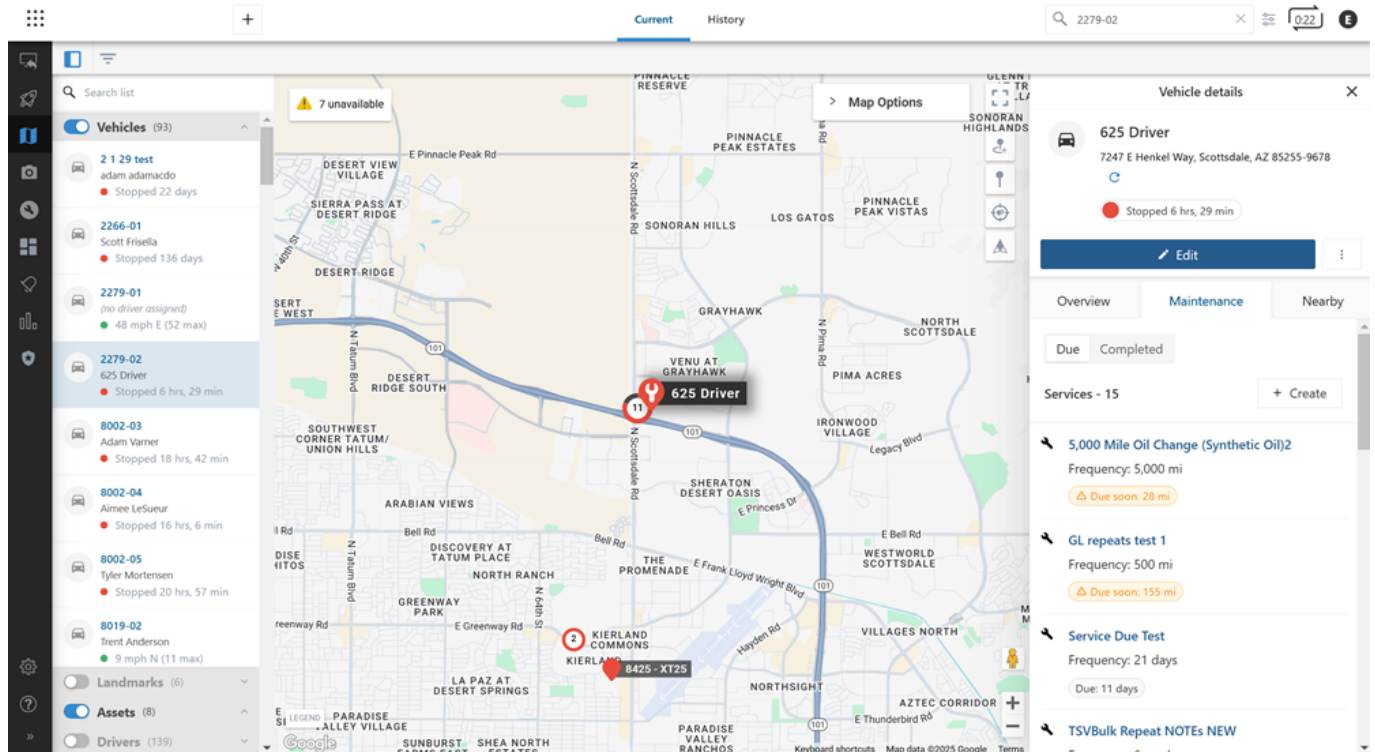


The Portal allows you to track vehicle maintenance through scheduled maintenance services. You can view, add, and manage vehicle maintenance for a vehicle using the Maintenance tab from the Vehicle Card on the Map.

Note. A comprehensive list of services due and services completed for the fleet is available from the [Maintenance Page](#).



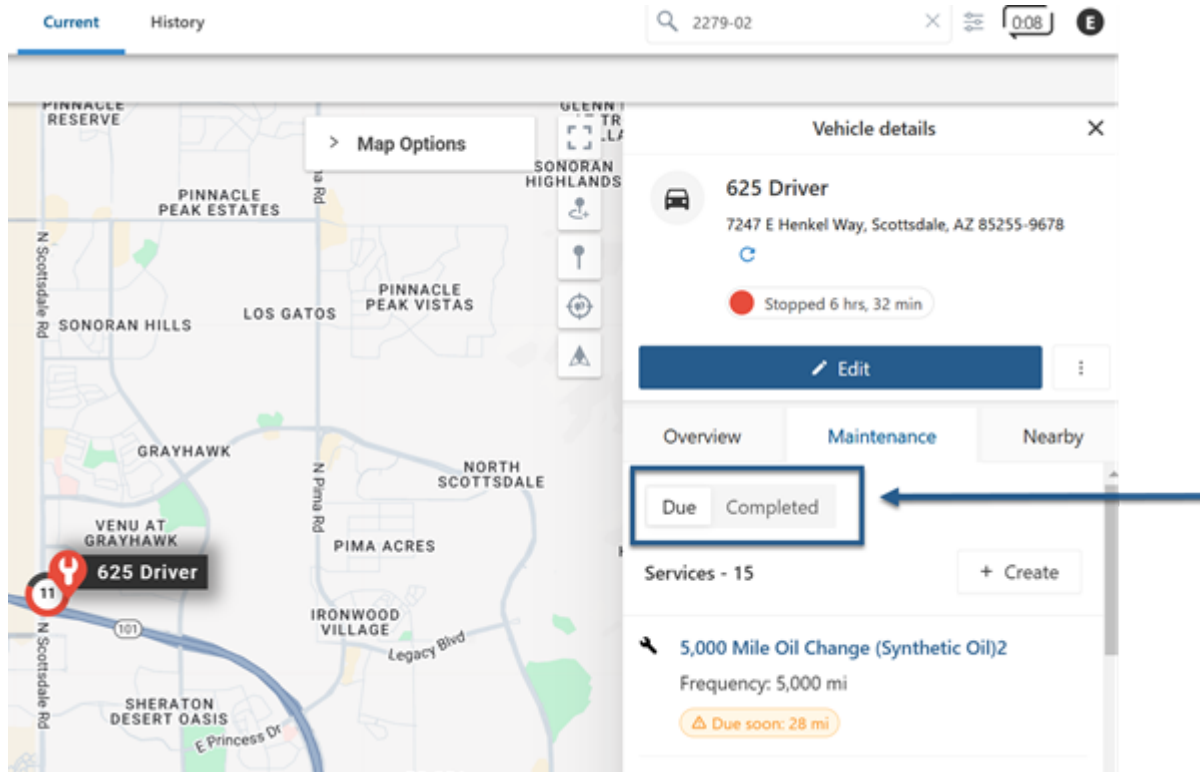
Note. In order to manage maintenance items, you must have the Maintenance permission enabled in the [User Access List](#) and the Service Reminder item enabled in the [Menu Access List](#) (Account Category).

Managing Service Tasks

You can create a new service entry, manage, and view services due and/or completed services for a vehicle from the Maintenance tab of the Vehicle Card.

Viewing Upcoming and Completed Services

You can view upcoming and completed services from the Maintenance tab by using the toggle, click **Due** to see a list of upcoming service tasks and click **Completed** to view a list of completed service tasks for the selected vehicle.



Viewing Completed Services

1. From the Vehicle Card, click the **Maintenance** tab.

A list of current services due are displayed by default.

2. Click the **Completed** toggle.

The Completed service list displays.

3. You can:

- Use the Search field to search for a completed service
- Filter the list by occurrence (one-time or repeat) using the Filter button
- Sort the list in ascending/descending order by Name, Date, or Cost
- View all completed service items using the pages at the bottom

Creating a Service Task

You can create a service task directly from the Maintenance tab of the Vehicle Card.

1. From the Map page, select a vehicle using the Vehicle List, clicking on the vehicle from the map, or the search field.

Once you have selected a vehicle, the Vehicle Card appears.

2. Click **Maintenance**.

The Due toggle is selected by default.

3. Click + Create.

4. Under the Details section, complete the following fields:

- Service name
- Service Type

5. Under the Schedule & Frequency section, complete the following fields:

- Service frequency
- Due at and/or Due on

6. Under Attachment & Notes, use the Upload Attachment button  to upload any attachments and/or enter a note in the Notes field (1,000 character max.).

7. Click + **Create service**.

Managing Upcoming Service Tasks

You can view a summary of an upcoming service task and service history connected with the task. You can also edit the service task and mark the task as complete directly from the Vehicle Card.

1. From the Map page, select a vehicle using the Vehicle List, clicking on the vehicle from the map, or the search field.

Once you have selected a vehicle, the Vehicle Card appears.

2. Click **Maintenance**.


The Due toggle is selected by default.

3. Locate the service you would like to manage in the list of Services, then click the title of the service task.

Service details are shown. The Overview tab is displayed by default showing a summary of the details. From this view you can perform the following actions:

- View Service History:** Click **Service History** to view a list of logs connected to the service task.
- Edit the Service Task:** Click **Edit** to make edits to the service task, then click **Save changes**.
- Mark the task as Complete:** Click Complete. The Complete service pop-up appears, make

applicable changes to the available fields (Date Completed field defaults to the current date), and then click **Complete service**.

- d. Delete the Service Task: Click the overflow icon  , then click **Delete**.