



# 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.





## Help Reference Guide

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

-Select-

Primary Teams Member

-Select-

Misc

Primary Equipment Pool

-Select-

Primary Maintenance Location

Utilize On Base

☒ No Preference  
☐ On Base  
☐ Off Base

Non-Mission Capable

☒ No Preference  
☐ Yes  
☐ No

Reset

Save

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 [Save](#). The [User preferences saved successfully](#) appears at the button right of the page.

