

Gold Parts App - Enquire

Product Manual



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A Constellation Software Company

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1. INTRODUCTION

Gold Parts App is a mobile application for dealerships' parts departments, allowing users to complete existing parts control processes whilst working away from a terminal. It can be used on any device with a modern web browser, including smartphones, tablets, laptops or desktops. This manual guides you through every step of the Enquire function.

2. STOCK ENQUIRY SET UP

Our PSG Team will book a session with you to set up Parts App, providing you with a licence key to get started.

2.1 Adding Users

Follow the steps below to add users.

1. In Gold, navigate to **Personnel Security File**

- Windows Gold: **System Management > Set-up & Security > Personnel Security File**
- Classic Gold: **System Management > Security > Personnel Security File**

2. Input the users **Gold password** or select them from the list.

3. Navigate to the **Applications tab**.

4. Select **Gold Parts App**.

5. Select **Amend**.

6. Set the licence status to **Active**.

7. Select **OK**.

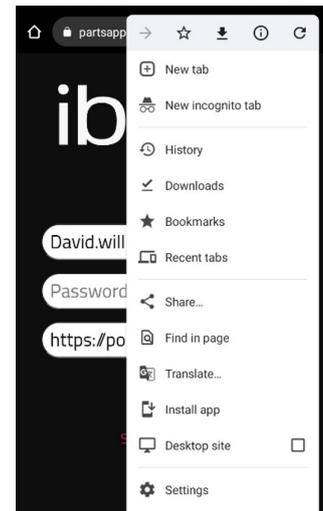
8. Return to the main menu and select **Save** when prompted.



2.2 Setting Up on Your Mobile Phone

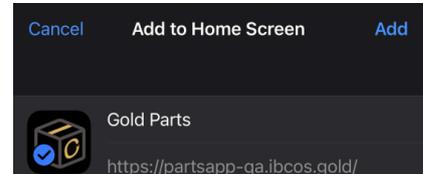
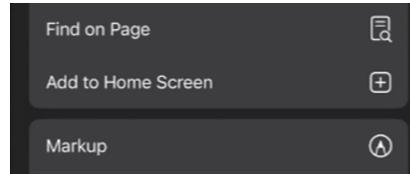
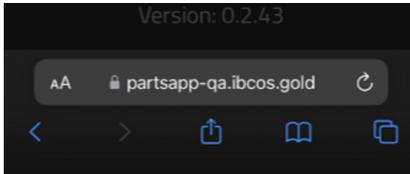
Follow the steps below to set up on an Android.

1. Open **Chrome** (or your preferred browser).
2. Navigate to <https://partsapp.ibcos.gold>
3. Select the **3 dots** on the top right corner.
4. Select **Install app**.



Follow the steps below to set up on an iOS.

1. Open **Safari** (or your preferred browser).
2. Navigate to <https://partsapp.ibcos.gold>
3. Select the **Share icon** from the bottom middle of the page.
4. Select **Add to Homescreen**, then **Add**.



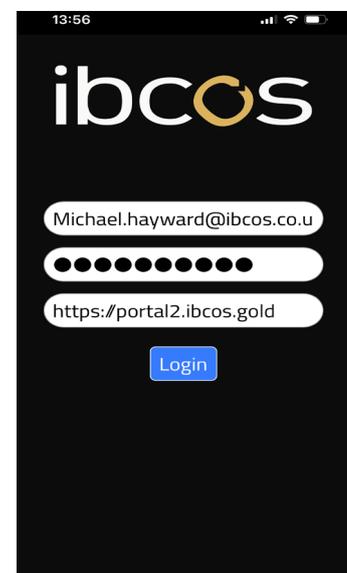
3. NAVIGATING GOLD PARTS APP

3.1 Signing In

1. Enter your given **Username**.
2. Enter your given **Password**.
3. The **URL field** is your portal address for Gold Service or Gold Parts Marketplace, formatted as: <https://dealersname.ibcos.gold> (replace dealersname with yours).

If you encounter any issues, please contact our support team.

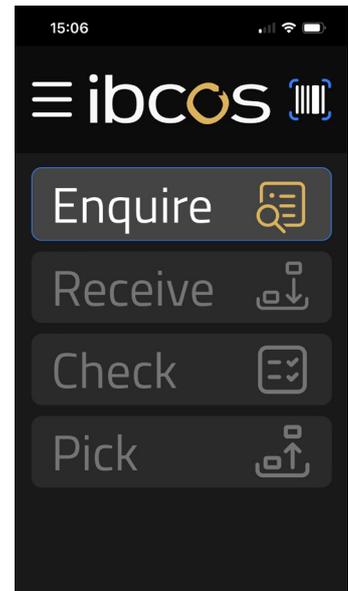
4. When all data fields have been filled in, the **Login button** will activate and turn blue. Select **Login** to enter the app.



3.2 Viewing the Home Screen

Once you've logged in, you'll be taken to the home screen, where you can perform the following tasks.

- Access the **Enquire function**, which is the main functionality for Phase 1 of Parts App.
- The **Navigation menu** will allow you to access Settings, Change Depot, and Log Out.
- At the bottom of the screen, you will see your **user information** and the **Depot** that you are working from.



3.3 Setting Up and Using Your Bluetooth or Camera Scanner

Some Android devices have trouble scanning barcodes in the app due to the default camera's inability to focus on close objects. We've raised support tickets with Samsung, but a fix is unlikely. As a workaround, customers can use a bluetooth scanner, which we've successfully tested with the app. While we don't support or maintain bluetooth devices, the following models were used during testing:

Most Successful Device:

 [NETUM Mini Barcode Scanner](#)

Also Compatible:

 [Tera Mini 1D](#)
[Tera Bluetooth 2D](#)
[NETUM NT-1228BC](#)

Follow the steps below to view and/or change the camera settings and scan barcodes.

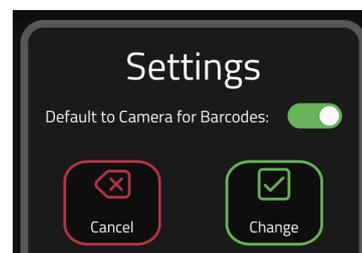
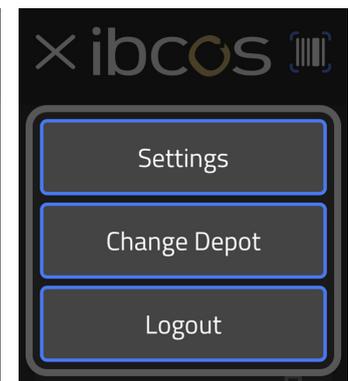
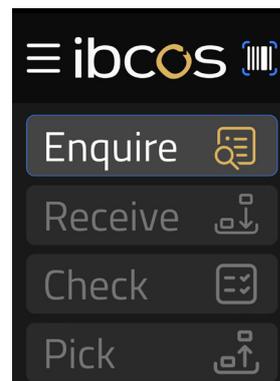
1. Select the **Navigation menu** from the top left corner to open the options.



2. Select **Settings**.

3. Keep **Default to Camera for Barcodes** to **On** to use your camera to scan. To use your bluetooth scanner, connect it to your device, then toggle **Default to Camera for Barcodes** to **Off**.

4. Select **Change** to confirm your selection.



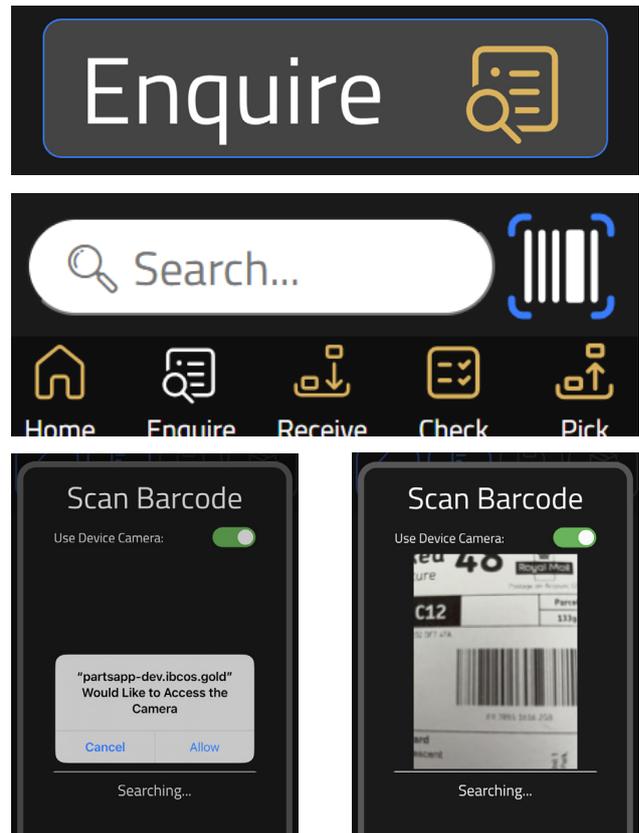
5. Return to the homescreen and **select Enquire**.

6. **Select the barcode scanner button** from the bottom right corner.

7. Select **Allow Camera Access** when prompted.

3. **Scan** the barcode.

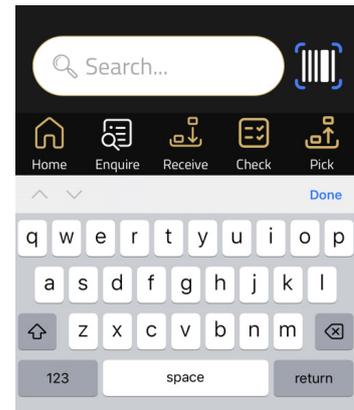
6. The scan result will automatically populate in the box. Once the part is displayed, **select it to open** the enquiry screen and review the results.



3.4 Performing Searches

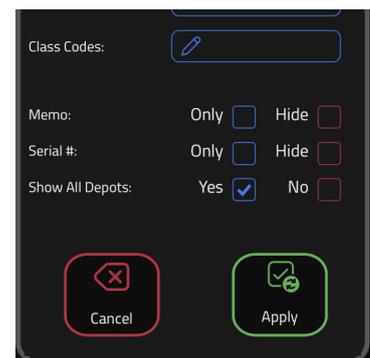
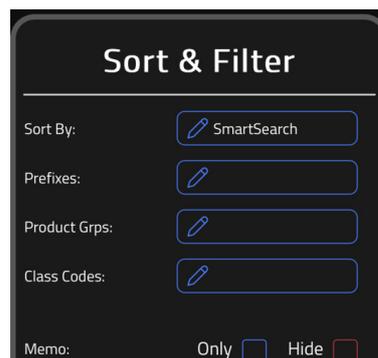
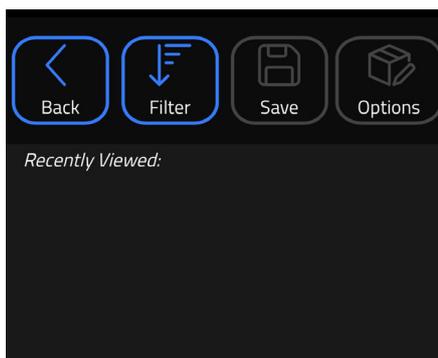
Follow the steps below to easily find parts using the search feature.

1. From the **Enquire** function, click on the **Search bar**.
2. Type in the **part or partial part number, bin number** or a **description**.
3. Review the results.

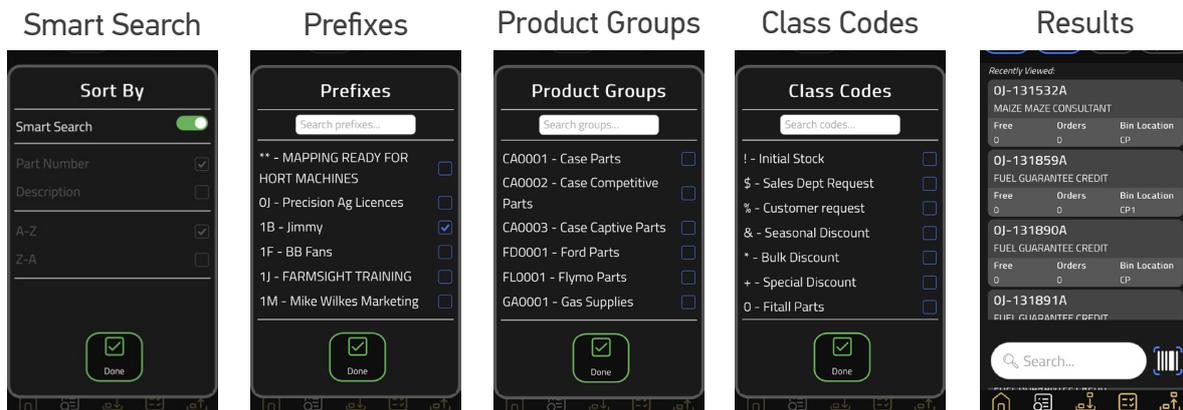


3.5 Sort and Filter Options

When in the Enquire function, select **Filter** to show or hide specific parts from your list based on a variety of options. These include pre-fixes, product groups and class codes. You can also select whether to show memo parts, serial number parts or view parts across all depots.



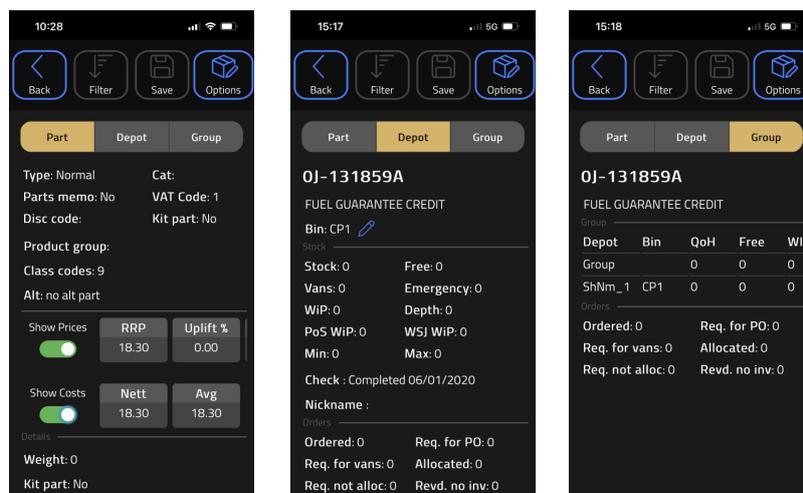
Below are the different sort and filter options. Select **Done** to confirm your choice and view the results.



3.6 Viewing Part Data

Additional details—such as part information, stock levels, locations, and pricing—are available for your search results. Follow the steps below to view them.

1. From the search or scan results, **select a record** to view all part data.
2. You will be able to see the part price (Inc. of VAT). Toggle **Show Prices on** to view RRP, Uplift Percentage, Warranty and Price (Inc. of VAT). Toggle **Show Costs on** to view Nett and Average Costs.
3. Select the **Depot tab** to view depot data such as stock levels. To change which depot's data you're viewing, see section 3.7.
4. Select the **Group tab** to view stock information across multiple depots.



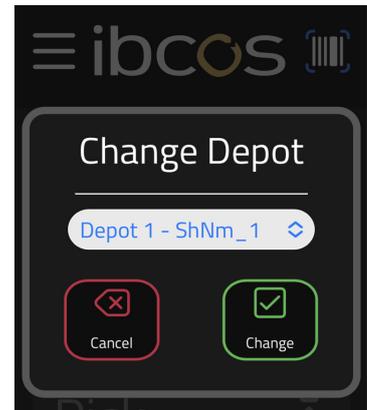
Did you know?

You can view all part and depot data simply by rotating the device from portrait orientation to landscape.

3.7 Changing Depots

Follow the steps below to easily navigate between different depots.

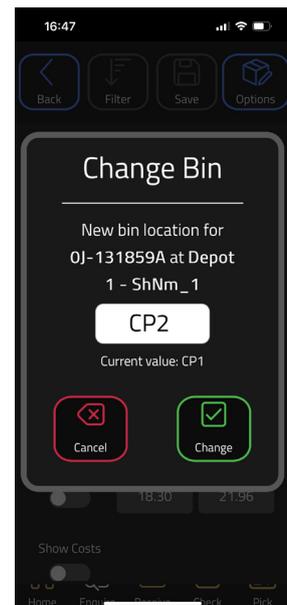
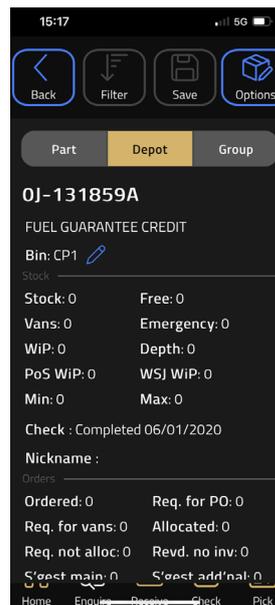
1. Select the **Navigation menu** from the top left corner to open the options.
2. Select **Change Depot**.
3. Select the **drop down bar** and choose your required depot.
4. Select **Change** to confirm your selection.



3.8 Updating Bin Locations

Updating bin locations allows you to record where the part lives in your dealership. To update the bin location, follow the steps below.

1. Select the **record** from the results of your search or scan.
2. Select the **Depot tab**.
3. Select the **edit icon** next to the Bin location. 
4. Select the **text entry field** and enter the bin location.
5. Select **Change** to confirm your changes.



4. USEFUL INFORMATION



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