

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

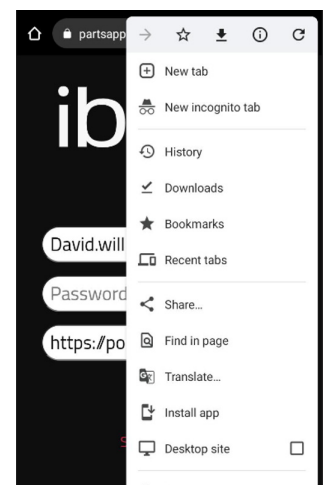
Follow the steps below to add users.

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

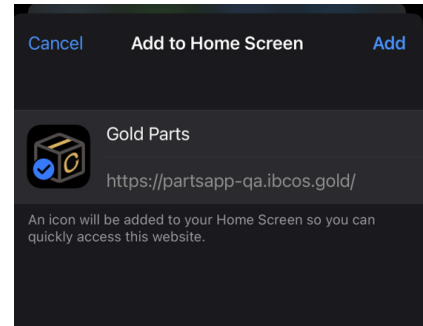
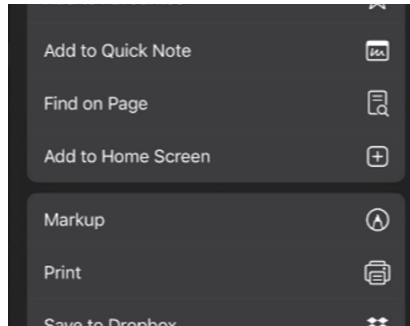
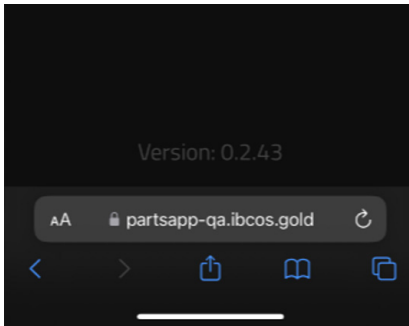
Follow the steps below to set up on an Android.

1. Open **Chrome** or your preferred browser.
2. Navigate to <https://partslookup.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://partslookup.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.

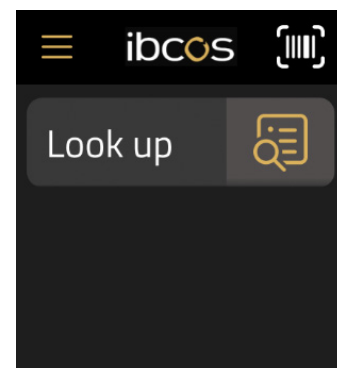
1. Enter your given **Username**.
2. Enter your given **Password**.
3. The **URL field** is your portal address for Gold Service or Gold Parts Marketplace, formatted as: **<https://dealername.ibcos.gold>** (replace dealername with yours).
4. When all data fields have been filled in, the **Login button** 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.

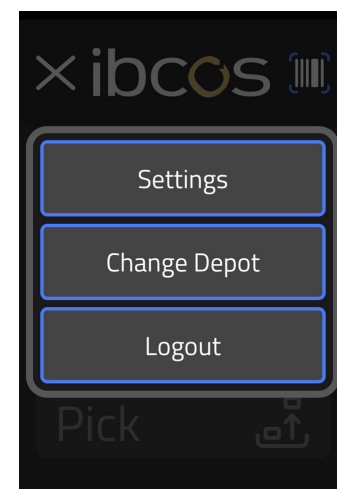
1. Select the **Navigation menu** from the top left corner to open the options. The **Settings** options is greyed out and not available on this app. Here you can:



a. Follow the steps below to change your depot.

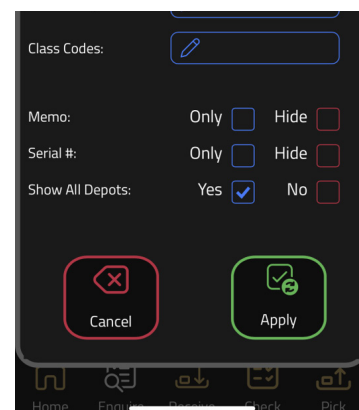
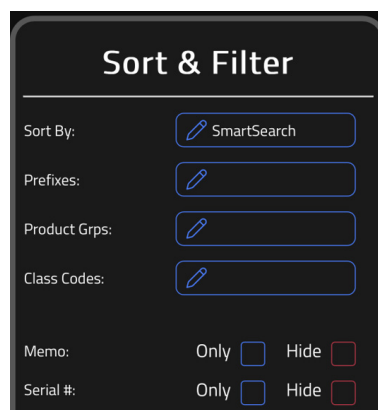
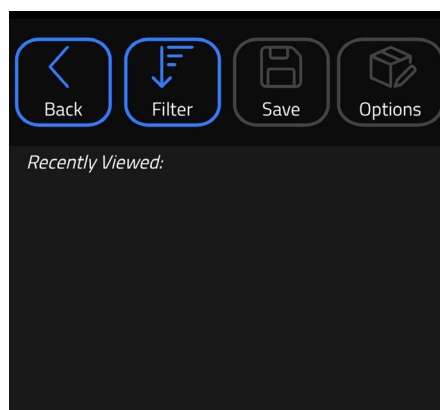
Select **Change Depot** > choose the required depot from the drop-down list > select **Change** to confirm your selection.

b. Select **Logout** to log out of the account.



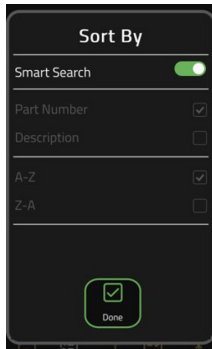
3.4 Sort and Filter Options

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

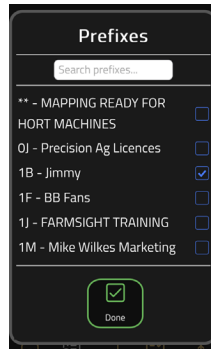


Below are the different sort and filter options. Select **Done** to confirm your choice and view the results.

Smart Search*



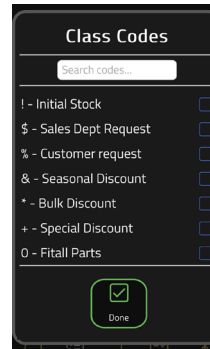
Prefixes



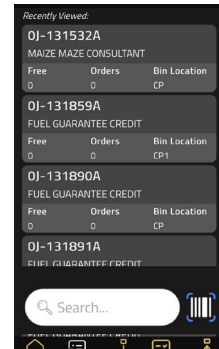
Product Groups



Class Codes



Results

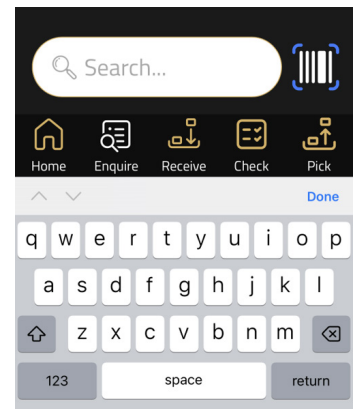


* Smart Search will only display parts in the enquire list that match your search criteria (full/partial part name). To view a full list of parts from Gold, turn off Smart Search and select how you want the list of parts to be sorted.

3.5 Performing Searches

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

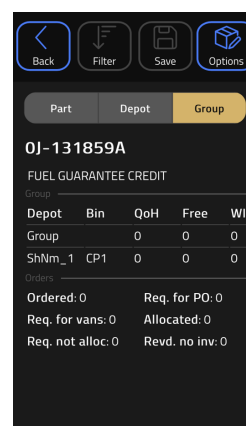
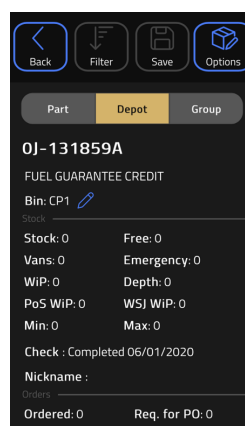
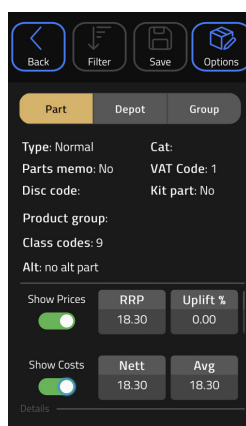
1. From the **Enquire** function, click on the **Search bar**.
2. Type in the **part number**, **bin location** or a **description**.
3. Review the results.



3.6 Viewing Part Data

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.
2. Here you can review all part data.
3. Toggle the **Show Prices** or **Show Costs** button to view and hide prices and costs.
4. Select the **Depot** tab to view depot data such as stock.
5. Select the **Group** tab to view stock information across multiple depots.





Did you know?

You can view all part and depot data in landscape.

	New	Prev 1	Prev 2	Prev 3	Prev 4
Effective					
RRP	18.30	0.00	0.00	0.00	0.00
Nett	18.30	0.00	0.00	0.00	0.00

U/D status: New Part
Sup code 1:
Sup code 2:

4. USEFUL INFORMATION



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Press Option 1



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