Department of Human Services
Office of Facilities and Support Services, Transportation Services
Section HOLMAN Insights Security Access Application

Fleet and Risk Manager Name: Barbara Carr		
Fleet and Risk Manager Phone: 404-326-8897	**Date:**	

New User	Change of Information	Delete User
☐	☐	☐

Name:

Business Email:

Business Address:

City:	State: GA	Zip Code:

Business Phone: Click to enter phone.

Agency: Click to enter agency.

Site #: Click to enter site.	**Division:** Click to enter division.

Training: ☐Attended OFM Training   ☐ Webinar   ☐ Fleet Coordinator   ☐ Other:

Check One	*User Authorization Level/Responsibilities* (*may Include but not limited to*)
Level 3 ☐	Creates, maintains and updates system asset records. Generates fleet cost reports and planned and unplanned maintenance on fleet vehicles.
Level 2 ☐	Maintains minimal data on the asset record and generates and records maintenance data on work orders.
Level 1 ☐	Analyzes data and runs reports.

Check One	*Vehicle Request/Approval Levels*	
Vehicle Requester ☐	**Vehicle Approver** ☐	**Final Approver** ☐

Instructions for filling in Application

Authorization:	You must obtain approval from your Fleet Manager and list contact information
Date:	List todays date
User Type:	Are you a - New user/Editing an existing user/ Deleting a current user
Name:	List your first and last name
Email:	List your business email address
Address:	List your business address
Phone:	List your business phone number
Agency:	List the agency you are employed with.
Site:	List the Site # affiliated with your agency
Division:	List the 2-digit code affiliated with your agency

How were you trained?

Training Options	Did you - Attended training from office of Fleet Management ARI Holman Insights Webinar Training Fleet Coordinator Other (Please specify)

User Access Level Descriptions
Position/ Responsibilities (may include but are not limited to)

User Access Levels	Level 3 – Typically this is the Fleet Manager but may be someone who assists the manager with maintaining and updating the system. You will have access to all available functions to manage your fleet in ARI.
	Level 2 – Typically this is a Maintenance/Mechanic level position. You will have access to maintain minimal data on the asset record and generate and record maintenance data on work orders.
	Level 1 – Typically this is an Analyst position. Access is limited to running reports and viewing data.

Vehicle Request Authorization

Requester	Authorization to create a request in ARI to purchase a vehicle for your agency
Requester/ Approver	Authorization to request/approve a request to purchase a vehicle
Requester/ Final Approver	Authorization to request/final approve a request to purchase a vehicle.