

# Web Link Help File: My Preferences

## Abstract

- This help file will illustrate how a user can customize site preferences such as brand preferences and sorting rules for parts results pages.

## Procedure

- 1) Navigate to “My Account” and then select “My Preferences” from the drop down menu. The My Preferences page lists all of the available customer specific settings that can be made to parts results and checkout pages on the site.



- 2) There are several user definable fields at the top of the page that allow the customer to specify brand preference, the first page that the user encounters when logging into the site, and sorting order for part search results. Click on the “ADD” button to the right of the drop down box to add the brand to the list:
  - Brand Preference: From the drop down list, the customer can create a list of preferred brands. These brands will be prominently displayed on a part search. Click on the “ADD” button to the right of the drop down box to add the brand to the list:

**My Preferences**  
Use this page to set your preferences.  
Move your mouse pointer on info image to view extra information about an item.

<b>Brand Preference</b>	Monroe	<b>Add</b>
<b>Brand(s)</b>	Edelmann Emi Excel Exide Fel-Pro Forney Gates General Electric GUARDIAN (By Wagner) Hastings Hygrade	
<b>Preferred Mfgs</b>	Monroe	
<b>Initial Start Page</b>	Moog Motormite National Ngk Nugeon Oem Plews Powerpath Precision Rancho Sealed Power Standard Truck Lite Ultra - Fit Valvoline Visteon Wagner Walker	
<b>Grouping</b>	part	
<b>Sorting</b>	Save	
<b>Preferred Language</b>	Show Substit	
<b>Cart Type</b>		
<b>WebXPress Checkout</b>		
<b>Search Result Page</b>		
<b>Hide Price Columns</b>		
<b>Show Line Code</b>		
<b>Include Interchange</b>		
<b>View Search Details</b>		
<b>Hide Ship/Bill to information</b>		

<b>Brand Preference</b>	Monroe	<b>Add</b>
<b>Brand(s)</b>	Autolite,Edelmann,Monroe	

- Preferred Manufacturers: This field allows the customer to enter in the brand specific line code for all brands that are desired to have precedence in a parts search result.
- Initial Start Page: The user can select from a drop down menu which page should load when logging into the site.

<b>Preferred Mfgs</b>	EVB
	Example: AC,DEL,DAC
<b>Initial Start Page</b>	Home Page
<b>Grouping</b>	Default Homepage Home Page Part # Search Browse our catalog Tool Catalog Cataloged Parts New Catalog Search Reporting Orders Ready to Ship test New Page Catalog Search Shipment Main Admin Dashboard Order Status Estimator Site Map My Customers MCL Download Enter Tracking Number
<b>Sorting</b>	
<b>Preferred Language</b>	
<b>Cart Type</b>	
<b>WebXPress Checkout</b>	
<b>Search Result Page</b>	
<b>Hide Price Columns</b>	
<b>Show Line Code</b>	
<b>Include Interchange</b>	
<b>View Search Details</b>	

- Grouping and Sorting: From the drop down menus the user can assign how parts are arranged on the parts results page.

<b>Grouping</b>	Brand
<b>Sorting</b>	Brand Description SubCategory BrandPreferences
<b>Preferred Language</b>	

<b>Grouping</b>	Brand
<b>Sorting</b>	Relevance
<b>Preferred Language</b>	Brand OnHand PartNumber YourPrice Relevance Description
<b>Cart Type</b>	
<b>WebXPress Checkout</b>	

- Preferred Language: The default language is English
- Cart Type: User can choose between standard and floating carts. Standard remains in a fixed position while the floating cart moves as the user scrolls up and down the page so that it is always in view.
- WebXPress Checkout: This option is useful for regular user of the site and who use the same shipping information for most orders. The Express checkout automatically enters this information which saves the user the time of manually entering shipping information for each order.

<b>Preferred Language</b>	English
<b>Cart Type</b>	<input type="radio"/> Floating Cart <input checked="" type="radio"/> Standard Cart <a href="#">i</a>
<b>WebXPress Checkout</b>	<input type="checkbox"/> Enable WebXPress Checkout <a href="#">i</a>

- Search Result Page: The user has the option of being presented with alternate or substitute parts when conducting a parts search.
- Hide Price Columns: By default the parts result page will present the customer with the list price, the actual price, and the cost savings for each item added to the order. The customer can choose to hide this information if desired.

<b>Search Result Page</b>	<input checked="" type="checkbox"/> Show Alternate Parts <input checked="" type="checkbox"/> Show Substitute Parts
<b>Hide Price Columns</b>	<input type="checkbox"/> Hide Your Price <input type="checkbox"/> Hide Your Save <input type="checkbox"/> Hide List Price

- Show Line Code: Selecting this option places a line code column on the part search page. This enables the customer to specify a line code number when looking for a particular brand or part number.
- Include Interchange: Checking this box will display Interchange parts for part number searches by default.
- View Search Details: With this option selected, all search results pages will contain all of the search criteria the customer used to obtain the given results.

<b>Show Line Code</b>	<input checked="" type="checkbox"/> Required (In part search)
<b>Include Interchange</b>	<input checked="" type="checkbox"/> Interchange
<b>View Search Details</b>	<input checked="" type="checkbox"/> (On Catalog Results) <a href="#">i</a>

- Hide Ship/Bill To Information: By default this option is unselected. When selected the customer's shipping and billing information is hidden on the order summary page. This is useful if the customer always uses the same billing and shipping information for all orders placed on the site.
- Specific Conditions to Answer: Certain part searches require the customer to answer specific questions before the search can proceed (i.e. 2WD/2WD/Don't Know). By default the search is directed to ask these questions for every search, but when this option is deselected, the search engine will remember how the customer answered the question on the previous search and will automatically apply it to future searches.

<b>Hide Ship/Bill to information</b>	<input type="checkbox"/> (On Order Summary) <a href="#">i</a>
<b>Specific Conditions Answers</b>	<input checked="" type="checkbox"/> Do Not Remember <a href="#">i</a>

- Remember My Last Vehicle: Checking this setting will remember the last vehicle you searched in the catalog and automatically select it for your next login. Please note that this setting is not applicable for DCI or ConfigureTech catalogs.

**Remember My Last Vehicle**  Remember

- Shipping Preferences: This section allows the user to select the default shipping methods to use for their primary and, if applicable, alternate store locations. These default shipping methods must be selected in order to use the WebXPress Checkout feature.

**Shipping Preferences**

For Primary Location

Locations	Shipment Services
MRS Test Location 1	<input type="text" value="UPS 2nd Day Air"/>
MRS Test Location 2	<input type="text" value="FedEx Ground"/>

- After all desired changes to the page have been made the user can click on the "Save Preferences" button at the bottom of the page to permanently save these changes.

**My Preferences**

Use this page to set your preferences.  
Move your mouse pointer on info image to view extra information about an item. ⓘ

**Brand Preference**

Brand(s)

**Preferred Mfgs**  (only Line Codes) ⓘ  
Example: AC,DEL,DAC

**Initial Start Page**  ⓘ

**Grouping**  ⓘ

**Sorting**  ⓘ

**Preferred Language**

**Default Labor Rate**

**Cart Type**  Floating Cart  Standard Cart ⓘ

**WebXPress Checkout**  Enable WebXPress Checkout ⓘ

**Search Result Page**  Show Alternate Parts  Show Substitute Parts

**Hide Price Columns**  Hide Your Price  Hide Your Save  Hide List Price

**Include Interchange**  Interchange

**View Search Details**  (On Catalog Results) ⓘ

**Hide Ship/Bill to information**  (On Order Summary) ⓘ

**Specific Conditions Answers**  Do Not Remember ⓘ

**Remember My Last Vehicle**  Remember ⓘ

**Shipping Preferences**

For Primary Location

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