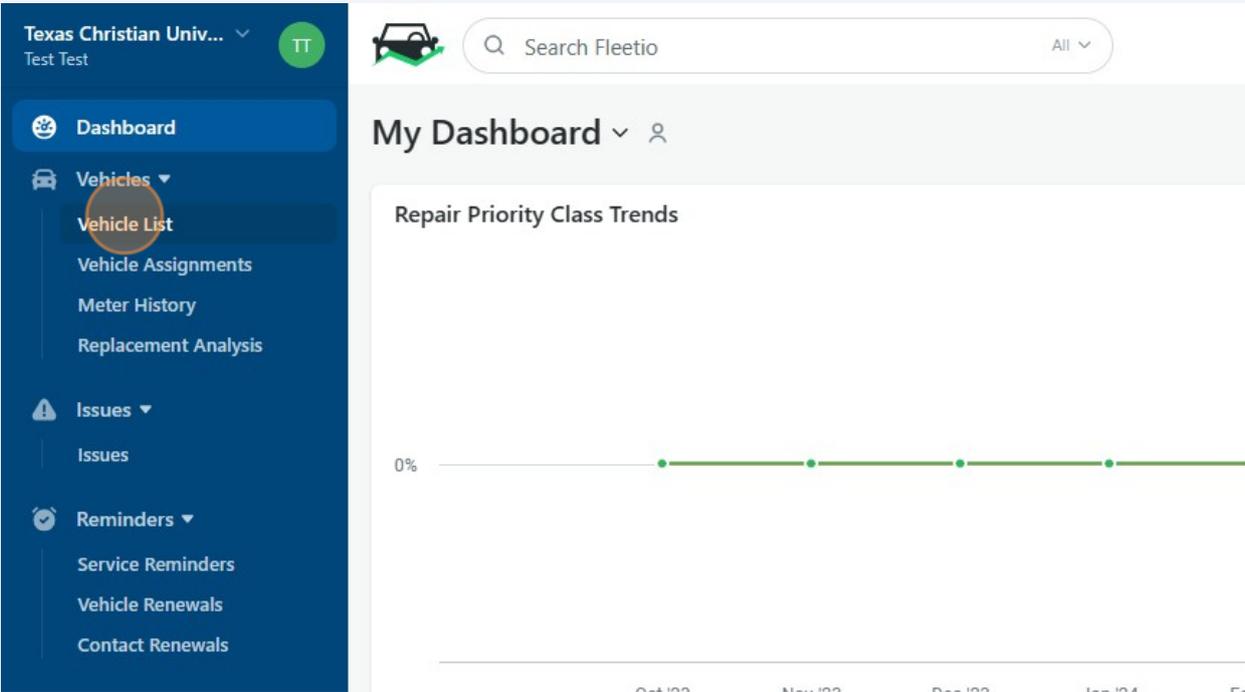


Issue Creation

1 Navigate to <https://fleetio.com>

2 Click "Vehicle List"



3 Option 1: Type the number or name of the vehicle with the issue.

The screenshot shows a web application interface for vehicle management. On the left is a dark blue sidebar with navigation options: Dashboard, Vehicles (expanded to show Vehicle List, Vehicle Assignments, Meter History, Replacement Analysis), Issues, and Reminders (expanded to show Service Reminders, Vehicle Renewals, Contact Renewals). The main content area has a search bar with '315' entered. Below the search bar, a dropdown menu shows 'VEH-0315' selected, with details: 'Active · 2018 / CHEVROLET / SUBURBAN · Facilities / Custodial Services · 1GNSKGGC4JR136977'. Below this, a 'SERVICE REMINDERS' section lists three items for VEH-0315: 'Cabin Air Filter Replacement' (Feb 11, 2025 · 125751.0 mi), 'Transmission Fluid Drain & Refill' (Feb 11, 2034 · 203251.0 mi), and 'Spark Plugs Replacement' (Feb 11, 2034 · 203251.0 mi). At the bottom, a table lists other vehicles with columns for Name, Year, Type, Model, and VIN.

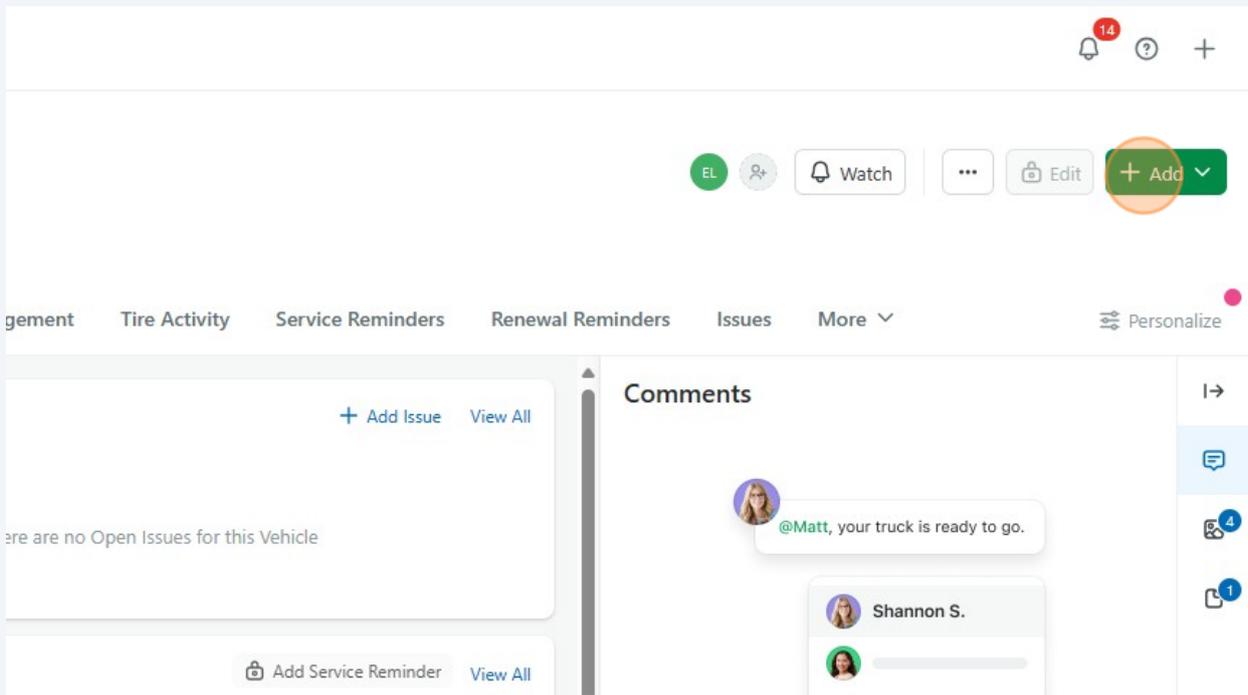
Name	Year	Type	Model	VIN
VEH-0244	2015	CLUB CAR	Carryall 710 LSV	5T5LC22B5FA596562
VEH-0245	2015	POLARIS	Gem E4S	52CG4SGA1F0012819
VEH-0246	2015	CLUB CAR	Carryall 710 LSV	5J5LC22B0GA618467

4 Option 2: Click the vehicle directly from the vehicle list.

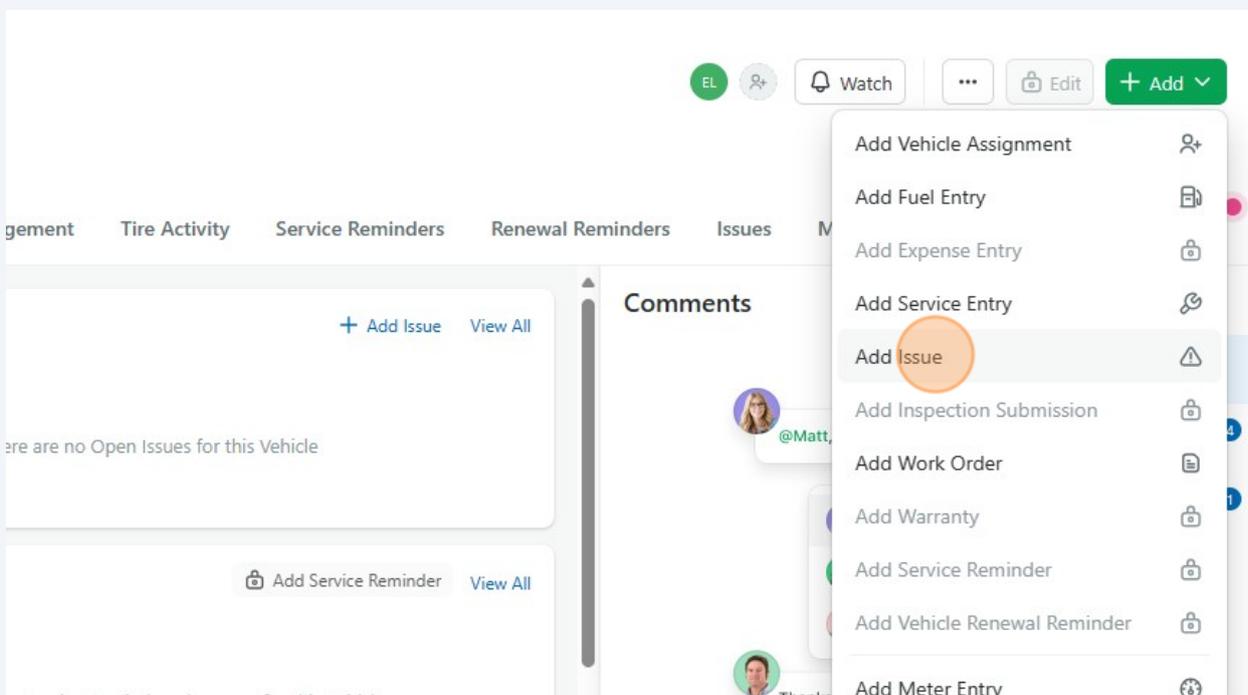
The screenshot shows the same web application interface as in the previous image, but with the sidebar expanded to show 'Service' (Service History, Work Orders, Service Programs, Shop Directory), 'Contacts', 'Vendors', 'Fuel & Energy', and 'Places'. The main content area displays a table of vehicles. The vehicle 'VEH-0315' is highlighted with an orange circle, indicating it is the selected vehicle.

<input type="checkbox"/>		VEH-0244	2015	CLUB CAR	Carryall 710 LSV	5T5LC22B5FA596562
<input type="checkbox"/>		VEH-0245	2015	POLARIS	Gem E4S	52CG4SGA1F0012819
<input type="checkbox"/>		VEH-0246	2015	CLUB CAR	Carryall 710 LSV	5J5LC22B0GA618467
<input type="checkbox"/>		VEH-0247	2015	CLUB CAR	Carryall 710 LSV	5J5LC22B7GA618496
<input type="checkbox"/>		VEH-0262	2016	CHEVROLET	MALIBU	1G1ZJ5SU1GF281193
<input type="checkbox"/>		VEH-0296	2019	CHEVROLET	COLORADO	1GCGSCEN4K1314794
<input type="checkbox"/>		VEH-0313	2022	CLUB CAR	Carryall 700 LSV	A5CUBB2DHNA307659
<input type="checkbox"/>		VEH-0315	2018	CHEVROLET	SUBURBAN	1GNSKGGC4JR136977

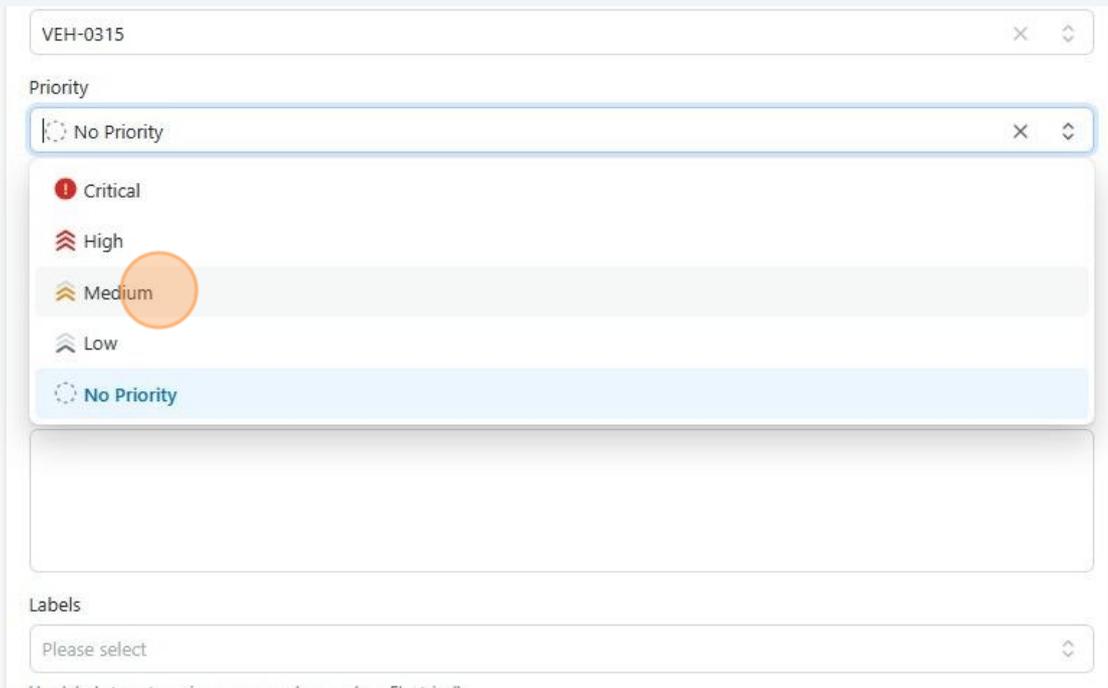
5 Click "Add"



6 Click "Add Issue"



7 Select the appropriate Priority



VEH-0315

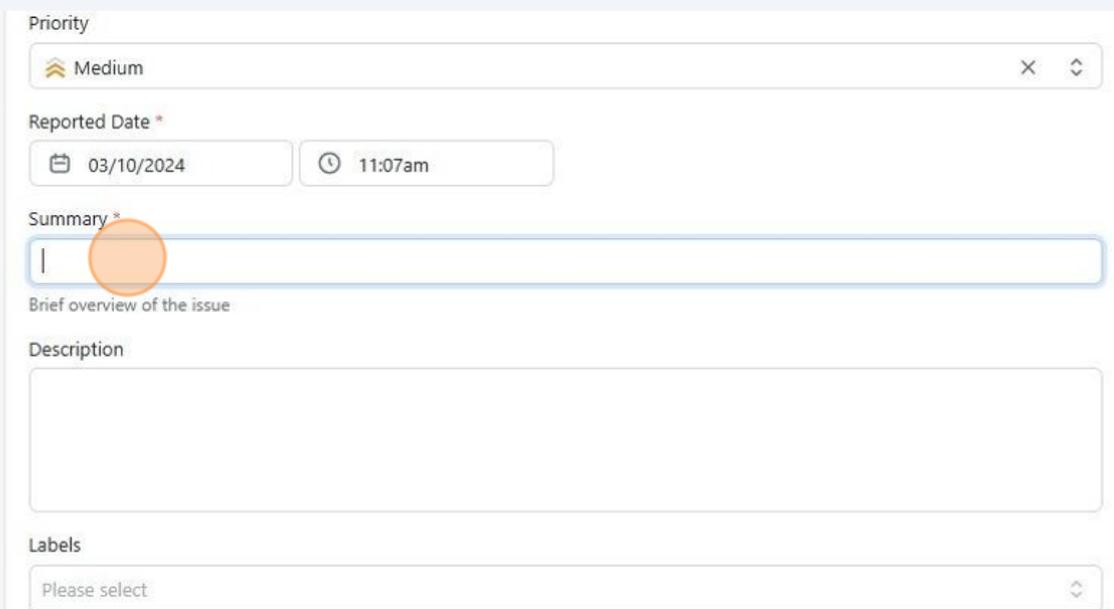
Priority

- No Priority
- Critical
- High
- Medium
- Low
- No Priority

Labels

Please select

8 Enter a brief description of the issue in the Summary box.



Priority

Medium

Reported Date *

03/10/2024 11:07am

Summary *

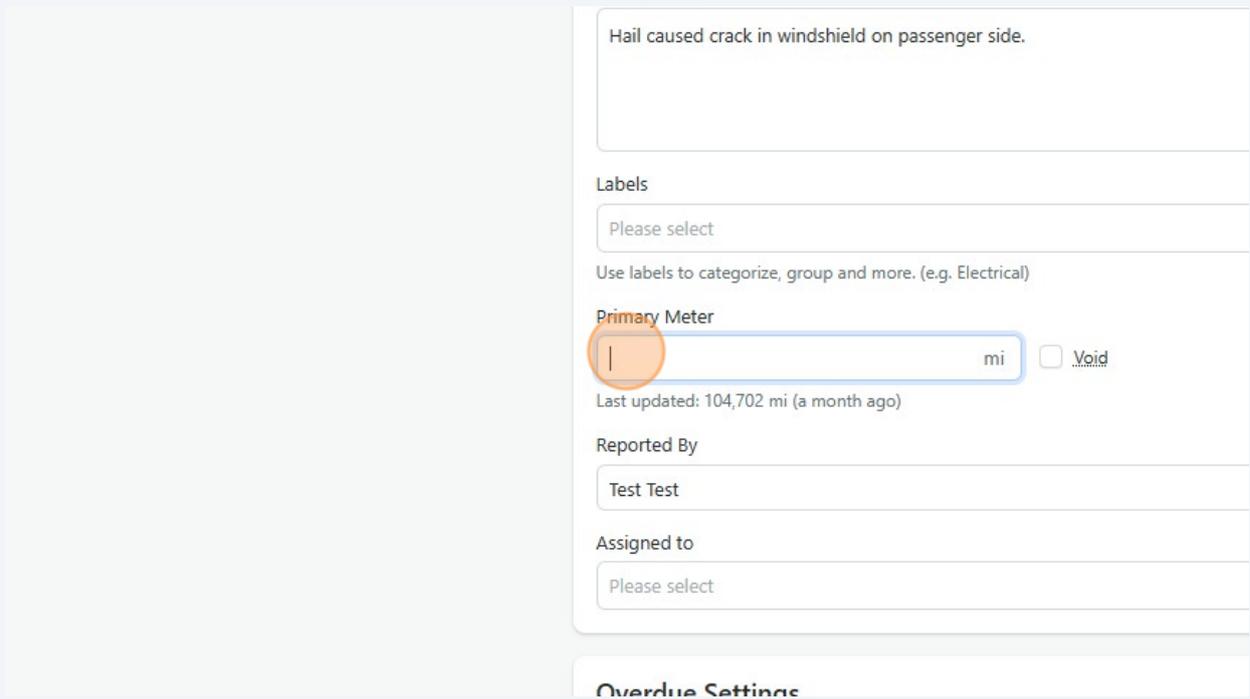
Brief overview of the issue

Description

Labels

Please select

9 Enter the vehicle mileage in the Primary Meter box.



Hail caused crack in windshield on passenger side.

Labels
Please select

Use labels to categorize, group and more. (e.g. Electrical)

Primary Meter
| mi Void

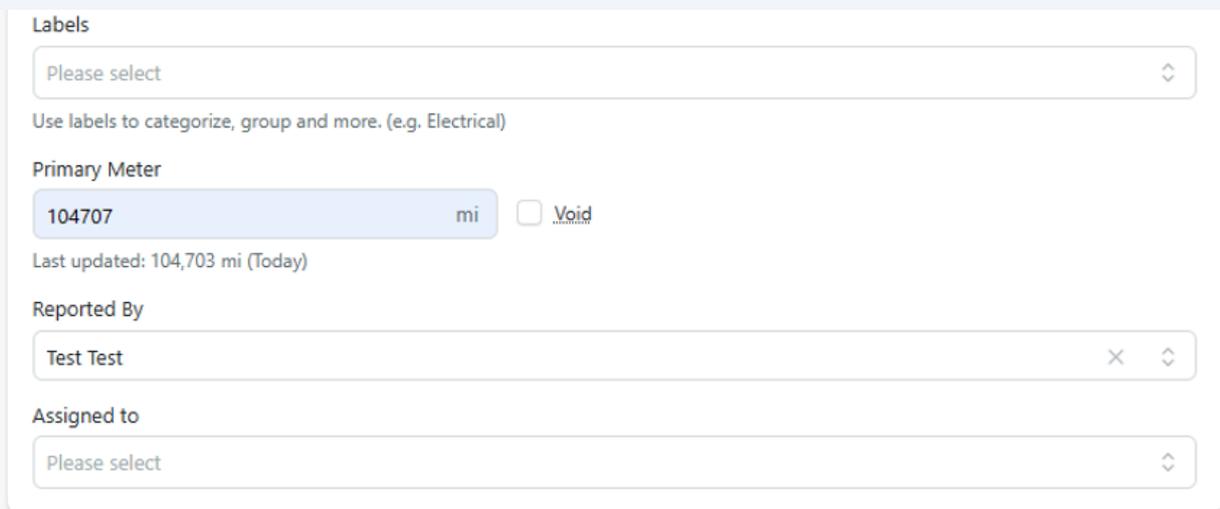
Last updated: 104,702 mi (a month ago)

Reported By
Test Test

Assigned to
Please select

Overdue Settings

10 Leave the 'Assigned to' blank.



Labels
Please select

Use labels to categorize, group and more. (e.g. Electrical)

Primary Meter
104707 mi Void

Last updated: 104,703 mi (Today)

Reported By
Test Test

Assigned to
Please select

11

Attach any PDFs or photos and click "Save Issue"

mi

ad

Documents

Drag and drop files to upload
or click to pick files

Save & Add Another Save Issue