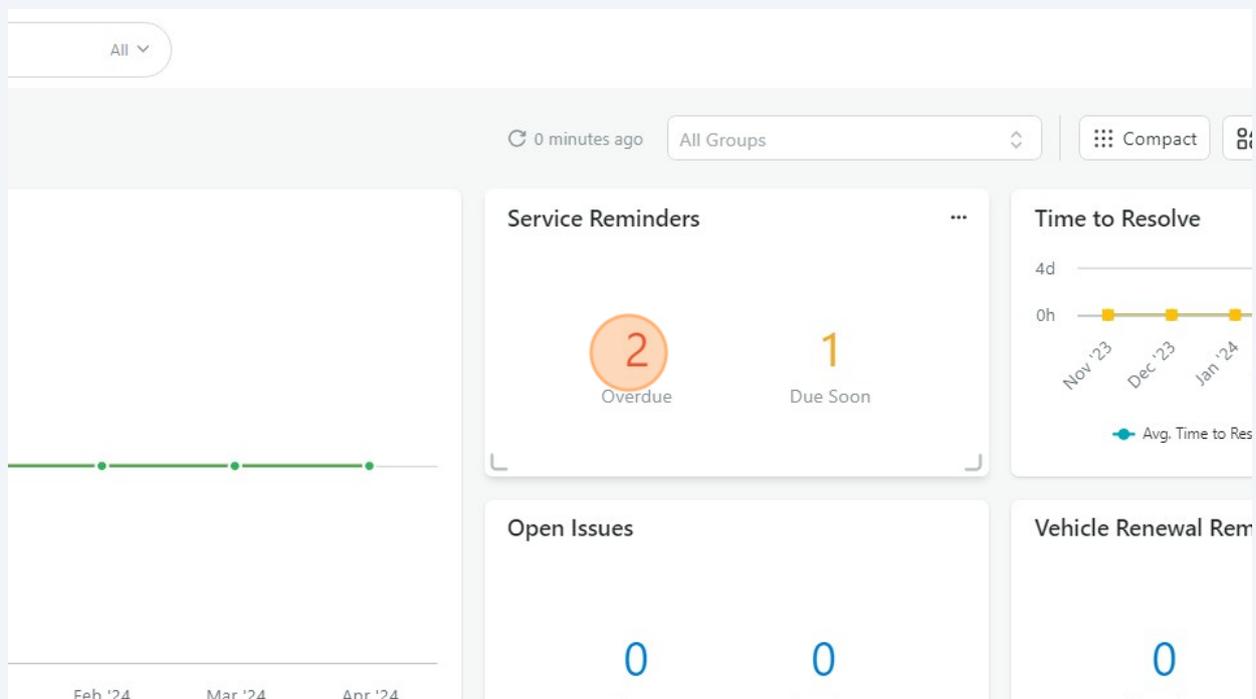


Complete Scheduled Maintenance Entry in Fleetio

1 Navigate to your Fleetio Dashboard <https://fleetio.com>

2 Click the "Overdue" or "Due Soon" Service Reminder.



3 Select the one of the maintenance items for the Vehicle.

The screenshot shows a list of maintenance items for vehicles. A tooltip is displayed over the 'Brake Inspection' item for vehicle VEH-0247. The tooltip contains the following information:

Brake Inspection	
Description	—

The main list of items is as follows:

Vehicle	Service Task	Status	Next Due
VEH-0262	Vehicle Fluid Levels Inspect Every 12 month(s) or 7,500 miles	Overdue	10 months ago 11,361 miles
VEH-0262	Engine Air Filter Element Inspect Every 12 month(s) or 7,500 miles	Overdue	10 months ago 11,361 miles
VEH-0262	Tire Rotation Every 12 month(s) or 7,500 miles	Overdue	10 months ago 11,361 miles
VEH-0262	Brake Inspection Every 12 month(s) or 7,500 miles	Overdue	10 months ago 11,361 miles
VEH-0262	Engine Oil & Filter Replacement Every 12 month(s) or 7,500 miles	Overdue	10 months ago 11,361 miles
CAR VEH-0247	Brake Inspection Every 1 year(s)	Overdue	1 month ago

4 Click "Resolve" and "Add to Service Entry"

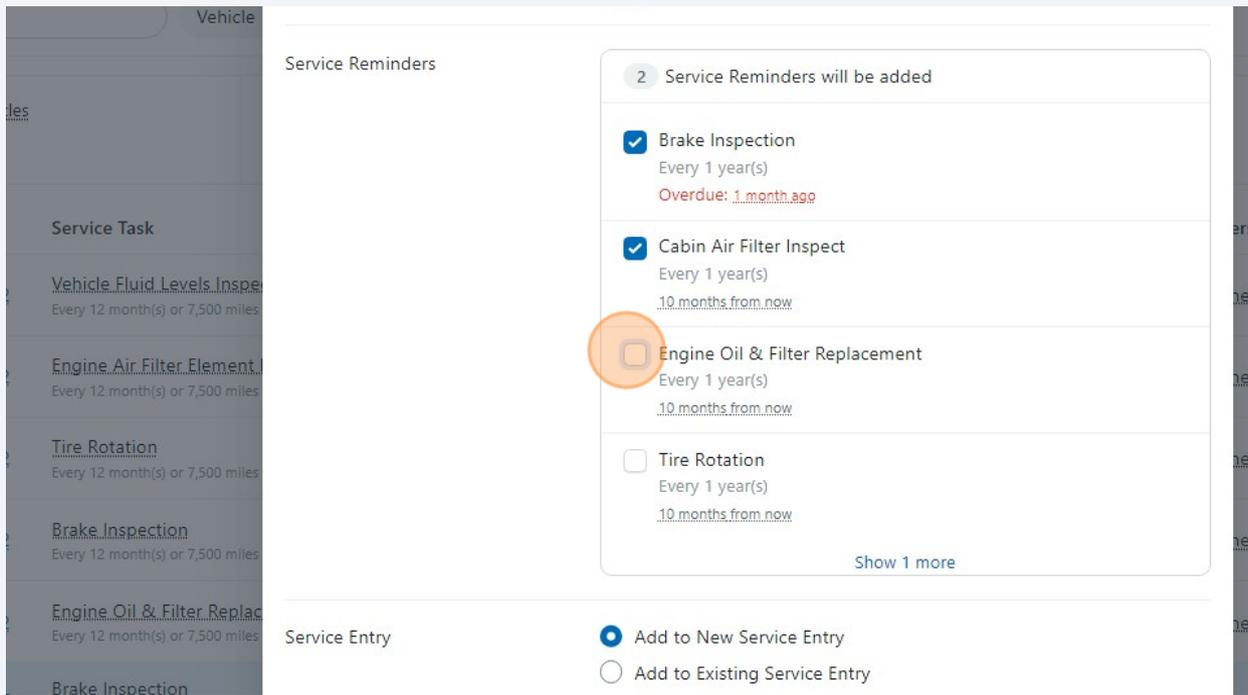
The screenshot shows the detail view of a 'Brake Inspection' service reminder. A tooltip is displayed over the 'Add to Service Entry' button. The tooltip contains the following information:

Add to Service Entry
Add to Work Order

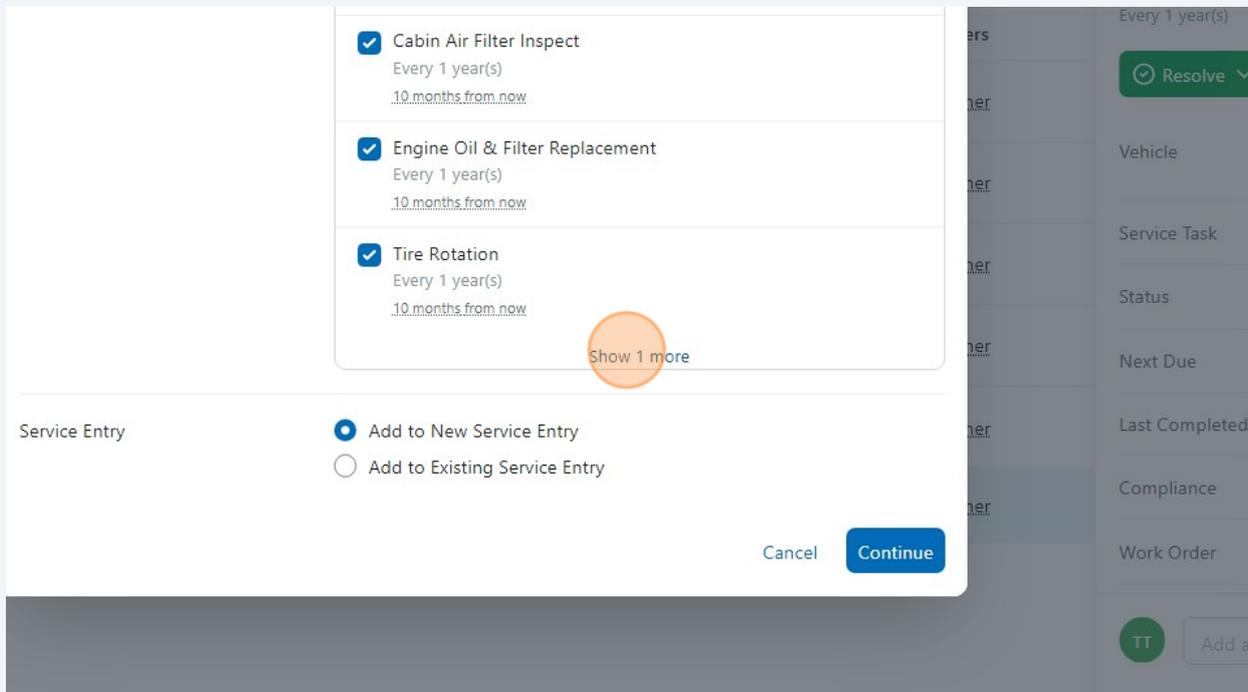
The main detail view includes the following information:

- Service Reminder #6573406
- Brake Inspection (Every 1 year(s))
- Buttons: Resolve, Edit, ...
- Vehicle: CAR VEH-0247
- Service Task: Brake Inspection
- Status: Overdue
- Next Due: 1 month ago
- Last Completed: —

5 Select all items that received service.



6 Make sure to click "Show more" to ensure all applicable services are captured.



7

Add to New Service Entry is already selected. Click "Continue"

The screenshot shows a modal window for adding service tasks. It lists three tasks: 'Engine Oil & Filter Replacement' (checked), 'Tire Rotation' (checked), and 'Vehicle Fluid Levels Inspect' (checked). Below the list are two radio buttons: 'Add to New Service Entry' (selected) and 'Add to Existing Service Entry'. At the bottom right, the 'Continue' button is highlighted with an orange circle. The background shows a service entry card for vehicle VEH-0247 with a 'Brake Inspection' task that is 'Overdue' and due '1 month ago'.

8

Click "Scheduled"

The screenshot shows a 'Details' form for a service entry. The 'Vehicle' field is populated with 'VEH-0247'. The 'Repair Priority Class' dropdown menu is open, showing three options: 'Scheduled' (highlighted with an orange circle), 'Non-Scheduled', and 'Emergency'. The 'Completion Date' field is set to '04/10/2024' and the time is '1:32pm'. There is a checkbox for 'Set Start Date' which is currently unchecked. The 'Reference' field is empty.

9 Click the "Odometer" field and add current mileage. If this is a cart, use 1.

Details

Vehicle *
VEH-0247

Repair Priority Class
 Scheduled

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

Odometer *
 mi Void

Last updated: No meter history

Completion Date *

Set Start Date

Reference

10 Add service completion date and time.

VEH-0247

Repair Priority Class
 Scheduled

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

Odometer *
 mi Void

Last updated: No meter history

Completion Date *

Set Start Date

Reference

Vendor

Labels

11 Select the Vendor. If not listed, select "Not Listed"

Completion Date *

04/10/2024 1:30pm

Set Start Date

Reference

Vendor

Please select

Labels

Please select

Issues

Open Resolved Closed

12 Add labor and part totals for each line.

View Service Reminders 5

Search Tasks... Customize

	Labor	Parts	Subtotal	
Section ⓘ	\$0.00	\$0.00	\$0.00	...

Next Due: 1 month ago

Issues

or additional details

CATEGORIZATION ▾

Repair ⓘ Category / System / Assembly ⓘ

13

Add receipts or invoices. *Departments are responsible for prompt payment directly to the supplier. Fleet does not process for payment.

Tax	%	\$0.00
Total		\$85.00

Documents

Drag and drop files to upload
or click to pick files

ment

14

Add comments if necessary.

Photos

Drag and drop files to upload
or click to pick files

Documents

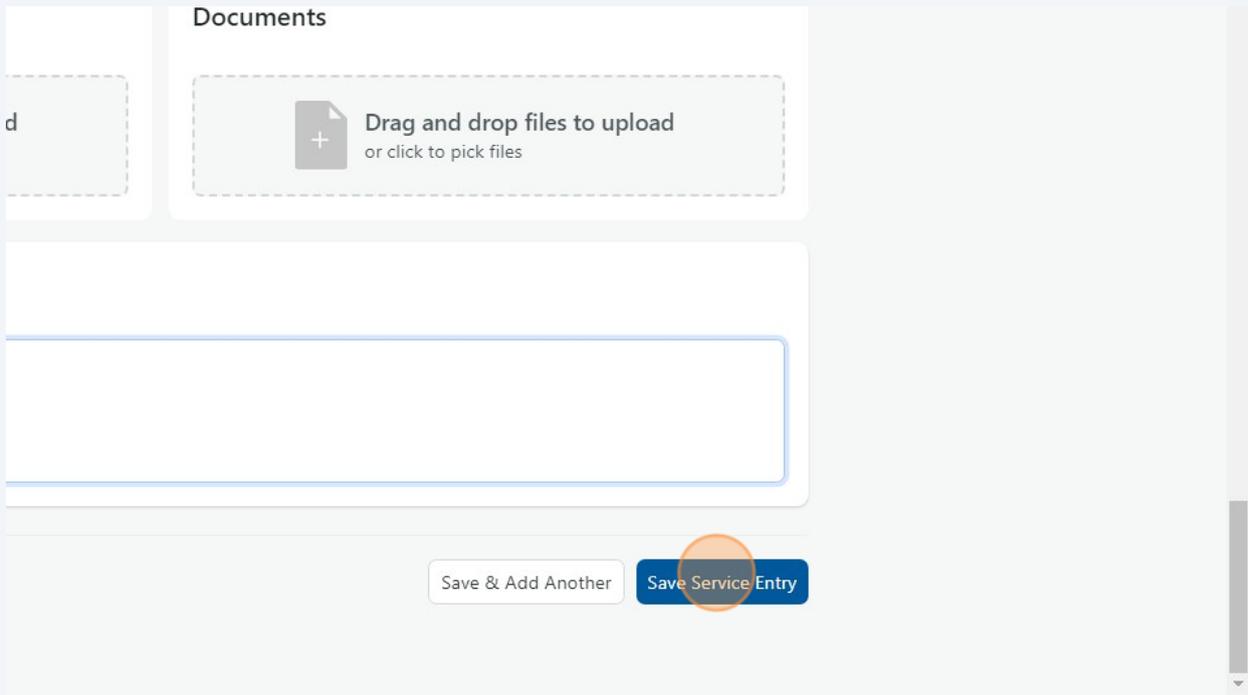
Drag and drop files to upload
or click to pick files

Comments

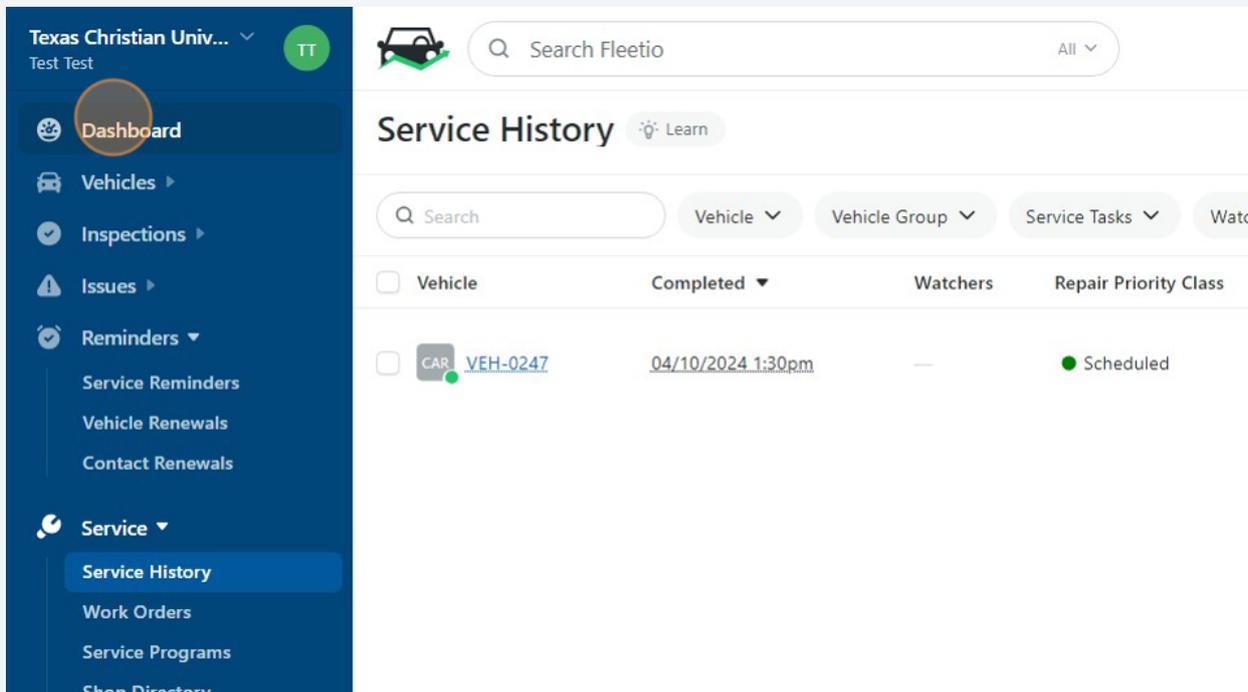
TT | Add an optional comment

Cancel

15 Click "Save Service Entry"



16 Click "Dashboard"



17 Service Reminder for that vehicle will be removed by the system.

