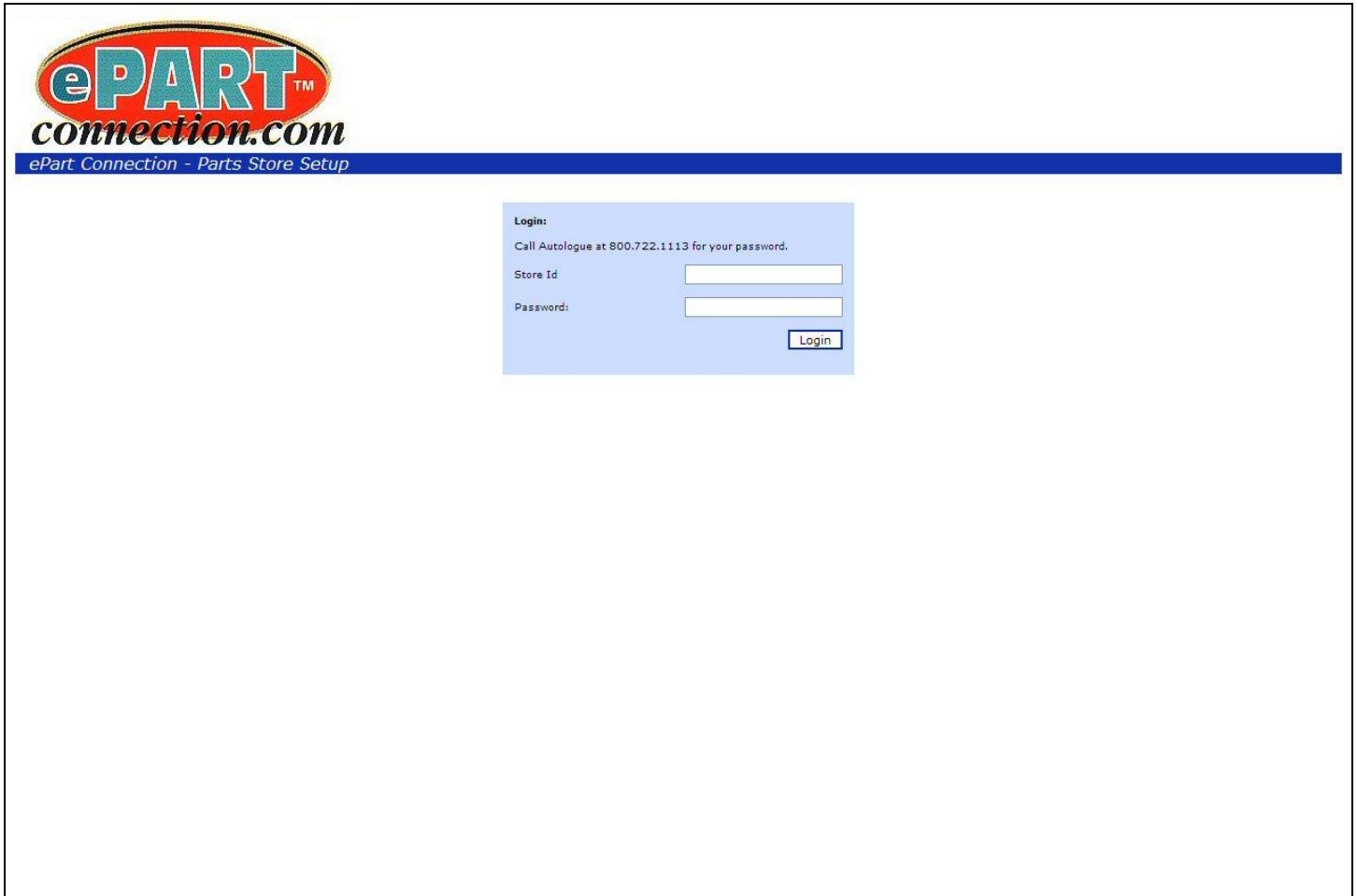


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Step 1: Login To ePartConnection Setup

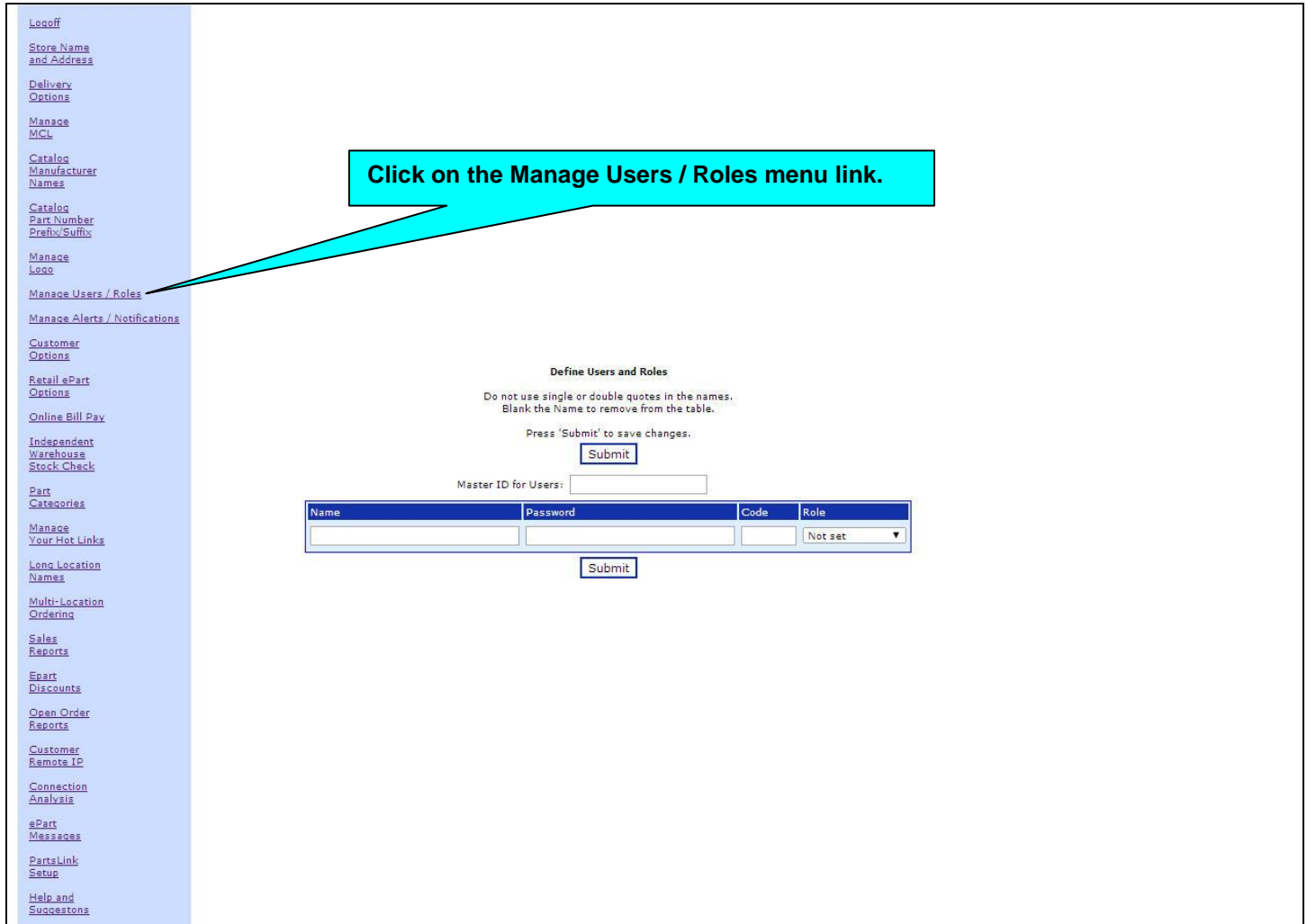
The owner will begin by logging into the ePartConnection Setup website (setup.epartconnection.com), using the Store ID and master password and clicking on the [Login](#) button.



The screenshot shows the ePART connection.com website interface. At the top left is the ePART connection.com logo. Below the logo is a blue horizontal bar with the text "ePart Connection - Parts Store Setup". In the center of the page is a light blue login box. Inside the box, the text "Login:" is followed by "Call Autologue at 800.722.1113 for your password." Below this, there are two input fields: "Store Id" and "Password:". To the right of the "Password:" field is a "Login" button.

Step 2: Setup Users And Roles

The owner then needs to setup all the different users and their roles. This is accomplished by clicking on the *Manage Users / Roles* menu link as shown:



Click on the Manage Users / Roles menu link.

Define Users and Roles

Do not use single or double quotes in the names.
Blank the Name to remove from the table.

Press 'Submit' to save changes.

Master ID for Users:

Name	Password	Code	Role
<input type="text"/>	<input type="text"/>	<input type="text"/>	Not set ▼

- Within the *Define Users and Roles* screen, click within the **Name** column and enter in the user's name.
- Under the **Password** column, enter in the user password they will use.
- Under the **Code** column, you can optionally enter in the salesman code from the management system or leave the field blank.
- Under the **Role** column, click on the down arrow at the end of the field and highlight the specific role from the menu options listed (*Administration, Purchasing, Sales, Counter*).
- Click on the **Submit** button to save the entered user name.

Continue this process and add all the users that will be using the CRM functionality.

[Logout](#)
[Store Name and Address](#)
[Delivery Options](#)
[Manage MCL](#)
[Catalog Manufacturer Names](#)
[Catalog Part Number Prefix/Suffix](#)
[Manage Logo](#)
[Manage Users / Roles](#)
[Manage Alerts / Notifications](#)
[Customer Options](#)
[Retail ePart Options](#)
[Online Bill Pay](#)
[Independent Warehouse Stock Check](#)
[Part Categories](#)
[Manage Your Hot Links](#)
[Long Location Names](#)
[Multi-Location Ordering](#)
[Sales Reports](#)
[ePart Discounts](#)
[Open Order Reports](#)
[Customer Remote ID](#)
[Connection Analysis](#)
[ePart Messages](#)
[Manage ToolWEB Line Codes](#)
[PartsLink Setup](#)

Define Users and Roles
 Do not use single or double quotes in the names.
 Blank the Name to remove from the table.
 Press 'Submit' to save changes.

Master ID for Users:

Name	Password	Code	Role
Joe Owner	123OWNER		Administration ▼
Peter Purchaser	45PURCH	P	Purchasing ▼
Chris Counterman	67COUNTER	C	Counter ▼
Sam Salesman	89SALES	S	Sales ▼
Suzy Salesman	01SALES	S	Sales ▼
<input type="text"/>	<input type="text"/>	<input type="text"/>	Not set ▼

- The owner would then log out of the ePartConnection Setup website by clicking on the [Logout](#) menu tab button.

Step 3: Login To ePartConnection Setup As A Salesman

The salesman will now log into the ePartConnection Setup website, using the Store ID and “salesman” password that was setup in the previous step.

A Sales Report screen with a limited menu tab of options will now be displayed as shown:



Sales Report

Autologue Billing Dates
Select Billing Period End Date ▼

End of Month Dates
Select End of Month Date ▼

Start Date

End Date

Display Store Summary Report

Display Multi-Store Summary Report

Lost Sales Report

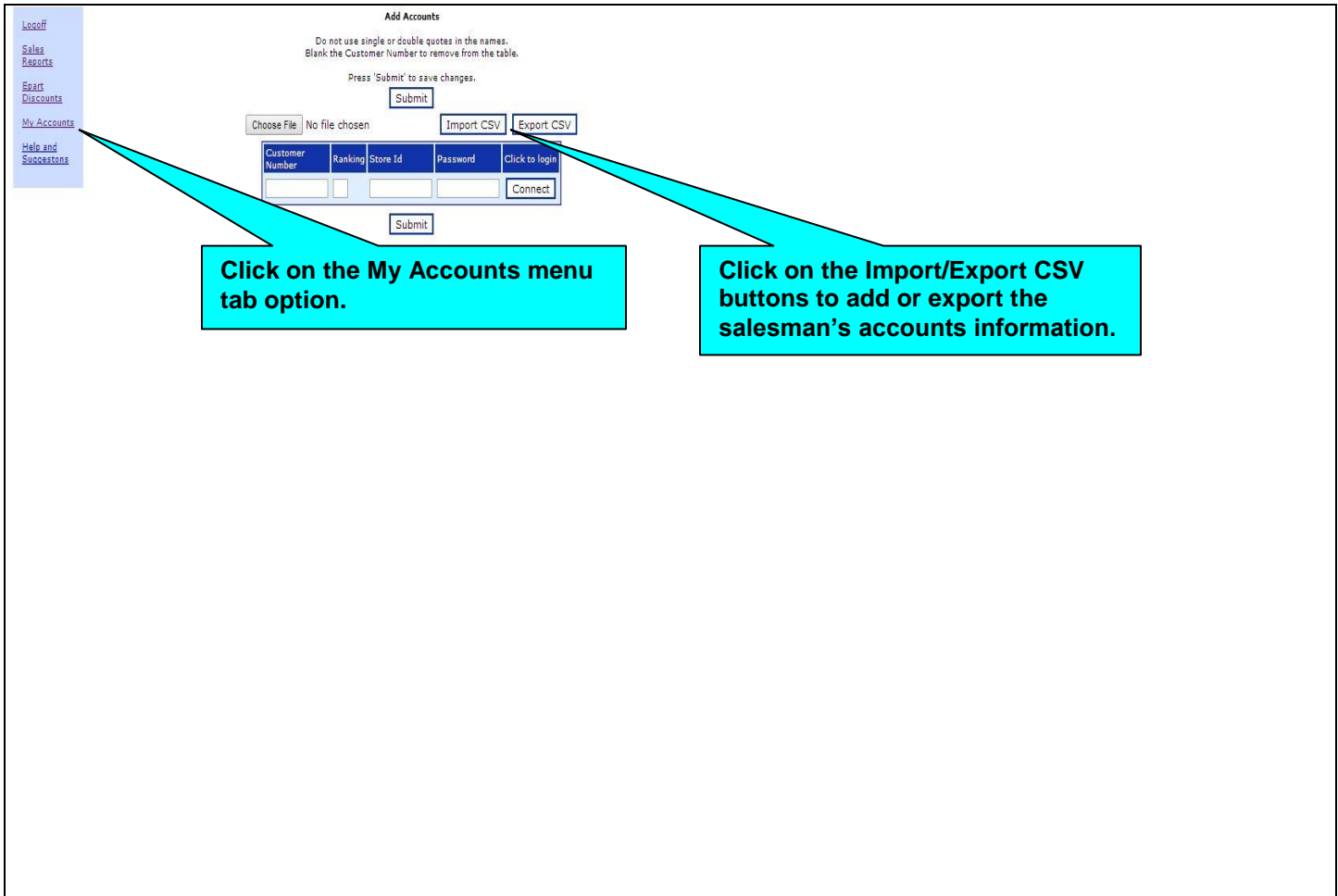
Partfulfillment Summary Report

Data Transmission Summary Report

The Salesman Login screen displays a limited menu tab of options.

Step 4: Setting Up The Salesman Accounts

- Click on the *My Accounts* menu link and the following screen will be displayed:



Click on the My Accounts menu tab option.

Click on the Import/Export CSV buttons to add or export the salesman's accounts information.

Manually Adding Accounts

- Within the *Add Accounts* screen, click within the **Customer Number** field and enter the customer number for the account being added and press the **<Tab>** key.
- With the cursor positioned within the **Ranking** field, enter in a ranking code (A-Z or 0-9) and press the **<Tab>** key.
- With the cursor positioned within the **Store Id** field, enter in your stores ePartConnection store ID and press the **<Tab>** key.
- With the cursor positioned within the **Password** field, enter in the password for the customer number entered and click on the **Submit** button to save the entered information.
- Click on the **Connect** button to test if the login connects correctly. If the entered account information is correct, a new browser window will pop up with the customer automatically logged into the ePartConnection website. If the information entered was incorrect, a new browser window will pop up but the ePartConnection login screen will be displayed and the customer account will NOT be automatically logged in.

[Logout](#)

[Sales Reports](#)

[Start Accounts](#)

[My Accounts](#)

[Help and Successions](#)

Add Accounts

Do not use single or double quotes in the names.
Blank the Customer Number to remove from the table.

Press 'Submit' to save changes.

Choose File | No file chosen

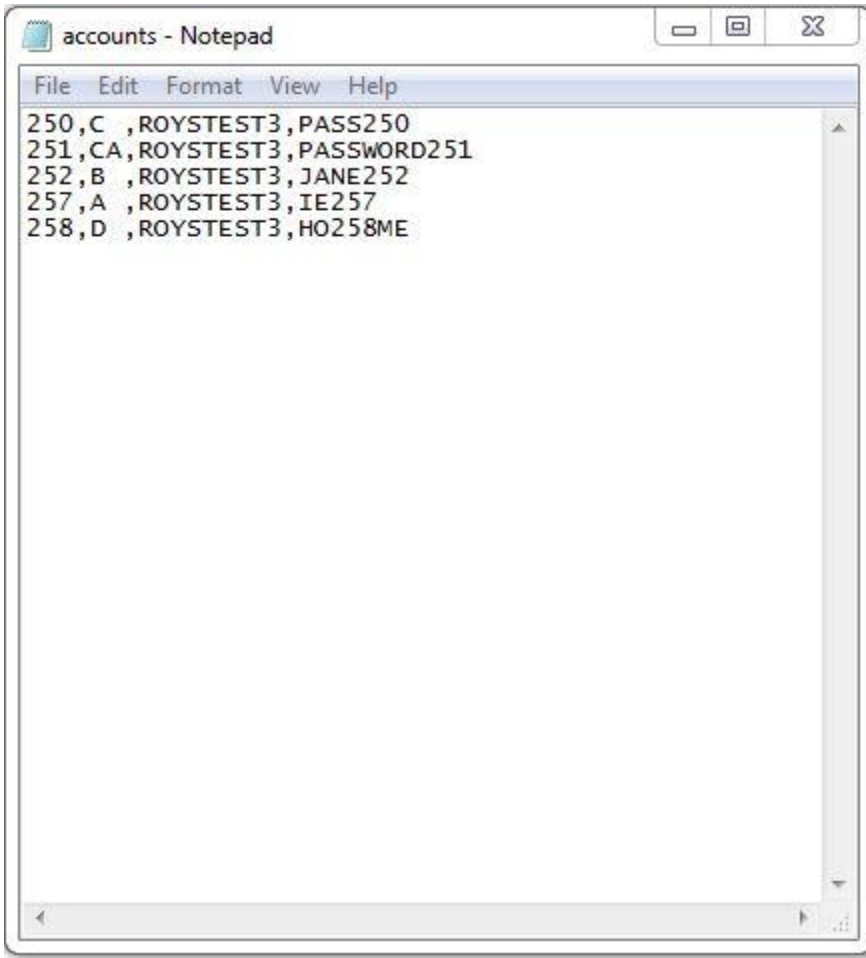
Customer Number	Ranking	Store Id	Password	Click to login
250	C	ROYSTEST3	250	<input type="button" value="Connect"/>
251	C	ROYSTEST3	251	<input type="button" value="Connect"/>
252	B	ROYSTEST3	252	<input type="button" value="Connect"/>
257	A	ROYSTEST3	257	<input type="button" value="Connect"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Connect"/>

The Connect button is used to test if the login information was entered correctly.

Importing/Exporting Salesman's Accounts

- The salesman's accounts can also be imported into the *Add Accounts* screen by clicking on the [Choose File](#) button and selecting the ASCII CSV (comma separated value) file and then clicking on the [Import CSV](#) button. The CSV file should contain the following fields of information: Customer Number, Ranking Code, ePart Store ID, Password.
- The customer accounts information can also be exported from this screen by clicking on the [Export CSV](#) button. An *accounts.csv* ASCII CSV file will be automatically downloaded and saved into the users download folder. The file will contain the following fields of information: Customer Number, Ranking Code, ePart Store ID, Password.

Below is a sample of an ASCII CSV *accounts.csv* file:



```
File Edit Format View Help
250,C ,ROYSTEST3,PASS250
251,CA,ROYSTEST3,PASSWORD251
252,B ,ROYSTEST3,JANE252
257,A ,ROYSTEST3,IE257
258,D ,ROYSTEST3,H0258ME
```

- The salesman would then log out of the ePartConnection Setup website by clicking on the [Logoff](#) menu tab button.

Step 5: Installing The ePart Mobile App

The ePart mobile application program can be installed for free onto your Android/Apple mobile devices (tablets/phones) through their respective app stores by searching for “ePart”. In the event that you are unable to find the ePart app, contact the Autologue sales department and they can email the app to you directly.

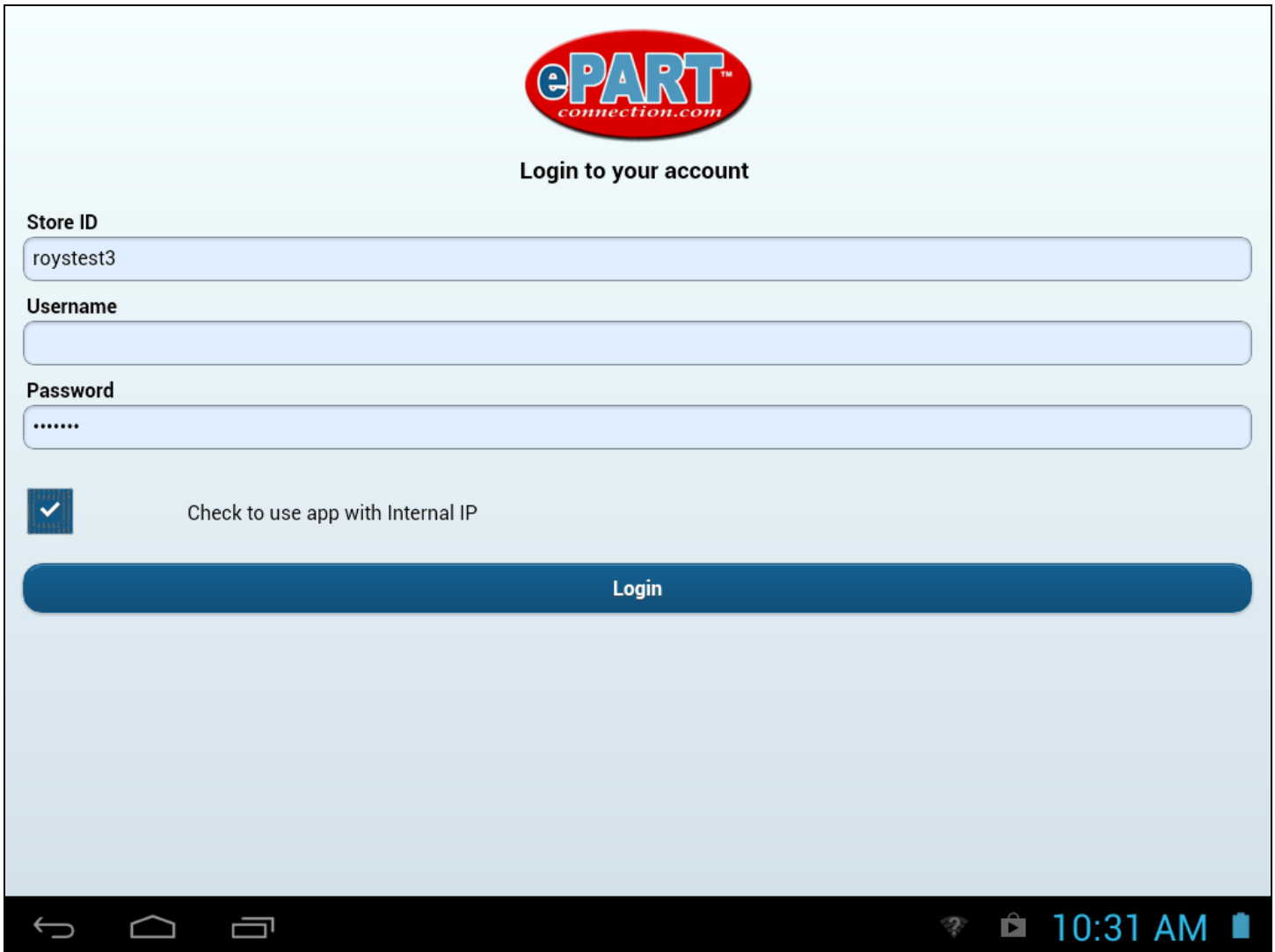
Starting Up The ePart Mobile App



- From the home screen of your tablet/mobile device, click on the ePart icon.

Step 6: Logging In As A Salesman Into The ePart Mobile App

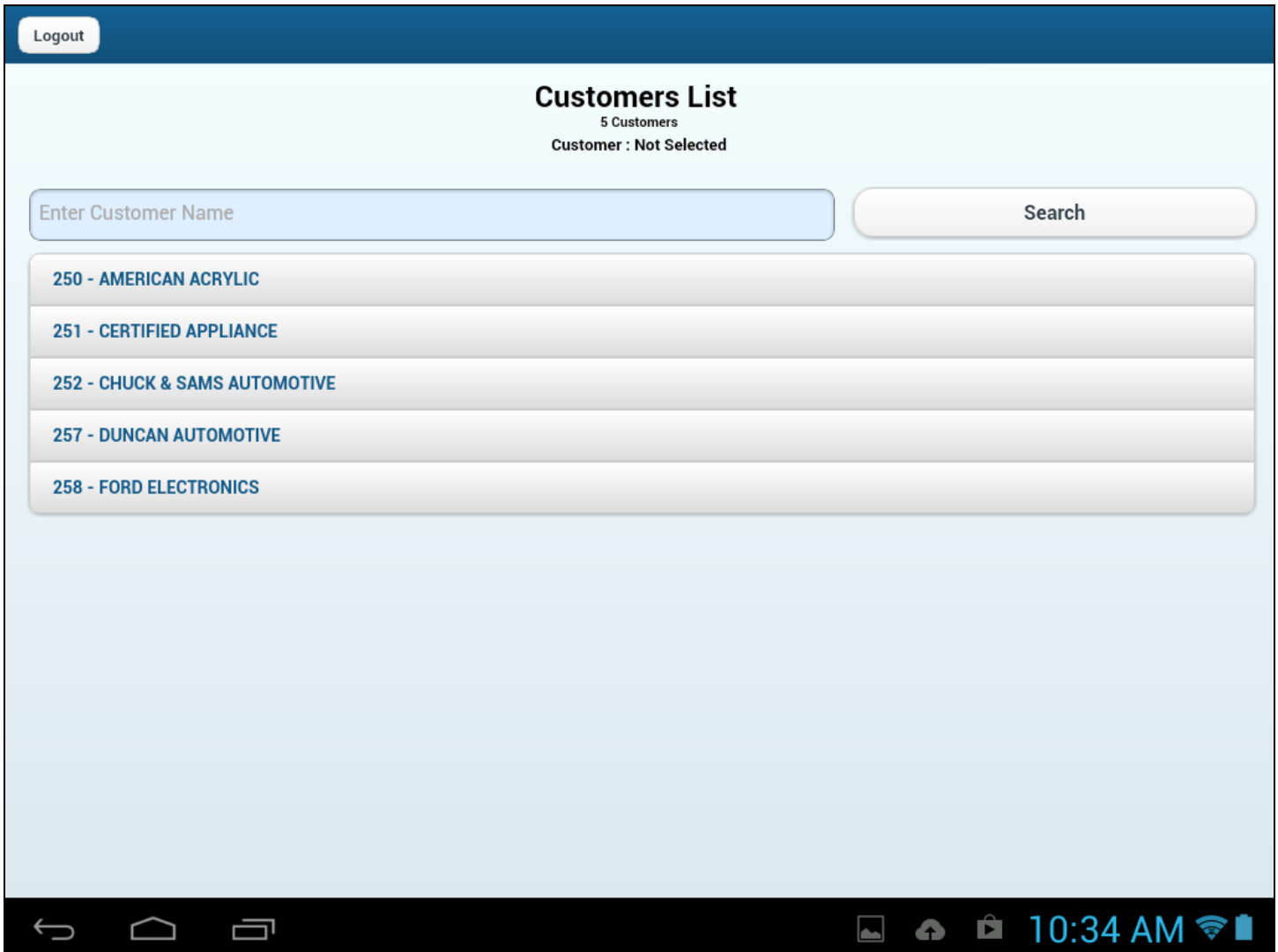
The following login screen will now be displayed:



The login screen for the ePart Mobile App. At the top center is the ePART connection.com logo. Below the logo is the text "Login to your account". There are three input fields: "Store ID" with the value "roystest3", "Username" (empty), and "Password" (masked with dots). Below these fields is a checkbox that is checked, with the label "Check to use app with Internal IP". At the bottom is a large blue button labeled "Login". The screen is framed by a light blue border. At the very bottom is a black status bar with icons for back, home, and recent apps, and a clock showing 10:31 AM.

- The salesman can now login on their mobile device (phone/tablet) by entering their stores' ePartConnection *Store ID* and their assigned salesman *Password*, and then clicking on the [Login](#) button. Leave the [Username](#) field blank and the [Check to use with Internal IP](#) field should be left unchecked.

A menu list of the salesman's customer accounts will now be displayed as shown:

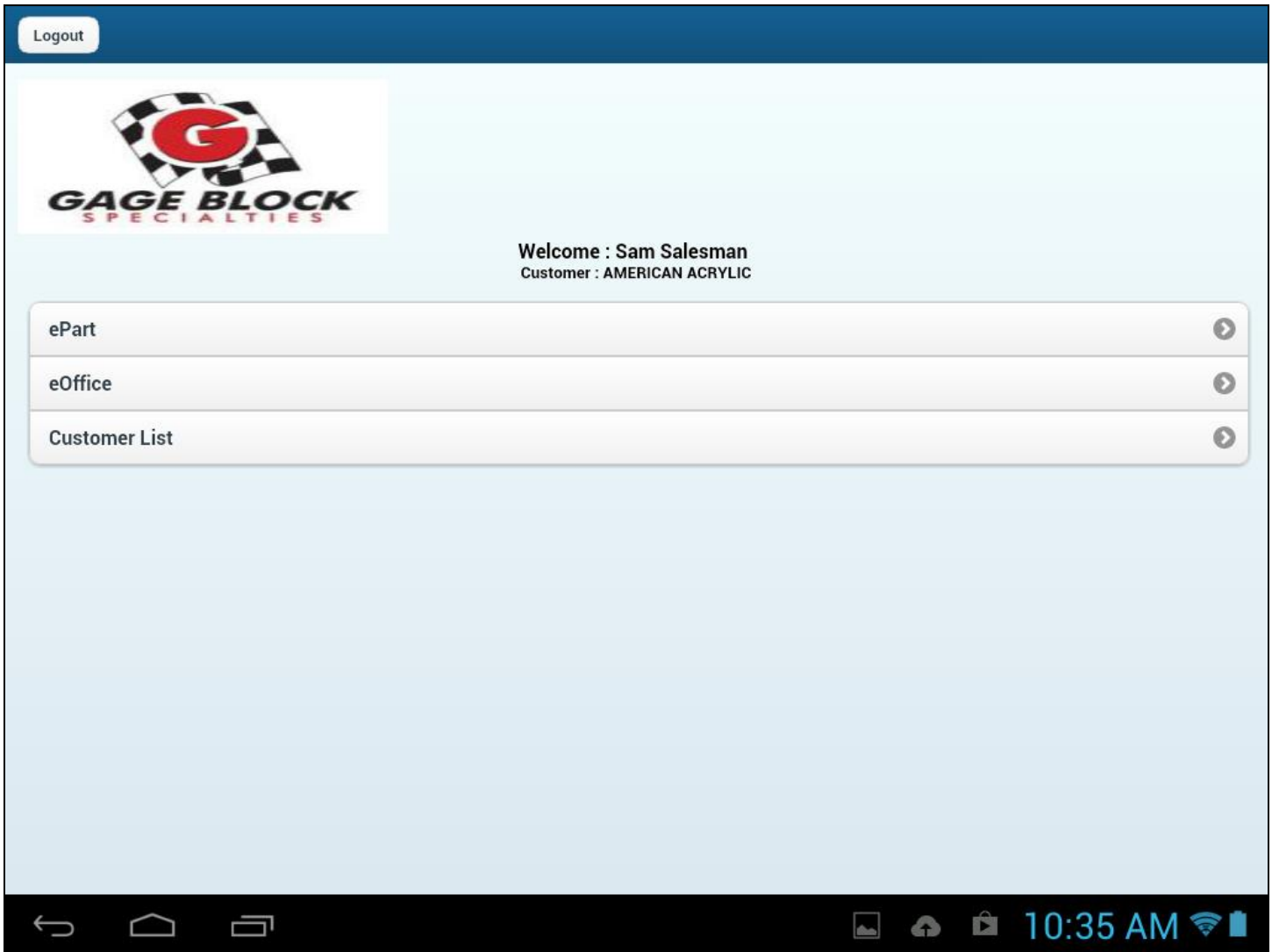


The screenshot shows a mobile application interface for a salesman. At the top, there is a dark blue header bar with a "Logout" button on the left. Below the header, the main content area has a light blue background. The title "Customers List" is centered at the top of this area, with "5 Customers" and "Customer : Not Selected" displayed below it. A search bar is located below the title, consisting of a text input field labeled "Enter Customer Name" and a "Search" button. Below the search bar, a list of five customer accounts is displayed, each in a light gray box with a blue header. The customer names are: "250 - AMERICAN ACRYLIC", "251 - CERTIFIED APPLIANCE", "252 - CHUCK & SAMS AUTOMOTIVE", "257 - DUNCAN AUTOMOTIVE", and "258 - FORD ELECTRONICS". At the bottom of the screen, there is a black navigation bar with several icons: a back arrow, a home icon, a list icon, a camera icon, a cloud icon, a folder icon, and a status bar showing the time "10:34 AM" and battery level.

Customer Name Search

- With the screen displaying a complete menu list of the salesman's customer accounts, you have the ability to search for a specific customer by clicking within the [Enter Customer Name](#) field and enter in a portion of the customer's name and then clicking on the [Search](#) button. The screen will display a menu list of matching customer names only.

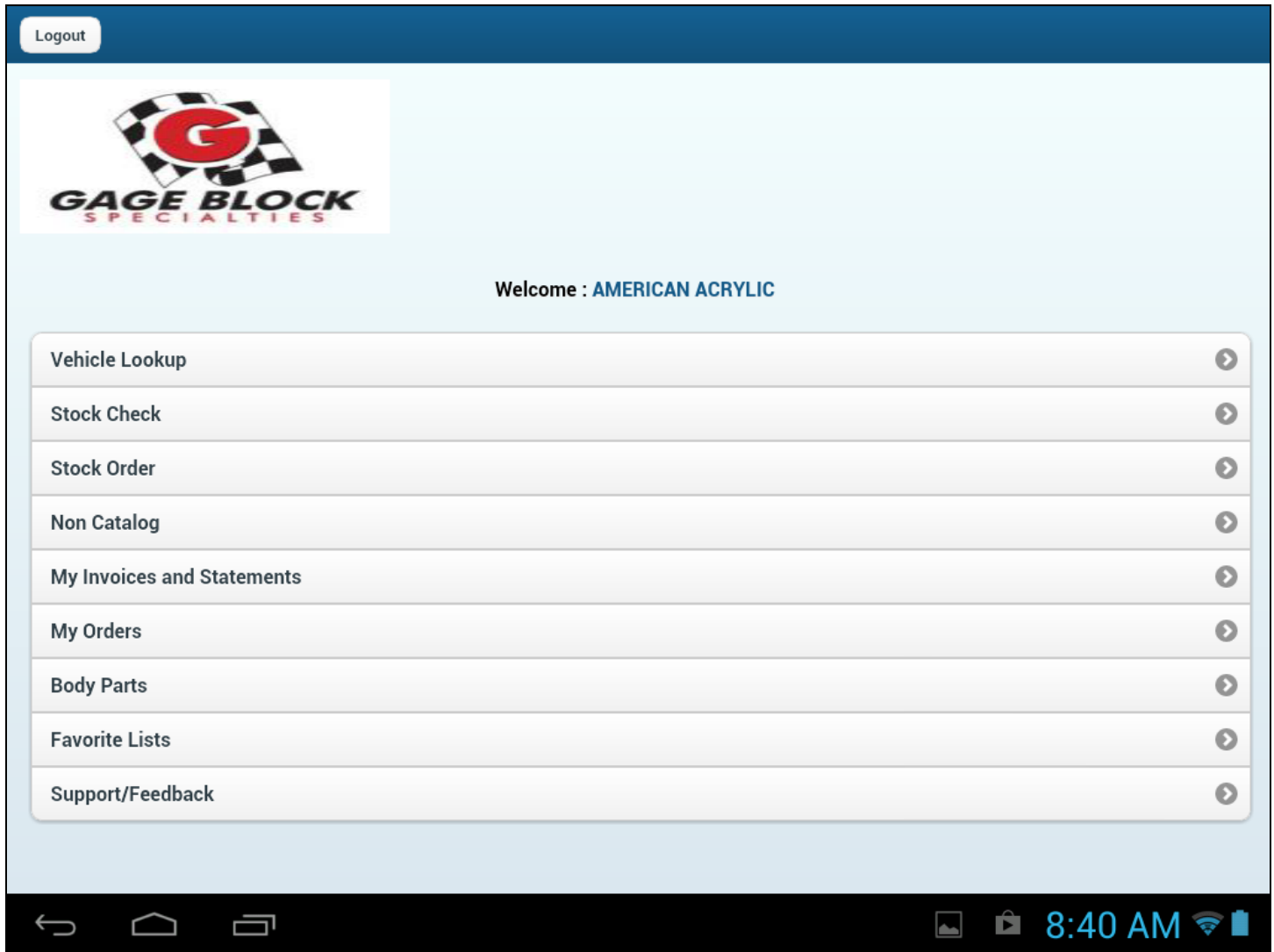
- With the screen displaying a menu list of the salesman's customers, click on a specific customer and the following salesman welcome screen will be displayed as shown:



- With the screen displaying a menu list of the customers options (*ePart/eOffice/Customer List*), click on the specific function you want to perform.

ePart Option

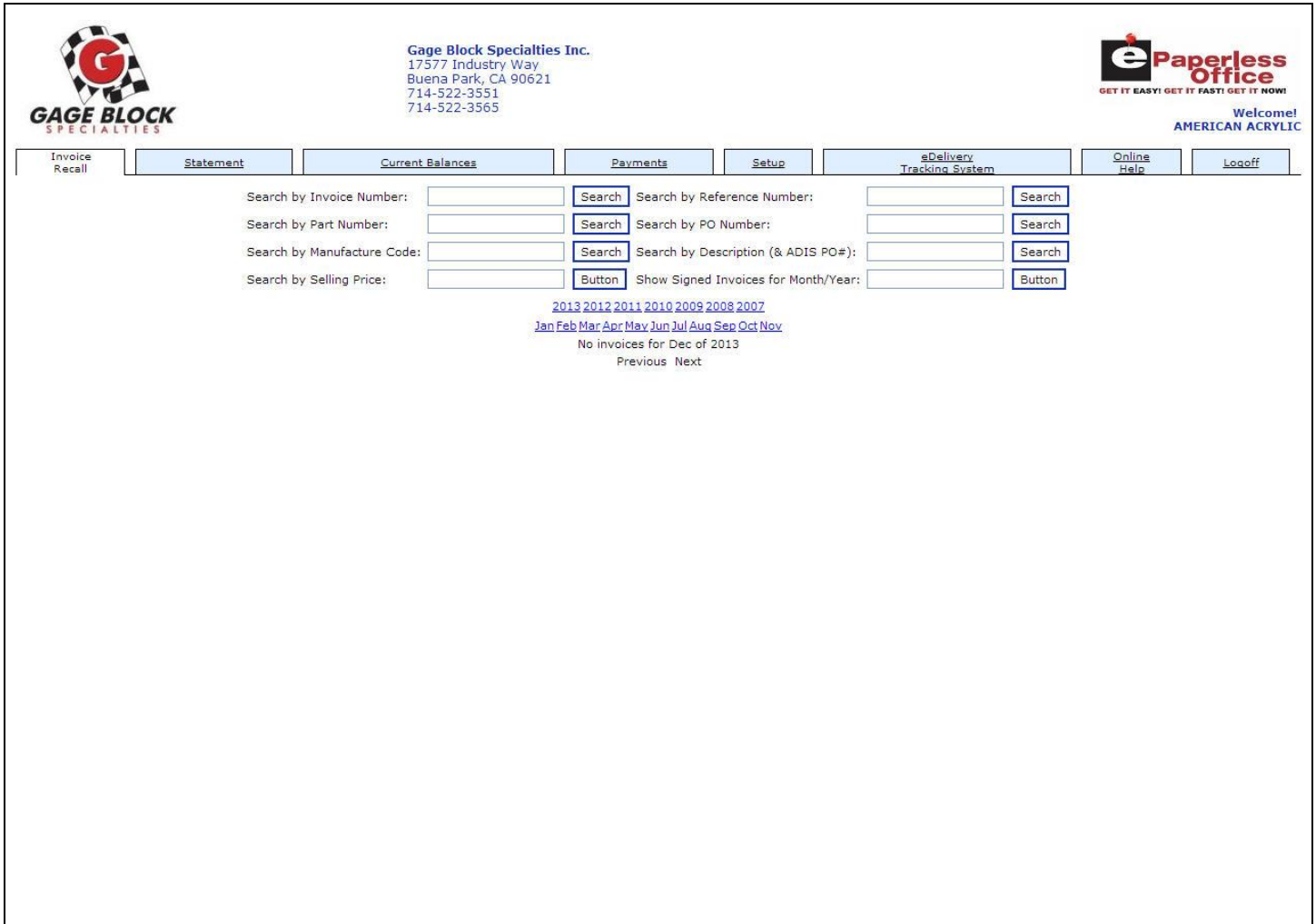
- Clicking on the [ePart](#) menu bar option will automatically log you into the customers' ePartConnection mobile app and the following screen will be displayed as shown:



From this screen, you can perform a variety of ePart functions. See the *ePartConnection Mobile App Users Guide* for complete details.

eOffice Option

- Clicking on the [eOffice](#) menu bar will automatically open up a web browser window and log you into the customers' eOffice website as shown:



The screenshot shows the eOffice website interface for Gage Block Specialties Inc. The header includes the company logo, name, address (17577 Industry Way, Buena Park, CA 90621), and phone numbers (714-522-3551, 714-522-3565). The ePaperless Office logo is also present with the tagline "GET IT EASY! GET IT FAST! GET IT NOW!". A navigation bar at the top contains links for Invoice Recall, Statement, Current Balances, Payments, Setup, eDelivery Tracking System, Online Help, and Logoff. The main content area features search filters: Search by Invoice Number, Search by Part Number, Search by Manufacture Code, Search by Selling Price, Search by Reference Number, Search by PO Number, Search by Description (& ADIS PO#), and Show Signed Invoices for Month/Year. Each filter has a corresponding input field and a Search button. Below the filters, there are links for years (2013, 2012, 2011, 2010, 2009, 2008, 2007) and months (Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov). A message states "No invoices for Dec of 2013" with Previous and Next navigation options.

- From this screen, you can perform a variety of eOffice functions. See the *ePaperlessOffice-Users Guide* for complete details.
- Clicking on the back arrow will take you back to the previous salesman welcome screen within the mobile app.

Customer List Option

- Clicking on the [Customer List](#) menu bar will automatically return you back to the screen displaying a menu list of the salesman's customers.

Setting Up Vendor Managed Inventory (VMI) For An Account

To setup vendor managed inventory for one of your accounts, follow the steps below:

Login Into The ePartConnection Website As Your Account

Access the ePartConnection website by entering the following URL within a web browser:

<http://www.epartconnection.com/>.

The following login screen will now be displayed as shown:



ePART connection.com

3351739 Visits 75984 Demos (V2.0)

ePart Connection Login

Store Id:

Customer Number:

Password:

[Login](#)

Contact your Parts Supplier for login credentials

[Epart Manager Web Site](#)

Store Id	Login
RANDYHOKE	Login
ROYTEST3	Login
ROYSTR-1	Login
ROYTEST2	Login
ROYSTR-2	Login
ROYWEBONLY	Login

ePart Connect
ePart Manager
 Tech Service Bulletin
 Message Board
 Service Intervals
 Manufacturer Websites
 Vehicle Specs
 Labor

Parts Ordering
 Rare Parts
 Body Parts
 Shop-Equip / Tools
 Performance Parts
 Part Categories
 eOFFICE
 eDELIVERY

Take an ePART Ordering Test Drive

Call Your Local Parts Supplier

And ask how you can be connected to their online inventory with your pricing and availability 24/7!

- With the cursor positioned under the **Store Id:** prompt, enter your Store ID and then press the **<Tab>** key.
- With the cursor positioned under the **Customer Number:** prompt, enter the Customer Number you want to setup VMI for then press the **<Tab>** key.
- With the cursor positioned under the **Password:** prompt, enter the accounts password and then press the **<Tab>** key.
- Position the mouse pointer on the **Login** button and click to login to your ePartConnection website as your customer account would.

The following screen will now be displayed as shown:



Gage Block Specialties Inc.
17577 Industry Way
Buena Park, CA 90621
714.522.3551
714.522.3565

BANNER AD AREA
Monthly Special on engine block boring and honing
This area of the screen can also be used for store advertisements, picture of the business, staff, etc..

Hot Links:
Monthly Specials
E-Tools & Equipment
Free Shop Management
Technical Service Bulletins
Vehicle Specifications
Service Intervals
New Link

Select Year:
2009 1999 1989 1979 1969
2008 1998 1988 1978 1968
2007 1997 1987 1977 1967
2006 1996 1986 1976 1966
2015 2005 1995 1985 1975 1965
2014 2004 1994 1984 1974 1964
2013 2003 1993 1983 1973 1963
2012 2002 1992 1982 1972 1962
2011 2001 1991 1981 1971
2010 2000 1990 1980 1970

Recent Vehicles:
2000: TOYOTA: CAMRY: 4-2164 2.2L DOHC
1998:FORD :MUSTANG:V8-281 4.6L SOHC
1994: GMC TRUCK: G2500 VAN: V8-350 5.7L
2005: GMC TRUCK: SIERRA 1500 PICKUP: V8-325 5.3L
2004:DODGE-RAM TRUCK :DURANGO:V8-245 5.7L
2013: BMW: 328 Series: 4-1997 2.0L DOHC
2001: HONDA: CIVIC: 4-1668 1.7L DOHC
2014: FIAT: 500L: 4-1368 1.4L SOHC
2000: TOYOTA TRUCK: 4 RUNNER: V6-3378 3.4L DOHC
2000: CHEVROLET TRUCK: SILVERADO 1500 PU: V8-262 4.3L

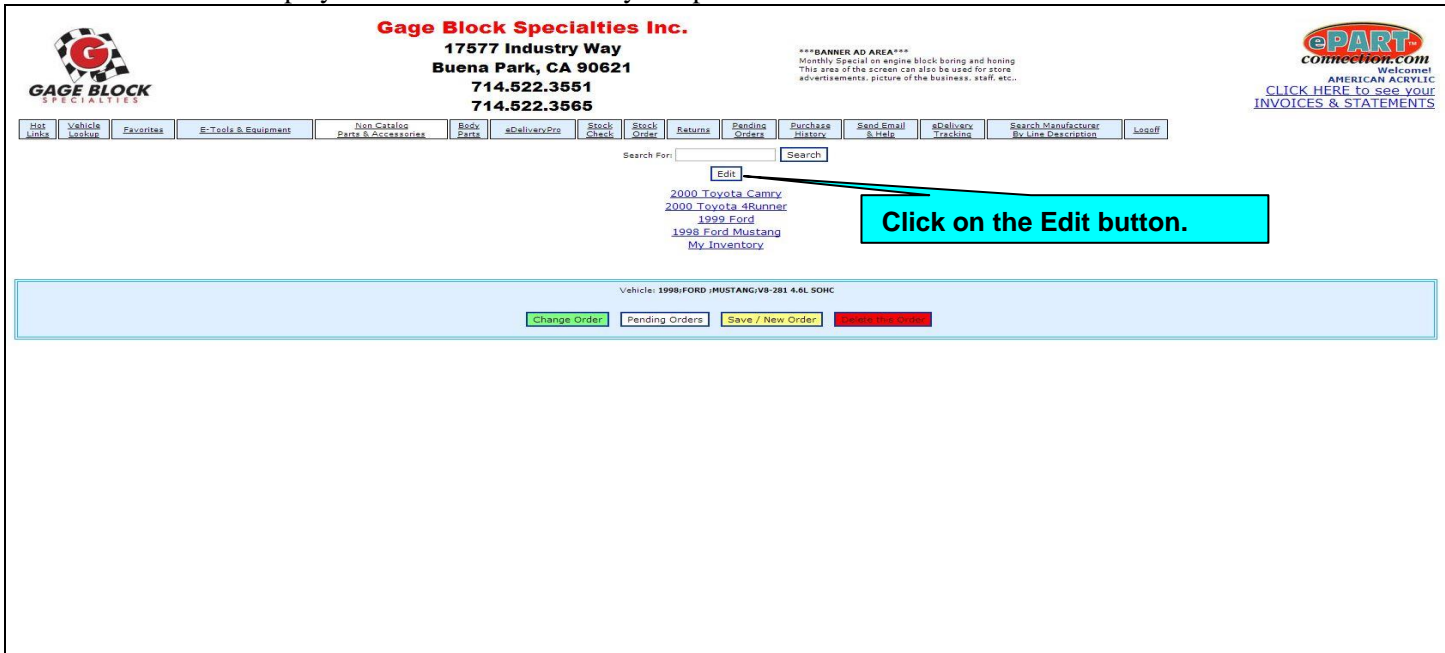
When selecting a previous vehicle above, the associated work order is also selected. Click on 'Pending Orders' to select a work order or start a new work order.

New Order
Change Order Pending Orders Save / New Order

Select Favorites

- Position the mouse pointer on the [Favorites](#) tab and click on it.

The screen will now display all the favorites currently setup as shown:



Gage Block Specialties Inc.
17577 Industry Way
Buena Park, CA 90621
714.522.3551
714.522.3565

BANNER AD AREA
Monthly Special on engine block boring and honing
This area of the screen can also be used for store advertisements, picture of the business, staff, etc..

Hot Links:
Monthly Specials
E-Tools & Equipment
Free Shop Management
Technical Service Bulletins
Vehicle Specifications
Service Intervals
New Link

Select Year:
2009 1999 1989 1979 1969
2008 1998 1988 1978 1968
2007 1997 1987 1977 1967
2006 1996 1986 1976 1966
2015 2005 1995 1985 1975 1965
2014 2004 1994 1984 1974 1964
2013 2003 1993 1983 1973 1963
2012 2002 1992 1982 1972 1962
2011 2001 1991 1981 1971
2010 2000 1990 1980 1970

Recent Vehicles:
2000: TOYOTA: CAMRY: 4-2164 2.2L DOHC
1998:FORD :MUSTANG:V8-281 4.6L SOHC
1994: GMC TRUCK: G2500 VAN: V8-350 5.7L
2005: GMC TRUCK: SIERRA 1500 PICKUP: V8-325 5.3L
2004:DODGE-RAM TRUCK :DURANGO:V8-245 5.7L
2013: BMW: 328 Series: 4-1997 2.0L DOHC
2001: HONDA: CIVIC: 4-1668 1.7L DOHC
2014: FIAT: 500L: 4-1368 1.4L SOHC
2000: TOYOTA TRUCK: 4 RUNNER: V6-3378 3.4L DOHC
2000: CHEVROLET TRUCK: SILVERADO 1500 PU: V8-262 4.3L

When selecting a previous vehicle above, the associated work order is also selected. Click on 'Pending Orders' to select a work order or start a new work order.

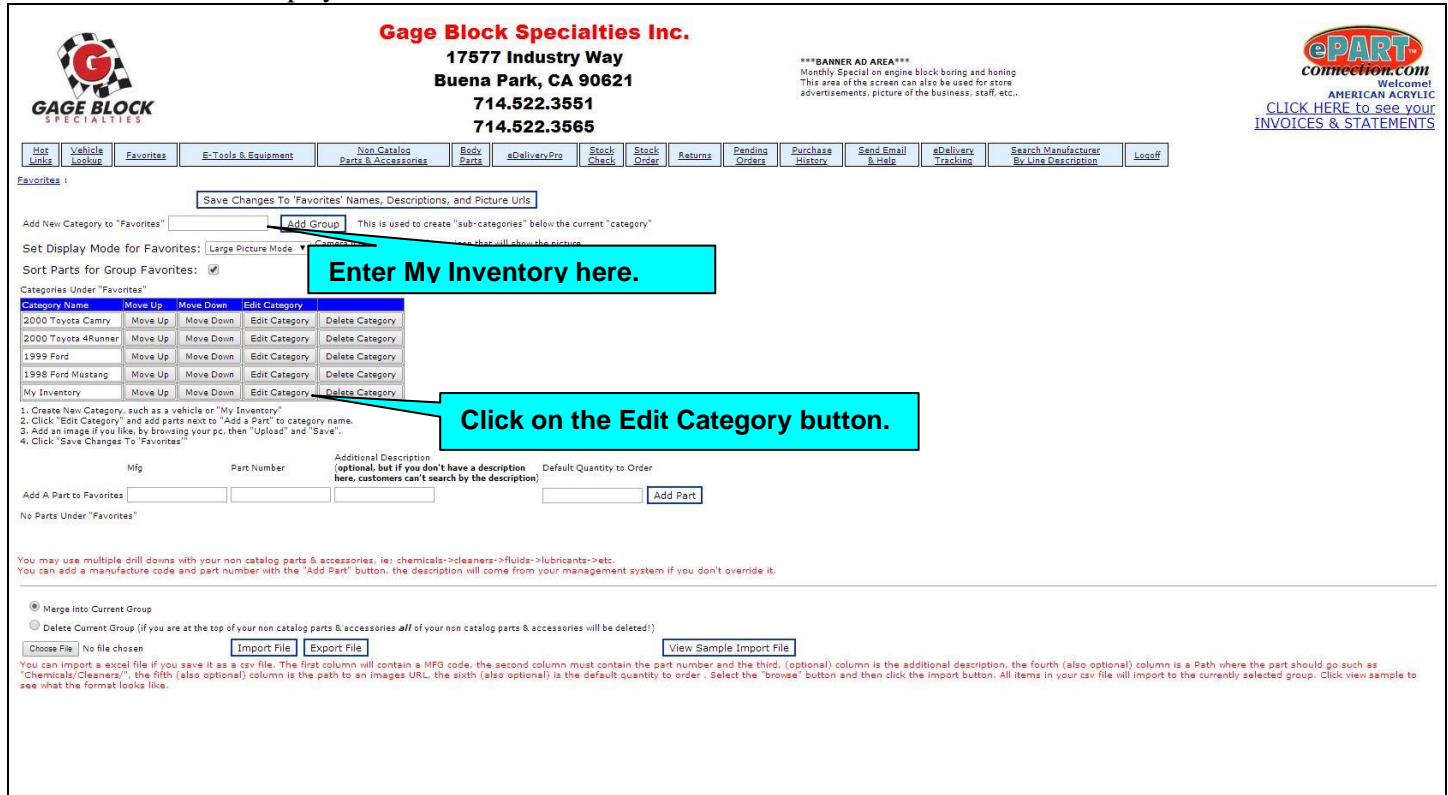
New Order
Change Order Pending Orders Save / New Order

Vehicle: 1998:FORD :MUSTANG:V8-281 4.6L SOHC
Change Order Pending Orders Save / New Order Delete this Order

Editing Favorites

- Position the mouse pointer on the [Edit](#) button and click on it.

The screen will now display the favorites edit screen as shown:



Gage Block Specialties Inc.
17577 Industry Way
Buena Park, CA 90621
714.522.3551
714.522.3565

BANNER AD AREA
Monthly Special on engine block boring and honing
This area of the screen can also be used for store advertisements, picture of the business, staff, etc..

ePART connection.com
Welcome!
AMERICAN ACRYLIC
CLICK HERE to see your INVOICES & STATEMENTS

Home Vehicle Lookup Favorites E-Tools & Equipment Non-Catalog Parts & Accessories Body Parts eDeliveryPro Stock Check Stock Order Returns Pending Orders Purchase History Send Email & Help eDelivery Tracking Search Manufacturer By Line Description Logout

Favorites :

Save Changes To 'Favorites' Names, Descriptions, and Picture Urls

Add New Category to "Favorites": **Add Group** This is used to create "sub-categories" below the current "category"

Set Display Mode for Favorites: Click on this button to that will show the picture

Sort Parts for Group Favorites: ☒

Categories Under "Favorites"

Category Name	Move Up	Move Down	Edit Category	Delete Category
2000 Toyota Camry	<input type="button" value="Move Up"/>	<input type="button" value="Move Down"/>	<input type="button" value="Edit Category"/>	<input type="button" value="Delete Category"/>
2000 Toyota 4Runner	<input type="button" value="Move Up"/>	<input type="button" value="Move Down"/>	<input type="button" value="Edit Category"/>	<input type="button" value="Delete Category"/>
1999 Ford	<input type="button" value="Move Up"/>	<input type="button" value="Move Down"/>	<input type="button" value="Edit Category"/>	<input type="button" value="Delete Category"/>
1998 Ford Mustang	<input type="button" value="Move Up"/>	<input type="button" value="Move Down"/>	<input type="button" value="Edit Category"/>	<input type="button" value="Delete Category"/>
My Inventory	<input type="button" value="Move Up"/>	<input type="button" value="Move Down"/>	<input type="button" value="Edit Category"/>	<input type="button" value="Delete Category"/>

1. Create New Category, such as a vehicle or "My Inventory"
2. Click "Edit Category" and add parts next to "Add a Part" to category name.
3. Add an image if you like, by browsing your pc, then "Upload" and "Save".
4. Click "Save Changes To Favorites"

Mfg. Part Number Additional Description (optional, but if you don't have a description here, customers can't search by the description) Default Quantity to Order

Add A Part to Favorites:

No Parts Under "Favorites"

You may use multiple drill downs with your non catalog parts & accessories, ie: chemicals->cleaners->fluids->lubricants->etc.
You can add a manufacture code and part number with the "Add Part" button, the description will come from your management system if you don't override it.

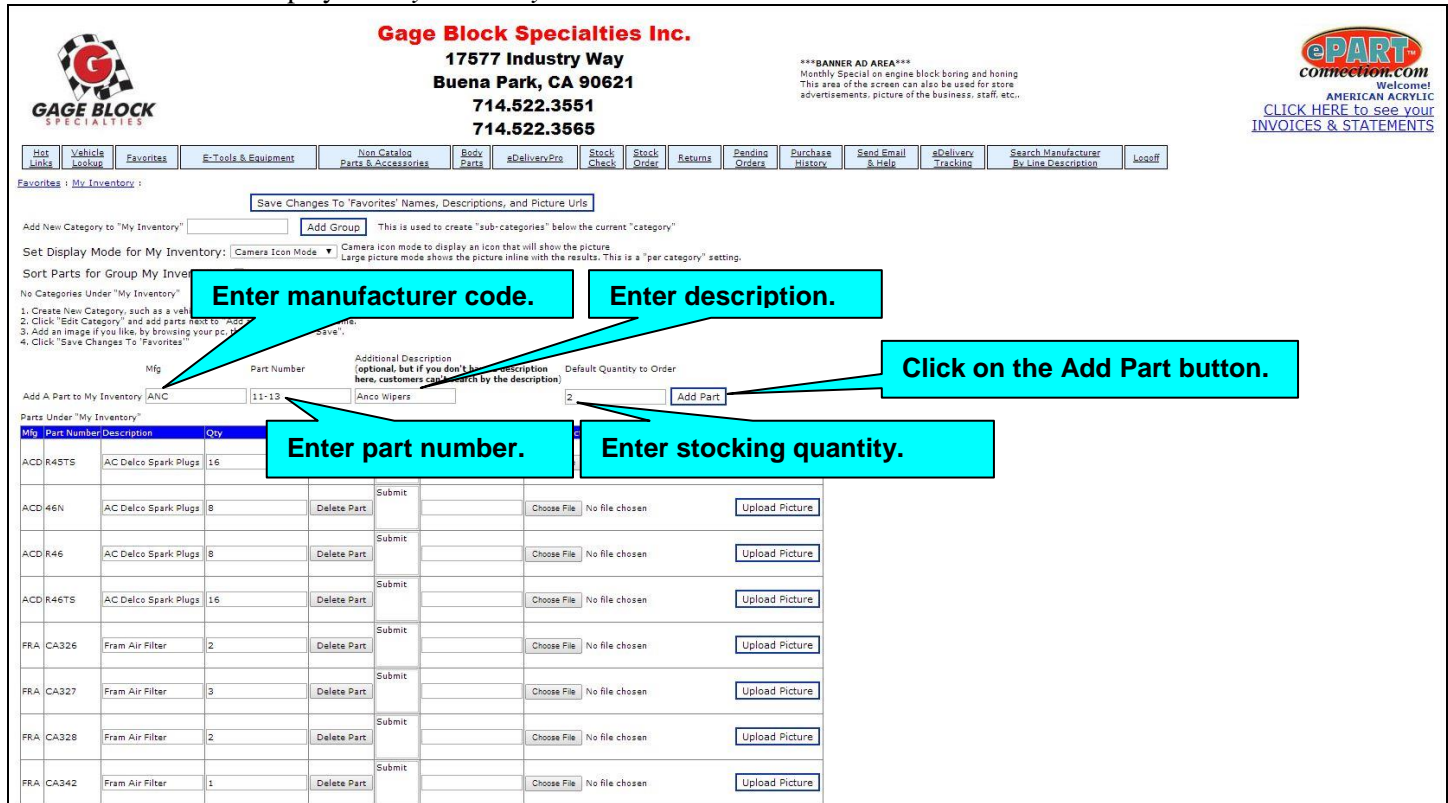
☒ Merge into Current Group
☐ Delete Current Group (if you are at the top of your non catalog parts & accessories all of your non catalog parts & accessories will be deleted!)

No file chosen

You can import a excel file if you save it as a csv file. The first column will contain a MFG code, the second column must contain the part number and the third, (optional) column is the additional description, the fourth (also optional) column is a Path where the part should go such as "Chemicals/Cleaners/", the fifth (also optional) column is the path to an images URL, the sixth (also optional) is the default quantity to order. Select the "browse" button and then click the import button. All items in your csv file will import to the currently selected group. Click view sample to see what the format looks like.

- Click within the [Add New Category](#) to "Favorites" field and enter *My Inventory* and then click on the [Add Group](#) button.
- Position the mouse pointer on the [Edit Category](#) button of the *My Inventory* row and click on it.

The screen will now display the *My Inventory* edit screen as shown:



Gage Block Specialties Inc.
17577 Industry Way
Buena Park, CA 90621
714.522.3551
714.522.3565

BANNER AD AREA
Monthly Special on engine block boring and honing
This area of the screen can also be used for store advertisements, picture of the business, staff, etc.

ePART connection.com
Welcome!
CLICK HERE to see your INVOICES & STATEMENTS

Hot Links | Vehicle Lookup | Favorites | E-Tools & Equipment | Non-Catalog Parts & Accessories | Body Parts | eDeliveryPro | Stock Check | Stock Order | Returns | Pending Orders | Purchase History | Send Email & Help | eDelivery Tracking | Search Manufacturer By Name Description | Logout

My Inventory: Save Changes To 'Favorites' Names, Descriptions, and Picture Urls

Add New Category to "My Inventory" Add Group This is used to create "sub-categories" below the current "category"

Set Display Mode for My Inventory: Camera Icon Mode Camera icon mode to display an icon that will show the picture Large picture mode shows the picture inline with the results. This is a "per category" setting.

Sort Parts for Group My Inventory

No Categories Under "My Inventory"

1. Create New Category, such as a vehicle
2. Click "Edit Category" and add parts from the "Add" button
3. Add an image if you like, by browsing your pc, or by clicking the "Upload Picture" button
4. Click "Save Changes To 'Favorites'"

Enter manufacturer code. Enter description. Click on the Add Part button.

Add A Part to My Inventory Add Part

Parts Under "My Inventory"

Mfg	Part Number	Description	Qty	Additional Description (optional, but if you don't have a description here, customers can't search by the description)	Default Quantity to Order	Submit	Choose File	No file chosen	Upload Picture
ACD	R45T5	AC Delco Spark Plugs	16			Submit	Choose File	No file chosen	Upload Picture
ACD	46N	AC Delco Spark Plugs	8			Submit	Choose File	No file chosen	Upload Picture
ACD	R46	AC Delco Spark Plugs	8			Submit	Choose File	No file chosen	Upload Picture
ACD	R46T5	AC Delco Spark Plugs	16			Submit	Choose File	No file chosen	Upload Picture
FRA	CA326	Fram Air Filter	2			Submit	Choose File	No file chosen	Upload Picture
FRA	CA327	Fram Air Filter	3			Submit	Choose File	No file chosen	Upload Picture
FRA	CA328	Fram Air Filter	2			Submit	Choose File	No file chosen	Upload Picture
FRA	CA342	Fram Air Filter	1			Submit	Choose File	No file chosen	Upload Picture

Enter part number. Enter stocking quantity.

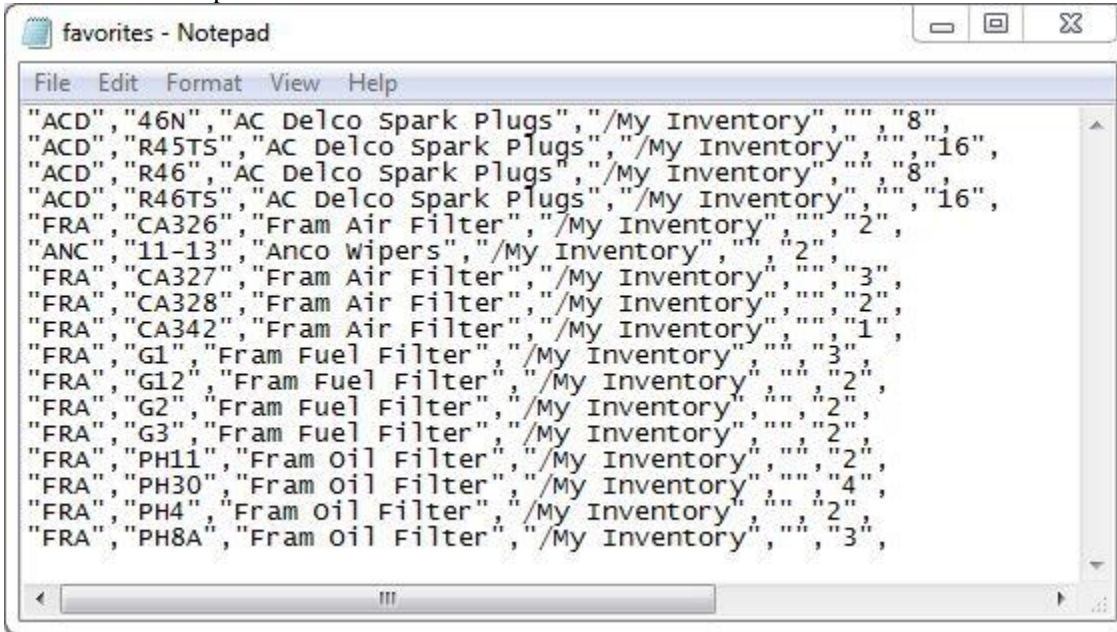
Manually Adding Parts

- To manually add parts that your customer will stock in their inventory, position the mouse pointer under the **Mfg** column heading and click to position the cursor within the field. Enter the manufacturer code for the part number and press the **<Tab>** key.
- With the cursor positioned within the **Part Number** field, enter in the part number and press the **<Tab>** key.
- With the cursor positioned within the **Additional Description** field, you can optionally enter in a description for the part number and press the **<Tab>** key. Note: If a description is not entered, customers won't have the ability to search by description.
- With the cursor positioned within the **Default Quantity to Order** field, enter in the quantity that will be stocked for the part number and then click on the **Add Part** button to save the entered parts information. The part number will now be added to the end of the current parts list.

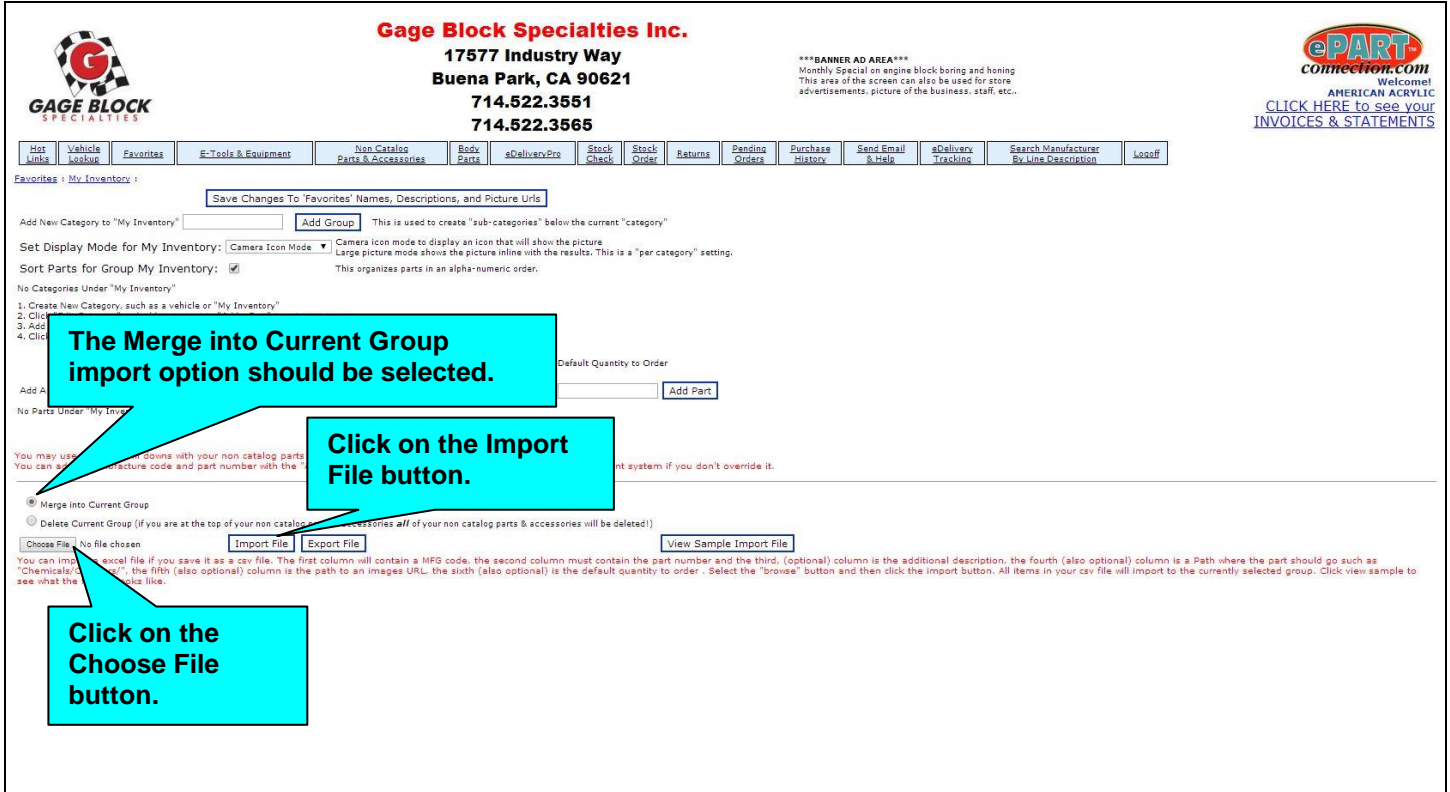
Importing Parts

- To import parts that your customer will stock in their inventory, a comma separated value (CSV) file can be used to import the parts into the My Inventory part category.

Below is an example of the CSV formatted file:



The file consists of 6 separate fields that have quotes around each field value and are separated by a comma. Here are in order of the fields: Mfr Code, Part Number, Description (optional), Category Path (optional), Picture URL (optional), Stocking Quantity.



Gage Block Specialties Inc.
17577 Industry Way
Buena Park, CA 90621
714.522.3551
714.522.3565

BANNER AD AREA
Monthly Special on engine block boring and honing
This area of the screen can also be used for store advertisements, picture of the business, staff, etc..

ePART connection.com
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AMERICAN ACRYLIC
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Favorites: My Inventory:

Add New Category to "My Inventory": This is used to create "sub-categories" below the current "category"

Set Display Mode for My Inventory: Camera icon mode to display an icon that will show the picture. Large picture mode shows the picture inline with the results. This is a "per category" setting.

Sort Parts for Group My Inventory: ☒ This organizes parts in an alpha-numeric order.

No Categories Under "My Inventory"

1. Create New Category, such as a vehicle or "My Inventory"
2. Click
3. Add
4. Click

Add A

No Parts Under "My Inventory"

You may use down with your non catalog parts. You can also if you are at the top of your non catalog parts. (All of your non catalog parts & accessories will be deleted!)

☒ Merge into Current Group
☐ Delete Current Group (if you are at the top of your non catalog parts. All of your non catalog parts & accessories will be deleted!)

No file chosen

You can import an excel file if you save it as a csv file. The first column will contain a MFG code, the second column must contain the part number and the third, (optional) column is the additional description, the fourth (also optional) column is a Path where the part should go such as "Chemicals/Chemicals/". The fifth (also optional) column is the path to an images URL, the sixth (also optional) is the default quantity to order. Select the "browse" button and then click the import button. All items in your csv file will import to the currently selected group. Click view sample to see what the file looks like.

- Scroll down the bottom section of the screen and make sure the *Merge into Current Group* import option is selected.

- Click on the [Choose File](#) button. Select the CSV file that contains the parts information to be imported and then click on the [Open](#) button. The file name selected will now be displayed to the right of the [Choose File](#) button.
- Click on the [Import File](#) button and the parts information from the selected file will now be imported into the *My Inventory* parts group.

The screen will now display the imported parts within the *My Inventory* category as shown:



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Set Display Mode for My Inventory: ☐ Camera Icon Mode ☒ Large picture mode shows the picture inline with the results. This is a "per category" setting.

Sort Parts for Group My Inventory: ☐ This organizes parts in an alpha-numeric order.

No Categories Under "My Inventory"

1. Create New Category, such as a vehicle or "My Inventory"
 2. Click "Edit Category" and add parts next to "Add a Part" to category name.
 3. Add an image if you like, by browsing your pc, then "Upload" and "Save".
 4. Click "Save Changes To 'Favorites' Names, Descriptions, and Picture Urls"

Add A Part to My Inventory:


Parts Under "My Inventory"

Mfg	Part Number	Description	Qty	Picture	Url For Picture	Upload a picture
ACD	R45T5	AC Delco Spark Plugs	16	<input type="button" value="Delete Part"/>	<input type="button" value="Submit"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload Picture"/>
ACD	46N	AC Delco Spark Plugs	8	<input type="button" value="Delete Part"/>	<input type="button" value="Submit"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload Picture"/>
ACD	R46	AC Delco Spark Plugs	8	<input type="button" value="Delete Part"/>	<input type="button" value="Submit"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload Picture"/>
ACD	R46T5	AC Delco Spark Plugs	16	<input type="button" value="Delete Part"/>	<input type="button" value="Submit"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload Picture"/>
FRA	CA326	Fram Air Filter	2	<input type="button" value="Delete Part"/>	<input type="button" value="Submit"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload Picture"/>
FRA	CA327	Fram Air Filter	3	<input type="button" value="Delete Part"/>	<input type="button" value="Submit"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload Picture"/>
FRA	CA328	Fram Air Filter	2	<input type="button" value="Delete Part"/>	<input type="button" value="Submit"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload Picture"/>
FRA	CA342	Fram Air Filter	1	<input type="button" value="Delete Part"/>	<input type="button" value="Submit"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload Picture"/>


Uploading Pictures

- At this point, you now have the option to upload a picture for a part number listed by clicking on the [Choose File](#) button of the row the part number is on.
- Select the picture file (.jpg, .tif, .gif, .bmp) to be uploaded and then click on the [Open](#) button. The filename selected will now be displayed to the right of the [Choose File](#) button of the row the part number is on.
- Click on the [Upload Picture](#) button to the right of the filename and the picture will now be attached to the part and the URL filename information will now be listed under the *Url For Picture* column. Note: The picture will NOT be visible until the information is saved in the next step.
- Click on the [Save Changes To "Favorites" Names, Descriptions, and Picture URLs](#) button and the picture will now be shown for the part number under the *Picture* column.

The screen will now display the imported pictures within the *My Inventory* category as shown:



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[Stock Check](#)
[Stock Order](#)
[Returns](#)
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My Inventory :

Add New Category to "My Inventory" [Add Group](#) This is used to create "sub-categories" below the current "category"

Set Display Mode for My Inventory: [Camera Icon Mode](#) Camera icon mode to display an icon that will show the picture
Large picture mode shows the picture inline with the results. This is a "per category" setting.

Sort Parts for Group My Inventory: ☒ This organizes parts in an alpha-numeric order.









No Categories Under "My Inventory"

Url's For Pictures are displayed here.

Pictures images are displayed here.

Additional Description (optional, but if you don't have a description here, customers can't search by the description) Default Quantity

Parts Under "My Inventory"

Mfg	Part Number	Description	Qty	Picture	Url For Picture	Upload Picture
ACD	46N	AC Delco Spark Plugs	8		/ePartImages/custom/ Choose File No file chosen	Upload Picture
ACD	R45T5	AC Delco Spark Plugs	16		/ePartImages/custom/ Choose File No file chosen	Upload Picture
ACD	R46	AC Delco Spark Plugs	8		/ePartImages/custom/ Choose File No file chosen	Upload Picture
ACD	R46T5	AC Delco Spark Plugs	16		/ePartImages/custom/ Choose File No file chosen	Upload Picture
ANC	11-13	Anco Wipers	2		/ePartImages/custom/ Choose File No file chosen	Upload Picture
FRA	CA326	Fram Air Filter	2		/ePartImages/custom/ Choose File No file chosen	Upload Picture
FRA	CA327	Fram Air Filter	3		/ePartImages/custom/ Choose File No file chosen	Upload Picture
FRA	CA328	Fram Air Filter	2		/ePartImages/custom/ Choose File No file chosen	Upload Picture