

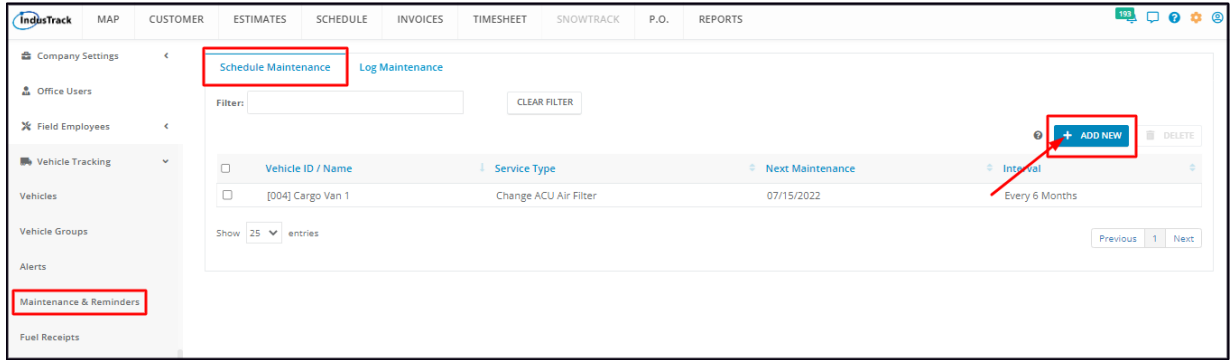
# Set-up and Manage Vehicle Maintenance Schedules and Notifications

Schedule your vehicles' preventive maintenance and set IndusTrack to send the reminders to you and your team.

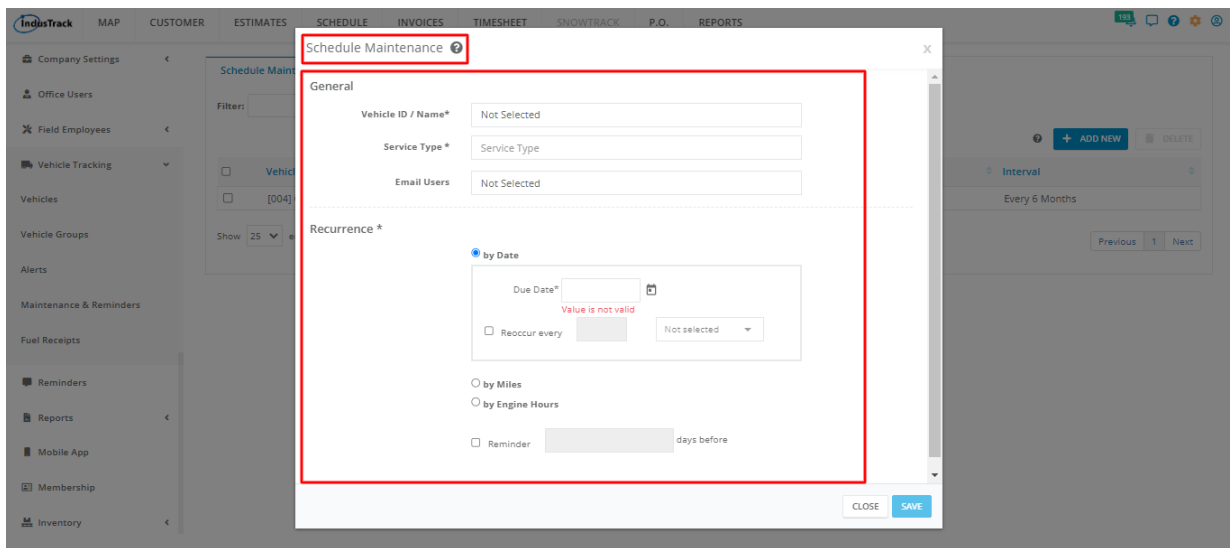
## Schedule a New Vehicle Maintenance Event

To access the maintenance schedule page, go to **Settings > Vehicle Tracking > Maintenance & Reminders > Schedule Maintenance**.

Go to the **+ Add New** button.



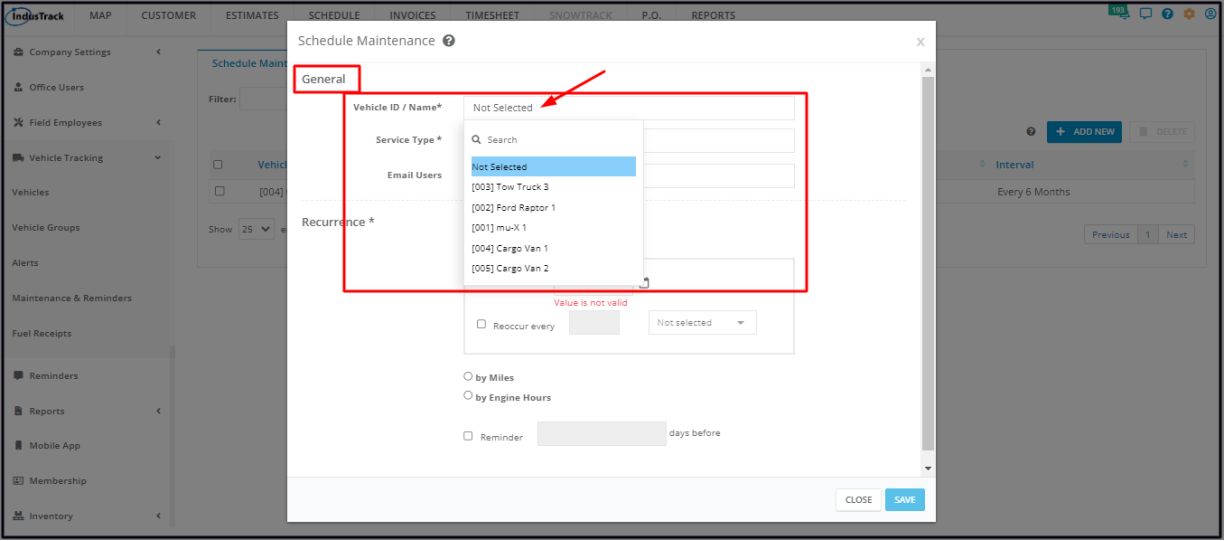
Fill in the fields from the **Schedule Maintenance** window. Add the details of the vehicle, maintenance schedule and notification. Fields with (\*) are required.



## General Information

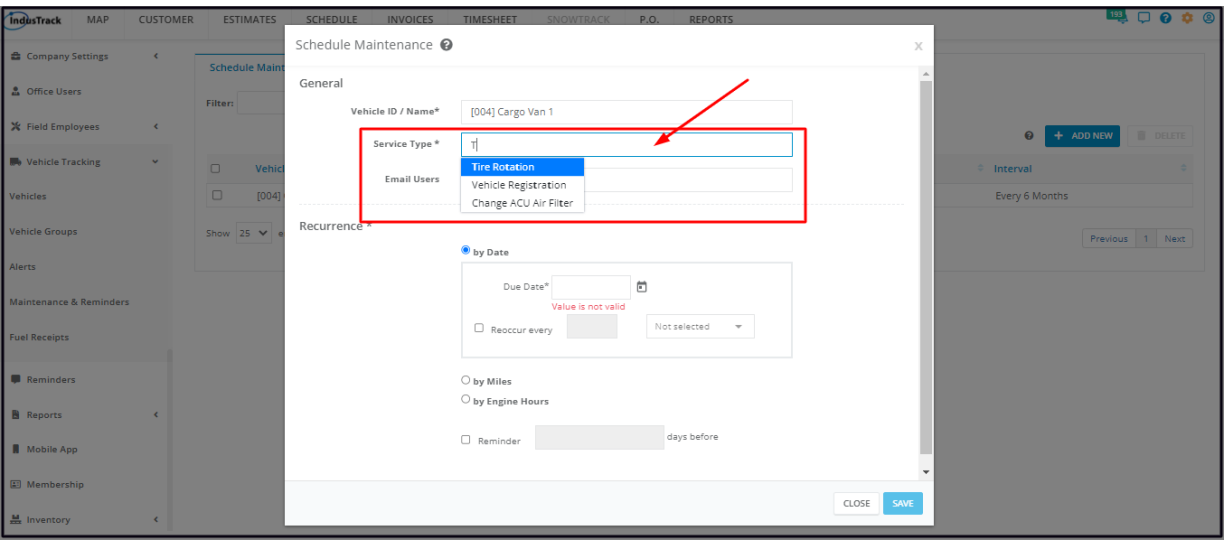
### Vehicle ID/Name\*

- Select the specific vehicle that the maintenance event is to be created for.
  - If you have a long list, use the search bar to find the vehicle, using either the Vehicle name or ID number.



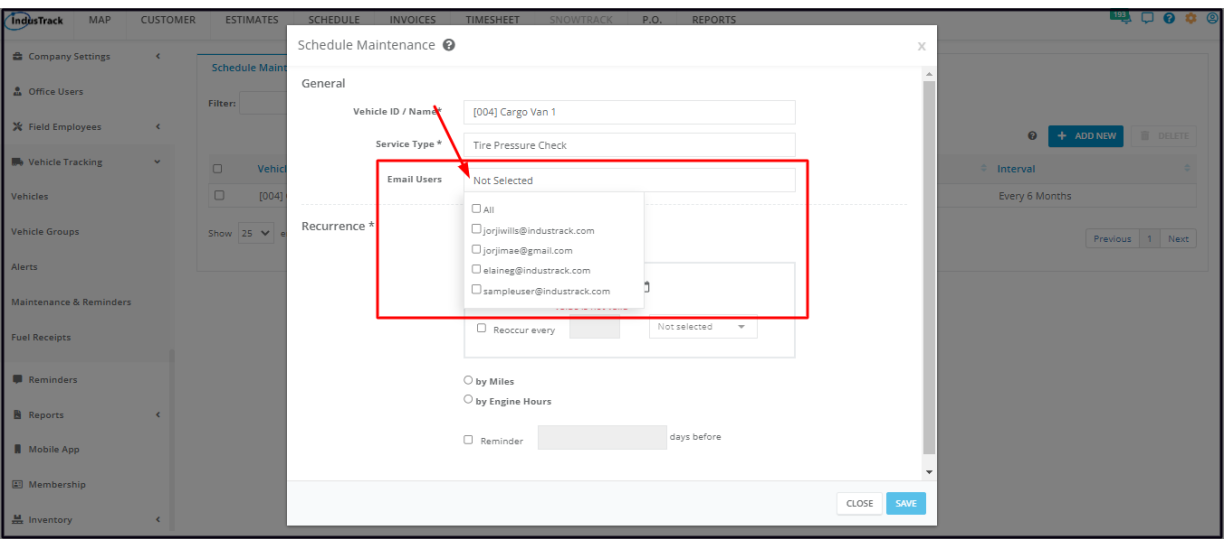
### Service Type\*

- Key in the service to be performed on the **Service Type** field.
  - When the schedule is saved, the service will also be saved, building on the service list. Once a service is added to the list, you only need to select this from the drop-down list when used for other vehicle maintenance.



### Email Users

- Select the email addresses of users who will receive reminders/notifications regarding the maintenance schedule.
- Tick the checkbox of the address or addresses to select. Tick **All** to auto-select all the addresses on the list.



## Recurrence\*

In the Recurrence section, indicate when the maintenance schedule is due (when should be done). Depending on the type of service, the schedule can be set to be due on a certain **date**, after a certain number of **miles** or a certain number of **engine hours**. Notifications can also be set to remind the email users regarding the upcoming maintenance schedule.

## By Date

- Tick the button **By Date**. This means that the maintenance schedule is to occur and recur based on date triggers.
  - **Due Date** – Enter the date when the maintenance should be done using this format **MM/DD/YY**. Note that the date should not be earlier than “today’s date”. If this is a recurring maintenance schedule, this will be the first day.
    - Alternatively, click the **calendar icon** and select the schedule from the date picker.
  - To set the schedule to occur at regular intervals, tick the checkbox for **Reoccur Every**, add the frequency rate and select if this would be weekly, monthly or yearly.

The screenshot shows the 'Schedule Maintenance' dialog box. The 'Recurrence \*' section is highlighted with a red box. It contains the following fields and options:

- Vehicle ID / Name\***: [004] Cargo Van 1
- Service Type\***: Tire Pressure Check
- Email Users**: Multiple Selected
- Recurrence \***:
  - By Date**
  - Due Date\***: 7/18/2022
  - Reoccur every** 1 Month(s)
  - by Miles**
  - by Engine Hours**
  - Reminder** [ ] days before

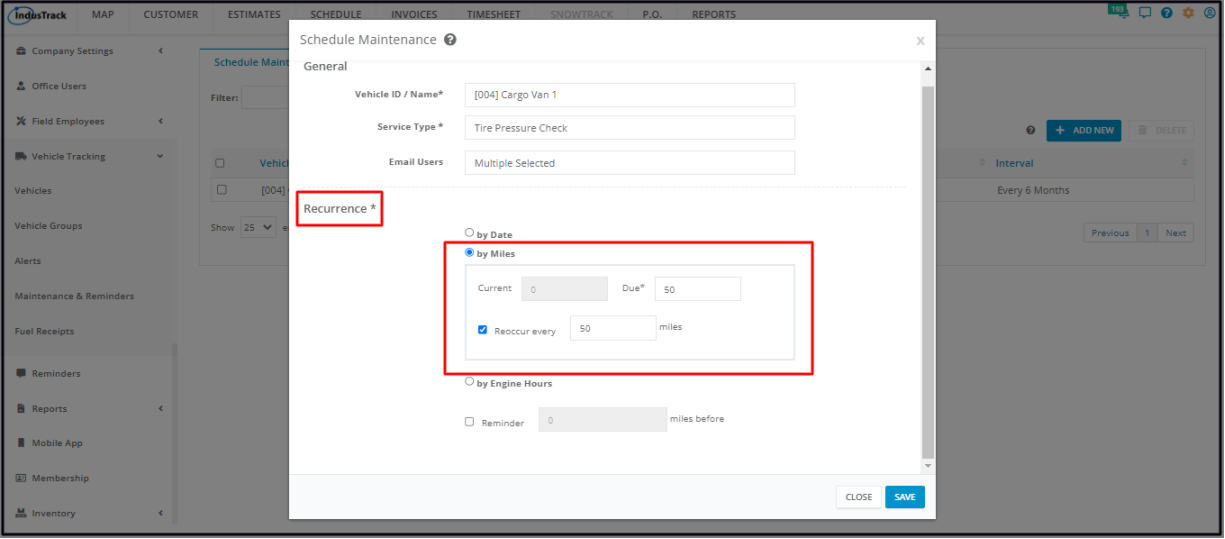
- Set when the **reminder notification** should be sent.
  - Tick the **Reminder** checkbox and add the **number of days before the due date** when the reminder will be sent. Once the set reminder is reached, the notification will be sent to the indicated email users.
  - If this notification is not set, no reminder will be sent, even if recipient email addresses are selected.

The screenshot shows the 'Schedule Maintenance' dialog box. The 'Reminder' checkbox and the 'Reoccur every' section are highlighted with red boxes. It contains the following fields and options:

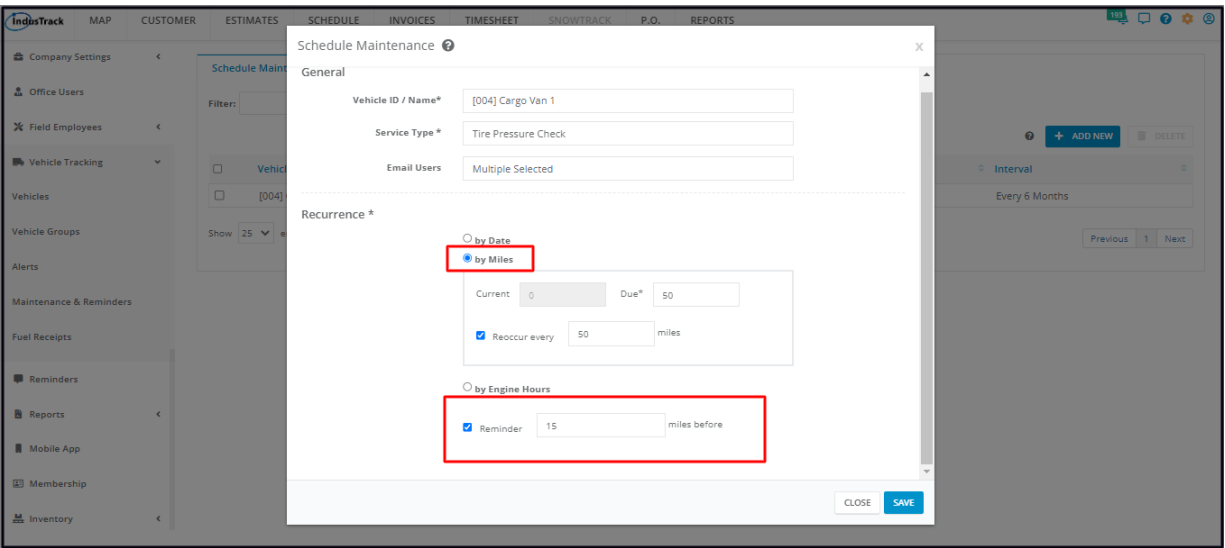
- Vehicle ID / Name\***: [004] Cargo Van 1
- Service Type\***: Tire Pressure Check
- Email Users**: Multiple Selected
- Recurrence \***:
  - By Date**
  - Due Date\***: 7/18/2022
  - Reoccur every** 1 Month(s)
  - by Miles**
  - by Engine Hours**
  - Reminder** 7 days before

## By Miles

- Tick the button **By Miles**. This means that the maintenance schedule is to recur based on mileage triggers.
  - **Current** – The value on the Current field is based on the current mileage entered under the vehicle profile creation or update. This field is not editable from this schedule.
  - **Due\*** – Key in the required vehicle mileage when the maintenance will be done.
  - **Recur Every** – Tick this to set the schedule to automatically recur after a specific number of miles.
  - **Miles** – Add the number of miles added to the mileage for the next schedule to occur.

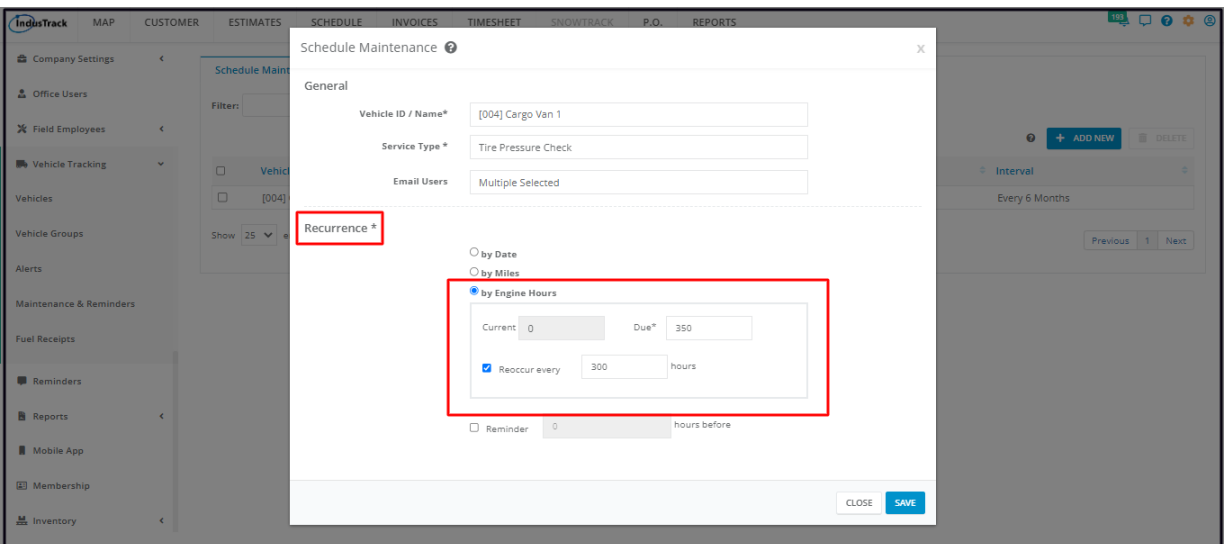


- Set when the **reminder notification** should be sent
  - Tick the **Reminder** checkbox and add the number of miles before the due mileage is reached for the reminder to send.
  - Once the set reminder is reached, the notification will be sent to the indicated email recipients.
  - If this notification is not set, no reminder will be sent.



### By Engine Hours

- Tick the button **By Engine Hours**.
  - **Current** – The value on the Current field is based on the current engine hours entered under the vehicle profile creation or update. This field is not editable from this schedule.
  - **Due\*** – Enter the number of engine hours at which the maintenance needs to be completed.
  - **Reoccur Every** – Tick the checkbox to set the schedule to automatically reoccur after a specific number of engine hours.
  - **Hours** – Indicate the number of engine hours added for the next schedule to occur.



- Set when the **Reminder notification** should be sent
  - Tick the **Reminder checkbox** and **add the number of hours** before the due engine hours are reached for the reminder to send.
  - Once the set reminder is reached, the notification will be sent to the indicated email recipients.
  - If this notification is not set, no reminder will be sent.

**Schedule Maintenance**

General

Vehicle ID / Name\* [004] Cargo Van 1

Service Type \* Tire Pressure Check

Email Users Multiple Selected

Recurrence \*

by Date

by Miles

by Engine Hours

Current 0 Due\* 350

Reoccur every 300 hours

Reminder 50 hours before

CLOSE SAVE

Save the new maintenance schedule and reminder. This will be added to the Maintenance Schedule and table.

## Update the Vehicle Maintenance Schedule

From the Maintenance Schedule list, find the schedule to be updated. Click anywhere on the row to open this in edit mode.

Vehicle ID / Name	Service Type	Next Maintenance	Interval
<input type="checkbox"/> [005] Cargo Van 2	Tire Rotation	510 miles	Every 6 miles
<input type="checkbox"/> [004] Cargo Van 1	Change ACU Air Filter	07/15/2022	Every 6 Months
<input type="checkbox"/> [004] Cargo Van 1	Tire Pressure Check	07/18/2022	Every 1 Months
<input type="checkbox"/> [001] mu-X 1	Oil Change	300 miles	Every 3500 miles
<input type="checkbox"/> [001] mu-X 1	Tire Pressure Check	07/22/2022	Every 1 Months

Update the schedule as needed. Once done, Save the changes.

## Delete the Vehicle Maintenance Schedule

Delete a vehicle maintenance schedule that is no longer in use or was created in error. It is wise to exercise caution when using this function. Deleting a schedule may have an effect on other functions, settings or data.

Find the schedule to be deleted from the list and tick the checkbox to the left. To delete multiple schedules, tick the checkboxes to the left of all those to be deleted. If all schedules will be deleted, just tick the checkbox of the Name header.

Click on the **Delete** button which will be enabled once a schedule is selected. The schedule will be removed from the list.

Vehicle ID / Name	Service Type	Next Maintenance	Interval
<input type="checkbox"/> [005] Cargo Van 2	Tire Rotation	350 miles	Every 6 miles
<input type="checkbox"/> [004] Cargo Van 1	Change ACU Air Filter	07/15/2022	Every 6 Months
<input type="checkbox"/> [004] Cargo Van 1	Tire Pressure Check	07/18/2022	Every 1 Months
<input checked="" type="checkbox"/> [001] mu-X 1	Oil Change	300 miles	Every 3500 miles
<input checked="" type="checkbox"/> [001] mu-X 1	Tire Pressure Check	07/22/2022	Every 1 Months

ADD NEW DELETE



