



# Parts Assist

NOVABUS | PREVOST

Please enter login information

Login ID

Password

Login

[← I forgot my password](#)

**PREVOST**  
THE ULTIMATE EXPERIENCE

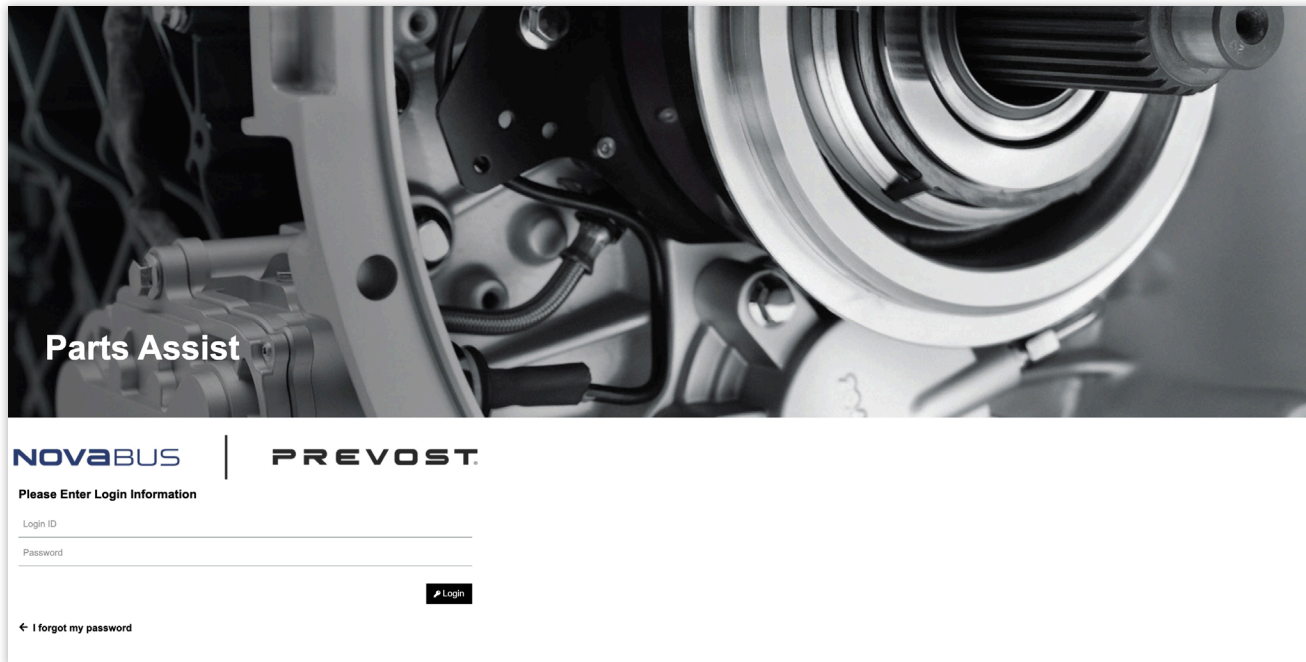
# ELECTRONIC PARTS CATALOG

User Manual

# LOGIN SCREEN

## User Manual

→ [http://100.21.37.43/VBNA\\_EPC\\_UAT](http://100.21.37.43/VBNA_EPC_UAT)



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PDF should have links from  
Table of Contents to the starting  
page of each topic

# GETTING STARTED

# GETTING STARTED

## How to Login

### Existing Users – Prevost

- Users who have an established account with the Prevost Online Parts Ordering system can login using their existing user name and password.

### New Users – Prevost

- New users will need to setup an account.  
Contact [function.prevostparts.orders@volvo.com](mailto:function.prevostparts.orders@volvo.com) to request an account for Parts Assist.

### Existing Users – Nova Bus

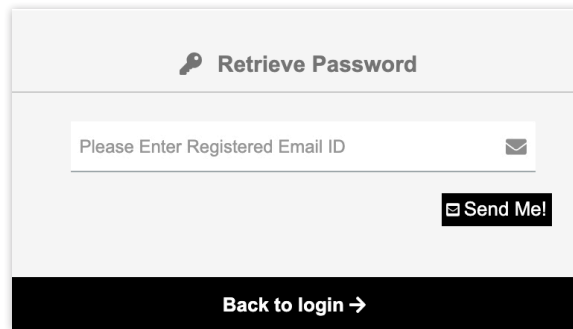
- Users who have an established account with the Nova Bus Online Parts Ordering system can login using their existing user name and password.

### New Users – Nova Bus

- New users will need to setup an account.  
Contact [mauro.credali@volvo.com](mailto:mauro.credali@volvo.com) to request an account for Parts Assist.

# RESETTING YOUR PASSWORD

If you have forgotten your password, simply click **I forgot my password**, then enter the email address you used to register. Next, check your email for your new password details. Once you've received your new login details, return to the Login page to log into the tool.

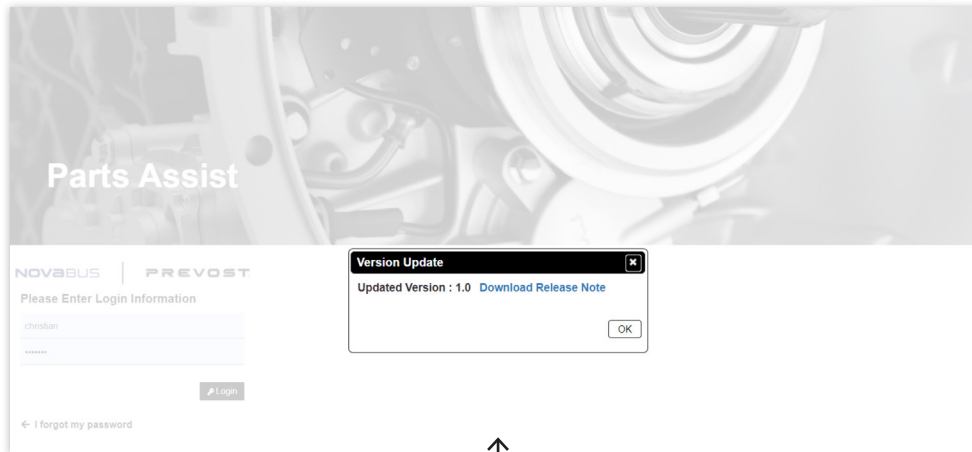


The screenshot shows a web form titled "Retrieve Password" with a key icon. It features a text input field with the placeholder text "Please Enter Registered Email ID" and an envelope icon on the right. Below the input field is a black button with white text that says "Send Me!". At the bottom of the form is a black bar with white text that says "Back to login →".

# INITIATING UPDATES

Periodically, we will perform updates to the site. You will be notified by a Version Update alert that looks like this. To complete the update, click **Download** Release Note.

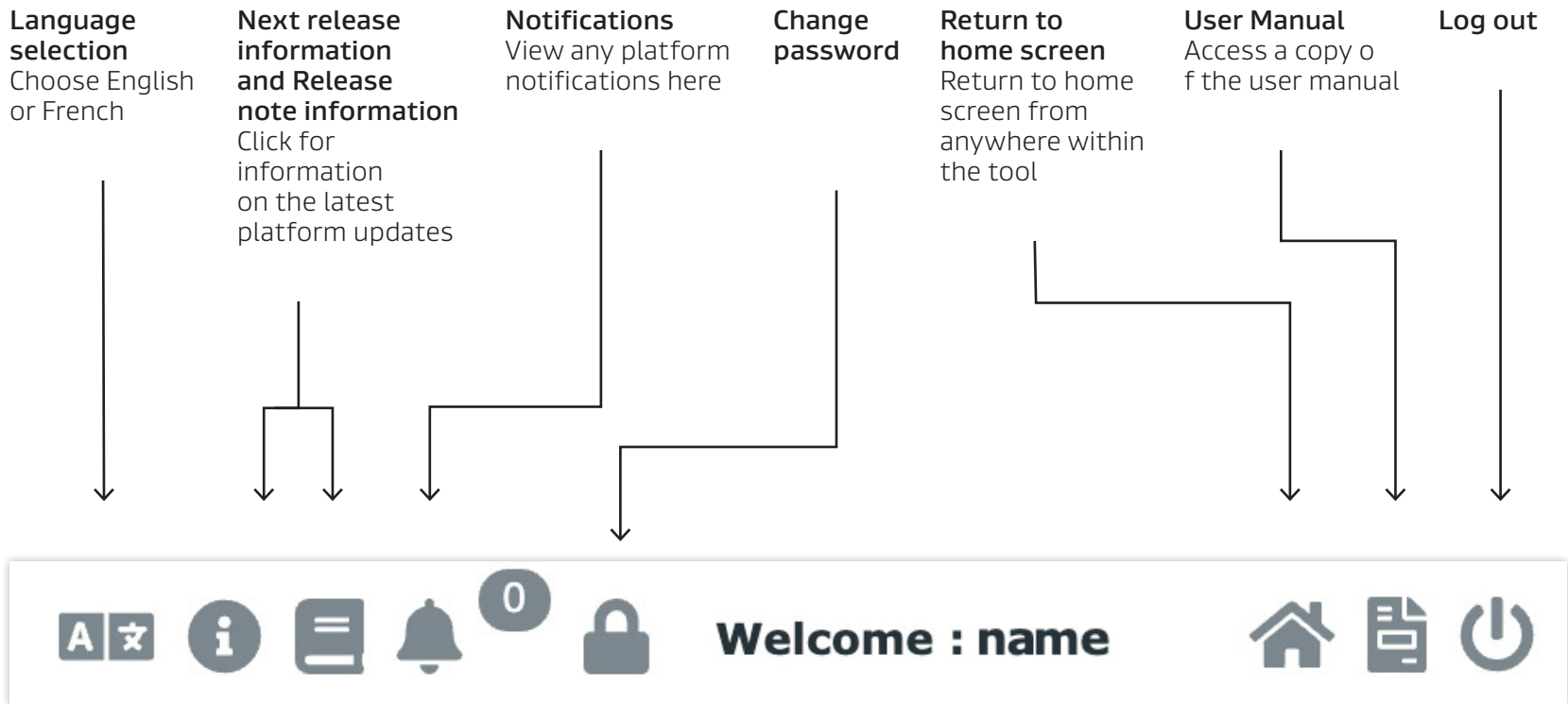
To skip the update and continue logging in, **click OK**. If you skip the update, you will be prompted again on your next login.



# UNDERSTANDING ICONS AND VIEWS



# LANDING PAGE



# CATALOG VIEW

**Catalog** Shows both the illustration and parts list (The big picture)

**Illustration** Shows parts and systems diagrams (The literal picture)

**BOM** Show the parts list and details

Catalog

Assembly #	Item #	MFGCode	Assembly No.	Description	Assembly Desc.
	5	PREV	X3-1200-00	BRAKE AIR SYSTEM	From SN 7-8754 T
	5	PREV	X3-1200-01	BRAKE AIR SYSTEM	From SN F-5872 F
	20	PREV	X3-1201-00	FITTING - MISCELLANEOUS	From SN 7
	25	PREV	X3-1202-00	TUBES PLASTIC / AIR D.O.T.	From SN 7
	35	PREV	X3-1203-00	AIR TANK - INSTALLATION	From SN 7-8
	35	PREV	X3-1203-01	AIR TANK - INSTALLATION	From SN B-6
	35	PREV	X3-1203-02	AIR TANK - INSTALLATION	From SN E-6
	40	PREV	X3-1205-10	AIR COMPRESSOR - "BA921" - WITH DE	
	40	PREV	Refer To Volvo	AIR COMPRESSOR - "WABCO" 636CC-	
	43	PREV	X3-1206-00	FRONT AIR SUPPLY FOR TOWING Fro	
	45	PREV	X3-1215-00	AIR DRYER - "HALDEX" From SN 7-87	
	45	PREV	X3-1215-01	AIR DRYER - "WABCO" / "OPTIONAL" Fr	
	45	PREV	X3-1215-02	AIR DRYER - "WABCO" From SN B-5002	
	45	PREV	X3-1215-03	AIR DRYER - "WABCO" From SN E-5455	
	45	PREV	X3-1215-04	AIR DRYER - "WABCO" VOLVO D13 - G	
	45	PREV	X3-1215-11	AIR DRYER - INSTALLATION Fro	
	45	PREV	X3-1215-12	AIR DRYER TUBE - INSTALLATION Fro	
	45	PREV	X3-1215-13	AIR DRYER - INSTALLATION From SN E	
	50	PREV	X3-1215-15	CHECK VALVE INSTALLATION W/"WABCO	
	55	PREV	X3-1220-00	MISCELLANEOUS AIR VALVE From SN	
	60	PREV	X3-1220-10	BRAKE PEDAL VALVE - "BENDIX" E-1	
	60	PREV	X3-1220-11	BRAKE PEDAL VALVE - "BENDIX" E-10	
	60	PREV	X3-1220-12	BRAKE PEDAL VALVE - "BENDIX" E-8P	
	65	PREV	X3-1220-15	AIR FILTER - ACCESSORIES From SN	
	70	PREV	X3-1220-50	TRAILER VALVE INSTALLATION From S	
	70	PREV	X3-1220-51	TRAILER VALVE INSTALLATION From S	
	70	PREV	X3-1220-52	TRAILER VALVE INSTALLATION From S	

Illustration

Bom

# CATALOG ICONS



## 1 Tree Structure

Default view is Collapse All.  
Click Expand All to see the full list of folders  
Drill down into folders for more information  
Click Tree Structure icon again to hide entire list

## 2 Parent View

Click to view full list of Parent Assemblies  
If none are available, an alert will appear

## 3 Child View

Click to view full list of Child Assemblies  
Search, sort, and filter using the fields at the top  
Click the view icon to open full details for Child Assemblies

## 4 Preceding Assembly/Next Assembly

Navigate forward or backward among assemblies

## 5 Recent

View and navigate to previously searched items

## 6 Parts/Assembly Search

Similar to the Home Page Search function, search for Assembly/Part# information

## 7 Multiple Parts Selection Tool

Select multiple hotspots within the illustration

## 8 Zoom In or Out

Use the Zoom In or Out magnifying glass icons to change your view perspective or adjust the % field

## 9 Illustration Count

In the case of parts/systems with multiple illustrations, the illustration count appears here  
Use the left and right arrows to navigate through the illustrations

## 10 Window Adjustments

Panning – after zooming in on the image, use the Pan tool to move the image

Fit To Window – click to instantly adjust the illustration size to fit your viewing window

Window Zoom – instantly zooms where your mouse is pointed. Click once again to return to normal view.

# CATALOG ICONS



## 11 Highlighter

Click the highlighter, then plus sign then click in the illustration where you'd like to add a comment. Type your comment then click Add Highlighter

To remove individual comments, click the minus sign then click the comments you want to delete

To remove all comments in the illustration, click the circular arrow icon

## 12 Annotation

Add, edit, delete, and move comments within the illustration

Each annotation will display with date and time details

## 13 Service Link

Links to any available service link downloads

Download files by clicking the download icon

## 14 Customer/Other Attachments –

Available if there are applicable documents related to the assembly

## 15 Print

Print Illustration, BOM, or both

## 16 Shopping Cart

Review or manage shopping cart

## 17 Show/Hide Hotspot

Add or remove hotspots from illustration view

## 18 Abbreviations

List of abbreviations used throughout the tool

Can be exported to Excel

## 19 Illustration View

Click to hide BOM and show only illustration

## 20 BOM GUI Configuration

Customize your BOM view

## 21 Bookmark






Add Catalog to your list of favorite items for quick access

## 22 Toggle Screen

Changes viewing window structure from horizontal to vertical

Click to hide illustration and show only

# BOM ICONS

					Item #	MFGCode	Assembly No.	Assembly Desc.	Qty	Specifications	Remarks
1	2	3	4	5							

*Update*

## 1 Shopping Cart

Click to add or remove item from shopping cart

## 2 Supersession

X indicates superseded part

## 3 Recommended Part

R indicates additional parts recommended to complete your order

## 4 Is Assembly

Indicates part is an assembly and you can drill down for more information

## 5 Part Image

Indicates part has an image

## BOM Color Indicators

### Color Key

**Green** – Recommended Part

**Red and Purple** – retrofit

# SEARCHING

# SEARCHING

First, choose PrevoSt or Nova Bus from the landing page

\*Note: Only the brand(s) you have access to will appear on the landing page. Some may see only PrevoSt, some only Nova Bus, and some will see both.

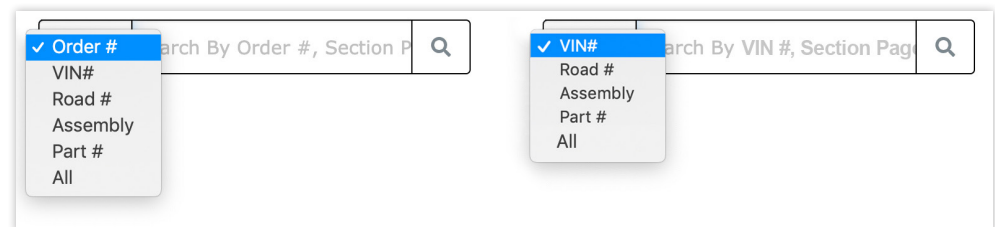
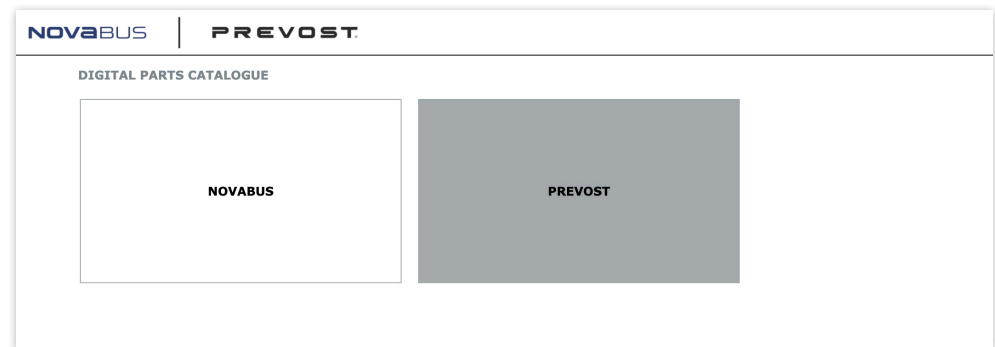
**Search Options include:**

- Conventional Search
- Enhanced View
- Product Details
- Part/Assembly#

**Conventional Search**  
Choose your search category from the dropdown box

\*Note: Search options vary by brand

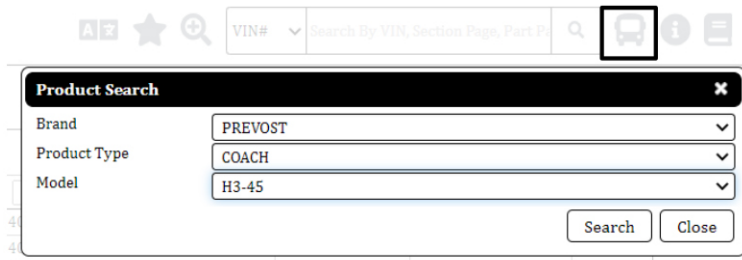
- Type your details in the search box, then press Enter or click the magnifying glass icon



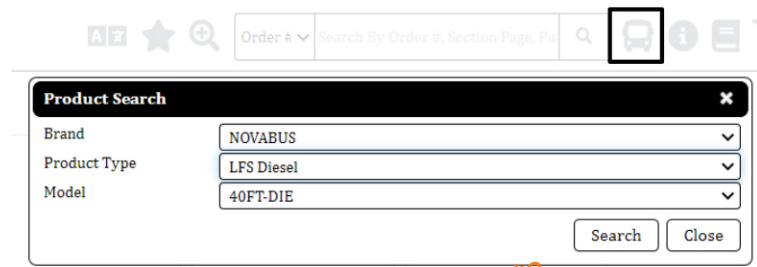
# SEARCHING CONT.

## Product Details

To search by Product Details, click the **bus icon** , select your details from the dropdown boxes, then click **Search**




The screenshot shows a 'Product Search' dialog box. At the top, there is a search bar with 'VIN#' selected and a search icon. A red box highlights the bus icon in the top navigation bar. The dialog box contains three dropdown menus: 'Brand' with 'PREVOST' selected, 'Product Type' with 'COACH' selected, and 'Model' with 'H3-45' selected. At the bottom right, there are 'Search' and 'Close' buttons.



The screenshot shows a 'Product Search' dialog box. At the top, there is a search bar with 'Order #' selected and a search icon. A red box highlights the bus icon in the top navigation bar. The dialog box contains three dropdown menus: 'Brand' with 'NOVABUS' selected, 'Product Type' with 'LFS Diesel' selected, and 'Model' with '40FT-DIE' selected. At the bottom right, there are 'Search' and 'Close' buttons.

Update

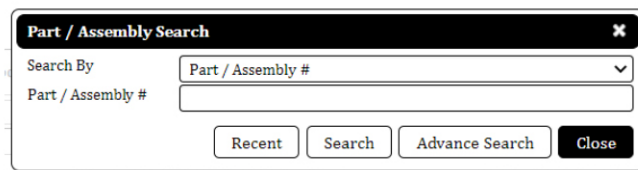
## Part/Assembly#

To search by Part/Assembly#, click the magnifying **glass icon** , fill in your details, then click **Search**. You can also access Recent and Advance Search options from this menu.

To review previously searched part/assembly numbers, click **Recent**

Click Advance **Search** to apply multiple search criteria to help narrow your results

For each search, a new window is opened, so you can keep multiple catalog pages open while exploring, and compare details.



The screenshot shows a 'Part / Assembly Search' dialog box. It has a 'Search By' dropdown menu with 'Part / Assembly #' selected. Below it is a text input field for 'Part / Assembly #'. At the bottom, there are four buttons: 'Recent', 'Search', 'Advance Search', and 'Close'.



# SEARCHING CONT.

To view full item information in master mode, click the **Assembly No** hyperlink

				Item #	MFGCode	Assembly No.	Assembly Desc.
				5	PREV	<a href="#">H3-1105-01</a>	REAR AXLE - MODEL RS23160 & DRUM
				5	PREV	<a href="#">H3-1105-02</a>	REAR AXLE - MODEL RC23160 & DISC
				10	PREV	<a href="#">H3-1110-02</a>	CARRIER ASSY - MODEL #61143 From \$

### Assembly-Viewer

Part #:    Description:

UOM:  Vendor Name:

Vendor Part #:  Customer Part #:

Function Group:  Specification:

Common Notes:

Remarks:

**Assembly-Viewer Details**

Is Assy.?  Yes      Is Active?  Yes      Has Set Mem.?  No      Has Recom.?  No      Is Purchasable?  Yes      Supersession  No

**Assembly-Viewer Details**

Update

No Image Available

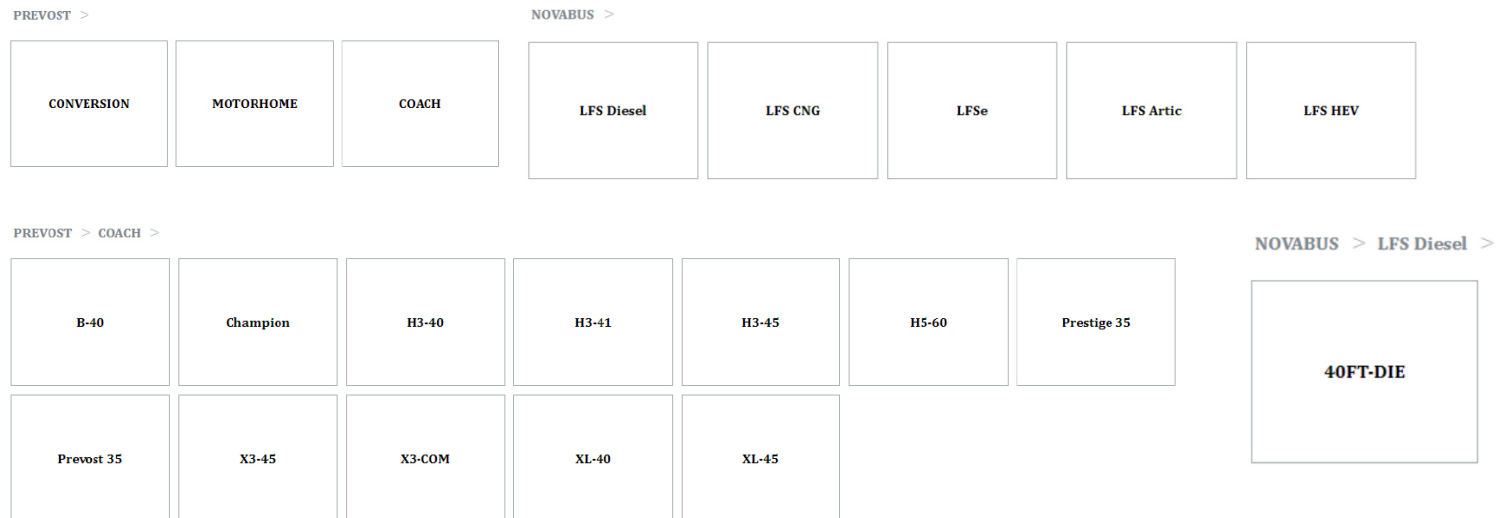
# SEARCHING CONT.

## Enhanced View

After selecting the brand, choose your vehicle type:



Next, select your model to find all information available for that model.



Click the View icon  to see more details for each vehicle.

Navigate back using the links at the top **PREVOST > COACH > H3-45 >**


# SORTING SEARCH RESULTS

Filter columns by typing details in the field and pressing **enter**

View	Brand	Product Type	Model	Customer	Road #	VIN #	VIN Short Name
	<input type="text"/>	<input type="text"/>	H3-45	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*Update*

Or, click the column **header** to sort in ascending or descending


View	Brand	Product Type	Model 	Customer	Road #	VIN #	VIN Short Name
------	-------	--------------	---	----------	--------	-------	----------------

Click the **View** icon  to navigate to the catalog

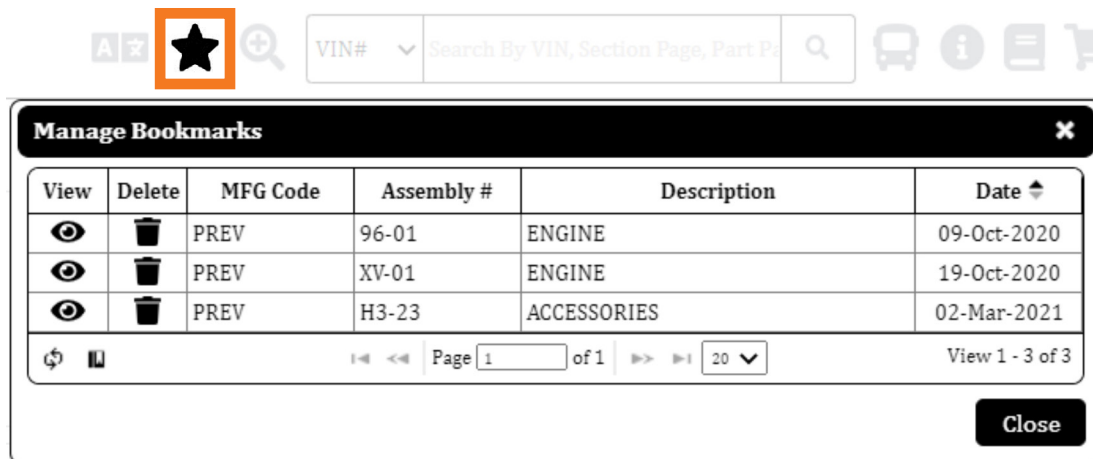
For orders, click the **shopping cart** icon  to add the item to your cart







# BOOKMARKING FAVORITES


# BOOKMARKING PAGES

To simplify your future searches, simply bookmark products you view often using the **star** icon  which turns yellow when selected.

To manage bookmarks, click the **star** on the homepage.





View	Delete	MFG Code	Assembly #	Description	Date
		PREV	96-01	ENGINE	09-Oct-2020
		PREV	XV-01	ENGINE	19-Oct-2020
		PREV	H3-23	ACCESSORIES	02-Mar-2021

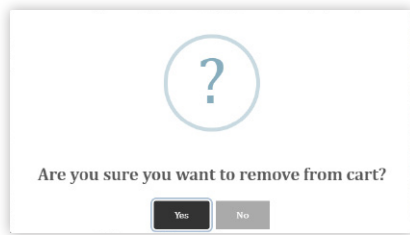
Export items to Excel using the **export** icon 


# UTILIZING THE SHOPPING CART

# UTILIZING THE SHOPPING CART

Add parts to the shopping cart using the **shopping cart** icon  next to each item

When an item has been added to the cart, the icon changes to show the status To remove an item, click the **shopping cart** icon again 



Access the **shopping cart** from the homepage to see what items are currently selected.  The number shown indicates how many items are in your cart.

Select	Delete	Manufacture Code	Function Group	Part #	Description	Customer Part #	Quantity	Order Quantity
<input type="checkbox"/>	<input type="checkbox"/>							
<input checked="" type="checkbox"/>	<input type="checkbox"/>	PREV		H3-0210-11	CLUTCH PEDAL - "POWER ASSISTED"		1	1
<input checked="" type="checkbox"/>	<input type="checkbox"/>	PREV		H3-0215-12	CLUTCH CONTROL - REAR SECTION - "Ea		1	1
<input checked="" type="checkbox"/>	<input type="checkbox"/>	PREV		H3-0225-00	CLUTCH CYLINDER TUBE - INSTALLATIC		1	1

Page 1 of 1 | View 1 - 3 of 3

Add Delete Import Save Close

# ADDING ITEMS FROM ASSEMBLY VIEWER

You can also add items to the cart from the **Assembly Viewer**

The screenshot shows the 'Assembly-Viewer' window with the following details:

- Part #:** PREV | H3-1105-01
- UOM:** Piece
- Vendor Part #:** (empty)
- Function Group:** 4601
- Description:** REAR AXLE - MODEL RS23160 & DRUM BRAKE
- Vendor Name:** NA
- Customer Part #:** (empty)
- Specification:** W/61143
- Common Notes:** (empty)
- Remarks:** (empty)
- Image:** No Image Available

**Assembly-Viewer Details**

Is Assy?  Yes    Is Active?  Yes    Has Set Mem.?  No    Has Recom.?  No    Is Purchasable?  Yes    Supersession  No

**Assembly-Viewer Details**

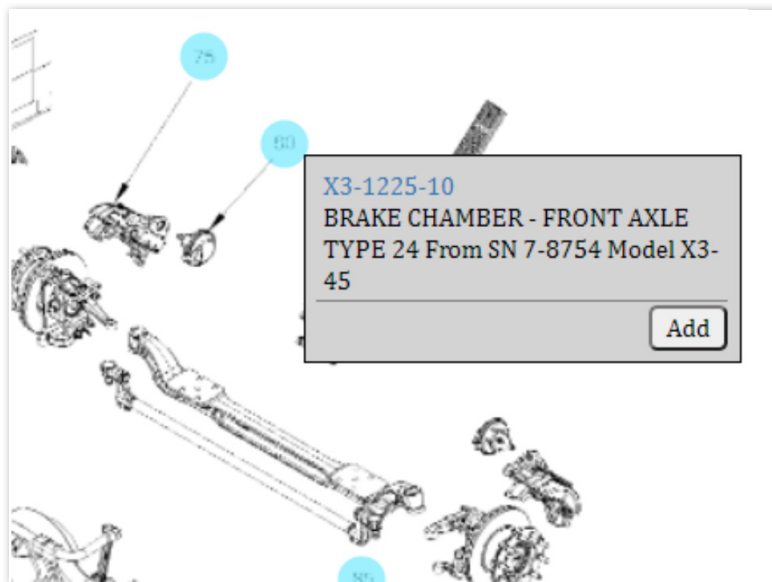
Buttons: Set Member, FG Used, Recom. Part, Customer Attachments, Service Link, Customer Part Info, **Add To Cart** (highlighted with an orange box), Close



# UTILIZING ILLUSTRATION HOTSPOTS

Each illustration shows color-coded numbers – also known as Hotspots – indicating different parts

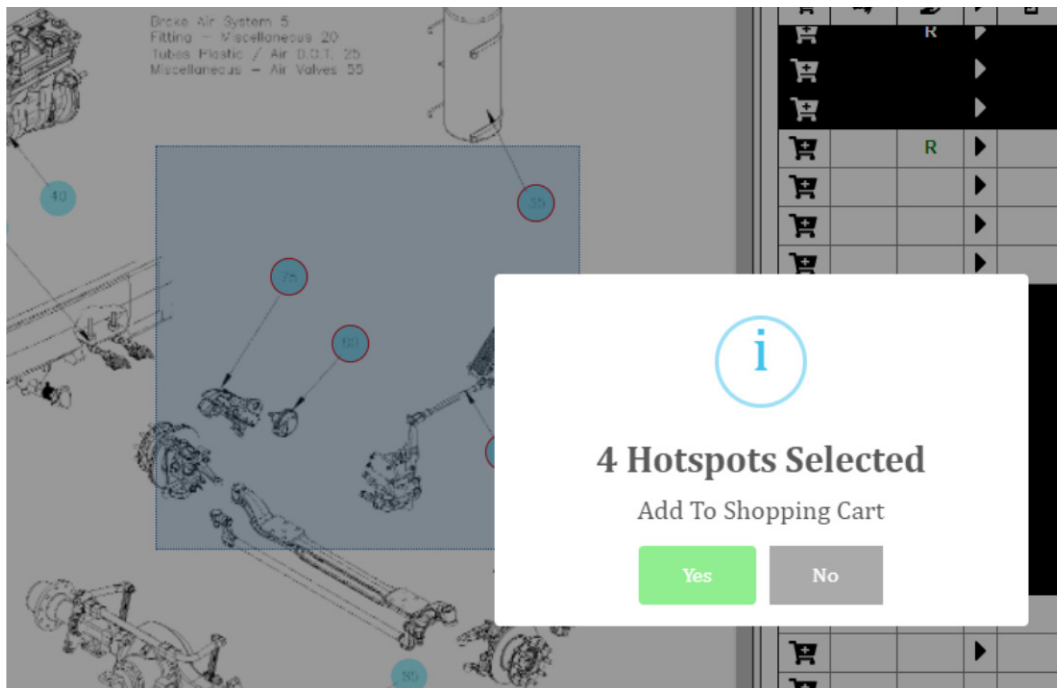
Quickly add parts to your cart by right clicking a **hotspot**, then clicking **Add**



Left click the **hotspot** to highlight the item(s) in the parts

# UTILIZING ILLUSTRATION HOTSPOTS CONT.

Add multiple parts using hotspots with the **Multiple Parts Selection** tool 



# CREATING A NEW SHOPPING CART

Items in green have not been saved to a cart. Complete the cart name and date details, then click **Save**.


The screenshot displays the 'Shopping Cart List' application window. At the top, the title bar reads 'Shopping Cart List' with a close button. Below the title bar, the 'Saved Cart Name' field is set to 'Test Cart 02-Mar-2021'. A dropdown menu is open, showing three options: 'Test Cart 02-Mar-2021', '02-Mar-2021', and a third option. The first two options are highlighted with an orange border. To the right of the dropdown are several icons: a trash can, a gear, an envelope, and a dollar sign. Further right is an 'Excel' dropdown menu and a plus icon.

The main content area is divided into two sections. The top section is a table with the following columns: 'Select', 'Delete', 'Manufacture Code', and 'Function Group'. The table contains three rows, each with a radio button in the 'Select' column and 'PREV' in the 'Manufacture Code' column. The bottom section is a table with the following columns: 'Customer Part #', 'Quantity', and 'Order Quantity'. The table contains three rows, each with a value of '1' in the 'Quantity' and 'Order Quantity' columns. At the bottom right of the table, it says 'View 1 - 3 of'. Below the table are buttons for 'Add', 'Delete', 'Import', and 'Close'.














A white modal dialog box is centered on the screen, featuring a green checkmark icon at the top. The text inside the dialog reads 'New cart added successfully'. At the bottom of the dialog is an 'OK' button.


# UTILIZING SUPERSESSION & RECOMMENDED PARTS INFORMATION

Based on the items in your cart, we may recommend additional items for you to include in your order.










Recommended items are indicated with **R** in the Recommended Part column  and part details will be highlighted in **green**

To view the complete list of recommended parts, click the corresponding R.

					Item #	MFGCode	Assembly No.	Assembly Desc.
		R			45	PREV	H3-1215-03	AIR DRYER - "ROCKWELL WABCO" F
		R			45	PREV	H3-1215-04	AIR DRYER - "BENDIX" AD-9 From SN
		R			45	PREV	H3-1215-05	AIR DRYER - "ROCKWELL WABCO" - T
		R			45	PREV	H3-1215-06	AIR DRYER - "HALDEX" From SN 2-43

Superseded items are indicated by an **X** in the **Supersession** column 

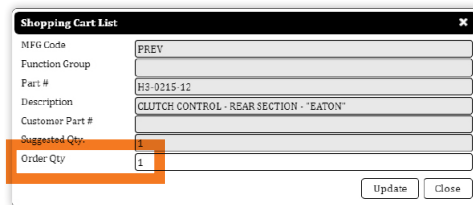
Click the **X** to review the superseded item information

					Repla	Assy No	MFG	Assy Desc.	Qty	Spec.	Item No
					<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		R			GM	N73545	NOVA	RADIATOR CANOPY ASM	1	BOTTOM / BAS	1
					GM	N26322	NOVA	_WASHER OVERS/REF	QR	M12	_1
					GM	N31607	NOVA	_BOLT	QR	M8 X 40 SS	_1
					GM	N24067	NOVA	RADIATOR CANOPY ASM	1		2
	X				GM	N43682	NOVA	_LATCH	2	SLAM W/TURN KEY_A	

Need better screenshot showing superseded part

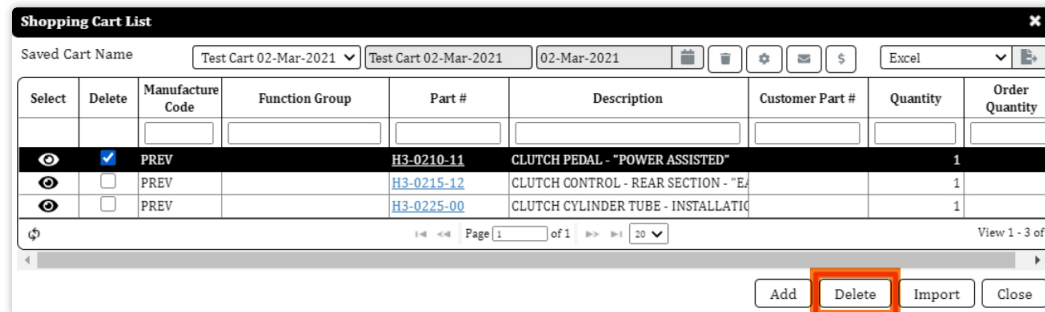
# ADJUSTING CART QUANTITIES

To update the quantity of an item, click the **Select** icon  and modify the **Order Qty** field as needed. Click Update to save your changes.






A dialog box titled "Shopping Cart List" with a close button (X) in the top right corner. It contains several input fields: "MFG Code" (PREV), "Function Group" (empty), "Part #" (H3-0215-12), "Description" (CLUTCH CONTROL - REAR SECTION - "EATON"), "Customer Part #" (empty), "Suggested Qty" (1), and "Order Qty" (1). The "Order Qty" field is highlighted with an orange border. At the bottom right, there are "Update" and "Close" buttons.

To delete a item, click the **Delete** box next to the item, then click **Delete** at the bottom.




The main "Shopping Cart List" window. At the top, it shows "Saved Cart Name" with a dropdown menu containing "Test Cart 02-Mar-2021", "Test Cart 02-Mar-2021", and "02-Mar-2021". Below this is a toolbar with icons for settings, print, and currency. The main area is a table with the following columns: "Select", "Delete", "Manufacture Code", "Function Group", "Part #", "Description", "Customer Part #", "Quantity", and "Order Quantity".

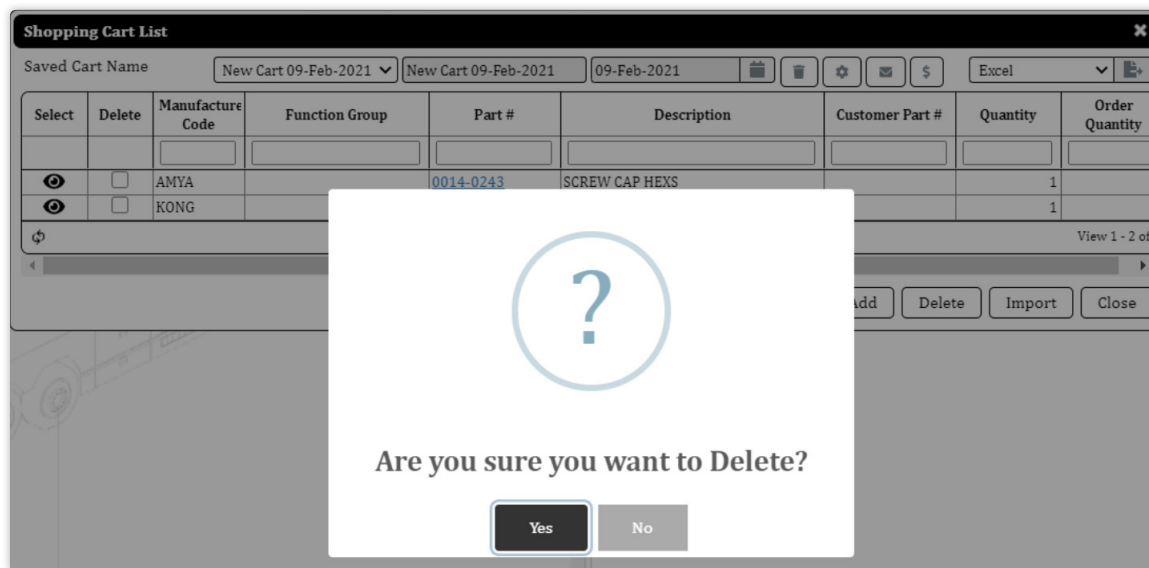
Select	Delete	Manufacture Code	Function Group	Part #	Description	Customer Part #	Quantity	Order Quantity
	<input checked="" type="checkbox"/>	PREV		H3-0210-11	CLUTCH PEDAL - "POWER ASSISTED"		1	
	<input type="checkbox"/>	PREV		H3-0215-12	CLUTCH CONTROL - REAR SECTION - "Ea		1	
	<input type="checkbox"/>	PREV		H3-0225-00	CLUTCH CYLINDER TUBE - INSTALLATI		1	

At the bottom of the window, there is a pagination bar showing "Page 1 of 1" and "View 1 - 3 of". Below the table, there are buttons for "Add", "Delete" (highlighted with an orange border), "Import", and "Close".

# EDITING EXISTING CARTS

To add parts to an existing cart, select the cart name from the list then add parts. Remember, if an item appears in green, it is not assigned to a cart.

To delete a cart and all of its contents, click the **trashcan** icon next to the date field 



# CUSTOMIZING YOUR CART VIEW

Using the  icon, you can customize the fields visible in your shopping cart.

Is Visible? To hide any fields in your Shopping Cart, **untick** the check box next to that item


Sequence No: Assign a sequence number to determine the order your field names display. In this example, MF\_Code is listed as 1 in the Sequence No column, so it will display first in the shopping cart list.

**Configure** ✕

Column Name	Is Visible?	Sequence
<input type="text"/>		<input type="text"/>
Part #	<input checked="" type="checkbox"/> Yes	5
Function Name	<input checked="" type="checkbox"/> Yes	2
MFG Code	<input type="checkbox"/> Yes	1
Order Qty.	<input checked="" type="checkbox"/> Yes	7
Assy Desc	<input type="checkbox"/> Yes	4
Assy No	<input type="checkbox"/> Yes	3
Qty.	<input checked="" type="checkbox"/> Yes	6

# EMAILING YOUR SHOPPING CART

## User Manual

Select **the mail** icon  to initiate an email including the items in your cart.

Populate information into the To field, then click **Send**

**Send Mail** ✕

To \*

CC

BCC

Dear Sir/Madam

Please find the ordered list of parts in below table

SI No.	MFG Code	Part / Assembly #	Description	Qty.
1	PREV	H3-0210-11	CLUTCH PEDAL - "POWER ASSISTED"	1
2	PREV	H3-0215-12	CLUTCH CONTROL - REAR SECTION - "EATON"	1
3	PREV	H3-0225-00	CLUTCH CYLINDER TUBE - INSTALLATION	1

This is a system generated email. Please do not reply!

Thank You  
christian



# EXPORTING YOUR CART

Saved cart details can be exported in three formats: **Excel**, **PDF**, and **XML**

To export, select your preferred format, then click **the export** icon

The screenshot shows a 'Shopping Cart List' window with a table and a dropdown menu. The table has the following columns: Select, Delete, Manufacture Code, Function Group, Part #, Description, and Customer Part #. The dropdown menu is open, showing options for Excel, PDF, and XML. An orange box highlights the dropdown menu and the export icon.

Select	Delete	Manufacture Code	Function Group	Part #	Description	Customer Part #

Export options: Excel, PDF, XML

# ADMIN

# ADMIN

Info to come...

# CONTACT US

# CONTACT US

For questions, please contact:

**Prevost**

[function.prevostparts.orders@volvo.com](mailto:function.prevostparts.orders@volvo.com)

**Nova Bus**

[group.novabus.parts.manual@volvo.com](mailto:group.novabus.parts.manual@volvo.com)