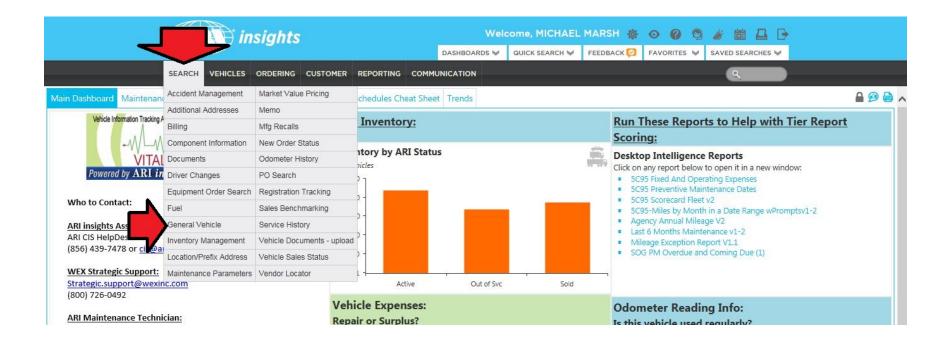
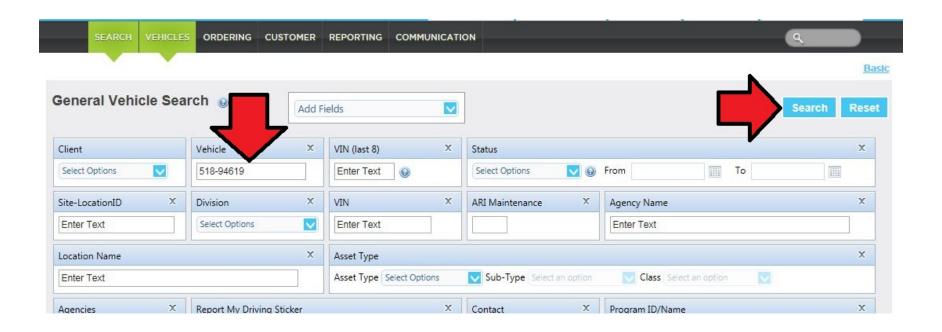
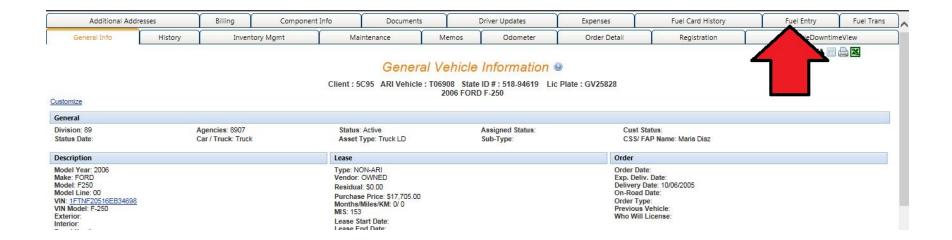
Log into ARI Insights (also called VITAL) with your viewing credentials. Some of the screenshots might look a little bit different compared to your screen. This is probably due to modifications I've made or what ARI made to what I see when I need to work with data from all state agencies. Click on <u>Search</u> in the black menu ribbon then select <u>General Vehicle</u>.



Look for the <u>Vehicle</u> search parameter box and insert your vehicle number. You can use the State ID# or the ARI vehicle number. I've placed a random State ID# in this screenshot for demonstration purposes. Click on Search after you've entered the vehicle number.



The vehicle's General Vehicle Information screen will appear. Look for the Fuel Entry tab (grey button) and click on it.



Required fields (Date, Time, Product Name, Units, Unit Cost, and Odometer) have a small, red asterisk by near the data field. You can leave the default time that is automatically entered for you OR enter the transaction's actual time. This is up to you. The Fuel Station information at the bottom is optional. You can assign a name for your bulk site and enter it in the Name box (example – *Headquarters fuel tank*). Click on the small grey <u>Submit</u> button after you've entered the data.

## Fuel Entry Client: 5C95 ARI Vehicle: T06908 State ID #: 518-94619 **Fuel Trans** Time: Date: \* 11:16:30 AM V **Brand Name:** Product Name:\* Amount: \$0.00 Units: \* Unit Cost: \* Odometer: \* **Fuel Station** Name: Address: ✓ ZIP/ Postal Code: City: State/Province: Submit