



# Auto PartsBridge Toyota

Dealer User Guide

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## Getting started

Welcome to Auto PartsBridge!

Auto PartsBridge is an electronic ordering and part validation system for body shops and dealerships.

Some of the advantages for the dealer are:

- Receives orders and quotes from body shops
- Validates Original Equipment Manufacturer (OEM) part numbers
- Provides full catalog searching
- Allows dealerships to quote against aftermarket (AM) line items
- Displays potential profit on discounted parts
- Allows orders to be transferred to the Dealer Management System (DMS)

### Log on and off

Auto PartsBridge is a web-based application that is accessed from the Auto PartsBridge website. To start using Auto PartsBridge, you will need to log on with your assigned user name and password.

To log on to Auto PartsBridge:

- 1 Go to the AutoParts Bridge website at [www.autopartsbridge.com](http://www.autopartsbridge.com).
- 2 Click the **Dealerships enter here** button on the website.
- 3 Type your user name in the **Username** field.
- 4 Type your password in the **Password** field.
- 5 Click the **Log On** button or press the **Enter** key.

To log off from Auto PartsBridge, click the **Log Off** button on the navigation bar.

## Configure settings

When you log onto Auto PartsBridge for the first time, you will need to complete the Configuration Wizard to configure the settings for your Dealership.

For Administrators to set up Auto PartsBridge complete each step of the Wizard:

- 1 **Introduction:** View the Welcome window and click the **Next** button.
- 2 **End User Licence Agreement:** Read the EULA and privacy policy, select the required checkboxes and click the **Next** button.
- 3 **Company Profile:** Confirm your company details and edit the details if required. Click the drop-down menu in the **Time Zone** field and select your time zone. Click the **Next** button.

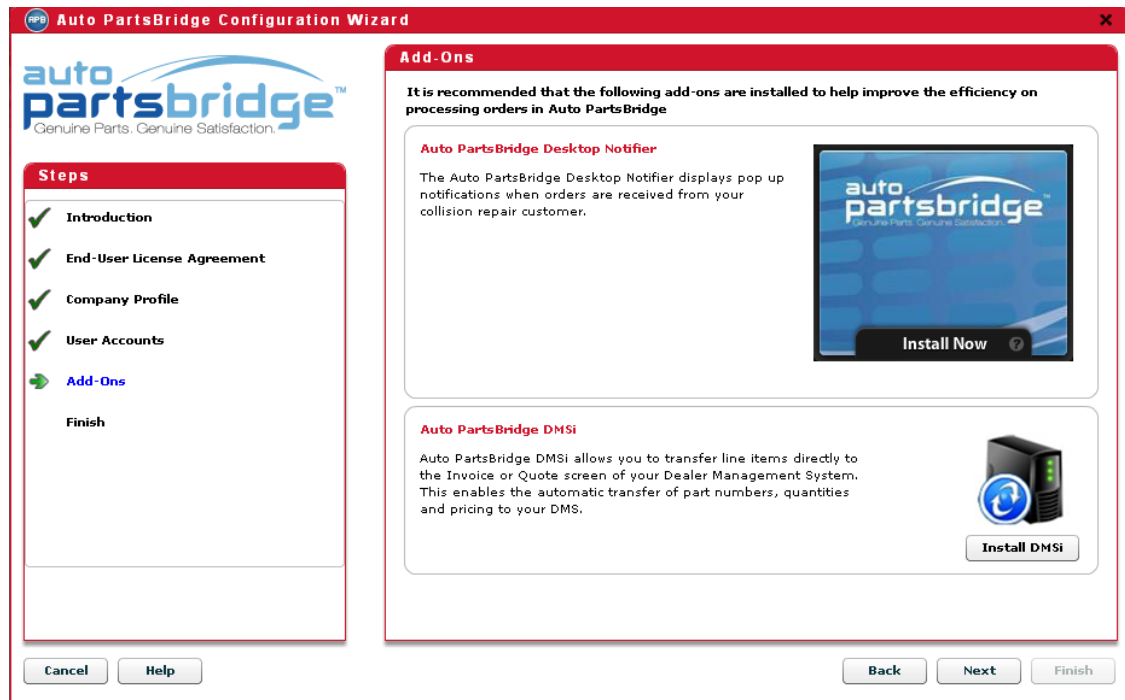
The screenshot shows the 'Auto PartsBridge Configuration Wizard' window. The title bar reads 'Auto PartsBridge Configuration Wizard'. The main window is divided into two panes. The left pane, titled 'Steps', shows a progress list: 'Introduction' (checked), 'End-User License Agreement' (checked), 'Company Profile' (active, indicated by a blue arrow), 'User Accounts', 'Add-Ons', and 'Finish'. The right pane, titled 'Company Profile', contains two sections: 'Company Details' and 'Address Details'. The 'Company Details' section has fields for 'Dealer Code' (Training0101) and 'Company Name' (Infomedia Training). The 'Address Details' section has fields for 'Street' (357 - 373 Warringah Road), 'Suburb/City' (Frenchs Forest), 'State/Province' (NSW), 'Postal Code/ZIP' (2086), 'Company Email' (whead@infomedia.com.au), 'Phone Number' (61294541500), 'Fax Number' (61294541888), 'Country' (United States), and 'Time Zone' (New Jersey (GMT-05:00)). At the bottom of the window are buttons for 'Cancel', 'Help', 'Back', 'Next', and 'Finish'.

- 4 **User Accounts:** Additional user accounts can be setup, if required. Type the new user details and click the **Create User Account** button. Then, click the **Next** button.

- 5 **Add-Ons:** There are two add-ons that can be installed; the Desktop Notifier and Auto PartsBridge DMSi.

The Desktop Notifier allows you to monitor activities and transactions as they occur in Auto PartsBridge. Click **Install Now** and follow the prompts to install the Desktop Notifier. Then, type your details into the Desktop Notifier window. For more information, refer to the Desktop Notification System Flyer.

The Auto PartsBridge DMSi allows you to transfer orders to your Dealer Management System. Click **Install DMSi** and follow the prompts to install Auto PartsBridge DMSi. For more information, refer to the Auto PartsBridge – DMS Integration Flyer. Then click the **Next** button.



- 6 **Finish:** Click the **Finish** button to complete the Configuration Wizard.

You may now start using Auto PartsBridge.

**Note:** Non-Administrators will only need to complete the End User Licence Agreement step of the Configuration Wizard.

## Modify settings

After you have initially logged on to Auto PartsBridge and set up the Configuration Wizard, you can modify the configuration settings in the Settings window. You can modify details in the Company Profile, User Accounts and Customer Accounts windows. In addition, you can install Add-Ons like the Desktop Notifier or AutoPartsBridge DMSi to improve efficiencies in your Dealership.

To add additional user accounts within the dealership:

- 1 Click the **Settings** button on the navigation bar.
- 2 Click the **User Accounts** tab.
- 3 Type the user account details in the appropriate fields.
- 4 Click the **Create User Account** button.

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

- First Name: \* Chet
- Phone: \* 99880077
- Last Name: \* Creamer
- Username: \* chet
- Email: \* ccreamer@infomedia.com
- Password: \* \*\*\*\*
- Is Administrator:


A red asterisk indicates that the fields marked with \* are required. A red box highlights the 'Create User Account' button. Below the form is a table titled 'Current Users' with the following data:

First Name	Last Name	Username	Phone	Email	Administrator	Edit	Delete
Training	Non Admin	trainapb0	61294541500	whead@infomedia.com.au	No		
Warren	Head	trainapb		whead@infomedia.com.au	Yes		

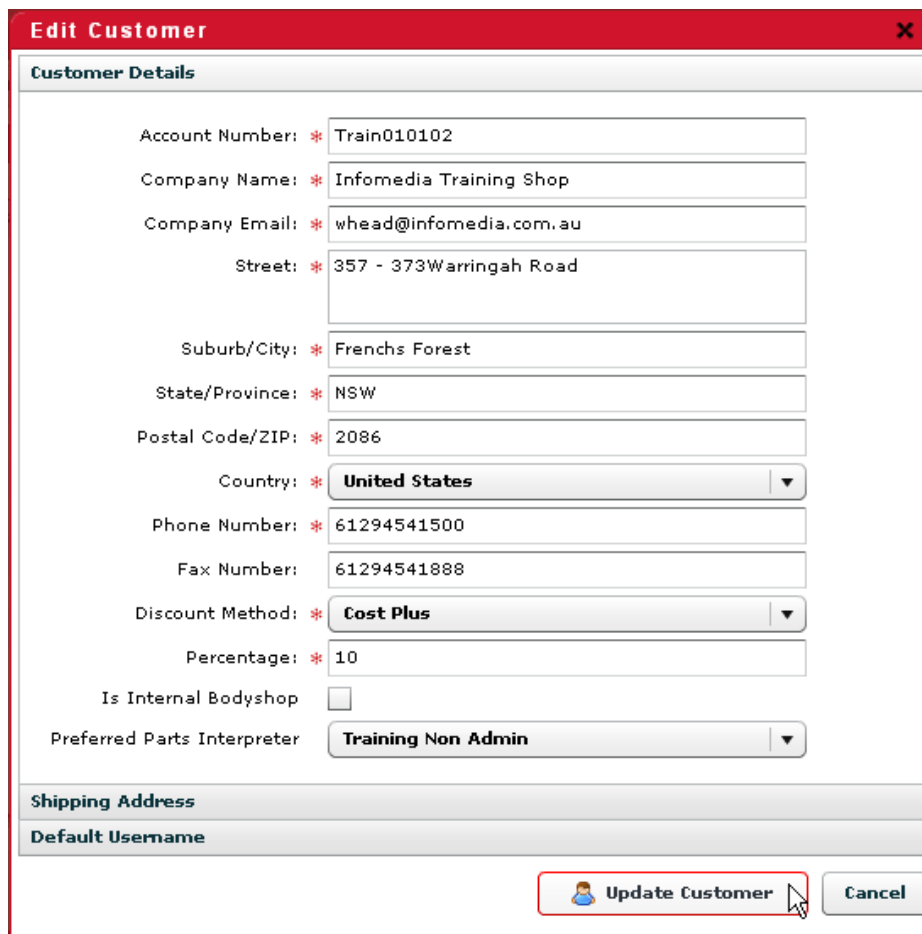
A 'Close' button is located at the bottom right of the window.

- 5 Click the **Close** button.

To adjust settings in customer accounts:

- 1 Click the **Customer Accounts** tab.
- 2 Click the **Edit** icon  for the required customer.
- 3 Select the **Discount MSRP** or **Cost Plus** from the **Discount Method** drop-down menu. This discount method will be applied to this customer account.
- 4 Adjust the **Percentage** field if required.
- 5 Edit any other customer details.
- 6 Click the **Update Customer** button.

The modified details will be saved.



**Edit Customer** [X]

**Customer Details**

Account Number: \* Train010102

Company Name: \* Infomedia Training Shop

Company Email: \* whead@infomedia.com.au

Street: \* 357 - 373 Warringah Road

Suburb/City: \* Frenchs Forest

State/Province: \* NSW

Postal Code/ZIP: \* 2086

Country: \* **United States** ▼

Phone Number: \* 61294541500

Fax Number: 61294541888

Discount Method: \* **Cost Plus** ▼



Percentage: \* 10

Is Internal Bodyshop

Preferred Parts Interpreter **Training Non Admin** ▼

**Shipping Address**

**Default Username**

 **Update Customer** 

**Note:** Non-Administrators will have the Company Profile tab only.

## Processing an order

The orders received from the body shop are displayed in the Active Orders folder. Each order consists of OEM parts only, aftermarket parts only or a combination of both OEM and aftermarket parts. To process an order the parts of the estimate must be validated, the OEM parts are ordered and a quote can be provided for the OEM equivalent of the aftermarket parts.

When processing orders, the following steps can be performed:

- Validate parts
- Add new parts
- Provide a quote
- Send parts to the DMS

## Validate parts

When a new order or request for a quote is received from the body shop, an email notification will be sent to your assigned email address. The first step in processing an order is to validate the parts.

There are two processes used to validate parts:

- Automatic validation
- Manual validation

### Validate parts automatically

The automatic validation process uses the invalid part number to perform a manufacturer part code (PNC) lookup against the Vehicle Identification Number (VIN). The search results are returned and suggested part numbers will be displayed for each unmatched part number (if available).

To validate parts automatically:

- 1 Select the estimate you wish to process.
- 2 Click the **Open** button on the required estimate.

The order will be opened and the parts that match part numbers in the Electronic Parts Catalog (EPC) will be automatically validated. The matched part numbers will be displayed at the bottom of the screen. The unmatched part numbers will be displayed at the top of the screen.

Status	Date	Customer #	Customer Name	PO/RO #	Vehicle	VIN	Estimate #	Open
New Order	08/07/2008 1:45 AM	11254	Warren Collision Repairs		Rav4	JTMBK32V875036643	16BD44C0-8E59-499A-ACE4-212015E211E8	Open
New Order	08/07/2008 1:46 AM	11255	Warren Collision Repairs		Corolla	1NXBR32E34Z241828	57637938-3E88-4DEE-8B9B-DE26A3586883	Open

- 3 In the Unmatched Parts list, click the **Find** button on an unmatched part.

The suggested matching parts will be displayed, if available.

- 4 To correct an unmatched part number:

- Click the **Select** button to move this part number to the Matched Parts list.
- Click the **View** button to go directly to the part in the EPC for confirmation.

Find Parts
✕

Auto PartsBridge was unable to find a match to the part from the Estimate. Below is a list of suggested matches for this part.

Catalogue	Camry - SXV20,MCV20 (NAP) (9607-0107)
Build Date	8/2000
Grade	LE: LE TYPE
Paint Code	1B2: ANTIQUE SAGE PEARL
Trim Code	FB49: OAK CLOTH

**Original Estimate Part:**

Line #	OEM Part Number	Non-OEM Part Number	Description	Estimate MSRP	Toyota MSRP	Qty	EPC
10	9091646132		Liner, Fender	100.12		1	Browse

**Suggested Matching Parts:**

#	OEM Part Number	Description	Toyota MSRP	Qty	EPC	Select
1	9091646187	FENDER LINER	95.12	1	View	Select
2	9091646923	FENDER LINER	95.12	1	View	Select
3	90916AA020	FENDER LINER	95.12	1	View	Select

Cancel

## Validate parts manually

The EPC will only provide part number recommendations for OEM equivalent part numbers. If the automatic validation process does not display part number suggestions for the unmatched parts, the parts must be validated manually in the EPC.

The sections and illustrations of the EPC can be navigated using the pictorial index, known as the Graphic Index, or the text-based drop-down menus located at the top of the screen.

### To validate parts manually:

- 1 Click the **Find** button on the unmatched part.

The EPC will be displayed.

Unmatched Parts						
#	Part Type	OEM Part Number	Non OEM Part Number	Description	Qty	Find Part
5	OEM Part	MULTIPART		Clip,Frt Bumper	1	<input type="button" value="Find"/>

- 2 Navigate through the Graphic Index to locate the OEM equivalent part.

For more information on finding parts, refer to the **Add new parts** section of this Guide.

- 3 Click the callout in the illustration

The part details will be displayed.

Vehicle: Solara - ACV30,MCV31 (0307- ) (286420) VIN: 4T1CE30P14U886580

(5) Body (53.01) RADIATOR GRILLE (0307-);

Parts Search

Description Part Number PNC

Description	Section	Callout

Part Details

Description: GRILLE SUB-ASSY, RADIATOR  
 Part Number: 53111AA070 Callout: 53101  
 Comment: ACV30,MCV31..5F,5FC  
 From Date: 07/2003 To Date: 05/2006  
 List Price (ex. Tax) 129.77 Qty 1

REFER TO FIG 52-01  
 REFER TO FIG 52-01 (PNC 52161C)  
 53101  
 GRILLE SUB-ASSY, RADIATOR  
 REFER TO FIG 75-01 (PNC 75311)

- 4 Click the **Check Mark** icon  to add the part to the order.

The part will be added to the order as a valid part number and the existing genuine (OEM) and aftermarket (AM) indicators will be retained in the **Part Type** field.

- ▶ **Tip:** To show or hide vehicle details, click the **Vehicle Information** button. To show or hide order details, click the **Order Information** button.

## View or add labor items

Some estimates contain labor items that can be displayed and listed in an order. By viewing labor items, you may identify additional parts for the repair, for example, for a remove and refit operation. The additional parts can be located in the EPC and added to the order.

To view the labor items and add additional parts to the order:

- 1 Click the **Show entire estimate** checkbox in the center of the screen.

The labor items will be displayed.

Unmatched Parts							
#	Part Type	OEM Part Number	Non OEM Part Number	Description	Qty	Find Part	Labor Items
2	Labor	REFINISH		Cover,Front Bumper	1	Find	Add to Order
3	Labor	REPAIR		Fender,Front LT	1	Find	Add to Order
6	PAS	SUBLET REPAIR		HAZARD. WSTE. REM.	1	Find	

Matched Parts													
<input checked="" type="radio"/> View All Parts <input type="radio"/> View Active Parts <input checked="" type="checkbox"/> Show entire estimate													
#	PR	Part Type	Part Number	Description	Qty	Estimate MSRP	Toyota MSRP	Funds Earned	Cost	Sale Price	Profit %	EPC	Status
1	TM	OEM Part	5211902915 (5211902915)	COVER, FRONT BUMPER (Cover,Front Bumper)	1	\$201.24	\$201.24	\$0.00	120.99	201.24	39.88%	View	Order
5	TM	OEM Part	5387602090 (5387602090)	LINER, FRONT FENDER, LH (Skirt,Inner Fender LT)	1	\$83.25	\$83.25	\$0.00	50.05	83.25	39.88%	View	Order

- 2 If you wish to add additional parts to the order, click the **Add to Order** button.
- 3 Then, click the **Find** button to locate and add the correct OEM part number in the EPC.

For more information on finding parts, refer to the Add new parts section of this Guide.

Unmatched Parts							
#	Part Type	OEM Part Number	Non OEM Part Number	Description	Qty	Find Part	Labor Items
2	Labor	REFINISH		Cover,Front Bumper	1	Find	Add to Order
3	Labor	REPAIR		Fender,Front LT	1	Find	Add to Order
6	PAS	SUBLET REPAIR		HAZARD. WSTE. REM.	1	Find	

- ▶ **Tip:** To add a note, click the **Order Notes** button, type the note and click the **OK** button.

## Add new parts

Additional parts that were not in the original estimate can be added to the order. Click the Add Parts button in the Order screen to display the EPC and navigate through the Graphic Index or search for the part.

To locate parts, use one of the following methods:

- Use the Graphic Index to locate parts graphically
- Use the search feature in the Parts Search panel

## 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 the **Add Parts** button in the Order screen.

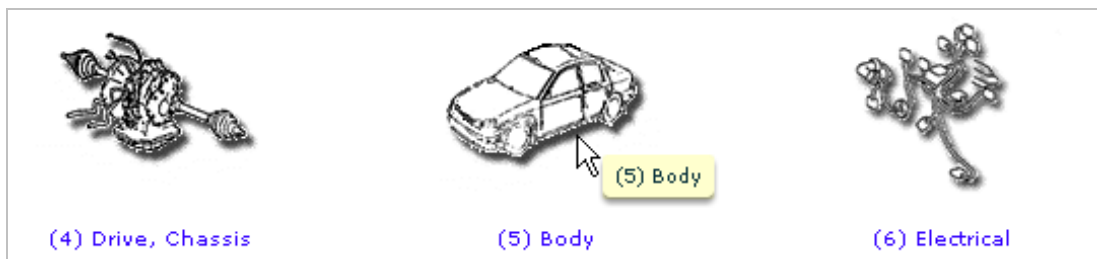
Matched Parts													
<input checked="" type="radio"/> View All Parts <input type="radio"/> View Active Parts <input type="checkbox"/> Show entire estimate													
#	PR	Part Type	Part Number	Description	Qty	Estimate MSRP	Toyota MSRP	Funds Earned	Cost	Sale Price	Profit %	EPC	Status
4	TM	OEM Part	5215942906 (5215942906)	COVER, REAR BUMPER (Cover,Rear Bumper)	1	\$247.88	\$247.88	\$0.00	149.03	247.88	39.88%	<a href="#">View</a>	<a href="#">Order</a>
6	TM	OEM Part	5256342021 (5256342021)	RETAINER, REAR BUMPER, UPPER LH (Retainer,Rear Bumper LT)	1	\$19.58	\$19.58	\$0.00	11.77	19.58	39.89%	<a href="#">View</a>	<a href="#">Order</a>
7	TM	OEM	5256242041	RETAINER, REAR BUMPER, UPPER	1	\$19.58	\$19.58	\$0.00	11.77	19.58	39.89%	<a href="#">View</a>	<a href="#">Order</a>

Totals				Actions			
Additional Parts:	Not Allowed	Total:	\$367.95	<a href="#">Add Parts</a>	<a href="#">Save Order</a>	<a href="#">Send to DMS</a>	
Funds Earned:	\$0.00	Cost:	\$221.21	<a href="#">Print Order</a>	<a href="#">Archive Order</a>	<a href="#">Send Quote</a>	
Gross Amount:	\$146.74	Gross %:	39.88%				

- 2 Click the required major section.

The corresponding minor sections will be displayed.



- 3 Click the required minor section.

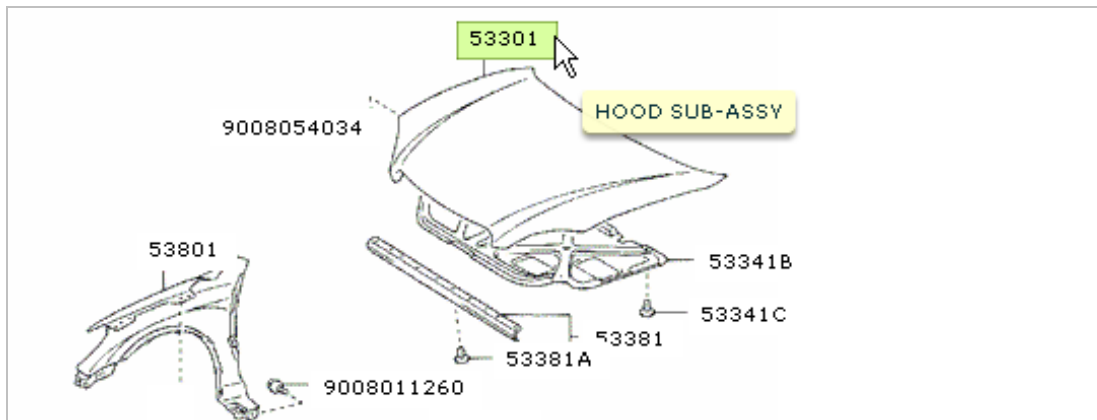
The corresponding illustration will be displayed.

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

- 4 Click the callout in the illustration.

The part details will be displayed.

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



- 5 Click the **Check Mark** icon to add the part to the order.

**Part Details**

**Description:** HOOD SUB-ASSY

**Part Number:** 5330102110      **Callout:** 53301

**Comment:** ZZE130..NAP..4FC;ZZE130..NAP..5F..USA;ZZE...

**From Date:** 01/2002      **To Date:**

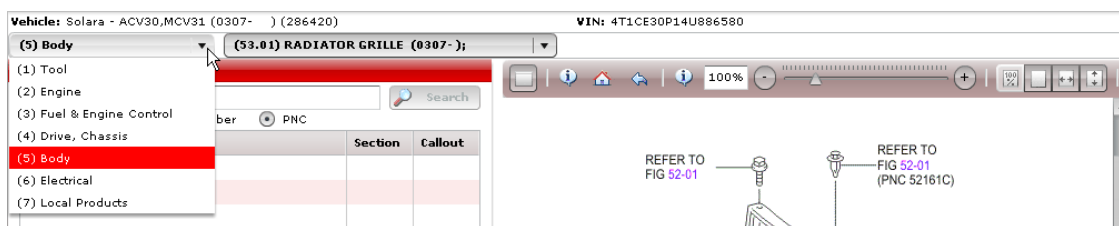
**Cost Price** 171.05    **Qty**

- 6 To return to the order, click the **Left Arrow** icon .

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

To close the screen at anytime, click the **Close** icon  at the top of each screen.

The drop-down menus can also be used to navigate the sections and illustrations.



## Search for parts

The Parts Search panel allows you to search for parts using a variety of search types including the description. The manufacturer part code or part number can also be used to locate parts.

### To search for parts:

1. Type the search criteria in the search field.
2. Select the search type. For example, description.
3. Click the **Search** button.

The search results will be displayed.

4. Click on the required part.

The illustration 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.

The screenshot shows a 'Parts Search' window with a search bar containing 'hood' and a 'Search' button. Below the search bar are three radio buttons: 'Description' (selected), 'Part Number', and 'PNC'. A table displays 21 results with columns for 'Description', 'Section', and 'Callout'. The row for 'HOOD SUB-ASSY' is highlighted in red, and a mouse cursor is pointing at it.

Description	Section	Callout
CUSHION, HOOD, CENTER	5201	53384C
SEAL, HOOD TO FRONT END PANEL	5201	53395E
SEAL, HOOD TO RADIATOR SUPPORT	5302	53381
INSULATOR, HOOD	5302	53341B
<b>HOOD SUB-ASSY</b>	<b>5302</b>	<b>53301</b>
PAD, HOOD HINGE, NO.1, T=0.5	5303	53497
HOLDER, HOOD STAY	5303	53452
SPRING, TENSION (FOR HOOD LOCK), WD=1.2,	5303	53510A
SPRING, TENSION (FOR HOOD LOCK), WD=0.9,	5303	53510A
HINGE ASSY, HOOD, LH	5303	53420
PAD, HOOD HINGE, NO.1, T=2.0	5303	53497
CABLE ASSY, HOOD LOCK CONTROL	5303	53630
SUPPORT ASSY, HOOD, LH	5303	53450A
HINGE ASSY, HOOD, RH	5303	53410
SPRING, TENSION (FOR HOOD LOCK), WD=1.6,	5303	53510A

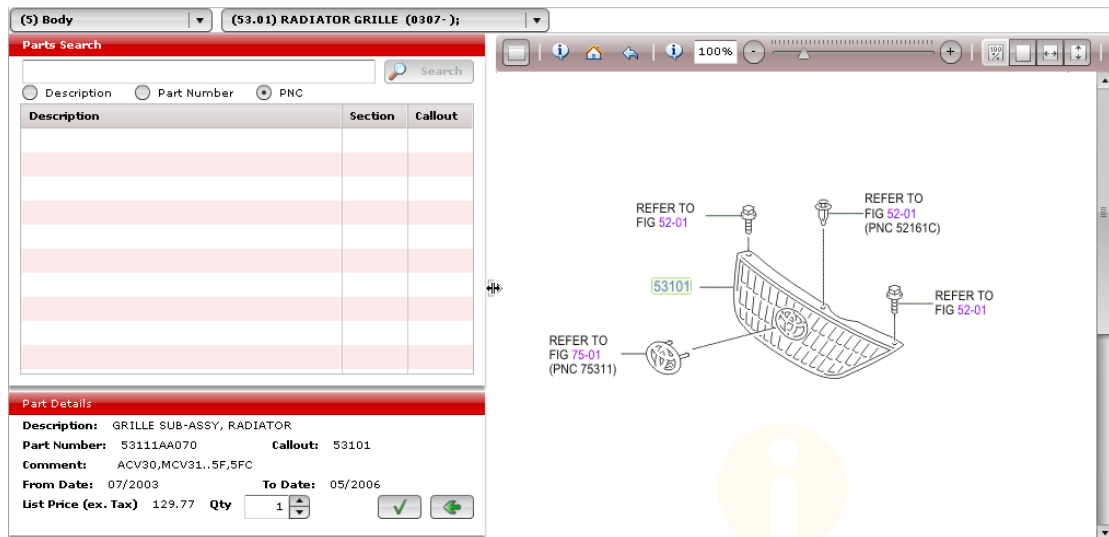
5. Click the **Check Mark** icon to add the part to the order.

- ▶ **Tip:** If additional parts are allowed by the body shop it will be indicated in the **Order** screen.

## Adjust the illustration display

The following options are available to view more of an illustration:

- Use the vertical scroll bar on the right of the illustration area to scroll top to bottom
- Use the horizontal scroll bar on the bottom of the illustration area to scroll left to right
- Use the vertical slide bar on the left of the illustration to slide the bar to the left or right.



The icons on the toolbar can be used to adjust and print the illustration:



**Actual Size** sets the illustration size to 100%



**Fit Page** adjusts the illustration to fit the screen



**Fit Width** sets the illustration to the width of the screen



**Fit Height** sets the illustration to the height of the screen



**Print Image** prints the illustration



**Pan Image** allows you to move the illustration in all directions



**Pan and Zoom preview** allows you to preview the illustration

## Prepare a quote

Once the parts list is valid and complete, a quote for the OEM equivalent of the aftermarket parts can be sent to the body shop.

To prepare a quote for the body shop:

- 1 Identify the aftermarket parts to be quoted against.

The OEM parts are displayed with an **Order** status. The aftermarket parts are displayed with a **Quote** status. You can select whether to view all parts or view active parts only.

- 2 Select the part you wish to quote.

The information displayed includes the following fields:

- **Estimate MSRP:** The Manufacturer Suggested Retail Price from the estimate.
- **Toyota MSRP:** The Manufacturer Suggested Retail Price from the manufacturer price file in the EPC.
- **Cost:** The dealers purchase price from the manufacturer.
- **Sale Price:** The amount the dealer will sell the part for.
- **Profit:** The % of profit based on the sale price.

- 3 Change the sale price for the part in the **Sale Price** field.

The profit will be re-displayed.

Matched Parts													
<input checked="" type="radio"/> View All Parts <input type="radio"/> View Active Parts <input type="checkbox"/> Show entire estimate													
#	PR	Part Type	Part Number	Description	Qty	Estimate MSRP	Toyota MSRP	Funds Earned	Cost	Sale Price	Profit %	EPC	Status
1	TM	OEM Part	5211902915 (5211902915)	COVER, FRONT BUMPER (Cover,Front Bumper)	1	\$201.24	\$201.24	\$0.00	120.99	201.24	39.88%	View	Quote
5	TM	OEM Part	5387602090 (5387602090)	LINER, FRONT FENDER, LH (Skirt,Inner Fender LT)	1	\$83.25	\$83.25	\$0.00	50.05	83.25	39.88%	View	Order

- 4 Continue to change the sale price for each aftermarket part type.

Additional information is displayed in totals.

- 5 Once the quote is complete, click the **Send Quote** button.

An email notification will be sent to the body shop confirming a quote has been sent via Auto PartsBrige.

- ▶ **Tip:** The PR column indicates that the part is eligible for rebate under the Toyota wholesale program.

## Send to the Dealer Management System

Auto PartsBridge has the ability to send orders directly to the Dealer Management System (DMS).

To send an order to the DMS:

- 1 Select the order you wish to finalize.
- 2 Click the **Open** button in the **Orders** screen.
- 3 View the order.
- 4 Click the **Send to DMS** button.

If your DMS application is not running, you will be prompted to launch the application.

Matched Parts													
<input checked="" type="radio"/> View All Parts <input type="radio"/> View Active Parts <input type="checkbox"/> Show entire estimate													
#	PR	Part Type	Part Number	Description	Qty	Estimate MSRP	Toyota MSRP	Funds Earned	Cost	Sale Price	Profit %	EPC	Status
4	TM	OEM Part	5215942906 (5215942906)	COVER, REAR BUMPER (Cover,Rear Bumper)	1	\$247.88	\$247.88	\$0.00	149.03	247.88	39.88%	View	Order
6	TM	OEM Part	5256342021 (5256342021)	RETAINER, REAR BUMPER, UPPER LH (Retainer,Rear Bumper LT)	1	\$19.58	\$19.58	\$0.00	11.77	19.58	39.89%	View	Order
7	TM	OEM Part	5256242041 (5256242041)	RETAINER, REAR BUMPER, UPPER RH (Retainer,Rear Bumper RT)	1	\$19.58	\$19.58	\$0.00	11.77	19.58	39.89%	View	Order
8	TM	OEM	5259242060	SEAL, REAR BUMPER SIDE, LH	1	\$39.10	\$39.10	\$0.00	23.5	39.1	39.90%	View	Order

Totals				Actions			
Additional Parts:	Not Allowed	Total:	\$367.95	Add Parts	Save Order	Send to DMS	
Funds Earned:	\$0.00	Cost:	\$221.21	Print Order	Archive Order	Send Quote	
Gross Amount:	\$146.74	Gross %:	39.88%				

- 5 The DMS screen and the Infomedia DMSi Transfer List window will be displayed. The Transfer List window contains all the parts that are on the Order List.

To transfer parts to the DMS there are two options:

- **Line by Line Transfer:** Select a part in the list and click **> Transfer** to transfer the part.
- **Batch Transfer:** Click **>> Transfer All** to transfer all parts that are in the Transfer List.

Item	Quantity	Price
5310160270	1	\$287.82
8155060690	1	\$146.65
1628250040	1	\$6.00







- 6 Type the invoice number from your DMS in the **Inv. #** field and click the **Apply** button. The parts displayed with a status of Order will be sent to the DMS.
- 7 Click the **OK** button to confirm.

The parts displayed with a status of Order will now be marked as Invoiced.

## Accessing and managing orders

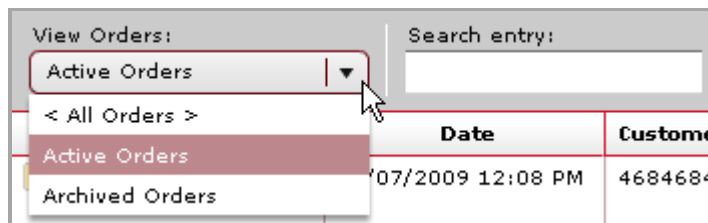
Orders can be viewed, saved, printed and archived. Orders can be accessed from the Orders button on the navigation bar.

Orders are organized based on their status such as new order or updated order.

Status	Description
 New Order	A new order received from the Body Shop.
 Updated Order	An updated order received from the Body Shop.
 Needs Action (Quote)	A quote that needs to be sent to the Body Shop.
 Needs Action (DMS)	An order that needs to be sent to the DMS.
 Quote Pending	A quote that is awaiting confirmation from the Body Shop.
 Archived	An order that has been archived.

Orders can be accessed from the following folders.

- **All Orders:** The All Orders option displays both active and archived orders.
- **Active Orders:** The Active Orders option contains active orders and/or quotes. The active orders contain a range of status from new order, to needs action or quote pending.
- **Archived Orders:** The Archived Orders option contains orders that are closed and have been archived.



- ▶ **Tip:** You can return to the Order screen at anytime by clicking the **Order** button on the navigation bar.

## Print an order

Orders can be printed from the Order screen.

To print an order:

- 1 Select the order you wish to print.
- 2 Click the **Open** button in the **Orders** screen.
- 3 View the order.
- 4 Click the **Print** button.

The order will be printed.



## Save an order

Orders can be saved from the Order screen.

To save an order:

- 1 Select the order you wish to save.
- 2 Click the **Open** button in the **Orders** screen.
- 3 View the order.
- 4 Click the **Save** button.

The order will be saved and will be moved to **Active Orders**.

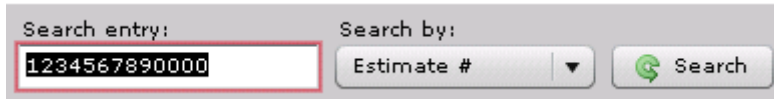


## Search for an order

Orders can be searched for in the Orders screen.

To search for an order:

- 1 Type the search criteria in the **Search entry** field.



The screenshot shows a search interface with two main sections: 'Search entry:' and 'Search by:'. The 'Search entry:' field contains the number '1234567890000' and is highlighted with a red border. The 'Search by:' dropdown menu is set to 'Estimate #' and has a downward arrow. To the right of the dropdown is a 'Search' button with a magnifying glass icon.

- 2 Select the search type in the **Search by** field. For example, estimate number.
- 3 Click the **Search** button.

The search results will be displayed.

## Archive an order

Orders can be archived once finalized.

To archive an order:

- 1 Click the **Open** button in the **Orders** screen.
- 2 Confirm you wish to archive the order.
- 3 Click **Archive Order** button in the Order screen.

The order will be moved to **Archived Orders**.



To re-activate an archived order, click the **Re-open** button in the Orders screen.

## Managing reports

Auto PartsBridge allows you to create a range of reports.

The types of reports that can be created are:

- Compensations
- Invoices
- Missed Opportunities

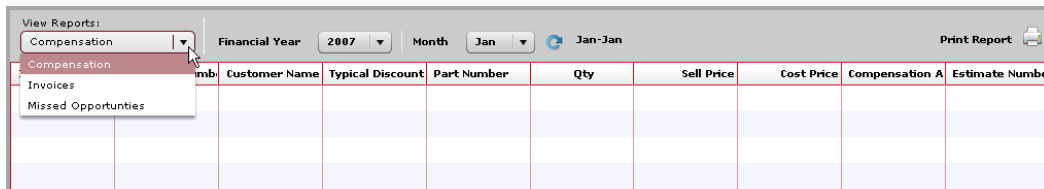
### Create a report


To create a report:

- 1 Click the **Reports** button on the navigation bar.



- 2 Select the type of report.



- 3 Select the parameters for the report.
- 4 Click the **Create report** icon  to generate the report.

The report will be displayed.

- ▶ **Tip:** Click the **Print Report** button  to print the report.

### Disclaimer

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