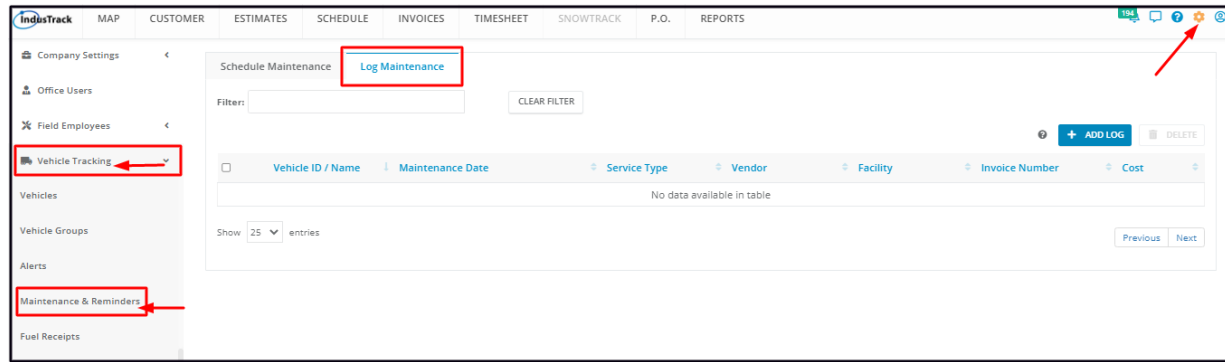


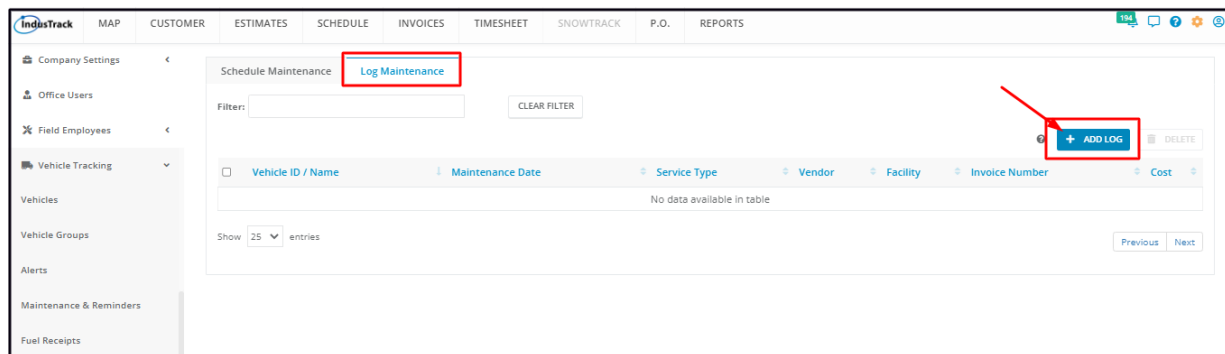
# Set up and Manage Vehicle Maintenance and Service Log

To document a completed vehicle maintenance schedule, go to **Settings > Vehicle Tracking > Maintenance & Reminders > Log Maintenance**.

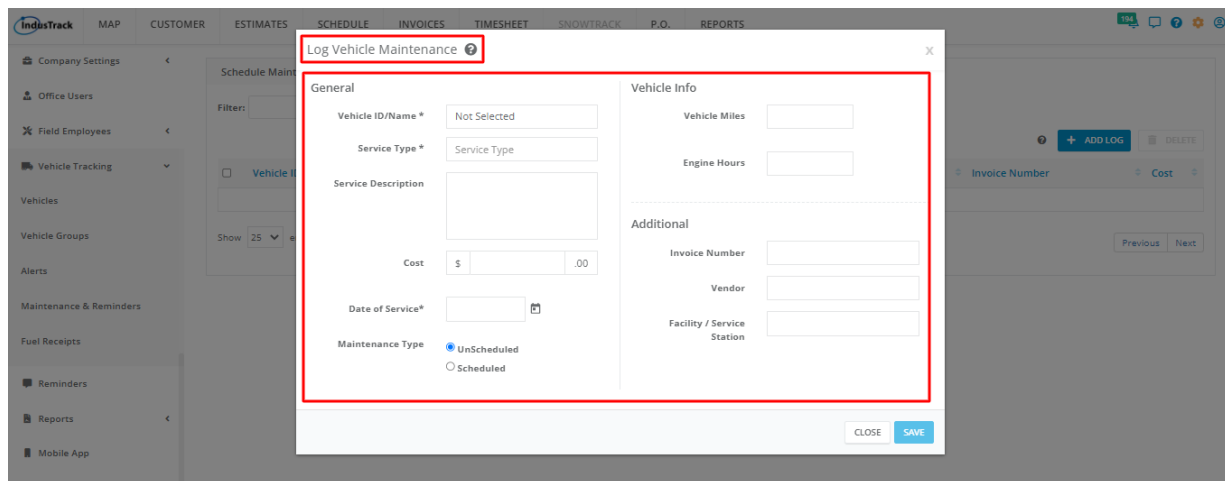


## Log a Vehicle Maintenance Event

From the Log Maintenance tab, go to the **+ Add Log** button.



Record the details on the **Log Vehicle Maintenance** window.



## General Info

### Vehicle ID/Name\*

- Select the specific vehicle that the maintenance was performed on.
- If you have a long list, use the search bar to quickly find the correct vehicle, using either its Name or ID number.

The screenshot shows the 'Log Vehicle Maintenance' form. The 'General' tab is active. The 'Service Type' dropdown menu is open, displaying a list of service options. A red arrow points to the dropdown menu.

## Service Type\*

- Select the service performed from the drop-down list.
  - If the service is not on the list, type this on the field. When the log is saved, the service will also be saved and added to the list for future logs.

The screenshot shows the 'Log Vehicle Maintenance' form. The 'General' tab is active. The 'Service Type' dropdown menu is open, displaying a list of service options. A red arrow points to the dropdown menu.

## Service Description

- Key in relevant notes about the performed service in this field.
  - Notes may include:
    - The reason why the service was performed (especially if it was not pre-scheduled).
    - If the cost was covered by vehicle insurance,
    - If the vehicle is still under service warranty.
    - The details of any supplies used. For example, 3L of transmission oil.

The screenshot shows the 'Log Vehicle Maintenance' form. The 'General' tab is active. The 'Service Description' field is highlighted with a red box, showing the text 'Scheduled preventive maintenance.' and 'ACU Air filter from'. A red arrow points to the field.

## Cost

- Key in the total cost of the service indicated on the invoice or invoices.

### Date Service\*

- Enter the date when the maintenance was performed on the field using this format MM/DD/YY.
  - Alternatively, click the calendar icon and use the date picker.

### Maintenance Type

- Select by clicking the radio button of the corresponding type – whether the maintenance event was a scheduled or unscheduled one.

### Vehicle Info

### Vehicle Miles

- The field will be pre-populated with the information from the vehicle's profile. If it is not, and the information is available, key in the Odometer reading of the vehicle at the time of service on the corresponding field.

### Engine Hours

- The field will be pre-populated with the information from the vehicle's profile. If it is not, and the information is available, key in the Engine Hours of the vehicle at the time of service on the corresponding field.

**Log Vehicle Maintenance**

**General**

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

Service Type \* Change ACU Air Filter

Service Description Scheduled preventive maintenance  
ACU air filter from

Cost \$ 125 .00

Date of Service\* 7/15/2022

Maintenance Type ☐ UnScheduled ☒ Scheduled

**Vehicle Info**

Vehicle Miles 1200

Engine Hours 37

**Additional**

Invoice Number

Vendor

Facility / Service Station

CLOSE SAVE

## Additional Information

- Using the maintenance service invoice or receipt, key in the details on the additional information fields.
  - Invoice Number
  - Vendor
  - Facility/Service Station or location

**Log Vehicle Maintenance**

**General**

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

Service Type \* Change ACU Air Filter

Service Description Scheduled preventive maintenance  
ACU air filter from

Cost \$ 125 .00

Date of Service\* 7/15/2022

Maintenance Type ☐ UnScheduled ☒ Scheduled

**Vehicle Info**

Vehicle Miles 1200

Engine Hours 37

**Additional**

Invoice Number J 97494

Vendor Service Stop

Facility / Service Station Bryan's Road

CLOSE SAVE

Save the maintenance log. This will be added to the Maintenance Log list.

**Maintenance Log**

Filter: CLEAR FILTER

<input type="checkbox"/>	Vehicle ID / Name	Maintenance Date	Service Type	Vendor	Facility	Invoice Number	Cost
<input type="checkbox"/>	[004] Cargo Van 1	07/15/2022	Scheduled preventive maintenance ACU air filter from service provider	Service Stop	Bryan's Road	J 97494	\$125.00

Show 25 entries

Previous 1 Next

## Update the Maintenance Log

From the Maintenance Log list, find the event log to be edited.

Click anywhere on the row to open the event log in edit mode.

IndusTrack

MAP CUSTOMER ESTIMATES SCHEDULE INVOICES TIMESHEET SNOWTRACK P.O. REPORTS

Company Settings Office Users Field Employees Vehicle Tracking Vehicles Vehicle Groups Alerts Maintenance & Reminders Fuel Receipts

Schedule Maintenance Log Maintenance

Filter: CLEAR FILTER

+ ADD LOG DELETE

<input type="checkbox"/>	Vehicle ID / Name	Maintenance Date	Service Type	Vendor	Facility	Invoice Number	Cost
<input type="checkbox"/>	[005] Cargo Van 2	07/15/2022	Punctured tire	Tyre Haus	San Lorenzo Ave	456	\$45.00
<input type="checkbox"/>	[004] Cargo Van 1	07/15/2022	Scheduled preventive maintenance ACU air filter from service provider	Service Stop	Bryan's Road	J 97494	\$125.00
<input type="checkbox"/>	[003] Tow Truck 3	07/05/2022	Scheduled service No repairs done	Shell Service	Crain Highway	863	\$55.00

Show 25 entries Previous 1 Next

Update the log as may be needed. Once done, **Save** the changes.

## Delete a Maintenance Log

Delete a vehicle maintenance log that is obsolete or was created in error. It is wise to exercise caution when using this function. Deleting a log may have an effect on other functions, settings, reports or data.

Find the log to be deleted from the list and tick the checkbox to the left. To delete multiple logs, tick the checkboxes to the left of all those to be deleted. If all logs will be deleted, just tick the checkbox of the Vehicle ID/Name header.

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

IndusTrack

MAP CUSTOMER ESTIMATES SCHEDULE INVOICES TIMESHEET SNOWTRACK P.O. REPORTS

Company Settings Office Users Field Employees Vehicle Tracking Vehicles Vehicle Groups Alerts Maintenance & Reminders Fuel Receipts

Schedule Maintenance Log Maintenance

Filter: CLEAR FILTER

+ ADD LOG DELETE

<input type="checkbox"/>	Vehicle ID / Name	Maintenance Date	Service Type	Vendor	Facility	Invoice Number	Cost
<input type="checkbox"/>	[005] Cargo Van 2	07/15/2022	Punctured tire	Tyre Haus	San Lorenzo Ave	456	\$45.00
<input checked="" type="checkbox"/>	[004] Cargo Van 1	07/15/2022	Scheduled preventive maintenance ACU air filter from service provider	Service Stop	Bryan's Road	J 97494	\$125.00
<input checked="" type="checkbox"/>	[003] Tow Truck 3	07/05/2022	Scheduled service No repairs done	Shell Service	Crain Highway	863	\$55.00

Show 25 entries Previous 1 Next

