Log into VITAL (ARI Insights) with your viewing credentials. Click on Vehicles in the black menu ribbon. Now select Maintenance and then PO History Entry from the drop-down boxes.
Enter the vehicle number you’re working with and then click on the grey Submit button.
Vehicle information will appear at the bottom. If this is the correct vehicle – click on either the State ID # or ARI Vehicle # in blue font.
All fields aren’t required for the PO History Entry form. You will enter an Odometer reading for your inspection along with the corresponding Date.

### Intellifleet Service History Direct Entry

**Client:** 5C95  **ARI Vehicle:** 518-94019  **State ID:** 518-94019  **Lic Plate:** GV25828  
**2006 FORD F250**  
**Asset Type:** TRUCK LD  **Asset Sub-Type:**

<table>
<thead>
<tr>
<th>PO#</th>
<th>Odometer</th>
<th>Driver Name</th>
<th>Vendor</th>
<th>Invoice Number</th>
<th># Invoice Date</th>
<th>Total Cost</th>
<th>PO Date</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>08/03/2018</td>
<td>$0.00</td>
<td>08/03/2018</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Service History

<table>
<thead>
<tr>
<th>Service</th>
<th>Repair</th>
<th>Qty</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Optional Description**

- Truck
- Car
- Recent
- Combined

### ATA History

<table>
<thead>
<tr>
<th>ATA</th>
<th>Description</th>
<th>Repair</th>
<th>Qty</th>
<th>Cost</th>
<th>Extended</th>
</tr>
</thead>
</table>

**Comments**
Now jump down to the center of the form and place a small dot above **Combined** – if this isn’t already selected for you.
I’m not able to take a screenshot with the drop-down lists appearing. Click on the Service drop-down list and select Annual Safety Inspection; (Non Regulatory). Select PM in the Repair drop down. Enter 1 for Qty. You can enter 0 for Cost if you don’t want to assign a cost for this inspection. Once you’ve entered this information, click the grey Add button (yellow arrow).
A row will now appear underneath listing the event. You can enter notes into the Comments box if you’d like to include some additional information. Once you’ve confirmed the entry is correct, click on the Submit button (yellow arrow). The inspection will now appear in the vehicle’s maintenance records under the vehicle’s Maintenance tab.

**Intellifleet Service History Direct Entry**

Client: 5C95  ARI Vehicle: 518-94619  State ID #: 518-94619  Lic Plate: GV25828
2006 FORD F250
Asset Type: TRUCK LD  Asset Sub-Type:

**Change Vehicle**

---

### PO Summary

<table>
<thead>
<tr>
<th>PO#</th>
<th>Odometer</th>
<th>Driver Name</th>
<th>Vendor</th>
<th>Invoice Number</th>
<th>* Invoice Date</th>
<th>Total Cost</th>
<th>PO Date</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11111</td>
<td></td>
<td></td>
<td></td>
<td>08/03/2018</td>
<td>$0.00</td>
<td>08/03/2018</td>
<td></td>
</tr>
</tbody>
</table>

---

### Service

- **Service**: 1G001007 - ANNUAL SAFETY INSPECTION; (NON REGULATORY)
- **Qty**: 1
- **Cost**: $50.00

**Optional Description**: 

**ATA**

<table>
<thead>
<tr>
<th>Description</th>
<th>Repair</th>
<th>Qty</th>
<th>Cost</th>
<th>Extended</th>
</tr>
</thead>
<tbody>
<tr>
<td>1G001007</td>
<td>ANNUAL SAFETY INSPECTION, (NON REGULATORY)</td>
<td>1</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

**Comments**: Inspection performed by Bobby Arrington