

Working Documents

Learn how the upload, view and print documents

DOCUMENTS OVERVIEW

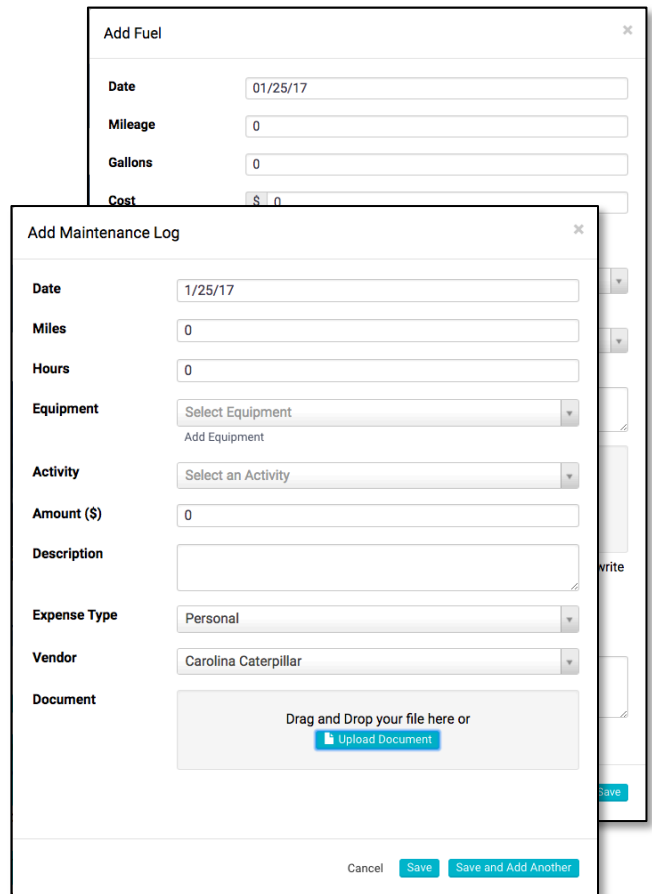
The system allow you to upload and track all sorts of documents. These documents can be receipts for service or fuel, warranty documents, manuals and reference material, before and after pictures of projects, purchase documents, insurance documents you name it.

Uploading Documents to Maintenance and Fuel Log Entries

When Entering or editing a maintenance or fuel entry you can add or delete a relevant document to that event such as a receipt. Photographs can also be uploaded if you wish. This comes in handy to upload a smart phone photo of a receipt rather than a scanned image.

You can also add notes about that document if desired.

NOTE: While you can upload all kinds of file formats including PDF, PNG and JPEG. JPEG and PNG are recommended as they are easier to view later.



The screenshot displays two overlapping forms. The top form is titled "Add Fuel" and contains fields for Date (01/25/17), Mileage (0), Gallons (0), and Cost (\$ 0). The bottom form is titled "Add Maintenance Log" and contains fields for Date (1/25/17), Miles (0), Hours (0), Equipment (Select Equipment), Activity (Select an Activity), Amount (\$) (0), Description, Expense Type (Personal), Vendor (Carolina Caterpillar), and a Document upload area with a "Drag and Drop your file here or Upload Document" button. At the bottom of the "Add Maintenance Log" form are buttons for "Cancel", "Save", and "Save and Add Another".

Viewing & Printing Maintenance and Fuel Log Documents


To locate a previously uploaded document for a maintenance or fuel entry simply navigate to the maintenance or fuel log and locate the entry you're looking for, then click on the document icon for that entry. A preview of your document will appear on the screen, if the document is a PDF it will appear in a new tab.

Maintenance Activities ? Help Learn More About the Maintenance Activities Page

Date Range: 1/25/16 - 1/25/17 All Search within selected date range Add NON-scheduled Activity Add Scheduled Activity

Date	Miles	Equipment	Activity	Vendor	Amount	Receipt	Expense Type
1/20/17	0	Generator	Clean and Check Battery Connections	Carolina Caterpillar	\$0.00		Personal
10/14/16	0	Yamaha 2	Change fuel / water separating filter	Self Service	\$49.99		Personal
4/15/16	0	Yamaha 1	Replace Spark Plugs	Self Service	\$27.50		Personal
4/15/16	0	Yamaha 2	Replace Spark Plugs	Self Service	\$27.50		Personal
3/8/16	0	Yamaha 1	Lube Gear Case	Self Service	\$10.00		Personal
3/8/16	0	Yamaha 2	Lube Gear Case	Self Service	\$10.00		Personal
2/18/16	0	Yamaha 1	Change Oil and Filter	Self Service	\$235.00		Personal
2/18/16	0	Yamaha 2	Change Oil and Filter	Self Service	\$235.00		Personal

Clicking the icon will produce the document which can be downloaded and printed if desired.



SOUTHWIND BOAT

Dashboard Maintenance

Maintenance Entry Mileage Fuel V

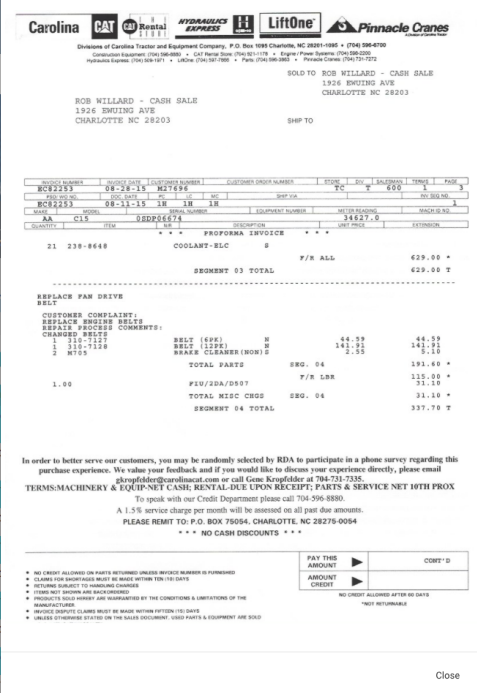
Maintenance Activities

Date Range: 1/25/16 - 1/25/17

Date	Miles	Equipment
1/20/17	0	Generator
10/14/16	0	Yamaha
4/15/16	0	Yamaha
4/15/16	0	Yamaha
3/8/16	0	Yamaha
3/8/16	0	Yamaha
2/18/16	0	Yamaha
2/18/16	0	Yamaha
2/12/16	0	Generator
2/11/16	0	Yamaha


FIRST PREV NEXT LAST

Carolina Cat 2.jpeg



Close

Welcome, Rob
Log Out | Account Settings



4
Maintenance Items
Will Be Due in
31-90 Days or
50 Hours

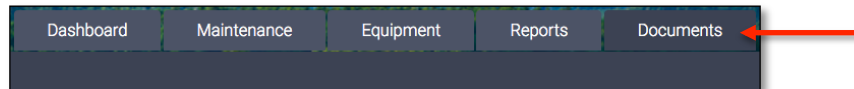
Scheduled Activity Add Scheduled Activity

Expense Type
Personal
Personal
Personal
Personal
Personal
Personal
Personal
Personal
Personal
Personal
Personal

SHOWING 25 50 100 ACTIVITIES

The Documents Page Tab

Under the documents tab you can upload any sort of document you want to keep track of. These documents are not connected to a specific maintenance or fuel log entry. You might put manuals and schematics here or photos. Each document uploaded gets assigned to a category. There are several categories already defined or you can create your own.



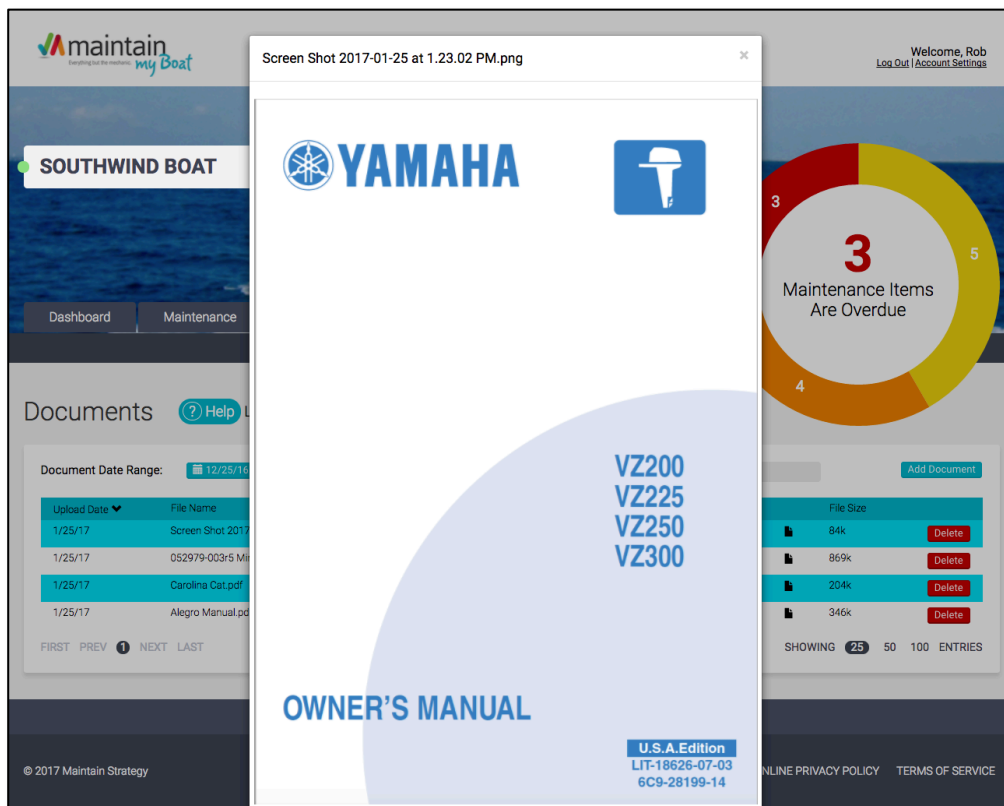
Documents [Help](#) Learn More About the Documents Page

Document Date Range: 12/25/16 - 1/26/17 All [Add Document](#)

Upload Date	File Name	Document Category	Document Notes	File Size	
1/25/17	Screen Shot 2017-01-25 at 1.23.02 PM.png	Documentation & Manuals		84k	Delete
1/25/17	052979-003r5 Mirage Installation with DSK.pdf	Warranty Documents		869k	Delete
1/25/17	Carolina Cat.pdf	Receipts		204k	Delete
1/25/17	Alegro Manual.pdf	Service & Repair Documents		346k	Delete

FIRST PREV **1** NEXT LAST SHOWING 25 50 100 ENTRIES

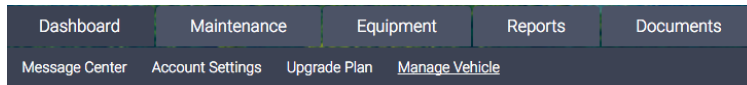
This "Documents View" works the same as the other views. Clicking the icon will produce the document which can be downloaded and printed if desired.



The screenshot shows the application interface with a document viewer overlay. The document is titled "Screen Shot 2017-01-25 at 1.23.02 PM.png" and displays the Yamaha logo and "OWNER'S MANUAL" for models VZ200, VZ225, VZ250, and VZ300. The background shows the "Documents" page with a table of documents and a "3 Maintenance Items Are Overdue" notification.

WARRANTY Documentation

Under the Dashboard Tab – “Manage Vehicle Option” you can enter specific information about any warranties you have for your vehicle. This becomes particularly important if there are maintenance requirements to keep your warranty valid. In addition to defining the specifics of your warranties. You can upload any documents for your warranties here as well.



Manage Vehicle: SouthWind Boat [? Help](#) Learn More About the Manage Vehicle Page

Vehicle Type: Boat
Make: Southwind

VIN: 8908080809
Year: 2012

Service Start Date: Sep 8, 2015
Model: SD2400

[Edit](#)


REGISTRATION [Edit](#)

License Plate: County: State: Expiration Date:

PURCHASE INFORMATION [Edit](#)

Purchase Date:
Price:
Interest Rate: %
Mileage at Purchase:
Purchased From:

WARRANTY [Add New Warranty](#)

Description	Provider	Contact Information	Start Date	Expiration Date	Notes	Docs
Dealer Warranty	South Marine	Bob Smith	4/12/12	4/12/17	This is for parts and workmanship only and it is transferable.	

[Add New Warranty](#)

In this section you can enter as many different warranties as you might have including the accompanying documentation. The same procedures in the other sections apply here. Click the document icon to review any previously uploaded document.