

Mitchell/Nexpart setup guide

If the customer has more than one computer running Mitchell, please make sure that you perform this setup process on the 'Main Mitchell terminal'. The shop owner/manager, should be able to tell you which computer that is. The Nexpart/Mitchell online ordering integration will then automatically go through to the customer's other Mitchell computers. Mitchell may need to be restarted for this to happen.

From Manager SE ManagerPlus SE screen:

Click on Configuration tab > click on Special Maintenance > select Toggle Catalog Availability.

Make sure Nexpart is turned on.

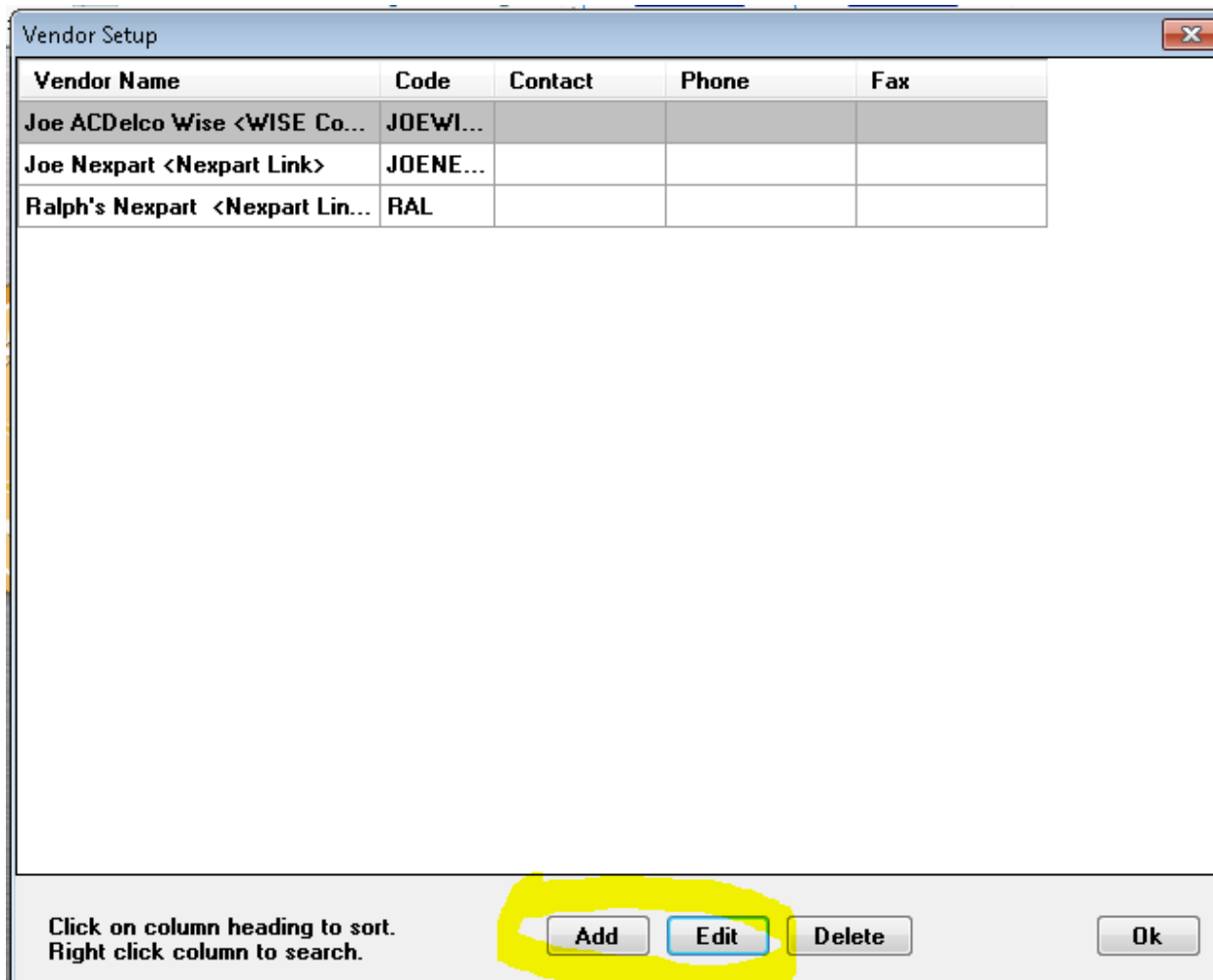
(If the Nexpart option is 'greyed out' and is un-clickable, try backing out to the main Mitchell screen, and try again from there)



Now for Vendor setup.

Click on Configuration tab > select 'Vendor Setup'.

At this point you can ADD a new vendor or edit an existing vendor.



The screenshot shows a window titled "Vendor Setup" with a table containing three vendor entries. The table has columns for Vendor Name, Code, Contact, Phone, and Fax. Below the table, there are four buttons: "Add", "Edit", "Delete", and "Ok". The "Add" and "Edit" buttons are highlighted with a yellow circle. To the left of the buttons, there is instructional text: "Click on column heading to sort. Right click column to search."

Vendor Name	Code	Contact	Phone	Fax
Joe ACDelco Wise <WISE Co...	JOEWI...			
Joe Nexpart <Nexpart Link>	JOENE...			
Ralph's Nexpart <Nexpart Lin...	RAL			

Click on column heading to sort.
Right click column to search.

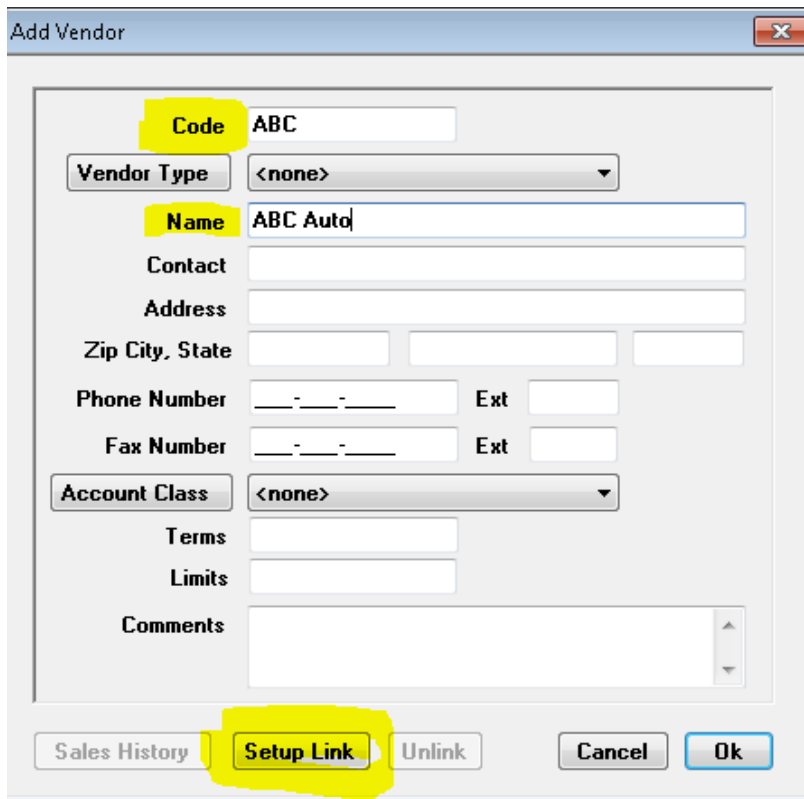
Add Edit Delete Ok

Click on ADD.

CODE can be any 3 characters (Example: FST)

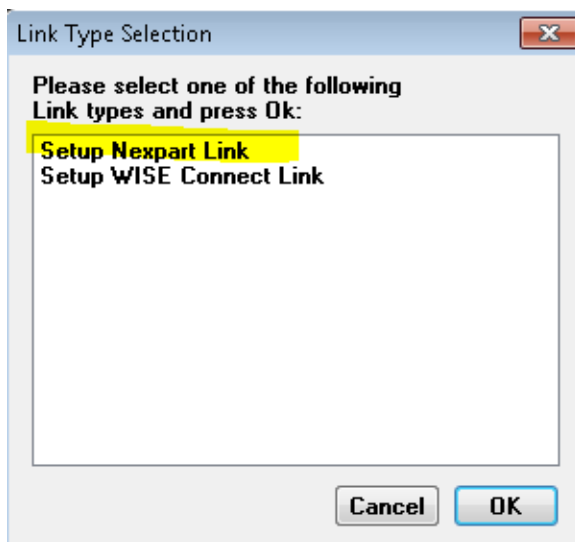
Enter a "NAME" (Fast Undercar).

Then click on "Setup Link".



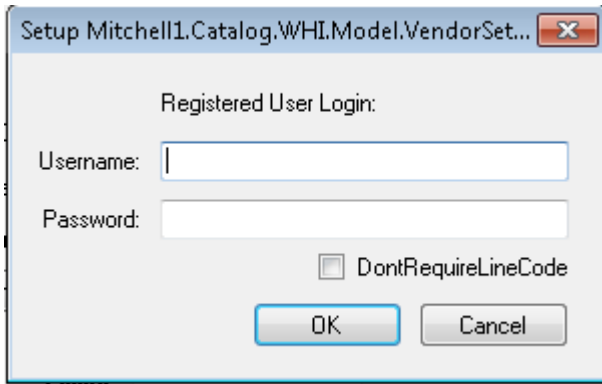
The screenshot shows a dialog box titled "Add Vendor". It contains several input fields and buttons. The "Code" field is highlighted in yellow and contains the text "ABC". Below it is a "Vendor Type" dropdown menu set to "<none>". The "Name" field is highlighted in yellow and contains "ABC Auto". Other fields include "Contact", "Address", "Zip City, State", "Phone Number", "Fax Number", "Account Class" (set to "<none>"), "Terms", "Limits", and "Comments". At the bottom, there are buttons for "Sales History", "Setup Link" (highlighted in yellow), "Unlink", "Cancel", and "Ok".

Click on "Setup Nexpart Link".



The screenshot shows a dialog box titled "Link Type Selection". It contains the text "Please select one of the following Link types and press Ok:". Below this text is a list of two options: "Setup Nexpart Link" (highlighted in yellow) and "Setup WISE Connect Link". At the bottom of the dialog are "Cancel" and "OK" buttons.

Now you can enter the accounts Nexpart username and password.



You are now done press "OK" to back all the way out.

Troubleshooting:

Toggle Catalog Availability is Greyed Out:

Customer must back out to the main screen and then go back into Toggle Catalog Availability.

Make sure user is on 'Main Mitchell Terminal'

If all else fails, Go to W.I.P screen, save or close anything that's open

Customer Unable to Transfer Parts to Work Order:

If customer is having trouble adding parts to his Mitchell work order via Nexpart (WHI). Check the account to see if password has been changed.

Also, check to see if the customer has set a 'Manager Password'.

Mitchell Constantly Prompting for Login and Password

Make sure that integration is done on Main Mitchell computer. Delete Vendor Setup from computer with issue and add it on the main computer.

If all else fails, try closing down Mitchell and restarting the computer.