

GLASS USER GUIDE

WWW.UFG.CO.NZ



1. What you'll use GLASS for

- Watch UFG's live flower auctions in real time
- See exactly what's being sold (trolley/line, product, grade, quantity)
- Hear the auctioneer (optional audio)
- Check your own sale prices during and after the auction
- Export your results to CSV or PDF

Tip: Refer to the UFG auction calendar on ufg.co.nz for auction days and any public-holiday changes.

2. How to access GLASS

Open the link for your branch:

- **Auckland:** www.akl.glass.ufg.co.nz
- **Wellington:** www.wlg.glass.ufg.co.nz
- **Christchurch:** www.chc.glass.ufg.co.nz

You'll see the GLASS login page for that branch.

3. Log in

1. **Username:** your Grower Code
2. **Password:** set by your branch (contact them if you don't have it)
3. Click Login
4. If needed, click Forgot password? and follow the prompts

4. Main menu (left-hand side)

Account – Your grower details, commission fee, and a link to reset your password

Live – Enters the live auction viewer (only active while an auction is running)

History – Shows your sold prices for each auction; filter by auction and Export to CSV or PDF

Contact – Branch phone numbers and emails

5. Checking your results (History)

1. Click History on the left
2. Use Select Auction to view a previous auction
3. Click Export (top right) to download CSV or PDF of your sales/prices

6. Enter the live auction

1. Click Live
2. If you see "Waiting" in the top left, audio is muted while it connects.
Click Waiting to enable the auctioneer audio; click again to mute

Auckland: you'll see two clocks – choose the clock you want to watch

Wellington/Christchurch: one clock



7. Reading the live auction screen

- **Waiting (speaker icon):** click to toggle auctioneer audio on/off
- **Remaining:** the number of trolleys still to sell
- **Buy Now (CLOSED/OPEN):** buyers-only feature opens 7:00 pm the night before and closes 15 minutes before the auction start
- **Auction name/number:** e.g. Wellington Auction
- **Countdown:** time until start (before the auction)
- **Clock face:** Blue increments are \$0.05 each; one full rotation = \$1.00

Line details

- **Trolley/Line:** which item is currently selling (trolleys aren't always in strict order)
- **Grower:** whose product is selling (that's you when your line is up)

8. Account admin

- Click Account to review your details and commission fee
- If details are wrong, email admin@ufg.co.nz
- You can also reset your password here

9. Tip

Refresh your page (Cntrl + R) if the screen needs to restart and zoom in or out to see different views of the clock face.

Help

Support / Account issues

Email: admin@ufg.co.nz

Auckland

Auction (Lynnette Rushton):

Phone 021 563 096 | Email lynnette.rushton@ufg.co.nz

Branch Manager (Vijay Laud):

Phone 027 934 5496 | Email vijay.laud@ufg.co.nz

Wellington

Auction (Wilfred Geerling):

Phone 021 244 9562 | wilfred.geerling@ufg.co.nz

Auction Leader (Grahame Thompson):

Phone 027 279 9767 | Email grahame.thompson@ufg.co.nz

Christchurch

Auction (Simon Hunter):

Phone 021 277 4186 | Email simon.hunter@ufg.co.nz



Clock face = where the price drops (5c per step)

Photos of product for sale

Which site you're in + next auction start time

Live

Wellington Auction 25/11/2021

GLASS

GEERLING CUT FLOWERS LTD
GEER

Account

Live

History

Contact

Remaining

Clock 1

Clock 1

Waiting

0

Trolley/Line Trolley

Grower Where its from

Product What type e.g. Tulips

\$

Notes E.g. Mixed pink, yellow

Qty Bucket x Stems Grade 1 or 2

Last price

70

60

50

40

30

20

10

0

90

80

Now

No photos

Next

No photos

Soon

No photos

Logout

v 25.10.W1

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