How to Mark Images as Primary or Private in Checkmate, Partmate, and Photomate

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 own website. You can mark an individual part image as either Primary or as Private.

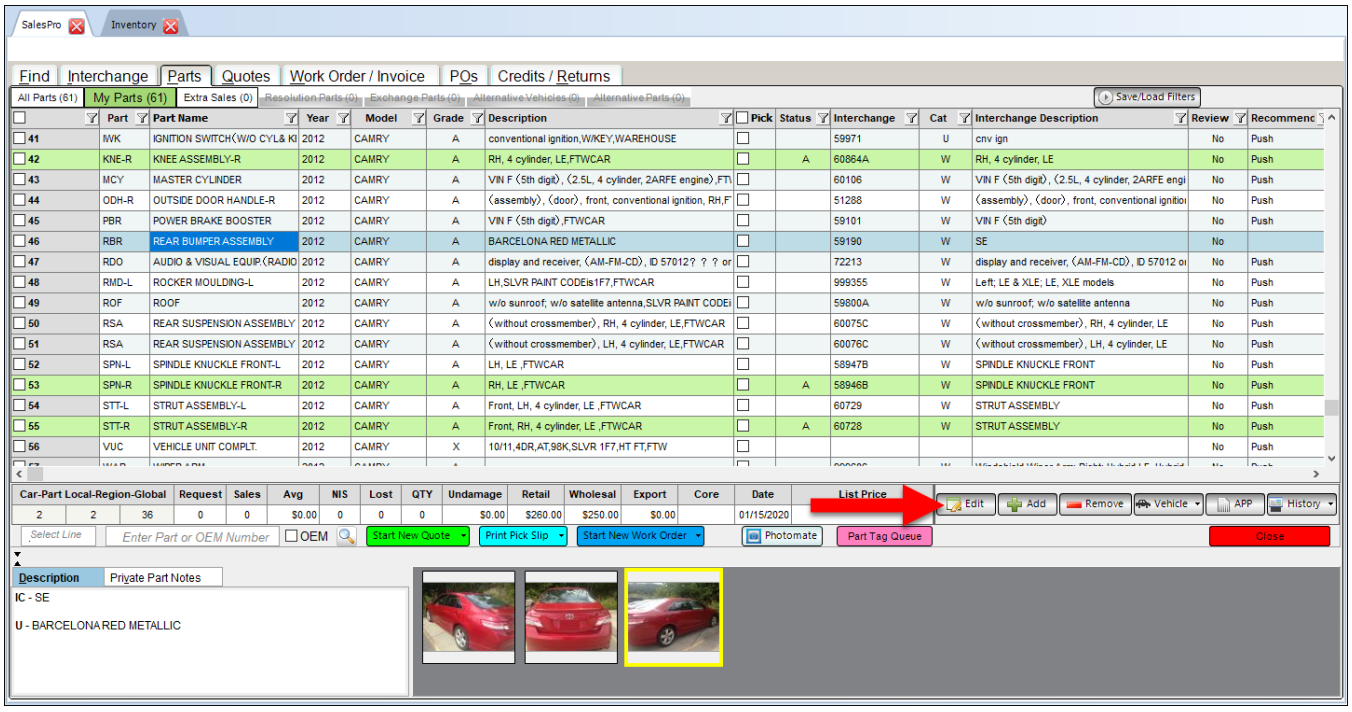
- **Primary** image –This is the image that is used as the thumbnail for that part's online listing.
- **Private** images – If you have images you don't want to be visible to customers, you can mark them as **Private**. Private images *are* visible in Checkmate but they *will not* upload to any online part listings.

This guide shows you how to mark images as Primary or Private in Checkmate, Partmate, and Photomate.

Checkmate Sales Pro

To mark an image as Primary or Private from 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,
3. Click the **Edit** button.



4. Checkmate Inventory Pro opens for you to edit the part (see next section).

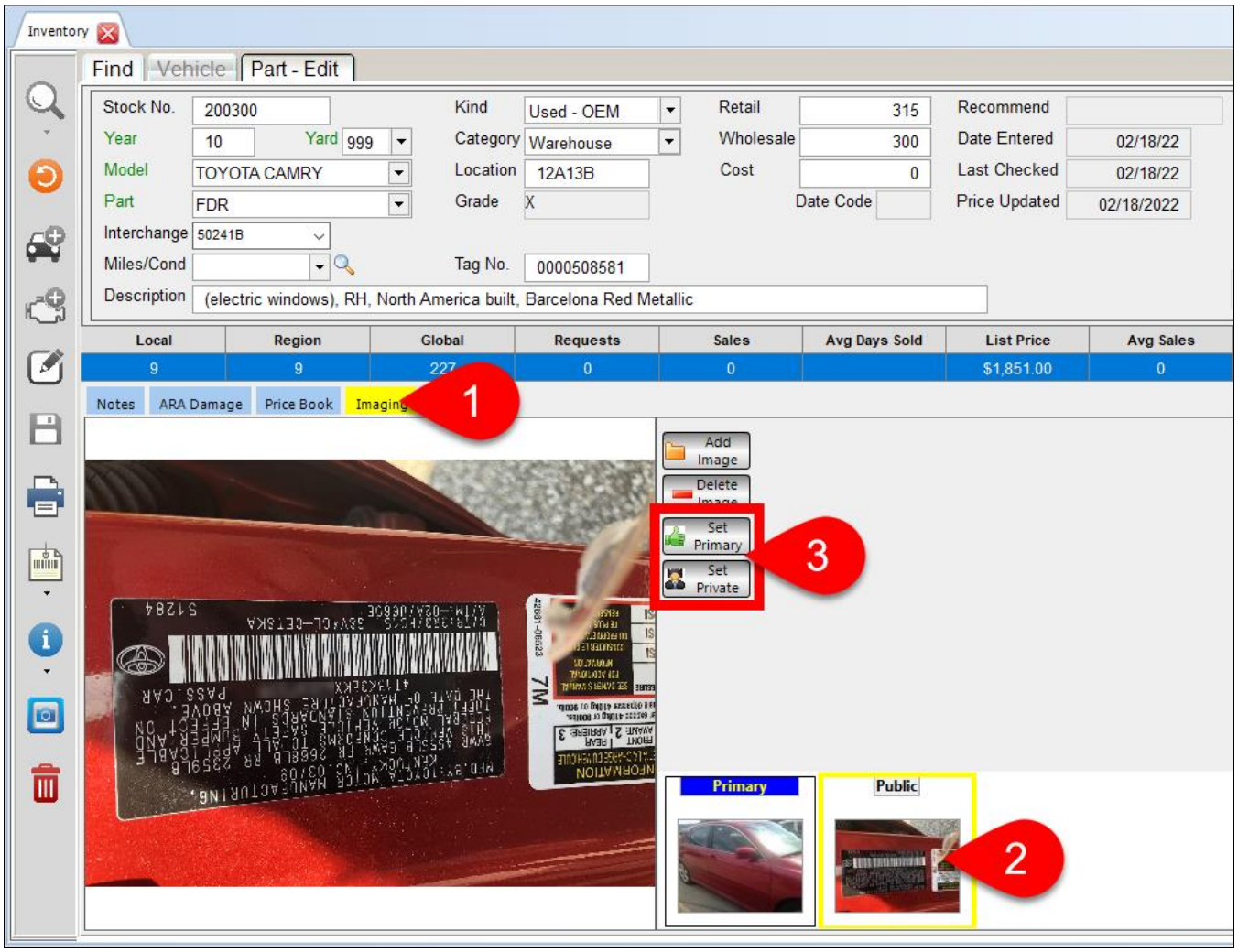
Checkmate Inventory Pro

In Checkmate Inventory Pro, you can mark part images as Primary or Private when the part is open for editing. Parts are opened for editing from:

- Checkmate Sales Pro by clicking the **Edit** button from your search results. This opens Inventory Pro.
- Inventory Pro by double-clicking a part from your search results.

Once the part displays on the **Part** tab, you can edit the part. Follow these steps to mark the part's images as Primary or Private:

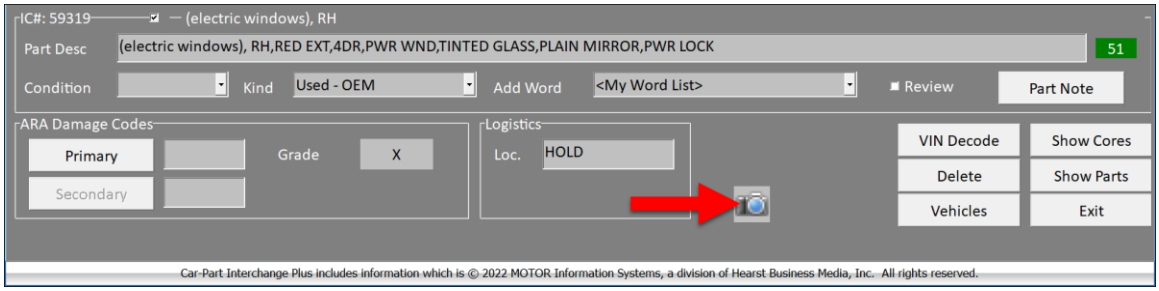
1. On the **Part** tab, click the **Imaging** tab.
    - If you need to add images to the part, click the **Add Image** button.
2. In the image tray at the bottom of the screen, click to select the image you want to mark as Primary or Private.
3. Click the appropriate button:
    - **Set Primary**
    - **Set Private**



Partmate

To mark an image as Primary or Private in Partmate, follow these steps:

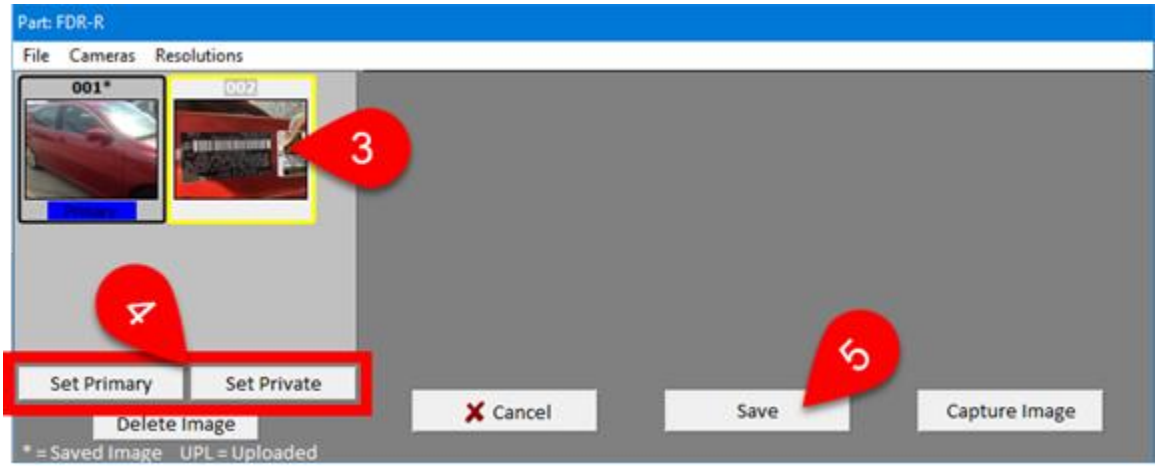
1. After a part has been inventoried, click the camera icon button.
    - **Parts** tab:



    - **$martList** tab:

2. The camera application opens. If necessary, add images to the part:
    - Press **Capture Image**, to take a new photo with your device.

    - Press ***File>Load Image*** and select image(s) from your device's camera roll.
3. When the photo you want to mark as Primary or Private is displayed on the left, tap to select the image.
4. Press the appropriate button:
    - **Set Primary**
    - **Set Private**



5. Tap **Save** to save your changes.

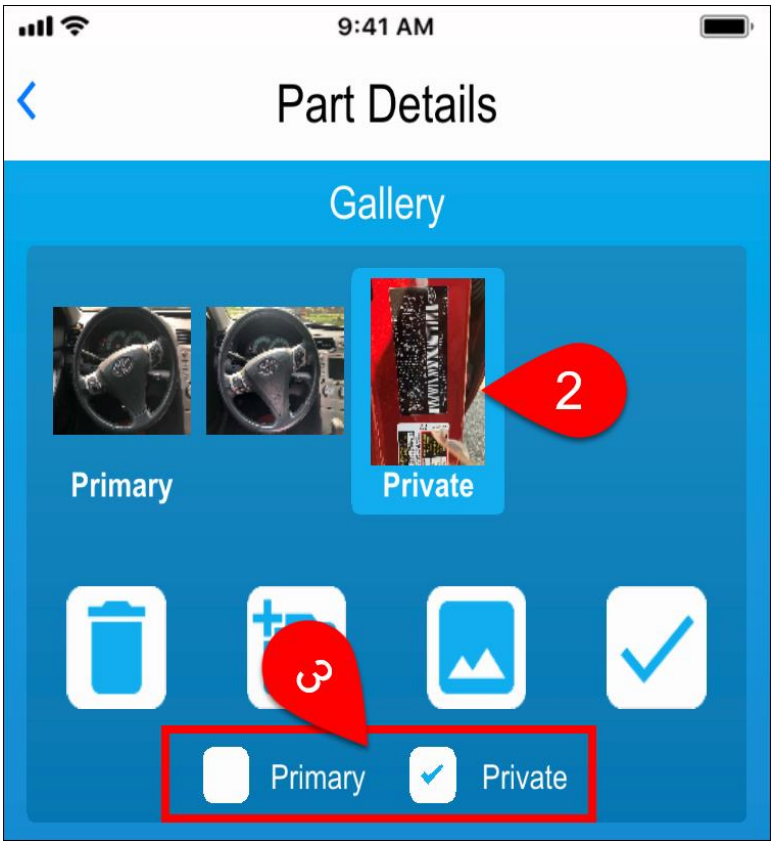
Photomate

In Photomate, there are two functions that allow you to add photos to parts and mark them as Primary or Private:

- **Add Image to a Part**
- **Inventory a Part**

In both cases, you mark an image as primary or private after you've added images to a part:

1. On the **Part Details** screen, add photos to the part:
    - Tap the camera button to take photos with your device.
    - Tap the gallery button to select photos from the camera roll.
2. In the **Gallery** section, tap to select the photo you want to mark as Primary or Private.
3. Tap to check the appropriate option:
    - **Primary**
    - **Private**



This will be reflected in Checkmate as soon you send these changes over from Photomate.

- **Add Image to a Part** – When you press the checkmark on the **Part Details** screen to submit any photos and changes to Checkmate.
- **Inventory a Part** – When you press **Add to CM** to send the part to Checkmate to add it to inventory.

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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