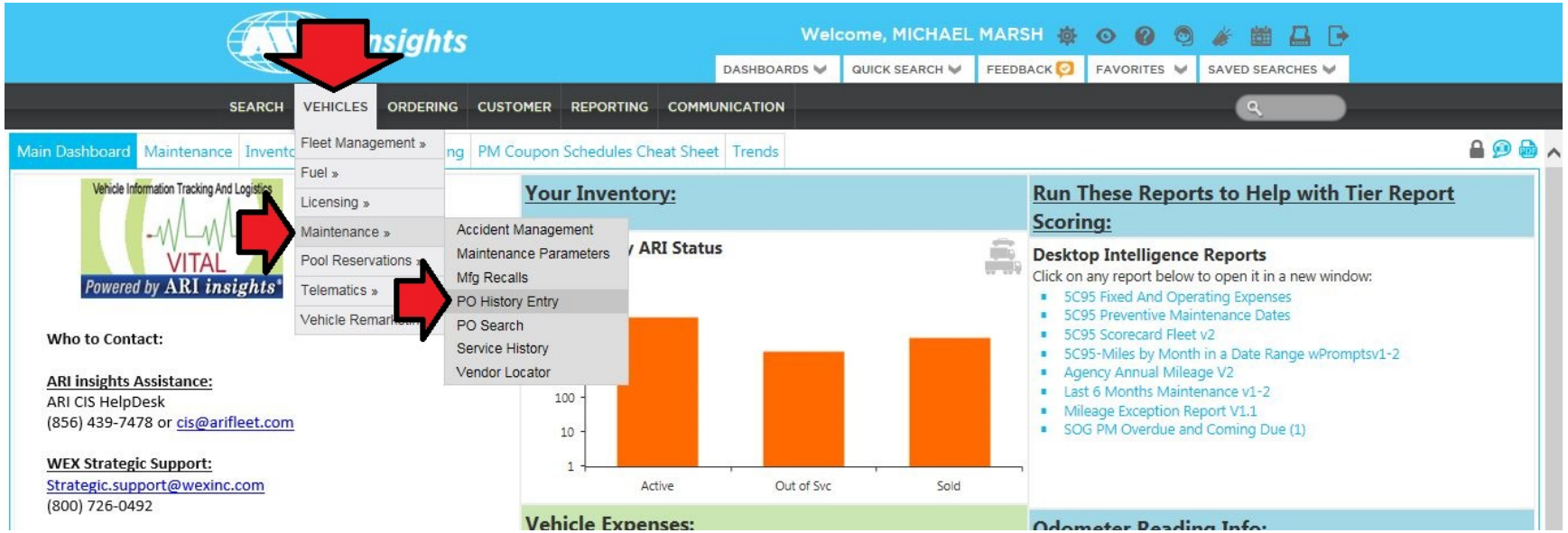
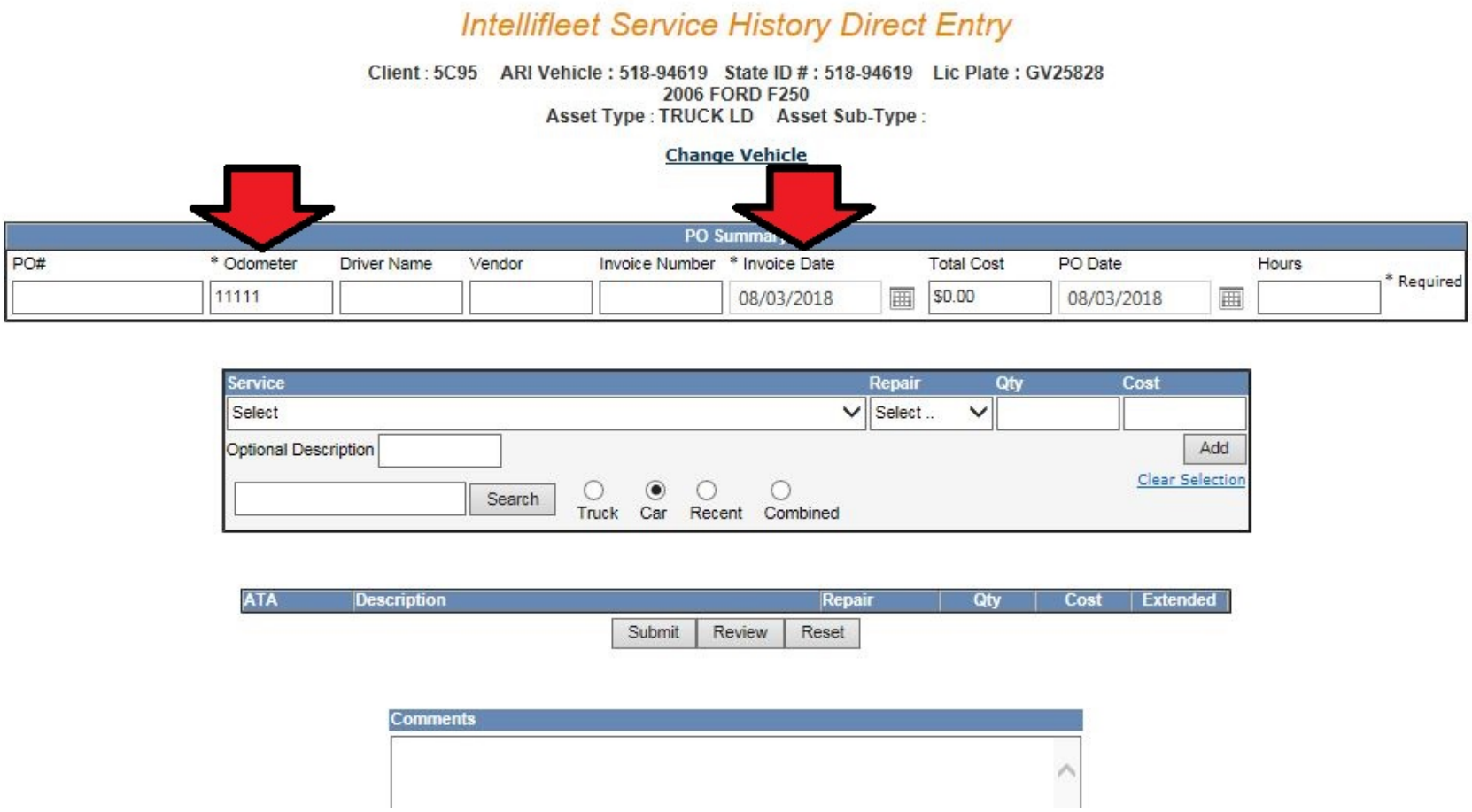
Log into VITAL (ARI Insights) with your viewing credentials. Click on Vehicles in the black menu ribbon. Now select Maintenance and then PO History Entry from the drop-down boxes.



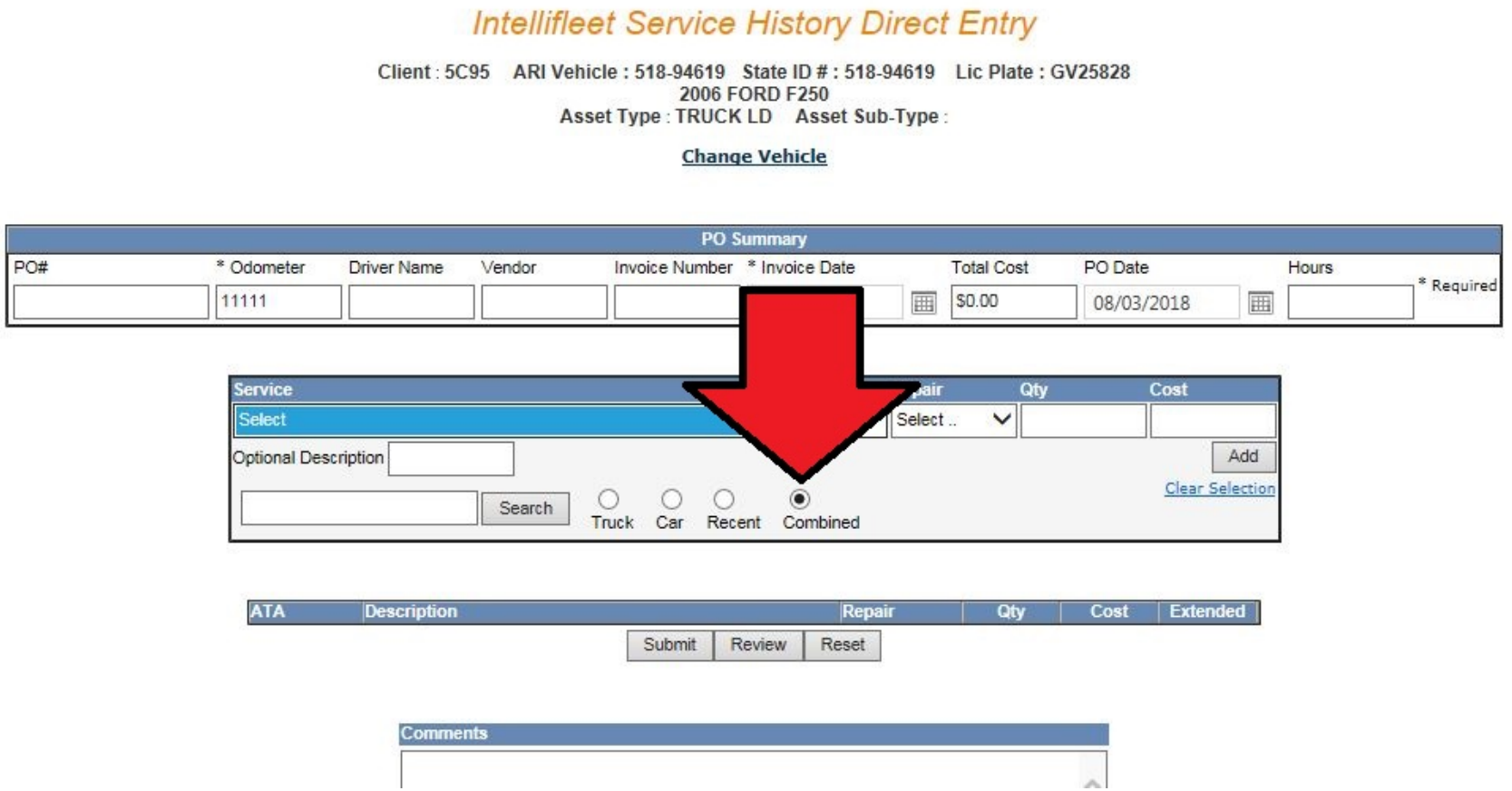
Enter the vehicle number you're working with and then click on the grey Submit button.

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.

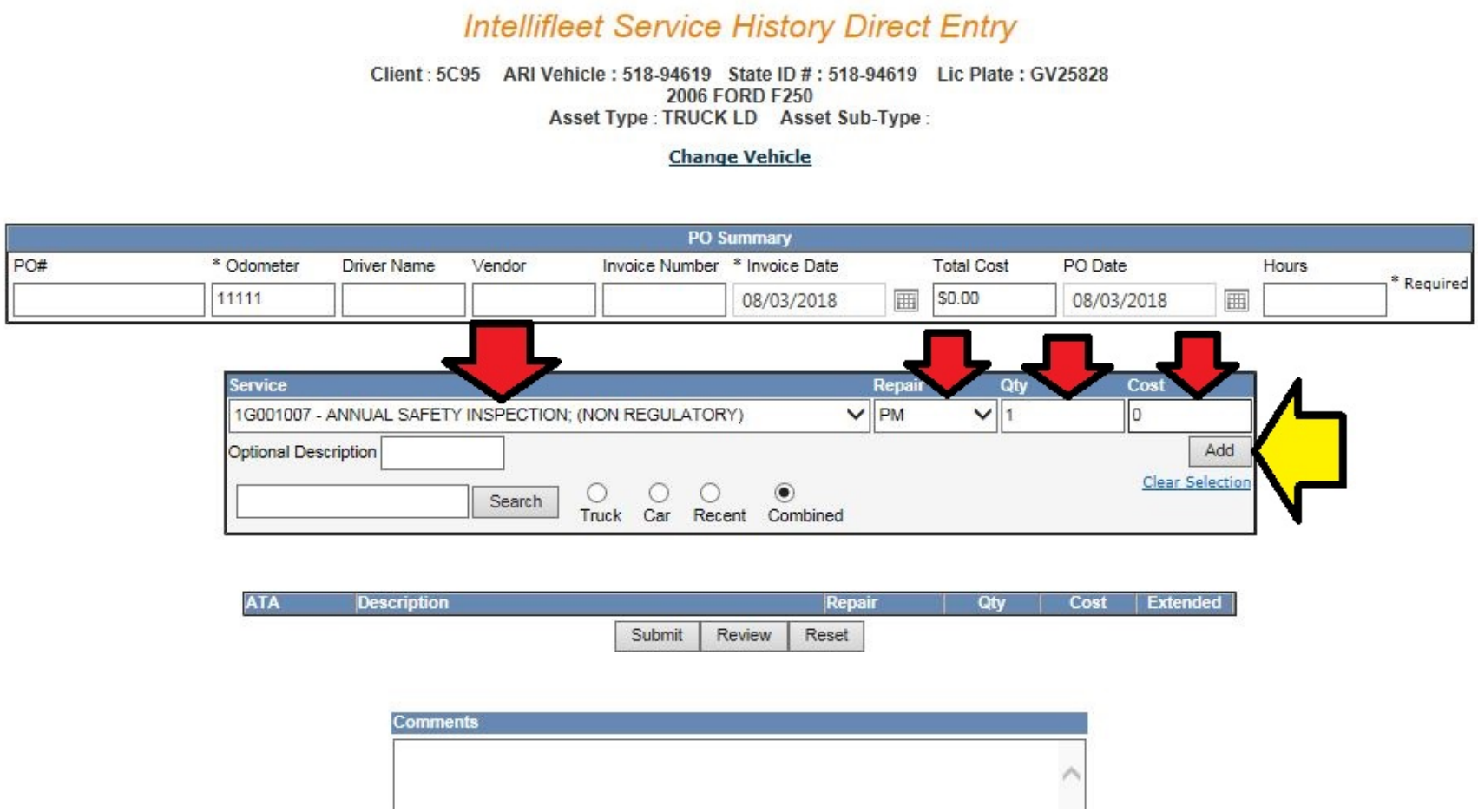
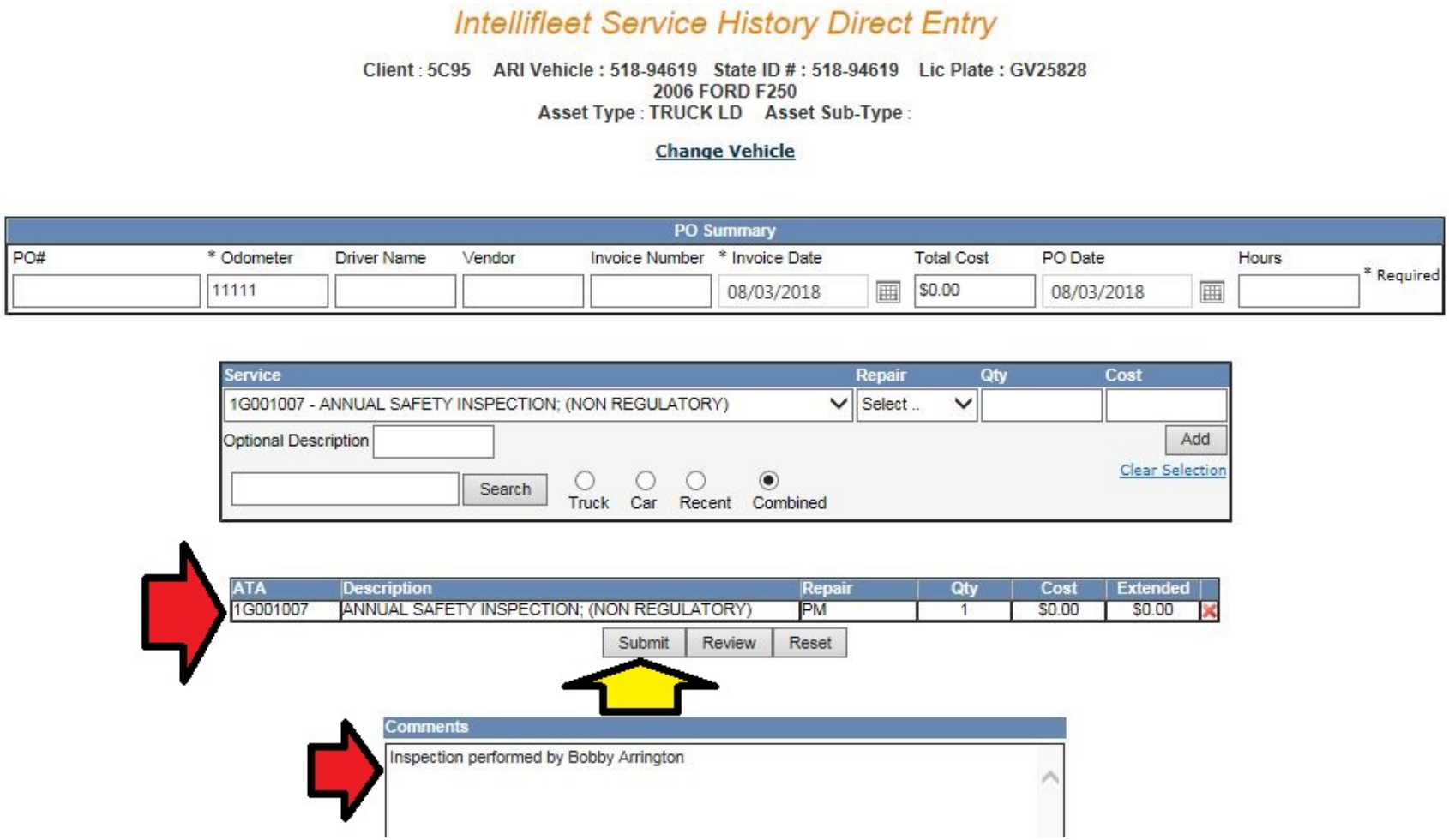
All fields aren't required for the PO History Entry form. You will enter an Odometer reading for your inspection along with the corresponding Date.



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. 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).



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.