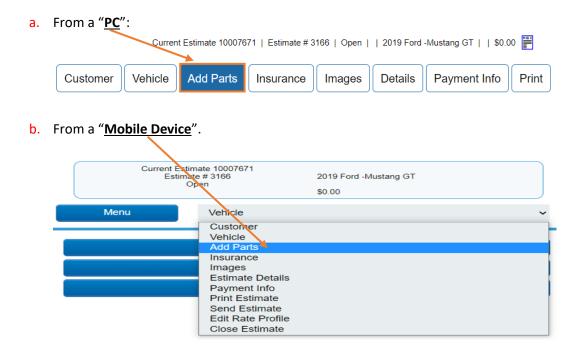
How to use the Parts Search feature on the Add Parts page.

1. After you have opened your estimate, and entered the Owner & <u>Vehicle</u> information, navigate to the "Add Parts" page. ***You must enter a vehicle, as this search is only for parts listed for a particular vehicle.



2. On the "Add Parts" page, select the "Parts Search" button.

---Select Section

---Show all years

Parts Search

Add Manual

3. You have 2 choices for they type of search you want to perform. One is a "Part Number" search and the other is a "Description" search.



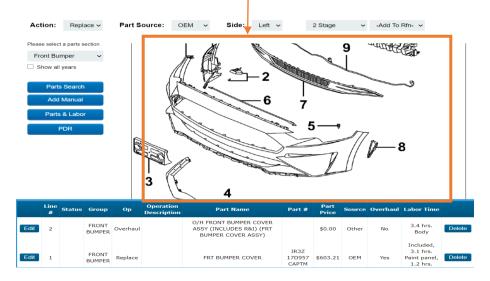
4. For a "Part Number" search, simply enter a Part Number in the "<u>Part Number</u>" field, then select the "<u>Search</u>" button. For best results, you must enter the entire part number. Dashes and spaces are not required. (It is not necessary to have a parts section opened for the search.)

Description	Part Number	JR3Z 17D95	7 CAPTM	Search	Close

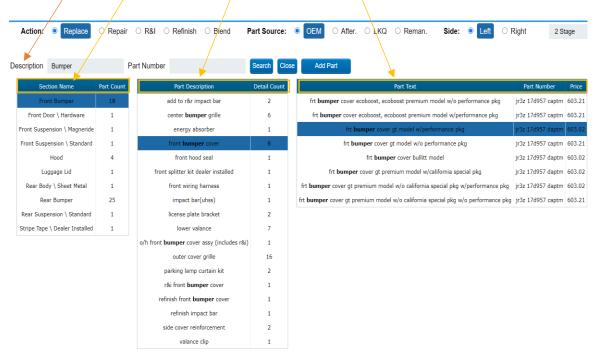
5. You will see the initial search results. If there are multi-options for that part, select the correct listing, then select the "Add Part" button.



6. Notice that when the parts search feature is closed by either adding the part, or selecting to close the Parts Search feature, that the <u>graphical section</u> for that part is displayed. You can then add any additional parts or continue to use the Parts Search feature.



7. To use the "<u>Description</u>" field for the parts search, we recommend using a broad search term, then use the "<u>Section Name</u>", "<u>Part Description</u>" & "<u>Part Text</u>" fields to make the correct selection



In this example, notice the search term is "Bumper". This will pull up all parts with the word "Bumper" in their name. Using a keyword search will give much better results than trying to type in the exact part name. Different manufacturers use different terms for their parts, so a single keyword will provide a much more productive search result.

The initial search will produce results int the "Section Name" field. Select the correct section, then the "Part Description" field will appear with the narrowed results. Once you have made your selection in the "Part Description" field, the "Part Text" field will give you a list of the possible correct selections, if more than one option is available.

If you close the parts search at this point, the graphical images for that part selected in the "Part Text" field will display, the same as when using the "Part Number" search.