Fleet Management

- AGENCY FLEET
- COORDINATOR
- TRAINING
- PART 2 – ARI Insights
- https://fleet.wv.gov

State of West Virginia

Fleet Management Division

ARI Insights

- https://ariinsights.arifleet.com

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ARI Insights

- ARI Insights Agenda
  1. Dashboard and Widgets
  2. Quick Search
  3. Search Tab
  4. Reporting Tab
  5. NEW for 2020
     - Adding driver information
     - New “vehicle purpose” field
     - Manual maintenance PO entries
     - Maintenance approval process

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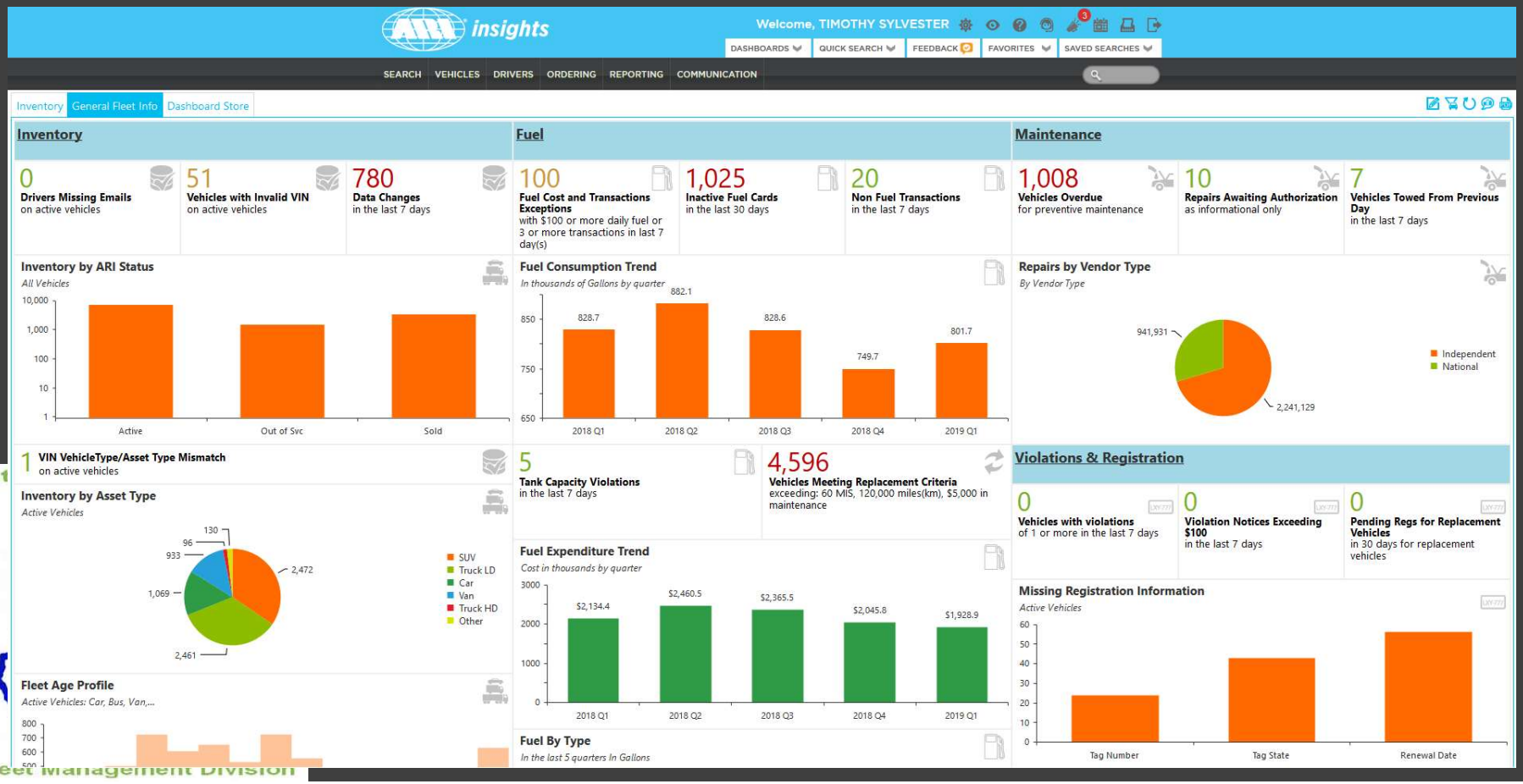
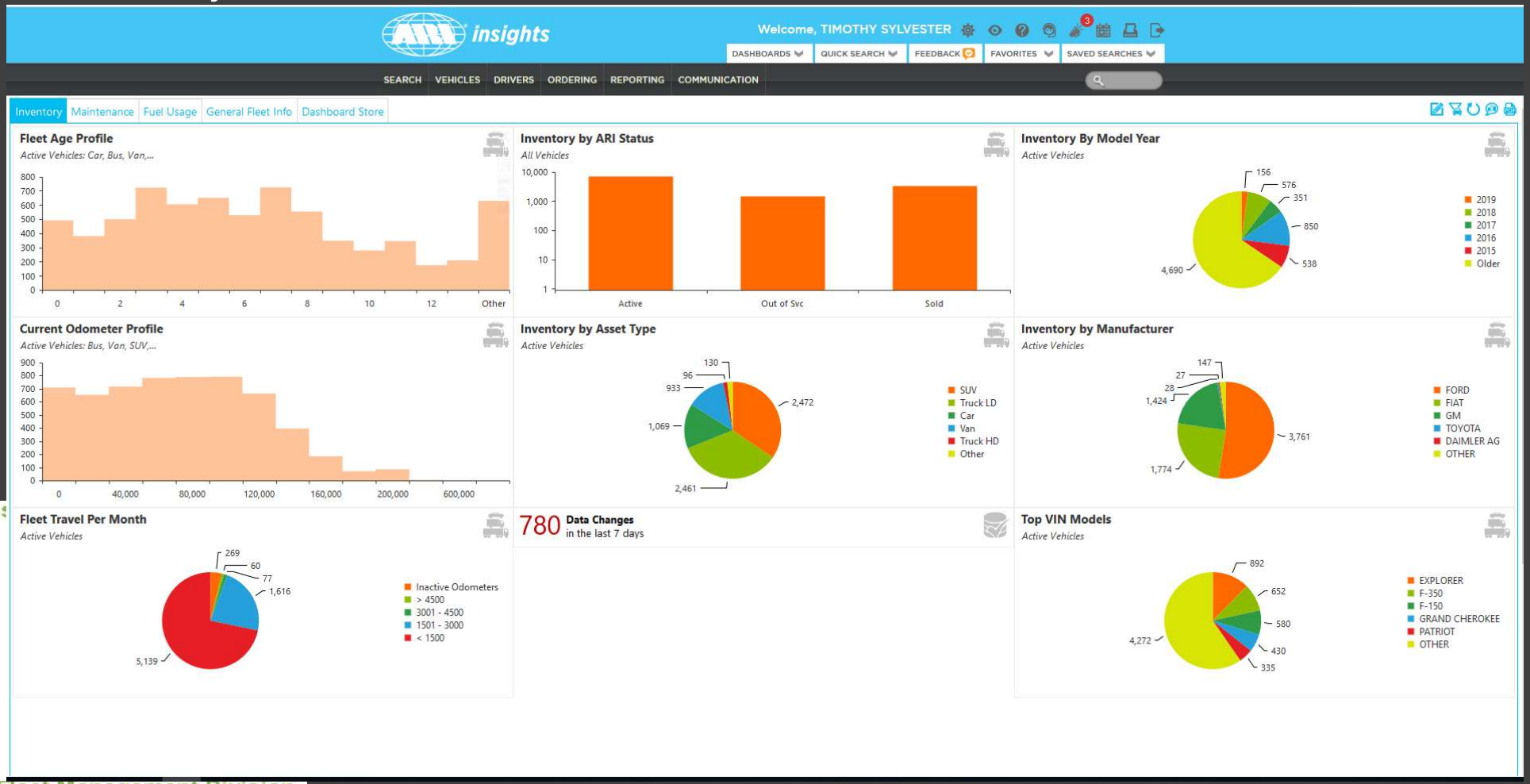
ARI Insights Dashboard/Widgets

- Dashboard/General Fleet Info
  - Three biggest are Inventory, Fuel and Maintenance



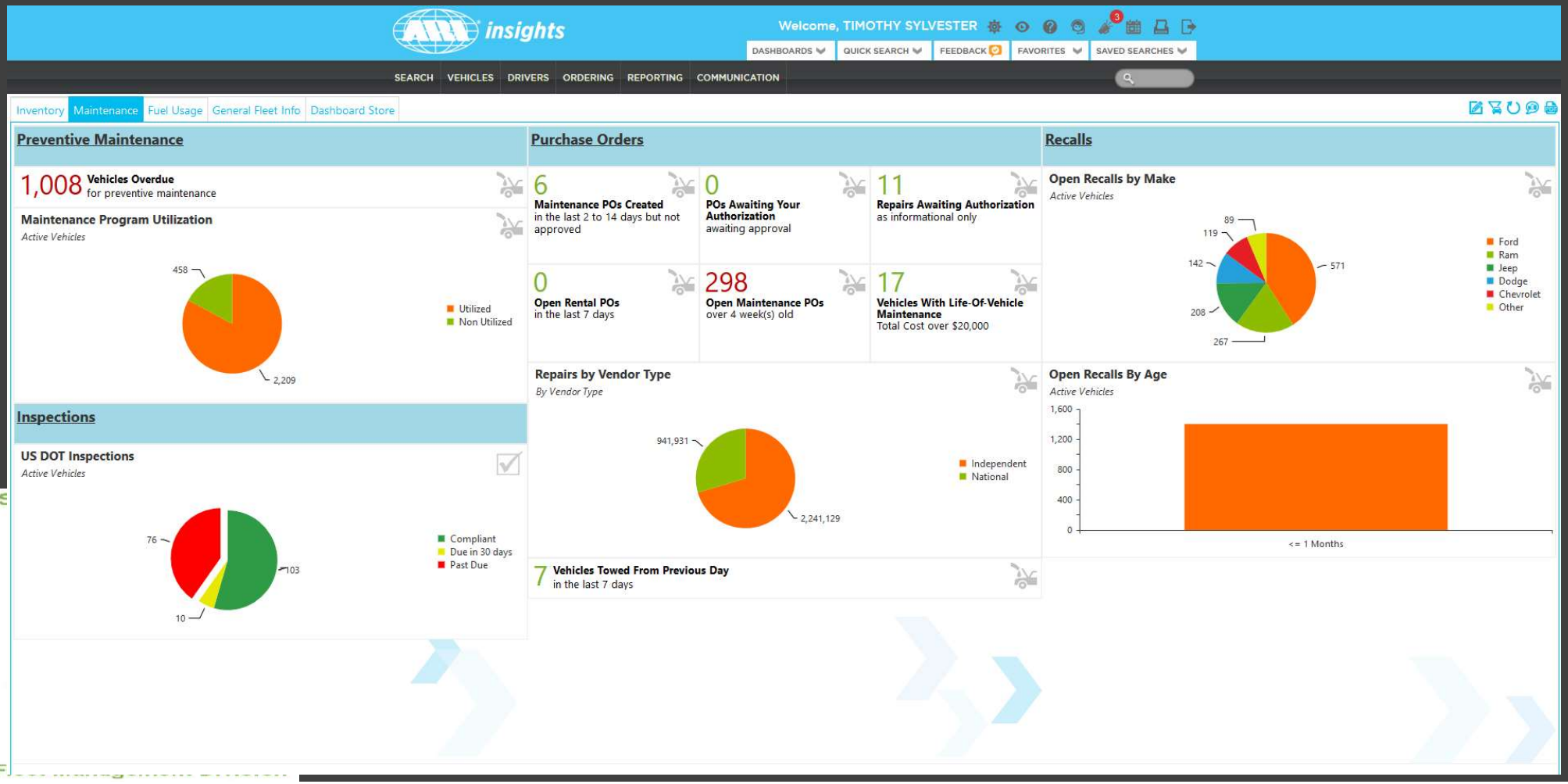
ARI Insights Dashboard/Widgets

- Inventory Dashboard



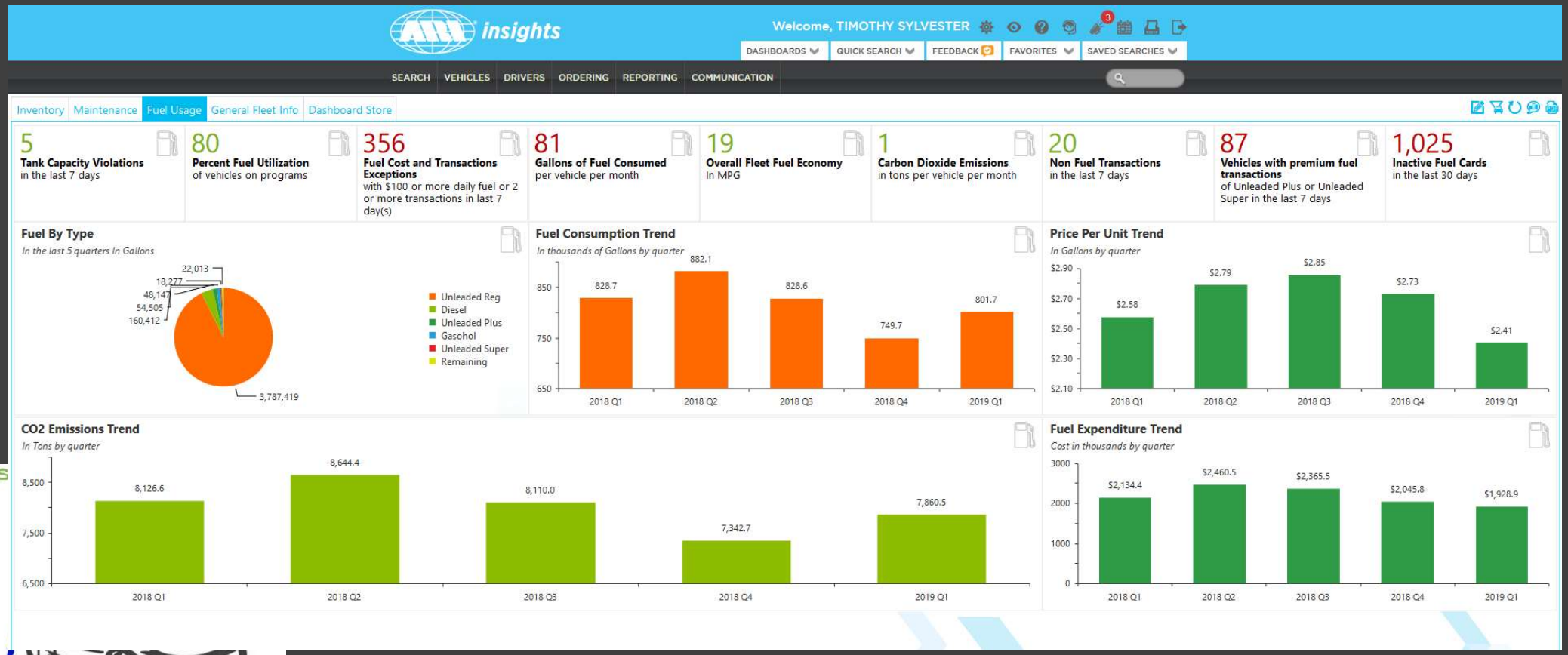
ARI Insights Dashboard/Widgets

- Maintenance



ARI Insights Dashboard/Widgets

- Fuel



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ARI Insights Dashboard/Widgets

- **Other facts about the dashboard**
  1. The data displayed should only be for the vehicles for your agency
  2. In ARI the Division is equivalent to the OASIS Cabinet and the Prefix is equivalent to the Bill Codes
  3. Widgets can be moved around
  4. Filters can be created to only look at specific items
  5. Clicking on certain data within widgets will give you a detailed vehicle listing

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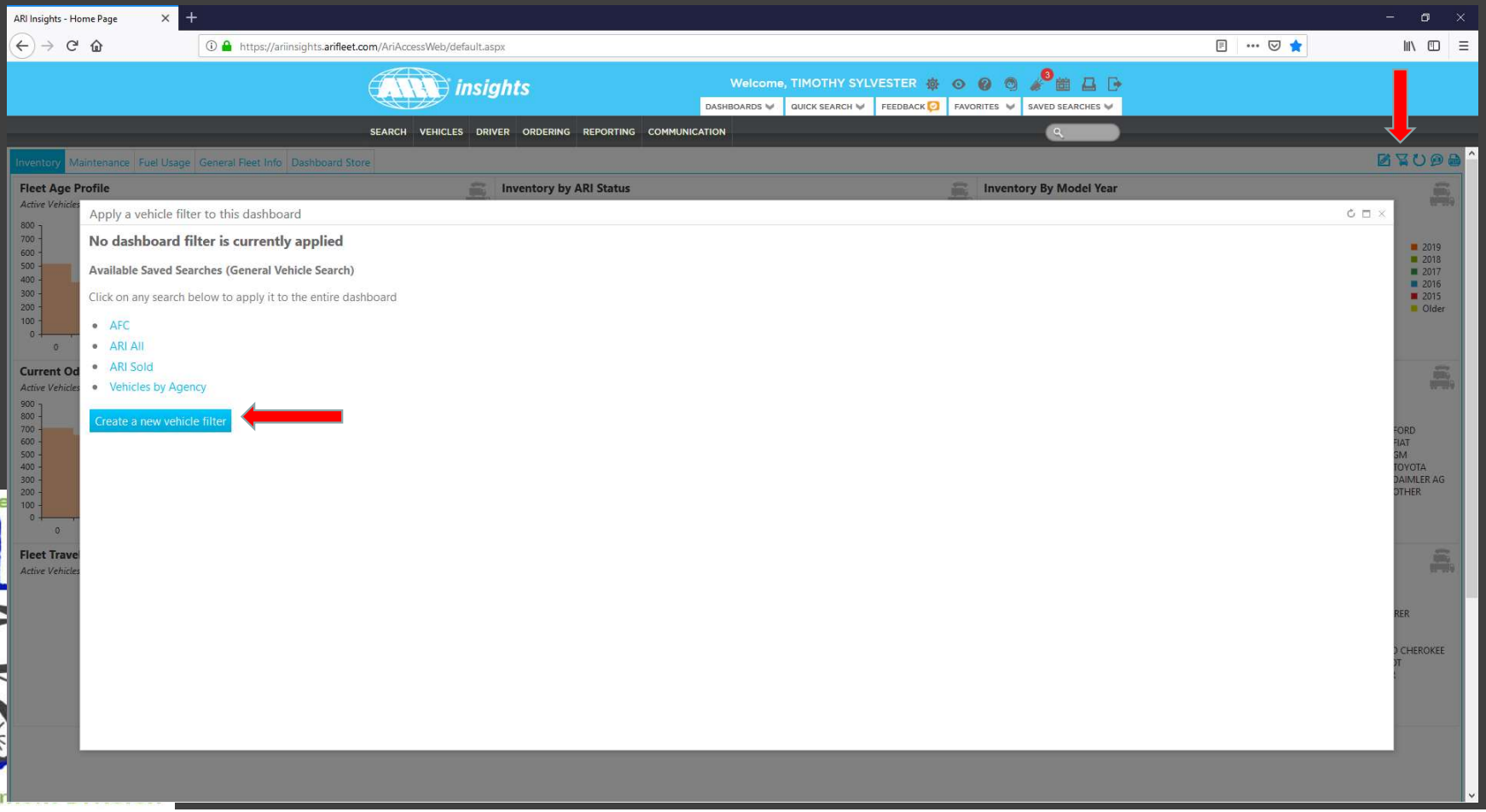
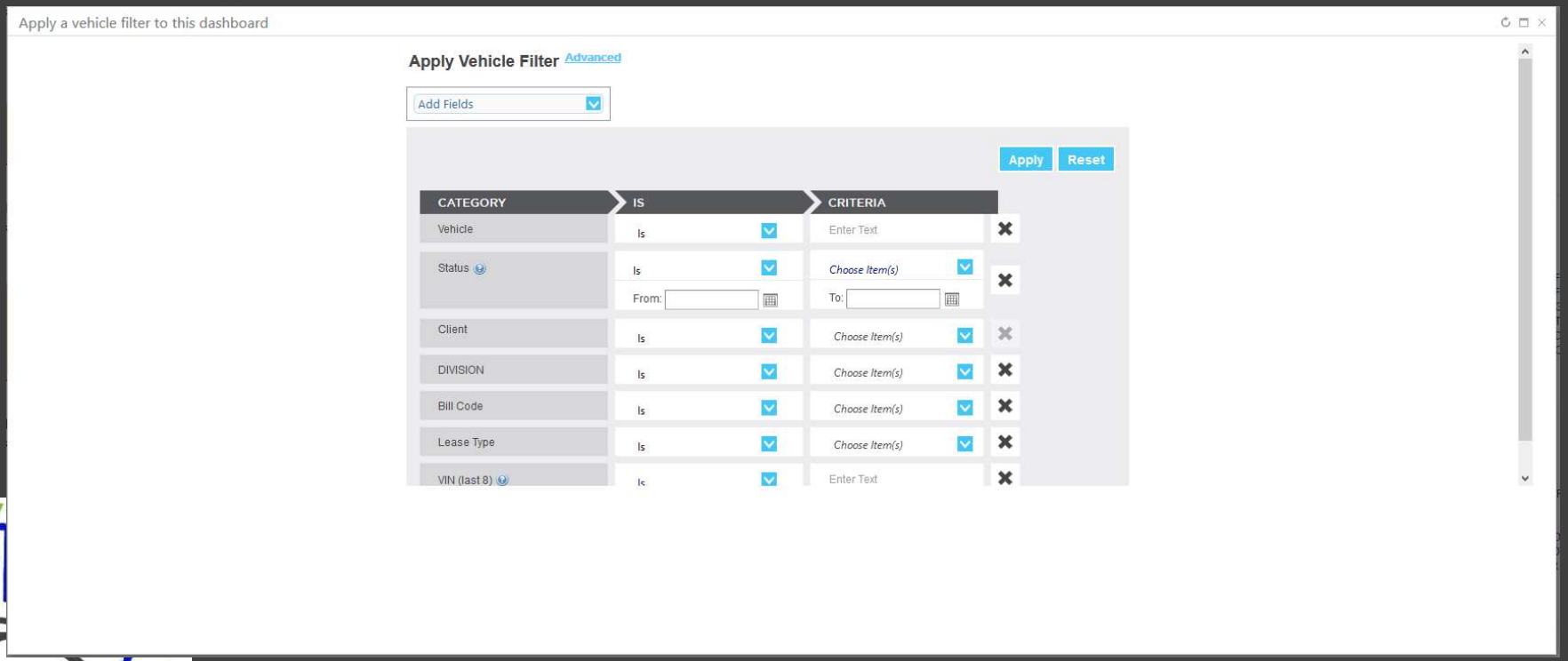
ARI Insights Dashboard/Filters

- **Adding filters to dashboard**
  - Click on blue car filter at the top right of the screen then click on “Create a new vehicle filter”



ARI Insights Dashboard/Filters

- **Adding filters to dashboard**
  - You can select from the filters that come up or you can add new filters from the “Add Fields” drop down box



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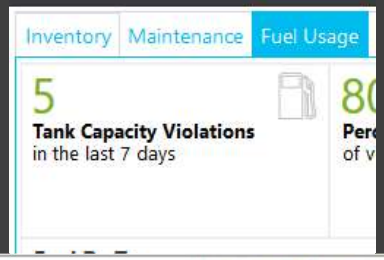
ARI Insights Dashboard/Widgets

- **Getting specific vehicle data from a widget**
  - Click on a number or a piece of a graph to get an excel style list of the vehicles that make up that widget
  - The example below is of 5 vehicles that went over their tank capacity in the last week



Customize

Tank Capacity Violations in the last 7 days

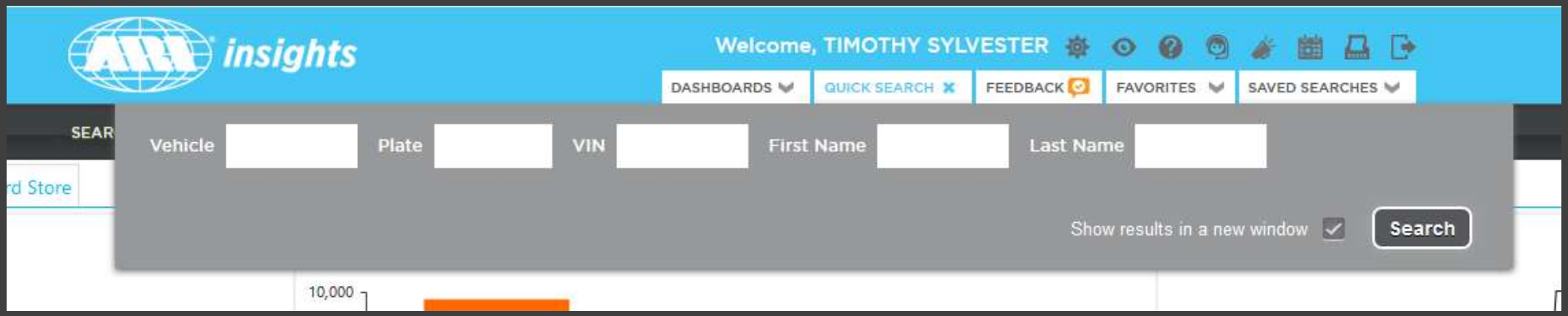
Total Rows: 6 Rows Per Page: 20 Page 1 of 1 Go to Page:

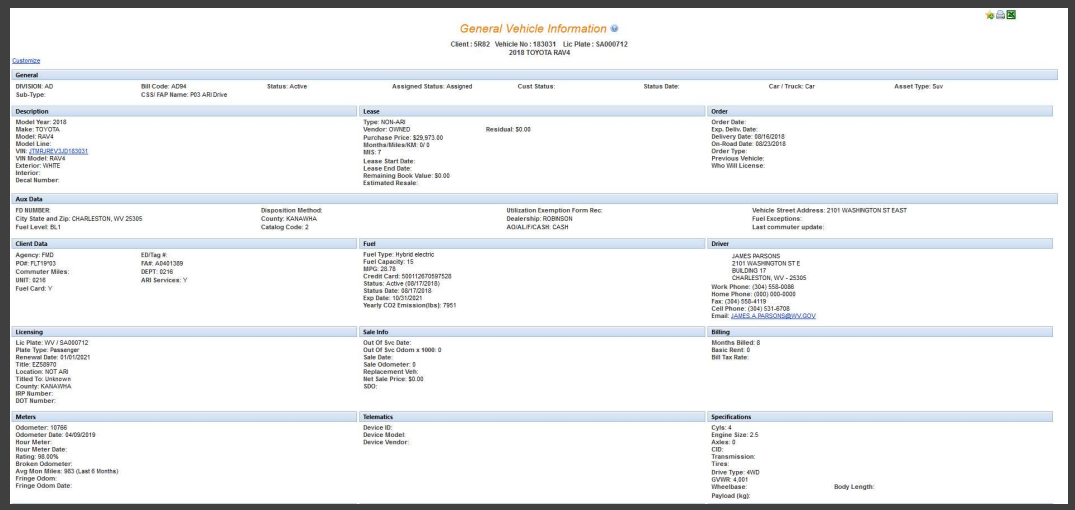
	Client	Vehicle	Division	Bill Code	Exceeded %	Units Exceeded	Fuel Capacity	Transaction Date	Product Name	Units	Unit Cost	Amount	Brand Name	Site Add	Site City	Site Stat
Details	5R82	196648	MA	[redacted]	25.80	5.16	20.00	04/10/2019 11:01 AM	Unleaded	25.16	$2.76	$69.41	SHEETZ	751 OAKVALE RD	PRINCETON	WV
Details	5R82	530125	MA	[redacted]	24.20	4.85	20.00	04/09/2019 10:40 AM	Unleaded	24.85	$2.73	$67.80	SPEEDWAY	304 GOFF MOUNTAIN RD	CROSS LANES	WV
Details	5R82	530125	MA	[redacted]	47.40	9.49	20.00	04/04/2019 3:33 PM	Unleaded	29.49	$2.67	$78.71	SPEEDWAY	1612 BUCKHANNON PIKE	CLARKSBURG	WV
Details	5R82	605978	MA	[redacted]	14.30	3.00	21.00	04/10/2019 8:54 AM	Unleaded	24.00	$2.60	$62.38	KROGER	1300 LAFAYETTE AVE	MOUNDSVILLE	WV
Details	5R82	D35710	MA	[redacted]	21.40	3.20	15.00	04/05/2019 11:39 PM	Unleaded	18.20	$2.60	$47.31	EXXONMOB	100 AIRPORT RD	CHAPMANVILLE	WV
Details	5R82	E21340	EL	[redacted]	25.50	6.62	26.00	04/09/2019 3:12 PM	Unleaded	32.62	$2.76	$90.01	SHEETZ	5481 ROBERT C BYRD	BRADLEY	WV

Fleet Management Division

ARI Insights Quick Search

- **The Quick Search is located at the top of the ARI Insights page**
  - You can search by a Vehicle number (last 6 of VIN), Plate Number, VIN number and First or Last name of the AFC
  - A quick search will show the “General Info” page of an individual vehicle





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ARI Insights Single Vehicle

There are 6 tabs that we think are useful to maintaining a vehicle

1. General Info
2. Expenses
3. Odometer
4. Maintenance
5. Fuel Trans
6. NEW – Driver Updates

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ARI Insights Single Vehicle

Expenses Tab

- Shows a vehicles fixed and operating expenses as well as how much that vehicle is costing an agency on a cents per month, cents per mile basis

Vehicle Expenses

2018 TOYOTA RAV4

Client :	5R82	**DIVISION:**	AD	**Bill Code:**	AD94	**Lease Type:**	NON-ARI
Vehicle No :	183031	**Projected Odometer:**	33,819 as of 03/19/2020	**Lic Plate :**	SA000712	**Lease Term:**	
Months in Service:	18	**Lease Miles/KM:**		**Out Of Svc Date:**		**Odometer:**	33,819 as of 03/19/2020
Net Sale Price:	$0.00 as of	**Cap Cost:**	$29,973.00	**Remaining Book Value:**	$0.00	**Basic Rent:**	$0.00

Agency:	FMD	**ED/Tag #:**		**PO#:**	FLT19*03	**FA#:**	A0401389
Commuter Miles:		**DEPT:**	0216	**UNIT:**	0216	**ARI Services:**	
Fuel Card:							

FD NUMBER:		**Disposition Method:**	
Utilization Exemption Form Rec:		**AFC ADDRESS 1 & 2:**	2101 WASHINGTON ST E, BUILDING 17
City State and Zip:	CHARLESTON, WV 25305	**AFC Phone Number:**	(304) 558-0086; (304) 531-6708
Dealership:	ROBINSON	**Vehicle Purpose:**	
Fuel Level:	BL1	**Catalog Code:**	2
AO/AL/F/CASH:	CASH	**AFC NAME:**	JAMES PARSONS
Custodian:		**AFC E-Mail Address:**	JAMES.A.PARSONS@WV.GOV
Last commuter update:			

Operating Expenses

Category	Life of Vehicle	Cost per Month	Cents per Mile/KM	Cost per Hours
[+] Fuel	$2,694.46	$149.69	$0.08	$18.455
[+] Maintenance Repairs	$496.28	$27.57	$0.01	$3.399
[+] Oil And Lube	$56.74	$3.15	$0.00	$0.389
[+] Tires	$21.00	$1.17	$0.00	$0.144
[+] Wash And Polish	$95.04	$5.28	$0.00	$0.651
Total Operating Expenses	**$3,363.52**	**$186.86**	**$0.10**	**$23.038**

Fixed Expenses

Category	Life of Vehicle	Cost per Month	Cents per Mile/KM	Cost per Hours
[+] Fixed Costs	$89.69	$4.98	$0.00	$0.614
[+] Management Fees	$150.00	$8.33	$0.00	$1.027
[+] Taxes	$0.42	$0.02	$0.00	$0.003
Total Fixed Expenses	**$240.11**	**$13.34**	**$0.01**	**$1.645**
Grand Total Expense	**$3,603.63**	**$200.20**	**$0.11**	**$24.682**

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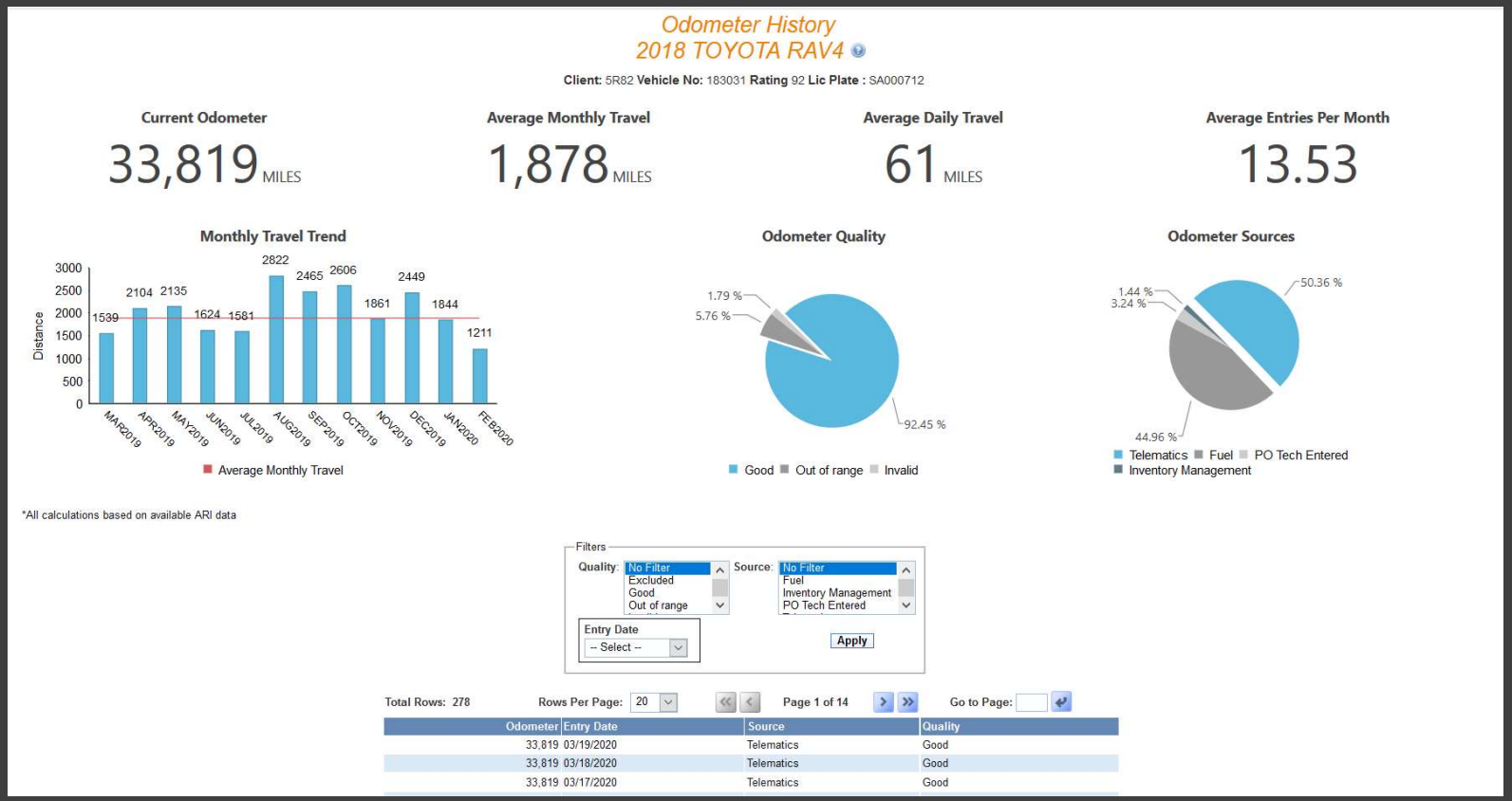
Odometer Tab

- Shows odometer information for a vehicle



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ARI Insights Single Vehicle

Maintenance Tab

- Shows the service history of a vehicle, the maintenance levels of approvals for a vehicle and the PM schedule set up for that vehicle

Service History | Maintenance Parameters | PM Schedule | Compliance

Service History

PM Details

Maintenance Analytics | Show Details | Show Voided POs | Filters: Apply

No Filter
Accidents
AC & Heating

Maintenance POs that include No Filter

2018 TOYOTA RAV4

Client:	5R82	DIVISION: AD	Bill Code: AD94	Fuel Card: Y	Lic Plate : SA000712		
Vehicle No:	183031	Operating Expenses: $3,363.52		Fixed Expenses:	$240.11		
Agency:	FMD	ED/Tag #:		PO#:	FLT19*03	FA#:	A0401389
Commuter Miles:		DEPT:	0216	UNIT:	0216	ARI Services:	Y
Coupon Issued:			Service Card Issued:	08/17/2018 12:00:00 AM			
Coupon Book No		Coupon Schedule	56450	Prior Coupon Book No.		Prior Coupon Schedule	
Coupon Name	TOYOTA GAS PU AND SUV SEVERE 14-20						

PO #	Date	Repair	Estimated Repair Start Date	Actual Repair Start Date	Odometer	Hour Meter	Amount	Status	Process Date	Invoice #	Vendor
82535809	02/25/2020 2:00 PM	82475773		02/25/2020	32848	0	$77.74	Paid	02/26/2020	30201	BALL TOYOTA OF CHARLESTON (I)
02/25/2020 02:45 P.M.: DVR REQ LOF, ROT. 02/25/2020 02:45 P.M.: PO APPROVED FOR $74.04 BY ARI ON 02/25/2020 02/26/2020 01:12 P.M.: TaxExempt											
Message	11/26/2019 9:50 AM										
81124156	11/26/2019 9:00 AM	81073646		11/26/2019	27345		$122.20	Paid	12/03/2019	26835	BALL TOYOTA OF CHARLESTON (I)
11/26/2019 09:50 A.M.: LOF... ROT... REPLACE DIRTY CABIN FILTER 11/26/2019 09:51 A.M.: PO APPROVED FOR $116.38 BY ARI ON 11/26/2019 12/03/2019 12:12 P.M.: TaxExempt											
80879374	09/13/2019 12:00 AM	80830658		09/13/2019	21368		$0.00	Paid	09/13/2019		BALL TOYOTA OF CHARLESTON 1905 PATRICK STREET PLZ CHARLESTON WV 25387 (I)
79634450	08/19/2019 1:00 PM	79601248		08/19/2019	19874		$14.70	Paid	08/19/2019	22743	BALL TOYOTA OF CHARLESTON (I)
08/19/2019 01:10 P.M.: STATE INSPECTION... 08/19/2019 01:11 P.M.: PO APPROVED FOR $14.00 BY ARI ON 08/19/2019 08/19/2019 01:11 P.M.: ATF...PAID $14.00...											
Message	07/26/2019 11:48 AM										
DVR STEPHANIE LANE 304.610.1129 CLD REQ INFO ON IV IN AREA											
Message	06/21/2019 10:44 AM										
77900388	05/04/2019 7:43 AM	77898856		05/02/2019	0		$27.83	Paid	05/04/2019	0429-06	CAPITOL CAR WASH (I)
05/04/2019 07:43 A.M.: PO set to Bill Hold -- pending Client Authorization. 05/06/2019 08:03 A.M.: PO WAS PAID VIA MANAGER											

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ARI Insights Single Vehicle

NEW – Driver Updates Tab

- This is the tab that FMD has opened to ARI users so that they can input their driver's information on a per vehicle basis
- On one to one ratio vehicles an AFC or other ARI user can put in a driver's first and last name, the vehicle's overnight address, a driver's various phone numbers and a driver's email address
- On pool vehicles an AFC or ARI user should put in POOL for the driver's first and last name, the vehicle's overnight address and the supervisor of that vehicle's phone numbers and email
- The email address that is in this section will receive all preventive maintenance and recall alerts
- The fields listed above must be filled into the Driver Updates tab

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ARI Insights Single Vehicle

NEW – Driver Updates Tab

Driver Updates

Update

First Name:	POOL	Last Name:	POOL
Address 1:	2101 WASHINGTON STREET EAST		
Address 2:			
Address 3:			
City:	CHARLESTON	State/Province:	WV
ZIP/Postal Code:	25305		
Work Phone:	(304) 558-0086	Ext:	
Home Phone:	(000) 000-0000	Location Code:	47-039-060
Cell Phone:	(304) 531-6708		
Fax:	(304) 558-4119		
Email:	JAMES.A.PARSONS@WV.GOV		

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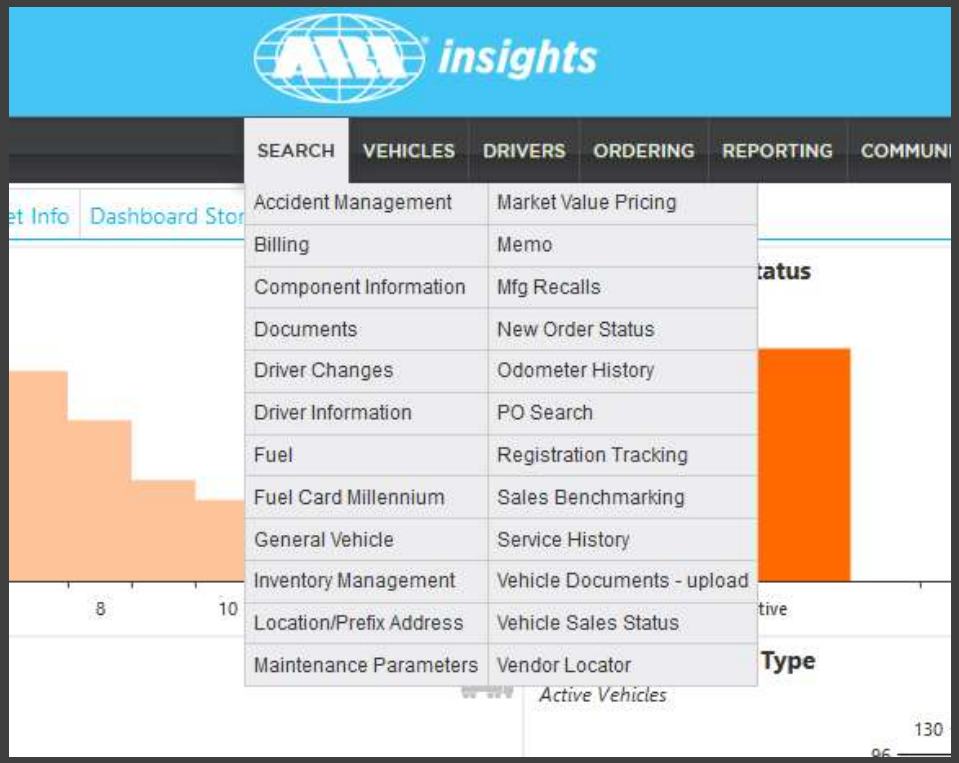
ARI Insights Search Tab

- The search tab consist of many vehicle related reports
- The two most used reports are “General Vehicle” and “Inventory Management”
- These reports can be filtered and customized in multiple ways
- You can save the customized reports to the “Saved Searches” tab



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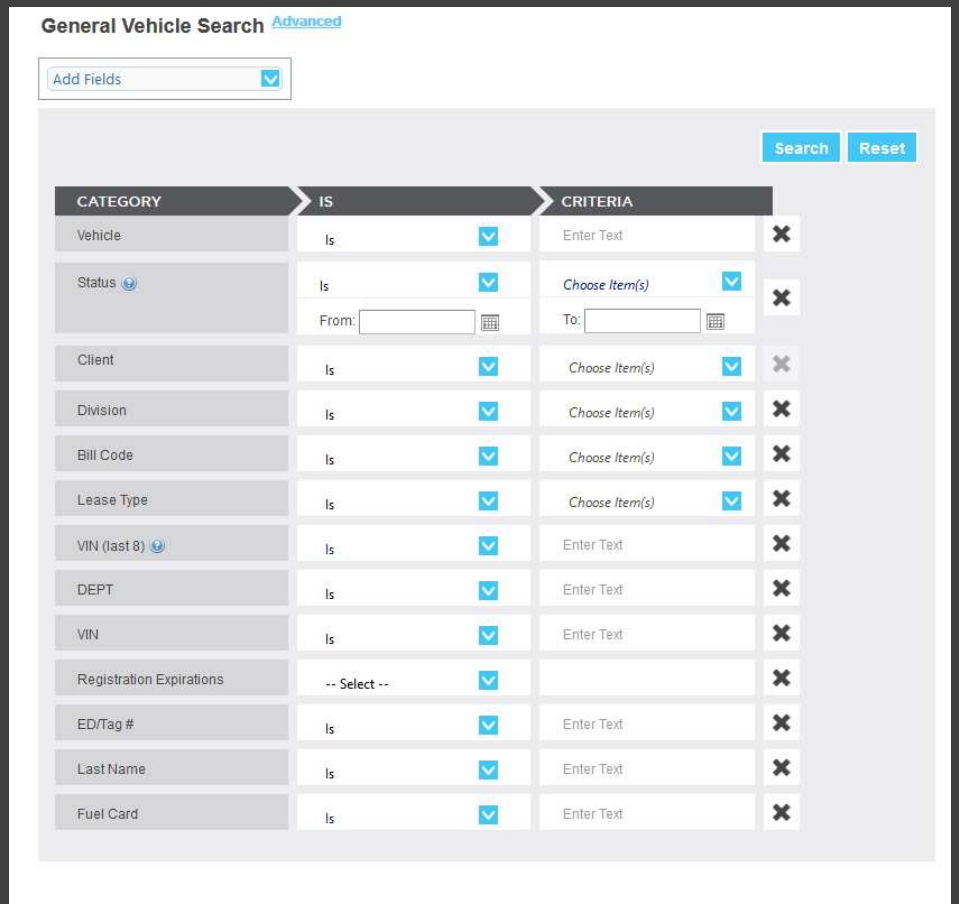
ARI Insights Search Tab

- **Getting general vehicle data**
  1. If you click on Search and choose General Vehicle it will bring up a prompt page
  2. Here you can enter prompts into the fields already listed or you can add new prompts from the Add Fields drop down box



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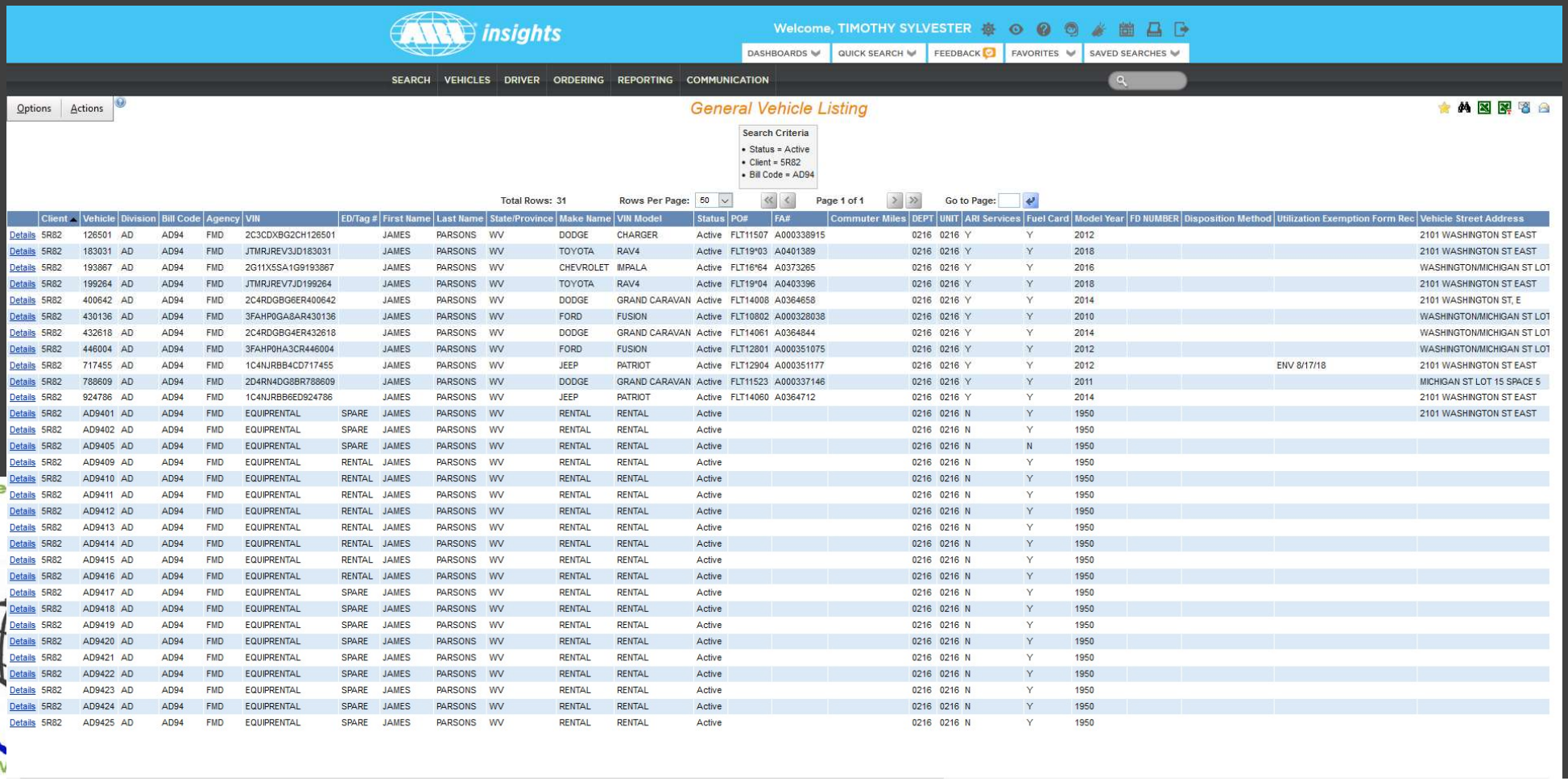
ARI Insights Search Tab

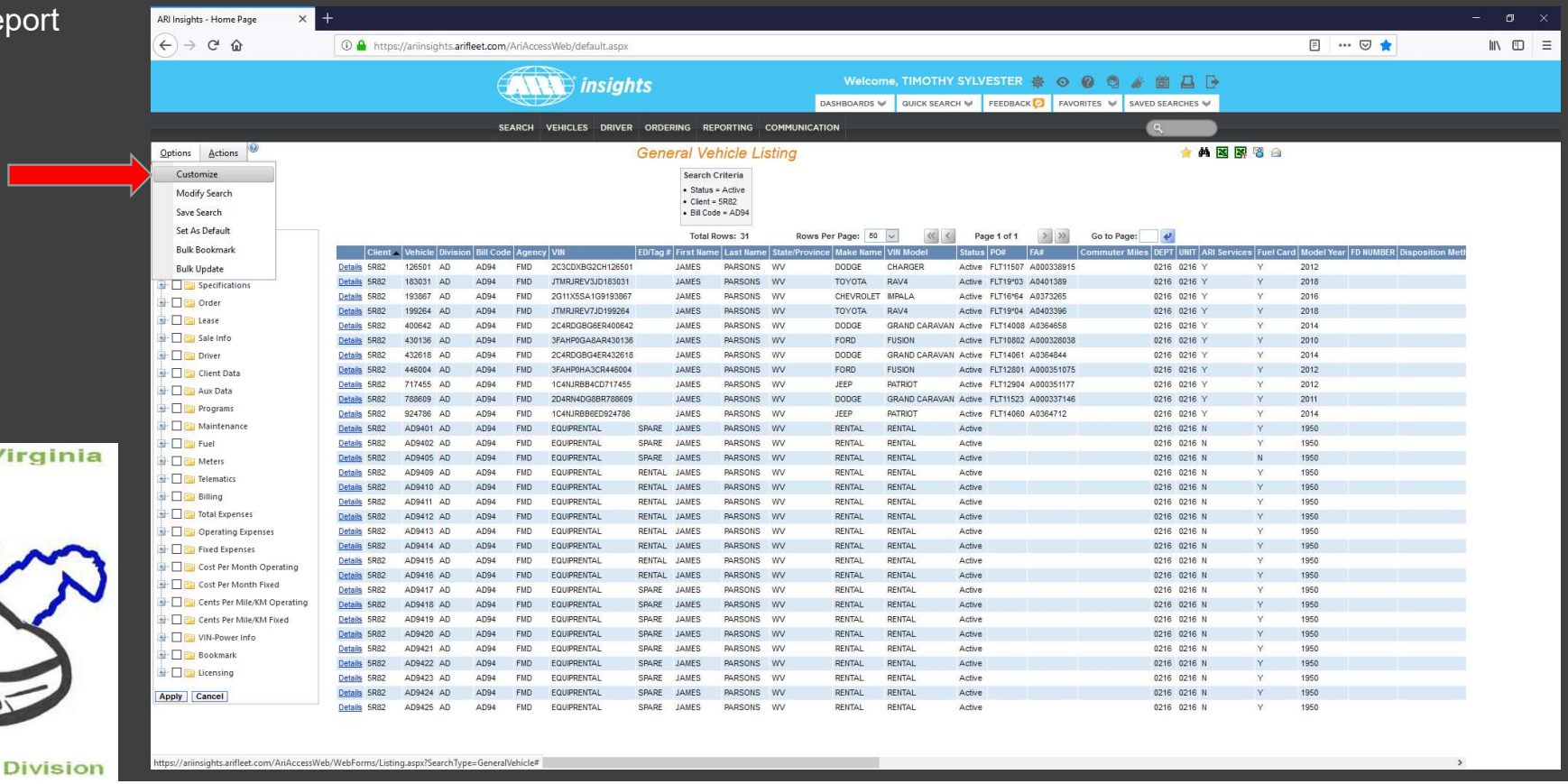
- **Getting general vehicle data**
  - Once you have all of your prompts entered click search and your data will come up in a listed format



	Client	Vehicle	Division	Bill Code	Agency	VIN	ED/Tag #	First Name	Last Name	State/Province	Make Name	VIN Model	Status	PO#	FA#	Commuter Miles	DEPT	UNIT	ARI Services	Fuel Card	Model Year	FD NUMBER	Disposition Method	Utilization Exemption Form Rec	Vehicle Street Address
Details	5R82	126501	AD	AD94	FMD	2C3CDXBG2CH126501		JAMES	PARSONS	WV	DODGE	CHARGER	Active	FLT11507	A000338915		0216	0216	Y	Y	2012				2101 WASHINGTON ST EAST
Details	5R82	183031	AD	AD94	FMD	JTMRJREV3JD183031		JAMES	PARSONS	WV	TOYOTA	RAV4	Active	FLT19*03	A0401389		0216	0216	Y	Y	2018				2101 WASHINGTON ST EAST
Details	5R82	193867	AD	AD94	FMD	2G11X5SA1G9193867		JAMES	PARSONS	WV	CHEVROLET	IMPALA	Active	FLT16*64	A0373265		0216	0216	Y	Y	2016				WASHINGTON/MICHIGAN ST LOT
Details	5R82	199264	AD	AD94	FMD	JTMRJREV7JD199264		JAMES	PARSONS	WV	TOYOTA	RAV4	Active	FLT19*04	A0403396		0216	0216	Y	Y	2018				2101 WASHINGTON ST EAST
Details	5R82	400642	AD	AD94	FMD	2C4RDGBG6ER400642		JAMES	PARSONS	WV	DODGE	GRAND CARAVAN	Active	FLT14008	A0364658		0216	0216	Y	Y	2014				2101 WASHINGTON ST, E
Details	5R82	430136	AD	AD94	FMD	3FAHP0GA8AR430136		JAMES	PARSONS	WV	FORD	FUSION	Active	FLT10802	A000328038		0216	0216	Y	Y	2010				WASHINGTON/MICHIGAN ST LOT
Details	5R82	432618	AD	AD94	FMD	2C4RDGBG4ER432618		JAMES	PARSONS	WV	DODGE	GRAND CARAVAN	Active	FLT14061	A0364844		0216	0216	Y	Y	2014				WASHINGTON/MICHIGAN ST LOT
Details	5R82	446004	AD	AD94	FMD	3FAHP0HA3CR446004		JAMES	PARSONS	WV	FORD	FUSION	Active	FLT12801	A000351075		0216	0216	Y	Y	2012				WASHINGTON/MICHIGAN ST LOT
Details	5R82	717455	AD	AD94	FMD	1C4NJRBB4CD717455		JAMES	PARSONS	WV	JEEP	PATRIOT	Active	FLT12904	A000351177		0216	0216	Y	Y	2012			ENV 8/17/18	2101 WASHINGTON ST EAST
Details	5R82	788609	AD	AD94	FMD	2D4RN4DG8BR788609		JAMES	PARSONS	WV	DODGE	GRAND CARAVAN	Active	FLT11523	A000337146		0216	0216	Y	Y	2011				MICHIGAN ST LOT 15 SPACE 5
Details	5R82	924786	AD	AD94	FMD	1C4NJRBB6ED924786		JAMES	PARSONS	WV	JEEP	PATRIOT	Active	FLT14060	A0364712		0216	0216	Y	Y	2014				2101 WASHINGTON ST EAST
Details	5R82	AD9401	AD	AD94	FMD	EQUIPRENTAL	SPARE	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950				2101 WASHINGTON ST EAST
Details	5R82	AD9402	AD	AD94	FMD	EQUIPRENTAL	SPARE	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950				
Details	5R82	AD9405	AD	AD94	FMD	EQUIPRENTAL	SPARE	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	N	1950				
Details	5R82	AD9409	AD	AD94	FMD	EQUIPRENTAL	RENTAL	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950				
Details	5R82	AD9410	AD	AD94	FMD	EQUIPRENTAL	RENTAL	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950				
Details	5R82	AD9411	AD	AD94	FMD	EQUIPRENTAL	RENTAL	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950				
Details	5R82	AD9412	AD	AD94	FMD	EQUIPRENTAL	RENTAL	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950				
Details	5R82	AD9413	AD	AD94	FMD	EQUIPRENTAL	RENTAL	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950				
Details	5R82	AD9414	AD	AD94	FMD	EQUIPRENTAL	RENTAL	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950				
Details	5R82	AD9415	AD	AD94	FMD	EQUIPRENTAL	RENTAL	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950				
Details	5R82	AD9416	AD	AD94	FMD	EQUIPRENTAL	RENTAL	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950				
Details	5R82	AD9417	AD	AD94	FMD	EQUIPRENTAL	SPARE	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950				
Details	5R82	AD9418	AD	AD94	FMD	EQUIPRENTAL	SPARE	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950				
Details	5R82	AD9419	AD	AD94	FMD	EQUIPRENTAL	SPARE	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950				
Details	5R82	AD9420	AD	AD94	FMD	EQUIPRENTAL	SPARE	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950				
Details	5R82	AD9421	AD	AD94	FMD	EQUIPRENTAL	SPARE	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950				
Details	5R82	AD9422	AD	AD94	FMD	EQUIPRENTAL	SPARE	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950				
Details	5R82	AD9423	AD	AD94	FMD	EQUIPRENTAL	SPARE	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950				
Details	5R82	AD9424	AD	AD94	FMD	EQUIPRENTAL	SPARE	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950				
Details	5R82	AD9425	AD	AD94	FMD	EQUIPRENTAL	SPARE	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950				

ARI Insights Search Tab

- **Customizing a Search**
  1. In the top left under “Options” select “customize”
  2. From here you can select different fields to add to the report
  3. Once you have all the fields you want added checked, click “apply” and the new fields will be added at the end of the report



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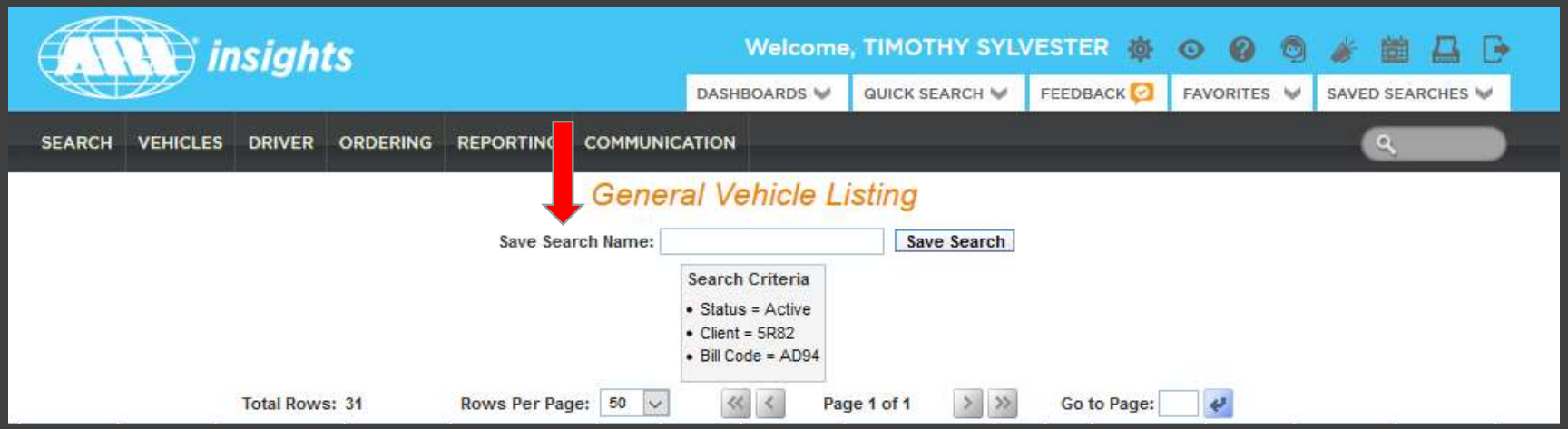
ARI Insights Search Tab

- **Saving a Search**
  1. In the top left under “Options” select “Save Search”
  2. In the center of the screen a “Save Search Name” box will appear and you will type in what you want to call this search
  3. The saved search will save under the “Saved Searches” tab

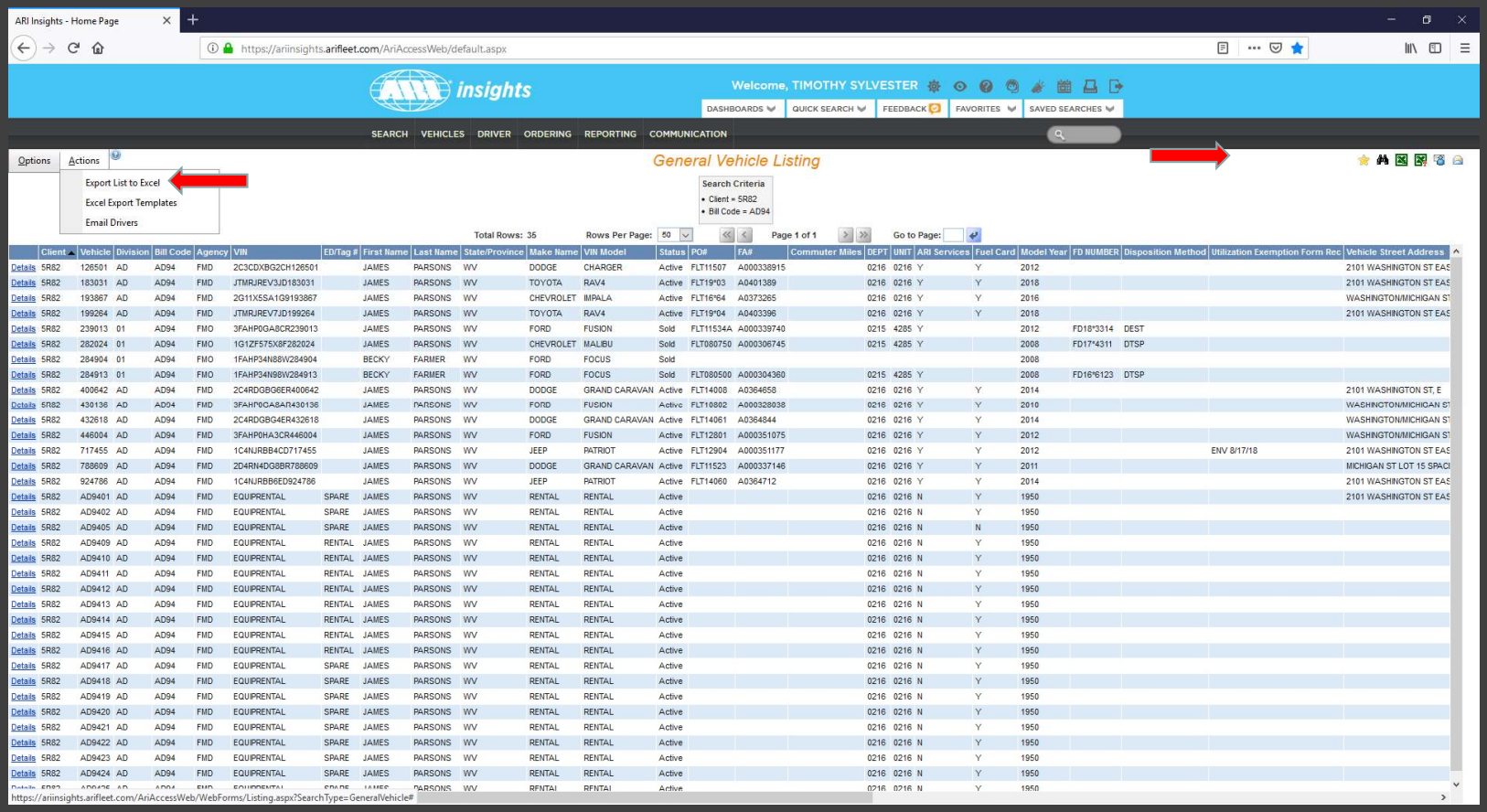


State of West Virginia

Fleet Management Division

ARI Insights Search Tab

- **Exporting a search as an excel file**
  1. Under the “Actions” tab select “Export List” to excel
  2. Or click the excel symbol on the right side of the screen



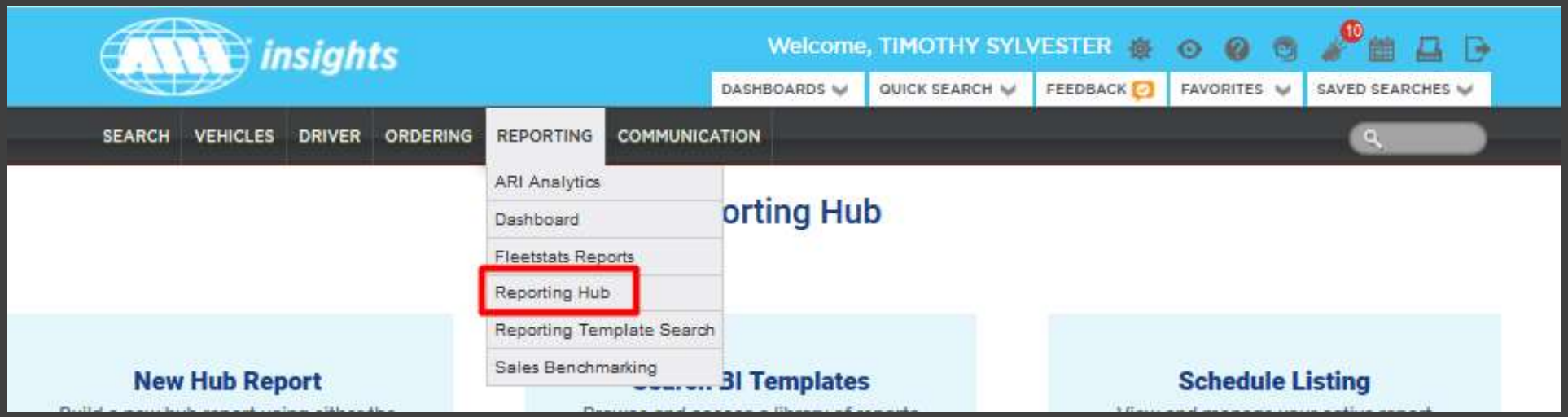
	Client	Vehicle	Division	Bill Code	Agency	VIN	ED/Tag #	First Name	Last Name	State/Province	Make Name	VIN Model	Status	PO#	FA#	Commuter Miles	DEPT	UNIT	ARI Services	Fuel Card	Model Year	FD NUMBER	Disposition Method	Utilization Exemption Form Rec	Vehicle Street Address
Details	5R82	126501	AD	AD94	FMD	2C3CDXBG2CH126501		JAMES	PARSONS	WV	DODGE	CHARGER	Active	FLT11507	A000338915		0216	0216	Y	Y	2012				2101 WASHINGTON ST EAS
Details	5R82	183031	AD	AD94	FMD	JTMRJREV3JD183031		JAMES	PARSONS	WV	TOYOTA	RAV4	Active	FLT19*03	A0401389		0216	0216	Y	Y	2018				2101 WASHINGTON ST EAS
Details	5R82	193867	AD	AD94	FMD	2G11X5SA1G9193867		JAMES	PARSONS	WV	CHEVROLET	IMPALA	Active	FLT16*64	A0373265		0216	0216	Y	Y	2016				WASHINGTON/MICHIGAN ST
Details	5R82	199264	AD	AD94	FMD	JTMRJREV7JD199264		JAMES	PARSONS	WV	TOYOTA	RAV4	Active	FLT19*04	A0403396		0216	0216	Y	Y	2018				2101 WASHINGTON ST EAS
Details	5R82	239013	01	AD94	FMO	3FAHP0GA8CR239013		JAMES	PARSONS	WV	FORD	FUSION	Sold	FLT11534A	A000339740		0215	4285	Y		2012	FD18*3314	DEST		
Details	5R82	282024	01	AD94	FMO	1G1ZF575X8F282024		JAMES	PARSONS	WV	CHEVROLET	MALIBU	Sold	FLT080750	A000306745		0215	4285	Y		2008	FD17*4311	DTSP		
Details	5R82	284904	01	AD94	FMO	1FAHP34N88W284904		BECKY	FARMER	WV	FORD	FOCUS	Sold								2008				
Details	5R82	284913	01	AD94	FMO	1FAHP34N98W284913		BECKY	FARMER	WV	FORD	FOCUS	Sold	FLT080500	A000304360		0215	4285	Y		2008	FD16*6123	DTSP		
Details	5R82	400642	AD	AD94	FMD	2C4RDGBG6ER400642		JAMES	PARSONS	WV	DODGE	GRAND CARAVAN	Active	FLT14008	A0364658		0216	0216	Y	Y	2014				2101 WASHINGTON ST, E
Details	5R82	430136	AD	AD94	FMD	3FAHP0GA8AR430136		JAMES	PARSONS	WV	FORD	FUSION	Active	FLT10802	A000328038		0216	0216	Y	Y	2010				WASHINGTON/MICHIGAN ST
Details	5R82	432618	AD	AD94	FMD	2C4RDGBG4ER432618		JAMES	PARSONS	WV	DODGE	GRAND CARAVAN	Active	FLT14061	A0364844		0216	0216	Y	Y	2014				WASHINGTON/MICHIGAN ST
Details	5R82	446004	AD	AD94	FMD	3FAHP0HA3CR446004		JAMES	PARSONS	WV	FORD	FUSION	Active	FLT12801	A000351075		0216	0216	Y	Y	2012				WASHINGTON/MICHIGAN ST
Details	5R82	717455	AD	AD94	FMD	1C4NJRBB4CD717455		JAMES	PARSONS	WV	JEEP	PATRIOT	Active	FLT12904	A000351177		0216	0216	Y	Y	2012			ENV 8/17/18	2101 WASHINGTON ST EAS
Details	5R82	788609	AD	AD94	FMD	2D4RN4DG8BR788609		JAMES	PARSONS	WV	DODGE	GRAND CARAVAN	Active	FLT11523	A000337146		0216	0216	Y	Y	2011				MICHIGAN ST LOT 15 SPACI
Details	5R82	924786	AD	AD94	FMD	1C4NJRBB6ED924786		JAMES	PARSONS	WV	JEEP	PATRIOT	Active	FLT14060	A0364712		0216	0216	Y	Y	2014				2101 WASHINGTON ST EAS
Details	5R82	AD9401	AD	AD94	FMD	EQUIPRENTAL	SPARE	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950				2101 WASHINGTON ST EAS
Details	5R82	AD9402	AD	AD94	FMD	EQUIPRENTAL	SPARE	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950				
Details	5R82	AD9405	AD	AD94	FMD	EQUIPRENTAL	SPARE	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	N	1950				
Details	5R82	AD9409	AD	AD94	FMD	EQUIPRENTAL	RENTAL	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950				
Details	5R82	AD9410	AD	AD94	FMD	EQUIPRENTAL	RENTAL	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950				
Details	5R82	AD9411	AD	AD94	FMD	EQUIPRENTAL	RENTAL	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950				
Details	5R82	AD9412	AD	AD94	FMD	EQUIPRENTAL	RENTAL	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950				
Details	5R82	AD9413	AD	AD94	FMD	EQUIPRENTAL	RENTAL	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950				
Details	5R82	AD9414	AD	AD94	FMD	EQUIPRENTAL	RENTAL	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950				
Details	5R82	AD9415	AD	AD94	FMD	EQUIPRENTAL	RENTAL	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950				
Details	5R82	AD9416	AD	AD94	FMD	EQUIPRENTAL	RENTAL	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950				
Details	5R82	AD9417	AD	AD94	FMD	EQUIPRENTAL	SPARE	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950				
Details	5R82	AD9418	AD	AD94	FMD	EQUIPRENTAL	SPARE	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950				
Details	5R82	AD9419	AD	AD94	FMD	EQUIPRENTAL	SPARE	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950				
Details	5R82	AD9420	AD	AD94	FMD	EQUIPRENTAL	SPARE	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950				
Details	5R82	AD9421	AD	AD94	FMD	EQUIPRENTAL	SPARE	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950				
Details	5R82	AD9422	AD	AD94	FMD	EQUIPRENTAL	SPARE	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950				
Details	5R82	AD9423	AD	AD94	FMD	EQUIPRENTAL	SPARE	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950				
Details	5R82	AD9424	AD	AD94	FMD	EQUIPRENTAL	SPARE	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950				
Details	5R82	AD9425	AD	AD94	FMD	EQUIPRENTAL	SPARE	JAMES	PARSONS	WV	RENTAL	RENTAL	Active				0216	0216	N	Y	1950				

State of West Virginia

Fleet Management Division

ARI Insights Reporting Tab

- Reporting tab is where detailed reports can be found
- “Reporting Hub” is where all of the reports can be found

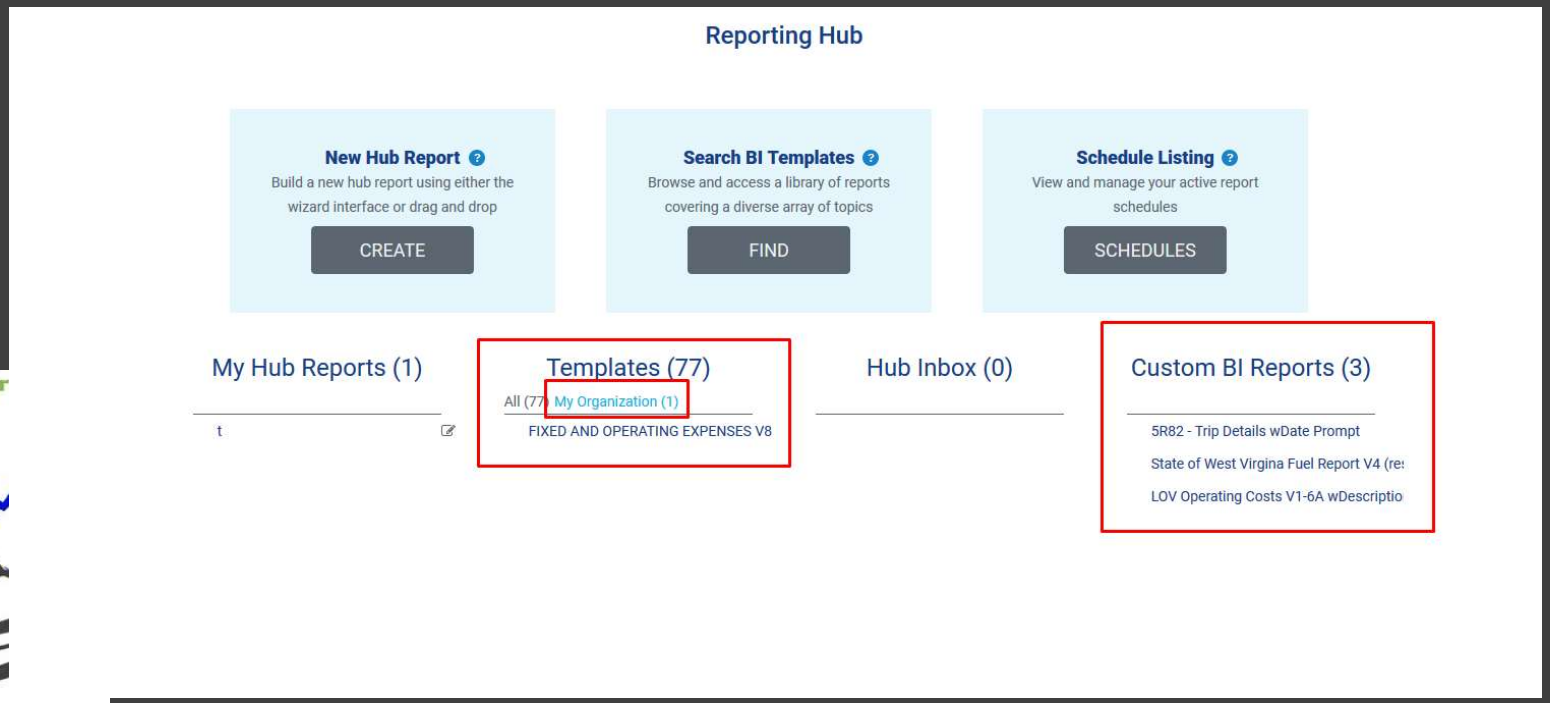


State of West Virginia

Fleet Management Division

ARI Insights Reporting Tab

- The most important reports that you should use are the Fixed And Operating Expenses and the LOV (Life of Vehicle) Operating Costs reports
- These reports were custom built for the state of West Virginia
- The Fixed And Operating Report is located under the Templates > My Organization section and the LOV Operating Costs report is located under the Custom BI Reports section
- If you do not have either of these reports, please let us know and we will have them added for you

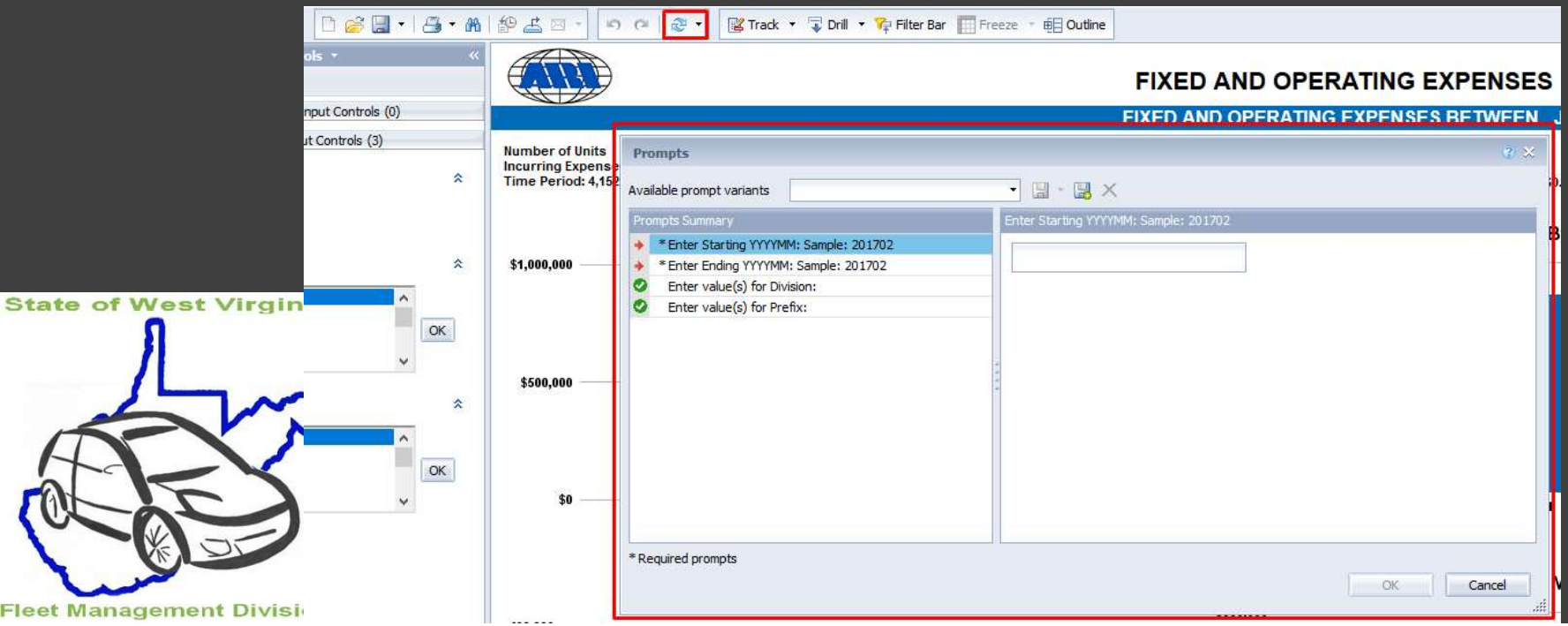


State of West Vir

Fleet Management Division

ARI Insights Reporting Tab

- **Fixed and Operating Report**
  1. To refresh the data you need to click the “circle arrows” button at the top of the screen
  2. This will bring up the prompt box
  3. Start and end dates are mandatory prompts
  4. Date prompts need to be entered as a four digit year followed by a two digit month EX: 201904
  5. Optional prompts are Division and Prefix (Division is cabinet and Prefix is Bill Code)
  6. Multiple Divisions and Prefixes can be entered into this report



ARI Insights Reporting Tab

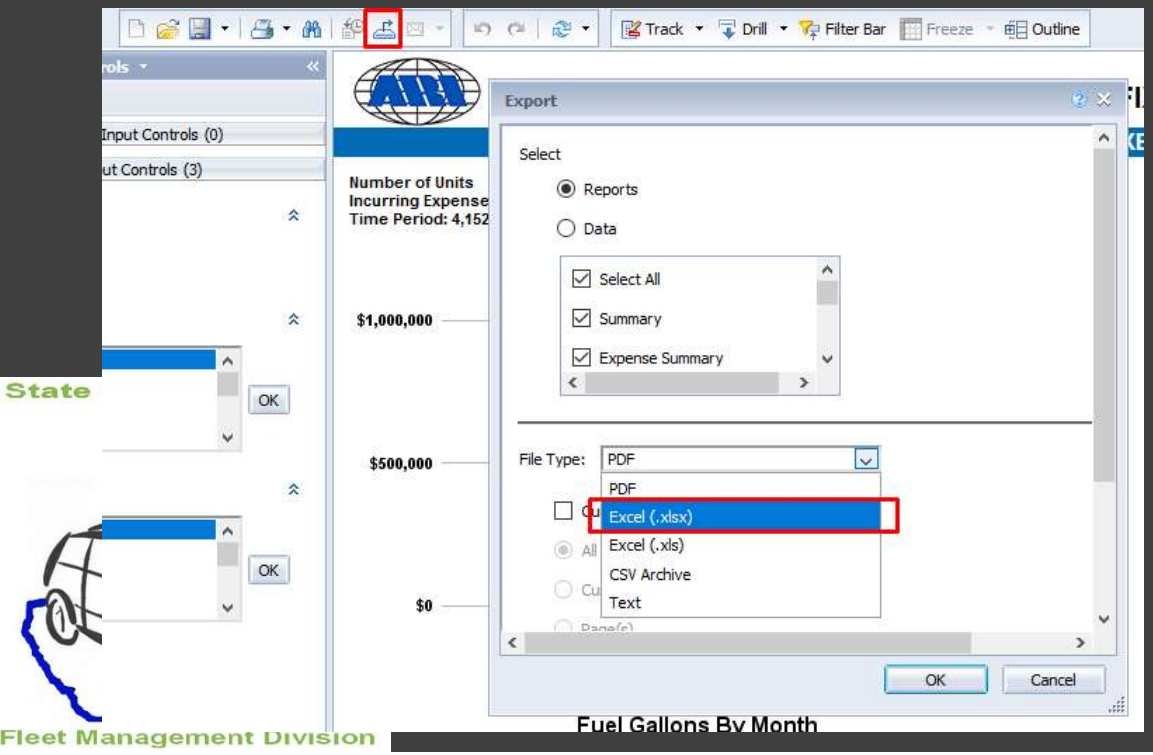
- **Fixed and Operating Report Tabs**
  1. Summary – Shows a summary of expenses in a graph format
  2. Expense Summary – Shows a summarized breakout of expenses by expense type and expense category
  3. Fleet Breakouts – Shows expenses by an expense group and group detail
  4. Vehicle Detail – Shows expenses per vehicle
  5. Op Expense by Qtr, Op Expense by Month, Cost PVPM, Fuel Expense by Month and CPM per Month – All are bar graphs
  6. Operating exp – Shows operating expense totals
  7. Definition – Gives an explanation of the report

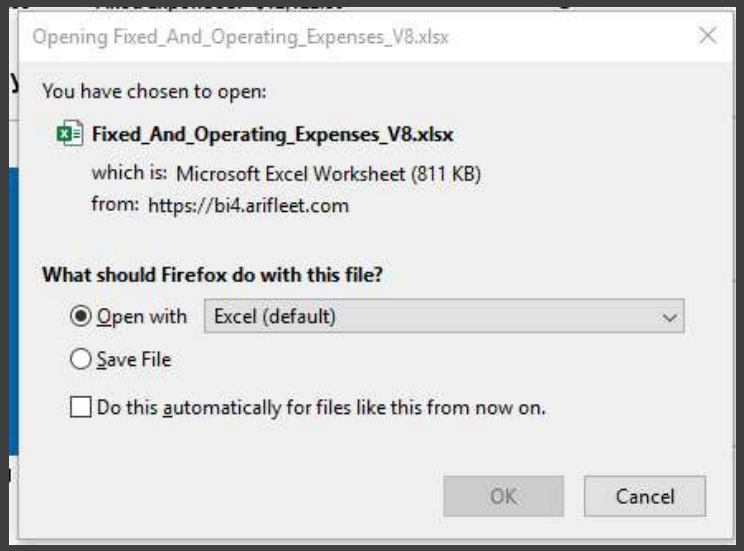
State of West Virginia

Fleet Management Division

ARI Insights Reporting Tab

- **Saving Fixed and Operating report as an excel file**
  1. Click on the “Export” button on the top left side of the screen
  2. An export box will appear
  3. Under “File Type:” select Excel (.xlsx)
  4. This report can also be exported as a PDF
  5. Click Ok and another prompt box should open asking if you want to open or save the file





ARI Insights Reporting Tab

- **LOV Operating Cost Report**
  1. Shows a snapshot of active vehicles and their maintenance and fuel expenses broken out in different ways
  2. Automatically runs when you open it
  3. Contains a description tab that describes every field on the report

Client Code	Division	Prefix	Agency	AO/F/Cash	Dept.	Unit	ARI Veh No	VIN	Year	Make	Model	Lic Plate

Asset Type	Status	Under Utilize Form	Fuel Exceptions	MIS	Current Odometer	Commuting Miles	Last 180 days Average Monthly Miles	ARI Card#	ARI Card Use Last 30 Days	ARI Maint.	Grand Total Expense LOV	Grand Total Expense Per Month	Grand Total Expense Per Mile

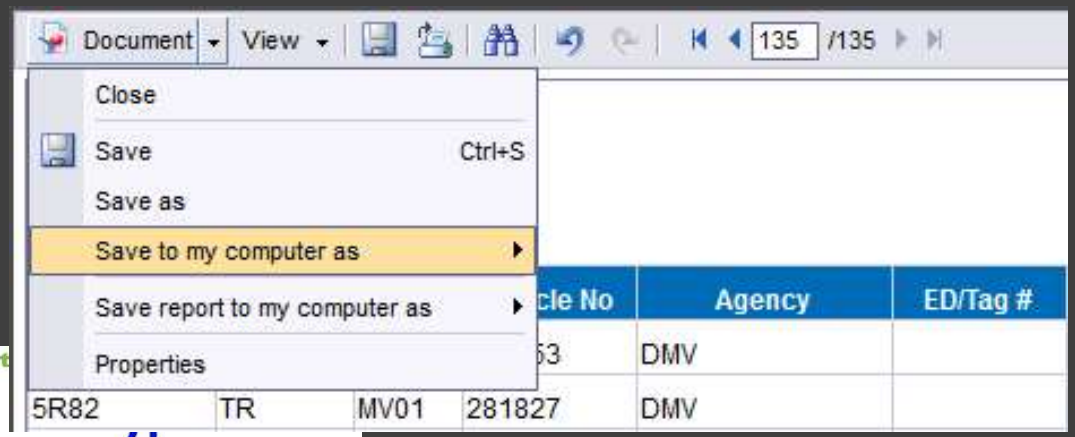
Total Combined for Maintenance	Total Combined Maintenance per Month	Total Combined Maintenance per Mile	Fuel Transactions LOV	Fuel Dollars LOV	Fuel Gallons LOV	LOV Cost Per Mile Fuel	Last 180 Days MPG	Fixed Amount LOV	Fixed Amount Per Month	Fixed Amount Per Mile

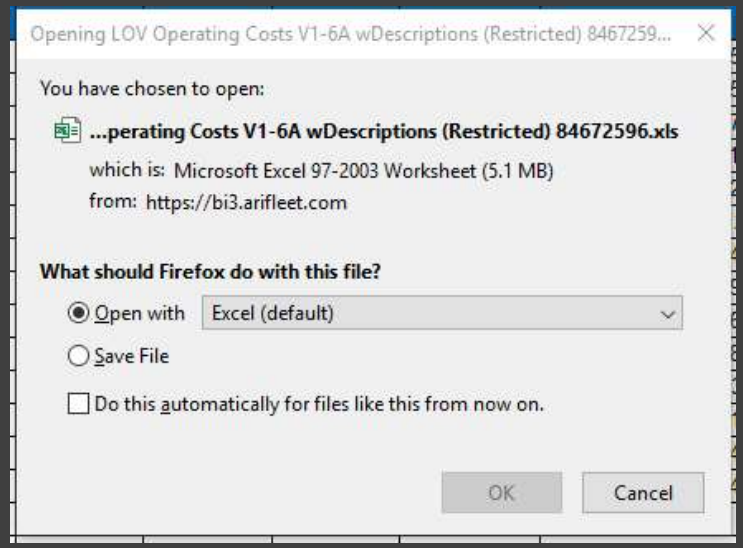
State of West Virginia

Fleet Management Division

ARI Insights Reporting Tab

- **Saving LOV report as an excel file**
  1. Click on the “Document” button on the left side of the screen
  2. “Save to my computer as” means the whole report will save to your computer and “Save report to my computer as” means the tab you are currently on will save
  3. Choose to save it as excel and after a few seconds a dialog box will pop up asking to open or save the file. Choose to open the file
  4. Once you click ok the report will open in excel





Fleet Management Division

ARI Insights New Vehicle Purpose Field

- **A Vehicle Purpose field was added to ARI so that we can better define what state vehicles are being used for**
- **Agencies should pick and inform FMD of a purpose for each of their vehicles based on the list below**

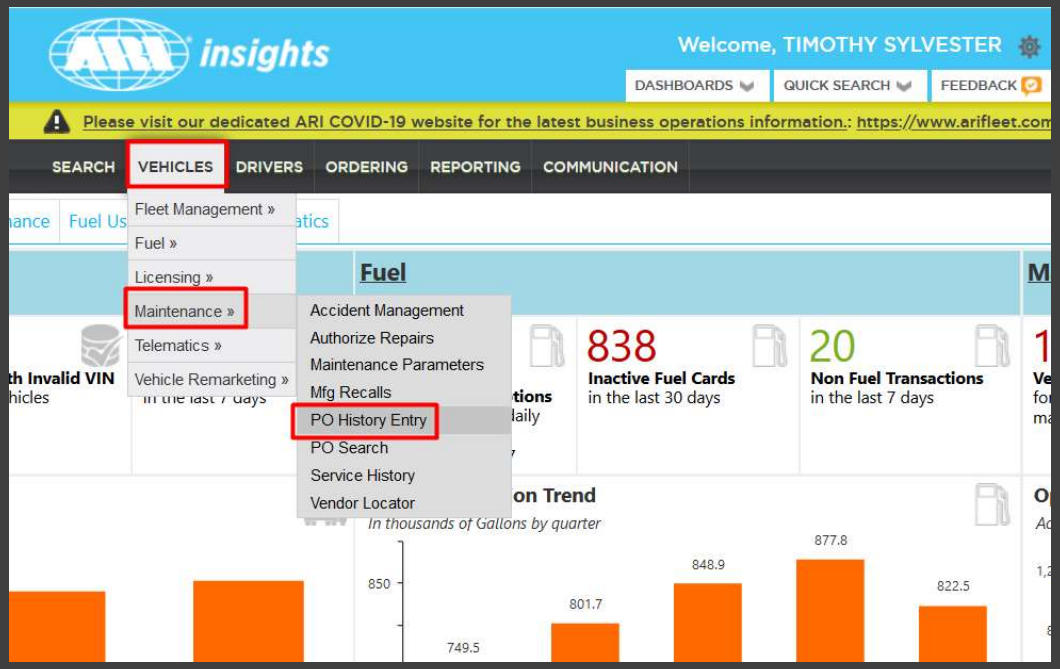
Vehicle Purpose	Definition of Purpose
CAMPUS	Vehicles used on a campus setting, vehicles usually use bulk fueling
SPECIAL EQUIPMENT	Farm equipment, Emergency response, Heavy hauler: Usually a vehicle that has to be altered or has equipment physically added to perform it's job
EDUCATIONAL	Vehicle used to train someone how to operate a vehicle: Can also be used for maintenance and repair education
SEASONAL	Certain times of the year
EMPLOYMENT *W/DATE*	New hire, reduction in work force, Vacancy - *Date position became vacant must be entered*
SURPLUS	Pending sale, Destroyed, Retired
POOL	Shared by several employees
SPARE	Back up, not assigned to a person or daily task
MAIL RUNNER	Vehicle used for the purpose of providing mail type services

State of West Virginia

Fleet Management Division

ARI Insights Adding a Manual PO

- **Log into ARI Insights: https://ariinsights.arifleet.com/AriAccessWeb3/default.aspx**
- **From the dashboard, select the VEHICLES tab > Maintenance > PO History Entry**

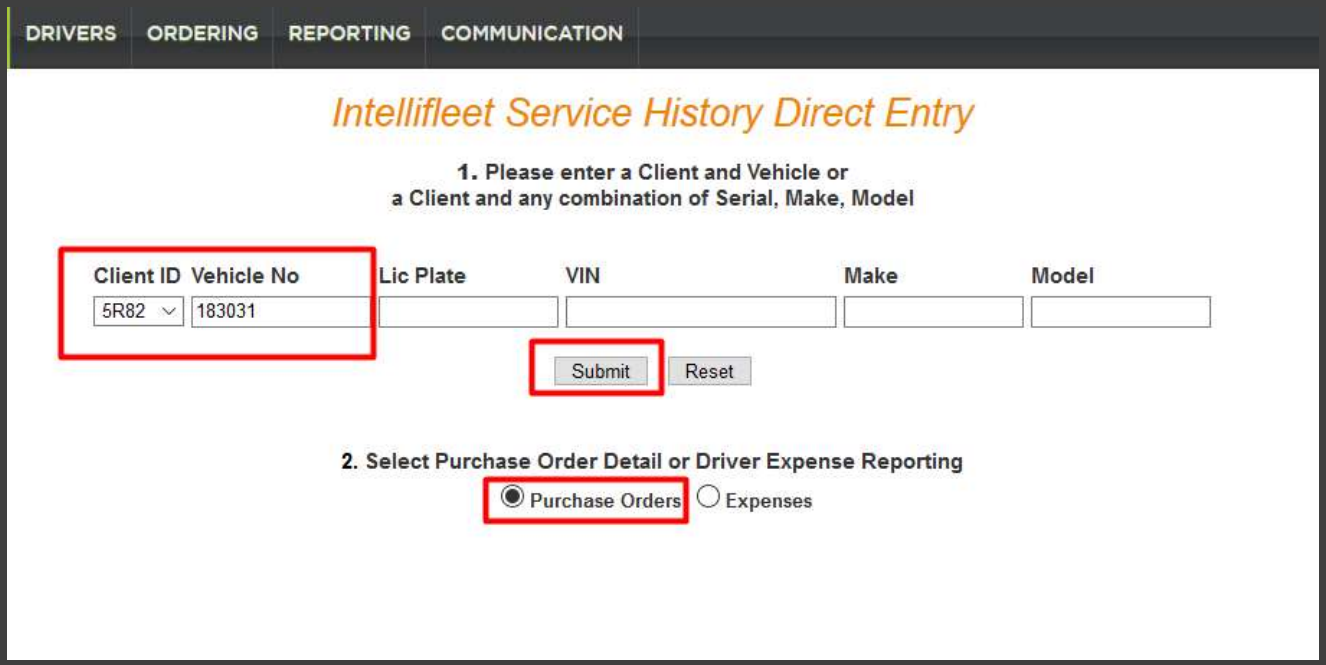


State of West Virginia

Fleet Management Division

ARI Insights Adding a Manual PO

- In the new page, select in the drop down menu for Client ID, 5R82. Type in the last 6 digits of the vehicle's VIN in the VEHICLE NUMBER box. Make sure that the option of PO DETAIL is selected. Click on the SUBMIT button



State of West Virginia

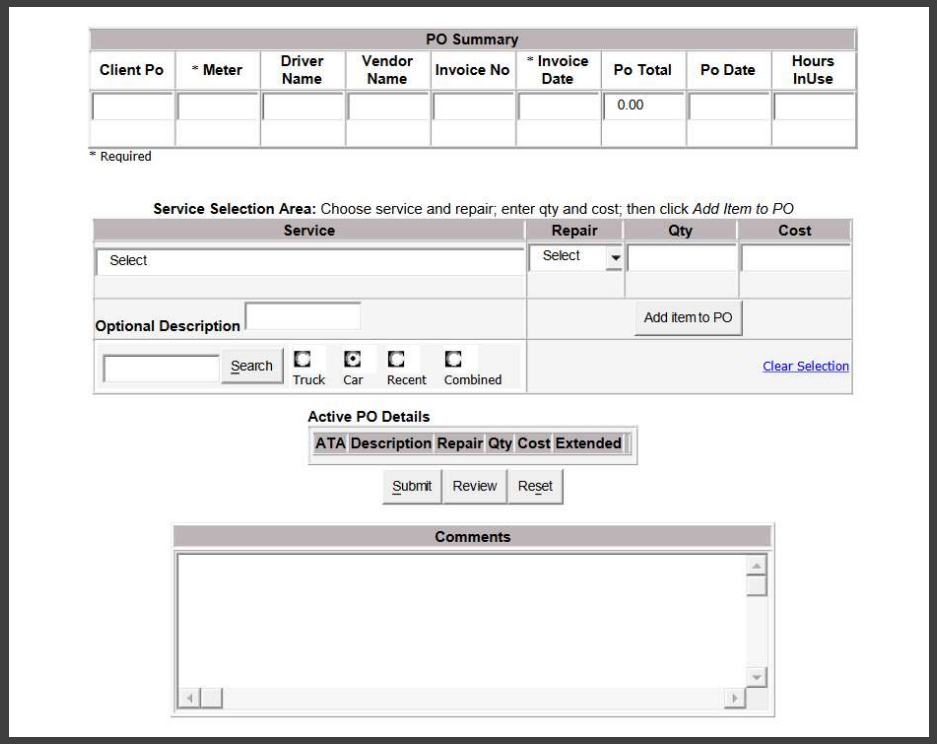
Fleet Management Division

ARI Insights Adding a Manual PO

- **The below box will appear, click on the vehicle number link (EX: A69011)**

Cust	Vehicle	Serial Number	Make	Model	Yr	Prefix	Division	Status
5R82	A69011	1FTBF2B64BEA69011	FORD	F250	11	EP19	07	In Service

- **This screen will appear**



State of West Virginia

Fleet Management Division

ARI Insights Adding a Manual PO

- **Enter in the following information**
  1. Cient PO
  2. Meter (Odometer)
  3. Driver Name
  4. Vendor Name
  5. Invoice Number
  6. Invoice Date
  7. PO Total
  8. PO Date
  9. Under the SERVICE header, use the drop down box to select what is being done (e.g. tires, batter, etc)
  10. Under the REPAIR header, use the drop down box to select Labor, Parts, PM, or Other
  11. Under the QTY header, enter the quantity
  12. Under the COST header, enter the cost
  13. Select TRUCK or CAR
  14. Enter any additional comments needed
  15. Click on the SUBMIT button

State of West Virginia

Fleet Management Division

Questions

Contact

- Fleet@wv.gov
- Director: Kenny Yoakum - Kenny.H.Yoakum@wv.gov
- Fleet Manager: Becky Farmer - Becky.C.Farmer@wv.gov
- Fleet Administrator: Tim Sylvester - Timothy.J.Sylvester@wv.gov
- Maintenance Analyst: James Parsons - James.A.Parsons@wv.gov
- Fleet Assistant: Chena Hill - Chena.G.Hill@wv.gov
- Fleet Coordinator: Stephanie Lane - Stephanie.E.Lane@wv.gov
- Fuel Analyst: Kristi Abdalla - Kristi.L.Abdalla@wv.gov
- Fleet Assistant:
- Call Toll Free: 1-855-817-1910

State of West Virginia

Fleet Management Division

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