

## Importing Vehicles into the New System

ep	Description										
	Click the Vehicle Import link in the Administrative Panel on the Company Dashboard.										
	Memory         Odd Ref Notice           BRIDGE STUDIES         POINDEXTER TRANSPORT INC Company Dashboard										
	COMPUNY DATA ESOROW PRE-TRIP ROUTING DECOMPOSE All v 25 Records v C Retech v Starch Permits Decompose Starch Permits v 0 Special Weight Registration										
	REPORTS     Solumeted     Solumeted     Solumeted     Action     Addie Cell Registration       ROUTE SURVEYS     weight Superiods (Single Trip)     1/16/02/11/12/AM     Approved Panding ISP     Select.     Messages ①       SAVED TRIPS     weight Superiods (Single Trip)     1/16/02/11/12/AM     Datied Review Pending     Select.     Messages ①										
	SHOPPING CART weight Separated (Single Trip) 1/1502214.33 PM Roads Survey Complete Select Statistics @										
	VEHICLE INFORM     under submass (single rip)     11220212.40 PM     Peending     Select.     Permits Issued Today: 0       VEHICLE INFORM     under Submass (single rip)     11220212.40 PM     Peending     Select     Permits Selections										
	Choice Menne Upperioad (30 Day) 1/12/2021 2:39 PM Issued ISP Select										
	elect a .csv, .xls, or .xlsx file on your computer that has information about your fleet. The file must contain unit umbers, model year, vehicle make, VIN number, license plate number, license plate state, country, and vehicle /pe. he following information should be used in the Vehicle Type column, the system will not accept information not sted in this 2 digit format: (5W for Truck-Trailer w/Fifth Wheel Hook-Up, TR for Truck-Trailer, TP for Truck-Pole railer, TK for Truck, TT for Trailer-Trailer, SP for Self-Propelled Equipment, OT for Other/Towed).										
	Select File:										
	Choose File No file chosen Upload File										
	<ul> <li>Click the Choose File button to locate the file on the computer that has the Vehicle Inventory listed. Double click the file to be imported.</li> </ul>										

р	D	esci	ription										
	Т	he <b>I</b>	mport \	/ehicl	le Inven	ntory Ste	<b>ep 2</b> screen will	l be displa	yed.				
Import Vehicle Inventory Step 2													
	т	The first part of your file is shown below. Match the column numbers with the data type. Columns marked with a * are required.											
		*The Unit Number is in column Column 1 🗸				*The Unit Model Year is in column			Column 2 🗸				
		*The Vehicle Make is in column Column 3 🗸				*The VIN is in column		Colun	nn 4 🗸				
	*	The Li	cense Plate N	lumber is	in column	Column 5 🗸	*The License Plate St	ate is in column	Colun	nn 6 🗸			
			*The C	Country is	in column	Column 7 🗸	*The Vehicle Ty	pe is in column	Colun	nn 8 🗸			
		*Data starts on row				Row 1 🗸	Import Sheet						
	P	review											
	1	Row/C	ol 1	2	:	3	4	5		6	7	8	
	1	1	Unit Num	ber Unit	Model Year	Vehicle Make	VIN	License Plate Nu	mber	Vehicle Type	Country	License Plate State	
	1	2	1001	2005	5 1	Kenworth	1NKDLB0X65J087369	IRJ7836		5w	USA	ТХ	
l		3	1002	1981	I I	Mack	1M2S125C18A001090	IRJ5744		TR	USA	PA	
	4	4	1003	2007	, ,	Kenworth	1XKCPBTX67R995052	IRJ3222		TP	USA	MA	
	4	5	1004	2003	3	Kenworth	1NKDGGGGX0R392309	IRJ8844		тт	USA	ID	
		6	1005	2006	i I	Kenworth		IRK0193		SP	USA	NM	
	•	Import Vehicle Inven			e Invento shown below. ber is in colum ake is in colum ber is in colum	In Column 1 v *The Unit Model In Column 1 v *The Unit Model In Column 3 v *Th In Column 5 v *The License Plate		I Year is in column Co e VIN is in column Co State is in column Co		* are required. umn 2 V umn 4 V umn 8 V umn 6 V			
			Preview	*Dat	a starts on ro	w Row 2 🗸	Import Sheet						
			Row/Col 1		2	3	4	5		6	7	8	
				it Number		ear Vehicle Ma			Number			License Plate State	
			2 10		2005	Kenworth	1NKDLB0X65J087369	IRJ7836		5w	USA	тх	
I			3 100	02	1981	Mack	1M2S125C18A001090	IRJ5744		TR	USA	PA	
			4 100	03	2007	Kenworth	1XKCPBTX67R995052	IRJ3222		TP	USA	MA	
			5 10	04	2003	Kenworth	1NKDGGGGX0R39230	9 IRJ8844		тт	USA	ID	
			6 10	05	2006	Kenworth		IRK0193		SP	USA	NM	

Step	Description									
4.	The Vehicle Import Results screen will be displayed indicating the number of vehicles successfully imported.									
	Vehicle Import Results View the results of your vehicle import below.									
	Results       Number of vehicles successfully imported: 9       Number of failures: 1									
	Return to Dashboard           Note:         If there are any errors in the data, the Vehicle Import Results screen will indicate the number of failures.           Users can click the View Load Failures button to open the Vehicle Import Exceptions Report.									
5.	Click the <b>Return to the Dashboard</b> link to return to the <b>Company Dashboard</b> .									