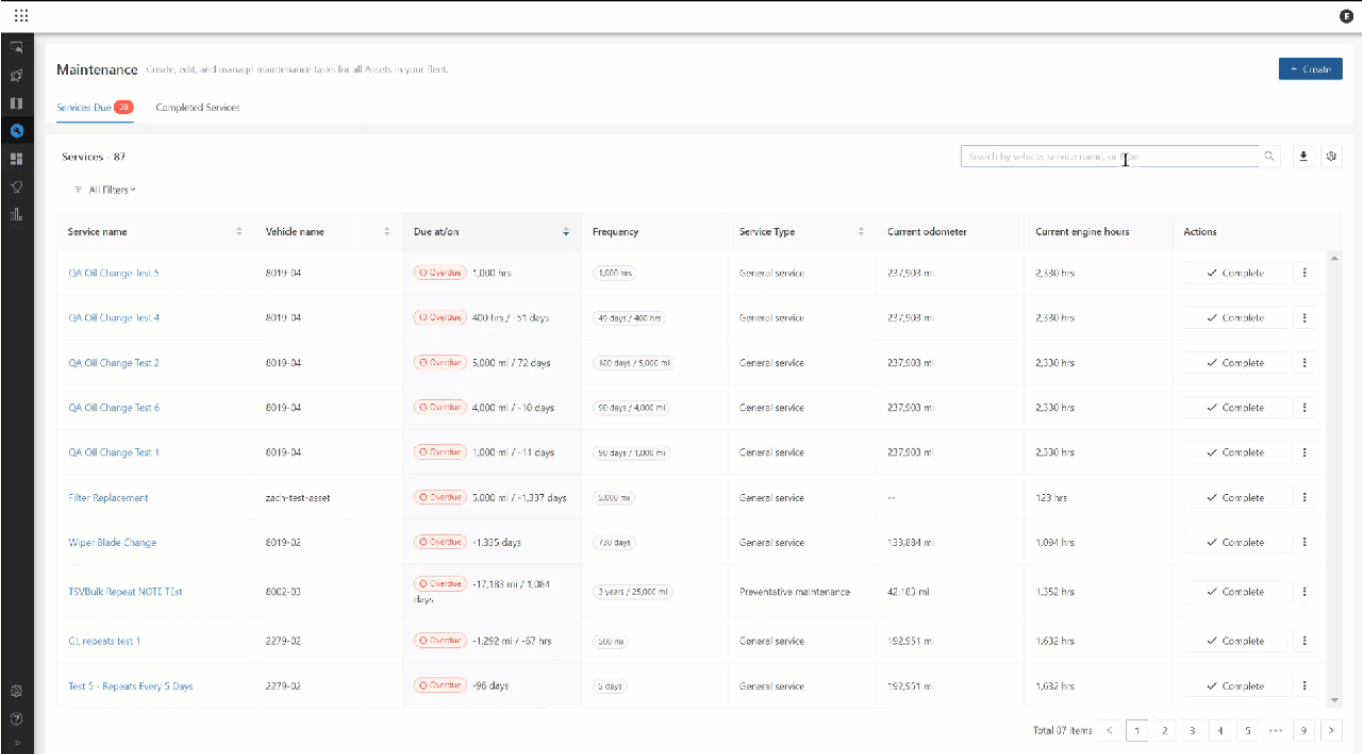


You can create, edit, and manage Service Tasks for all assets in your fleet from the Services Due tab of the Maintenance Page.

## Creating a New Service Tasks

Learn how to efficiently create a new service task from the Maintenance Page in the GPS Fleet Tracking Portal by following the steps below to streamline your service task creation process. You can create a service task for one or more vehicles at a time.



The screenshot shows the 'Maintenance' page with a 'Services Due' tab selected. A table lists various service tasks with columns for Service name, Vehicle name, Due at/on, Frequency, Service Type, Current odometer, Current engine hours, and Actions. The table contains 10 rows of data, including tasks like 'QA Oil Change Test 5', 'Filter Replacement', and 'TSV Bulk Repeat NOTE Test'. A search bar is visible at the top right of the table area.

Service name	Vehicle name	Due at/on	Frequency	Service Type	Current odometer	Current engine hours	Actions
QA Oil Change Test 5	8019-04	Overdue 1,000 hrs	1,000 hrs	General service	237,503 mi	2,530 hrs	Complete
QA Oil Change Test 4	8019-04	Overdue 400 hrs / -51 days	400 days / 400 hrs	General service	237,503 mi	2,530 hrs	Complete
QA Oil Change Test 2	8019-04	Overdue 5,000 mi / 72 days	100 days / 5,000 mi	General service	237,503 mi	2,530 hrs	Complete
QA Oil Change Test 6	8019-04	Overdue 4,000 mi / -10 days	50 days / 4,000 mi	General service	237,503 mi	2,530 hrs	Complete
QA Oil Change Test 1	8019-04	Overdue 1,000 mi / -11 days	50 days / 1,000 mi	General service	237,503 mi	2,530 hrs	Complete
Filter Replacement	zacr-test-asset	Overdue 5,000 mi / -1,337 days	5,000 mi	General service	---	123 hrs	Complete
Wiper Blade Change	8019-02	Overdue -1,325 days	60 days	General service	133,894 mi	1,094 hrs	Complete
TSV Bulk Repeat NOTE Test	8002-01	Overdue -17,183 mi / 1,364 days	3 years / 25,000 mi	Preventative maintenance	42,183 mi	1,352 hrs	Complete
CL repeats test 1	2279-02	Overdue -1,292 mi / -57 hrs	500 mi	General service	192,551 mi	1,632 hrs	Complete
Test 5 - Repairs Every 5 Days	2279-02	Overdue -96 days	5 days	General service	192,551 mi	1,632 hrs	Complete

**Note.** The gif above shows the process for creating an individual service task.

1. From the Maintenance Page, click **+ Create service**.
2. Click **Service task** to create an individual service task or click **Multiple service tasks** to create a service task to be applied to multiple vehicles.

The Create Service card form appears for an individual service task or if you selected to create multiple service tasks then the Create service template card appears.

3. In the Service name field, add a service name.
4. If creating an individual service task, select the applicable vehicle using the Vehicle drop-down.

After selecting a vehicle, the vehicle's odometer and engine hours (if available) are automatically populated.

5. Select a service type using the drop-down.

6. Select the Service Frequency: Repeats or One-time.

A message appears instructing you to select at least one of the Due options:

- Due Every in Miles or Kilometers
- Due Every in Days or Weeks.

**Note.** You can select both Due options.

1. Click the checkbox next to your selected “Due at” option.
2. Enter the applicable distance or duration in the corresponding field. You can use the available drop-downs to change the distance or duration measurements (Miles/Kilometers or Days/Weeks).
3. If creating an individual service task, upload any applicable attachments using the Upload attachment button and/or enter applicable notes in the Notes field.
4. Click **+ Create** for an individual service task or **Save & Continue** for multiple service task creation.

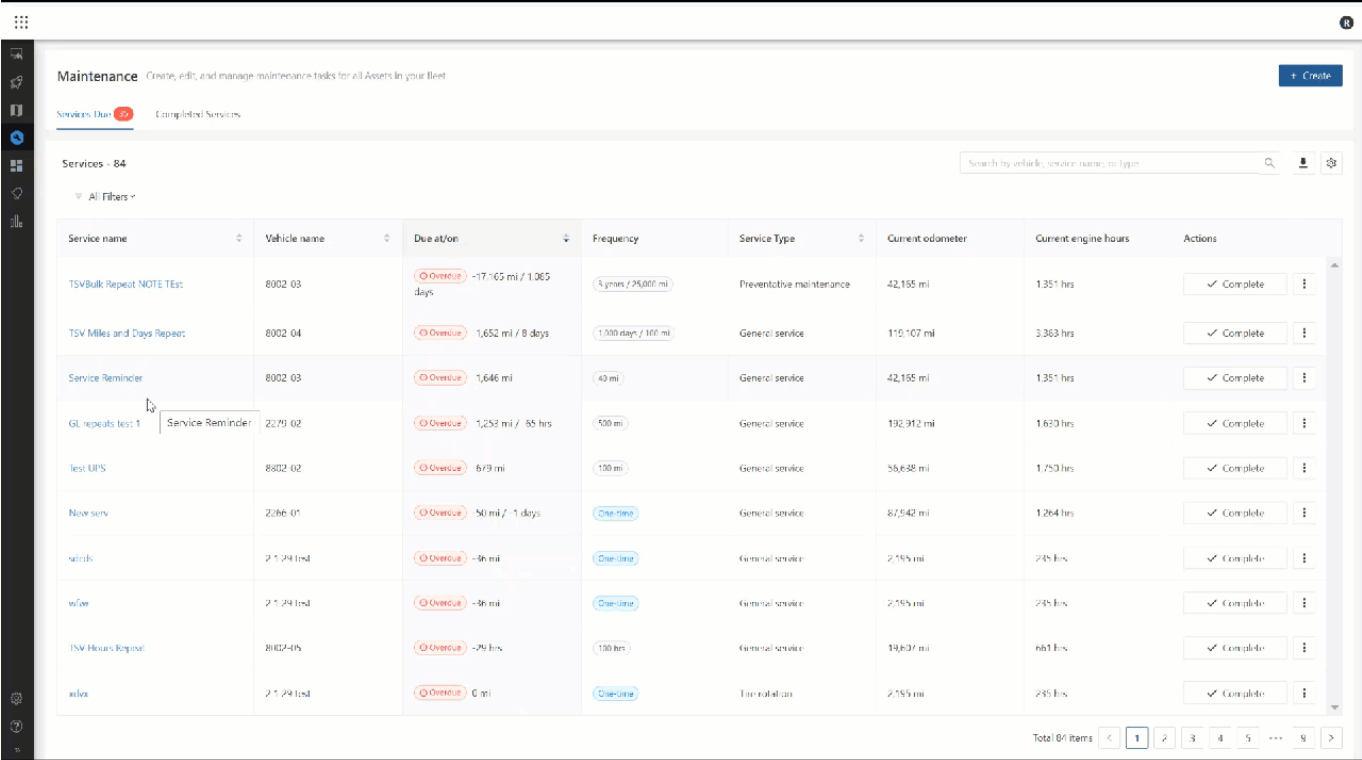
For an individual service task, the Service task created is added to the Services Due table. If you are creating multiple service tasks, the Create multiple services page appears.

5. From the Add vehicles & assets panel open on the right-hand side, use the Groups/Hierarchies toggle, drop-down, list, or Add all buttons to select applicable vehicles.
6. Click **+Create** services, then click **Yes, create**.

The service task is created for all of the selected vehicles and appears on the Services Due tab.

## Viewing Service Task Details

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



**Maintenance** Create, edit, and manage maintenance tasks for all Assets in your Fleet + Create


Services: Due 25 Completed Services

Services - 84 Search by vehicle, service name, or type

All Filters

Service name	Vehicle name	Due at/on	Frequency	Service Type	Current odometer	Current engine hours	Actions
TSVBulk Repeat NOTE Test	8002 03	<span>Overdue</span> -17:05 mi / 1,065 days	5 years / 25,000 mi	Preventive maintenance	42,155 mi	1,351 hrs	Complete
TSV Miles and Days Repeat	8002 04	<span>Overdue</span> 1,652 mi / 8 days	1,000 days / 100 mi	General service	110,107 mi	3,363 hrs	Complete
Service Reminder	8002 03	<span>Overdue</span> 1,646 mi	40 mi	General service	42,155 mi	1,351 hrs	Complete
GL repeats test: 1	Service Reminder 22/79 02	<span>Overdue</span> 1,252 mi / 85 hrs	500 mi	General service	192,312 mi	1,620 hrs	Complete
test UPS	8802 02	<span>Overdue</span> 679 mi	100 mi	General service	58,638 mi	1,750 hrs	Complete
New serv	2:66 01	<span>Overdue</span> 50 mi / 1 days	One time	General service	87,542 mi	1,264 hrs	Complete
wtrsh	2:1:29 Test	<span>Overdue</span> -8h mi	One time	General service	2,155 mi	245 hrs	Complete
wcon	2:1:29 Test	<span>Overdue</span> -8h mi	One time	General service	2,155 mi	245 hrs	Complete
TSV Hours Repeat	8002-05	<span>Overdue</span> -26 hrs	100 hrs	General service	19,837 mi	661 hrs	Complete
ndva	2:1:29 Test	<span>Overdue</span> 0 mi	Over time	Tire rotation	2,155 mi	235 hrs	Complete

Total 84 items

1. From 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**.

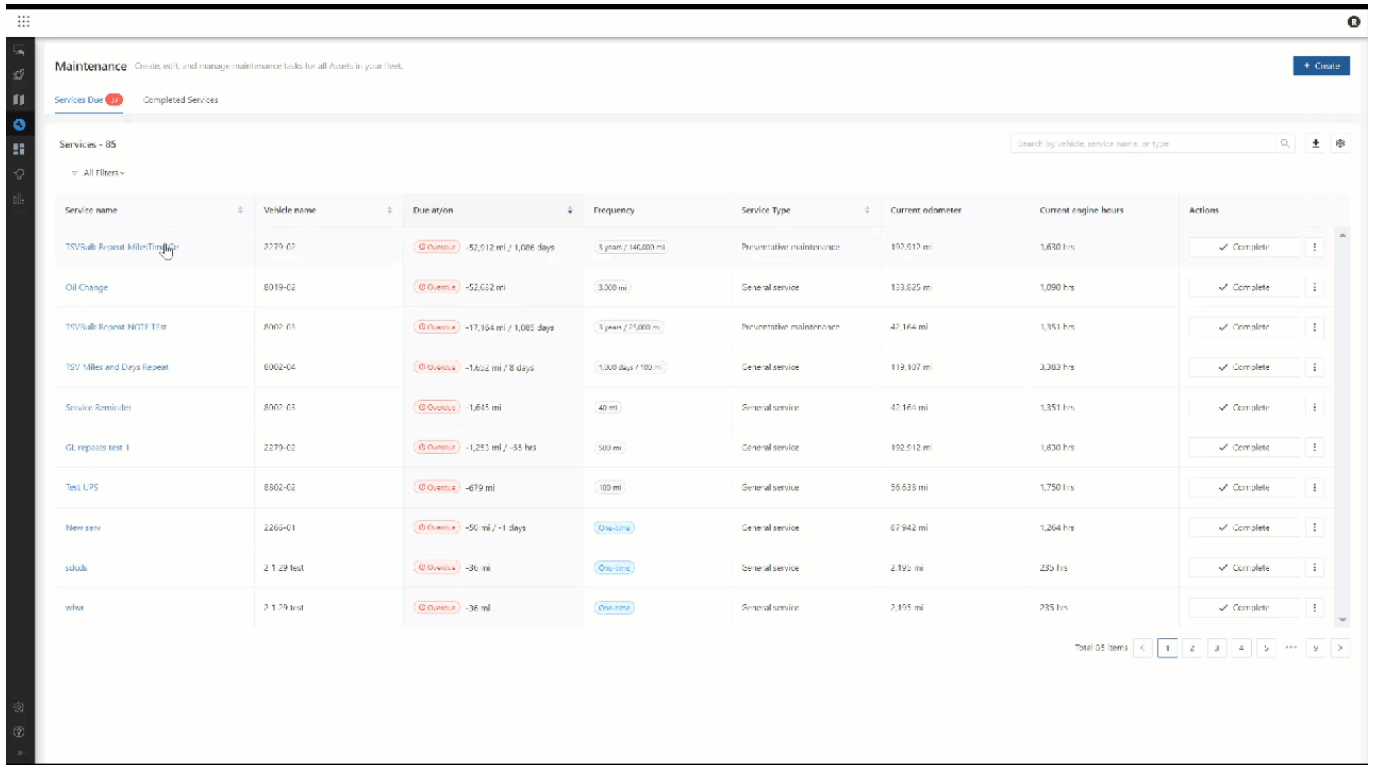
The Service details panel appears showing the following:


- Due in status
- Odometer (due at)
- Due date
- Service type
- Frequency
- Current odometer
- Current engine hrs
- Attachments and notes

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

## Editing an Upcoming Service Task

Make an edit to an upcoming Service Task quickly from the Maintenance Page.



1. From the Maintenance Page, locate the Service Task you want to edit then click on the Overflow button (  ) under the Actions column.
2. Click **Edit**.

The Edit service panel appears in editable form. All fields are editable, except for the Vehicle and Service type drop-downs and Service frequency toggle.

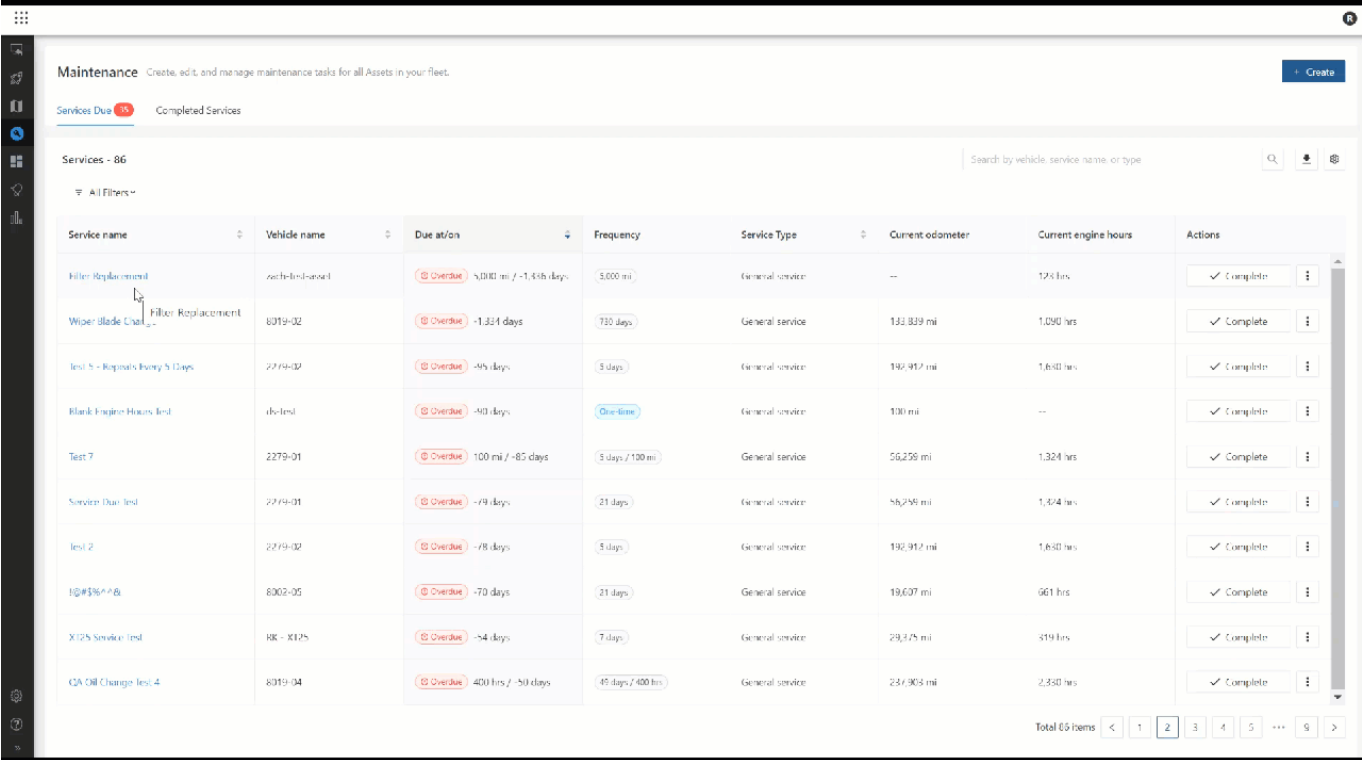
**Note.** You can also access the Service Details panel by clicking on the Service name (in blue font) from the Service Task row under the Service Name column and clicking **Edit**.

3. Make your edits and click **Save**.


The updated Service Details panel is shown.

## Applying Service to Other Vehicles

You can apply a service to one or more vehicles directly from the Maintenance Page.



Service name	Vehicle name	Due at/on	Frequency	Service Type	Current odometer	Current engine hours	Actions
Filter Replacement	zwh1-101-0001	Overdue -5,000 mi / -1,516 days	5,000 mi	General service	--	126 hrs	Complete
Wiper Blade Change	8019-02	Overdue -1,324 days	130 days	General service	132,839 mi	1,090 hrs	Complete
Test 5 - Repair Every 5 Days	2279-02	Overdue -45 days	5 days	General service	190,917 mi	1,630 hrs	Complete
Blank Engine Hours Test	46-Test	Overdue -40 days	Overdue	General service	100 mi	--	Complete
Test 7	2279-01	Overdue 100 mi / -85 days	5 days / 100 mi	General service	56,256 mi	1,324 hrs	Complete
Service Due Test	2279-01	Overdue -19 days	21 days	General service	56,256 mi	1,304 hrs	Complete
Test 2	2279-02	Overdue -18 days	5 days	General service	190,917 mi	1,630 hrs	Complete
100% Fuel	8002-05	Overdue -70 days	21 days	General service	19,607 mi	961 hrs	Complete
X125 Service Test	88 - X125	Overdue -14 days	7 days	General service	29,475 mi	919 hrs	Complete
QA Oil Change Test 4	8019-04	Overdue 400 hrs / -50 days	45 days / 400 hrs	General service	234,903 mi	2,330 hrs	Complete

1. From the Maintenance Page, locate the Service Task 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 + 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

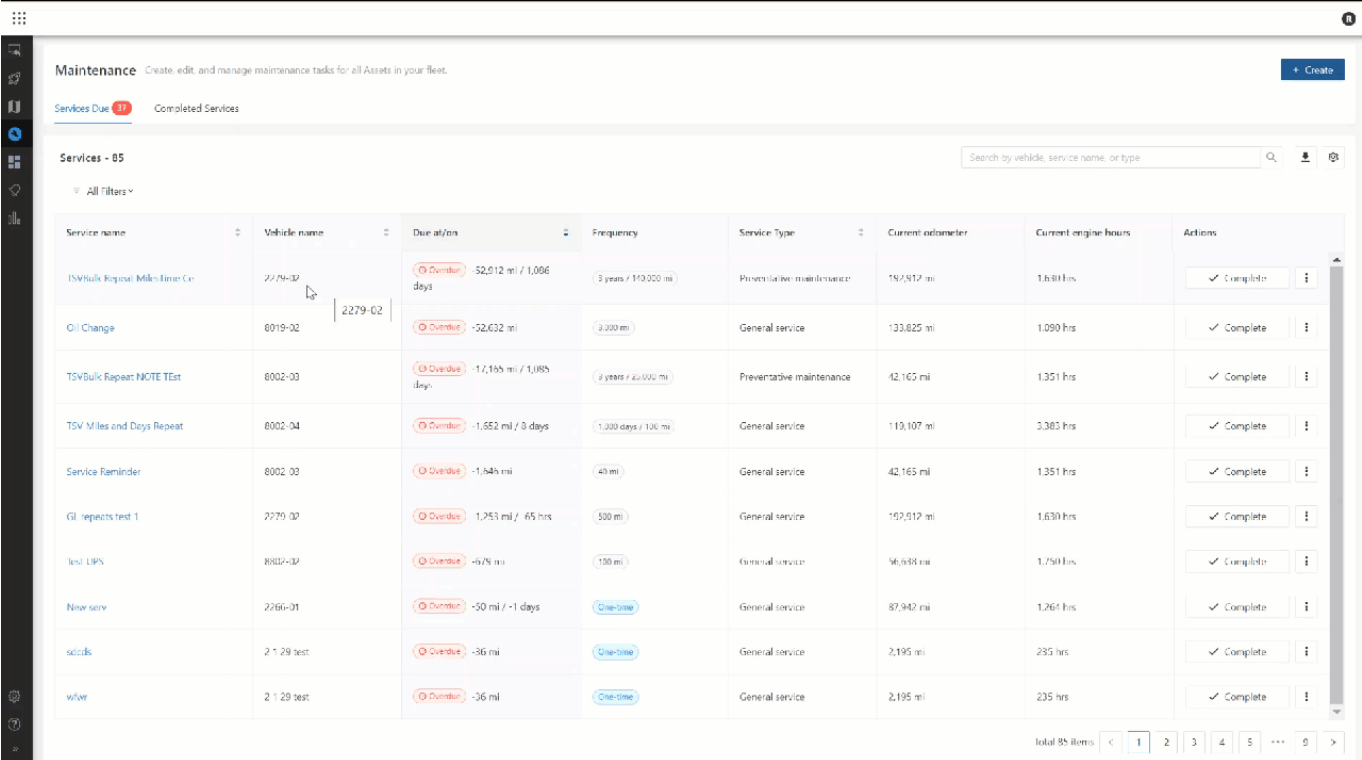
You can use the View vehicle's service button to be directed to a vehicle's Vehicle Card displaying Service Logs.

1. From the Maintenance Page, locate the Service Task 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 Service Task

Delete an upcoming Service Task quickly from the Maintenance Page.



The screenshot shows the Maintenance page with a table of service tasks. The table has columns for Service name, Vehicle name, Due at/on, Frequency, Service Type, Current odometer, Current engine hours, and Actions. The Actions column contains a 'Complete' button and an overflow button (three dots). The table lists several tasks, including 'TSV Bulk Repeat: Mile+Time Ce', 'Oil Change', 'TSV Bulk Repeat: NOTE TEST', 'TSV Miles and Days Repeat', 'Service Reminder', 'Oil repeats test 1', 'Int. LPS', 'New serv', 'scoids', and 'w/wr'. The 'Due at/on' column shows various due dates and times, some with 'Overdue' indicators.

Service name	Vehicle name	Due at/on	Frequency	Service Type	Current odometer	Current engine hours	Actions
TSV Bulk Repeat: Mile+Time Ce	2279-02	Overdue -52,512 mi / 1,096 days	3 years / 110,000 mi	Preventative maintenance	167,912 mi	1,630 hrs	Complete
Oil Change	8019-02	Overdue -22,632 mi	2,000 mi	General service	133,825 mi	1,090 hrs	Complete
TSV Bulk Repeat: NOTE TEST	8002-03	Overdue -1,195 mi / 1,085 days	3 years / 40,000 mi	Preventative maintenance	42,165 mi	1,351 hrs	Complete
TSV Miles and Days Repeat	8002-04	Overdue -1,652 mi / 3 days	1,000 days / 100 mi	General service	119,107 mi	3,383 hrs	Complete
Service Reminder	8002-03	Overdue -1,645 mi	40 mi	General service	42,165 mi	1,351 hrs	Complete
Oil repeats test 1	2279-02	Overdue 1,253 mi / 65 hrs	500 mi	General service	157,512 mi	1,630 hrs	Complete
Int. LPS	8802-02	Overdue -976 mi	100 mi	General service	96,888 mi	1,790 hrs	Complete
New serv	2266-01	Overdue -50 mi / -1 days	One-time	General service	87,942 mi	1,261 hrs	Complete
scoids	2 * 29 test	Overdue -36 mi	One-time	General service	2,195 mi	235 hrs	Complete
w/wr	2 * 29 test	Overdue -36 mi	One-time	General service	2,195 mi	235 hrs	Complete

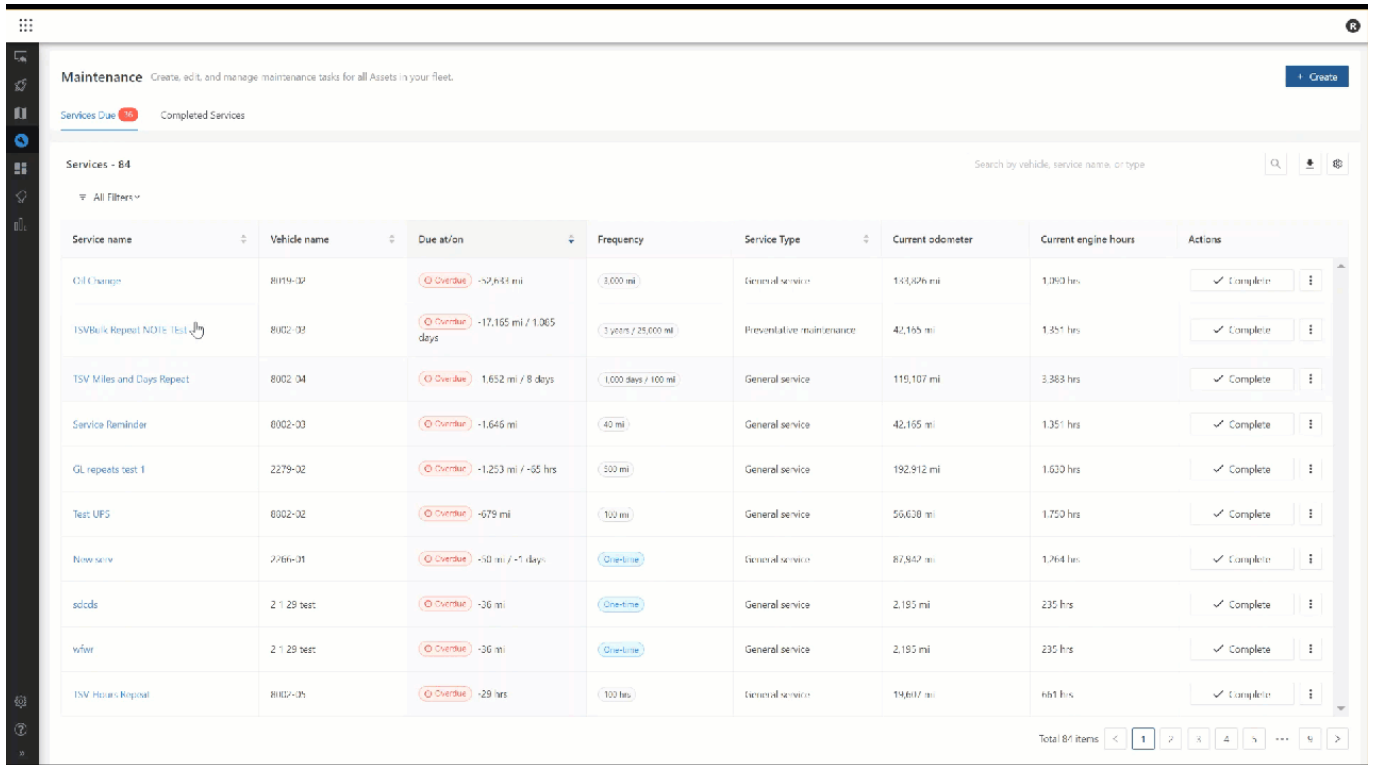
1. From the Maintenance Page, locate the Service Task you want to delete then click on the Overflow button (  ) under the Actions column.
2. Click **Delete**.

A pop-up appears asking you to confirm you would like to delete the selected Service Task.

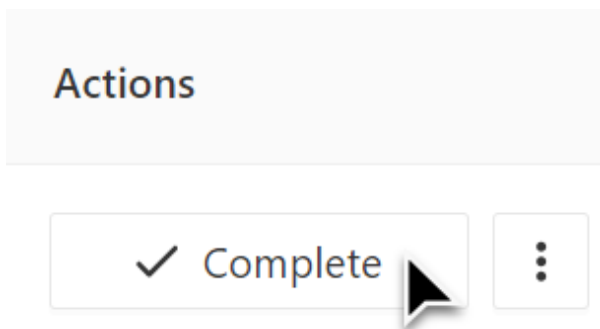
3. Click **Yes, delete** to delete the Service Task or **Cancel** to exit without deleting the Service Task.

## Completing a Service Task

You can close out a Service Task by marking it as *Complete* from the Maintenance Page.



1. From the Maintenance Page, locate the Service Task you want to close out then click **Complete** under the Actions column.



The Complete Service pop-up appears.

2. Enter the date the service was completed on by typing the date into the Date Completed field or using the calendar tool.
3. *Optional:* Enter the associated cost of the service in the Service cost field.
4. *Optional:* Enter the value of the odometer at the time of the service in the Odometer at service field.
5. *Optional:* Enter the engine hours at the time of the service in the Engine hrs at service field.
6. *Optional:* Add any applicable notes to the Notes field.

7. Click **Complete**.

The Service Task is marked as Complete and is removed from the Service Due table.