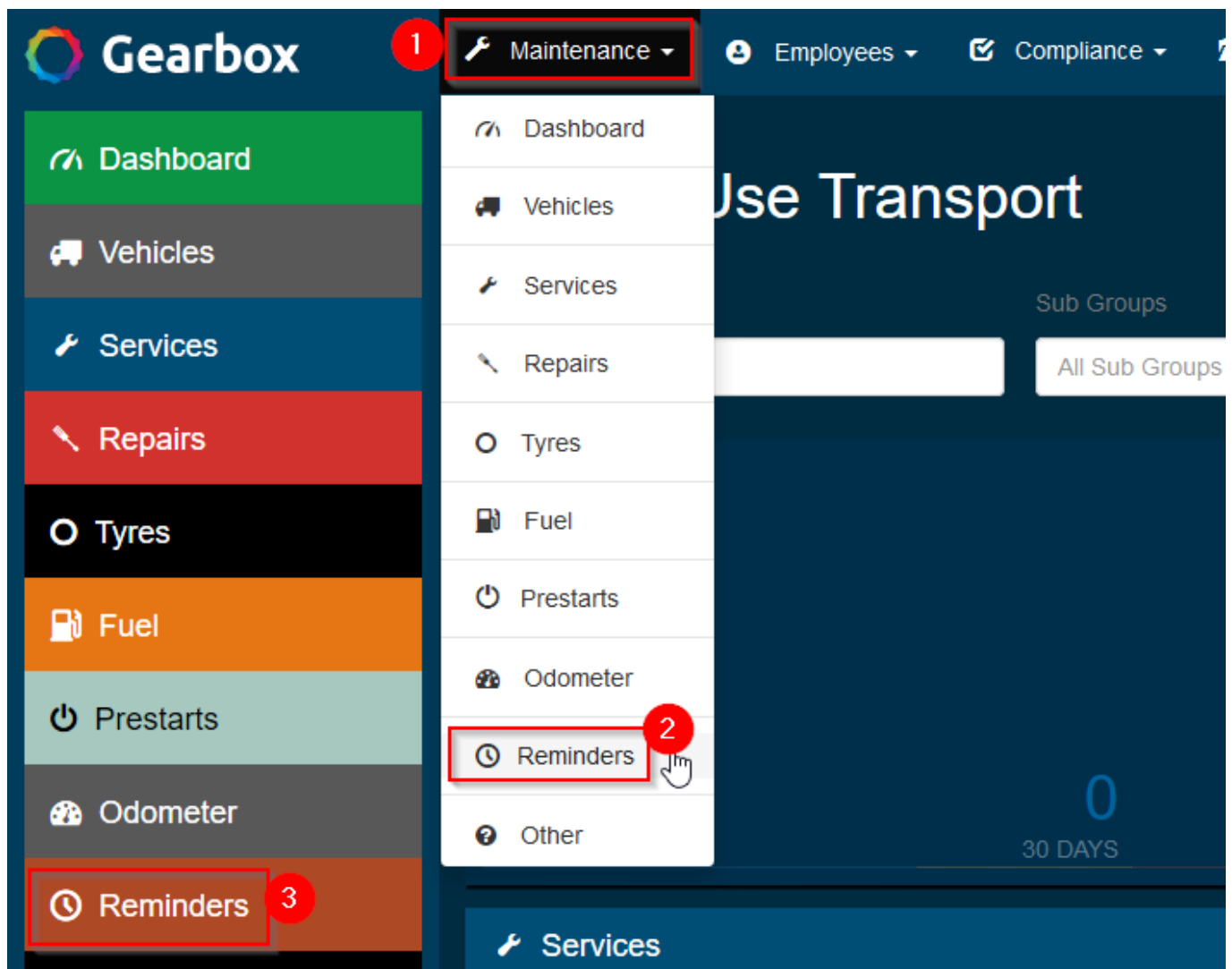


Vehicle Reminders can be based on the expiry of time (days), kilometers, or hours.

There are two options when it comes to adding Vehicle Reminders, these are described below:

**Option 1:**

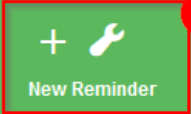


Select the Maintenance drop-down (1) and select Reminders (2) or alternatively, on the left-hand side of the screen select Reminders (3):



Select New Reminder (1):



## Reminders Due Days

Groups  Sub Groups

Open Due by Kms

CSV Print

Type	Fleet #	Rego #	Description
	PM01	NV99ZZ	Hiab Lifting Certification
	PM08	NV00FH	Roadworthy

Assign the reminder to a vehicle from the drop-down menu (1), type a short description of the Reminder (2) and assign a Date Due (3) or Mileage Due or Hours Due reminder. Depending on the option selected it will either remind you when a date is upcoming, the mileage is upcoming or the hours are upcoming.

Select Save (4) and click Save and Close (5) to finish editing the reminder:

## New Reminder

**\* Vehicle** 1  
PM01 [NV99ZZ]

Description 2  
\_Example Reminder

Date due 3  
28/06/2017

Mileage due

Mileage Interval

Hours due

Hour Interval

Dismiss expiry warning

+ Attach New Document

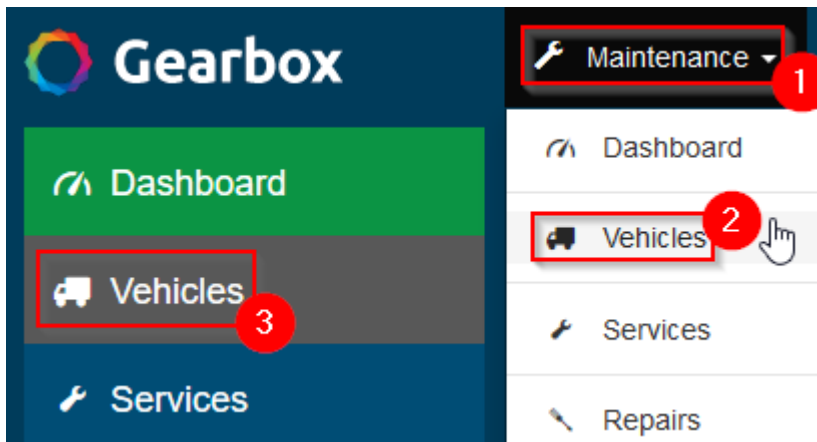
Save and repeat  
Save and close 5  
Save and continue

Cancel Save 4

### Option 2:

Select the Maintenance drop-down (1) and select Vehicles (2) or alternatively, on the left-hand side of the screen select Vehicles (3):

## Add or Edit Vehicle Reminders



Select the vehicle you would like to add a reminder to and click anywhere on its row:

The screenshot shows the 'Current Vehicles & Assets' page. At the top, there are filters for Groups, Sub Groups, and Types. Below the filters, there are several summary cards: New Asset, Current (61), Registered (58), Rego Due (42), Non Registered (3), Out of Service (2), and Sold (46). A 'Reports' button is also visible. Below the summary cards, there is a table with columns: Type, Fleet #, Rego #, Make / Model / Type, VIN / Build Date, ETAG, and Rego Due. The first row of the table is highlighted.

Type	Fleet #	Rego #	Make / Model / Type	VIN / Build Date	ETAG	Rego Due
	PM01	NV99ZZ	Kenworth T904 Truck	6F500000123456 1/08/2005	3879-3512	03/10/2017

Across the top of the screen you will see the various tabs, select Reminders (1), then on the right-hand side of the screen click New Reminder (2):

The screenshot shows the 'Edit Vehicle: PM01' page. The 'Reminders' tab is highlighted with a red box and a red circle containing the number 1. On the right-hand side, there is a 'New Reminder' button highlighted with a red box and a red circle containing the number 2. Below the tabs, there is a 'Vehicle Reminders' section with a search bar and a table of reminders.

Description	Date Due	Mileage Due	Hours Due	Completed
Change Water Pump	2014-12-15T00:00:00+11:00	40000		true

Enter a short Description of the Reminder (1) and click Create Reminder (2). You will have to assign either a due date, mileage due or hours due to the reminder to be alerted prior to and after its expiration:

New Reminder



Description



Date due

Mileage due

Mileage Interval

Hours due

Hour Interval

Completed

Close

Create Reminder

