
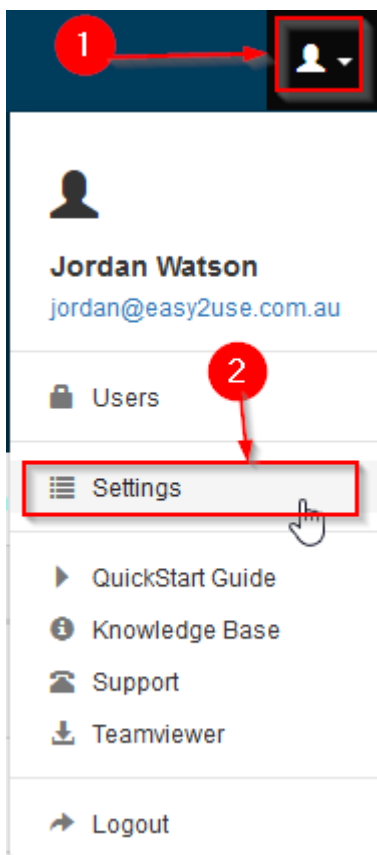


To add or edit Vehicle Groups and Sub Groups, click on your username at the top-right of the screen (1) and then click Settings (2):

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



### Adding or editing Vehicle Groups

 Only users with Admin level permissions in settings will be able to see Vehicle Groups in the Settings menu.

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 Vehicle Groups (2), click on Vehicle Groups:

## Add or Edit Vehicle Groups & Subgroups

**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:	Suite 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 Vehicle Group (1) and modify an existing tag (2) by clicking the field:

**Vehicle Groups**

[Add Vehicle Group](#)

Vehicle Groups (9)

Group Name	Group Long Name	Active Vehicles
Adelaide		3
Brisbane		12

If you clicked Add Vehicle Group you need to enter the Vehicle Group name (1) and any additional information you wish to add then click Create Vehicle Group (2):

## Add or Edit Vehicle Groups & Subgroups

### Add new Vehicle Group:

#### Vehicle Groups

Group Name:  1  Parts Used in GST

Group Long Name:

Tax number:

Address1:

Address2:

City:

State:

Postcode:

Contact:

Invoice header:

Invoice footer:

Po header:

Po footer:

2

If you clicked onto a Vehicle Group to edit it you will be presented with the same page as above but with a Delete button (1) in the bottom left-hand corner:

### Vehicle Group # Adelaide

#### Vehicle Groups

Group Name:   Parts Used in GST

Group Long Name:

Tax number:

Address1:

Address2:

City:

State:

Postcode:

Contact:

Invoice header:

Invoice footer:

Po header:

Po footer:

1

## Add or Edit Vehicle Groups & Subgroups

You will also be able to make edits and then click Update Vehicle Group (1) to save these changes:

### Vehicle Group # Adelaide

#### Vehicle Groups

Group Name: Adelaide	<input type="checkbox"/> Parts Used in GST	Invoice header
Group Long Name:		
Tax number		Invoice footer
Address1		
Address2		Po header
City		
State		Po footer
Postcode		
Contact		

Delete Update Vehicle group Cancel

## Adding or editing Vehicle Subgroups



Only users with Admin level permissions in settings will be able to see Vehicle Subgroups in the Settings menu.

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 Vehicle Subgroups (2), click on Vehicle Subgroups:

## Add or Edit Vehicle Groups & Subgroups

The screenshot shows the Gearbox Business Settings interface. The left sidebar contains a list of settings categories, with 'Vehicle SubGroups' highlighted in red and marked with a red circle containing the number 2. A red circle containing the number 1 is located near the top of the sidebar. The main content area displays a warning message, business information, gearbox options, subscription status, and system parameters.

Business Information	
Business Name:	Easy 2 Use Transport
Address1:	Suite 2
Address2:	05 Peter Brock Drive
City:	Oran Park Town
State:	NSW
Postcode:	2570
ABN:	16 131 841 840

Gearbox Options	Subscription Status
Maintenance (Gearbox)	Active
Employee	Active
Compliance	Active
Parts & Inventory	Active
Documents	Active
Prestart App	Active
API	Coming Soon

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 Vehicle Group (1) , delete (2) an existing Vehicle Group and modify an existing tag (3) by clicking the field:

The screenshot shows the Vehicle Sub Groups page. The 'Add Vehicle Group' button is highlighted with a red box and a red circle containing the number 1. The 'Container' field in the table is highlighted with a red box and a red circle containing the number 3. The 'Delete' button for the 'Container' row is highlighted with a red circle containing the number 2.

Vehicle Sub Groups	
Simply click the type field to edit. Press enter when you are finished.	
Container	4 <span>Delete</span>
Harvesters	1 <span>Delete</span>

Once you have clicked Add Vehicle Group you will be taken to a new screen where you can enter the Vehicle Group (1), e.g. "Sideloader". Once you have entered your Vehicle Group, click Save (2):

## Add new Vehicle Sub Group:

Sub Group Name:

Sideloader

Sub Group Long Name:

Cancel

Save

[< Back to System Settings](#)