

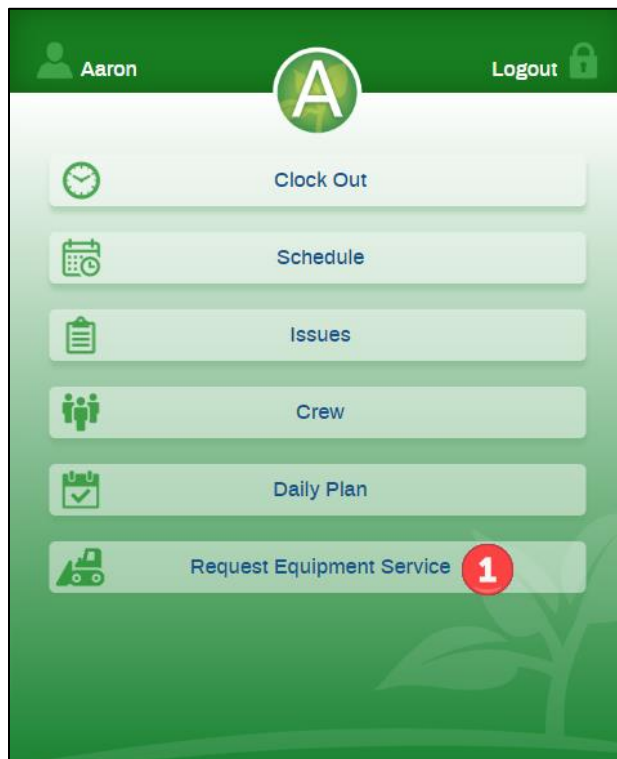
Requesting Equipment Service in the Aspire App

Purpose: To request service for equipment that has been assigned to the Crew Leader's route.

Prerequisites:

1. **Equipment must be assigned to the route.**

To have a Crew Leader Request Equipment Service, follow these steps:



1. Select Request Equipment Service.

2. Pick the Equipment that needs Service. The equipment must be assigned to the Route in order for it to appear.
3. Pick the Service Tag. Service Tags are entered in Manage Service Tags found in Admin.
4. Enter in a note if needed.
5. Press Save.

Equipmen...	Model	Manufactu...	Class	Size	Branch	Service Tag	Service S...	Current M...	Current M...	Next Servi...	Next Servi...	Service Due
Truck 22	F-550	Ford	Truck	F-550	Main	Annual Inspection / Winter Service	Calendar			12/31/19		<input type="checkbox"/>
Truck 8	F-350	Ford	Truck	F-350	Main	Requires Maintenance				01/31/19		<input type="checkbox"/>

6. The request shows up in Aspire's Equipment Services Due in red.