

Maintenance and Fuel log Overview

Learn how the maintenance and fuel log works

MAINTENANCE AND FUEL LOG OVERVIEW

The maintenance and fuel log are key functions in the system. They allow you to enter any maintenance or fuel purchases. These logs track costs, vendor information, mileage, and relevant documents. You can categorize entries so you can sort your information.

You're in control of your maintenance log. Once you've set up your schedule, the log tracks all maintenance and one-time tasks performed on your vehicle. Well-organized, printable reports allow you to see exactly what's happening with your vehicle immediately.

MAINTENANCE LOG

You can find the maintenance log on the "Maintenance" tab. It displays a summary of the information entered and allows you to sort it as you see fit. It's simple to use and clearly marked. Here are possible actions you may want to use:

Maintenance Activities [? Help](#) Learn More About the Maintenance Activities Page 24

Date Range: -

Date ▼	Miles	Equipment	Activity	Vendor	Amount	Receipt	Expense Type
9/28/16	0	Generator	Annual Oil Sample	Me	\$0.00		Personal
9/19/16	40,550	Diesel CAT C15 Engine	Engine Oil Sample - Obtain	Me	\$0.00		Personal
6/24/16	40,422	Diesel CAT C15 Engine	Replaced Belt Tensioners Belt tensioners were worn so they were replaced	Carolina Caterpillar	\$224.23		My Business LLC
6/16/16	40,422	CAT CX31 Transmission	Oil Filter (Transmission) -	Carolina Caterpillar	\$0.00		Personal

Sort Columns – Sort any column and choose a specific date range, if you wish. The system defaults to one year, but you can choose to view data over several years if you want to compare performance.

Search Fields – If you are looking for a specific item, just type in the keyword and the system searches all the fields in the log.

Add Activity – Use this button to add a log item for a completed maintenance activity on your schedule.

Add 1 Time Activity – Use this button to add a maintenance activity or project that isn't on your schedule, but you still want to track it. These might be a replacement of a major component or an upgrade.

Add Activity

Date – The date you perform the activity

Miles – The odometer reading on your vehicle when you perform the activity. If you are not tracking miles for this particular activity, leave it blank.

Hours – Enter the hours on the equipment when you perform the activity, such as on a generator or boat engine. If you're not tracking hours, leave it blank.

Equipment – Select or add the equipment you want to access.

Activity – Select the activity for your equipment from your schedule. If the activity you want to enter isn't on your schedule, add it using *"Add 1 Time Activity"*.

Amount – The amount you spent on service or parts.

Description – Any notes that make it easier for you to understand what was done to your vehicle.

Expense Type – Use this category to track expenses for business or tax purposes so the money you spend corresponds with your records.

Add Maintenance Log ✕

Date	<input type="text" value="1/24/17"/>
Miles	<input type="text" value="0"/>
Hours	<input type="text" value="0"/>
Equipment	<input type="text" value="Select Equipment"/> ▼ <small>Add Equipment</small>
Activity	<input type="text" value="Select an Activity"/> ▼
Amount (\$)	<input type="text" value="0"/>
Description	<input type="text"/>
Expense Type	<input type="text" value="Personal"/> ▼
Vendor	<input type="text" value="Carolina Caterpillar"/> ▼
Document	<div style="border: 1px solid #ccc; padding: 5px; text-align: center;">Drag and Drop your file here or Upload Document</div>

[Cancel](#) [Save](#) [Save and Add Another](#)

Add Activity

Vendor – Choose the vendor, supplier, or service provide that performed the maintenance activity, even if it’s you. If they aren’t in your database yet, add them by using the “*Add Vendor*” button.

Document – Upload a receipt, work order, or photo related to your maintenance activity. You can view or print it later if you need to. Accepted formats include JPEG, PDF, XLS, and more, however JPEG or PNG are the preferred formats.

Document Notes – Any notes specific to the document such as receipt or purchase order number.

Save and Add Another – this is a very useful feature when you are entering multiple items, such as a list of services performed by a mechanic. This button retains information such as the date and mileage from your last entry so you don’t have to re-enter them.

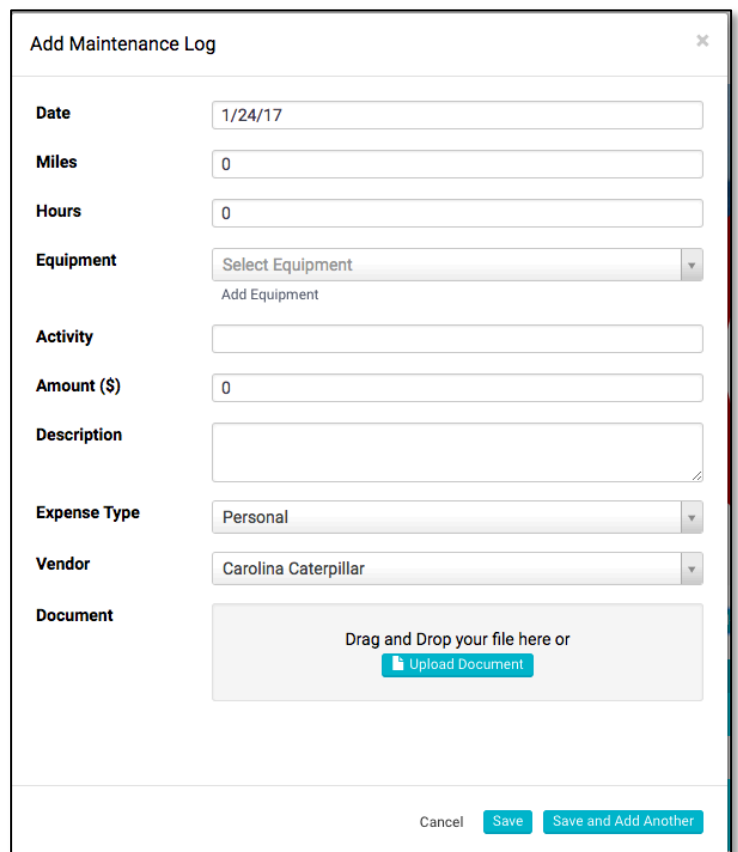
Add 1 Time Activity

Add NON-scheduled Activity

This button on the Maintenance Log screen allows you to enter an activity that is not part of your schedule.

Use it to track one-time activities such as an appliance upgrade or component replacement.

You can also upload documents and/or photos if you wish.



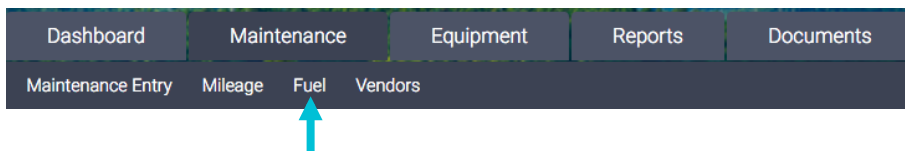
The screenshot shows a form titled "Add Maintenance Log" with a close button (X) in the top right corner. The form contains the following fields:

- Date:** 1/24/17
- Miles:** 0
- Hours:** 0
- Equipment:** Select Equipment (dropdown menu) with a link "Add Equipment" below it.
- Activity:** (empty text field)
- Amount (\$):** 0
- Description:** (empty text area)
- Expense Type:** Personal (dropdown menu)
- Vendor:** Carolina Caterpillar (dropdown menu)
- Document:** A grey box with the text "Drag and Drop your file here or" and a blue "Upload Document" button.

At the bottom of the form, there are three buttons: "Cancel", "Save", and "Save and Add Another".





FUEL LOG

The Fuel log is where you can track your fuel purchases which can be very useful in understanding your fuel efficiency overtime. As we all know there are several factors that go into how much fuel you are consuming including whether or not you are keeping your equipment well maintained.



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Date Range: 01/24/16 – 01/25/17 [Log Fuel](#)

Date	Mileage	Gallons	Cost	Fill Up	Cost / Gallon	MPG	Notes	Receipt	Vendor
11/07/16	42,335	107.42	\$241.58	<input checked="" type="checkbox"/>	2.25	5.55	This was the day We had the air hose failure		Flying J
11/02/16	41,739	113.12	\$281.55	<input checked="" type="checkbox"/>	2.49	5.96			Pilot
10/24/16	41,065	70.22	\$164.96	<input checked="" type="checkbox"/>	2.35	10.38			Pilot
06/05/16	40,336	93.29	\$204.22	<input checked="" type="checkbox"/>	2.19	6.1			Pilot
03/21/16	39,767	87.39	\$194.16	<input checked="" type="checkbox"/>	2.22	5.14			Loves
03/16/16	39,310	76.79	\$169.73	<input checked="" type="checkbox"/>	2.2	5.22			Loves

Sort Columns – Sort any column and choose a specific date range, if you wish. The system defaults to one year, but you can choose to view data over several years if you want to compare performance.

Search Fields – If you are looking for a specific item, just type in the keyword and the system searches all the fields in the log.

Log Fuel – Use this button to enter a new fuel purchase entry.

Receipt Column – If this icon appears, it indicates there is a document attached to the entry. Click on the icon to view the document.

Log Fuel

Date – The date you fueled your vehicle.

Mileage – (Non boat vehicles) The odometer reading on your vehicle at fill-up time.

Gallons – The gallons indicated on the pump when you filled up.

Cost – The cost of your fill-up. The system calculates your MPG based on the dollar amount and gallons.

Fill Up – **Important** - For accurate readings you must indicate whether you filled your tank, or not. Otherwise the system cannot calculate your MPG or update your log correctly.

Expense Type – If you differentiate expense for your vehicle for business or tax purposes, specify the expense category.

Vendor - Select the fueling station you used. If it is not in your database, use the "Add Vendor" button.

Notes – Any notes you may wish to record.

Document – Upload a receipt, work order, or photo related to your maintenance activity. You can view or print it later if you need to. Accepted formats include JPEG, PDF, XLS, and more, however JPEG or PNG are the preferred formats.

Document Notes – Any notes specific to the document such as receipt or purchase order number.

Add Fuel
✕

Date

Mileage

Gallons

Cost

Fill Up

Expense Type

Personal

Add Expense Type

Vendor

Carolina Caterpillar

Add Vendor

Notes

Document

Drag and Drop your file here or

📎 Upload Document

Uploading a new document when one already exists will overwrite the current document. (There can only be one document per entry.)

Document Notes

Delete

Cancel

Save