



Checkmate Upgrade Training Checklist

The new features in Checkmate are designed to help you improve your inventory data and align with the latest ARA part grading standards, to increase sales of your parts in online.

These new features are robust, and requires more training than a typical Checkmate update. We recommend that you print this page and check each item off as you complete it, to make sure you have gone through the most important training.

All of the items listed below are available on <http://products.car-part.com/checkmateupgrade/>

Some items will require a username or password. If you do not already have the login information saved, ask your Checkmate support tech or call our main office at 859-344-1925.

Watch a Webinar On-Demand

We'll review the new Checkmate features and part grading improvements. The webinar duration is 1 hour and 34 minutes.

Follow Part Grading Update: Getting Started Video

Due to the part grading changes, you'll need to review and edit your inventory data. Checkmate Inventory Pro's Views feature will help streamline the process. We have a video, **Part Grading Update: Getting Started** that explains what Views are, shows how to use the Views feature, and includes chapters that walk step-by-step through the workflow for each of these Views.

We recommend using, in order, the following Views in Inventory Pro to audit your inventory data and find inconsistencies and ungraded parts:

- PART KIND**
- UNDAMAGED UNGRADED BY A KEYWORD**
- DOWNGRADED BY A KEYWORD**
- INCOMPLETE**
- PART GRADING** (to grade any remaining ungraded parts)

If you have a large inventory, going through all these Views could take several hours—please be aware that there is no need to do this in one sitting.

Review Resolution Parts

Review your inventory data to see if any parts need interchange assigned. Our video, **How to Review Resolution Parts in Checkmate**, will walk you through the process. Below the video, we also have a PDF, **Reviewing Resolution Parts**, that shows each step of the workflow.

Review Remaining Training

We have written user guides, for your reference:

1. **Part Grading Improvements and New Features: Checkmate, Partmate, and Photomate** – Covers all grading enhancements.
2. **Checkmate Inventory Pro New Features: 2023R1 (build 94) (Displayed/Search Inventory, Restock View, Printing Part search results, and more)**
3. **Checkmate New Features: 2023R3 (build 95) (eBay relisting)**



4. **Checkmate Listing Manager for eBay New Features: 2023R1 (build 94) (Business Policies, Instant Relisting after Return)**
5. **Checkmate Sales Pro New Features: 2023R1 (build 94) (Increased Displayed Activity, Auto-Select Alternate Vehicles, View AUT Images, and more)**
6. **Checkmate 2023R3 (build 95) New Reports (Salesperson Analytics, Salesperson Performance, and Image History Report)**
7. **New Checkmate Reports: 2023R1 (build 94)**
8. **Checkmate Accounting New Features: 2023R1 (build 94) (Setting a Statement Email Address, Email Receipt for Back Office Payments)**

We also have several videos and written guides that explore new features that aren't covered in the previous boxes on this checklist. You may be interested in:

- **Setting Up eBay Business Policies in Checkmate Workstation**, a video which introduces our eBay Business Policies integration and walks through the setup process. (Already set up? Then check out our videos like **Cleaning Up/Configuring eBay Business Policies** to learn how to make the most of the feature!)
- **Image Editor in Checkmate** video introduces our new tool for fixing part images for online listings.
- **View AUT Images in Checkmate Sales Pro** video is less than 1 minute, and shows how you can see AUT images in Sales Pro for the parts in your search results.



Published by

Car-Part.com

1980 Highland Pike
Ft. Wright, KY 41017

Copyright © 2023 by Car-Part.com. All rights reserved.

The information contained herein is confidential proprietary information of Car-Part.com. No part of the information contained in this document may be reproduced, transmitted, or disclosed to any other person without the prior written consent of Car-Part.com.

Bidmate, Car-Part.com Demand Data, Advanced Bidmate, Partmate, Partmate Review, Desktop Review, Advanced Partmate, \$martList, Photomate, Checkmate Rest Server, Car-Part Messaging, Car-Part Interchange, Car-Part Interchange Plus, iCPM, Live Service, Live Chat, Coremate, Core Pricing, Checkmate, Checkmate Listing Manager, Checkmate Sales Pro, Checkmate Workstation, Fast Parts, FastNnet, Car-Part Exchange, Trading Partners, Compass, Orion, SmartVin, Smart Interchange, Order Trakker, Car-Part Auction, CrashLink, Car Part Pro, Desktop Review, Partmate Review, Labelmate, Car-Part EMS Pro, Integrated Car Part Pro, iPro, Car-Part Gold, and Tagmate are trademarks of Car-Part.com.

All other product and company names mentioned herein are the property of their respective owners.

This edition obsoletes all previous editions.