doc's Activity Discount Address Pricing **Other** Contact Invoice Fleet

Customer / Supplier Business Activities

- Glass Supplier
- Insurance Companies
- new category
- Sales A
- Sales B
- Sub Contractor
- type new name here

Pop-up Notes

Insurance Policy Details

Policy	Insurance Company	Start	Expiry	Excess	Agreed	Limit
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Vendor Account Code
Vendor A/c Code :

Default Broker Account

Sub Contractor Setup

Release Sub Contract Orders To Hub

Hub A/c Code :

Location For Mapping
Latitude :
Longitude :

Update
Cancel

AUT004 : Autoglaze (Bournemouth)
AUM001 : Autoglaze Manchester
AUT003 : Autoglazing (Huntingdon)
AUT006 : Autoprice Windscreens Ltd
AUT001 : Autoscreens Direct Ltd
BTB001 : BTB Windscreens
BUD001 : Budget Windscreens (Rainham)
EUR001 : Europarts
EXP001 : Express Windscreens (Oban)
FAS001 : Fastfit Nationwide
FSC001 : First Call Windscreens
GLA001 : Glass Assist UK
HIL001 : Hilton Windscreens (Bishop's Stortford)
IPSTRIAL : IPS TRIAL ACCOUNT
NOR001 : J Huggins & Son
AUT010 : JB Trade Windscreens
TESC001 : Johns Glass Business Customer

How Cancel Select

Setup required for receiving a subcontract job from a customer

- 1) Create the subcontractor account under Admin/{Your company}/Insurance, fleet, sub contracted in. If you already have a subcontractor set up you can edit the existing record.
- 2) Choose the corresponding hub account for the sub contractor and update your changes.
- 3) Grant access to the subcontractor to allow them to send you a job. See the section below for how to do this.

The screenshot shows a software interface for setting up a subcontractor account. The main window is titled 'Insurance / Fleet / Sub Contract Companies' and contains a table with columns: Glass Xs, Repair Xs, Max Claim, Billing Account, A/c Ref, Hub A/c, Hub A/c Ref, and Post A/c. A 'Details' dialog box is open, showing the following information:

- Name:** Rod's Glass Business
- A/c Reference:** In Use
- Address:** (Empty)
- Contact:** (Empty)
- Claims Email:** (Empty)
- Auth Tel No's:** (Empty)
- Fax:** (Empty)
- Account Package/Billing Account:** Rod's Glazing Company

The 'Details' dialog box has tabs for Insurance, Fleet, S/c, and Referee. The 'S/c' tab is selected. The 'Insurance Excess / Rate' section shows 'Glass Xs', 'Repair Xs', 'Glass Limit', and 'Repair' fields. The 'Hub Automation' section shows a list of hub accounts with 'TES002' selected.

Hub Account Code	Hub Account Name
NWS001	: Nationwide Windscreen Services
NYK001	: Nationwide Windscreens (York) Ltd
TES003	: Nick's Glass Business (Test A/c)
XXX001	: Phil Homer Demo Laptop
PHO001	: Phoenix Windscreens Ltd
PRE004	: Premier Windscreens (Aberdeen)
PRE002	: Premier Windscreens (Edinburgh)
PRE001	: Premier Windscreens (Glasgow)
TES002	: Rod's Glass Business (Test A/c)
SCO001	: Scotglass (Oldmeldrum, Aberdeenshire)
SSU001	: Screen Saver UK (Gainsborough)
SIL001	: Silver Shield (Norwich)
SVW001	: Sure View Windscreens
TAG001	: The Autoglaziers (Leeds)
TRA001	: Trade Windscreens
TUR001	: Turbo Windscreens (Moseley, Birmingham)
UKA001	: UK Autoglaze Ltd

Granting access to a subcontractor allowing them to send jobs to you.

- 1) Under Admin/{Your company}/Community connection management
- 2) Select the subcontractor in question from the top grid
- 3) Click Edit
- 4) Setup as shown below substituting the correct supplier account and third part sub contract account.

The screenshot displays the 'Community Account Management' interface. The 'Access Granted' tab is active, showing a table of community members. The 'Edit' button for the selected row is highlighted. The 'Add/Modify Access Control List' dialog box is open, showing the 'Access Control' tab. The 'Access To' field is set to 'Rod's Glass Business (Test A/c)'. The 'Access Details' section has several options checked: 'Allow Visibility Of Profile To Selected Account', 'Include This Shop In My Search Results', and 'Allow Receipt Of Orders From Selected Account'. The 'My Supplier A/c' is set to 'TES002' and the 'MyThird Party A/c' is set to 'Rods Glass (Cash Referral)'. The 'Insurance Account' and 'Broker Account' fields are also visible.

Company Name	Type	Profile	Shop	Quotes	Orders	Jobs
Phoenix Windscreens Ltd	Autoglazel T	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Premier Windscreens (Aberdeen)	Autoglazel T	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Premier Windscreens (Edinburgh)	Autoglazel T	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Premier Windscreens (Glasgow)	Autoglazel T	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rod's Glass Business (Test A/c)	Autoglazel T	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Scotglass (Ugdmeldrum, Aberdeenshire)	Autoglazel T	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Screen Saver						
Silver Shield						
Sure View W						

Access Control

Access Details

Access To : Rod's Glass Business (Test A/c) TES002

Allow Visibility Of Profile To Selected Account

Allow Visibility Of Shop To Selected Account

Include This Shop In My Search Results

Allow Receipt Of Quotations From Selected Account

Allow Receipt Of Orders From Selected Account

Allow Customer Query Of Job Progress

My Supplier A/c : TES002 For Orders I Place

MyThird Party A/c : Rods Glass (Cash Referral) For Orders Received

Insurance Account : [Field]

Broker Account : Rod's Brokers

Sending a job to your subcontractor via the hub.

- 1) Create the job as a sub contract job in the normal way.
- 2) On the “Hub” tab click the “Place Order” button

1822 - S/C All Supply And Fit - EDIT MODE

Refresh Output Parts Actions Task Diary FOC Material D S/C All Glass

Insurer Client Job Booking Pictures History Trace Related Auth S/c To PDA **Hub**

No Order Placed Hub Order (Placed By You) **Place Order**

Order ID: Status: Amend Order

To: Job No:

No.	Date	Changes	Made By	Terminal
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Amendments To Order

Date: Acknowledged:

Request Cancellation Drop Order Acknowledge Amendment

P	Stk	Qty	Unit	Part	Retail	Disc	Trade	Net	Sum Cost	Sum Profit	Description
		1	Each	2436ASMS	25.00	0	25.00	25.00	10.00	15.00	BMW 3 SERIES
		1	Each	2436AGNV	0.00	0	0.00	0.00	25.00	-25.00	BMW 3 SERIES
				GBP	25.00	0.00		25.00	35.00	-10.00	GBP

VRN Argic: 2436 BMW 3 SERIES (E46) (SAL EST) (98/05) Complete

Cancel Update

Invoice / Date / Reference
No **A 21798**
Date 29 Jan 2014
Ref GBP >

Invoice Values
Parts 0.00
S1/Misc 0.00
Trims 25.00
OOH 0.00
Total Net 25.00
Total VAT 5.00
Total Gross 30.00

Insurance Claim
Max Excess 0.00
Client VAT 5.00
Client Total 5.00
Claim Total 25.00

Supplementary Values
XS Agreed 0.00
Credit Net 0.00
Credit VAT 0
Credit Gross 0.00
Supp VAT 5.00
Supp Total 5.00

Receiving a job from the hub

- 1) From the hub column in the diary click the button as shown below.
- 2) The order will open as in the lower picture. Note it will automatically be linked to your third part subcontractor account.
- 3) Click Accept and the job card will be created in the usual way.

