

# Maintenance Setup

Maintenance reports and alerts are an easy way to keep track of necessary maintenance such as oil changes and tire rotations.

- 1 Log in to your Customer Portal and from the Map page click 'Maintenance'.
- 2 On the left menu bar select 'Set Up Reminders' and choose the tracker you would like to set a reminder for in the drop-down menu.
- 3 Once you are on the Set Up Reminders page, click the button that says 'Add New Reminder'.
- 4 Enter all information for your New Service Reminder
  - **Tracker:** This is the tracker you are setting the reminder for
  - **Current Odometer (miles):** Current vehicle mileage reading
  - **Service Type:** Select which type of service you are setting the reminder for. Once you select this there will be additional Service Type specific information to fill out in the second section.
  - **Type of Reminder:** You can select from Time, Mileage, or Hour based reminders.
- 5 Add any email addresses or phone numbers that you would like to send the notification to.
  - **Tip:** These do NOT have to be Linxup Users—feel free to add your favorite mechanic's email address!
- 6 Click 'Save' and your new Maintenance Alert is all set up!

