Resolving an Issue

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

2 Click "Service History".

3 Click "Add Service Entry"

4 Select the vehicle with the Issue.

5 Select the appropriate Repair Priority Class.

Details

Vehicle *
VEH-0296

Repair Priority Class

Please select

- ● Scheduled
- ● Non-Scheduled
- ● Emergency

Completion Date *

📅 07/08/2024   🕐 3:03pm

☐ Set Start Date

Reference

Issues ▼
Issues
Reminders ▶
Service ▼
Service History
Work Orders
Service Tasks
Service Programs
Shop Directory
Contacts
Vendors
Fuel & Energy ▶
Places
Warranties

---

6 Add the current Odometer reading.

Details

Vehicle *
VEH-0296

Repair Priority Class
● Non-Scheduled

Repair Priority Class (VMRS Code Key 16) is a simple way to classify whether a service or repair was scheduled

Odometer *

[   ] mi   ☐ Void

Last updated: 8,043 mi (Today)

Completion Date *

📅 07/08/2024   🕐 3:03pm

☐ Set Start Date

Reference

7 Add the date the services were completed.

Repair Priority Class

● Non-Scheduled

Repair Priority Class (VMRS Code Key 16) is a simple way to classify whether a service or repair was schedul

Odometer *

8044 | mi   ☐ Void

Last updated: 8,043 mi (Today)

Completion Date *

📅 07/08/2024   🕐 3:03pm

☐ Set Start Date

Reference

Vendor

Please select

Labels

8 Select the name of the Vendor who provided the services.

☐ Set Start Date

Reference

Vendor

Please select

AutoNation
5000 Bryant Irvin Rd, Fort Worth, Texas 76132, US

Bolen's Automotive
5200 McCart Ave, Fort Worth, Texas 76115, US

Caliber Collision
2510 White Settlement Rd, Fort Worth, Texas 76107, US

Carlisle Air-Automotive
5200 McCart Ave, Fort Worth, Texas 76115, US

Discount Tire
10101 Bonnie View Rd, Dallas, Texas 75241, US

Discount Tire FW

9 Select the Issues that were repaired in this Service Entry.

Service Tasks
Service Programs
Shop Directory

Contacts

Vendors

Fuel & Energy ▸

Places

Warranties

Open   Resolved   Closed

ⓘ Select any issues that were resolved as part of this service

☑ Priority   Issue Summary

☑ ◌ No Priority   #51   [Inspection] Vehicle Condition OK

☑ ◌ No Priority   #50   [Inspection] Doesn't Work

Line Items

🔍 Search Service Tasks...

No line items

---

10 Add notes as needed.

🔍 Search Service Tasks...

No line items added

General Notes   Co

Add notes or additional details

                                                 Lab

                                                 Par

                                                 Sul

                                                 Wa
                                                 Cre

                                                 Dis

11 Add labor and parts costs.

No line items added

Cost Summary

Labor	$	126
Parts		$0.00
Subtotal		$126.00
Warranty Credits	ⓘ $ ⌄ 0	$0.00
Discount ⓘ	% ⌄ 0	$0.00
Tax	% ⌄	$0.00
Total		**$126.00**

12 Add a scanned PDF of the invoice and click "Save Service Entry"

Documents

rop files to upload
: files

Drag and drop files to upload
or click to pick files

t

Save & Add Another   Save Service Entry

13 The screen will refresh and show the issues that were resolved with this Service Entry.

⚠ **Issues** ▾
　　Issues

◷ **Reminders** ▸

🔧 **Service** ▾
　　Service History
　　Work Orders
　　Service Tasks
　　Service Programs
　　Shop Directory

👥 **Contacts**

🏪 **Vendors**

⛽ **Fuel & Energy** ▸

📍 **Places**

🏅 **Warranties**

Created By	🟢 TT　Test Test
Vendor	🏠 Bolen's Automotive
Reference	—
Notes	Fixed broken horn.

Resolved Issues

#50 · [Inspection] Doesn't Work
Generated by the failed inspection item "Horn" on the "Driver Vehicle Inspection Form - TCU" form sub
Jul 8, 2024 at 2:47 PM CDT

#51 · [Inspection] Vehicle Condition OK
Generated by the failed inspection item "Vehicle Condition OK" on the "Driver Vehicle Inspection Form
by Test Test on Jul 8, 2024 at 2:47 PM CDT