

Uploading Historical Maintenance Records

1 Navigate to the Fleetio website and click on Vehicle List on the left ribbon:

The screenshot shows the Fleetio interface. The left sidebar is expanded to the 'Vehicles' section, with 'Vehicle List' highlighted by an orange arrow. The main content area displays a table of vehicles. The table has the following columns: Name, Year, Make, Model, VIN, Status, Type, Group, Current Meter, License Plate, Watchers, and Operator. The table lists four vehicles, all with a status of 'Active' and assigned to 'Facility Services'.

Name	Year	Make	Model	VIN	Status	Type	Group	Current Meter	License Plate	Watchers	Operator
VEH-0211	2012	ISUZU	NPR 14' BOX	54DB4W1B3CS803485	Active	Special	Facility Services	60,297 mi	BV10043	2 watchers	Unassigned
VEH-0237	2015	ISUZU	NPR 14' BOX	54DB4W1B3FS801997	Active	Special	Facility Services	33,713 mi	FPW7653	1 watcher	Unassigned
VEH-0288	2018	CHEVROLET	SILVERADO	3GCUKREC4JG647758	Active	Truck	Facility Services	26,845 mi	LXP6459	1 watcher	Unassigned
VEH-0289	2018	CHEVROLET	SILVERADO	3GCUKNEC0JG588930	Active	Truck	Facility Services	27,326 mi	LXP6460	2 watchers	Unassigned

2 Select the vehicle you are uploading the records for:

Name	Year	Make	Model	VIN	Status	Type	Group	Current Meter	License Plate	Watchers	Operator
SPE VEH-0211	2012	ISUZU	NPR 14' BOX	54DB4W1B3CS803485	Active	Special	Facility Services	60,297 mi	BV10043	2 watchers	Unassigned
VEH-0237	2015	ISUZU	NPR 14' BOX	54DB4W1B3F5801997	Active	Special	Facility Services	33,713 mi	FPW7653	1 watcher	Unassigned
VEH-0288	2018	CHEVROLET	SILVERADO	3GCUKREC4JG647758	Active	Truck	Facility Services	26,845 mi	LXP6459	1 watcher	Unassigned
VEH-0289	2018	CHEVROLET	SILVERADO	3GCUKNEC0JG588930	Active	Truck	Facility Services	27,326 mi	LXP6460	2 watchers	Unassigned

3 Click the green "+Add" box on the upper right and click "Add Service Entry". We recommend adding the oldest records first.

VEH-0211
Special - 2012 ISUZU NPR 14' BOX - 54DB4W1B3CS803485 - BV10043
60,297 mi • Active Facility Services Unassigned

Overview Specs Sensor Data Snapshots Service History Inspection History Work Orders Service Re

Details

All Fields

Name	VEH-0211
Meter	60,297 mi
Status	Active
Group	Facility Services
Operator	Unassigned
Type	Special
Fuel Type	Gas
VIN/SN	54DB4W1B3CS803485
License Plate	BV10043
Year	2012

Comments

- Add Vehicle Assignment
- Add Fuel Entry
- Add Expense Entry
- Add Service Entry
- Add Issue
- Add Inspection Submission
- Add Work Order
- Add Service Reminder
- Add Vehicle Renewal Reminder
- Add Meter Entry

4 Select the appropriate Repair Priority Class:

The screenshot shows the 'New Service Entry' form in a web application. The left sidebar contains navigation options: Dashboard, Vehicles (Vehicle List, Vehicle Assignments, Meter History, Replacement Analysis), Inspections, Issues, Reminders, Service (Service History, Work Orders, Service Tasks, Service Programs, Shop Directory), Contacts, Vendors, Fuel & Energy, Places, and Settings. The main form area is titled 'New Service Entry' and includes a search bar with '3485' and a 'Save Service Entry' button. The 'Details' section contains the following fields: 'Vehicle *' (VEH-0211), 'Repair Priority Class' (dropdown menu open with 'Scheduled' selected), 'Completion Date *' (03/14/2025, 2:17pm), 'Set Start Date' (checkbox), 'Reference', 'Vendor' (Please select), and 'Labels' (Please select).

5 Enter the odometer at the time the services were performed:

The screenshot shows the 'New Service Entry' form with the 'Odometer *' field highlighted. The 'Repair Priority Class' dropdown menu is now closed and shows 'Scheduled' selected. The 'Odometer *' field contains '00,297 mi' and has a 'Void' checkbox. Below the field, it says 'Last updated: 00,297 mi (3 months ago)'. The rest of the form fields are the same as in the previous screenshot.

6 Add the date the services were performed:

The screenshot shows the 'New Service Entry' form in a web application. The left sidebar contains navigation options: Dashboard, Vehicles (Vehicle List, Vehicle Assignments, Meter History, Replacement Analysis), Inspections, Issues, Reminders, Service (Service History, Work Orders, Service Tasks, Service Programs, Shop Directory), Contacts, Vendors, Fuel & Energy, Places, Settings, and Help & Support. The main form area is titled 'New Service Entry' and includes a 'Cancel' button and a 'Save Service Entry' button. The form fields are as follows:

- Vehicle ***: Dropdown menu with 'VEH-0211' selected.
- Repair Priority Class**: Dropdown menu with 'Scheduled' selected. Below it, a note reads: 'Repair Priority Class (VMRS Code Key 16) is a simple way to classify whether a service or repair was scheduled, non-scheduled, or an emergency.'
- Odometer ***: Input field with '61059' and 'mi' unit, and a 'Void' checkbox.
- Completion Date ***: Two input fields. The first is a date picker with '03/14/2025' selected and highlighted by an orange circle. The second is a time picker with '2:17pm' selected.
- Set Start Date**: A checkbox that is currently unchecked.
- Reference**: An empty text input field.
- Vendor**: A dropdown menu with 'Please select'.
- Labels**: A dropdown menu with 'Please select'.

7 Select the Vendor who performed the services. If not listed, add new.

This screenshot shows the same 'New Service Entry' form, but with the 'Vendor' dropdown menu open. The menu lists several vendors with their addresses:

- AutoNation**: 5000 Bryant Irwin Rd, Fort Worth, Texas 76132, US
- Bolen's Automotive**: 5200 McCart Ave, Fort Worth, Texas 76115, US (highlighted with an orange circle)
- Bruce Lowrie Chevrolet, INC.**: 711 SW Loop 820, Fort Worth, Texas 76134, US
- Caliber Collision**: 2510 White Settlement Rd, Fort Worth, Texas 76107, US

At the bottom of the dropdown menu, it says 'No Open Issues.' The 'Completion Date' field from the previous screenshot is still visible and highlighted with an orange circle.

8 Add the type of service performed:

The screenshot shows the 'New Service Entry' form in a vehicle management system. The left sidebar contains navigation options like Dashboard, Vehicles, Inspections, and Service. The main area is titled 'New Service Entry' and features a search bar with 'oil' entered. Below the search bar, a list of service tasks is displayed, with 'Engine Oil & Filter Replacement' highlighted. To the right, there is a summary table for parts, discount, and tax, all currently set to \$0.00.

Line Item	Parts	Discount	Tax	Total
Engine Oil & Filter Replacement	\$0.00	0%	0%	\$0.00

9 Add the labor and parts costs:

The screenshot shows the 'New Service Entry' form with the 'Engine Oil & Filter Replacement' task selected. The 'Labor' cost is set to \$22.00 and the 'Parts' cost is set to \$0.00. Below the task name, there are fields for 'Reason for Repair', 'Category/System / Assembly', and 'Maintenance Categorization'. A 'Cost Summary' table is visible at the bottom right.

Category	Labor	Parts	Subtotal
Engine Oil & Filter Replacement	\$22.00	\$0.00	\$22.00

Cost Summary	
Subtotal	\$22.00
Labor	\$22.00
Parts	\$0.00

10 Add the reason for repair:

The screenshot shows the 'New Service Entry' form in a web application. The left sidebar contains navigation options like Dashboard, Vehicles, Inspections, and Service. The main content area is titled 'New Service Entry' and includes a search bar for 'Service Tasks'. Below this is a table for 'Line Items' with columns for Labor, Parts, and Subtotal. A dropdown menu is open, showing a list of service tasks. An orange circle highlights the '08 Preventive Maintenance' option, and an orange arrow points from the 'Contacts' menu item in the sidebar to the dropdown menu. The 'Cost Summary' section on the right shows a subtotal of \$47.00, labor of \$22.00, and parts of \$25.00.

Line Item	Labor	Parts	Subtotal
01 Breakdown	\$22.00	\$25.00	\$47.00

Category	Amount
Subtotal	\$47.00
Labor	\$22.00
Parts	\$25.00
Discount	\$0.00
Tax	\$0.00
Total	\$47.00

11 Add the invoice or repair notes from the supplier:

The screenshot shows the 'New Service Entry' form with the 'General Notes' and 'Cost Summary' sections. The 'General Notes' section has a text area for adding notes. The 'Cost Summary' section shows a total of \$47.00. Below these are sections for 'Photos' and 'Documents' with upload instructions, and a 'Comments' section. An orange circle highlights the 'Drag and drop files to upload' instruction in the 'Documents' section.

Category	Amount
Subtotal	\$47.00
Labor	\$22.00
Parts	\$25.00
Discount	\$0.00
Tax	\$0.00
Total	\$47.00

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Click "Save Service Entry", or if you have additional entries, click "Save & Add Another":

Service Entries

New Service Entry

Cancel Save Service Entry

Discount	%	0	\$0.00
Tax	%	0	\$0.00
Total			\$47.00

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 Save & Add Another Save Service Entry