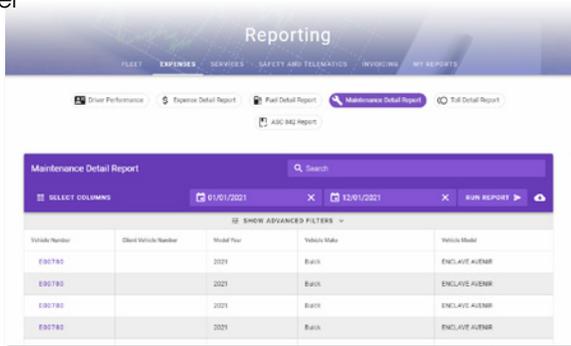




Maintenance Detail Report

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

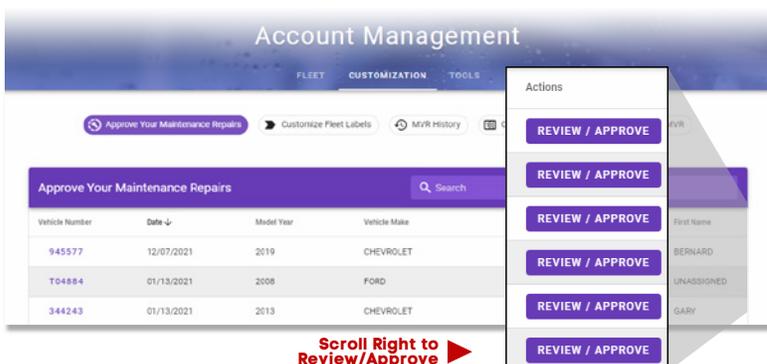
- Select Fleet Reports from the Reporting tab of the main menu
- Select the Expenses tab and choose Maintenance Detail Report
- Input the desired date range and select Run Report
- Once generated, the fields in the report can be reordered or removed from the report by selecting Select Columns from the 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



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



Scroll Right to Review/Approve

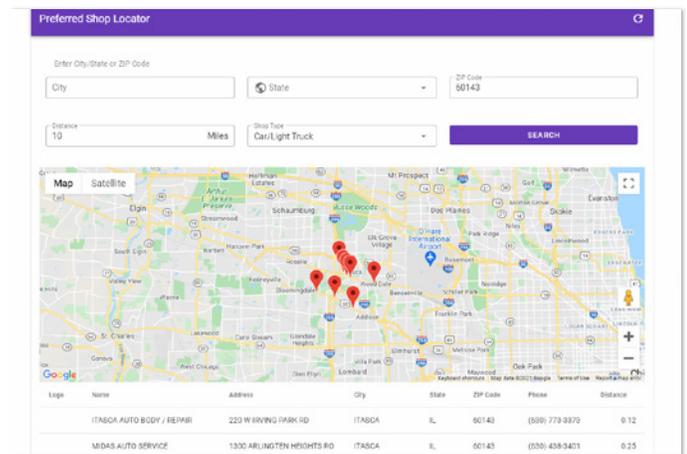
Review and Approve

Service Code	Diagnosis	Quantity	Unit Price	Material Price	Hourly Rate	Amount
LABOR Fuel Pump	Diagnosis/Repair	2.00	\$119.00	\$333.20	1	\$333.20
RECOMMENDED BY EMKAY						
Service Code	Powertrain Management > Fuel Delivery and Air Induction > Fuel Pump					
Correction	Replace					
Cause	Other					
Authorization Status	Approved					
FART Fuel Pump		--	--	\$417.49	1	\$417.49
RECOMMENDED BY EMKAY						
Service Code	Powertrain Management > Fuel Delivery and Air Induction > Fuel Pump					
Part Name	Fuel Pump					
Part Number	6C229H307BA					
Manufacturer	Other					
Cause	Other					
Authorization Status	Approved					
LABOR Gasoline Fuel Filter		0.70	\$119.00	\$83.30	1	\$83.30
RECOMMENDED 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.

