

# Vehicle Maintenance



Keep track of you scheduled and unscheduled maintenance in one place. PestaRoo supports an unlimited number of vehicles, with any number of maintenance, cost, and note records each. Alerts for upcoming maintenance are also supported.

## Overview

Whether you have one vehicle or a fleet, you need to keep track of the maintenance records for each. Everything from oil changes, mileage, repairs, or other maintenance should be tracked for each vehicle. With PestaRoo, this is quick and easy, and all in one place.

## Adding a Vehicle

To enter or view your first vehicle, go to Home Page >> Edit Value Lists... >> Vehicles.

From this screen you can see all of your Vehicles. To add a new vehicle, click the 'New' button at the top. Type in a **Name**, **Year**, **Make**, **Model**, and **VIN**. You can use the **Notes** field to put additional information.

## Sell a Vehicle?

From the Vehicle Value List, change its **status** to "No Longer With Company". This will make all the major fields turn gray, indicating it is no longer current. You should not delete a record that you sell, because this will delete all the associated maintenance records that you may want someday for a comparison.

From the Vehicle Value List you can 'Show All' or 'Show Only Current' vehicles.

## Entering Maintenance Records

From the Vehicle Value List click on the blue triangle or the 'edit' button for the correct vehicle. This takes you to Vehicle Data Entry where you'll enter Maintenance records by clicking on the "+" button and entering the information.

Below the maintenance portal are fields for the count of records and total of the cost.

To select a different vehicle for maintenance records you can return to the Vehicles value list with a single click.

## Alerts

Vehicles are supported by PestaRoo's Alert system. To create a new Alert, click on the Yellow Triangle.

## Repeating Alerts

From Vehicle Data Entry, click on the 'Alert' tab. The button 'Repeats' opens a new window where you can create a new Repeating Alert record. A Repeating Alert for scheduled oil changes is a typical use.

## Summary

Like many things in PestaRoo, Vehicle Maintenance is very transparent and easy, yet powerful.