ePartConnection Customer Password Setup For ePart To Series 12

OPTION 1 Get Customer list for Series 12

1. From the ePartConnection Main (Menu / Information) screen Click the Get Customer List Button (Note: If you have previously entered Customer information via Option 2 or previously downloaded the customer list, this will overwrite the existing information with the new downloaded information and all previous changes will be lost.)
2. A window will appear with the option to enter a password for all customers or to leave the password field blank. If you enter a password, all customers will receive the same password. After typing the password click the "Yes" button. If you choose not to enter a default password click the "No" button.   Once either the "Yes" or "No" button has been clicked the customer list will download to the PC. If you don't wish to download your customer list click the "Exit" button.
3. Once the download is finished, if you entered a default password and clicked "Yes" all customers will be able to access the EpartConnection web site. If you left the password blank and clicked the "No" button refer to "Option 2 Enter/Edit Customers Individually" to assign passwords to your customers.
4. If you wish to change any customer's password at any given time refer to "Option 2 Enter/Edit Customers Individually".

OPTION 2 Enter/Edit Customers Individually

1. From the ePartConnection Main (Menu / Information) screen Click the Edit Customer Password Button
2 . The Custlist screen will appear with Fields for Customer info

   CustNo:
   CustName:
   CustPassword:
   CustPhone:
   CustStoreID:
   Also on the screen will be the Customer Number, Customer Name, Customer Phone Number, Search Boxes and Two rows of Buttons. Row 1 has Beginning of File (Displays the first customer in the customer List), Move Next (Moves from currently displayed Customer to then next Customer In the Customer List), Move Back One (move to the previous Customer in the Customer List, Note: if the first record is displayed it will move to the last Record in the list), End of File (moves to the last record in the customer List) Second Row of buttons is : ADD , UPDATE, DELETE, REFRESH, CLOSE ADD button – when click the fields will be blanked out to await data entry UPDATE button - will Update the currently displayed customer with any new
                       Information that was type in the Fields
    DELETE button – will delete the currently displayed customer and then move
                       to the next customer in the list

REFRESH button – Clears search boxes, reloads entire customer list and goes to the first record

CLOSE button – closes the Custlist screen and returns to Main Screen

3. To add a new Customer, Click the ADD button
4. Type in the Customer Number (Must Match Customer Number in Series 12)
5. In CustName: type in the Customers Name
6. In CussPassword: Type in the password for the customer
7. In CustPhone: Type in the Customers Phone Number.
8. In CustStoreID: Type in the Store identifier that ePartConnection is using In the series 12.
9. Click the Finished Add button.
10. If more Customers are to be added repeat steps 3 – 9. If finished adding New customers then click the Close button.