



# Xcelerate User Guide

Introduction to Maintenance Approvals





# Introduction to Maintenance Approvals

This user guide provides a guided tour of Maintenance Approvals in Xcelerate.

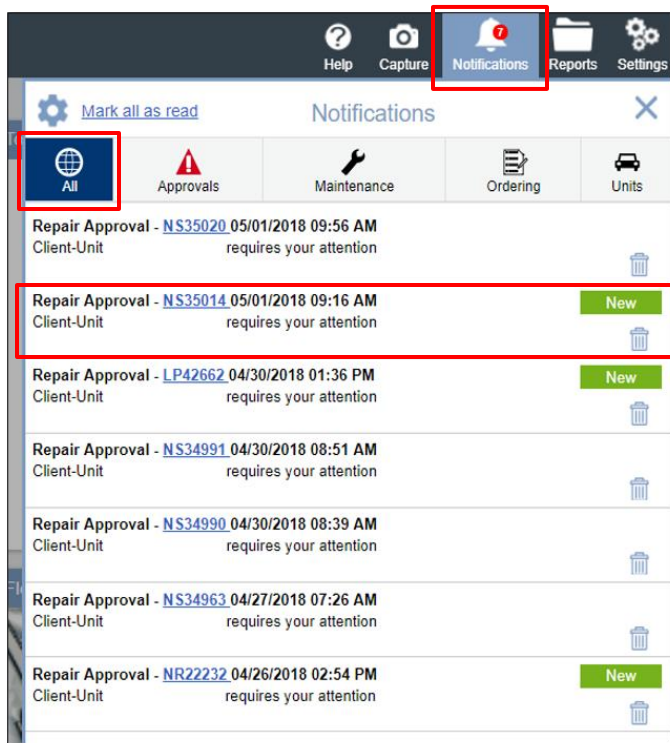
- [Accessing Your Maintenance Approvals](#)
- [Navigating the Maintenance Approvals Page](#)
- [Enhanced Maintenance Approval Emails](#)

## Accessing Your Maintenance Approvals

You can access your maintenance approvals through **Notifications**, **Extended Search** and **Vehicle Driver Detail (VDD)**.<sup>1</sup>

**Notifications** – Click on the Notifications icon in the upper right-hand corner of Xcelerate and your approvals queue will appear under the All tab.<sup>2</sup>

- The number (red bubble) over the Notifications icon indicates the number of New approvals in your queue.
- An approval is New if it has not been clicked/viewed.
- An approval will automatically clear from your queue once it has been responded to.
- Click on the approval to view details and respond.



<sup>1</sup>. For “over-limit” repairs that exceed your repair authorization policy.

<sup>2</sup>. The Approvals tab will take you to a search page where you can search/view previous approvals. If this tab does not appear, security access for Maintenance Approvals has not been granted. Contact your FPS representative for access.

**Extended Search** – Using Extended Search, select the Maintenance tab in the upper right-hand corner and your approvals queue will appear under the Approval Status column.

The screenshot shows the 'Maintenance' tab in a software application. The interface includes a search bar at the top with 'Extended' selected. Below the search bar, there are input fields for '9500', 'Authorization Number', 'Related To', and 'Status'. A table of search results is displayed below, with columns for 'Authorization Number', 'Related To', 'Repair Date', 'Status', 'Approval Status', 'Amount', 'Unit Number', 'Current Breakdown', and 'Driver Last Name'. The 'Approval Status' column is highlighted with a red box, showing 'Approval Required' for the first two rows.

| Authorization Number    | Related To | Repair Date           | Status     | Approval Status   | Amount    | Unit Number           | Current Breakdown | Driver Last Name           |
|-------------------------|------------|-----------------------|------------|-------------------|-----------|-----------------------|-------------------|----------------------------|
| <a href="#">NS35690</a> |            | 2018-06-01 16:32:00.0 | EXCEPTION  | Approval Required | \$ 307.55 | <a href="#">00041</a> | 01-00-000         | <a href="#">VEHICLWE</a>   |
| <a href="#">NS35455</a> |            | 2018-05-24 08:01:00.0 | EXCEPTION  | Approval Required | \$ 45.95  | <a href="#">12570</a> | 04-00-000         | <a href="#">UNASSIGNED</a> |
| <a href="#">NS35453</a> |            | 2018-05-23 16:40:00.0 | AUTHORIZED |                   | \$ 59.95  | <a href="#">00307</a> | 00-00-000         |                            |
| <a href="#">NS35452</a> |            | 2018-05-23 16:16:00.0 | EXCEPTION  |                   | \$ 85.95  | <a href="#">00307</a> | 00-00-000         |                            |
| <a href="#">NR90421</a> |            | 2018-05-17 00:00:00.0 | EXCEPTION  |                   | \$ 150.00 | <a href="#">10041</a> | 01-01-000         | <a href="#">UNASSIGNED</a> |
| <a href="#">NR85825</a> |            | 2018-05-17 00:00:00.0 | OPEN       |                   | \$ 70.00  | <a href="#">10041</a> | 01-01-000         | <a href="#">UNASSIGNED</a> |

**Vehicle Driver Detail (VDD)** – From the VDD page, select the Maintenance tab and your approvals for that unit will appear under the Approval Status column.

Home
 Vehicles
 Drivers
 Service Cards
 Analysis

Email
 Print
 Expand

2016 RAM PROMASTER 15
 

ACTIVE

BENTON County

Client Number:

Breakdown Name: No Data Available

Breakdown:

VIN: :

ODO

43,431 MI

Source: Most Recent - Fuel

Date: 03/19/2018

Show Estimated odometer

POOL 1405 VEHICLE

Primary

ACTIVE

BENTON County

Client Number:

Breakdown Name: No Data Available

Breakdown:

Phone:

Multiple Vehicles (43)

Information

Driver Quote

Change History

Driver History

Driver Reported Odometer

Plate History

Odometer History

Billing

Services

Maintenance

PM Schedule

Fuel

Equipment

MORE [3]

Display Unavailable

Maintenance

Export to Excel

Vehicle Number:

Driver Name:

Vehicle: 2016 RAM PROMASTER 15

Breakdown:

By Occurrence

By Category

By Category Detail

By Recall

By Goodwill Warranty Claim

| Repair Date | Charge Reference Number | Status     | Approval Status   | Authorization Number | Odometer   | Parts    | Labor  | Taxes  | Total Invoice Amount | Service Card Number | Supplier Name           |
|-------------|-------------------------|------------|-------------------|----------------------|------------|----------|--------|--------|----------------------|---------------------|-------------------------|
| 31 May 2018 |                         | EXCEPTION  | Approval Required | NS35613              | 0 Mi       | \$0.00   | \$0.00 | \$0.00 | \$14.00              | 00500256615365      | Anywhere Usa            |
| 31 May 2018 |                         | EXCEPTION  | On Hold           | NS35609              | 0 Mi       | \$0.00   | \$0.00 | \$0.00 | \$150.00             | 00500256615365      | Road America Motor Club |
| 29 May 2018 |                         | EXCEPTION  | Approval Required | NS35551              | 123,456 Mi | \$331.94 | \$0.00 | \$0.00 | \$990.63             | 00500256615365      | Freeway Ford            |
| 29 May 2018 |                         | EXCEPTION  | Approval Required | NS35548              | 0 Mi       | \$0.00   | \$0.00 | \$0.00 | \$95.65              | 00500256615365      | Anywhere Usa            |
| 29 May 2018 |                         | EXCEPTION  | Approval Required | NS35547              | 0 Mi       | \$0.00   | \$0.00 | \$0.00 | \$25.65              | 00500256615365      | Discount Tire           |
| 29 May 2018 |                         | EXCEPTION  | On Hold           | NS35544              | 0 Mi       | \$0.00   | \$0.00 | \$0.00 | \$857.58             | 00500256615365      | Anywhere Usa            |
| 24 May 2018 |                         | EXCEPTION  | Submitted         | NS35457              | 0 Mi       | \$0.00   | \$0.00 | \$0.00 | \$370.95             | 00500256615365      | Discount Tire           |
| 11 May 2018 |                         | EXCEPTION  | Submitted         | NS35194              | 0 Mi       | \$0.00   | \$0.00 | \$0.00 | \$5,385.81           | 00500256615365      | Discount Tire           |
| 11 May 2018 |                         | EXCEPTION  | Submitted         | NS35185              | 0 Mi       | \$0.00   | \$0.00 | \$0.00 | \$5,126.45           | 00500256615365      | Discount Tire           |
| 11 May 2018 |                         | AUTHORIZED | Submitted         | NS35184              | 0 Mi       | \$0.00   | \$0.00 | \$0.00 | \$29,354.36          | 00500256615365      | Freeway Ford            |
| 10 May 2018 |                         | EXCEPTION  | Approval Required | NS35168              | 0 Mi       | \$0.00   | \$0.00 | \$0.00 | \$25.95              | 00500256615365      | Discount Tire           |
| 09 May 2018 |                         | AUTHORIZED | Submitted         | NS35148              | 0 Mi       | \$0.00   | \$0.00 | \$0.00 | \$0.00               | 00500256615365      | Discount Tire           |
| 06 May 2018 |                         | EXCEPTION  | Approval Required | NS35147              | 0 Mi       | \$0.00   | \$0.00 | \$0.00 | \$500.60             | 00500256615365      | Discount Tire           |

[Back to main menu](#)

## Navigating the Maintenance Approvals Page

Clicking on an approval request will open the Maintenance Approvals page for that particular repair. Click on any one of these features to learn more:

1. [Submit](#)
2. [Hold](#)
3. [Ask Question](#)
4. [Cancel](#)
5. [Show Comments](#)
6. [Maintenance History](#)
7. [Supplier Details](#)

**Maintenance Approvals**

Unit: Vehicle: 2016 RAM PROMASTER 15  
 VIN:   
 Client Number:   
 Breakdown:   
 Authorization Number:   
 Replacement Vehicle: No Data Available  
 MIS: 17  
 Lease Term: 60 Months  
 Book Value: \$23,096.61  
 ODO: 123,456  
 Source: Maintenance  
 Date: 05/29/2018  
 Driver Name:   
 Employee ID:   
 Client Number:   
 Breakdown:   
 Phone Number:

Total Requested: \$990.63 Savings: \$0.00

1 Submit 2 Hold 3 Ask Question 4 Cancel 5 Show Comments

| Action                                      | Component                  | Total Cost | Complaint   | Cause | Correction         | Quantity | Unit Price | Parts Price | Labor  | Date Recorded      |
|---------------------------------------------|----------------------------|------------|-------------|-------|--------------------|----------|------------|-------------|--------|--------------------|
| <input checked="" type="checkbox"/> Approve | FRONT DISC BRAKE JOB       | \$658.69   | ROAD HAZARD |       | PREVENTATIVE MAINT | 1        | \$658.69   | \$658.69    | \$0.00 | 05/29/2018 3:38 PM |
| <input checked="" type="checkbox"/> Approve | NEW TIRE ALL SEASON RADIAL | \$152.69   | BLISTERED   |       | REPLACE NEW        | 1        | \$152.69   | \$152.69    | \$0.00 | 05/29/2018 3:42 PM |
| <input checked="" type="checkbox"/> Approve | BALANCE TIRES              | \$26.56    | ACT-OF-GOD  |       | SERVICE            | 1        | \$26.56    | \$26.56     | \$0.00 | 05/29/2018 3:42 PM |
| <input checked="" type="checkbox"/> Approve | NEW TIRE ALL SEASON RADIAL | \$152.69   | BLISTERED   |       | REPLACE NEW        | 1        | \$152.69   | \$152.69    | \$0.00 | 05/29/2018 3:42 PM |
| <input checked="" type="checkbox"/> Approve | RECORD TREAD DEPTH 32NDS   | \$0.00     | INSPECTION  |       | INSPECT            | 1        | \$0.00     | \$0.00      | \$0.00 | 05/29/2018 3:42 PM |
| <input checked="" type="checkbox"/> Approve | RECORD TREAD DEPTH 32NDS   | \$0.00     | INSPECTION  |       | INSPECT            | 1        | \$0.00     | \$0.00      | \$0.00 | 05/29/2018 3:42 PM |

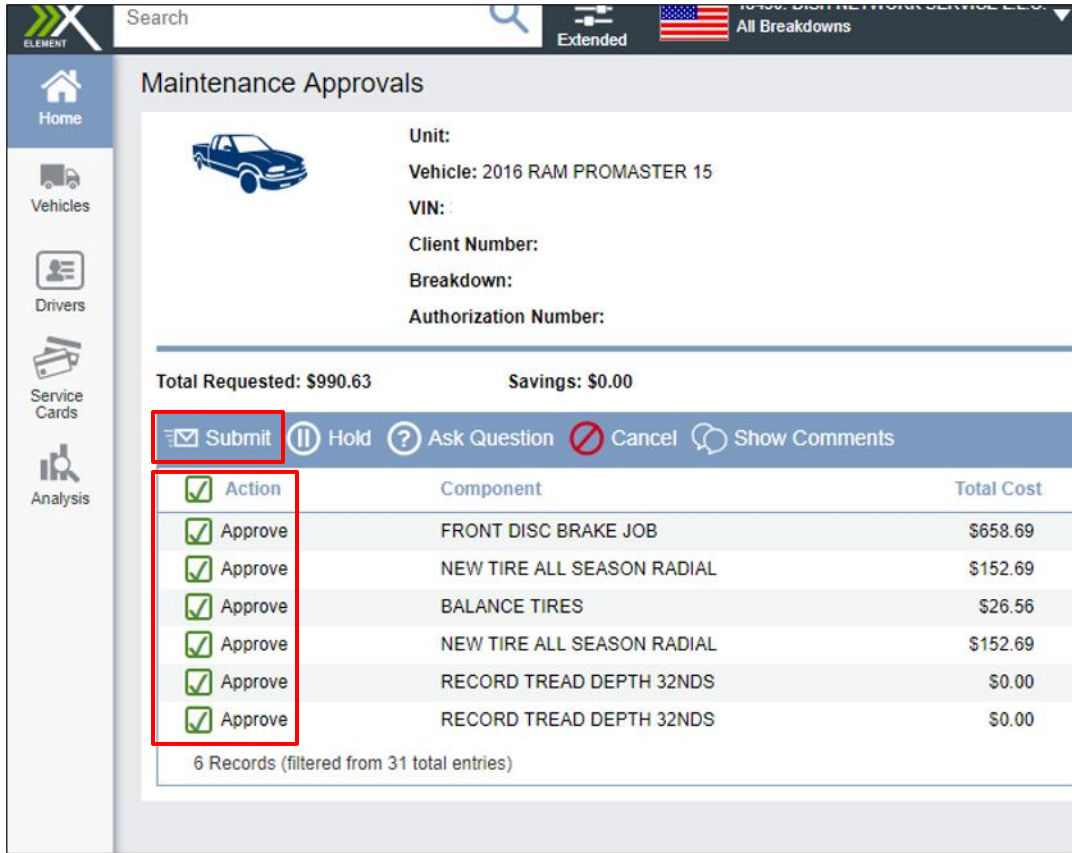
6 Records (filtered from 31 total entries)

6 Maintenance History 7 Supplier Details

[Back to main menu](#)

## 1 - Submit

Approve the repair by clicking the **Submit** button.



The screenshot displays the 'Maintenance Approvals' page in a web application. The left sidebar contains navigation links: Home, Vehicles, Drivers, Service Cards, and Analysis. The main content area shows details for a vehicle: 2016 RAM PROMASTER 15. Below this, a summary bar indicates 'Total Requested: \$990.63' and 'Savings: \$0.00'. A row of action buttons includes 'Submit' (highlighted with a red box), 'Hold', 'Ask Question', 'Cancel', and 'Show Comments'. Below the buttons is a table with 3 columns: 'Action', 'Component', and 'Total Cost'. The table contains 6 rows of data, all with 'Approve' in the 'Action' column. A red box highlights the 'Action' column and the first five rows of the table. At the bottom of the table, it says '6 Records (filtered from 31 total entries)'.

| Action  | Component                  | Total Cost |
|---------|----------------------------|------------|
| Approve | FRONT DISC BRAKE JOB       | \$658.69   |
| Approve | NEW TIRE ALL SEASON RADIAL | \$152.69   |
| Approve | BALANCE TIRES              | \$26.56    |
| Approve | NEW TIRE ALL SEASON RADIAL | \$152.69   |
| Approve | RECORD TREAD DEPTH 32NDS   | \$0.00     |
| Approve | RECORD TREAD DEPTH 32NDS   | \$0.00     |

*Note: The **Action** column defaults to **Approve** all items. Uncheck the repair items you wish to decline.*

[Back to maintenance approvals page](#)

[Back to main menu](#)

## 2 - Hold

Click the **Hold** button to put an approval on hold. Click **Remove Hold** to update and/or submit the approval.

The interface displays 'Maintenance Approvals' for a vehicle. The left screenshot shows the 'Hold' button highlighted. The right screenshot shows the 'Remove Hold' button highlighted. Both screenshots show a table of maintenance items with 'Approve' actions.

**Left Screenshot: Maintenance Approvals**

Unit:   
Vehicle: 2016 RAM PROMASTER 15   
VIN:   
Client Number:   
Breakdown:   
Authorization Number:

Total Requested: \$990.63 Savings: \$0.00

Submit Hold Ask Question Cancel Show Comments

| Action  | Component                  |
|---------|----------------------------|
| Approve | FRONT DISC BRAKE JOB       |
| Approve | NEW TIRE ALL SEASON RADIAL |
| Approve | BALANCE TIRES              |
| Approve | NEW TIRE ALL SEASON RADIAL |
| Approve | RECORD TREAD DEPTH 32NDS   |
| Approve | RECORD TREAD DEPTH 32NDS   |

6 Records (filtered from 31 total entries)

**Right Screenshot: Maintenance Approvals**

Unit:   
Vehicle: 2016 RAM PROMASTER 15   
VIN:   
Client Number:   
Breakdown:   
Authorization Number:

This approval is currently ON HOLD. Click Remove Hold in order to update and/or submit this approval.

Total Requested: \$990.63 Savings: \$0.00

Submit Remove Hold Ask Question Cancel Show Comments

| Action  | Component                  | Total Cost |
|---------|----------------------------|------------|
| Approve | FRONT DISC BRAKE JOB       | \$658.69   |
| Approve | NEW TIRE ALL SEASON RADIAL | \$152.69   |
| Approve | BALANCE TIRES              | \$26.56    |
| Approve | NEW TIRE ALL SEASON RADIAL | \$152.69   |
| Approve | RECORD TREAD DEPTH 32NDS   | \$0.00     |
| Approve | RECORD TREAD DEPTH 32NDS   | \$0.00     |

6 Records (filtered from 37 total entries)

[Back to maintenance approvals page](#)

[Back to main menu](#)

### 3 - Ask Question

Ask Element a question about a repair.

The screenshot shows a web application interface for 'Maintenance Approvals'. A modal dialog titled 'Ask Question' is open, prompting the user to 'Type your question in the space below.' with a large text input area and a '440 characters remaining' indicator. Below the input area are 'Send to Element' and 'Cancel' buttons. In the background, the 'Maintenance Approvals' page is visible, featuring a sidebar with navigation icons (Home, Vehicles, Drivers, Service Cards, Analysis) and a main content area. The main area includes a vehicle summary (Unit: 2016 RAM PROMASTER 15), a table of requested services, and a list of actions (Approve, Cancel, Show Comments). The 'Ask Question' button in the action bar is highlighted with a red rectangle.

**Maintenance Approvals**

Unit: 2016 RAM PROMASTER 15  
VIN:  
Client Number:  
Breakdown:  
Authorization Number

Total Requested: \$990.63 Savings: \$0.00

Submit Hold ? Ask Question Cancel Show Comments

| Action  | Component                  | Total    | Quantity | Unit Price |
|---------|----------------------------|----------|----------|------------|
| Approve | FRONT DISC BRAKE JOB       | \$658.69 | 1        | \$658.69   |
| Approve | NEW TIRE ALL SEASON RADIAL | \$152.69 | 1        | \$152.69   |
| Approve | BALANCE TIRES              | \$26.56  | 1        | \$26.56    |
| Approve | NEW TIRE ALL SEASON RADIAL | \$152.69 | 1        | \$152.69   |
| Approve | RECORD TREAD DEPTH 32NDS   | \$0.00   | 1        | \$0.00     |
| Approve | RECORD TREAD DEPTH 32NDS   | \$0.00   | 1        | \$0.00     |

6 Records (filtered from 39 total entries)

[Back to maintenance approvals page](#)

[Back to main menu](#)

#### 4 - Cancel

Click **Cancel** to close out the Maintenance Approvals page and return to the Xcelerate home page.

**Maintenance Approvals**

Unit:  
Vehicle:  
VIN:  
Client Number:  
Breakdown:  
Authorization Number:

Total Requested: \$990.63      Savings: \$0.00

Submit Hold Ask Question **Cancel** Show Comments

| Action  | Component                  | Total Cost |
|---------|----------------------------|------------|
| Approve | FRONT DISC BRAKE JOB       | \$658.69   |
| Approve | NEW TIRE ALL SEASON RADIAL | \$152.69   |
| Approve | BALANCE TIRES              | \$26.56    |
| Approve | NEW TIRE ALL SEASON RADIAL | \$152.69   |
| Approve | RECORD TREAD DEPTH 32NDS   | \$0.00     |
| Approve | RECORD TREAD DEPTH 32NDS   | \$0.00     |

6 Records (filtered from 31 total entries)

[Back to maintenance approvals page](#)

[Back to main menu](#)

## 5 - Show Comments

See repair comments documented by Element.

Search [ ] Extended [ ] All Breakdowns [ ]

Home [ ] Vehicles [ ] Drivers [ ] Service Cards [ ] Analysis [ ]

**Maintenance Approvals**

Unit: [ ]  
Vehicle: 2016 RAM PROMASTER 15  
VIN: [ ]  
Client Number: [ ]  
Breakdown: [ ]  
Authorization Number: [ ]

Total Requested: \$990.63 Savings: \$0.00

Submit [ ] Hold [ ] Ask Question [ ] Cancel [ ] **Show Comments [ ]**

| Action    | Component                  | Total Cost |
|-----------|----------------------------|------------|
| ✓ Approve | FRONT DISC BRAKE JOB       |            |
| ✓ Approve | NEW TIRE ALL SEASON RADIAL |            |
| ✓ Approve | BALANCE TIRES              |            |
| ✓ Approve | NEW TIRE ALL SEASON RADIAL |            |
| ✓ Approve | RECORD TREAD DEPTH 32NDS   |            |
| ✓ Approve | RECORD TREAD DEPTH 32NDS   |            |

6 Records (filtered from 31 total entries)

Search [ ] Extended [ ] All Breakdowns [ ]

Home [ ] Vehicles [ ] Drivers [ ] Service Cards [ ] Analysis [ ]

**Maintenance Approvals**

Unit: [ ]  
Vehicle: 2016 RAM PROMASTER 15  
VIN: [ ]  
Client Number: [ ]  
Breakdown: [ ]  
Authorization Number: [ ]

Replacement Vehicle: No Data Available  
MIS: 17  
Lease Term: 60 Months  
Book Value: \$23,096.61  
Source: Maintenance  
Date: 05/29/2018

Total Requested: \$990.63 Savings: \$0.00

Submit [ ] Hold [ ] Ask Question [ ] Cancel [ ] Hide Comments [ ]

| Action    | Component                                                                                                                                             | Total Cost | Complaint   | Cause | Correction         | Quantity |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------|-------|--------------------|----------|
|           | SURE ENOUGH                                                                                                                                           |            |             |       |                    |          |
|           | m. Steve EMAIL ADDRESS: segger@elementcorp.com WAS VERIFIED AND IS THE ONE THAT SHOULD BE USED FOR THIS TRANSACTION ("Please do not edit this line"). |            |             |       |                    |          |
| ✓ Approve | FRONT DISC BRAKE JOB                                                                                                                                  | \$658.69   | ROAD HAZARD |       | PREVENTATIVE MAINT | 1        |
|           | _N/A PRICE _OUTSIDE PURCHASE                                                                                                                          |            |             |       |                    |          |
| ✓ Approve | NEW TIRE ALL SEASON RADIAL                                                                                                                            | \$152.69   | BLISTERED   |       | REPLACE NEW        | 1        |
| ✓ Approve | BALANCE TIRES                                                                                                                                         | \$26.56    | ACT-OF-GOD  |       | SERVICE            | 1        |
| ✓ Approve | NEW TIRE ALL SEASON RADIAL                                                                                                                            | \$152.69   | BLISTERED   |       | REPLACE NEW        | 1        |
| ✓ Approve | RECORD TREAD DEPTH 32NDS                                                                                                                              | \$0.00     | INSPECTION  |       | INSPECT            | 1        |
| ✓ Approve | RECORD TREAD DEPTH 32NDS                                                                                                                              | \$0.00     | INSPECTION  |       | INSPECT            | 1        |

Email Request Sent to (segger@elementcorp.com, mlang@elementcorp.com, jamarin@elementcorp.com) notified by EGG at 04:41:55 PM on 05/29/2018. ("Please do not edit this line").

C&R forwarded by EGG to JJO at 3:42:34 pm on 05/29/2018. ("Please do not edit this line").

C&R APPROVED ALL IN EMAIL BY TIRES INCLUDED AMT \$990.63 on Tue May 29, 2018 16:42:43 EDT. ("PLEASE DO NOT EDIT THIS LINE").

Email Auth. Sent to (segger@elementcorp.com) notified by WLX on Tue May 29, 2018 16:42:43 EDT. Total Auth = \$990.63 ("PLEASE DO NOT EDIT THIS LINE").

m. Steve EMAIL ADDRESS: segger@elementcorp.com WAS VERIFIED AND IS THE ONE THAT SHOULD BE USED FOR THIS TRANSACTION ("Please do not edit this line").

m. Steve FAX NUMBER: 9528281497 WAS VERIFIED AND IS THE ONE THAT SHOULD BE USED FOR THIS TRANSACTION ("Please do not edit this line").

Email Request Sent to (segger@elementcorp.com, mlang@elementcorp.com, jamarin@elementcorp.com) notified by EGG at 04:53:31 PM on 05/29/2018. ("Please do not edit this line").

\*\*\*\* UPDATED \*\*\*SPN \*\*\*\* NEW SUPPLIER SET UP OR OWNERSHIP CHANGE \*\*\*\*

NEW SUPPLIER OR OWNERSHIP CHANGE? PLEASE DELETE ONE OR THE OTHER

BUSINESS NAME \_\_\_\_\_ CONTACT PERSON RESPONSIBLE FOR BILLING: \_

DEALER \_\_\_\_\_ INDP \_\_\_\_\_ NAT ACCT \_\_\_\_\_ GY \_\_\_\_\_ FS \_\_\_\_\_ MICH \_\_\_\_\_ OTHER (LIST) \_

MUST GET PHONE # AND EMAIL ADDRESS AT MINIMUM TO CONTINUE IF NO EMAIL GET FAX#//

PHONE# \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ SERVICE DEPT FAX# \_\_\_\_\_

ADDRESS (LOCATION): \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOURS OF OPERATION: (ONLY CAPTURE FOR SERVICE NET, NATIONAL ACCOUNTS AND TRUCK OEMS)

[Back to maintenance approvals page](#)

[Back to main menu](#)

## 6 - Maintenance History

View maintenance history and life of vehicle maintenance cost.

**Maintenance Approvals**

Unit: Vehicle: 2016 RAM PROMASTER 15  
VIN:   
Client Number:   
Breakdown:   
Authorization Number:   
Replacement Vehicle: No Data Available  
MIS: 17  
Lease Term: 60 Months  
Book Value: \$23,096.61  
Source: Maintenance  
Date: 05/29/2018  
Driver Name:   
Employee ID:   
Client Number:   
Breakdown:   
Phone Number:   
Total Requested: \$990.63 Savings: \$0.00  
Submit Hold Ask Question Cancel Show Comments  
Action Component Total Cost Complaint Cause Correction Quantity Unit Price Parts Price Labor Date Recorded  
Approve FRONT DISC BRAKE JOB \$658.69 ROAD HAZARD PREVENTATIVE MAINT 1 \$658.69 \$658.69 \$0.00 05/29/2018 3:38 PM

Maintenance History Supplier Details

**Maintenance Approvals**

Unit: Vehicle: 2016 RAM PROMASTER 15  
VIN:   
Client Number:   
Breakdown:   
Authorization Number:   
Replacement Vehicle: No Data Available  
MIS: 17  
Lease Term: 60 Months  
Book Value: \$23,096.61  
Source: Maintenance  
Date: 05/29/2018  
Driver Name:   
Employee ID:   
Client Number:   
Breakdown:   
Phone Number:   
Total Requested: \$990.63 Savings: \$0.00  
Submit Hold Ask Question Cancel Show Comments  
Action Component Total Cost Complaint Cause Correction Quantity  
Approve FRONT DISC BRAKE JOB \$658.69 ROAD HAZARD PREVENTATIVE MAINT 1  
Approve NEW TIRE ALL SEASON RADIAL \$152.69 BLISTERED REPLACE NEW 1  
Approve BALANCE TIRES \$26.56 ACT-OF-GOD SERVICE 1  
Approve NEW TIRE ALL SEASON RADIAL \$152.69 BLISTERED REPLACE NEW 1  
Approve RECORD TREAD DEPTH 32NDS \$0.00 INSPECTION INSPECT 1  
Approve RECORD TREAD DEPTH 32NDS \$0.00 INSPECTION INSPECT 1  
6 Records (filtered from 39 total entries)

**Maintenance History**

By Occurrence By Category By Category Detail By Recall By Goodwill Warranty Claim

Categories

Lifetime

Cost

Category

| Categories               | Item Count | Authorizations | Cost      |
|--------------------------|------------|----------------|-----------|
| Transmission             | 4          | 4              | \$0.00    |
| Tire                     | 27         | 9              | \$1793.96 |
| Suspension               | 2          | 2              | \$0.00    |
| Preventative Maintenance | 24         | 20             | \$135.22  |
| Other                    | 34         | 16             | \$329.85  |

[Back to maintenance approvals page](#)

[Back to main menu](#)

## 7 - Supplier Details

View information on the supplier repairing the vehicle.

**Maintenance Approvals**

Unit: Vehicle: 2016 RAM PROMASTER 15  
VIN:   
Client Number:   
Breakdown:   
Authorization Number:   
Replacement Vehicle: No Data Available  
MIS: 17  
Lease Term: 60 Months  
Book Value: \$23,096.61  
Source: Maintenance  
Date: 05/29/2018  
Driver Name:   
Employee ID:   
Client Number:   
Breakdown:   
Phone Number:   
Total Requested: \$990.63 Savings: \$0.00  
Maintenance History **Supplier Details**

☐ Submit ☐ Hold ☐ Ask Question ☐ Cancel ☐ Show Comments

| Action                                      | Component            | Total Cost | Complaint   | Cause | Correction         | Quantity | Unit Price | Parts Price | Labor  | Date Recorded      |
|---------------------------------------------|----------------------|------------|-------------|-------|--------------------|----------|------------|-------------|--------|--------------------|
| <input checked="" type="checkbox"/> Approve | FRONT DISC BRAKE JOB | \$658.69   | ROAD HAZARD |       | PREVENTATIVE MAINT | 1        | \$658.69   | \$658.69    | \$0.00 | 05/29/2018 3:38 PM |

**Supplier Details**

**General Information**

|                             |                                      |                                                            |                                   |
|-----------------------------|--------------------------------------|------------------------------------------------------------|-----------------------------------|
| Supplier Name: Freeway Ford | Store Name: Freeway Ford             | Address: 9700 Lyndale Avenue South, Bloomington, MN, 55420 | Phone: 9528874310                 |
| Supplier Type: DEALER       | Service Type Code: No Data Available | Service Sub-type Code: No Data Available                   | National Account Type: US DLR/IND |
| Status: A                   | Region: N/A                          | Time Zone: No Data Available                               | Minority Owned: No Data Available |
| Open 24 Hours: N            |                                      |                                                            |                                   |

**Hours of Operation**

|                             |                           |                             |                              |
|-----------------------------|---------------------------|-----------------------------|------------------------------|
| Sunday: No Data Available   | Monday: No Data Available | Tuesday: No Data Available  | Wednesday: No Data Available |
| Thursday: No Data Available | Friday: No Data Available | Saturday: No Data Available |                              |

[Back to maintenance approvals page](#)

[Back to main menu](#)

## Enhanced Maintenance Approval Emails

A few updates have been made to the maintenance approval email notifications:

- Reformatted for enhanced readability
- Flexible response options for speed and ease of use:
  - Respond via Xcelerate
  - Respond via Quick Links

### Approval options

1. **Xcelerate**

[Click here](#) to access Xcelerate. Click on "Notifications" in the upper right corner of Xcelerate, to approve, decline or ask a question.

2. **Quick Links**

[Click here](#) to approve \$171.25.

[Click here](#) to decline some or all repairs.

[Click here](#) to ask a question regarding this repair.