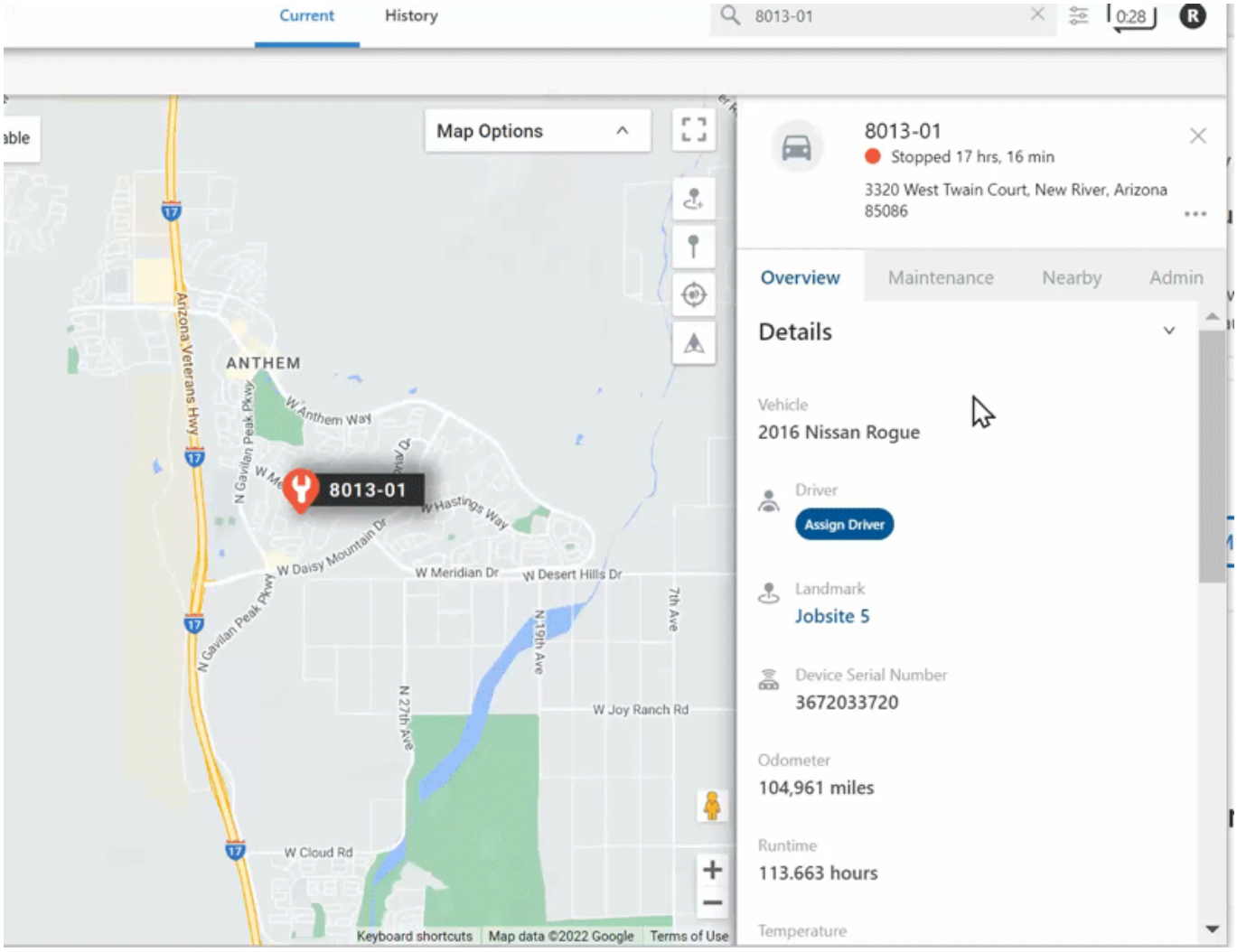
Adding, Editing, or Deleting a Maintenance Reminder

Link: https://help.gpsinsight.com/docs/vehicle-card-vehicle-maintenance/adding-editing-or-deleting-a-maintenance-reminder/ Last Updated: July 27th, 2022

You can search, view, add, and edit maintenance reminders from the Vehicle Card on the Map page. After creating a reminder, you can receive a notification whenever a scheduled service is approaching or is past due by creating a Service Reminder Alert.

Adding a Maintenance Reminder

You can create an unlimited number of maintenance reminders for each vehicle in your fleet, and you can define custom service intervals in miles, distance, runtime, hours, days, and/or scheduled date.



How to Add a Maintenance Reminder:

1. From the Vehicle Card, click the **Maintenance** tab.
2. Click the plus (+) icon.

   The Maintenance Reminder form appears.
3. Complete the forms by entering the following in their respective fields:

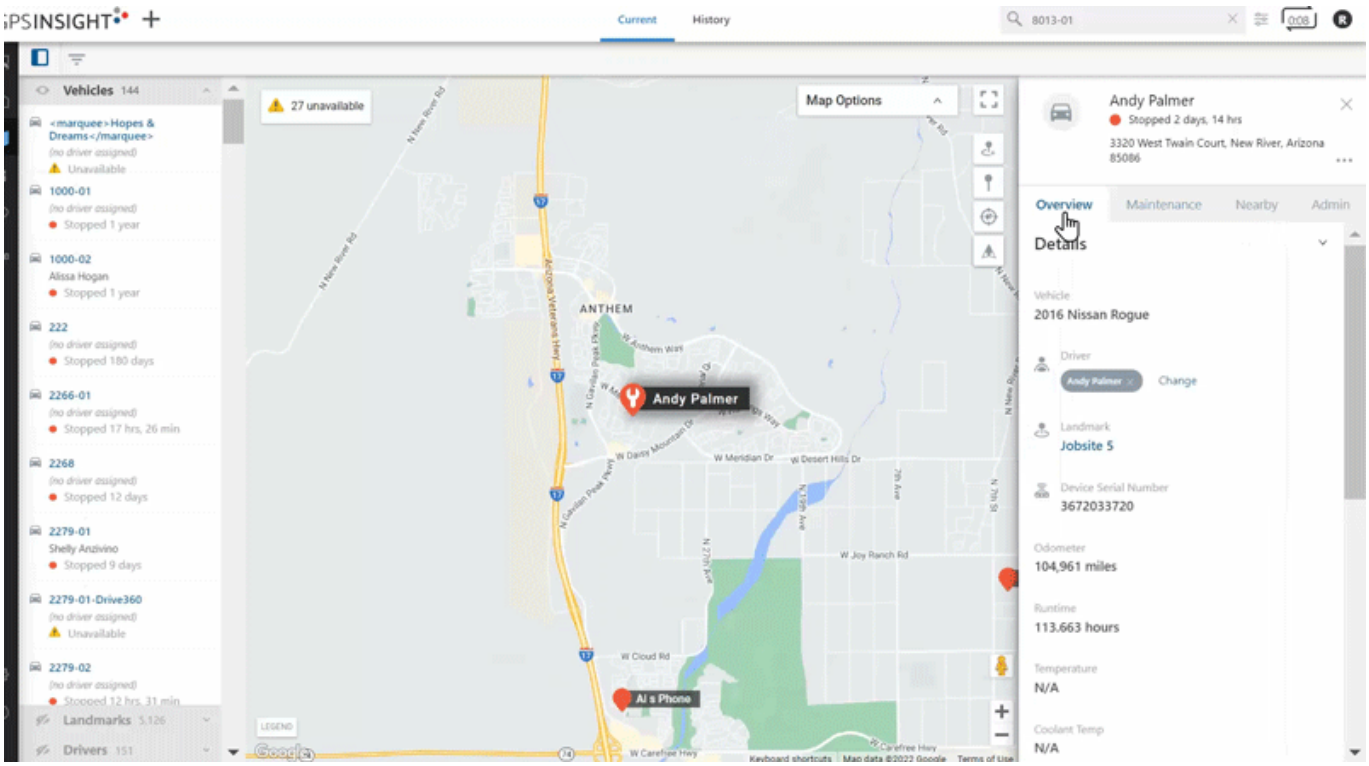
- Name (Required)
- Interval: Distance, Runtime (hrs), Days
- Next Service: Mileage, Runtime (hrs), Date

4. Click **Submit**.

   The reminder is added to the Reminders List on the Maintenance tab and a pop-up appears confirming the maintenance reminder was successfully added.

Editing a Maintenance Reminder

You can edit a maintenance reminder directly from the Maintenance tab of the Vehicle Card.



How to Edit a Maintenance Reminder:

1. Locate the maintenance reminder that you would like to edit by using the search field or scrolling through the Maintenance Reminder List.
2. Click on the Service name corresponding to the maintenance reminder you would like to edit.
3. Click **Edit**.

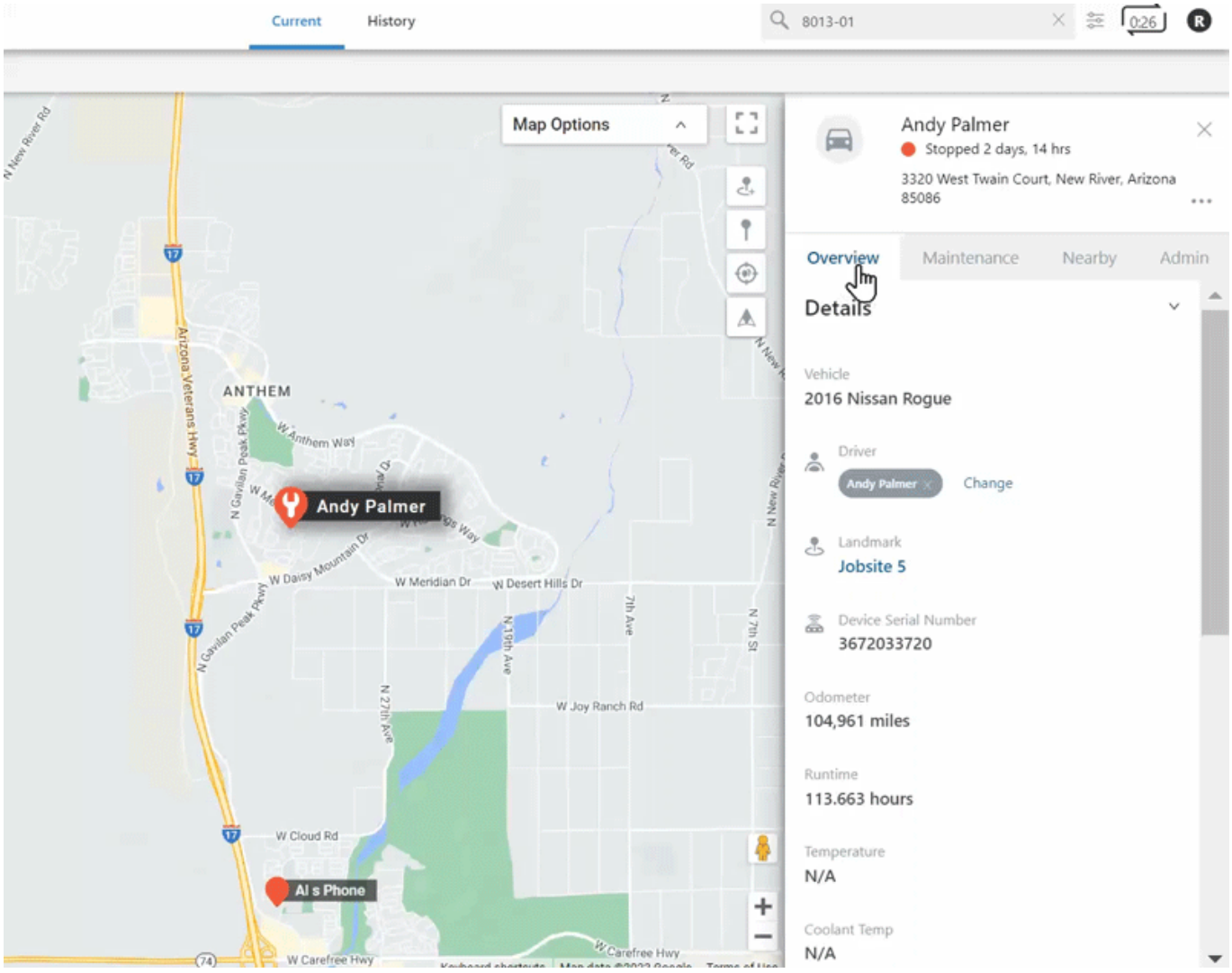
   The Maintenance Reminder Edit form appears.

4. Make your edits then click **Submit**. You also have the option to delete the maintenance reminder or reset the reminder.

   Your edit is saved and a pop-up appears confirming the maintenance reminder was successfully edited.

Deleting a Maintenance Reminder

You can delete a maintenance reminder directly from the Maintenance tab of the Vehicle Card.



How to Delete a Maintenance Reminder:

1. Locate the maintenance reminder that you would like to edit by using the search field or scrolling through the Maintenance Reminder List.
2. Click on the Service name corresponding to the maintenance reminder you would like to edit.
3. Click **Edit**.

The Maintenance Reminder Edit form appears.

4. Click **Delete**. You also have the option to edit the maintenance reminder or reset the reminder at this time.

   A Delete Reminder pop-up appears asking: “Are you sure you want to delete Maintenance Reminder “[name of maintenance reminder]” ?”

5. Click **Yes, Delete** to delete the maintenance reminder or click “No, Cancel” to exit the Maintenance Reminder Edit Form and keep the maintenance reminder.

Copyright ©2024 GPS Insight