**Definitions:**

**Maintenance: (services)**Two types: Scheduled and Reparation
Scheduled – automatic when you close it, it automatically renews (oil change)
Reparation – to know each vehicle cost (changing light)
**Fuel:** manual (without a sensor)
**Policies:** legal documents (mechanic, car license, insurance, etc…) to be imported manually with their fees
**Infractions:** over speed tickets

**Setup:**

Vehicles: to choose vehicles that are included in fleet management
Service Types: to create services needed for the vehicles. (by default there are certain types)
Add new: interval of each policy (example 30 days)
Threshold: reminder on how many days or km before (it takes whatever comes first)
Recurrent: repeat
In edit: choose vehicle type and the max capacity
Suppliers: add company’s suppliers (make sure to know if it is a policy or service)

**Maintenance options:**

Maintenances: choose vehicles and check which are achieved and which are pending.
Edit: Add a comment and accounting section to add invoice information. (Make sure that everything is correct before pressing achieved, since it will be disabled)

**Fuel:**

Import them all together or add them on-by-one
Make sure that you added the supplier in setup before going to fuel
Make sure that you also added the capacity before going to fuel

**Infractions:**

From ISF website (under construction)

**Accounting:**

Straightforward