

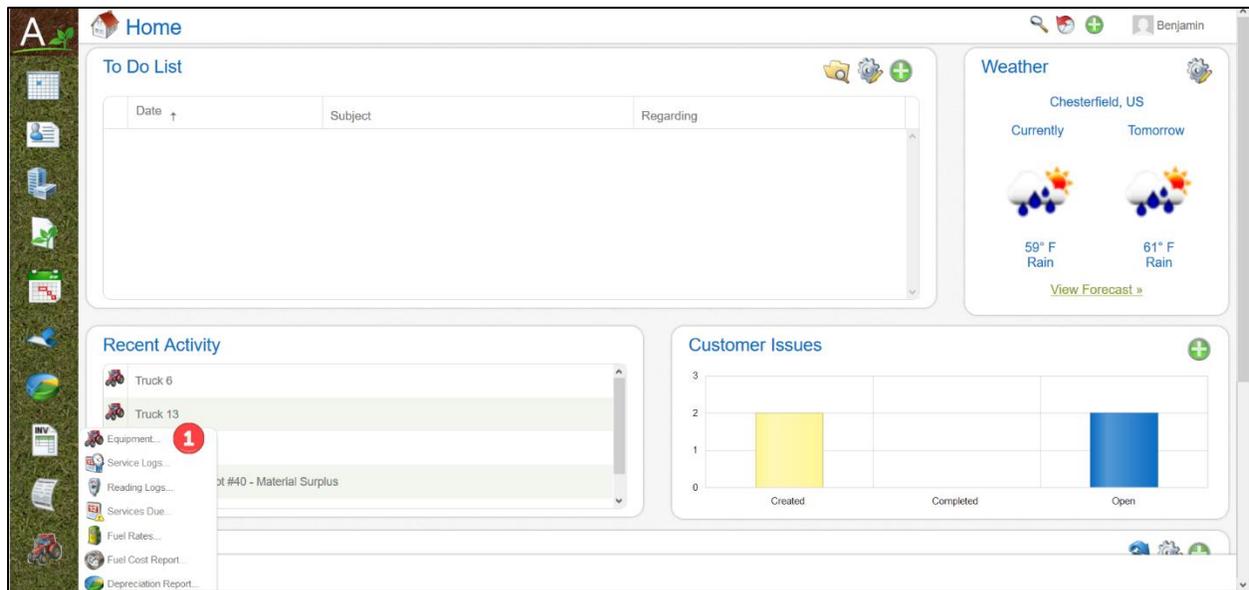
# Requesting and Performing as Needed Maintenance

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.

**Equipment** Benjamin

Search Equipment... Default [System]

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Description	Model	Model Year	Status	Size	Class	Add ...	View ...
<input type="checkbox"/>	Truck 6 <span style="color: red; font-weight: bold;">2</span>	F-350	1995	In Service	F-350	Truck		
<input type="checkbox"/>	Truck 8	F-350	1998	In Service	F-350	Truck		
<input type="checkbox"/>	Truck 12	F-250 Diesel	2000	In Service	F-250	Truck		
<input type="checkbox"/>	Truck 13	F-350	2000	In Service	F-350	Truck		
<input type="checkbox"/>	Truck 15	F-250 Diesel	2001	In Service	F-250	Truck		
<input type="checkbox"/>	Truck 16	F-650	2001	In Service	F-650	Truck		
<input type="checkbox"/>	Truck 17	F-350	2001	In Service	F-350	Truck		
<input type="checkbox"/>	Truck 18	F-350	2002	In Service	F-350	Truck		
<input type="checkbox"/>	Truck 20	F-250 Diesel	2003	In Service	F-250	Truck		
<input type="checkbox"/>	Truck 21	F-350	2003	In Service	F-350	Truck		
<input type="checkbox"/>	Truck 22	F-550	2003	In Service	F-550	Truck		
<input type="checkbox"/>	Truck 23	Ford F-150 Triton Engine	2003	In Service	F-150	Truck		

1 - 18 of 18 items

2. Select the vehicle that needs service

**Equipment | Truck 6 (In Service)**

Equipment Info

Description: Truck 6 Active

Equipment Model: F-350 Model Year: 1995

Purchased Price: \$48,000.00 Asset Number:

Estimated Purchase Price: \$0.00 Serial Number: 1FDKF37FXSEA76944

Warranty Days: 0 Engine Number: 7.3 L Diesel

Starting Mileage/Hours: 0

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Branch: Main Division: Maintenance 3

Property: Select One... Route: Todd's Test Route

- Purchase...
- Add Reading...
- Reset Readings...
- Add Service...
- View Services Due...
- Dispose...
- Delete Equipment...

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

Equipment | Truck 6 (In Service)

Equipment Info

Description

Equipment Model

Purchased Price

Estimated Purchase Price

Warranty Days

Starting Mileage/Hours

Branch

Property

### 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 <b>4</b>	Request Service

1 - 6 of 6 items



4. Select the Service Needed.

Equipment | Truck 6 (In Service)

### New Service Log | Change Oil - Truck 6

Add New Reading  **5**

Service Date **6** 03/12/2019  Service Technician **8** Bob Smith

Service Cost **7**  \$30.00 Service Hours **9**  0.50

Service Comment **10**

**11**

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.

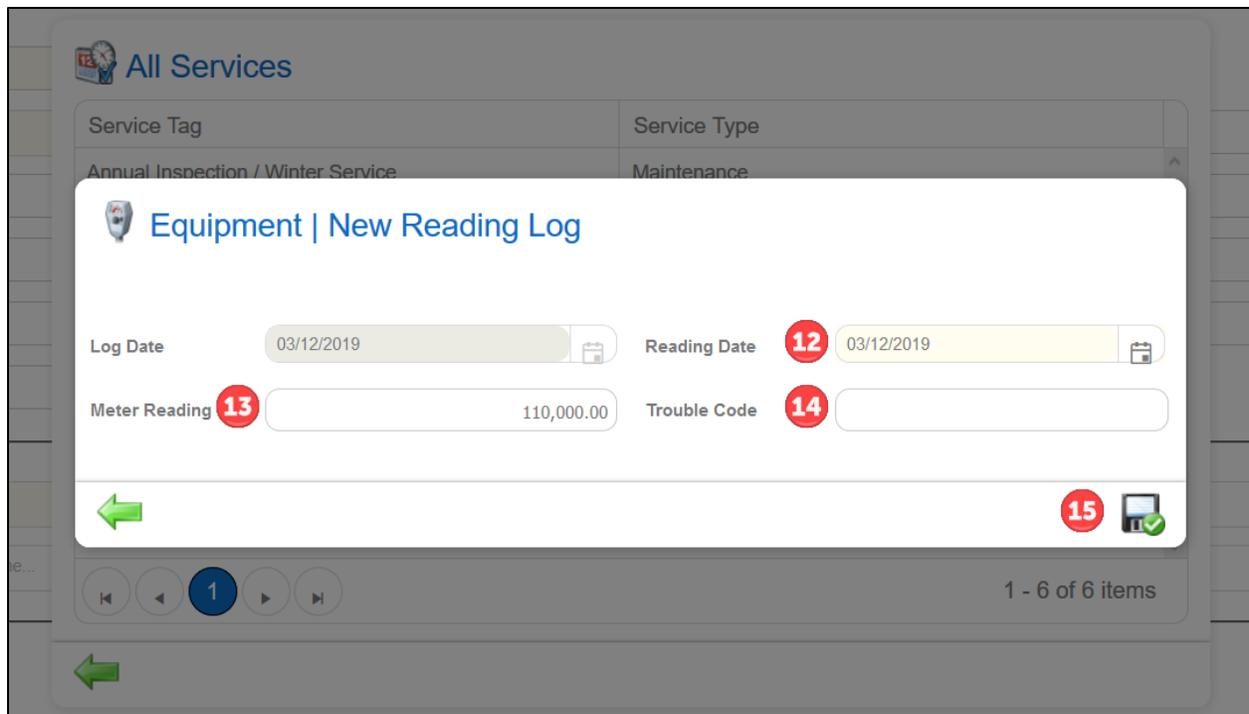
8. Select your name as the Service Technician.

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.

 **Equipment | Truck 6 (In Service)**

Equipment | Info

Description: Truck 6  Active

Equipment Model: F-350  Model Year

Purchased Price: \$48,000.00  Asset Number

Estimated Purchase Price: \$0.00  Serial Number

Warranty Days:  Engine Number: 7.3 L Diesel

Starting Mileage/Hours:

Reading Logs | Service Logs **16**

Service Tag	Service Date	Technician Name	Cost	Hours	Meter Reading	Created User Name	Branch	Division	Route
Change Oil	03/12/2019	Bob Smith	\$30.00	0.50	110,000.00	Benjamin Strohmeyer	Main	Maintenance	Todd's Test Route

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