

# GETTING STARTED GUIDE

Microcat Market helps you look up and order 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.

1. MICROCAT Market. Identify Vehicle Select Parts Orders

2. Vehicle VIN/Licence Plate

3. Vehicle History

4. Vehicle Index (114) Search Results

Vehicle History

Clear All

ABCDEFHJ7654321  
MMM000, 2011  
L 450 SUV (2009-2018)

ABCDEFHJ1234567  
ABC123, 2016  
K 450 Sedan Sports (2005-2007)

JHMF36207S209178  
QQQ777, 2007  
A 450 Sedan (2006-2012)

LMNOPQRSTU1234567  
JJ999, 2002  
G 450 Wagon Hybrid (2000-2008)

JHGFEDCBA1234567  
TTT222, 2018  
I 450 Hatch (2015-2019)

Vehicle Index (114) Search Results

Type All Year All

Filters Enter filter criteria

A 450 Sedan (2006-2012)

A 450 Sedan (2013-2016)

B 450 Wagon Sports (2017-)

C 450 Sedan Convertible (2015-2018)

D 450 Transport Hybrid (2009-2012)

D 450 Transport Hybrid (2013-2015)

E 450 Sedan Hybrid (2014-)

F 450 Hatch Sports (2012-2016)

1. Navigate through the main screens.
2. Identify the vehicle by VIN or partial VIN.
3. Use the Vehicle History to quickly reload a vehicle.
4. View your Active Jobs and reload a job in progress.

### GOOD TO KNOW:

- 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.

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## 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. Identify Vehicle icon (car icon)

2. Global Search icon (magnifying glass)

3. Print icon (printer icon)

4. New Job icon (+ icon)

5. Active Jobs icon (list icon)

6. Order icon (shopping cart icon)

### GOOD TO KNOW:

- To expand or collapse the vehicle details, click the icon.
- To go back a step, click the icon.

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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 resize the illustrations and print images.
4. Start a new job, access active jobs, and view your shopping cart.
5. Use the icons to navigate to the previous or next image.
6. Click an illustration callout to display the part data card and order the part.

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# ORDERS

The Orders screen is used to finalise, send and track your orders.

The Order Details tab allows you to view and edit the order details.

The Saved Orders tab displays the real-time status of your sent orders.

**MICROCAT,Market.** Identify Vehicle Select Parts **Orders**

Order Details Saved Orders (4)

**Customer Details**

Customer Name  
Infomedia

Customer Number  
11177

**Shipping Address** Edit

Infomedia  
NextGen B2BIMT4  
9999-9999

**Saved Orders**

PO/Estimate No.  
131313






Notes  
Please deliver by 11 am

Order Type  
Invoice

Shipping Type  
Day Courier

Vehicles: 1 Items: 4 Order Status: Active Job Date Modified: 30/04/2020

SORT ↓ ADD VEHICLE TO JOB + NEW JOB

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



Subtotal \$ 636.07  
Tax \$ 63.61  
Total \$ 699.68

SAVE PLACE ORDER

PRINT CLEAR DELETE

- 1 Use the navigation bar to access the Orders screen.
- 2 View and edit the order on the **Order Details** tab. Track your sent orders on the **Saved Orders** tab.
- 3 View or edit customer details and enter a PO Number.
- 4 Print, clear or delete your order.
- 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 order or place the order with your dealer.

## GOOD TO KNOW:

- To view an image of the part, click on the  icon.
- To delete an item from an order, click the  icon.

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# KEY FEATURES

**MICROCAT**®  
Market™

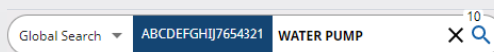


## GLOBAL SEARCH

Use the Global Search box to search by part description, part number or part code without selecting the part search type.

For example, identify a vehicle by VIN and enter a part description or part number in the Global Search box. Then hit the Enter key or the search icon.

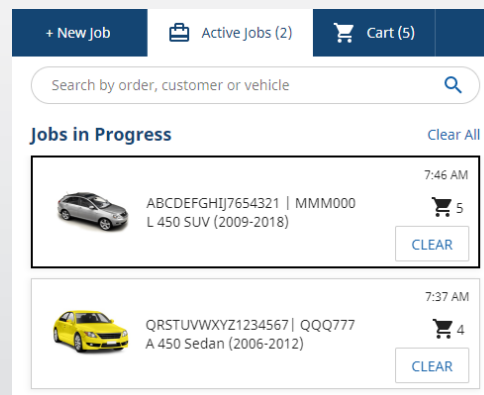
You're going to love it!



## 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.



## SHOPPING CART

Check out the Shopping Cart for a snapshot of the parts on the order.

Change the quantity or delete items. Then click Finalise Order to go to the Orders screen.

This is a real time-saver.

