

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.

The screenshot displays the ARI Insights VITAL web application interface. At the top, a blue header contains the logo and the text "Welcome, MICHAEL MARSH". Below this is a black navigation ribbon with tabs for "SEARCH", "VEHICLES", "ORDERING", "CUSTOMER", "REPORTING", and "COMMUNICATION". The "VEHICLES" tab is active, and a sub-menu is open, showing options like "Fleet Management", "Fuel", "Licensing", "Maintenance", "Pool Reservations", "Telematics", and "Vehicle Remarketing". The "Maintenance" option is selected, and its sub-menu is open, highlighting "PO History Entry".

The main content area features a "Your Inventory: ARI Status" bar chart with three bars representing "Active", "Out of Svc", and "Sold" categories. The y-axis ranges from 1 to 100. The "Active" bar is the tallest, followed by "Sold", and "Out of Svc" is the shortest.

On the left side, there is a sidebar with contact information:


Who to Contact:
ARI insights Assistance:
ARI CIS HelpDesk
(856) 439-7478 or cis@arifleet.com
WEX Strategic Support:
Strategic.support@wexinc.com
(800) 726-0492

On the right side, there is a section titled "Run These Reports to Help with Tier Report Scoring:" with a sub-section "Desktop Intelligence Reports" listing several report options:

- 5C95 Fixed And Operating Expenses
- 5C95 Preventive Maintenance Dates
- 5C95 Scorecard Fleet v2
- 5C95-Miles by Month in a Date Range wPromptsV1-2
- Agency Annual Mileage V2
- Last 6 Months Maintenance v1-2
- Mileage Exception Report V1.1
- SOG PM Overdue and Coming Due (1)


Enter the vehicle number you're working with and then click on the grey Submit button.

Intellifleet Service History Direct Entry



**1. Please enter a Client and Vehicle or
a Client and any combination of Serial, Make, Model**

Client ID	Vehicle No	Lic Plate	VIN	Make	Model
5C95 ▾	518-94619				



2. Select Purchase Order Detail or Driver Expense Reporting

Purchase Orders Expenses

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.

Intellifleet Service History Direct Entry

1. Please enter a Client and Vehicle or a Client and any combination of Serial, Make, Model

Client ID	Vehicle No	Lic Plate	VIN	Make	Model
5C95 ▾	518-94619				

2. Select Purchase Order Detail or Driver Expense Reporting

Purchase Orders Expenses

3. Select a vehicle



Client	Vehicle	Vehicle No	VIN	Make	Model	Year	Lic Plate	Prefix	Division	Status
5C95	<u>518-94619</u>	<u>T06908</u>	1FTNF20516EB34698	FORD	F250	06	GV25828	8907	89	In Service

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 : 518-94619 State ID # : 518-94619 Lic Plate : GV25828
2006 FORD F250
Asset Type : TRUCK LD Asset Sub-Type :

[Change Vehicle](#)



PO Summary									
PO#	* Odometer	Driver Name	Vendor	Invoice Number	* Invoice Date	Total Cost	PO Date	Hours	* Required
	11111				08/03/2018	\$0.00	08/03/2018		

Service	Repair	Qty	Cost	
Select	Select ..			
Optional Description				
	<input type="button" value="Add"/>			
	Clear Selection			
<input type="button" value="Search"/>	<input type="radio"/> Truck	<input checked="" type="radio"/> Car	<input type="radio"/> Recent	<input type="radio"/> Combined

ATA	Description	Repair	Qty	Cost	Extended
<input type="button" value="Submit"/> <input type="button" value="Review"/> <input type="button" value="Reset"/>					

Comments
<div style="border: 1px solid gray; height: 50px;"></div>

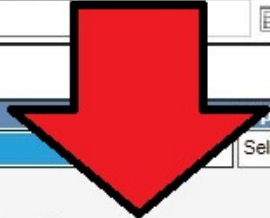
Now jump down to the center of the form and place a small dot above Combined – if this isn't already selected for you.

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2006 FORD F250
Asset Type : TRUCK LD Asset Sub-Type :

[Change Vehicle](#)

PO Summary									
PO#	* Odometer	Driver Name	Vendor	Invoice Number	* Invoice Date	Total Cost	PO Date	Hours	* Required
	11111					\$0.00	08/03/2018		



Service	Repair	Qty	Cost
Select	Select ..		
Optional Description			
<input type="text"/>			
<input type="button" value="Search"/>			
<input type="radio"/> Truck	<input type="radio"/> Car	<input type="radio"/> Recent	<input checked="" type="radio"/> Combined
			<input type="button" value="Add"/>
			Clear Selection

ATA	Description	Repair	Qty	Cost	Extended
<input type="button" value="Submit"/> <input type="button" value="Review"/> <input type="button" value="Reset"/>					

Comments
<input type="text"/>

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).

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[Change Vehicle](#)

PO Summary									
PO#	* Odometer	Driver Name	Vendor	Invoice Number	* Invoice Date	Total Cost	PO Date	Hours	* Required
	11111				08/03/2018	\$0.00	08/03/2018		

Service	Repair	Qty	Cost
1G001007 - ANNUAL SAFETY INSPECTION; (NON REGULATORY)	PM	1	0

Optional Description

Truck Car Recent Combined

 [Clear Selection](#)

ATA	Description	Repair	Qty	Cost	Extended
<input type="button" value="Submit"/> <input type="button" value="Review"/> <input type="button" value="Reset"/>					

Comments
<input type="text"/>

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									
PO#	* Odometer	Driver Name	Vendor	Invoice Number	* Invoice Date	Total Cost	PO Date	Hours	* Required
<input type="text"/>	11111	<input type="text"/>	<input type="text"/>	<input type="text"/>	08/03/2018	\$0.00	08/03/2018	<input type="text"/>	

Service	Repair	Qty	Cost
1G001007 - ANNUAL SAFETY INSPECTION; (NON REGULATORY) ▼	Select .. ▼	<input type="text"/>	<input type="text"/>
Optional Description <input style="width: 100%;" type="text"/>			
<input type="text"/> <input type="button" value="Search"/>			<input type="button" value="Add"/> Clear Selection
<input type="radio"/> Truck <input type="radio"/> Car <input type="radio"/> Recent <input checked="" type="radio"/> Combined			



ATA	Description	Repair	Qty	Cost	Extended
1G001007	ANNUAL SAFETY INSPECTION; (NON REGULATORY)	PM	1	\$0.00	\$0.00 ✖



Comments
Inspection performed by Bobby Arrington