

E-ORDERING INTEGRATION



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Mitchell1 Manager 5.9 Integration to the new First Call Online

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The First Choice of Automotive Professionals



**FIRST
CALL**

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FIRSTCALLONLINE.COM

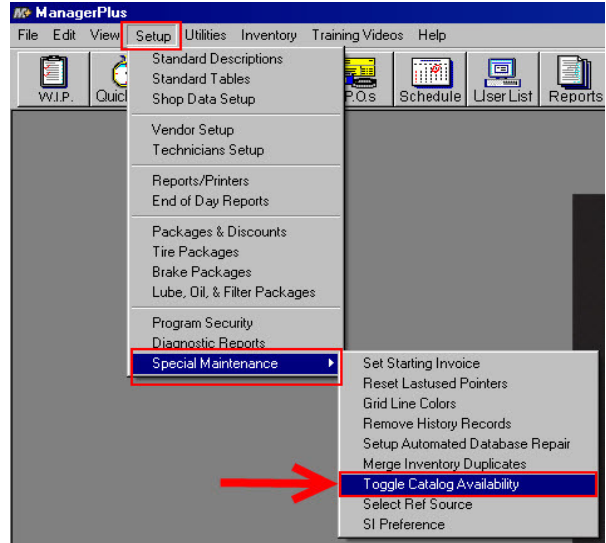
1. **Close Manager 5.9. *Program must be closed to correctly install the update.***

NOTE: LOCATIONS WITH TWO OR MORE WORKSTATIONS WILL NEED TO HAVE THE NEW FIRST CALL BUTTON TURNED ON AT EACH WORKSTATION.

2. In your web browser's address bar, type in **managerfiles.com** and hit enter.

3. Once at the Manager Files website, scroll down to line 31 and click on the link on the right side to run the install wizard. Once the install wizard is complete, re-open Manager.

4. On the top tool bar in Manager, click on Setup.

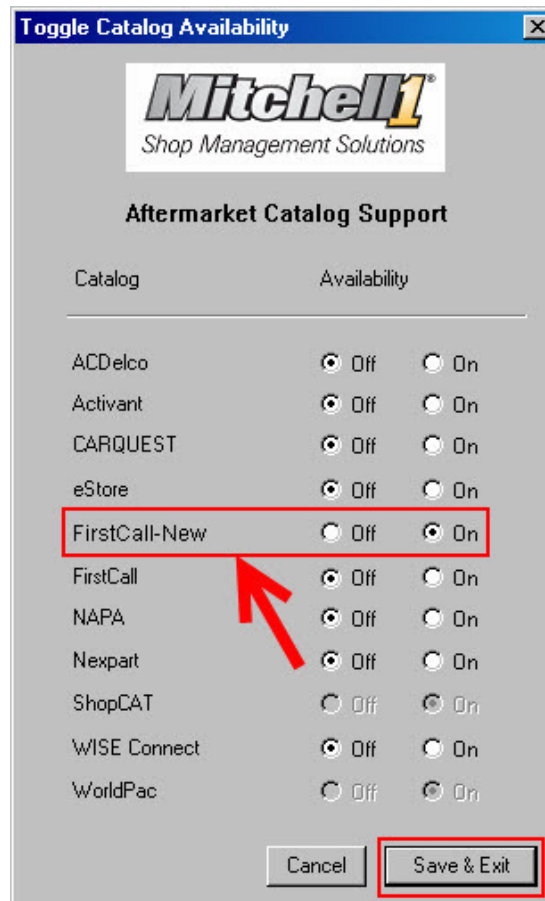


5. Go down to Special Maintenance.

6. In the Special Maintenance dropdown, select Toggle Catalog Availability.

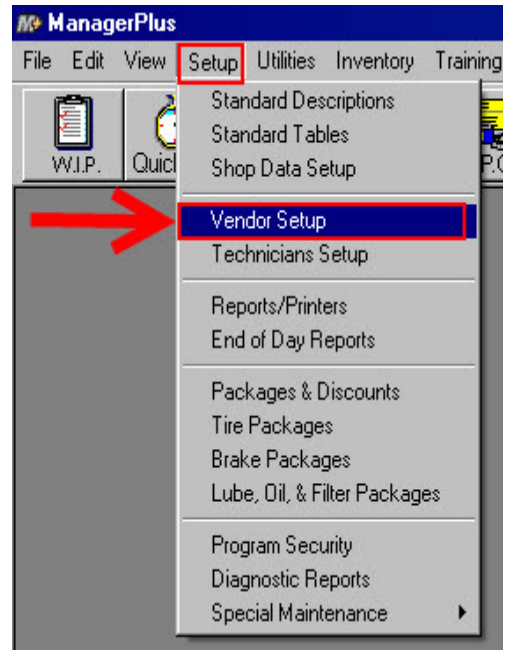
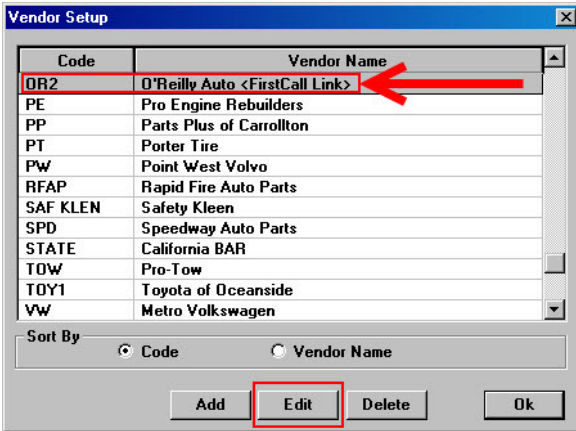
7. Inside the Toggle Catalog Availability window find **FirstCall**. Click it to Off. Next, find **FirstCall-New**. Click it to On. Click Save & Exit.

NOTE: FOR MULTIPLE WORKSTATIONS, REPEAT STEPS 1 THRU 7 AT EACH WORKSTATION.

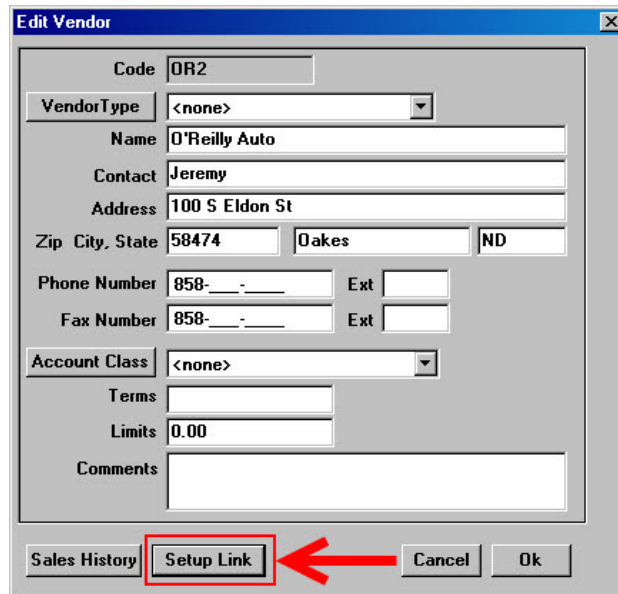


8. Now go back to the top tool bar and select Setup again and then select Vendor Setup.

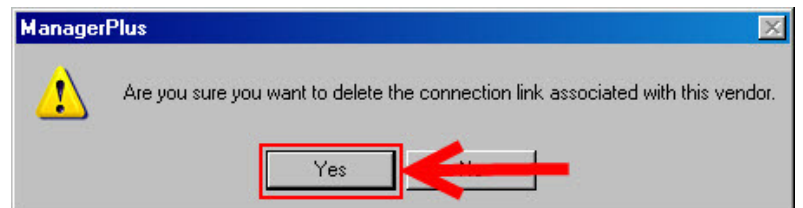
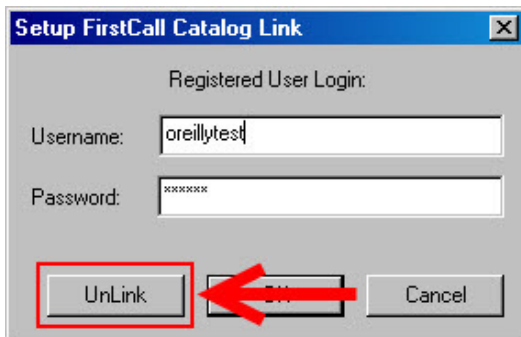
9. Find your existing O'Reilly First Call vendor record. Highlight it and click Edit. ***Pay special attention to NOT click Delete – This will erase the vendor record!***



10. On the Edit Vendor window, click the Setup Link button.



11. Inside the Vendor link window click the Unlink button. Answer Yes to the next question.



12. Select the Setup Link button again. Choose **FirstCall-New Link** as the catalog.

The 'Edit Vendor' window shows the following details:

- Code: OR2
- VendorType: <none>
- Name: O'Reilly Auto
- Contact: Jeremy
- Address: 100 S Eldon St
- Zip City, State: 58474 Oakes ND
- Phone Number: 858-____ Ext: _____
- Fax Number: 858-____ Ext: _____
- Account Class: <none>
- Terms: _____
- Limits: 0.00
- Comments: _____

Buttons at the bottom: Sales History, Setup Link (highlighted), Cancel, Ok.

The 'Link Type Selection' dialog box contains the text: "Please select one of the following Link types and press Ok:"

The list of link types includes: Setup FirstCall-New Link (highlighted).

Buttons at the bottom: Cancel, OK (highlighted).

13. Enter your new First Call Online Username and Password and click Ok.

Note: The Username and Password for logging into First Call Online directly is not the same login for Mitchell1 Integration. If you do not know what your Mitchell1 Username and Password is, please contact your local O'Reilly Representative for more details, or contact support at the number shown below.

The 'Setup FCO Catalog Link' dialog box has the following fields:

- Registered User Login:
- Username: _____
- Password: _____

Buttons at the bottom: UnLink, OK (highlighted), Cancel.

14. Click the Ok button on the next two windows.

The 'Edit Vendor' window shows the same details as in step 12.

Buttons at the bottom: Sales History, Setup Link, Cancel, Ok (highlighted).

The 'Vendor Setup' window displays a list of vendors:

Code	Vendor Name
OR2	O'Reilly Auto <FirstCall-New Link>
PE	Pro Engine Rebuilders
PP	Parts Plus of Carrollton
PT	Porter Tire
PW	Point West Volvo
RFAP	Rapid Fire Auto Parts
SAF KLEN	Safety Kleen
SPD	Speedway Auto Parts
STATE	California BAR
TOW	Pro-Tow
TOY1	Toyota of Oceanside
VW	Metro Volkswagen

Sort By: Code Vendor Name

Buttons at the bottom: Add, Edit, Cancel, Ok (highlighted).

15. When you open an estimate or work order, your First Call Online button will now be linked to the new First Call Online.

The screenshot shows the ManagerPlus software interface. At the top, there is a menu bar with 'File', 'Edit', 'View', 'Setup', 'Utilities', 'Inventory', 'Training Videos', and 'Help'. Below the menu bar is a toolbar with various icons for 'W.I.P.', 'Quick Est.', 'Start', 'Counter', 'P.O.s', 'Schedule', 'User List', 'Reports', 'Forum', 'M', 'BPS', 'Setup', and 'Help'. The main header area displays customer information: 'McDonnell, Timothy 2003 Toyota 4Runner Limited (BASS1) Home: 888-777-1212 Office: 888-787-8788'. Below this are three tabs: 'Customer', 'Vehicle', and 'Order'. Under the 'Order' tab, there is a row of buttons: 'Labor', 'Parts', 'Notes Sublet', 'Canned Jobs', 'Parts Kits', 'Promotions SALE!', 'Symptoms', '30/60/90 Interval', 'Repair', 'OEM Parts&Labor', and 'FIRST CALL ONLINE'. The 'FIRST CALL ONLINE' button is highlighted with a red box, and a red arrow points to it from the right. Below the buttons, there are input fields for 'Written By' (Dwulet, John), 'Hat #' (135), 'Odom. In' (6273), 'Prev Odom.' (0), 'Promised' (5:00 PM), '02/03/2005', 'Ref #', 'Odom. Out' (0), and 'Source' (<None>). At the bottom, there is a table with columns: Time, Rate, Description, Qty, Extended, Sale, Price, List, Part No., MfgCode, and Tech Name. The first row of data shows: Time 0.40, Rate 60.00, Description Mount Tire, Qty, Extended 24.00, Sale 24.00, Price 0.00, List 0.00, and Tech Name Charbonneau.

If additional support is needed, please contact our First Call Support Team at 1-866-578-5997, Option 5 – Sales, Option 6 – First Call Support, or via email at fcallreg@oreillyauto.com.