



## GETTING STARTED GUIDE

# IDENTIFY VEHICLE

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

The screenshot shows the 'Identify Vehicle' screen in the Microcat Market application. The interface is divided into several sections:

- Navigation Bar (1):** Located at the top, it contains three main menu items: 'Identify Vehicle', 'Select Parts', and 'Orders'.
- Vehicle Search (2):** A panel on the left side of the main content area. It includes a 'Search by' dropdown menu with the VIN 'ABCXXYZK36892000' entered, a 'Customer Tag' field, and a search button.
- Catalogue Search (3):** A panel below the Vehicle Search section. It features dropdown menus for 'Type', 'Year', and 'Catalogue', all currently set to 'All'.
- Vehicle Information:** A panel below the Catalogue Search section. It displays the VIN 'ABCXXYZK36892000' and 'Build Date' '09/2013'. Below this are 'Major Attributes' and a list of vehicle specifications including ENGINE, DRIVE, GRADE, GEAR SHIFT, PAINT CODE, and TRIM CODE.
- Vehicle Index (4):** A large grid on the right side of the screen displaying 142 search results. Each result is represented by a small image of a car and a text label indicating the model and year range (e.g., 'A 350 (2000-2006)', 'B 868 (2007-2012)', etc.).

## 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

**1** Parts Search | HATCH CAR EU 2007-|2017|XXXXXXXXMR2U8J99991|20-01-2017|2.5L 16V

[Enter search criteria] Description

Illustration Index

Part Data

General	
Callout	12
Part Number	UM51 33051
Description	GUIDE - PISTON
From	01-10-2016
To	
Qty	4
Notes	
Pricing	
List	1,229.44

Order

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, part number or illustration section. 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

The screenshot shows the MICROCAT Market interface for creating an order. It features a navigation bar with three steps: 1. Identify Vehicle, 2. Select Parts, and 3. Orders. The main area is divided into two tabs: 'Order History' and 'New Order'. The 'New Order' tab is active, showing a form for order details and a table of parts.

**1** Order History / New Order

Order status: Draft      Order number: [ ]      Price: List

Customer name: IMT Shop      PO number: 1234      Order type: Quotation

Account number: 8050      Notes: [ ]      Shipping type: Day Courier

**2** Order Details / Delivery Details

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

**3** Shipping type: Day Courier

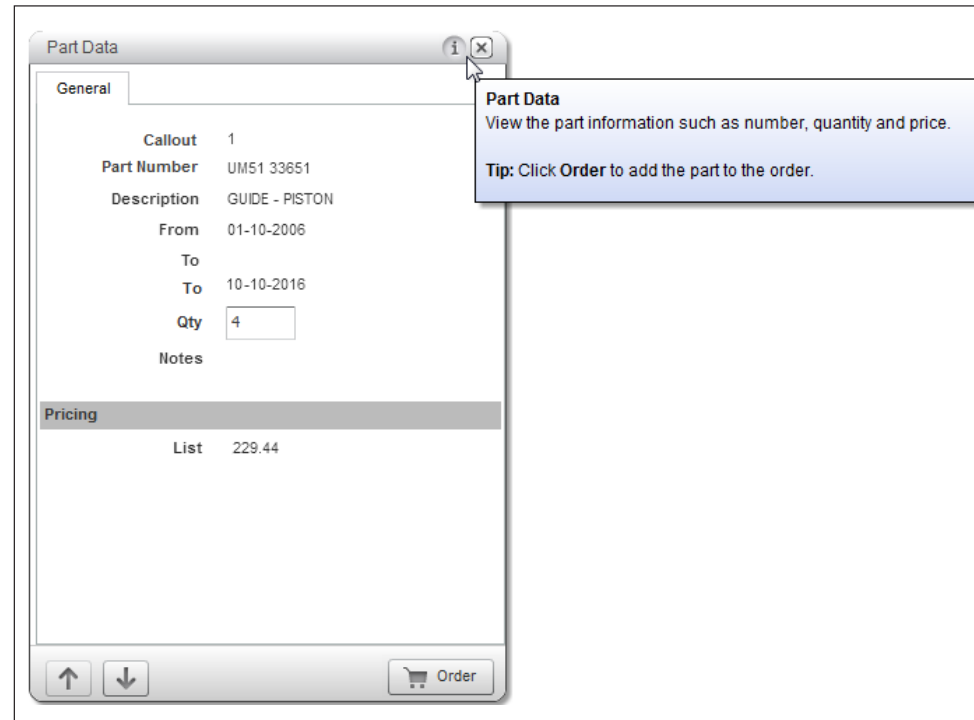
**4** Add Parts

**5** Print, Place Order, Clear, Save

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

<b>1</b>	<h3>Order Tabs</h3> <p>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.</p>
<b>2</b>	<h3>Order Details</h3> <p>The Order Details tab displays information such as part numbers, descriptions, stock and quantities. Add customer details and a PO number.</p>
<b>3</b>	<h3>Shipping Type</h3> <p>The Shipping type drop-down list allows you to change the delivery method of the order.</p>
<b>4</b>	<h3>Add Parts</h3> <p>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.</p>
<b>5</b>	<h3>Order List Buttons</h3> <p>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.</p>

# SCREEN TIPS



 Move the mouse over the information icon to display a useful tip.