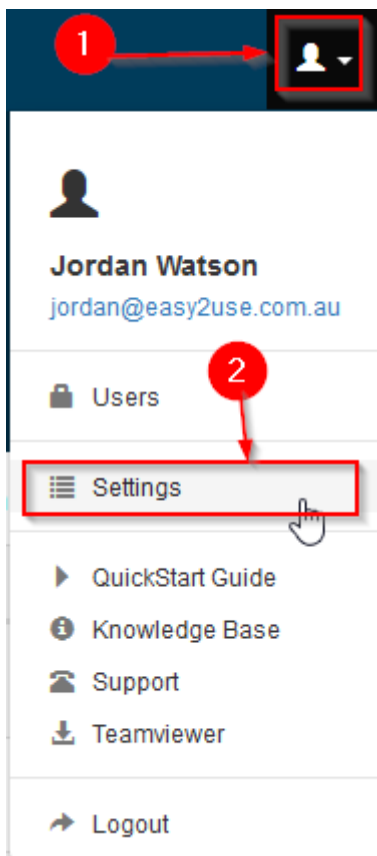


There are two options when it comes to adding Repair Types, these are described below:

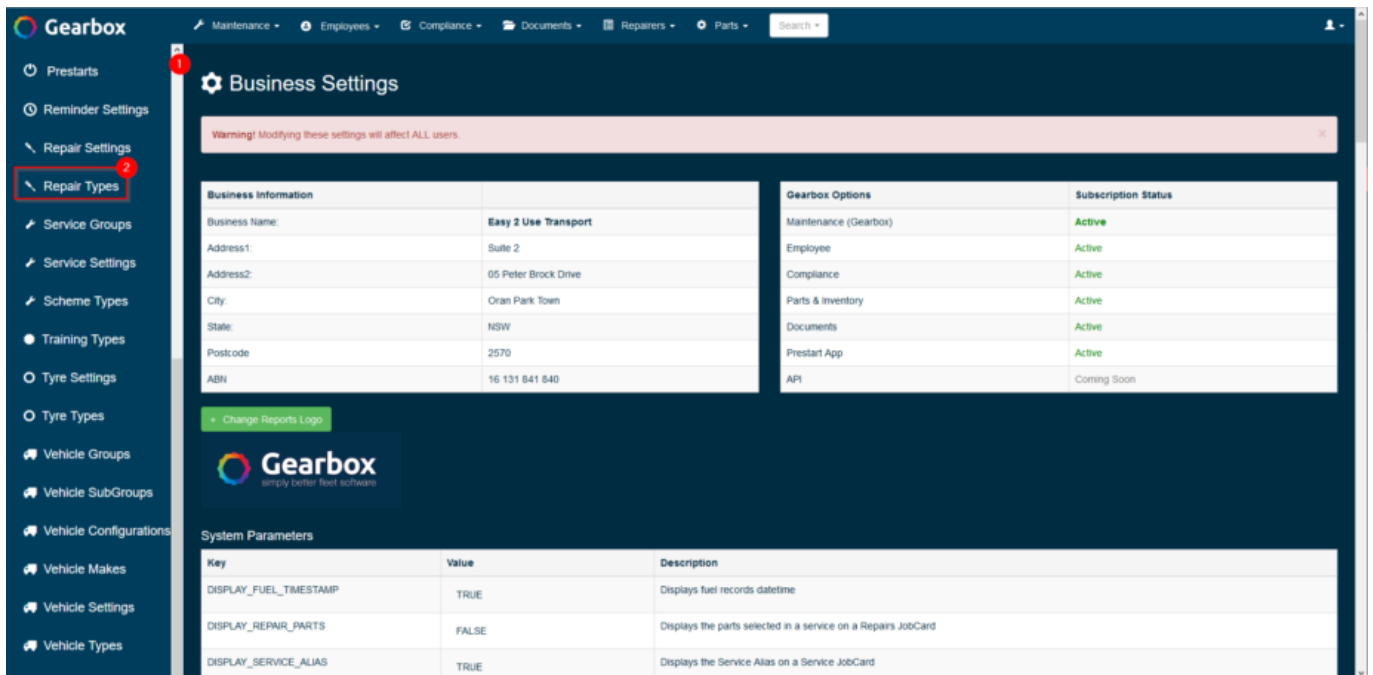
### Option 1:

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



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 Repair Types (2), click on Repair Types:

## Add or Edit Repair Types



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



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

**Add new repair type:**

Repair Type:

Cancel Save

#### Option 2 - 'On the fly':

If the setting REPAIR\_TYPE\_ADD\_ON\_THE\_FLY is not equal to 512 in settings then you will be able to add repairers on the fly. The below list shows the various permissions that can be assigned to REPAIR\_TYPE\_ADD\_ON\_THE\_FLY in settings:

0 = ALL users can add repair types on the fly

4 = Contractors and above users can enter repair types on the fly

32 = Standard and above users can enter repair types on the fly


128 = Managers and above users can enter repair types on the fly

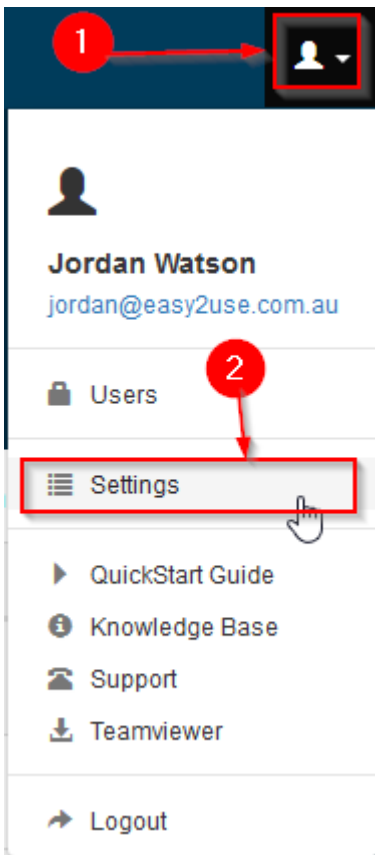
256 = Only Administrators can enter repair types on the fly

512 = No users can enter repair types on the fly

To check if REPAIR\_TYPE\_ADD\_ON\_THE\_FLY is enabled 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.

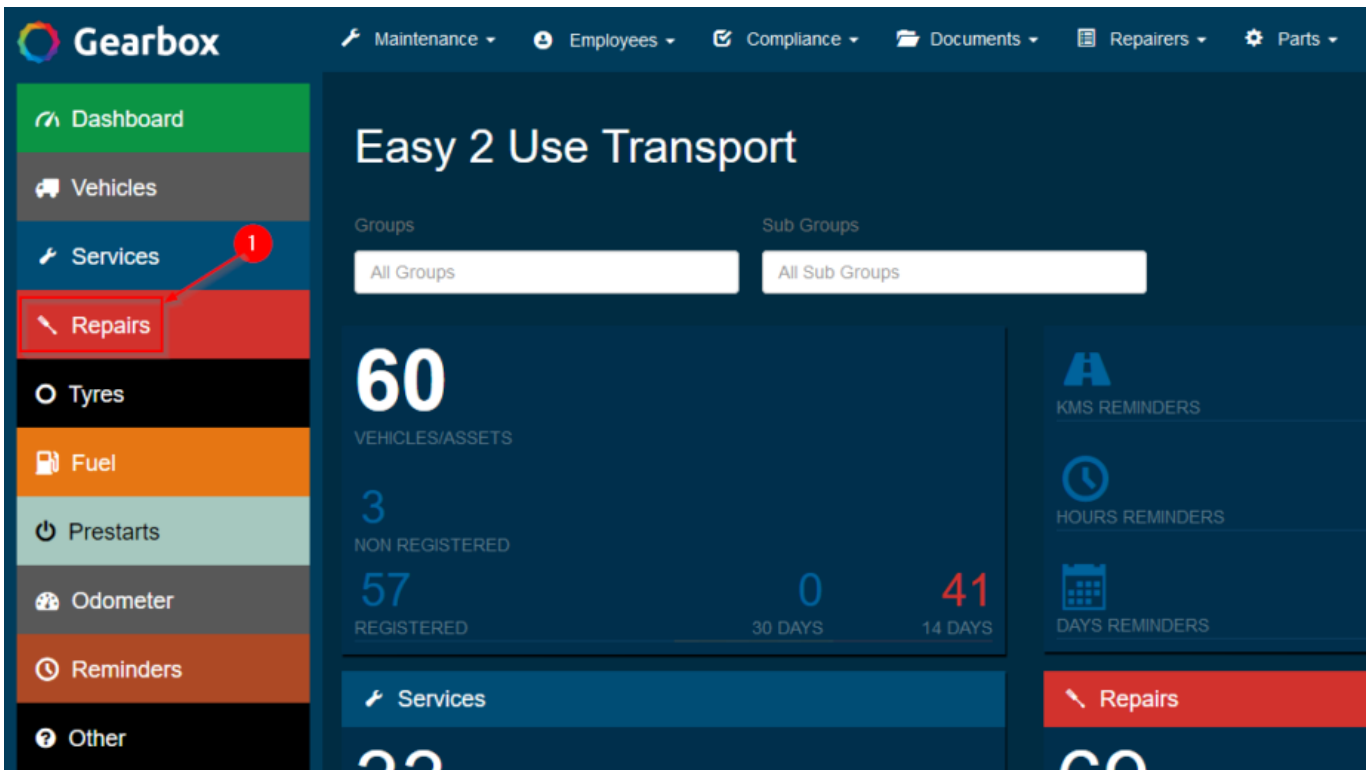


Scroll down this screen until you find the System Parameter REPAIR\_TYPE\_ADD\_ON\_THE\_FLY:

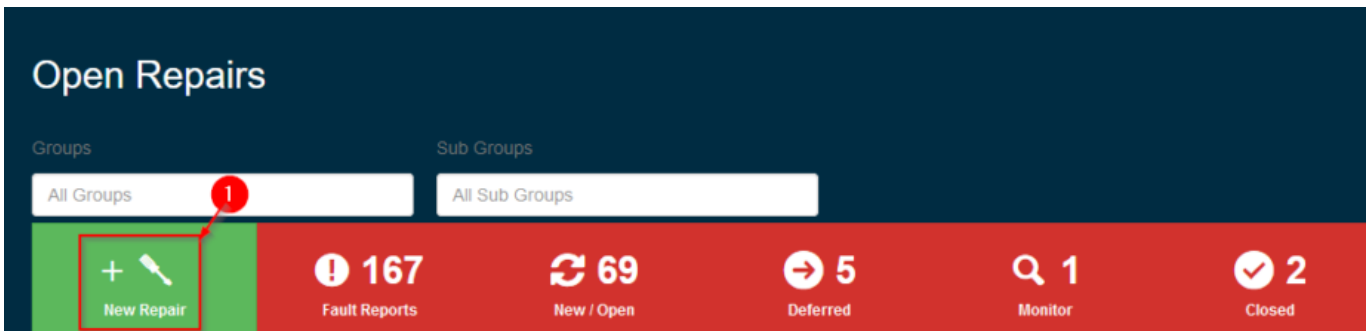
REPAIR_TYPE_ADD_ON_THE_FLY	32	Determines what level of user can add a repair_type on-the-fly
----------------------------	----	--

You can simply click on the number to edit the value.

Adding a Repair Type on the fly can be completed from various screens, from this example we will be completing it from the Repair screen. Click Repairs (1) on the left hand side of the screen:



Click the green New Repair button (1):



In this example we will not be filling out an entire Repair sheet. Under the Repair Type header, start typing in the Repair Type (1), if the Repair Type does not currently exist the system will add "(new)" next to the item you type in, make sure to click on the item in the drop down otherwise when your selection changes it will be removed:

Create Repair

\* Vehicle  \* Date reported

[More Information](#) ▾

Repair Type   
\_Head Gasket (new)

Repairer

Priority

Once you have saved the repair, the system will also add the Repair Type to the Repair Type register to be available for future use. This can be completed from many screens, including Tyres, Services etc.

[< Back to System Settings](#)