

Link: <https://help.responsiblefleet.com/docs/about-maintenance/> Last Updated: July 27th, 2016

The Portal allows you to track vehicle maintenance through scheduled service reminders.

Click the **Maintenance** menu item to open the Maintenance tab. All of your maintenance reminders and their color-coded statuses are listed on this tab.

-  Tire Rotation - 8071-01
-  Oil Change / Tire Rotation - 8013-00
-  Oil Change / 12k Mile Checkup...
-  Oil Change / Tire Rotation - 8126-08
-  5,000 Mile Oil Change (Standar...

Service Legend

Description	Color
More than 20% of service interval remaining	
Less than 20% of service interval remaining	
Less than 10% of service interval remaining	
At recommended service	
Overdue more than 10% of service interval	

Maintenance Card

When you click on a maintenance reminder from the list, the **Maintenance Card** appears, which shows you the vehicle, current odometer, current run time, service interval, and next scheduled service (miles, hours, or date). Additional menu items are also available for the reminder.

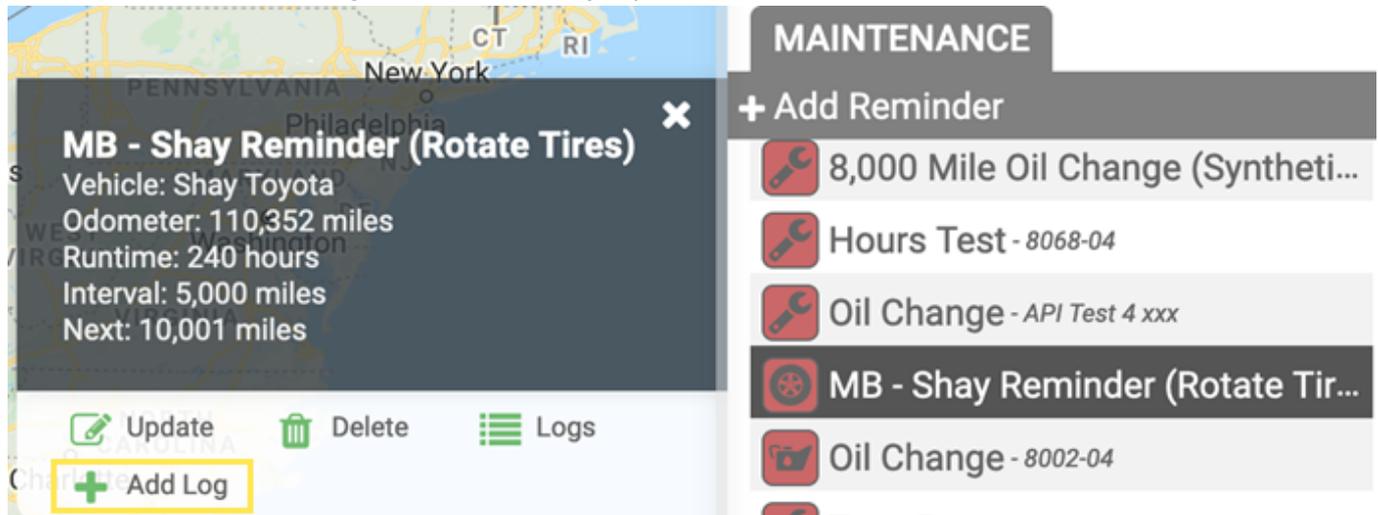
Oil Change ✕

Vehicle: 51 LINDA
Odometer: 40,889 miles
Runtime: 34 hours
Interval: n/a
Next: 03/10/2015

 Update  Delete

Maintenance Logs

When selecting a maintenance reminder an option exists to Add Logs. Each time a vehicle receives service, add a log entry to record the event. After logging individual service records for each vehicle you can view aggregate fleet maintenance data using the Service History report.



The screenshot shows a 'MAINTENANCE' section with a '+ Add Reminder' button. Below it is a list of maintenance items: '8,000 Mile Oil Change (Syntheti...', 'Hours Test - 8068-04', 'Oil Change - API Test 4 xxx', 'MB - Shay Reminder (Rotate Tir...', and 'Oil Change - 8002-04'. On the left, a modal window for 'MB - Shay Reminder (Rotate Tires)' is open, displaying vehicle details: 'Vehicle: Shay Toyota', 'Odometer: 110,352 miles', 'Runtime: 240 hours', 'Interval: 5,000 miles', and 'Next: 10,001 miles'. At the bottom of the modal, there are buttons for 'Update', 'Delete', 'Logs', and a highlighted '+ Add Log' button.

In addition to service reminders, you may also track service history.



Note. In order to manage maintenance items, you must have the Maintenance permission enabled in the [User Access List](#) and the Service Reminder item enabled in the [Menu Access List](#) (Account Category).

Vehicle Maintenance Schedule				Vehicle Maintenance		
Vehicle	Odometer	Run Time	Service	Interval	Next	
54 MIKE	+ 17,836 mi.	907.8 hrs	Oil Change	5,000.0 mi.	17,873.0 mi.	
			Tire Rotation	N/A	Feb 28, 2015	
56 JESSE	+ 95,481 mi.	662.7 hrs	Oil Change Test	5,000.0 mi.	96,100.0 mi.	
58 BRAD	+ 17,630 mi.	526.0 hrs	Battery Replacement	N/A	Feb 28, 2016	
			Registration Renewal	N/A	Feb 16, 2016	
62 LISA	+ 1,215 mi.	110.0 hrs	Oil Change	5,000.0 mi.	5,000.0 mi.	
DPress	+ 46,604 mi.	397.5 hrs	Oil Change	3,000.0 mi.	47,203.0 mi.	
LKFord12	+ 68,556 mi.	241.5 hrs	AL - Tire Change	6,000.0 mi.	68,623.0 mi.	

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