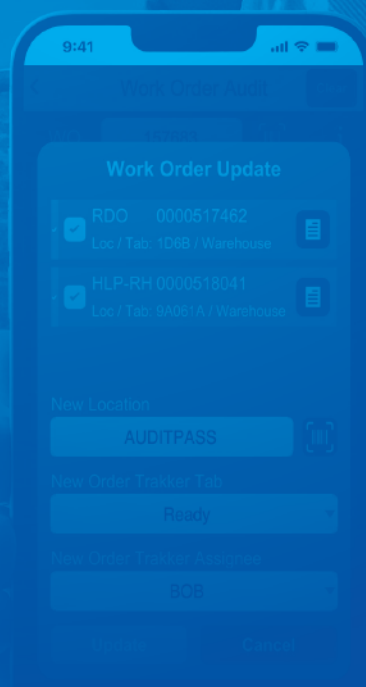




Ordermate



User Guide



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Overview

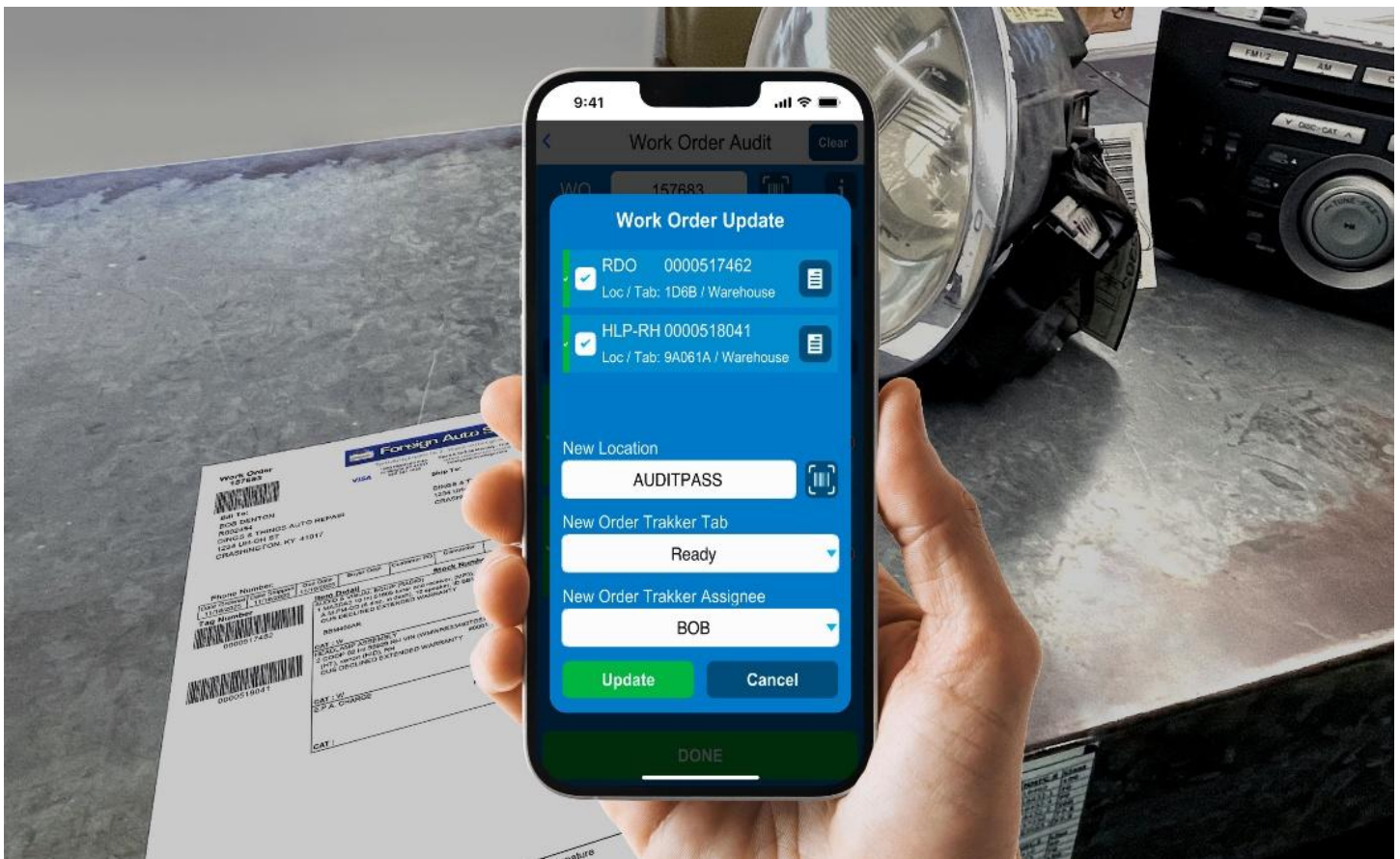
Ordermate brings production management tools from Order Trakker right to your mobile device. Ordermate is completely integrated with Checkmate *and* Order Trakker, so that your *entire* Checkmate system stays updated with key steps in the production process, as your parts go from your business, to your customers' hands.

When you're preparing an order for a customer, Ordermate helps you do a crucial quality assurance step: verifying that the physical parts (that have been picked and prepared), are the exact parts that are on the customer's work order.

During this audit process, you can also (optionally):

- add images to parts
- add notes that display in Checkmate
- change the location of parts
- update the part in Order Trakker

Ordermate is user-friendly, simple to learn and use, and makes production management from your mobile device easy and efficient. Use it with or without Wi-Fi.*



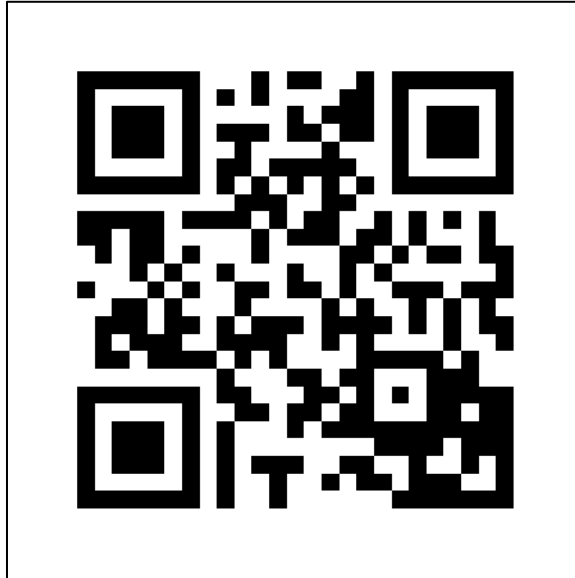
* If you use Photomate/Ordermate without Wi-Fi, your carrier's data charges may apply.
© Car-Part.com. Car-Part.com Confidential Information.
OM-426-A-UG-C 1/30/26

Getting Started

Step 1: Installation

Ordermate operates inside the Photomate mobile app, but they are different products and require different subscriptions. You may have access to Ordermate without Photomate, and vice versa. Even if you do not subscribe to Photomate, you must download the Photomate app in order to use Ordermate.

1. Scan the QR code below with your mobile device to be directed to the Photomate download screen.



2. Tap the **Install** button on your screen to install Photomate onto your device.

To open Ordermate, tap the **Photomate** icon:



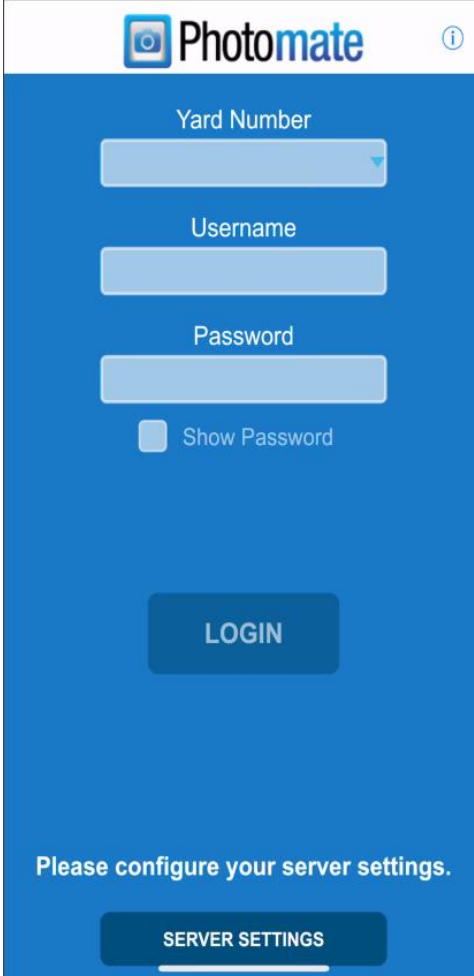
Step 2: Configure Server Settings

The **Server Settings** must be configured before using the app. These settings are used to connect to your Checkmate system.

Before you begin this process, you must obtain the **Address**, **Port Number**, and **PIN** from your Checkmate REST Server. If you need help with your server settings, please contact your customer support tech directly.

To adjust your **Server Settings**, follow these steps:

1. Open the Photomate application. You will see the following screen:
2. Tap **Server Settings**.



Photomate

Yard Number

Username

Password

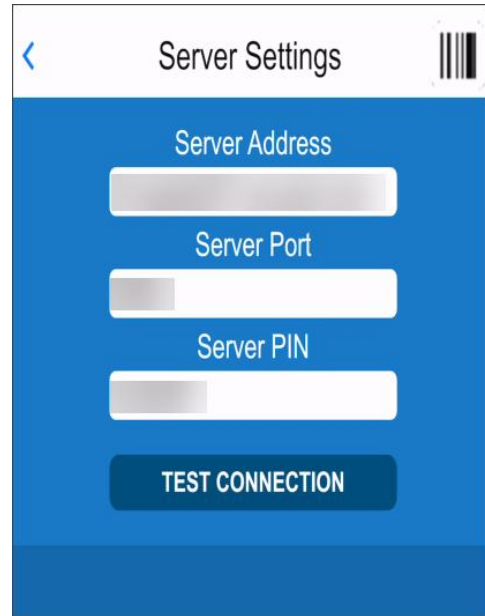
Show Password

LOGIN

Please configure your server settings.

SERVER SETTINGS

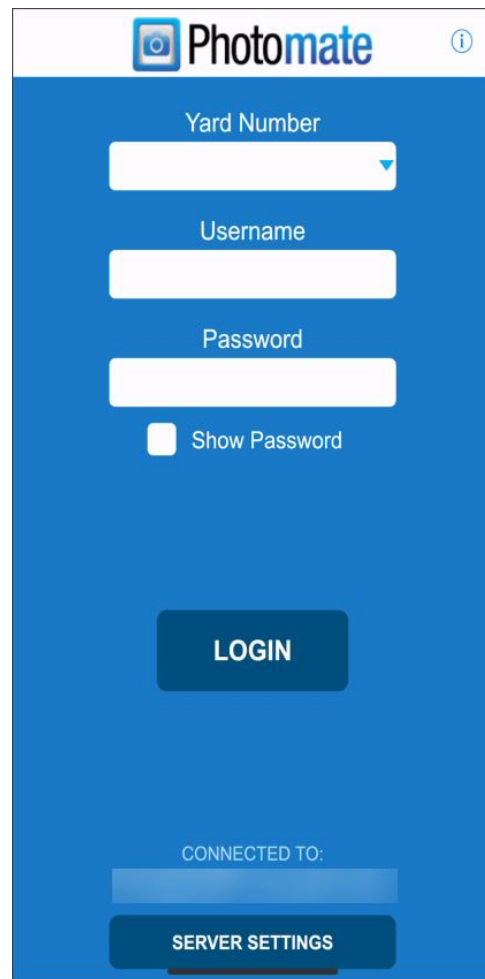
3. The **Server Settings** screen opens. Enter the **Server Address**, **Server Port**, and **Server PIN**.
 ⚠ **Note:** These values are case sensitive.
4. Tap **TEST CONNECTION**. If the information was entered correctly, a confirmation will display indicating “Server Connection Passed.” Tap **OK** to close the notification window.
5. Tap < (back arrow) to return to the login screen.




Step 3: Log In

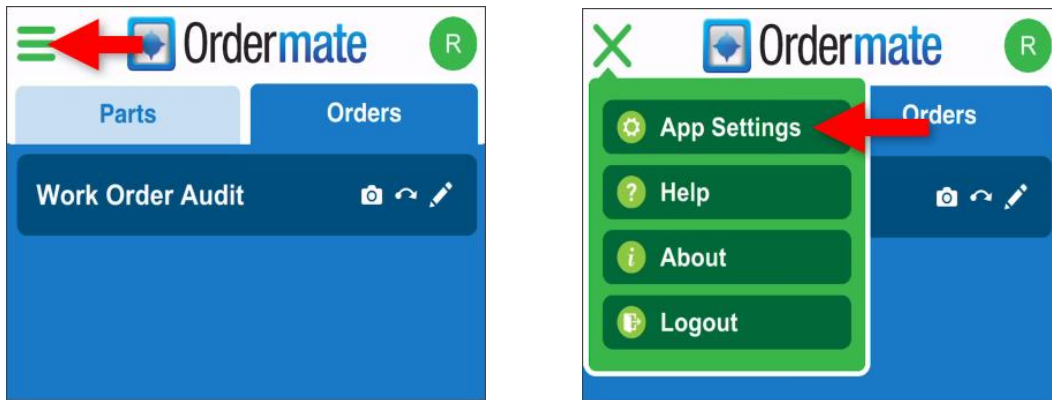
After configuring your server settings, log in by completing these steps:

1. Tap the **Yard Number** drop-down box to select the yard, and then tap **Done**.
2. Enter your **Username** and **Password**. These are the same as your Checkmate username and password.
 - If needed, you may check the **Show Password** checkbox to allow your password to show as you type.
3. Tap **LOGIN** to continue.



Step 4: Configure App Settings

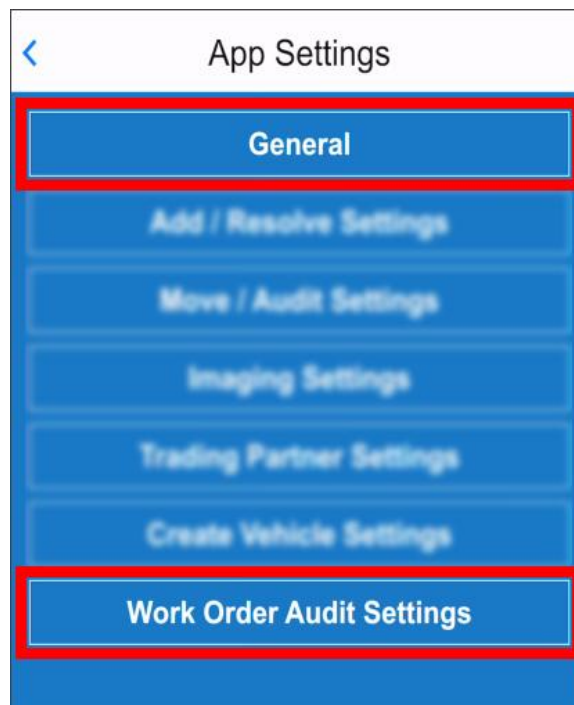
After you log in, tap the menu icon  and then tap **App Settings** to adjust your settings.




The **App Settings** screen opens. The settings that apply to Ordermate are:

- **General**
- **Work Order Audit Settings**

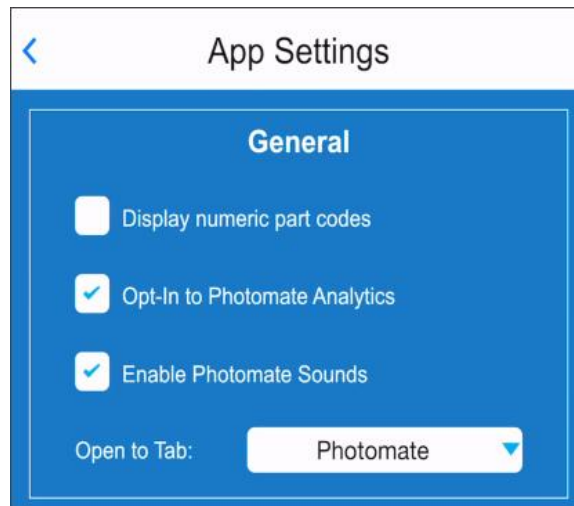
(The other buttons/settings do not apply to Ordermate; they only apply to the Photomate part of the app.)




The sections below explain how to adjust your settings. (When you've finished adjusting your settings, tap < (back arrow) in the top left corner to return to the menu. Tap the X  to close the menu, and return to the home screen.)

General Settings

Tap **General** to expand the settings. These settings apply to both Photomate and Ordermate. Set these options as desired.



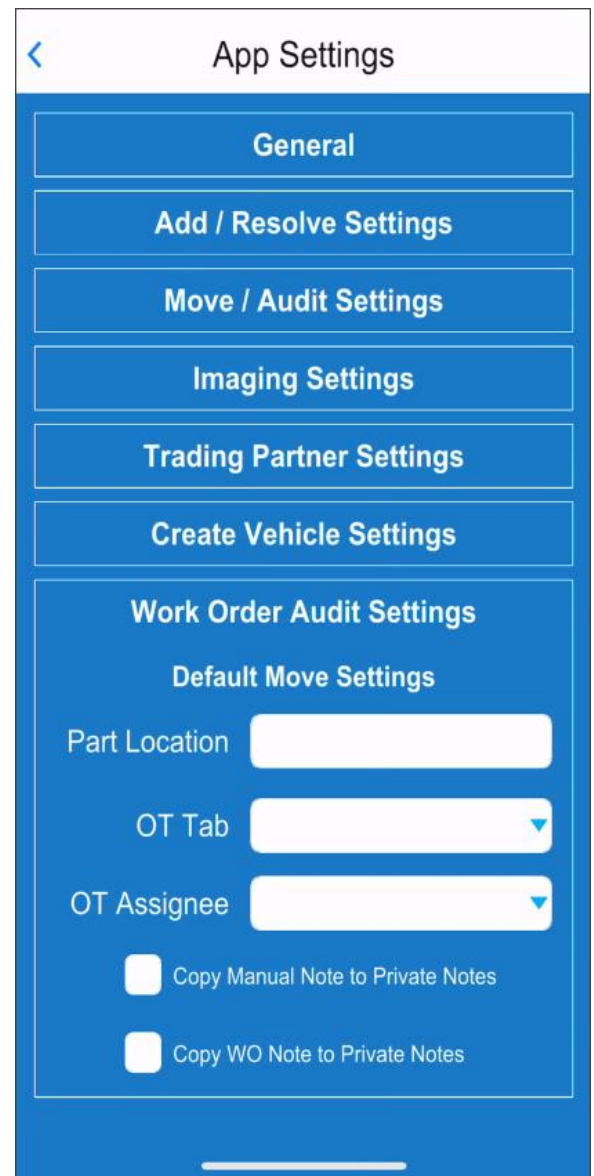
- **Display numeric part codes** – If you want the app to display numeric part codes instead of Checkmate part codes, tap to check this box. For example: an engine/motor assembly will display as **300** instead of **ENG**.
- **Opt-In to Photomate Analytics** – If you want to opt in to anonymous Photomate Analytics, tap to check this box. This allows Car-Part to capture anonymous navigation activity that shows which features are used the most, so the development team can concentrate on the most important, impactful updates to improve the app in the future. If you don't want to opt in, uncheck this box.
- **Enable Photomate Sounds** – If you want the app to play alert sounds for some actions (like scanning barcodes), tap to check this box. (Photomate sounds may cause any music that's playing on the device, to stop). If you don't want the app to play any sounds, uncheck this box.
- **Open to Tab** – Set which tab you want the app to open to:
 - **Photomate** – opens to the **Parts** tab (this is an option even if you do not subscribe to Photomate)
 - **Ordermate** – opens to the **Orders** tab

When you've finished adjusting your settings, tap < (back arrow) in the top left corner to return to the menu. (Tap the **X**  to close the menu, and return to the home screen.)


Work Order Audit Settings

Tap **Work Order Audit Settings** to expand the settings. These settings apply to the **Work Order Audit** function of Ordermate. Set these options as desired.

- **Part Location** – If you typically move parts to a particular location when updating parts during a Work Order Audit, type that location in this field. This location will be entered by default in the **New Location** field on the **Work Order Update** screen.
- **OT Tab** – If you typically move parts to a particular Order Trakker tab when updating parts during a Work Order Audit, select that tab in this field. This will be the default **New Order Trakker Tab** field on the **Work Order Update** screen.
- **OT Assignee** – If you typically assign parts to a particular person (Order Trakker assignee) when updating parts during a Work Order Audit, select the assignee in this field. This will be the default **New Order Trakker Assignee** on the **Work Order Update** screen.
- **Copy Manual Note to Private Notes** – When you're doing a Work Order Audit, you can enter a **Manual Note** that will display in Sales Pro and Order Trakker. Check this box if you want the **Manual Notes** you add in Ordermate to *also* be added to the part as a Private Part Note.*
- **Copy WO Note to Private Notes** – When you're doing a Work Order Audit, you can enter a **WO Note** that will show in Sales Pro and print on the work order. Check this box if you want any **WO Notes** you add in Ordermate to also be added to the part as a Private Part Note.



The screenshot shows the 'App Settings' screen with a blue background. At the top left is a back arrow. The settings are organized into several sections: 'General', 'Add / Resolve Settings', 'Move / Audit Settings', 'Imaging Settings', 'Trading Partner Settings', and 'Create Vehicle Settings'. The 'Work Order Audit Settings' section is expanded, showing 'Default Move Settings' with three input fields: 'Part Location' (text), 'OT Tab' (dropdown), and 'OT Assignee' (dropdown). Below these are two checkboxes: 'Copy Manual Note to Private Notes' and 'Copy WO Note to Private Notes', both currently unchecked.

When you've finished adjusting your settings, tap < (back arrow) in the top left corner to return to the menu. (Tap the X  to close the menu, and return to the home screen.)

* For more info about notes in Ordermate, please refer to these sections of this guide:




- [Step 2: \(Optional\) View Part Details & View/Edit Part Notes](#)
- [Appendix B: Notes Sync Between Ordermate, Checkmate, and Order Trakker](#)

Ordermate Home Screen

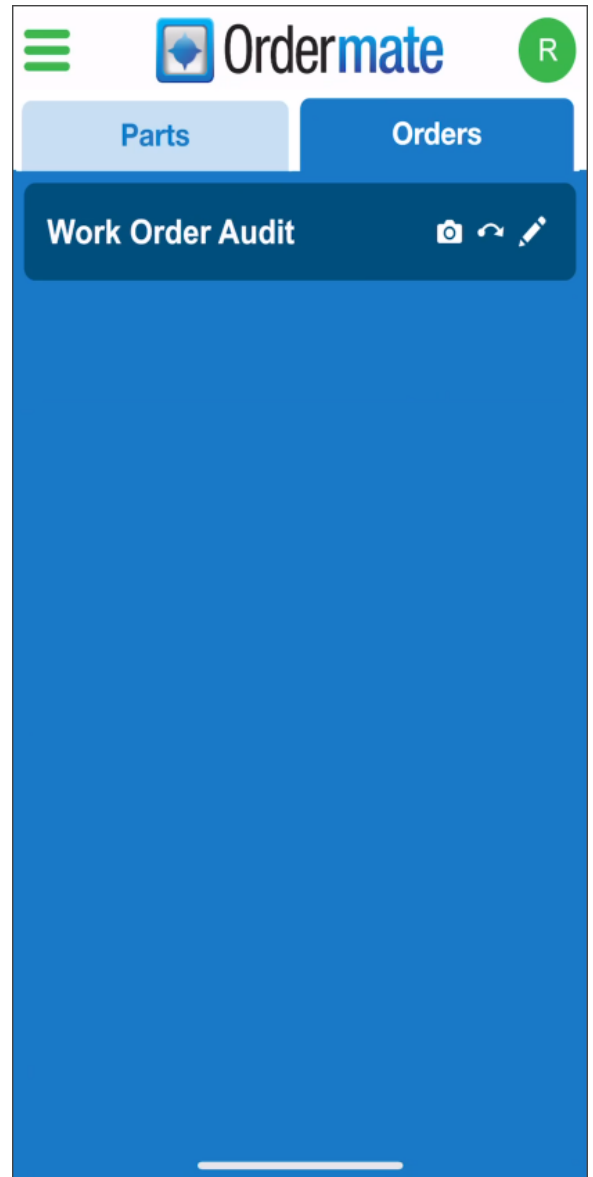
After you log in, tap the **Orders** tab (if it isn't already displayed), to go to the Ordermate home screen.

When you're ready to start an audit, tap the **Work Order Audit** button (for instructions see the **Work Order Audit** section of this guide).

The icons on the button indicate other actions you can perform from that function:

-  Add images to parts
-  Change the location of parts
-  Edit parts

More features are coming to Ordermate soon!

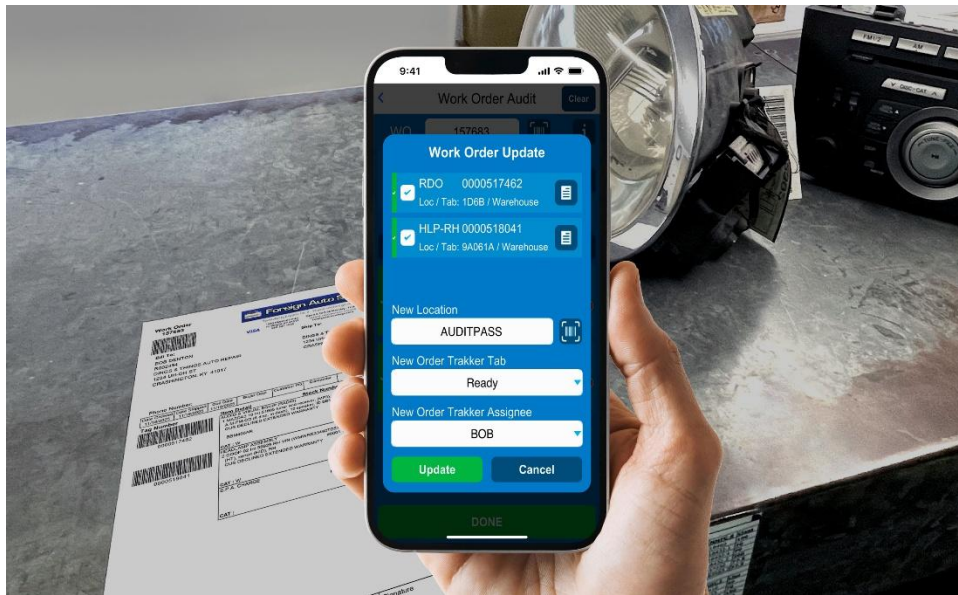


Work Order Audit

When you do a **Work Order Audit**, you can compare the physically picked/prepped parts, to the parts that are on the work order, in order to verify that the picked parts are the correct parts (that they are the exact parts on that work order). Once you've verified that the picked parts match the ones on the work order, you can move the parts along in the production process by updating the part in Order Trakker.

During the audit process, if needed, you can also:

- Add and/or edit part images
- Add notes that will display in Checkmate



Basic Workflow


This section is a high-level view of the most efficient Work Order Audit workflow.

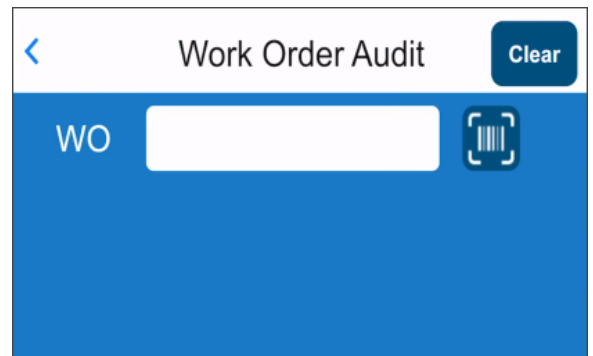
For detailed information about the full workflow with all optional steps, refer to the [Full Workflow](#) section of this guide.

1. On Ordermate's home screen, tap **Work Order Audit**.



2. In the **WO** field, enter the Work Order Number.

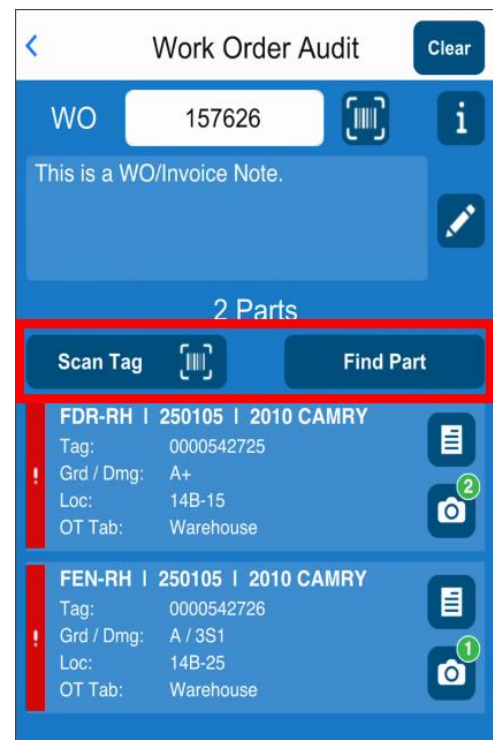
You can either type the work order number, or tap the barcode icon  next to the **WO** field to open your camera and scan the barcode on the work order.



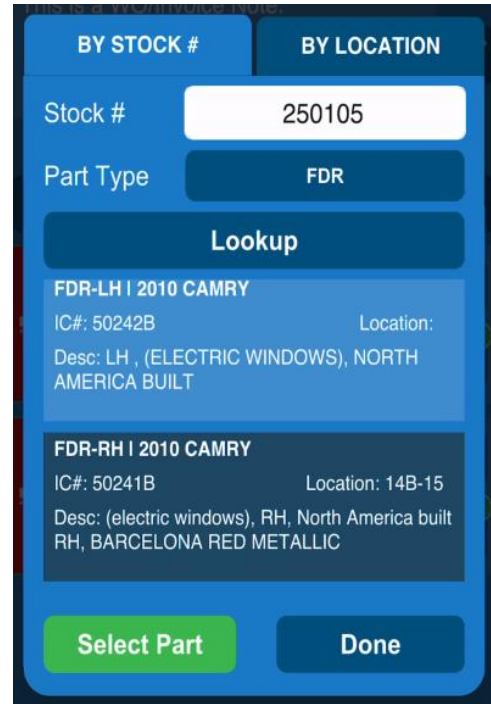
The **Work Order Audit** screen displays the parts that are on the work order you scanned. The **red** bar(s) on the left indicate that the part has not yet been verified.



3. Look up the picked parts by using the **Scan Tag** and/or **Find Part** buttons:
 - Tap **Scan Tag** to open your camera and scan the barcode on the part tag. (If you can't scan the tag, or if there isn't a tag, tap **t** to use the **Find Part** button instead.)
 - Tap **Find Part** to search for the part.
 - Enter the **Stock #** and **Part Type** or **Location** and tap **Lookup**.

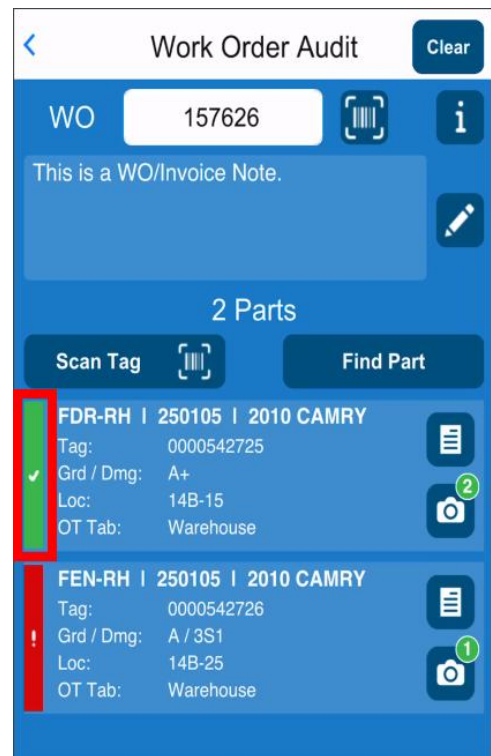


- In the results, tap the part that matches the picked part, and then tap **Select Part**. (Or press **Done** to go back without selecting a part).




4. Ordermate indicates whether the part you scanned/selected is on the work order:

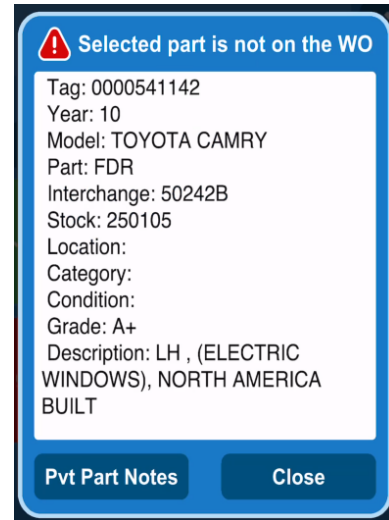
- **Green bar:** The part you scanned/selected is on the work order. You've verified that the picked part matches the one on the work order.



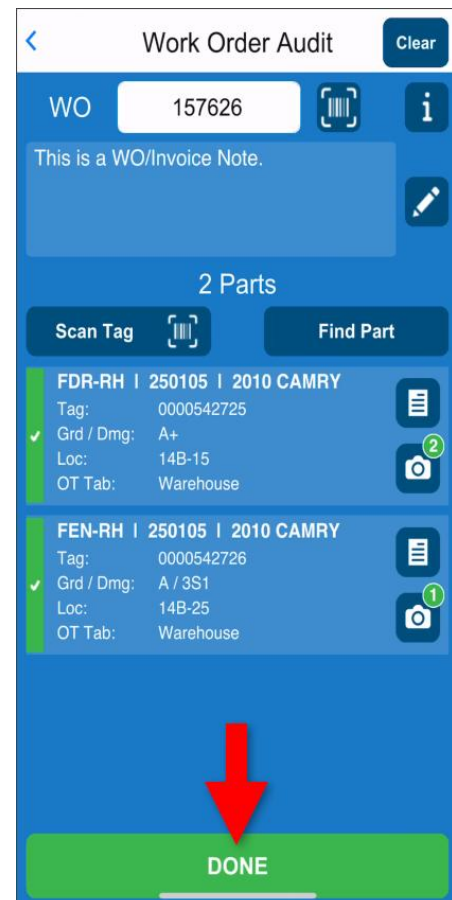
- **Error message:** If the part you scanned/selected is *not* on the work order, a message displays telling you the **Selected part is not on the WO** with information about the part you scanned/selected.

Tap **Close** to return to the **Work Order Audit** screen. Then, once you locate and pick the correct part (the one that is on the work order), go back to step 3 to verify the part.

 **Note:** If a part on a work order needs to be changed out for a different part, the part must be changed out on the work order in Checkmate (it cannot be changed here in Ordermate).



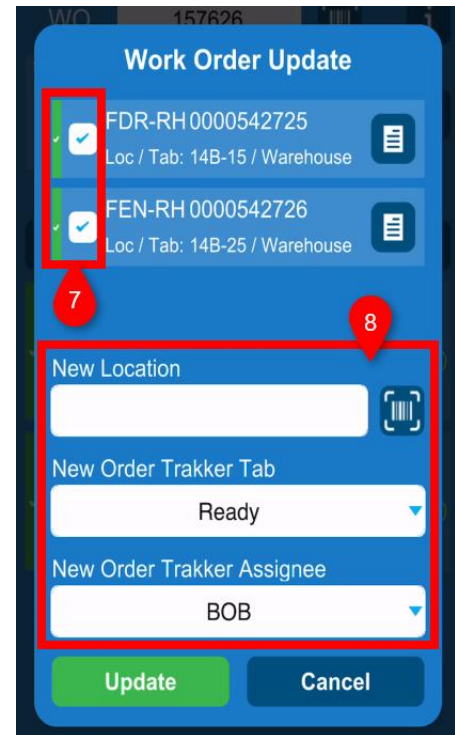
5. If there are more parts on the work order that have not yet been verified, repeat the previous 2 steps to verify the other part(s).
6. When you're ready to move some or all of the parts along in the production process (by changing the **Location**, and/or **Order Trakker Tab/Assignee**), tap **DONE**. (Not all parts need to be verified to continue.)



7. The **Work Order Update** screen displays, with the parts on the work order displayed at the top. Check the checkboxes for all parts that you want to update.

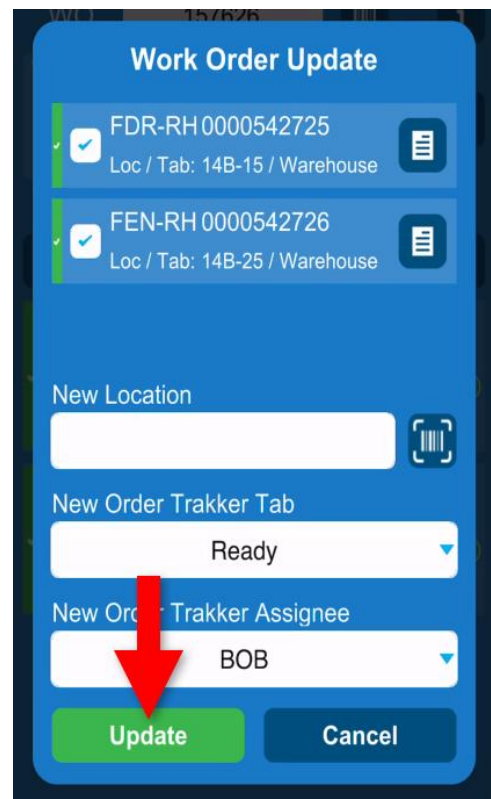
8. Specify the changes you want to make to the checked part(s).* You can use just one field, or multiple fields:

- Type/scan a **New Location** to move the checked part(s) to.
- Update the part in Order Trakker by:
 - Selecting a **New Order Trakker Tab** to move the part to in Order Trakker.
 - Selecting a **New Order Trakker Assignee**.



9. When you're ready to update the checked part(s), tap **Update**. The changes are sent to Checkmate right away.

(Or, tap **Cancel** to return to the **Work Order Audit** screen).



* In the **App Settings**, you can set default options for these fields: **New Location**, **New Order Trakker Tab**, **New Order Trakker Assignee**. For more info, refer to the [Work Order Audit Settings](#) section of this guide.

10. If all parts were updated, you are returned to the **Work Order Audit** screen to begin working on another order.

If there are still parts on this work order that have not been updated with a new location and/or Order Trakker tab/assignee, the **Work Order Update** screen continues to display those parts. The bar next to the part indicates the part's verification status:

- **Green bar:** you verified the part on the previous screen.
- **Red bar:** you have not verified the part

At this point you can:

- Repeat the previous steps to update the part with a new location and/or Order Trakker tab/assignee.
- Press **Cancel** to go back to the **Work Order Audit** screen.
- Press **Done** to stop working on this work order.

WO 157574

Work Order Update

FDR-LH 0000540626
Loc / Tab: 16B3-DIS / Dispatch

New Location

New Order Trakker Tab
Dismantling

New Order Trakker Assignee
BRIAN

Done Cancel

Full Workflow

The sections below explain the detailed workflow for the **Work Order Audit** function, including optional steps

Step 1: Look Up Work Order

The first step is to locate the work order you want to audit. Many recyclers will do this as the final step before shipping/delivering a part, but you may also choose to do this before cleaning/preparing a part, or while picking the parts.


Note: In order to do a Work Order Audit, the parts on the work order must be in Order Trakker. If you attempt to look up a work order that is *not* in Order Trakker, a message will display. The work order **must** be sent to Order Trakker in Checkmate Workstation, before you can audit the work order in Ordermate.

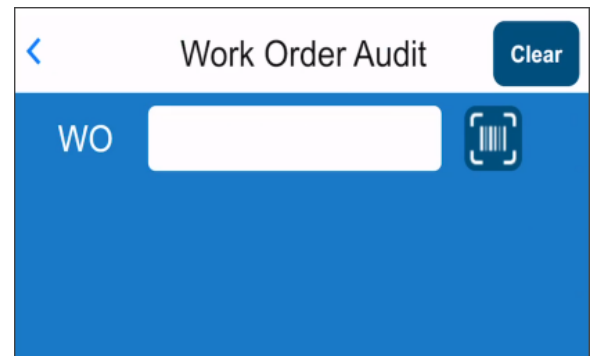
1. On Ordermate's home screen, tap **Work Order Audit**.




2. In the **WO** field, either type the work order number, or scan the barcode on the work order.

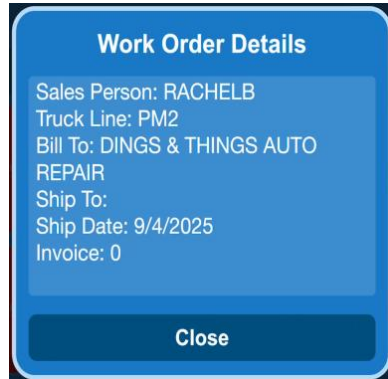
To scan the work order barcode:


- Tap the barcode icon  next to the **WO** field to open the device's camera, which acts as a scanner.
- Hover over the work order barcode. When the scan is successful, the **WO** field will populate with the work order number, and the **Work Order Audit** screen will display.

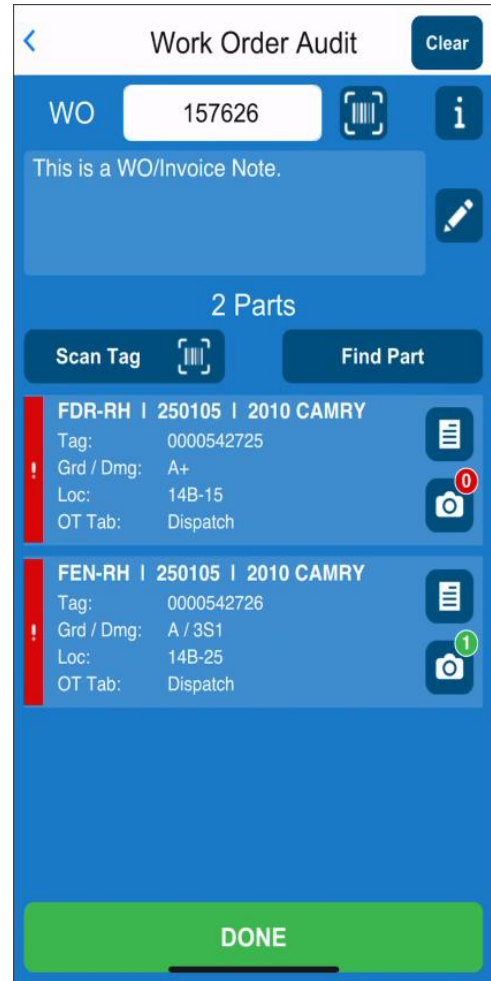
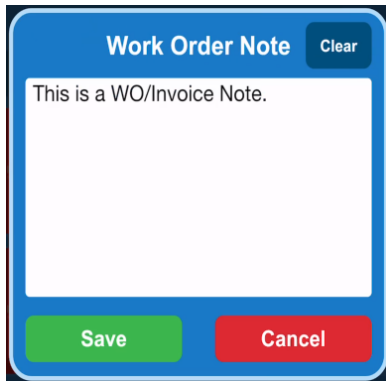


The **Work Order Audit** screen displays the parts that are on the work order you scanned. The red bar(s) on the left indicate that the part has not yet been verified.

- (Optional) Tap the **i** button  to view additional work order details and make sure the correct work order is entered.




- (Optional) View/edit **WO Invoice Note**. If the work order has a **WO/Invoice** note, it will display below the **WO** field. Tap the pencil icon  to edit the **WO/Invoice** note. After editing, tap **Save** and Checkmate will be updated immediately.*

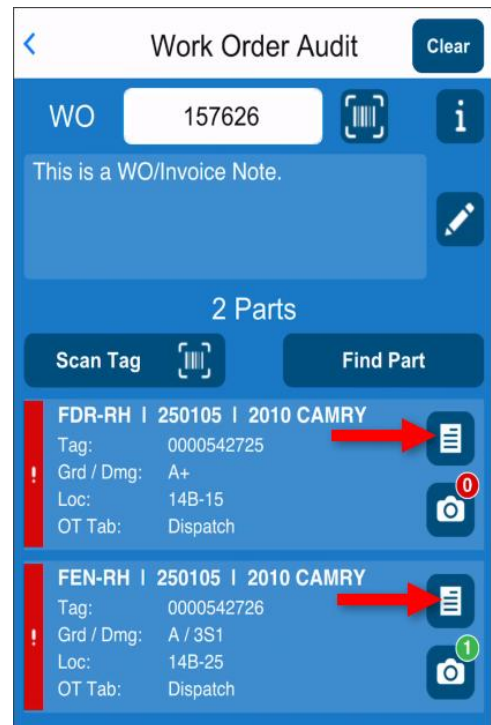


* WO/Invoice notes display in Checkmate Sales Pro, on the **Work Order/Invoice** tab, on the **WO/Invoice Note** tab. This note also prints on the work order and on the invoice. Refer to [Appendix B](#) for more information.

Step 2: (Optional) View Part Details & View/Edit Part Notes

This section explains how to view and add notes in Ordermate. For more information about where these notes display in Checkmate and Order Trakker, refer to [Appendix B](#).

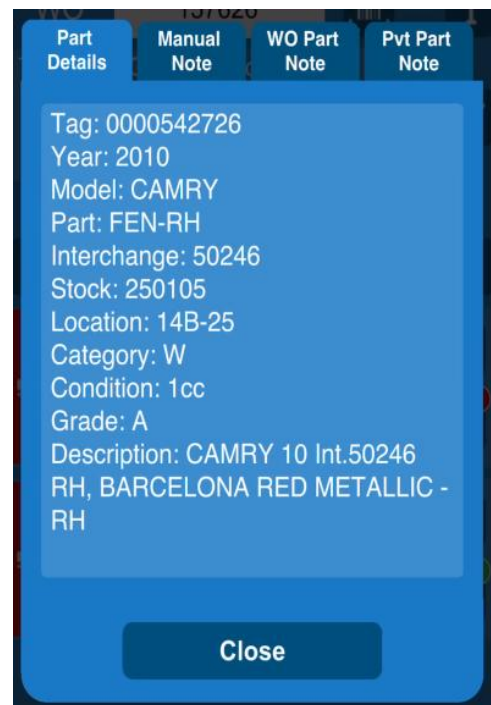
If you want to view additional information about a part and/or view or add notes for a part, tap the note icon. 



Additional information about the part displays on the **Part Details** tab.

Use the other tabs to view and edit notes for the part (see below).

Tap **Close** to return to the **Work Order Audit** screen.

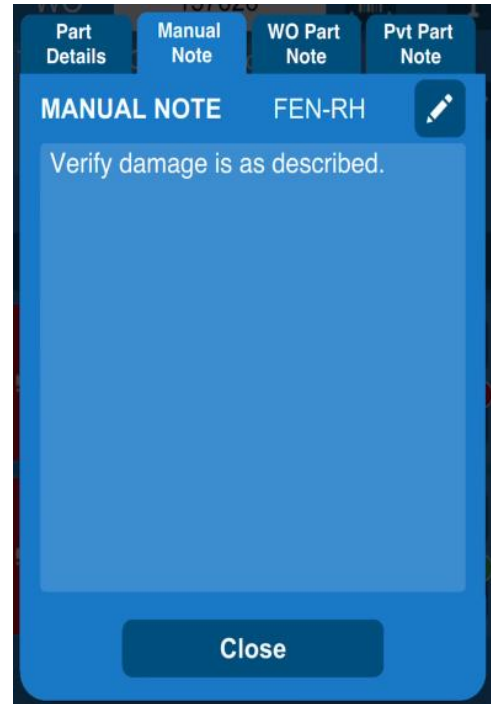


- **Manual Note** – If there is a manual note for this part, it displays on this tab.


There can only be one manual note for a part. This note is *not* saved on the part record; it is used during the production process and only visible in Ordermate, Checkmate, and Order Trakker. You can view/edit this note here, and:

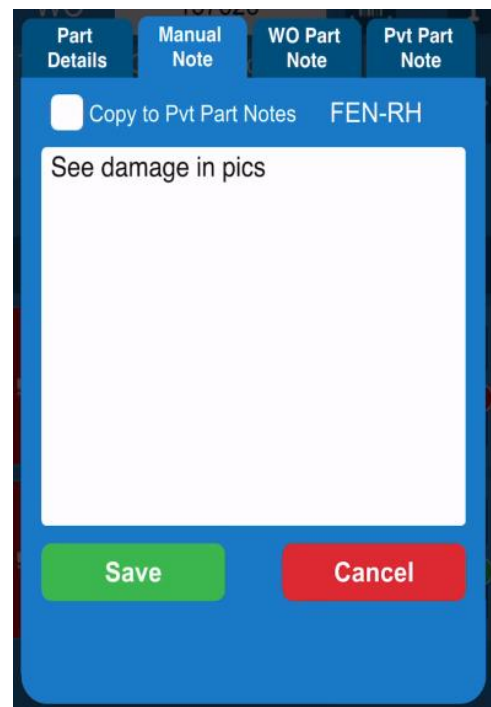
- In Sales Pro, on the **WO/Invoice** screen, on the **Order Trakker** tab.
- In **Order Trakker**, in the **Manual Entry** column.

To edit this note, tap the pencil icon. 



Edit the note, then tap **Save** to save your changes (or **Cancel**). Your changes are updated in Checkmate right away.

 **Note:** You also have the option for manual notes to be added to the part as Private Part Notes. You can set this preference in the App Settings. (Refer to the [Work Order Audit Settings](#) section of this guide for more information.)

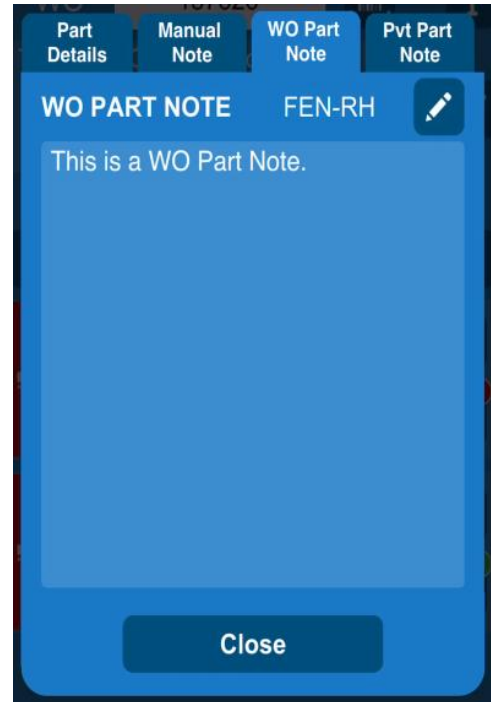


- **WO Part Note** – If there is a WO Part Note for the part, it displays on this tab.


There can only be one WO Part Note for a part. It is *not* saved on the part record, but it can be printed on the work order and invoice, in the part line.

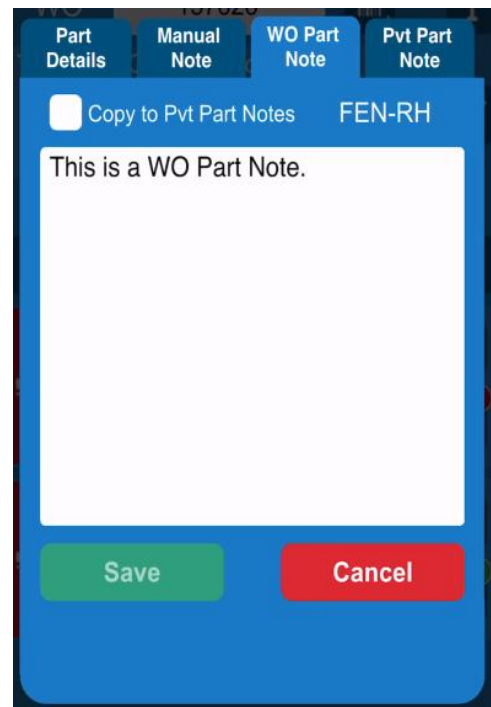
You can view/edit this note here in Ordermate and in Checkmate Sales Pro, on the **Work Order/Invoice** tab, on the **Part Note** tab.

To edit this note, tap the pencil icon. 




Edit the note, then tap **Save** to save your changes (or **Cancel**). Your changes are updated in Checkmate right away.

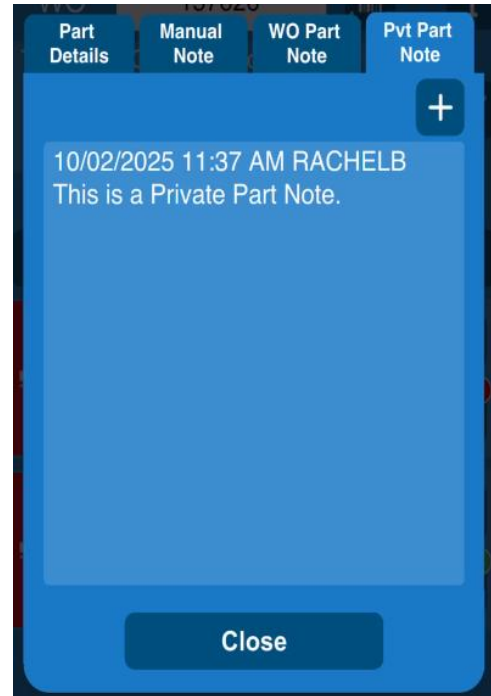
 **Note:** You also have the option for WO part notes to be added to the part as Private Part Notes. You can set this preference in the App Settings. (Refer to the [Work Order Audit Settings](#) section of this guide for more information.)



- **Pvt Part Note** – If there are Private Part Notes for a part, they display on this tab, with the most recent at the top (this may be different than the order they display in Checkmate).

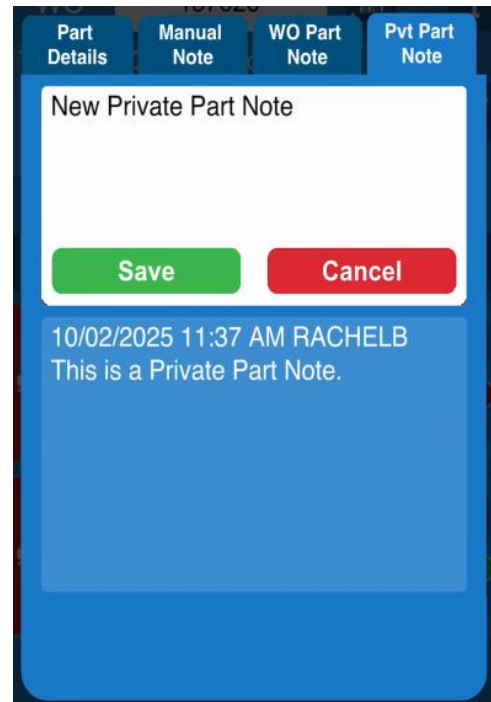
There can be multiple private notes on a part. These notes are saved on the part record and are permanent (cannot be removed). Private notes are only visible to your staff in your software; they don't print on work orders or invoices, and they don't show in online part listings.

To add a new private part note, tap the plus icon. * 



Type the note and tap **Save** to add the note (or **Cancel**).

When you save the note, it's added to the part as a private part note and Checkmate is updated right away.



* You will be unable to add a Private Part Note to an extra sale part if your Checkmate system is configured *not* to create an inventory record for extra sale parts. This is set in Checkmate Retro's **Change Sales Questions** function (Checkmate Full: **6,10,4** or Checkmate Classic: **S3,4** or Checkmate Junior: contact support):

While doing an extra sale, should an inventory record be created?

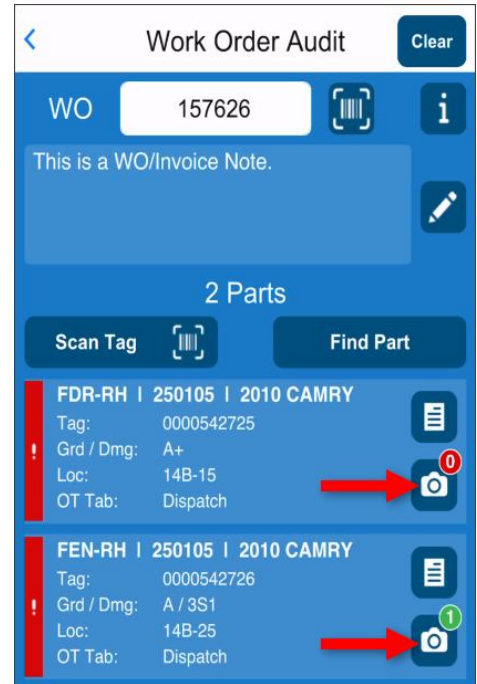
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OM-426-A-UG-C 1/30/26

Step 3: (Optional) View/Add Part Images

In some cases, you may want to take additional images of a part during the audit process. Maybe the customer or salesperson requested additional images, or maybe your business typically takes photos right before the part goes to the customer so you have a record of the part's condition. The camera button lets you view, edit, and add part images.

1. The camera icon displays number of images a part has. To view/edit/add photos, tap the camera icon.



2. The **Part Imaging** screen displays. Any existing part images display in the **Gallery**.

- a. To use your device's camera to take a photo of this part, tap the single camera button.
- b. To add multiple photos at once, tap the multi-camera button.
- c. To add a photo from your device's camera roll, tap the photo roll button.
- d. To edit the selected photo, tap the pencil button. For more information about editing part photos, refer to [Appendix A](#).
- e. To delete the selected photo, tap the trash can button.
- f. Tapping this will let you share the selected photo via text, email, messenger app, etc.
- g. If necessary, use the checkboxes to designate your photos:



3. When you're finished making changes, tap **Upload**, to upload your changes to Checkmate and return to the **Work Order Audit** screen.

Upload

Step 4: Verify Parts

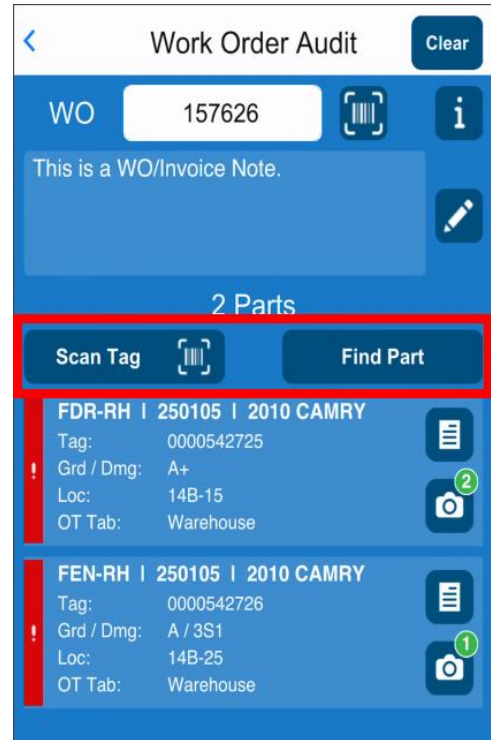
Next, verify that the correct parts were picked and prepared. This process helps you make sure the specific parts from the work order, are indeed the actual parts that were picked.

Note: If your Checkmate system is configured *not* to create an inventory record for extra sale parts (such as brokered parts)*, you will not be able to verify extra sale parts in Ordermate. In this case, skip **Step 4: Verify Parts** for extra sale parts and just verify any parts on the work order that are regular sales.

* This is set in Checkmate Retro's **Change Sales Questions** function (Checkmate Full: **6,10,4** or Checkmate Classic: **S3,4** or Checkmate Junior: contact support): **While doing an extra sale, should an inventory record be created?**


1. Look up the picked parts by using the **Scan Tag** and/or **Find Part** buttons:

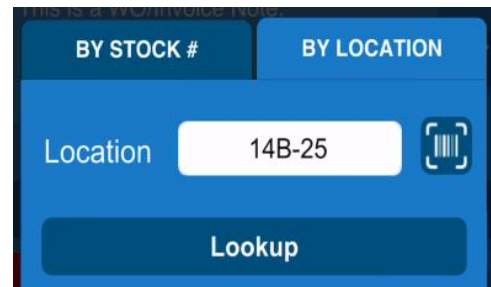
- Tap **Scan Tag** to open your device's camera, which works as a barcode scanner. (If you are unable to scan the part tag, or if there is no part tag, tap the back arrow < and use the **Find Part** button instead.)
- Tap **Find Part** to search for the part by stock number/part type or location.



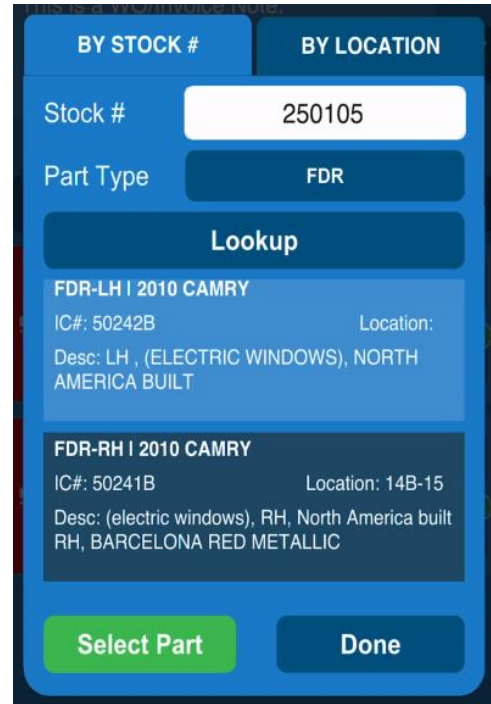
- Tap **BY STOCK #** to locate the part by entering the **Stock #** and **Part Type**, then tap **Lookup**. The parts that match your search display.



- Tap **BY LOCATION** to search for the part by **Location**: tap the barcode  button to scan the location tag (or type the location), and then tap **Lookup**. All the parts in that location display.

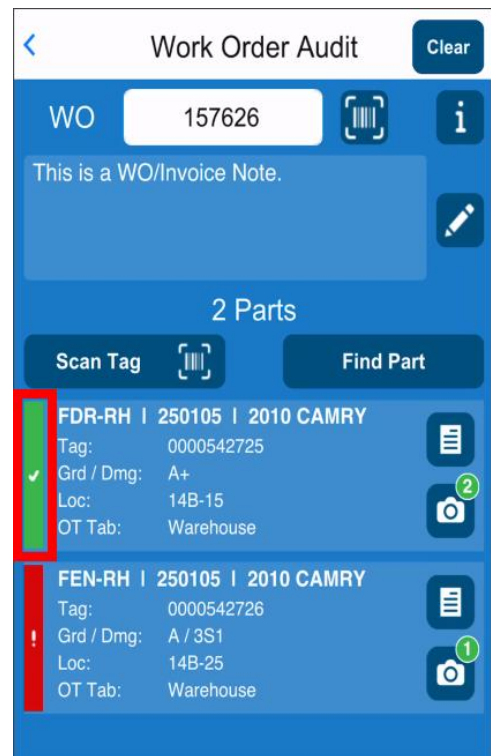


- In the results, tap the part that matches the picked part, and then tap **Select Part**. (Or press **Done** to go back without selecting a part).



2. Ordermate indicates whether the part you scanned/selected is on the work order:

- **Green bar:** If the part you scanned/selected is on the work order, a green bar with a check mark displays next to that part. It is now verified that the physical part matches the one on the work order. If this is the only part on the work order, [skip to Step 5: Update Work Order.](#)



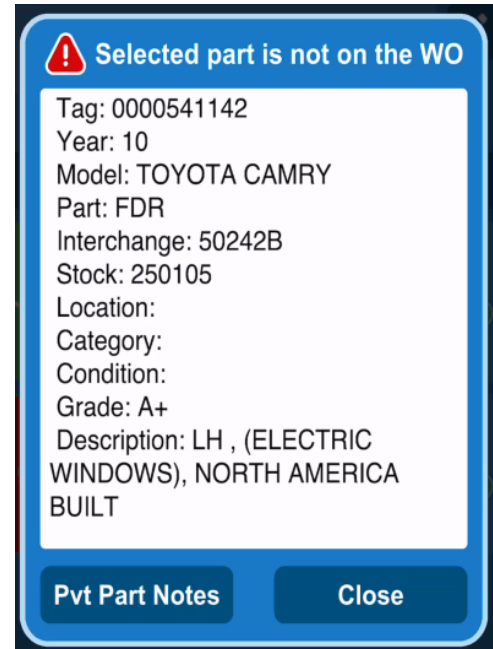
- **Error message:** If the part you scanned/selected is *not* on the work order, a message displays telling you the **Selected part is not on the WO** with information about the part you scanned/selected.

To see the private part notes for that part, tap **Pvt Part Notes**.

Tap **Close** to return to the **Work Order Audit** screen. Then, once you locate and pick the correct part (the one that is on the work order), go back to the start of [Step 4: Verify Parts](#) to verify the part.

Note: If you determine that a part on a work order needs to be changed out for a different part, the part must be changed out on the work order in Checkmate (it cannot be changed here in Ordermate). After the part has been changed in Checkmate, you can audit the work order (with the changed part) in Ordermate.

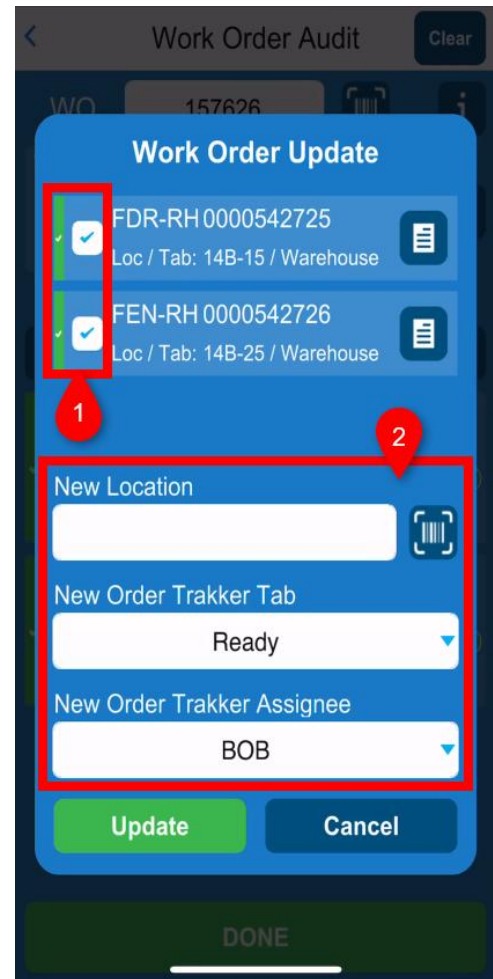
3. If there are still parts on the work order that have not yet been verified, repeat the previous 2 steps to verify the other part(s).
4. When you are ready to move some or all of the parts along in the production process (by changing the **Location**, and/or **Order Trakker Tab/Assignee**), tap **DONE**. (Not all parts need to be verified to continue.)



Step 5: Update Work Order

1. The **Work Order Update** screen displays, with the parts on the work order displayed at the top, including the tag number, part location, and which Order Trakker tab the part is currently on. Here, you can move the parts along in the production process. Parts that were verified on the previous screen, have a green bar next to them and already have a check in the white box. Make sure all parts that you want to update have a check in the white box.
2. Specify the changes you want to make to the checked part(s). * You can use just one field, or multiple fields:

- Type/scan a **New Location** to move the checked part(s) to.
If the location you set in this field is mapped to an Order Trakker tab, then when you update this part, this will *also* move the part(s) in Order Trakker to the mapped tab.†
- Update the part in Order Trakker:
 - Select a **New Order Trakker Tab** to move the part to in Order Trakker.‡ (If you want the part to stay on the current Order Trakker tab, and you just want to change the assignee, select the current Order Trakker tab in this field.)
 - If you select a **New Order Trakker Tab** above, the **New Order Trakker Assignee** field, will populate with the available **Assignee** options that are configured for the selected **New Order Trakker Tab**.*
If desired, select an assignee. This will be set as the assignee on the tab that's selected in the **New Order Trakker Tab** field.

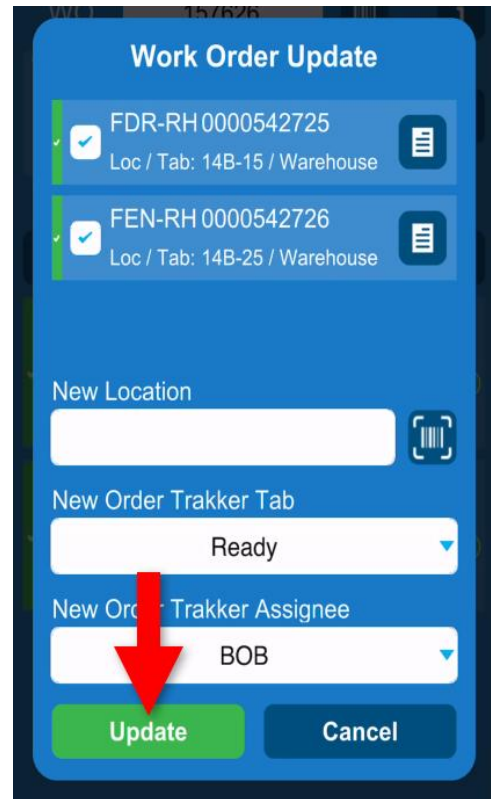


* In the **App Settings**, you can set default options for these fields: **New Location**, **New Order Trakker Tab**, **New Order Trakker Assignee**. For more info, refer to the [Work Order Audit Settings](#) section of this guide.

† This is configured in Checkmate Retro in the **Order Trakker Configuration** function (Checkmate Full: **6,10,13** or Checkmate Classic: **S3,14** or Checkmate Junior: contact support). For more information, refer to the [Order Trakker User Guide](#).

‡ In Order Trakker, tabs can be configured to require that an assignee be selected for all parts on that tab. That requirement only applies to Order Trakker. Assignees are not required in Ordermate.

- When you're ready to update the checked part(s), tap **Update** and the changes are sent to Checkmate right away. (Or tap **Cancel** to return to the **Work Order Audit** screen).



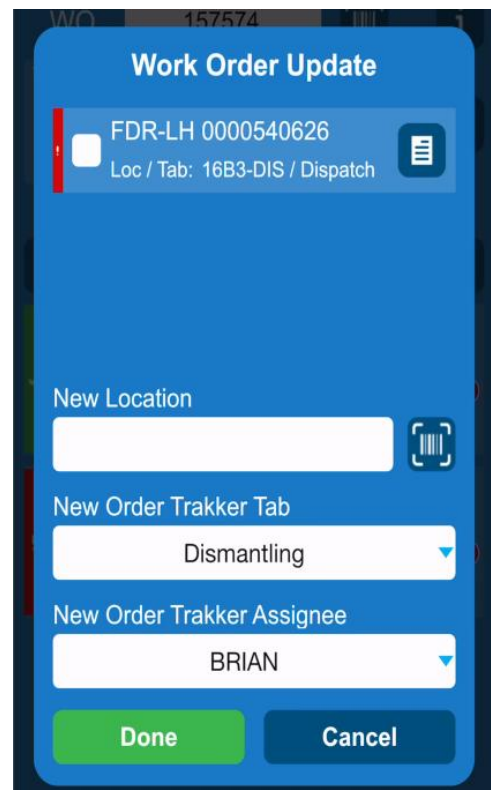
- If all parts were updated, you are returned to the **Work Order Audit** screen to begin working on another order.

If there are still parts on this work order that have not been updated with a new location and/or Order Trakker tab/assignee, the **Work Order Update** screen continues to display those parts. The bar next to the part indicates the part's verification status:

- Green bar:** you verified the part on the previous screen.
- Red bar:** you have not verified the part.

At this point you can:

- Repeat the previous steps to update the part with a new location and/or Order Trakker tab/assignee.
- Press **Cancel** to go back to the **Work Order Audit** screen.
- Press **Done** to stop working on this work order.



* This is configured in Order Trakker on the **Tools > Assigned List** menu. For more information, refer to the [Order Trakker User Guide](#).

Appendix A: Editing Part Images

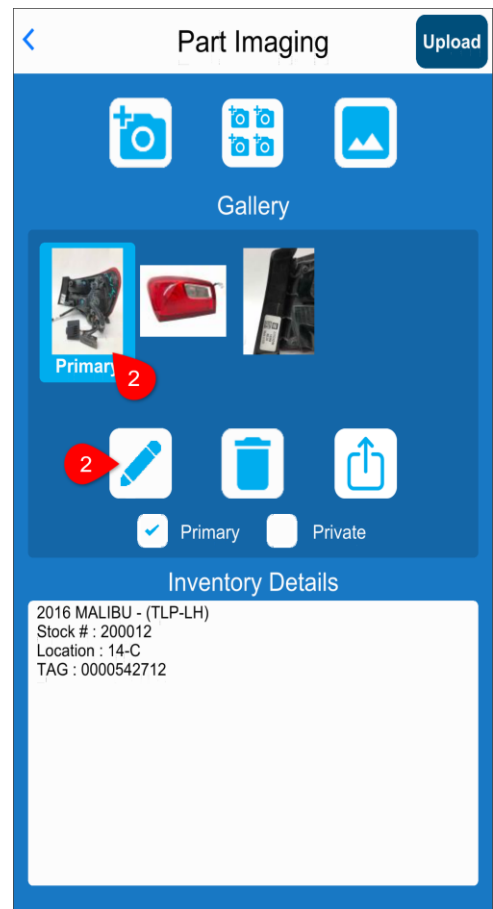
While you're working on an order in Ordermate, you can view, add, and even edit part images. To edit images, you can crop them, and add circles and arrows to highlight part specifics and/or damage.



When you're looking at the parts on a work order on the **Work Order Audit** screen, the camera icon displays the number of images associated with that part.



To add and/or edit a part's images:

1. Tap the camera icon.
2. This opens the **Part Imaging** screen. From here, you can add and edit photos. To edit a photo, tap the photo to select it, then tap the pencil button.





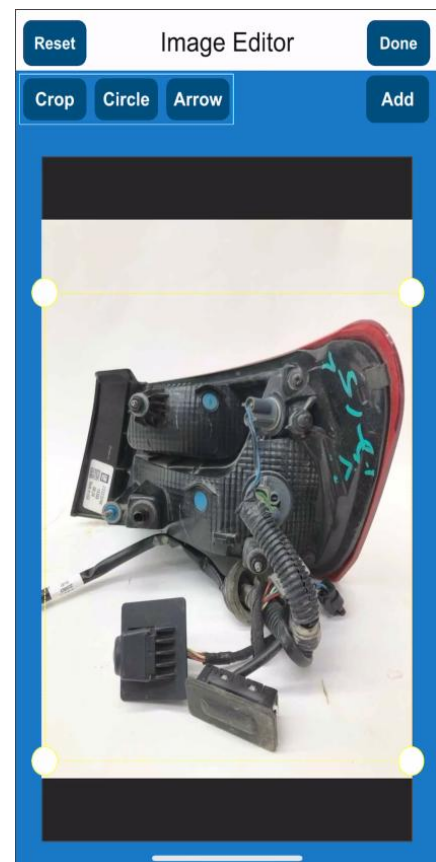
3. The **Image Editor** screen allows you to crop images, and add circles and arrows. To use one of these features:
 - a. Tap the function you want and adjust it as necessary.
 - b. Tap **Add** to apply the edit. 
 - c. Repeat steps 1 and 2 as desired.
 - d. Tap **Done** to finish editing. 

See below for more details about each function.





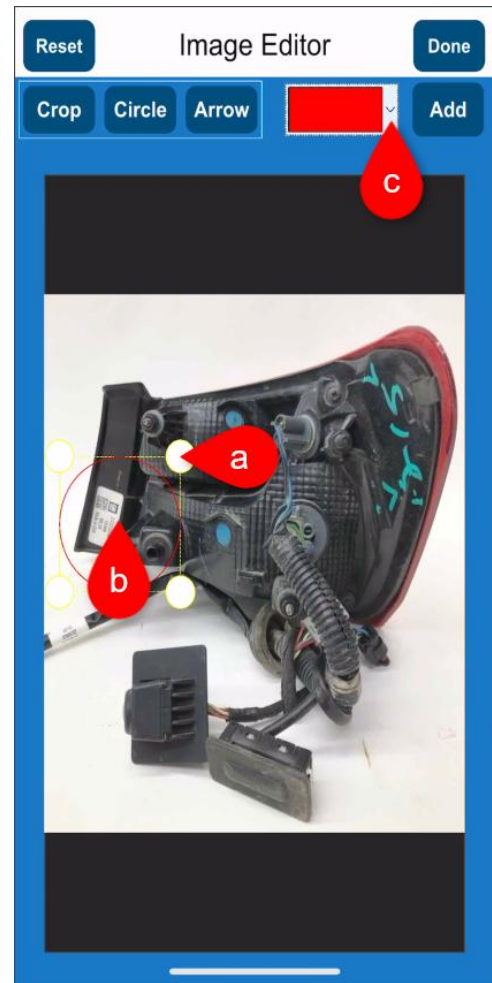
To crop the photo:

1. Tap **Crop**. 
2. A frame appears around the edge of the image, with circles on the corners. Tap and hold a circle, and drag the edges to where you want.
3. Repeat if necessary.
4. When the photo is cropped as desired, tap the **Add** button to accept the crop. 






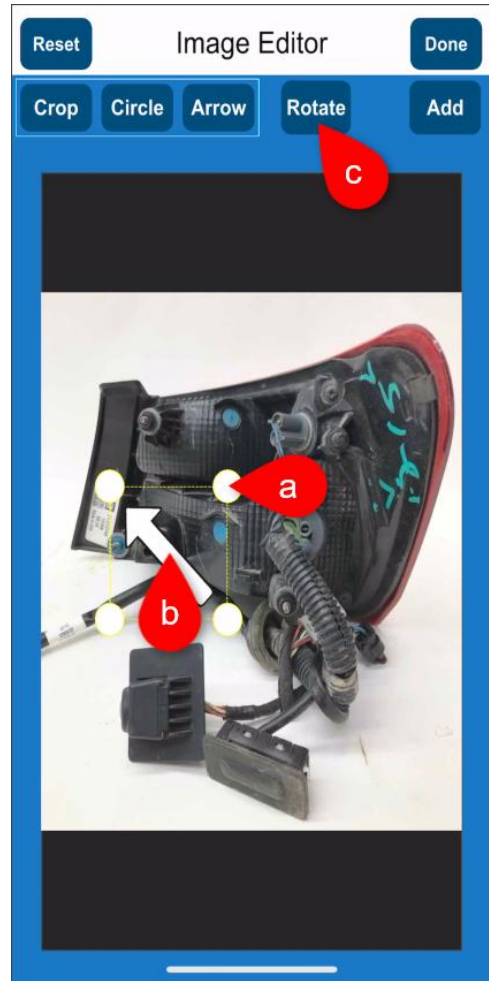
To add a circle to the photo:

1. Tap the **Circle** button. 
2. A circle appears on the image. Adjust the circle as desired:
 - a. To resize the circle, tap, hold, and drag a white circle on the corner of the yellow frame.
 - b. To move the circle, tap, hold, and drag in the middle of the circle.
 - c. To change the circle's color, tap the color selector and choose a color from the list.
3. When the circle appears how you want it to, tap **Add** to add the circle to the image. 





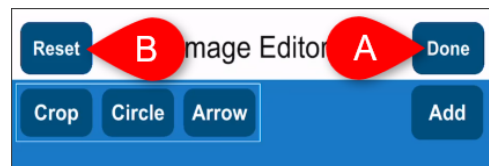
To add an arrow to the photo:

1. Tap the **Arrow** button. 
2. An arrow appears on the image.
 - a. To resize the arrow, tap, hold, and drag a white circle on the corner of the yellow frame.
 - b. To move the arrow, tap, hold, and drag the middle of the arrow.
 - c. To rotate the arrow, tap the rotate button. 
3. When the arrow appears how you want it to, tap **Add** to add the arrow to the image. 



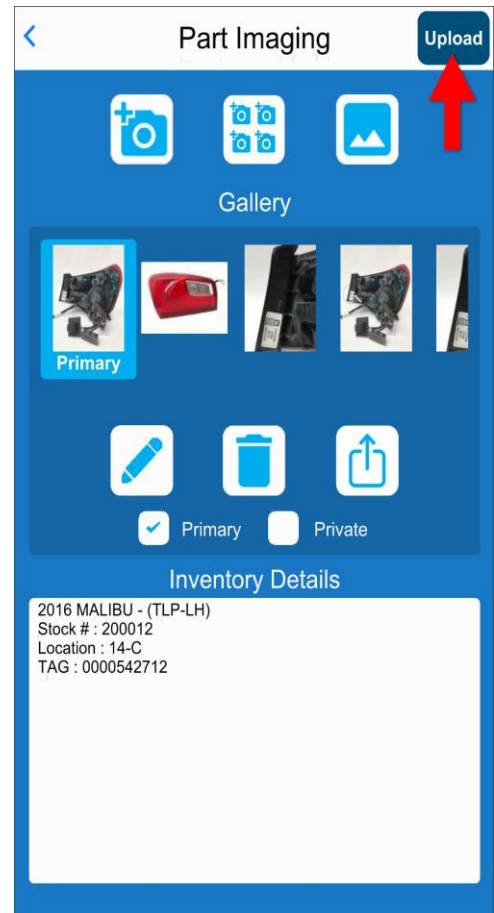
When you're finished editing, you can either:

- A. Save the photo with your changes by tapping the **Done** button. 
- B. Un-do your edits and revert to the original image by tapping the **Reset** button.  The edits are removed from the image. (Then tap **Done** to return to the **Part Imaging** screen.)



You are returned to the **Part Imaging** screen. If you saved your edits to the image, the original image remains in the **Gallery** along with a new image that has the edits you made. (If you no longer want the original image, you can tap the image, and tap the trashcan button to delete it.)

To update Checkmate with your changes, tap **Upload**.



Appendix B: How Notes Sync Between Ordermate, Checkmate, and Order Trakker

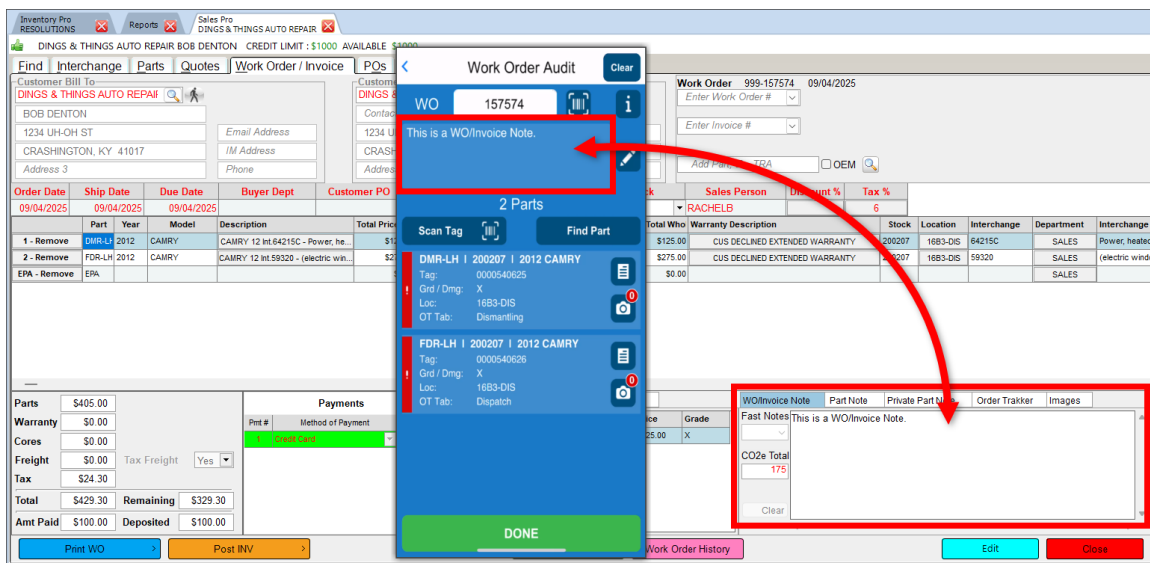
There are several note fields in Ordermate, Checkmate Sales Pro, and Order Trakker that your team can use to share information about a part or order. This appendix shows where the various notes can be viewed and edited and then shared between Ordermate, Checkmate Sales Pro, and Order Trakker.

WO/Invoice Note

This field is a place to put a note about the WO/Invoice as a whole.

The **WO/Invoice Note** field:

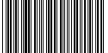
- Does not save on any part records
- Is printed on the Work Order/Invoice (for the customer to see)
- Displays in Ordermate and in Checkmate Sales Pro, and stays in sync between the 2 programs (if you edit the note in one of these programs, the other will be updated as well).



- Ordermate: view and edit the WO/Invoice Note on the main **Work Order Audit** screen.
- Checkmate Sales Pro: on a **Work Order / Invoice**, view and edit the WO/Invoice Note on the **WO/Invoice Note** tab in the bottom right.

- The WO/Invoice Note also prints on the work order and on the invoice.

Work Order 157574 Page 2 of 2



Bill To:
BOB DENTON
R002454
DINGS & THINGS AUTO REPAIR
1234 UH-OH ST
CRASHINGTON, KY 41017

Ship To:
DINGS & THINGS AUTO REPAIR
1234 UH-OH ST
CRASHINGTON, KY 41017

Phone Number:

Date Ordered	Date Shipped	Due Date	Buyer Dept	Customer PO	Dismantler	Core	R/O	Truck PM2	Salesperson
09/04/2025	09/04/2025	9/4/2025							RACHELB

Tag Number	Item Detail	Stock Number	Amount
	Invoice Notes		
	This is a WO/Invoice Note.		
			Parts \$405.00
			Warranty \$0.00
			Cores \$0.00
			Total Shipping \$0.00
			Sales Tax \$24.30
			Total \$429.30
			Deposit \$100.00
			Amount Paid \$0.00
			Amount Due \$329.30

By choosing recycled auto parts, you have helped save 175 kgs of CO2e and are making a difference for our planet!

Payments Credit Card : \$100.00 (Deposit)


Manual Note

This field is a place to put a note about the production process of the part.

The **Manual Note** field:

- Is not visible to the customer
- Does not save to the part record
- Displays in Ordermate, Checkmate Sales Pro, and Order Trakker and stays in sync between all 3 programs (if you edit the note in one of these programs, the others will be updated as well)

The screenshot shows the 'Manual Note' dialog box with the text 'See damage in pics' and a 'Close' button. A red arrow points from the note icon in the dialog to the 'Manual Entry Note' field in the background, which also contains the text 'See damage in pics'.

- Ordermate: view and edit the manual note for an individual part by tapping the note icon  on the main **Work Order Audit** screen and then going to the **Manual Note** tab.
- Checkmate Sales Pro: on a **Work Order/Invoice**, view and edit the manual note for the selected part on the **Order Trakker** tab in the bottom right.
- Order Trakker: view and edit the manual note for a part on any queue tab that is set to display the **Manual Entry** column.

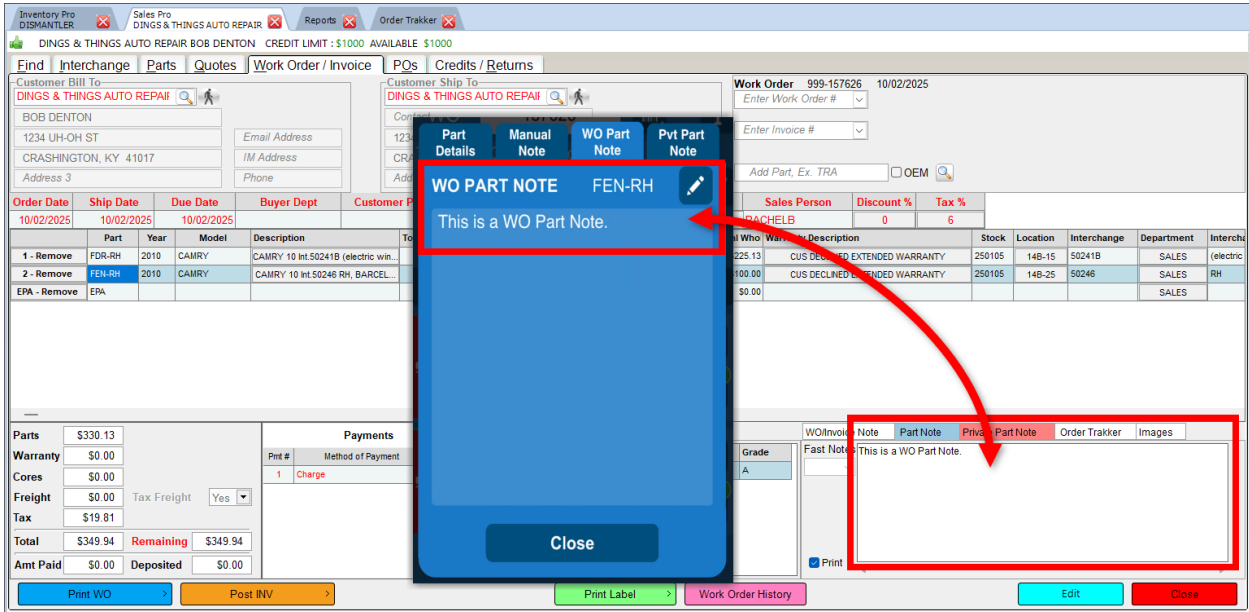
Work Order	Sold To	Sales	Part	Model	Year	Stock	Locatio	Deliver	Assigned	Ship To	Payme	Ordere	Truck	Invoice	Manual Entry	Event	Tag	ShipDat	Sales	WO
157626	DINGS	RACHE	FEN-R	CAMRY	2010	250105	148-25	ASAP	DINGS	Charge	BOB	PM	0	99	000054	10/02/	\$100.0	Y		
157626	DINGS	RACHE	FDR-R	CAMRY	2010	250105	148-15	ASAP	DINGS	Charge	BOB	PM	0	999	000054	10/02/	\$225.1	Y		
157259	Platinu	ASHLEY	ENG	CAMRY	2016	TESTJA	TEST	ASAP	Heritag	Cash			157259	999	000053	03/28/	\$1000.	N		
157258	Revive	ASHLEY	ENG	CAMRY	2015	ZLEO20	RESC	ASAP	Trinity	Cash			157258	999	000053	03/28/	\$950.6	N		


WO Part Note

This field is a place to put a note about a part on a work order.

The **WO Part Note** field:

- Is not saved on the part record
- *May* be printed on the WO/Invoice for the customer to see (see below for more info)
- Displays in Ordermate and in Checkmate Sales Pro, and stays in sync between them (if you edit the note in one of these programs, the other will be updated as well)



- Ordermate: view and edit the WO part note for an individual part by tapping the note icon  on the main **Work Order Audit** screen and then going to the **WO Part Note** tab.
- Checkmate Sales Pro: on a **Work Order/Invoice**, view and edit the WO part note for the selected part on the **Part Note** tab in the bottom right.
 - If the **Print** box is checked on the **Part Note** tab of the **Work Order/Invoice** tab (above), the WO part note will also print on the work order and the invoice in the **Item Detail**.





Private Part Notes

This field is a place to put a note about private, permanent note on the part record.

A Private Part note:

- Is saved on the part record, permanently*
- Cannot be removed or edited after it's added
- Is available to your team in your software, but it isn't visible to your customers in online part listings or on printed quotes/work orders/invoices
- Displays in Ordermate, Checkmate, Partmate, and Photomate



- Ordermate: add a private part note to a part by tapping the note icon  on the main **Work Order Audit** screen and then going to the **Pvt Part Note** tab. Tap the plus button to add a private part note. 

Private part notes can be viewed in many places throughout the Checkmate suite of products. For more information about where these notes can be viewed and added, please refer to this guide:

<https://products.car-part.com/trainingdocs/checkmate/PrivatePartNotes.pdf>

* You will be unable to add a Private Part Note to an extra sale part if your Checkmate system is configured *not* to create an inventory record for extra sale parts. This is set in Checkmate Retro's **Change Sales Questions** function (Checkmate Full: **6,10,4** or Checkmate Classic: **S3,4** or Checkmate Junior: contact support):

While doing an extra sale, should an inventory record be created?

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Ordermate User Guide

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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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