Editing a Maintenance Reminder



Link: https://help.responsiblefleet.com/docs/about-maintenance/editing-a-maintenance-reminder/ Last Updated: July 27th, 2016

You can update maintenance reminders or delete maintenance reminders.

Update a Maintenance Reminder

When service has been performed on a vehicle, update the reminder for the next service.

To update a reminder:

- 1. From the Search Results tab or Maintenance tab, click the reminder that you want to edit.
- 2. From the Maintenance Card, click **Update**.
- 3. Update the Next Service value:
- If an Interval value is set, click **Reset** to automatically calculate the Next Service mileage and/or hours value(s) by adding the chosen interval value to the vehicle's current odometer and/or run time.



- If an Interval value is not set, enter a free-form value for miles, hours, or date for the next service.
- 1. Click Save.

Delete a Maintenance Reminder

When you delete a maintenance reminder, any service reminder alerts that are based on that vehicle will still remain active.

To delete a reminder:

- 1. From the Search Results tab or Maintenance tab, click the reminder that you want to delete.
- 2. From the Maintenance Card, click **Delete**.
- 3. In the Delete Maintenance pop-up window, click **OK**.