



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

<b>Fleet and Risk Manager Name: Barbara Carr</b>		
<b>Fleet and Risk Manager Phone: 404-326-8897</b>		<b>Date:</b>
<b>New User</b> <input type="checkbox"/>	<b>Change of Information</b> <input type="checkbox"/>	<b>Delete User</b> <input type="checkbox"/>
<b>Name:</b>		
<b>Business Email:</b>		
<b>Business Address:</b>		
<b>City:</b>	<b>State:</b> GA	<b>Zip Code:</b>
<b>Business Phone:</b> <small>Click to enter phone.</small>		
<b>Agency:</b> <small>Click to enter agency.</small>		
<b>Site #:</b> <small>Click to enter site.</small>	<b>Division:</b> <small>Click to enter division.</small>	
<b>Training:</b> <input type="checkbox"/> Attended OFM Training <input type="checkbox"/> Webinar <input type="checkbox"/> Fleet Coordinator <input type="checkbox"/> Other:		
Check One	<b><i>User Authorization Level/Responsibilities</i></b> <i>(may Include but not limited to)</i>	
<b>Level 3</b> <input type="checkbox"/>	Creates, maintains and updates system asset records. Generates fleet cost reports and planned and unplanned maintenance on fleet vehicles.	
<b>Level 2</b> <input type="checkbox"/>	Maintains minimal data on the asset record and generates and records maintenance data on work orders.	
<b>Level 1</b> <input type="checkbox"/>	Analyzes data and runs reports.	
Check One	<b><i>Vehicle Request/Approval Levels</i></b>	
<b>Vehicle Requester</b> <input type="checkbox"/>	<b>Vehicle Approver</b> <input type="checkbox"/>	<b>Final Approver</b> <input type="checkbox"/>

<b>Instructions for filling in Application</b>	
<b>Authorization:</b>	You must obtain approval from your Fleet Manager and list contact information
<b>Date:</b>	List todays date
<b>User Type:</b>	Are you a - New user/Editing an existing user/ Deleting a current user
<b>Name:</b>	List your first and last name
<b>Email:</b>	List your business email address
<b>Address:</b>	List your business address
<b>Phone:</b>	List your business phone number
<b>Agency:</b>	List the agency you are employed with.
<b>Site:</b>	List the Site # affiliated with your agency
<b>Division:</b>	List the 2-digit code affiliated with your agency
<b>How were you trained?</b>	
<b>Training Options</b>	Did you - Attended training from office of Fleet Management ARI Holman Insights Webinar Training Fleet Coordinator Other (Please specify)
<b>User Access Level Descriptions</b>	
<i>Position/ Responsibilities (may include but are not limited to)</i>	
<b>User Access Levels</b>	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.
<b>Vehicle Request Authorization</b>	
<b>Requester</b>	Authorization to create a request in ARI to purchase a vehicle for your agency
<b>Requester/ Approver</b>	Authorization to request/approve a request to purchase a vehicle
<b>Requester/ Final Approver</b>	Authorization to request/final approve a request to purchase a vehicle.