

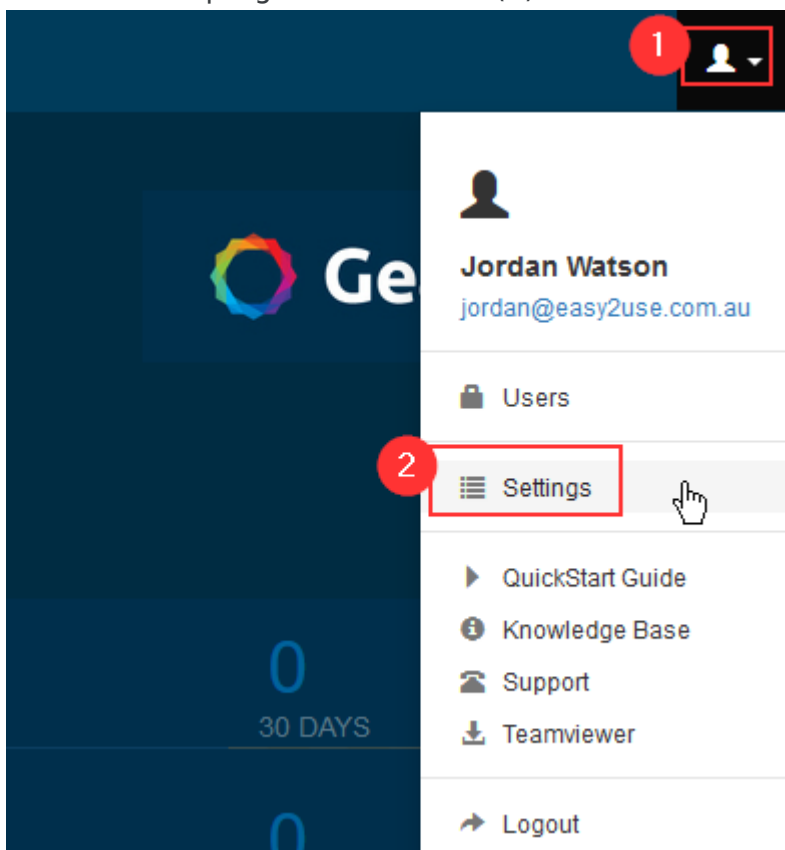


Emailing Documents to Gearbox is not supported by default, please contact [support](#) to enable this.



You must have an active account and be subscribed to the Documents module to use this feature.

To find your configured email address to send Documents for processing to, click the user icon on the top-right hand corner (1) and from the drop-down, select Settings (2):



On the left-hand side of the screen, click 'Integrations' (1) from the available options:

Business Settings

Warning! Modifying these settings will affect ALL users.

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	
Maintenance (Gearbox)	
Employee	
Compliance	
Parts & Inventory	
Documents	
Prestart App	
API	

[+ Change Reports Logo](#)

Gearbox

System Parameters		
Key	Value	Description
ALTERNATE_PART_NUM	TRUE	Display a parts secondary number
ASSET_GROUP_LABEL	Groups	Changes the label of the Groups in Gearbox, this also affects reports
ASSET_SUB_GROUP_LABEL	SubGroups	Changes the label of the SubGroups in Gearbox, this also affects reports
CREATE_AND_SAVE_PRESTART	TRUE	Set this to TRUE to create and save Prestarts from the Latest Prestart screen

You will find your Documents email address here (1), the email address in this example has been obfuscated for privacy:

Gearbox Integrations

Gearbox Integrations allow you to connect with other systems.

Gearbox

Gearbox API authentication

The authentication token is used in other applications to access Gearbox data.

1 Email address to attach unprocessed business documents

Integrate Prestart App Save

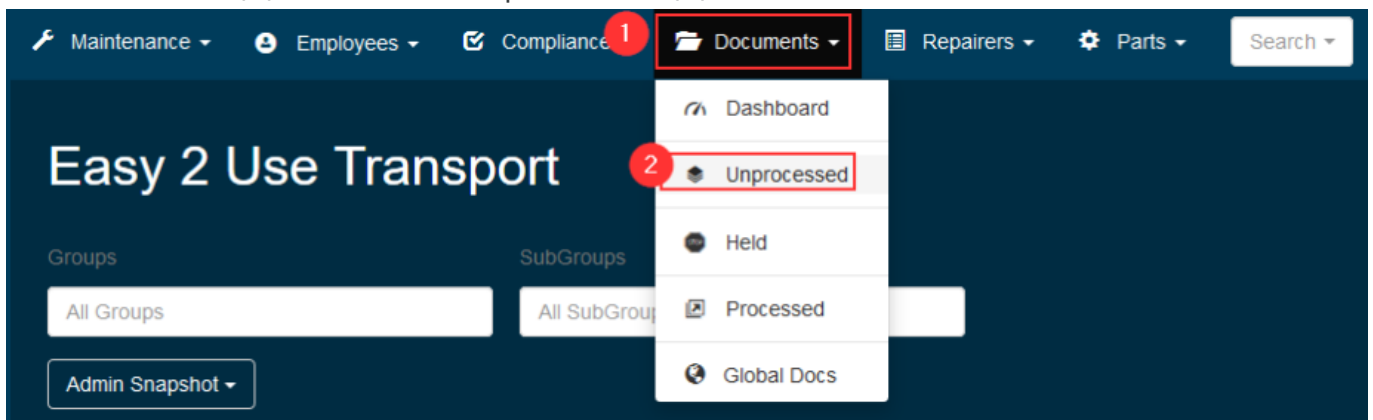
From your preferred email client, enter the email address from the previous step into the

'To:' field and attach the relevant files.



The email address you are sending FROM (i.e. your email address) must be an Active user in Gearbox

Once sent please allow up to 5-minutes for processing, then return to Gearbox and navigate to 'Documents' (1) then select 'Unprocessed' (2):



The recently emailed file(s) will appear in this view, from here you can process the Documents as required.