



UNITED RECYCLERS GROUP®  
BY RECYCLERS | FOR RECYCLERS

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## URG BUSINESS TOOLS

### PREPARING YOUR AUTOPARTSEARCH STORE FOR MITCHELL 1® MANAGER SE™

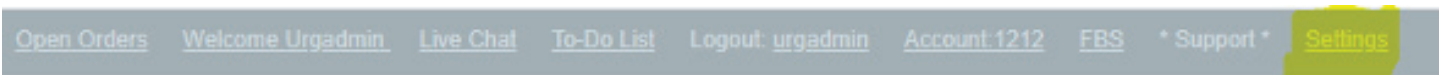
#### SETTINGS REVIEW:

To take part in the new Mitchell1 program, the following settings within your AutoPartSearch store must be reviewed and properly configured:

1. Shipping settings (verify your settings in the Freight tables)
2. \*New\* Shipping setting to configure: Free Delivery
3. Tier Markup Settings (Tier 1, Tier 2 and Tier 3 if applicable)
4. Tier Partner settings (Tier 1, Tier 2 and Tier 3 if applicable)
5. Warranty settings (Tier 1, Tier 2 and Tier 3 if applicable)
6. \*New\* Warranty setting (new option to default to a set warranty on the results page, this applies to every tier level)

#### LOGIN TO AUTOPARTSEARCH.COM BACKEND:

To begin your review, login to your custom link for the backend of your autopartsearch.com store. Once logged in, scan the far upper RIGHT-hand of the screen, and locate the link labeled "Settings", and click it.

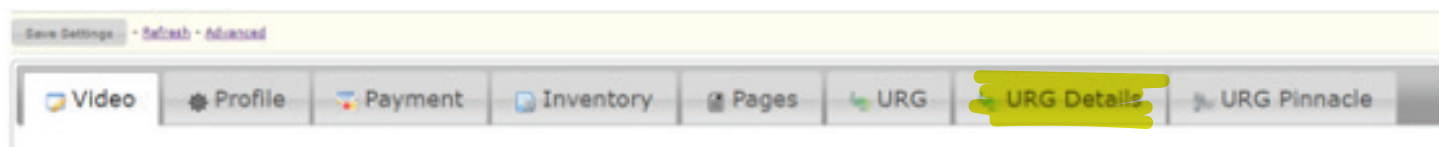


Once you have done so, you will be presented with 3 rows of tabs, there are no settings that need to be reviewed here. Instead, just above those tabs, locate the link labeled "Basic".

#### Store Setup - Home



It will load the tabs below:



All settings to be reviewed are located on the URG Details tab. Click on the URG Details tab to continue.



## URG DETAILS REVIEW:

There are additional tabs under URG details that contain your settings, but you only need to review the 3 below.

Shipping ▾    Tiering ▾    Warranty ▾

### SHIPPING

Clicking on Shipping will reveal a drop-down list that shows Descriptions, Freight Tables, and Free Delivery.

- Select "Freight Tables" to review that your shipping rates are properly set as you wish. Recall that you can set different values for specific parts (if you wish) using the link labeled "View part types overrides". When you have made any and all adjustments, be sure to scroll to the bottom of the page and click the "Save Settings" button
- Select "Free Delivery" to enable this feature as part of the Mitchell 1 platform. Please read the instructions carefully on this page.
- Be sure to click Save at the bottom of the page if you have made any changes.

### TIERING

Click on Tiering will reveal a drop-down list that shows the Settings, Partners, and Part Types for Tier 1, 2 and 3. Carefully review any and all settings. You may not have settings in each Tier, but be sure that review the ones that are set! Be sure to click Save at the bottom of the page if you have made any changes.

### WARRANTY

Click on Warranty to reveal a drop-down list that shows the warranty settings for Tier 1, Tier 2 and Tier 3. Carefully review the settings for each tier. **Please note that there is a NEW setting on EACH TIER level. Please be sure to choose whatever option is applicable.**

Default warranty on Portal market	Standard Warranty ▾
Default warranty on Single store	Standard Warranty ▾
Default warranty on B2B platforms	Warranty #3 ▾

## CONCLUSION

With the settings above reviewed, and set, you are now ready to take part in Mitchell1 when it goes live!

Contact URG with any questions or issues you may encounter: [support@u-r-g.com](mailto:support@u-r-g.com)