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.

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