

FLEET MANAGEMENT DASHBOARD:

How To Track And Book Your Fleet Vehicle's Service And MOT's

MANAGING YOUR FLEET IS AS EASY AS



Track



Control



Hassle Free

We provide every client with a bespoke fleet management dashboard, giving you a single, convenient place to oversee your entire fleet operation. From tracking vehicle servicing and MOT schedules to managing driver allocations, invoices, and key fleet data, everything you need is accessible in one easy-to-use platform. This quick guide will help you get familiar with the dashboard, stay on top of upcoming servicing and MOT requirements, and streamline the day-to-day management of your fleet. For the best experience and to ensure your fleet records remain up to date, we recommend reviewing your dashboard on a monthly basis.



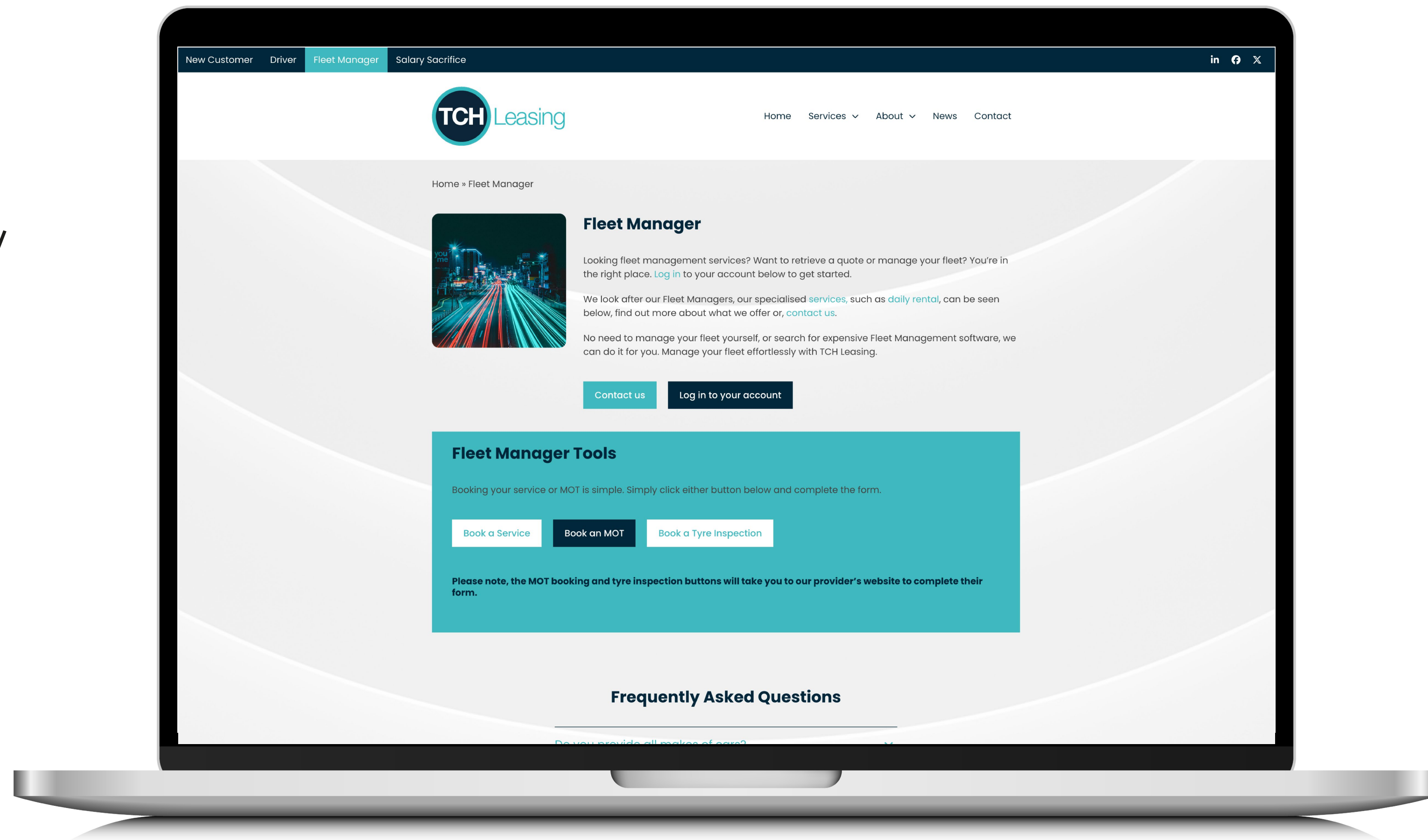
STEP 1:

Log Into The Platform

Navigate to **tchleasing.co.uk/fleet-manager/**
You can bookmark this address in your browser.



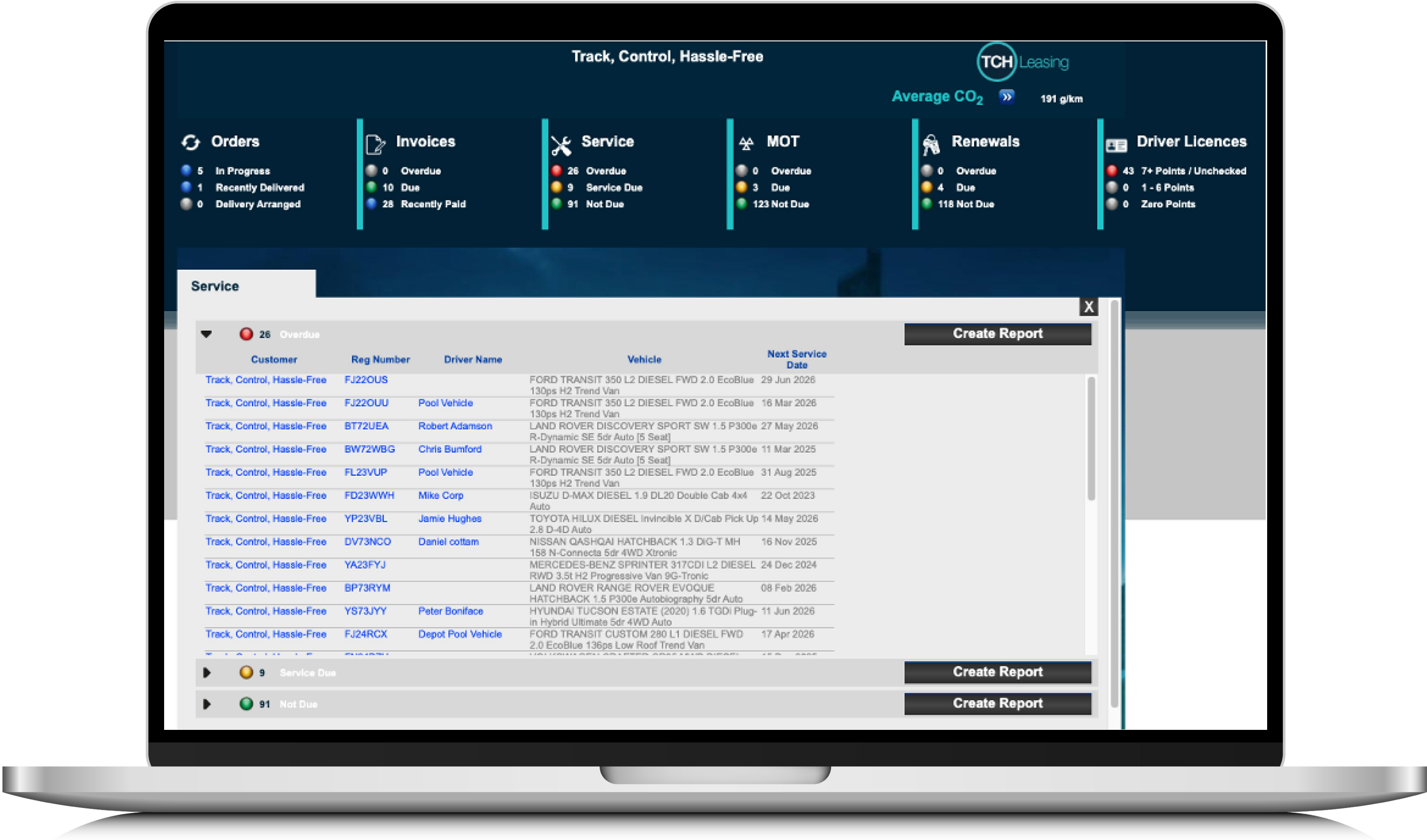
Click 'log into your account,' enter your log in details. If you cannot remember these, contact our team
tchleasing.co.uk/contact/



STEP 2:

Identify Which Vehicles In Your Fleet Are Due a Service

Run a report to identify which vehicles are due for a service. Click on the service box at the top of the webpage. Navigate to the 'overdue' tab produced below and indicated by a red dot. Click 'create report,' download a .csv file and contact the colleagues listed to book a service!



STEP 3:

Book a Service

Fill out this form to book a service within our approved network:
service.tchleasing.co.uk

Avoid additional costs and secure preferential rates by booking services through us. You will have to fill out a form for each vehicle that is due a service.



Service Booking

Routine maintenance is an essential part of owning or operating a vehicle. As servicing schedules differ for every vehicle, your owner's manual can provide details on how often your vehicle should be serviced, and some vehicles will also display on the dashboard when a service is due or attention is required.

To book a service or repair at a time and location that is convenient for you, please complete our booking form.

Basic Details

Title

Mr

First Name

Last Name

Email

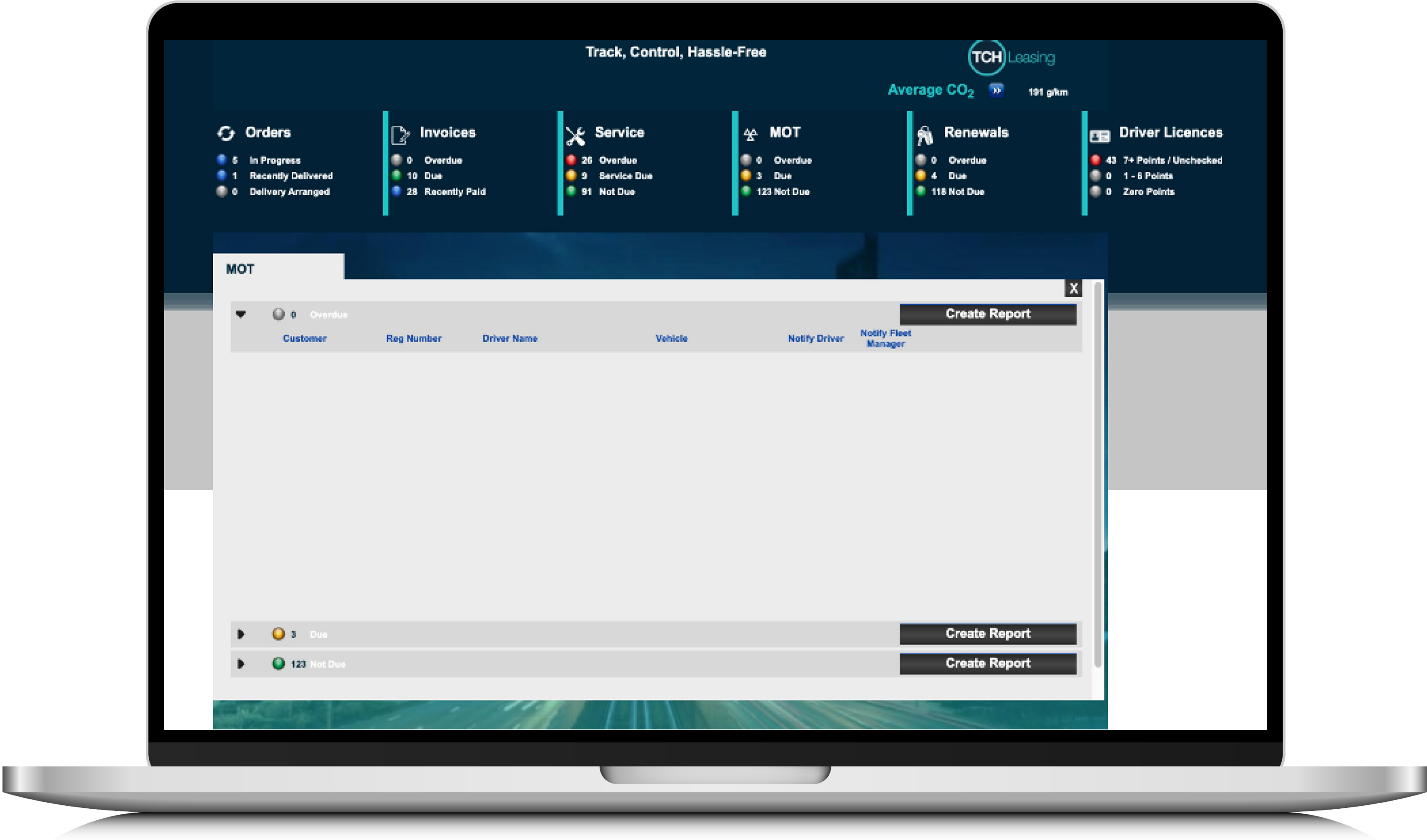
Mobile

My Vehicle

STEP 4:

Identify what vehicles in your fleet are due an MOT

Navigate back to the fleet management dashboard. Click on the 'MOT,' box at the top of the page. Navigate to the 'overdue' tab produced below and indicated by a red dot. Click 'create report,' download a .csv file and contact the colleagues listed to book a service!



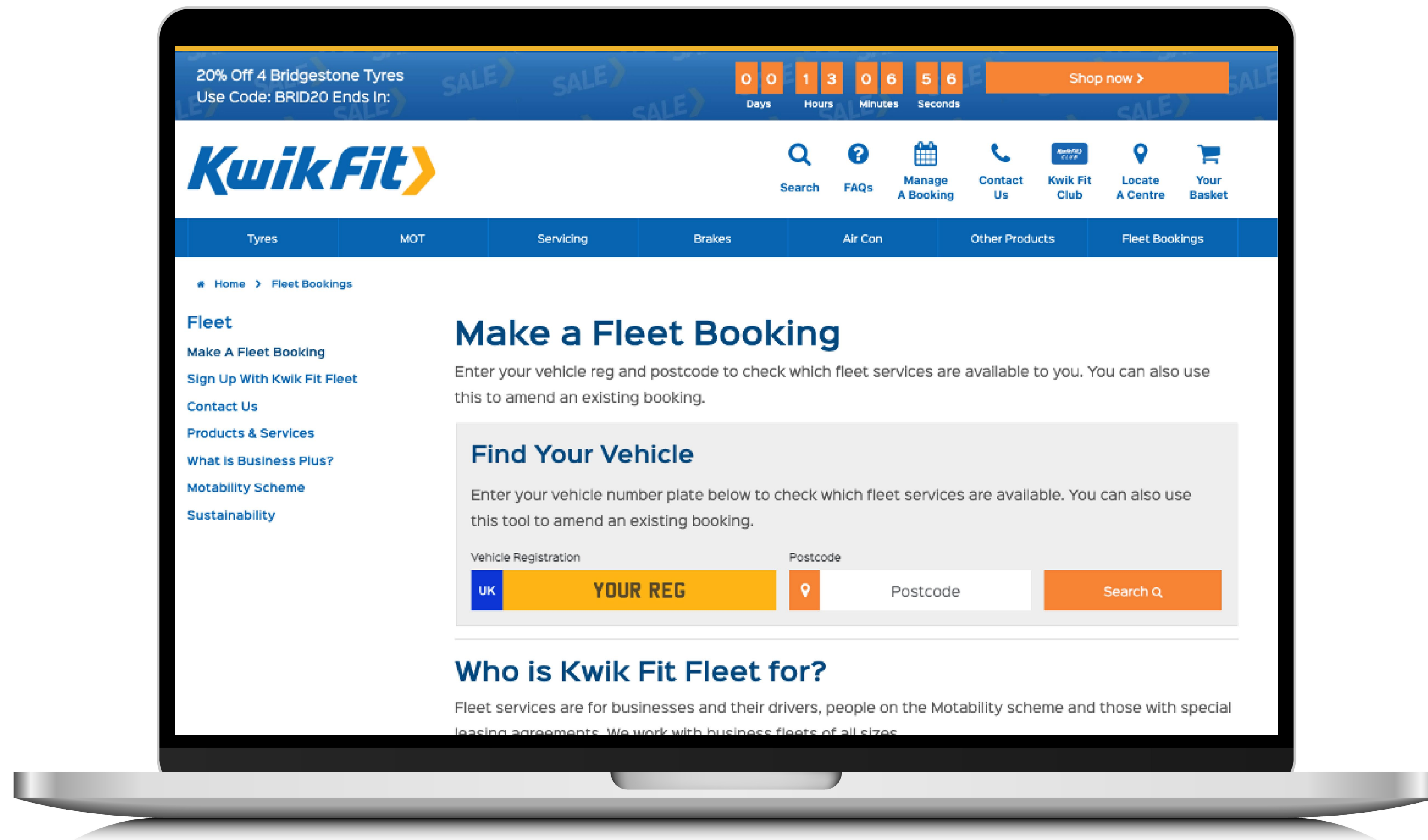
STEP 5:

Book an MOT!

Navigate here to book an MOT within our approved network:

kwik-fit.com/fleet-bookings

Avoid additional costs and secure preferential rates by booking services through us.





FLEET MANAGEMENT

STEP 5:

Sit back and relax!

Once everything is booked in and complete, we will update your fleet management dashboard for you. That means, every time one of your fleet vehicles completes a service or MOT, our systems will update the due dates for both! So, sit back and relax until the vehicles are next due!

TCH ASSIST
0333 240 7158

tchleasing.co.uk





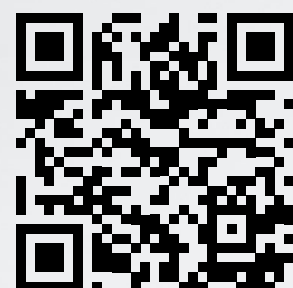
FLEET MANAGEMENT

Did you know...

You can also book a tyre inspection through the MOT booking link!

The dashboard allows you to track invoices, new vehicle orders, driver licence details, and even the average CO² emissions of your fleet. If you want to utilise the dashboard fully, book in a demo with our team.

tchleasing.co.uk/meet-the-team/



TCH ASSIST
0333 240 7158

tchleasing.co.uk