

Mitchell1 Manager/ManagerPlus

Activant Electronic Parts Ordering Operation

Getting started: Turning on the Activant Catalog

From the Management System Home screen, select Setup / Special Maintenance > Toggle Catalog Availability. Set the radio button to 'On' for Activant as shown in below, then click Save & Exit.

Toggle Catalog Availability

Mitchell1
Shop Management Solutions

Aftermarket Catalog Support

Catalog Availability

Activant Off On

Cancel Save & Exit

Vendor Setup

A vendor record must exist in the Management System to establish a link. You create a vendor record by clicking on Setup/Vendor Setup/Add.

Use the Setup menu item from the top of the screen, not the Setup button. Note: If you already have a vendor record in your system and you wish to link to the Activant catalog using that vendor record, continue on to the next step.

Vendor Setup

Code	Vendor Name
0196	All Auto Wrecking
62	AMERICAN BRAKE SUPPLY, INC.
136	American Tire
96	AMERICAN TURBINE
13	ANYTIME TOWING
11	ARCE ENTERPRISES
0111	Arizona Speed and Marine
0013	ASI Enterprises
06	ASSOCIATED TRUCK & BRAKE SUPPLY
03	ATK
C30	Atlas Glove
101	ATSCD

Sort By Code Vendor Name

Add Edit Delete OK

Add Vendor

Code: ANY CODE

Vendor Type:

Name:

Contact:

Address:

Zip City, State:

Phone Number: Ext:

Fax Number: Ext:

Account Class:

Terms:

Limit:

Comments:

Select (Setting) Setup Link Cancel OK

Link Type Selection

Once the vendor record is created (or you have selected an existing vendor record,) click on Setup Link and choose "Setup Activant Link".

Link Type Selection

Please select one of the following Link types and press OK:

Setup Activant Link

Cancel OK

Vendor Information Screen

The Activant credential page will appear, fill out the appropriate values and click OK.

Exit the Vendor Setup screen. You are now ready to use the integrated Activant catalog from your Mitchell 1 Management System. Open any estimate, R.O., or invoice from the system and click on the Activant button as shown.

Activant Vendor Information

Vendor Information

Code: ANY CODE Vendor Name: Your New Vendor Record

Vendor Provided Information

Vendor:

Seller Id:

User Name:

User Password:

Group Name:

UnLink Cancel OK

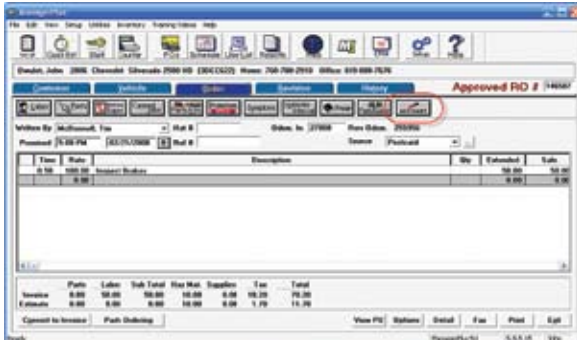


Web Site: Mitchell1.com



Catalog Interface

The Activant catalog will open with the Year, Make and Model corresponding to the Management System work order as portrayed below.



Searching the Catalog

Once you click on Search or Catalog, you can browse the Activant catalog for the parts you need. The parts list page displays available inventory and pricing for those parts.



Tagging Part for Transfer

Once you have identified the desired parts, tag the part(s) by placing a check in the box next to the part. When you completed tagging all the parts you need, click on the Add to Quote button found in the lower right hand corner.



Transferring Quote (Cart)

The Activant Quote screen provides you opportunity to review those parts you have selected to transfer to your Management Software. If you are satisfied with the contents of the Quote, simply click on the yellow Transfer Quote button in the lower right hand corner.



Ordering Parts

Once the parts have been transferred to the work order within your Management System, click on the Parts Ordering button. To confirm the price and availability and ultimately order the parts, you must first click on the Price Check button. The system will respond with a status and may provide you the option to select alternate parts. Once satisfied, fill in the Order Message and Rev/Inv # as desired and then click on the Order Parts button.



Confirming your order

The system will respond with a confirmation window where three options may be selected:

1. Update All Fields – updates description, line codes, cost and sale price.
2. Update But Retain Price – update descriptions, line codes only.
3. Don't Update – Does not change part description or pricing.

