



Checkmate 2024R4 New Features

In the latest release of Checkmate, we've introduced:

- [a new type of search in Sales Pro](#), to make it easier than ever to find customer orders
- [expanded results for Advanced Searches in Sales Pro](#)
- [time-saving enhancements for eBay Item Specifics in Checkmate Listing Manager for eBay](#)
- [the new 20 Popular Collision Parts Report](#), so you can make sure you're stocking, grading, and pricing parts that are most in demand by collision repairers

Search Orders

In Checkmate Sales Pro, we've added a new search field that helps you find customer orders: the **Search Orders** field. You can use this field to search for orders of *all* types (quotes, work orders, invoices, and purchase orders).

For example, if you're looking for a customer's recent order, and you can't remember whether it's saved as a quote or work order, the **Search Orders** field can help you find the order *without* having to first figure out its status.

The screenshot shows the Checkmate software interface with the following components:

- Navigation Tabs:** Find, Interchange, Parts, Quotes, Work Order / Invoice, POs, Credits / Returns.
- Part and Vehicle Search:**
 - Field: INFO TAXABLE (with search and person icons)
 - Text: Quick Search e.g, 98, MUSTANG, ENG, TRA
 - Field: Enter VIN or Year
 - Field: Enter Model
 - Field: Enter Part (with OEM checkbox)
 - Buttons: FIND (green), RESET (red)
- Research:**
 - Field: Enter Quote #
 - Field: Enter Work Order #
 - Field: Enter Invoice #
 - Field: Enter Purchase Order #
 - Field: Search Parts Stock #
 - Field: Search Customers
 - Field: Search Orders (highlighted with a red box)**
 - Field: Enter Pick Slip #
 - Button: LAST SEARCH (cyan)

To run a search with the **Search Orders** field, follow these steps:

1. On Sales Pro's the **Find** tab, in the **Research** section of the screen, find the **Search Orders** field and enter customer info that you want to search. This could be the customer name, business/account name, repairer name, billing or shipping address, email address, or phone number.

For example, if you searched for "123," your results would include any orders with "123" in the phone number, address, etc.

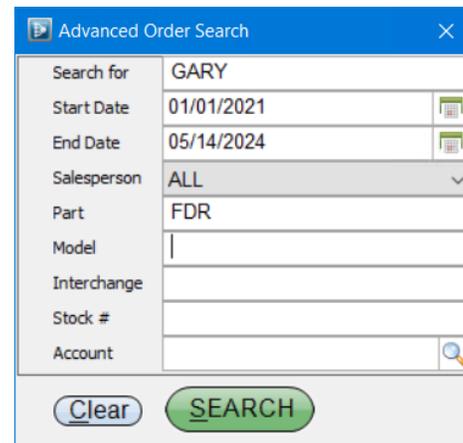


The image shows a 'Research' panel with several search fields. The 'Search Customers' field is highlighted with a red box and contains the text 'GARY'. Other fields include 'Enter Quote #', 'Enter Work Order #', 'Enter Invoice #', 'Enter Purchase Order #', 'Search Parts Stock #', and 'Enter Pick Slip #'. Each field has a downward arrow on the right side.

2. (Optional) To add more search parameters, click the **Search Orders** drop-down arrow. More search fields appear. Use any of these search fields to further narrow your search.



The image shows the 'Research' panel with the 'Search Orders' field selected. A red arrow points to the downward arrow of this field. Other fields are visible but not selected.



The image shows an 'Advanced Order Search' dialog box. It contains the following fields: 'Search for' (GARY), 'Start Date' (01/01/2021), 'End Date' (05/14/2024), 'Salesperson' (ALL), 'Part' (FDR), 'Model', 'Interchange', 'Stock #', and 'Account'. There are 'Clear' and 'SEARCH' buttons at the bottom.

3. When you've entered your search terms, click **SEARCH** or press **Enter**.

4. Your search results display in a new window. (See the [Information Columns](#) section of this guide, below, to learn more about the info on this screen.)

Click to highlight the line for the order you're looking for, and then click **Select**.

Note: You can filter/sort this list. For more info, see the [Sorting and Filtering Search Results](#) section of this guide.

Note: You may see several lines with the same order number in the **Order** column. That is because your search results include a line for each part that was on the order. (That way, you can find the order by part type, interchange number, model, etc.)

#	Date	Type	Order	SLS	Acct	Name	Repair	Status	Amt	Terms	Part	IC	Model	Year	Stock	Yard	OT Status
1	04/03/23	Q	54951	PETERM	54321	EUGENE'S		Active	550.00		FDR	59320	CAMRY	2014	PETER2	999	Yard
2	04/03/23	INV	148922	PETERM	54321	EUGENE'S		Active	0.00	C.O.D	FDR	59468B	CAMRY	2000	PETER12	999	Dispatch
3	04/03/23	INV	148922	PETERM	54321	EUGENE'S		Active	135.00	C.O.D	FDR	59468C	CAMRY	2000	PETER12	999	Warehouse
4	04/03/23	INV	148922	PETERM	54321	EUGENE'S		Active	100.00	C.O.D	FDR	58985B	CAMRY	2002	200613	999	Warehouse
5	04/03/23	INV	148922	PETERM	54321	EUGENE'S		Active	125.00	C.O.D	FDR	58986B	CAMRY	2002	200613	999	Warehouse
6	04/03/23	INV	148922	PETERM	54321	EUGENE'S		Active	125.00	C.O.D	FDR	58986B	CAMRY	2003	191110	999	Warehouse
7	04/03/23	INV	148922	PETERM	54321	EUGENE'S		Active	550.00	C.O.D	FDR	59320	CAMRY	2014	PETER2	999	Yard
8	03/21/22	PO	14636	BRIAN	Y7278	I-80 AUTO		Active	400.00		FDR	59314A	YARIS	2014	212336C	999	

↓

5. Your selected order opens in the appropriate Sales Pro tab.

Find Interchange Parts Quotes Work Order / Invoice POs Credits / Returns

Customer Bill To:
EUGENE'S AUTO PARTS
GARY
123 Main St
LEXINGTON, KY
Address 3

mailto:JC@CAR-FV
IM Address
555-555-5555

Customer Ship To:
EUGENE'S AUTO PARTS
GARY
123 Main St
LEXINGTON, KY
Address 3

mailto:JC@CAR-FV
IM Address
555-555-5555

Work Order 999-148922 04/03/2023
Invoice 148922

Enter Work Order #
148922

Add Part, Ex. TRA OEM

Order Date	Ship Date	Due Date	Buyer Dept	Customer PO	Dismantler	Core	R/O #	Truck	Sales Person	Tax %
04/03/2023	04/03/2023	04/03/2023							PETERM	6

Part	Year	Model	Description	Total Price	Sale Price	Discounter	Tax	Total Reti	Total Who	Warranty Descrip	Stock	Location	Interchange	Department	Interchange Descri
5 - Remove	ENG	2003	CAMRY 03 Int.65123	\$75.26	\$75.26	No	No	\$0.00	\$75.26	CUSTOMER DECLL	PO13039	16A50B	65123B	CORES	2.4L (VIN E, 5th digit
6 - Remove	CORE-DUE	2003	CAMRY ENGINE ASSEMBLY	\$100.00	\$100.00	No	No	\$0.00	\$0.00						
7 - Remove	FDR-LH	2014	CAMRY 14 Int.59320	\$550.00	\$550.00	No	No	\$578.00	\$550.00	CUSTOMER DECLL	PETER20	YARD	59320		(electric windows), L
9 - Remove	FDR-LH	2003	CAMRY 03 Int.58986	\$125.00	\$125.00	No	No	\$131.00	\$125.00	CUSTOMER DECLL	191110	16A1-D6	58986B		(electric windows), L

Parts \$1,110.26

Warranty \$0.00

Cores \$100.00

Freight \$0.00

Tax \$0.00

Total \$1,210.26 **Remaining** \$1,210.26

Amt Paid \$0.00 **Deposited** \$0.00

Payments

Part #	Method of Payment	Amt Paid
1	C.O.D	\$0.00

Selected Part EUGENE'S AUTO PARTS

WO	Date	Customer	SLS	Price	Grade

Private Part Note

Order Tracker

Part Note

Fast Notes

Print INV
Print Label
Work Order History
Edit
Close

Search Orders: Info and Tools in the Research Results Window

When you run an order search, your results display in the **Research Results** window. This window has helpful information and features for you.

Information Columns

The following table lists each information column available, and explains what info it provides.

Name of Column	Info in Column
Date	The date the order was made
Type	Type of order (Q = quote, WO = work order, INV = Invoice, PO = purchase order)
Order	Order number
SLS	Salesperson who made the order
Acct	Customer account number for the order
Name	Customer name on the order
Repair	Repairer name on the order
Status	Status of the part on the order (this could be Active , Received , Returned , or Voided)
Amt	Dollar amount for the line item on the order
Terms	Terms for the order (this could be Cash , Check , Credit (customer credit), Credi (credit card) C.O.D. , Chrg (charge), or Depst (deposit))
Part	Part code
IC	Interchange number
Model	Vehicle model
Year	Year of vehicle
Stock	Stock number
Yard	Yard number
OT Status	Order Trakker status (If the order is in Order Trakker, this column will show a clickable link, to open Order Trakker to the order's location. If this column displays a red Send to OT link, you can click it to send the order to Order Trakker.)

Sorting and Filtering Search Results

You can sort and/or filter your search results by any of the information columns, just like you would on the Parts tab, or in Inventory Pro.

#	Date	Type	Order	SLS	Acct	Name	Repair	Status	Amt	Terms	Part	IC	Model	Year	Stock	Yard	OT Status
1	04/03/23	Q	54951	PETERM	54321	EUGENE'S		Active	550.00		FDR	59320	CAMRY	2014	PETER2	999	Yard
2	04/03/23	INV	148922	PETERM	54321	EUGENE'S		Active	0.00	C.O.D	FDR	59468B	CAMRY	2000	PETER12	999	Dispatch
3	04/03/23	INV	148922	PETERM	54321	EUGENE'S		Active	135.00	C.O.D	FDR	59468C	CAMRY	2000	PETER12	999	Warehouse
4	04/03/23	INV	148922	PETERM	54321	EUGENE'S		Active	100.00	C.O.D	FDR	58985B	CAMRY	2002	200613	999	Warehouse
5	04/03/23	INV	148922	PETERM	54321	EUGENE'S		Active	125.00	C.O.D	FDR	58986B	CAMRY	2002	200613	999	Warehouse
6	04/03/23	INV	148922	PETERM	54321	EUGENE'S		Active	125.00	C.O.D	FDR	58986B	CAMRY	2003	191110	999	Warehouse
7	04/03/23	INV	148922	PETERM	54321	EUGENE'S		Active	550.00	C.O.D	FDR	59320	CAMRY	2014	PETER2	999	Yard
8	03/21/22	PO	14636	BRIAN	Y7278			Active	400.00		FDR	59314A	YARIS	2014	212336C	999	

To sort you search results, simply click any column header to sort your results alphabetically or numerically by that information column.

To filter you search results

1. Click the filter icon in the column you wish to sort by.

SLS	Acct	Name
PETERM	54321	EUGENE'S

2. Check the box for each value that you want to see in your search results. The values for all the boxes left unchecked will be filtered out of your search results.

SLS	Acct	Name
AMYC	0H444	0H4444
AMYC	0H444	54321
AMYC	0H444	NF100
AMYC	0H444	Y01
AMYC	0H444	0H148
AMYC	0H444	0H4718
AMYC	KY01	0H5584
AMYC	KY01	R001590
AMYC	KY01	R001648
BRIAN	0H444	R001790
BRIAN	0H444	R001900
BRIAN	0H444	R001925
		Y7278

Buttons in the Research Results Window

#	Date	Type	Order	SLS	Acct	Name	Repair	Status	Amt	Terms	Part	IC	Model	Year	Stock	Yard	OT Status
37	04/27/22	Q	54901	AMYC	0H4444	INTERNATIO		Active	672.50		RDR	60618	MAXIMA	2016	60375	999	Brokered
38	04/27/22	INV	148857	AMYC	0H4444	INTERNATIO		Active	402.50	C.O.D	QTR	60628	MAXIMA	2017	60375	999	Brokered
39	04/27/22	INV	148857	AMYC	0H4444	INTERNATIO		Active	672.50	C.O.D	RDR	60618	MAXIMA	2017	60375	999	Brokered
43	04/15/22	INV	148719	AMYC	KY01	BROSSART		Active	90.44	Check	TLP	61023	SENTRA	2016	TYC2010	999	Delivered
47	04/12/22	INV	148669	AMYC	KY01	BROSSART		Active	119.00	Check	DMR	50581	LEGACY	2012	59643	999	Delivered
	10/12/21		146527	BRIAN	0H4444	INTERNATIO		Active	75.00	C.O.D	COR		SORENT	2016		999	
	01/12/22		146527	BRIAN	0H4444	INTERNATIO		Active	1550.00	C.O.D	ENG	81054	SORENT	2016	58214	999	Delivered

Use Checkmate Codes
 Display requested Yr and Model

- A. **View** – Click to open the highlighted order as a PDF (which you can then print).
- B. **Print** – Click to print your search results in spreadsheet format.
- C. **Use Checkmate Codes:**
 - Check this box to display Checkmate alphabetic codes in the **Part** column.
 - Uncheck this box to display the full part name.
- D. **Display requested Yr and Model:**
 - Check this box to make the **Year** and **Model** columns display the part you originally searched for in Sales Pro.
 - Uncheck this box to display the year and model that you selected after searching (e.g., you searched for a front door from 2019, and sold the customer an interchangeable door from 2020).
- E. **Select** – Click this button to open the highlighted order in Sales Pro.
- F. **Close** – Click to close the **Research Results** window.

Expanded Results in Advanced Sales Pro Searches

The **Search for** fields in the advanced Quote, Work Order, Invoice, Parts, and Customer searches have been enhanced to search for more customer fields.

The table below lists each advanced search that has a **Search for** field, and what you can use it to search for.

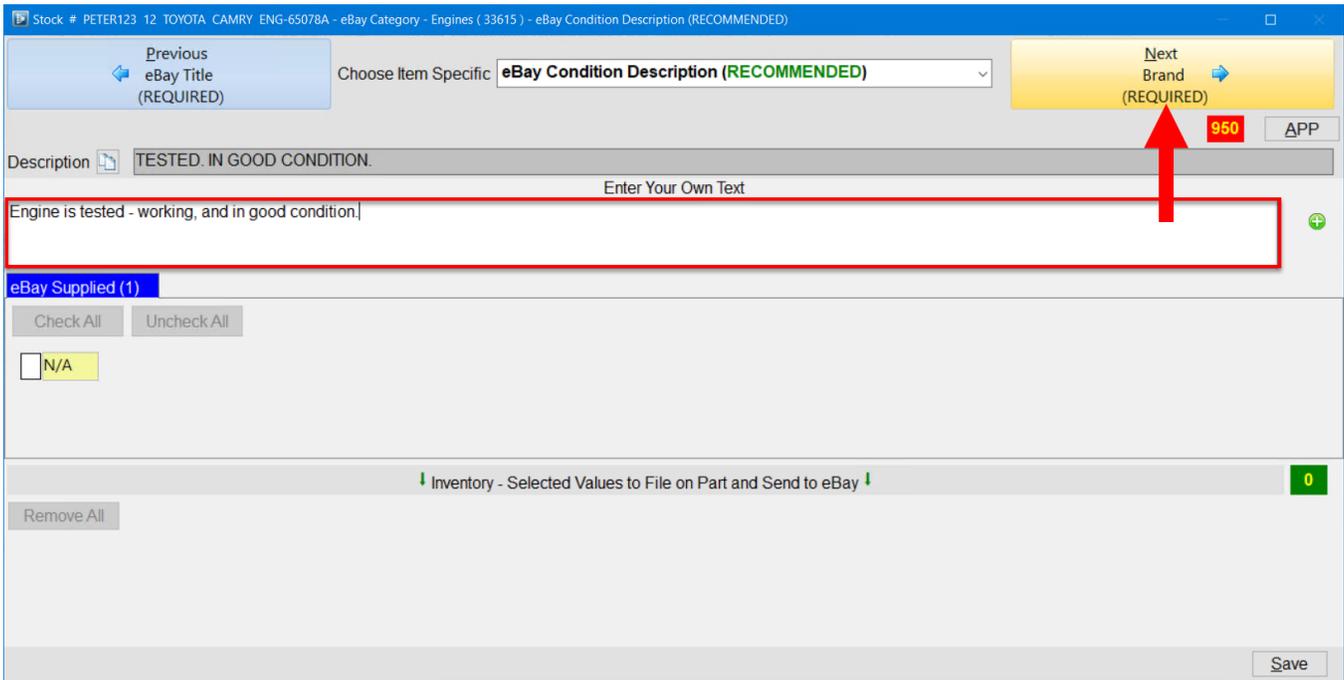
Advanced Search	Search for field	
Quote	Account Name Customer Address Contact Name Company Name Contact Phone Contact IM Name Contact Email Adress	Ship to Contact Ship to Company Name Ship to Address Ship to Phone Ship to Email Address Ship to IM Name
Work Order Invoice	Account Name Billing Address Billing Contact Contact Email Contact IM Name	Ship to Contact Ship to Company Name Ship to Address Ship to Phone Ship to Email Address Ship to IM Name
Search Orders	All of the above	
Parts	Stock # Interchange (or type *U* to search for Resolution Parts)	Interchange Description Description Condition Location
Customers	Account Name Address Phone	Terms Comment Shipping Address

eBay Item Specifics Workflow Enhancements

In Checkmate Listing Manager for eBay, we've added enhancements to help you more quickly add Item Specifics to your listings, before sending them to eBay.

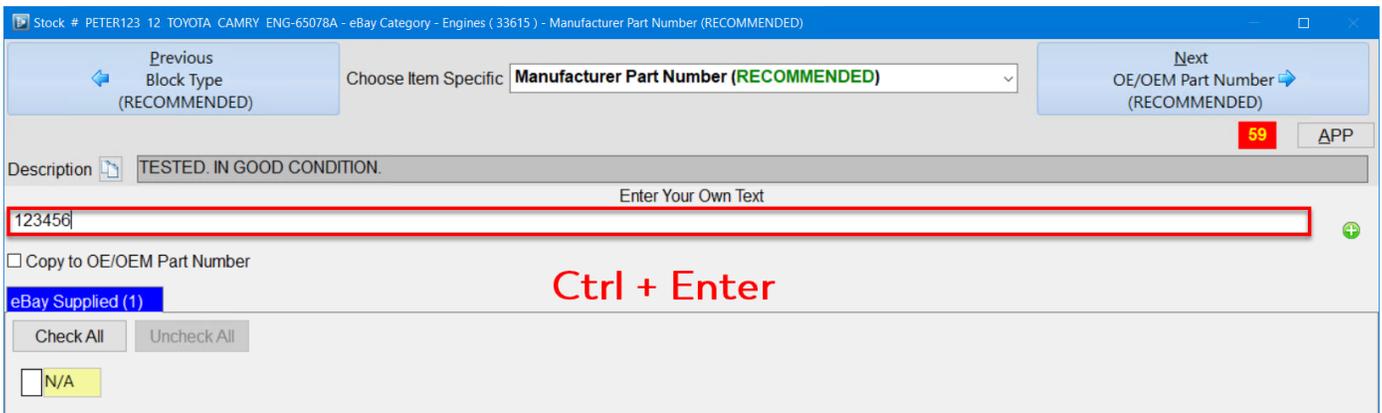
Click Next to Save and Move Ahead

When you're working in the Item Specifics window, if you've typed an Item Specific, you can simply click the Next button to save the Item Specific, and move on. (You no longer need to use the green plus sign button to add the Item Specific.)



Enter an Item Specific and Move Ahead Simultaneously

In the **Enter Your Own Text** field, after you've typed in the Item Specific, you can press **Ctrl + Enter** on your keyboard to add the Item Specific and move directly to the next Item Specific.



New Excel Report: 20 Popular Collision Parts Report

A new report is now available in the Checkmate Reports tool: **20 Popular Collision Parts Report**. This report opens and is used in Microsoft Excel (version 2016 or newer is required).

This report shows 20 popular collision part types you currently have in inventory. You can use this report to make sure you're stocking, pricing, and grading parts that are most in demand by collision repairers.

Access this new report in Checkmate Reports, at the top of the **Inventory** section.



This report shows each of the 20 popular collision part types you currently have in inventory, that were entered in the selected yard and date range.

Use this report to ensure you have adequate stock levels of popular collision parts and make sure those parts are priced and graded.

20 Popular Collision Parts Report											
20 common parts in stock today that were entered in the date range below.											
Report Parameters				20 Popular Collision Parts List							
Enter Yard -->	999	FDR - Front Door Assembly	FEN - Fender	QTR - Quarter Panel Assembly	GRL - Grille	BCF - Front Bumper Cover Only					
Enter Start Date -->	1/1/1900	RDR - Rear Door Assembly	RBR - Rear Bumper Assembly	RSP - Radiator/Core Support	BBF - Front Bumper Reinforcement	FRL - Park/Fog Lamp Front					
Enter End Date -->	4/24/2024	HLD - Headlight Assembly	HOD - Hood	DMR - Door Mirror Assembly	BBR - Rear Bumper Reinforcement	ROF - Sun Roof/T-Top Assembly					
Click Refresh -->	Refresh	LID - Lid/Gate Assembly	TLP - Tail Lamp Assembly	FBR - Front Bumper Assembly	UCM - Engine Cradle/Rear Crossmember	CON - Condenser					
				Totals	# Parts: 217	\$423.00	\$17,620.58	\$18,456.56	Avg: 987.78		
Yard	Stock	Yr	Model	Part	PartName	Interchange	Side	Cost	PriceRetail	PriceWholesale	Days In Stock
999	171107	2004	MAZ6	BBF	BBF (FRONT BUMPER REINFORCEMENT)	775		\$0.00	\$0.00	\$0.00	1051
999	200604	2004	LANROV	BBF	BBF (FRONT BUMPER REINFORCEMENT)	814		\$0.00	\$0.00	\$250.13	1281
999	230501	2008	LEGACY	BBF	BBF (FRONT BUMPER REINFORCEMENT)	1011		\$0.00	\$104.41	\$100.41	337
999	171107	2004	MAZ6	BBR	BBR (REAR BUMPER REINFORCEMENT)	377		\$0.00	\$0.00	\$0.00	1051
999	200604	2004	LANROV	BBR	BBR (REAR BUMPER REINFORCEMENT)	772		\$0.00	\$0.00	\$180.13	1281
999	200904	1999	4RUNNE	BBR	BBR (REAR BUMPER REINFORCEMENT)	225		\$0.00	\$0.00	\$137.13	1294
999	171107	2004	MAZ6	BCF	BCF (BUMPER COVER - FRONT)	50836A		\$0.00	\$0.00	\$0.00	1051
999	200604	2004	LANROV	BCF	BCF (BUMPER COVER - FRONT)	60120		\$0.00	\$0.00	\$250.13	1281
999	200402	2002	I35	CON	CON (CONDENSER)	59349		\$0.00	\$78.00	\$75.00	1427
999	171107	2004	MAZ6	CON	CON (CONDENSER)	59405		\$0.00	\$26.00	\$25.00	1051
999	200604	2004	LANROV	CON	CON (CONDENSER)	59274		\$0.00	\$89.00	\$85.00	1281
999	180608	2008	FOREST	CON	CON (CONDENSER)	50150		\$0.00	\$52.00	\$50.00	2138
999	230501	2008	LEGACY	CON	CON (CONDENSER)	59469		\$0.00	\$78.00	\$75.00	337
999	PO9118	2007	CALIBE	DMR	DMR (DOOR MIRROR)	3117	RH	\$14.00	\$0.00	\$30.13	1436
999	181004	2011	TT	DMR	DMR (DOOR MIRROR)	51143A	LH	\$0.00	\$0.00	\$150.13	1259

This report has 2 tabs:

- The **Inventory Detail** tab (above) shows each of the 20 popular parts that you have in stock, with detailed part information, including part prices.
- The **Inventory Summary** tab shows the quantity of each part type you have in stock.

Order Trakker: Sales Pro Tabs Open Faster

In this release, we've optimized Order Trakker, so that anytime you click a link to view an order in Sales Pro, the new Sales Pro tab will open more quickly.

Getting Help

For more information about this product, including access to online training videos and documentation, visit Products.Car-Part.com for our recycler resources.

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 Eastern Time.

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 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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1980 Highland Pike
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