

Add and Manage Vehicle Log Maintenance

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Use this feature to keep a record of completed maintenance for your vehicles.

Go to Log Maintenance

Navigate to:

Settings > Vehicle Tracking > Maintenance & Reminders > Log Maintenance

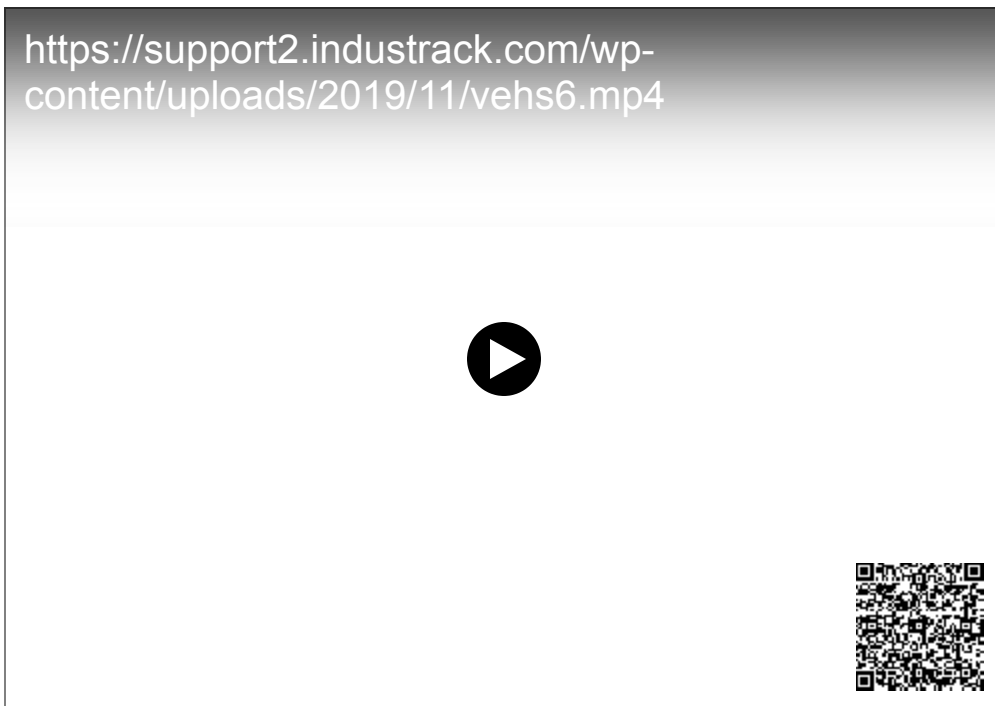
The screenshot displays the IndusTrack software interface. The top navigation bar includes tabs for MAP, CUSTOMER, ESTIMATES, SCHEDULE, INVOICES, TIMESHEET, PROJECTS, P.O., and REPORTS. The left sidebar contains a menu with items like Company Settings, Office Users, Field Employees, Vehicle Tracking, Vehicles, Vehicle Groups, Alerts, Maintenance & Reminders, Fuel Receipts, Reports, and Mobile App. The 'Maintenance & Reminders' item is highlighted with a blue circle. The main content area shows the 'Log Maintenance' tab selected, with a 'Filter:' input field and a 'CLEAR FILTER' button. Below this is a table with columns: Vehicle ID / Name, Maintenance Date, Service Type, Vendor, Facility, Invoice Number, and Cost. A single row is visible with the following data: [Industrack_4], 06/09/2023, Oil Change, and \$100.00. At the bottom right of the table, there are controls for 'Items per page' (set to 25) and pagination (1 - 1 of 1).

Log a Vehicle Maintenance Event

1. Click the **+ Add Log** button on the Log Maintenance tab.
2. Fill out the form in the **Log Vehicle Maintenance** window.

General Information

- **Vehicle ID/Name***
Select the vehicle that was serviced.
Use the search bar to find it quickly by name or ID.
- **Service Type***
Choose the type of service from the dropdown.
If it's not listed, type it in and it will be saved for future use.
- **Service Description**
Add any notes about the service, such as:
 - Reason for the maintenance (e.g., breakdown or issue found).
 - If it was covered by insurance or warranty.
 - Supplies used (e.g., 3L transmission oil).
- **Cost**
Enter the total cost from the invoice(s).
- **Date of Service***
Select the service date (MM/DD/YY) or use the calendar icon.
- **Maintenance Type**
Choose if this was **Scheduled** or **Unscheduled**.



Vehicle Information

- **Vehicle Miles**
This is auto-filled from the vehicle profile.
If blank, enter the odometer reading at the time of service.
- **Engine Hours**
Also auto-filled. If missing, enter the engine hours manually.

The screenshot shows the 'Log Vehicle Maintenance' form in the IndusTrack system. The form is divided into several sections:

- General:** Includes fields for 'Vehicle ID/Name *' (value: [Industrack_3]), 'Service Type *' (value: Tire Rotation), 'Service Description' (value: Tire adjustments), 'Cost' (value: \$ 50 .00), 'Date of Service*' (value: 6/5/2025), and 'Maintenance Type' (radio buttons for 'Unscheduled' and 'Scheduled').
- Vehicle Info:** A section highlighted with a blue box, containing 'Vehicle Miles' (value: 105175) and 'Engine Hours' (value: 190690).
- Additional:** Includes fields for 'Invoice Number', 'Vendor', and 'Facility / Service Station'.

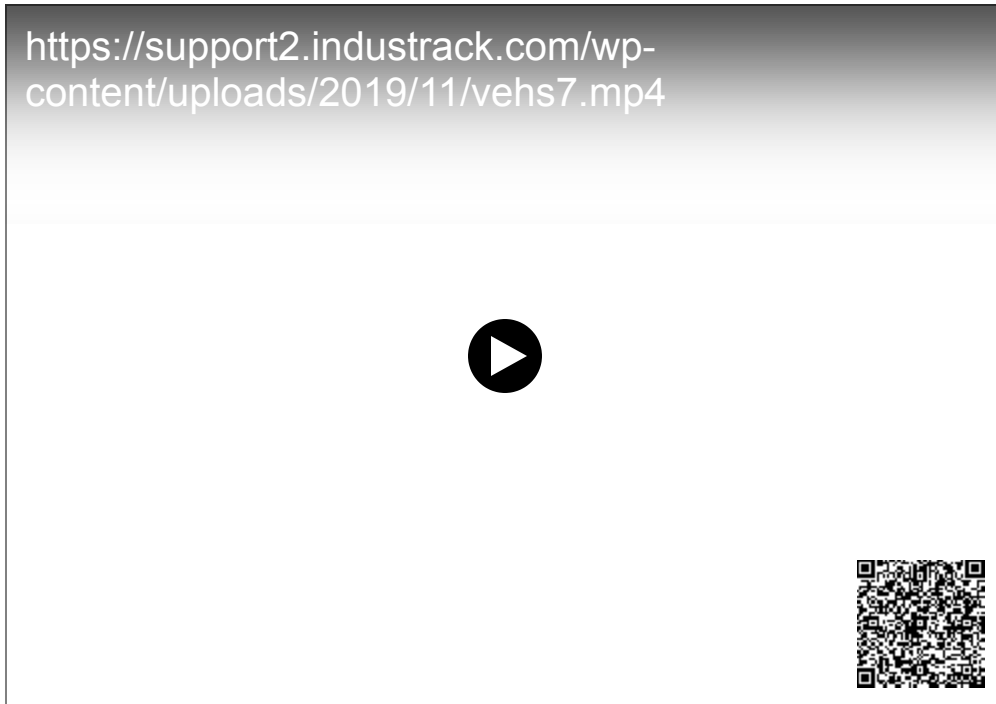
At the bottom of the form are 'CLOSE' and 'SAVE' buttons. A blue arrow points from the 'Vehicle ID/Name' field to the 'Vehicle Info' section.

Additional Details

From the maintenance invoice or receipt, enter:

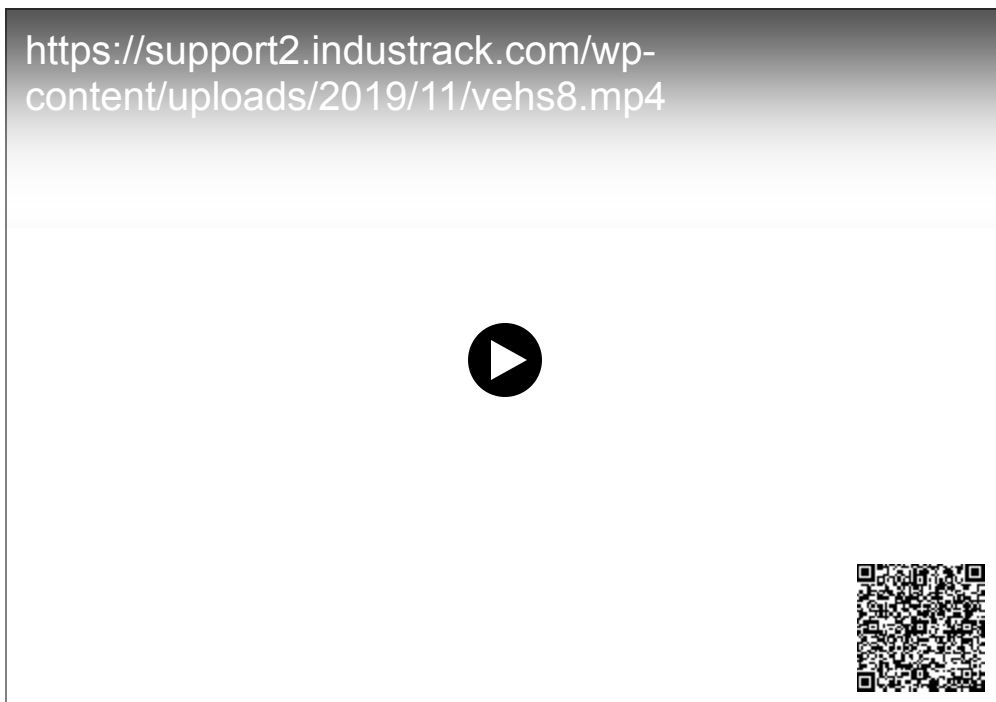
- **Invoice Number**
- **Vendor** (service provider)
- **Facility/Service Station** (location of service)

Click **Save** to add the entry to your Maintenance Log.



Update a Maintenance Log

1. In the Maintenance Log list, click on the row of the log you want to edit.
2. Make the necessary changes.
3. Click **Save**.



Delete a Maintenance Log

⚠ Warning: Deleting logs may affect reports and other data. Only delete if necessary.

1. Find the log in the list.
2. Tick the checkbox to the left of the log.
 - To delete multiple logs, tick all applicable boxes.
 - To delete all logs, tick the checkbox in the header row.
3. Click the **Delete** button.
4. Click **OK** to confirm the deletion when the message box appears.
5. The log will be permanently removed.

