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Vehicle Renewal Reminders

🕒 Jun 3, 2022 · Knowledge

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Vehicle Renewal Reminders are designed to help you keep your vehicles current on various non-maintenance activities such as emission tests, registration, insurance, and more. This article covers how to add and manage Vehicle Renewal Reminders in Fleetio.

TIP: By default, Fleetio contains the following Vehicle Renewal Types: Emission Test, Inspection, Insurance, and Registration. To change the types or add new ones, go to **Account Information**, then select **Vehicle Renewal Types** from the **Reminders** section. Learn more in the [Vehicle Renewal Types \(/s/article/Vehicle-Renewal-Types\)](#) article.

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Add Individual Reminders

There are two ways to add a new reminder from the Vehicle Overview screen:

- Select the **Add** button then **Vehicle Renewal Reminder**.
- Locate the Renewal Type in the list and click the **More Actions** button and select **Add Renewal Reminder**.

← Vehicles

2011 Ford F150 Regular Cab (7M6RRR)

Meter 79,010 mi 135 hr
Secondary Meter
Status Active
Group Baltimore
Operator Rio Jimenez

Take Tour Give Feedback Watch + Add

Overview Specs Financial Service History Inspection History Work Orders Service Reminders **Renewal Reminders** Issues Meter History Fuel History Assignment

Search More Filters

Type	Status	Due Date	Notifications Enabled	Watcher
Annual DOT Inspection	Overdue	Nov 20, 2014 7 years ago	✓	2.watch
Emission Test	Overdue	Nov 20, 2014 7 years ago	✓	1.watch
Inspection	Overdue	Jan 22, 2015 7 years ago	✓	2.watch
Manual Inspection	Not set	—	—	—
New York State Inspection	Not set	—	—	—
Nonprofit Review	Not set	—	—	—
Registration	Not set	—	—	—

Vehicle Assignment
Fuel Entry
Expense Entry
Service Entry
Issue
Inspection
Work Order
Service Reminder
Vehicle Renewal Reminder

Add Renewal Reminder +

Add or Import Multiple Reminders

Select the **Reminders** section of the left sidebar menu, then select **Vehicle Renewals**. Select the **More Actions** menu, where you can choose to add multiple reminders using Fleetio, import reminders from a spreadsheet, or export reminders to a CSV (<https://help.fleetio.com/help/s/article/Working-With-Your-Data-on-a-List-Page#export-list>).

Vehicle Renewal Reminders Learn

All Due Soon 1 Overdue 105

Search Vehicle Type Due Date Watcher

Vehicle Renewal Type

+ Add Vehicle Renewal Reminder

Add Multiple Vehicle Renewal Reminders
Import Vehicle Renewal Reminders
Export CSV (Visible)
Export CSV (All)

Group: None Watchers

IMPORTANT: The same Due Date will be set for each Vehicle. If you need to specify the Due Date per vehicle, refer to the Vehicle Renewal Reminders Import Guide (</s/article/Vehicle-Renewal-Reminders-Import-Guide>)

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Renewal Reminder Entry

Enter details for the new reminder.

Details

Vehicle *
2005 Dodge 3500 Dually 1

Vehicle Renewal Type *
Please select

Due Date *
2021-07-26

Due Soon Threshold ?
3 week(s)

Notifications
When enabled, notifications may be sent according to each Watcher's User Notification Settings.

Watchers
Bri × Allie × Josh × Koy ×

Comment
Add an optional comment

[Cancel](#) [Save Vehicle Renewal Reminder](#)

Select a **Renewal Type** to indicate the type of activity requiring renewal.

Set the **Due Date** and a **Due Soon Threshold** which determines the period of time in advance at which the activity should show "Due Soon."

Choose whether you want watchers to get an email and/or push notification when the reminder is "Due Soon" or "Overdue." You can also add and remove watchers from the list. By default, notifications are enabled and the creator of the reminder is added as a watcher, along with any other users "watching" the vehicle.

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If you have set up any [Custom Fields \(/s/article/Custom-Fields-Overview\)](/s/article/Custom-Fields-Overview) for Vehicle Renewal Reminders, they will show up underneath the **Details** section.

NOTE: Fleetio will send notifications every 7 days until the Reminder is resolved or updated. Emails and push notifications are sent at 7:00 am in the time zone configured in [Account Settings \(/s/article/Account-Settings\)](/s/article/Account-Settings) for the organization.

TIP: Learn more in the [Reminder Email Notifications \(/s/article/Service-And-Renewal-Reminder-Notifications\)](/s/article/Service-And-Renewal-Reminder-Notifications) and [Watching a Vehicle \(/s/article/Watching-A-Vehicle\)](/s/article/Watching-A-Vehicle) articles







Resolve Vehicle Renewal Reminders

The resolution process depends on the Renewal **Type** in question.

- If the Renewal is a *one-time event*, you may wish to simply delete it
- If the Renewal is *regularly reoccurring*, **Edit** to update the **Next Due Date**

Select **Vehicle Renewals** from the **Reminders** section of the side navigation menu, or from the Vehicle Details screen for a vehicle, select **Reminders** from the vehicle menu.

Select the **More Actions** menu for the reminder, then **Edit** or **Delete**.

<input type="checkbox"/>	 2010 Ford F-250	Insurance	● Upcoming	Jan 20, 2022 1 month from now	1 watcher	⋮
<input type="checkbox"/>	 2008 Subaru Forester	Registration	● Overdue	Oct 4, 2021 2 months ago		<ul style="list-style-type: none"> Edit  Send Notifications  View Record History  Delete 

If you have multiple reminders and want to set the same Due Date, select the checkboxes for the reminders, then select **Edit** from the actions bar at the top of the screen.

Adjust the **Due Date**, the **Due Soon Threshold**, and confirm your notification preference, then select **Update**.

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TIP: Once you have resolved the event (either by deleting the reminder, or resetting next due date), you may also wish to record a [Service Entry \(/s/article/Service-Entry-Overview\)](/s/article/Service-Entry-Overview) or an [Expense Entry \(/s/article/Expenses-Overview\)](/s/article/Expenses-Overview). This will allow you to maintain a history, and track additional information pertaining to the renewal such as parts or labor (Service Entry) or record an associated cost such as a tag renewal (Expense Entry).

Manage Watchers

Watchers get email and/or push notifications when reminders become "Due Soon" or "Overdue." You can manage who gets the notification, such as just an administrator or an administrator and the vehicle operator. Users need to have the corresponding permissions to access the vehicle.

If you want to change the watchers for one reminder, select for the reminder, then **Add Watchers** or **Remove Watchers** from the action bar. This can be done from the **Vehicle Reminders** screen or by selecting **Reminders** from an individual Vehicle Details screen.

If you want to manage watchers for several reminders, such as adding a new manager to several vehicles, select the checkboxes on the Vehicle Renewals screen for the vehicles, then select the **Manage Watchers** drop-down menu.

2 Actions ▾ Clear selection		1 - 50 of 109 < > Group: None ▾ ⚙		
	Renewal Type	Status	Next Due ▾	Watchers
<input type="checkbox"/>	Insurance	● Upcoming	Mar 6, 2022 2 months from now	3 watchers
<input type="checkbox"/>	Nonprofit Review	● Upcoming	Mar 1, 2022 2 months from now	6 watchers
<input checked="" type="checkbox"/>	TRU 2010 Ford F-250	● Upcoming	Jan 20, 2022 1 month from now	1 watcher
<input checked="" type="checkbox"/>	2008 Subaru Forester	● Overdue	Oct 4, 2021 2 months ago	3 watchers

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[Vehicle Renewal Reminders in Fleetio Go \(/s/article/Vehicle-Renewal-Reminders-In-Fleetio-Go\)](/s/article/Vehicle-Renewal-Reminders-In-Fleetio-Go)

[Service and Renewal Reminder Notifications \(/s/article/Service-And-Renewal-Reminder-Notifications\)](/s/article/Service-And-Renewal-Reminder-Notifications)

[Vehicle Renewal Types \(/s/article/Vehicle-Renewal-Types\)](/s/article/Vehicle-Renewal-Types)

[Service Reminders Overview \(/s/article/Service-Reminders-Overview\)](/s/article/Service-Reminders-Overview)

[Service Reminders Grouped by Vehicle \(/s/article/Service-Reminders-Grouped-By-Vehicle\)](/s/article/Service-Reminders-Grouped-By-Vehicle)

[Contact Renewal Reminders Import Guide \(/s/article/Contact-Renewal-Reminders-Import-Guide\)](/s/article/Contact-Renewal-Reminders-Import-Guide)

[Watching a Vehicle \(/s/article/Watching-A-Vehicle\)](/s/article/Watching-A-Vehicle)

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