

WorldPac Speed Dial Access Setup

The WorldPac SpeedDial Access Setup procedure explains how to activate the WorldPac SpeedDial option under Add A Part. There are four components to the setup including installing the SpeedDial software, select WorldPac SpeedDial under Electronic Ordering Setup, assign a vendor for WorldPac, and Enable WorldPac SpeedDial on This Workstation under Workstations Setup. Additionally, you can customize the WorldPac online access, export, and ordering preferences.

How	What
1. Download WorldPac SpeedDial software	From www.worldpac.com , download the WorldPac SpeedDial software specific for your operating system.
2. From the Menu Bar , click Setups and select Electronic Ordering	From the Menu Bar, click Setups and select Electronic Ordering from the drop list to open the Online Parts Ordering Setup window listing the Online Parts Ordering Systems.
3. Select WorldPac in the Active column	Select WorldPac by clicking in the Active column and a green checkmark will appear.
4. Click Close	Click the Close button to save your selection and exit the Online Parts Ordering Setup window.
5. From the Menu Bar , click Vendors and select Accounts Payable Vendor List	From the Menu Bar, click Vendors and select Accounts Payable Vendor List from the drop list to open the Vendors window to select the WorldPac vendor account.
6. Enter Vendor Name	Enter the vendor name, in this case WorldPac, by typing the first few letters (do not place cursor in Search For box) or arrow down through the list to find WorldPac.
7. Select Vendor	Select the vendor, in this case WorldPac, by double-clicking on the vendor name. If WorldPac is not on the list, click the Add Vendor button to open a blank Vendor window and create a new vendor record for WorldPac.
8. Click Catalog link	Click the blue, underlined Catalog link on the left column to select the Parts Catalog Assignment.
9. Select Catalog	Select a Catalog from the drop list to assign to the vendor, in this case, WorldPac.
10. Enter User Name	Enter your User Name, up to 20 characters for WorldPac online access.
11. Enter Password	Enter your Password, up to 20 characters for WorldPac online access.
12. Click OK	Click the OK button to save your entries and exit the WorldPac Vendor window.
13. Click Close	Click the Close button to exit the Vendors window.
14. From the Menu Bar , click Setups and select This Workstation and select Printing and Miscellaneous Info	From the Menu Bar, click Setups and select This Workstation from the drop list and select Printing and Miscellaneous Info from the side drop list to open the Workstation setup window.
15. Check Enable WorldPac SpeedDial on this Workstation	Check the Enable WorldPac SpeedDial on this Workstation box at the bottom of this window. <i>Note: Once this box is checked, only one instance of MaxxTraxx can be running on this workstation at a time.</i>

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16. Click OK	Click the OK button to save your entries and exit the Workstation Setup window.
17. Open SpeedDial (optional)	From your Desktop, click the SpeedDial icon or select from programs to open the SpeedDial application to set up your SpeedDial preferences. This customization is optional.
18. From the Menu Bar , click View and select Preferences	From the Menu Bar (within SpeedDial, not MaxxTraxx), click View and select Preferences from the drop list to open the Preferences window.
19. Click Logon link	Click the Logon link in the left column (should default to this link when the program opens) to access the Logon settings.
20. Check Remember password	Check the Remember password box to have MaxxTraxx save your password to be able to open SpeedDial without entering your password each time.
21. Check Automatically logon	Check the Automatically logon box to have MaxxTraxx automatically access SpeedDial when selecting to Add A Part to a Repair Order from WorldPac SpeedDial.
22. Click Shop Software link	Click the Shop Software link in the left column to access the Shop Software Interface settings.
23. Select Export and Order	Select the Export and Order radio button to activate the features to export selected parts to a repair order and order parts online from MaxxTraxx.
24. Click Close icon	Click the Close icon, the red "x" in the upper right corner to save your entries and exit the Preferences window.
25. Click Close icon	Click the Close icon, the red "x" in the upper right corner to close the SpeedDial application.