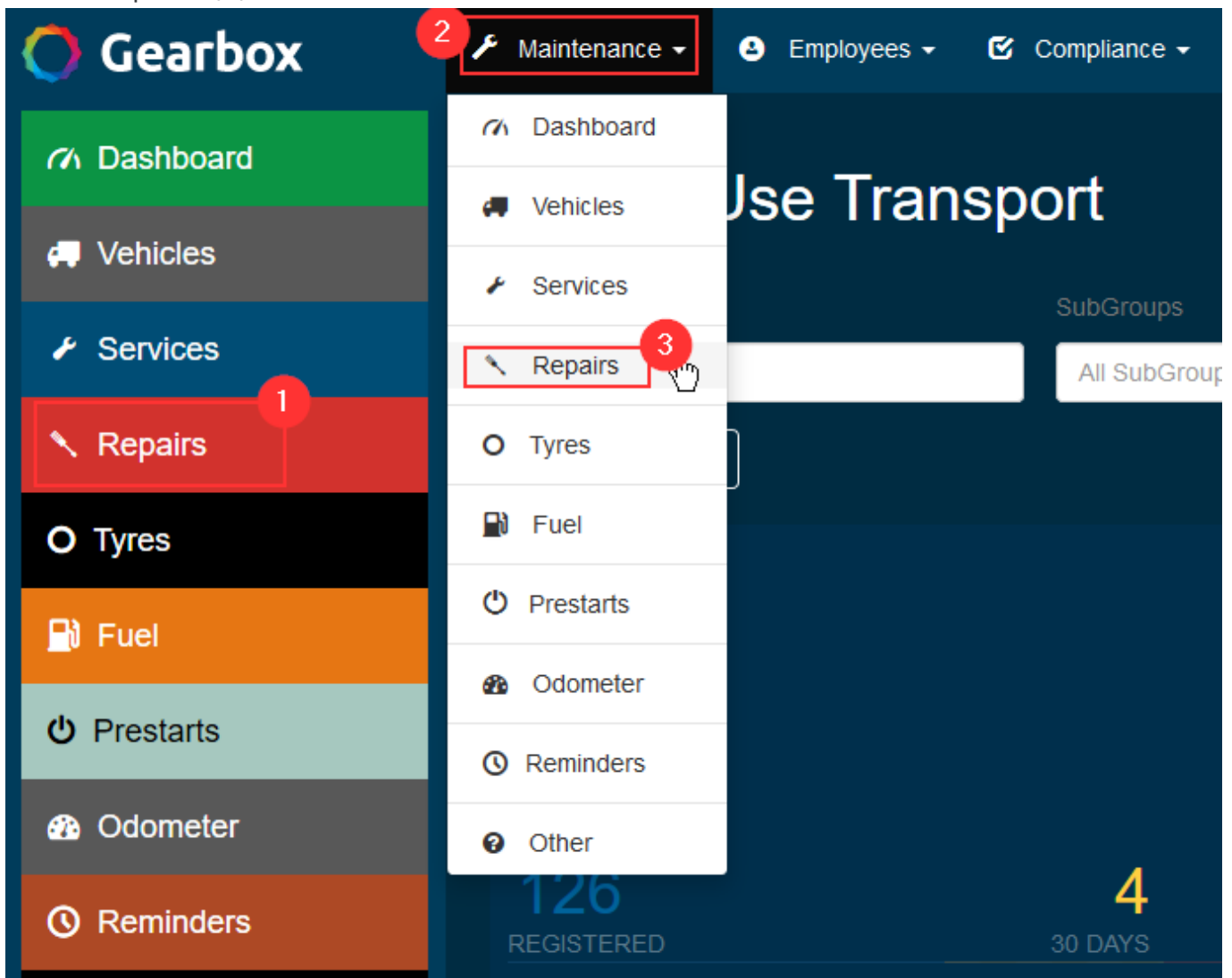


 This article assumes there are existing Open Fault Reports in your system.

Click the 'Repairs' (1) option in the sidebar or click the 'Maintenance' (2) dropdown and select 'Repairs' (3):



Click the 'Fault Reports' (1) button:

Action a Fault Report

Open Repairs

Groups: All Groups | SubGroups: All SubGroups | Types: All Types

+ New Repair
371 Fault Reports
199 New / Open
11 Deferred
0 Monitor
1 Closed
15 Important
10 Urgent
Reports

CSV Print Search:

Repair	Fleet #	Registration	Repair Type	Date Open	Fault / Source	Problem / Cause	Repairer
R-1576	161MN426	161MN426	General	11/10/2018 12 days ago			Collie

Find the Fault Report you wish to action in the table and click it:

Fault Reports

Groups: All Groups | SubGroups: All SubGroups | Types: All Types

+ New Repair
371 Fault Reports
199 New / Open
11 Deferred
0 Monitor
1 Closed
15 Important
10 Urgent
Reports

Open Archived Search:

CSV Print

Fault Report #	Fleet #	Registration	Date	Fail Reason	Prestart Fail Item	Notes
F-845	Testa	DSA654	08/08/2018	Missing	Check number plates are secure & intact	Test

You have several actions you can take on the Fault Report:



The tables below only show open items. There must be an open Tyre or Repair to append or link.

- Create new Repair and Repair Item

Repairs Tyres Services Non Conformances No Action Required / Archive

Link this fault report to an existing Repair by clicking on the , create a new Repair Item by clicking on the or create a New Repair




Repair #	Date Reported	Description	Link	Append
R-1577	23/10/2018	This is an example Repair Problem This is an example Repair Cause/Notes		



Showing 1 to 1 of 1 entries 1

- Link to an existing Repair

Action a Fault Report

Repairs Tyres Services Non Conformances No Action Required / Archive




Link this fault report to an existing Repair by clicking on the , create a new Repair Item by clicking on the  or create a 



Repair #	Date Reported	Description	Link	Append
R-1577	23/10/2018	This is an example Repair Problem This is an example Repair Cause/Notes		

Showing 1 to 1 of 1 entries 1

- Append to an existing Repair (i.e. add new Repair Item to existing Repair)

Repairs Tyres Services Non Conformances No Action Required / Archive



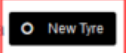
Link this fault report to an existing Repair by clicking on the , create a new Repair Item by clicking on the  or create a 



Repair #	Date Reported	Description	Link	Append
R-1577	23/10/2018	This is an example Repair Problem This is an example Repair Cause/Notes		

Showing 1 to 1 of 1 entries 1

- Create new Tyre and Tyre Item

Repairs Tyres Services Non Conformances No Action Required / Archive

Link this fault report to an existing Tyre by clicking on the , create a new Tyre Item by clicking on the  or create a 



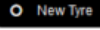
Tyre #	Date Reported	Description	Link	Append
T-439	25/06/2018			



Showing 1 to 1 of 1 entries 1

- Link to an existing Tyre

Action a Fault Report

Repairs Tyres Services Non Conformances No Action Required / Archive



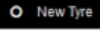
Link this fault report to an existing Tyre by clicking on the , create a new Tyre Item by clicking on the  or create a 



Tyre #	Date Reported	Description	Link	Append
T-439	25/06/2018			

Showing 1 to 1 of 1 entries 1

- Append to an existing Tyre (i.e. add new Tyre Item to existing Tyre)

Repairs Tyres Services Non Conformances No Action Required / Archive



Link this fault report to an existing Tyre by clicking on the , create a new Tyre Item by clicking on the  or create a 




Tyre #	Date Reported	Description	Link	Append
T-439	25/06/2018			

Showing 1 to 1 of 1 entries 1

- Create new Non-Conformance

Repairs Tyres Services Non Conformances No Action Required / Archive

Link this fault report to an existing Non Conformance Report by clicking on the  or create a 

Non Conformance #	Date Reported	NCR Type	Description	Link
N-17	28/11/2017			
N-19	05/06/2018			
N-21	27/07/2018			

Showing 1 to 3 of 3 entries 1

- Link to existing Non-Conformance

Action a Fault Report

Repairs Tyres Services Non Conformances **No Action Required / Archive**

Link this fault report to an existing Non Conformance Report by clicking on the  or create a 

Non Conformance #	Date Reported	NCR Type	Description	Link
N-17	28/11/2017			
N-19	05/06/2018			
N-21	27/07/2018			

Showing 1 to 3 of 3 entries

1

- Archive

Repairs Tyres Services **Non Conformances** No Action Required / Archive

Enter a reason that no action is required below then click 

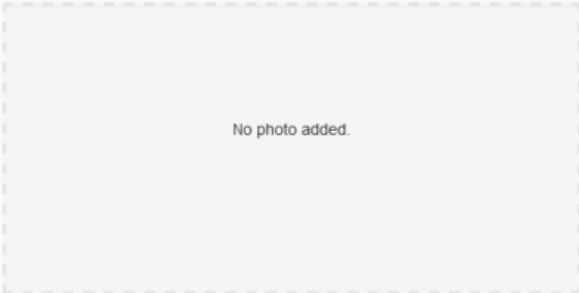

No Action Required / Archive Notes

Example Archive Notes



After one of the above actions has been taken, returning to the Fault Report presents you with the information regarding the action taken:

Information from Prestart Driver App

Vehicle Vehicle: Tesla	Employee/Driver Jared Winton	Completed at: 08 Aug 2018 - 9:42am	
Fault Type / Prestart Question Check number plates are secure & intact		Signature:	
Reason for Fail: Missing			
Driver Notes: Test			

Actioned By: Jordan Watson	Action Notes: Example Archive Notes	Action Taken: Archive	Reopen / Unarchive Fault Report Open
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If you opted to create, link or append to an item then it will display a clickable link to this item. Clicking it takes you to the related item.

Depending on your user-permissions in the Maintenance module you will also be able to reopen a Fault Report. Reopening a Fault Report will not remove any newly created, linked or appended items, these must manually be deleted if they are no longer required.