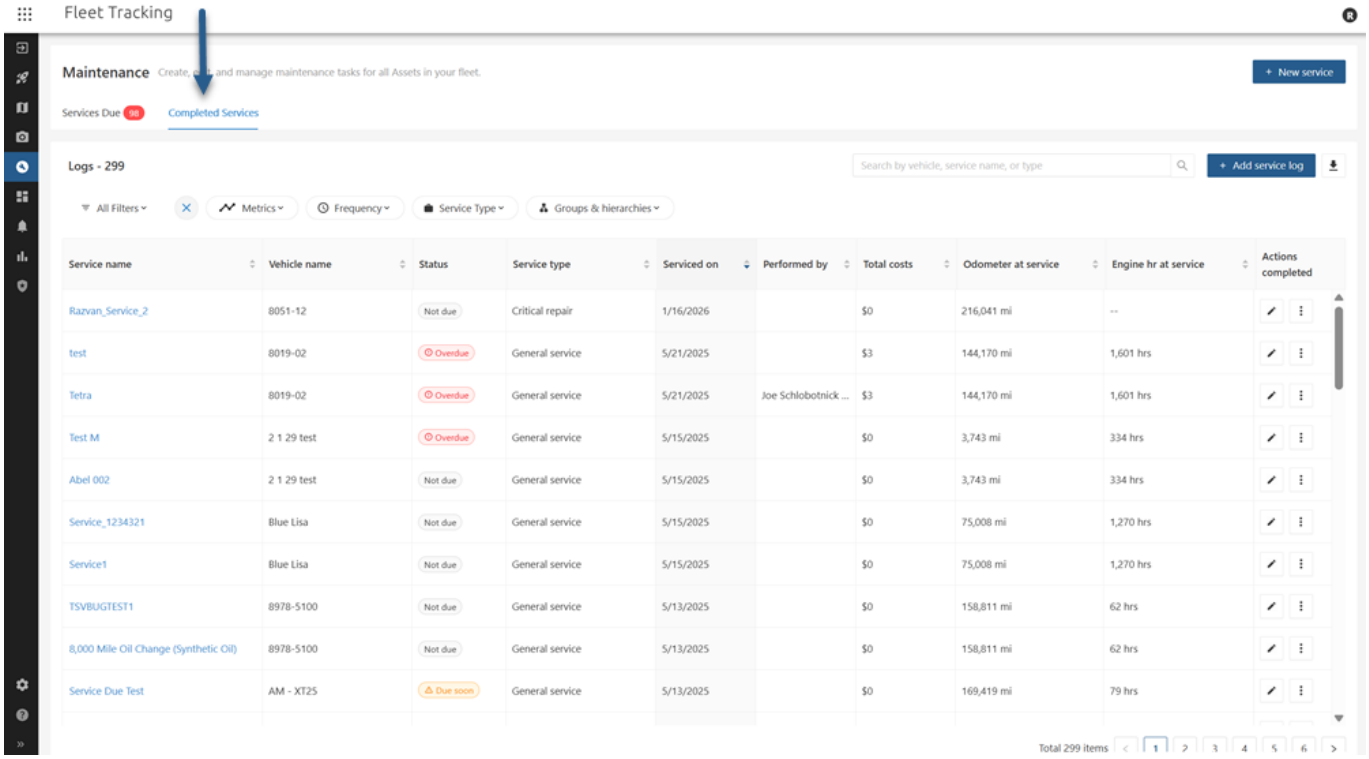
Managing Completed Services

Link: https://help.gpsinsight.com/docs/using-the-maintenance-page/managing-completed-services/ Last Updated: August 29th, 2024

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



Creating a Completed Service Log

You can log a Completed Service that is not connected to an upcoming service task.

> **Note.** A Service Log entered without a corresponding service task will not schedule or affect upcoming services. A history of service will not show for that log.

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1. From the Completed Services tab of the Maintenance Page, click + Add service log.

   The Add service log panel appears.
2. Under Details, complete the following fields:
   - Service name (**Required**)
   - Vehicle (**Required**)
   - Service type (**Required**)
   - Date completed (**Required**)
   - Odometer at service
   - Engine hours at service
   - Performed by

3. Under Costs, complete the following fields:
   - Total
   - Parts
   - Labor
   - Other

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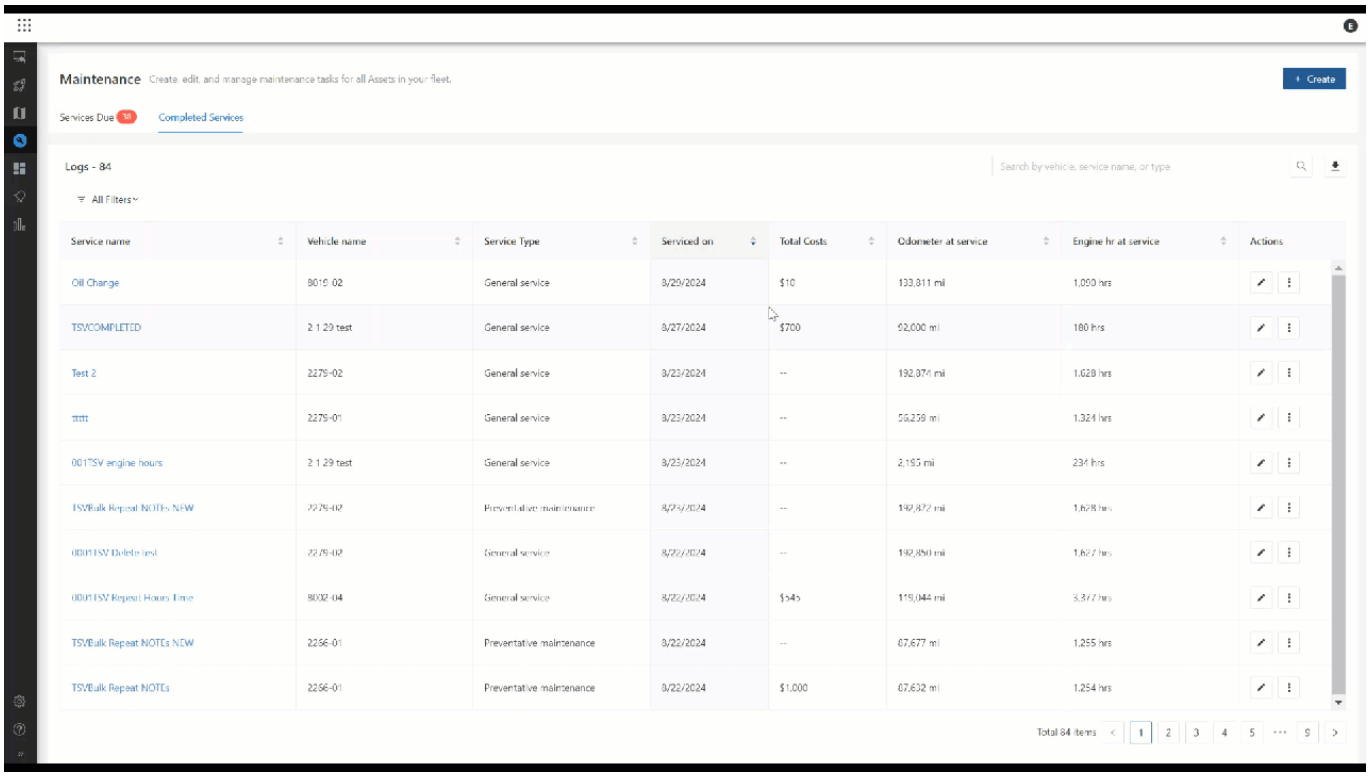
4. Under Attachments & Notes, upload applicable attachments using the Upload Attachment button

or enter applicable notes in the Notes field (1,000 character max.)
5. Click + Add log.

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

Editing a Completed Service

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



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.

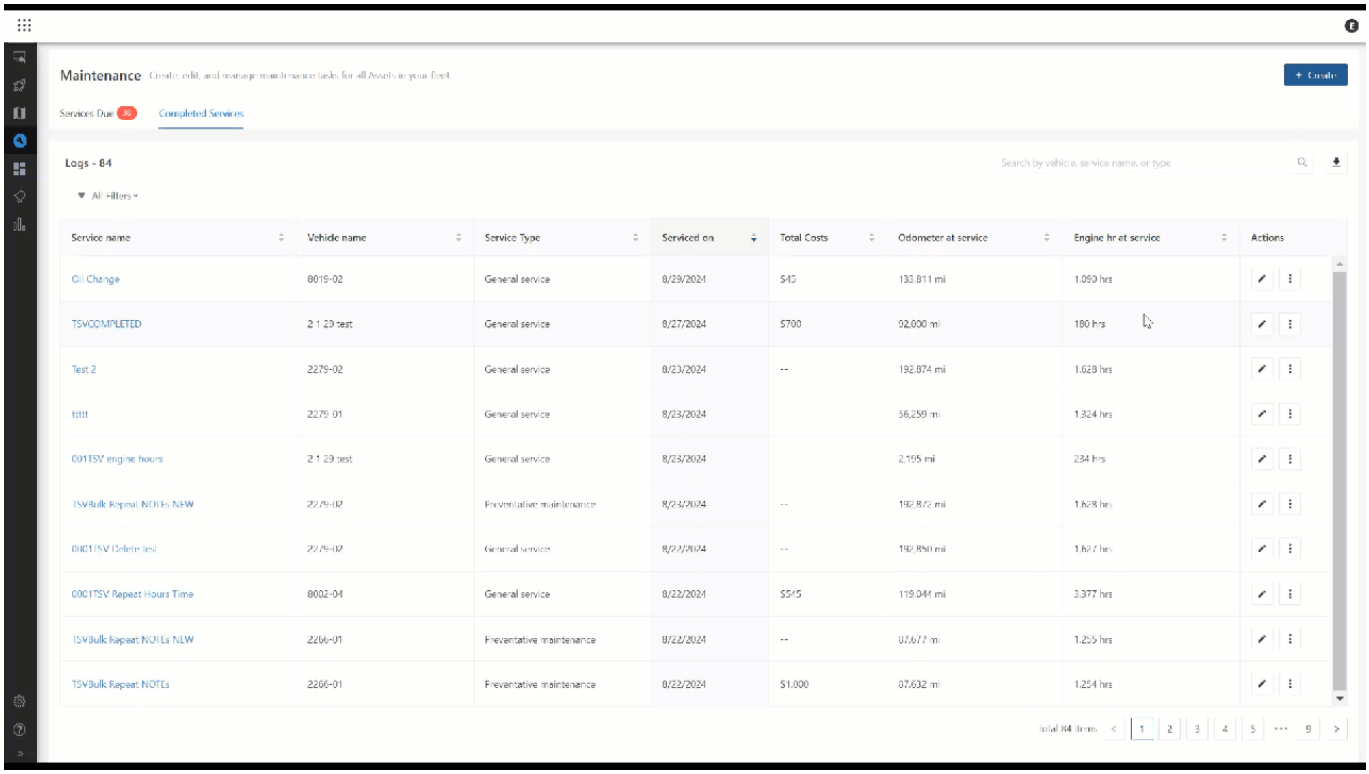
3. Click **Save & return**.

   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.



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**.

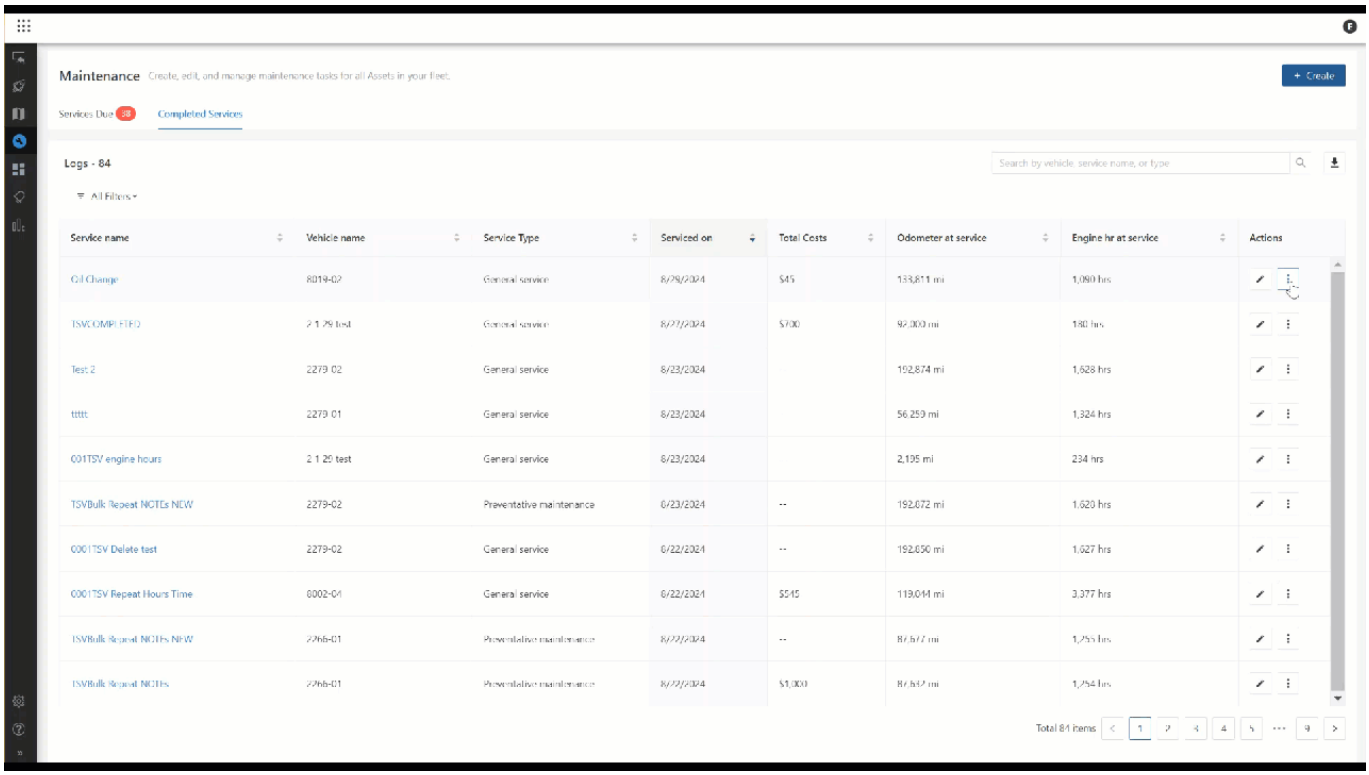
   The Completed service details panel appears showing the following:

- Service type
- Frequency
- Service date
- Odometer at service
- Engine hours at service
- Performed by
- 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.



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.
3. The Details and Schedule & frequency sections are pre-populated with information from the current service task; however, the fields can be edited.
4. 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.
5. Select Groups or Hierarchies.
6. 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.
7. 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.

8. Click on the Maintenance icon in the menu navigation bar to return to the Maintenance Page.

Viewing Vehicle Service Logs

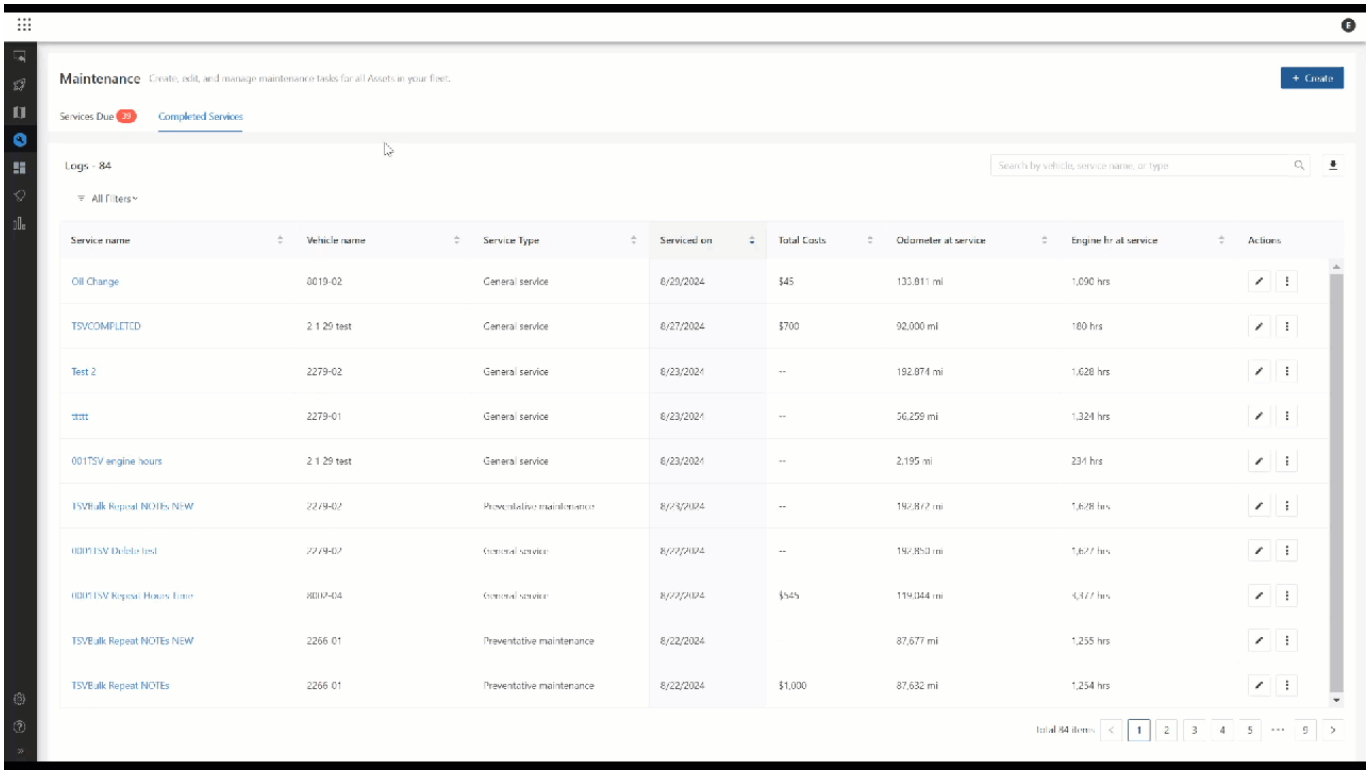
You can use the View vehicle's service button to be directed to a vehicle's Vehicle Card displaying Service Logs.

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.



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.

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