

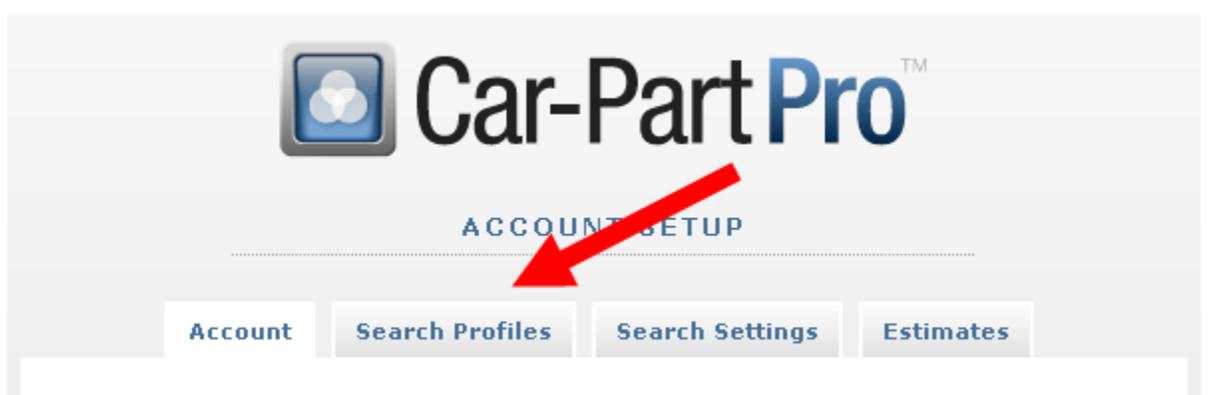


Creating Car-Part Pro Search Profiles

1. While logged into Car-Part Pro, hover your email address in the top right corner of the search page, then click **Settings**.



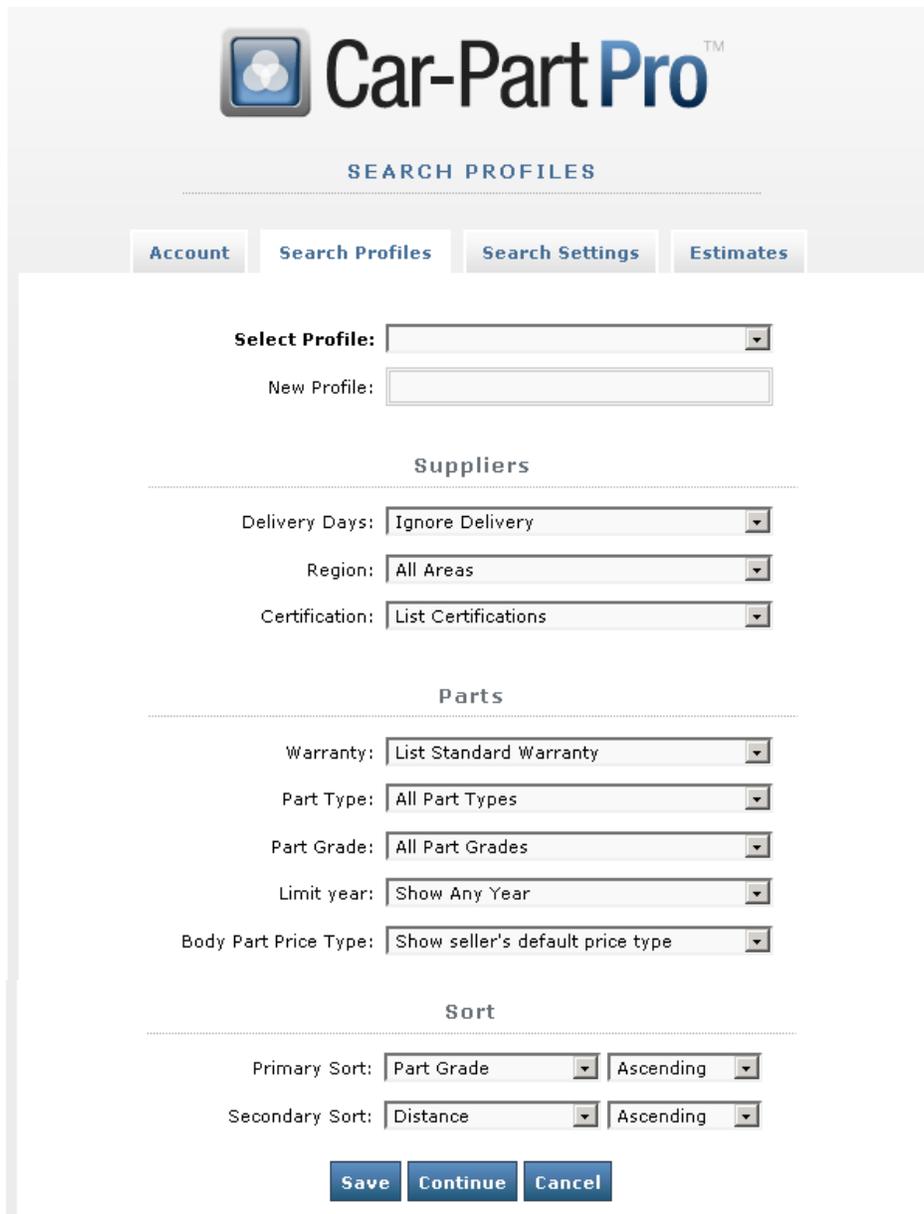
2. The **Account Setup** screen opens. Click the **Search Profiles** tab.



3. On the **Search Profiles** tab, you can create new search profiles or modify existing profiles.
 - To create a new search profile, type a name in the **New Profile** box. This is how you will identify this particular set of selections during your searches.
 - To modify an existing search profile, select it from the **Select Profile** drop-down menu.
4. Use the drop-down boxes to select your search filters for this profile.

See the **Search Filters** section of this document, below, for more information about specific filters.

5. When you are finished, click **Save**.



The screenshot shows the 'Car-Part Pro' logo at the top, followed by the title 'SEARCH PROFILES'. Below the title are four tabs: 'Account', 'Search Profiles', 'Search Settings', and 'Estimates'. The 'Search Profiles' tab is active. The main content area contains several sections of configuration options:

- Select Profile:** A dropdown menu.
- New Profile:** A text input field.
- Suppliers:** A section with three dropdown menus: 'Delivery Days' (set to 'Ignore Delivery'), 'Region' (set to 'All Areas'), and 'Certification' (set to 'List Certifications').
- Parts:** A section with five dropdown menus: 'Warranty' (set to 'List Standard Warranty'), 'Part Type' (set to 'All Part Types'), 'Part Grade' (set to 'All Part Grades'), 'Limit year' (set to 'Show Any Year'), and 'Body Part Price Type' (set to 'Show seller's default price type').
- Sort:** A section with two pairs of dropdown menus: 'Primary Sort' (set to 'Part Grade' and 'Ascending') and 'Secondary Sort' (set to 'Distance' and 'Ascending').

At the bottom of the form are three buttons: 'Save', 'Continue', and 'Cancel'.

Search Filters

The following list explains each of the filters available:

- **Delivery Days** – This filter specifies the number of business days you would like the part delivered within. For example, if you are performing the search on Monday and select **2 Days Delivery**, the search will only display those parts that can be delivered to the postal code in your search (usually the postal code on your estimate, unless otherwise specified) on or before Wednesday. Remember, this column indicates business days, which is Monday-Friday. The delivery filter includes local delivery only. It does not include shipping; however, most parts providers will ship parts, so contact a parts provider for more information about a specific part.
- **Region** – Leave this filter as **All Areas/Select Area** to include all parts regardless of location. You will be able to sort the search results page by distance. Otherwise, select the country, region, or state you would like to include in the search. Regions can be identified using the map available at <http://car-part.com/buyer.htm>.
- **Certification** - This filter specifies a certification requirement and searches only for parts sold by part providers who hold at least that certification level. For example, if you select **Car-Part Silver Certified Dealers**, your results will include Car-Part Silver Certified Dealers as well as Car-Part Gold Certified Dealers.
- **Warranty** – This filter specifies a minimum warranty. Your search results will include parts that are sold with a warranty that meets or exceeds your selection. For example, if you select **3 Year Warranty**, your results will also include parts with a Lifetime Warranty and a 3 Year+Labor Warranty. Your warranty selection will be included in the prices displayed in the results.
- **Part Type** – This filter allows you to narrow your search results by part type. Leave this selection as **All Part Types** to include all parts in your search. Otherwise, select one of the following:
 - **All Parts exc. Aftermarket where known** – Excludes any parts that recyclers indicated are aftermarket parts; however, sometimes recyclers may not properly indicate that a part is an aftermarket part. This means it is possible that results may include aftermarket parts. Contact the seller to be sure.
 - **Recycled+Certified AM** – Includes *both* all recycled parts *and* aftermarket parts that have been certified by a third-party program.
 - **Recycled+Cert+Validated AM** – Includes all recycled parts in addition to aftermarket parts that have been certified by a third-party program and/or have had service levels validated by a third-party program.
 - **Recycled-Graded w/VIN** – Includes only recycled parts that provide both a part grade and a VIN in the part listing.
 - **Recycled-Graded w/VIN+Certified AM** – Includes recycled parts that provide both a part grade and a VIN in the part listing. Also includes aftermarket parts that have been certified by a third party program.
 - **Recycled-Graded w/VIN+Cert+Validated AM** – Includes recycled parts that provide both a part grade and a VIN in the part listing. Also includes aftermarket parts that have been certified by a third party program, and/or have had service levels validated by a third party program.
 - **Certified Aftermarket** – Includes only aftermarket parts that have been certified by a third party program.

- **Validated and Certified Aftermarket** – Includes only aftermarket parts that have been certified by a third party program, and/or have had service levels validated by a third party program.
- **All Aftermarket** – Includes all levels of aftermarket parts, including those that have been certified and/or validated by a third party program.
- **Part Grade** – This filter selects a minimum part grade.
- **Limit Year** – This filter allows you to specify if you want to include only **Same year or newer** parts.
- **Body Part Price Type** – This filter specifies price type. Leave the selection as **Show Seller Default Pricing Type** to display body part prices in the way the seller has chosen.
 - **Actual Price** displays the price the part provider is charging for this part. If the part has damage, estimates should include additional consideration for the time it will take to return this part to an undamaged state. Most part providers use this pricing type.
 - **Undamaged Price** displays the amount that the part provider expects to be included on an estimate. This price does not indicate that the part itself is undamaged.
- **Primary Sort** – This option allows you to specify the main characteristic you would like your results to be sorted by.
- **Secondary Sort** – This option allows you to specify the secondary characteristic you would like to sort your parts by. For example, if your **Primary Sort** is set to sort your results by grade, then your **Secondary Sort** will specify how results with equal grades should be sorted.

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