

STARPARTS Job Aid

System Functionality

Electronic Parts Catalog



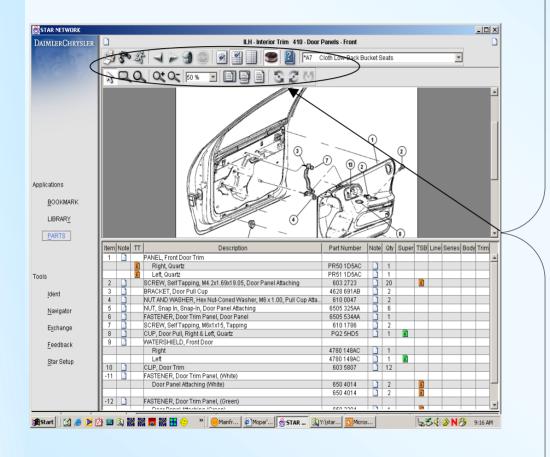
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Toolbar - PARTS continued

The PARTS toolbar provides additional functionality to assist you in specifying parts.









Selection Tool



Search



Flying Magnifier



Shortcut



Magnifier



Previous Illustration



Qt Zoom In



Next Illustration



Zoom Out



Stop **Illustration Load**



Fit to Window



Fit to Width



Split View



Reset Graphic



Full Text



Rotate Left



VIN Filter On/Off

Help



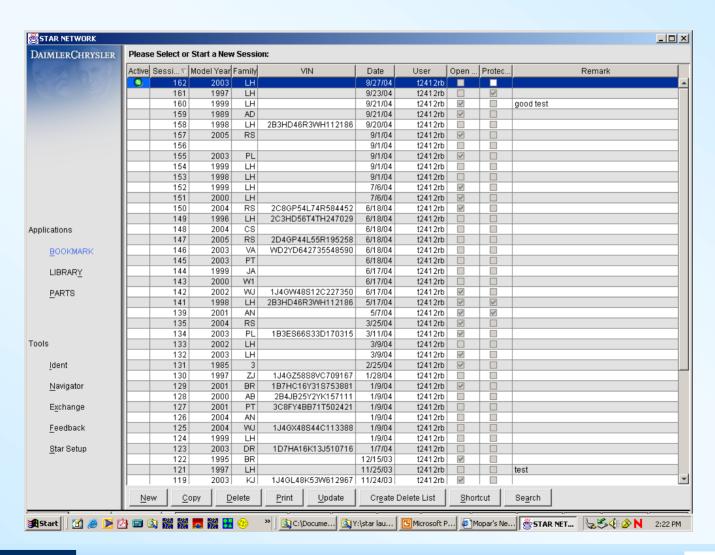
Rotate Right



Reset Rotation



Bookmark Screen

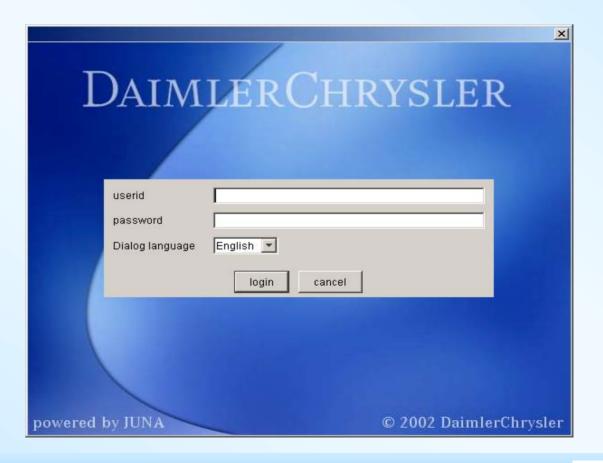




Logon to STAR NETWORK

Logon to STAR NETWORK:

- 1. Double-click on the STAR NETWORK icon on your desktop.
- 2. Type in your DealerCONNECT User ID and Password.
- 3. Select a text language.
- 4. Click on the "Login" button.





Managing your BOOKMARK - Sessions

Create a new session

- 1. Click on the "New" button. (lower left of screen)
- 2. Double click on the Remarks field and enter the information to identify the session (optional).
- 3. Press enter
- if you have a VIN
 'Identify Vehicle using a VIN number in Bookmark' or if you do not have a VIN see page 6 'Identify a Vehicle without a VIN number in Ident'.

Review or Update an existing session

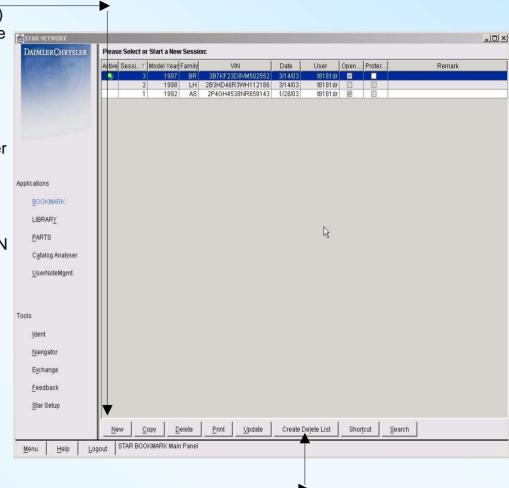
- Double click on the session to be updated or reviewed.
- Double click on the VIN field or enter a new VIN or double-click on the other fields and type in new information.

Copy an existing session into a new session

- 1. Click on the session to be copied.
- 2. Click on the "Copy" button.

Delete Multiple Bookmarks

- 1. Single click on the Create Delete list button-
- Single click in the delete box next to the bookmark(s) that you want to delete
- 3. Single click on Delete
- **Note: IF there is a check mark in the "Open" column, that means there is an open parts list associated with that bookmark





Identifying your Vehicle

Identify a vehicle using a VIN number in BOOKMARK

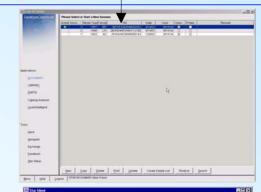
- Create a new session or choose an existing session in BOOKMARK.
- 2. Double click on the VIN field.
- 3. Enter the last nine digits of the vehicle's VIN number.
- 4. Press the "Enter" key.
- 5. Click on PARTS from the Bookmark screen to continue on to perform a parts specification.
- 6. Double click on the Catalog group / Sub group and the bulleted list to continue on to perform a parts specification

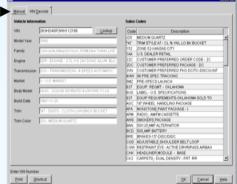
Identify a vehicle using a VIN number in IDENT

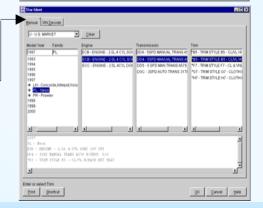
- 1. Create a new session or choose an existing session in BOOKMARK
- Click on PARTS to go to Star IDENT
- Click on the "VIN Decode" tab on the IDENT screen.
- 4. Enter the last 9 digits of the VIN.
- 5. Click on the "Lookup" button or press the "Enter" key
- Click on the "OK" button to save the vehicle information and close the window.
- 7. Select Catalog group and sub group from Star Navigator to continue to perform a parts specification.

Identify a vehicle without a VIN number in IDENT

- 1. Create a new session or choose an existing session in BOOKMARK
- 2. Click on PARTS to go to Star IDENT
- 3. Click on the "Manual" tab on the IDENT screen-
- 4. Select the appropriate vehicle information (e.g. Model Year, Make etc.)
- 5 Click on the "OK" button to go to Navigator
- Double click on the Catalog group / Sub group and the bulleted list to continue on to perform a parts specification









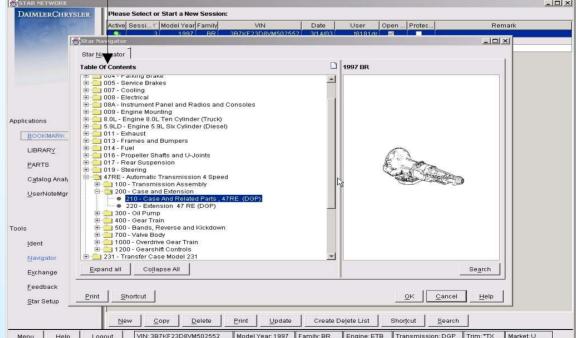
Navigating through the Vehicle - NAVIGATOR

Identify a part through graphics or the Table of Contents

In order to use NAVIGATOR you must first identify the vehicle by entering a VIN in BOOKMARK, use an existing session with a specific vehicle, or identify the vehicle via IDENT.

- 1. From the Bookmark screen click on PARTS to go to NAVIGATOR
- 1. From the NAVIGATOR screen, choose the appropriate catalog group by clicking on the text in the graphic or the Table of Contents (TOC).
- 2. The catalog group will open and you may then click on the appropriate subgroup graphic or text in the TOC.

3. Once you have selected a subgroup, double click on the bulleted parts list TOC to choose the appropriate illustration.





Specifying Parts - PARTS

Perform a parts specification

- 1. Create a new session in Bookmark
- 2. Click on PARTS from the Bookmark screen. If you have not identified a VIN, IDENT will open. If you have identified a VIN, NAVIGATOR will open. Select the appropriate Group, Subgroup to continue to Identify the required parts.

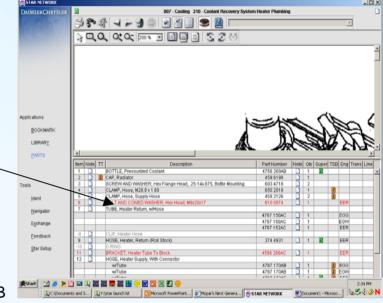
Adding parts to the parts list

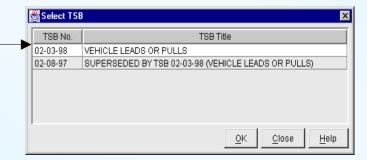
- 1. Double-click on the desired part to add it to the parts list. Once a part is chosen, the text will be highlighted in red.
- 2. In order to add the part to the parts list, Click on Exchange.

Viewing TSBs

- Parts that have an associated TSB will have an information icon in the "TSB" column. Double click on the icon and the TSB screen will load.
- 2. Click on the TSB you would like to view and then click "OK".
- 3. The TSB will open in a separate window for you to view.

Note: If only one TSB is available, that TSB will automatically load once you click on the icon.



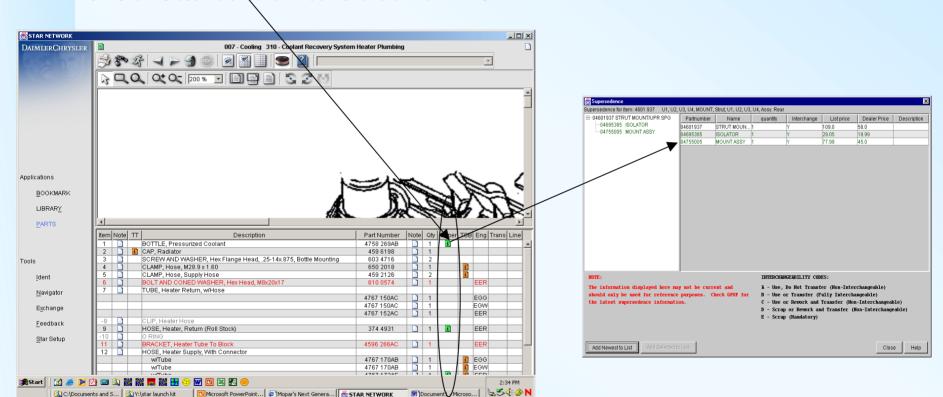




Viewing Supersedence - PARTS continued

Viewing a supersedence chain

- 1. Parts that have an associated supersedence chain will have an information icon in the "Super" column. Double click on the icon and the Supersedence screen will load.
- 2. To add a part from the Supersedence screen, click on the "Add Newest to List" button.
- 3. Click "Close" to exit the window and return to PARTS.





Working with the Parts List - EXCHANGE

Viewing and modifying the parts list

- 1. To select a part for your parts list Double click on the part it must be highlighted in red
- 2. Once parts have been selected from the PARTS screen, click on EXCHANGE to view the parts list.
- 3. To delete an entry from the list, click on the desired row you would like to delete and then click on the "Remove Entries" button.
- 4. To clear the entire parts list, click on the "Clear List" button.
- 5. To manually add entries to the list, click on the "Add Entry" button. A new row will be added to the list allowing you to type in the appropriate part information.
- 6. <u>To update the quantity in the parts list</u>, double-click on the value in the "Qty" column and enter the appropriate quantity and press enter.
- 7. Click on "OK" to save the quantity.

Saving the parts list or opening a previous list

- Once the parts list is complete, you may choose to save the list for later use.
- 2. Click on EXCHANGE to view the parts list.
- 3. Click on the "Save List" button, type in the desired list name, and click on the "Save" button.
- 4. To load a previously saved list, click on "Load List", select the desired list, and click on the "Open" or "Append" button.

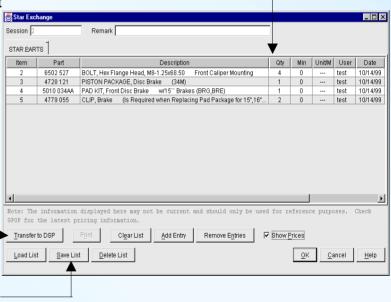
Open The selected list will replace the existing parts list.

Append The selected list will be added to the existing parts list.

Transferring the parts list to your DSP

- 1. Click on the "Transfer to DSP" button.
- Once the hour-glass disappears, click on "OK" to return to parts

**Note In order for the DSP transfer to work - you will need to contact your DSP for the interface setup





Adding Illustration, Part, & Item Level User Notes

Creating Illustration user notes

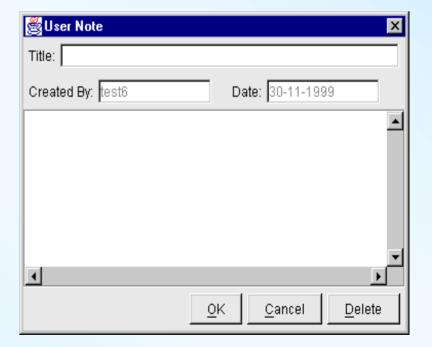
- 1. Click on the note icon in the upper right hand corner of the PARTS window.
- 2. Once the User Note window opens, type in the title and text for the note.
- 3. Click on the "OK" button to save the information and exit the window.
- You may revise an existing note at any time by clicking on the icon and then modifying the text in the note.

Creating part and item level user notes

- 1. Click on the note icon in the parts list.
- 2. Once the User Note window opens, type in the title and text for the note.
- Click on the "OK" button to save the information and exit the window.
- You may revise an existing note at any time by clicking on the icon and then modifying the text in the note.

Deleting User Notes

- 1. Click on the note icon to be deleted.
- 2. Once the User Note window opens, click on the "Delete" button.
- 3. You will be asked to confirm that you want to delete the note.
- 4. Click on "OK" to continue with the deletion otherwise click on the "Cancel" button.

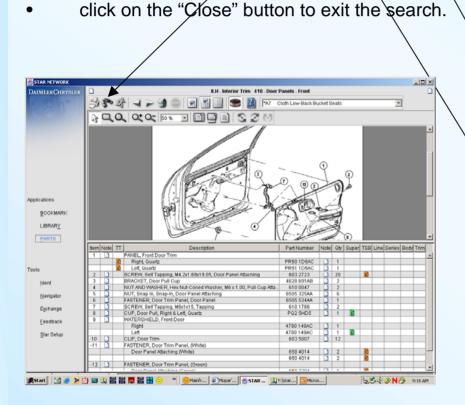


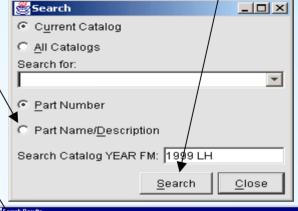


Part Search in StarParts

Performing a search on a part Number or Part Name/Description

- Click on the "Search" icon
- 2. Type in the search criteria (i.e. part number or name). Then click on the "Search", button.
- 3. Once the Search Results window opens, click on the desired illustration and select the "Go to" button. PARTS will open to the selected illustration.
- If the correct part is not found, that probably means the part is not in your current catalog.





Search Results				_ 0 >
Description	Part#	Group	Illustration	Item#
Condenser to Radiator Attaching		024 - Air Conditioning &	210 - A/C Plumbing	-16
Condenser to Radiator Attaching		024 - Air Conditioning &	210 - A/C Plumbing	-16
Condenser to Radiator Attaching		024 - Air Conditioning &	210 - A/C Plumbing	-16
Hood Radiator, (Retainers Included)		SLH - Body Sheet Metal	510 - Hood and Hood R	20
Hood Radiator, (Retainers Included)		SLH - Body Sheet Metal	510 - Hood and Hood R	20
Hood Radiator, (Retainers Included)		SLH - Body Sheet Metal	510 - Hood and Hood R	20
Hood Radiator, (Retainers Included)		SLH - Body Sheet Metal	510 - Hood and Hood R	20
Hood Radiator, (Retainers Included)		SLH - Body Sheet Metal	510 - Hood and Hood R	20
Hood Radiator, (Retainers Included)		SLH - Body Sheet Metal	510 - Hood and Hood R	20



Navigating through the catalog quickly - Shortcut

Use the shortcut feature to identify a vehicle, catalog group, subgroup, and/or illustration (available in Bookmark, Navigator & Parts)

1. Click on the "Shortcut" button.

Click on the "Shortcut" ICON to Shortcut to a different group

Type in one or more of the following samples to shortcut to a different group:

Enter VIN/Catalog group/Illustration

3wh112186 007 110-

-or-

Enter last nine of the VIN

3wh112186 -or-

Enter model/yr / family

97 lh -or-

Enter model/yr /family /catalog group

97 lh 007 -or-

Enter model/yr /family/catalog group/illustration

97 lh 007 120 -or-

Enter model/yr /family/catalog group/illustration

97 lh 007 120 -or-

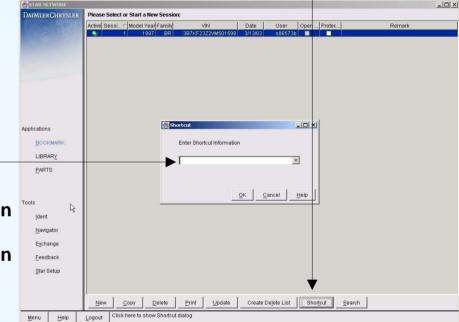
Enter model/yr

97

PARTS will open to the specified catalog group and illustration or NAVIGATOR will open the Table of Contents depending on the level of information specified within shortcut.

For example, if you entered the model year and family, NAVIGATOR will open the Table of Contents for the specified year and make of the vehicle.

Note** The shortcut feature is a shortcut to another book

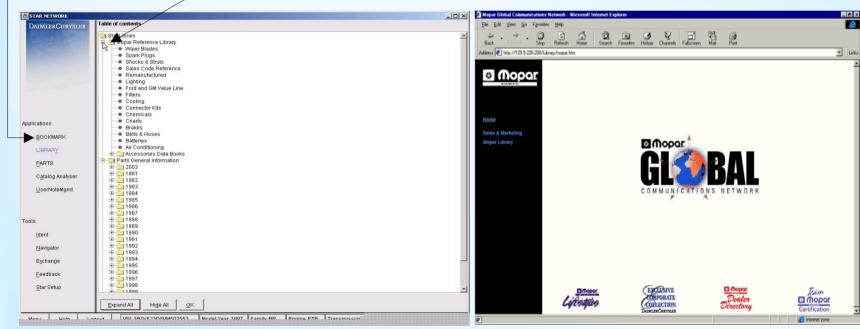




Viewing Documents - LIBRARY

View a document in the LIBRARY:

- Click on LIBRARY from the Bookmark screen.
- From the LIBRARY Table of Contents, select a folder by double-clicking on it.-
- 3. Double-click on the desired document to launch the viewer program.
- 4. Once the viewer program has loaded, you can view the information.
- ** When leaving the StarParts library you may loose other browser applications, to alleviate this problem go to your browser, select tools, select Internet options, select advanced, uncheck option to reuse windows for launching shortcuts. Logoff and new settings will be retained.





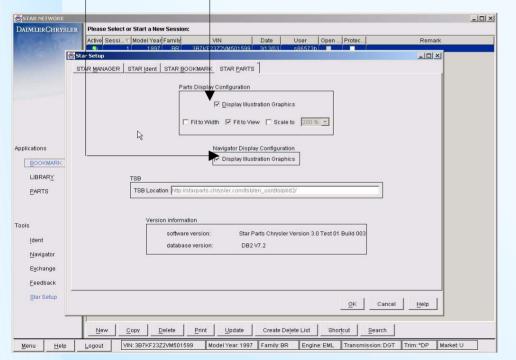
Changing the System Setup - SETUP

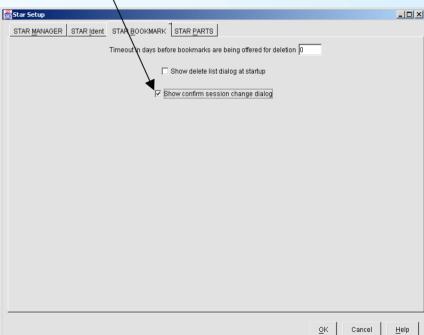
Configure features in PARTS

- Click on the Star SETUP menu option from MANAGER.
- Click on the StarParts tab.
- 3. Navigator & Illustration graphics can be turned on and off by clicking on the check box.
- 4. Click on "OK" to save the new configuration and exit the screen.

Saving or Deleting a Bookmark

- Click on the SETUP menu option from MANAGER.
- Click on the Star Bookmark tab.
- Check the "Confirm Session change screen"
- This will allow you to have the option of saving a bookmark or overlaying the existing bookmark when switching catalogs







StarParts Feedback

To send us a catalog issue or a suggestion for improvement:

- 1. From the Parts / Illustration screen
- 2. Single click on the Feedback button
- 3. Once the feedback screen is opened, single click in the detailed description of fault / suggestion for Improvement box
- 4. Enter description of problem or suggestion in the description area

5. Single click on mail-Star Feedback _ | U | X | User Parts Page 1 Page 2 Parts Feedback Type of feedback: Catalog error/clarification Priority: critical Application/Tool: Feedback Catalog illustration: ILH - Interior Trim 410 - Door Panels - Front T.O.C. ID: 16928 Catalog group: ILH Item # Illustration: 410 Part: Detailed description of fault/suggestion for improvement: <u>M</u>ail Cancel Help



Performing a Part Specification

Perform a VIN specification:

- 1. Logon to the STAR NETWORK by entering your DealerCONNECT SID and password.
- 2. Open a new session in BOOKMARK by clicking on the "New" button.
- 3. Enter the last nine of the VIN press enter
- 4. Click on PARTS from the MANAGER menu.
- 5. Navigator will open first. Select the catalog group and subgroup, choose an illustration and then click "OK".
- 6. PARTS will open to the specified illustration.
- 7. Double-click on the desired part to add it to your parts list.
- 8. Click on EXCHANGE to view/modify the parts list. Once the parts list is complete, click on the "Transfer to DSP" button to send the list to your in-house dealer system.

Perform a specification based on vehicle information:

- 1. Log into the STAR NETWORK by entering your DealerCONNECT SID and password.
- 2. Click on the shortcut button and enter the two digit model year and the family
- 3. Click on PARTS from the MANAGER menu.
- 4 Navigator will open first. Select the catalog group and subgroup, choose an illustration and then click "OK"
- 5. PARTS will open to the specified illustration.
- 6. Double-click on the desired part to add it to your parts list.
- 7. Click on EXCHANGE to view/modify the parts list. Once the parts list is complete, click on the "Transfer to DSP" button to send the list to your in-house dealer system.

