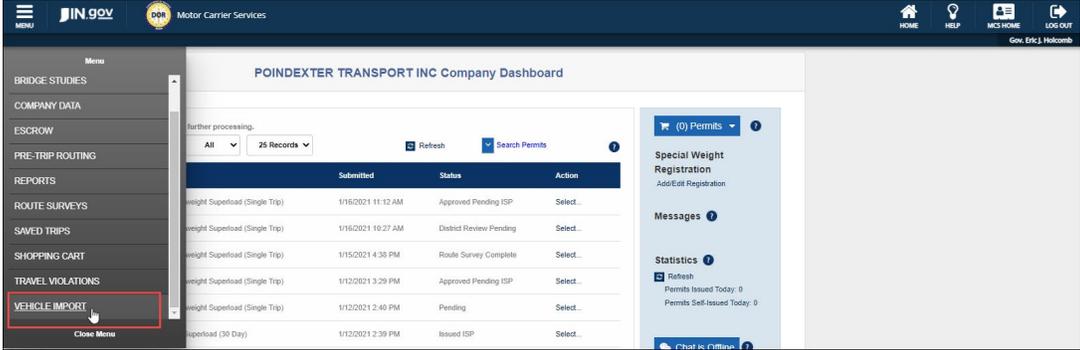




## Importing Vehicles into the New System

Step	Description
1.	<ul style="list-style-type: none"> <li>Click the <b>Vehicle Import</b> link in the <b>Administrative Panel</b> on the <b>Company Dashboard</b>.</li> </ul> 
2.	<p><i>The <b>Import Vehicle Inventory</b> screen will be displayed.</i></p> <div data-bbox="245 1104 1427 1646" style="border: 1px solid black; padding: 10px;"> <h3 style="text-align: center;">Import Vehicle Inventory <span style="float: right;">?</span></h3> <p><b>POINDEXTER TRANSPORT INC</b></p> <p>Select a <b>.csv</b>, <b>.xls</b>, or <b>.xlsx</b> file on your computer that has information about your fleet. The file must contain unit numbers, model year, vehicle make, VIN number, license plate number, license plate state, country, and vehicle type.</p> <p>The following information should be used in the Vehicle Type column, the system will not accept information not listed in this 2 digit format: (5W for Truck-Trailer w/Fifth Wheel Hook-Up, TR for Truck-Trailer, TP for Truck-Pole Trailer, TK for Truck, TT for Trailer-Trailer, SP for Self-Propelled Equipment, OT for Other/Towed).</p> <p>Select File:</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <span>Choose File</span> <span>No file chosen</span> <span style="background-color: #0056b3; color: white; padding: 5px 15px; border-radius: 3px;">Upload File</span> </div> </div> <ul style="list-style-type: none"> <li>Click the <b>Choose File</b> button to locate the file on the computer that has the <b>Vehicle Inventory</b> listed. Double click the file to be imported.</li> <li>Click the <b>Upload File</b> button.</li> </ul> <p><b>Note:</b> The file must contain the <b>Unit Number</b>, <b>Unit Model Year</b>, <b>Vehicle Make</b>, <b>VIN</b>, <b>License Plate Number</b>, <b>License Plate State</b>, <b>Country</b>, and <b>Vehicle Type</b> (see image above for details).</p>

Step	Description
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3. *The **Import Vehicle Inventory Step 2** screen will be displayed.*

### Import Vehicle Inventory Step 2

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

\*The Vehicle Make is in column

\*The License Plate Number is in column

\*The Country is in column

\*Data starts on row

\*The Unit Model Year is in column

\*The VIN is in column

\*The License Plate State is in column

\*The Vehicle Type is in column

Preview

Row/Col	1	2	3	4	5	6	7	8
1	Unit Number	Unit Model Year	Vehicle Make	VIN	License Plate Number	Vehicle Type	Country	License Plate State
2	1001	2005	Kenworth	1NKDLB0X65J087369	IRJ7836	5w	USA	TX
3	1002	1981	Mack	1M2S125C18A001090	IRJ5744	TR	USA	PA
4	1003	2007	Kenworth	1XKCPBTX67R995052	IRJ3222	TP	USA	MA
5	1004	2003	Kenworth	1NKDGGGGX0R392309	IRJ8844	TT	USA	ID
6	1005	2006	Kenworth		IRK0193	SP	USA	NM

- Designate which column the data is located in each dropdown list, as well as the row the data starts on.
- Click the **Import Sheet** button.

### Import Vehicle Inventory Step 2

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

\*The Vehicle Make is in column

\*The License Plate Number is in column

\*The Country is in column

\*Data starts on row

\*The Unit Model Year is in column

\*The VIN is in column

\*The License Plate State is in column

\*The Vehicle Type is in column

Preview

Row/Col	1	2	3	4	5	6	7	8
1	Unit Number	Unit Model Year	Vehicle Make	VIN	License Plate Number	Vehicle Type	Country	License Plate State
2	1001	2005	Kenworth	1NKDLB0X65J087369	IRJ7836	5w	USA	TX
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4	1003	2007	Kenworth	1XKCPBTX67R995052	IRJ3222	TP	USA	MA
5	1004	2003	Kenworth	1NKDGGGGX0R392309	IRJ8844	TT	USA	ID
6	1005	2006	Kenworth		IRK0193	SP	USA	NM

Step	Description
4.	<p>The <b>Vehicle Import Results</b> screen will be displayed indicating the number of vehicles successfully imported.</p> <div data-bbox="248 321 854 630" style="border: 1px solid black; padding: 10px;"><p><b>Vehicle Import Results</b></p><p>View the results of your vehicle import below.</p><p><b>Results</b></p><p>Number of vehicles successfully imported: 9 Number of failures: 1</p><p><a href="#">View Load Failures</a></p><p><a href="#">Return to Dashboard</a></p></div> <p><b>Note:</b> If there are any errors in the data, the <b>Vehicle Import Results</b> screen will indicate the number of failures. Users can click the <b>View Load Failures</b> button to open the <b>Vehicle Import Exceptions Report</b>.</p>
5.	<ul style="list-style-type: none"><li>• Click the <b>Return to the Dashboard</b> link to return to the <b>Company Dashboard</b>.</li></ul>