Steps to Run a *"Fuel Program Utilization"* Report in ARI

In ARI Insights, click on the Reporting tab in the top black ribbon then click on Reporting HUB
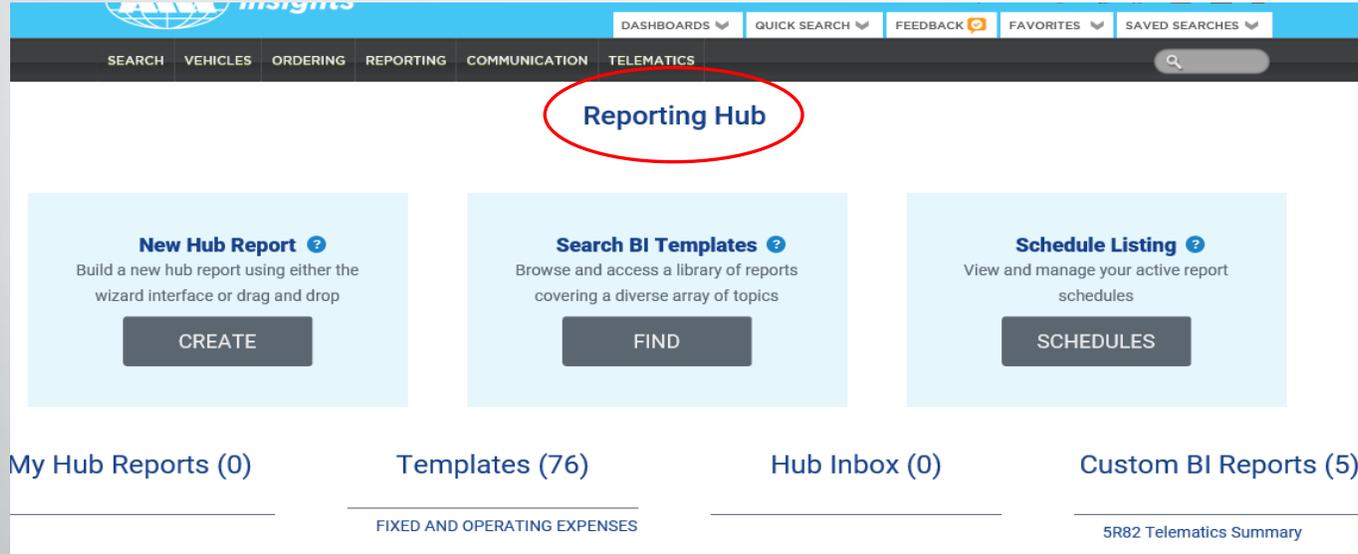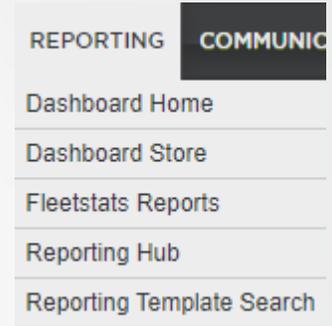
Click Find in the Search BI Templates box.

- In the <u>Report Topic</u> field dropdown, click "Fuel" and hit Search button

- Click on "<u>Fuel Program Utilization</u>" in the Report Name box and it will bring up the Prompts Screen

- Enter your beginning and ending dates in the appropriate fields and click "Run Query".
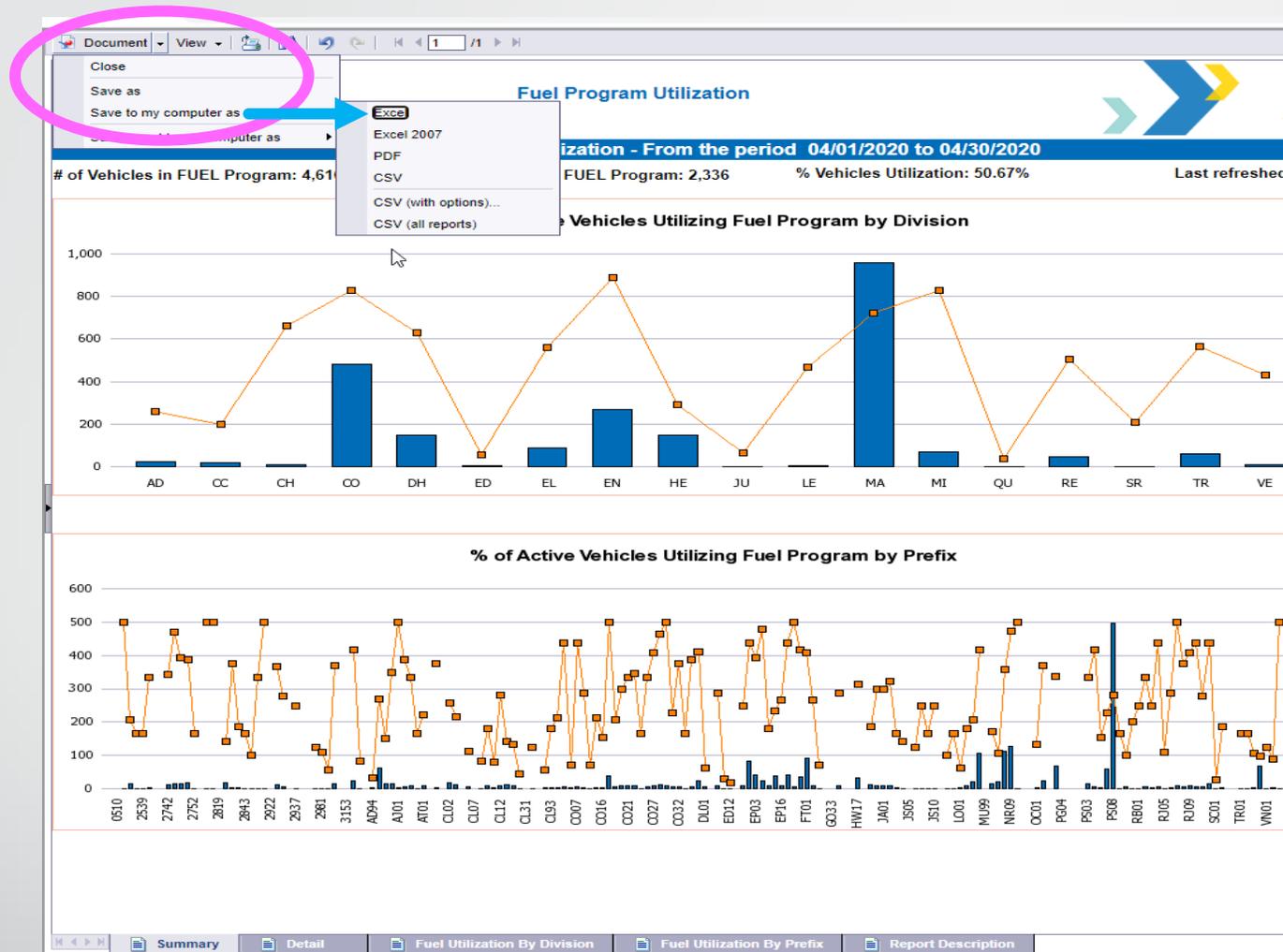
- Once the report comes up click the "Document " dropdown in the top left corner and "Save to My Computer As…."Excel" to export the file.

- Once the report downloads you will be able to save it.
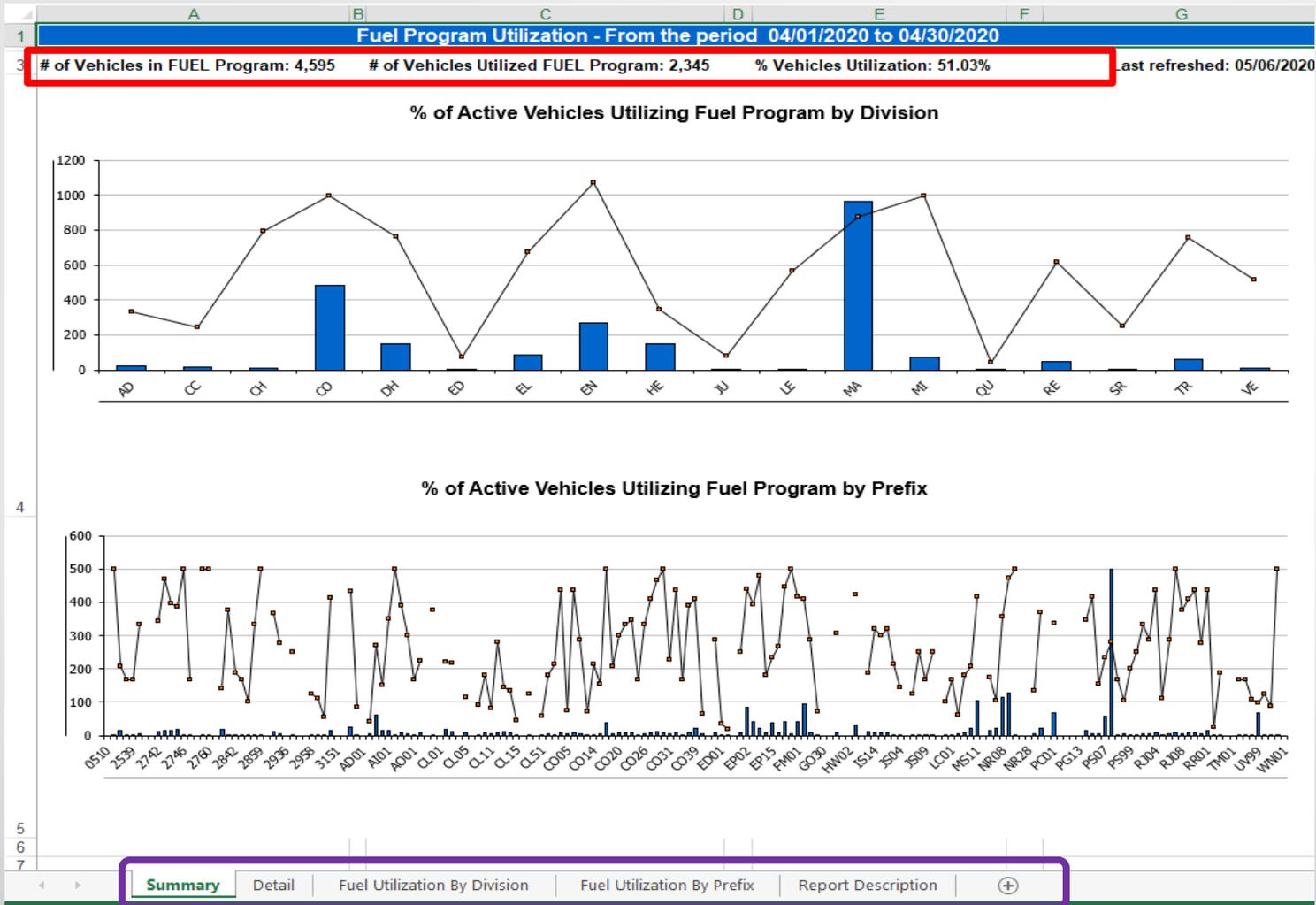
- The downloaded report looks like this when you open it.
- At the top you will find relevant totals for the reporting period.
- Along the bottom are tabs for worksheets containing a variety of information.

- If you ever have questions please don't hesitate to contact Fleet Management
- Email: Fleet@wv.gov or call (855) 817-1910