
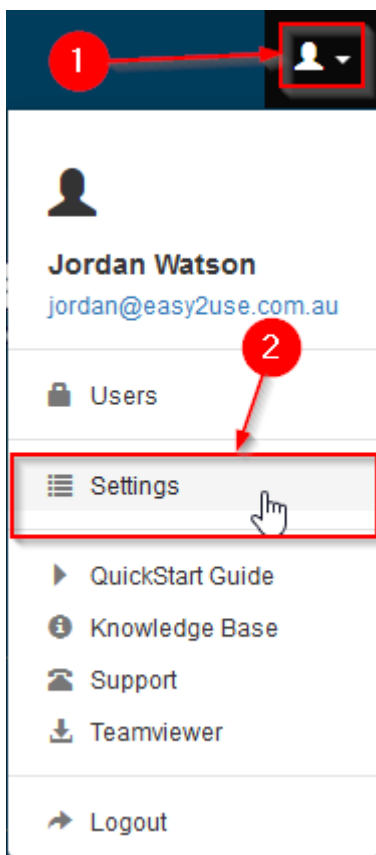


To add or edit Training Types, click on your username at the top-right of the screen (1) and then click Settings (2):

 If "Settings" is not visible in your menu, contact your system administrator to request access.



On the left-hand side of the screen, use the scroll bar (1) to scroll to the bottom of the list. Once you have reached the bottom you will see Training Types (2), click on Training Types.

Add or Edit Training Types

Business Settings

Warning! Modifying these settings will affect ALL users.

Business Information		Gearbox Options	Subscription Status
Business Name:	Easy 2 Use Transport	Maintenance (Gearbox)	Active
Address1:	Sulle 2	Employee	Active
Address2:	05 Peter Brock Drive	Compliance	Active
City:	Oran Park Town	Parts & Inventory	Active
State:	NSW	Documents	Active
Postcode:	2570	Prestart App	Active
ABN:	16 131 841 840	API	Coming Soon

[Change Reports Logs](#)

System Parameters

Key	Value	Description
DISPLAY_FUEL_TIMESTAMP	TRUE	Displays fuel records datetime
DISPLAY_REPAIR_PARTS	FALSE	Displays the parts selected in a service on a Repairs JobCard
DISPLAY_SERVICE_ALIAS	TRUE	Displays the Service Alias on a Service JobCard
DISPLAY_SERVICE_PARTS	TRUE	Displays the parts selected in a service on a Service JobCard

From this screen you can Add New Type (1) of Training, delete (2) an existing Training Type and modify an existing tag (3) by clicking the field:

Training Types

[Add New Type](#)

Simply click the type field to edit. Press enter when you are finished.

TLIF 1007A - Driver	Delete
TLIF 6307A - Allocation	Delete

Once you have clicked Add New Type you will be taken to a new screen where you can enter the Training Type (1), e.g. "White Card". Once you have entered your Training Type, click Save (2):

Add new training type:

Training Type Label:

White Card

2

Cancel

Save

[< Back to System Settings](#)