



Multiple Vehicle Upload Instructions

This document shall give the required instructions to upload multiple vehicles to a customer's current account.

Important Note: *Users are ALWAYS required to input data and make changes to the Excel file and ALWAYS save the file to CSV (Comma Delimited) format to upload. Changes made directly to the CSV file will result in upload errors.*

Preconditions:

User has an online account with no violations.

User has the required permissions to upload multiple vehicles from their account.

How to Upload Multiple Vehicles?

1. User logs into their account and navigates to "Vehicle Maintenance".

Scroll to the bottom of the screen, if they have the permissions for multiple vehicle upload, the instructions, template, history, and upload file option are available.

Note: if they do not see the multiple vehicle options, they may not have the permission to this feature. They can call Customer Service for more information.

 [Download Multiple Vehicle Template Instructions \(PDF\)](#)

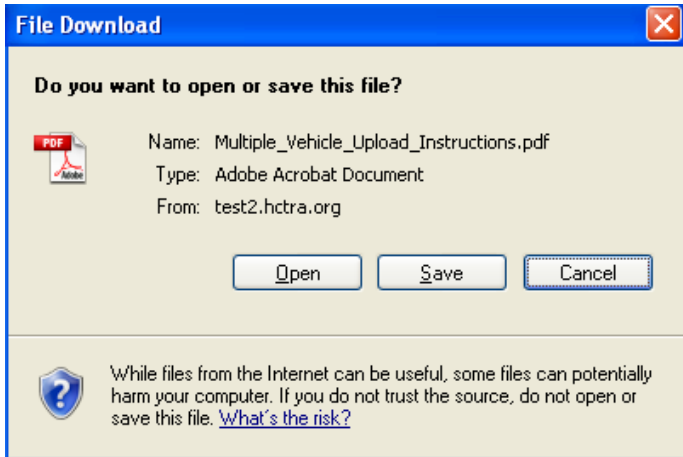
 [Download Multiple Vehicle Template\(Excel\)](#)

 [Multiple Vehicle Upload History](#)

 Upload Multiple Vehicle File (CSV Format Only):

2. Click on "Download Multiple Vehicle Template Instructions" link

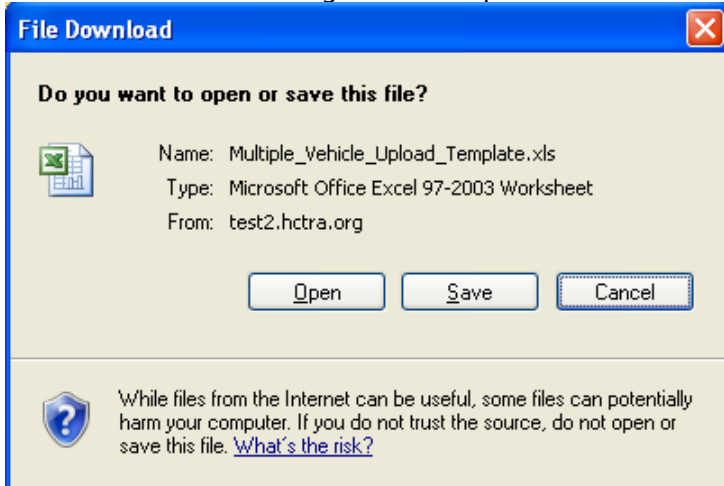
A standard windows message either to Open or Save the file or Cancel is displayed. Click "Open" to open the file.



A pdf file is opened with the instructions (*this document*) on how to download the template and use it to fill in the data. It also gives instructions on how to save the completed excel file into a csv format and upload the data successfully.

3. Click on "Download Multiple Vehicle Template" link

A standard windows message either to Open or Save the file or Cancel is displayed.



4. Click on "Open" to open the template file

A template file with zero rows and required data columns (columns identified with * are mandatory) is opened.

Note: Microsoft Excel is required to open the file.

* Action	* Transponder?	* License Plate State	* License Plate Number	* Temporary Plate?	* Vehicle Class	* Vehicle Year	* Vehicle Make	* Vehicle Model	* Vehicle Color	Vehicle Nickname

5. Add the vehicle information as instructed in the file

Select the predefined values from the columns (dropdown) wherever available. See example below.

* Action	* Transponder?
ADD	
INACTIVATE	

Below are the descriptions of the columns:

Action: Indicate the action required (add a vehicle/tag or inactivate a vehicle/tag)

Transponder?: Indicate if the vehicle has a transponder (Y) or tagless (N).

License Plate State: Select the state of the license plate (e.g.: IN or KY)

License Plate Number: Enter the vehicle license plate number

Temporary Plate: Indicate if the request is for a temporary plate (Y or N)

Vehicle Class: Select the vehicle class from the dropdown (1-Passenger vehicle, 2-Medium vehicle, 3- Large vehicle)

Vehicle Year: Select the vehicle year (e.g.: 2020)

Vehicle Make: Enter the vehicle make (e.g.: Toyota)

Vehicle Model: Enter the vehicle model (e.g.: Camry)

Vehicle Color: Enter the vehicle color (e.g.: White)

Vehicle Nickname: Enter the vehicle nickname (e.g.: Fleet1)

Note: Take note of the below points before entering your data.

Only a Max of 1500 rows can be added at one time

Each row is identified with one vehicle for either addition or inactivation of a TAG

All required columns (*) need to be completed for every row

Only tagless vehicles and transponder vehicles can be added

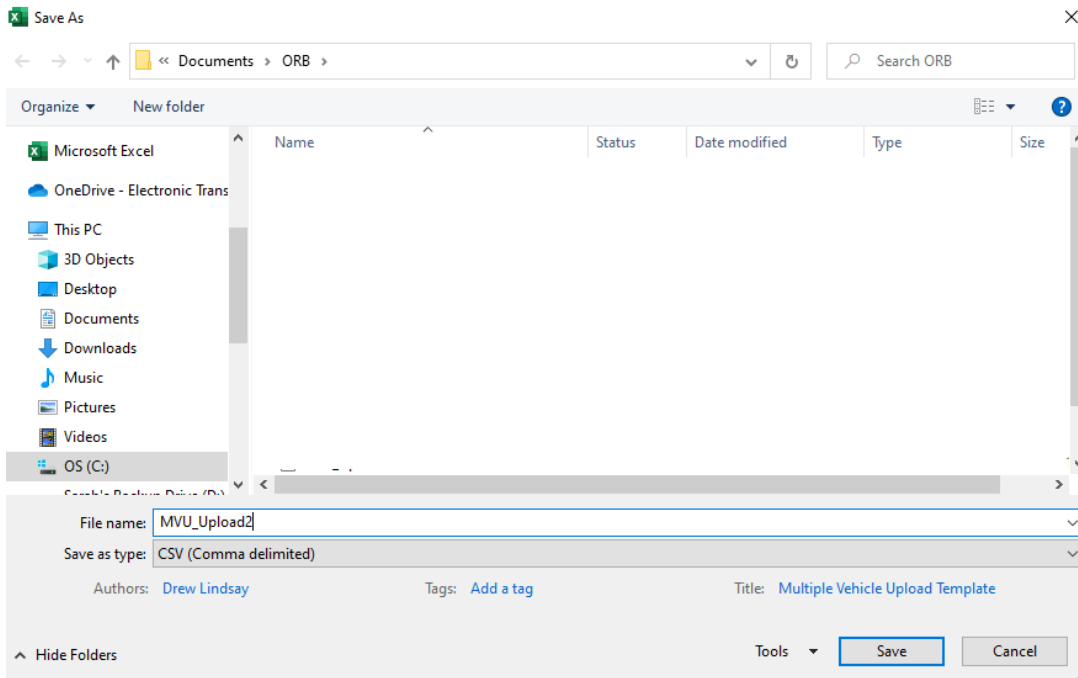
Inactivation of tagless & transponder vehicles can also be entered

Only transponder vehicles can be temporary vehicles

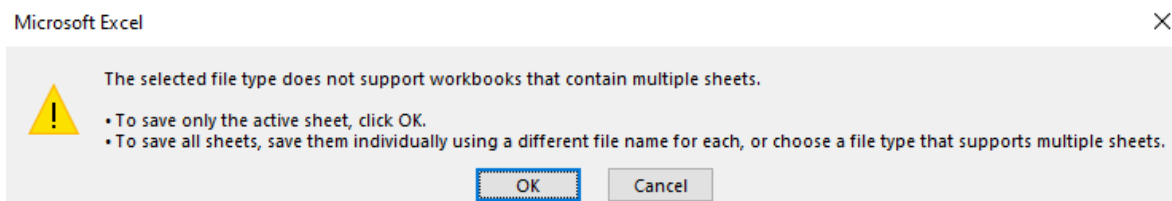
Temporary vehicles do not need a license plate entry

6. Once all the required information is entered and validated, save the file as a "Comma separated" file (CSV format) on your local system.

- Click Save As and change the file name as desired
- Under the "Save as type" select CSV (Comma Delimited)
- Click "Save"



If you encounter any compatibility messages like below while saving or closing the CSV format file, click on "YES" button to continue.

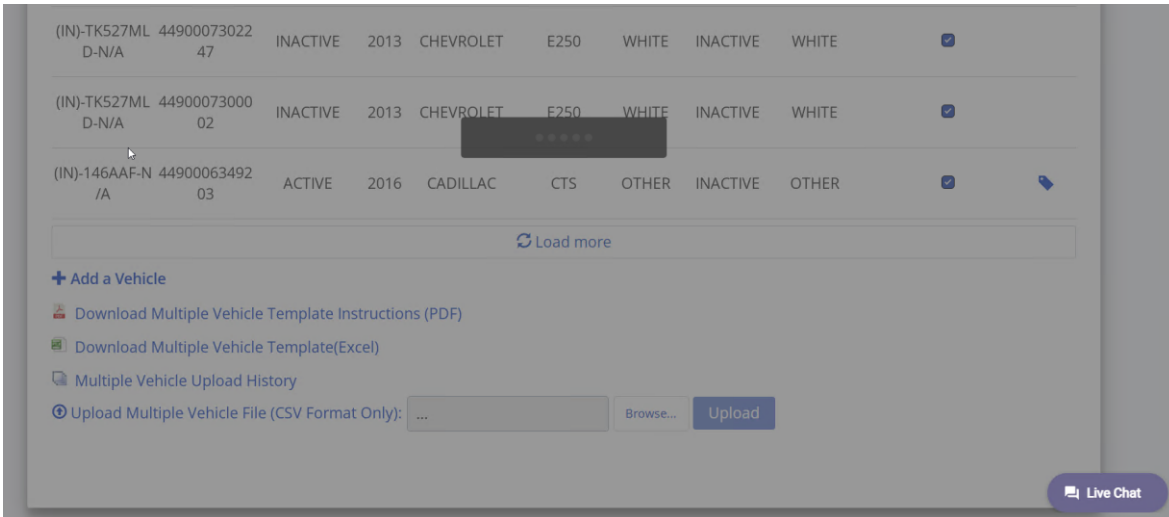


Close the saved CSV file before moving to the next step (upload).

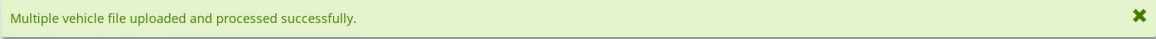
7. Now return back to the "Vehicle Maintenance" page on your browser and click on the Browse button next to "Upload Multiple Vehicle File (CSV Format Only)" and select the saved CSV file from your local system.



8. Click on the "Upload" Button
Upload will start.



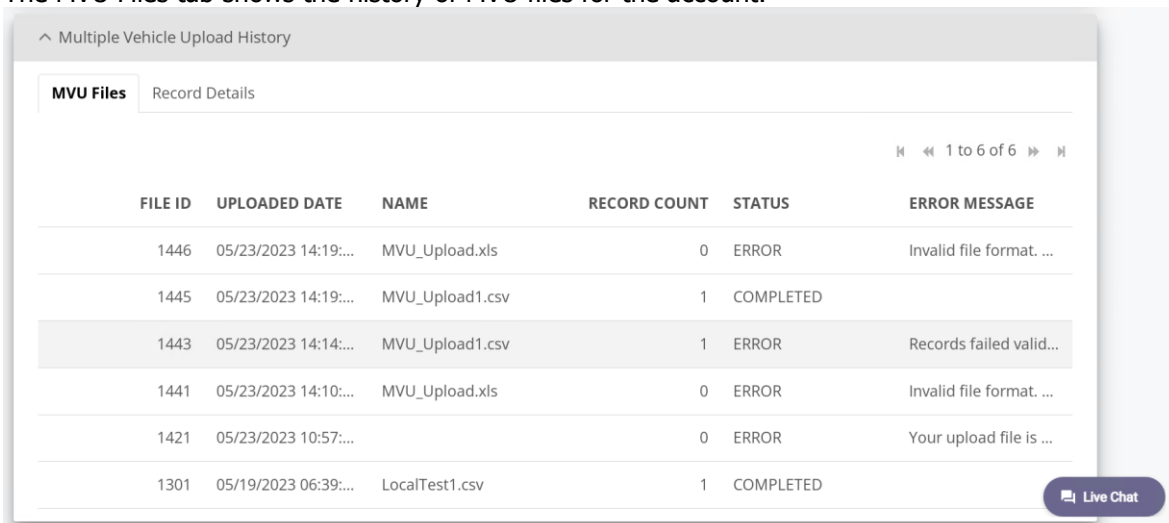
If there are no errors with the uploaded file and your upload is successful, the below message is displayed:



If the uploaded file has errors, an error message indicating that uploaded file has errors is shown on the page:



9. Scroll to the bottom of the Vehicle Maintenance screen and Click on "Multiple Vehicle Upload History" link to view the history
The MVU Files tab shows the history of MVU files for the account.



Select a row and click on the Record Details tab to view the record with the error and the error message.

Multiple Vehicle Upload History

MVU Files **Record Details**

« 1 to 1 of 1 »

ACTION	TAG	LICEN: PLATE STATE	LICEN: PLATE NUMB	TEMP LICEN: PLATE	VEHIC CLASS	VEHIC YEAR	VEHIC MAKE	VEHIC MODE	VEHIC COLOF	VEHIC NICKN	STATU	ERROR MESSAGE
ADD	No	TX	DFH...	No	2	2022	AUDI	A6	GRAY	PYT	ERR...	This account plan...

Live Chat

Note: You can slide and drag to expand each column to see the information within the row(s).

Multiple Vehicle Upload History

MVU Files **Record Details**

« 1 to 1 of 1 »

ACTION	TAG	LICEN PLATE STATE	LICENSE PLATE NUMBER	T L P	VEH CL	VEH YE	VEH M	VEH M	VEH C	VEH N	S	ERROR MESSAGE
ADD	No	TX	DFH6455	N	2	2...	A..	A..	G	P	E	This account plan required tag.

Live Chat

Make the required corrections and repeat steps 7 through 9 to upload file successfully.

Note: Do not make changes to the CSV file directly, open the template in Excel and make the changes to save it in CSV format again.