Parts Look Up Product Manual





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1. INTRODUCTION

Gold Parts Look Up is a lightweight digital solution that can be used by dealerships to access parts information through their mobile device or tablet. It enables field service engineers and sales access to stock and pricing information whilst out and about. This manual guides you through every step of downloading and navigating the app.

2. STOCK ENQUIRY SET UP

Our PSG Team will book a session with you to set up Parts Look Up, 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 Look Up.
- 5. Select Amend.
- 6. Set the licence status to Active and select OK.
- 7. Return to the homescreen 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 Home Screen, then Add.



Did you know?

Gold Parts Lookup App can be accessed by any web browser connected to the internet on an Android or iOS device.

3. NAVIGATING GOLD PARTS APP

3.1 Signing In

Follow the steps below to log into Gold Parts App.

- 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://dealername.ibcos. gold (replace dealername with yours).

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

You can perform the following tasks on the home screen.

- Access the Look Up function.
- The Navigation menu will allow you to access Settings.
- The Scan function is currently disabled.
- At the bottom of the screen, you will see your **user information** and the **Depot** that you are working from.

3.3 Settings, Changing Depot and Logging Out

Follow the steps below to change your depot or logout.

1. Select the Navigation menu from the top left corner to
open the options. The Settings options is greyed out and
not available on this app. Here you can:

a. Follow the steps below to change your depot.

Select **Change Depot** > choose the required depot from the dropdown list > select **Change** to confirm your selection.

b. Select Logout to log out of the account.

3.4 Sort and Filter Options

When in the Enquire function, select Filter to view the multiple options to sort and filter by.

	Sort	: & Filter	Class Codes:	
Back Filter Save Options	Sort By:	SmartSearch	Memo:	Only Hide
Recently Viewed:			Serial #:	Only 📄 Hide 📄
	Prefixes:		Show All Depots:	Yes 🗹 No 🗌
	Product Grps:			
	Class Codes:		Cancel	Apply
	Memo:	Only 📄 Hide 🦳		
	Serial #:	Only Hide	Home Enquire	o √ -∛ of Receive Gheck Pick

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



×ibcos 🗉
Settings
Change Depot
Logout
Pick 🖧



* Smart Search will only display parts in the enquire list that match your search criteria (full/partial part name). To view a full list of parts from Gold, turn off Smart Search and select how you want the list of parts to be sorted.

3.5 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 number, bin location or a description.
- 3. Review the results.

3.6 Viewing Part Data

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Further information such as part details, stock, location and pricing information is available for the results of your searches. Follow the steps below to view them.

1. From the search or scan results, select a record to view it.

such as stock.

2. Here you can review all part data.

5. Select the Group tab to view stock information across multiple depots.

4. Select the **Depot tab** to view depot data

Group

Free wi

3. Toggle the Show Prices or Show Costs button to view and hide prices and costs.







Did you know?

You can view all part and depot data in landscape.



4. USEFUL INFORMATION



Support Number: +44 (0) 1202 714200 Press Option 1



Support Email: support@ibcos.co.uk





For more information on Ibcos Computers Ltd., please visit **www.ibcos.co.uk**.

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