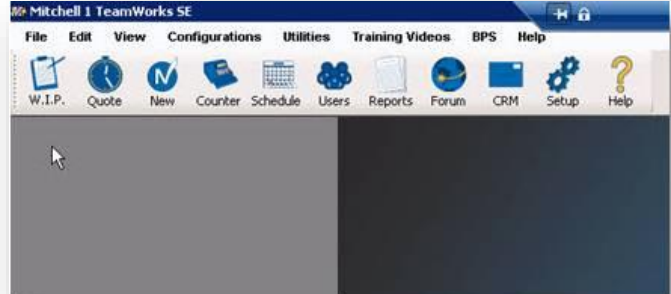


Mitchell 1: Ordering Parts Using RepairLink Shop

Mitchell 1 allows you to interface directly with RepairLink Shop to obtain part information for ordering. You must set up the RepairLink Shop integration before you can access the order parts.

To order parts using Mitchell 1 with RepairLink Shop:

1. From Mitchell 1, click **W.I.P.**



2. Double click to open an existing Repair Order (RO).
-or-
Click **New** to create a new Repair Order.

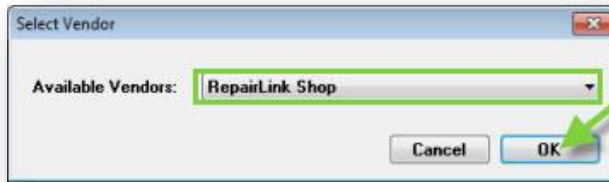


3. The order will open. Click the **Order** tab (if it does not display by default).



4. Click the  icon.

- The Select Vendor window will display. Verify that *RepairLink Shop* displays in the **Available Vendors** dropdown and click **OK**.



- A RepairLink Shop will open within a frame in Mitchell 1. The VIN and the vehicle's year, make, and model will be transferred from Mitchell 1 to RepairLink Shop.
- Search for the parts you need.
- Type quantity you want in the **Qty Req** field.
- Click **Add to Cart**. The following message will temporarily display to confirm each part has been successfully added.



- The **Transfer** button in Mitchell 1 (located below the frame that displays RepairLink Shop, to the bottom-right) will now be active. Click the button.



- The pricing and part information will now display in Mitchell 1.

| Qty | Extended | Sale | Price | List | Part No. | MfgCode | Tech Name | Cost |
|------|----------|--------|--------|--------|-----------|---------|-----------|--------|
| 4.00 | \$11.44 | \$2.06 | \$2.06 | \$2.05 | 6501114AA | DCX | <None> | \$1.43 |
| 3.00 | \$2.70 | \$0.90 | \$0.90 | \$0.45 | 6101164AA | DCX | <None> | \$0.45 |
| 2.00 | \$11.40 | \$5.70 | \$5.70 | \$2.85 | 6501114AA | DCX | <None> | \$2.85 |

- Click **Parts Ordering**.

| | Parts | Labor | Sub Total | Haz Ma |
|----------|--------|-------|-----------|--------|
| Invoice | 639.74 | 0.00 | 639.74 | 0.0 |
| Estimate | 7.10 | 0.00 | 7.10 | 0.0 |

- The Parts Ordering Estimate window will display. Click **Price Check** to perform a cost check of all parts on the order.



- If your preferred dealership does not have the part in stock, click the **Select Alternate Locations** button and then select a new location to order the parts from.



15. Order information will refresh and the **Order Parts** button will now be active. Click the button to complete the order.

