

All scheduled and completed maintenance service tasks are now available in a single view from the Maintenance Page in the GPS Fleet Tracking Portal. From this page, you can also:

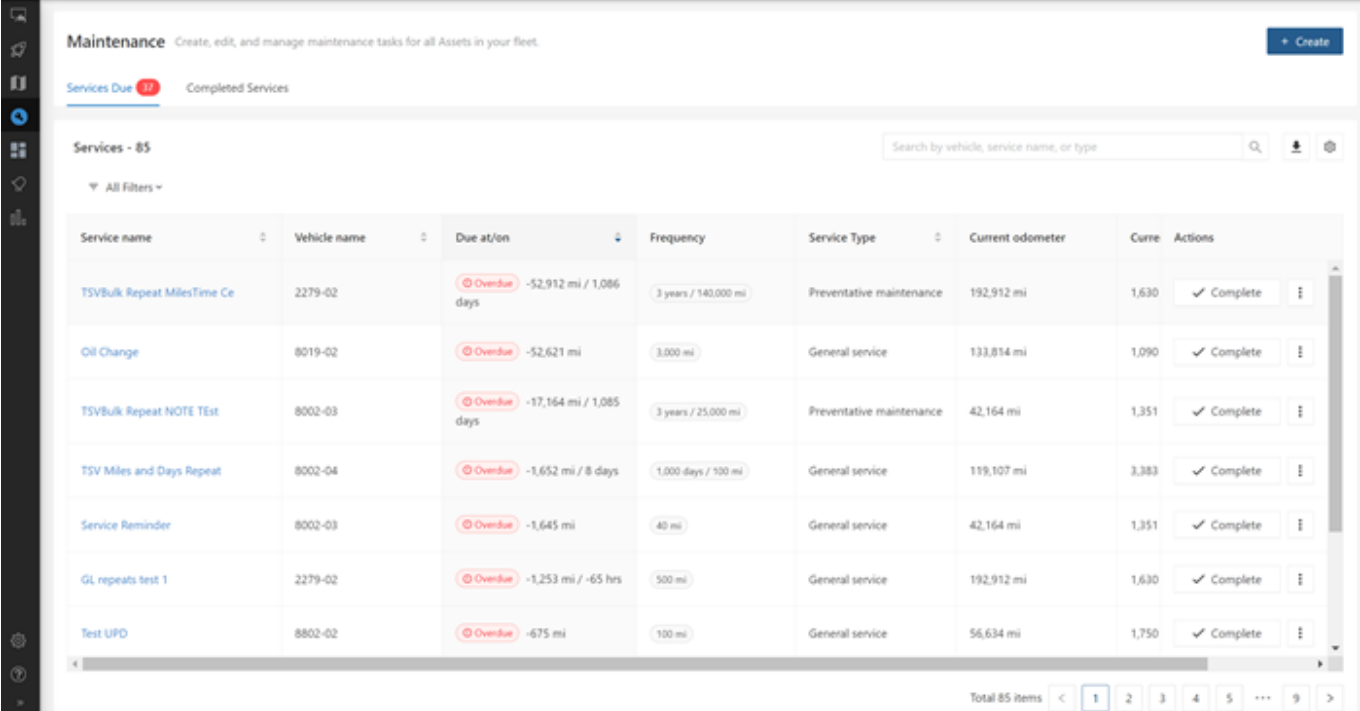
- Filter/search/sort table to view sub-sets of upcoming and completed service tasks
- Categorize tasks into Service Type
- Create new service tasks for one or more vehicles
- Edit upcoming and completed service tasks
- Add notes and/or attachments (e.g., documents, photos, etc.,) to tasks
- Track costs
- Complete scheduled service tasks

## Viewing Maintenance Services

The Maintenance Page lists all Service Tasks and Service Logs in table format. Use the Services Due tab to engage with your Service Tasks and the Completed Services tab to engage with your Service Logs.

# Using the Maintenance Page

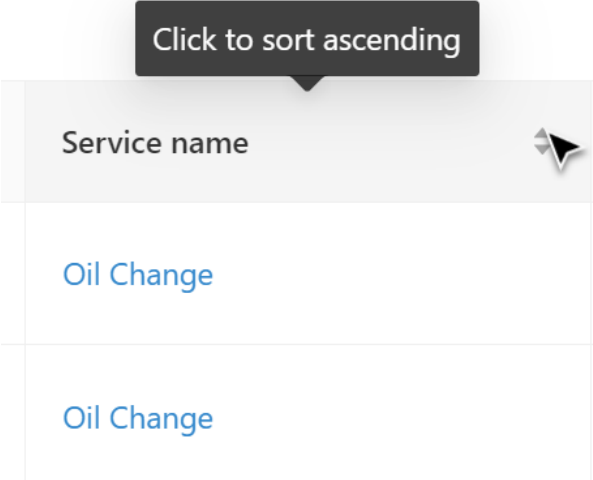
Link: <https://help.gpsinsight.com/docs/using-the-maintenance-page/> Last Updated: June 6th, 2024



The screenshot shows the 'Maintenance' page with a 'Services Due' tab selected. The table lists various maintenance tasks with columns for Service name, Vehicle name, Due at/on, Frequency, Service Type, Current odometer, and Actions. A callout box highlights the 'Due at/on' column header.

Service name	Vehicle name	Due at/on	Frequency	Service Type	Current odometer	Curre	Actions
TSVBulk Repeat MilesTime Ce	2279-02	Overdue -52,912 mi / 1,086 days	3 years / 140,000 mi	Preventative maintenance	192,912 mi	1,630	Complete
Oil Change	8019-02	Overdue -52,621 mi	3,000 mi	General service	133,814 mi	1,090	Complete
TSVBulk Repeat NOTE TEST	8002-03	Overdue -17,164 mi / 1,085 days	3 years / 25,000 mi	Preventative maintenance	42,164 mi	1,351	Complete
TSV Miles and Days Repeat	8002-04	Overdue -1,652 mi / 8 days	1,000 days / 100 mi	General service	119,107 mi	3,383	Complete
Service Reminder	8002-03	Overdue -1,645 mi	40 mi	General service	42,164 mi	1,351	Complete
GL repeats test 1	2279-02	Overdue -1,253 mi / -65 hrs	500 mi	General service	192,912 mi	1,630	Complete
Test UPD	8802-02	Overdue -675 mi	100 mi	General service	56,634 mi	1,750	Complete

On each tab, you can sort table columns using the ascending and descending buttons next to the column headers.



A callout box with the text 'Click to sort ascending' points to the 'Service name' column header of a table. The table contains two rows with the value 'Oil Change'.

Service name
Oil Change
Oil Change

## Filtering Tasks and Logs

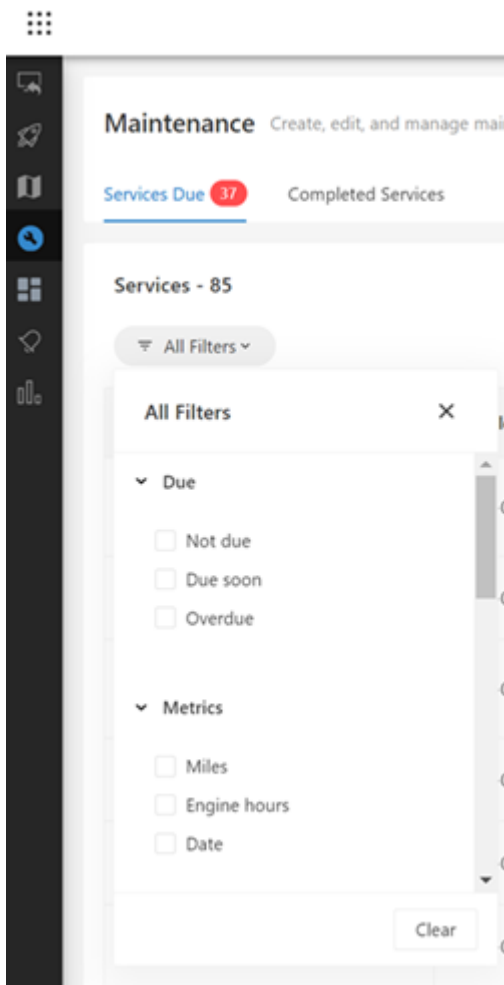
Filter options are available for the following data:

- Due
- Metrics
- Frequency
- Service Type

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- Groups & Hierarchies

**Note.** The Hierarchy feature is available to Enterprise customers and customers using the Advanced Administration add-on. If you'd like to learn more, please contact your Account Manager.



## Searching for a Service Task or Completed Service

You can also use the Search field to search Service Tasks and Service Logs by vehicle, service name, or type.

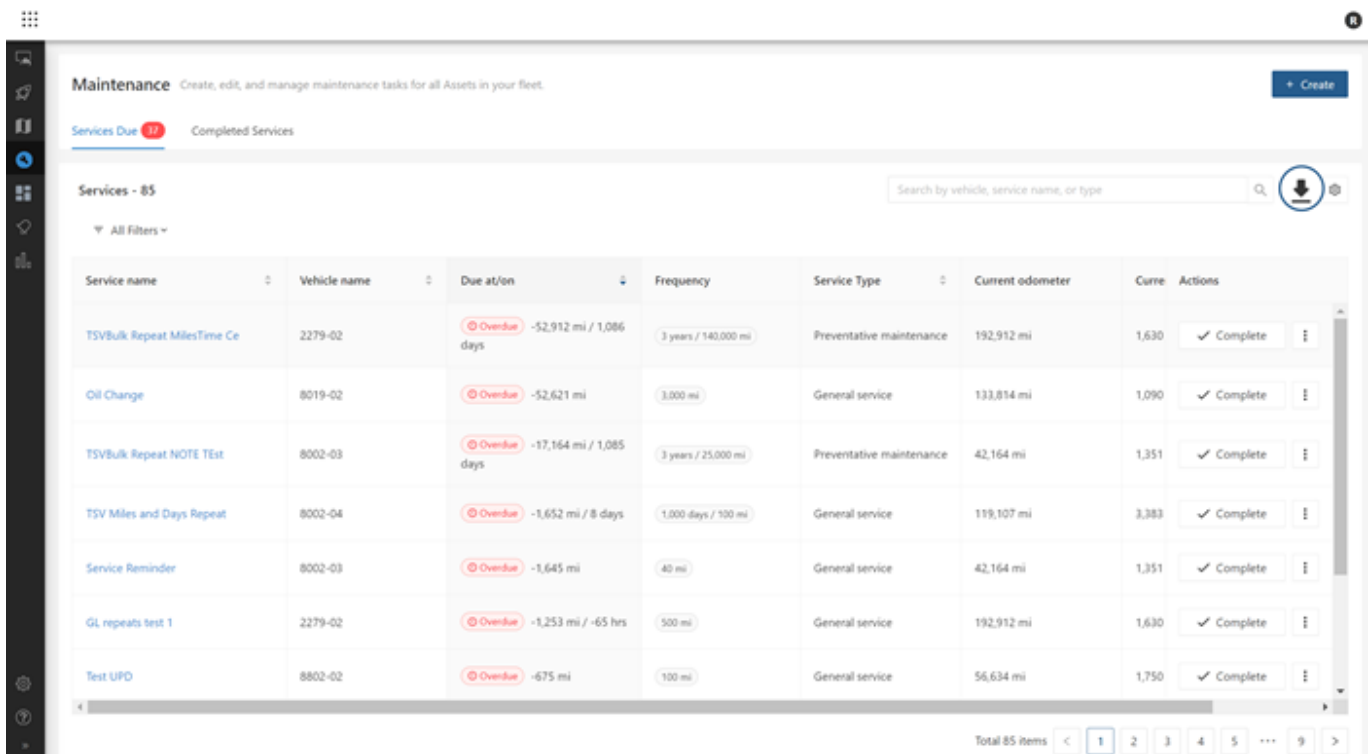
 

## Downloading a .CSV

You can also download a .csv of Service Tasks and Service Logs from the tabs with a single click by using the Download button.

# Using the Maintenance Page

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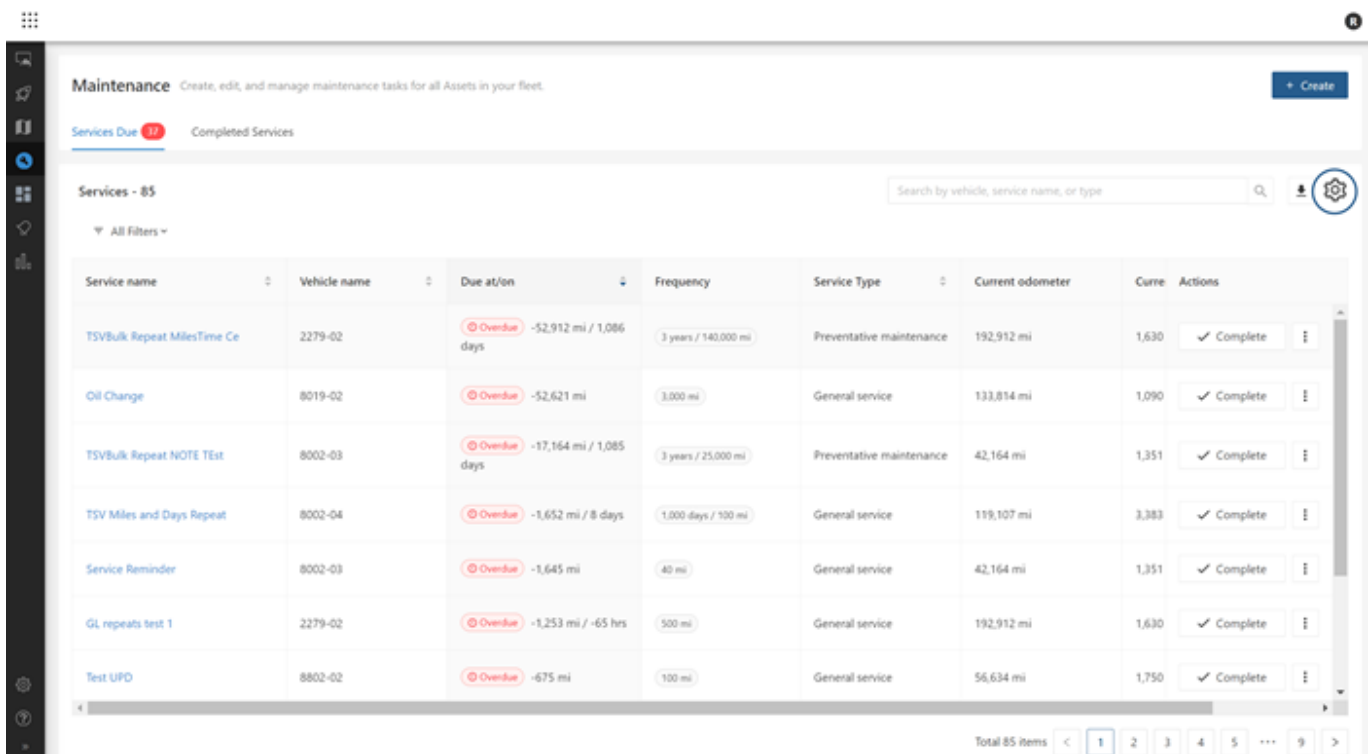


The screenshot shows the Maintenance page interface. At the top, there's a header "Maintenance" with a sub-header "Create, edit, and manage maintenance tasks for all Assets in your fleet." and a "Create" button. Below this, there are tabs for "Services Due" (with a red notification badge showing "17") and "Completed Services". The main content area is titled "Services - 85" and includes a search bar "Search by vehicle, service name, or type". A table lists various services with columns for Service name, Vehicle name, Due at/on, Frequency, Service Type, Current odometer, and Actions. The "Due at/on" column shows "Overdue" status for several items. At the bottom right, there's a pagination control showing "Total 85 items" and page numbers 1 through 9.

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## Adjusting “Due Soon” Threshold

You can adjust the “Due Soon” threshold (days) for Service Tasks in bulk by using the Settings button on the Services Due tab.



This screenshot is identical to the one above, but the Settings gear icon in the top right corner of the Services Due tab is highlighted with a red circle, indicating where to click to adjust the “Due Soon” threshold.

## Additional Resources

If you have questions about the Maintenance Page, please visit [Maintenance Page FAQ](#).

If you'd like instructions on managing service tasks, please visit [Managing Service Tasks](#).

If you'd like instructions on managing service logs, please visit [Managing Completed Services](#).