

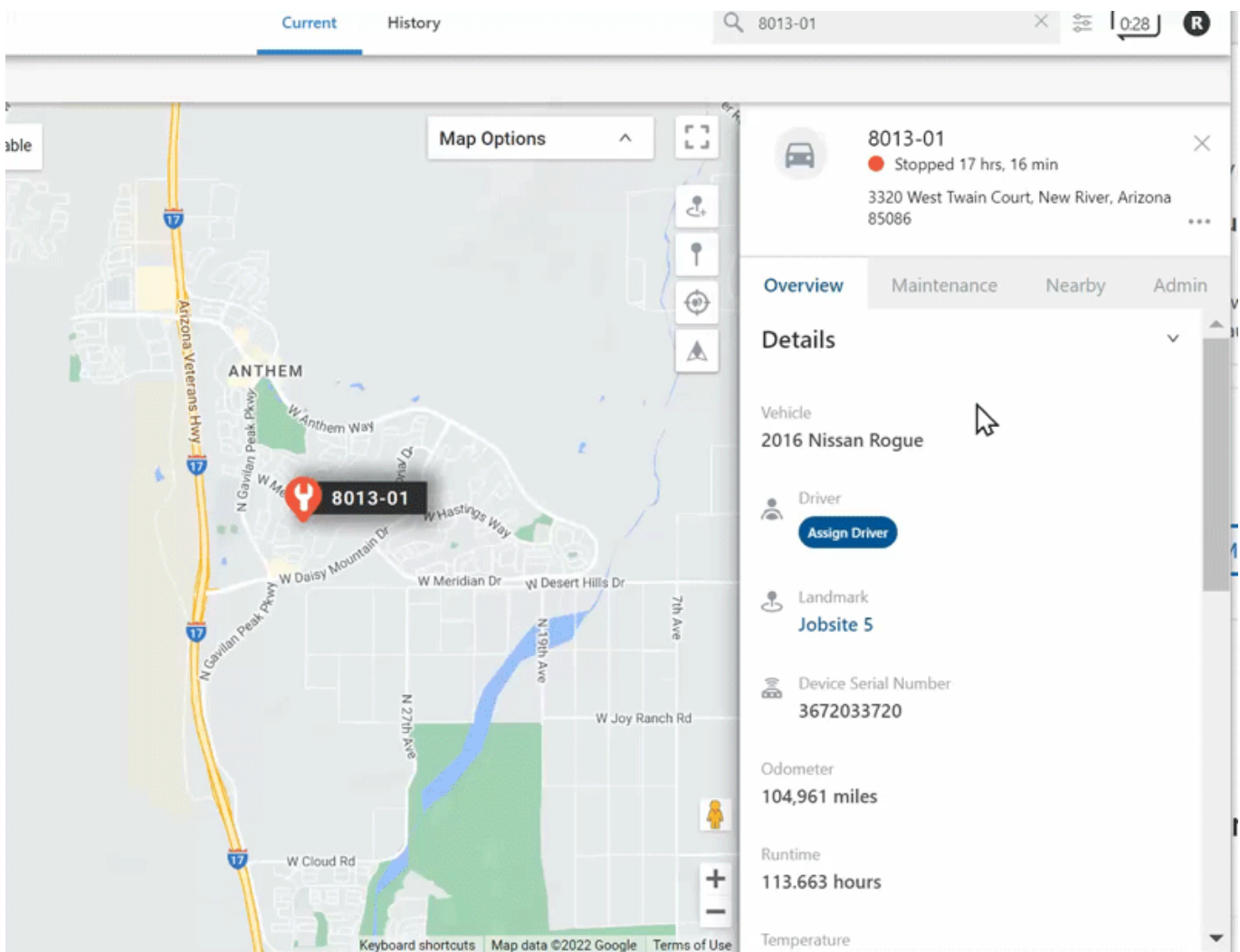
Adding, Editing, or Deleting a Maintenance Reminder

Link: <https://help.nuvo.solutions/docs/vehicle-card-vehicle-maintenance/adding-editing-or-deleting-a-maintenance-reminder/> Last Updated: July 27th, 2022

You can search, view, add, and edit maintenance reminders from the Vehicle Card on the Map page. After creating a reminder, you can receive a notification whenever a scheduled service is approaching or is past due by creating a [Service Reminder Alert](#).

Adding a Maintenance Reminder

You can create an unlimited number of maintenance reminders for each vehicle in your fleet, and you can define custom service intervals in miles, distance, runtime, hours, days, and/or scheduled date.



The screenshot displays the Nuvo Solutions Map interface. At the top, there are tabs for 'Current' and 'History', and a search bar containing '8013-01'. The map shows a location in Anthem, Arizona, with a red pin icon labeled '8013-01'. To the right of the map is a vehicle card for '8013-01'. The card shows the vehicle is 'Stopped 17 hrs, 16 min' at '3320 West Twain Court, New River, Arizona 85086'. Below this, there are tabs for 'Overview', 'Maintenance', 'Nearby', and 'Admin'. The 'Overview' tab is selected, showing details for the vehicle: '2016 Nissan Rogue'. Other details include 'Driver' (with an 'Assign Driver' button), 'Landmark' (Jobsite 5), 'Device Serial Number' (3672033720), 'Odometer' (104,961 miles), 'Runtime' (113.663 hours), and 'Temperature'.

► How to Add a Maintenance Reminder:

1. From the Vehicle Card, click the **Maintenance** tab.
2. Click the plus (+) icon.

The Maintenance Reminder form appears.

3. Complete the forms by entering the following in their respective fields:

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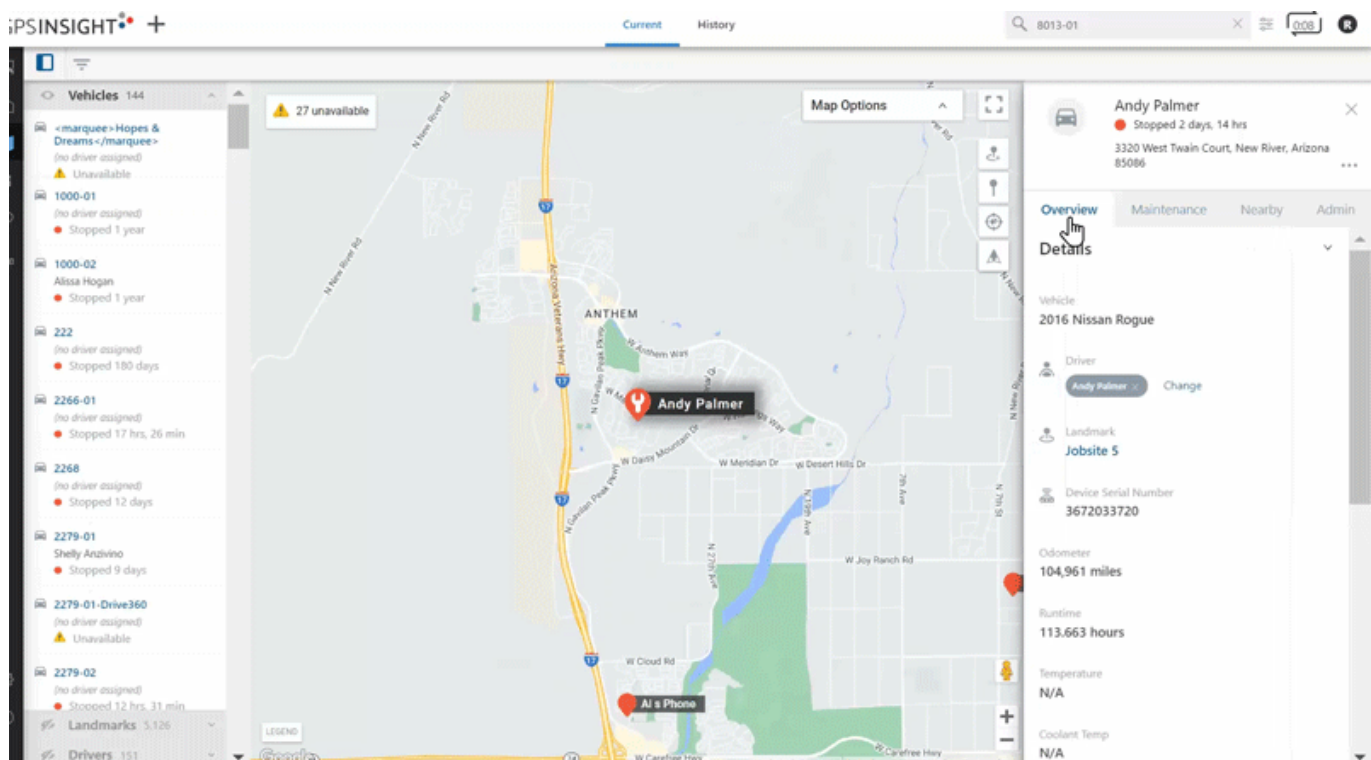
- Name (Required)
- Interval: Distance, Runtime (hrs), Days
- Next Service: Mileage, Runtime (hrs), Date

4. Click **Submit**.

The reminder is added to the Reminders List on the Maintenance tab and a pop-up appears confirming the maintenance reminder was successfully added.

Editing a Maintenance Reminder

You can edit a maintenance reminder directly from the Maintenance tab of the Vehicle Card.



The screenshot displays the iPSINSIGHT application interface. On the left, a sidebar lists 144 vehicles, including 'Hopes & Dreams', '1000-01', '1000-02', '222', '2266-01', '2268', '2279-01', '2279-01-Drive360', and '2279-02'. The main area shows a map of the Anthem, Arizona region with vehicle locations marked. A pop-up window for 'Andy Palmer' is visible, showing his location and a list of maintenance reminders. The 'Maintenance' tab is selected, displaying a list of reminders for a '2016 Nissan Rogue'. The reminders include 'Stopped 2 days, 14 hrs', 'Stopped 180 days', 'Stopped 17 hrs, 26 min', 'Stopped 12 days', 'Stopped 9 days', and 'Stopped 12 hrs, 31 min'. The 'Edit' button is highlighted for the 'Stopped 12 hrs, 31 min' reminder.

► How to Edit a Maintenance Reminder:

1. Locate the maintenance reminder that you would like to edit by using the search field or scrolling through the Maintenance Reminder List.
2. Click on the Service name corresponding to the maintenance reminder you would like to edit.
3. Click **Edit**.

The Maintenance Reminder Edit form appears.

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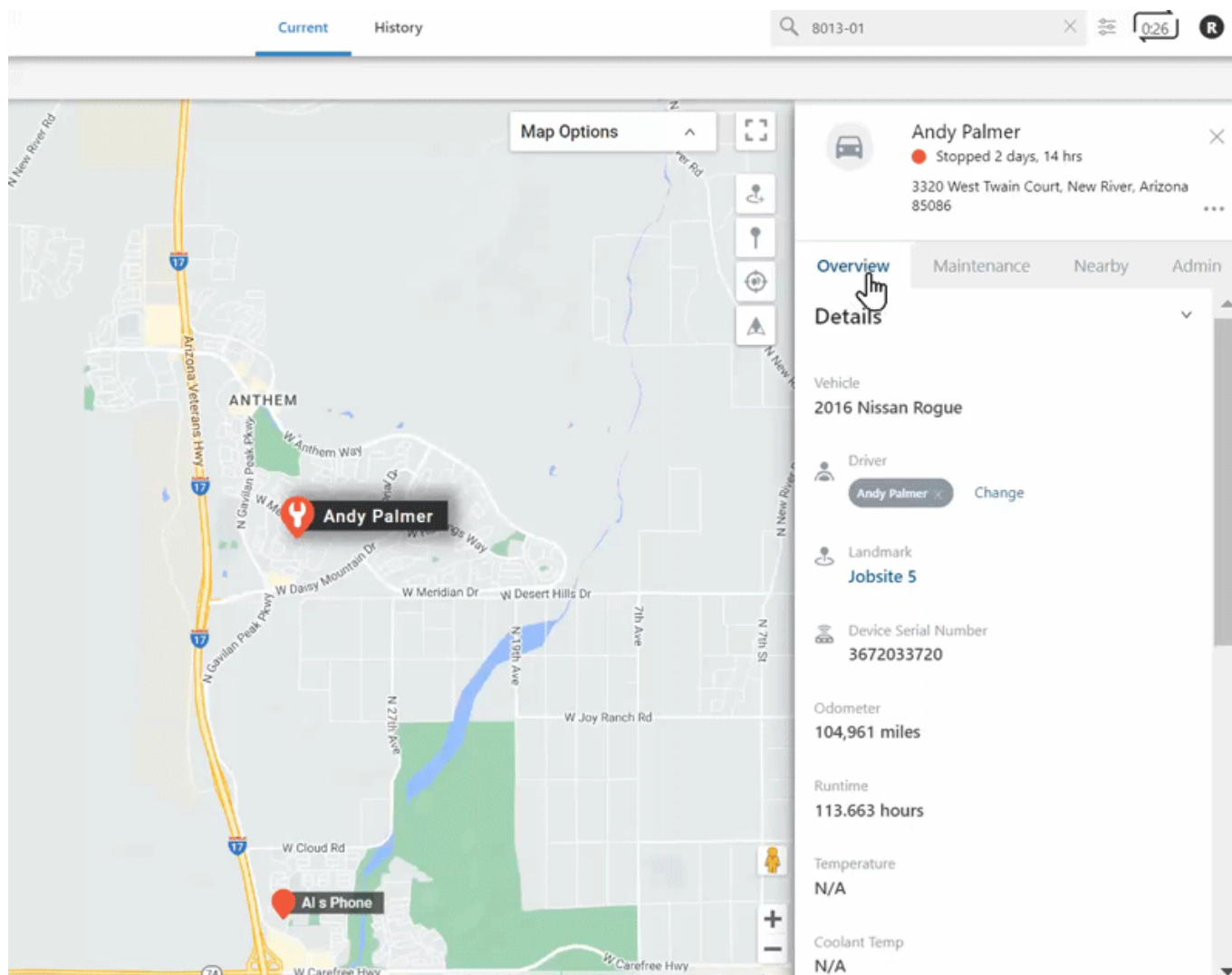
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4. Make your edits then click **Submit**. You also have the option to delete the maintenance reminder or reset the reminder.

Your edit is saved and a pop-up appears confirming the maintenance reminder was successfully edited.

Deleting a Maintenance Reminder

You can delete a maintenance reminder directly from the Maintenance tab of the Vehicle Card.



The screenshot displays the Nuvo Solutions interface. On the left, a map shows the location of Andy Palmer in Anthem, Arizona, marked with a red pin. The map includes street names like N New River Rd, W Anthem Way, and W Meridian Dr. On the right, the 'Vehicle Card' for Andy Palmer is visible. The card shows the vehicle is a 2016 Nissan Rogue, stopped for 2 days and 14 hours. The driver is listed as Andy Palmer, and the device serial number is 3672033720. The card also displays the odometer reading (104,961 miles) and runtime (113.663 hours). The 'Maintenance' tab is selected, and the 'Details' section is expanded, showing the vehicle's status and location.

► How to Delete a Maintenance Reminder:

1. Locate the maintenance reminder that you would like to edit by using the search field or scrolling through the Maintenance Reminder List.
2. Click on the Service name corresponding to the maintenance reminder you would like to edit.
3. Click **Edit**.

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The Maintenance Reminder Edit form appears.

4. Click **Delete**. You also have the option to edit the maintenance reminder or reset the reminder at this time.

A Delete Reminder pop-up appears asking: "Are you sure you want to delete Maintenance Reminder "[name of maintenance reminder]" ?"

5. Click **Yes, Delete** to delete the maintenance reminder or click "No, Cancel" to exit the Maintenance Reminder Edit Form and keep the maintenance reminder.