



Automotive Resources International



ARI Web Mileage Reporting Instructions

Please follow the steps and screen-shot below to enter monthly reports of vehicle mileage via ARI Web Mileage:

1. **Go To:** <http://mileages.aricanada.com/mileage2008/Login.aspx?language=English&id=&code=1>
OR Click on the link in the monthly e-mail reminder that you will receive (this will allow you to skip step 2)
2. **Log In** - Enter Your **Username** and **Password**. You will be directed to a page where you can enter mileage for all the vehicles under your responsibility. Please fill out the fields on the page as follows:
3. **Month Ending** - Click on the drop list to select the applicable Year and Month for the period you are reporting (e.g. 2015 and 01)
4. **Odometer** - Enter the ending odometer kilometre reading for the reported month. Hit Tab. This will automatically populate the mileage for the month into the **Business** category. If a portion of that mileage is **Personal**, the amount can be entered into that field and the business mileage will be recalculated. **Note:** Please consult with your Fleet Coordinator if personal mileage is to be entered.
5. **Travelled** - If no previous odometer readings have been recorded, you will need to enter the total kilometres driven for the month that you are creating the report for. If a previous record does exist, the system will automatically populate the **Travelled** field with the difference between the previous odometer and the reading you have entered in the **Odometer** Field.
6. Click the **Update** button to submit your mileage reporting. *Always remember to hit **Update** before going to the next page or exiting the program. Otherwise your entry/entries will not be recorded.

How to make changes to previously reported entries:

Note: Changes can only be made for entries done in the last 30 days – after that point, please contact your Fleet Coordinator

1. If an entry has been made in error, click on the **arrow** beside the **Travelled** field - a new page will appear that lists the previous entries from oldest to newest
2. Once you find the entry you want to change, place a **✓** in the selection box and correct the entry
3. Click the **Update** button once you've finished your changes



Search for a vehicle by:

- Vehicle #
- Plate
- Driver First or Last Name

Drop-down to select the Year & Month you are reporting

Access the Odometer reading history where you can make changes

Search By: Assignment:

Page 1 of 4

Unit No	Plate	First Name	Last Name	PrevDate	PrevOdom	Month Ending	Odometer	Personal	Business	Travelled
40007	5928XW	STEVEN	OWENS	201103	78258	<input type="text"/> <input type="text"/>				
508SP1	N/A	SPARE	CARD	N/A	N/A	<input type="text"/> <input type="text"/>				
508SP2	N/A	SPARE	CARD	N/A	N/A	<input type="text"/> <input type="text"/>				
60014	5309HW	SPARE	VEHICLE	201103	392204	<input type="text"/> <input type="text"/>				
60021	7843JP	MIHAEL	CATANOI	201102	160637	<input type="text"/> <input type="text"/>				
60031	9383KC	SPARE	VEHICLE	201103	237940	<input type="text"/> <input type="text"/>				
60041	9055KJ	GARY	ST-PIERRE	201012	289653	<input type="text"/> <input type="text"/>				
60042	9056KJ	JUSTIN	MACFARLANE	201103	231475	<input type="text"/> <input type="text"/>				
60054	7048KM	RON	GORR	201103	487740	<input type="text"/> <input type="text"/>				
60071	9849PC	PAUL	TERRY	201103	323278	<input type="text"/> <input type="text"/>				

If you have more than 1 page of units

Click **Update** to save your odometer entry/entries. ***Always** click **Update** before switching pages or exiting the program. Otherwise your entry/entries will not be recorded.

Other Notes:

- Mileage reports are expected to be made on a monthly basis for all vehicles – they should be made as soon as possible following the end of each month
- If reports are missed, only the most recent odometer reading needs to be entered the next time – the total mileage travelled will be divided up evenly over the missing month(s)

If you require assistance, please contact your Fleet Coordinator