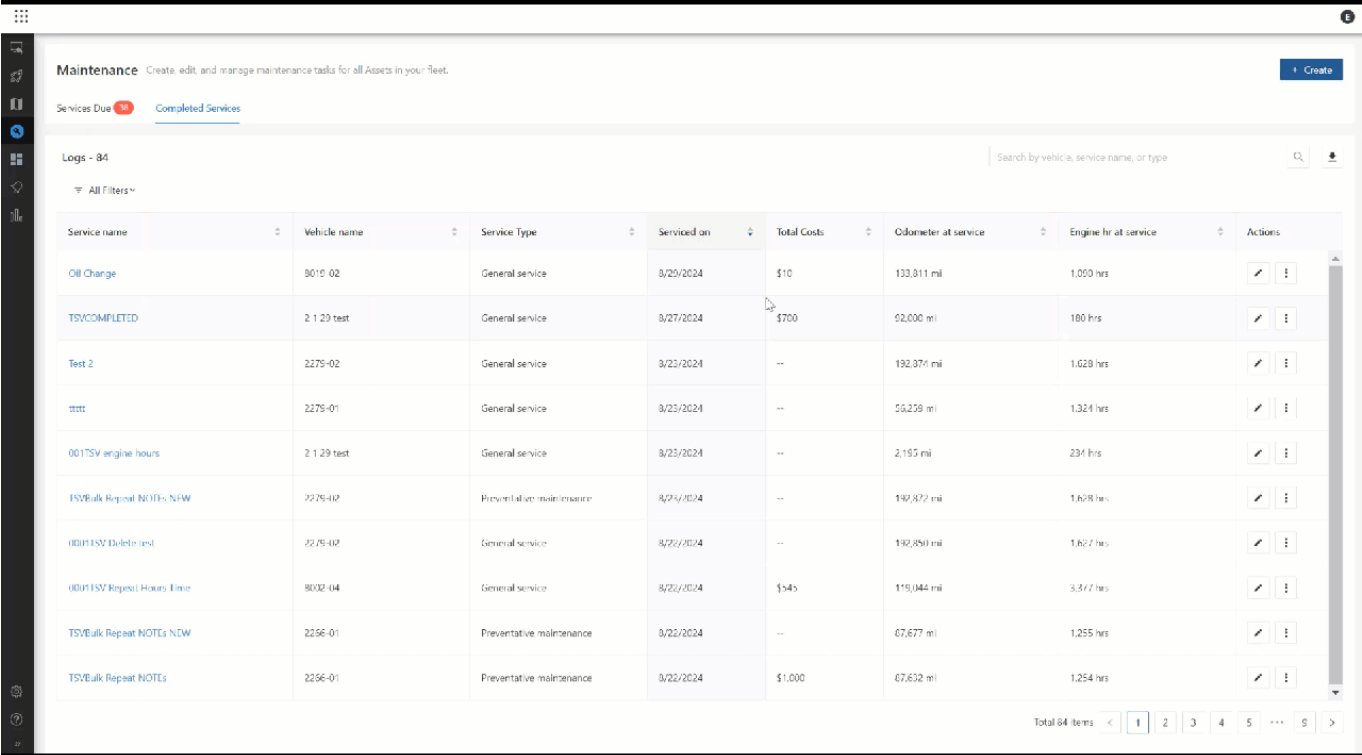























You can create, edit, and manage completed services for all assets in your fleet from the Completed Services tab of the Maintenance Page.

Editing a Completed Service

Make an edit to a completed service quickly from the Maintenance Page.



Service name	Vehicle name	Service Type	Serviced on	Total Costs	Odometer at service	Engine hr at service	Actions
Oil Change	9019-02	General service	8/29/2024	\$10	133,811 mi	1,009 hrs	 
TSV/COMPLETED	2-1-20-test	General service	8/27/2024	\$700	92,000 mi	180 hrs	 
Test 2	2279-02	General service	8/25/2024	--	192,376 mi	1,629 hrs	 
Test	2279-01	General service	8/25/2024	--	59,259 mi	1,324 hrs	 
001TSV engine hours	2-1-29-test	General service	8/25/2024	--	2,195 mi	234 hrs	 
TSV/Bulk Repeat NOTES-N/W	2279-02	Preventative maintenance	8/25/2024	--	192,872 mi	1,678 hrs	 
0001TSV Delete test	2279-02	General service	8/22/2024	--	192,850 mi	1,677 hrs	 
0001TSV Repeat Hours Error	9032-04	General service	8/22/2024	\$545	119,044 mi	3,377 hrs	 
TSV/Bulk Repeat NOTES-N/W	2256-01	Preventative maintenance	8/22/2024	--	67,677 mi	1,255 hrs	 
TSV/Bulk Repeat NOTES	2256-01	Preventative maintenance	8/22/2024	\$1,000	67,632 mi	1,254 hrs	 

1. From the Completed Services tab of the Maintenance Page, locate the completed service you want to edit then click on the Edit button () under the Actions column in the corresponding row.

The Edit completed service panel appears.

2. Make your edits. All fields under the Completed info, Costs, and Attachments & Notes sections can be edited.

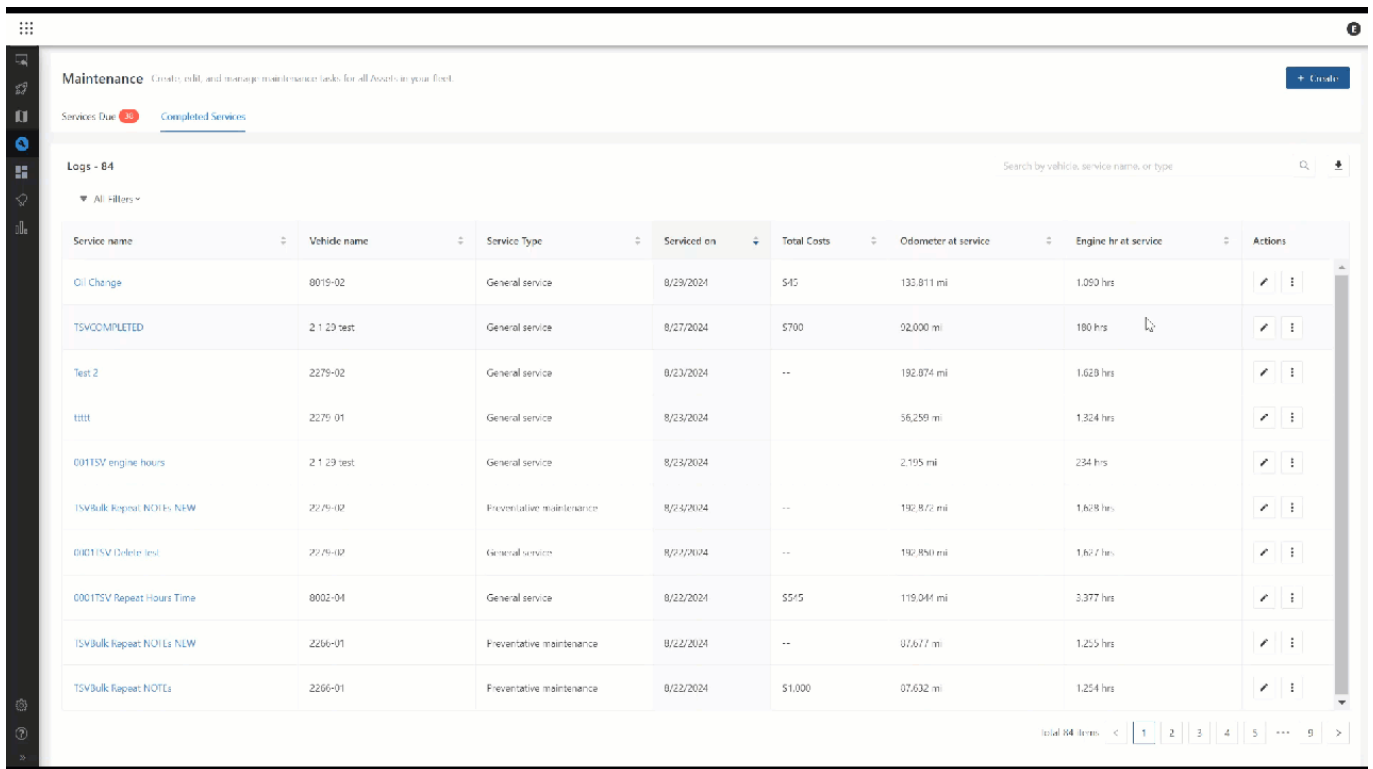
Note. All fields under Schedule & frequency are not editable.

3. Click **Save & return**.

A pop-up appears at the top right-hand corner of the screen confirming you have successfully edited the completed service.


Viewing Completed Service Task Details

You can view detailed information about a completed service using the View Details button.



The screenshot shows the 'Maintenance' page with the 'Completed Services' tab selected. A table lists 84 logs with columns for Service name, Vehicle name, Service Type, Serviced on, Total Costs, Odometer at service, Engine hr at service, and Actions. The table contains 10 rows of data, including services like 'Oil Change', 'TSVCOMPLETED', 'Test 2', 'tsvt', '001TSV engine hours', 'TSVbulk Repeat: NOTs NLW', '0001TSV Delete test', '0001TSV Repeat Hours Time', 'TSVbulk Repeat: NOTs NLW', and 'TSVbulk Repeat: NOTs'.

Service name	Vehicle name	Service Type	Serviced on	Total Costs	Odometer at service	Engine hr at service	Actions
Oil Change	8019-02	General service	8/23/2021	\$42	133,811 mi	1,059 hrs	[edit] [delete]
TSVCOMPLETED	2123-test	General service	8/27/2024	\$700	92,000 mi	180 hrs	[edit] [delete]
Test 2	2279-02	General service	8/23/2024	--	192,874 mi	1,628 hrs	[edit] [delete]
tsvt	2279-01	General service	8/23/2024	--	36,259 mi	1,324 hrs	[edit] [delete]
001TSV engine hours	2123-test	General service	8/23/2024	--	2,195 mi	234 hrs	[edit] [delete]
TSVbulk Repeat: NOTs NLW	2279-02	Preventative maintenance	8/23/2024	--	192,872 mi	1,628 hrs	[edit] [delete]
0001TSV Delete test	2279-02	General service	8/23/2024	--	192,850 mi	1,627 hrs	[edit] [delete]
0001TSV Repeat Hours Time	8002-04	General service	8/22/2021	\$545	119,044 mi	3,377 hrs	[edit] [delete]
TSVbulk Repeat: NOTs NLW	2266-01	Preventative maintenance	8/22/2024	--	82,677 mi	1,255 hrs	[edit] [delete]
TSVbulk Repeat: NOTs	2266-01	Preventative maintenance	8/22/2024	\$1,000	87,632 mi	1,254 hrs	[edit] [delete]

1. From the Completed Services tab of the Maintenance Page, locate the Service Task you want to view then click on the Overflow button () under the Actions column.

2. Click on **View Details**.

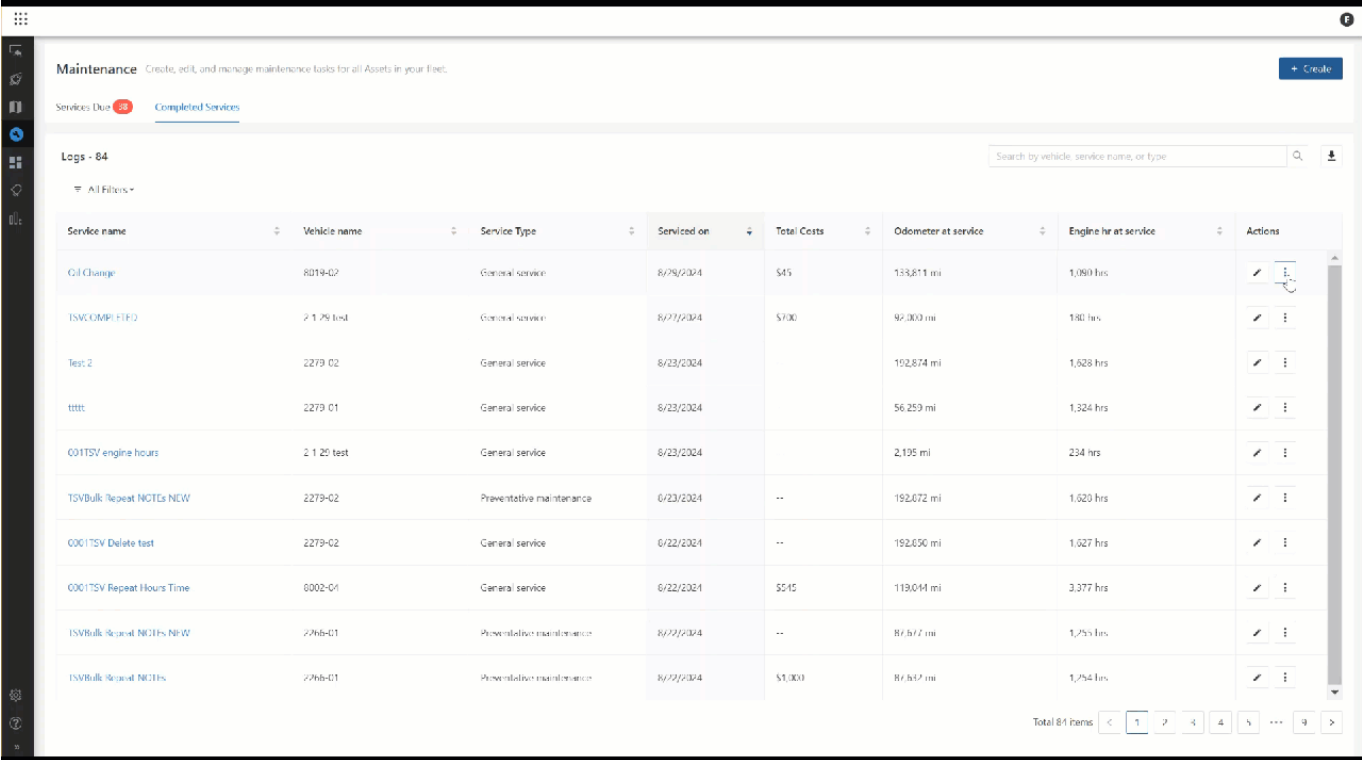
The Completed service details panel appears showing the following:





















- Service type
- Frequency
- Service date
- Odometer at service
- Engine hours at service
- Attachments and notes


From this panel, you can also view service history and perform actions such as editing, applying the service to other vehicles, or deleting the service.

Applying Completed Service to Other Vehicles

You can apply a completed service to one or more vehicles from the Completed Services tab.




Service name	Vehicle name	Service Type	Serviced on	Total Costs	Odometer at service	Engine hr at service	Actions
Oil Change	8019-02	General service	8/28/2024	\$45	133,811 mi	1,080 hrs	 
TSVCUMPH FFD	2 1 29 test	General service	8/22/2024	\$700	82,003 mi	140 hrs	 
Test 2	2279 02	General service	8/23/2024		192,874 mi	1,928 hrs	 
ttttt	2279 01	General service	8/23/2024		56,259 mi	1,324 hrs	 
001TSV engine hours	2 1 20 test	General service	8/23/2024		2,195 mi	234 hrs	 
TSVBulk Repeat NCTEs NEW	2279-02	Preventive maintenance	6/23/2021	--	192,672 mi	1,620 hrs	 
0001TSV Delete test	2279-02	General service	6/22/2021	--	192,690 mi	1,627 hrs	 
0001TSV Repeat Hours Time	0002-01	General service	6/22/2021	\$545	119,044 mi	3,377 hrs	 
ISVBulk Repeat NCTEs NEW	296b-01	Preventive maintenance	8/22/2024	--	81,577 mi	1,293 hrs	 
ISVBulk Repeat NCTEs	296b-01	Preventive maintenance	8/22/2024	\$1,000	81,577 mi	1,294 hrs	 

1. From the Completed Services tab of the Maintenance Page, locate the completed service you want to apply then click on the Overflow button () under the Actions column.
2. Click **Apply service to other vehicles**.
The Create service template pop-up appears.
The Details and Schedule & frequency sections are pre-populated with information from the current service task; however, the fields can be edited.
3. Make edits to the Details and Schedule & frequency sections if applicable then click **Save & Continue**.
The Create multiple services page appears with the Add vehicles & assets panel open to the right-hand side of the page.
4. Select Groups or Hierarchies.
5. To select a vehicle or a group/hierarchy, use the drop-down, list search field, or list. You can also use the Add all button to apply the service task to all vehicles and assets in your fleet.
Selected vehicles, groups, or hierarchies appear under Vehicles added.
6. You can make edits to available fields under the Next service at/on column or use the Actions column to add the service task by clicking + next to selected vehicles one at a time, clicking + Create services to apply to all selected vehicles, or remove the selected vehicle by clicking on the X button.
7. Click on the Maintenance icon in the menu navigation bar to return to the Maintenance Page.

Viewing Vehicle Service Logs

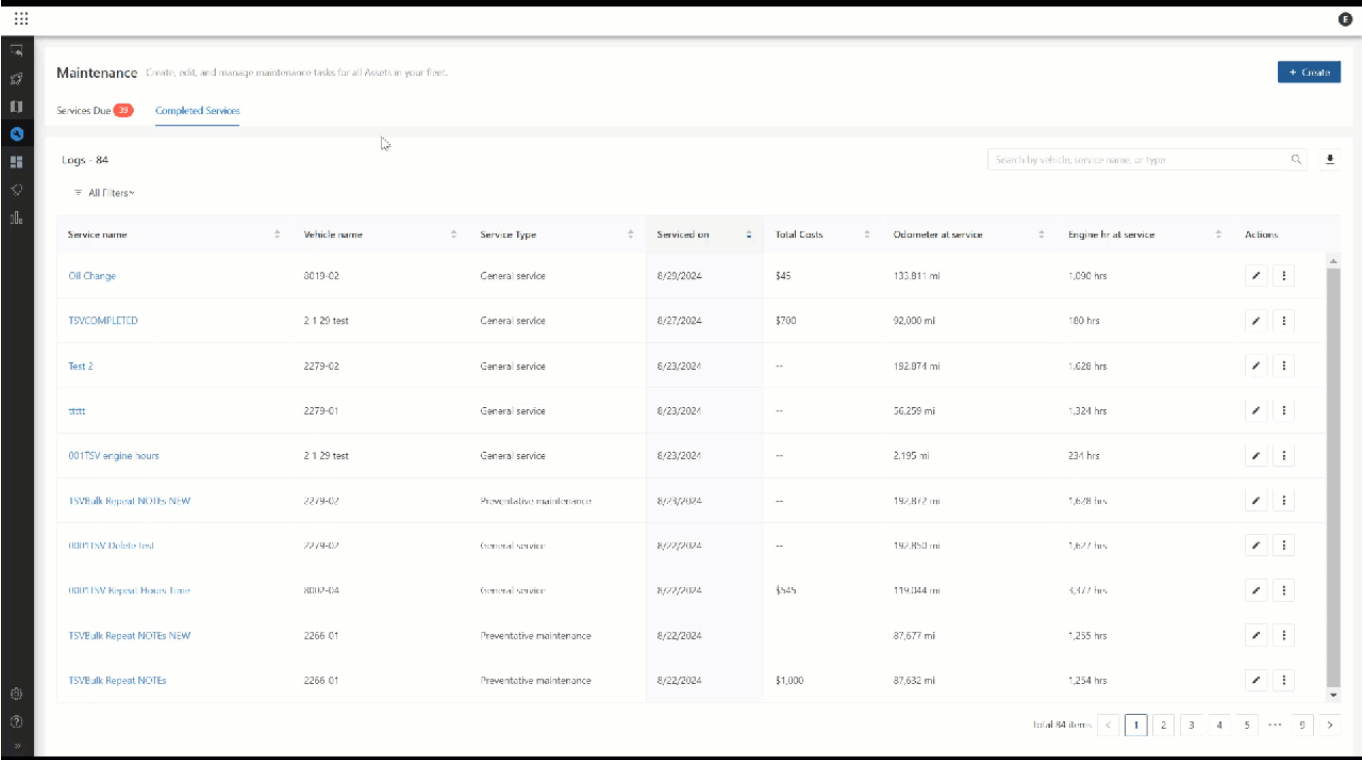
You can use the View vehicle's service button to be directed to a vehicle's Vehicle Card displaying Service Logs.

1. From the Maintenance Page, locate the completed service you want to delete then click on the Overflow button () under the Actions column.
2. Click **View vehicle's service**.





















You are redirected to the Map page showing the selected vehicle's Maintenance tab on its Vehicle Card.


Deleting a Completed Service Task

Delete a completed service task quickly from the Completed Services tab of the Maintenance Page.



The screenshot shows the 'Maintenance' page with the 'Completed Services' tab selected. The table lists various service tasks with columns for Service name, Vehicle name, Service Type, Serviced on, Total Costs, Odometer at service, Engine hrs at service, and Actions. The Actions column contains an overflow icon for each row.

Service name	Vehicle name	Service Type	Serviced on	Total Costs	Odometer at service	Engine hrs at service	Actions
Oil Change	3019-02	General service	8/29/2024	\$45	133,811 mi	1,090 hrs	 
TSVCOMPLETED	2 1 29 test	General service	8/27/2024	\$700	92,000 mi	180 hrs	 
Test 2	2279-02	General service	8/23/2024	--	192,874 mi	1,628 hrs	 
Test	2279-01	General service	8/23/2024	--	56,259 mi	1,324 hrs	 
001TSV engine hours	2 1 29 test	General service	8/23/2024	--	2,195 mi	231 hrs	 
TSValk Repeat NOTES NEW	2249-02	Preventive maintenance	8/22/2024	--	192,842 mi	1,628 hrs	 
001TSV Delete test	2249-02	General service	8/22/2024	--	192,843 mi	1,627 hrs	 
001TSV Repeat Hours Test	0010-04	General service	8/22/2024	\$45	119,044 mi	4,577 hrs	 
TSValk Repeat NOTES NEW	2266 01	Preventive maintenance	8/22/2024	--	87,677 mi	1,255 hrs	 
TSValk Repeat NOTES	2266 01	Preventive maintenance	8/22/2024	\$1,000	87,632 mi	1,254 hrs	 

1. From the Completed Services tab of the Maintenance Page, locate the completed service you want to delete then click on the Overflow button () under the Actions column.
2. Click **Delete**.

A pop-up appears asking you to confirm you would like to delete the selected completed service.

3. Click **Yes, delete** to delete the completed service or **Cancel** to exit without deleting the completed service.