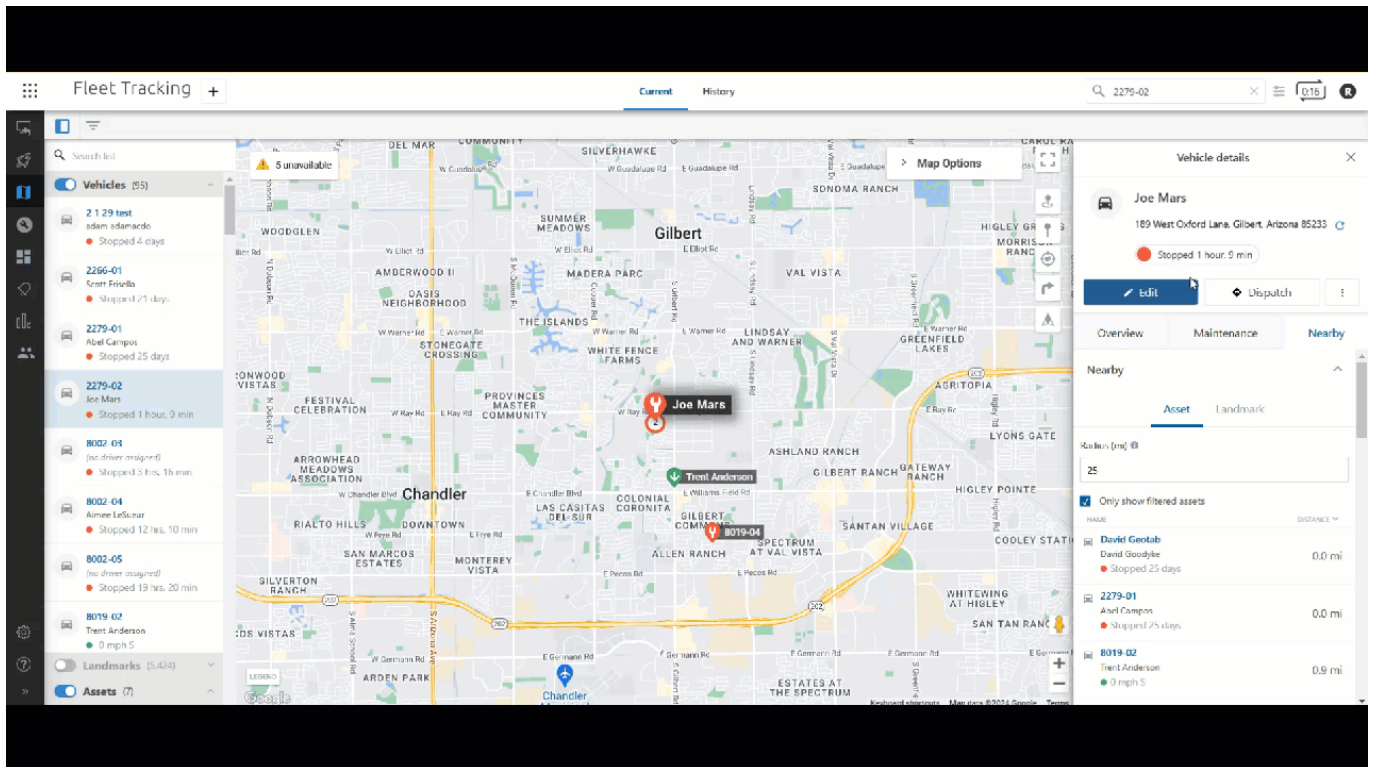


You can view and create services due for a specific vehicle from the Vehicle Card on the Map page. Additionally, from the Maintenance tab of the Vehicle Card, you can view completed services for a specific vehicle.

Adding a Service

How to add a service:



1. From the Vehicle Card, click the **Maintenance** tab.

A list of current services due are displayed by default.

2. Click **+ Create**).

The Create Service form appears.

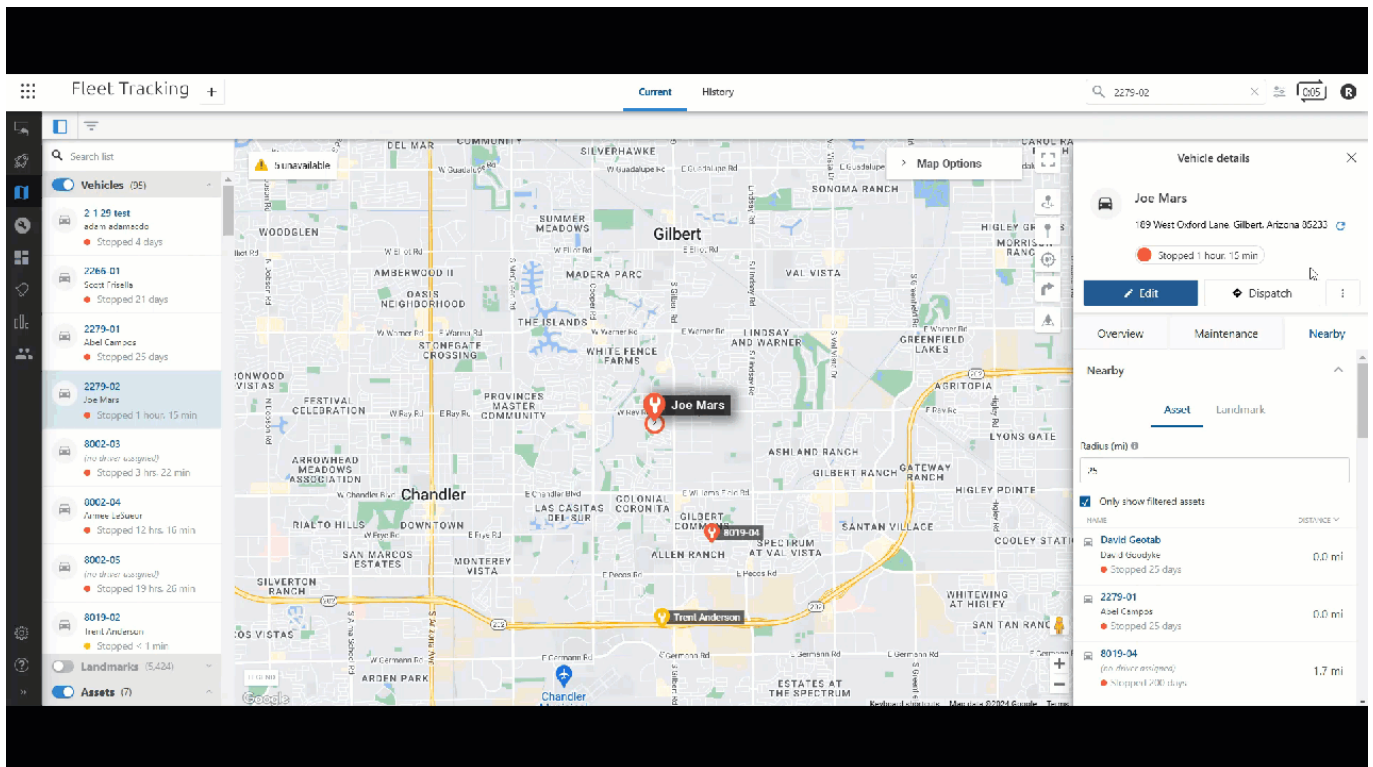
3. Complete the form by entering the following in their respective fields:

- Service name
- Service type (select from the options in the drop-down)
- Service frequency (select **Repeats** or **One-time**)
- Due at or Due on (select at least one of the options and enter distance or duration based on selection)
- Optional: If you'd like to upload an attachment and/or add notes, use the Attachments & Notes section.

4. Click + **Create**.

The service is added to the Services Due list on the Maintenance tab and a pop-up appears confirming the maintenance reminder was successfully added.

Viewing Completed Services



1. From the Vehicle Card, click the **Maintenance** tab.

A list of current services due are displayed by default.

2. Click the **Completed** toggle.

The Completed service list displays.

3. You can:

- Use the Search field to search for a completed service
- Filter the list by occurrence (one-time or repeat) using the Filter button
- Sort the list by ascending/descending order by Name, Date, or Cost
- View all completed service items using the pages at the bottom