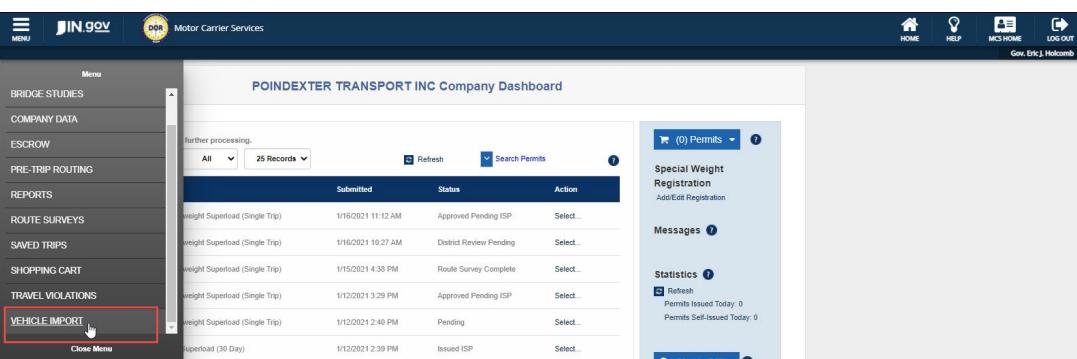




## Importing Vehicles into the New System

Step	Description
1.	<ul style="list-style-type: none"> <li>Click the <b>Vehicle Import</b> link in the Administrative Panel on the <b>Company Dashboard</b>.</li> </ul> 
2.	<p>The <b>Import Vehicle Inventory</b> screen will be displayed.</p> <div style="border: 1px solid black; padding: 10px;"> <p><b>Import Vehicle Inventory</b> <span style="color: blue;">?</span></p> <p><b>POINDEXTER TRANSPORT INC</b></p> <p>Select a .csv, .xls, or .xlsx 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><b>Select File:</b></p> <div style="display: flex; align-items: center;"> <span style="border: 1px solid #ccc; padding: 2px 10px; margin-right: 10px;">Choose File</span> <span style="border: 1px solid #ccc; padding: 2px 10px; margin-right: 10px;">No file chosen</span> <span style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 2px 10px; font-weight: bold;">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																																																																																																																														
3.	<p><b>The Import Vehicle Inventory Step 2 screen will be displayed.</b></p> <p><b>Import Vehicle Inventory Step 2</b></p> <p>The first part of your file is shown below. Match the column numbers with the data type. Columns marked with a * are required.</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="flex: 1;"> <p>*The Unit Number is in column <input type="button" value="Column 1 ▾"/></p> <p>*The Vehicle Make is in column <input type="button" value="Column 3 ▾"/></p> <p>*The License Plate Number is in column <input type="button" value="Column 5 ▾"/></p> <p>*The Country is in column <input type="button" value="Column 7 ▾"/></p> <p>*Data starts on row <input type="button" value="Row 1 ▾"/></p> </div> <div style="flex: 1;"> <p>*The Unit Model Year is in column <input type="button" value="Column 2 ▾"/></p> <p>*The VIN is in column <input type="button" value="Column 4 ▾"/></p> <p>*The License Plate State is in column <input type="button" value="Column 6 ▾"/></p> <p>*The Vehicle Type is in column <input type="button" value="Column 8 ▾"/></p> </div> </div> <p style="text-align: center;"><b>Import Sheet</b></p> <p><b>Preview</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #002060; color: white;"> <th>Row/Col</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> <th>8</th> </tr> </thead> <tbody> <tr><td>1</td><td>Unit Number</td><td>Unit Model Year</td><td>Vehicle Make</td><td>VIN</td><td>License Plate Number</td><td>Vehicle Type</td><td>Country</td><td>License Plate State</td></tr> <tr><td>2</td><td>1001</td><td>2005</td><td>Kenworth</td><td>1NKDLB0X65J087369</td><td>IRJ7836</td><td>5w</td><td>USA</td><td>TX</td></tr> <tr><td>3</td><td>1002</td><td>1981</td><td>Mack</td><td>1M2S125C18A001090</td><td>IRJ5744</td><td>TR</td><td>USA</td><td>PA</td></tr> <tr><td>4</td><td>1003</td><td>2007</td><td>Kenworth</td><td>1XKCPBTX67R995052</td><td>IRJ3222</td><td>TP</td><td>USA</td><td>MA</td></tr> <tr><td>5</td><td>1004</td><td>2003</td><td>Kenworth</td><td>1NKDGGGGX0R392309</td><td>IRJ8844</td><td>TT</td><td>USA</td><td>ID</td></tr> <tr><td>6</td><td>1005</td><td>2006</td><td>Kenworth</td><td></td><td>IRK0193</td><td>SP</td><td>USA</td><td>NM</td></tr> </tbody> </table> <ul style="list-style-type: none"> <li>Designate which column the data is located in each dropdown list, as well as the row the data starts on.</li> <li>Click the <b>Import Sheet</b> button.</li> </ul> <p><b>Import Vehicle Inventory Step 2</b></p> <p>The first part of your file is shown below. Match the column numbers with the data type. Columns marked with a * are required.</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="flex: 1;"> <p>*The Unit Number is in column <input type="button" value="Column 1 ▾"/></p> <p>*The Vehicle Make is in column <input type="button" value="Column 3 ▾"/></p> <p>*The License Plate Number is in column <input type="button" value="Column 5 ▾"/></p> <p>*The Country is in column <input type="button" value="Column 7 ▾"/></p> <p>*Data starts on row <input type="button" value="Row 2 ▾"/></p> </div> <div style="flex: 1;"> <p>*The Unit Model Year is in column <input type="button" value="Column 2 ▾"/></p> <p>*The VIN is in column <input type="button" value="Column 4 ▾"/></p> <p>*The License Plate State is in column <input type="button" value="Column 6 ▾"/></p> <p>*The Vehicle Type is in column <input type="button" value="Column 8 ▾"/></p> </div> </div> <p style="text-align: center;"><b>Import Sheet</b></p> <p><b>Preview</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #002060; color: white;"> <th>Row/Col</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> <th>8</th> </tr> </thead> <tbody> <tr><td>1</td><td>Unit Number</td><td>Unit Model Year</td><td>Vehicle Make</td><td>VIN</td><td>License Plate Number</td><td>Vehicle Type</td><td>Country</td><td>License Plate State</td></tr> <tr><td>2</td><td>1001</td><td>2005</td><td>Kenworth</td><td>1NKDLB0X65J087369</td><td>IRJ7836</td><td>5w</td><td>USA</td><td>TX</td></tr> <tr><td>3</td><td>1002</td><td>1981</td><td>Mack</td><td>1M2S125C18A001090</td><td>IRJ5744</td><td>TR</td><td>USA</td><td>PA</td></tr> <tr><td>4</td><td>1003</td><td>2007</td><td>Kenworth</td><td>1XKCPBTX67R995052</td><td>IRJ3222</td><td>TP</td><td>USA</td><td>MA</td></tr> <tr><td>5</td><td>1004</td><td>2003</td><td>Kenworth</td><td>1NKDGGGGX0R392309</td><td>IRJ8844</td><td>TT</td><td>USA</td><td>ID</td></tr> <tr><td>6</td><td>1005</td><td>2006</td><td>Kenworth</td><td></td><td>IRK0193</td><td>SP</td><td>USA</td><td>NM</td></tr> </tbody> </table>	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	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
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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="251 325 855 629" 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="#" style="background-color: #0070C0; color: white; padding: 5px 10px; text-decoration: none; font-weight: bold;">View Load Failures</a></p> <p><a href="#" style="color: #0070C0; text-decoration: none; font-weight: bold;">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>