

How to Mark Images as Private in Checkmate and Partmate

The images you associate with your parts are uploaded with your inventory to be included in your part listings on Car-Part.com, Car-Part Pro, Trading Partners, eBay, and your individual website. If you have an image you don't want to be listed publicly in these places, you can mark it as **Private** and it won't be displayed in your online listings. This guide shows you how to mark images as **Private** in Checkmate and Partmate.

Checkmate Imaging

To mark an image as **Private** in Checkmate Imaging, follow these steps:

1. Search for a part. The search results appear in the **Inventory Lookup Results** pane. (The number in the **Img** column indicates how many images, if any, are already associated with each part.)

Inventory Lookup Results																		
Img	Yard	Year	Mod	Part	Interchange	Stock	Tag	Descri	Locatio	Status	Conditi	Retail	WholeS	Type	Category	Milage	Entered	GUID
1	888	2004	70YU	ABK	61828	899528	9022387	Actuator	FTWDE	E	88K	75.63	75.66		V	133000	26/12/09	764F7881
1	888	2001	70YU	ABK	50226	541152	809148417	Actuator	FTWDE	E	173K	152.45	152.45		V	171000	10/11/04	8E9D784
1	888	2003	70YU	ABK	50226	158131	809188183	Actuator	FTWDE	E	138K	152.45	152.45		V	138000	02/03/05	C5190206
1	888	2002	70YU	ABK	50226	128127	809021223	Actuator	888026	E		108.90	108.90		W	148000	31/10/13	76238723-G
1	888	2002	70YU	ABK	50226	148917	809128143	Actuator	FTWCAR	E	187K	152.45	152.45		V	157000	08/06/04	676EAAAD
1	888	2002	70YU	ABK	50226	188381	809176289	Actuator	FTWCAR	E	188K	152.45	152.45		V	189000	24/11/05	30E94236
1	888	1999	70YU	ABK	50518	68513	8046237	FWLDS	84828A	E	138K	75.63	75.65		W	138000	08/12/01	8285251C
1	888	1999	70YU	ABK	50518	68513	358A	84819-E	346726	E		85.63	75.65		W	888K	08/12/05	73768029
1	888	1998	70YU	ABK	50518	148116	802210088	Actuator	FTWDE	E	127K	75.63	75.66		V	127000	05/10/04	6861CC04
1	888	2002	70YU	ABK	50854	158381	809176281	FTW	FTWCAR	E	188K	75.63	75.64		V	188000	24/11/05	82851A1E
1	888	2002	70YU	ABK	50852	118381	809176367	FTW	FTWCAR	E	188K	75.63	75.64		V	188000	24/11/05	79351543

2. Click the camera icon in the **Img** column to view the part's associated images in the **Inventory Images** pane.
3. Click a thumbnail to select an image, or hold down the **Ctrl** key to select multiple images.
4. Right-click in the grey empty area and select **Set Image Private**.



Checkmate Sales Pro

To mark an image as **Private** in Checkmate Sales Pro, follow these steps:

1. Search for a part. The search results appear on the **Parts** tab.
2. Click to highlight a part, and then click the **Edit** button.

The screenshot shows the 'Parts' tab in the Checkmate Sales Pro software. A table lists various parts with columns for Pick, Part, Part #, Year, Total Ret, Model, Grade, Interchange, Stock, BMS, Sale Pri, Location, Total W, Miles, and Warranty Description. The part 'FDR-R, 120-R' is highlighted. Below the table, there are buttons for 'Edit', 'Add', 'Remove', and 'Vehicle'. The 'Edit' button is highlighted with a red box.

3. The **Editing Item** window opens. Click on the **Imaging** tab to view images for the selected part.
4. If no images are associated with this part, click **Add Image** to add an image. If there are images associated with this part, click to select an image, and then click **Set Private** to mark the image as Private.

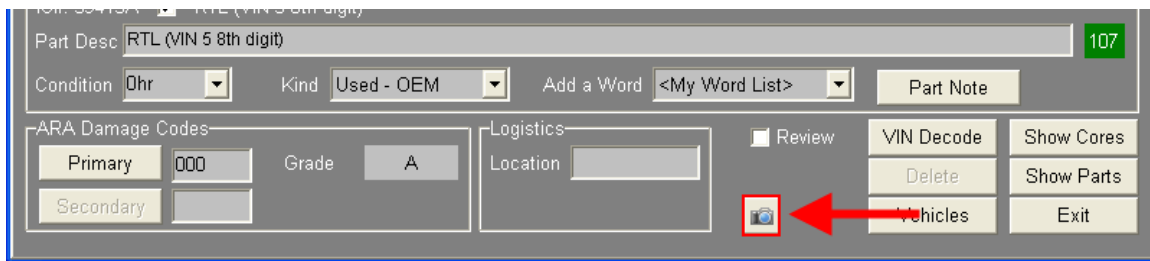
The screenshot shows the 'Editing Item' window for a 2004 BMW 325i. The 'Imaging' tab is selected, displaying a large image of a silver BMW 325i. Below the main image, there are two smaller thumbnails labeled 'Primary' and 'Public'. On the right side of the window, there are buttons for 'Add Image', 'Delete Image', 'Set Primary', 'Set Private', 'Release', 'Accept', and 'Cancel'.

5. Click **Accept** to close this window.

Partmate Imaging

To mark an image as **Private** in Partmate Imaging, follow these steps:

1. After a part has been inventoried, click the camera icon button.



2. The **Photo Capture** window opens. If you have a camera integrated into your device, the large panel on the right will act as the viewfinder. The left column is the camera roll. Thumbnails of the captured images are displayed in this column. The control buttons are located beneath the camera roll.
3. Tap **Capture Image** to add an image to the camera roll.



4. Tap to select an image, and then click **Set Private** to mark the currently selected photo on the camera roll as a Private photo. This photo will be uploaded to Checkmate and will be visible to your Checkmate users, but will not be uploaded to online listings and will not be visible to your customers.



5. Tap **Save** to save the images and close the **Photo Capture** window, or tap **Apply** to save the images and keep the window open.

Getting Help

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 ET.

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 and 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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