

# GETTING STARTED GUIDE

Microcat EPC helps you sell more parts, more efficiently. Let's take a look at the main screens.

## IDENTIFY VEHICLE

Start by identifying a vehicle by VIN in the Vehicle search box or jump in and use the Global Search feature to perform a vehicle and parts search in one easy step.

- 1 Navigate through the main screens.
- 2 Identify the vehicle by VIN, partial VIN or Customer Tag.
- 3 Use the Vehicle History to quickly reload a vehicle.
- 4 Ensure Microcat is connected to the Infomedia DMSi.
- 5 Use Global Search to identify the vehicle and search for parts. For example, VIN + Part Description.
- 6 View your Active Jobs and reload a job in progress.
- 7 Use Microcat Messenger to chat and share images with your trade customers (if available).

### GOOD TO KNOW:

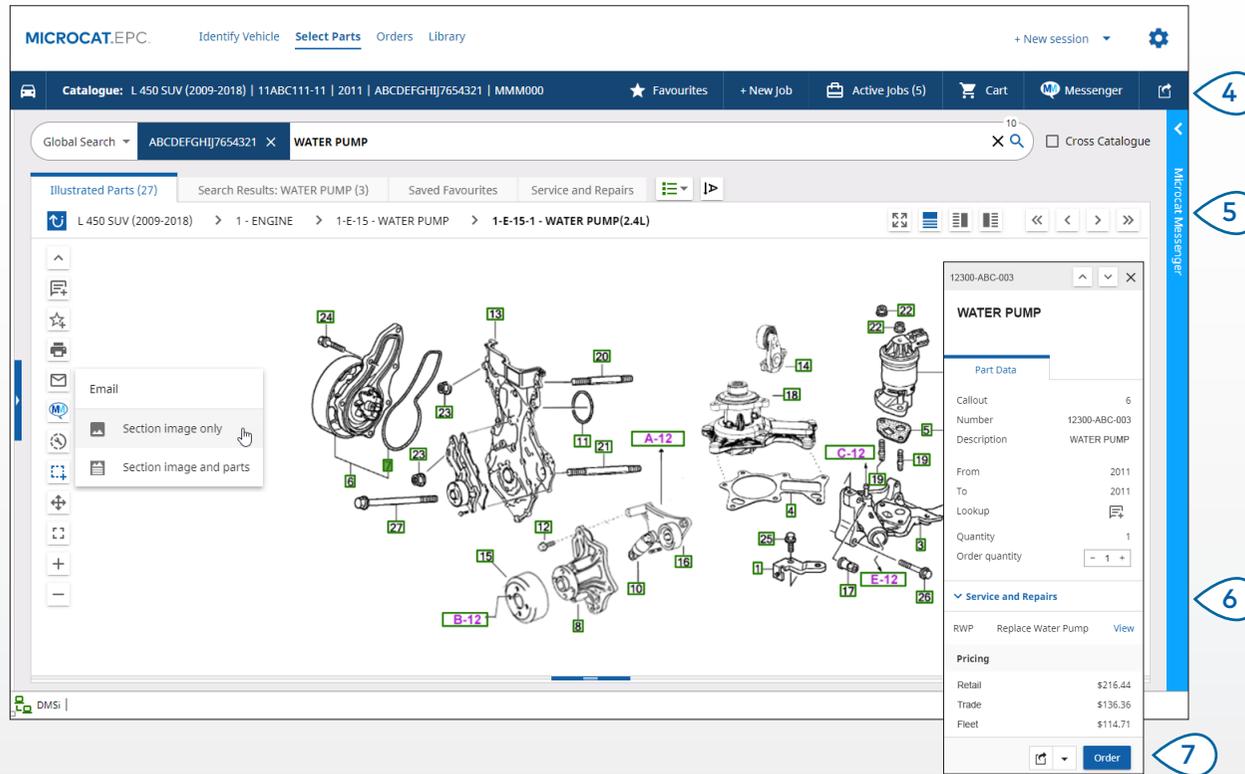
- Use Global Search as a one-step search for vehicles and parts.
- Click the   icons to switch from a grid to a list view of the Vehicle Index.
- To access your settings and training resources, click the  icon.

MICROCAT<sup>®</sup>  
EPC<sup>™</sup>

INFOMEDIA<sup>™</sup>  
Empowering the data-driven automotive ecosystem

# SELECT PARTS

Find the parts you want quickly and accurately with intuitive search options. Add parts to the order and view the Shopping Cart at any time.



- 1 View the vehicle details at any time.
- 2 Search for parts by part description, part number or part code.
- 3 Use the illustration icons to add notes and print or email images.
- 4 Save favourites, start a new job, access active jobs, and view your shopping cart.
- 5 Use the split-screen icons or use the arrow icons to navigate to an image.
- 6 Access Service and Repairs to view the related parts list (if available).
- 7 Click an illustration callout to display the part data card and order the part.

## GOOD TO KNOW:

- To expand or collapse the vehicle details, click the icon.
- To go back a step, click the icon.
- To view the part data and illustration side by side, click the icon.

# ORDERS

Finalise your order, send professional quotes to customers by email and seamlessly transfer parts to your DMS.

The screenshot shows the MICROCAT.EPC interface. At the top, there are navigation tabs: 'Identify Vehicle', 'Select Parts', 'Orders' (highlighted), and 'Library'. A '+ New session' button and a settings icon are on the right. Below the tabs, there are 'Order Details' and 'Saved Orders (4)' sections. The main area displays 'Vehicles: 1' and 'Items: 4'. The 'Order Status' is 'Active Job' and the 'Date Modified' is '30/04/2020'. There are buttons for 'SORT', 'ADD VEHICLE TO JOB', and '+ NEW JOB'. A table lists parts with columns: Description, Part Number, Qty, Tax %, Adjust %, Qty Ordered, List Price, and Ext. Price. The table contains four rows of parts: THERMOSTAT, THERMOSTAT ASSEMBLY, RADIATOR HOSE, and WATER PUMP. At the bottom right, there is a summary: Subtotal \$ 636.07, Tax \$ 63.61, Total \$ 699.68. At the bottom left, there are buttons for 'SAVE ORDER AS FAVOURITE', 'CLEAR', and 'DELETE'. At the bottom right, there are buttons for 'SAVE AS QUOTE' and 'TRANSFER'. A vertical 'Microcat Messenger' bar is on the right side of the main content area.

Description	Part Number	Qty	Tax %	Adjust %	Qty Ordered	List Price	Ext. Price
L 450 SUV (2009-2018) ABCDEFHIJ7654321 4 Items							
THERMOSTAT	12301-ABC-001	1	10.00 %	0.00 %	1	\$ 305.00	\$ 305.00
THERMOSTAT ASSEMBLY	12305-ABC-005	1	10.00 %	0.00 %	1	\$ 92.27	\$ 92.27
RADIATOR HOSE	12304-ABC-004	1	10.00 %	0.00 %	1	\$ 64.33	\$ 64.33
WATER PUMP	12300-ABC-003	1	10.00 %	0.00 %	1	\$ 238.08	\$ 238.08

- 1 Use the navigation bar to access the Orders screen.
- 2 View and edit the order details or track your saved orders.
- 3 Click the blue bar to view or add customer details.
- 4 Print or email an order or save it as a favourite.
- 5 Sort the parts, add a vehicle to the job or start a new job.
- 6 Add parts directly to the order.
- 7 Save the quote or transfer parts directly to your DMS.

## GOOD TO KNOW:

- To view an image of the part, click on the  icon.
- To save an order to access it again at a later time, click  **Save Order as Favourite**.
- Contact Customer Service for assistance with DMS integration.

# KEY FEATURES



## GLOBAL SEARCH

Use the Global Search box to identify a vehicle and search for parts in one easy step.

Just enter a VIN, licence plate number or model name followed by what you want to search for: part description, part number or part code. Then hit the Enter key or the search icon.

You're going to love it!



## ACTIVE JOBS

Each time you identify a vehicle and order some parts, your job is saved as an Active Job.

This means you can jump from one job to another without having to open up new tabs in your browser.



## \*SERVICE & REPAIRS

Look up accessories, repairs and service information directly in the Microcat EPC. You can also view fluid specifications and related parts without having to contact the Service Department.

\* An additional fee may be required to access this feature, where data is available.

