



## How to Create a Maintenance Job

A maintenance job can be work that is completed outside of the regular maintenance schedule, unexpected repairs for example.

1. Select Maintenance.
2. Select the + sign beside Pending.

The screenshot shows the Fleet Freedom web application interface. The left sidebar contains a navigation menu with the following items: Fleet Freedom, Reports, Behaviours, Maintenance (highlighted in yellow), Devices, and Admin. Under the Maintenance section, there are links for: changement d'huile, changer pneus, Oil Change, Tire Rotation, and Create Schedule. The main content area displays a list of maintenance jobs. The jobs are grouped by month: October 2015 (Fluid Top Up #24), August 2015 (Fixed Wipers Asset), March 2012 (oil change John, oil change John, Suspension work John), December 2011 (oil change John), and Pending (Unknown #8725 Golf, oil change John, schedule a Volt 330). A red arrow points to the 'Maintenance' link in the sidebar, and another red arrow points to the '+' sign next to the 'Pending' status in the job list.



If you need assistance with your Account, please contact one of our Customer Service Representatives.

Office Hours: Monday to Friday 9:00 AM - 5:00 PM EST

Fleet Freedom Support Phone Number: 1 (866) 787-2548 Option 2 English or 9 French

Email: [support@fleetfreedom.com](mailto:support@fleetfreedom.com)



2. Select the Asset the job was completed on from the drop down list.
3. Select the Schedule - Ad Hoc or one of the existing schedules.
4. Select the Status - Pending, Past Due, Completed or Cancelled. If you select Completed, select the date it was completed from the Calendar.

**FLEET FREEDOM**

**Details**

**Fleet Freedom** **October 2015** 1 +

**Reports** **Fluid Top Up** #24

**Behaviours** **Fixed Wipers** Asset

**Maintenance** **March 2012** 3 +

• changement d'huile

• changer pneus

• Oil Change

• Tire Rotation

• Create Schedule

**Devices**

**Admin**

**Unknown #8725** Golf

**oil change** John

**schedule a** Volt 330

**December 2011** 1 +

**oil change** John

**Pending** 3 +

**Status**

Asset

#24

Schedule

Ad-hoc

Status

Pending

Past Due

Completed

Cancelled

Completed On

« October 2015 »

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7



If you need assistance with your Account, please contact one of our Customer Service Representatives.

Office Hours: Monday to Friday 9:00 AM - 5:00 PM EST

Fleet Freedom Support Phone Number: 1 (866) 787-2548 Option 2 English or 9 French

Email: [support@fleetfreedom.com](mailto:support@fleetfreedom.com)



5. Input any additional information about the maintenance job. Current odometer or engine hours, Job Name, Cost, Duration etc.

6. Select Save

The screenshot shows the Fleet Freedom maintenance entry interface. On the left is a sidebar with a list of maintenance records, including entries for August 2015, March 2012, December 2011, and Pending. The main area contains a form for entering new maintenance data. Red arrows highlight three specific fields: the Odometer field (showing 0 Km(s)), the Engine Hours field (showing 0), and the Save button at the bottom of the form. The form also includes fields for Maintenance Name (Replace blown fuse), Cost (\$20), Duration (00:00:00:00), Garage (Mr. Speedy Auto), Technician (Bob), Reference # (5887), and a Notes section. A map of the area is visible on the right side of the form.

Month	Count	Action
August 2015	1	+
Fixed Wipers Asset		
March 2012	3	+
oil change John		
oil change John		
Suspension work John		
December 2011	1	+
oil change John		
Pending	3	+
Unknown #8725 Golf		
oil change John		
schedule a Volt 330		

**Maintenance**

Name: Replace blown fuse

Cost: \$ 20

Duration: 00:00:00:00 HH:mm

Garage: Mr. Speedy Auto

Technician: Bob

Reference #: 5887

Notes:

**Save** **Cancel**



If you need assistance with your Account, please contact one of our Customer Service Representatives.

Office Hours: Monday to Friday 9:00 AM - 5:00 PM EST

Fleet Freedom Support Phone Number: 1 (866) 787-2548 Option 2 English or 9 French

Email: [support@fleetfreedom.com](mailto:support@fleetfreedom.com)