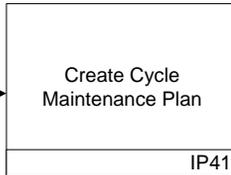


FM3-Preventive Maintenance Planning



PM – Fleet Coordinator

Establish Vehicle Maintenance Plan for a new vehicle, to track new maintenance procedures, or to meet a new mandate by a governing authority



Maintenance Plan has been started. Business Process Planned and Unplanned Maintenance Process will begin

Please see Description Page for further information on Maintenance Plan benefits

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Maintenance Cycle Plans can be established as a counter or time based plan.

- **Time based plans** will begin a count-down for the next due maintenance. Once the appropriate amount of time has passed, as set in the Maintenance Plan, a maintenance notification will be automatically generated.
- **Counter plans** must have a beginning value and will use counters to determine the next due maintenance. All counter plans defined by OPTFM will use odometer for the counter. However, new maintenance plans may use other metrics.
- **Imports from the Fuel Card Interface** as well as manual entries by the PM – Maintenance Planner/Scheduler will be totaled by the system and will generate maintenance notifications once the threshold is reached.
- Once maintenance notifications are generated by the Maintenance Plan, the Planned and Unplanned Maintenance Process will begin.