

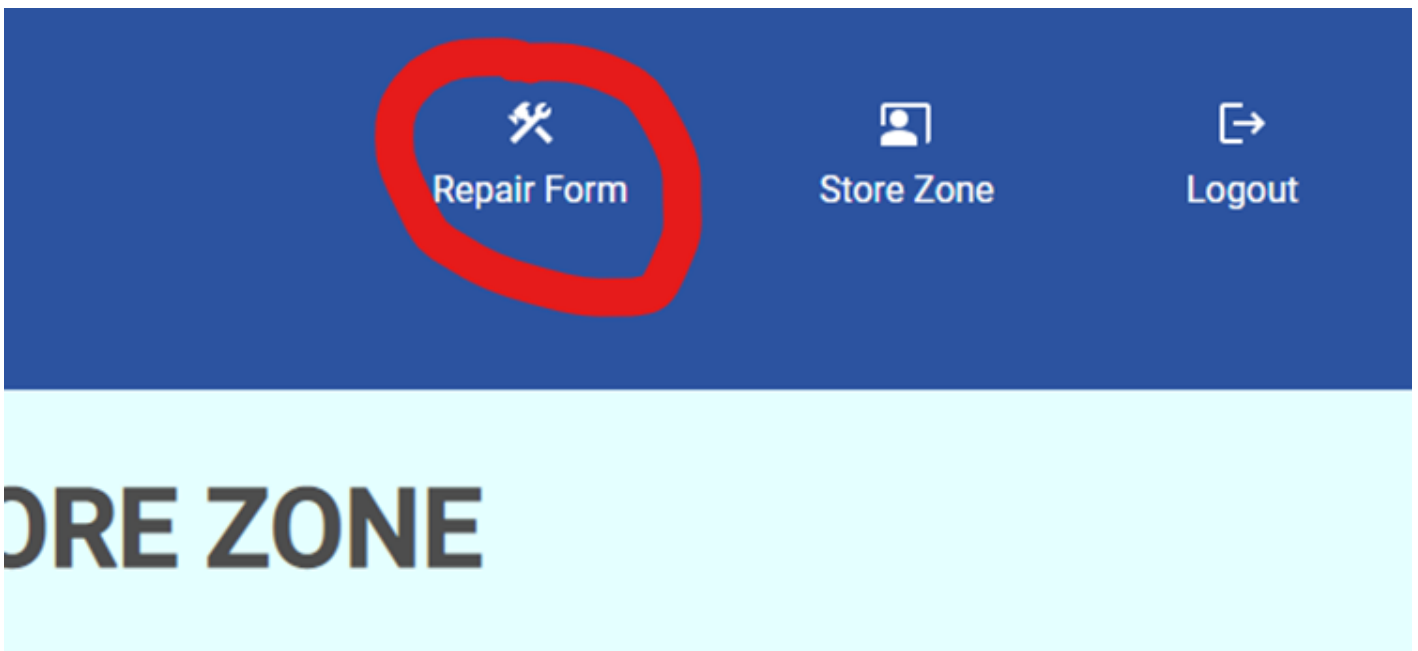
Repair Form

- [Submitting a Repair/Maintenance issue](#)
- [Adding notes to an open issue](#)

Submitting a Repair/Maintenance issue

Go to the "StoreZone" - is the link you do your booker invoices from.

You will notice a new icon on the navigation bar



In here you will have access to the repairs of your store and the repair form:

WELCOME TO THE REPAIR SYSTEM

Repair Form

Date*

Your name*

Machine Type*

Serial Number*

Machine Make*

What's the issue

Description*

Click Here If You Have Logged This Issue
☐

Upload Any Images (optional)
 No file chosen

Open repairs for Autoport

Date	Issue	Status	Description	Notes
2022-07-04	Fault	Investigation Started		
2022-12-12	Fault	Waiting On Parts		

To complete a new repair form, fill the form with all the details and press SEND, it will not allow you to send the form if any fields are missing.

You might notice that it does not have the select site, this is because is taken from your login, so you can only book a repair for the site you are currently logged at.

When you want to check the notes, or you need to update the status of an open repair, click on the icons and you will be able to do the necessary changes.

NOTE: If you cannot see the repair icon at the top of your navigation bar, please clear your cache, you can do this through your browser or pressing ctrl + F5 together.

Adding notes to an open issue

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Click on the NOTES and add a new note.