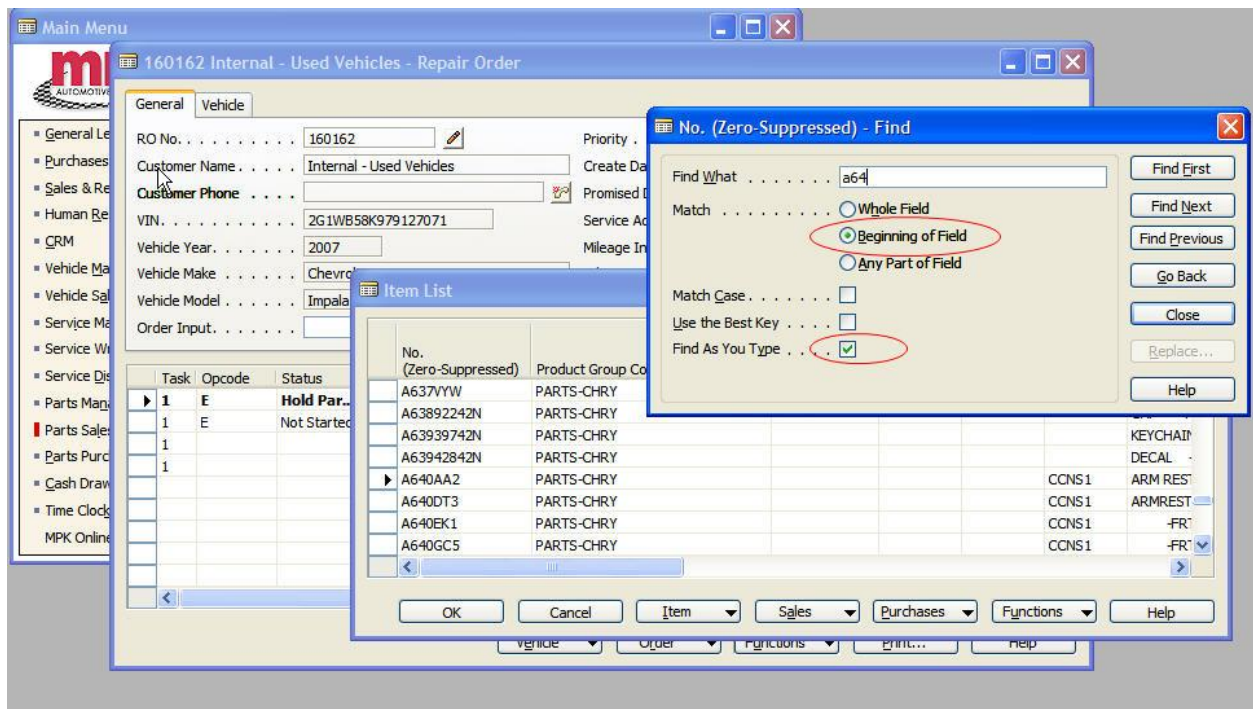


Searching for Parts in MPK

Because of the vast amounts of data the parts department has within their master parts table it is important to stress the following information requiring searching for parts –vs- everything else.

When searching for parts you must make sure the “Match.... Beginning of Field” and “Find as You Type” options are selected when your search box pops up.



Once you have located the part you want just press enter once and the search box will disappear (you do not have to mouse and click “X”). The search box will only disappear if you have a direct match. If the search box does not disappear when pressing enter on the search box the part numbers you are looking for are not in the master -> verify the part number you are looking for.

Also note that MPK will strip the 0's from the front of the part number to make it easier to find part numbers. So if you are looking for a “0064abc” just enter “64abc” to locate the part.

When you are searching for customer or vendors it is advisable to use “Wild Cards” (* and @) to make it easier to find a match (parts must be exact but names can vary greatly (i.e.: Bob Smith may bring the vehicle in for repairs but Sally Smith may have purchased the vehicle). Please see the general search tips for more details.