

Mygrant Setup

To do on-line ordering with Mygrant, you must first be set up as an on-line customer with Mygrant. This means that you already need to have a User Name and Password for ordering online from the Mygrant Web site.

Setup Connection Profile for Mygrant

A profile must be set up for Mygrant with your User Name and Password.

1. Choose **ADM \ Configuration \ Connection Profiles**.
2. Double click the **Search**  icon and either double click the **Mygrant** profile or highlight it and go back to the **Edit** tab.
3. On the left hand side under the URL, type in your **Logon** and **Password**. This is the same Logon (User Name) and Password you use on the Mygrant website to login.
4. Choose **Save** 

Setup Customer ID

You will need your Mygrant Customer ID. If you do not know this number, contact your Mygrant Sales Rep.

1. Choose **Adm \ Configuration \ Mygrant Customer ID**.
2. Type in your Customer ID over the Generic ID that is already there. Your ID should be in the same format. It should have a C and then 6 numbers, a dash, and 3 more numbers. Ex. C123456-001
3. Choose **Save** 

Mygrant Ship-to Locations

This section is not required to be filled in. You should only fill in this information if you have more than one location that Mygrant ships to, but only one Customer ID. If you have Glas-Avenue Multi-Store software and have a separate Customer ID for each location, you will not need to setup this information.

1. Choose **Adm \ Configuration \ Mygrant Ship-to Location**.

2. Type in a **Ship Code**. This can be whatever you want it to be. It just has to be unique for each location.
3. Fill in the locations address information.
4. Choose **Save** 

Setup Vendor File

You need to set up your Vendor file with an account for Mygrant, if you haven't already, and choose the **Order Method** to let the system know you will be ordering from Mygrant online. If you already have a vendor setup for Mygrant, you don't need to create a new one, just modify the current one.

1. Choose **AP \ Vendors** or **Inventory \ Vendors**.
2. Double click the **Search**  icon and either double click the Mygrant vendor or highlight it and go back to the **Edit** tab.
3. If you do not already have a Vendor setup for Mygrant, choose **New**  and add one.
4. From the **Order Method** drop down menu, choose **On-Line**.
5. From the **On-Line Type** drop down menu, choose **Mygrant**.
6. Choose **Save** 

Test Setup

After completing all of the setup procedures, you must exit the program and go back in on all of your computers.

1. Go to the **Auto Glass** tab and lookup a vehicle.
2. In the **Glass** tab, click the **Vendor Inquiry** button.
3. In the **Vendor Inquiry** screen, choose **Mygrant** from the **Vendor** drop down menu.
4. If you have setup multiple Ship-to locations, select the location in the **Deliver** drop down menu.
5. Choose the **Inquire All** or **Inquire Selected** button at the bottom.
6. You should receive a list of available items back. If you get an error message, check all of your setup procedures again. If you discover any problems, correct them and try again.