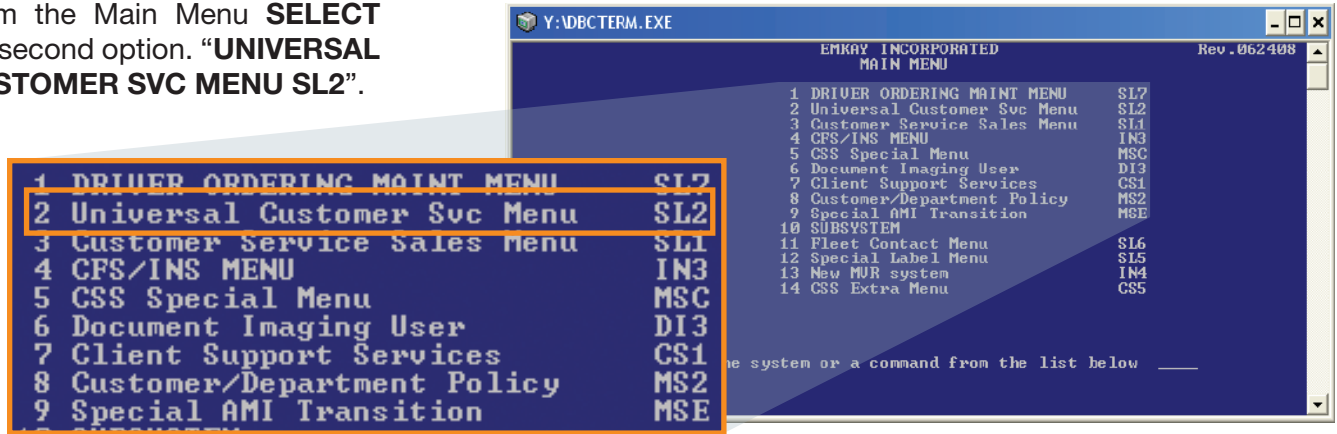




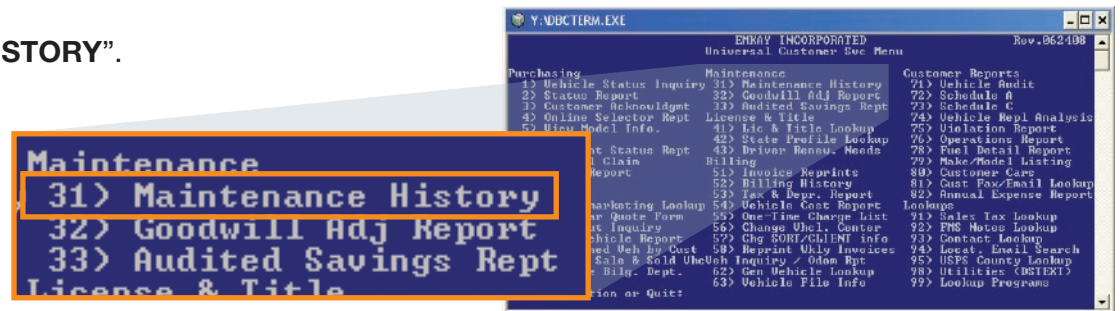
HOW TO PULL A MAINTENANCE HISTORY REPORT

HOW TO PULL A MAINTENANCE HISTORY REPORT

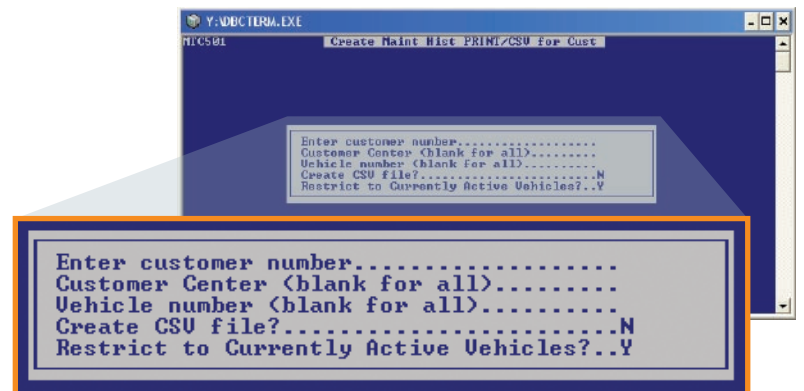
- 1** From the Main Menu **SELECT** the second option. “**UNIVERSAL CUSTOMER SVC MENU SL2**”.



- 2** **SELECT** number 31 “**MAINTENANCE HISTORY**”.



- 3** Next you will input the **CUSTOMER NUMBER** you wish to have the Maintenance History pulled for. Further parameters can also be inputted such as a **CENTER NUMBER** (to pull history only for vehicles in that center), a specific **VEHICLE NUMBER** (to pull only that unit's history); or, press **<ENTER>** through both fields to pull for the customers entire fleet. If an Excel version will be needed, input “**Y**” for the CSV file prompt, and finally if this should **REFLECT ONLY VEHICLES CURRENTLY IN SERVICE** input “**Y**”, other input “**N**” for a complete history. Press **<ENTER>** once all fields are complete.



HOW TO PULL A MAINTENANCE HISTORY REPORT

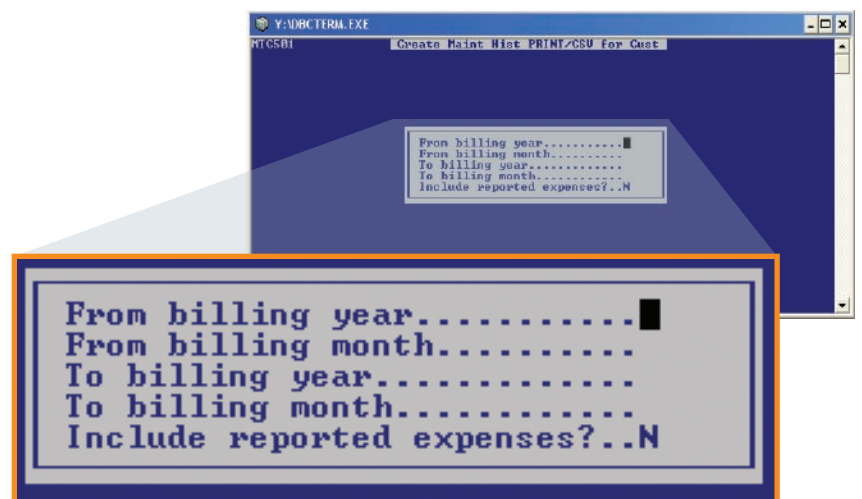
4 A box will then appear in which you can **SELECT** the time period you wish to pull the data for.



5 If you **SELECT** “**SPECIFIED DATE RANGE**” input the month, day, and year (MMDDYY) that the report should **START** pulling data for and press **<ENTER>**. Then input the month, day, and year (MMDDYY) that the report should **STOP** pulling data for and press **<ENTER>**. Leaving these fields blank will pull an entire maintenance history for the customer.



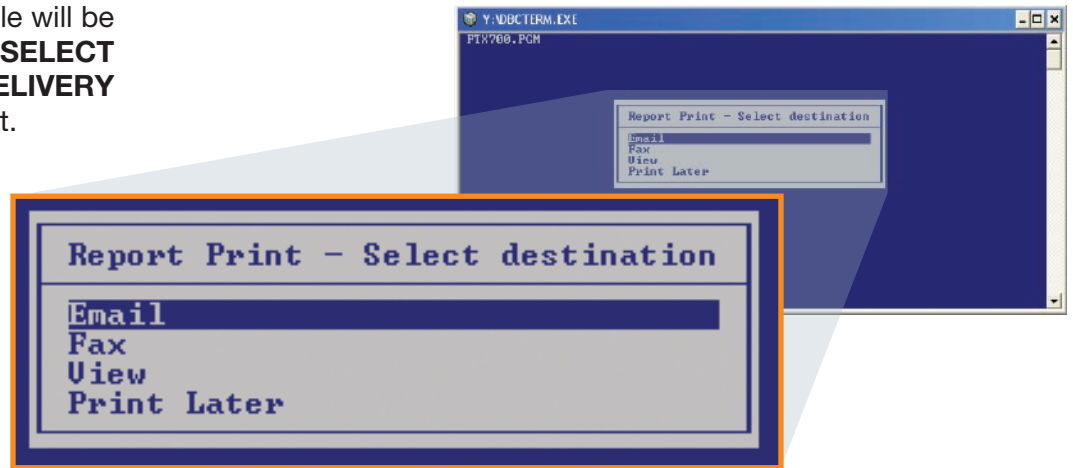
6 If you selected “**SPECIFIED BILLING MONTH**” input the **YEAR (YY)** and **MONTH (MM)** for the billing cycle the report should **START** and **STOP** capturing data for. Some clients provide history of work they have paid themselves. If these expenses should also be included in the history, input “**Y**” to include **REPORTED EXPENSES**, and if only what was billed back to the client is desired input “**N**” and press **<ENTER>**.



HOW TO PULL A MAINTENANCE HISTORY REPORT



Once finished, a spool file will be created and you can **SELECT** the **APPROPRIATE DELIVERY METHOD** for your report.



NOTES