

Add or Edit an Approved Repairer

To add or edit an Approved Repairer, follow the steps outlined in:

<http://www.gearbox.support/knowledge-base/add-repairers/>

Once you have created the repairer or are editing an existing repairer, you can check the 'Approved Repairer' checkbox (1) and click Update Repairer (2):

The screenshot shows the 'Repairer: _Example' form. At the top, there is a 'Repairer Name' field with the value '_Example'. Below this are tabs for 'Information', 'Services', 'Repairs', 'Tyres', 'Others', and 'Parts'. The 'Information' tab is active, showing various input fields for address, phone, fax, contact, mobile, and email. A red box labeled '1' highlights the 'Approved Repairer' checkbox, which is checked. Below this checkbox is a note: 'Tick this box for the Supplier/Repairer to appear on the Approved Repairers list (HMS)'. To the right of the form are three sections: 'Subcontractor' (unchecked), 'Group' (dropdown menu), and 'Repairer Only' (unchecked). Below these are 'Supplier Only' (unchecked) and 'Reports' (button). At the bottom right, there is a red box labeled '2' highlighting the 'Update Repairer' button.

Once you have updated the repairer, you will be taken back to the Repairers screen - you can click on the Approved Repairers button (1) and it will show you all repairers marked as approved:

The screenshot shows the 'Suppliers & Repairers' screen. At the top, there are filters for 'Groups' and 'Sub Groups'. Below this are four buttons: 'New Repairer' (green), 'All Repairers' (red, showing 122), 'Approved Repairers' (teal, showing 3, highlighted with a red box labeled '1'), and 'Reports' (blue). Below the buttons is a search bar and a table of repairers. The table has columns for 'Repairer Name', 'Address1', 'Address2', 'City', 'Contact', 'Phone', 'Mobile', and 'Email'. The first row shows the repairer '_Example'.

Repairer Name	Address1	Address2	City	Contact	Phone	Mobile	Email
_Example							