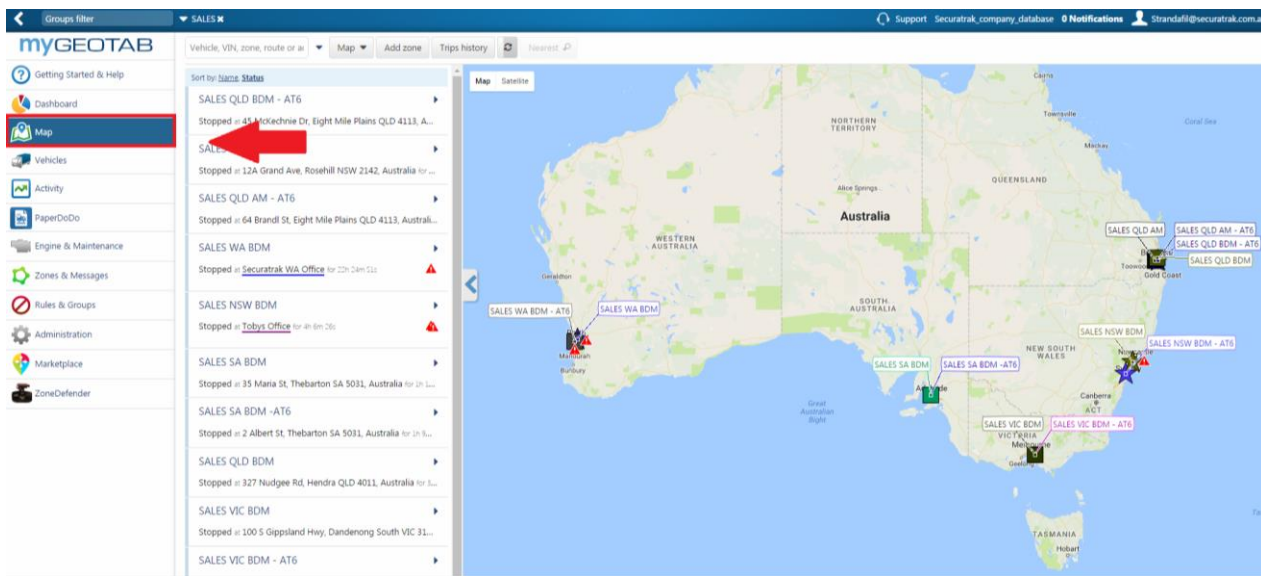


RUNNING A TRIPS HISTORY REPORT

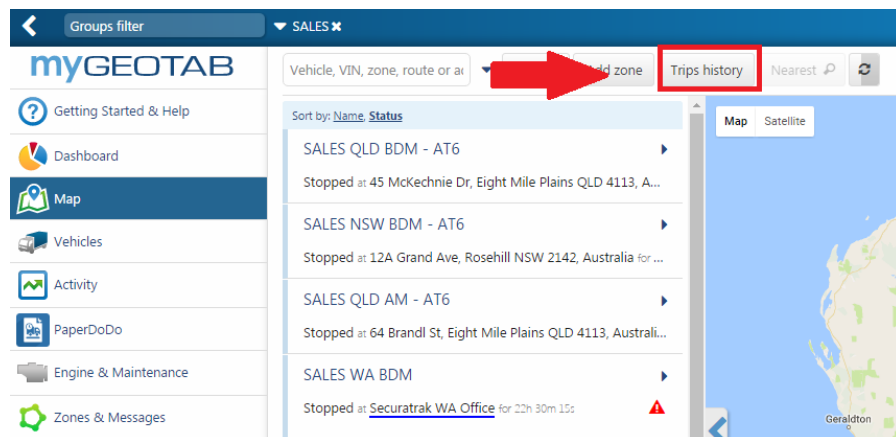
The Trips History Report provides an account of trips detail for the selected time period. The reports provides vehicle trip information including stops, zones,

STEPS REQUIRED

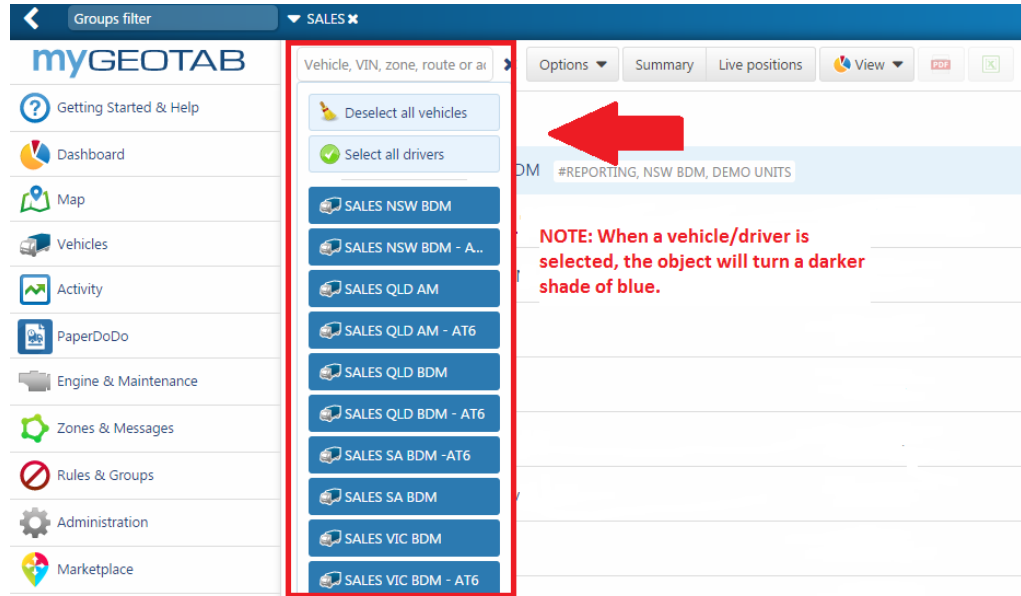
Step 1: From the main menu, click on the **Map** tab.



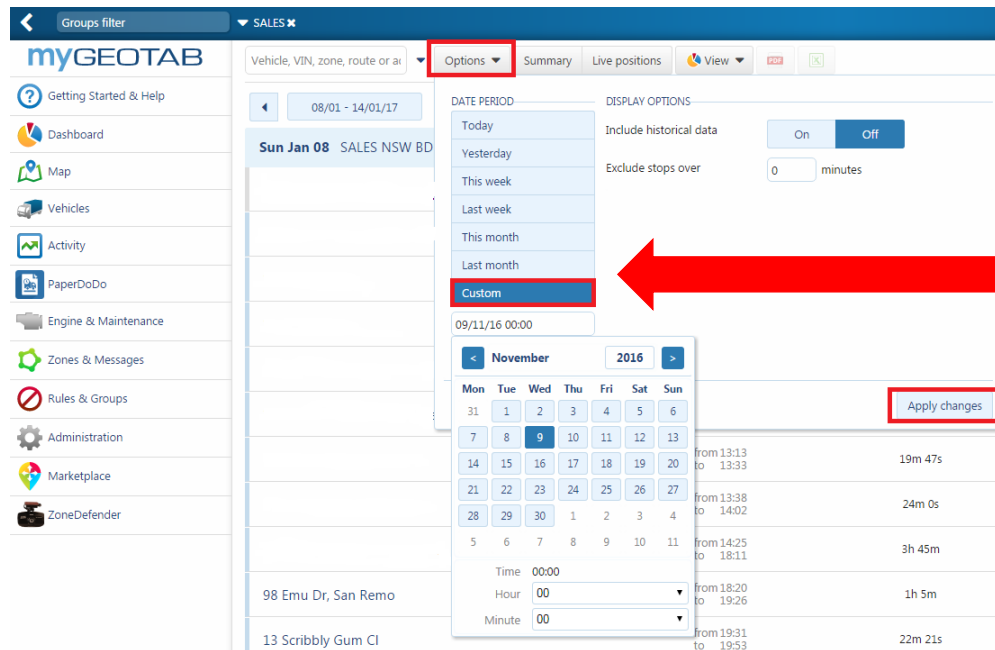
Step 2: At the top of the page click on **Trips History**.



Step 3: From the search tool, either type in the description of a specific vehicle/driver or click on the drop down arrow and either select a specific vehicle(s)/driver(s) or select all.

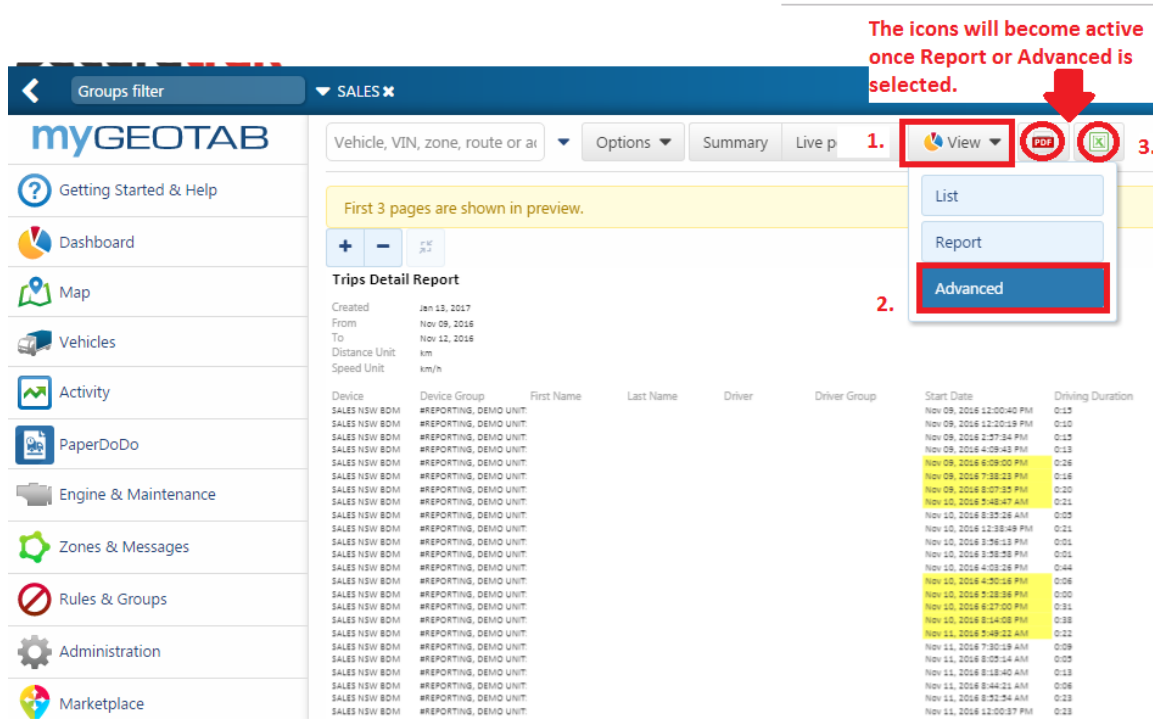


Step 4: Click on the Options tab and specify the date period for your report then click Apply Changes.



NOTE: To select a specific date or date range click on Custom. From the calendar select a date or date range that you wish to report on. Reports can be run from the date the devices were installed.

Step 5: A list of all stops for the date range selected will be made available on your screen. To export this data into an Excel or PDF document, click on the **View** tab and select either the **Report** or **Advanced** from the list. Once selected, the PDF and Excel icons will become active. Click on your preferred icon to export the report in that format.



The icons will become active once Report or Advanced is selected.

1. View

2. Report / Advanced

3. PDF / Excel

Device	Device Group	First Name	Last Name	Driver	Driver Group	Start Date	Driving Duration
SALES NSW BDM	#REPORTING, DEMO UNIT:					Nov 09, 2016 12:00:40 PM	0:13
SALES NSW BDM	#REPORTING, DEMO UNIT:					Nov 09, 2016 12:20:15 PM	0:10
SALES NSW BDM	#REPORTING, DEMO UNIT:					Nov 09, 2016 4:57:34 PM	0:13
SALES NSW BDM	#REPORTING, DEMO UNIT:					Nov 09, 2016 4:59:43 PM	0:13
SALES NSW BDM	#REPORTING, DEMO UNIT:					Nov 09, 2016 6:09:00 PM	0:26
SALES NSW BDM	#REPORTING, DEMO UNIT:					Nov 09, 2016 7:33:23 PM	0:16
SALES NSW BDM	#REPORTING, DEMO UNIT:					Nov 09, 2016 8:07:35 PM	0:20
SALES NSW BDM	#REPORTING, DEMO UNIT:					Nov 10, 2016 5:45:47 AM	0:21
SALES NSW BDM	#REPORTING, DEMO UNIT:					Nov 10, 2016 6:35:26 AM	0:09
SALES NSW BDM	#REPORTING, DEMO UNIT:					Nov 10, 2016 12:33:48 PM	0:21
SALES NSW BDM	#REPORTING, DEMO UNIT:					Nov 10, 2016 3:56:13 PM	0:01
SALES NSW BDM	#REPORTING, DEMO UNIT:					Nov 10, 2016 3:58:58 PM	0:01
SALES NSW BDM	#REPORTING, DEMO UNIT:					Nov 10, 2016 4:03:26 PM	0:44
SALES NSW BDM	#REPORTING, DEMO UNIT:					Nov 10, 2016 4:50:16 PM	0:06
SALES NSW BDM	#REPORTING, DEMO UNIT:					Nov 10, 2016 5:28:36 PM	0:00
SALES NSW BDM	#REPORTING, DEMO UNIT:					Nov 10, 2016 6:27:00 PM	0:31
SALES NSW BDM	#REPORTING, DEMO UNIT:					Nov 10, 2016 8:14:08 PM	0:28
SALES NSW BDM	#REPORTING, DEMO UNIT:					Nov 11, 2016 5:48:22 AM	0:12
SALES NSW BDM	#REPORTING, DEMO UNIT:					Nov 11, 2016 7:30:15 AM	0:09
SALES NSW BDM	#REPORTING, DEMO UNIT:					Nov 11, 2016 8:05:14 AM	0:09
SALES NSW BDM	#REPORTING, DEMO UNIT:					Nov 11, 2016 8:18:40 AM	0:13
SALES NSW BDM	#REPORTING, DEMO UNIT:					Nov 11, 2016 8:44:21 AM	0:06
SALES NSW BDM	#REPORTING, DEMO UNIT:					Nov 11, 2016 9:21:54 AM	0:13
SALES NSW BDM	#REPORTING, DEMO UNIT:					Nov 11, 2016 12:00:37 PM	0:23

FURTHER ASSISTANCE

If you require any custom reporting please contact the **Enterprise Services Team** for more information or a quote at reporting@fleetcomplete.com.au.

For general database assistance contact the Helpdesk at helpdesk@fleetcomplete.com.au

For training contact Training@fleetcomplete.com.au