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Maintenance Detail Report

Create detailed maintenance reports for a specific date range and review line item details of individual maintenance transactions.

- Select Fleet Reports from the Reporting tab of the main menu
- Select the Expenses tab and choose Maintenance Detail Report
- Input the desired date range and select Run Report
- Once generated, the fields in the report can be reordered or removed from the report by selecting Select Columns from the purple header
- If needed, narrow your search by year, make, model, cost center, voucher number or billing date by selecting Show Advanced Filters from the header
- To download the report into Excel, select the cloud with the downward facing arrow from the right side of the purple header

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Maintenance Approvals

Review and approve all pending maintenance requests quickly and easily.

- Select Account from the main menu
- Select the Customization tab and choose Approve Your Maintenance Repairs
- By choosing Review/Approve from the actions column you can view pending maintenance for a specific vehicle
- Input your name as the approver
- Review all details to the request and choose which services you would like to approve

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Vehicle Number	Date ψ	Model Year	Vehicle Make	REVIEW / APPROV	/E First Name
Vehicle Number 945577	Date↓ 12/07/2021	Model Year 2019	Vehicle Make CHEVROLET	REVIEW / APPROV	First Name BERNARD
Vehicle Number 945577 T04884	Date ↓ 12/07/2021 01/13/2021	Model Year 2019 2008	Vehicle Make CHEVROLET FORD	REVIEW / APPROV	First Name BERNARD UNASSIONED

Review and Approve

Cause		Other					
Authorization	Status	Approved					
LABOR	Fuel Pump		2.80	\$119.00	\$333.20	. 1	\$333.2
RECOMMEND	ED BY EMKAY						
Service Code		Powertrain Management > Fuel Delivery and Air Induction > Fuel Pump					
Correction		Replace					
Cause		Other					
Authorization	Status	Approved					
PART	Fuel Pump				\$417,49	1	\$417.4
RECOMMEND	ED BY EMKAY						
Service Code		Powertrain Management > Fuel Delivery and Air Induction > Fuel Pump					
Part Name		Fuel Pump					
Part Number		6C2Z9H3078A					
Manufacturer							
Cause		Other					
Authorization	Status	Approved					
LABOR	Gasoline Fuel Filter		0.70	\$119.00	\$83.30	1	\$83.30
RECOMMEND	ED BY EMKAY						
Service Code		Preventative Maintenance > Gasoline Fuel Filter					
Correction		Replace					

Preferred Shop Locator

Minimize your maintenance spend by utilizing EMKAY's vast network of Preferred Vendors.

- Select Account from the main menu
- Select the Tools tab and choose Preferred Shop Locator
- Search for preferred shops by zip code or city and state
- Gain access thousands of shop names, addresses, phone numbers and directions



Driver 360 App

- Select maintenance tab
- Choose from an array of maintenance options including viewing the eVoucher, requesting roadside assistance, and scheduling an appointment.

