GearDown™ A&P PRO: quick start

Your first job, from quote to a completed, paid work order

The fastest way to see what GearDown does is to run one real job through it. The **Your first job** checklist on the home screen follows along and ticks off each step as you do it. Tap **Show me how** on the checklist to come back here, or **Hide this** when you no longer need it.

1. **Add your business name and logo.** Under **MENU**, **Business and documents**. They print on every quote, work order and logbook entry.
2. **Create the quote.** Tap **New Quote**, enter the customer and the aircraft, and tap **Look up N-number (FAA)** to fill in the make and model. Tap **Inspections and airframe** or **Powerplant, systems and records**, tick the jobs and tap **Add to quote**, then enter the prices.
3. **Send it to the customer.** Tap **Send to the customer for signature** and send the link by text or email. The customer reviews and signs on their own phone, with no app and no account.
4. **The customer approves.** The signed copy comes back to the quote by itself, and your phone notifies you.
5. **Create the work order.** Open the approved quote and tap **Create work order**. The customer, aircraft and work carry over.
6. **Record the work.** Enter what you found under **Discrepancies**, the work you did and your labor, and the parts you installed and removed. For a life-limited part, record its life status; for a removed one, also how it was controlled. Add photos if they help.
7. **Return to service and sign-offs.** In **Return to service**, choose how the aircraft is operated and the inspection, if any. For an annual, 100-hour or progressive inspection, confirm the airworthiness limitations check. Then tap **Approve for return to service**: the app checks that you may sign (for example, that your IA is current for an annual) and asks for your fingerprint or face.
8. **Get paid.** Have the customer sign online with **Send to the customer for signature**, then send a card payment link with **Send payment link**, or record cash or a check with **Mark paid**.

The work order moves to **Complete** on the home screen, with its logbook entries ready to print or export (see Logbook entries and labels). That’s a whole job, from quote to paid.