

Each time a vehicle receives service, create a new 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.

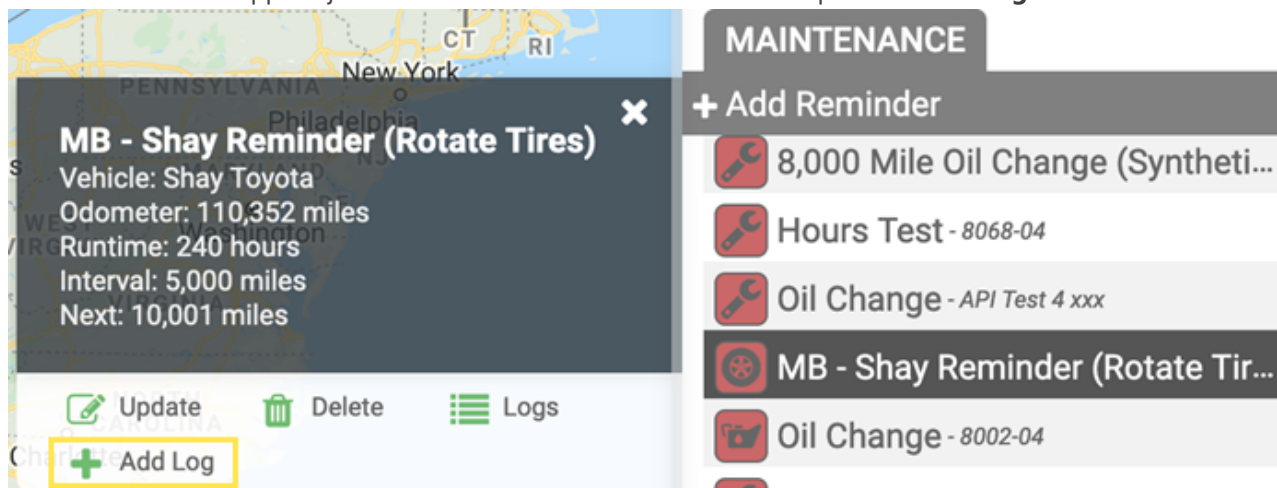
## Create Service Logs

For each log, enter the mileage and/or engine hours at the point of service, cost, date, and related notes.

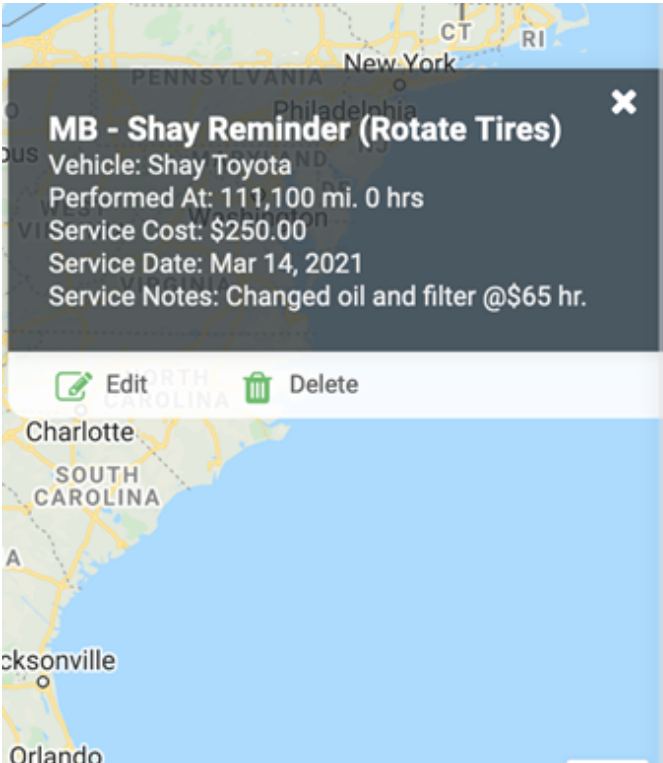
**EXAMPLE** Truck 150 at Company XYZ was just serviced for an oil change.

### ► To create a service log entry:

1. From the portal click **Maintenance**.  
The Maintenance window opens in the list below. Vehicles with active service schedules will be listed in the window.
2. Locate the service reminder for which you want to create a log entry, and click it.  
A new window will appear just to the left of the Reminder with an option to **Add Log**.



3. In the Service Log Editor window, enter the details of the service:
  - Performed at (miles and/or hours) – Do not include commas
  - Service Cost
  - Service Date
  - Service Notes
4. Click **Save**.



SERVICE LOG EDITOR

**MB - Shay Reminder (Rotate Tires)**

Vehicle: Shay Toyota

Performed At: 111,100 mi. 0 hrs

Service Cost: \$250.00

Service Date: Mar 14, 2021

Service Notes: Changed oil and filter @\$65 hr.

Edit
 Delete

SERVICE LOG EDITOR

**Performed At:**

mi.

hrs

**Service Cost:**

\$ 250.00

**Service Date:**

Mar 14, 2021

**Service Notes:**

Changed oil and filter @\$65 hr.

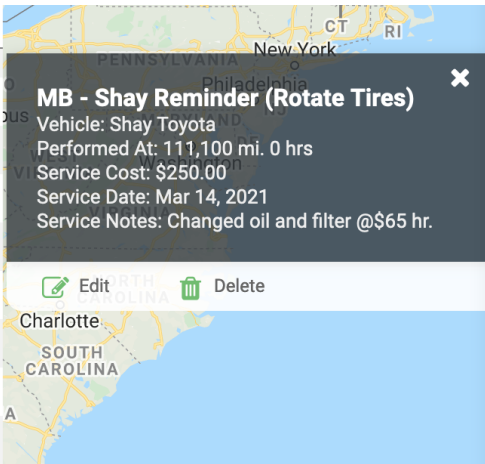
Save

The history day for this service entry is now included in the Service History of the vehicle and in relevant Service History Reports:

REPORTS

MY REPORTS

- + Failing
- + Landmark History
- + Odd-Hours
- + Performance
- + Run Time
- + Service History
- + Service Reminders
- + Speeding
- + New State Mileage



SERVICE HISTORY

**MB - Shay Reminder (Rotate Tires)**

Vehicle: Shay Toyota

Performed At: 111,100 mi. 0 hrs

Service Cost: \$250.00

Service Date: Mar 14, 2021

Service Notes: Changed oil and filter @\$65 hr.

Edit
 Delete

Download

- Mar 15, 2021 at **110,001 mi.** - New br...
- Mar 14, 2021 at **111,100 mi.** - Chang...
- Mar 10, 2021 at **5,001 mi.** - Test from...
- Feb 17, 2021 at **105,500 mi.** - New br...
- Feb 16, 2021 at **105,800 mi.** - This is ...
- Dec 8, 2020 at **95,000 mi.** - rotate tire...
- Dec 6, 2020 at **100,001 mi.** - for new t...
- Nov 23, 2020 -

## Create Service Logs

For each log, enter the mileage and/or engine hours at the point of service, cost, date, and related notes.

### EXAMPLE

Truck 150 at Company XYZ was just serviced for an oil change.

▶ **To create a service log entry:**

1. From the portal, hover over the **Account** menu, click **Service Reminders**, and click **Open**.

The Vehicle Maintenance Schedule page opens in a new browser tab. Vehicles with active service schedules have an Edit button (pencil icon) in the Vehicle Maintenance Schedule grid.

1. Locate the service reminder for which you want to create a log entry, and click **Edit**.

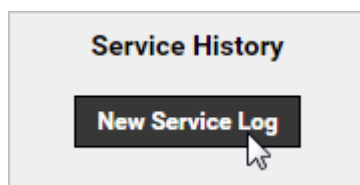
Vehicle Maintenance Schedule

Filter by group: Delivery

Define service schedules for the vehicles in your fleet. Optionally define scheduled reports to remind you of service.

Vehicle	Odometer	Run Time	Service	Interval	Next
56 JESSE	98,508 mi.	662.7 hrs	Inspection	100 hrs	762 hrs
			Oil Change	3,000.0 mi.	98,508.0 mi.

1. In the Edit Maintenance Alert window, click **New Service Log**.



1. In the Service Log window, enter the details of the service:
  - Performed at (miles and/or hours) – Do not include commas
  - Service Cost
  - Service Date
  - Service Notes
2. Select the **Update Next Service** check box if you want to update the next service marker according to the actual mileage at the time of service instead of estimated mileage. This option is especially useful if you perform service a little before the scheduled service estimate, so the next service marker will automatically adjust starting at the actual mileage at the time of service.
3. Click **Save Changes**.

**New Service Log Entry for '56 JESSE'**

Performed at:  mi.  hrs  
(currently at 98,508 mi. and 662.7 hrs)

Service Cost: \$

Service Date:

Service Notes:

Update Next Service ☒ 101,508 mi. (based on 3000 mi. interval)

- The history day for this service entry is now included in relevant Service History Reports:

## Export Service Logs

Truck 150 has several service logs associated with it. The fleet manager recently moved the tracking device to another vehicle and installed a new device in Truck 150. He wants to export the service records

from Truck 150 and import them into the new vehicle record.

**► To export service logs:**

1. From the portal, hover over the **Account** menu, click **Service Reminders**, and click **Open**.

The Vehicle Maintenance Schedule page opens in a new browser tab. Vehicles with active service schedules have an Edit button (pencil icon) in the Vehicle Maintenance Schedule grid.

1. Locate the vehicle for which you want to export service history, and click **Edit**.

Vehicle Maintenance Schedule

Filter by group:















Delivery


Define service schedules for the vehicles in your fleet. Optionally define scheduled reports to remind you of service.

▼ Vehicle		Odometer	Run Time	Service	Interval	Next
56 JESSE	+	98,508 mi.	662.7 hrs	Inspection	100 hrs	762 hrs
				Oil Change	3,000.0 mi.	98,508.0 mi.

1. In the Edit Maintenance Alert window, click **Excel** or **CSV**.

### Service History

- Sep 15, 2015 at **64,918 mi.** - C) Oil Change  
- Aug 25, 2015 at **64,918 mi.** - B) Inspect Winch Rope  
- Aug 25, 2015 at **64,918 mi.** - A) Clean/Wax Boom  
- Jul 20, 2015 at **60,797 mi.** - A) Clean/Wax Boom  
- Jun 10, 2015 at **60,176 mi.** - E) Transmission Service  
- Jun 10, 2015 at **60,176 mi.** - A) Clean/Wax Boom  
- May 29, 2015 at **60,024 mi.** - H) 6 Month Inspection  

Download: [Excel](#), [CSV](#) 

1. Close the Edit Maintenance Schedule window.

Now the fleet manager would change the vehicle label in the spreadsheet and upload it on the [Spreadsheet Update/Export page](#).