



AUTO PARTSBRIDGE

Body Shop User Guide

*Infomedia*TM

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Getting started

Auto PartsBridge is an online ordering and parts validation system for dealerships and their body shops.

Some of the benefits for body shops are:

- Access to the full Electronic Parts Catalogue (EPC)
- Send online estimates direct to your dealer
- Validate part and VIN information to ensure accurate orders
- Receive quotes on Original Equipment Manufacturer (OEM) parts

Log in and out

Auto PartsBridge is an online application that is accessed from the Auto PartsBridge website.

To log in to Auto PartsBridge:

- 1 Go to the Auto PartsBridge website.
- 2 Select your manufacturer.
- 3 Type your user name into the **User name** field.
- 4 Type your password into the **Password** field.
- 5 Click **Log In** or press **Enter** on the keyboard.
- 6 When prompted, install the ActiveX Control which allows Auto PartsBridge to read your estimates.

Ensure you are using Internet Explorer which supports the ActiveX Control.

- ▶ To log out from Auto PartsBridge, click **Log Out**.


Configure settings

When you log in to Auto PartsBridge for the first time, you must configure the settings for your body shop. Administrators must complete all steps of the Configuration Wizard.

Non-Administrators complete the End-User Licence Agreement (EULA) and the Estimating Systems steps only.

The steps of the Configuration Wizard include:

- 1 **Introduction:** View the Welcome window.
- 2 **End-User Licence Agreement:** Read and select the required checkboxes to accept the EULA and privacy policy.
- 3 **Estimating Systems:** Select the checkboxes for your estimating systems and confirm the location where your estimates are exported.

Auto PartsBridge will automatically locate where your estimates are exported or you can click the  icon to navigate to the export location.

- 4 **Company Details:** Confirm or change your company name, address and shipping details.
- 5 **User Accounts:** Create additional user accounts within the body shop (if required). Type the user details into the corresponding fields and click **Create**.
- 6 **Additional Makes:** Select the checkbox for a manufacturer and add dealer information to order parts for different vehicle makes.
- 7 **Add-Ons:** Install add-ons, such as the Auto PartsBridge Desktop Notifier.
The Auto PartsBridge Desktop Notifier displays pop-up notifications when you receive orders from your dealer.
- 8 **Finish:** Click **Finish**.

Change settings

The Settings window allows you to modify the settings for your body shop. You can also select your language in the Settings window.

Administrators can access all settings, such as the Estimating Systems, Company Details, User Accounts and Additional Makes. Non-Administrators can access the Estimating Systems and Company Details settings only.

To add new user accounts:

- 1 Click **Settings**.
- 2 Click the **User Accounts** tab.
- 3 Type the user account details into the corresponding fields.
- 4 If you want to allocate administrator rights to the user, select the **Set as admin.** checkbox.

Users with administrator rights can change all settings.

- 5 Click **Create**.

The screenshot shows the 'Settings' window with the 'User Accounts' tab selected. The 'New Users' section contains the following form fields:

- First name: * Clay
- Last name: * Doyle
- Email: * cdoyle@infomedia.com
- Phone: * 99009900
- User name: * clay
- Password: * ****
- Set as admin.:

A 'Create' button is located below the form. A note indicates that an asterisk (*) denotes a required field.

The 'Current Users' section displays a table with the following data:

First name	Last name	User name	Preferred parts interpreter	Edit	Delete
Peter	White	pwhite			

A 'Close' button is located at the bottom right of the window.

- 6 Click **Close**.

Process an estimate: send direct to dealer

Auto PartsBridge works with four estimating systems: Audatex, Comp-Est, Mitchell and Pathways. The estimates from your estimating system are displayed in the Estimates for Processing panel.

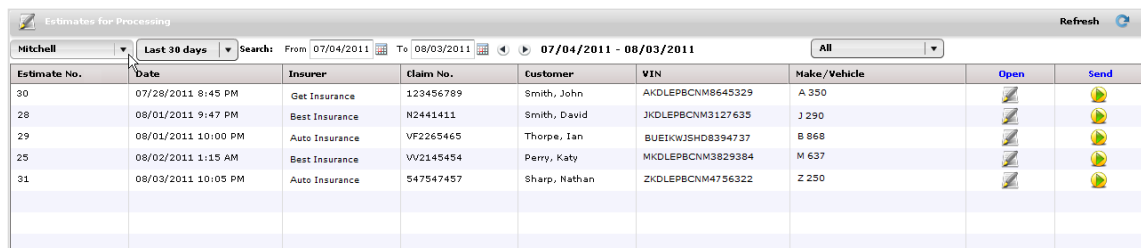
Access the list of estimates

You can view all your estimates or you can filter the estimates by timeframe or manufacturer.

Ensure the date range selected is based on when the estimates were created in the estimating system and not when they were exported.

To view all estimates:

- 1 Select an estimating system from the drop-down list.



Estimate No.	Date	Insurer	Claim No.	Customer	VIN	Make/Vehicle	Open	Send
30	07/28/2011 8:45 PM	Get Insurance	123456789	Smith, John	AKDLEPCNM8645329	A 350		
28	08/01/2011 9:47 PM	Best Insurance	N2441411	Smith, David	JKDLEPCNM3127635	J 290		
29	08/01/2011 10:00 PM	Auto Insurance	VF2265465	Thorpe, Ian	BUEIKWJSHD8394737	B 868		
25	08/02/2011 1:15 AM	Best Insurance	VV2145454	Perry, Katy	MKDLEPCNM3829384	M 637		
31	08/03/2011 10:05 PM	Auto Insurance	547547457	Sharp, Nathan	ZKDLEPCNM4756322	Z 250		

- 2 View the list of estimates. The following information is displayed:

- **Estimate No.:** The number assigned to the estimate.
- **Date:** The date the estimate was created.
- **Insurer:** The name of the insurance company.
- **Claim No.:** The number of the claim (if available).
- **Customer:** The name of the customer.
- **VIN:** The Vehicle Identification Number.
- **Make/Vehicle:** The make and model of the vehicle.


- 3 Click a column heading and select the  icon to sort the column data.

- ▶ To filter the estimates, select a timeframe from the drop-down list or select dates from the calendar.

Send an estimate direct to the dealer

Body shops can send estimates direct to the dealer. The dealer automatically orders the OEM parts and provides a quote for the OEM equivalent of the aftermarket parts.

To send an estimate directly to the dealer:

- 1 Click the  icon on the required estimate.

Estimates for Processing								Refresh
Mitchell	Last 30 days	Search: From 07/04/2011 To 08/03/2011	07/04/2011 - 08/03/2011		All			
Estimate No. #	Date	Insurer	Claim No.	Customer	VIN	Make/Vehicle	Open	Send
25	07/28/2011 8:45 PM	Get Insurance	123456789	Smith, John	AKDLEPBCNM8645329	A350		
28	08/01/2011 9:47 PM	Best Insurance	N2441411	Smith, David	JKDLEPBCNM3127635	J 290		
29	08/01/2011 10:00 PM	Auto Insurance	VF2265465	Thorpe, Ian	BUJIKWJSHD8394737	B 868		
30	08/02/2011 1:15 AM	Best Insurance	VV2145454	Perry, Katy	MKDLEPBCNM3829384	M 637		
31	08/03/2011 10:05 PM	Auto Insurance	S47547457	Sharp, Nathan	ZKDLEPBCNM4756322	Z 250		

- 2 Type the Purchase Order number into the **PO No.** field (if required), and click **OK**.
- 3 Click **OK**.

The estimate and an email notification will be sent to the dealer.

- ▶ To view estimates for a different manufacturer, select the manufacturer from the drop-down list.



Process an estimate: open and modify an estimate

Prior to sending an estimate to the dealer you can open and modify the estimate. In addition, you can validate the parts against the manufacturer data and add additional parts to the estimate.


Open an estimate and send to the dealer

The estimate consists of the vehicle details and the parts list.

To view an estimate and send to the dealer:

- 1 Click the  icon on the required estimate.
- 2 View the vehicle details from the estimate and the EPC.
- 3 View the parts list. The information for each part includes:
 - **OEM P/N and Non-OEM P/N:** The OEM and non-OEM part numbers (if available).
 - **Lookup:** The additional lookup information includes supersession data, selective fit options or fitment instructions.
 - **Description:** A description of the part.
 - **Part Type:** The two types of parts are OEM or aftermarket (AM). The aftermarket type includes parts such as salvage parts, sublet parts and remanufactured parts.
 - **Qty:** The number of parts required. This field can be modified.
 - **MSRP:** The Manufacturer Suggested Retail Price.
 - **Est. Price:** The price of the part from the estimate.
 - **Purchase Price:** The purchase price fixed by the dealer includes your normal dealer discount.
 - **Action:** The OEM parts are labelled as Order and the aftermarket parts as Get Quote.
- 4 Click the  icon to display additional vehicle details.
- 5 Click **Send**.

Order List
✕

Estimate Details	Estimate Vehicle	EPC Vehicle Details
Customer: Nathan Sharpe Date: Tue Aug 2 01:15:24 GMT+ Clear Line TEST 30 Supplement #: 0 VIN: ZKDLEPCNM4756322 PO #: <input type="text"/>	Make: Future Motors Model: 2 250 Hatch Model Year: 07 Body Style: 4D Sed Vehicle Type: PC Color: Trim Code: Trim Color: Holding Code:	<div style="text-align: center;">  </div> VIN: ZKDLEPCNM4756322 Area: KC Door: 4 Grade: DX-G Model number: CIVIC Model Year: 2007 Origin: CAN Transmission: SMT Interior Color: GRAY

No.	OEM P/N	Non-OEM P/N	Lookup	Description	Part Type	Qty	MSRP	Est. Price	Purchase Price	Action
1	33101SNA002			R Front Combination ...	AM Part	1	0.00	250.33	0.00	Get Quote
3	60100SNEA91Z			Hood Panel	OEM Part	1	0.00	417.65	0.00	Order
6	60120SNA00Z			R Hood Hinge	OEM Part	1	0.00	28.25	0.00	Order
8	67010SNA09Z			R Frit Replace Door A...	Salvage Part	1	0.00	341.00	0.00	Get Quote
10	60120SNA00A			R Frit Otr Door Belt M...	Salvage Part	1	0.00	15.00	0.00	Get Quote

Show entire estimate

Allow Additional Parts

- 6 Click **OK**.

View or add labour items

Auto PartsBridge allows you to display the entire estimate and view labour items. The labour items can be added to an estimate.

When a labour item is added to the estimate the action changes to Get Quote. Labour items are displayed as aftermarket (AM) parts and the dealer can provide a quote for a part in place of a repair.

To add labour items to an estimate:

- 1 Select the **Show entire estimate** checkbox.

The entire estimate including the labour items will be displayed.

- 2 Click **Add to Order**.

#	OEM P/N	Non-OEM P/N	Lookup	Description	Part Type	Qty	MSRP	Est. Price	Purchase Price	Action
2	33100SHJA51		▲ ▲	R Front Combination ...	AM Part	1	0.00	256.00	0.00	Get Quote
4	60211SHJA90Z			R Fender Panel	OEM Part	1	0.00	273.88	0.00	Order
7	74105SHJA00		📄	R Fender Closing Panel	OEM Part	1	0.00	6.13	0.00	Order
8				R Frt Door Repair Panel	Labour	1	0.00	0.00	0.00	Add to Order

Show entire estimate

Allow Additional Parts

- 3 Confirm **Get Quote** is displayed in the **Action** column.

- 4 Continue to add labour items to the estimate (if required).

- 5 Click the **Show entire estimate** checkbox again to deselect it.


The estimate including the labour items that you have added will be displayed.

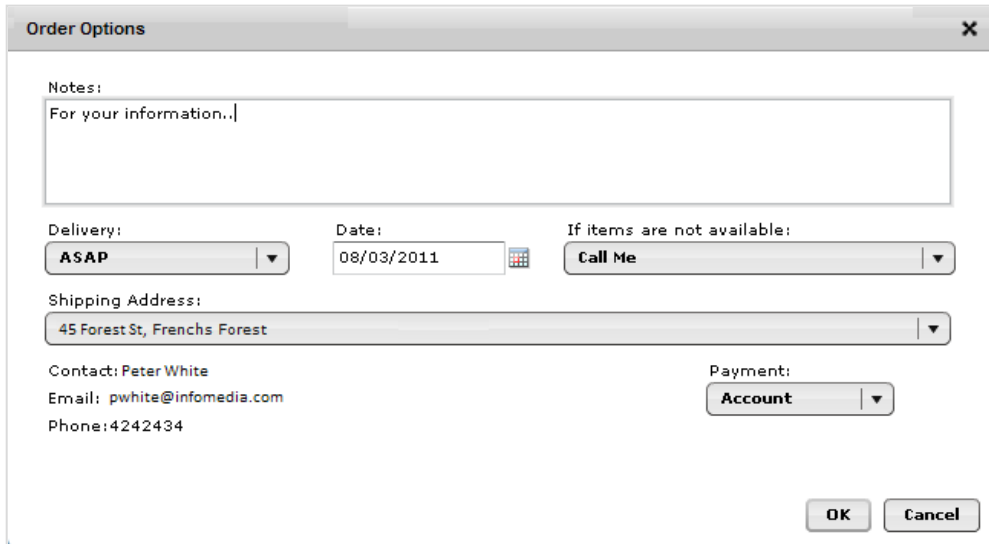
- ▶ To allow the dealer to add parts to your estimate, select the **Allow Additional Parts** checkbox.

Add a note

You can add a note to an estimate prior to sending the estimate to the dealer.

To add a note to an estimate:

- 1 Click the  icon on the required estimate.
- 2 Click **Order Options**.
- 3 Type the note into the **Notes** box.



Order Options

Notes:
For your information..|

Delivery: **ASAP** | Date: 08/03/2011 | If items are not available: **Call Me**

Shipping Address:
45 Forest St, Frenchs Forest

Contact: Peter White
Email: pwhite@infomedia.com
Phone: 4242434

Payment: **Account**

OK Cancel


- 4 Select the delivery options from the drop-down lists or calendar.
- 5 Select the payment information from the drop-down list.
- 6 Click **OK**.




Validate parts





The parts can be validated automatically against the VIN prior to sending the estimate to the dealer. This provides the opportunity to confirm the correct parts are being ordered.

After you validate the parts, the valid part numbers will be displayed in the Valid Parts frame and the invalid part numbers will be displayed in the Invalid Parts frame. The invalid part numbers can be validated manually using the Electronic Parts Catalogue (EPC).



To validate parts automatically:

- 1 Click **Validate Parts**.
- 2 View the valid parts in the Valid Parts frame.
- 3 If you want to view a valid part in the EPC, click the  icon.

Invalid Parts											
#	OEM P/N	Non-OEM P/N	Description	Part Type	Qty	MSRP	Disc.MSRP	Est. Price	View	Valid	Labor Items
3	33101SDAA01		R Front Combination Lamp Assembly	AM Part	1	0.00	0.00	123.00			
5	60100SDPA...		Hood Panel (HSS)	AM Part	1	0.00	0.00	126.00			
11	76400SDAA01		W/Shield Rear View Mirror	OEM Part	1	0.00	0.00	16.90			

Valid Parts												
#	OEM P/N	Non-OEM P/N	Lookup	Description	Part Type	Qty	Disc.MSRP	MSRP	Est. Price	Purchas	View	Action
▶ 8	74125-SDA...			Cover, Hood Lock	OEM Part	0	0.00	8.75	13.12	0.00		Order
▶ 9	17147-RCA...			Stay Assy., Engine Co	OEM Part	0	0.00	13.71	41.53	0.00		View ler
▶ 10	73111-SDN...			Glass, Fr. Windshield	OEM Part	0	0.00	0.00	461.40	0.00		Order

To validate parts manually in the EPC:

- 1 Click the  icon on the invalid part.
The EPC will be displayed.
- 2 Navigate through the Graphic Index to locate the equivalent OEM part.
For more information on finding parts, refer to the **Add parts** section.
- 3 Click the callout in the image.
The part details will be displayed.
- 4 Click the  icon to add the part to the estimate.
The updated estimate will be displayed.

- ▶ To send the estimate to the dealer without validating parts, click **Send** at any time.
- ▶ To access additional information such as supersession or selective fit options, click the required icon in the **Lookup** column.

Process an estimate: add parts

The Electronic Parts Catalogue (EPC) allows you to add additional parts to the estimate prior to sending the estimate to the dealer. Only OEM parts can be added using the EPC. The EPC is exactly the same as the EPC used by your dealer.

To display the EPC, click **Add Parts** in the Order List screen.

Use the Graphic Index

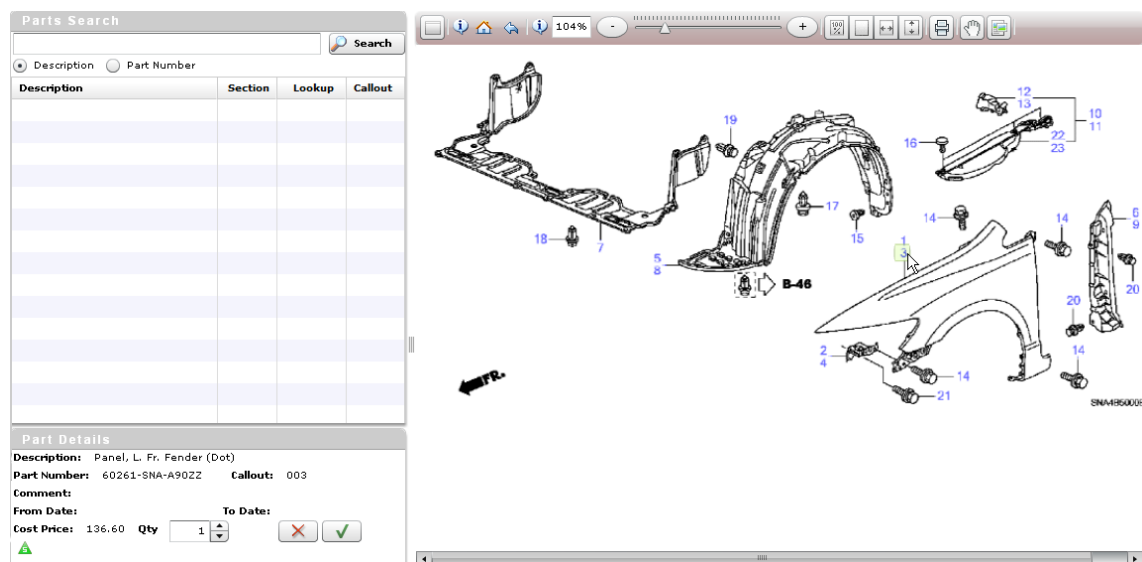
The Graphic Index is a pictorial index of the major and minor sections of a vehicle.

To use the Graphic Index:

- 1 Click **Add Parts** in the Order List screen.
- 2 Click the required major section.
- 3 Click the required minor section.
- 4 Click the callout in the image.

The part details will be displayed.

If more than one part is displayed, click on the required part.



- 5 Click the icon to add the part to the estimate.

The OEM part will be added to the estimate and the dealer will be able to order the part.

- 6 To return to the start of the Graphic Index, click the  icon.

To return to the estimate, click the  icon.

- ▶ To navigate the index, you can also use the drop-down lists at the top of the screen.

Search for parts

The Parts Search panel allows you to search for parts by description or part number. You can enter the full or partial part number.

To search for parts:






- 1 Select the search type. For example, description.
- 2 Type the search criteria and click **Search**.


The search results will be displayed.

- 3 Click on the required part.


The image will be displayed with the callout of the part highlighted.


The part details will be displayed. If more than one part is displayed, click on the required part.

Parts Search		19 results	
hood		 Search	
<input checked="" type="radio"/> Description <input type="radio"/> Part number			
Description	Section	Lookup	Callout
APPLIQUE/DECAL KITS, GOLDEN EAGLE HOOD DECAL	32641		1
BRACKET, HOOD CATCH	510		23
BUMPER, FENDER, OBLONG HEAD, HOOD CUSHION	410		7
BUMPER, HOOD	510		5
CATCH, HOOD	410		5
HOOD COVER, BLACK, V-STYLE, MATCHES TOP AND TIRE COVERS, WITH JEEP LOGO	31131		1

- 4 Click the  icon to add the part to the estimate.

- 5 To return to the estimate, click the  icon.

To close the screen at any time, click the  icon.

- ▶ If a part has been superseded, click the supersession icon  in the Lookup column or Part Details panel and select the required part.

Access and manage orders

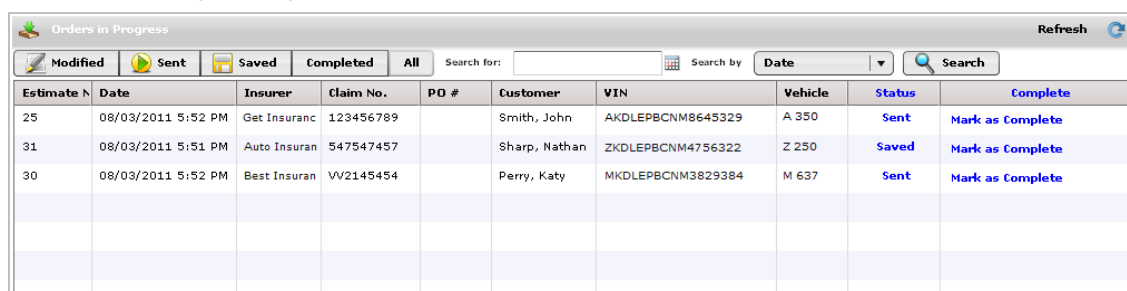
Orders can be viewed, saved, printed and completed in the Orders in Progress panel.

Orders are organised based on their status.

Status	Description
Modified	An order that has been modified by the dealer.
Sent	An order or quote request that has been sent to the dealer.
Saved	An order that has been saved.
External	An order that has been sent to another dealer.
Completed	An order that has been completed.

Orders can be accessed from the following folders:

- **Modified:** Displays quotes sent by the dealer.
- **Sent:** Displays orders and quote requests sent to the dealer.
- **Saved:** Displays saved orders.
- **Completed:** Displays closed orders.
- **All:** Displays all types of orders.



Estimate #	Date	Insurer	Claim No.	PO #	Customer	VIN	Vehicle	Status	Complete
25	08/03/2011 5:52 PM	Get Insuranc	123456789		Smith, John	AKDLEPBCNM8645329	A 350	Sent	Mark as Complete
31	08/03/2011 5:51 PM	Auto Insuran	547547457		Sharp, Nathan	ZKDLEPBCNM4756322	Z 250	Saved	Mark as Complete
30	08/03/2011 5:52 PM	Best Insuran	VV2145454		Perry, Katy	MKDLEPBCNM3829384	M 637	Sent	Mark as Complete

Accept a quote

The dealer sends the orders back to the body shop with a quote for the OEM equivalent of the aftermarket parts. You can accept or decline the quote.

To accept a quote from the dealer:

- 1 Click **Modified**.
- 2 Double click on the required order.
- 3 Identify the aftermarket parts that have been quoted by the dealer.

The OEM equivalent of the aftermarket part is displayed with **Get Quote** in the **Action** drop-down list.

- 4 View the quoted price for the part in the **Purchase Price** field.
- 5 To accept the quote, select **Order** from the **Action** drop-down list.

To decline a quote, select **Do Not Order** from the **Action** drop-down list.

Valid Parts											
#	OEM P/N	Non-OEM P/N	Lookup	Description	Part Type	Qty	Disc.MSRP	MSRP	Est. Price	Purchase Pr	Action
▶ 2	1249304147B			SCREW-TAPPING	AM Part	4	0.00	0.19	0.00	0.19	Order
▶ 3	664003J010			PANEL ASSY-HOOD	AM Part	1	0.00	654.48	0.00	654.48	Order
▶ 6	791203J000			HINGE ASSY-HOOD RH	AM Part	1	0.00	26.01	0.00	26.01	Get Quote
▶ 8	791103J000			HINGE ASSY-HOOD LH	AM Part	1	0.00	30.34	0.00	30.34	Get Quote
▶ 11	811303J000		▲ ▲	LATCH ASSY-HOOD	OEM Part	1	0.00	70.85	70.85	70.85	Order

- 6 Continue to accept or decline the purchase price provided by the dealer.
- 7 Once the quote is complete, click **Send**.

Print an order

Orders can be printed from the Order List screen.

To print an order:

- 1 Double click on the required order.
- 2 View the order.
- 3 Click **Print**.

Save an order

Orders can be saved from the Order List screen.

To save an order:

- 1 Double click on the required order.
- 2 View the order.
- 3 Click **Save**.

Search for an order

You can search for a particular order in the Orders in Progress panel.

To search for an order:

- 1 Type the search criteria into the **Search for** field.
- 2 Select the search type from the **Search by** drop-down list. For example, estimate number.
- 3 Click **Search**.

Complete an order

Orders can be completed in the Orders in Progress panel.

To complete an order:

- 1 Confirm the order is finalised.
- 2 Click on the required order.
- 3 Click **Mark as Complete**.

The status will be updated from Sent to Completed and the order will be moved to the **Completed** folder.

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