

How to: Make vehicle requests and modifications to requests via Fleet Management’s online reservation site.

Online reservations can now be created and modified by individual renters without first contacting Fleet Management by phone. Using the link below, any user can log in to the website and make a request.

By making the request online, the individual making the request is certifying that the trip is approved by the department. The departmental approver will need to be sent a copy of the confirmation. As a result, the department is not required to complete the vehicle order form previously used by Fleet Management. No signatures will be required.

<https://ariinsights.arifleet.com/AriAccessWeb/Login.aspx?Action=Login&Mode=Renter>

The reservation will be placed under the name of the individual who logs into the site. Departments are strongly encourage to log in as the individual whose name (and personnel number) will be associated with the rental. For example, if Sammy logs into the site and makes a reservation, the reservation will be in Sammy’s name. If Sammy wants to make the reservation under Susie’s name, he will need to log in using Susie’s login information. All renters are given access to the website using their @tennessee.edu email account. **When retrieving the vehicle keys from the electronic key box, the personnel of the individual associated with the rental must be used as the PIN.**

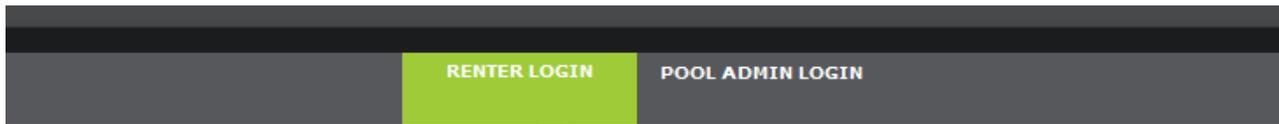
The initial password is the individual’s six digit, UT personnel number.

Example login information:

E-mail Address = sparcell@tennessee.edu

Password = 123456

Step 1: Log in using the credentials of individual renting the vehicle.



Renter Login

You have been successfully logged out of The Pool System. Use the form below to login again

E-Mail Address

Password

[Forgot Password](#)

***Be sure and include the “@tennessee.edu”. The system doesn’t recognize a “@utk.edu” or similar email addresses.**

Step 2: Choose “New Reservation” to request a vehicle or click “Manage Requests” to review existing requests. If creating a new reservation, you will need to choose the vehicle category class and any required extras.

SAMUEL PARCELL's profile

Make new reservation request **New Reservation**

View/Update my profile or change my password **Edit Profile**

Manage Reservation Request **Manage Requests**

You have no upcoming reservations (in the next seven days).

Step 3: Enter request details. “Pick Up Date” and “Drop Off Date” signify the times that the vehicle will be expected to be physically present on the Fleet Management lot. **Very important - Ensure that the Pick Up Date is the earliest that you will need the vehicle, and that the Drop Off Date is the absolute latest that you will be returning the vehicle! Vehicle rentals are scheduled very close together, and if the return is delayed the next renter will not have a vehicle. The department that is late in returning the vehicle will be held financially accountable for any additional costs to the impacted renter.**

New Reservation

First select a pool, then selected the desired pick up and drop off times
 Note: All times are in the pool's local time

Select Pool

Pick-up Date Time Time

Asset Class Optional Extras

Start Reservation

Step 4: Enter all other required information. When all information is entered, click “Confirm Booking”.

Book Vehicle	Reservation Summary
Actual Use Start Date 10/15/2018  *	Pick Up DateTime 10/15/2018  * 08:00  *
Actual Use End Date 10/17/2018  *	Drop Off End DateTime 10/17/2018  * 17:00  *
Billing Account No. *Enter Account #* *	Asset Information: Asset Class: Standard Sedan Category: Cars Features: 4 DOOR, 5 PASSENGER CAPACITY, AUTO TRANS Extras: Pool: UTK Pool Pool Address: 1201 UT Drive 37996 Pool Hours: 12:00 AM - 11:00 PM Note: All times are in the pool's local time, which is currently 04:12 PM
In/Out State Use Tennessee ▼	Rate Information Daily Rate: \$29.38 Weekly Rate: \$153.75 Monthly Rate: \$615.00
Destination <input type="text"/>	
Additional Notification Emails *enter approver's email address*	
Optional Reservation Note <input type="text" value="Enter any notes relevant to the request."/>	
<input type="button" value="Confirm Booking"/> <input type="button" value="Back"/>	

Step 5: You're done. The individual making the request and the individual identified by the “Additional Notification Emails” box will receive email confirmations for the request. *Fleet Management recommends sending the additional notification to the approver of the department.* The email confirmation also contains a helpful calendar attachment for Outlook that can remind you of your upcoming reservation.

New Reservation

Reservation Confirmed

Confirmation ID: VCKFEM

An email has been sent confirming this rental.

NOTES:

1. You can modify all aspects of the request by using the “Manage Requests” option.
2. If you make changes to the request within seven days of the scheduled pick up time, the system will generate a new confirmation number for that trip.
3. “E” and “R” accounts are the only accounts allowed and they must be capitalized. If the site doesn't recognize the account number, contact Fleet Management.
4. If the trip is for in state travel, you can place the destination in the request notes.
5. Charges for the rental are assessed based on *the time between the key fob being removed from the key box and the time that it is returned to the key box.* Departments can now save money by only reserving the vehicle for the times that they need the vehicle.