



Update the Preferences

Overview

The Preferences process provides the ability to change the printer, team, and/or MISC defaults.

Navigation

Maintenance > *VARIOUS PROCEDURAL STEPS* > Preferences page

Procedures

Update the Preferences

Selecting  at any point of this procedure returns all fields to the default setting.



1. Select [Change Preferences](#) or the Preferences hyperlink. The **Preferences** page appears.

Printer

Printer

- Labor
- Tasks
- Parts
- Tools
- Certs
- Additional Attributes

Team

Primary Teams Id

Primary Teams Member

Misc

Primary Equipment Pool

Primary Maintenance Location

Utilize On Base

- No Preference
- On Base
- Off Base

Non-Mission Capable

- No Preference
- Yes
- No

2. Update the Printer grid.
3. Update the Team grid.
4. Update the MISC grid.
 - A. Update the Utilize On Base.
 - B. Update the Non-Mission Capable.
5. Select . The ✔ User preferences saved successfully appears at the button right of the page.