Access

The Log Maintenance App is only available to authorised **trac**point users. To log in you will need:

- Company Name
- Username
- Password

If you do not have these, please speak to the **trac**point system administrator in your organisation.

Main Menu

LOG MAINTENANCE	will allow you to begin the process of recording a maintenance record for an asset.
HELP	will open a self-explanatory help menu to guide you on using the App.

Once you move past this initial screen, in every screen you will have access to 3 icons on the bottom.

Maintenance	Opens the Log Maintenance screens
Help	Displays the Help Menu
Sign out	Begins the Log Out process

Log Maintenance

Select Vehicle

Tap the "Select Asset" field, and either select from the dropdown list of your fleet, or begin typing to filter/select.

Type to record the location where the work is being done or tap the location icon to capture your current position (requires location services to be enabled on your device)

Log Maintenance

- The Reference cell allows you to enter a unique reference for the record of work – this is an optional cell
- Log the vehicle odometer, adding units km/mi/hrs if this is not already shown – note: if odometer units are already set this field cannot be changed (if units is set wrongly then please contact the **trac**point administrator).
- Choose the Maintenance Type
  - Full Service will automatically recalculate next service and safety check due unless you toggle off the relevant option(s)

o Safety Check will automatically recalculate next safety check due unless you toggle off
o Accident – another cell will appear. If accidents have been already recorded in **trac**point the reference(s) will appear, allowing you to make a selection.

Note – regardless of the Maintenance Type you choose, you can always toggle the Reset Service and Reset Safety Check on or off.

- Add comments – this is an optional cell

Defects

If defects have been previously recorded, they will be shown here, in order of priority.

Select any/all defects from the list to record that it has been corrected.

If no defects have been logged this screen will be blank.

Parts

To add a record of parts used, tap the and type the part name, the price, and the quantity.

More parts can be added by again tapping the button.

Note: a drop-down of parts previously entered for your organisation will appear – you may select from this drop-down or type your own entry.

You can edit your Parts at any time before the Maintenance Record is finally saved. Tapping the red cross will remove a record.

Labour

To add a record of labour, tap the and type the person's name, the date, the hourly cost, and the number of hours allocated.

More labour records can be added by again tapping the button.

Note: a drop-down of people previously entered for your organisation will appear – you may select from this drop-down or type your own entry.

You can edit your Labour at any time before the Maintenance Record is finally saved. Tapping the red cross will remove a record.

Summary

This will display a brief summary of the information you have entered. You may step back to previous screens if you wish to edit anything.

To save your maintenance log please choose **SUBMIT**. The information you have entered will now be sent to the **trac**point software.