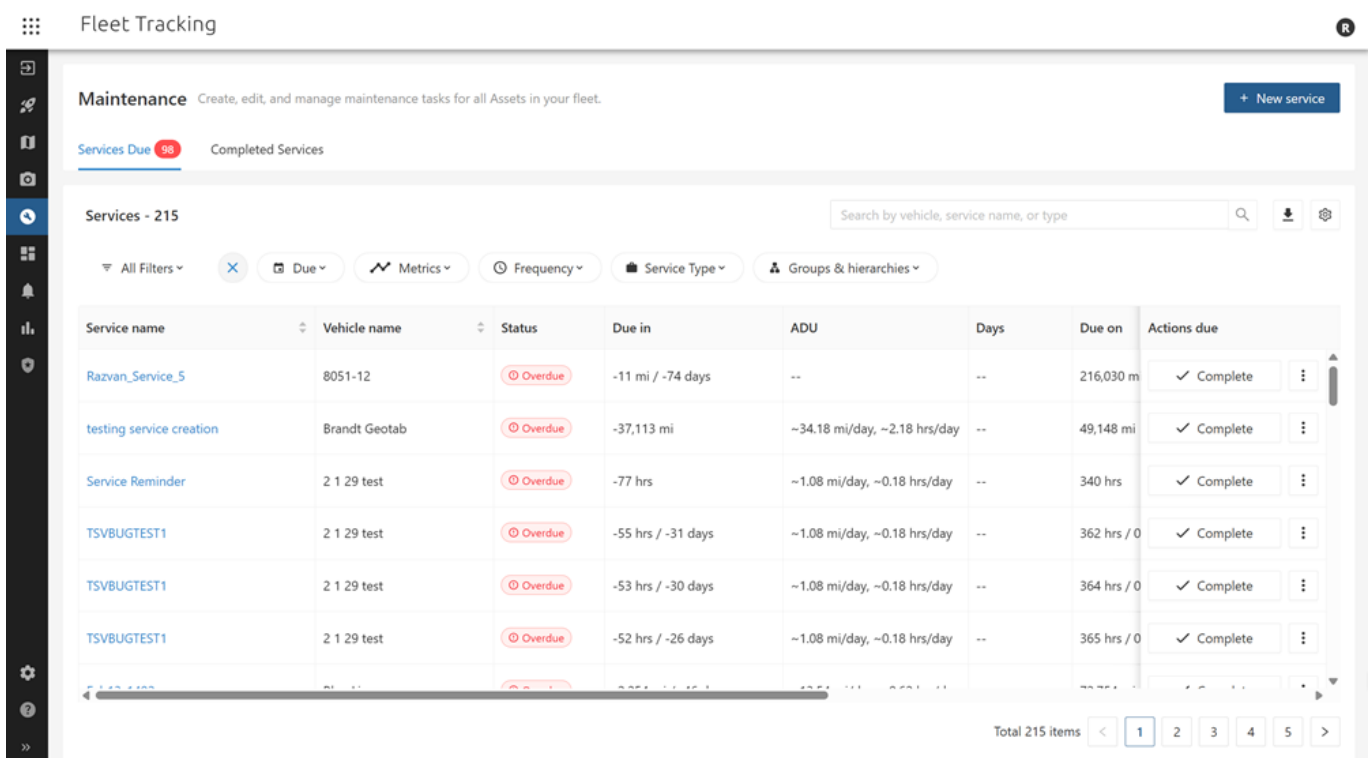


Link: <https://help.gpsinsight.com/docs/using-the-maintenance-page/> Last Updated: June 6th, 2024

All scheduled and completed maintenance service tasks are 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 and log new service tasks for one or more vehicles
- Create and edit upcoming and completed service tasks
- Add notes and/or attachments (e.g., documents, photos, etc.,) to tasks
- Track costs
- Complete scheduled service tasks



Maintenance Create, edit, and manage maintenance tasks for all Assets in your fleet. + New service

Services Due **98** Completed Services

Services - 215 Search by vehicle, service name, or type

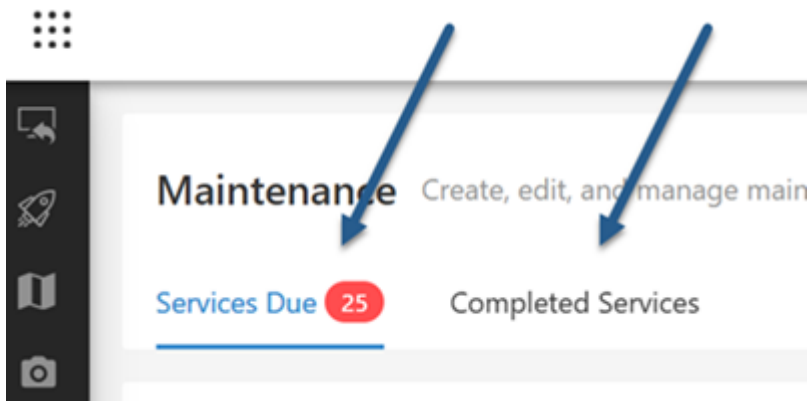
All Filters Due Metrics Frequency Service Type Groups & hierarchies



Service name	Vehicle name	Status	Due in	ADU	Days	Due on	Actions due
Razvan_Service_5	8051-12	Overdue	-11 mi / -74 days	--	--	216,030 mi	Complete
testing service creation	Brandt Geotab	Overdue	-37,113 mi	~34.18 mi/day, ~2.18 hrs/day	--	49,148 mi	Complete
Service Reminder	2 1 29 test	Overdue	-77 hrs	~1.08 mi/day, ~0.18 hrs/day	--	340 hrs	Complete
TSVBUGTEST1	2 1 29 test	Overdue	-55 hrs / -31 days	~1.08 mi/day, ~0.18 hrs/day	--	362 hrs / 0	Complete
TSVBUGTEST1	2 1 29 test	Overdue	-53 hrs / -30 days	~1.08 mi/day, ~0.18 hrs/day	--	364 hrs / 0	Complete
TSVBUGTEST1	2 1 29 test	Overdue	-52 hrs / -26 days	~1.08 mi/day, ~0.18 hrs/day	--	365 hrs / 0	Complete

Total 215 items 1 2 3 4 5

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.



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

Services Due Tab

The Services Due tab includes a table showing task information by service name, vehicle name, status, due in (miles, hours, or date), ADU (Average Daily Use - Miles/Hours driven by the vehicle each day on average), days (number of days until a Service item is due based upon the ADU), due on (miles, hours, or date), frequency, service type, current odometer, current engine hours, and the actions due.

For instructions on how to use the Services Due Tab, please visit [Managing Service Tasks](#).

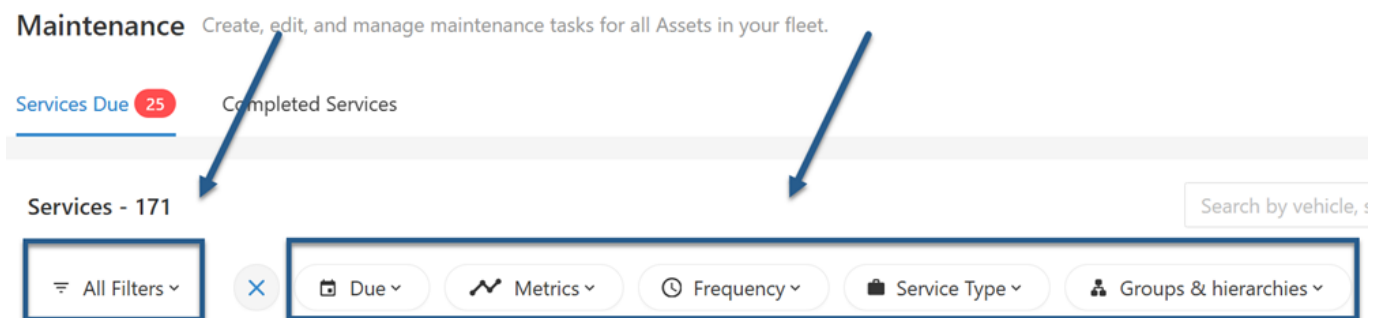
Completed Services Tab

The Services Due tab includes a table showing task information by service name, vehicle name, status, service type, serviced on, performed by, total costs, odometer at service, engine hour at service, and the actions completed.

For instructions on how to use the Services Due Tab, please visit [Managing Completed Services](#).

Filtering Tasks and Logs

To filter your view of tasks and logs, you can use the filter type buttons available at the top of the table or you can use the All Filters drop-down.



Filter options are available for the following data:

- **Due:** Not due, Due soon, Overdue
- **Metrics:** Miles, Engine hours, Date

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- **Frequency:** Repeats, One Time
- **Service Type:** Administrative, Brakes, Critical repair, General service, Oil change, Other, Preventative maintenance, Repair, Scheduled service, Tire rotation, Transmission
- **Groups & Hierarchies:** Available options dependent upon groups and hierarchies created in the account.

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.

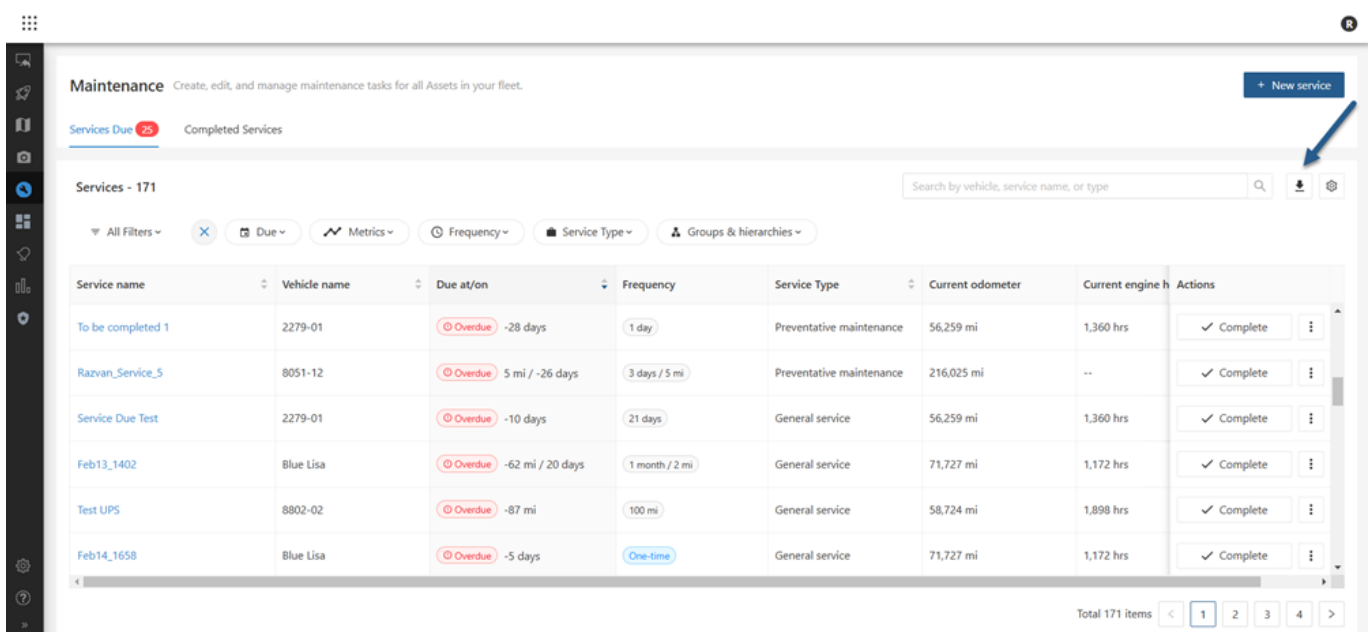
Searching for a Service Task or Completed Service

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.

Note. Any notes entered in Service Tasks and Logs are included in the .csv file.

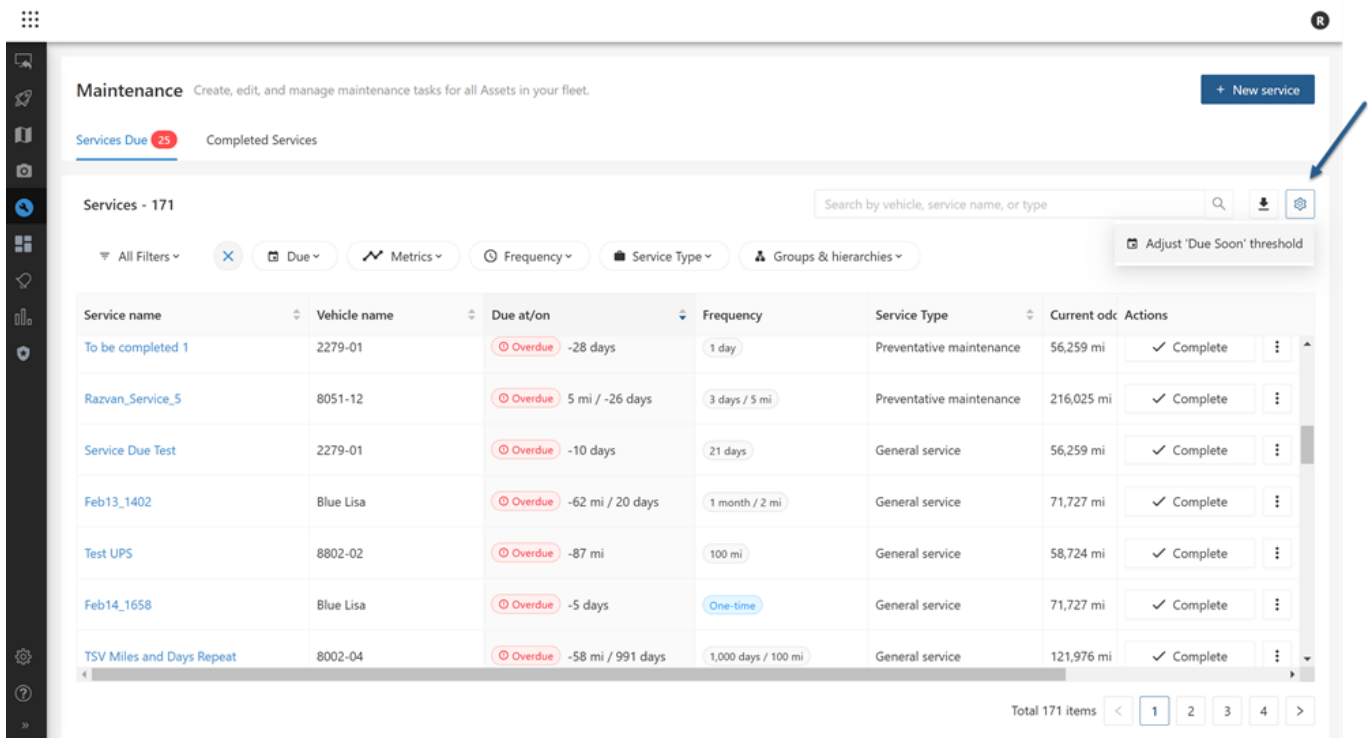


The screenshot shows the 'Maintenance' dashboard with a table of services. A blue arrow points to a download icon in the top right corner of the table area.

Service name	Vehicle name	Due at/on	Frequency	Service Type	Current odometer	Current engine h	Actions
To be completed 1	2279-01	Overdue -28 days	1 day	Preventative maintenance	56,259 mi	1,360 hrs	Complete
Razvan_Service_5	8051-12	Overdue 5 mi / -26 days	3 days / 5 mi	Preventative maintenance	216,025 mi	--	Complete
Service Due Test	2279-01	Overdue -10 days	21 days	General service	56,259 mi	1,360 hrs	Complete
Feb13_1402	Blue Lisa	Overdue -62 mi / 20 days	1 month / 2 mi	General service	71,727 mi	1,172 hrs	Complete
Test UPS	8802-02	Overdue -87 mi	100 mi	General service	58,724 mi	1,898 hrs	Complete
Feb14_1658	Blue Lisa	Overdue -5 days	One-time	General service	71,727 mi	1,172 hrs	Complete

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.



The screenshot shows the Maintenance page interface. At the top, there's a header with 'Maintenance' and a '+ New service' button. Below that, the 'Services Due' tab is active, showing a count of 25. A search bar and filter buttons are present. A blue arrow points to a gear icon labeled 'Adjust Due Soon threshold' in the top right corner of the table area.

Service name	Vehicle name	Due at/on	Frequency	Service Type	Current odc	Actions
To be completed 1	2279-01	Overdue -28 days	1 day	Preventative maintenance	56,259 mi	Complete
Razvan_Service_5	8051-12	Overdue 5 mi / -26 days	3 days / 5 mi	Preventative maintenance	216,025 mi	Complete
Service Due Test	2279-01	Overdue -10 days	21 days	General service	56,259 mi	Complete
Feb13_1402	Blue Lisa	Overdue -62 mi / 20 days	1 month / 2 mi	General service	71,727 mi	Complete
Test UPS	8802-02	Overdue -87 mi	100 mi	General service	58,724 mi	Complete
Feb14_1658	Blue Lisa	Overdue -5 days	One-time	General service	71,727 mi	Complete
TSV Miles and Days Repeat	8002-04	Overdue -58 mi / 991 days	1,000 days / 100 mi	General service	121,976 mi	Complete

Service Reminders & History Report

The Service Reminders & History report displays pending service reminders and past service history for a selected data source (Vehicle, Vehicle Groups, Vehicle Hierarchies, Assets). After you have run the report, there are two tabs available: Service Reminders and Service History.

Using the Maintenance Page

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

The screenshot shows the 'Create Report' interface with a grid of report categories. A blue arrow points to the 'Service Reminders & History' report card, which is highlighted. The right sidebar shows a 'Create report' dialog with 'Service Reminders & History Report' selected and '101 Vehicles' chosen as the data source.

All elements within the tabs of this report can be filtered, minimized/maximized, exported, and refreshed.

Service Reminders

In the Service Reminders tab, you can see the number of vehicles included in the report data, a visual representation of service immediacy for vehicles, and a sortable list of service reminders showing vehicle, VIN, Driver (if applicable), Service, Interval (if applicable), Interval Type, Next Service, Odometer, End of Day Landmark (if applicable), and Data Source.

The screenshot displays the 'Service Reminders' report. On the left, there are filters for Vehicle, Driver, Next Service Due, and Display Distance. A central summary shows 39 vehicles. A pie chart titled '# of Vehicle by Next Service Due' shows the distribution of service immediacy. Below is a table of service reminders with columns for Vehicle, VIN, Driver, Service, Interval, Interval Type, Next Service, Next Service Hours, Next Service Date, and Odometer.

Vehicle	VIN	Driver	Service	Interval	Interval Ty...	Next Service	Next Service Hours	Next Service Date	Odometer (mi/k)
2129 test		adamacdo, adam	002 Abel date	0	Days	Feb 19, 2025	null	null	null
2129 test		adamacdo, adam	002 Abel repeat time	0	Days	Feb 25, 2025	null	02/19/2025	02/25/2025
2266-01		Frisella, Scott	TSV Date and hours	0	Days	null	null	null	null
2279-01		Campos, Abel - acampos	001 Test Create Service from Android	0	Days	null	null	null	null
2279-01		Campos, Abel - acampos	004 Abel from iOs	0	Days	null	null	null	null
2279-01		Campos, Abel - acampos	002 Abel One time hours	0	Days	null	null	null	null
2279-01		Campos, Abel - acampos	TSVBUGTEST1&dd	0	Days	null	null	null	null
2279-02		Driver, 625	TSVBUGTEST1&dd	0	Days	null	null	null	1
2279-02		Driver, 625	TSVBUGTEST1&dd	0	Days	Mar 31, 2027	null	03/31/2027	1
8002-03		Varner, Adam - 8036	TSVBUGTEST1&dd	0	Days	null	null	null	null
8002-05		Mortensen, Tyler - sm0703	TSV Hours Repeat	0	Days	null	null	null	null
8002-05		Mortensen, Tyler - sm0703	TSVBUGTEST1&dd	0	Days	null	null	null	null
8019-04		not set	Oil Change	3,000	Odometer	240,903 mi.	null	null	null
8019-04		not set	QA Oil Change Test 2	5,000	Odometer	242,903 mi.	null	null	null
8019-04		not set	QA Oil Change Test 5	0	Days	null	null	null	null
8496-02		not set	Brake Pad Replacement 3	0	Days	Apr 30, 2025	null	04/30/2025	null
Blue Lisa		not set	Feb18,1511	0	Days	null	null	null	null

The Service Reminders tab can be filtered by the following within the report:

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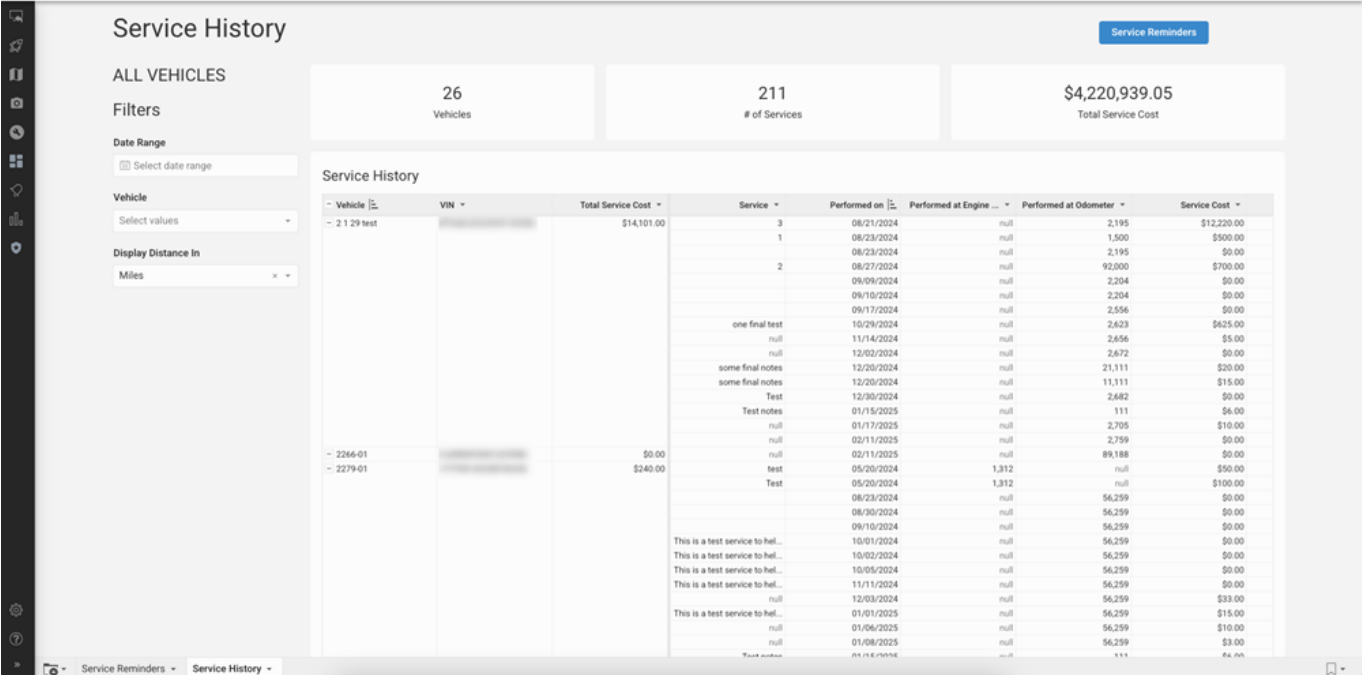
- Vehicle
- Driver
- Next Service Due

You can further adjust the report results with the following options:

- Display Distance In (Miles or Kilometers)
- Hide Drivers
- Hide Location

Service History

In the Service History tab, you can see the number of vehicles included in the report, the total number of services for the timeframe selected, the total cost of services and a list of Service Logs by vehicle showing VIN, Total Service Cost, Service(s), date service was performed on, engine hours at time of service, odometer value at time of service, and service cost.



Service History Service Reminders

ALL VEHICLES

Filters

Date Range

Vehicle

Display Distance In

Vehicle	VIN	Total Service Cost	Service	Performed on	Performed at Engine	Performed at Odometer	Service Cost
- 2129 test		\$14,101.00	3	08/21/2024	null	2,195	\$12,220.00
			1	08/23/2024	null	1,500	\$500.00
				08/23/2024	null	2,195	\$0.00
			2	08/27/2024	null	92,000	\$700.00
				09/09/2024	null	2,204	\$0.00
				09/10/2024	null	2,204	\$0.00
				09/17/2024	null	2,556	\$0.00
			one final test	10/29/2024	null	2,623	\$625.00
			null	11/14/2024	null	2,656	\$5.00
			null	12/02/2024	null	2,672	\$0.00
			some final notes	12/20/2024	null	21,111	\$20.00
			some final notes	12/20/2024	null	11,111	\$15.00
			Test	12/30/2024	null	2,682	\$0.00
			Test notes	01/15/2025	null	111	\$6.00
			null	01/17/2025	null	2,705	\$10.00
			null	02/11/2025	null	2,759	\$0.00
			null	02/11/2025	null	89,188	\$0.00
- 2266-01		\$0.00	test	05/20/2024	1,312	null	\$50.00
- 2279-01		\$240.00	Test	05/20/2024	1,312	null	\$100.00
				08/23/2024	null	56,259	\$0.00
				08/30/2024	null	56,259	\$0.00
				09/10/2024	null	56,259	\$0.00
				10/01/2024	null	56,259	\$0.00
			This is a test service to hel...	10/02/2024	null	56,259	\$0.00
			This is a test service to hel...	10/05/2024	null	56,259	\$0.00
			This is a test service to hel...	11/11/2024	null	56,259	\$0.00
				12/03/2024	null	56,259	\$33.00
			This is a test service to hel...	01/01/2025	null	56,259	\$15.00
			null	01/06/2025	null	56,259	\$10.00
			null	01/08/2025	null	56,259	\$3.00
			Test notes	01/15/2025	null	111	\$6.00

The Service History tab can be filtered by the following within the report:

- Date Range
- Vehicle

You can further adjust the report results with the following options:

- [Display Distance In \(Miles or Kilometers\)](#)

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](#).