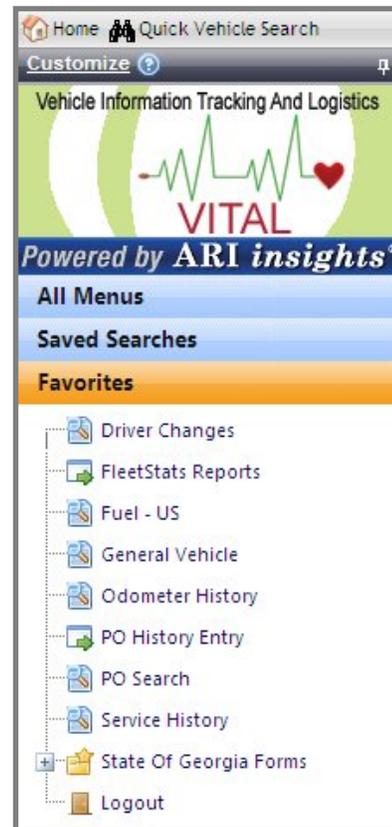


ARI *insights*® Windows Structure

Menu → Search Page → Listing Page → Vehicle Record

I want to . . .	Go to . . .
Find one vehicle by VIN, State ID or ARI Vehicle No.	Quick Vehicle Search
Find multiple vehicles using various search criteria.	General Vehicle Menu
Find specific fuel transactions or a summary of fuel purchases.	Fuel – US Menu
Search for an odometer reading by quality or transaction date.	Odometer History Menu
Enter a maintenance transaction or work order.	PO History Entry Menu
Enter a fuel transaction.	Fuel Entry Tab of vehicle record
Search for a work order using the PO and/or vehicle information.	PO Search
Make changes to a vehicle record.	Driver Changes
Search for a maintenance transaction or work order.	Service History
Create a new vehicle request.	Vehicle Request Form
Search for an existing vehicle request.	Vehicle Request Search



Quick Vehicle Search

Step	Action
1.	Click Quick Vehicle Search icon above the logo at the top left of the screen.
2.	Enter State ID or ARI Vehicle # in Vehicle No. field or enter VIN in VIN field.
3.	Click Search to obtain a list of vehicles matching criteria. A Listing page is displayed.
4.	From the Listing page, click the Details link of the desired record or Excel icon to download into Excel file.

General Vehicle Search

Step	Action
1.	Select General Vehicle Menu.
2.	Enter desired search criteria, including year/make/model. Additional criteria are below.
3.	Click Search button at the top of the screen. A Listing page is displayed.
4.	From the Listing page, click the Details link of the desired record or Excel icon to download into Excel file.

Fuel Search

Step	Action
1.	Select Fuel - US Menu.
2.	Enter desired search criteria, including year/make/model. Additional criteria are below.
3.	Click Search button at the top of the screen. A Listing page is displayed.
5.	From the Listing page, click the Details link of the desired record or Excel icon to download into Excel file.

Additional Search Tips

Select multiple choices within a dropdown

- Hold the “Ctrl” key down while clicking each choice.

Wildcard in *insights*

- An asterisk (*) may be used before and/or after the text entered in a search criteria box.
- For example, to search for all vehicles in Site 4030, enter “4030*” in the Site-Location ID field.

Maintenance Search

Step	Action
1.	Select PO Search Menu.
2.	Enter desired search criteria, including year/make/model, etc. Additional criteria are below.
3.	Select “All” under PO Status field (in lower right hand corner.)
4.	Click Search button at the top of the screen. A Listing page is displayed.
5.	From the Listing page, click the Details link of the desired record or Excel icon to download into Excel file.

Entering an Odometer Reading

Step	Action
1.	Select Driver Changes Menu.
2.	Enter State-ID, VIN or ARI Vehicle number in Vehicle field.
3.	Enter the odometer reading in the Odometer field and the date in the Odometer date field.
4.	Click Update button.

Entering a Fuel Transaction

Step Action

1. Open up a vehicle record by using the search pages or Quick Vehicle Search.
2. Select **Fuel Entry** tab.
3. Enter the fuel transaction details. The **Date**, **Time**, **Units**, **Amount** and **Odometer** fields are required.
4. Click **Submit** to complete the transaction.

Entering a Maintenance Transaction

Step Action

1. Select **PO History Entry** Menu, a new window entitled **Intellifleet History Direct Entry Facility** displays.
2. Enter criteria in one of the search fields to locate desired vehicle. **Note:** Use % as the wildcard before and after text.
 - Enter State ID or ARI Vehicle No. in **Vehicle Number**, VIN in **Serial Number** or for a broader search enter **Make** or **Model**.
3. Click **Submit** button to return the vehicle(s) that match the entered search criteria.
4. Select the blue underlined vehicle number for the purchase order that will be created.

Cus	Vehicle	Veh no	Serial Number	Make	Model	Yr	Prefix	Division	Status
5F25	<u>980-477723</u>	<u>012752</u>	FTNE2428YHB91405	DODGE	DAKOTA	93		AC	In Service

5. The PO History Entry screen displays, enter desired information in **PO Summary** window. **Note:** Any field name showing with an * is a required field to complete the purchase order.

Active PO Details

Submit: Once you have entered all services and parts of your maintenance transaction, click the **“Submit”** button. Once submitted, it will appear in the service history for the vehicle within the same day.

Review: This button will list all available maintenance history for the vehicle to help ensure that you are not duplicating an entry. Once the history appears, each purchase order can be clicked individually to see the details.

Clear PO: This button will clear the Active PO details and does not download the data to Intellifleet. To remove an individual line item and not the entire PO, click the **X** icon at the end of the line item. These clearing options can only be used before the **Submit** button is clicked and the PO is completed.

6. Select car, truck, or recent (the most recent set of ATA codes used) for the ATA code type.
7. Select repair information from the **Service Selection Area** section for each part of the transaction:

(Note: Labor & Parts should be entered separately.)

 1. **ATA & Description:** Choose type of service from the Service dropdown menu. (Repair types are listed in alphabetical order.)
 - o The first two digits of the code will identify a component group, i.e. 13 for brakes. Repairs should be coded in the correct component group for reporting purposes.
 2. **Repair:** Select **L** for labor charges, **P** for parts charges, **PM** for preventative maintenance, or **O** for other charges.
 3. **Qty:** Enter # of hours for labor, # of parts for parts used, or # of preventative maintenance performed.
 4. **Cost:** Enter the cost for one repair type. In the example above, 2 rear disc brake pads were purchased, at a cost of \$98.95 each.
 5. **Total:** This field is automatically calculated and multiplies **quantity** by **cost**.
 6. Click **Add Item to PO** button to add the transaction to the **Active PO Details** section.
8. Repeat step 7 as needed until the entire purchase order has been entered.
9. Once all data has been entered, click **Review** to check the PO before final submittal.

Note: The **Po Total** and **HoursInUse** in the **PO Summary** section will be calculated automatically.
10. After verifying the totals and information entered, click **Submit** to complete the maintenance transaction entry.
11. To enter maintenance transactions for a different vehicle, click blue underlined **Change Vehicle** text in upper right corner. Repeat Steps 2-10 to complete the maintenance transaction entry.
12. When done entering maintenance transactions, close window or click Sign Out. **Note:** Signing out of Intellifleet window will not end your ARI *insights*® session.