

Getting started with

Once you've received your welcome email


YOUR ACTION IS NEEDED

In order to ensure the online diary and GISMO work efficiently you need to carry out a couple of simple configuration tasks.

You need to:

1. Log in and change your password
2. Set your labour rate, parts margin & available hours
3. Set MOT Price & availability (where necessary)

1. Log in and change your password

- Visit gismo.bookmygarage.com and enter your user name and password provided in your welcome email.
- Click on the  icon and then select 'Profile'
- Now enter your original password along with your new password and press 'Update'


2. Set your labour rate, & available hours

- Whilst on the configuration page set the following values:
 - Your Hourly Labour rate (before any VAT)
 - Your parts margin (before any VAT)
 - Your available hours – this is the number of hours that you are happy to be booked in a day.

Please note that available hours will only affect bookings made via the online booking portal and will not prevent you booking directly into the system.

- Once set press ‘Submit’
- By default Book My Garage are able to access your configuration to assist you with any future support. Should you wish to change this access just uncheck the ‘allow garage admin’ option.

2. Set MOT price & Availability

- Click on the menu icon  and select 'MOT' under the configure heading.
- Enter the number of MOTs you are able to carry out each day.
- Enter a default price for an MOT .
- Press 'Submit'

Please note that total MOT count will only affect bookings made via the online booking portal and will not prevent you booking directly into the system.

Summary

In order to ensure that bookings are only taken for when you have availability the booking portal connects to the management system. It is important to have the correct settings to ensure you get the correct bookings and are not consequently over-booked or under-booked.

For example if you are able to carry out 6 MOTs a day and you already have 6 MOTs booked on a particular day then the online booking system will display the next day (assuming that has less than 6 bookings).

Similarly the same logic will apply to the number of hours that are available for sale.