Private Part Notes: Checkmate, Partmate, and Photomate

Contents

Overview	
(Checkmate) Viewing Private Part Notes	
Sales Pro	
Parts Tab	
Quotes Tab, Work Order/Invoice Tab, Credits/Returns Tab	
Part Notes vs Private Part Notes	5
Inventory Pro	6
(Checkmate) Adding Private Part Notes	7
Sales Pro	7
Part Returns	8
Inventory Pro	9
Private Part Notes on AUT Records	
Private Part Notes on Parts	
(Dertweete) Adding Drivete Dert Neter to AUT Descude	
(Partmate) Adding Private Part Notes to AUT Records	
Vehicle Notes Dismantling Notes	
Editing the AUT	
(Partmate) Adding Private Part Notes to Parts	14
Parts Tab	
\$martList Tab	
Unresolved Note	
Assembly Expiration Date	
Core Buyer Information	
Adding Loose Parts	
Partmate Review	
(Photomate) Adding Private Part Notes	
Move a Part	
Add Image to a Part – Job Comment	
Inventory or Edit a Part	22
Getting Help	23
Online Support using Car-Part Messaging (iCPM)	

Overview

Part descriptions are normally visible to customers in your online part listings. But in some cases, you want to leave a note on a part that's only visible to your own staff.

Private Part Notes help you do just that. When you put a Private Part Note on a part, it's available to your team in your software, but it isn't visible to your customers in online part listings or on printed quotes/work orders/invoices.

You can use Private Part Notes in Checkmate Sales Pro, Checkmate Inventory Pro, Partmate, and Photomate. **Private Part Notes are permanent; once they're added, they can't be deleted.**

This document explains how and where Private Part Notes display, how they're added, and how they work between these programs.

(Checkmate) Viewing Private Part Notes

In Checkmate, Private Part Notes display in both Sales Pro and Inventory Pro*.

Sales Pro

Private Part Notes display in several places throughout Checkmate Sales Pro:

- Parts tab
- Quotes tab
- Work Order/Invoice tab •
- Credit/Returns tab

Parts Tab

In Sales Pro, in part search results on the **Parts** tab, when you click to select a part that has a Private Part Note, the **Private Part Notes** tab in the lower-left of the screen displays the note.

7 - Extra\$	EFB	ENGINE FU	SE BOX	2007	CA	MRY		10402					
8	EFB	ENGINE FU	SE BOX	2008	CA	MRY	Α	10402	VIN E (5th digit), (2	.4L, 4 cylind	er, 2AZFE	engi
9	EFB	ENGINE FU	SE BOX	2007	CA	MRY	А	10402	VIN E (5th digit), (2	.4L, 4 cylind	er, 2AZFE	engi
10	EFB	ENGINE FU	SE BOX	2007	CA	MRY	Α	10402	VIN E (5th digit), (2	.4L, 4 cylind	er, 2AZFE	engi
<													_
Car-Part Local-R	-	Request	Sales	Avg	NIS	Lost	QTY	Undamage	Retail	Wholesal	Export	Core	_
2 49	130	0	0	\$0.00	0	0	3	\$0.00	\$157.50	\$150.72	\$0.00		0
Select Line					(
Select Line	Enter P	art or OEI	M Numbe	er 🗆 🗆 🕻	DEM	۹ 🕓	itart New	Quote 👻	Print Pick S	lip 👻 St	tart New Wo	rk Order	•
Gelect Line	Enter P	art or OEI	M Numbe	er 🗌 🗆 🤇	DEM		itart New	Quote 🚽	Print Pick S	lip 🔸 St	tart New Wo	rk Order	•
Description	Enter P			er 🗌 🗆 🤇	DEM		itart New	Quote 🔻	Print Pick S	lip	tart New Wo	rk Order	•
Description		t Notes					itart New	Quote 🔸	Print Pick S	lip 🔸 St	tart New Wo	rk Order	<u>·</u>
Description	Pri <u>v</u> ate Par	t Notes ANK		er [] (DEM			Quote •	Print Pick S	lip 🔸 St	tart New Wo	rk Order	•
Description 17 Oct 2019 Return Reas	Private Par 11:38 AM FR	t Notes ANK						Quote -	Print Pick S	lip 🔸 St	tart New Wo	rk Order	<u>·</u>
Description 17 Oct 2019 Return Reas	Private Par 11:38 AM FR	t Notes						Quote -	Print Pick S	lip + St	tart New Wo	rk Order	<u> </u>

The following functions are available:

V Click to toggle the display order of the notes.

+

Click to add a private part note to the part.

Click to print the note(s). A window will display for you to select a printer.

Click to select which notes you want to be displayed:

- **All Notes**
- Private Notes (all notes except dismantler notes)
- **Dismantler Notes** .

^{*} In Checkmate Retro, Private Part Notes are referred to as "Internal Notes." For more information about notes in Checkmate Retro, please refer to the Checkmate Retro "Full User Guide" which can be found at products.car-part.com/checkmate/training.html.

Quotes Tab, Work Order/Invoice Tab, Credits/Returns Tab

When you're selling or returning a part that has a Private Part Note on it, you can easily view the note. On the **Quotes**, **Work Order/Invoice**, and **Credits/Returns** tabs, click on a part. If it has a Private Part Note, the **Private Part Notes** tab in the lower right of the screen displays red.

Parts	\$250.00				Payments			Selected P	art JOH	N CUSTOM	R			WO/Invoice Note	Part Note	Private Part Note	Order Trakker	Images	
Warranty	\$0.00			Pmt #	Method of Payment		Amt Paid	wo	Date	Customer	SLS	Price	Grade	Fast Notes					^
Cores	\$0.00			1	Cash	-	\$250.00		04/26/23		RACHELB	\$250.00	С						
Freight	\$0.00							148920 148920	03/20/23	INFO INFO	PETERM	\$300.00 \$300.00	B						
Tax	\$0.00							140920	03/20/23	INFO	PETERM	\$300.00	A+						
Total	\$250.00	Remaining	\$0.00											🗙 Clear					
Amt Paid	\$250.00	Deposited	\$0.00											<					>
Save and	d Print Work	Order > Pr	rint/Promote	to Inv	oice >					Print Labe	el >	Work 0	Order History			Sav	•	Close	

Click on the Private Part Note tab to view the note.

Parts	\$250.00			Payments		Selected P	art JOH	N CUSTOM	ER			WO	Invoice Note	Part Note	Private Part Note	Order Trakker	Images
Warranty	\$0.00		Pmt #	Method of Payment	Amt Paid	wo	Date	Customer	SLS	Price	Grade	0	2019-04-30 08	8:51:13 FRANK A	ssembly expiration set to	05/29/2019	
Cores	\$0.00		1	Cash	▼ \$250.00	148930	04/26/23	JOHN	RACHELB	\$250.00	С	8					
Freight	\$0.00					148920	03/20/23	INFO	PETERM	\$300.00	В	~~~					
Tax	\$0.00					148920	03/20/23	INFO	PETERM	\$300.00	A+						
Total		Remaining \$0.00															
Amt Paid	\$250.00	Deposited \$0.00															
Save an	d Print Work	Order > Print/Promote	to Inv	voice >				Print Lab	el >	Work 0	Order History				Save		Close

Part Notes vs Private Part Notes

In Sales Pro, on the **Quotes** tab and **Work Order/Invoice** tab, you will notice that there is a **Private Part Note** tab and a **Part Note** tab.

WO/Invoice	Note	Part Note	Private Part Note	Order Trakker	Images	
Print		_	_			~
	<					>

Part Notes are *different* than Private Part Notes.

- **Part Note** Added to the quote or work order, but is *not* added to the actual part record. These notes can be printed with the part on the quote or work order.
- **Private Part Note** Added to the part as a permanent Private Part Note. It is visible in Checkmate, but does not print on quotes, work orders, or invoices.

Inventory Pro

In Inventory Pro, you can view the private part notes for a part on the **Part – Edit** tab, on the **Notes** tab.

	ehicle Part - Edit		tory (79) Sea	arched inventory (7								
Stock No. Year	190415 07 Dism			U - Used - OEM Warehouse		Retail Wholesale		ecommend PUS ate Entered	SH 04/30/19	Status		
Model	TOYOTA CAMRY		Location			My List		ast Checked	08/13/20	Tag No.	0000461	821
Part	EFB			A ?		Cost	0 Pr	rice Updated	02/17/2020		Review	
Interchang			Inc Assy			\$martList					Private	
Miles/Cond		Date Code		Grade Ok		Add Description VIN	I E (5th digit), (2.4L,	, 4 cylinder, 2AZFE e	ngine)			
B Keywords	n VIN E (5th digit), (2.4L	, 4 cylinder, 2AZFE eng	jine)				Print Part Tag		ieue it 🗔 🗖 e	member Tag Settir		
											-	
Local	Region	Global	Requests	Sales	Avg Days Sold	List Price	Avg Sales	s Not in St	lock	Lost	Qty	Avg Days QO
	26		0	0	0		0	0				-
A Notes 10/17 Locat	26 k /2019 - 11:48:22 AM ion move - RESTCK to 3	85 Imaging History - FRANK 1B00A on 10/17/2019 b	0	0	0		0	0		0	3	1223
4 Notes 10/17 Locat 10/17	/2019 - 11:48:22 AM	85 Imaging History - FRANK 1B00A on 10/17/2019 b - FRANK	0	0	0		0	0				
4 Notes 10/17 Locat 10/77 Retur	k (2019 - 11:48:22 AM ion move - RESTCK to 3 (2019 - 11:38:19 AM n Reason Part Return by	85 Imaging History - FRANK 1B00A on 10/17/2019 b - FRANK	0	0	0		0	0				-

You can view the notes on an AUT record on the Vehicle – Edit tab by clicking the Notes tab.

Inventor INITIAL V										
Q	Find Vehicle - Edit Part D	isplayed inventor	y (79) Searched i	nventory (79)						
~	Yard 999 -	Vehicle Category	Dismantled 💌	Buyer	FRANK	Total Cost	\$2133.00	Projected Sales	\$4127.00	
	Stock No. 190415	Sales Type		Purchased Date		Bid Amount	\$2133.00	BM Projected Sales	\$4127.00	
~	VIN 🔍 4T1BE46K07U	Disposition	•	Possession Date	04/28/2019	Auction Fees	\$0.00	PM Projected Sales	\$0.00	
Θ	Year 2007	Disposition Date		Cleared Date		Buyer Fees	\$0.00	Vehicle Weight	3108	
~	Model TOYOTA CAMRY 🔻	Entered by	FRANK	Towed by		Internet Fees	\$0.00	Scrap Amount	\$0.00	
	Location 32B-DIS	Date Entered	04/30/2019	Inventoried Date		Tow Fees	\$0.00	Part Sales	\$3135.00	
	Mileage 105807	Last Checked	03/02/21	Dismantled by		Dismantler Cost	\$0.00	CAT Amount	\$0.00	
r C ⁹		Breakeven Days	540	Dismantled Date		Storage Fees	\$0.00	Core Amount	\$0.00	
			VUC Inventoried	Crush Date		Pullout Fees Misc. Fees	\$0.00	Credits/Returns	\$-567.40	
_				Sold Date		Wilsc. rees	\$0.00	Adjustments Total Sales	\$0.00	
B								Total Sales	\$2567.60	
	General Title Notes									
	04/30/2019 - 8:51:15 AM - PRANK			^						
	Note from AUT burn listed as interior, unsure if eng is dan	naged								
× _	05/14/2019 - 9:39:44 AM - FRANK Note from HLP	0								
i	Return Reason Part Return by FRANK									
~	05/31/2019 - 10:35:18 AM - FRANK Note from ALT									
	Return Reason Part Return by FRANK 06/12/2019 - 10:36:31 AM - FRANK									
۰.	Note from ACL									
	Return Reason Part Return by FRANK 08/08/2019 - 4:21:47 PM - BEN									
Î	Note from VUC									
-	Location move - FTWCAR to 13B on 08/08	3/2019 by BEN		×						
	New Note			Dia						
				∧ □Dis	mantie					
	L			¥						

(Checkmate) Adding Private Part Notes

Note: When a Private Part Note is added to a part in Checkmate (or Photomate), a copy of the note is also placed on the AUT record of the vehicle the part is from. (So you'll still have a record of the note even after the part is deleted from your inventory.)

Sales Pro

In Checkmate Sales Pro, you can add a private note to a part wherever there's a **Private Part Note** tab. You'll find it on the following tabs:

- Parts tab
- Quotes tab
- Work Order/Invoice tab
- Credits/Returns tab

To add a Private Part Note:

- 1. Click on the part you want to add the Private Part Note to.
- 2. Click the **Private Part Note** tab. (Any existing Private Part Notes display on this tab.)

SalesPro	3																			
2010,CAMR	y 🖑 🛛 JANI		R CRED		o avai	ABLE \$0														
Find I	nterchang	e <u>P</u> arts	Quot	es <u>W</u> o	rk Ord	ler / Invo	ice P	os Cred	lits / <u>R</u> et	ums										
	Information						Ship To								Quote 999-478	17 S	tatus Activ	e .	•	
JANE CU	STOMER		₹,	Contac	t		JANE C	USTOMER		X N					Enter Quote #					
Repairer		C	r 🦹				Conta	ct							Enter Quote #		~			
4321 MIE	WEST RD			JANEC	USTON	IER@E	4321 N	/IDWEST R	D		JANEO	CUSTO	MER@	E						
MIDWES	T CITY, IL 5	5255		IM Add	lress		MIDW	EST CITY, IL	55255		IM Ad	dress								
Address	3			Phone			Addres	ss 3			Phone			- L	Add Part, Ex. 1	RA		1 🔍		
True	:k	PO	(laim	De	partmen	t S	ales Persor	n Da	ate Quoted	Last Wo	rked	Cal	l Back	Expires	Discou	nt % Tax %			
	-						FRAN	к		08/26/2019	08/26	6/2019	0	8/31/201	19 10/15/201	Э	15 7	7		
	Se	ll Part	Images	Interchan	Year	Model	Total Price	Sale Price	Тах	Total Retail	Core	Cor	re Amt	Core Ta	Warranty Des	Discount	PO Account	PO Name	Stock	Location
1 - Remov	/e 1	DR-RH		50241B	2010	CAMRY	\$300.89	\$300.89	Yes	\$300.89			\$0.00	Yes	CUSTOMER	No			456124	STAGING
2 - Remov		FEN-RH	10	50246	2010	CAMRY	\$100.00	\$100.00	Yes	\$100.00			\$0.00	Yes	CUSTOMER	No			LOCKER169	DEF_TH
EPA - Remo	ove	EPA					\$3.00	\$3.00	No	\$0.00			\$0.00			No				
۲								150				0	NI-4-	Part N	ata Delucto D		2			>
Parts	\$403.89				lected F							Quote				art Note	Images			
Warranty	\$0.00				ote	Date	Custome	_	Price	Grade					n set to 08/29/2019					
Cores	\$0.00				B17 B17	08/26/19	JANE	F	\$300.89 \$100.00	X		8								
Freight	\$0.00	Tax Freigh	nt Ye	S 🔻 🔛	517 512	08/14/19	JANE	F	\$100.00	B										
Est. Tax	\$28.06			4/	012	00/14/19	1		\$100.00	U										
Total	\$431.95																			
Payment	Cash			-																
Pro	mote All to 1	NO		Print Quo	te	•]							Save	Clo	se

3. Click the plus sign button to add a new note. (You must be in edit mode to add a private part note from the **Quotes** tab or **Work Order/Invoice** tab.)

Quote	Note	Part Note	Private Part Note	Images	
+	3	11:32:21 FRAN expiration set to			
6					

4. The **Private Part Note** window displays. Type the note.

D Private Part Note	X
4	
	60
	cept 🔀 <u>C</u> ancel

- 5. Click Accept. The Private Part Note is added to the part.
- ▲ Note: When you add a Private Part Note to a part in Checkmate (or Photomate), a copy of the note is also placed on the AUT record of the vehicle the part is from. (So you'll still have a record of the note even after the part is deleted from your inventory.)

Part Returns

When a part is returned, a Private Part Note is automatically added to the part that gives the reason for the return and the salesperson that made the return.

Description	Private Part Notes	
17 Oct 2019	0 11:38 AM FRANK	^
Return Reas	son Part Return by FRANK	
8		
-		~

Inventory Pro

In Checkmate Inventory Pro, you can add notes when adding or editing vehicles and parts.

Private Part Notes on AUT Records

To add a note to an AUT record when adding or editing a vehicle, follow these steps:

- 1. With the vehicle displayed on the **Vehicle** tab, click the **Notes** tab.
- 2. In the **New Note** field, type the note you want to add.
 - If this is a dismantling note that you want to print on the dismantling report, click to check the **Dismantle** checkbox.
- 3. Click the save button.

Yard 999 Vehicle Category Dismantled Image: Second	Inventory INITIAL V		Dieplayod inventor	ov (79) Searched in	aventory (79)						
Iaid 999 States Type Image: Stat	Ч [FRANK	•	Total Cost	\$2133.00	Projected Sales	\$4127.00
WIN Attile 46K07U Disposition Possession Date 04/28/2019 Auction Fees \$0.00 PM Projected Sales Wodel TOYOTA CAMRY Entered by FRANK Disposition Date Cleared Date Disposition Dispo	1.	333						Bid Amount	\$2133.00		\$4127.00
Year 2007 Disposition Date Towed by Internet Fees \$0.00 Vehicle Weight Model TOYOTA CAMRY Entered by 04/30/2019 Internet Fees \$0.00 Tow Fees \$0.00 Mileage 105807 Last Checked 03/02/21 Dismantled Date Imemotined Date Imemotined Date Imemotined Date Core Amount Part Sales \$CAT Amount Breakeven Days 540 03/02/21 Dismantled Date Imemotined Date Imemotined Date Imemotined Date Imemotined Date Core Amount Core	~	100410			Possession Date	04/28/2019		Auction Fees	\$0.00	PM Projected Sales	\$0.00
Model TOYOTA CAMRY Entered by FRANK Towed by Internet Fees \$0.00 Scrap Amount Mileage 105807 Last Checked 03/02/21 Inventoried Date Dismantled by Dismantled by Dismantled by Dismantled by Core Amount Core Amount Breakeven Days 540 Dismantled Date Inventoried Dismantled by	5							Buyer Fees	\$0.00	Vehicle Weight	3108
Incontine 3000000000000000000000000000000000000	_				Towed by			Internet Fees	\$0.00	Scrap Amount	\$0.00
Mileage 105807 Last Checked 03/02/21 Dismantied by Dismantied by Dismantied Cost \$0.00 CAI Amount 3 Breakeven Days 540 Dismantied Date Image: Cost \$0.00 Core Amount Core Amount 3 VUC Inventoried VUC Inventoried Sold Date Image: Sold Date Total Sales Sold Date Total Sold Sold Date	••				Inventoried Date			Tow Fees	\$0.00	Part Sales	\$3135.00
Breakeven Days 540 540 VUC Inventoried Dismantled Date Image Fees \$0.00 Wisc. Fees Core Amount Credits/Returns Image Fees Storage Fees \$0.00 Wisc. Fees Storage Fees \$0.00 Wisc. Fees Core Amount Credits/Returns Adjustments Image Fees Title Note from VUC Location move - 13B to 13C on 05/15/2020 by JOE 12/07/2020 - 9:50:29 AM - JASONJ Note from VUC Location move - 13C-DIS to 32C-DIS on 12/07/2020 by JASONJ 12/09/2020 - 5:20:40 PM - GINA Note from VUC Location move - 32C-DIS to 12/07/2020 by JASONJ 12/09/2020 - 1:15:32 PM - JASONJ Note from VUC Location move - 32C-DIS to 12/14/2020 by JASONJ 02/04/2021 - 1:2:35:14 PM - KRISTEN Note from AGK Return Reason Cust ordered wrong by KRISTEN	-				Dismantled by			Dismantler Cost	\$0.00	CAT Amount	\$0.00
3 Crush Date Image: Crush Date Pullout Fees \$0.00 Credits/Returns 3 Adjustments Sold Date Image: Credits/Returns \$ <t< td=""><td>9</td><td></td><td></td><td></td><td>Dismantled Date</td><td></td><td></td><td>Storage Fees</td><td>\$0.00</td><td>Core Amount</td><td>\$0.00</td></t<>	9				Dismantled Date			Storage Fees	\$0.00	Core Amount	\$0.00
Sold Date Misc. Fees \$0.00 Adjustments Total Sales Total Sales \$ Misc. Fees \$0.00 Adjustments Total Sales \$ Misc. Fees \$0.00 Misc. Fees \$ Misc. Fees \$ Total Sales \$ Misc. Fees \$	3				Crush Date			Pullout Fees	\$0.00	Credits/Returns	\$-567.40
General Title Note: 1 History Note from VUC Location move - 13E to 13C on 05/15/2020 by JOE 12/07/2020 - 9:50:29 AM - JASONJ Note from VUC Location move - 13C-DIS to 32C-DIS on 12/07/2020 by JASONJ 12/09/2020 - 5:20:40 PM - GINA Note from ABK Return Reason Cust ordered wrong by GINA 12/14/2020 - 1:15:32 PM - JASONJ Note from VUC Location move - 32C-DIS to 32B-DIS on 12/14/2020 by JASONJ 02/04/2021 - 12:35:14 PM - KRISTEN V					Sold Date			Misc. Fees	\$0.00	Adjustments	\$0.00
Note from VUC Location move - 13B to 13C on 05/15/2020 by JOE 12/07/2020 - 9:50:29 AM - JASONJ Note from VUC Location move - 13C-DIS to 32C-DIS on 12/07/2020 by JASONJ 12/09/2020 - 5:20:40 PM - GINA Note from ABK Return Reason Cust ordered wrong by GINA 12/14/2020 - 1:15:32 PM - JASONJ Note from VUC Location move - 32C-DIS to 32B-DIS on 12/14/2020 by JASONJ 02/04/2021 - 12:35:14 PM - KRISTEN Note from ABK Return Reason Cust ordered wrong by KRISTEN	4									Total Sales	\$2567.60
New Note		Note from VUC Location move - 13B to 13C on 05/11 12/07/2020 - 9:50:29 AM - JAS Note from VUC Location move - 13C-DIS to 32C-DIS 12/09/2020 - 5:20:40 PM - GIN Note from ABK Return Reason Cust ordered wrong th 12/14/2020 - 11:15:32 PM - JAS Note from VUC Location move - 32C-DIS to 32B-DIS 02/04/2021 - 12:35:14 PM - KR Note from ABK Return Reason Cust ordered wrong th	5/2020 by JOE ONJ a n 12/07/2020 by JASC A by GINA SONJ c n 12/14/2020 by JASC RISTEN		~						
New AUT note.			•	2		smantle					

Private Part Notes on Parts

When adding or editing parts, you can view/add a private part note on the Part tab:

- 1. With the part displayed on the **Part** tab, click the **Notes** tab if it's not already displayed.
- 2. In the **New Note** field, type the note you want to add.
- 3. Click the save button.

Invento	Inventory Pro												
		hicle Part - Edit	Displayed inve	ntory (79) Sea	rched inventory (7	9)							
~	Stock No.	190415	Yard 999	Kind	U - Used - OEM	 ▼	Retail	157	Recommend				
	Year	07 Disn	nantle to Yard		Warehouse 🔻		Wholesale	150	Date Entered	04/30/19		atatus A	
×		TOYOTA CAMRY		 Location 3 	2B-DIS		My List	0		12/14/20	T	·	61795
Θ		RDR		➡ Grade C	•		Cost	0	Price Updated	12/07/2020		Rev Priv	
Ň	Interchange		_	Inc Assy	-	_	\$martList						ke Available
	Miles/Cond	•			Grade Ok			(electric window	s), RH, North America	ı built			
	Keywords	553,INT PINE SIMORE	DAM, (electric window	s), RH, North An	nerica built, BLU 81:	,FIWCAR Recyc	ied Original Eq	Print Part ● No	t Tag on Save — ⊖Yes ⊖	Queue it 🔲 🖡		- Catting	
3	Ľ				1	1							
V	Local 46	Region	Global 1418	Requests 0	Sales	Avg Days Sold	List Price \$1,476.00		Sales Noti	n Stock	Lost	Qty 2	Avg Days QOH 1772
A.	Notes	406	Imaging History	0	U	U	\$1,470.00		,	0	U	2	1//2
	Assem	2019 - 8:51:13 AM bly expiration set to 0											
i													
Ť													
\$													
Ô													
<u> </u>						¥							
	New N					^							
	New no	ote.j		2									
						~							

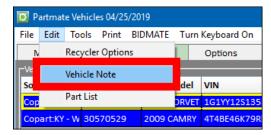
(Partmate) Adding Private Part Notes to AUT Records

In Partmate, there are a variety of ways that notes are added. When vehicles are exported from Partmate to Checkmate, notes are exported as Private Part Notes (on a vehicle's AUT record, or notes on individual parts.)

Vehicle Notes

In Partmate you can enter notes about the entire vehicle on the Vehicle Notes window.

1. In Partmate, click *Edit>Vehicle Note*.



2. The Vehicle Note window displays. Type the note in the bottom portion of the window.

Vehicle Note	×
Remote starting device included.	
Remaining characters: 1207	
X Cancel	

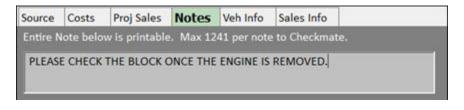
- ▲ Note: If a vehicle was sent to Partmate from Bidmate, and the buyer entered a note in Bidmate, that note will show on this window. You can edit this note until the vehicle is exported to Checkmate for the first time.
- 3. Click **Save**. When the vehicle is exported to Checkmate, this note is added as a Private Part Note on the vehicle's AUT record.

After the vehicle has been exported to Checkmate, vehicle notes display in the top portion of this window. To add another note, just follow these steps again.

Vehicle Note	×
Remote starting device included.	
Remaining characters: 1241	
X Cancel Save	

Dismantling Notes

On the **Vehicles** screen, you can enter notes about dismantling the vehicle on the **Notes** tab. This information prints on the Dismantling Instructions report, and it is also added as a Private Part Note on the vehicle's AUT record when you export the vehicle to Checkmate.



After the vehicle has been exported to Checkmate, a plus sign button appears on the **Notes** tab in Partmate. Click this button to add additional dismantling notes from Partmate. Export the vehicle again to add the additional notes to the vehicle's AUT record in Checkmate.

Source	Costs	Proj Sales	Notes	Veh Info	Sales Info	
Entire N	ote below	is printable.	Max 1241	per note to	Checkmate.	+
PLEASE	CHECK TH	HE BLOCK ONC	E THE ENG	INE IS REMO	IVED.	
Vehicle	is in Cher	ckmate. No ad	ditional pa	arts or imag	es to export	

In Checkmate Sales Pro, dismantling notes that were entered on the **Notes** tab in Partmate, display as a Private Part Note. "DISM" indicates that it's a dismantling note.

Des	cription	Private Part Notes	
4	04 May 2022	2 03:50 PM RACHELB	^
	Note from A	UT	
	DISM[PLEAS	E CHECK THE BLOCK ONCE THE ENGINE IS REMOVED. MAY HAVE	
	BROKEN BO	DLT BOSS.[]DISM	
_			~

Editing the AUT

After you've exported a vehicle to Checkmate, you can add notes to the AUT while editing the vehicle's AUT record in Partmate.

- 1. On the EDITING VEHICLE window, press the Notes tab.
- 2. In the New Note section at the bottom of the window, type the note.

EDITING VEHICLE 2007 TOYOTA CAMRY	×
General Continued Costs Notes 1	
All Notes	
^	
New Note 3	4
TYPE YOUR NOTE HERE.	<u>≪ A</u> ccept
Z Add Note	Cancel

- 3. Press the **Add Note** button. The note is added to the AUT record. It will display in Checkmate Sales Pro as a Private Part Note.
- 4. Press Accept.

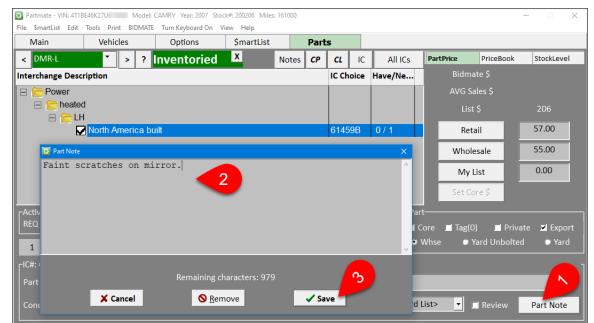
(Partmate) Adding Private Part Notes to Parts

In Partmate, notes can be added to parts in several places.

Parts Tab

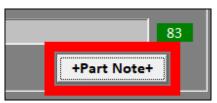
When you're inventorying parts on the **Parts** tab, you can add a note to a part after it's inventoried.

- 1. With the part you want to add the note to displayed, click the **Part Note** button.
- 2. The Part Note window displays. Type the note.



3. Click Save. The note is added to the part.

After the part note is added, the **Part Note** tab displays as +**Part Note**+ (plus signs added).



When the vehicle is exported to Checkmate, these notes display as Private Part Notes. "PM" indicates that the note was entered in Partmate.

Des	cription	Private Part Notes	
ৢ	04 Jun 201	9 01:39 PM FRANK	
	PM[Faint so	cratches on mirror.]PM	
_			

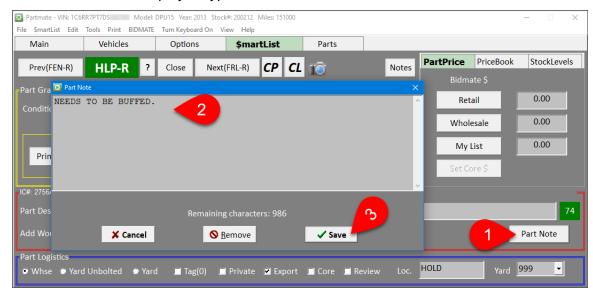
\$martList Tab

When you're inventorying parts on the **\$martList** tab, you can add a note to a part after it's inventoried.

1. When you select an interchange option for a part and press the **Inventory** to inventory the part, the screen changes for you to add information about the part.

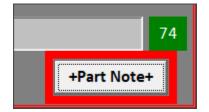
To add a note to the part, press the **Part Note** button.

2. The Part Note window displays. Type the note.



3. Press Save. The note is added to the part.

After the part note is added, the **Part Note** tab displays as +**Part Note**+ (plus signs added).



When the vehicle is exported to Checkmate, these notes display as Private Part Notes. "PM" indicates that the note was entered in Partmate.

Description	Private Part Notes								
3 May 2022	2 12:18 PM RACHELB								
PM[NEEDS T	PM[NEEDS TO BE BUFFED.]PM								
8									

Unresolved Note

If you don't know a part's interchange number while you're inventorying in Partmate, you can inventory the part using the option to **Enter with No Interchange & add to Unresolved report**. When you use this option, the ***U* Note:** field appears. Notes entered here will print with the part on the Unresolved Parts report.

Main	Vehicles	Options	\$martList		Parts			
< ALT	▼ > ? In	ventoried 🗴	Notes	СР	CL	IC	All IC	s
Interchange Desci	ription				IC Ch	oice	Have/N	
Enter with I	No Interchange & a	dd to Unresolved re	eport		*U*			
U Note: NOT S	URE WHICH IC - PLE	ASE INCLUDE DURIN	IG DISMANTLE					^
203								~

When you export this vehicle to Checkmate, *U* notes display in Checkmate Sales Pro as Private Part Notes. "Unresolved Note" indicates that it's a *U* note.

Description		Private Part Notes	
4	18 May 2022	2 05:41 PM RACHELB	^
	PM[Unresolv	ed Note:	
	NOT SURE V	VHICH IC - PLEASE INCLUDE DURING DISMANTLE	
			1
_	јрм		~

Assembly Expiration Date

When you inventory an assembly and it's exported to Checkmate, the expiration date for the assembly is automatically added as a Private Part Note on the main assembly part.

Description	Private Part Notes								
18 May 2022 05:41 PM RACHELB									
Assembly e	Assembly expiration set to 08/16/2022								

Core Buyer Information

If you subscribe to Car-Part.com Demand Data, you can view core buyer information in Partmate. Additionally, when you mark a part as a core, the amount of the highest current core offer is applied to the part and the core buyer's information is automatically added to the part as a part note.

Partmate - VIN: 2T18				es: 137034								– 🗆 X
	Tools Print BIDMATE	-	1		_		_					
Main	Vehicles	Options	\$martList		Part	s		_				
< CAL-R (Rr)	• > ?	CORE	x	Notes	СР	а	IC	A	ll ICs	PartPrice	PriceBook	StockLevel
Interchange Descr	iption					IC Cho	oice	Have	/Ne	Bidma	ate \$	
😑 🔭 Rear										AVG S	ales \$	
RH						5074	3	0/1		List		389
										Ret	ail	20.00
O Part Note								×		Whol	esale	20.00
								^		My	List	0.00
										Set Co	ore \$	20.00
	PMCORENO	TE: J & D Core Sup	oly Inc. (W/BR	ACKET				~	Part I C I N	ore 🔳 Tag(1	l) 🗹 Priva Yard Unbolte	
		Remaining charact	ers: 958									120
×	Cancel	S <u>R</u> emove		🗸 Sa	ve				Word I	List>	\rightarrow	+Part Note+
ARA Damage Coo		<u>lechanical</u>				_	1			v	IN Decode	Show Cores
Primary 000		Grade C	Loc.	HOLD							Delete	Show Parts
Secondary			Yard	999		٠		10	i		Vehicles	Exit
							-					
Car-Pa	rt Interchange Plus incl	des information which	h is © 2022 MOT	OR Inform	nation S	ystems,	a divi	sion of I	learst Bus	siness Media, Inc	All rights rese	erved.

When the vehicle is exported to Checkmate, this note displays as a Private Part Note. "PMCORENOTE" indicates that it's a core note from Partmate.

Description Private		Private Part Notes				
	18 May 2022 06:41 PM RACHELB					
	PM[PMCORENOTE: J & D Core Supply Inc. (W/BRACKET)					
]PM					
	2					
_,	<mark></mark>					

Adding Loose Parts

When you're adding a loose part to your inventory in Partmate, you can add a Private Part Note to the part.

- 1. On the ADDING Part window, click the Notes tab.
- 2. In the New Note section at the bottom of the window, type the note.

Partmate - ADDING (5TDZA22C64S) Part :2004 SIENNA LUP, HEADLAMP ASSEMBLY	×			
General ARA Damage Price Book Stock Book Notes	<u>Help</u>			
All Notes	Find <u>V</u> ehicle			
	OEM Search			
	CP CL			
New Note Needs buff. 2	<u>A</u> ccept			
Car-Part Interchange Plus is inactive on this system. For more information about Car-Part Interchange Plus, please call (859) 344-1925				

3. When you've finished entering part information on this window, click the **Accept** button. The part is added to your inventory with the Private Part Note that you entered.

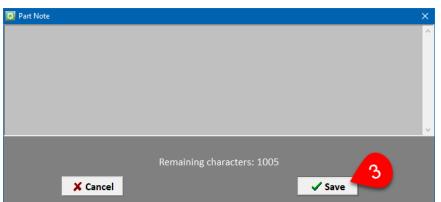
Partmate Review

In Partmate Review, notes can be added to parts in a way similar to regular Partmate:

- 1. On the **Parts** screen, press the **Part Note** button.
- 2. Press Add Note to add a new note.

🔯 Partm	nate - VIN: W	VGZG77L15D	Model: TOUARE Ye	ar: 2005 Stock#: 1510	006 Miles: 197000				- 🗆 X
File Edit	Tools Pr	int BIDMATE T	urn Keyboard On View	v Help					
Main		Review	Options	Parts					
्र	ENG	•			Notes CD			PriceBook	StockLevel
Part	IC#	Descript	nventory Note				>	Date Code: :	39
ENG	67132B	3.2L (VIN	Notes on file!	Click "Add No	te" to add a	new note.		^ ate \$	
								ales \$	
								t \$	10313
								ail	468.37
								esale	450.37
								List	
								ore \$	
	y:All Yrds— SLS	<mark>≺a}</mark>							
	3L3							l) 📃 Privat	
0	0	0 0						Yard Unbolted	9 Yard
C ^{IC#: 67:}	132B	——3.2L (VI							11
Part De	esc <mark>3.2</mark> l	. (VIN G, 5th c							128
Condit	ion 197	к 🚽						🗸 🗷 Review	Part Note
	amage Cod	es			1			'IN Decode	Chow Coros
Defe				V OK		Add Note	2		Show Cores
Prim	ary 000							Delete	Show All
Se	condary			Yard	999	▼	Edit	Vehicles	Exit
	Car-Part Interchange Plus includes information which is © 2023 MOTOR Information Systems, a division of Hearst Business Media, Inc. All rights reserved.								

3. The Part Note window displays. Type the note, and then press Save.



The note is added to the part. It displays as a Private Part Note in Checkmate. "RV" indicates that the note was entered in Partmate Review.

<u>D</u> escription	Private Part Notes			
04 Jun 2019 01:49 PM FRANK				
RV[Headla	RV[Headlamp needs buff.]RV			
ē				

(Photomate) Adding Private Part Notes

The Photomate mobile app is fully integrated with Checkmate and lets you perform essential inventory management functions, right from your mobile device. In certain cases, notes are added to parts as you're working in Photomate.

Note: When a Private Part Note is added to a part in Photomate (or Checkmate), a copy of the note is also placed on the AUT record of the vehicle the part is from. (So you'll still have a record of the note even after the part is deleted from your inventory.)

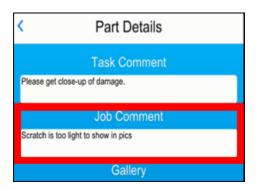
Move a Part

When you use Photomate's **Move a Part** function to relocate a part, a Private Part Note is automatically added to the part. The note shows the location the part was moved from, and the location it was moved to.

Description	Private Part Notes				
31 Aug 2021	31 Aug 2021 08:54 AM JASONJ				
Location mo	Location move - to 9A040A on 08/31/2021 by JASONJ				
8					

Add Image to a Part – Job Comment

When you use Photomate to add images to a part, you can enter a Job Comment about the part or any issues you encounter while taking photos.



In your Photomate **Imaging** settings, you can designate whether you want Private Part Notes to be automatically generated from Job Comments.

< User Settings					
Imaging Settings					
Quality Level					
Low					
Lowest quality JPEG image (High Compression). Smaller file size and faster upload speeds.					
Camera Resolution Mode					
Medium					
Medium resolution - slightly slower upload speeds.					
Auto-generate Private Part Note from Job Comment					

If this setting is checked, any Job Comments you enter in Photomate will be added to the part as a Private Part Note when you submit photos and other changes to Checkmate.

Description	Private Part Notes				
06 Mar 2019 11:26 AM FRANK					
Photomate Job Comment : Scratch is too light to show in pics					

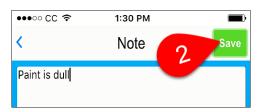
Inventory or Edit a Part

When you add a part to your inventory or edit a part in your inventory using Photomate, you can add a note to the part, just as you can when inventorying a part in Partmate or Checkmate.

1. At the bottom of the **Inventory a Part** or **Edit a Part** screen, tap the **Enter Note** or **Edit Note** button.



2. On the **Note** screen, type the note and then tap the **Save** button to save the note and return to the **Inventory a Part** or **Edit a Part** screen.



When you upload the part to Checkmate, your inventory is updated with this note saved as a Private Part Note on the part.

Getting Help

For more information about this product, including access to online training videos and documentation, visit Products.Car-Part.com for our recycler resources.

Car-Part.com takes customer service seriously. We have a variety of support options available to help you if you have questions about our products or if you need help for any reason. Your questions are very important to us and we want your experience to be a positive one. Please contact us with any questions or concerns using any of the following methods.

Phone Support

If you have a question not covered in this guide, Car-Part.com offers phone support. Please call 859-344-1925 with your questions.

Online Support using Car-Part Messaging (iCPM)

Support technicians are available online using Car-Part Messaging (iCPM) support rooms. These technicians are available LIVE to help answer any questions you may have.

The support rooms are staffed Monday–Friday, 8:00AM–6:00 PM Eastern Time.

To enter an iCPM support room:

1. Double-click the **iCPM** icon on your desktop.



- 2. Car-Part Messaging opens.
- 3. Double-click the name of the Support Room from your bookmark list.
- 4. Type **HELP** and a brief explanation of your issue. A Car-Part.com support technician will answer and help with your issue.

Training

If you have ongoing training needs, Car-Part.com has a team of product training specialists to help you learn how to use our products quickly. If you are interested in product training, please call our training department at 859-344-1925 and a trainer in your area will call to schedule training.

Comments

We welcome your comments and suggestions concerning the content and organization of this guide as well as the accuracy and the usability of the instructions it contains. Email us at documentation@car-part.com. We're listening!

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