



## GETTING STARTED GUIDE

# IDENTIFY VEHICLE

Microcat Market is the ultimate online parts system. To get started, take a look at the main screens.

## Navigation Bar

The Navigation bar at the top of the screen is used to access the 3 main screens of Microcat Market; Identify Vehicle, Select Parts, Orders.

## Vehicle Search

The Vehicle Search panel allows you to search for a vehicle by VIN. Your last 40 vehicle searches will be saved in the drop-down list.

## Catalogue Search

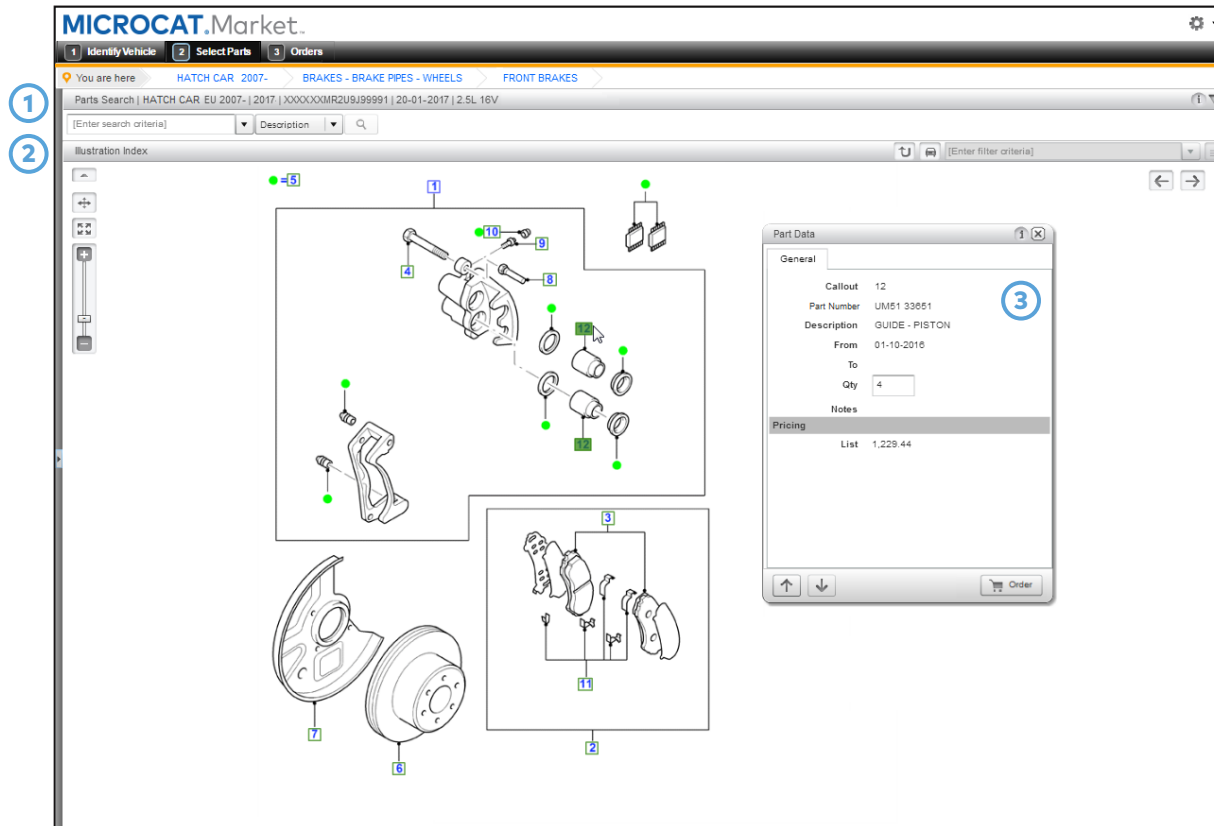
The Catalogue Search panel allows you to select the type, year and catalogue. You can then select vehicle attributes from the drop-down lists under Vehicle Information.

## Vehicle Index

The Vehicle Index panel allows you to display and filter the models using a graphic or text view. After you select a vehicle, you can select major attributes under Vehicle Information to help filter out parts and enhance parts interpretation.

The Identify Vehicle screen is the first screen you see when you log on to Microcat Market.

# SELECT PARTS



The Select Parts screen is used to view illustrations, locate parts and add them to the Order List.

## Parts Search

The Parts Search panel allows you to search for a part using a range of search types such as part description or part number. If searching by description, enter one or multiple words in any order. Then, select a part in the search results to see the details or click the checkbox on the part line to add the part to the Order List.

## Graphic and Illustration Index

The Graphic and Illustration Index allows you to navigate the index and then select and order parts. Select the part in the illustration then click the Order button to add the part to the Order List.

## Part Data Card

When you select a part in the illustration, the Part Data Card displays all the information about the part such as the part number, description and quantity. To add the part to the Order List, click the Order button.

# ORDERS

**MICROCAT**.Market.

1 Identify Vehicle 2 Select Parts 3 Orders

Order History New Order Date modified: 24-03-2016

Order status: Draft Order number:

Customer name: IMT Shop PO number: 1234

Account number: 8050 Notes:

Price: List

Order type: Quotation

Shipping type: Day Courier

Order Details Delivery Details

Add Parts

Vehicle	Description	Qty	Number	List	Ext. Price
HATCH CAR 2007-	GUIDE	1	33694	30.32	30.32
HATCH CAR 2007-	SCREW - BLEED	1	33691 A	33.78	33.78
HATCH CAR 2007-	CAP - BLEED SCREW	1	33693 A	185.99	185.99
HATCH CAR 2007-	KIT - CALIPER BRAKE PAD	1	3323Z A	686.07	686.07
HATCH CAR 2007-	PLATE - ANTI-RATTLE	1	3326Z A	330.10	330.10
HATCH CAR 2007-	DISC - BRAKE	1	3323Z A	72.36	72.36
HATCH CAR 2007-	COVER - DUST	1	33261	155.74	155.74

Group Sort

Print Place Order Clear Save

The Order screens are used to send orders to your dealer and track your orders.

## Order Tabs

The Order tabs allow you to track your orders or prepare new orders. The Order History tab displays all your orders and the order status such as In Progress and Completed.

## Order Details

The Order Details tab displays information such as part numbers, descriptions, stock and quantities. Add customer details and a PO number.

## Shipping Type

The Shipping type drop-down list allows you to change the delivery method of the order.

## Add Parts


















The Add Parts button allows you to quickly and easily compile a stock order. This is useful for creating orders of commonly used parts or workshop consumables.

## Order List Buttons

The Order List buttons allow you to edit, print and save your Order List. Click the Place Order button to send the order to your dealer.

## QUICK REFERENCE CARD

MICROCAT<sup>®</sup>Market<sup>™</sup>

Identify Vehicle	Illustration Tips
 Reset the vehicle information.	 Drag the image in any direction.
 Show or hide vehicle information.	 Display the image at actual size.
Select Parts	Orders
 Go back a level.	 Add stock items to the Order List.
 Show or hide vehicle information.	 Display parts according to the vehicle they belong.
 Display a graphical view of the index.	 Reverse the list of parts on the Order List.
 Display a text-based view of the index.	 Save the Order List.
 View the previous or next image in the catalogue.	 Clear the Order List.
	 Print the Order List.
	 Delete the order.
	 Transfer the Order List to your Dealer.

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