Getting Started Guide
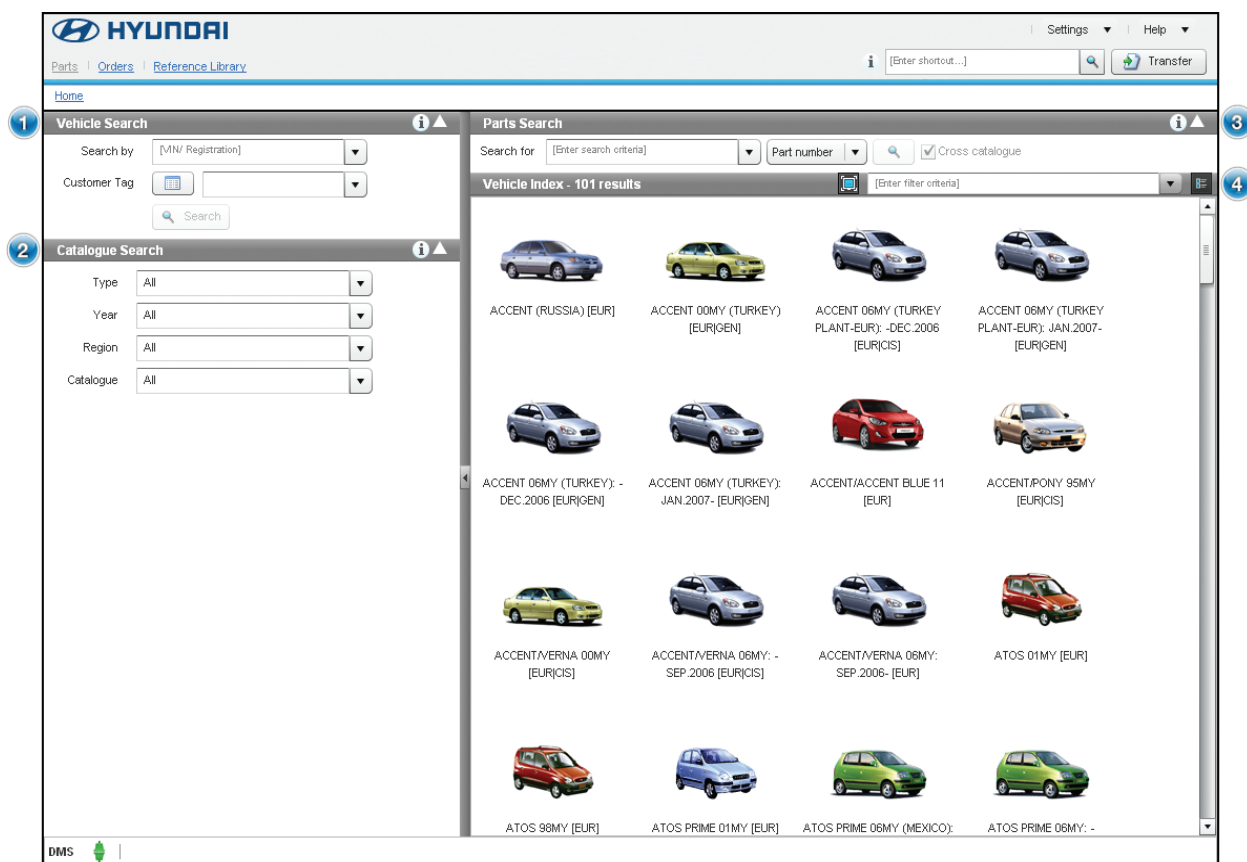
Microcat is the ultimate parts selling system. To get started, take a look at the main screens.

1. Vehicle Search

The Vehicle Search panel allows you to search for a vehicle by VIN, partial VIN (last 8 characters) or Customer Tag.

2. Catalogue Search

The Catalogue Search panel allows you to select the model and year from the drop-down lists.

3. Parts Search

The Parts Search panel allows you to search for a part using a range of search types. You can also search for a part across all catalogues.

4. Vehicle Index

The Vehicle Index panel allows you to display and filter the models using a graphic or text view.

F11 — Display a full-screen view

The Home page is the first page you see when you log on to Microcat.

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HOME

Vehicle Search

1 The Vehicle Search panel allows you to search for a vehicle by VIN, partial VIN (last 8 characters) or Customer Tag.

Catalogue Search

2 The Catalogue Search panel allows you to select the model and year from the drop-down lists.

Vehicle Information

3 If you perform a vehicle search, the Vehicle Information panel displays all the information relevant to the selected vehicle. If you perform a catalogue search you can refine your search by selecting the major attributes of the vehicle from the drop-down lists.

Parts Search

4 The Parts Search panel allows you to search for a part using a range of search types. If searching by PNC, enter one or multiple PNCs separated by a space. If searching by description, enter one or multiple words in any order.

Graphic Index

5 The Graphic Index panel allows you to navigate the index using a graphic or text view. You can use the Filter box to reduce the number of sections or search results.

The Parts screen is used to locate parts, add parts to the Order List and transfer parts to your Dealer Management System.

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PARTS

Orders
The Orders link at the top of the page allows you to access the Orders screen.

Saved Orders
The Saved Orders panel allows you to view and retrieve your saved orders.

Order List
The Order List displays information such as part numbers, descriptions and quantities. In addition, you can add customer details to an Order List.

Price
The Price drop-down list allows you to change the price level. In addition, you can hide the pricing on the Order List.

Order List Buttons
The Save, Print and Email buttons allow you to finalise your Order List. You can also transfer the Order List to your Dealer Management System. The status bar under the Order List buttons displays information about your DMS connection.

The Orders screen is used to finalise your Order List, print or email an Order List or transfer an Order List to your Dealer Management System.

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ORDERS

Quick Reference Card

Quick Reference Card — Infomedia®

Navigation Tips

Home ▶	Go to the Home page.
2 Engine ▶	Use the breadcrumbs to navigate through the vehicles and sections.
Vehicle Search	Expand or collapse panels using the down arrow.
◀ ▶	Show or hide vehicle information.

Illustration Tips

	Display the image at actual size.
	Resize the image to fit the page width.
	Resize the image to fit the page height.
	Print the image.
	Send the image by email.
	Drag the image in any direction.
	Add a note for this section.

Parts

Parts	Go to the Parts screen.
	Go back a level.
	Display split-screen: horizontal.
	Display split-screen: vertical.
	Show or hide vehicle information.
	Display a graphical view of the index.
	Display a text-based view of the index.

Orders

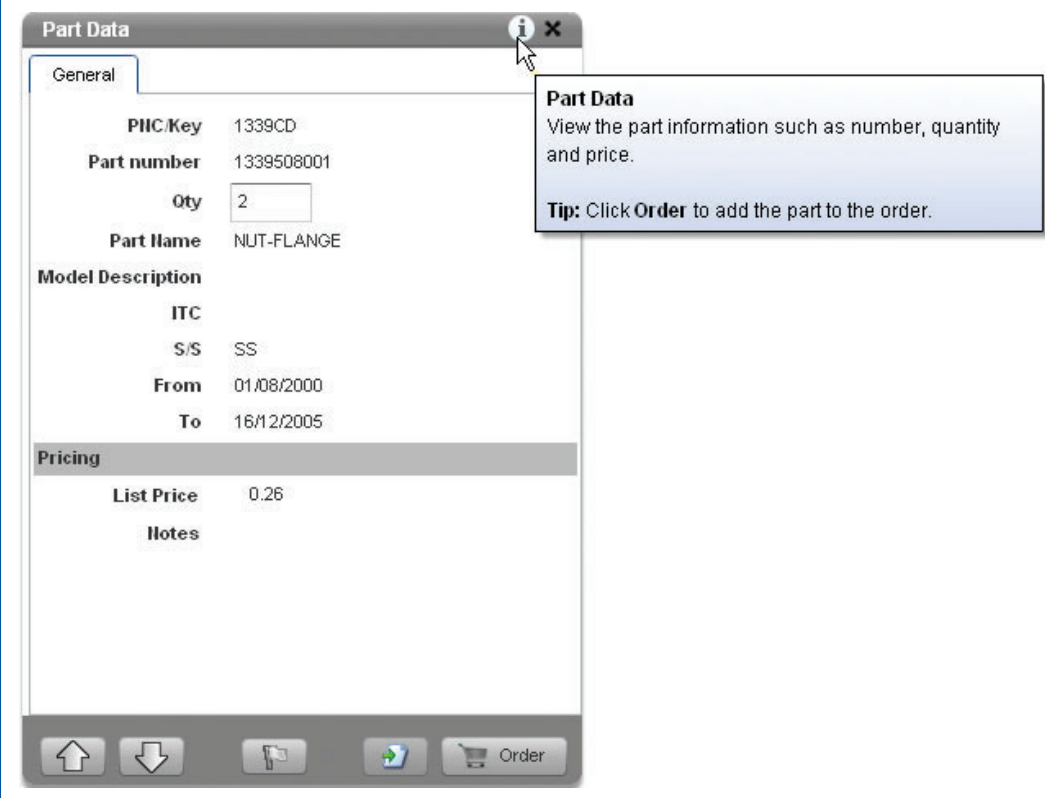|	
Orders	Go to the Orders screen.
	Delete the item.
	View the part in the image.
Group	Display parts according to the vehicle they belong to.
Save	Save the Order List.
Clear	Clear the Order List.
Transfer	Transfer the Order List to your DMS.
Email	Email the Order List.
Print	Print the Order List.
Delete	Delete the order.

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Help ▼   **Click Help to access the Quick Reference Card.**

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Screen Tips

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

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