

## Freeway Bays Training Worksheet

### Enter a defect:

1. Select 'Fleet / Workshop' to open the Bays screen.
2. Click on the type of defect that you are creating (Remote, Driver or Inspection).



For this first exercise choose **Driver Defect (D Defect)**.

### 3. Enter the defect details:

Fill in the details up to this point.

Leave the optional 'Work Done' section blank.

Leave the optional Time-sheet details blank.

### 4. View the Resulting defect in the grid.

Vehicle	Date	Dur	Bay	Type	Source	Task	Labour Desc	Labour Note	Ini	Operator	Crit	Trade	Job
023	05/11/2006 14	0.25		Defect	Driver	06 Inspe	Reverse signal intermit					1 Electrician	

Optionally Filter by the vehicle.

Press this button or the 'F5' key to refresh the screen and show the newly created defect.

Note that it is clear from the colour that this defect has not yet been assigned to a job-card, a bay or a staff member.