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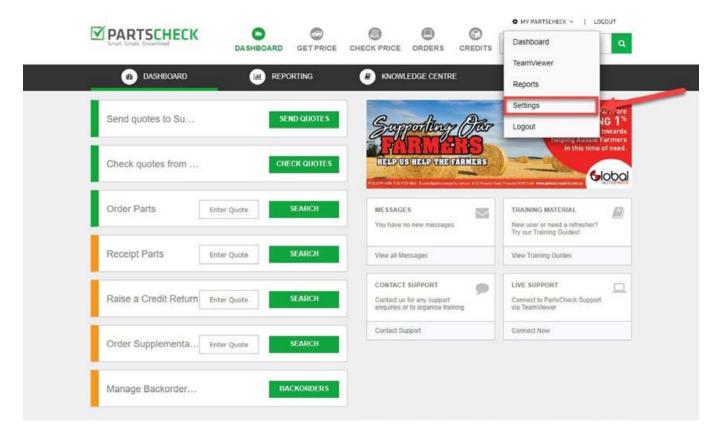
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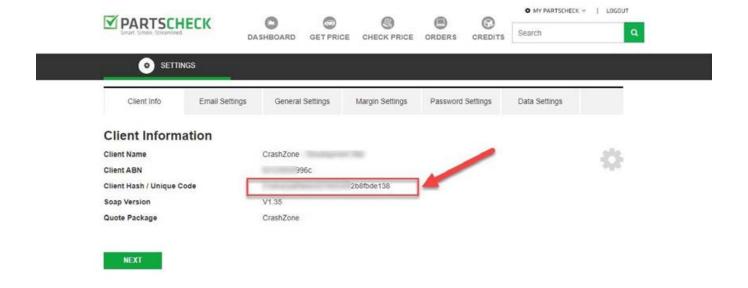


Copy PartsCheck Hash ID

- Login to PartsCheck: www.partscheck.com.au
- Choose My PartsCheck Settings



· Copy the Hash ID







Crashzone Email Settings

- Login to Crashzone www.crashzone.com.au
- Choose Settings



Check your Crashzone email settings are correct
 Note: If you do not have a Crashzone email, please contact Crashzone support at

<u>support@crashzone.com.au</u> to set one up for you.





I agree to the terms & conditions

Company Limited

Company ID

Trading Name

Address
PO Address
City
State
Postcode

ABN

Crashzone Setting

eg. Smith Family Trust Pty Ltd

7736

eg. Free Smash

(select country)

(Can not invoice without ABN)

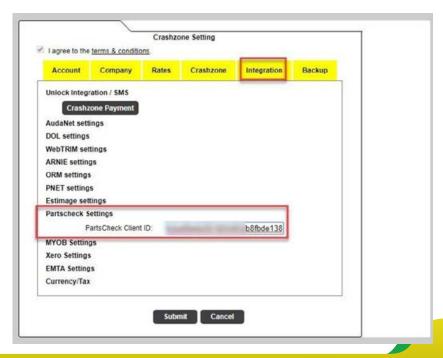


PartsCheck Settings and Hash ID

• While in Settings, click on the Company Tab, then make sure the box next to Parts Order is ticked.

Fax Mobile Email partscheckTest@crashzone.com.au Repairer licence No Choice List Default ▼ Show Note ✓ AutoText ✓ Show Timer Parts Order Show Claim: Detail Invoice: Company Letterhead: Left ® Center Right JPG Blank Email: partscheckTest@crashzone.com.au Submit Cancel

• Now go to the Integration Tab, click on PartsCheck Settings and paste in the Hash ID

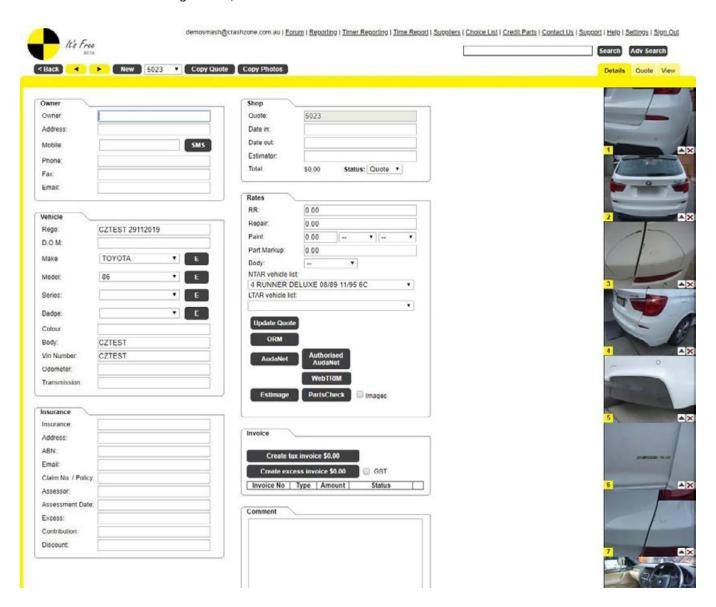






Filling in Vehicle Details

• Add the vehicle details such as registration, make and VIN number etc as normal.

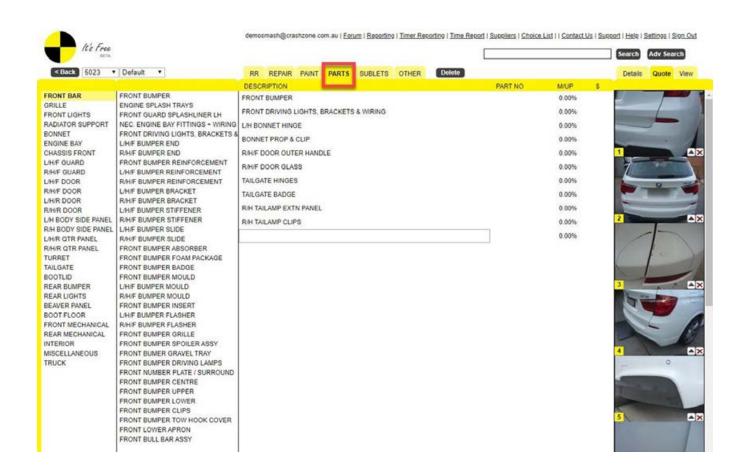






Filling in Parts List

• Click on the Parts Tab and start filling in the parts that you require for the job.



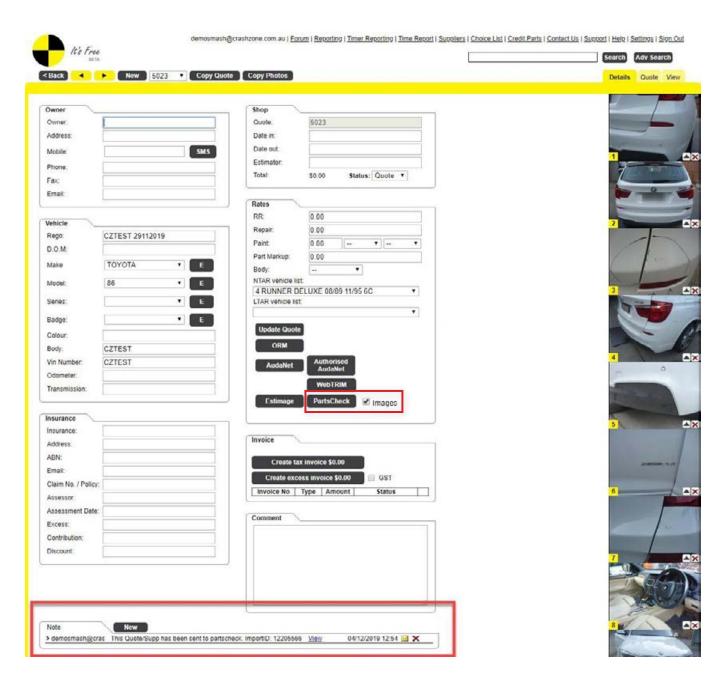




Sending Quote to PartsCheck

• Go back to the Details Tab once finished filling in parts, click on the PartsCheck button as below, ticking the images box if you wish to send photos across.

Note: The Notes section underneath will keep track of what actions have been made with the job. You can also add a new note here if required.

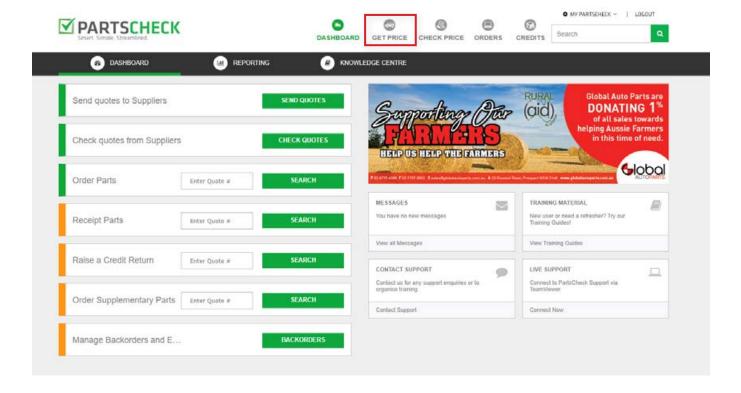




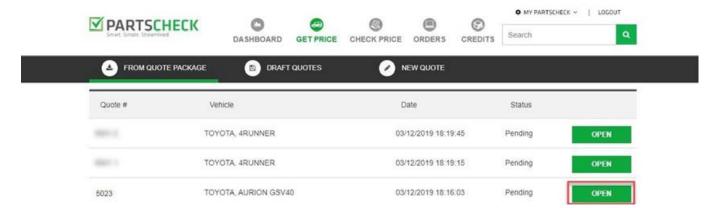


Get Price in PartsCheck

• Log in to PartsCheck and click on the Get Price screen.



• Find the quote you are working on and click open.

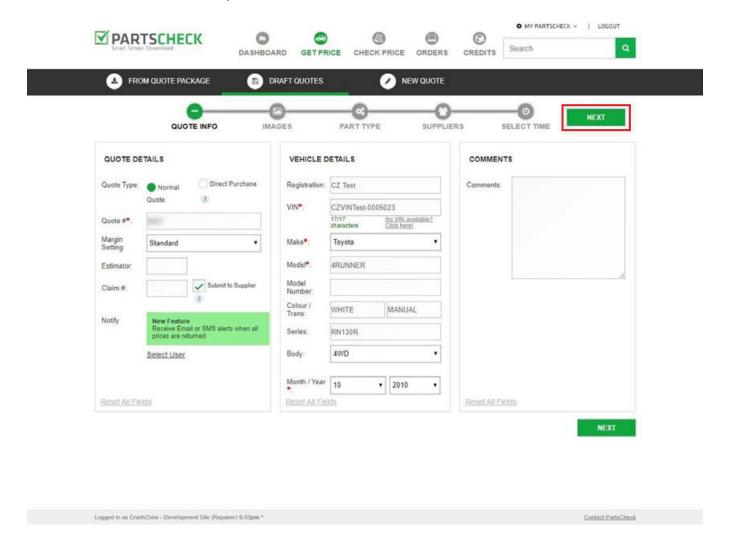






Get Price in PartsCheck (cont.)

• Make sure the vehicle details are correct, then click next

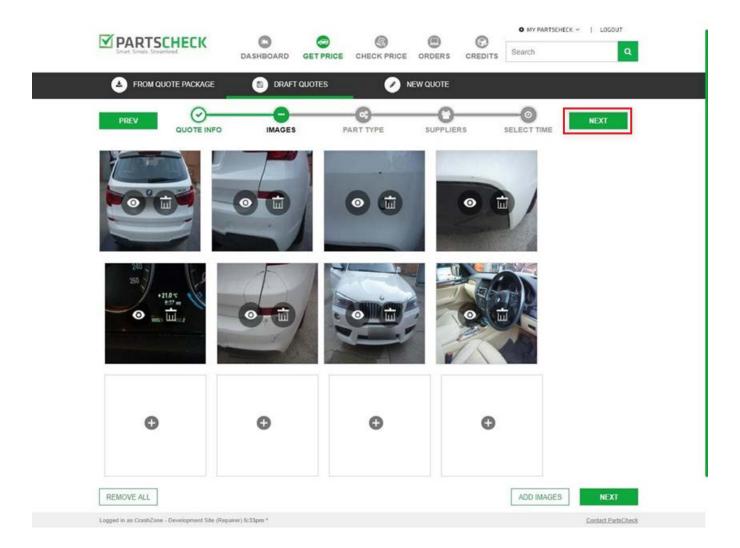






Get Price in PartsCheck (cont.)

• The Images Tab will show the images that have come across from Crashzone. You can also add any additional photos by clicking the + icon. Click Next.

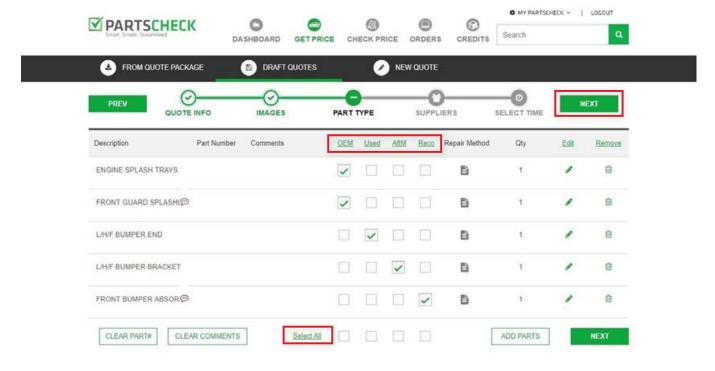




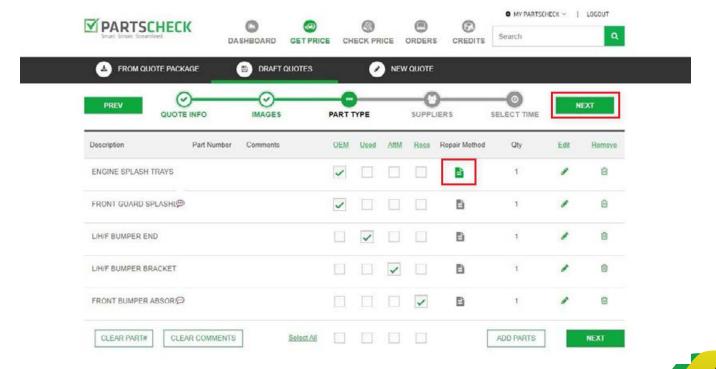


Get Price in PartsCheck (cont.)

• The Part Type screen allows you to make selections on which part you would like quoted by which type of supplier. You can choose between OEM, Used, Aftermarket or Reconditioned suppliers. To select all parts for each category click on each green category heading and this will tick all boxes. Click on the Select All button to select quotes from all categories for each part.



• You can also ask for a Repair Method from a dealer if required by clicking the document icon next to the part. Click Next to continue.

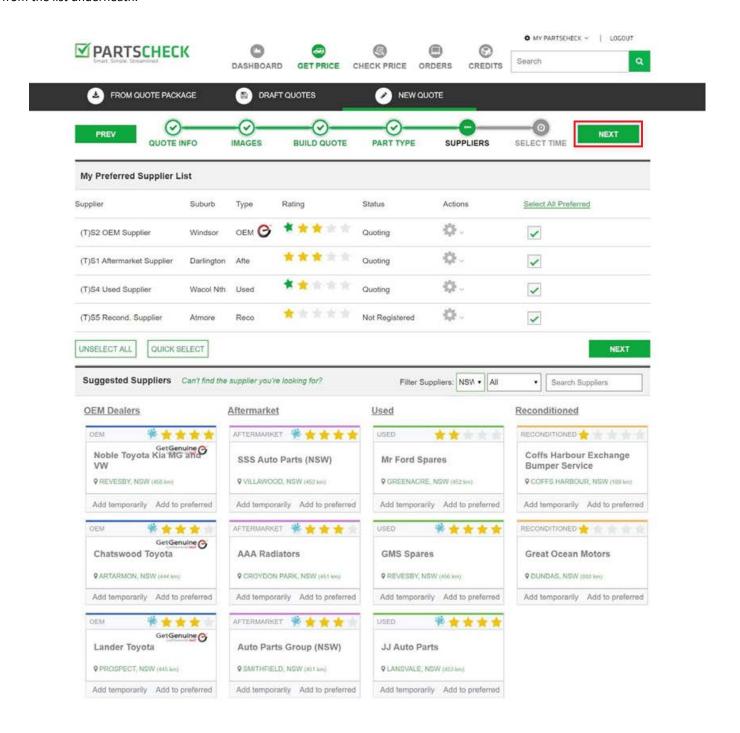




Get Price in PartsCheck (cont.)

• On this screen you can choose the suppliers you would like quotes from. Click Next to continue.

Please Note: PartsCheck staff will set up your preferred supplier list. You can remove and add any others at any time by selecting from the list underneath.

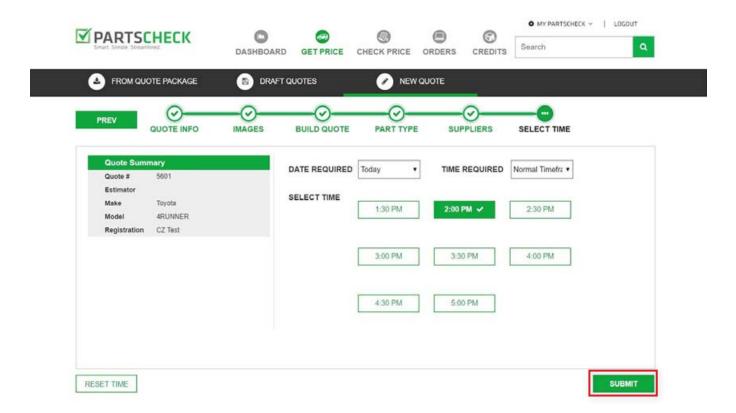






Get Price in PartsCheck (cont.)

• Select the time which you require the quote back by, then hit Submit.

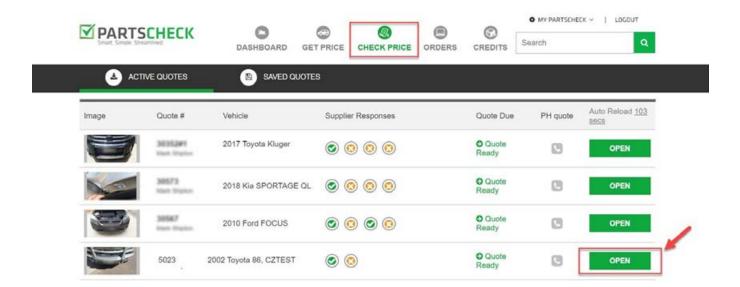






Check Price in PartsCheck

• The Check Price screen will show you when the quote is ready to be viewed. Click Open the job you are working on.

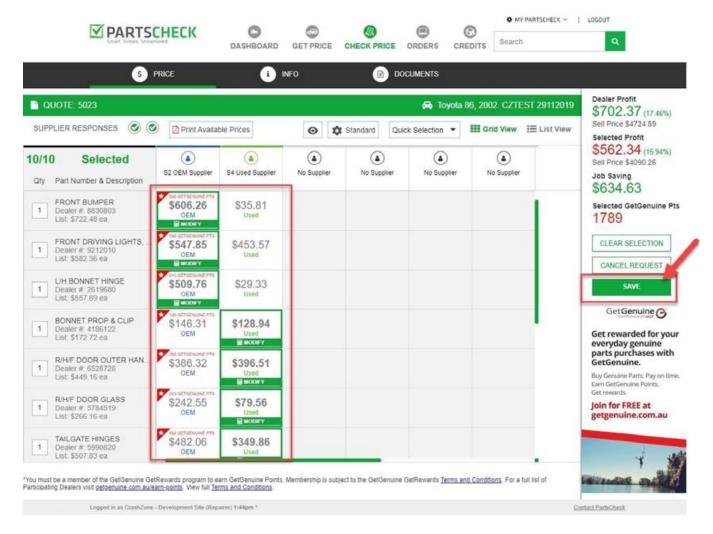






Check Price in PartsCheck (cont.)

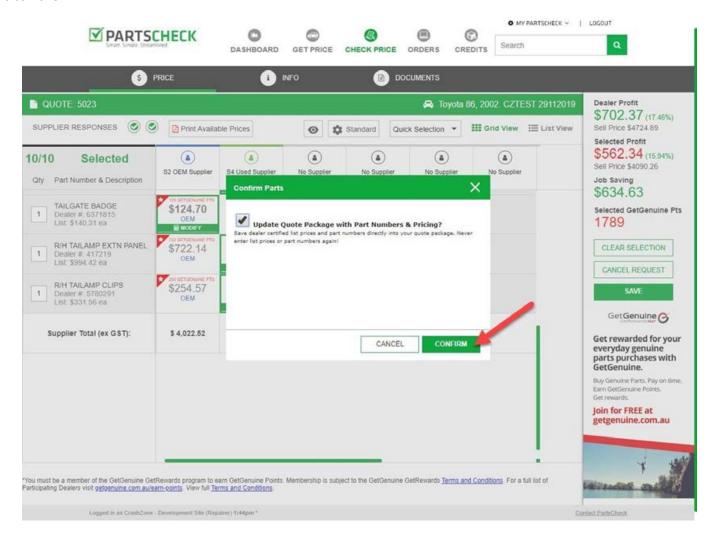
• Here you can make your selections based on the best profit margins with PartsCheck's built in profit calculator. Please Note: PartsCheck can help with your Mark Up Settings depending on what type of work you do.





Check Price in PartsCheck (cont.)

• Once you are happy with your selections, hit Save. It will then ask you to confirm you wish to update information back into Crashzone.

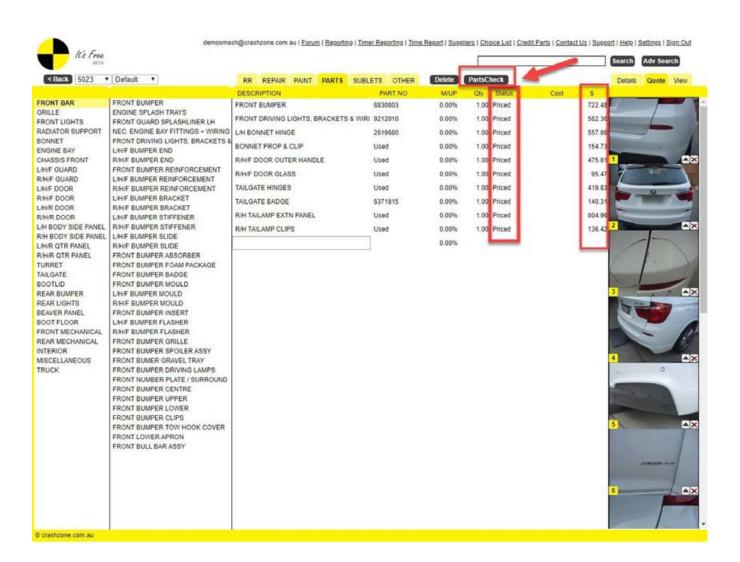






Updating Information in Crashzone

• Open up Crashzone, with the Parts Tab selected, click on the PartsCheck button to bring back the information. You will now see the information including Part Numbers and Pricing has been updated.

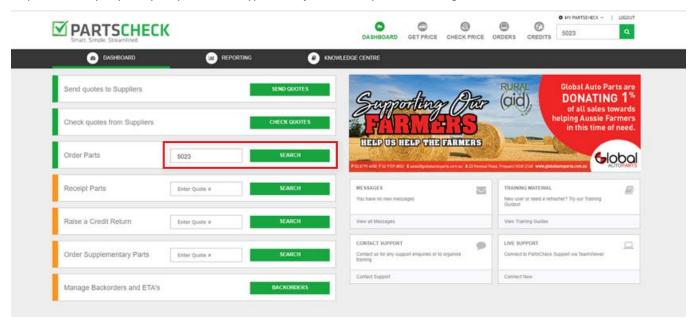




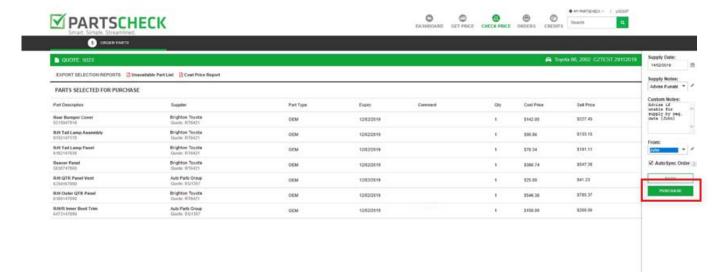


Placing an Order in PartsCheck

• When you are ready to place your parts order, type in the job number you are working on in the Order Parts window.



• Click on Purchase and you will be asked to confirm you would like to purchase the items. Click OK.

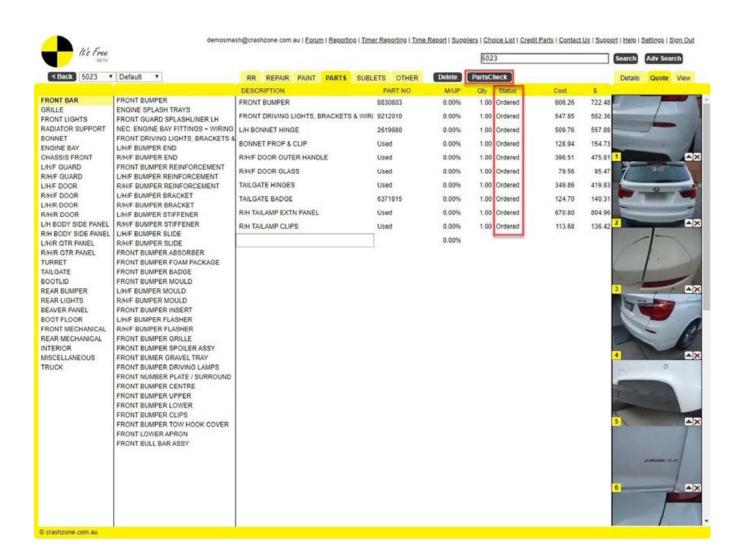






Updating Order Status

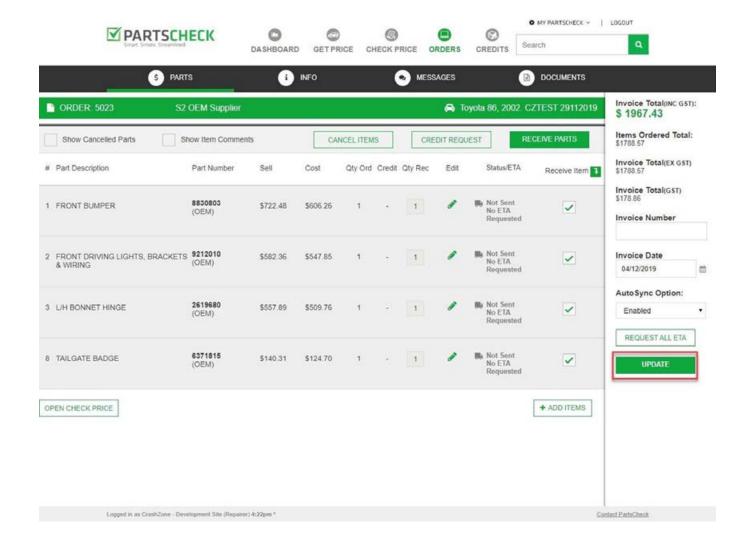
• Now if you go back to Crashzone and click the PartsCheck button again, the status will change from Priced to Ordered.





Receiving in PartsCheck

• Once your items have been delivered, you can then go and receive them in PartsCheck. Open the job you are working on by clicking on the Orders tab, or simply search the job number. Select which parts you would like to receive then click update.

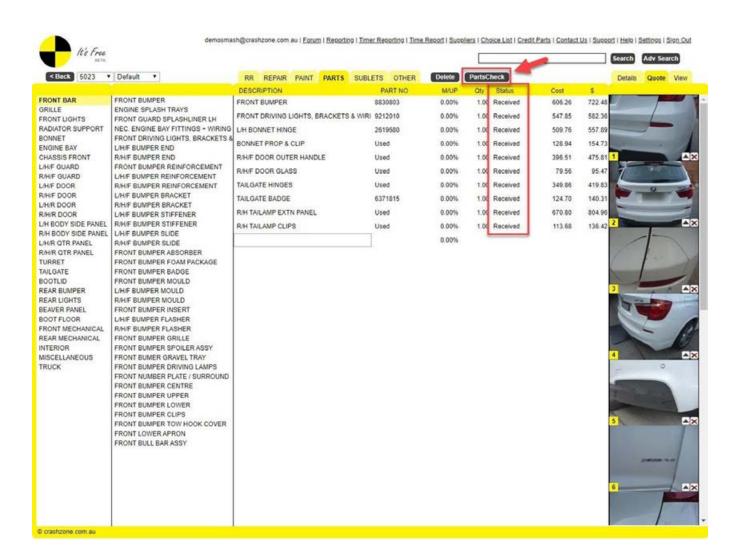






Updating Received Status

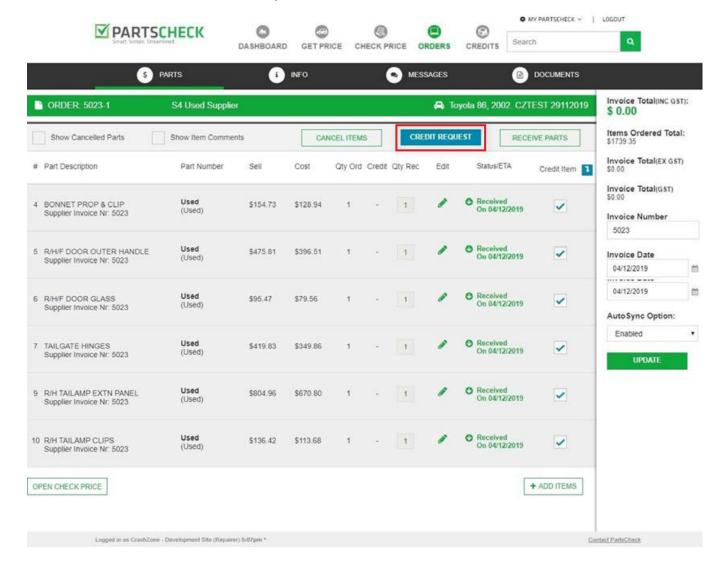
• Now if you go back to Crashzone and click the PartsCheck button again, the status will change from Ordered to Received.





Crediting in PartsCheck

• Open the Order you wish to request credits for and click on Credit Requests. Select which part/s you wish to Credit and hit Update. Please Note: Items need to be Received before they can be credited.

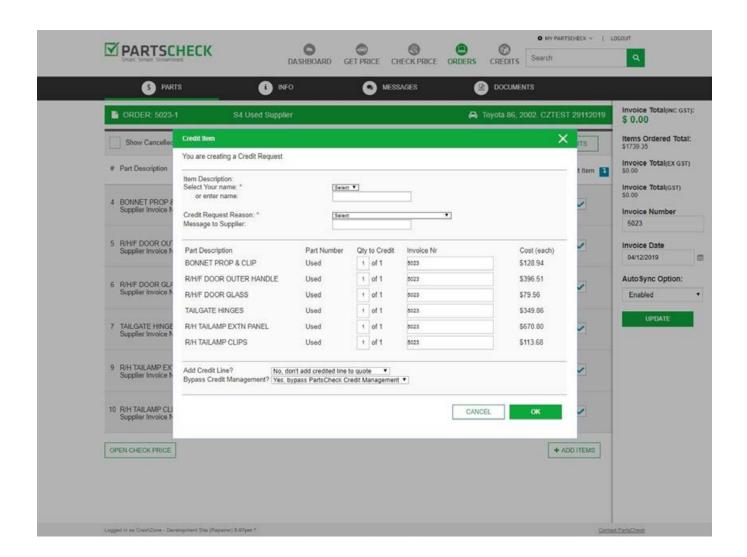






Crediting in PartsCheck (cont.)

- You will see a pop up window appear asking for more information. Here you will need to add your name, quantity and relevant invoice number.
- Enter a credit reason from the drop down box provided or enter your own reason.
- Respond accordingly to adding a credit line to your quote package.
- Bypass Credit Management: This forces the credit request to be raised immediately in Crashzone. PartsCheck strongly advises against this option. Instead, it is recommended that you wait to receive either approval of the credit request or a credit note from the supplier, and then approve the credit request via the Credit Management section.

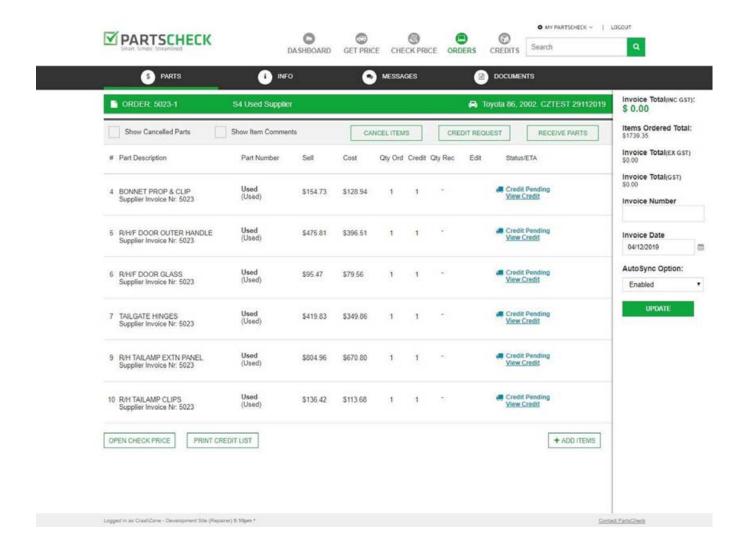






Crediting in PartsCheck (cont.)

• You can monitor your incoming credit requests by clicking on the Credits icon. Here you will find a list which displays the status of all pending or in progress credit requests.

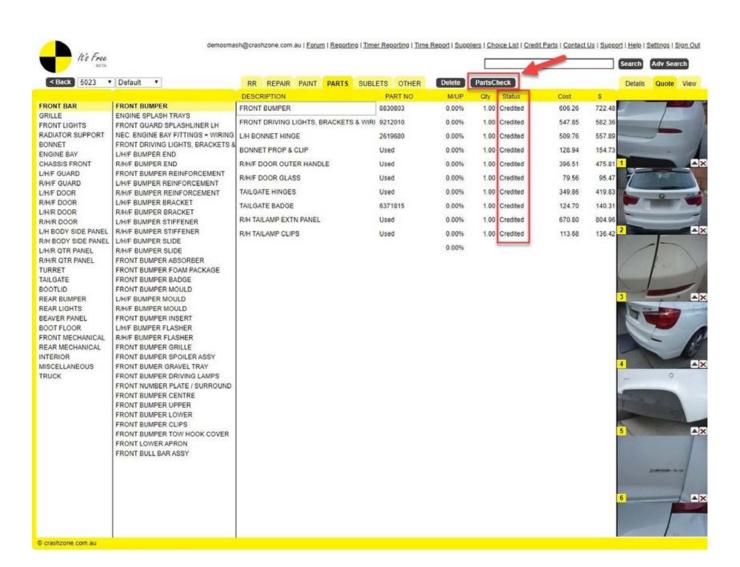






Updating Credit Status

• Now click the PartsCheck button in Crashzone, the status will change from Ordered to Credited.





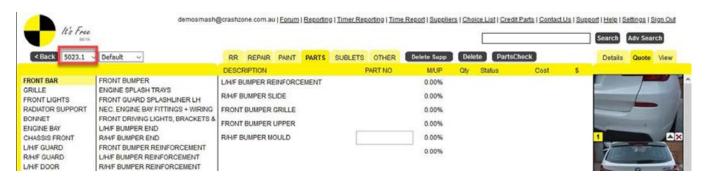


Adding a Supplementary Part

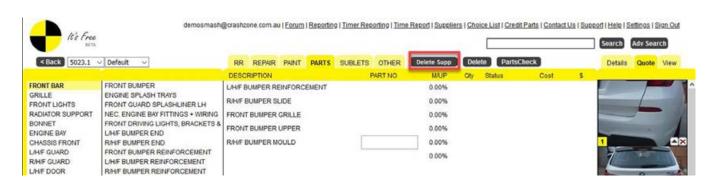
• Once original quote is complete you can create a supplement quote and send Supp parts to PartsCheck. Click on the drop down arrow next to the quote number and click New Supp.



• Now create the parts list for the new supplementary.



• When a supplement is created it is no longer possible to send the original parts list to PartsCheck unless you delete all Supps

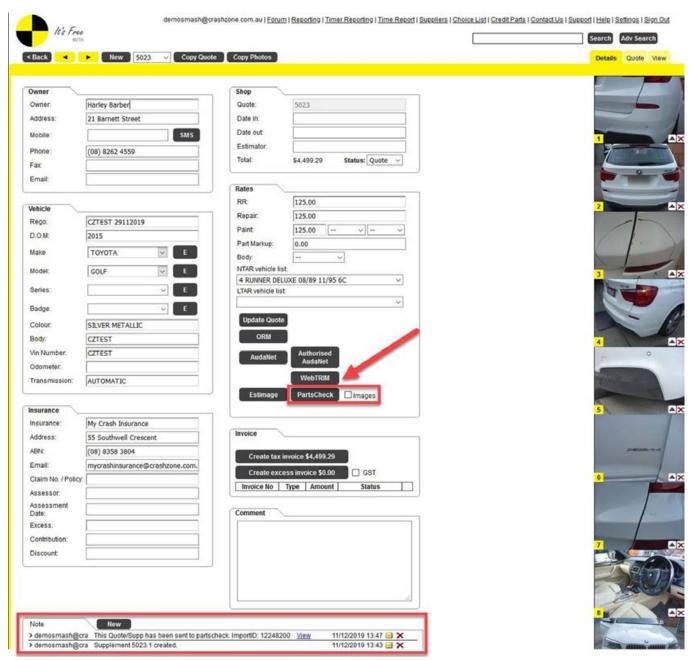






Adding a Supplementary Part (cont.)

• Click on the PartsCheck button to send supplementary parts to be quoted in PartsCheck.



• Follow the process from page 9 to get prices.

