

There are 2 ways to generate a new Service. Both start by going to the Service section in the Maintenance module.

You may manually add a service by clicking the [new](#) button on the Service menu. Each field will then need to specify the The Vehicle and Service Type.

Alternatively, you can now click in a Service Due column (A,B,C,D or E) to automatically create a Service of that type for the Vehicle. Simply click in the column:

Type	Fleet #	Odometer	A	B
	B3	0 2 1 7 2 6 7	217,108	
	PM04	0 2 6 9 5 0 0	269,636	279,636
	V64	0 2 5 1 5 4 9	254,857	254,688

A new Service will be generated will the Vehicle, Date, Kms (or Hours) & Service Types pre-populated.

New Service

* Vehicle

PM04

1. Open Service

<p>* Service Type</p> <div style="border: 1px solid #ccc; padding: 5px;"> A </div>	<p>* Date Service Raised</p> <div style="border: 1px solid #ccc; padding: 5px;"> 21/02/2015 </div>
<p>Repairer</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<p>Km/Miles</p> <div style="border: 1px solid #ccc; padding: 5px;"> 269500 </div>
<p>PO #</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<p>Hours</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>
<p>Location</p>	

If you choose to save the Service (and it remains active/open), a link with the Service # will then be displayed on the Service Due screen to identify that action has commenced on the Service. (It is also a hyperlink to the Service).

Services Due Km/Miles

Groups
Sub Groups

All Groups

All Sub Groups

+
New Service

↻ 13
Open / In Progress

📊
Due by Kms

🕒
Due by Hours

📅
Due by Days

✔ 601
Closed Services

🖨
Print

Showing 1 to 33 of 33 entries Search:

Type	Fleet #	Odometer	A	B	C	D	E	Service
	B3	0 2 1 7 2 6 7	217,108					S-5086
	PM04	0 2 6 9 5 0 0	269,636	279,636				S-5114