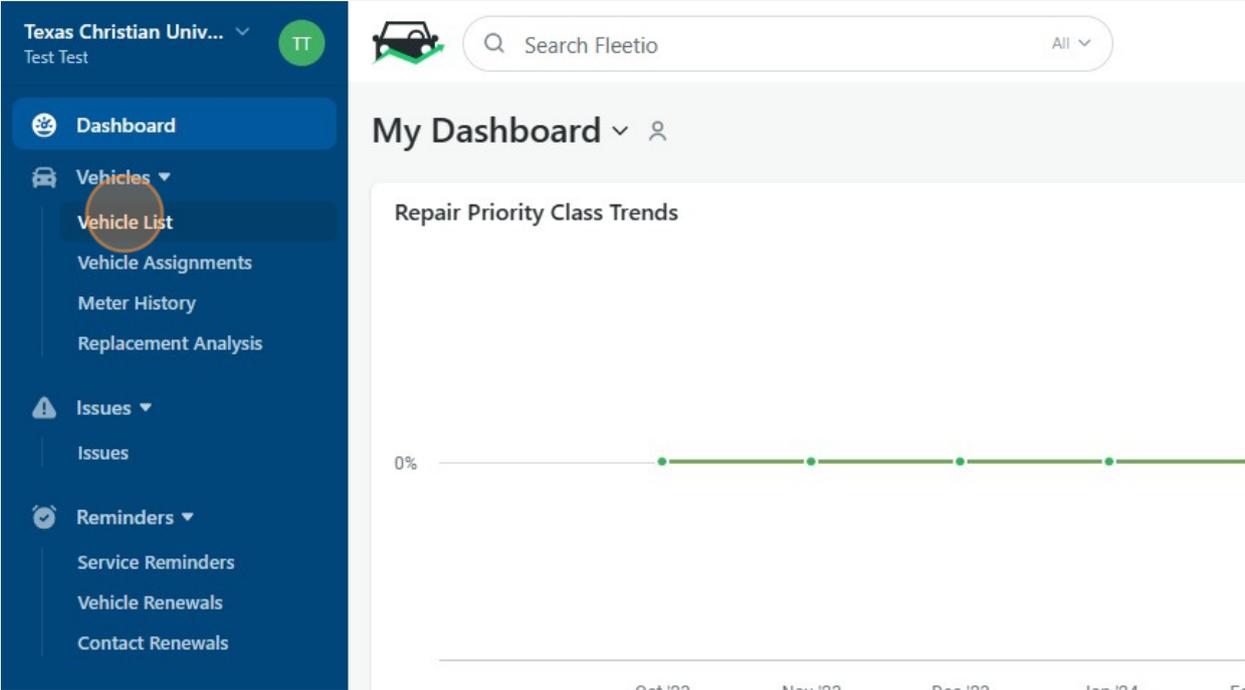


# Service Entry

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

2 Click "Vehicle List"



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

The screenshot shows a search interface for vehicles. The search bar contains the number '315'. Below the search bar, the results are categorized into 'VEHICLES', 'ISSUES', and 'SERVICE REMINDERS'. The 'VEHICLES' section shows a result for 'VEH-0315', which is active and a 2018 Chevrolet Suburban. The 'ISSUES' section shows an issue for 'VEH-0315' titled 'Windshield Cracked', reported on Mar 10, 2024. The 'SERVICE REMINDERS' section shows three reminders for 'VEH-0315': 'Cabin Air Filter Replacement' (Feb 11, 2025), 'Transmission Fluid Drain & Refill' (Feb 11, 2034), and 'Spark Plugs Replacement' (Feb 11, 2034). A navigation hint at the bottom of the search results reads: 'Use ↑ ↓ to navigate, enter to select, esc to dismiss, and / to activate search.'

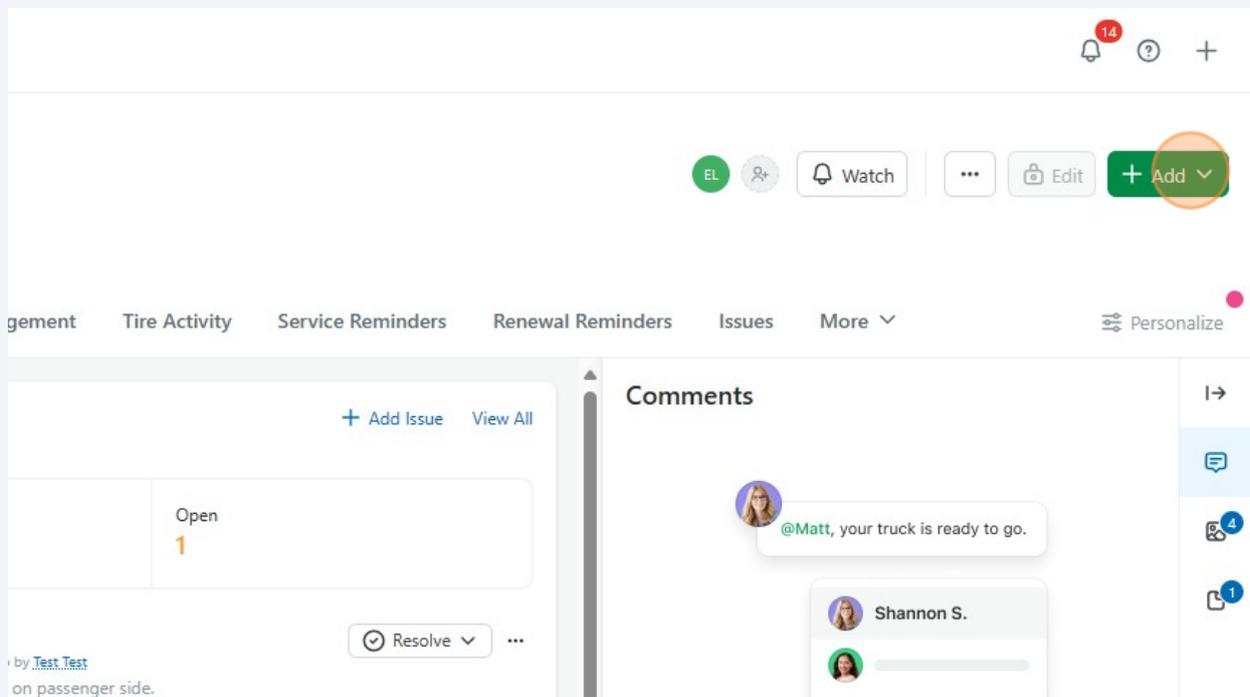
Category	Item	Details
VEHICLES	VEH-0315	Active · 2018 / CHEVROLET / SUBURBAN · Facilities / Custodial Services · 1GNSKGKC4JR136977
ISSUES	VEH-0315 · Windshield Cracked	#11 · Open · Reported by Test Test on Mar 10, 2024
SERVICE REMINDERS	VEH-0315 · Cabin Air Filter Replacement	Feb 11, 2025 · 125751.0 mi
SERVICE REMINDERS	VEH-0315 · Transmission Fluid Drain & Refill	Feb 11, 2034 · 203251.0 mi
SERVICE REMINDERS	VEH-0315 · Spark Plugs Replacement	Feb 11, 2034 · 203251.0 mi

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

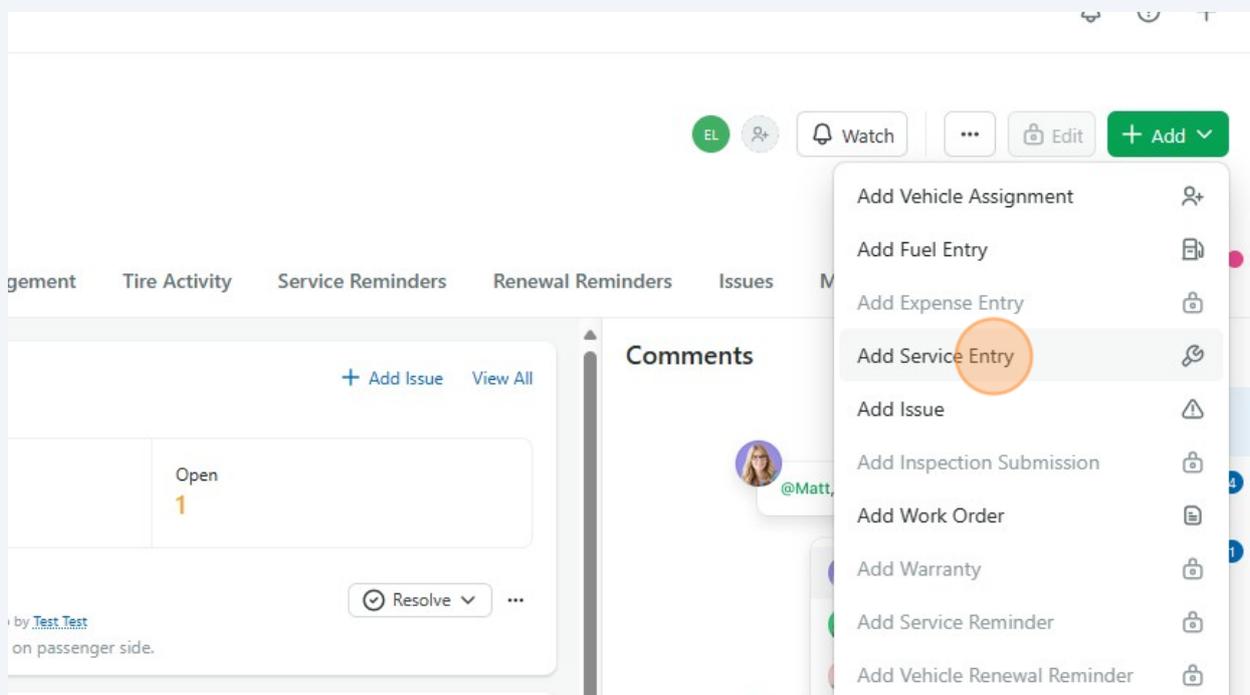
The screenshot shows a sidebar menu on the left and a vehicle list on the right. The sidebar menu includes options like 'Service', 'Work Orders', 'Service Programs', 'Shop Directory', 'Contacts', 'Vendors', 'Fuel & Energy', and 'Places'. The vehicle list contains several entries, with 'VEH-0315' highlighted. The highlighted entry is a 2018 Chevrolet Suburban with VIN 1GNSKGKC4JR136977.

Vehicle ID	Year	Make	Model	VIN
VEH-0246	2015	CLUB CAR	Carryall 710 LSV	5J5LC22B0GA618467
VEH-0247	2015	CLUB CAR	Carryall 710 LSV	5J5LC22B7GA618496
VEH-0262	2016	CHEVROLET	MALIBU	1G1ZJ5SU1GF281193
VEH-0296	2019	CHEVROLET	COLORADO	1GCGSCEN4K1314794
VEH-0313	2022	CLUB CAR	Carryall 700 LSV	A5CUBB2DHNA30765
VEH-0315	2018	CHEVROLET	SUBURBAN	1GNSKGKC4JR136977

## 5 Click "Add"



## 6 Click "Add Service Entry"



## 7 Select the appropriate Repair Priority Class

### Details

Vehicle \*  
VEH-0315

Repair Priority Class  
Please select

- Scheduled
- Non-Scheduled
- Emergency

Completion Date \*  
03/10/2024 11:38am

Set Start Date

Reference

## 8 Enter the vehicle mileage in the Odometer box.

### Details

Vehicle \*  
VEH-0315

Repair Priority Class  
Non-Scheduled

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

Odometer \*  
 mi  Void

Last updated: 104,703 mi (Today)

Completion Date \*  
03/10/2024 11:38am

Set Start Date

Reference

9 Add the date and time the repairs 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 scheduled.

Odometer \*

104707 mi  Void

Last updated: 104,703 mi (Today)

Completion Date \*

Set Start Date

Reference

Vendor

Please select

Labels

10 Select the supplier who performed the service. If not listed, create new.

Set Start Date

Reference

Vendor

Please select

Lake Country Chevrolet/Silsbee  
2152 N Wheeler St, Jasper, Texas 75951, US

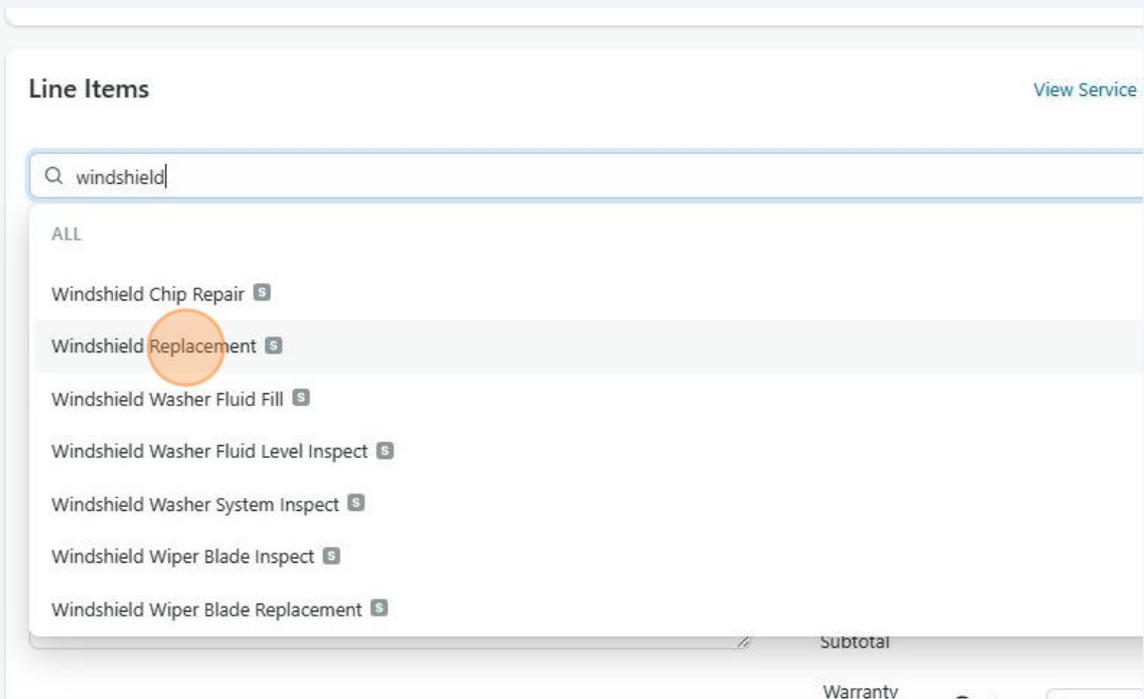
Metro Golf Cars Inc  
4063 South Fwy, Fort Worth, Texas 76110, US

Sewell  
5100 Bryant Irvin Rd, Fort Worth, Texas 76132, US

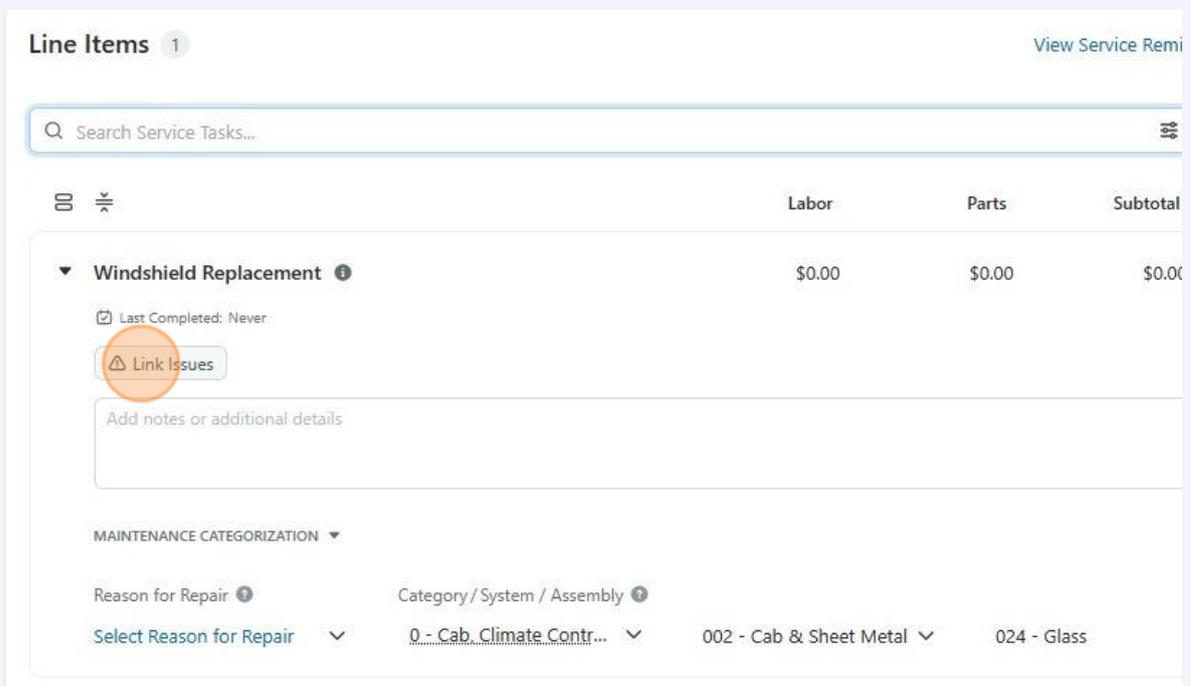
Texas Christian University  
2800 S University Dr, Fort Worth, Texas 76109, US

Select any issues that were resolved as part of this service

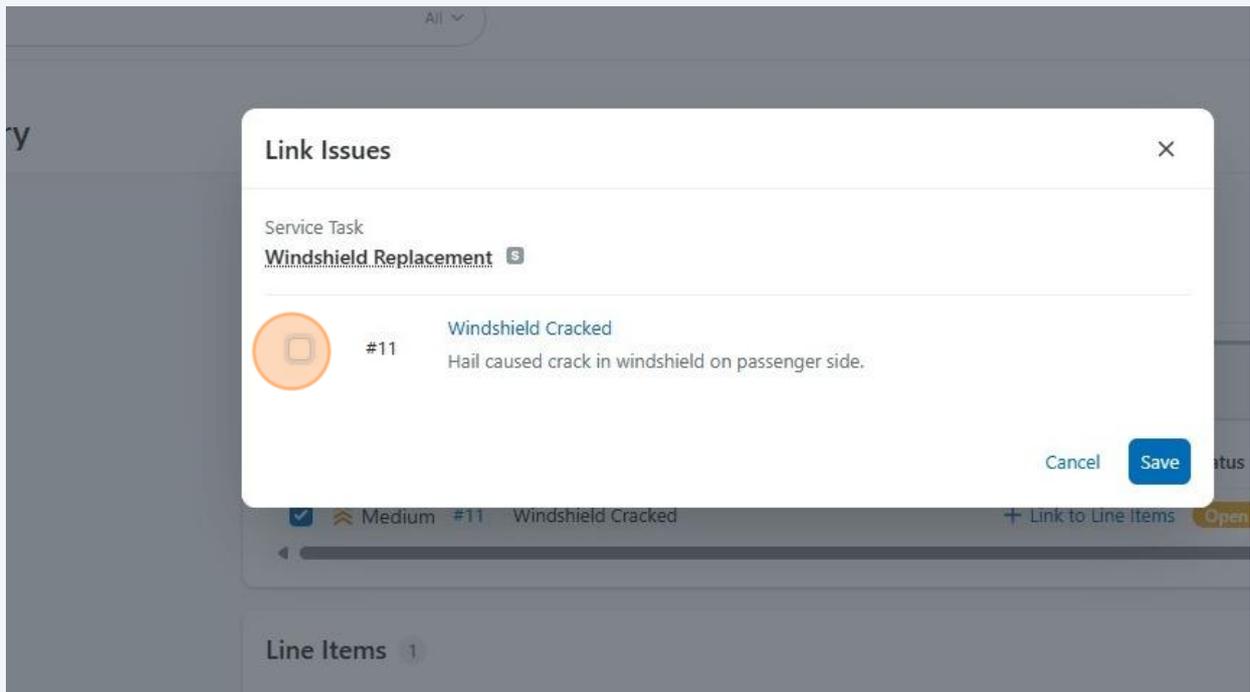
11 Add the item repaired and select from the dropdown list.



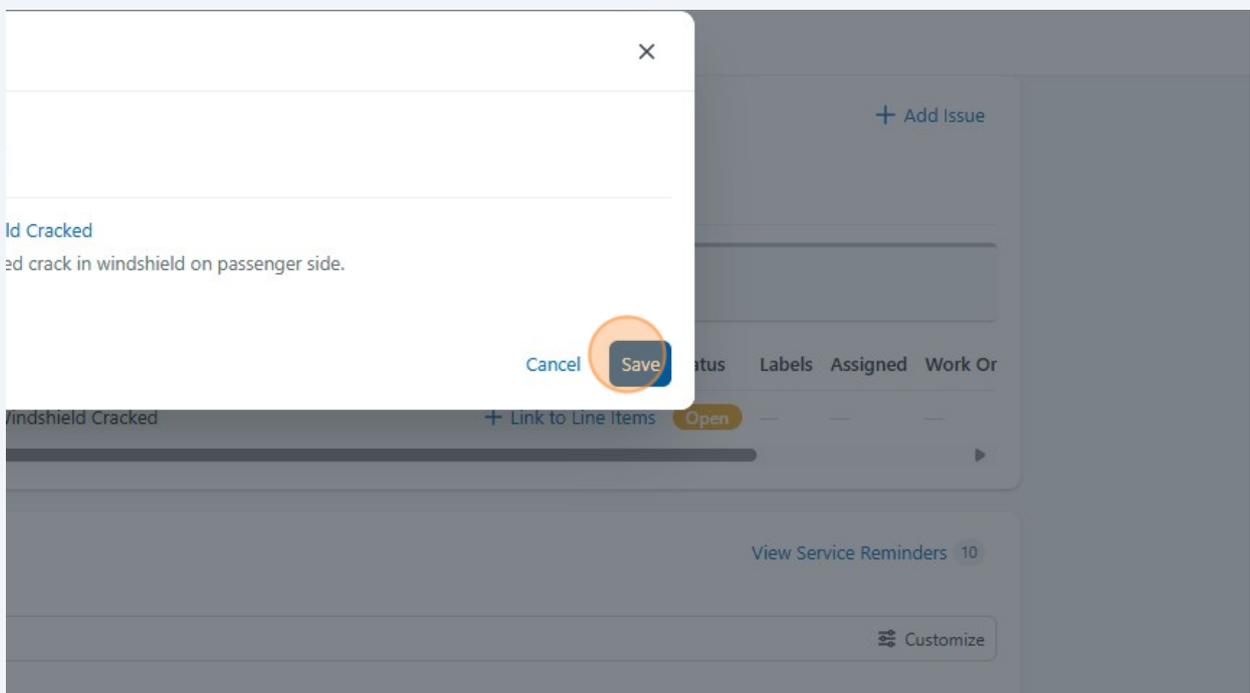
12 If this repair is related to a vehicle 'Issue', click "Link Issues"



13 Select the Issue related to this repair.



14 Click "Save"



15 Add the amount for labor.

View Service Reminders 10

Tasks... Customize

	Labor	Parts	Subtotal	
Replacement ⓘ ⚠ 1	\$0.00	\$0.00	\$0.00	...

ted: Never

es

or additional details

CATEGORIZATION ▾

pair ⓘ Category / System / Assembly ⓘ

16 Add the amount for parts.

View Service Reminders 10

Customize

	Labor	Parts	Subtotal	
⚠ 1	\$ 105	\$0.00	\$105.00	...

Category / System / Assembly ⓘ

## 17 Click "Select Reason for Repair"

The screenshot shows a vehicle repair record for 'Windshield Replacement'. At the top, there are price fields: '\$105.00', '\$ 562', and '\$66'. Below this, there is a 'Last Completed: Never' status and a 'Link Issues' button. A text area for 'Add notes or additional details' is present. Under the 'MAINTENANCE CATEGORIZATION' section, the 'Reason for Repair' dropdown is highlighted with an orange circle and contains the text 'Select Reason for Repair'. Other dropdowns show '0 - Cab, Climate Contr...', '002 - Cab & Sheet Metal', and '024 - Glass'. A 'LINKED ISSUES (1)' section shows a linked issue: '#11 · Windshield Cracked' with the note 'Hail caused crack in windshield on passenger side.' At the bottom, there are two tabs: 'General Notes' and 'Cost Summary'.

## 18 Select the most appropriate reason from the dropdown.

The screenshot shows a dropdown menu for 'Reason for Repair' with the text 'Please select' at the top. The menu lists several options, each with a small 'S' icon: '05 Inspection, Routine', '08 Preventive Maintenance', '13 No Start', '15 Accessories', '16 Worn Out', '23 Modification', '31 Accident, Non-Reported', '32 Accident, Reported', '45 Damage', '47 Abuse Caused by Driver', and '56 Campus Department Charge Back'. The '45 Damage' option is highlighted with an orange circle. In the background, a 'Cost Summary' table is visible, showing categories like Labor, Parts, Subtotal, Warranty Credits, Discount, and Tax, with corresponding values and dropdown arrows.

**19** Add notes related to this repair, if any.

LINKED ISSUES (1) ▾

#11 · Windshield Cracked ✕  
Hail caused crack in windshield on passenger side.

**General Notes**

Add notes or additional details

**Cost Summary**

Labor

Parts

Subtotal

Warranty Credits ⓘ \$ ▾ 0

Discount ⓘ % ▾ 0

Tax % ▾

**Total**

**20** Add photos, if any.

Photos

Documents

Comments

TT Add an optional comment

**21** Add repair invoice.

Tax	% ▾	<input type="text"/>	\$0.00
Total			\$667.00

**Documents**

Drag and drop files to upload  
or click to pick files

**22** Add comments, if any.

**Photos**

Drag and drop files to upload  
or click to pick files

**Documents**

+

**Comments**

TT Add an optional comment

Cancel

23 Click "Save Service Entry"

Documents

Drag and drop files to upload  
or click to pick files

Save & Add Another Save Service Entry

24 Occasionally the mileage will show an error message. Modify mileage to the range required.

Details

Vehicle \*  
VEH-0315

Repair Priority Class  
● Non-Scheduled

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

Odometer \*  
104707 mi  Void  
must be between 104,702 and 104,703 or marked as void  
Last updated: 104,703 mi (Today)

Completion Date \*  
03/06/2024 12:00pm

Set Start Date

Reference

25

Click "Save Service Entry"

