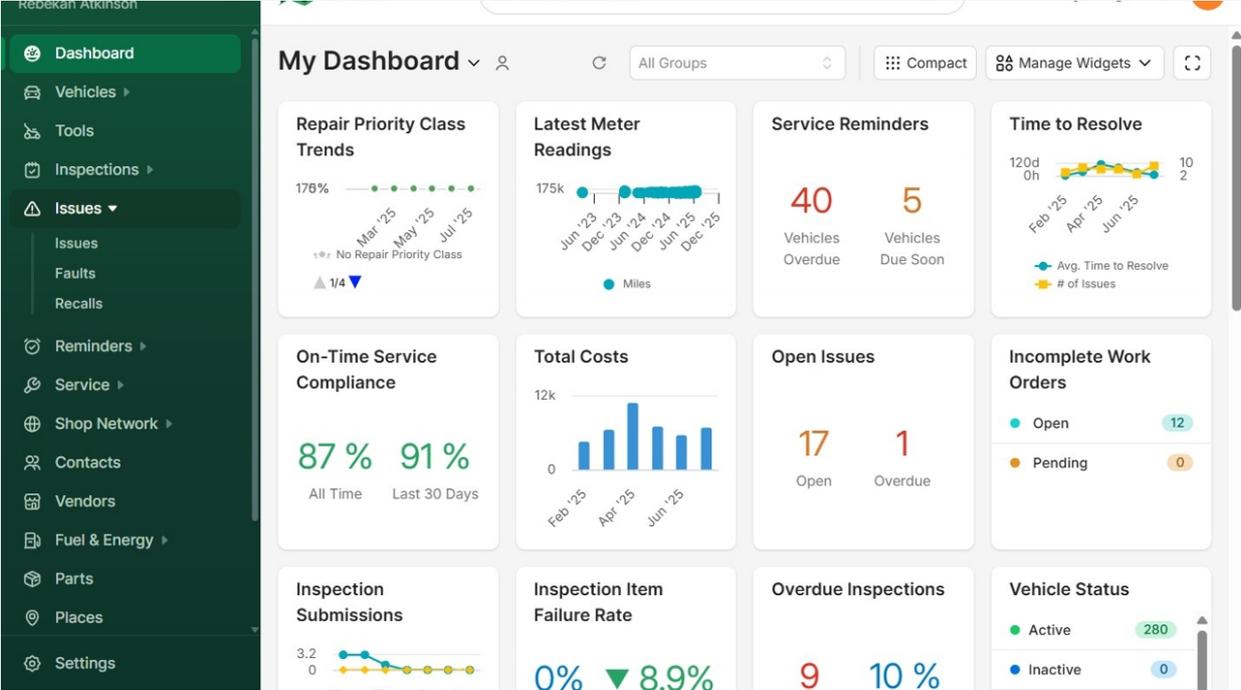


Issue Creation

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



2 Click "Issues"

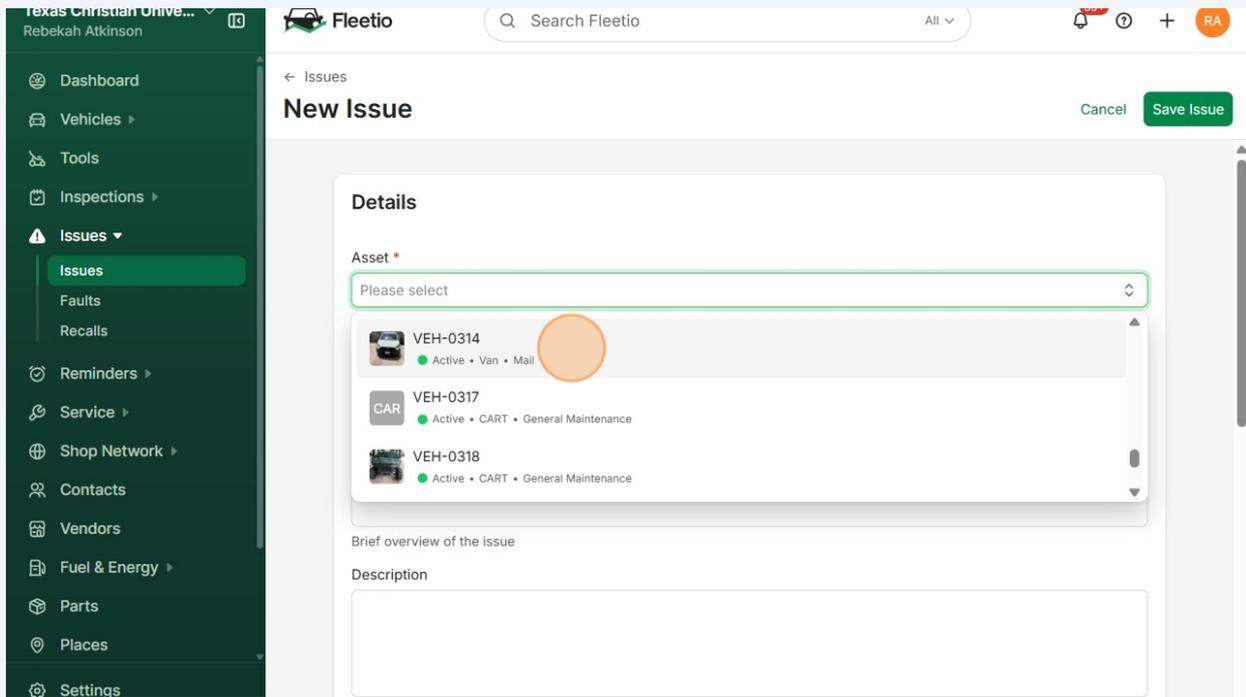
The screenshot shows the Fleetio dashboard interface. On the left, a dark green sidebar contains a navigation menu with items like Dashboard, Vehicles, Tools, Inspections, and Issues. The 'Issues' item is highlighted with a white circle. The main dashboard area is titled 'My Dashboard' and features several widgets: 'Repair Priority Class Trends' (line chart), 'Latest Meter Readings' (line chart), 'Service Reminders' (40 Vehicles Overdue, 5 Vehicles Due Soon), 'Time to Resolve' (line chart), 'On-Time Service Compliance' (87% All Time, 91% Last 30 Days), 'Total Costs' (bar chart), 'Open Issues' (17 Open, 1 Overdue), 'Incomplete Work Orders' (12 Open, 0 Pending), 'Inspection Submissions', 'Inspection Item Failure Rate', 'Overdue Inspections', and 'Vehicle Status' (280 Active).

3 Click "Add Issue"

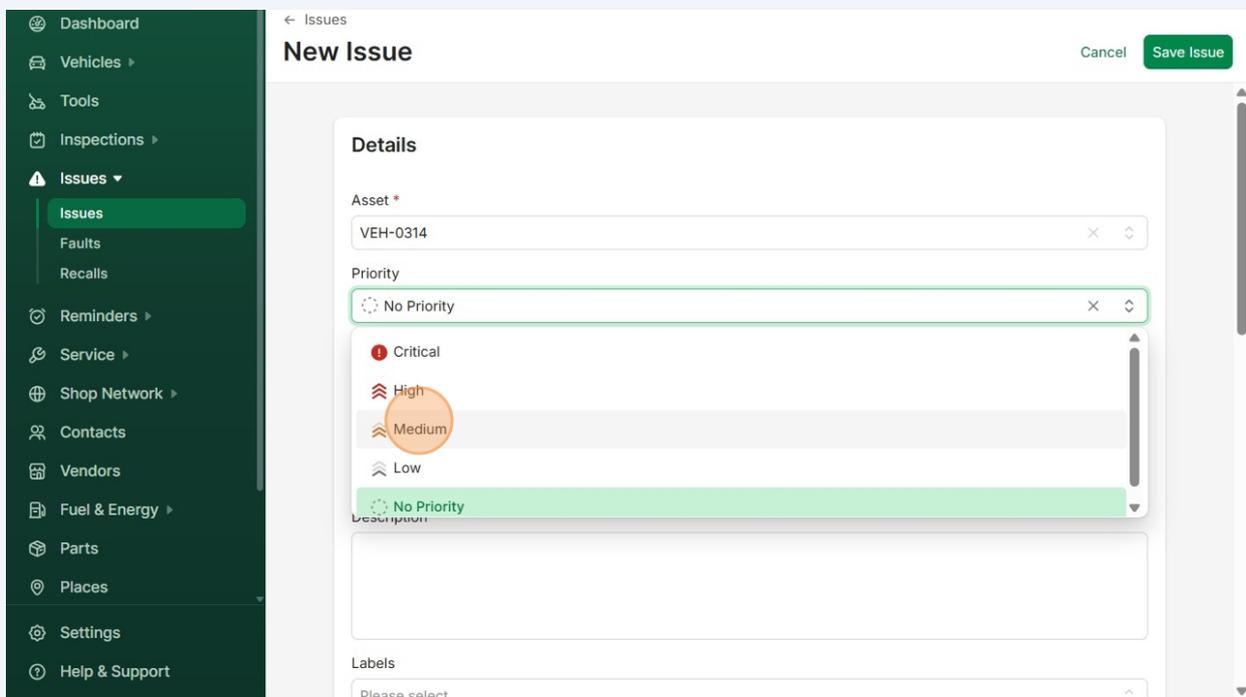
The screenshot shows the 'Issues' page in Fleetio. The top right corner features a '+ Add Issue' button, which is highlighted with a white circle. Below the header, there are tabs for 'All', 'Open', 'Overdue', 'Resolved', and 'Closed'. A search bar and a 'Filters' button are also visible. The main content is a table of issues with columns for Priority, Asset Name, Asset Record Type, Issue, Summary, and Issue Status. The table lists several issues, including those with 'No Priority' and 'Medium' priority, all with an 'Open' status.

Priority	Asset Name	Asset Record Type	Issue	Summary	Issue Status
No Priority	SUV VEH-1101	Vehicle	#133	[Inspection] Large dent on rear on passenger side	Open
No Priority	VEH-0265	Vehicle	#130	[Inspection] Steering Wheel is peeled	Open
No Priority	VEH-0265	Vehicle	#129	[Inspection] Needs Interior Clean-up	Open
No Priority	VEH-0274	Vehicle	#128	[Inspection] Fire Extinguisher	Open
No Priority	VEH-0274	Vehicle	#127	[Inspection] Missing fire extinguisher	Open
Medium	VEH-0265	Vehicle	#126	[Inspection] Vehicle has an issue on the tire pressure sensor.	Open
No Priority	SUV VEH-1102	Vehicle	#125	[Inspection] No fire extinguisher found.	Open
No Priority	SUV VEH-1102	Vehicle	#124	[Inspection] Chip on driver side windshield	Open

4 Type the Asset number or select by scrolling through listing.



5 Select the appropriate Priority.



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

The screenshot shows the 'New Issue' form in a mobile application. The left sidebar contains a navigation menu with items like Dashboard, Vehicles, Tools, Inspections, Issues (highlighted), Faults, Recalls, Reminders, Service, Shop Network, Contacts, Vendors, Fuel & Energy, Parts, Places, Settings, and Help & Support. The main form area is titled 'New Issue' and includes fields for Asset (VEH-0314), Priority (Medium), Reported Date (07/21/2025, 10:01am), Summary, Description, Labels, and Primary Meter. The Summary field is highlighted with a green border and an orange circle, indicating it is the current step in the process. The Description field is empty. The Labels field is set to 'Please select'. The Primary Meter field is partially visible at the bottom.

7 Enter a description of the issue in the Description box.

The screenshot shows the 'New Issue' form in a mobile application, similar to the previous one. The left sidebar is the same. The main form area is titled 'New Issue' and includes fields for Asset (VEH-0314), Priority (Medium), Reported Date (07/21/2025, 10:01am), Summary, Description, Labels, and Primary Meter. The Summary field now contains the text 'Windshield Damage' and is highlighted with a green border and an orange circle, indicating it is the current step in the process. The Description field is empty. The Labels field is set to 'Please select'. The Primary Meter field is partially visible at the bottom.

8 Enter the vehicle mileage in the Primary Meter box.

The screenshot shows the 'New Issue' form in a web application. On the left is a dark green sidebar with navigation items: Dashboard, Vehicles, Tools, Inspections, Issues (selected), Faults, Recalls, Reminders, Service, Shop Network, Contacts, Vendors, Fuel & Energy, Parts, Places, Settings, and Help & Support. The main content area is titled 'New Issue' and includes a 'Description' field with the text 'Hail caused damage to the windshield.', a 'Labels' dropdown menu, a 'Primary Meter' field containing '12620' with a 'mi' unit and a 'Void' checkbox, and a 'Reported By' dropdown menu with 'Rebekah Atkinson'. Below these is an 'Assigned to' dropdown menu. An orange circle highlights the 'Primary Meter' input field. At the bottom, there is an 'Overdue Settings' section with a 'Due Date' field set to '07/21/2025'.

9 Leave the 'Assigned to' blank.

This screenshot shows the same 'New Issue' form as above, but with the 'Assigned to' dropdown menu highlighted by an orange circle. The 'Primary Meter' field now contains the value '12620' and is highlighted with a green border. The 'Due Date' field in the 'Overdue Settings' section is set to '07/21/2025'.

10 Attach any PDFs or photos.

The screenshot shows the 'New Issue' form in a web application. On the left is a dark green sidebar with navigation items: Dashboard, Vehicles, Tools, Inspections, Issues (selected), Faults, Recalls, Reminders, Service, Shop Network, Contacts, Vendors, Fuel & Energy, Parts, Places, Settings, and Help & Support. The main content area is titled 'New Issue' and has a 'Cancel' link and a green 'Save Issue' button in the top right. The form is divided into sections: 'Overdue Settings' with 'Due Date' (07/21/2025) and 'Primary Meter Due' (mi) fields; 'Photos' and 'Documents' sections, each with a dashed box for file upload and an orange circle above the Photos section. At the bottom, there are 'Cancel', 'Save & Add Another', and 'Save Issue' buttons.

11 Click "Save Issue".

This screenshot is identical to the previous one, showing the 'New Issue' form. The only difference is that the green 'Save Issue' button at the bottom right is now highlighted with an orange circle, indicating the final step of the process.