











Link: <https://help.gpsinsight.com/docs/about-maintenance/> Last Updated: July 27th, 2016

The Portal allows you to track vehicle maintenance through scheduled service reminders.

Click the **Maintenance** menu item to open the Maintenance tab. All of your maintenance reminders and their color-coded statuses are listed on this tab.

-  Tire Rotation - 8071-01
-  Oil Change / Tire Rotation - 8013-00
-  Oil Change / 12k Mile Checkup...
-  Oil Change / Tire Rotation - 8126-08
-  5,000 Mile Oil Change (Standar...

## Service Legend



Description	Color
More than 20% of service interval remaining	
Less than 20% of service interval remaining	
Less than 10% of service interval remaining	
At recommended service	
Overdue more than 10% of service interval	

## Maintenance Card

When you click on a maintenance reminder from the list, the **Maintenance Card** appears, which shows you the vehicle, current odometer, current run time, service interval, and next scheduled service (miles, hours, or date). Additional menu items are also available for the reminder.

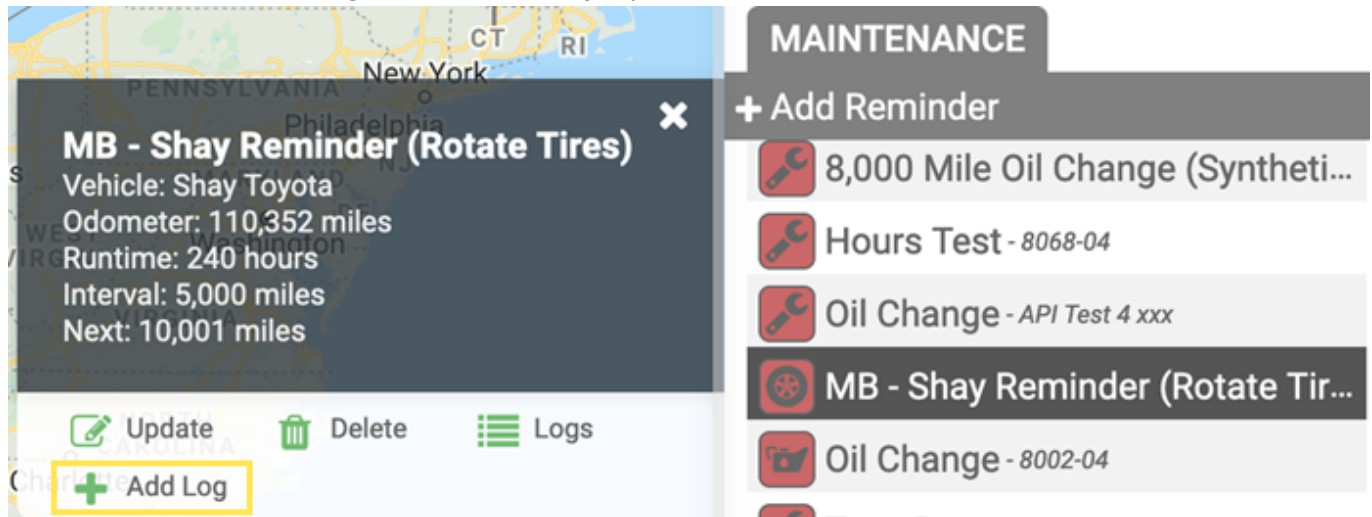
**Oil Change** ✕

Vehicle: 51 LINDA  
Odometer: 40,889 miles  
Runtime: 34 hours  
Interval: n/a  
Next: 03/10/2015

 Update  Delete

## Maintenance Logs

When selecting a maintenance reminder an option exists to Add Logs. Each time a vehicle receives service, add a log entry to record the event. After logging individual service records for each vehicle you can view aggregate fleet maintenance data using the Service History report.



The screenshot shows a 'MAINTENANCE' section with a '+ Add Reminder' button. Below it is a list of maintenance items: '8,000 Mile Oil Change (Syntheti...', 'Hours Test - 8068-04', 'Oil Change - API Test 4 xxx', 'MB - Shay Reminder (Rotate Tir...', and 'Oil Change - 8002-04'. On the left, a modal card for 'MB - Shay Reminder (Rotate Tires)' displays vehicle details: 'Vehicle: Shay Toyota', 'Odometer: 110,352 miles', 'Runtime: 240 hours', 'Interval: 5,000 miles', and 'Next: 10,001 miles'. At the bottom of this card is a '+ Add Log' button highlighted with a yellow box.

In addition to service reminders, you may also track service history.







**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).

Vehicle Maintenance Schedule				Vehicle Maintenance		
Vehicle	Odometer	Run Time	Service	Interval	Next	
54 MIKE	+ 17,836 mi.	907.8 hrs	Oil Change	5,000.0 mi.	17,873.0 mi.	
			Tire Rotation	N/A	Feb 28, 2015	
56 JESSE	+ 95,481 mi.	662.7 hrs	Oil Change Test	5,000.0 mi.	96,100.0 mi.	
58 BRAD	+ 17,630 mi.	526.0 hrs	Battery Replacement	N/A	Feb 28, 2016	
			Registration Renewal	N/A	Feb 16, 2016	
62 LISA	+ 1,215 mi.	110.0 hrs	Oil Change	5,000.0 mi.	5,000.0 mi.	
DPress	+ 46,604 mi.	397.5 hrs	Oil Change	3,000.0 mi.	47,203.0 mi.	
LKFord12	+ 68,556 mi.	241.5 hrs	AL - Tire Change	6,000.0 mi.	68,623.0 mi.	

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At recommended service	
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