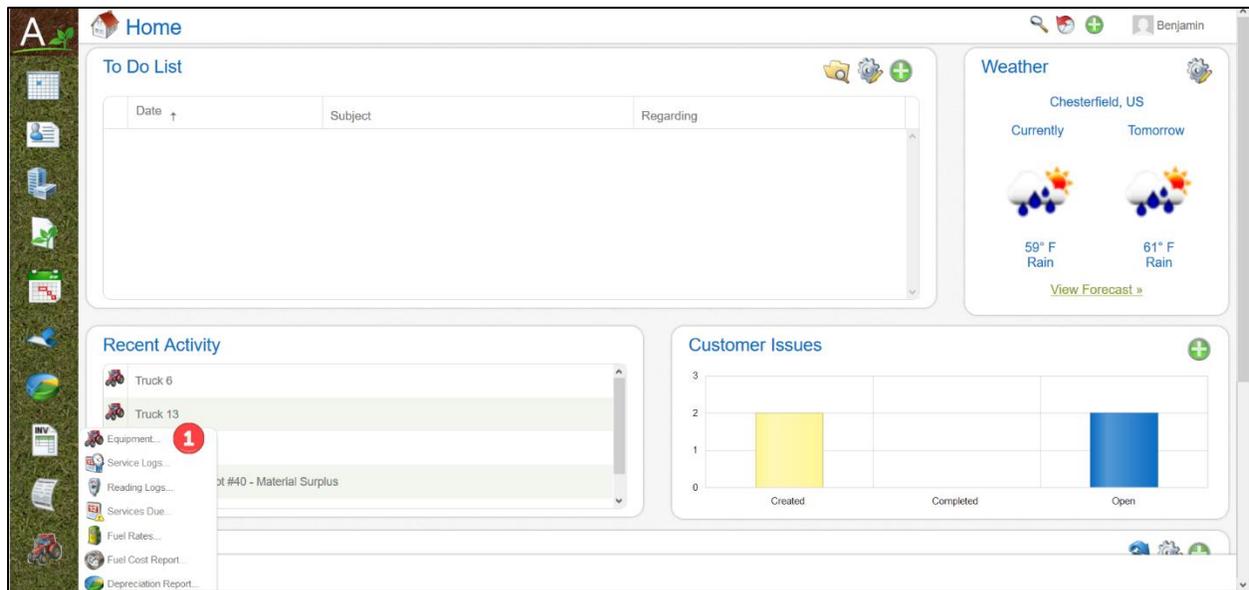# Requesting and Performing as Needed Maintenance

Purpose: To allow a staffed mechanic to perform maintenance on a vehicle.

Prerequisites:
1. **View Equipment and Mark Equipment In Service.**

To Request and Perform as needed Maintenance, follow these steps:

1. Hover over the Equipment module and select Equipment.

2. Select the vehicle that needs service

3. Hover over the Actions Gear and select Add Service.

Equipment | Truck 6 (In Service)

Equipment | Info

Description

Equipment Model

Purchased Price

Estimated Purchase

Warranty Days

Starting Mileage/Hou

Branch

Property

1995

All Services

Service Tag	Service Type
Annual Inspection / Winter Service	Maintenance
Change Oil	Maintenance
Change Oil	Request Service (Requested by Crew)
Requires Maintenance	Request Service (Requested by Crew)
Requires Maintenance	Request Service
Change Oil **4**	Request Service

1 - 6 of 6 items

4. Select the Service Needed.

5. Put a checkmark in the Add New Reading box if you want to enter in the mileage.
6. Select the Service Date.
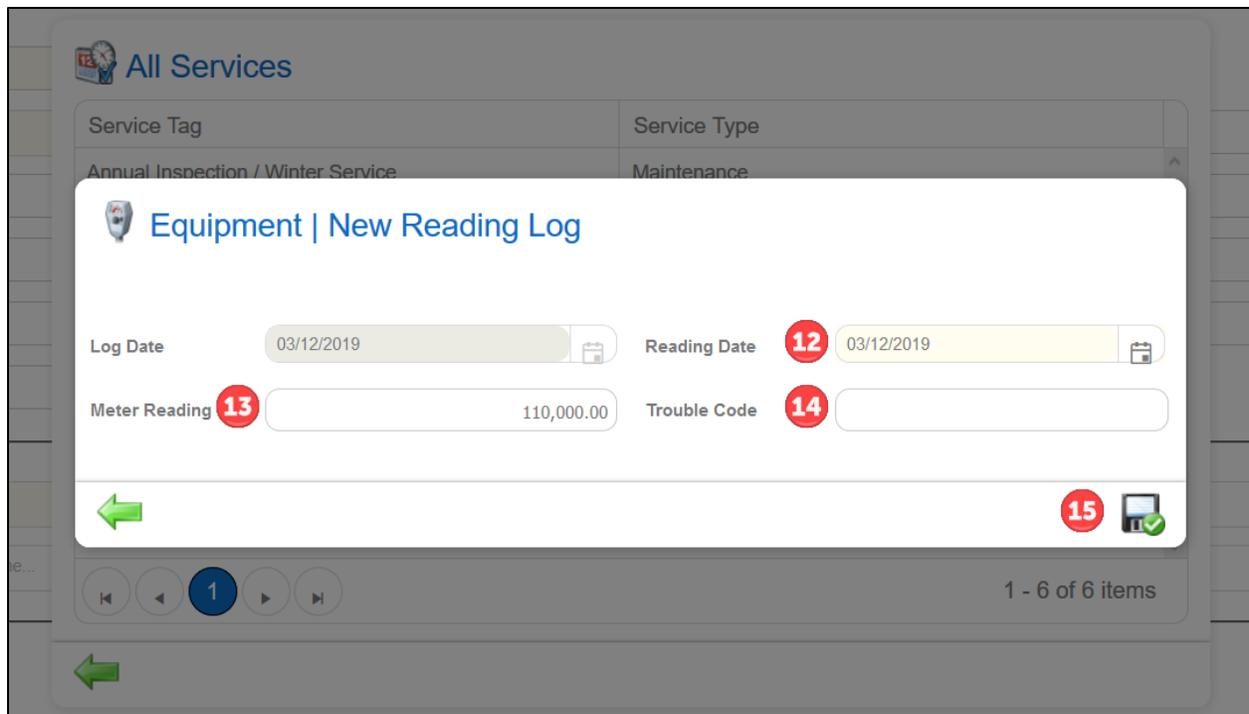7. Enter in the Service Cost.
8. Select your name as the Service Technician.
9. Enter in the Service Hours.
   Note: 1 hour is 1.0; 30 minutes is .5; 15 minutes is .25. Time is entered in a decimal formal.
10. Type in a comment if desired.
11. Press Save.

12. Pick the Reading Date.
13. Enter in the Meter Reading.
14. Enter in the Trouble Code if available.
15. Press Save.

16. Select on the Service Logs and your entry will be at the top.