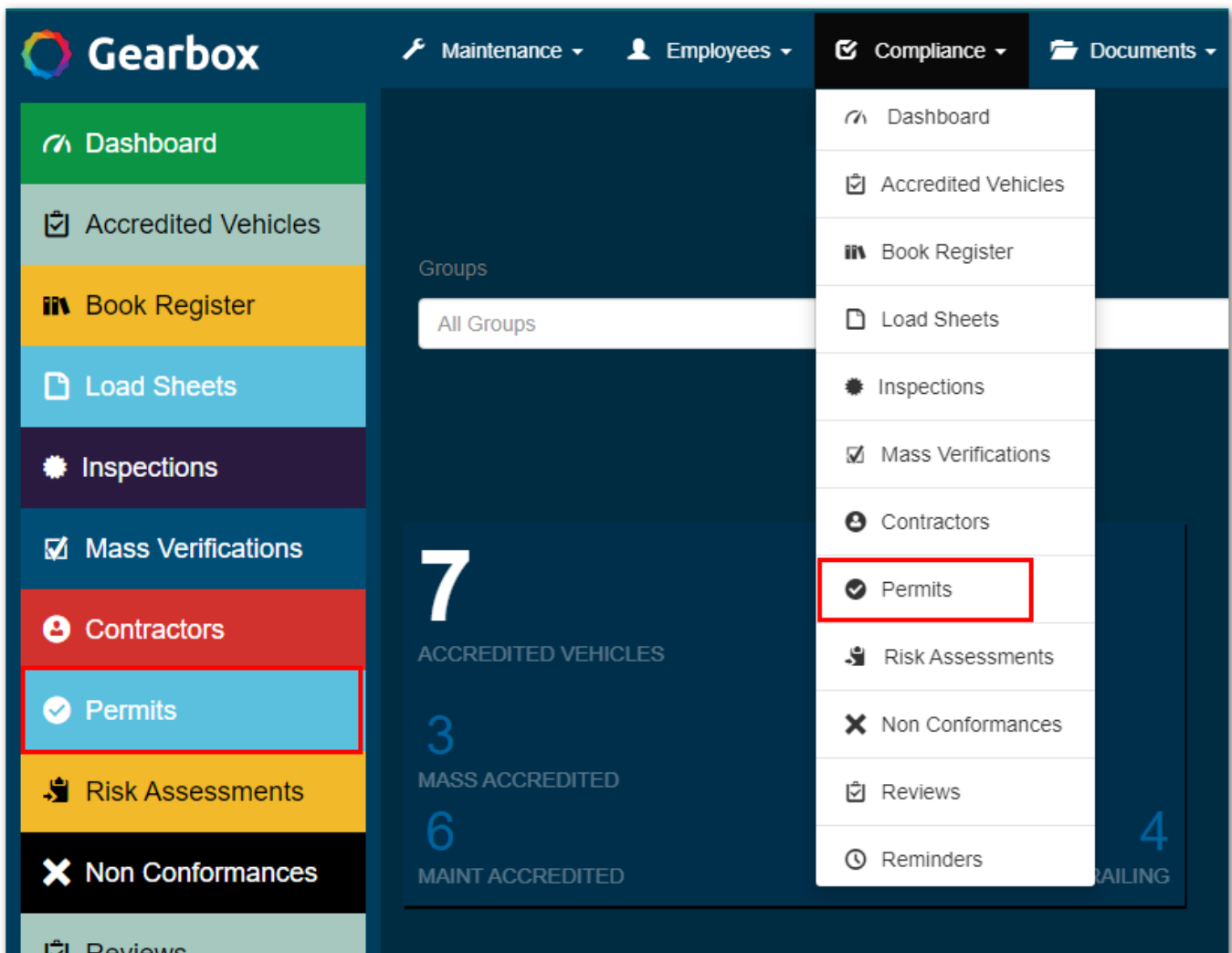


To create or edit an existing Permit please see the steps below.

## Creating & Editing a Permit

On the top navigation bar click **Compliance** and then select **Permits**. Alternatively, if already in the Compliance module click **Permits** on the left-hand side navigation bar.



The screenshot displays the Gearbox software interface. The top navigation bar includes 'Maintenance', 'Employees', 'Compliance', and 'Documents'. The left-hand side navigation bar lists various modules: Dashboard, Accredited Vehicles, Book Register, Load Sheets, Inspections, Mass Verifications, Contractors, Permits, Risk Assessments, Non Conformances, and Reviews. The 'Permits' option is highlighted with a red box. The main content area shows a 'Groups' dropdown menu with 'All Groups' selected. Below this, there are statistics for 'ACCREDITED VEHICLES' (7), 'MASS ACCREDITED' (3), and 'MAINT ACCREDITED' (6). A '4' is visible in the bottom right corner of the main content area.



On the Permits page there are a number of options:

**New Permit** = create a new Permit record.

**All Entries** = all Permits (Group/Subgroup/Permit Type/Date filtering applied).

**Expiring** = all expiring Permits (Group/Subgroup/Permit Type applied).

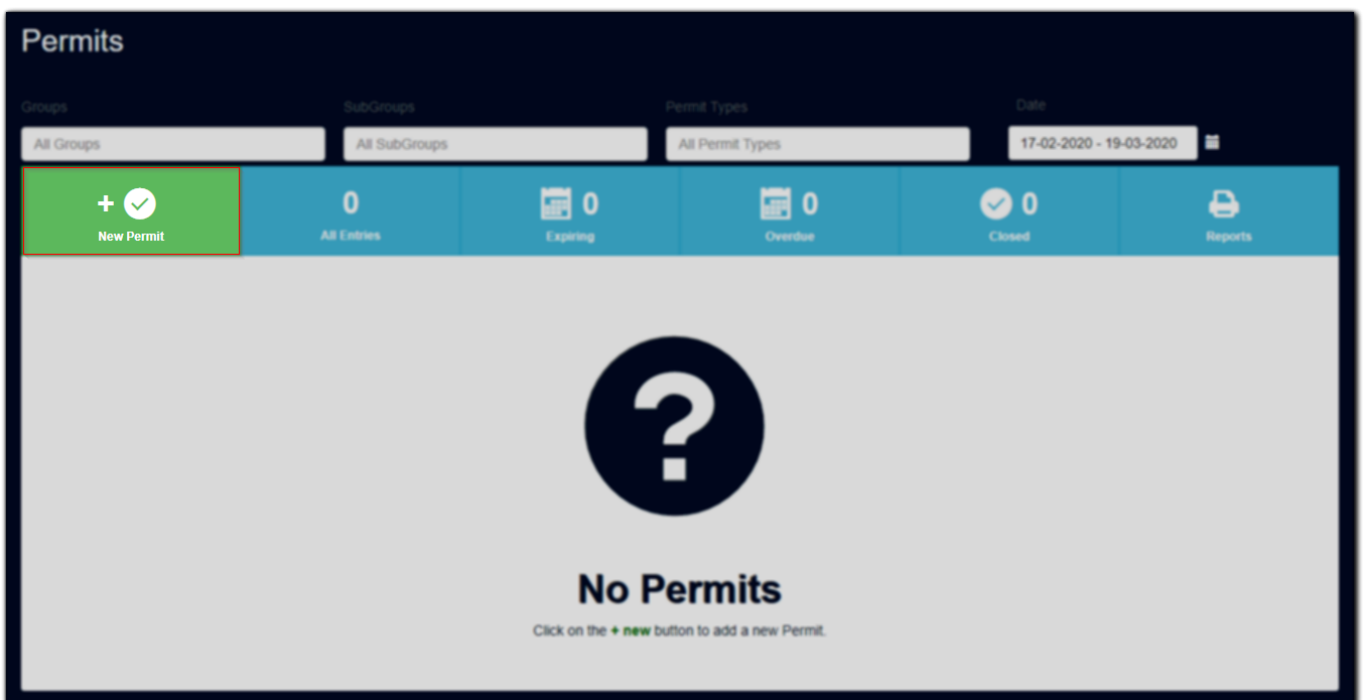


**Overdue** = all overdue Permits (Group/Subgroup/Permit Type applied).

**Closed** = all closed Permits (Group/Subgroup/Permit Type/Date filtering applied).

**Reports** = all Permit based reports.

Click on **New Permit**.



Permits have several required fields, enter the 'Vehicle' (1), 'Permit Date' (2), 'Type' (3), 'Supplier' (4) and the 'Permit Expiry Date' (5):

1. **Vehicles** - the vehicle/s the Permit is applied for.
2. **Type** - the Permit type.
3. **Supplier** - the Supplier of the Permit (Repairer/Supplier list).



New Permit records will display active Repairer/Suppliers. Editing existing Permit records will display both active and archived Repairer/Suppliers.

4. **Permit Date** - entry date of Permit.

5. **Permit expiry date** - exit date of Permit.

The screenshot shows a form for adding or editing a permit. The following fields are highlighted with red boxes and numbered 1 through 5:

- 1: \* Vehicles (text input containing "x Big Red [BIGR3D]")
- 2: \* Type (dropdown menu showing "Oversize Permits")
- 3: \* Supplier (dropdown menu showing "RMS")
- 4: \* Permit date (text input showing "18/03/2020")
- 5: \* Permit expiry date (text input showing "20/06/2020")

Other visible fields include: Permit number (text input), Completed / dismiss alert (checkbox), and Notes (text area).

If you have multiple vehicles on the same Permit you can select multiple vehicles for the one permit:

This screenshot shows the same form as above, but with multiple vehicles selected in the \* Vehicles field:

- \* Vehicles: "x Big Red [BIGR3D] x Cap America [CAPAMR] x QDOG1 [PQ3298]"

The other fields (Type, Supplier, Permit date, Permit number, Permit expiry date, Completed / dismiss alert, and Notes) are identical to the previous screenshot.