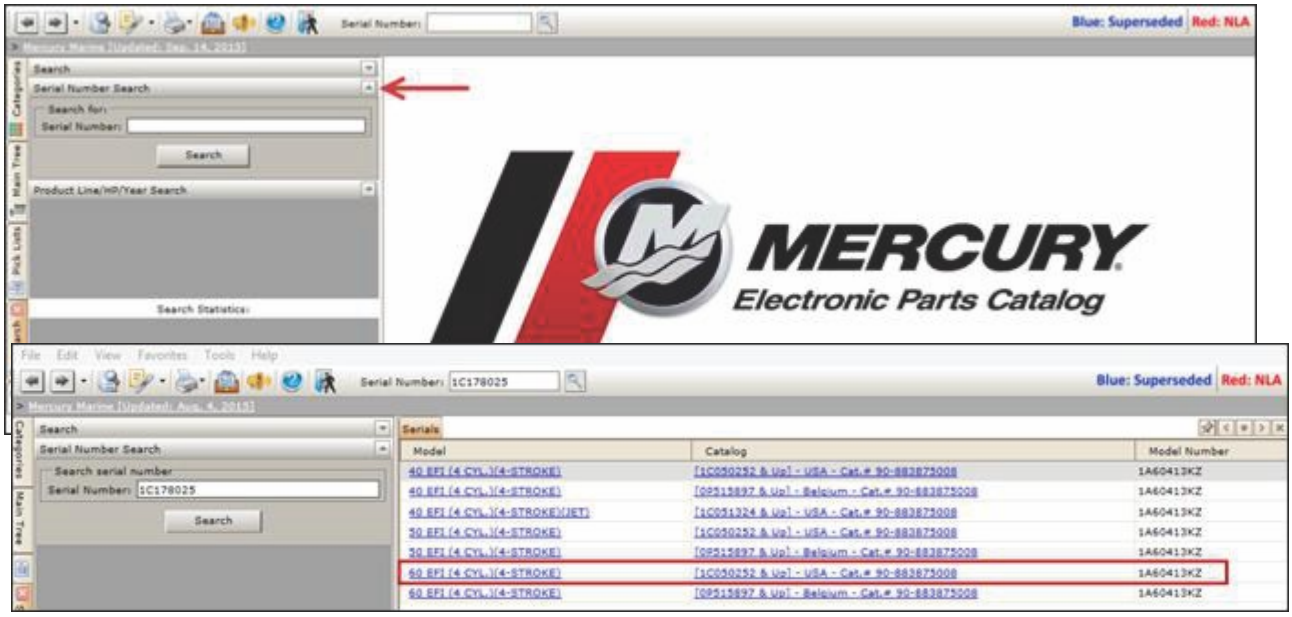
Electronic Parts Catalog (EPC) Quick Reference

The EPC offers users numerous search options and other key functions. Several search methods are listed below along with some tips on navigating the components screen once the desired catalogs are found.

Search by Serial Number

1. Select the **Search tab** (magnifying glass).
2. Select the arrow to the right of **Serial Number Search.**
3. Enter the product **Serial Number.**
4. Select **Search.**

The search results will display on the page. Select the catalog which has the serial number range that includes the searched for serial number.



Search by Product Line/HP/Year

1. Select the **Search tab** (magnifying glass).
2. Select the **Product Line/HP/Year Search** option.
3. Select the desired Product Line, HP Group or Displacement, and Year.

   NOTE: *HP Group and Displacement are optional and are product specific.*
4. Select **Search.**

The search results will display on the right. Select the catalog that you would like to view.

Search by Item Description

1. Select the **Search tab** (magnifying glass).
2. Enter the **Item Description** in the Search for field.
3. Select **Part descriptions** for the Search In field.

   NOTE: *To search for the item within an open catalog, select the* ***Search within open catalog*** *option.*

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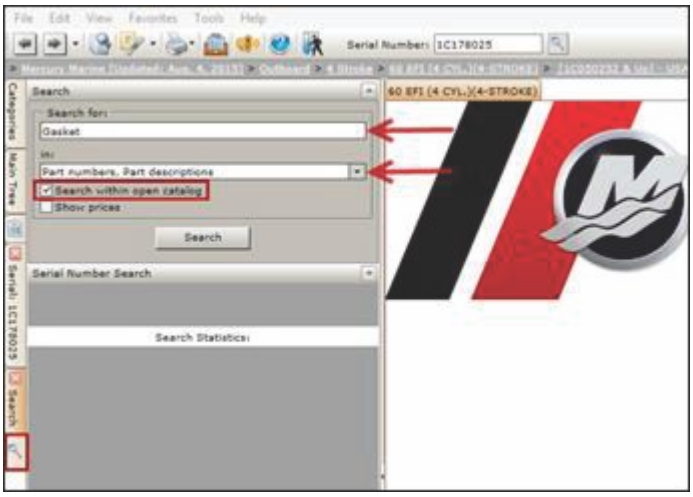
4. Select **Search.**

The search results will display individual items on the top section of the screen, and components of engine catalogs on the bottom section of the screen. Select the appropriate component to view images and parts breakdown.



Search for Bulletins

1. Select the **Search tab** (magnifying glass).
2. Enter the **bulletin number** in the **Search for** field (use two-digit year and two-digit bulletin number; example: 14-01).
3. Select **Service Bulletins** for the **Search In** field.

   NOTE: *To search for the item within an open catalog, select the* ***Search within open catalog*** *option.*
4. Select **Search.**

The search results will display. Select the desired bulletin to view the information.

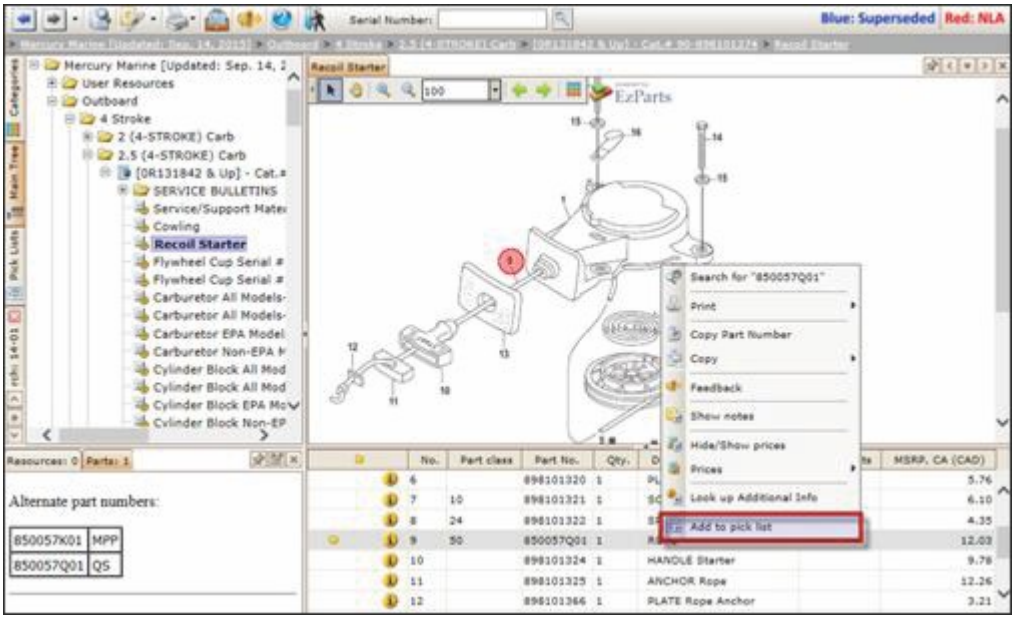
Using Pick Lists

Pick lists can be used to create a list of parts to upload into an order on MercNET. There are two ways to create pick lists in the EPC.

Pick Lists from Schematic Window

1. From a schematic parts list, right click on the part.
2. Select **Add to pick list.**
3. Select desired pick list.

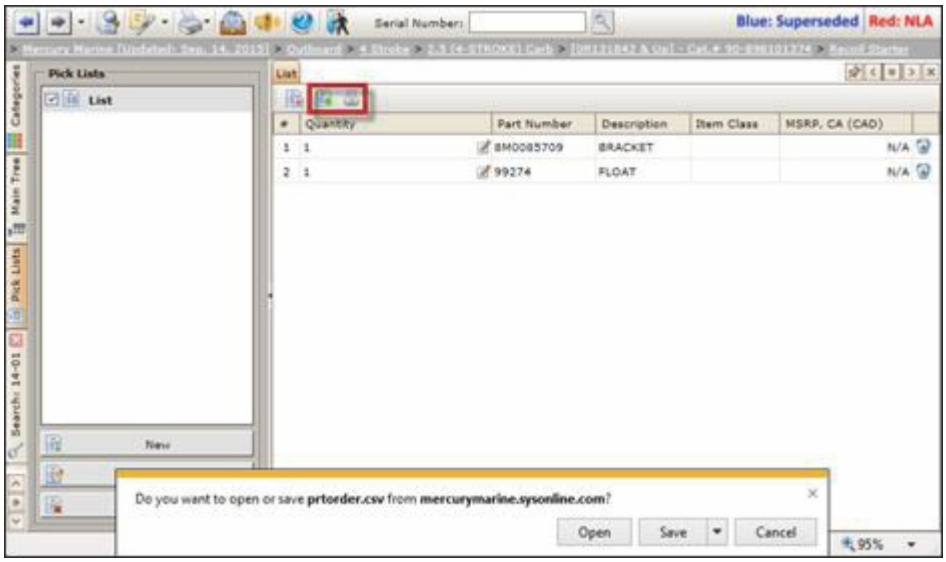
NOTE: *You can select an existing pick list or create a new one by selecting* ***Add new*** *from the drop-down.*



4. Update the quantity.
5. Select **Add.**

Pick Lists

1. Select **Pick Lists.**
2. Double click on desired pick list to add or edit the parts.
3. Select the check box to the left of the pick list name to create default pick list.



Export Pick List

1. Select Pick Lists.
2. Select the **Export** icon.

The file can then be saved. The file will save in three file types: .csv, .dat, and .txt.

Print Pick List

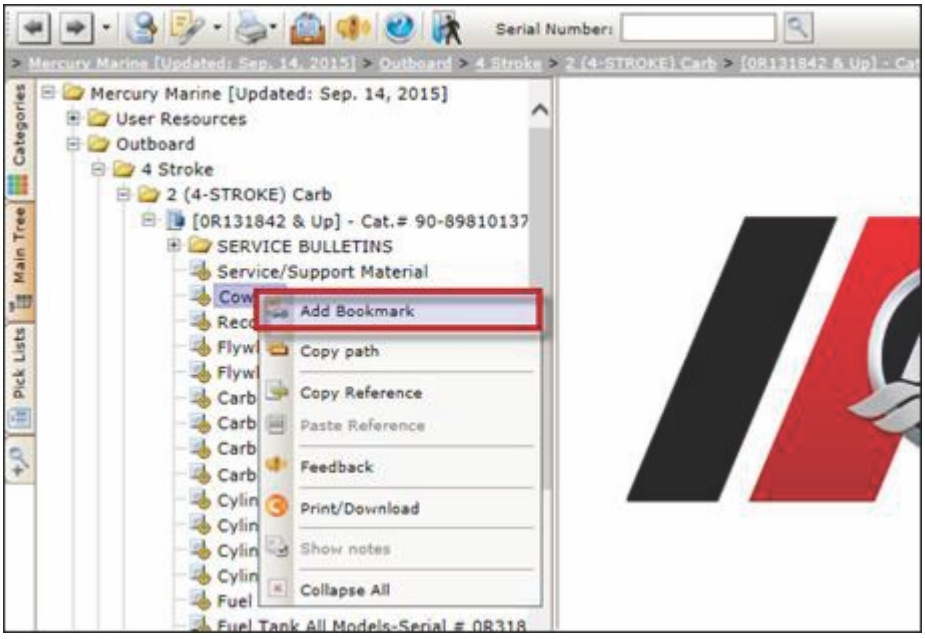
1. Select Pick Lists.
2. Select the **Print** icon.
3. Open or save the file as needed.

Bookmarks

Bookmarks allow users to save links to catalogs for quick access at a later time.

Creating Bookmarks

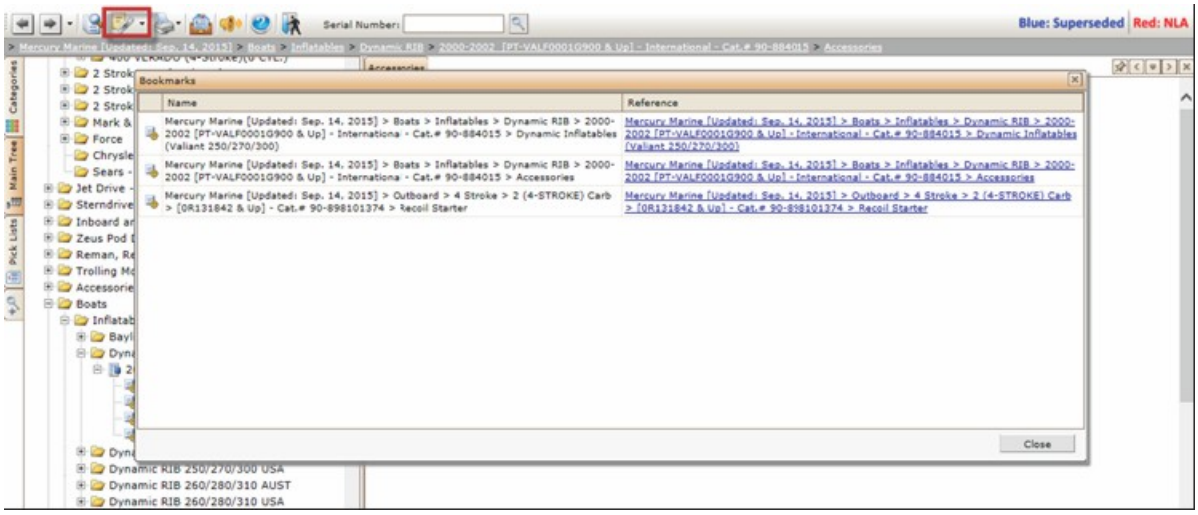
1. Right click on a **component** from the main tree.
2. Select **Add Bookmark.**



Accessing Bookmarks

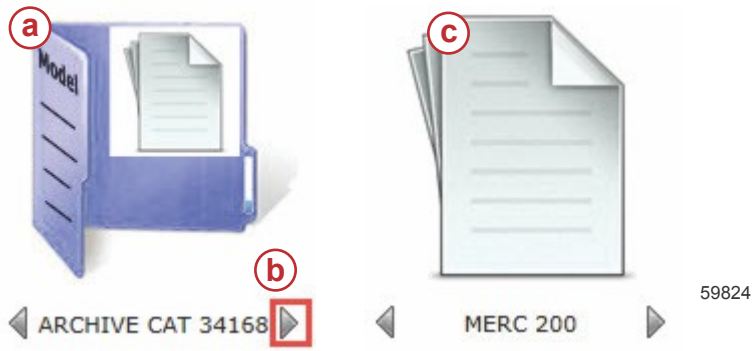
1. Select the **Bookmarks** icon.

   NOTE: *You can also select the down arrow next to the Bookmarks icon to view a list of bookmarks from which to select a desired catalog.*
2. A list of **Bookmarks** will appear.
3. Select the **Reference number** link to view the desired catalog.
4. Select **Close** to close the **Bookmarks** screen.



Archive Catalogs

Archive catalogs are noninteractive catalogs that display in PDF form. These catalogs will not include hot spotting or pricing. Follow the below instructions when accessing an archive catalog from **Categories** in the online application.



a - Navigate to desired **ARCHIVE CAT** folder
b - Select the right arrow next to the catalog name
c - Select the catalog to display PDF

Additional Notes

- The **information** icon will display the item name, number, price, part, status, weight, and dimensions along with a bar code. There is also the option to e-mail or print the item information or add the item to a pick list.
- To view alternate parts, select the **note** icon to the left of the **information** icon. Alternate part numbers will display on the bottom left side of the page. This will also display part exceptions.
- Superseded part numbers are displayed in blue. Select the **plus sign (+)** to view the current part number.
- **Components of a kit** of a selected part are indented in the parts list.

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