


## Table of Contents

Interchange Objectives.....	1
When does the Verify and Update need to be done? .....	2
Does everyone have to be logged out of Powerlink when doing Verify and Update? .....	2
How do I start to do the Verify and Update? .....	2
Start the Verify and Update process. ....	2
Reconcile Inventory .....	2
Reconcile Barcoded Inventory .....	2
Reconcile User Notes.....	2
Reconcile Vehicles.....	2
Print Tags .....	2
How do I tell the system what I want to Verify and Update?.....	3
How do I tell the system what I want to Verify and Update? (continued) .....	4
What if I don't know what to change the number to? .....	5
What if I need to stop before I finish updating the parts?.....	5
How do I print a list of Unresolved Parts so I can go look at them? .....	5
Need more information on Verify and Update? .....	6

### Interchange Objectives

Interchange releases include Hollander Interchange numbers for parts that have never had Interchange before, as well as changes to existing Interchange numbers. Our goal is to automatically change as many Hollander Interchange numbers on parts in your system as possible. However, there are many instances where we cannot automatically make the changes because we don't have visibility of the part details. For example, a new release may contain two new entries for a tail light that previously only had one. In this case, you would need to determine which version of the tail light you have in your inventory and then manually make the appropriate selection.

Powerlink's Verify and Update process allows you to manually reconcile or update the parts within your inventory to new or changed Hollander Interchange numbers included within an Interchange release.

 **Warning:** *Skipping the Verify and Update process may cause you to sell the wrong part or for the part to not display when searching. Please remember – if the Hollander Interchange number doesn't match any of the Interchange choices displayed on the screen, you won't be able to find the part.*

### When does the Verify and Update need to be done?

- Verify and Update should be done immediately after installing a Hollander Interchange release. At a minimum, Verify and Update must be completed before installing the next update.

### Does everyone have to be logged out of Powerlink when doing Verify and Update?

- No, everyone can be logged into Powerlink while you are doing Verify and Update.

### How do I start to do the Verify and Update?

#### Start the Verify and Update process.

1. From Powerlink's top menu bar select **Tools**, and then click **Verify and Update**. The Verify and Update screen is displayed, and you are presented with five choices:

#### Reconcile Inventory

1. Select this option to display the **Reconcile Inventory Options** screen and perform the three necessary steps to update your Hollander Interchange numbers and fully reconcile your inventory.
2. Select the **Interchange Numbers against Remarks** option and then click **Continue** to display parts in your inventory that were not automatically changed during the installation process.
3. Select the **Interchange Numbers against Standard Interchange** option and then click **Continue** to display parts in your inventory with a Hollander Interchange number that is not found in the Interchange database.
4. Select the **MMDC Changes to Alternate Numbers** option and then click **Continue** to display alternate numbers that need to be updated because the vehicle's MMDC code was changed.

#### Reconcile Barcoded Inventory

1. Select the **Reconcile Barcoded Inventory** option if your parts have barcoded tags or you use a Portable ProScanner barcode reader, and then click **Continue** to reconcile your barcoded inventory.

#### Reconcile User Notes

1. Select the **Reconcile User Notes** option if you enter your user notes, and then click **Continue** to reconcile your user notes.

#### Reconcile Vehicles

Although rare, on occasion Hollander may change a vehicle code.

1. Select the **Reconcile Vehicles** option and then click **Continue** to verify that all the codes in your vehicle records are correct.

#### Print Tags

1. Select the **Print Tags** option, once you have completed the **Reconcile Inventory** steps, to print tags for the parts whose Hollander Interchange numbers have changed.

## How do I tell the system what I want to Verify and Update?

- The Verify and Update settings are defined from the Reconcile Inventory Options screen.

**Tip:** To display the following screen, from the Powerlink toolbar, select **Tools/ Verify and Update/Reconcile Inventory**, and then click **Continue**.

The screenshot shows the 'Reconcile Inventory Options' dialog box. It has a title bar and a main area with several sections. Callout 1 points to the title bar. Callout 2 points to the 'Inventory to Reconcile' section, which contains three radio buttons: 'Interchange Numbers against Remarks' (selected), 'Interchange Numbers against Standard Interchange', and 'MMDC Changes to Alternate Numbers'. Callout 3 points to the 'Sort Order' dropdown menu, which is set to 'Inventory Number'. Callout 4 points to the 'Store', 'Location', 'Part Type', and 'Stock Number' sections. The 'Store' section has a radio button for 'All' (selected) and a 'Change Selection' button. The 'Location' section has a radio button for 'All' (selected) and a 'Change Selection' button. The 'Part Type' section has a radio button for 'All' (selected) and a 'Change Selection' button. The 'Stock Number' section has a text input field and an 'Add' button. Callout 5 points to the 'Continue' button at the bottom right of the dialog box.

Number	Description
1	Select the Verify and Update process you wish to follow.
2	Select the parts you wish to include, such as parts <b>On Hold</b> , parts <b>Sold</b> , and parts marked <b>Leave Unchanged</b> . We recommend including parts On Hold in case they come off Hold. But it is not usually necessary to include Sold parts unless you get a lot of returned parts.
3	Select <b>Interchange Number</b> to sort parts with the same number in consecutive order. Select <b>Location</b> to sort parts according to where they are located in your yard. We recommend sorting by Inventory Number first and then switching to Location to create a list of parts you have to inspect to define how they should be remarked.
4	Select the <b>Store</b> , <b>Location</b> , <b>Part Types</b> , and <b>Stock Numbers</b> you want to include in the Verify and Update process. Use these settings to break the process up into more manageable chunks.
5	Once you have defined the process you want to run and selected the desired filters and sorting options, click <b>Continue</b> to begin.

## How do I tell the system what I want to Verify and Update? (continued)

- After you click **Continue** from the Verify and Update screen, the Reconcile Inventory screen displays.

Number	Description
1	<b>Inventory Number tab</b> The current Hollander Interchange number to be updated or reconciled. This section also includes valuable part details, like the year, model, stock number, and Conditions and Options – all this information can be used to help you decide which new number best fits your part.
2	<b>Previous Index Listing tab</b> The Hollander Interchange index from the previous release that corresponds to this part. This information can also be used to help you decide on the appropriate new Interchange number without having to look at the part.
3	<b>Previous Interchange Notes tab</b> Notes from the last Interchange release that corresponds to the part you are trying to update
4	<b>New Number tab</b> Use this tab to select the appropriate new Interchange number. To help you decide which new number best matches your part, in the <b>New Number</b> column, select a Hollander Interchange number and review the <b>New Interchange Notes</b> . <b>New Index Listings tab</b> Use this tab to see how the Interchange index will display when searching for the part. To see how the Interchange has changed between releases, set the upper and middle sections to show the <b>Previous</b> and <b>New Index Listings</b> .
5	<b>Inventory Detail button</b> Click this button to edit and/or view the part details in the <b>Add and Maintain Part</b> dialog box. <b>Vehicle Detail button</b> Click this button to view details about the part's originating vehicle. <b>Tip:</b> Click the <b>Options</b> button to go back to the <b>Reconcile Inventory Options</b> screen and build a new set of inventory records to update or reconcile.

6	<p>Once you've selected the new interchange number for your part, click one of the following buttons:</p> <p><b>OK button</b> Click this button to save your changes and go to the next listing.</p> <p><b>Apply button</b> Click this button to save your change without leaving the current listing.</p> <p><b>Close button</b> Click this button to stop the process and close the Reconcile Inventory screen. When you're ready to start again, simply redefine your options in the Reconcile Inventory screen, and Powerlink will generate a new list of parts that require your attention. The parts that were already updated will not be included in the new list.</p>
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### What if I don't know what to change the number to?

- Sometimes the only way to determine the best new Interchange number is to go out and look at the part. In cases like this – it is best to click the **Next** button and move on to the next number that needs to be updated. Once all of the known numbers have been updated, we recommend running the Unresolved Parts report so you can see exactly which parts you need to physically look at. For more information, see the “How do I print a list of Unresolved Parts so I can go look at them?” question below. After you've looked at all the parts and made the necessary decisions, you can rerun Verify and Update and reconcile the remaining parts.

### What if I need to stop before I finish updating the parts?

- No problem, just click the **Close** button. When you're ready to start again, simply redefine your options in the Reconcile Inventory screen, and then click **Continue**. Powerlink will generate a new list of parts that require your attention. The parts that were already updated will not be included in the new list

### How do I print a list of Unresolved Parts so I can go look at them?

This report includes a list of parts in your inventory that still need to be updated or reconciled. We recommend using a printed copy of this report to find and examine the parts in your inventory that were not resolved during the Verify and Update process.

- From the **Tools** menu, click **Powerlink ProReports**.
- From the toolbar on the left, click **Inventory**.
- Click the **Unresolved Parts** report.
- Enter the same selection criteria you used when you reconciled your inventory.  
For example, if you were doing manual remarks, choose Remarks.
- To minimize walking around, we recommend sorting the report by Location. To do this, in **Sort by**, select **Location**.
- Click **Print**.

Once you've looked at all the parts and made the necessary decisions, you can rerun Verify and Update and reconcile the remaining parts.

**REMINDER:** To rerun Verify and Update, go back to **Tools/ Verify and Update/Reconcile Inventory/Interchange Numbers against Remarks**. This time, be sure to use the same sorting and filtering options you used when you ran the Reconcile Inventory report.

#### After I reconcile Interchange Numbers against Remarks, what's next?

- Once you've completed the Interchange Numbers against Remarks, you must do the same for **Interchange Numbers against Standard Interchange** and then for the **MMDC Changes to Alternate Numbers**. The list of changes in these two processes is likely to be a lot less than Reconciling Interchange Numbers against Remarks.
- Once you've reconciled all your parts, you can reconcile your User Notes (**Reconcile User Notes**). If you have never created custom Interchange Notes using the Inventory Number Manager, then you can skip this step.
- To ensure your vehicle codes are accurate, the last thing you will need to reconcile is your Vehicles (**Reconcile Vehicles**).
- Finally, if you use printed tags and would like to print updated tags for those parts whose Interchange numbers changed because of the Verify and Update process, select the **Print Tags** options from the **Verify and Update** screen.

#### Need more information on Verify and Update?

- For detailed field definitions, press <F1> from any screen within Powerlink. Additional information is also available from the **Contents** tab in the **Powerlink Help** – see the **Verify and Update** book.