

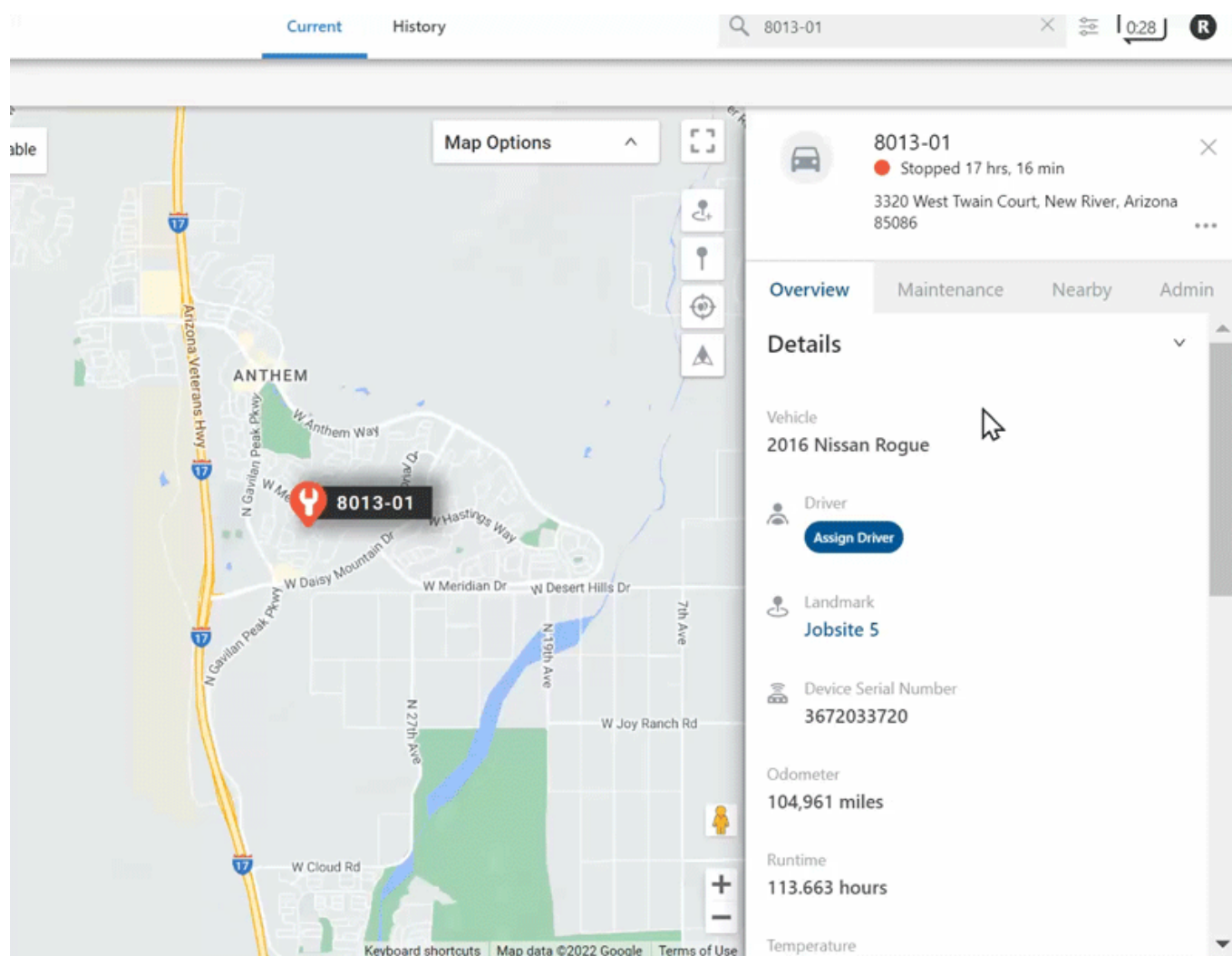
Adding, Editing, or Deleting a Maintenance Reminder

Link: <https://help.responsiblefleet.com/docs/vehicle-card-vehicle-maintenance/adding-editing-or-deleting-a-maintenance-reminder/> Last Updated: July 27th, 2022

You can search, view, add, and edit maintenance reminders from the Vehicle Card on the Map page. After creating a reminder, you can receive a notification whenever a scheduled service is approaching or is past due by creating a [Service Reminder Alert](#).

Adding a Maintenance Reminder

You can create an unlimited number of maintenance reminders for each vehicle in your fleet, and you can define custom service intervals in miles, distance, runtime, hours, days, and/or scheduled date.



► How to Add a Maintenance Reminder:

1. From the Vehicle Card, click the **Maintenance** tab.
2. Click the plus (+) icon.

The Maintenance Reminder form appears.

3. Complete the forms by entering the following in their respective fields:

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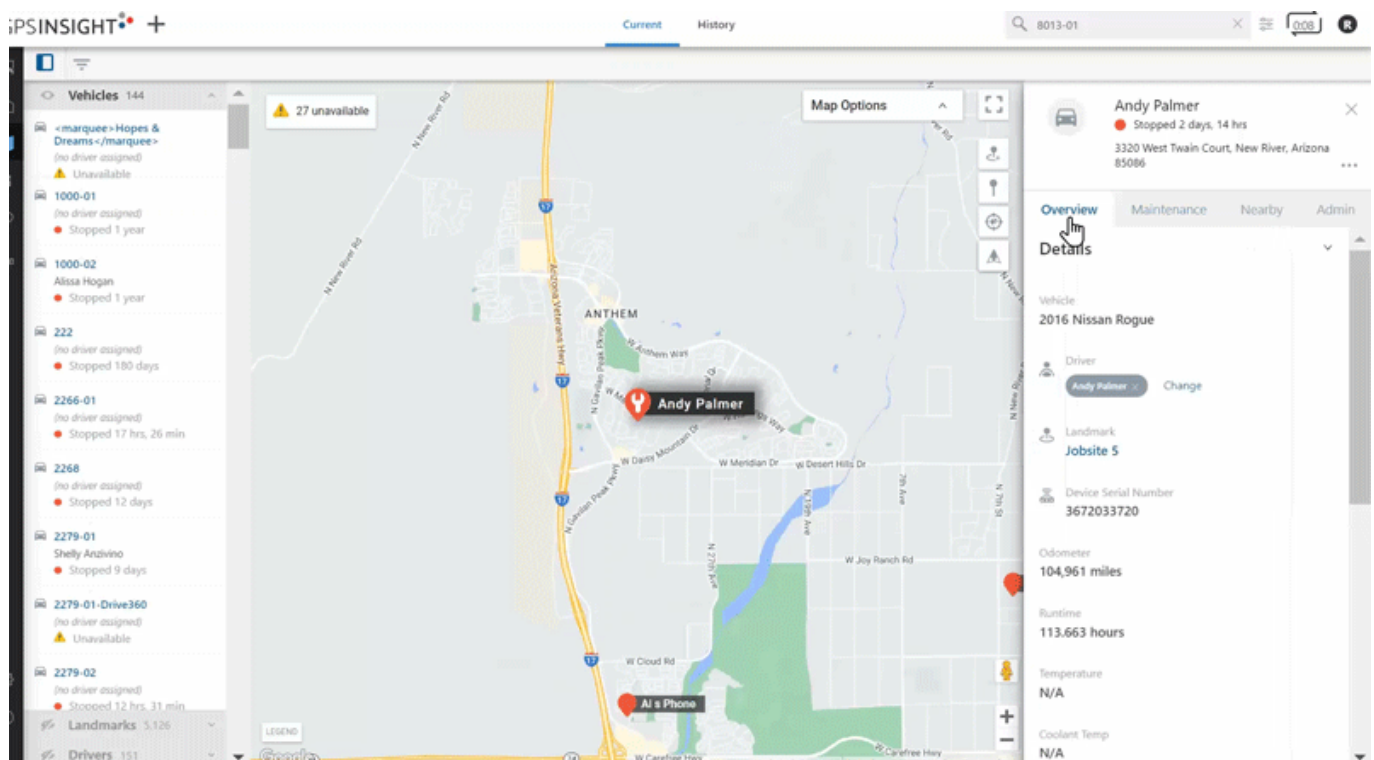
- Name (Required)
- Interval: Distance, Runtime (hrs), Days
- Next Service: Mileage, Runtime (hrs), Date

4. Click **Submit**.

The reminder is added to the Reminders List on the Maintenance tab and a pop-up appears confirming the maintenance reminder was successfully added.

Editing a Maintenance Reminder

You can edit a maintenance reminder directly from the Maintenance tab of the Vehicle Card.



The screenshot displays the iPSINSIGHT+ application interface. On the left, a sidebar lists 144 vehicles, with a search bar and filters. The main area shows a map of the Phoenix area with vehicle locations marked. A specific vehicle, 'Andy Palmer', is highlighted on the map. On the right, a detailed view of the vehicle is shown, including its name, location, and maintenance history. The maintenance history table lists several reminders with their respective intervals and next service dates.

Vehicle	Driver	Landmark	Device Serial Number	Odometer	Runtime	Temperature	Coolant Temp
2016 Nissan Rogue	Andy Palmer	Jobsite 5	3672033720	104,961 miles	113.663 hours	N/A	N/A

► How to Edit a Maintenance Reminder:

1. Locate the maintenance reminder that you would like to edit by using the search field or scrolling through the Maintenance Reminder List.
2. Click on the Service name corresponding to the maintenance reminder you would like to edit.
3. Click **Edit**.

The Maintenance Reminder Edit form appears.

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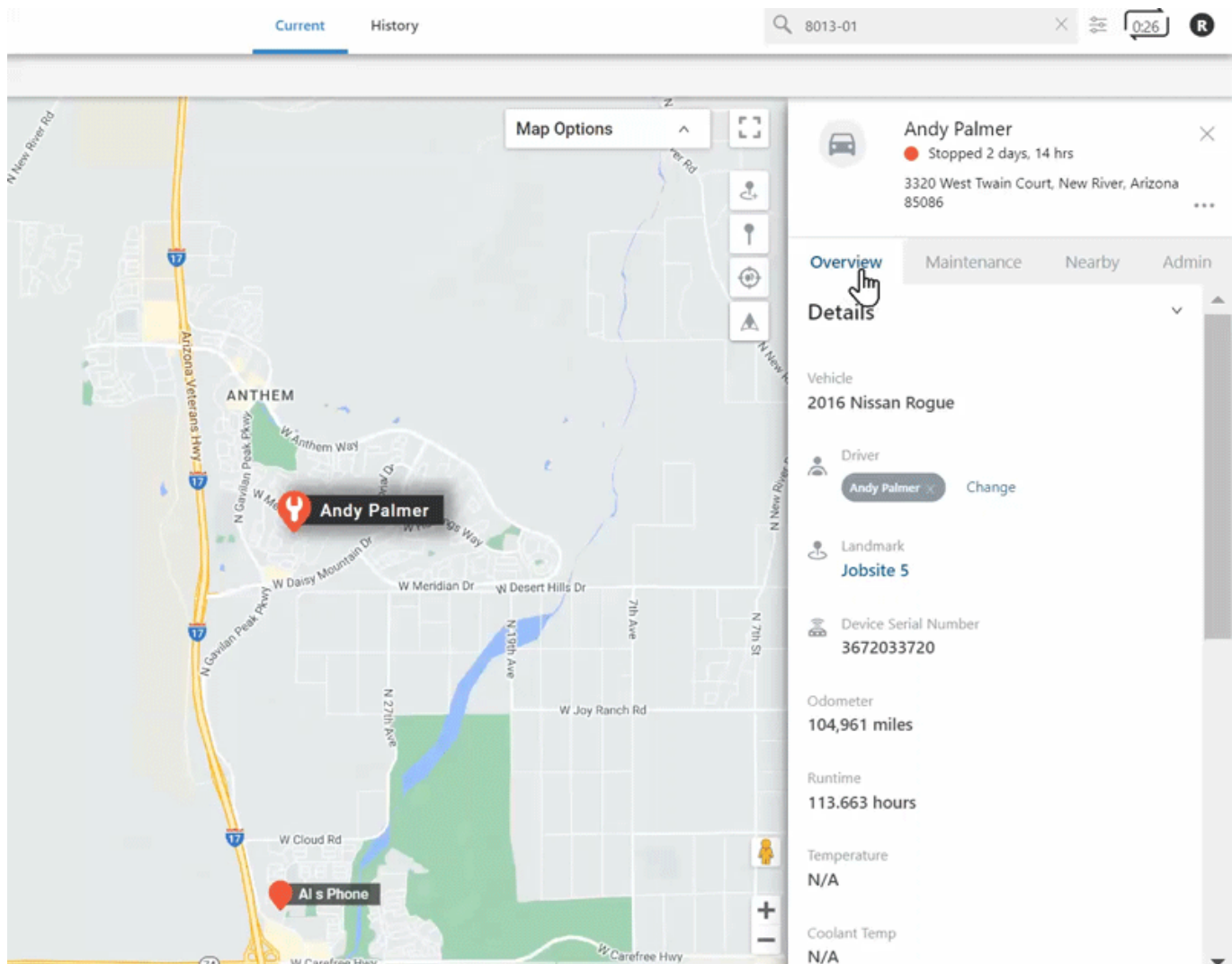
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4. Make your edits then click **Submit**. You also have the option to delete the maintenance reminder or reset the reminder.

Your edit is saved and a pop-up appears confirming the maintenance reminder was successfully edited.

Deleting a Maintenance Reminder

You can delete a maintenance reminder directly from the Maintenance tab of the Vehicle Card.



The screenshot displays the 'Current' tab of a vehicle card for 'Andy Palmer'. The map on the left shows the vehicle's location in Anthem, Arizona. The right-hand panel is titled 'Details' and includes tabs for 'Overview', 'Maintenance', 'Nearby', and 'Admin'. The 'Maintenance' tab is active, showing a list of maintenance reminders. The first reminder is for a '2016 Nissan Rogue' with a driver of 'Andy Palmer'. The reminder details include: Odometer (104,961 miles), Runtime (113.663 hours), Temperature (N/A), and Coolant Temp (N/A). A hand cursor is pointing at the 'Details' tab.

► How to Delete a Maintenance Reminder:

1. Locate the maintenance reminder that you would like to edit by using the search field or scrolling through the Maintenance Reminder List.
2. Click on the Service name corresponding to the maintenance reminder you would like to edit.
3. Click **Edit**.

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The Maintenance Reminder Edit form appears.

4. Click **Delete**. You also have the option to edit the maintenance reminder or reset the reminder at this time.

A Delete Reminder pop-up appears asking: “Are you sure you want to delete Maintenance Reminder “[name of maintenance reminder]” ?”

5. Click **Yes, Delete** to delete the maintenance reminder or click “No, Cancel” to exit the Maintenance Reminder Edit Form and keep the maintenance reminder.