Issue Creation

1 Navigate to **https://fleetio.com**

2 Click "Vehicle List"
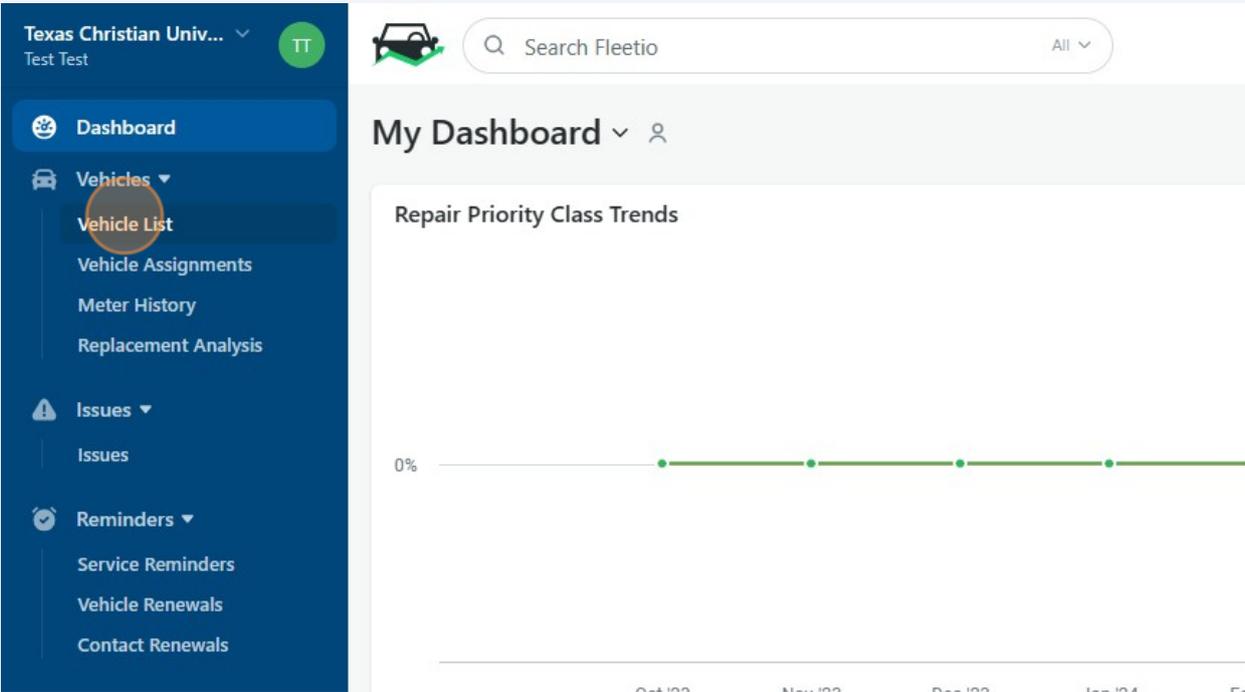
3 **Option 1**: Type the number or name of the vehicle with the issue.

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

5 Click "Add"

6 Click "Add Issue"
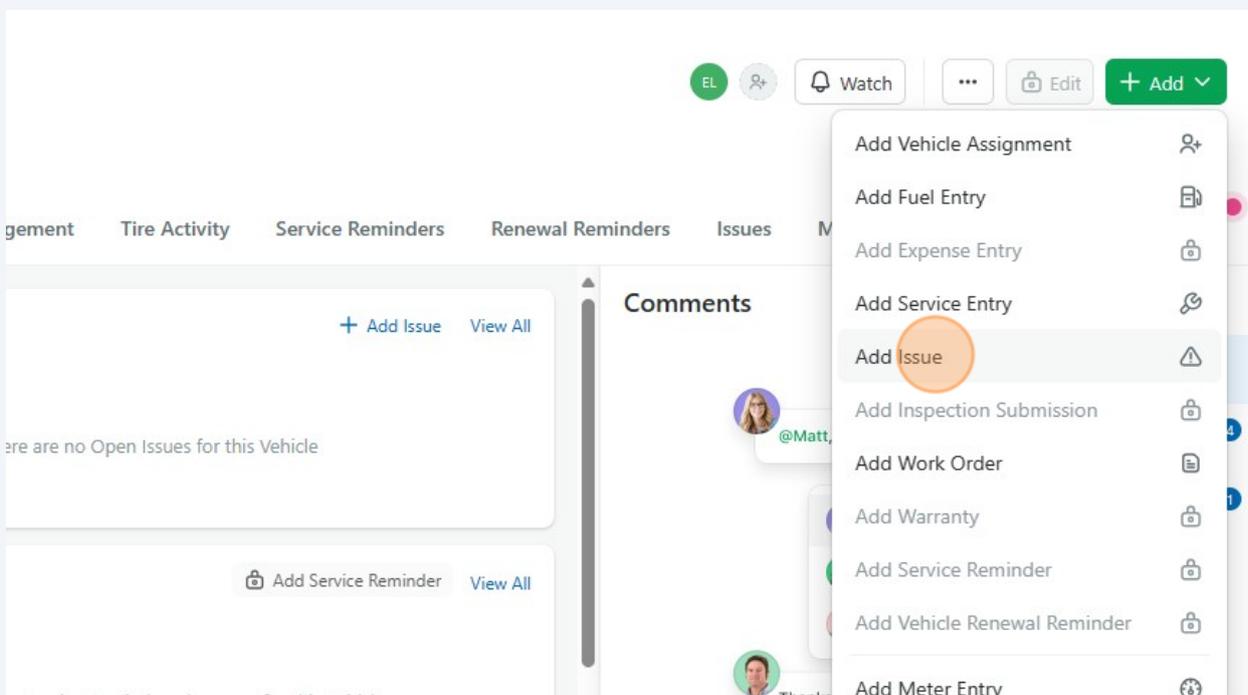
7 Select the appropriate Priority
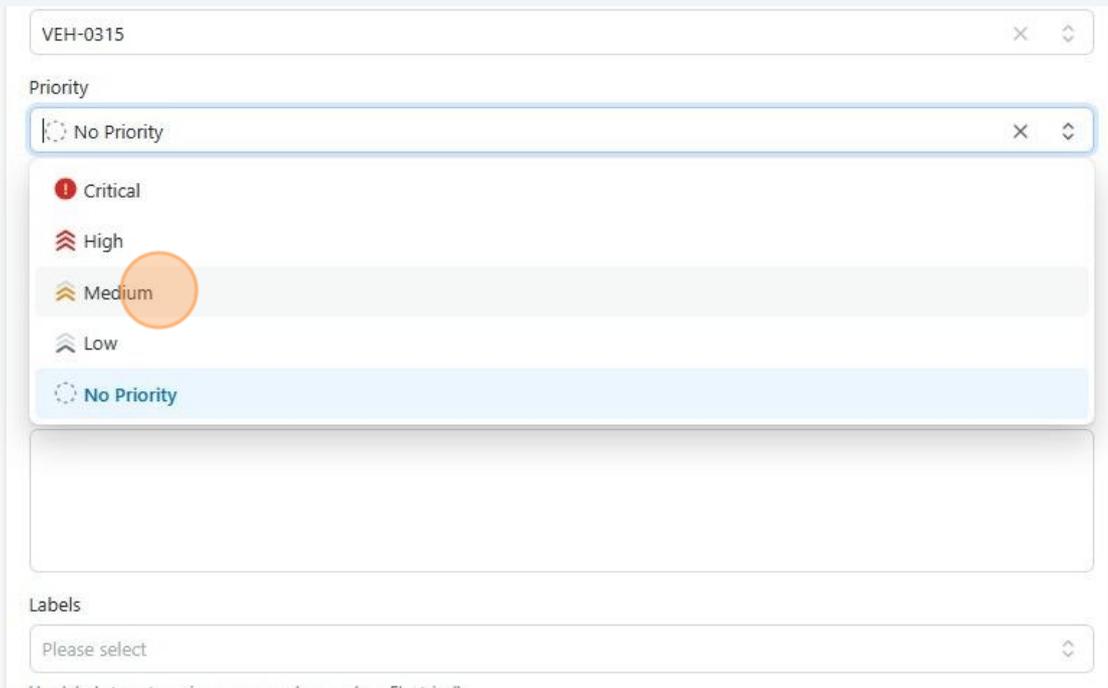
VEH-0315

Priority

No Priority

- 🔴 Critical
- ⟩⟩ High
- ⟩⟩ Medium
- ⟩⟩ Low
- ○ No Priority

Labels

Please select

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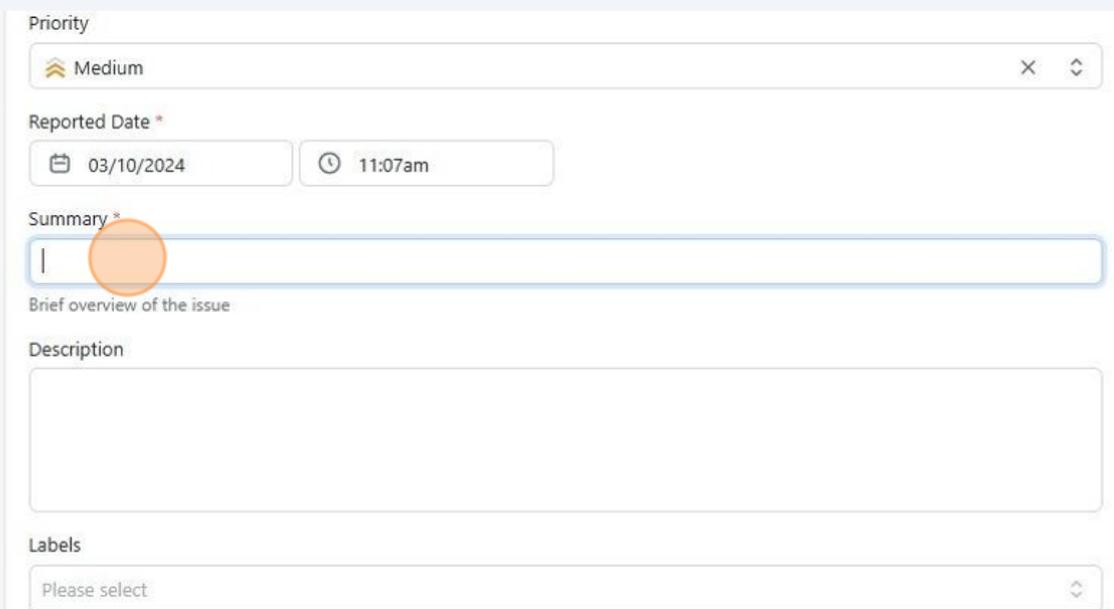
Priority

⟩⟩ 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.
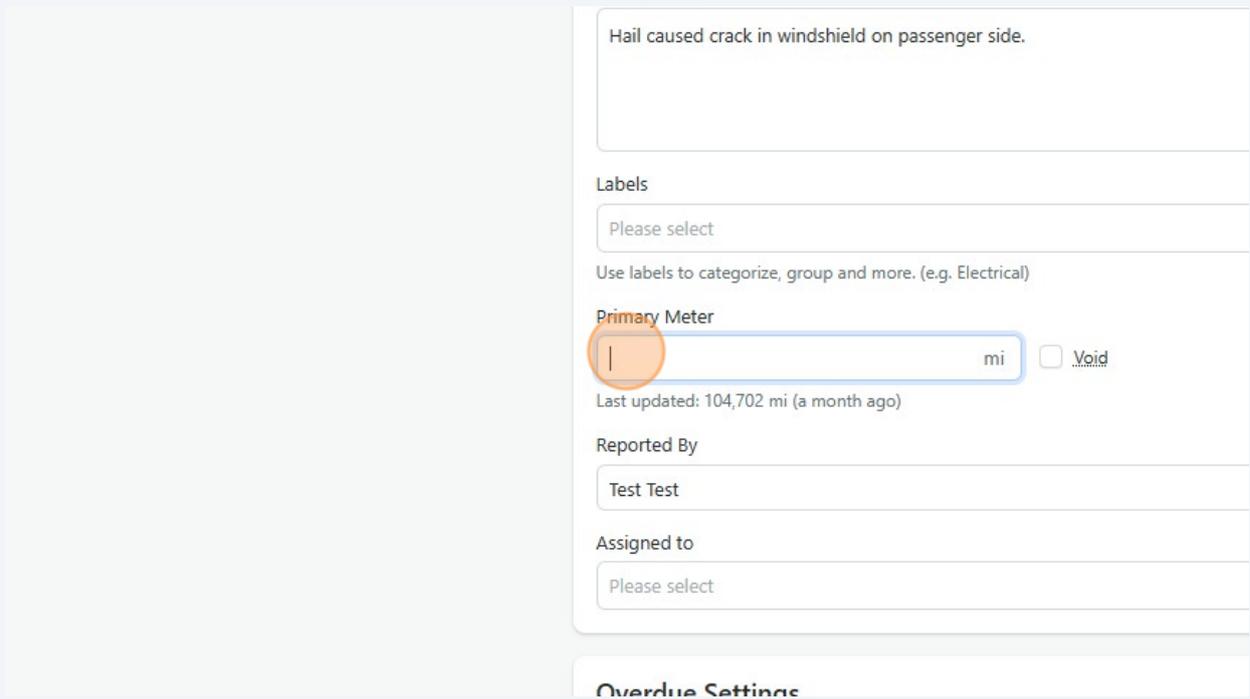
Hail caused crack in windshield on passenger side.

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.
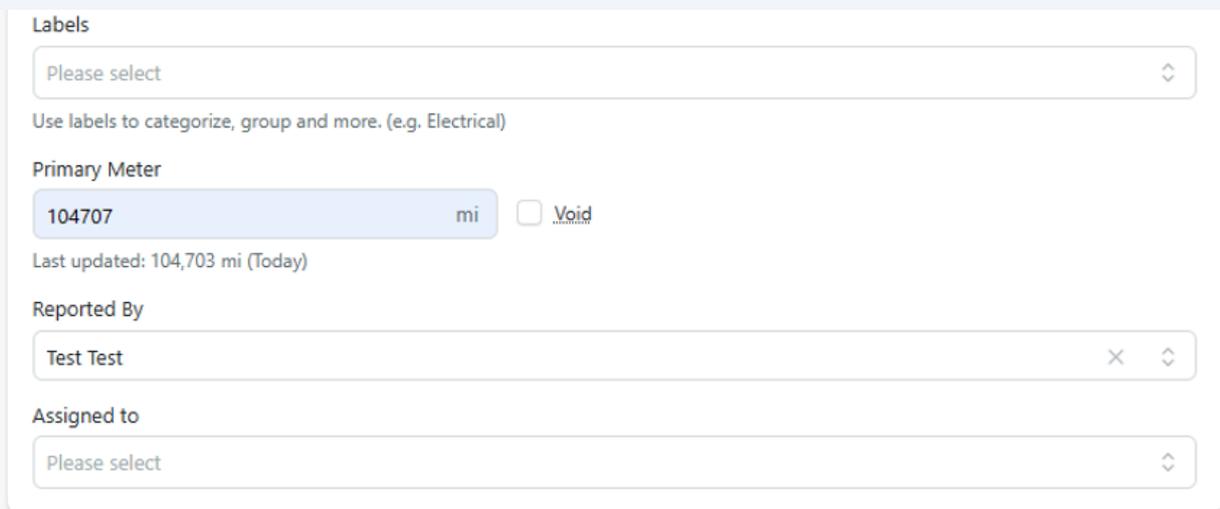
Labels

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

Documents

Drag and drop files to upload
or click to pick files

Save & Add Another   Save Issue