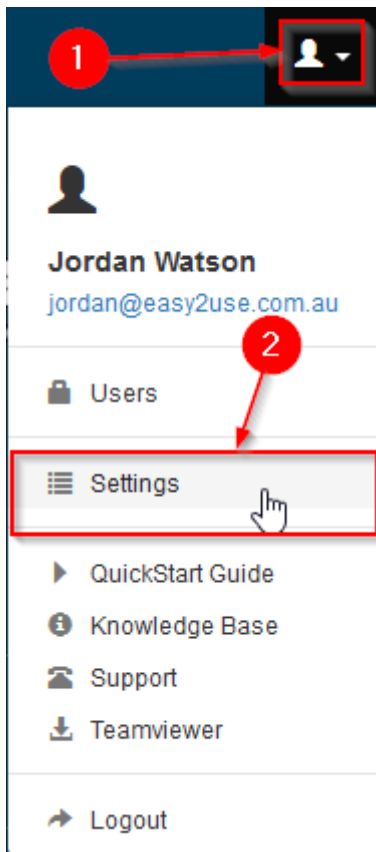


Add or Edit Prestart Checklists in Gearbox

Gearbox allows you to add / edit Prestart Checklist for the Prestart app (m.prestart.io).

Click your user profile (1) on the right-hand side of the screen and select Settings (2):



Select Prestarts (1) from the left-hand side of the screen:

Add or Edit Prestart Checklists in Gearbox

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:	65 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 Logo](#)

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

Note: If you wish to only edit a Prestart, skip the next 2 steps.

Select Add New (1):

Prestart Checklists

[Add New](#)

Search:

Checklist Name	Active Vehicles	Edit List Name	Total Questions	Edit Questions	Total Fail Reasons	Edit Fail Reasons
Broadbent Transport Services	0	Edit Checklist	0	Edit Checklist Questions	3	Edit Fail Reasons

Enter the Prestart Checklist Label (1) and click Save (2):

New Prestart Checklist

* Prestart Checklist Label: 1

2 Cancel Save

Click Edit Checklist Questions (1):

Prestart Checklists

Add New

Checklist Name	Active Vehicles	Edit List Name	Total Questions	Edit Questions	Total Fail Reasons	Edit Fail Reasons
_Example	0	Edit Checklist	0	1 Edit Checklist Questions	3	Edit Fail Reasons

You can either select an existing question (1) to edit or Add New question (2) – the screen will be the same regardless of whether you are editing or creating a new question:

Prestart Checklist Questions

Add New 2

Check List Questions

Checklist	Section	Question	Daily	Weekly	Monthly	Order
Forklift		1 Check all lights	✓	✗	✗	2

Select the checklist the question will apply to (1), enter a section header if needed (2), enter the question (3), select the checklist question frequency (4) and the question order (5) – you

can also archive a question (6) if you do not want to delete it. Once all changes are made click Update Check list question or Create Check list question (7):

The screenshot shows the 'Prestart Checklist Item' form with the following fields and callouts:

- 1: * Check List (Dropdown menu with 'Forklift' selected)
- 2: Section (Text input with 'Lighting')
- 3: Question (Text input with 'Check all lights')
- 4: Include in Checklists for: (Group of radio buttons for 'Daily', 'Weekly', 'Monthly', with 'Daily' selected)
- 5: Question order (Dropdown menu with '2' selected)
- 6: Archived (Checkbox)
- 7: Update Check list question (Green button)

Back on the Prestart Checklist screen, select Edit Fail Reasons (1):

The screenshot shows the 'Prestart Checklists' table with the following columns and data:

Checklist Name	Active Vehicles	Edit List Name	Total Questions	Edit Questions	Total Fail Reasons	Edit Fail Reasons
_Example	0	Edit Checklist	0	Edit Checklist Questions	3	Edit Fail Reasons

There will be 3 default Fail Reasons, these are generally enough but if you wish to add or edit Fail Reasons you can. Click Add New (1) to create a new Fail Reason or click an existing item to edit it (2) - the screen will be the same regardless of whether you are editing or creating a

new question:



The screenshot shows a table titled "Prestart Checklist Fail Reasons". At the top left, there is a gear icon and the title. Below the title is a green "Add New" button with a red circle containing the number 1. The table has three columns: "Checklist", "Fail Reason", and "Archived". The first row has the values "_Example", "Other", and "false". A red box highlights the "_Example" cell in the "Checklist" column, with a red circle containing the number 2 next to it.

Checklist	Fail Reason	Archived
_Example	Other	false

Assign the Fail Reason to a checklist (1), add a label for the Fail Reason (2), optionally you can archive (3) an existing item if you don't want it to appear as a Fail Reason but do not want to delete it completely. Click Update Check list fail reason or Save Check list fail reason (4):



The screenshot shows a form titled "Prestart Checklist Fail Reason". It has three main input fields: "Check List", "Fail reason", and "Archived". The "Check List" field is a dropdown menu with "_Example" selected, highlighted with a red box and a red circle containing the number 1. The "Fail reason" field is a text input with "Other" entered, highlighted with a red box and a red circle containing the number 2. The "Archived" field is a checkbox, currently unchecked, highlighted with a red box and a red circle containing the number 3. At the bottom right, there are two buttons: "Update Check list fail reason" (green) and "Cancel" (red). The "Update Check list fail reason" button is highlighted with a green box and a red circle containing the number 4.