SYSTEM QUICK START GUIDE
Table of Contents

Vehicle Information Portal – Login and Access ........................................... 3
Browser Recommendations ........................................................................ 3
Navigation ................................................................................................... 4
Dashboard .................................................................................................. 8
Changes ..................................................................................................... 9
  Change Request Search ................................................................................. 9
Downloads ................................................................................................ 11
Contact Us ................................................................................................ 12
VCDB ........................................................................................................ 13
  Search ........................................................................................................ 13
  Record Maintenance ....................................................................................... 18
  Vehicle Reference Data .................................................................................. 28
PCDB/ PADB ............................................................................................ 30
  NEW! : Integration of the PCDB and PADB ....................................................... 30
  Parts Search ................................................................................................ 30
  Record Maintenance ....................................................................................... 32
  Attributes Search ........................................................................................ 34
  Record Maintenance ....................................................................................... 36
  Parts & Attributes Reference Data ................................................................. 36
QDB .......................................................................................................... 38
  Search ........................................................................................................ 38
  Record Maintenance ....................................................................................... 40
  Qualifier Reference Data .............................................................................. 41
Brand Table .............................................................................................. 43
  Search ........................................................................................................ 43
  Record Maintenance ....................................................................................... 45
FAQ – Overall ........................................................................................... 49
FAQ – PCDB/ PADB ........................................................................................ 51
Notice

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Vehicle Information Portal – Login and Access

The Auto Care Vehicle Information Portal (VIP) can be found at www.autocarevip.com.

**Login** - We synchronized the VIP system with your Auto Care Association credentials in effort to reduce the number of usernames and passwords you track associated with Auto Care products. This means the same login credentials you use to enter the Auto Care Association website will give you access to the new VIP system. If you update your password on the Auto Care website, you will use the updated password for VIP.

Please validate your login is active through the Auto Care website. Please visit www.autocare.org. In the upper right corner, click 'LOGIN'. Enter your username (email) and password and verify you can log into the site. If you do not remember the username associated with the account or your password, please use the 'forgot your username?' or 'forgot your password?' links next to the Log In button. Note – username must be an email address.

If you have never logged into this site, please use 'create a new account'. Follow the steps provided. If you are still unable to log in, please contact technology@autocare.org.

The VIP system is synced to Auto Care’s subscription management platform. This means all users tied to a company with an active ACES, Med/Heavy Duty, or PAdb subscription will automatically have access to the appropriate databases in VIP. If your corporate subscription expires, you will be able to log into VIP, but will not have access to the databases tied to the expired subscription until it is reactivated (paid). If you would like to validate your subscription status, please contact techbilling@autocare.org.

**FTP Users**

If you would like access to the FTP location to download files, please email technology@autocare.org.

**Browser Recommendations**

While all functionality is available in all common browsers, we recommend using Chrome, Firefox, Edge, or Safari for optimal performance. Internet Explorer is not recommended and may experience suboptimal site performance.

See Microsoft’s site for IE support status:


Navigation

The top navigation is consistent throughout the system. Navigation items highlighted in yellow indicate where the user is currently located. Example – the VCDB Dashboard.

Click the dropdowns to display more navigation options for both database and User Settings.

The navigation across the top allow users to navigate to data in different ways – essentially a top down or bottom up approach to the data.

In all tables, there are common features allowing users to navigate the data. Forward and backward buttons located at the top and bottom of each table allow users to move through ‘pages’ of data. The double arrow allows users to quickly navigate to the first or last page of data. The ‘Rows Per Page’ drop down allows users to select how many records they would like to see in the table at one time. The ‘select all’ or ‘deselect all’ check box at the far left allow users to further narrow or expand data selections. Clicking on a column header allows users to sort alphabetically or sequentially depending on the data in each column.

Text throughout the page to help users understand the volume of data search criteria has produced. There are also ‘NEW’ buttons throughout the application allowing users to quickly submit requests to add data if it is not present.
Hovering over a line of data will provide users options to submit edit requests such as ‘Edit’, ‘Delete’, ‘Replace’, or ‘Add’ related to the particular record of data. Some combination of these functions will be available depending on the data table.

<table>
<thead>
<tr>
<th>Base ID</th>
<th>Year</th>
<th>Make (ID)</th>
<th>Model (ID)</th>
<th>Change Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>6577</td>
<td>1986</td>
<td>American Motors (66)</td>
<td>Eagle (865)</td>
<td></td>
</tr>
<tr>
<td>13424</td>
<td>1972</td>
<td>American Motors (66)</td>
<td>Hornet (867)</td>
<td></td>
</tr>
<tr>
<td>6586</td>
<td>1976</td>
<td>American Motors (66)</td>
<td>Hornet (867)</td>
<td></td>
</tr>
<tr>
<td>6563</td>
<td>1978</td>
<td>American Motors (66)</td>
<td>AMX (863)</td>
<td></td>
</tr>
</tbody>
</table>

Expand or collapse search screens by clicking on the gray bar with orange expansion lines – a navigation feature consistent throughout the application.
In results screens with more than one result table, each table can be collapsed or expanded using the arrows to the left of the table header.

Notifications will appear throughout the application at the top of the screen to confirm an action or notify a user of a missed step.
The notification will be green or orange depending on the type of notification. Green indicates a confirmation of a successful action. Orange indicates user needs to take further action.
Dashboard

Upon login to the system, users will automatically be taken to the ‘Dashboard’. Here users will see some of their recent activity in the system.
The Dashboard also offers a “Quick Search” allowing users to enter basic information about a vehicle or parts. User searches are saved and displayed under ‘Recent Searches’ allowing users to quickly access and re-execute them at a later date. This is particularly helpful for those focused on a particular type of vehicle or part.

All a user’s submitted Change Requests and ‘Contact Us’ questions will be easily visible and organized in the dashboard. Users will also be able to see recent changes in each of the databases.

Changes

Change Request Search

A consistent change process has been built for all databases contained in the VIP. For each database, the ‘Changes’ search allows users to see all change activity on the data contained in that database. Users can only see the changes for databases to which they have an active corporate subscription.

The Change Request Search and results page lets a user see all Change Requests and statuses (submitted, Preliminary Approved, Approved, Rejected). This is where users can view details of change requests, ‘like’ a change request, search and sort to see pending or recent activity on relevant data.
Select a change request and click ‘View’ within the Change Request record to see the details of the Change Request submitted. Users can see the existing data, proposed data, impacted data, submitter, comments, likes, attachments and the status of the Change Request.
Downloads

From this page, users will select their download type and content.

Once selections have been made, the user can click ‘Search’ for a link to the appropriate download type.

Note, users will only be able to download data tied an active corporate subscription.
Contact Us

Here users can view and filter through submitted messages as well as create 'New' message to submit.

Clicking on 'NEW' will bring users to the submission page where they can fill out required fields and submit any questions, comments, etc.

Contact Us

Please check out our Help section for answers to commonly asked questions, announcements & documentation.

For all other questions, suggestions, comments or concerns regarding EnhancedStandard.com or ACES content, please send us an email by using the form below.

Please keep in mind that while we do review all emails that come in, we are not able to immediately respond to all of them.

Please note that individual data change requests must be submitted using the EnhancedStandard.com interface for all VCDb tables. Click here to learn how.

First Name
Last Name
Email
Phone
Company
Subject
Message
Attachments

Submit
VCDB

Search

Vehicle Search

The Vehicle Search Page provides a series of search criteria and filters related to base vehicles and vehicles. The more criteria entered, the narrower the results returned. Enter criteria and click search to view results.

Once the search has executed, users will see a table of base vehicles and vehicles that meet the search criteria. Users can always modify the search by expanding the left hand search screen and re-executing the search. Expand the search screen by clicking on the gray bar with orange expansion lines.
The Vehicle Search page will display Base Vehicles, Vehicles, and one Configuration System. Each table builds on the previous. If a user selects a subset of base vehicles, the vehicle table will ONLY display vehicles related to the base vehicles the user has selected.

Once the user selects base vehicles and vehicles, the user can select a configuration system to see all related configurations.
**Vehicles**

<table>
<thead>
<tr>
<th>Base Vehicle ID</th>
<th>Year</th>
<th>Make (ID)</th>
<th>Model (ID)</th>
<th>Vehicle ID</th>
<th>Submodel (ID)</th>
<th>Region (ID)</th>
<th>Change Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>131219</td>
<td>2016</td>
<td>Cadillac (46)</td>
<td>ATS (216099)</td>
<td>224708</td>
<td>Base (20)</td>
<td>United States (1)</td>
<td></td>
</tr>
<tr>
<td>131219</td>
<td>2016</td>
<td>Cadillac (46)</td>
<td>ATS (216099)</td>
<td>215316</td>
<td>V (1202)</td>
<td>United States (1)</td>
<td></td>
</tr>
<tr>
<td>131218</td>
<td>2016</td>
<td>Mazda (80)</td>
<td>6 (1114)</td>
<td>215315</td>
<td>Touring (53)</td>
<td>United States (1)</td>
<td></td>
</tr>
<tr>
<td>131218</td>
<td>2016</td>
<td>Mazda (80)</td>
<td>6 (1114)</td>
<td>215314</td>
<td>Sport (141)</td>
<td>United States (1)</td>
<td></td>
</tr>
<tr>
<td>131218</td>
<td>2016</td>
<td>Mazda (80)</td>
<td>6 (1114)</td>
<td>215313</td>
<td>Grand Touring (1395)</td>
<td>United States (1)</td>
<td></td>
</tr>
</tbody>
</table>

**Select a Configuration System**

- Brake Systems
- Bed Systems
- Body Systems

**Vehicles**

<table>
<thead>
<tr>
<th>Base Vehicle ID</th>
<th>Year</th>
<th>Make (ID)</th>
<th>Model (ID)</th>
<th>Vehicle ID</th>
<th>Submodel (ID)</th>
<th>Region (ID)</th>
<th>Change Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>131219</td>
<td>2016</td>
<td>Cadillac (46)</td>
<td>ATS (216099)</td>
<td>224708</td>
<td>Base (20)</td>
<td>United States (1)</td>
<td></td>
</tr>
<tr>
<td>131219</td>
<td>2016</td>
<td>Cadillac (46)</td>
<td>ATS (216099)</td>
<td>215316</td>
<td>V (1202)</td>
<td>United States (1)</td>
<td></td>
</tr>
<tr>
<td>131218</td>
<td>2016</td>
<td>Mazda (80)</td>
<td>6 (1114)</td>
<td>215315</td>
<td>Touring (53)</td>
<td>United States (1)</td>
<td></td>
</tr>
<tr>
<td>131218</td>
<td>2016</td>
<td>Mazda (80)</td>
<td>6 (1114)</td>
<td>215314</td>
<td>Sport (141)</td>
<td>United States (1)</td>
<td></td>
</tr>
<tr>
<td>131218</td>
<td>2016</td>
<td>Mazda (80)</td>
<td>6 (1114)</td>
<td>215313</td>
<td>Grand Touring (1395)</td>
<td>United States (1)</td>
<td></td>
</tr>
</tbody>
</table>

**Bed Systems**

<table>
<thead>
<tr>
<th>Vehicle to Bed Config ID</th>
<th>Vehicle ID</th>
<th>Vehicle</th>
<th>Bed Config ID</th>
<th>Bed Length (ID)</th>
<th>Bed Type (ID)</th>
<th>Change Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>210321</td>
<td>215316</td>
<td>2016/Cadillac/ATS/USA</td>
<td>5</td>
<td>N/R (3)</td>
<td>N/R (3)</td>
<td></td>
</tr>
<tr>
<td>210352</td>
<td>215315</td>
<td>2016/Mazda/6/Touring/USA</td>
<td>5</td>
<td>N/R (3)</td>
<td>N/R (3)</td>
<td></td>
</tr>
</tbody>
</table>
System Search

The System Search Page provides a series of system types to search.

Once a system is selected, the user will see search criteria and filters related to that system. The more criteria entered, the narrower the results. Enter criteria and click search to view results.
Users can modify the search by expanding the left hand search screen and re-executing the search. The results page will show the configuration system and all associated vehicles.
Record Maintenance

Add Records

Users can ‘Add’ records or associations to records using the in-line add button. This brings users to a page displaying the base information and providing fields to enter the association information they wish to add.

Users can select Submodel Name and Region Combinations to ‘Add to Proposed Changes’. Each combination selected will display in the ‘Proposed Vehicle’ table. If a user adds a combination in error, the ‘X’ button on the far left of the record will removed the proposed vehicle.
This page also shows the user pending change requests and existing vehicles for the selected Base Vehicle to assist with the change request.

**Pending Change Requests**

Since multiple vehicles were included in the Change Request, the user will receive multiple confirmation messages upon submission.

**Existing Vehicles for the Selected Base**

<table>
<thead>
<tr>
<th>Base (ID)</th>
<th>Year</th>
<th>Make (ID)</th>
<th>Model (ID)</th>
<th>Vehicle ID</th>
<th>Submodel (ID)</th>
<th>Region (ID)</th>
<th>Change Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>136919</td>
<td>2016</td>
<td>Ford (54)</td>
<td>C-Max (21616)</td>
<td>229414</td>
<td>Energi SEL (3444)</td>
<td>United States (1)</td>
<td></td>
</tr>
<tr>
<td>136919</td>
<td>2016</td>
<td>Ford (54)</td>
<td>C-Max (21616)</td>
<td>229415</td>
<td>Hybrid SE (3358)</td>
<td>United States (1)</td>
<td></td>
</tr>
<tr>
<td>136919</td>
<td>2016</td>
<td>Ford (54)</td>
<td>C-Max (21616)</td>
<td>229416</td>
<td>Hybrid SEL (3359)</td>
<td>United States (1)</td>
<td></td>
</tr>
<tr>
<td>136919</td>
<td>2016</td>
<td>Ford (54)</td>
<td>C-Max (21616)</td>
<td>231877</td>
<td>Energi SEL (3444)</td>
<td>Canada (2)</td>
<td></td>
</tr>
<tr>
<td>136919</td>
<td>2016</td>
<td>Ford (54)</td>
<td>C-Max (21616)</td>
<td>231878</td>
<td>Hybrid SE (3358)</td>
<td>Canada (2)</td>
<td></td>
</tr>
<tr>
<td>136919</td>
<td>2016</td>
<td>Ford (54)</td>
<td>C-Max (21616)</td>
<td>231879</td>
<td>Hybrid SEL (3359)</td>
<td>Canada (2)</td>
<td></td>
</tr>
</tbody>
</table>

**Edit Records**

To edit a record, select the record in need of edit. The edit screen will show the existing information, provide options for modifying data, display the records impacted, and provide space for comments and attachments.
Once the user has completed this information and clicked ‘submit’, the user will receive a notification validating the request was submitted. In the results table, the column ‘Change Requests’ will now show a ‘Pending’ Change Request has been submitted on that record, and the request will display on the Changes page. The ‘Pending’ status will inform other users of the change request, allow them to see the
details of the change request and prevent additional change requests to this record until the change is resolved.

Delete Records

Users may select a record they wish to delete and click the 'trash can' icon within that record to initiate the delete request. The delete page shows the data under request, the impacted records, and allows for the addition of attachments and comments related to the request.
Once the user has completed this information and clicked ‘submit’, the user will receive a notification validating the request was submitted for review. In the results table, the column ‘Change Requests’ will now show a ‘Pending’ Change Request has been submitted on that record, and the request will display on the Changes page. The ‘Pending’ status will inform other users of the change request, allow them to see the details of the change request and prevent additional change requests to this record until the change is resolved.

Replace Records

The replace record screen will show the existing data, provide the options to modify data and allow users to view affected records.
Selecting ‘View Affected Vehicles’ provides a table showing all related records to the replacement request.

Users can select from the list of affected records and request the replacement on a subset, or entire list of records displayed.
Once the records are selected, the Change Request can be submitted for review.
Once the user has submitted the Change Request, the user will receive a notification validating the request was submitted. In the results table, the column ‘Change Requests’ will now show a ‘Pending’ Change Request has been submitted on that record, and the request will display on the Changes page. The ‘Pending’ status will inform other users of the change request, allow them to see the details of the change request and prevent additional change requests to this record until the change is resolved.

**Associate Records**

In the Vehicle Search page, users can select vehicles and select a system. This page also allows users to add new system associations to vehicles.

The System Association page allows users to select base vehicles and vehicles to associate to the system type selected. The Vehicles selected from the search results page will automatically populate on this screen, but can be removed using the ‘X’ buttons on the far left of the record.
Once the vehicles are chosen, the user then selects system types to associate.

Users may select one or more vehicles and one or more systems to associate.
This page will also display existing system associations to aid in the Change Request process. Since multiple vehicles and systems were included in the Change Request, the user will receive multiple confirmation messages upon submission.
Vehicle Reference Data

The Reference Data Page lets users navigate through all data tables that contain reference data. Users can request to ‘Add’ reference data directly from these screens. As new research is entered into the system, these tables will expand.

**NOTE:** Reference Data is used to build all vehicle and system pages. Users CANNOT add a new vehicle or system if the reference data does not exist in the appropriate table. Therefore, users must FIRST submit a request to add the appropriate data to the reference table. Once that request is approved, users can then use that data for vehicle or system additions or edits.

Hovering over a record allows users to submit an edit or delete request. By selecting the desired action, the users can fill in the necessary data, see the impacted records, and submit the Change Request for review and approval.
Edit Make

Submit a revised Make name for review:

Hyundai

Associated records will be impacted:
- 233 Base vehicles
- 1174 Vehicles

OPTIONAL
- Attach a file (< 10mb)
- Include comments:

CANCEL  SUBMIT
PCDB/ PADB

NEW! : Integration of the PCDB and PADB

One of the biggest improvements we made in our new site is the integration of the part and attribute data within a single system; this eliminates the monthly reconciliation that was previously necessary between the published PCDB and PADB files. Note: Access to the attribute data still requires a subscription to the PADB; as such, users that do not subscribe to the PADB will not be able to access the attribute search screen, the attribute tab on the part detail page, or other features that are specific to the attribute data. Moreover, without the PADB subscription users will not be able to download the PADB files.

Parts Search

The Part Search Page provides a series of search criteria and filters related to parts. The more criteria entered, the narrower the results. Enter criteria and click search to view results.

Once the search has executed, users will see a table of parts that meet the search criteria. Users can always modify the search by expanding the left hand search screen and re-executing the search. Expand the search screen by clicking on the gray bar with orange expansion lines.
Users can view part details by clicking on the ID for a given part. Users can also request adding new parts by clicking the ‘NEW’ button at the top of the part search page and they can request edits or deletions using the inline action buttons. NOTE: if a part has any outstanding change requests, the word ‘pending’ will be visible and provide a link to the outstanding request. Please see the Change Request Search section for more information about finding and reviewing change requests.

**View Part Details**

The Part Details page allows users to see the information related to the part, its assigned positions, relationships and aliases.

From here they can also initiate a request to modify the part details. Moreover, if they have a PADB license, they can view the Attributes ‘tab’ – which allows them to see attributes currently assigned to the part; this tab also provides authorized PADB subscribers with the means to request any changes as it relates to attribute assignments for this part.
Record Maintenance

Request New Part

Users can submit a request to add a new part from the part search screen.

Users will be required to enter some mandatory information and can optionally provide comments or attachments.

Modify Part Change Request

Users can initiate a modify part change request from either the part search using the inline action menu or using the ‘modify part’ button on the part detail screen. The ‘Modify Part’ screen opens the header content for edits and enables users to request changes as it relates to positions/aliases/relationships on the various tabs. Users cannot request changes to the attributes as part of the ‘modify part’ screen (see the ‘Part Attribute Assignment Tab’ section below for more information).
Users should ultimately click the ‘submit change request’ button at the bottom of the page to submit the modify part page and can add optional comments / attachments as part of their request.

Part Attribute Assignment

PADB subscribers can request new part-attribute assignments for an individual part from the ‘Attributes’ tab on the ‘View Part Detail’ screen. To assign attributes across multiple parts simultaneously, or to remove attribute assignments, use the attribute search page.
Attributes Search

PADB subscribers can search for attributes and see all parts currently associated to a given attributes using the left hand search menu.

Results are returned in two grids – attributes and parts. Users must first select one or more attributes to see the associated parts in the lower grid. For a given attribute, users can also initiate modify attribute, delete attribute or assign attribute change requests using the inline menu icons.
Users can also initiate a ‘delete’ part-attribute association using the inline actions in the bottom grid (not visible in screenshot above).
Record Maintenance

Edit Attribute

Users can request changes to attributes and see the potential impact of their requested change.

Parts & Attributes Reference Data

The Reference Data Page lets users navigate through all data tables that contain reference data. Users can request to ‘Add’ reference data directly from these screens.

**NOTE:** Reference Data is used to build all parts and attribute pages. Users CANNOT add a new part or attribute if the reference data does not exist in the appropriate table. Therefore, users must FIRST submit a request to add the appropriate data to the reference table. Once that request is approved, users can then use that data for part or attribute additions or edits.
Hovering over a record allows users to submit an edit or delete request. By selecting the desired action, the users can fill in the necessary data, see the impacted records, and submit the Change Request for review and approval.
QDB

Search

Qualifiers Search

The Qualifiers Search Page provides a series of search criteria and filters related to qualifiers. The more criteria entered, the narrower the results. Enter criteria and click search to view results.

Once the search has executed, users will see a table of qualifiers that meet the search criteria. Users can always modify the search by expanding the left hand search screen and re-executing the search. Expand the search screen by clicking on the gray bar with orange expansion lines.

Users request a new qualifier by clicking the ‘NEW’ button at the top right of the qualifier results page. Users can also request edits or deletions using the inline action buttons. Hover over a line of data in need of edit and select the pencil icon to edit or the trashcan icon to request to delete. NOTE: if a part has any outstanding change requests, the word ‘pending’ will be visible and provide a link to the outstanding change request. Please see the Change Request Search section for more information about finding and reviewing change requests.
<table>
<thead>
<tr>
<th>Qualifier ID</th>
<th>Qualifier Text</th>
<th>Example Text</th>
<th>Qualifier Type ID</th>
<th>New Qualifier ID</th>
<th>Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CV Joint with &lt;p type=&quot;url&quot;&gt; H Hole Joint Centers...</td>
<td></td>
<td>Filtered (1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>&quot;H&quot; Shape</td>
<td></td>
<td>Filtered (1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>&quot;L&quot; Shape</td>
<td></td>
<td>Filtered (1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>&quot;S&quot; Shape</td>
<td></td>
<td>Filtered (1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>#s1 type=&quot;num&quot; &amp; #s2 type=&quot;num&quot;&gt; Intake Info...</td>
<td></td>
<td>Filtered (1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>#s1 type=&quot;num&quot; &amp; #s2 type=&quot;num&quot;&gt; Intake Info...</td>
<td></td>
<td>Filtered (1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>#s1 type=&quot;num&quot;&gt; Cylinder Head</td>
<td></td>
<td>Filtered (1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>#s1 type=&quot;num&quot;&gt; Relay</td>
<td></td>
<td>Filtered (1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>#s1 type=&quot;num&quot;&gt; Seal</td>
<td></td>
<td>Filtered (1)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Record Maintenance

Request New Qualifier

Users request a new qualifier by clicking the ‘NEW’ button at the top right of the qualifier results page. Selecting the ‘New’ button brings users to the ‘Add Qualifier’ page.

Users will be required to enter some mandatory information and can optionally provide comments or attachments.
Modify Qualifier Change Request

Users can initiate a modify qualifier change request from the qualifier search using the inline action menu icons.

Users should ultimately click the 'submit change request' button at the bottom of the page after adding optional comments / attachments as part of their request.

Qualifier Reference Data

The Reference Data Page lets users navigate through all data tables that contain reference data. Users can request to ‘Add’ reference data directly from these screens.
NOTE: Reference Data is used to build all qualifiers. Users CANNOT add a new qualifier if the reference data does not exist. Therefore, users must FIRST submit a request to add the appropriate data to the reference table. Once that request is approved, users can then use that data for qualifier additions or edits.

Hovering over a record allows users to submit an edit or delete request. By selecting the desired action, the users can fill in the necessary data, see the impacted records, and submit the Change Request for review and approval.
Brand Table

Search

Brand Search

The Brand Search Page allows a user to search for a particular brand. Enter criteria and click search to view results.

The Autocare Brand Table contains parent companies, brands, sub-brands and all the codes you need for ACES and PIES inclusion.

If your brand is not yet part of our database, you'll be able to request an addition on the next screen.

Search

SEARCH BRANDS
Once the search has executed, users will see a table of brands that meet the search criteria. Users request a new brand or Parent by clicking the ‘NEW’ button at the top right of the brand results page. Users can view brand details by clicking on the brand record they would like to see. From the brand details page, users can also request edits or deletions by clicking on the brand and choosing to ‘Modify’ or ‘Delete’ from the Brand Details page.
Record Maintenance

Request New Parent Company

Users request a new Brand by clicking the ‘NEW’ button at the top right of the brand results page.
Selecting the ‘New’ button brings users to the ‘New Parent Company’ page.

Users will be required to enter some mandatory information and can optionally provide comments or attachments.

**Modify Brand Owner Change Request**

Users can initiate a modify brand change request by clicking on a brand from the brand search results. This brings the user to the brand details page.
Here the user can select the “Modify” button in the upper right corner. This brings the user to the ‘Modify Brand Owner’ page.
Delete Records

Users can initiate a delete brand change request by clicking on a brand from the brand search results. This brings the user to the brand details page.

Here the user can select the “Delete” button in the upper right corner. This brings the user to the ‘Delete Brand Owner’ page.
This page shows the user the details of the delete request and provides the ability to attach files. It also shows the user the number of associations that will be affected by this action. Once the user has completed this information and clicked 'submit', the user will receive a notification validating the request was submitted for review.

FAQ – Overall

What is a change request?

All changes to data in the VCDB occur only as a result of an approved change request. There are several types of change requests including adds, modifies, and deletes. There are also more complex 'replace' change requests.

How do I submit a change request?

It depends on what data you are interested in changing. If you want to add a new base vehicle or vehicle, go to the vehicle search page. If you want to add a new brake system configuration, go to the brake search page. If you want to associate existing vehicles to existing configurations, you can do this from...
either the vehicle or system search pages. If you want to change reference data, use the reference data menu to either find the record you want to request a change to, or request the addition of a new piece of reference data.

**Why is the system not allowing me to submit a change request?**

The system may provide a notification that the change request already exists. The system is designed to prevent redundant change requests from being submitted. Use the CR ID provided by the message to find the existing change request and 'like' this change so that System Administrators can prioritize the review and approval of this CR.

**What is reference data?**

Reference data refers to the lookup values that comprise a base vehicle, vehicle, or any of the configurations; in the old system these were typically referred to as attributes. Examples of vehicular reference data include make, model, and submodel names. Examples of system reference data include brake type, bed length, and spring type. Reference data values must exist before the creation of change requests that utilize those values. Said differently, you have to first request changes to the reference data and get approval for these changes before adding dependencies to the reference data.

**Why is the system forcing me to create reference data before I can add a vehicle or a configuration? This seems tedious!**

In our first release, our goal is to limit errors in new data with a well-controlled process that ties the change request directly to how the data is stored in the VCDB tables. As such, we have created a change request processes for adds, modifies, and deletes for all reference data tables. This provides transparency for change requests that span multiple records across one or more table or that require the addition of a significant number of reference data records.

**The system does not let me build a base vehicle / vehicle / configuration when there is an open change request on one of the reference data fields I want to use.**

Because the reference data has the potential to affect multiple base vehicles, we want to prioritize and 'clear' these change requests before building new dependencies on this data. The System Administrators will prioritize and address these items immediately to minimize this type of conflict.

**What if I want to change the configuration that is currently assigned to a whole bunch of vehicles?**

This type of change is called a 'replacement'. Select the replace function and follow the steps provided by the screen and system notifications.
FAQ – PCDB/ PADB

What is a change request?

All changes to data in the PCDB & PADB occur only as a result of an approved change request. There are several types of change requests including adds, modifies, and deletes.

How do I submit a change request?

It depends on what data you are interested in changing. If you want to add a new part, go to the part search page. If you want to request changes to an individual part or create/modify/delete associations between the part and existing attributes, go to the part detail page. If you want to add a new attribute, request changes to existing attributes, or associate an attribute to multiple parts, go to the attribute search page. If you want to change reference data, use the reference data menu to either find the record you want to request a change to, or request the addition of a new piece of reference data.

Why is the system not allowing me to submit a change request?

The system may provide a notification that the change request already exists. The system is designed to prevent redundant change requests from being submitted. Use the CR ID provided by the message to find the existing change request and 'like' this change so that System Administrators can prioritize the review and approval of this CR.

What is reference data?

Reference data refers to the lookup values that comprise a part or attribute. Examples of part reference data include category, sub-category and position. Examples of attribute reference data include the Unit of Measurement (UOM) & Meta Data. Reference data values must exist before the creation of change requests that utilize those values. Said differently, you have to first request changes to the reference data and get approval for these changes before adding dependencies to the reference data.

Why is the system forcing me to create reference data before I can add a new part or attribute? This seems tedious!

In our first release, our goal is to limit errors in new data with a well-controlled process that ties the change request directly to how the data is stored in the application’s database tables. As such, we have created a change request processes for adds, modifies, and deletes for all reference data tables. This provides transparency for change requests that span multiple records across one or more table or that require the addition of a significant number of reference data records.
Why won’t the system let me build a new part when there is an open change request on one of the reference data fields I want to use?

Because the reference data has the potential to affect multiple parts, we want to prioritize and ‘clear’ these change requests before building new dependencies on this data. The System Administrators will prioritize and address these items immediately to minimize this type of conflict.