

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 shows the VITAL (ARI Insights) web application interface. The top navigation bar includes the logo, user name 'Welcome, MICHAEL MARSH', and various utility icons. Below this is a black menu ribbon with options: SEARCH, VEHICLES, ORDERING, CUSTOMER, REPORTING, and COMMUNICATION. The 'VEHICLES' menu is expanded, showing a list of sub-options: Fleet Management, Fuel, Licensing, Maintenance, Pool Reservations, Telematics, and Vehicle Remarketing. The 'Maintenance' option is highlighted, and its sub-menu is open, showing: Accident Management, Maintenance Parameters, Mfg Recalls, PO History Entry, PO Search, Service History, and Vendor Locator. The 'PO History Entry' option is highlighted with a red arrow. In the background, a bar chart titled 'Your Inventory: ARI Status' displays the following data:

ARI Status	Count
Active	100
Out of Svc	10
Sold	10

Other visible elements include a 'VITAL Powered by ARI insights' logo, contact information for ARI insights Assistance and WEX Strategic Support, and a section titled 'Run These Reports to Help with Tier Report Scoring:' listing various reports like '5C95 Fixed And Operating Expenses' and '5C95 Preventive Maintenance Dates'.

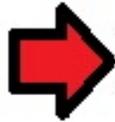
Enter the vehicle number you're working with and then click on the grey Submit button.

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.

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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"/>		
	<input type="button" value="Search"/> <input type="radio"/> Truck <input checked="" type="radio"/> Car <input type="radio"/> Recent <input type="radio"/> Combined Clear Selection		

ATA	Description	Repair	Qty	Cost	Extended
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Comments
<div style="border: 1px solid gray; height: 50px;"></div>

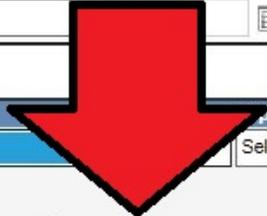
Now jump down to the center of the form and place a small dot above Combined – if this isn't already selected for you.

Intellifleet Service History Direct Entry

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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. Do not enter a dollar symbol (\$) in the Cost entry box - the symbol is NOT needed. Once you've entered this information, click the grey Add button (yellow arrow).

Intellifleet Service History Direct Entry

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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				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
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Comments

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 type="text"/>			<input type="button" value="Add"/>
<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 			Clear Selection



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





Comments
Inspection performed by Bobby Arrington