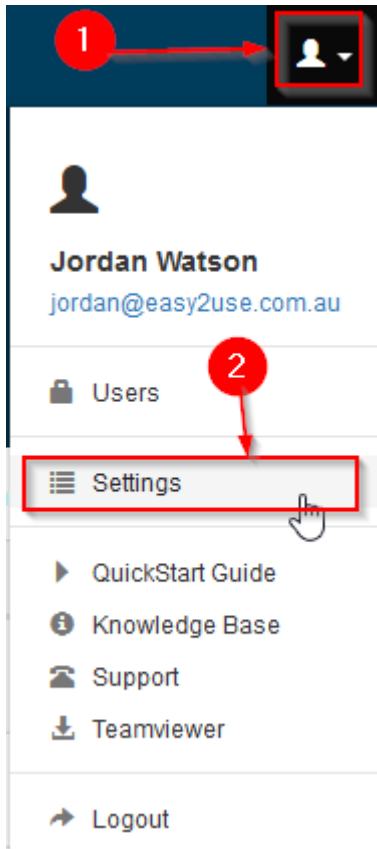


To setup a recurring inspection on a vehicle, we must first create the inspection in Gearbox. Click your user profile on the right-hand side of the screen (1) and select Settings (2)



On the left-hand side of the screen, click Inspection Types (1)

Setting up Inspections

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:	05 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](#)
Ezulfleetsoftware000 lowpoly life education

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
DISPLAY_SERVICE_PARTS	TRUE	Displays the parts selected in a service on a Service JobCard
DISPLAY_SERVICE_TYPE	TRUE	Displays the Service Type (A B C D or E) on a Service Jobcard

From this screen, you can Add New Type (1) of Inspection or edit existing Inspection Settings (2) or Inspection Items (3). In this example we will be add a new type of Inspection.

Inspection Types

[Add New Type](#)

Inspection Type	Active Vehicles	Edit Interval	Edit Jobcard Items
Annual Inspection	13	Edit Inspection Settings	Edit Inspection Items
CoF - 6 Monthly	1	Edit Inspection Settings	Edit Inspection Items

Enter the Inspection Label (1) and the Inspection Interval (2), then click Save (3)

Add new Inspection type:

1

* Inspection Type Label:
_Example Inspection

2

* Interval (Days)
365

+ Attach New Document

3

Cancel Save

We will now add some items required for the inspection that must be completed, click the Edit Inspection Items (1) button of the Inspection we just created

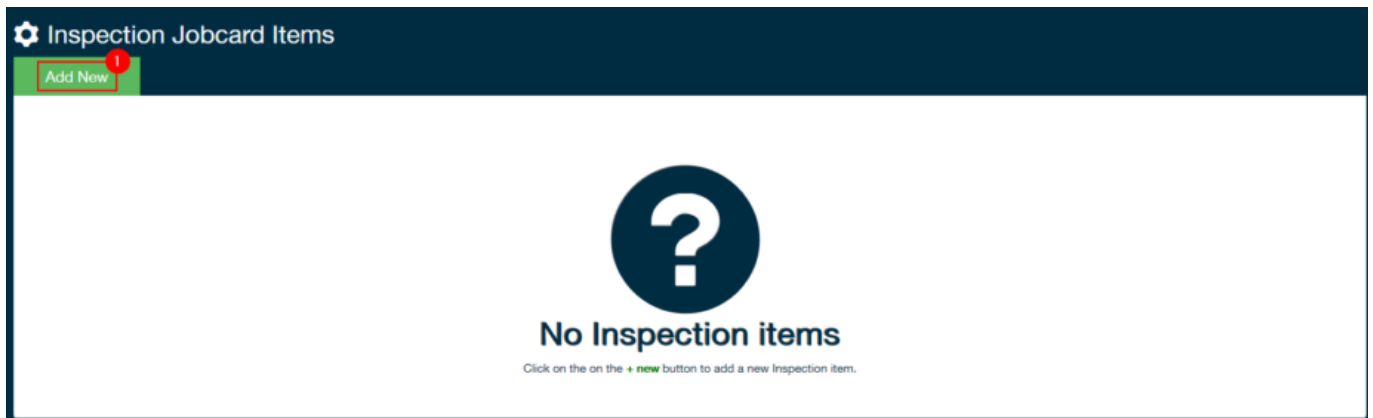
Inspection Types

Add New Type

Search:

Inspection Type	Active Vehicles	Edit Interval	Edit Jobcard Items
_Example Inspection	0	Edit Inspection Settings	Edit Inspection Items 1

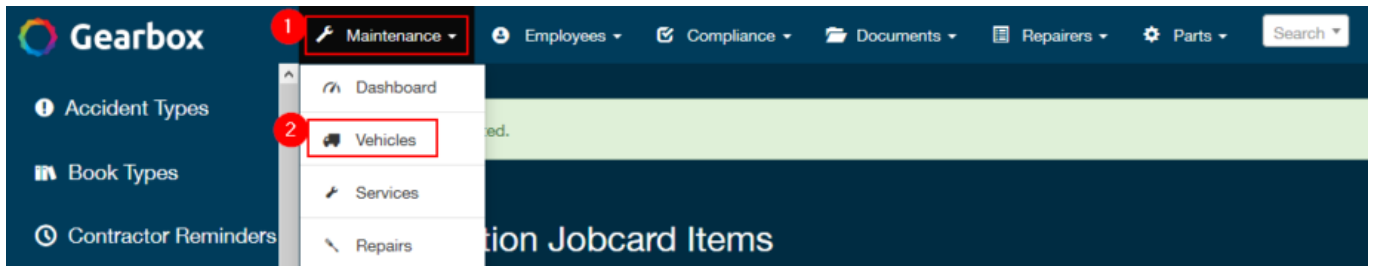
Click the Add New (1) button



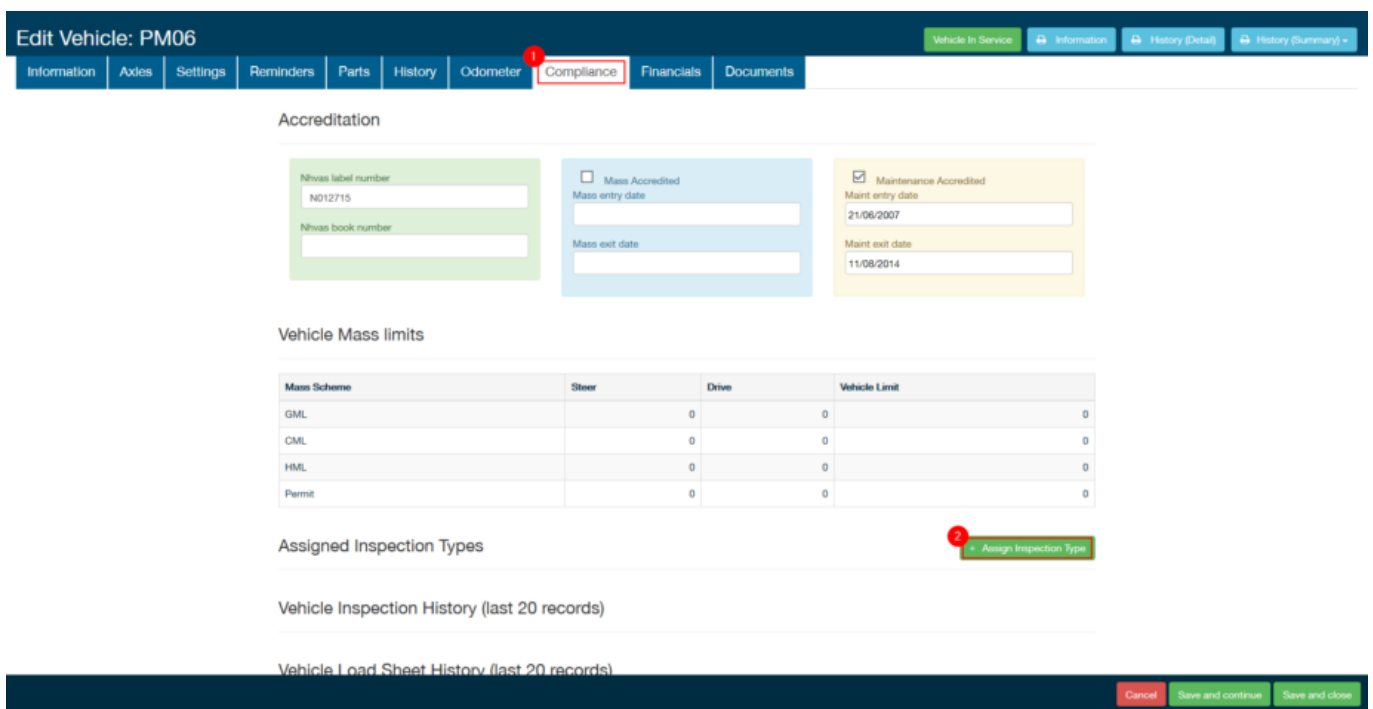
Select the Section (1) that this inspection item is related to, enter a short Description (2) of the inspection item (e.g. what needs to be checked/fixed) and the Item Order (3) - the item order refers to where on the jobcard the item will appear, i.e. '1' is the first item on the jobcard. Finally, click Create Inspection Item (4)

The screenshot shows the 'New Inspection Jobcard Item' form. The form has a dark blue header with the text 'New Inspection Jobcard Item'. Below the header, there is a dropdown menu for '* Inspection Type' with the value '_Example Inspection'. Below this, there is a dropdown menu for 'Section' with the value 'BRAKES', highlighted with a red box and a red circle containing the number '1'. Below the 'Section' dropdown, there is a text input field for 'Inspection items description' with the value '_Example Brake Check', highlighted with a red box and a red circle containing the number '2'. Below the 'Inspection items description' field, there is a dropdown menu for 'Item order' with the value '1', highlighted with a red box and a red circle containing the number '3'. At the bottom right of the form, there are two buttons: 'Cancel' and 'Create Inspection item', with the latter highlighted with a red box and a red circle containing the number '4'.

Continue to add as many Inspection Items as required, once you have added all items click the Maintenance drop-down (1) and select Vehicles (2) - we will now assign this Inspection to a vehicle



Once you have selected the Vehicle you want to assign the Inspection type to, click the Compliance tab (1) then click the green Assign Inspection Type (2) button



Select the Inspection Type we created earlier from the drop-down (1), ensure the Active checkbox is ticked (2), if necessary enter the next due date (3) - if you do not enter a next due date the count-down to the next inspection begins from the date you assign the inspection type to a vehicle, else the next due date will be what you have assigned and the count-down will begin from that date for the next inspection.

Finally, click Create Vehicle Inspection Type (4)

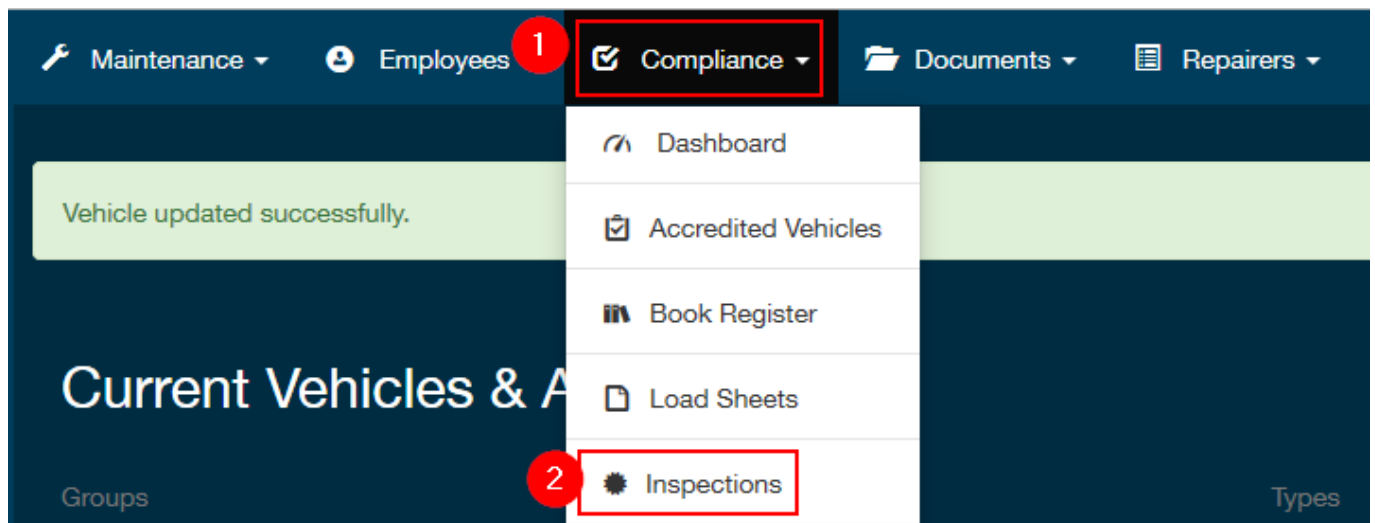
Assign Inspection Type to Vehicle

The form contains the following elements:

- 1. A dropdown menu with the text "_Example Inspection".
- 2. An "Active" checkbox that is checked.
- 3. A "Next due" date field.
- 4. Two buttons at the bottom: "Cancel" and "Create Vehicle inspection type".

Click Save and Close on the vehicle screen - we will now confirm the vehicle appears in the Inspection module of Gearbox

Click the Compliance drop-down (1) and select Inspections (2)



Setting up Inspections

Click the Active button (1) and search for your Vehicle if necessary (2) - you will see that you can now create an Inspection (3) if needed

The screenshot shows the 'Active Inspections' dashboard. At the top, there are filters for 'Groups' (All Groups) and 'Sub Groups' (All Sub Groups). Below these are five main status buttons: 'New Inspection' (green), 'Expiring' (8, purple), 'Open / In Progress' (23, purple), 'Active' (22, purple, highlighted with a red box and a red circle '1'), and 'Closed Inspections' (0, purple). To the right is a 'Reports' button (light blue). Below the buttons is a search bar with 'Search: pm06' (highlighted with a red box and a red circle '2'). Below the search bar is a table with columns: Type, Fleet #, Rego #, Inspection Type, Last Done, Interval, Next Due, and Add New. The table contains one entry: Type (with a car icon), Fleet # (PM06), Rego # (AN00FI), Inspection Type (_Example Inspection), Last Done, Interval (365), Next Due (-), and Add New (with a green '+ Add Inspection' button highlighted by a red box and a red circle '3'). At the bottom left, it says 'Showing 1 to 1 of 1 entries (filtered from 22 total entries)'. At the bottom right, there are pagination buttons: First, Previous, 1 (selected), Next, Last.