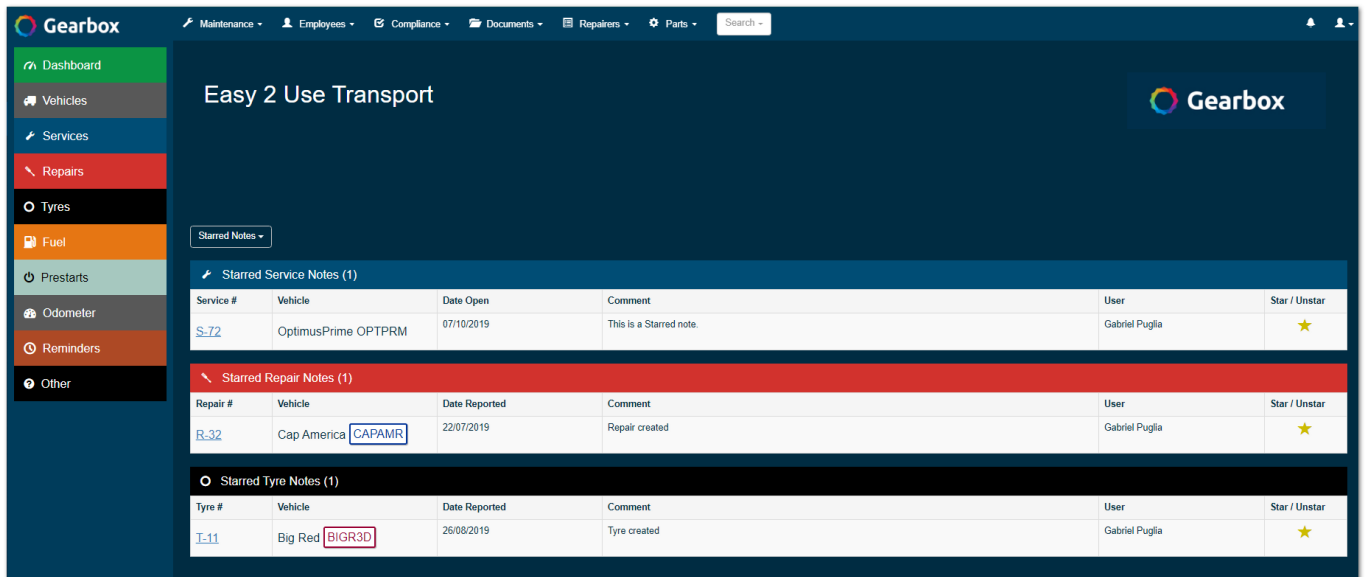


The Starred Notes feature was rolled out during our Nov/Dec 2019 Development Cycle. It allows users to Star or 'pin' a note against a work order. Users can get an overall view of all notes on the Starred Notes dashboard. You can Star a note for Services, Repairs, and Tyre jobs.



Work Order Notes

Certain work orders will have their *Show History* in different locations, see below.

Services - located at the bottom of the page, click *Show History* to expand the page and view job notes.

Service # 84

Vehicles In Service Service History (5) Open Repairs (1) Open Tyres (0) Open Reminders (0) Reports Pick List Jobcard

Date Removed Removed By Schedule retorque
 -

Documents

Parts

Part #	Description	Supplier	Invoice #	Quantity	Each	Total
--------	-------------	----------	-----------	----------	------	-------

Labour
 Mechanic/technician: Gabriel Puglia
 Finish time: 14/11/2019 01:25
 Select or enter hours worked: 0.5 1.0 1.5 2.0 2.5 3.0 3.5 4.0
 Hours: 0

User	Logged	Updated	Start	End	Hours
------	--------	---------	-------	-----	-------

Invoice: GL Code: Cost (tax inclusive) \$:
 Date of Invoice: Tax \$:

Date Service Closed: Km/Miles Closed: Hours Closed: Completed

Repairs - below Vehicle drop-down click on *More Information* (1) and then click *Show History* (2) to expand the page and view job notes.

Repair # 35

Vehicles In Service Repair Report Jobcard eJobcard

Create Repair

Vehicles: Big Red [BIGR3D] * Date reported: 25/09/2019 Reported By: Gabriel Puglia Reported To:

Linked Service: Please select... Linked Inspection: Please select... Linked Prestart: Please select... Linked Incident: Please select... Linked Reminder: Please select...

Fault #: 10 Defect #: Location: Job #:

Km/Miles: 350000 Hours: 5700 Purchase Order #:

Tyres - just like Repairs below Vehicle drop-down click on *More Information* (1) and then click *Show History* (2) to expand the page and view job notes.

Tyre # 10

Vehicles In Service Tyre Report Jobcard

Create Tyre

* Vehicles *** * Date reported
 OptimusPrime [OPTPRM] 17/07/2019

1 **More Information**

Linked Service: Please select.. | Linked Repair: Please select.. | Linked Inspection: Please select.. | Linked Prestart: Please select..

Linked Incident: Please select.. | Defect #: | Location: | Reported By: |

Linked Reminder: Please select.. | Hours: 0 | Purchase Order #: | + | Reported To: |

Fault #: | Linked Purchase Orders: | Date scheduled: |

Km/Miles: 0

2 **Show History**

Tyre Items Add Item

Tyre Type	Problem	Solution	Repairer	Cost
Bridgestone RE003 Open				

Open Tyres

Bridgestone RE003 (T-10) 17/07/2019

Retighten Wheels (T-14) 16/12/2019

Delete Cancel Save and continue Save and close

How to create a note and save as a Starred Note

The following process can be applied for a Service, Repair, and Tyre work order as long as you expand the work order's notes via the Show History button. The example below is based on a Service work order.

Within the Service work order scroll to the bottom of the page to view the work order's notes and click + *Add Note*

↓ Copy Open

Date Service Closed

Km/Miles Closed

Hours Closed Completed

Visual Mileage

Visual Hours

This is the actual dashboard reading you see in your vehicle

This is the actual dashboard reading you see in your vehicle

Show History

Delete Cancel Save and copy Save and continue Save and close

↓ Copy Open

Date Service Closed

Km/Miles Closed

Hours Closed Completed

Visual Mileage

Visual Hours

This is the actual dashboard reading you see in your vehicle

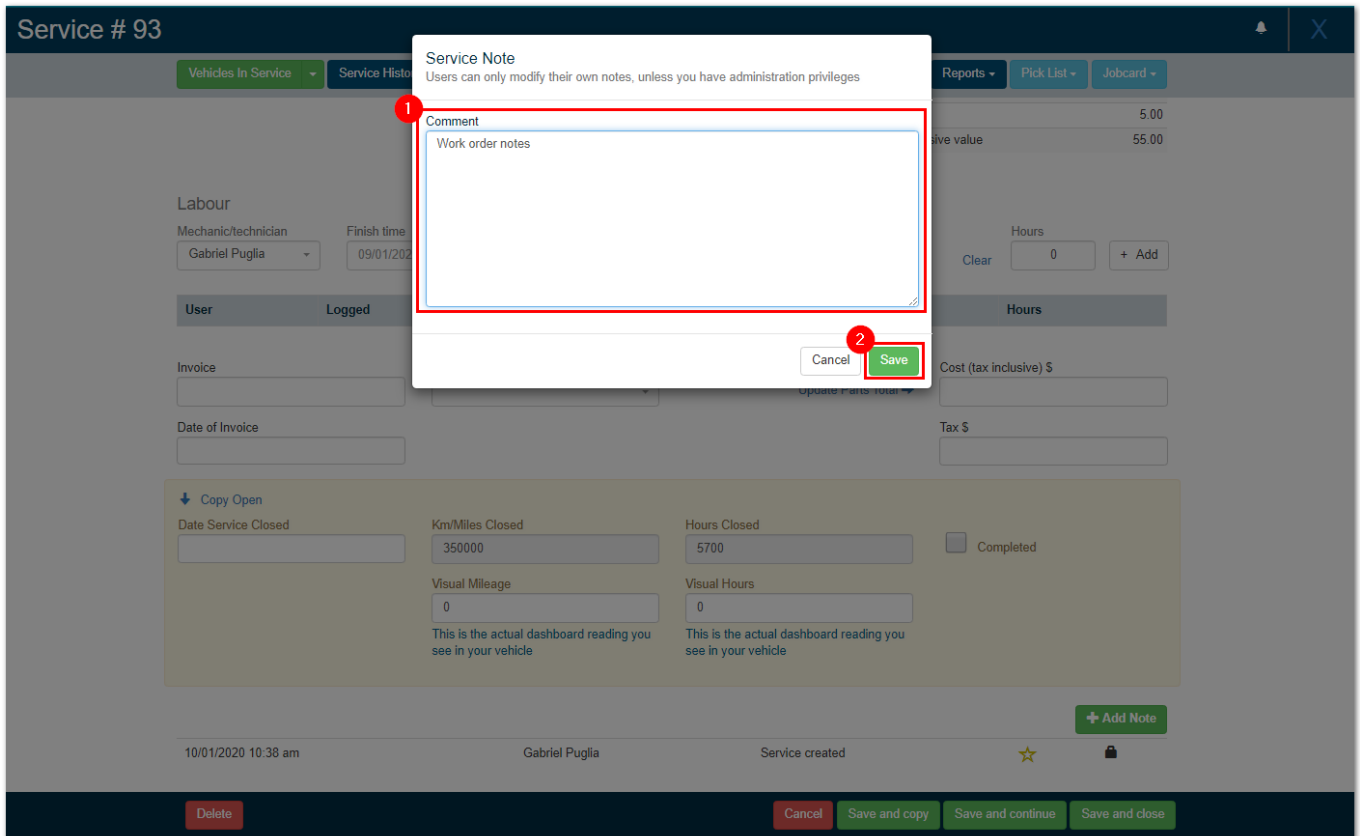
This is the actual dashboard reading you see in your vehicle

10/01/2020 10:38 am Gabriel Puglia Service created ☆

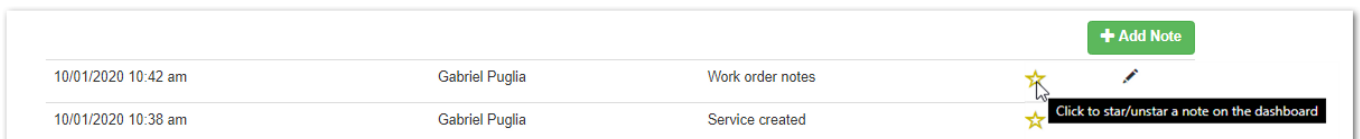
+ Add Note

Delete Cancel Save and copy Save and continue Save and close

Within the note window add your comments (1) and click Save (2) when complete.



Within the work order's notes you will now see your newly saved note in which you can click the *Star* icon to star and pin the note. Click *Save and close* at the bottom of the page to save changes.



Then by clicking on *Dashboard* and using the drop-down menu select *Starred Notes* and you will see all your Starred notes. You can click on the star icon on a note to un-star/un-pin the note, this will make the note disappear from the screen.

Pinning/Star Notes

The screenshot shows the Gearbox software interface. The top navigation bar includes 'Maintenance', 'Employees', 'Compliance', 'Documents', 'Repairs', and 'Parts'. The sidebar on the left contains menu items: Dashboard, Vehicles, Services, Repairs, Tyres, Fuel, Prestarts, Odometer, Reminders, and Other. The main content area is titled 'Easy 2 Use Transport' and features a 'Starred Notes' dropdown menu. Below this, there are three tables of starred notes:

- Starred Service Notes (2)**

Service #	Vehicle	Date Open	Comment	User	Star / Unstar
S-72	OptimusPrime OPTPRM	07/10/2019	This is a Starred note.	Gabriel Puglia	★
S-93	Big Red BIGR3D	09/01/2020	Work order notes	Gabriel Puglia	★
- Starred Repair Notes (1)**

Repair #	Vehicle	Date Reported	Comment	User	Star / Unstar
R-32	Cap America CAPAMR	22/07/2019	Repair created	Gabriel Puglia	★
- Starred Tyre Notes (1)**

Tyre #	Vehicle	Date Reported	Comment	User	Star / Unstar
T-11	Big Red BIGR3D	26/08/2019	Tyre created	Gabriel Puglia	★

If you have any difficulties or queries please contact [Support](#).