Microcat®
electronic parts selling system

Microcat

Daihatsu

Parts Quick Start Guide

Infomedia™

DAIHATSU

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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 Dealer Management System (DMS).

This guide is designed to assist users to learn Microcat. The selection of parts within Microcat is performed using a three-step model:

1. Identify a vehicle
2. Select parts
3. Finalise the order.

About the Guide

This guide is divided into the following sections:

- Installing Microcat
- Getting Started
- Identifying a Vehicle
- Selecting Parts
- Finalising an Order List
- 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.

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Installing Microcat

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

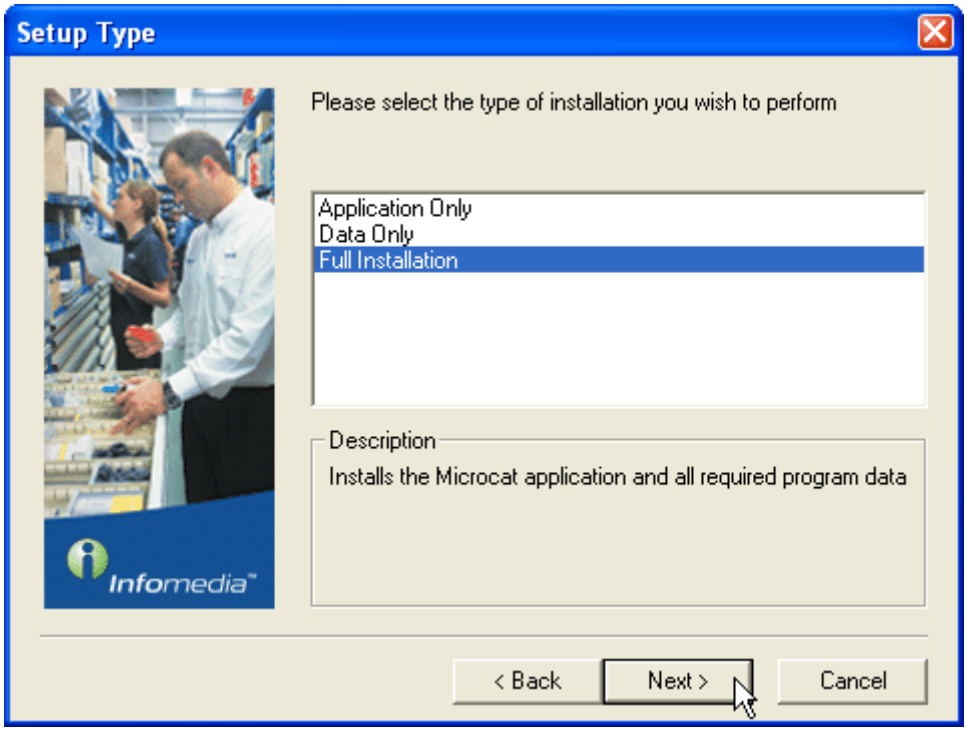
To install Microcat:

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

   The Microcat Autoplay Menu will display.

2. Click **Install Microcat**.

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 **Yes**.
6. Select the type of installation (**Full Installation**), and click **Next**.



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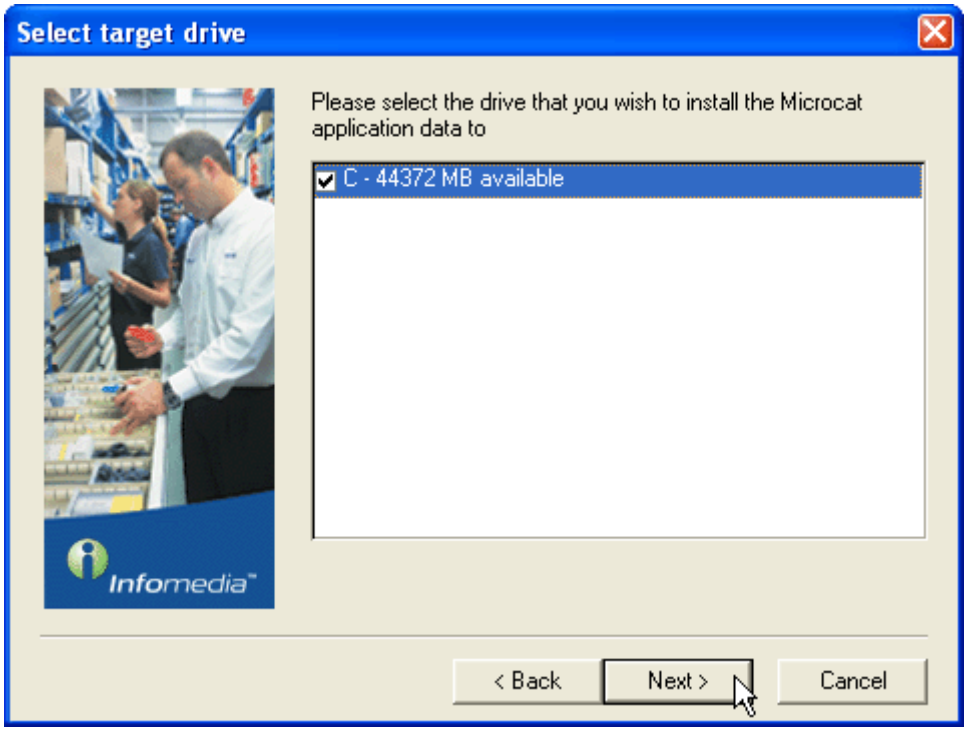
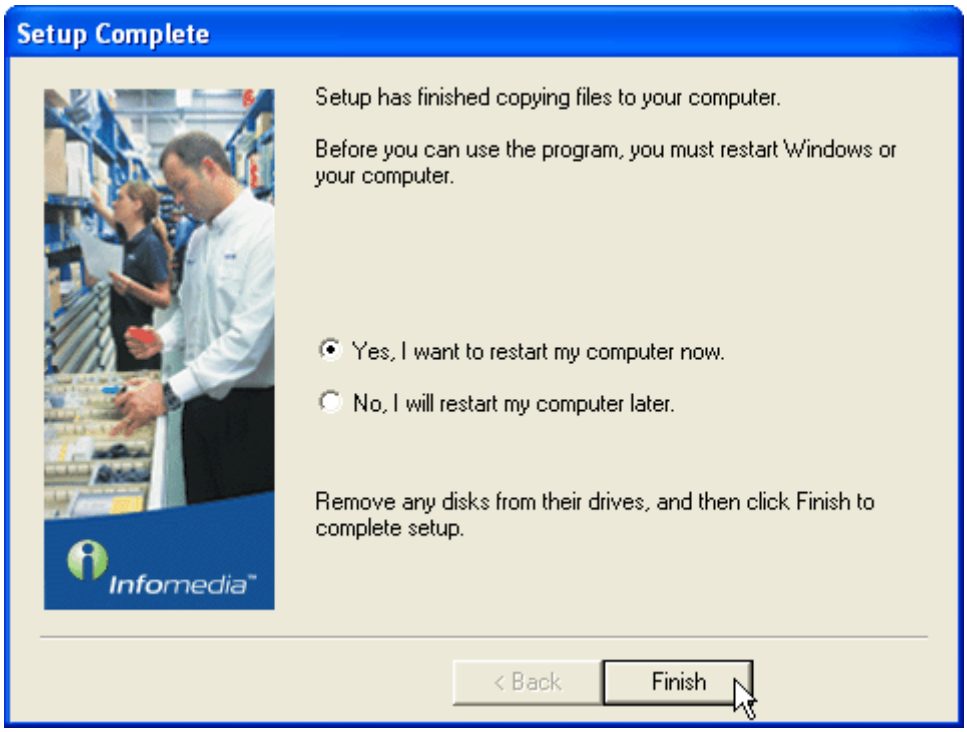
7. Select the drive where the data is to be installed, and click **Next**.



8. Click **Next**.
9. Confirm the restart option is selected, and click **Finish**.



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Getting Started

In this section you will learn how to:

- Start Microcat
- Log on to Microcat
- Work with the three-step model of finding parts.

Start Microcat

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.

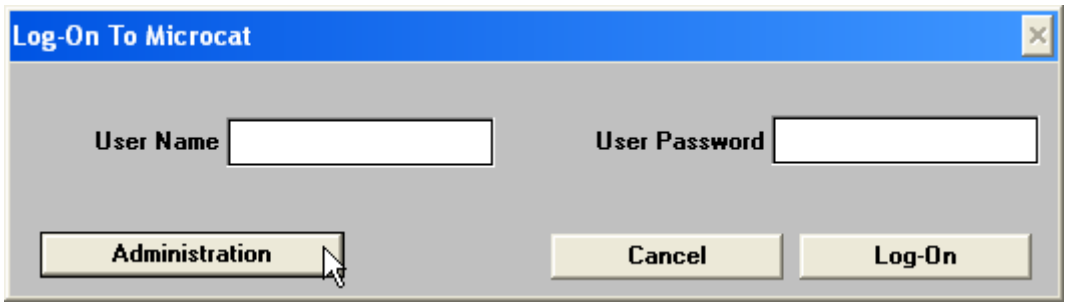
1. Double click on the **Microcat** shortcut on the desktop.

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

   The **Log-On To Microcat** dialogue box opens.

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

   The **User Administration** dialogue box opens.

4. Click the **New User** button.
5. Create and enter a **User Name**, **User Password** and **Sales ID** (e.g. your first name or initials).

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

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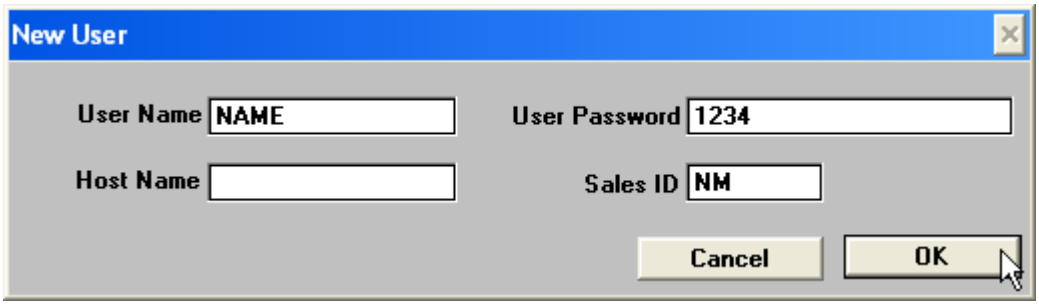
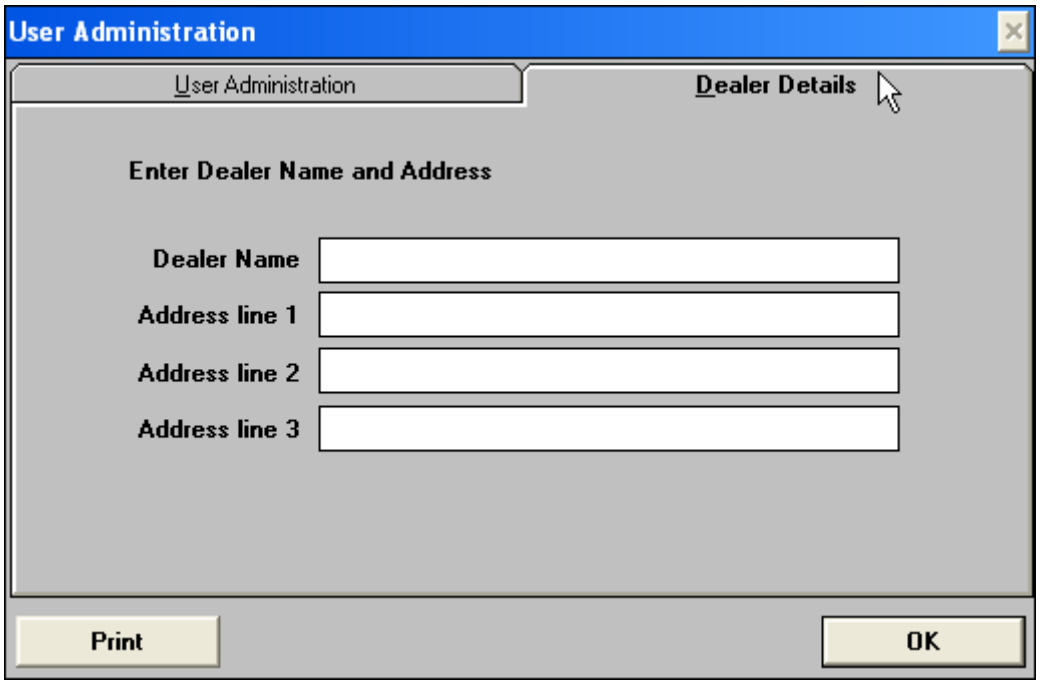
6. Click **OK** to return to the **User Administration** dialogue box.



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



8. Enter the **Dealer Name** and **Address**.
9. Click **OK** to return to the **Log-On To Microcat** dialogue box.

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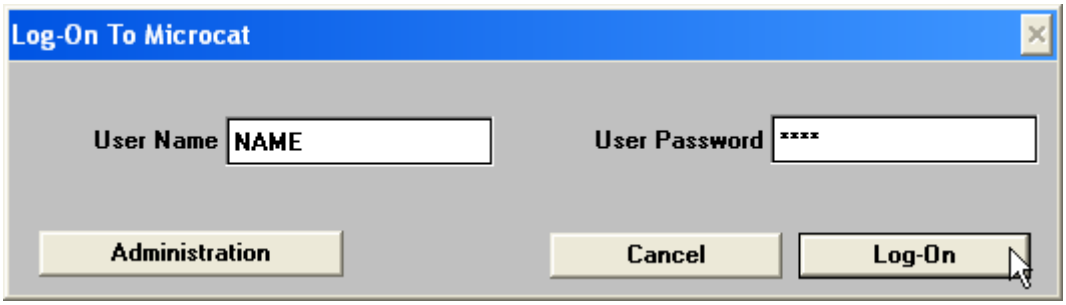
Log on to Microcat

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

1. Enter the assigned **User Name** and **User Password** in the **Log-On To Microcat** dialogue box.
2. Click the **Log-On** button.



3. The Vehicle Index is displayed.

   The vehicles shown may differ based on your market.

To return to the Vehicle Index screen, select **Navigation** > **Vehicle Index**, or press **Ctrl+V**.

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Microcat Overview

The selection of parts within Microcat is performed using a three-step model:

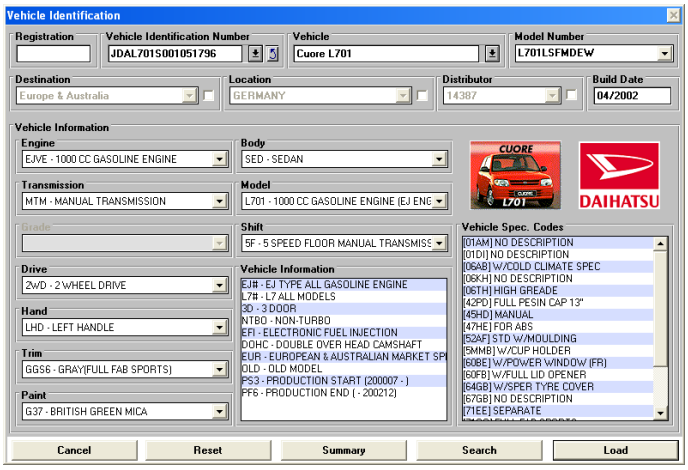
1. Identify a vehicle
2. Select parts
3. Finalise the order.

Step 1 – Identify a vehicle

To select parts accurately, it is first necessary to positively identify the vehicle. The vehicle is identified in the Vehicle Identification dialogue box.

The vehicle can be identified using a variety of methods such as:

- Vehicle Identification Number
- Vehicle details like model and year.

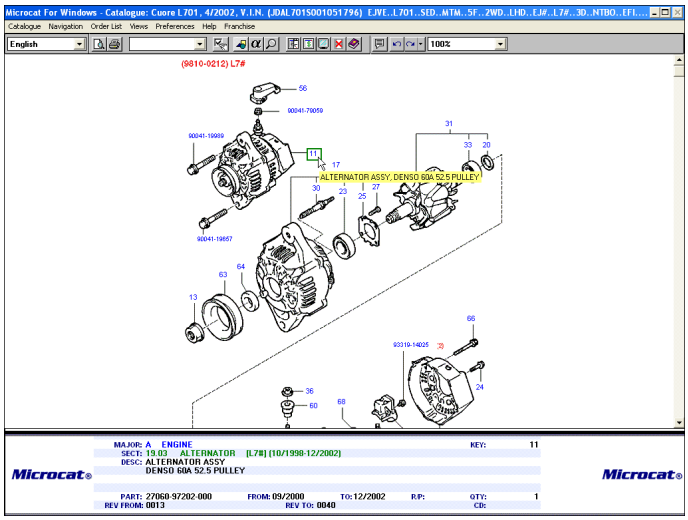


Step 2 – Select parts

The catalogues in Microcat are indexed into major and minor sections. The major indexes are available in a pictorial form known as the Graphic Index, and in a text based form known as the Alpha Index. The minor sections include illustrations of specific sections of the vehicle.

The illustration screen for selecting parts contains these areas:

- The catalogue title bar at the top of the screen.
- The main menu and toolbar for selecting Microcat functions.
- A display area for the illustration in the centre of the screen. The illustrations contain decodes (callouts) to indicate a part.
- The Databar at the bottom of the screen. The Databar displays search results and part information.



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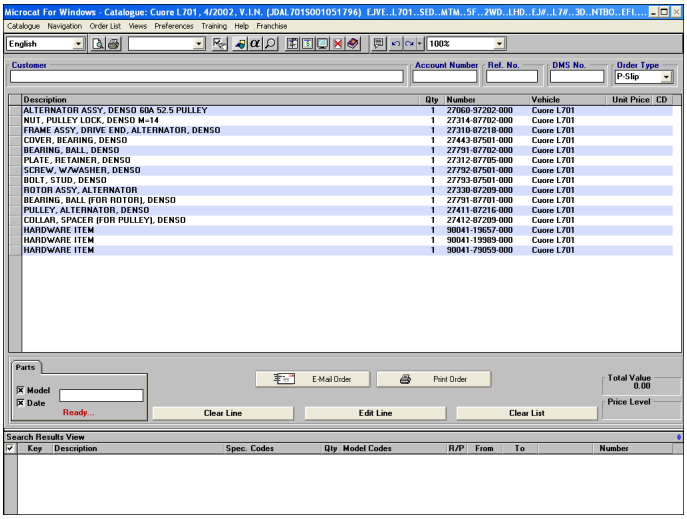
Step 3 – Finalise the order

The WorkBench is used to finalise the order. To finalise the order you can view, edit, print, email, and save your order. Or, transfer the order to your in-house system.

The WorkBench contains these areas:

- The catalogue title bar at the top of the screen.
- The main menu and toolbar for selecting Microcat functions.
- The Order List in the centre of the screen. The Order List contains part numbers, quantities and prices (if available).
- The Databar at the bottom of the screen. The Databar displays search results and part information.



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Identifying a Vehicle

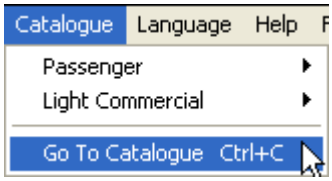
In this section you will learn how to:

- Access the Vehicle Identification dialogue box
- Identify the vehicle by the Vehicle Identification Number (VIN)
- Identify the vehicle by the registration number
- Identify the vehicle by selecting all known vehicle details.

Access the Vehicle Identification Dialogue Box

The **Vehicle Identification** dialogue box can be accessed from the Vehicle Index using the following methods:

- Click once on the required vehicle image
- Click the **Catalogue** menu and select **Go To Catalogue**, or press **Ctrl+C**.

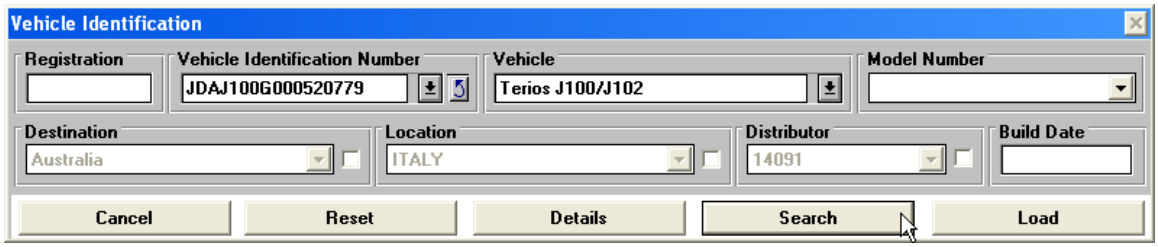


To return to the **Vehicle Identification** dialogue box at any time, click the **Vehicle Identification** icon on the toolbar , or press **Ctrl+C**.

Identify by VIN

To identify a vehicle by VIN:

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



3. Click the **Details** button to view all vehicle attributes.

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 dialogue box.

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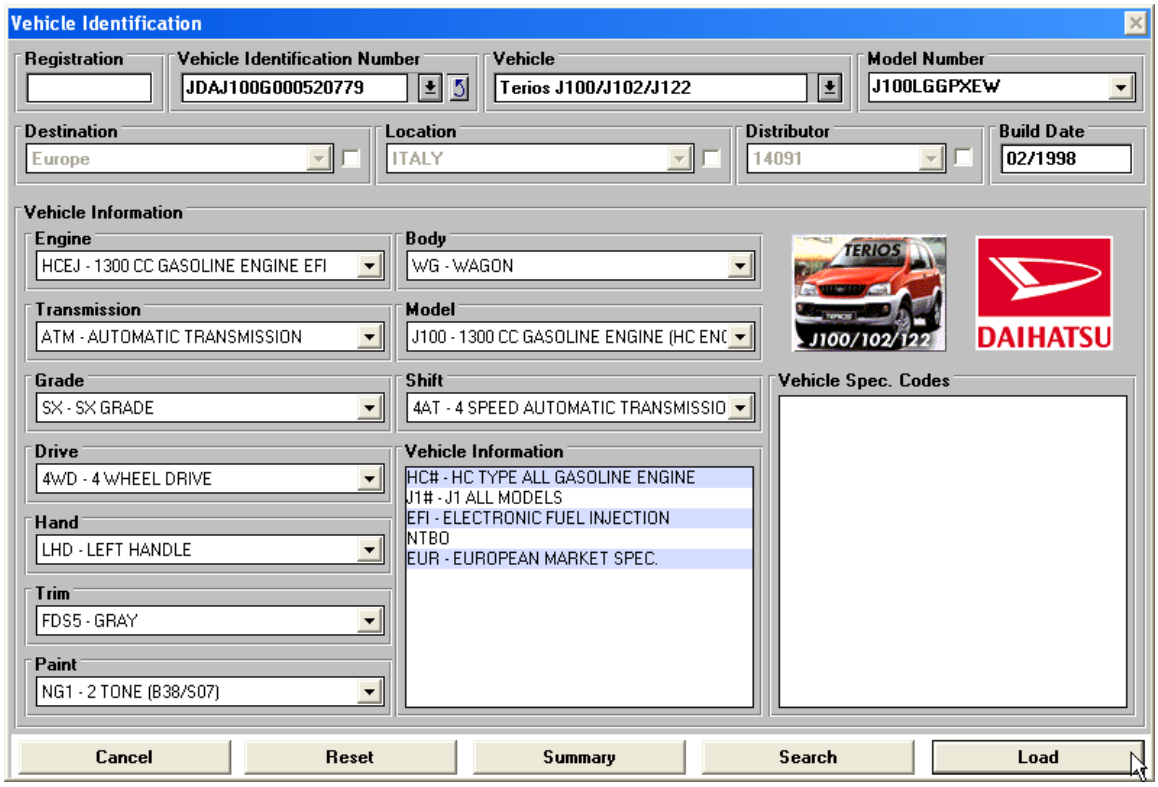
4. Click the **Load** button to load the vehicle catalogue.



Identify by Registration Number

In some locations, Microcat can identify a vehicle by its registration number.

To identify a vehicle by registration number:

1. Type the complete registration number into the **Registration** field of the **Vehicle Identification** dialogue box.
2. Click the **Search** button to retrieve the vehicle attributes.
3. Click the **Details** button to view all vehicle attributes.
4. Click the **Load** button to load the vehicle catalogue.

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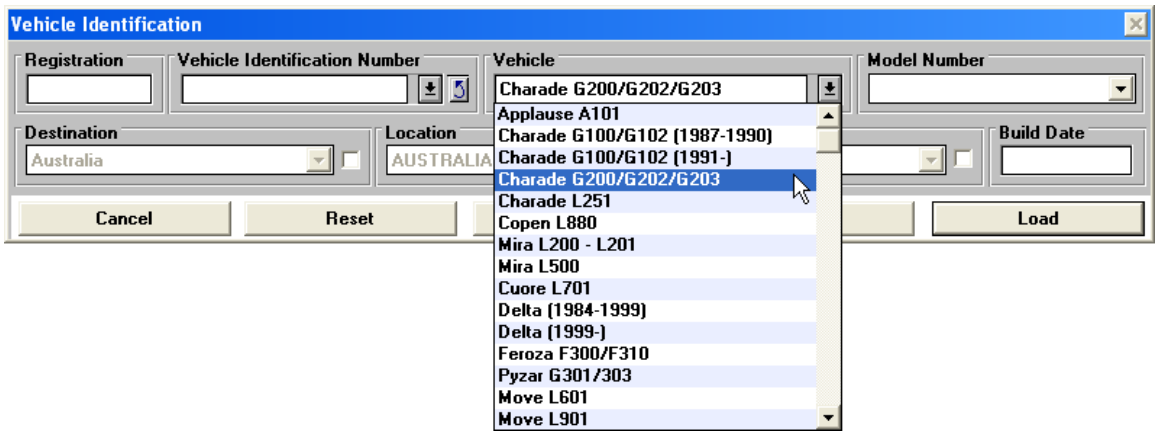
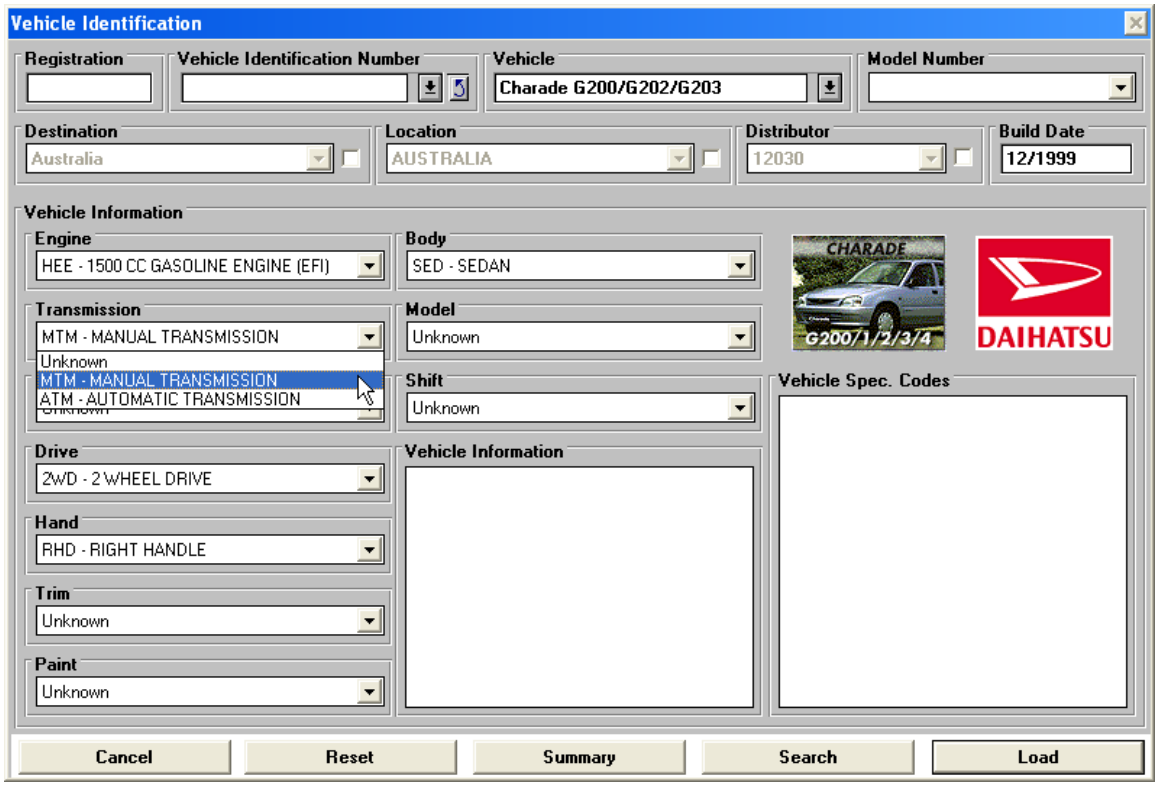
Select Vehicle Details

To identify a vehicle by the vehicle attributes:

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



2. Enter the build date of the vehicle in the **Build Date** field.
3. Click the **Details** button to view all vehicle attributes.
4. Select all known details from the drop-down menus.



5. Click the **Load** button to load the vehicle catalogue.

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Selecting Parts

In this section you will learn how to:

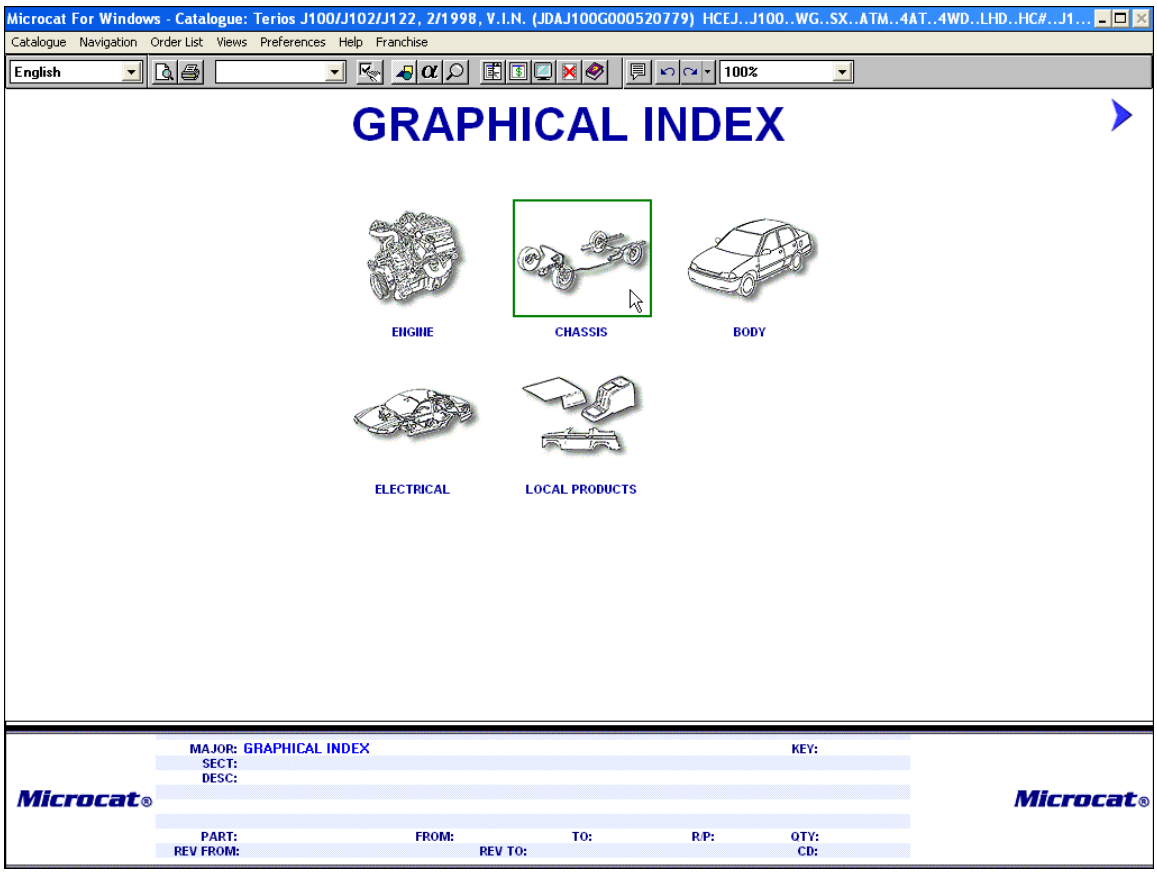
- Use the Graphic Index to add parts to an Order List
- Use the Alpha Index to add parts to an Order List
- Use Microcat Search and the Reduce Choices function
- Work with the Databar
- Work with the SuperWindow
- Respond to the Part Option Resolver.

Select Parts Graphically

The Graphic Index is a pictorial index of the major and minor sections of a vehicle. When you select a minor section, Microcat displays the illustrations relevant to that section.

To use the Graphic Index:

1. Click the **Graphic Index** icon on the toolbar , or press **Ctrl+G**.
2. Click the required major section.



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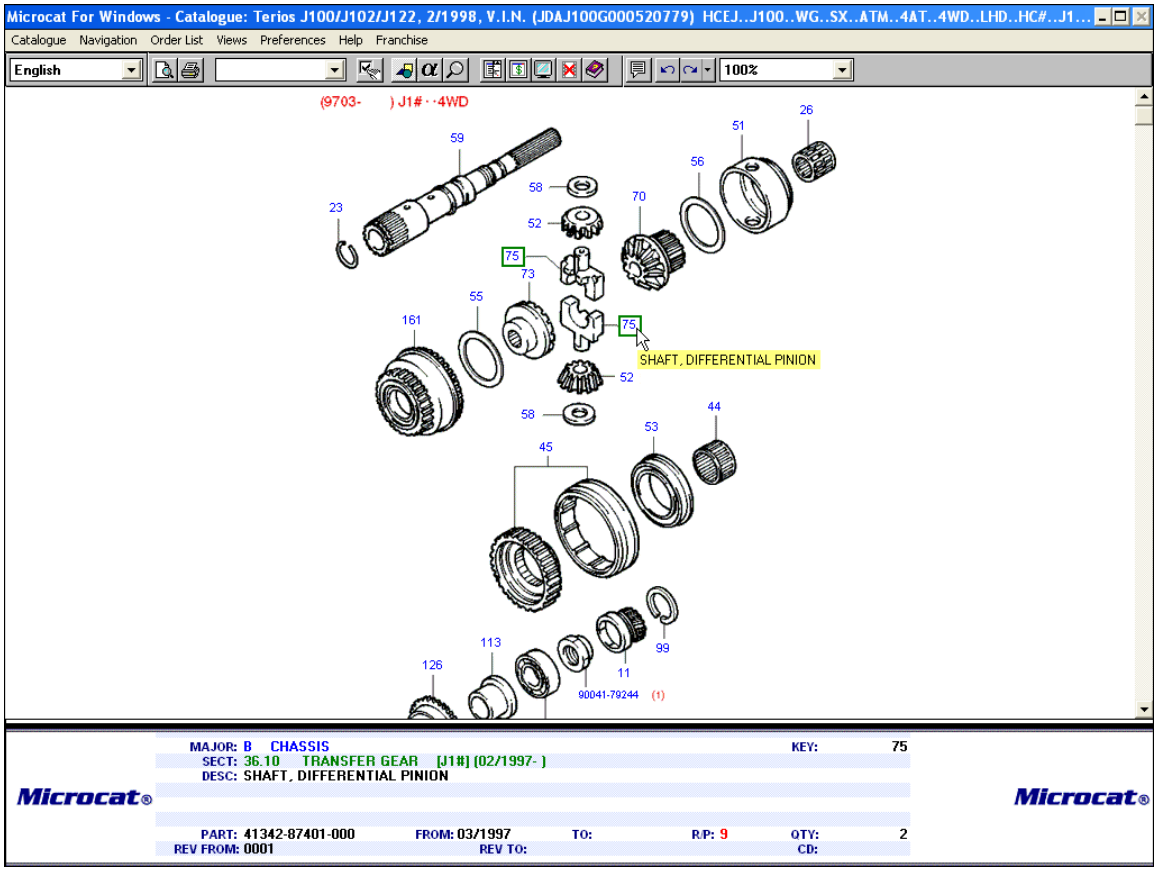
3. Click the required minor section to view an illustration of the associated parts.

   Use the blue arrows at the top of the window to scroll between pages of the index.

4. If items appear in the Databar, double click on the required item.
5. Click the required decode (callout) on the illustration.

   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 List, select the **WorkBench** icon on the toolbar , or press **Ctrl+W**.

   Pressing **Ctrl+W** will show or hide the WorkBench.

To return to the start of the Graphic Index at any time, press **Ctrl+G**.

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Select Parts from Text

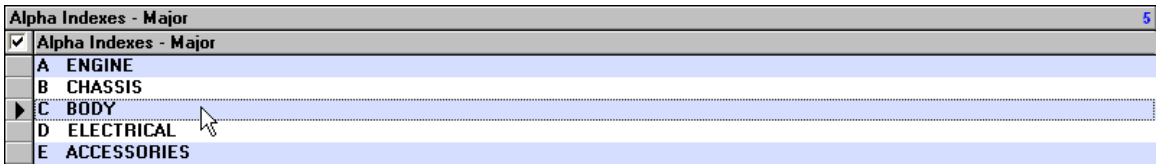
The Alpha Index is a text listing of the major and minor sections of a vehicle. When you select a minor section, Microcat displays the illustrations relevant to that section.

To use the Alpha Index:

1. Click the **Alpha Index** icon on the toolbar , or press **Ctrl+A**.

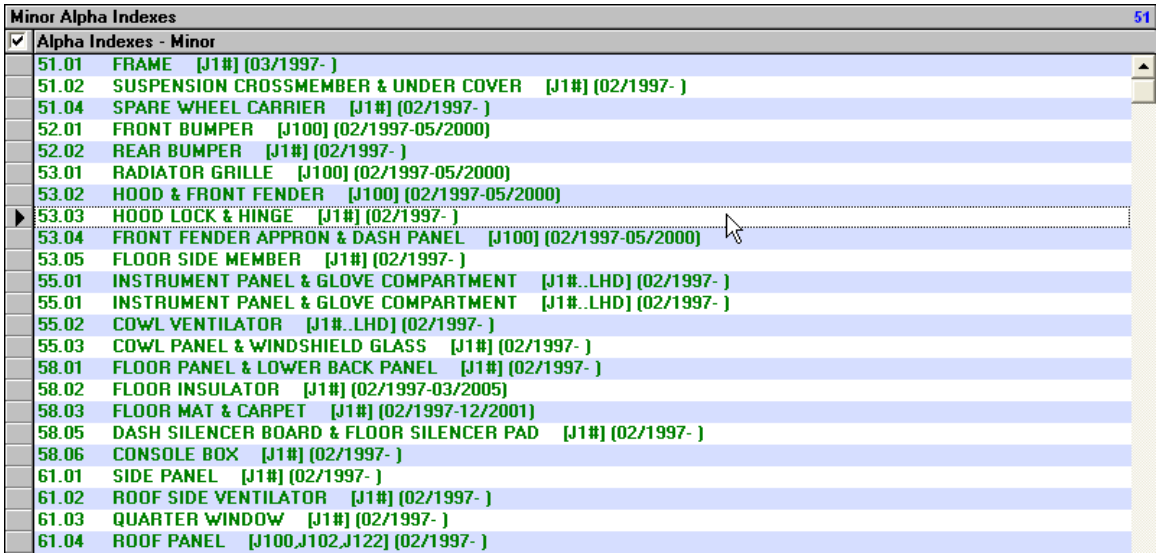
   Press the **Spacebar** on the keyboard to bring the Databar to full screen view.

2. Double click on the required major section.



3. Double click on the required minor section in the Databar to view an illustration of the associated parts.

   Press the **Spacebar** to return the Databar to partial screen view to reveal the image.



4. Click the required decode (callout) on the illustration.

   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 List, select the **WorkBench** icon on the toolbar , or press **Ctrl+W**.

   Pressing **Ctrl+W** will show or hide the WorkBench.

To return to the start of the Alpha Index at any time, press **Ctrl+A**.

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Search for Parts

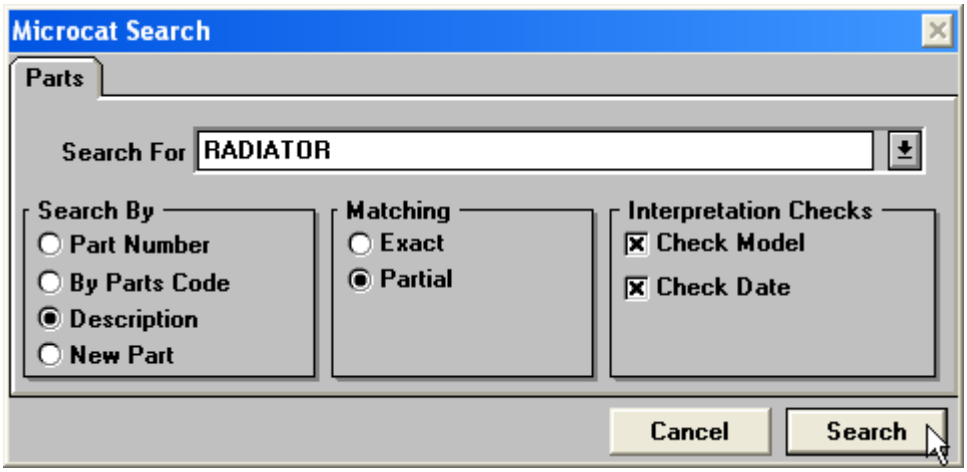
The Microcat Search function allows you to find a part using a variety of methods, such as part description and part number.

To search for a part:

1. Click the **Part Searching** icon on the toolbar , or press **Ctrl+F**.
2. Enter what you will search for in the **Search For** field. For example, RADIATOR.

   The drop-down menu on the **Search For** field lists a history of your successful searches.
3. Select the corresponding search type from the **Search By** frame. For example, Description.
4. Click the **Search** button.

   Microcat will return the search results in the Databar.



5. Double click on the required search result to view the illustration.

   Or, use the Reduce Choices feature to filter your results further.

Filter Search Results

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

To use Reduce Choices:

1. Click the **Navigation** menu and select **Reduce Choices**, or press **Shift+Delete**.
2. Enter a keyword in the **Filter Results By** field.

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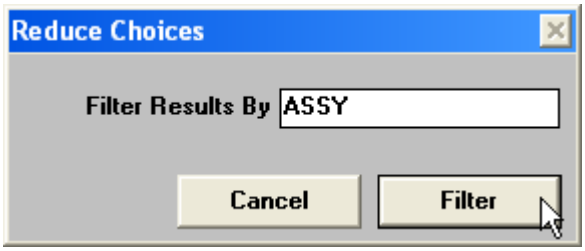
3. Click the **Filter** button.

   Microcat will return only the entries that contain the keyword. The Reduce Choices feature can be applied as many times as necessary to filter your results.



4. Double click on a line from the reduced list.
5. Microcat will take you to the illustration and highlight the decode (callout) of the part.

Work with the Databar

The Databar displays search results and other data at the bottom of the screen.

To adjust the Databar to full screen view:

1. Click once in the Databar area.
2. Press the **Spacebar** on the keyboard.
3. Press the **Spacebar** again to reveal the image.

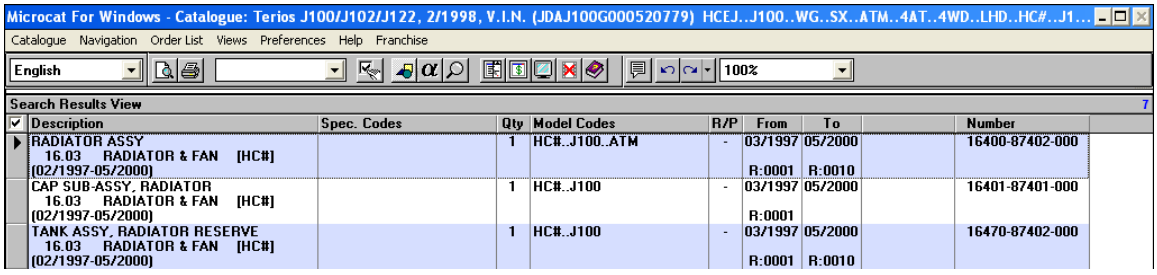
   Pressing the **Spacebar** will toggle the Databar from partial screen to full screen view.

To adjust the height of Databar rows:

1. Click once in the Databar area.
2. Hold down the **Shift** key and press the numbers **1** through **9** on your keyboard.

   You must use the numbers above the letters on the keyboard, not the numbers on the keypad.

3. The row height in the Databar will expand revealing all the part information.



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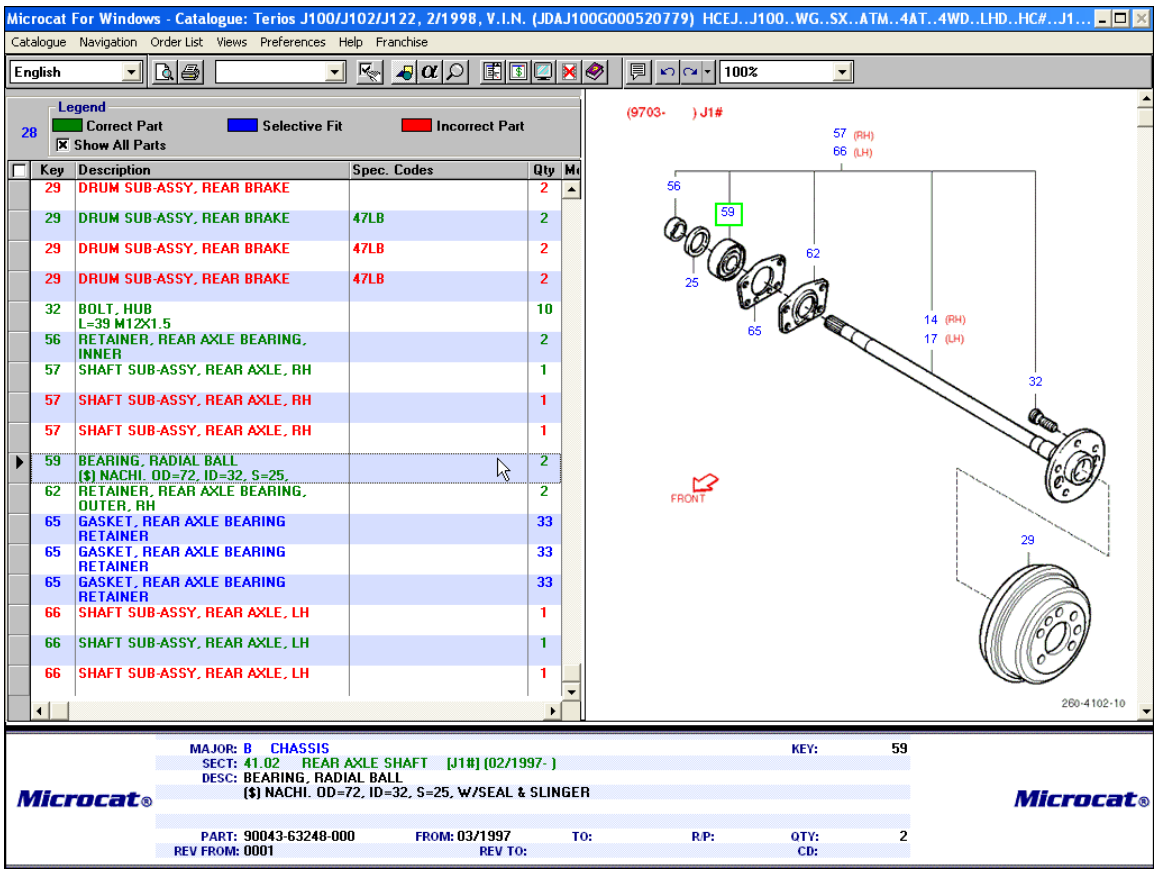
Work with the SuperWindow

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 the part in the SuperWindow, and vice versa.

1. 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 colour text shows applicability:

   - GREEN - green text indicates that the item is applicable
   - BLUE - blue text indicates that the item is a selective or optional part, and it must be reviewed by the user for applicability
   - RED - red text indicates that the item is not applicable. If you do not want to see non-applicable parts, click the box next to the words **Show All Parts** to deselect.



2. To set the SuperWindow position, select the **Views** menu > **SuperWindow Preferences** > **Full Screen** / **Left Side** / **Right Side**. Alternatively use the shortcut keys:

   - **Ctrl+↑** to set the SuperWindow to full screen
   - **Ctrl+←** to split screen with left side SuperWindow
   - **Ctrl+→** to split screen with right side SuperWindow.

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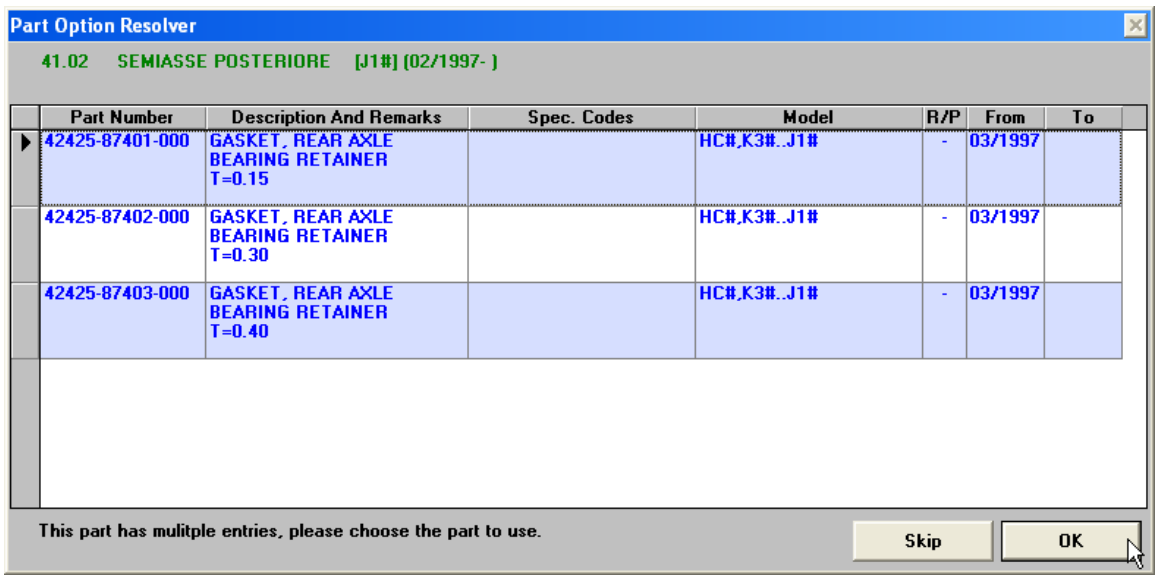
3. To order a part within the SuperWindow, select either the illustration callout or the text line in the grid and press the **Plus** (**+**) key.
4. To hide the SuperWindow, select **Views** > **SuperWindow Preferences** > **SuperWindow** or press the **Delete** key.

Respond to the Part Option Resolver

When you order 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.

   If you do not wish to include any of the available choices, click the **Skip** button.



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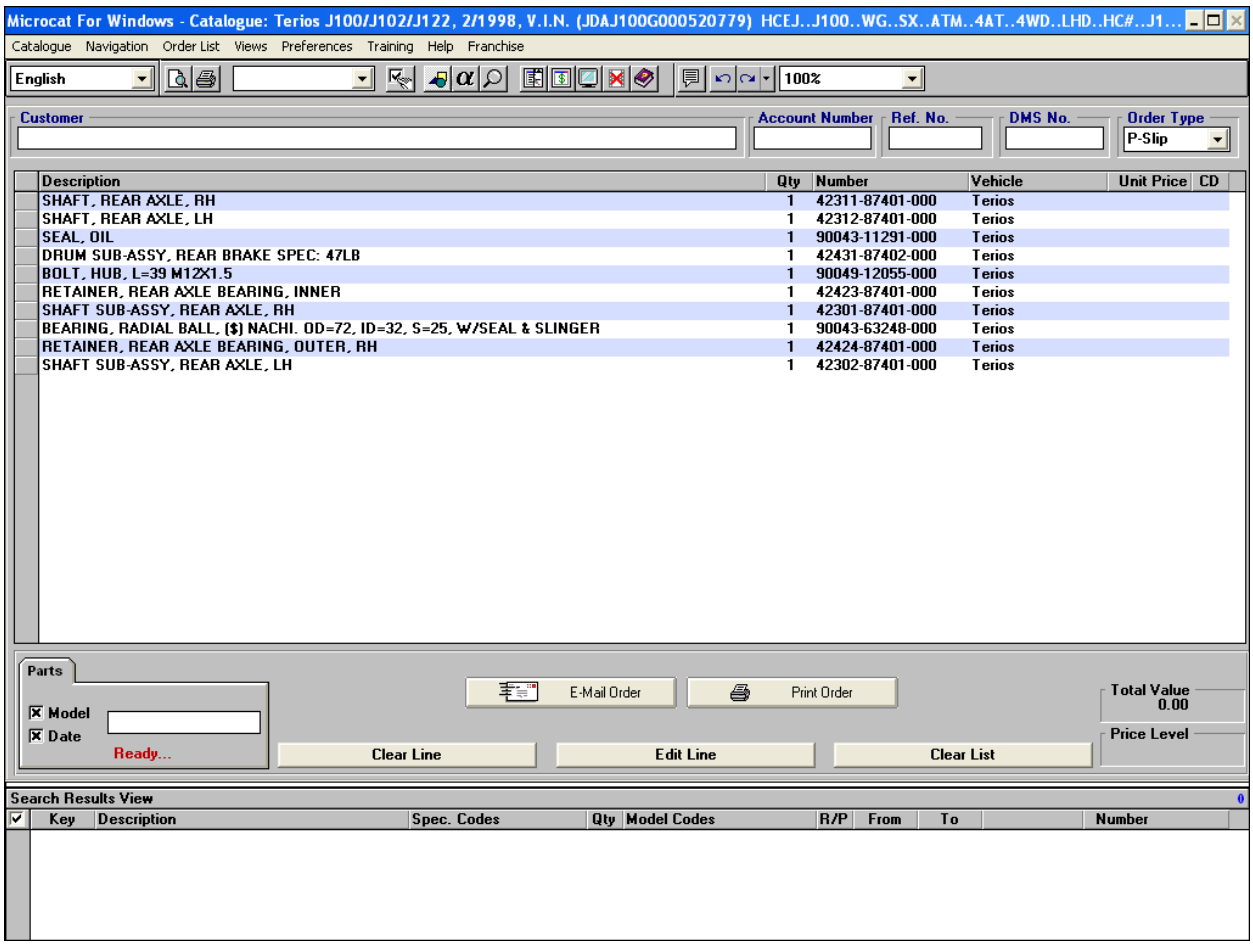
Finalising an Order List

In this section you will learn how to:

- Edit or delete a line of an Order List
- Suspend and retrieve an Order List
- Print an Order List
- Email an Order List
- Delete an entire Order List
- 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, email, or transfer your Order List. You can also save your Order List as a suspended order. The **Order List** is the list of parts, their part numbers, quantities and prices (if available).



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 the **Edit Line** button.

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

   If you edit a price on the WorkBench, the change will **not** be passed to your Dealer Management System. Part numbers, labour codes and quantities are transferred, not the prices.
4. Click the **OK** button.

Delete a Line

To delete a line of the Order List:

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

3. Click **OK** to confirm.

Suspend an Order

To temporarily save an order:

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

2. Press **F2** on the keyboard.
3. The order will be saved and the Order List will be cleared.

Retrieve an Order

To retrieve a suspended order:

1. Press **F3** on the keyboard.

   Suspended orders will be displayed in the Databar.
2. Double click on the order you wish to retrieve.
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.

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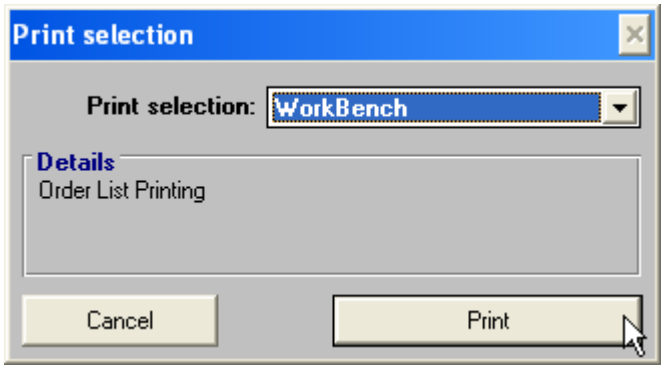
Print an Order List

To print an Order List:

1. Click the **Print** icon on the toolbar , or press **Ctrl+P**.

   Or, click the **Catalogue** menu and select **Print Order List**.
2. Click the **Print** button in the **Print Selection** dialogue box (WorkBench selected).

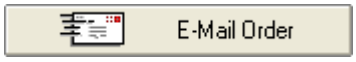


3. Click the **OK** button on the **Page Setup** dialogue box.

Email an Order List

To email an Order List:

1. Click the **Email Order** button.



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.

Delete an Entire Order List

To delete an entire Order List from the WorkBench:

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

2. Click **OK** to confirm.

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Transfer an Order List to the DMS

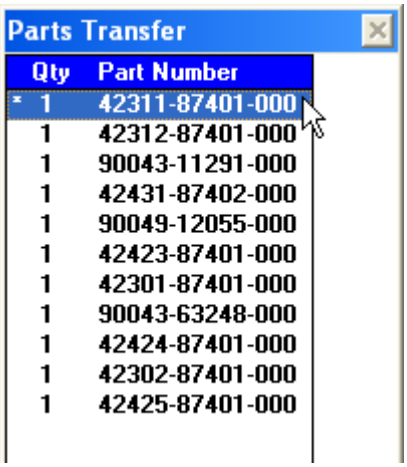
Microcat has the ability to electronically transfer an Order List to your Dealer Management System (DMS). The System Administrator is usually required to set up the electronic transfer.

To transfer parts using Assisted Transfer Mode (ATM):

1. Finalise your Order List on the WorkBench.
2. Click the **Terminal Emulator** icon on the toolbar , or press **Ctrl+T**.

   This will launch your Dealer Management System and the Microcat **Parts Transfer** list.
3. Proceed to the order entry or enquiry screen in your DMS.
4. Click each line of the **Parts Transfer** list to transfer to your DMS.

   An asterisk (*) will appear next to the parts you have transferred.



5. The part numbers and quantities will be transferred and displayed in your DMS order entry or enquiry screen.

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More Help

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

Help Files

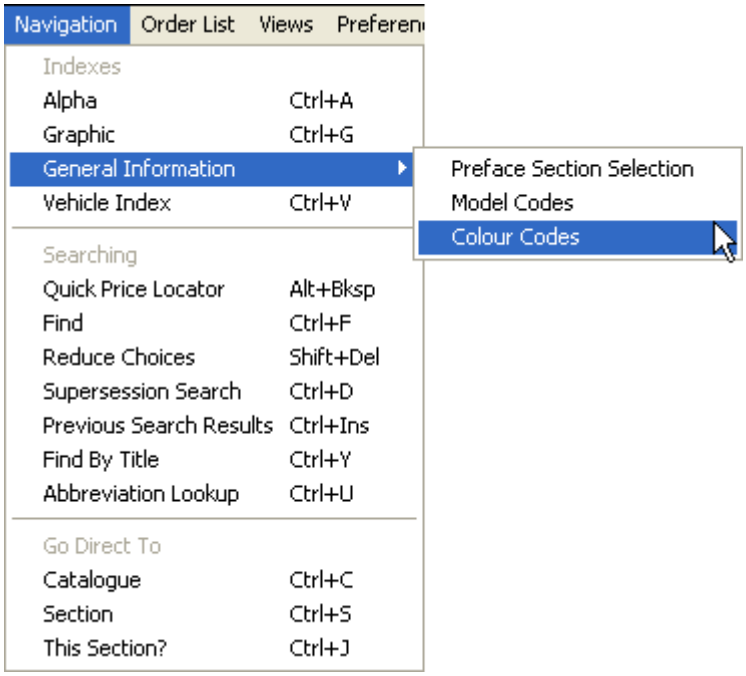
To access Microcat's help files:

1. Click the **Help** menu and select **Help Topics**, or press **F1**.
2. Click a link in the **Contents** frame to navigate to a topic of interest.

General Information

To access additional vehicle information (e.g. colour codes):

1. Click the **Navigation** menu and select **General Information**, followed by the required option.



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