



Microcat[®]
electronic parts selling system

Microcat
GM

Parts Quick Start Guide

Infomedia[™]



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Introduction

Welcome to Microcat®!

Microcat is an electronic parts and service selling system. Some of its advantages are:

- Fast and accurate parts interpretation
- Electronic transfer of parts to your DMS
- Reduction of costly errors.

This guide is for Microcat users. If you would like further information, please see the final section of this guide, More Help.

About the Guide

This manual is divided into the following sections:

- Installing Microcat
- Starting and Logging on to Microcat
- Identify a Vehicle
- Selecting Parts
- Finalize an Order List
- Additional Catalog Information
- More Help.

Each section includes:

- learning outcomes
- step by step instructions
- visual prompts
- notes for additional information.



This is an example note that is used to display additional information throughout this guide.

Installing Microcat

Stand alone installations of Microcat require a dongle (hardware security key) to be connected to the appropriate computer port.

To install Microcat:

1. Insert the Microcat DVD in the DVD-ROM drive.

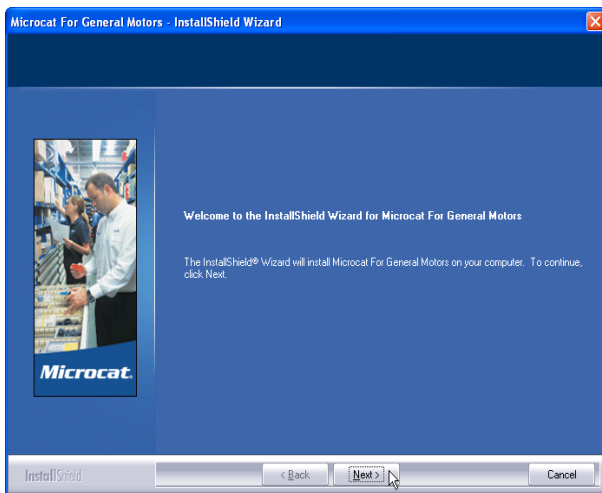
The Microcat Autoplay Menu will display.

2. Click **Install Microcat**.

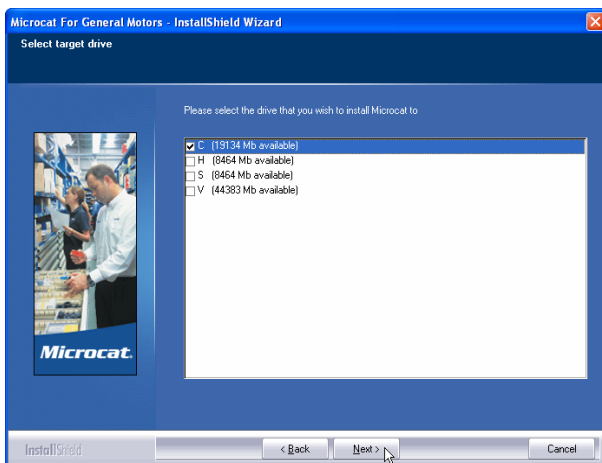


If the Autoplay menu does not appear, navigate to the DVD-ROM drive and click on **setup.exe**.

3. Choose your setup language and click **OK**.
4. Click **Next**.

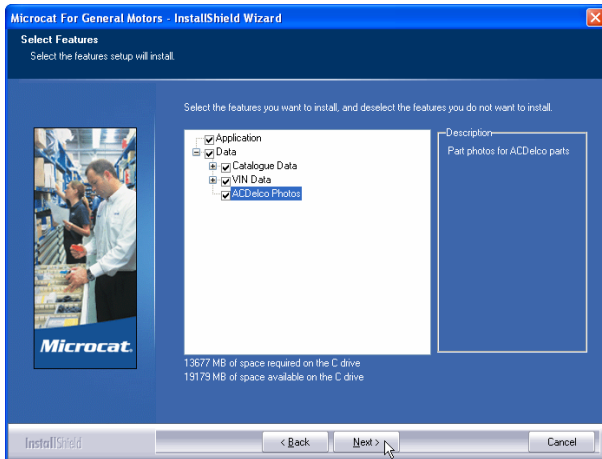


5. Read the End-User Software Usage Agreement, and if you agree with the terms and conditions, click **Next**.
6. Select the target drive, and click **Next**.



7. Select the type of installation, and click **Next**.

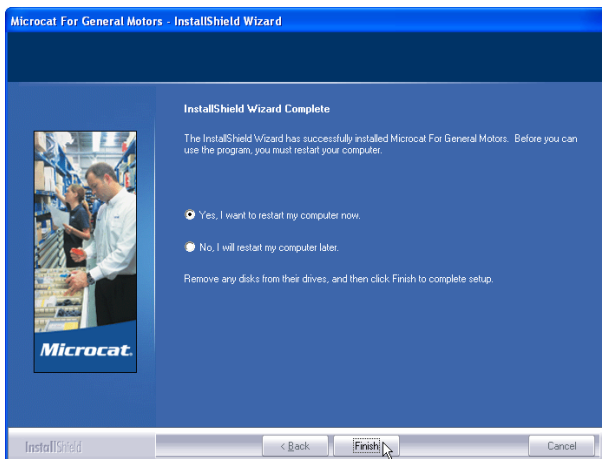
An application and full data installation is recommended.



8. Click **Install**.



9. Click **Finish**.



The data installation can be customized by selecting the required options under the Data hierarchy in step 7.

Starting and Logging on to Microcat

In this section you will learn how to:

- Start Microcat
- Set up your user name and password
- Enter your user name and password.

Initial Launch and Log on

This procedure is completed once only at the time of the first log-on to Microcat.

1. Double click the Microcat shortcut on the desktop.



Or, select the Windows **Start** menu > **Programs** > **Microcat for Windows** > **Microcat**.

2. Click the **Start** button.

The **Log-On to Microcat** dialog box opens.



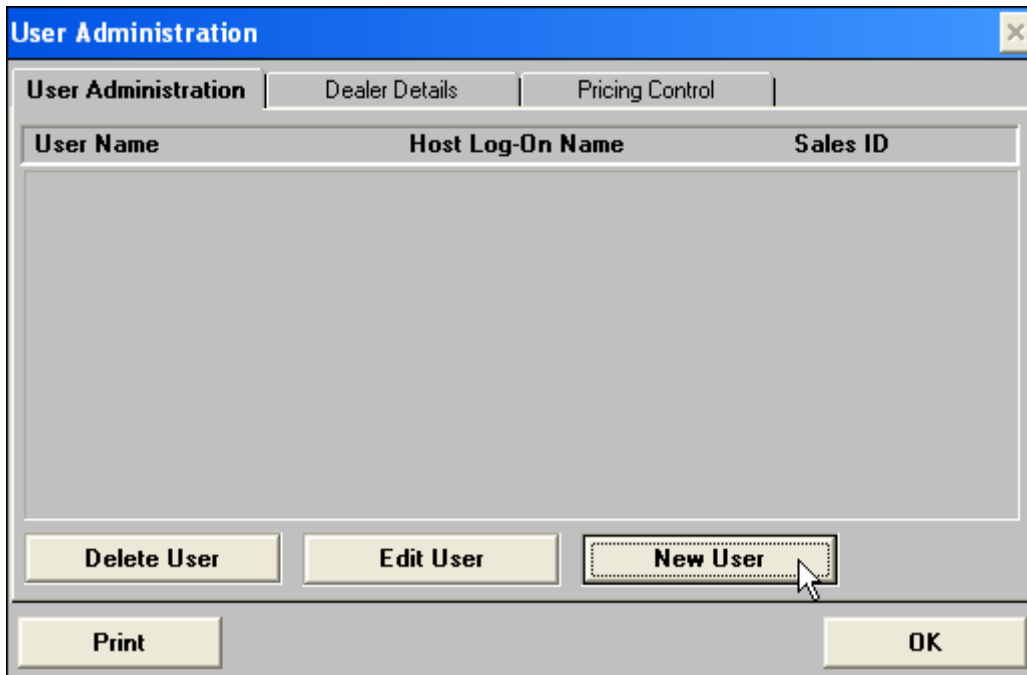
3. Click the **Administration** button to set up a user name, password and dealer details.

The **User Administration** dialog box opens.

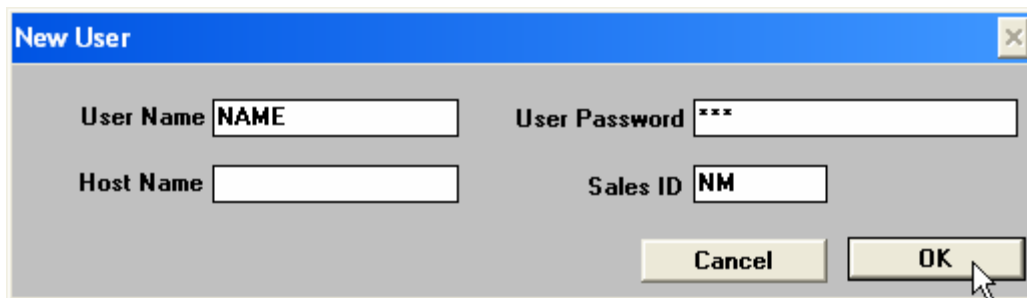
A screenshot of the "Log-On To Microcat" dialog box. The title bar is blue with the text "Log-On To Microcat®" and a close button (X) on the right. The main area has a grey background. It contains two text input fields: "User Name" on the left and "User Password" on the right. Below the "User Name" field is a button labeled "Administration". Below the "User Password" field are two buttons: "Cancel" and "Log-On". A mouse cursor is pointing at the "Administration" button.

The initial log on settings only need to be completed the first time you log on and will be retained for subsequent installations of Microcat.

- Click the **New User** button.

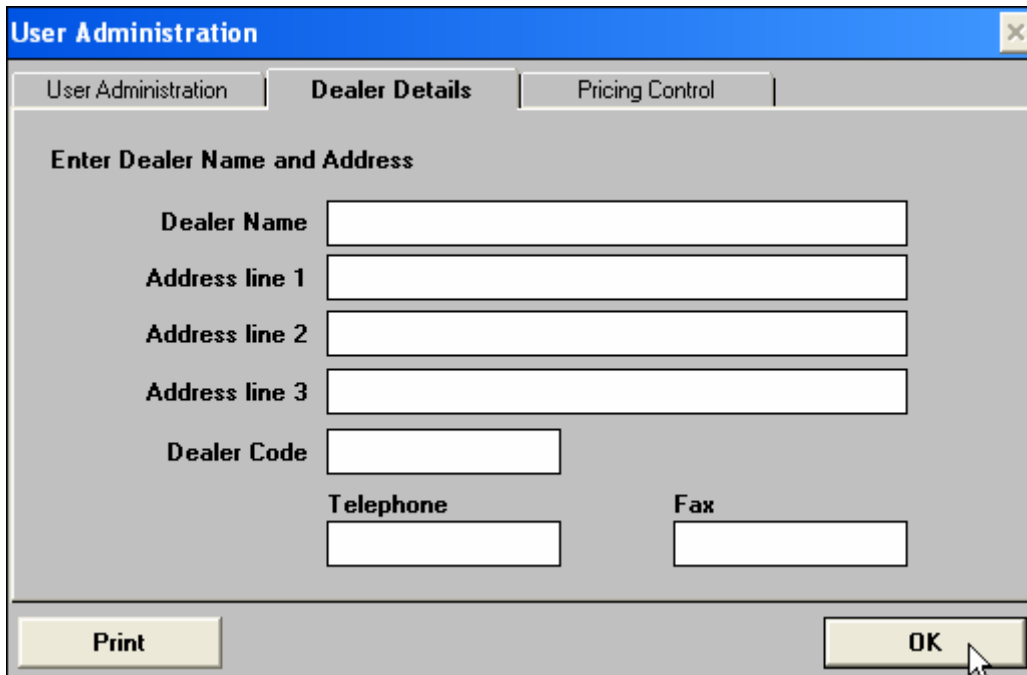


- Create and enter a User Name, Password and a Sales ID (eg. your first name or initials).
- Click **OK** to return to the **User Administration** dialogue box.



- Click the **Dealer Details** tab to set up the dealership information.

8. Enter the dealer name and address.

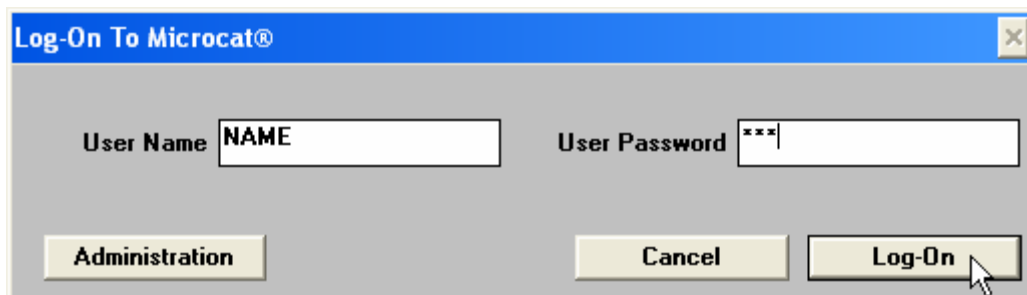


The screenshot shows a dialog box titled "User Administration" with a blue header bar and a close button (X) in the top right corner. Below the header is a tabbed interface with three tabs: "User Administration", "Dealer Details" (which is selected), and "Pricing Control". The main area of the dialog is titled "Enter Dealer Name and Address" and contains several input fields: "Dealer Name", "Address line 1", "Address line 2", "Address line 3", "Dealer Code", "Telephone", and "Fax". At the bottom of the dialog, there are two buttons: "Print" on the left and "OK" on the right, with a mouse cursor hovering over the "OK" button.

9. Click **OK** to return to the Log-On to Microcat dialogue box.
10. Enter the assigned user name and password.

At the beginning of each work session with Microcat, you will need to log on using your assigned log on information.

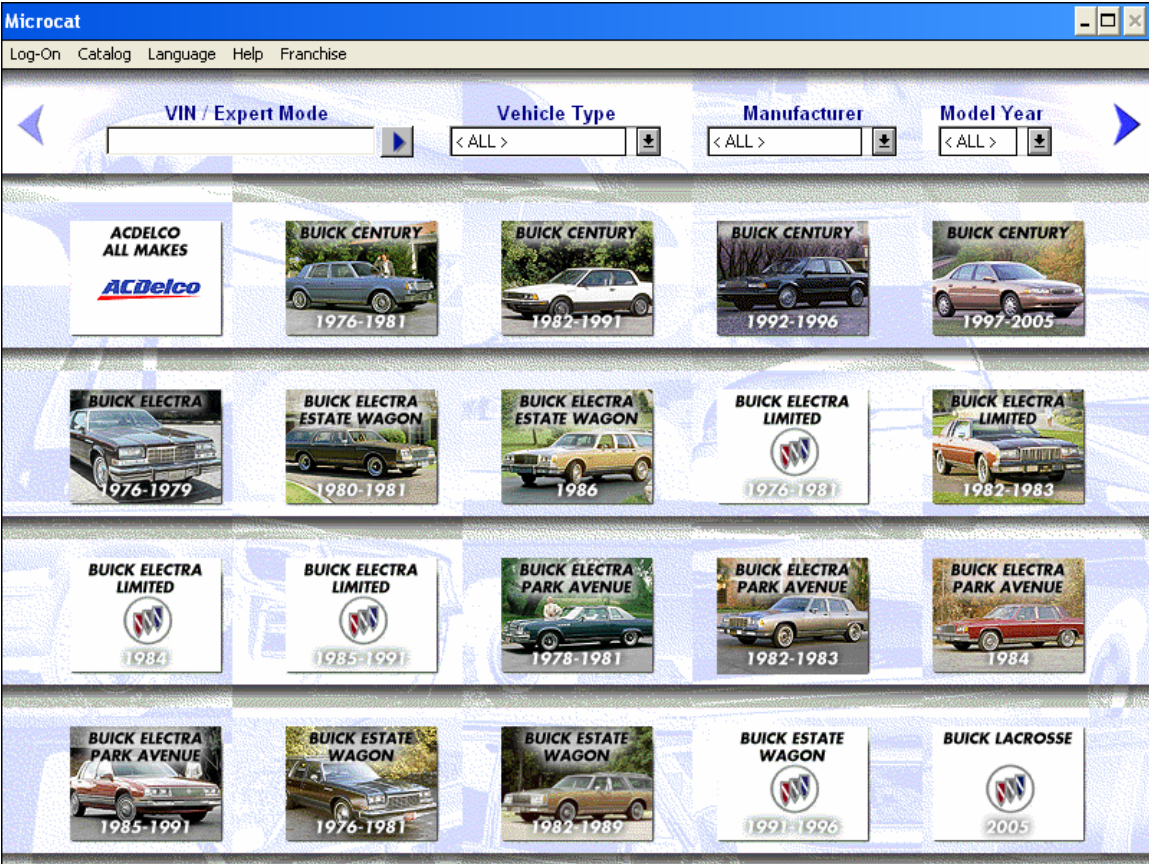
11. Click the **Log-On** button.



The screenshot shows a dialog box titled "Log-On To Microcat@" with a blue header bar and a close button (X) in the top right corner. The dialog contains two input fields: "User Name" with the text "NAME" and "User Password" with three asterisks "***". Below the input fields are three buttons: "Administration" on the left, "Cancel" in the middle, and "Log-On" on the right, with a mouse cursor hovering over the "Log-On" button.

12. The Vehicle Index is displayed.

The vehicles shown may differ based on your market.



User names and passwords store user preferences and identify you on printed orders.

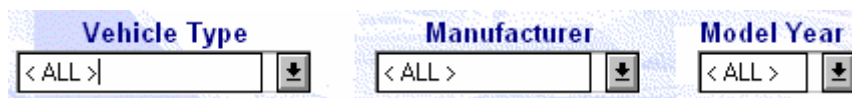
Identify a Vehicle

In this section you will learn how to identify a vehicle using:

- Identify a vehicle using the Vehicle Index screen
- Identify a vehicle using the Vehicle Identification dialog box.

Vehicle Index


The Vehicle Index displays pages of digital images for each catalog contained within Microcat. Scroll through the pages by using the blue left and right arrows on the Vehicle Index screen. Alternatively, the catalogs can be filtered by selecting the appropriate Vehicle Type, Manufacturer and Model Year from the drop-down menus.

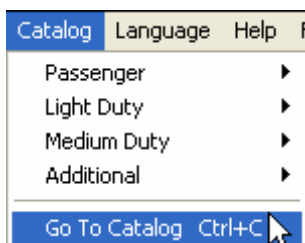


Catalogs can be loaded by clicking once on the required image. To return to the Vehicle Index screen, select **Navigation > Vehicle Index**, or press **Ctrl+V**.

Open the Vehicle Identification dialog box

In order to choose parts accurately, Microcat needs to know about the vehicle you are working on. The first step is to open the Vehicle Identification dialog box.

1. Access the **Vehicle Identification** dialog box by selecting **Go to Catalog** from the **Catalog** menu, or by using the toolbar icon .



Once you have opened the **Vehicle Identification** dialog box, you can identify a vehicle in the following ways:

- Enter the Vehicle Identification Number (VIN).
- Select all known vehicle details



To view additional catalogs select **Catalog > Additional** or **Catalog > General Information**.

ID by VIN

To identify a vehicle by VIN:

1. Type the complete VIN into the **Search** field of the **Vehicle Identification** dialog box.
2. Click the **Vehicle Search** button to retrieve the vehicle attributes.

The screenshot shows the 'Vehicle Identification' dialog box. The 'Vehicle Search' section has a search field containing the VIN '1G6DG57M030160146' and a 'Vehicle Search' button. The 'Vehicle Details' section shows the following information:

Manufacturer	Vehicle Line	Model Year
Cadillac	CTS (2003-2005)	2003

Below this, there are fields for 'License Plate', 'Tag', and 'Build Date' (13/03/2003). A small image of a Cadillac CTS is shown on the right. The source is listed as 'VIN File' and the category as 'Cat: 66D'.

3. Click the **Load** button to load the vehicle catalog.

The screenshot shows the 'Vehicle Identification' dialog box with the 'Vehicle Information' tab selected. The 'Major Attributes' section shows the following information:

Model	Drive	Series	Body Style
6DG69		6DG - CTS	69 - 4 DR NOTCHBACK(SEDAN)

The 'Option Codes' section shows a table of codes:

Table	List						
192	19I	15K	25U	6MA	7MA	8FS	9FS
A26	A45	A82	AH8	AQ9	AU8	AX4	AY0
B19	B57	BAG	CE4	CJ2	CT1	DD8	DL7
E5A	EXP	FE3	GT4	IL2	JE2	JL4	JL9
JNG	KA1	KA3	KG9	LAL	LY9	M82	MAE
MX0	N05	N30	N81	N93	NT3	PB4	QWw
R6A	R6D	R7K	T62	T79	T90	TR7	TT8
U19	U2Y	U30	U57	UA2	V17	V19	V76
V78	V92	VC5	VH5	VJ4	VL4	VR5	WD6
XA7							

The 'A45' option code is selected, and its description is shown below:

MEMORY SEAT ADJUSTER, MIRROR, POWER, DRIVER_ENHANCED MEMORY PERSONALIZATION

At the bottom of the dialog box, there are 'Reset', 'Cancel', and 'Load' buttons.



Using a VIN is the most reliable way of identifying a vehicle. If the VIN is unknown, select all the known details in the Vehicle Identification dialog box.

Select Vehicle Details

To describe a vehicle by its vehicle line, model year, and major attributes:

1. Select a manufacturer from the **Manufacturer** drop-down menu.

The screenshot shows the 'Vehicle Identification' window. The 'Vehicle Search' section has a search box and a 'VIN' radio button selected. The 'Vehicle Details' section has 'Manufacturer' set to 'Cadillac' (with a dropdown arrow), 'Vehicle Line' set to 'Allante (1987-1993)', and 'Model Year' set to an empty dropdown. A dropdown menu is open under 'Manufacturer', listing 'ACDelco', 'Buick', 'Cadillac' (highlighted), 'Chevrolet', and 'GMC'. To the right, there is a thumbnail image of a Buick Century (1976-1981) with 'Cat: 62V' below it.

2. Select a vehicle line from the **Vehicle Line** drop-down menu.

The screenshot shows the 'Vehicle Identification' window. The 'Manufacturer' is 'Cadillac'. The 'Vehicle Line' dropdown menu is open, listing: 'Allante (1987-1993)', 'Calais (1976-1976)', 'Catera (1997-2001)', 'Cimarron (1982-1988)', 'Commercial Chassis (1976-1981)', 'Concours (1994-1997)', 'CTS (2003-2005)' (highlighted), and 'Deville (1976-1981)'. The 'Model Year' dropdown is empty. To the right, there is a thumbnail image of a Cadillac CTS (2003-2005) with 'Cat: 66D' below it.

3. Select a model year from the **Model Year** drop-down menu.
4. Enter all known details by selecting them from the drop-down menus.

The screenshot shows the 'Vehicle Identification' window. The 'Manufacturer' is 'Cadillac' and the 'Vehicle Line' is 'CTS (2003-2005)'. The 'Model Year' dropdown menu is open, showing '2004' selected. Below the 'Vehicle Details' section, there are tabs for 'Vehicle Information', 'Additional Vehicle Information', and 'VCVS Codes'. The 'Vehicle Information' tab is active, showing 'Major Attributes' and 'Option Codes'. Under 'Major Attributes', the 'Model' dropdown is open, listing: '6DC29', '6DG69', '6DM69', '6DN69', '6DP69', '6DR69', '6DU69', and '6Dw29'. The 'Body Style' dropdown is set to '29 - 4 DR SEDAN PLAINBACK'. To the right, there is a thumbnail image of a Cadillac CTS (2003-2005) with 'Cat: 66D' below it. At the bottom, there are 'Reset', 'Cancel', and 'Load' buttons.

5. Click the **Load** button.

Selecting Parts

In this section you will learn how to:

- Use the Main Index to access the Illustration and Group Indexes
- Use the Illustration Index to add parts to an Order List
- Use the Group Index to add parts to an Order List
- Jump directly to the Illustration and Group Indexes
- Use the VIN / Expert Mode
- Use the toolbar search
- Use Microcat Search and the Reduce Choices function to add parts to an Order List
- Use the SuperWindow
- Respond to the Option Resolver.

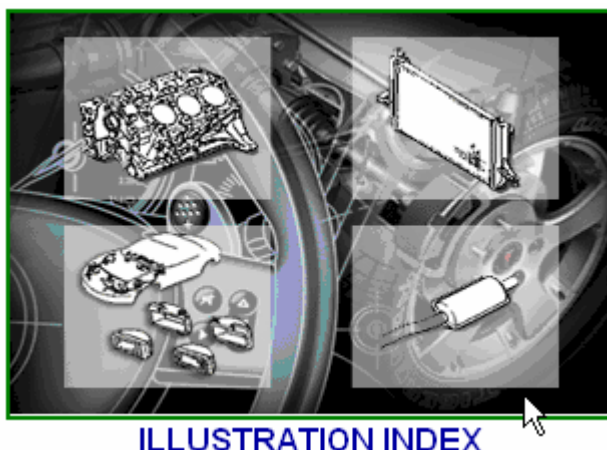
Main Index

The Main Index allows you locate parts through either the Illustration Index or the Group Index.

The major sections are displayed graphically, the minor sections or list of related illustrations are displayed in the Databar.

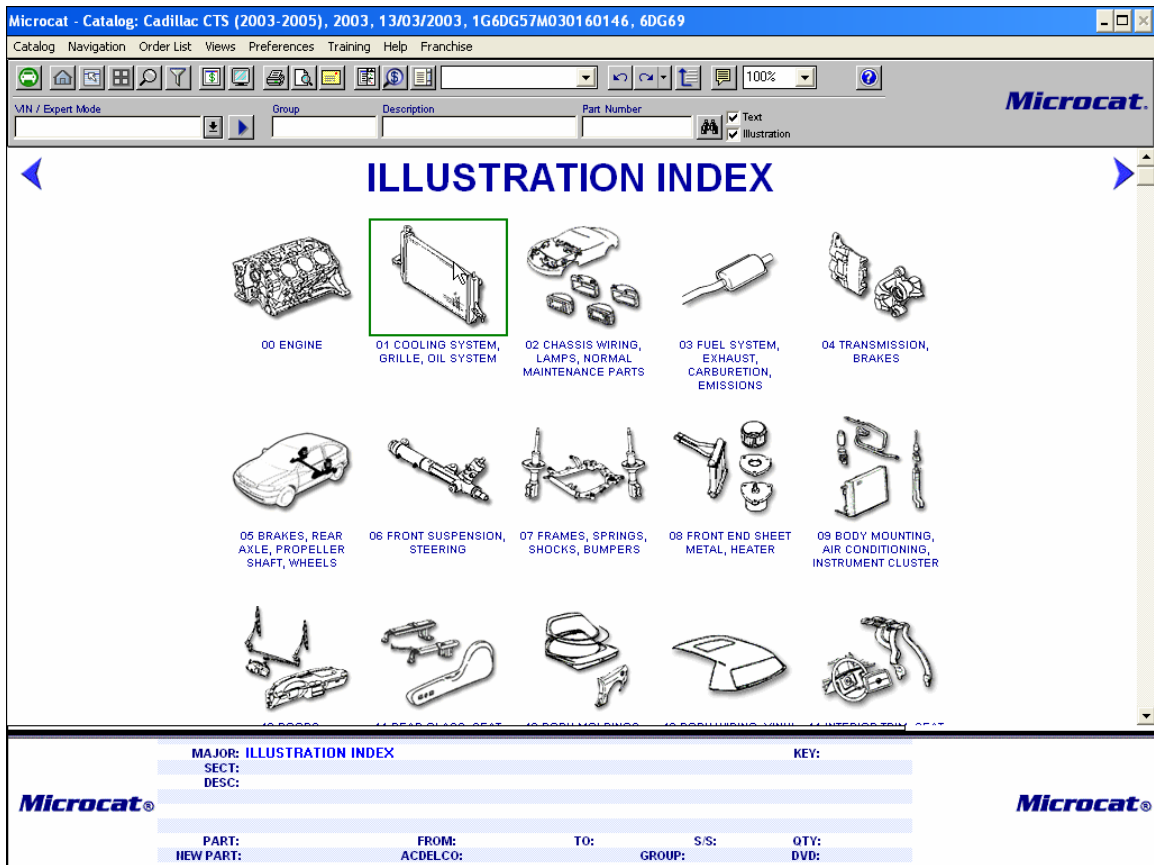
To locate parts with the Illustration Index:

1. Click the Main Index icon  on the toolbar or press **Ctrl+M**.
2. Click on **Illustration Index**



- Click the required major section.

Use the blue arrows at the top of the window to scroll between pages of the index until the required section is found.



- Double click on the required minor illustration title to display the illustration.

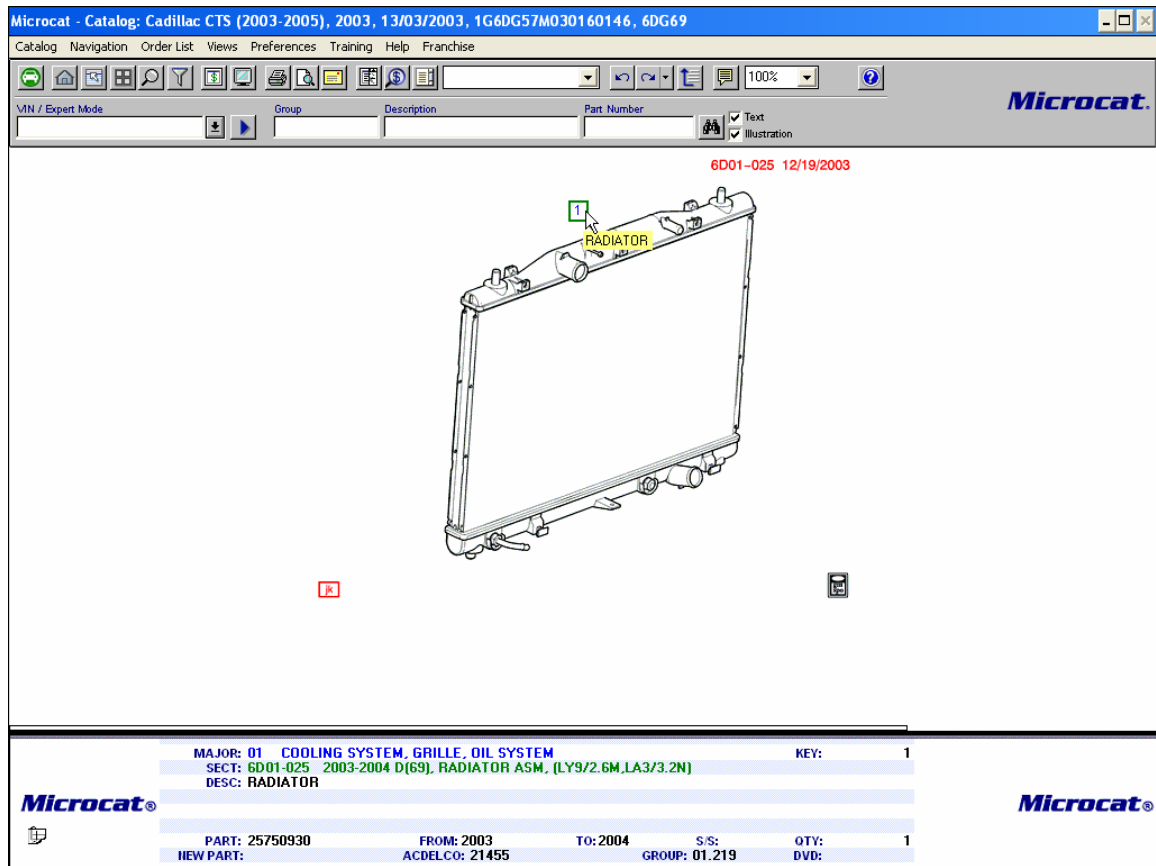
Section	Description	Type	
6D01-025	2003-2004 D(69) RADIATOR ASM (LY9/2.6M,LA3/3.2N)	Illustration	
6D01-022	2003-2005 D(69) RADIATOR MOUNTING & RELATED PARTS	Illustration	
6D01-041	2003 D(69) GRILLE/RADIATOR	Illustration	
6D01-042	2003-2005 D(69) ENGINE COOLANT FAN	Illustration	
6D01-030	2003-2004 D(69) ENGINE BLOCK HEATER (LY9/2.6M,LA3/3.2N, 220V HEATER KA3)	Illustration	
6D01-021	2003 DG,DM(69) HOSES & PIPES/RADIATOR	Illustration	




The Databar is the area at the bottom of the screen where search results and other data are presented. Pressing the Spacebar expands the viewable area of the Databar.

5. Select the required part by clicking the callout on the illustration.

Once the required part has been selected, the key part information appears in the Databar.



If more than one item appears in the Databar, double click on the required item.

6. Press the plus (+) key to add the part to the WorkBench.
7. To display the order on the WorkBench, select the toolbar icon , or press **Ctrl+W**. Pressing **Ctrl+W** once more will return you to the previous screen.



Parts can be also added to the WorkBench by right clicking on the callout and selecting **Order 1** or **Order Many**.

To locate parts with the Group Index:

1. Click the Main Index icon  on the toolbar or press **Ctrl+M**.
2. Click on **Group Index**.

Group Index - Major		
Group	Supp. Group	Description
00	60	ENGINE
00	80	ENGINE
01		COOLING SYSTEM, GRILLE, OIL SYS
02		CHASSIS WIRING, LAMPS, NORMAL
03		FUEL SYSTEM, EXHAUST, CARBURE
04		TRANSMISSION
04	40	TRANSMISSION
04	50	TRANSMISSION
04	55	TRANSMISSION
04	60	TRANSMISSION
04	70	TRANSMISSION
04	95	TRANSMISSION
04	97	TRANSMISSION
04	99	TRANSMISSION
05		BRAKES, REAR AXLE, PROPELLER S

GROUP INDEX

3. Click the required major section.

Use the blue arrows at the top of the window to scroll between pages of the index until the required section is found.

Microcat - Catalog: Cadillac CTS (2003-2005), 2003, 13/03/2003, 1G6DG57M030160146, 6DG69

Navigation: Home, Back, Forward, Search, Print, etc.

GROUP INDEX

00 (60) ENGINE, 00 (80) ENGINE, 01 COOLING SYSTEM, GRILLE, OIL SYSTEM, 02 CHASSIS WIRING, LAMPS, NORMAL MAINTENANCE PARTS, 03 FUEL SYSTEM, EXHAUST, CARBURETION, EMISSIONS

04 (50) TRANSMISSION, BRAKES, 04 (60) TRANSMISSION, BRAKES, 04 (70) TRANSMISSION, BRAKES, 04 (95) TRANSMISSION, BRAKES, 04 (99) TRANSMISSION, BRAKES

05 (90) TRANSMISSION, BRAKES, 05 (95) TRANSMISSION, BRAKES, 05 (97) TRANSMISSION, BRAKES, 05 (99) TRANSMISSION, BRAKES

MAJOR: GROUP INDEX KEY:

SECT:

DESC:

PART: FROM: TO: S/S: QTY:

NEW PART: ACDELCO: GROUP: DVB:

4. Double click on the required minor group in the Databar.

Group Indexes - Minor		
Group	Supp. Group	Description
01.430		BAFFLE, ENGINE OIL PAN
01.271		BAR, RADIATOR AND FRONT END TIE
01.066		BELT, DRIVE
01.064		BLADE, ENGINE COOLING
01.055		BOLT KIT, ENGINE AIR COOLING(ELECTRICAL)
01.055		BOLT, ENGINE AIR COOLING(ELECTRICAL)

- Click on the required part in the Search Results View.

The SuperWindow will display a list of all parts cataloged in that section.

- Select the required part by clicking the required line in the SuperWindow.

Once the required part has been selected, the key part information appears in the Databar.

If more than one item appears in the Databar, double click on the required item.


The screenshot shows the Microcat software interface. At the top, there's a menu bar with options like 'Catalog', 'Navigation', 'Order List', 'Views', 'Preferences', 'Training', 'Help', and 'Franchise'. Below the menu is a toolbar with various icons. The main area contains a table with columns: Key, Group, Number, Qty, Description, L/R, Model Codes, S/S, From, To, LIST (GM), and !. The table lists three parts, with the first one highlighted in green. A tooltip for the first part shows 'VIN RPOs' and 'LY9 = ENGINE,2.6L(159 CID),V6'. At the bottom, there's a 'Databar' section with fields for MAJOR, SECT, DESC, PART, FROM, TO, S/S, QTY, NEW PART, ACDELCO, GROUP, and DVD.

Key	Group	Number	Qty	Description	L/R	Model Codes	S/S	From	To	LIST (GM)	!
1	01.066	24441692	1	BELT, GEN. (CODE EC)		D +{LA3 LY9}	-	2003	2004	44.71	
2	01.066	88952822 PT1512	1	CONNECTOR, ENG COOL FAN HARN. (2-WAY MALE)(W/LEADS). (01.055)		D(69)		2003	2006	57.92	
2	01.066	88952832 PT1522	2	CONNECTOR, ENG COOL FAN HARN. (2-WAY FEMALE)(W/LEADS). (01.055)		D(69)	-	2003	2006	43.27	

MAJOR: 01 COOLING SYSTEM, GRILLE, OIL SYSTEM KEY: 1
 SECT: 01.066 DRIVE
 DESC: BELT, GEN. (CODE EC)

PART: 24441692 FROM: 2003 TO: 2004 S/S: QTY: 1
 NEW PART: ACDELCO: GROUP: 01.066 DVD: 44.71

- Press the plus (+) key to add the part to the WorkBench.

- To display the order on the WorkBench, select the toolbar icon  or press **Ctrl+W**.



For more information on using the SuperWindow, see the *SuperWindow* section of this guide.

Illustration and Group Indexes

The Illustration Index and Group Index can be accessed directly through the toolbar or keyboard shortcuts. Both the major and minor sections are displayed in the Databar.

Illustration Index


1. Click the Illustration Index icon on the toolbar , or press **Ctrl+I**.
2. Double click on the required major illustration section.

Illustration Indexes - Major		18
Section	Description	
01	COOLING SYSTEM, GRILLE, OIL SYSTEM	
02	CHASSIS WIRING, LAMPS, NORMAL MAINTENANCE PARTS	
03	FUEL SYSTEM, EXHAUST, CARBURETION, EMISSIONS	
04	TRANSMISSION, BRAKES	
05	BRAKES, REAR AXLE, PROPELLER SHAFT, WHEELS	
06	FRONT SUSPENSION, STEERING	

3. Double click on the required minor alpha section in the Databar.


An illustration of all parts cataloged in that section will be displayed.

Illustration Indexes - Minor				7
Section	Description	Type	I	
6D01-025	2003-2004 D(69) RADIATOR ASM (LY9/2.6M,LA3/3.2N)	Illustration		
6D01-022	2003-2005 D(69) RADIATOR MOUNTING & RELATED PARTS	Illustration		
6D01-041	2003 D(69) GRILLE/RADIATOR	Illustration		
6D01-042	2003-2005 D(69) ENGINE COOLANT FAN	Illustration		
6D01-030	2003-2004 D(69) ENGINE BLOCK HEATER (LY9/2.6M,LA3/3.2N, 220V HEATER KA3)	Illustration		
6D01-021	2003 D6,DM(69) HOSES & PIPES/RADIATOR	Illustration		

4. Select the required part by clicking the callout on the illustration.

Once the required part has been selected, the key part information appears in the Databar.


If more than one item appears in the Databar, double click on the required item.

5. Press the plus (+) key to add the part to the WorkBench.
6. To display the order on the WorkBench, select the toolbar icon , or press **Ctrl+W**.



To navigate back up through the indexes, press **Shift+Tab** on the keyboard or use the back icon on the toolbar.

Group Index

1. Click on the Group Index icon on the toolbar , or press **Ctrl+G**.
2. Double click on the required major group.

Group Index - Major			23
Group	Supp. Group	Description	
01		COOLING SYSTEM, GRILLE, OIL SYSTEM	
02		CHASSIS WIRING, LAMPS, NORMAL MAINTENANCE PARTS	
03		FUEL SYSTEM, EXHAUST, CARBURETION, EMISSIONS	
04	50	TRANSMISSION, BRAKES	
04	60	TRANSMISSION, BRAKES	
04	70	TRANSMISSION, BRAKES	

3. Double click on the required minor group in the Databar.

Group Indexes - Minor			173
Group	Supp. Group	Description	
01.271		BAR, RADIATOR AND FRONT END TIE	
01.066		BELT, DRIVE	
01.064		BLADE, ENGINE COOLING	
01.055		BOLT KIT, ENGINE AIR COOLING(ELECTRICAL)	
01.055		BOLT, ENGINE AIR COOLING(ELECTRICAL)	
01.060		BOLT, ENGINE FAN COOLANT	

4. Click on the required part in the Search Results View.


The SuperWindow will display a list of all parts cataloged in that section.

5. Select the required part by clicking the required line in the SuperWindow.

Once the required part has been selected, the key part information appears in the Databar.

If more than one item appears in the Databar, double click on the required item.

6. Press the plus (+) key to add the part to the WorkBench.

7. To display the order on the WorkBench, select the toolbar icon  or press **Ctrl+W**.



Minor sections can be filtered by using the Reduce Choices feature. For more information see *Reduce Choices*.

VIN / Expert Mode

VIN / Expert Mode allows you to change catalogs by using one of the following catalog jump methods:

- partial or full VIN *T6400015*
- catalog abbreviation *C98F*
- GM catalog reference *.18F*

Additional searches that can be added to the catalog jump are:

- a group number *<catalog jump>.1219*
- a part description *<catalog jump>.TANK*
- a group number and part description *<catalog jump>.1219.TANK*

Note that each search component must be delimited with a period (.) or full stop.

To use VIN / Expert Mode:

1. Type your search criteria into the **VIN / Expert Mode** field.

Note that each search component must be delimited with a period (.) or full stop.

In this example, we will jump to a Chevrolet 98, and perform a group number search on group 01.219.

2. Click on the arrow button or press the **Enter** key.

The search results will be displayed in the Databar.



3. Double click on the required section in the Databar to view the section information.

Search Section View			
Section	Description	Type	
01.219	RADIATOR	Text	
MF01-025	1993-2002 F RADIATOR ASM	Illustration	
MF01-035	1998-2002 F RADIATOR MOUNTING & RELATED PARTS	Illustration	

Examples:

TG400015	Searches for VINs ending with these 8 characters and jumps to the catalog
TG400015.1219	Loads catalog and performs a 01.129 group search
TG400015.TANK	loads catalog and performs a TANK description search
TG400015.1219.TANK	Loads catalog and performs a 01.129 group search and a TANK description search
L97C.RADIATOR	Loads the Light Duty '97 C truck catalog and performs a RADIATOR search



Pressing **F12** automatically places the cursor in the **VIN / Expert Mode** field.


Search Toolbar

The following searches can be performed from the search toolbar:

- Group
- Description
- Part Number.

The search toolbar contains three input fields labeled 'Group', 'Description', and 'Part Number'. To the right of these fields are two search icons (a magnifying glass and a group of people) and two checkboxes labeled 'Text' and 'Illustration', both of which are checked.

To search for a part:

1. Enter the search criteria in the corresponding field. For example, enter 1219 in the **Group** field.
2. Click on the Search icon , or press the **Enter** key.


Microcat will return the search results in the Databar.

Search Section View			
Section	Description	Type	!
01.219	RADIATOR	Text	
6D01-025	2003-2004 D(69) RADIATOR ASM(LY9/2.6M.LA3/3.2N)	Illustration	
6D01-022	2003-2005 D(69) RADIATOR MOUNTING & RELATED PARTS	Illustration	
6D01-021	2003 DG.DM(69) HOSES & PIPES/RADIATOR	Illustration	

3. Double click on the required section in the Databar to view the section information.

Advanced Microcat Search

To search for a part with the Advanced Microcat Search feature:

1. Click the Advanced Part Searching icon on the toolbar , or press **Ctrl+F**.
2. Enter what you will search for in the **Search For** field, eg part number or part description.

The 'Microcat@ Search' dialog box has a 'Parts' tab. The 'Search For' field contains 'RADIATOR'. The 'Part Name' field is empty. The 'Search By' dropdown menu is open, showing a list of search criteria: Description, Part Number, Group, Description (highlighted), Section, Illustration Number, and New Parts Listing. The 'Matching' section has radio buttons for 'Exact' and 'Partial'. The 'Interpretation Checks' section has checkboxes for 'Check Model' and 'Check Date', both of which are checked. There are 'Cancel' and 'Search' buttons at the bottom.

3. Select the corresponding search type from the **Search By** frame. For example, **Description**.
4. Once you have entered the search criteria, click the **Search** button.

Microcat will return the search results in the Databar.




Group searches can be refined by adding a part name in the **Part Name** field. Broadcast Sheet data for medium duty trucks can be searched by selecting the **Use Broadcast Sheet** checkbox.

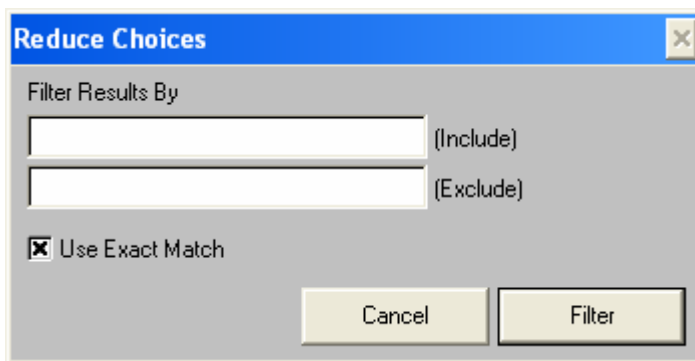
Reduce Choices

Reduce Choices allows you to reduce the number of items returned to the Databar list after the original search has been carried out.

Reduce Choices can be used to filter results in Search, Minor Index, Interpreter and Search Section views.

To use Reduce Choices:

1. Click the Reduce Choices icon , or press **Shift+Delete**.
2. Enter a word to be included in the filter in the **Include** field.
3. Enter a word to be excluded from the filter in the **Exclude** field.
4. Click the **Filter** button.




5. Double click on a line from the reduced list.
6. Add the part to the Order List as outlined in the Group Index above.

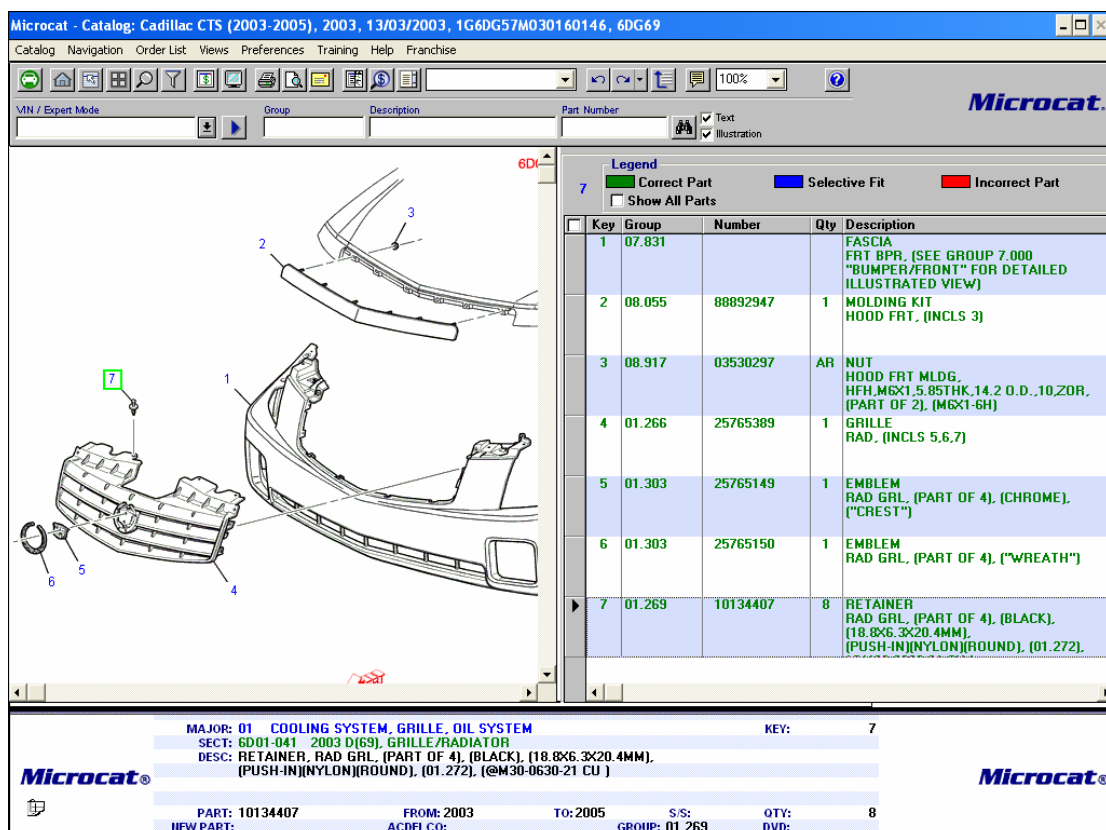


The Reduce Choices feature can be applied as many times as necessary to filter your results.

SuperWindow

The SuperWindow allows you to access additional information about parts in a text format. The SuperWindow may be displayed in the full screen, or to the left or right of the parts illustration. Selecting a part in the illustration simultaneously selects it in the SuperWindow and vice versa.

- To display the SuperWindow, click the SuperWindow icon on the toolbar  or, press the **Delete** key. If you have a vehicle specified each line item in the SuperWindow will be interpreted as to its applicability to that vehicle. Different color text shows applicability:
 - GREEN** text means the item is applicable.
 - BLUE** text means that the item is a selective or optional fit and must be reviewed by the user for actual compatibility.
 - RED** text means it is not applicable. If you do not want to see non-applicable parts, click in the box next to the words **Show All Parts** to deselect.
- To set the SuperWindow position, select the **Views** menu > **SuperWindow Preferences** > **Full screen/ Left Side/ Right Side**. Alternatively use the shortcut keys:
 - Ctrl+Up Arrow** to set the SuperWindow to full screen,
 - Ctrl+Left Arrow** to split screen with left side SuperWindow and
 - Ctrl+Right Arrow** to split screen with right side SuperWindow



The screenshot shows the Microcat software interface. On the left is a technical illustration of a car's front end with callouts 1 through 7. On the right is a parts list grid. Below the grid is a detailed description for the selected part (Key 7).

Key	Group	Number	Qty	Description
1	07.831			FASCIA FRT BPR, (SEE GROUP 7.000 "BUMPER/FRONT" FOR DETAILED ILLUSTRATED VIEW)
2	08.055	88892947	1	MOLDING KIT HOOD FRT, (INCLS 3)
3	08.917	03530297	AR	NUT HOOD FRT MLDG, HFH, M6X1.5, 85THK, 14.2 O.D., 10, 2OR, (PART OF 2), (M6X1-6H)
4	01.266	25765389	1	GRILLE RAD, (INCLS 5,6,7)
5	01.303	25765149	1	EMBLEM RAD GRL, (PART OF 4), (CHROME), ("CREST")
6	01.303	25765150	1	EMBLEM RAD GRL, (PART OF 4), ("WREATH")
7	01.269	10134407	8	RETAINER RAD GRL, (PART OF 4), (BLACK), (18.8X6.3X20.4MM), (PUSH-IN)(NYLON)(ROUND), (01.272).

MAJOR: 01 COOLING SYSTEM, GRILLE, OIL SYSTEM KEY: 7
 SECT: 6D01-041 2003 D(6S), GRILLE/RADIATOR
 DESC: RETAINER, RAD GRL, (PART OF 4), (BLACK), (18.8X6.3X20.4MM), (PUSH-IN)(NYLON)(ROUND), (01.272), (@M30-0630-21 CU)

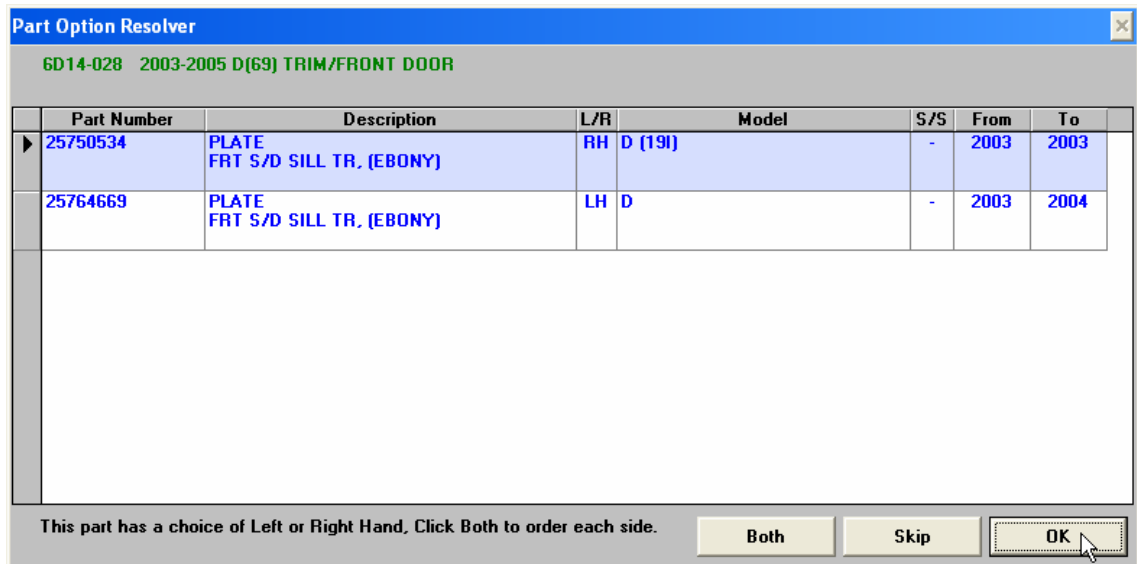
PART: 10134407 FROM: 2003 TO: 2005 S/S: QTY: 8
 NEW PART: ACDELCO: GROUP: 01.269 DVD:

- To order a part within the SuperWindow, select either the illustration callout or the text line in the grid and press the plus (+) key.
- To hide the SuperWindow, select the **Views** menu > **SuperWindow Preferences** > **SuperWindow** or press the **Delete** key.

Part Option Resolver

When you send a part to the WorkBench, you may be presented with the Part Option Resolver. This occurs when the item requires a choice.

1. Click on the line you wish to select.
2. Click the **OK** button.
3. If you do not wish to include any of the available choices, click the **Skip** button.



The Part Option Resolver is a dialog box that appears when you are required to make a choice.

Finalize an Order List

In this section you will learn how to:

- Edit or delete a line of an Order List
- Delete an entire Order List
- Suspend and retrieve an Order List
- Print out an Order List
- Email an Order
- Electronically transfer the Order List to the DMS using the Terminal Emulator.

The WorkBench and the Order List

The **WorkBench** is the screen where the Order List is displayed. The WorkBench is where you can view, edit, print or transfer your Order List.

You can also save your Order List as a suspended order.

The **Order List** is the information displayed in the white area of the WorkBench—the list of parts, their part numbers and prices.

Microcat - Catalog: Cadillac CTS (2003-2005), 2003, 13/03/2003, 1G6DG57M030160146, 6DG69

Customer: [] Account Number: [] Ref. No.: [] DMS No.: [] Order Type: P-Slip

Description	Qty	Number	Vehicle	Unit Price	CD
MOLDING KIT, HOOD FRT. (INCLS 3)	1	88892947	CTS (2003-2005)		
RETAINER, RAD GRL. (PART OF 4), (BLACK), (18.8X6.3X20.4MM), (PUSH-IN)(NYLON)(ROUND),	1	10134407	CTS (2003-2005)		
EMBLEM, RAD GRL. (PART OF 4), (CHROME), ("CREST")	1	25765149	CTS (2003-2005)		
EMBLEM, RAD GRL. (PART OF 4), ("WREATH")	1	25765150	CTS (2003-2005)		
GRILLE, RAD. (INCLS 5,6,7)	1	25765389	CTS (2003-2005)		
RADIATOR	1	25750930	CTS (2003-2005)		
SHROUD, ENG COOL FAN	1	25708388	CTS (2003-2005)		
MOTOR, ENG COOL FAN, (7 BLADE), (MOTOR 160W)	1	25740119	CTS (2003-2005)		
FAN, ENG COOL, (5 BLADE)	1	25767915	CTS (2003-2005)		
MOTOR, ENG COOL FAN, (MOTOR 160W AND 5 BLADES)	1	25740118	CTS (2003-2005)		

Total Value: 0.00

Price Level: []

Search Results View

Key	Group	Number	Qty	Description	L/R	Model Codes	S/S	From	To	I
1	01.066	24441692	1	BELT	D	+(LA3 LY9)	-	2003	2004	

Edit a line

To edit a line of the Order List on the WorkBench:

1. Click on the text in the line you wish to edit.
2. Click on the **Edit Line** button.



3. Make the required changes in the **Edit Part** dialog box.

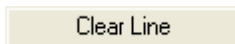
If you edit a price on the WorkBench, the change will **not** be passed to your dealer business system. Part numbers, labour codes and quantities are transferred, not the prices.

4. Click the **OK** button.

Delete a line

Deleting a line from an Order List in Microcat is simple.

1. Click on the text in the line you wish to delete.
2. Click on the **Clear Line** button.

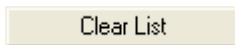


3. Click the **OK** button.

Delete an entire Order List

To delete an entire Order List from the WorkBench:

1. Click on the **Clear List** button.



2. Click the **OK** button.

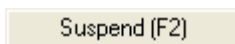
Suspend an Order

To temporarily save an order:

1. Enter a customer name in the **Customer** field.

 A rectangular input field with a light grey border. The word "Customer" is written in blue text above the field. The field is currently empty.

2. Click on the **Suspend** button, or press **F2**.



The order will be saved and the Order List will be cleared.

Retrieve an Order

To retrieve a suspended order:

1. Click on the **Retrieve** button, or press **F3**.

Suspended orders will be displayed in the Databar.




2. Double click on the order you wish to retrieve.

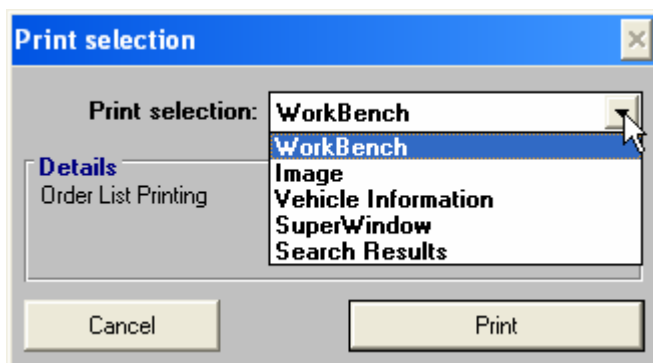
Suspended Order							
Customer Name	Account	Order No	Sales ID	Date	Total		
ABC Smash, Cadillac CTS (2003-2005), V.I.N. (1G6DG57M030160146) (12:22)				13/07/2004	0.00		
Downtown Service, Cadillac XLR (2004-2005) (12:23)				13/07/2004	0.00		

3. Click **OK** in the Microcat Message and the order will be restored to the WorkBench.
When you retrieve the order it is removed from the hard drive.

Print an Order List

Printing an Order List is a good way to provide a quote to a customer.


1. Print the Order List by selecting **Print Order List** from the **Catalog** menu, clicking the Print button on the toolbar , or using the keyboard shortcut, **Ctrl+P**.
2. Click the **Print** button in the **Print Selection** dialog box (WorkBench selected).



3. Click the **OK** button on the **Page Setup** dialog box.

Email an Order

To email an order:

1. Click the Email Order icon  on the toolbar.
2. Complete the Microcat Mail form with user and customer email details.
3. Add your subject and any other message.
4. Click the **Send** button.

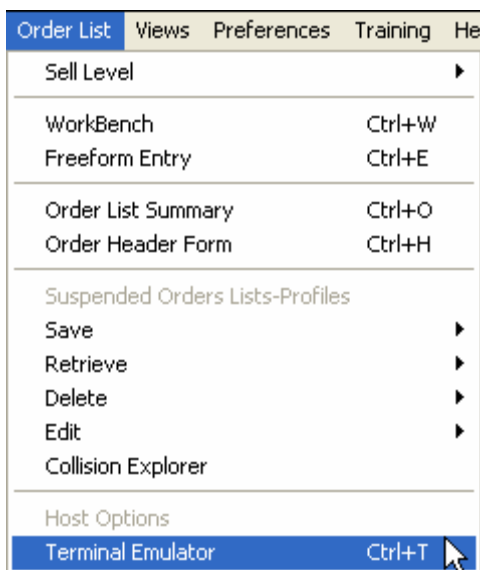
Transfer an Order List to the DMS

There are two ways to electronically transfer an Order List to your Dealer Management System (DMS): Assisted Transfer Mode (ATM) and Microcat Messaging Protocol (MMP). The System Administrator is usually required to set up the electronic transfer. In this section you will learn how to use ATM via the Terminal Emulator.

The System Administrator is usually required to set up the electronic transfer.

In this section you will learn how to use ATM via the Terminal Emulator.

1. Once you have completed your Order List, display the Terminal Emulator, either by selecting it from the **Order List** menu, or by using the keyboard shortcut, **Ctrl+T**.



2. Make sure that the Online button in the Terminal Emulator window is activated.



3. Click once on each line of the parts list on the right. An asterisk will appear next to the ones you have transferred.
4. To close the Terminal Emulator, first deactivate the Online button. Then select **Close** from the Terminal menu, or click the button in the upper left of the window.

Additional Catalog Information

In this section you will learn how to:

- Use Broadcast Sheets to add parts to an Order List
- Use the ACDelco Catalog to add parts to an Order List
- Access Charts and Additional Catalogs.

Broadcast Sheets – (For Medium Duty Truck Dealers)

Medium Duty Truck Broadcast Sheets contain all the parts used to build a specific medium duty truck. The data is separated into Major and Minor Uniform Parts Classification (UPC) codes.

To locate parts with Broadcast Sheet data:

1. Select **Navigation > Broadcast Sheets** or press the **F11** key.
2. Double click on the required Major UPC code.

Broadcast Sheet - Major	
UPC	Description
0	REF CHARTS, INSTR DWG & GENERAL INFORMATION
1	BODY
2	FRAME
3	FRONT SUSPENSION
4	REAR AXLE AND REAR SUSPENSION

3. Double click on the required Minor UPC code to display parts applicable to the vehicle loaded.
4. Add the required part to the Order List by right clicking on the appropriate line in the Databar and selecting **Order** from the pop-up menu.

Broadcast Sheet - Parts					Search For: 15680077
UPC	ITM-SI	Number	Qty		
1A 2G	0225A	09985752	0		
1A 2G	5250A	15679486	1		
1A 2G	0050A	15680077	1	COMPRESSOR - A/C	
1A 2G	6350A	15679550	1	SPACER - A/C CMPR RR ADJ BRKT	T ADJ



To navigate back up through the indexes, press **Shift+Tab** on the keyboard or use the back icon on the toolbar.

ACDelco Catalog

Microcat gives you the ability to quickly search for and order all types of ACDelco parts.

To search for ACDelco parts:

1. Access the **Vehicle Identification** dialog box by selecting **Go to Catalog** from the **Catalog** menu, or by using the keyboard shortcut, **Ctrl+C**.
2. Select **ACDelco** from the Manufacturer drop-down list.
3. Click the **Load** button to display the ACDelco parts search window.
4. Select the required attributes, where applicable, from the drop-down menus. For example, Application, Model Year, Make, and Model.

The Category List will display all available categories based on your selection.

5. Click on the required category.

You can select multiple categories by holding down the **Ctrl** key.

6. Click the **Get Parts** button.

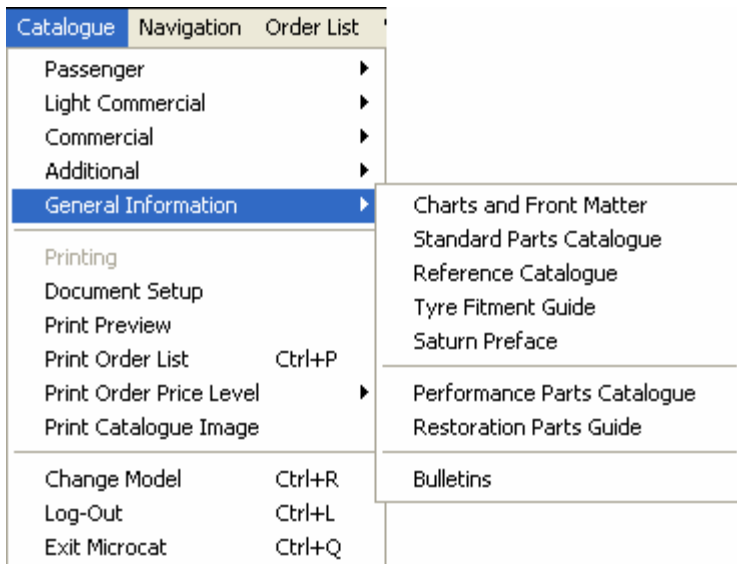
Microcat will return the search results in the Databar.

7. To add a part to the Order List, right-click the item and select either **Order 1** or **Order Many**.

Charts and Additional Catalogs

To access charts and additional catalogs:

1. Select **Catalog > General Information** and click on the required option.



More Help

The following resources are available to provide more assistance with Microcat:

Help files

To access Microcat's extensive help files, open the Help menu and select Help Topics.

Application Shortcuts

To access Microcat's Application Shortcuts Card press the **F10** key on the keyboard.

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