ePartConnection – Maintenance Screen Setup Procedure

Step 1: Login To The Part Store Maintenance Screen

- To setup your ePartConnection, access the following web address http://setup.epartconnection.com using any Internet browser.
- Enter your customer number that was assigned by Autologue into the `Store Id` field.
- Enter the password that was assigned by Autologue into the `Password` field.

Editing the Part Store Maintenance Screen

Name and Address Section

Within the "Name and Address" section of the screen, the system will automatically enter your name and address information. You have the option to enter additional information into any of the other fields listed that you would like to appear on the website.

"Part Order Policy" Section

This determines whether a part can be added to the order or if the word "CALL" is displayed. If your policy is too restrictive, the service dealer will not be able to add parts to the order and will not be able to complete his estimate. Parts on the order without sufficient quantity will display a "delivery time warning" when the order is submitted.

- Click on one of the six part policy selection options.

    1. Any part number can be ordered (Part numbers not on file will use catalog list price when available)
    2. Part number must be in file (Recommended) (Part Numbers not on file will display "Call")
    3. Part must be stocked or have sufficient QOH (Part Numbers not on file (zero order point) will display "Call")
    4. Part must have sufficient QOH (Part Numbers with insufficient QOH will display "Call")
    5. Part must have sufficient QOH based upon all locations (Useful only with Multistore systems…Part numbers with insufficient QOH will display "Call")
    6. Part must have sufficient QOH based upon all locations or Independent Warehouse (Part numbers with insufficient QOH will display "Call")

"Always Show Quantity Option" Section

- Click on one of the three always show quantity options.

    1. Show the actual quantity on hand (QOH)
    2. Use the vehicle quantity per Triad catalog as the minimum QOH, or Actual QOH, whichever is greater (Always Have)
    3. Use the vehicle quantity as QOH (Hide True QOH)

"AConneX Purchase Order Release Code" Section

- Click on one of the three release code options.

    1. Regular
    2. Expedite
    3. Will Call
- Click on the **Save Changes** button.

Triad Catalog MCL Table Update Section

NOTE: **Only AConneX users must add at least one trading partner(CUSTOMER) before you can upload your MCL table. Click on the Trading Partners button to add a customer. Use CAPITAL LETTERS when adding the customer number. Be sure to verify the customer number and password to your systems A/R number and password. After adding a customer follow directions below.**

- Click on the **Upload MCL Table** button to upload the MCL table info from your stores computer to the website. (This is located in the screen accessed by clicking **Manage MCL** in the large vertical blue bar on the left of the screen)

Customers NOT Using Triad Catalog

- If you aren't currently a PartExpert™ customer, you must MANUALLY edit your manufacturer's table.
- Click on the **Manage MCL** button as described above.
- From this screen, click on **Edit MCL** in the center of the screen.
- Using the underlined alphabet, select each of your Manufacturers (both for *STOCKED* and *NON-STOCKED* lines), and enter YOUR manufacturer prefix code, as well as the priority you wish to assign that line (higher numbers are lower priority, this is the display order)
- The **Summary** button will show you exactly what you have set up, after you finish. You can also edit selected lines from this screen (Line Code and Priority only. You can't add more lines from there)
- Note the Directions on the first screen. Web Only customers are those with *NO* management system at all.

Manage Logo Button

At the left of the screen there is a **Manage Logo** button. This is used to allow you to upload your company logo image file into your web page. Follow these directions exactly with regards to sizing.

Step 2: Setting Passwords For Your Dealer Accounts

On the Autologue, AIS or Datatron system, enter a password for each service dealer that is allowed to access your website to lookup parts.

System	Where To Set The Password For The Service Dealer
Autologue	<F12> key within the Customer/Vendor File
AIS	Customer record 2nd row on top
Datatron	Customer master file dealer terminal password