Adding, Editing, or Deleting a Service Log

You can view, add, edit, and delete service logs from the Vehicle Card on the Map page. Additionally, from the Maintenance tab of the Vehicle Card, you can export the Service History List.

Adding a Service Log

For each log, enter the odometer and/or runtime (hrs) engine hours at the point of service and the associated cost, date, and service notes.
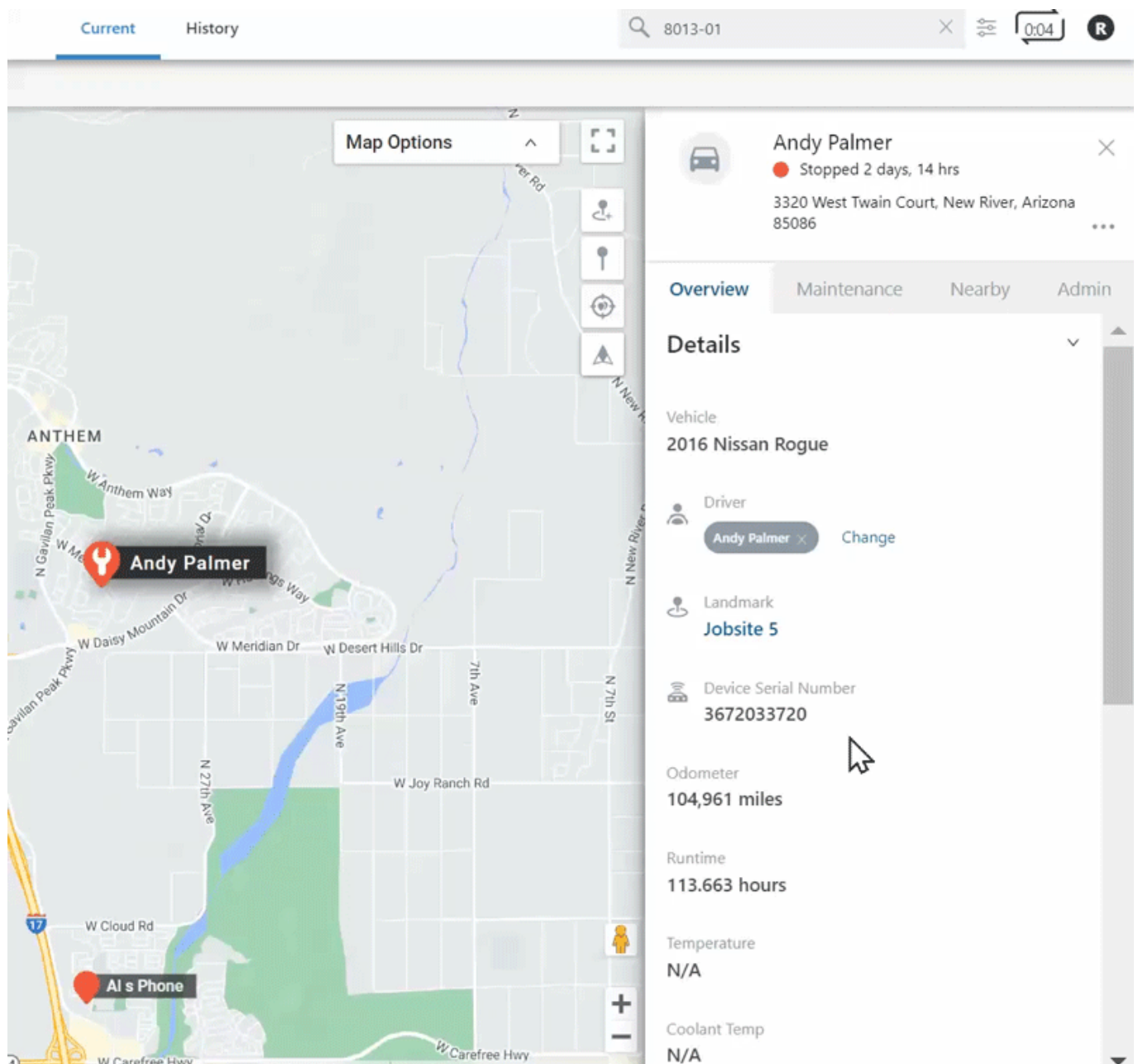
> **Note.** You can also update an existing Maintenance Reminder when creating a service log.

▶ **How to add a service log entry:**

Adding, Editing, or Deleting a Service Log

1. From the Vehicle Card, click the **Maintenance** tab and then click "Service Logs".

2. Click the plus (**+**) icon.

   The Service Log form appears.

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

   - Odometer

   - Runtime (hrs)

   - Service Cost (in dollars)

- Service Date

- Service Notes

- Optional: If you'd like to update an existing Maintenance Reminder, use the drop-down under "Update Maintenance Reminder" to select the reminder you would like to update.
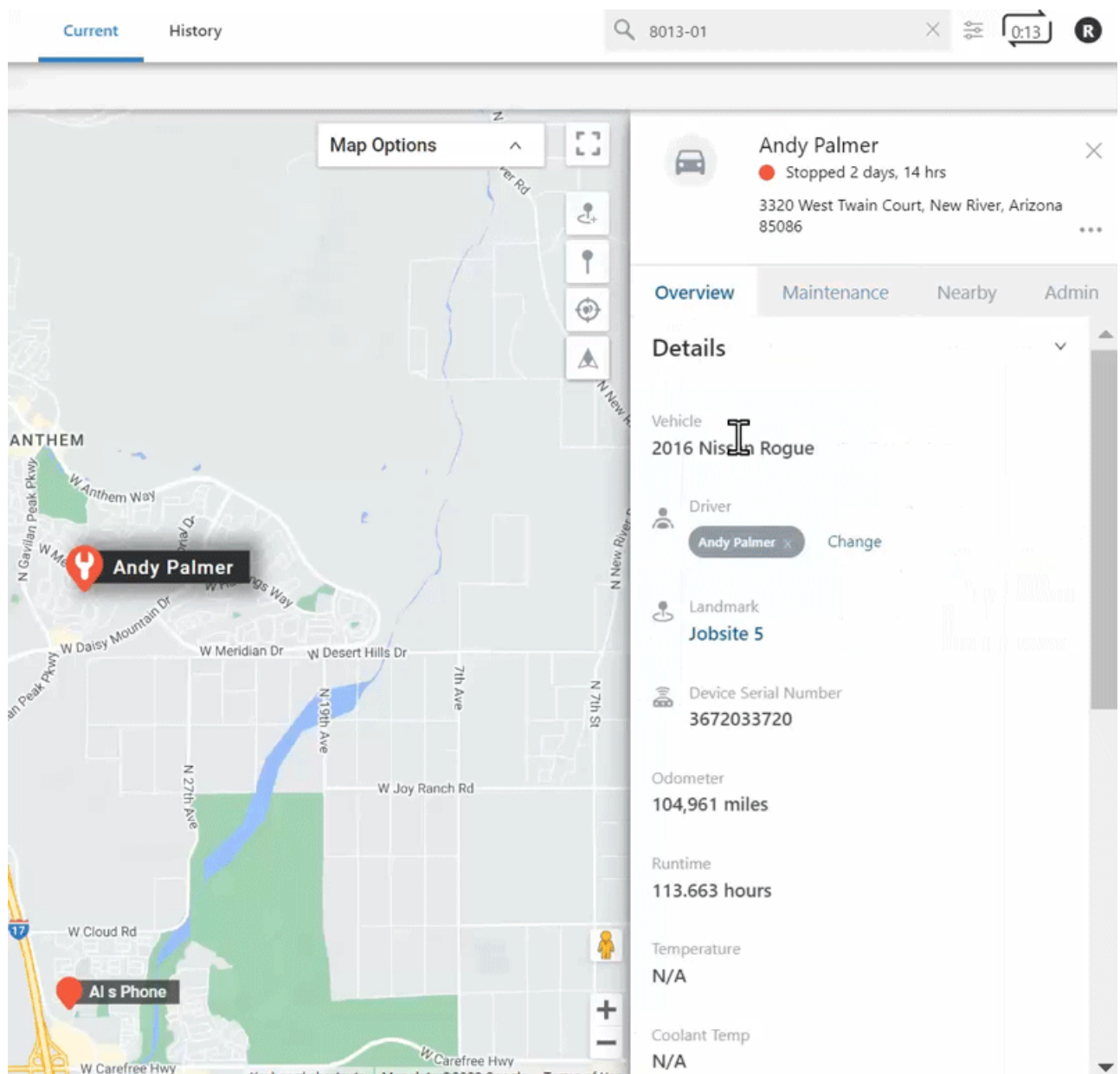
4. Click **Submit**.

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

Editing a Service Log Entry

▶ **How to edit a service log entry:**

Adding, Editing, or Deleting a Service Log

1. From the Vehicle Card, click the Maintenance tab, click "Service Logs".

2. Locate the service log entry you would like to edit using the search field or by scrolling through the service log list.

3. Click the name of the service log entry.

4. Click **Edit**.

   The Service Log Edit Form appears.

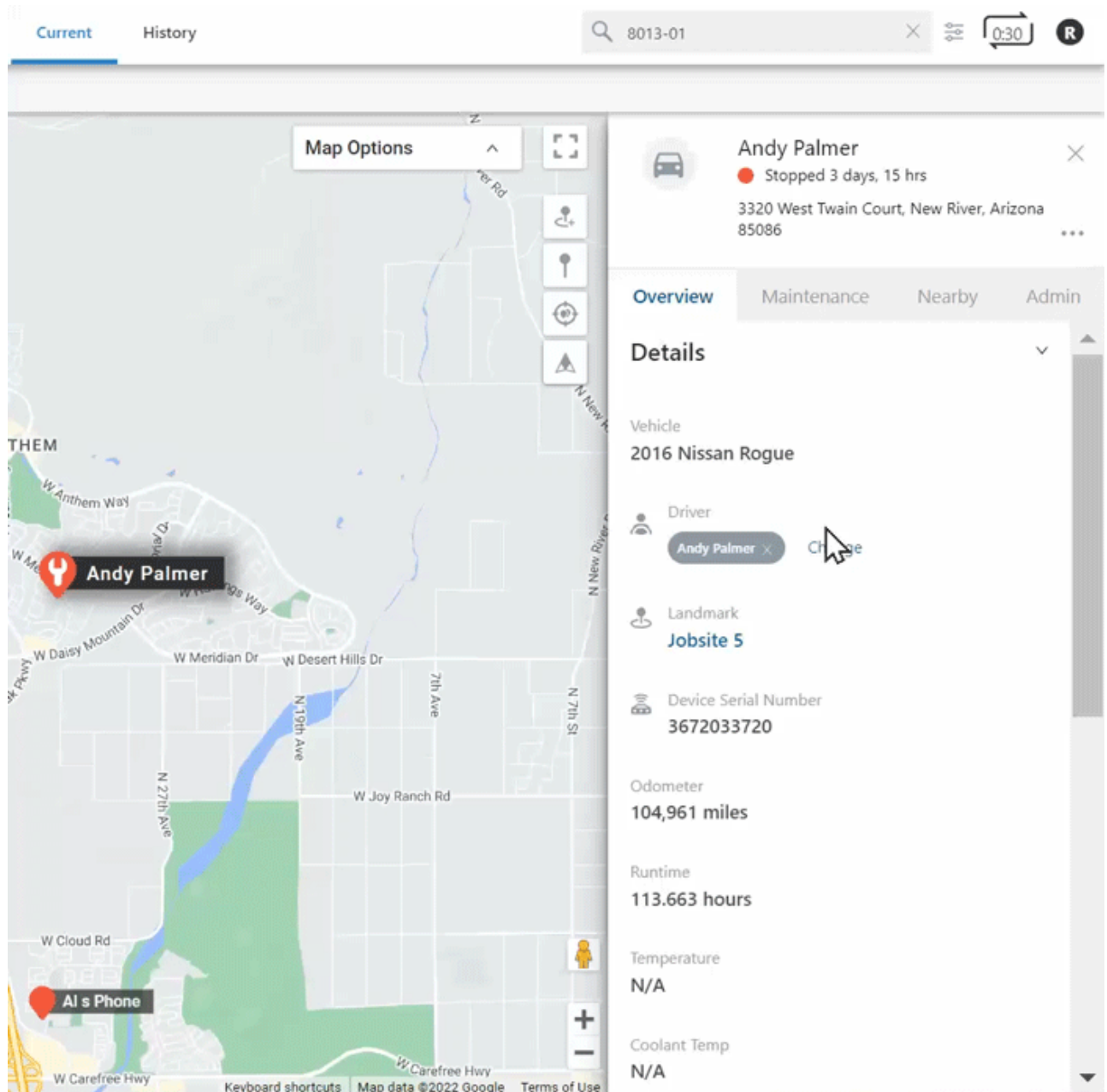5. Make your edits and click **Submit**.

   A pop-up confirming the edit was successfully saved appears.

Adding, Editing, or Deleting a Service Log

Deleting a Service Log Entry

▶ **How to delete a service log entry:**

1. From the Vehicle Card, click the Maintenance tab, click "Service Logs".

2. Locate the service log entry you would like to delete using the search field or by scrolling through the service log list.

3. Click the name of the service log entry.

4. Click **Edit**.

The Service Log Edit Form appears.

5. Scroll to the bottom of the form and click **Delete**.

    A Delete Service Log pop-up appears asking: "Are you sure you want to delete Service Log "[name of service]" ?."
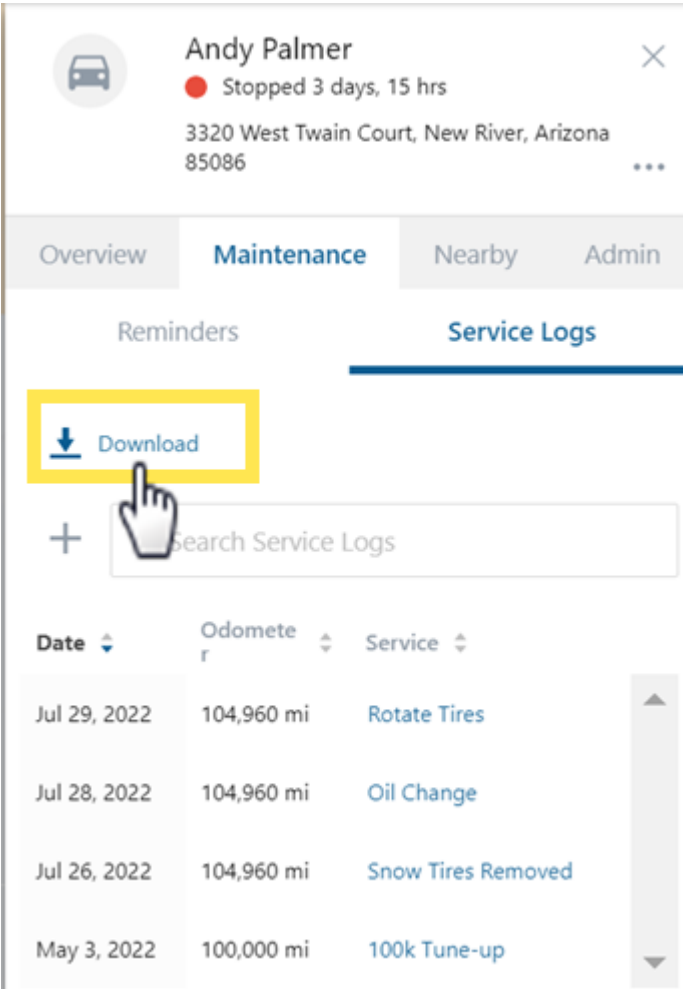
6. Click **Yes, Delete** to delete the service log or **No, Cancel** to exit the form.

    A pop-up confirming the log was successfully deleted appears.

Exporting a Service History List

The Service History List for service logs shows the vehicle label, VIN, Performed at Miles, Performed at Hours, Service Cost, Service Date, and Service Notes. This list can be downloaded from the Maintenance tab of the Vehicle card in .xls format.

▶ **How to export a service history list:**

1. From the Vehicle Card, click the Maintenance tab, click "Service Logs".

2. Click **Download**.

   The Service History List downloads as a .xls file to your desktop.

> **Note.** You can also run and/or schedule a Service History report to view aggregate fleet maintenance data. This report can be filtered by vehicle group or hierarchy (Enterprise only) and time frame (Today, Yesterday, Week to date, Month to date, Last 7 days, Last 30 days, Custom).