



## How to Update Maintenance Schedules Per Asset

Once a Maintenance schedule has been created, you can edit the interval per Asset. You will also see how many months or KMs are left in the schedule until the job is deemed due.

Example: You create an 8,000 KM oil change schedule. However, none of your vehicles will be due in exactly 8,000 KM from the date you apply the schedule. Using this feature will allow you to edit the last maintenance date or KMs per vehicle so it accumulates from the updated information.

1. Select Maintenance.
2. Select the Maintenance Schedule.
3. Select Intervals.
4. Select the vehicle you wish to edit and update the last maintenance date or KM depending on your preferred recurrence.

The screenshot shows the Fleet Freedom web application interface. On the left sidebar, the 'Maintenance' menu is highlighted with a red arrow. Below it, the 'Oil Change' option is also highlighted with a red arrow. The main content area shows a list of maintenance schedules under the 'Intervals' tab, which is circled in red. The list includes vehicles like BOLT 636, IS350, Mazda 3, Outback, and Prius, each with a progress bar indicating the time or distance until the next maintenance. The Mazda 3 vehicle is circled in red, and its maintenance details are shown on the right, including the last maintenance date (04/05/2017) and odometer reading (16234.3 Km(s)).



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

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