Tracking Service History

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.
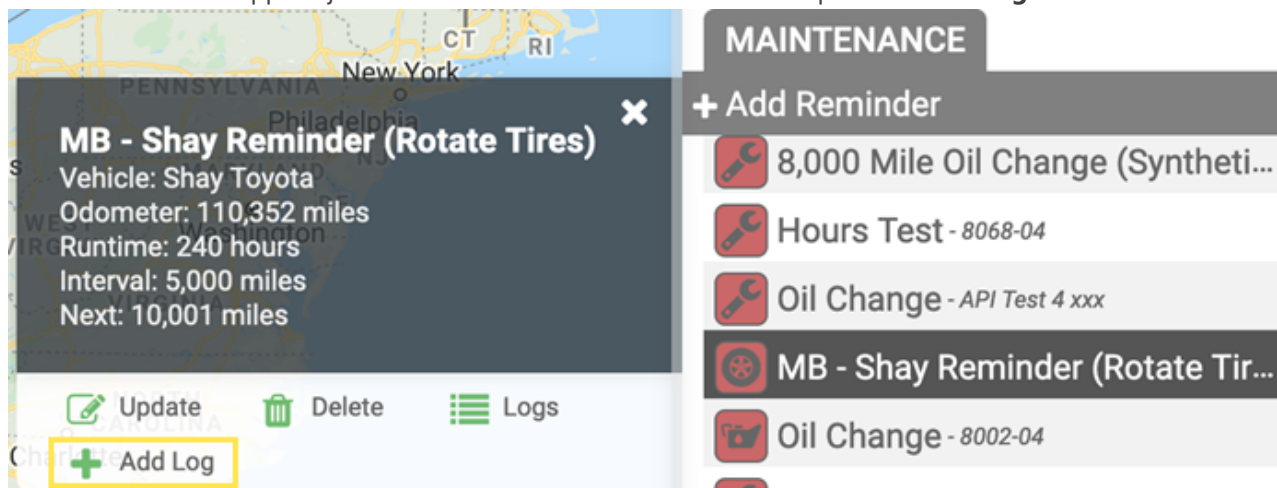
Create Service Logs

For each log, enter the mileage and/or engine hours at the point of service, cost, date, and related notes.
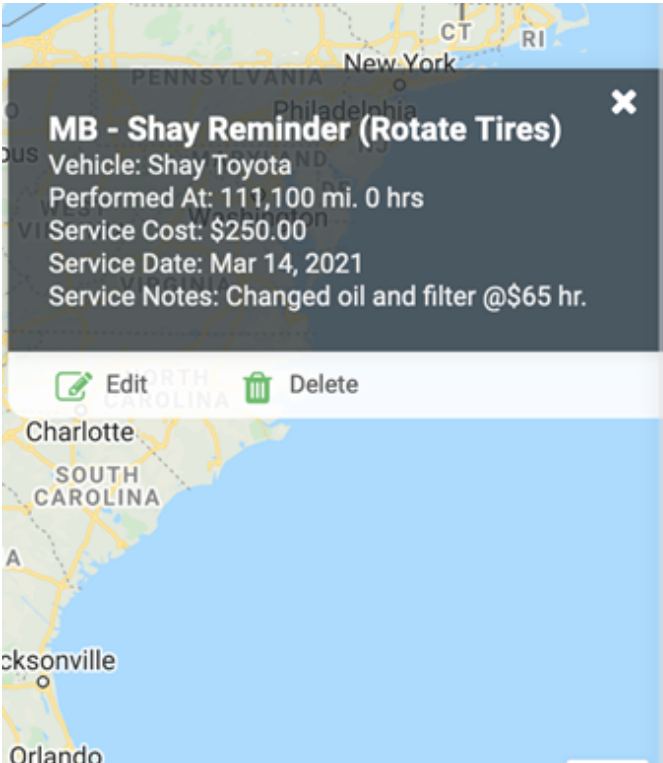
> **E X A M P L E**   Truck 150 at Company XYZ was just serviced for an oil change.

▶ **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
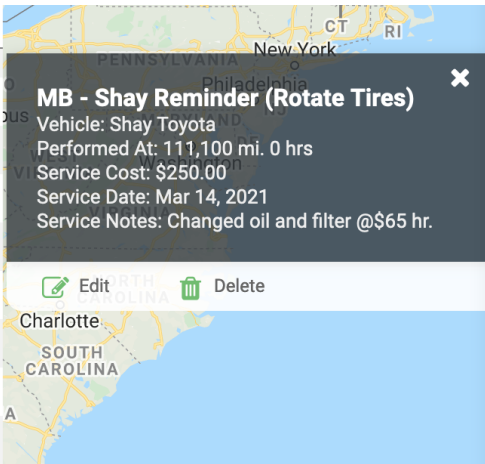
   - Service Notes

4. Click **Save**.

Tracking Service History

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

Create Service Logs

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

> **E X A M P L E**
> Truck 150 at Company XYZ was just serviced for an oil change.

▶ **To create a service log entry:**

Tracking Service History

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.

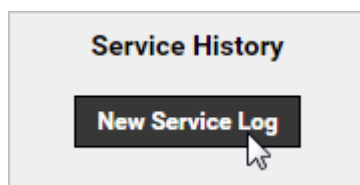1. Locate the service reminder for which you want to create a log entry, and click **Edit**.

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**.

1. Close the Edit Maintenance Schedule window.

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

Export Service Logs

Service logs are available for export/import from the Edit Maintenance Alert window.

> **EXAMPLE**
> 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

Tracking Service History

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**.

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