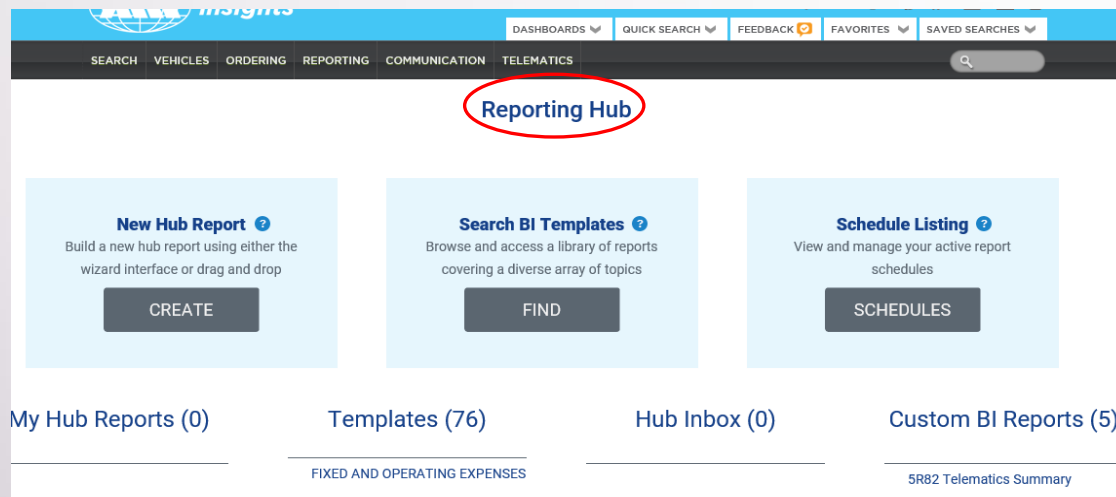
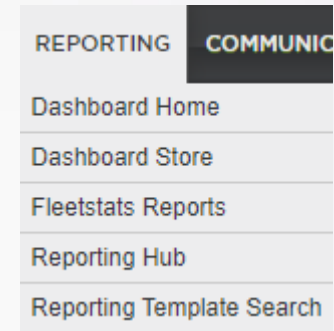


*Steps to Run a “MPG And Miles Using 1<sup>st</sup> & Last Odometer” report in ARI*

*In ARI Insights, click on the Reporting tab in the top black ribbon then click on Reporting HUB*



*Click Find in the Search BI Templates box.*

ARI Insights - Home Page | WV Office of Fleet Management | Welcome, KRISTI ABDALLA

SEARCH VEHICLES ORDERING **REPORTING** COMMUNICATION TELEMATICS

Find Reports (Client) [BACK TO HOI](#)

Easily filter the listing of reports by selecting from the drop downs or using the Keyword search

Country: USA

Report Topic: Mileage and Odometer

Search Term: Enter Keyword

Use a keyword to search report titles and descriptions

Reports

Report Name	Description	Report Type	Report Access Count	Published On	Sample	Favorites
<u>MPG AND MILES USING FIRST AND LAST ODOMETER</u>	Mileage and MPG related	Mileage and Odometer	3059	02/16/2017	<a href="#">View Sample</a>	★
TRIP LOG MOBILE APP AND WEB	Mileage reporting via Web or App entry. Daily, weekly and by driver.	Mileage and Odometer	394	06/19/2017	<a href="#">View Sample</a>	★

- In the Report Topic field dropdown, click “Fuel” and hit Search button
- Click on “MPG and Miles Using First and Last Odometer” in the Report Name box and it will bring up the Prompts Screen

Document View | 1 / 1

### MPG AND MILES BETWEEN USING FIRST AND LAST ODOMETER

MPG AND MILES USING FIRST AND LAST ODOMETER BETWEEN AND

Total Vehicles:	Total Elapsed Miles:	Average Elapsed Miles:	Total Gallons:	Average Gallons:	Average Miles Per Month:	Last Refresh date:
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Prompts

Reply to prompts before running the query.

- Enter Start Date: 04/01/2020
- Enter End Date: 04/30/2020

Enter End Date:

04/30/2020

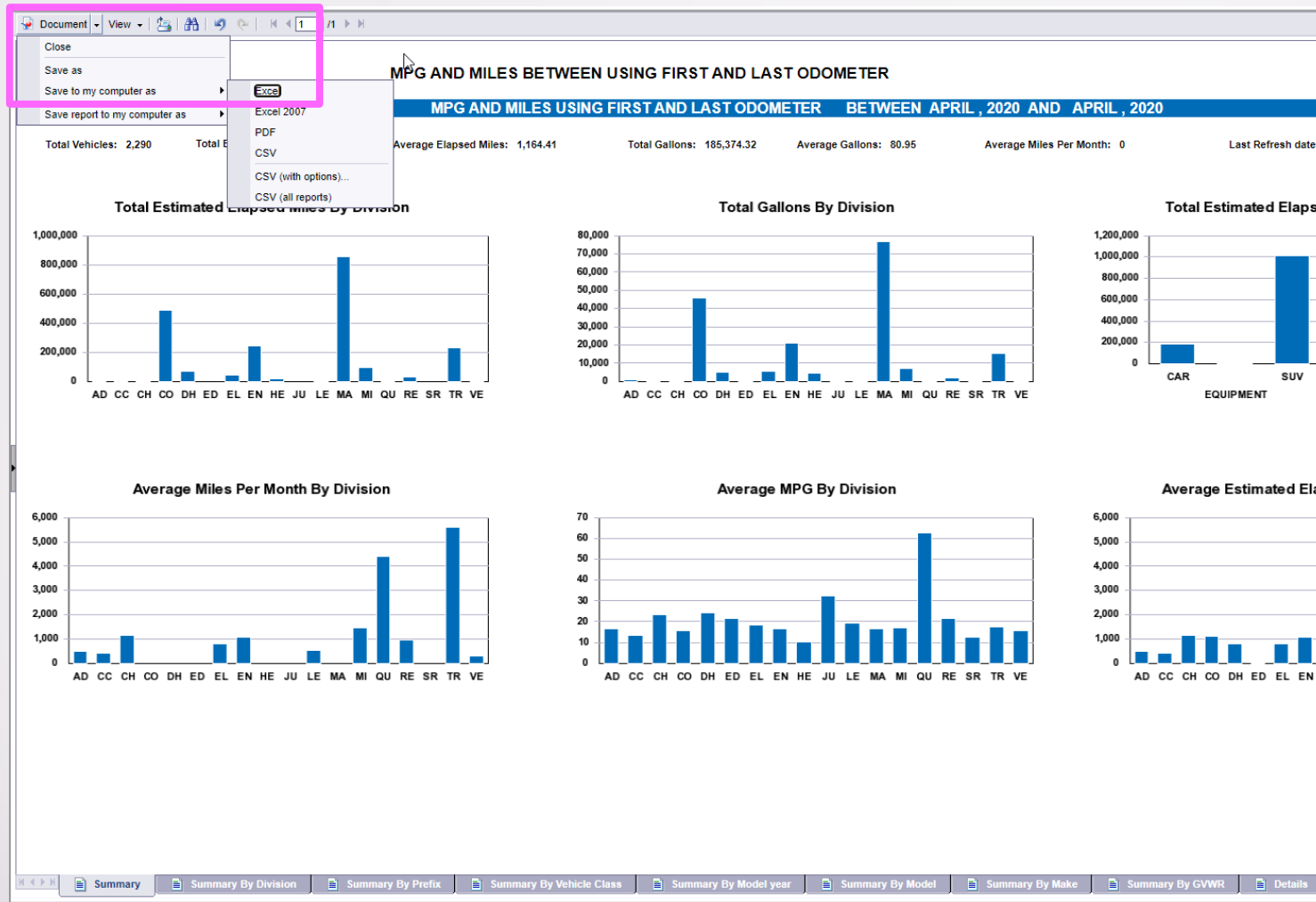
More Information

Select or type the values you want to return to reports for each prompt displayed here.

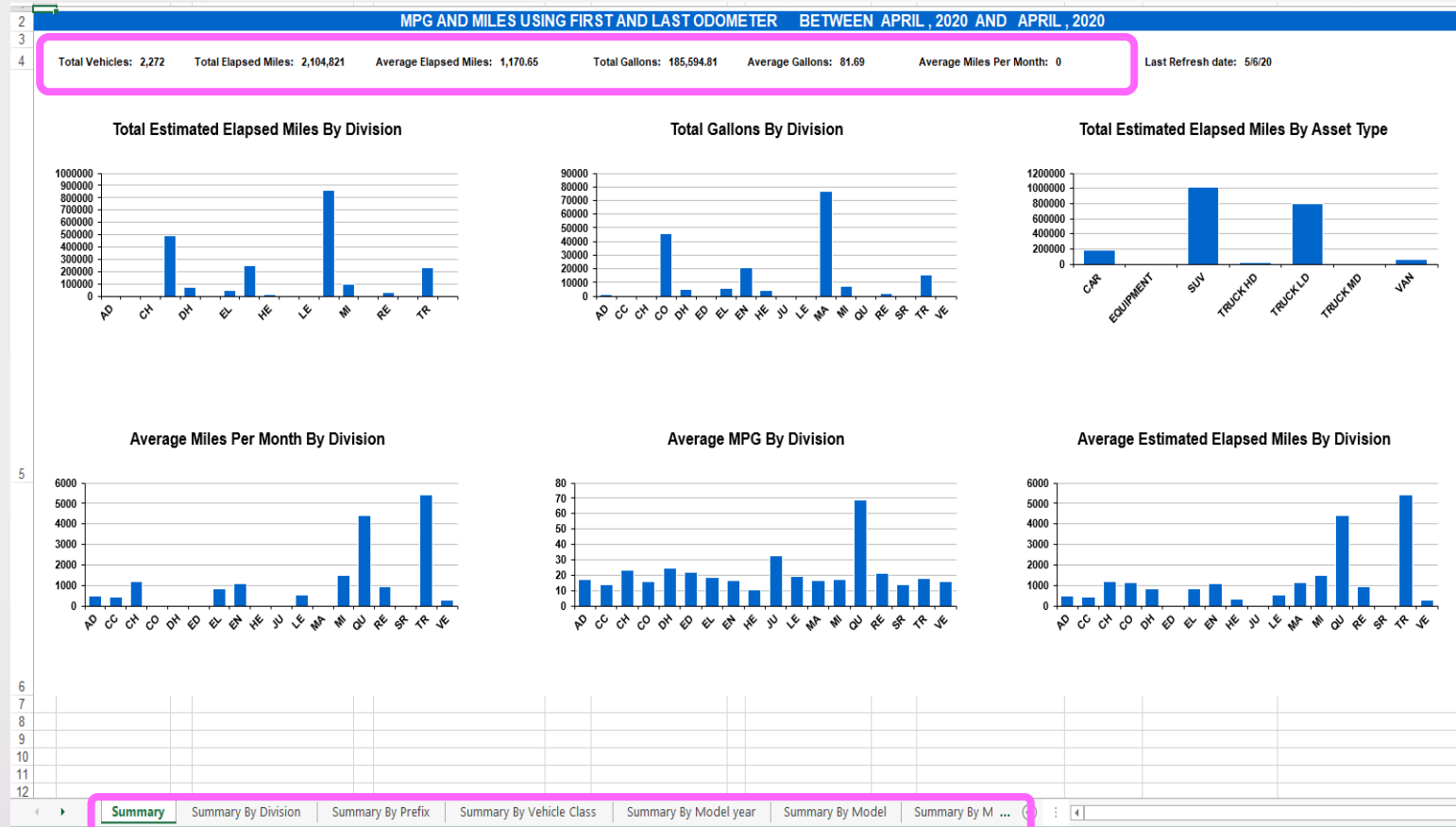
Run Query Cancel

Summary Summary By Division Summary By Prefix Summary By Vehicle Class Summary By Model year Summary By Model Summary By Make Summary By GVWR Details

- Enter your beginning and ending dates in the appropriate fields and click “Run Query”.



- Once the report comes up click the “Document “ dropdown in the top left corner and “Save to My Computer As...“Excel” to export the file.
- Once the report downloads you will be able to save it.



- The downloaded report looks like this when you open it.
- At the top you will find relevant totals for the reporting period.
- Along the bottom are tabs for worksheets containing a variety of information.
- If you ever have questions please don't hesitate to contact Fleet Management
- Email: [Fleet@wv.gov](mailto:Fleet@wv.gov) or call (855) 817-1910