**Installing, Configuring and Using
NAPA PROLink within Mitchell Manager SE
and ManagerPlus SE v6.4**

Decemebr 2012 – Mitchell 1

The First Choice of Automotive Professionals

Mitchell 1 Manager SE version 6.4 now integrates with NAPA's web based catalog PROLink.

Prerequisites

Mitchell 1 or ShopKey management system version 6.4.x or greater / Internet Explorer 7

Installation

1) Shut down the Mitchell/ShopKey management application

Run the NAPA catalog installer by visiting the page http://m1faqs.com/fix/SE/catalogs/ and selecting 'napacat.exe' found on line number **12**. Single click on that file and select **Run** when prompted. Click **OK** to the resulting screen to launch the installer.

Click on the **Install** button to finish the process. Click **OK** when the installer reports a successful install. **Note:** The installation process will only take a few seconds.

Configuration

2) When the install is complete, close the installer program and restart your management software. From the Manager home screen select **Configurations | Special Maintenance | Toggle Catalog Availability** from the top menu and enable NAPA PROLink by clicking on the button next to the word '**Off**'.

3) With PROLink is turned on, link an existing Vendor or create a new Vendor record and link that vendor to PROLink. Click on **Configurations | Vendor Setup** from the **Configuration** menu. Either Edit an existing Vendor or add a new Vendor. In the **Edit Vendor** screen, Click on **Setup Link**.

4) Choose **Setup NAPA PROLink** and click **OK.** (If another link is already selected, you will need to first **Unlink** it and then Setup the link to PROLink).

5) You will then be asked to provide a User Name and Address. Enter the appropriate shop information and click on **OK**.

6) Once you have entered User information and clicked **OK**, the NAPA Store Setup will display, Select the appropriate Distribution Center (DC) and enter your Store ID and TAMS Customer ID. Click **OK** to save this information.

   NOTE: In most cases you will not know your NAPA Store ID number and password and will need to call your servicing NAPA Store owner or manager for this information. Let the store owner / manager know that you are attempting to setup your Mitchell system to order from their store and that you will need them to go into their TAMS system - NAPA ACCESS Phone file and provide this information. The NAPA store ID is a nine digit number and the password is a "D" followed by your 5 digit account number and possibly a few additional characters.

The information entered into the above screen is shared by all workstations; you do not need to repeat this at each workstation. You will only need to enable the catalog at other workstations. See step #2 above.

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Using NAPA PROLink

7) Open any Estimate, RO or Invoice and click on the **PROLink** button to start the integrated catalog.

NOTE: If you have entered the full VIN into the management system, **PROLink** will automatically select that vehicle for you. If no VIN is entered you may be required to further qualify the vehicle once the catalog is launched.

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8) PROLink will open to the search page ready for your input. You may find parts by using Descriptions, Job Types, Categories and Part Numbers. The right side of the window also includes check boxes to quick component lookups.
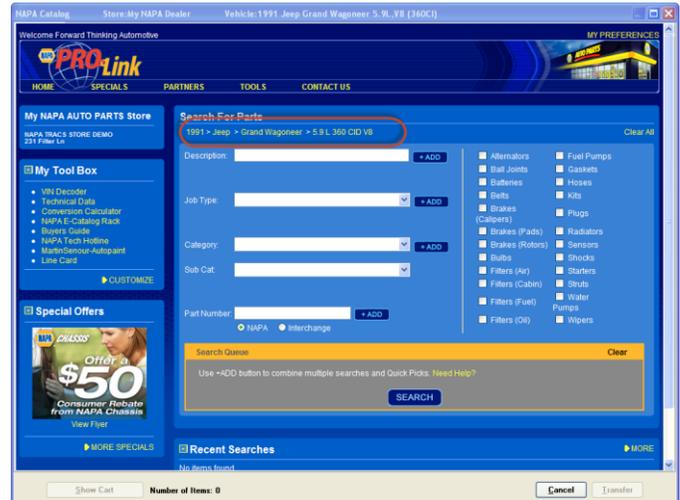
9) You may search for parts within PROLink as normal. In the illustration to the right we have selected a part search for an Alternator using the Category selection.
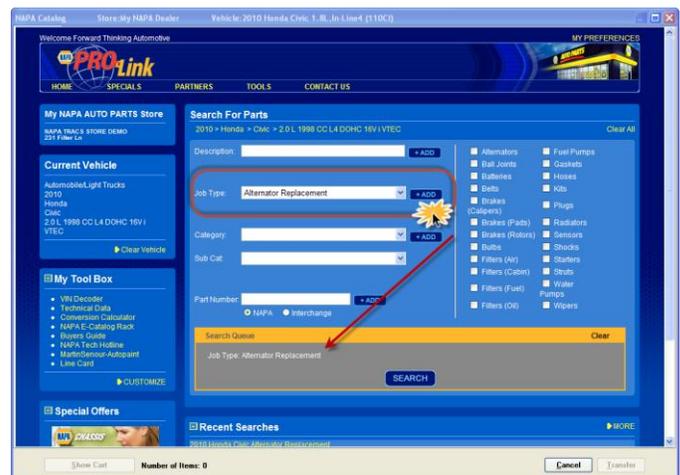
10) When search results are returned, click on the **Transfer** button for the desired part. You may search for and transfer additional parts. When ready, click on the Transfer button to copy parts to the Manager order. The **Transfer** button automatically closes the catalog and transfer selected Parts to the open work order.
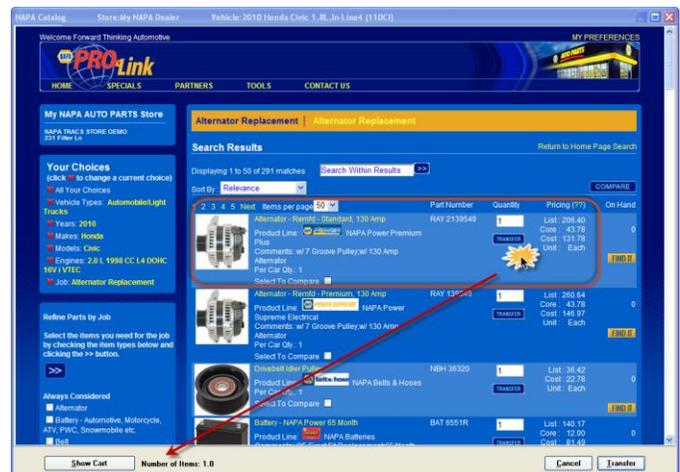
11) After you have sold the job, and are ready to order the parts, click **Parts Ordering** and a window will open showing parts to be ordered from your NAPA Store. The **Parts Ordering Screen** confirms price and availability and orders the parts. **Note:** You must first click on the **Price Check** button. When the Price Check completes

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you may order the parts by clicking on the **Order Parts** button. The system will respond with a confirmation window where three options may be selected.
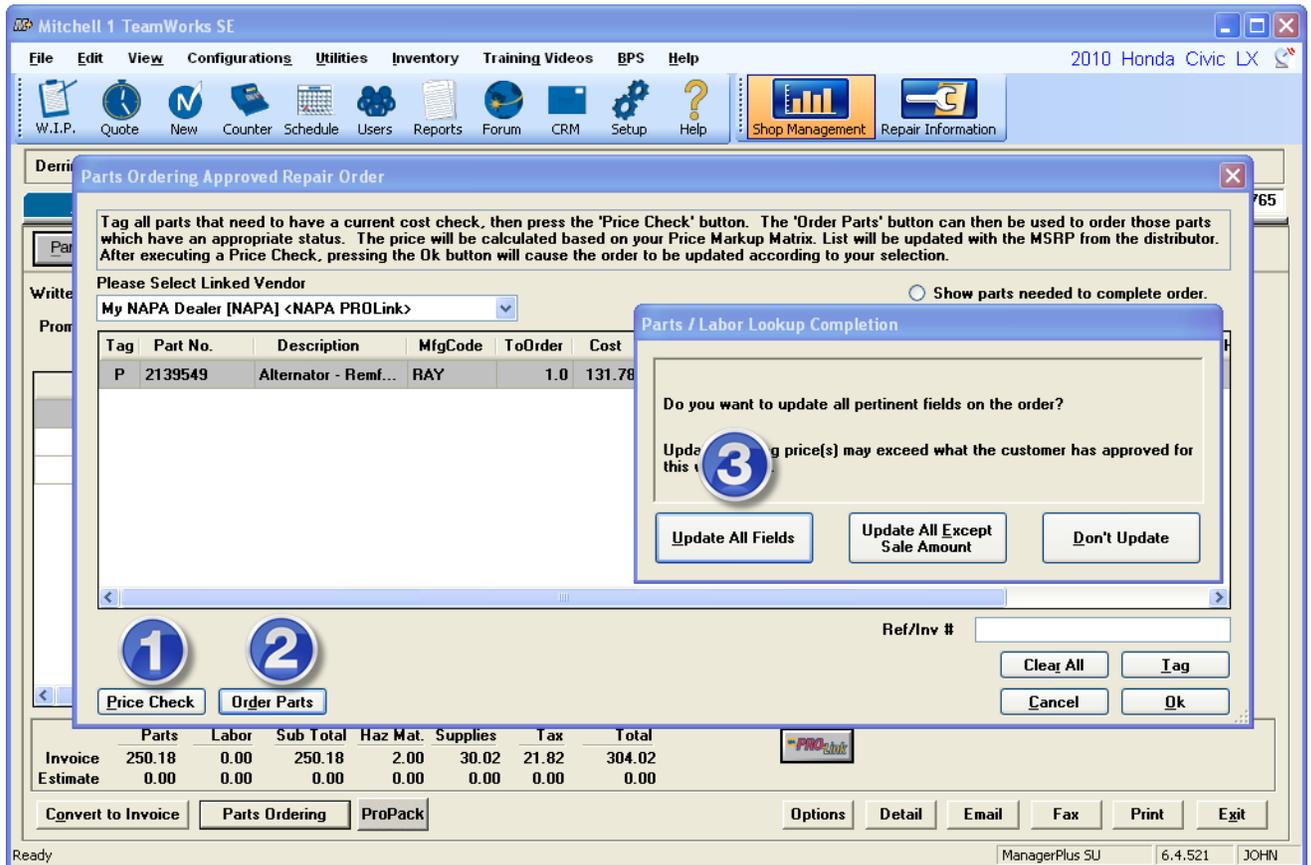
12) The system will respond with a confirmation window where three options may be selected.

    a. **Update All Fields** – updates description, line codes, cost and sale price

    b. **Update but Retain Price** – update descriptions, line codes only.

    c. **Don't Update** – Does not change part description or pricing.

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