Working with Reports

OVERVIEW

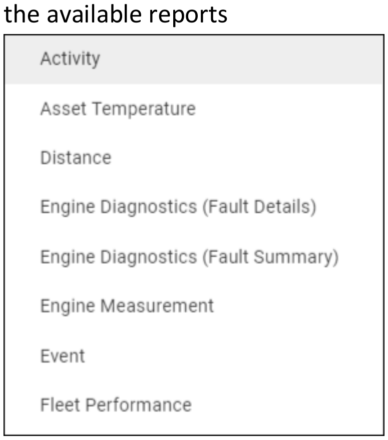
Reports give you a detailed view of Fleet Complete data. They can be used for many purposes including fleet management and assessment of driver behavior; all of which provide benefits for your business needs.

ACCESS REPORTING

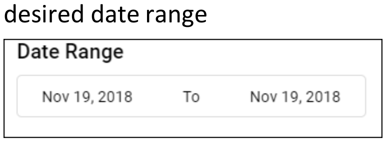
1. Log in to Fleet Complete
2. From the *Tracking* screen, click the **Menu Bar** icon on the top left-hand corner to access the Navigation Panel ≡ Track
3. Select **Reporting**

RUN A REPORT

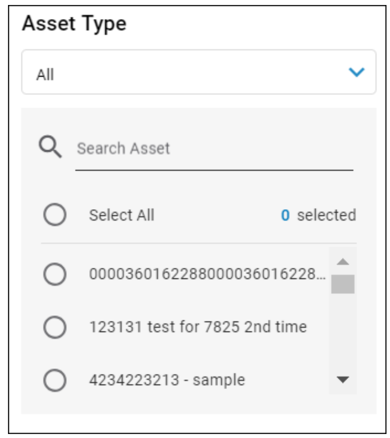
1. Complete steps 1-3 from **Access Reporting**
2. Select **Reports**
3. From the *Report Type* drop-down arrow, select one of the available reports



4. Click the **Date Range** drop-down arrow and select the desired date range



5. To include *Asset Types* in the report, click the **Asset Type** drop-down arrow and select the radio button next to the Asset Type(s) to include in the report, or
6. Search and click the **Radio Buttons** next to the asset Description(s) to include specific assets in the report



7. Click the **Generate** button

ADJUST THE REPORT LAYOUT - SORT

1. Click the **Customize View** button
2. Click the **Sort By** button to sort the columns alphabetically
3. Click the **Upward** arrow to sort in ascending order (A to Z)
4. Alternatively, click the **Downward** arrow to sort in descending order (Z to A)
5. Click the **Save** button

ADJUST THE REPORT LAYOUT - GROUP

1. Click the **Customize View** button
2. Hover your mouse to the right of a column and then click the **Group By** button
3. To group by more than one column, repeat step 2 as necessary
4. Click the **Save** button

Quick Reference Card

ADJUST THE REPORT LAYOUT – HIDE COLUMNS

1. Click the **Customize View** button
2. Click to clear the checkboxes next to the columns to hide them from the report
3. Click the **Save** button

EXPORT REPORTS

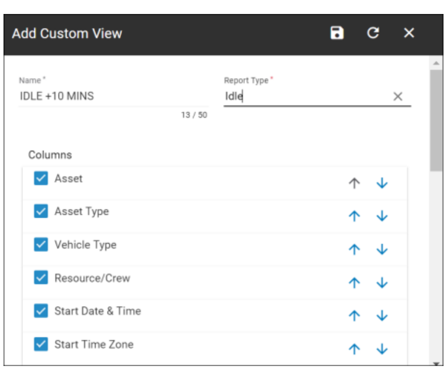
1. Complete steps 1-7 from **Run a Report**
2. Complete the steps to **Sort**, **Group** and **Hide** columns in the report as necessary
3. Click the **Export** button to access the export options

   EXPORT

4. To **Email** the report, click the drop-down arrow and select your preferred export method
5. In the **Enter Email** field, type one or email addresses separated by semicolons
6. Click the **Email** button
7. Alternatively, to **Download** the report, in the download report section click the format drop-down arrow and select the preferred download method
8. Click the **Download** button

ADD CUSTOM REPORTS

1. Complete steps 1-3 from **Access Reporting**
2. Select **Reports**
3. Click the **Add Custom View** button
4. Type a ***Name*** for the custom report
5. Complete the steps to **Sort**, **Group** and **Hide** columns in the report as necessary
6. Click the **Save** button



ACCESS SAVED CUSTOM REPORTS

1. Complete steps 1-7 from **Run a Report**

TO LEARN MORE ABOUT REPORTS

To learn more about Reports, click the **Help** button located in the top right-hand corner of the tracking screen and perform a keyword search.