AUTOMATING REPORTS
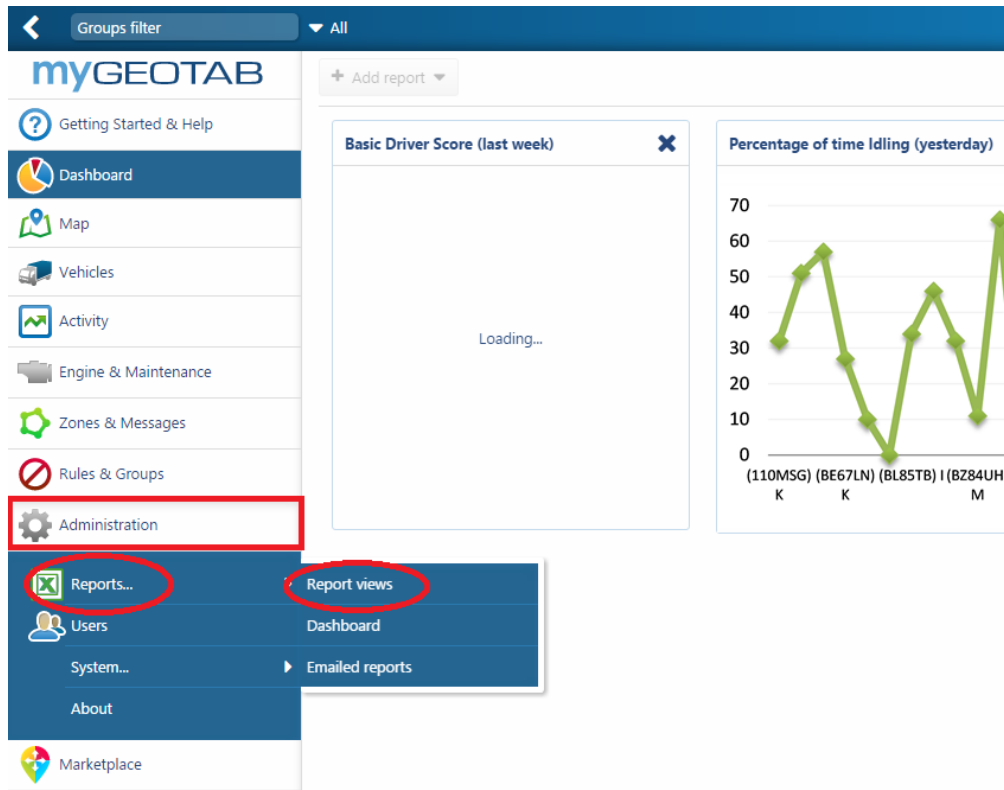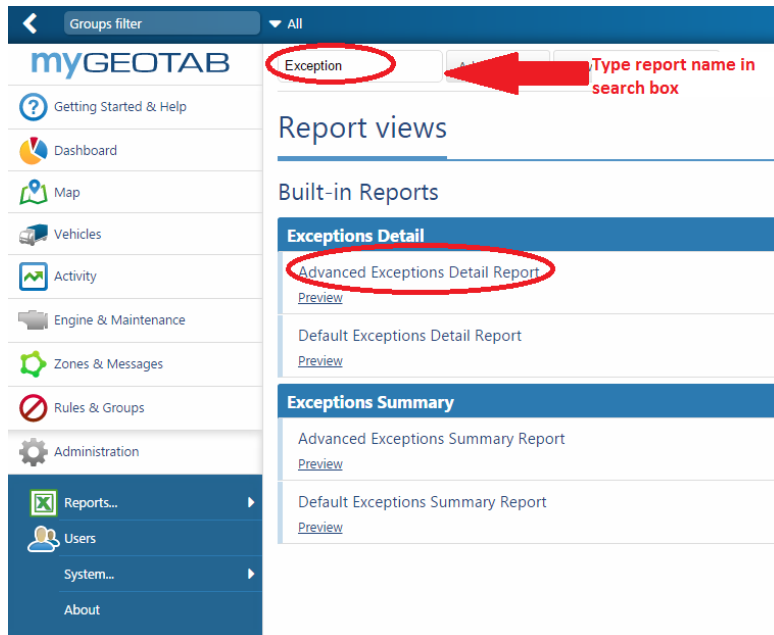
All reports can be automated to come directly to your inbox. Follow the steps below to set up automation of required reports.
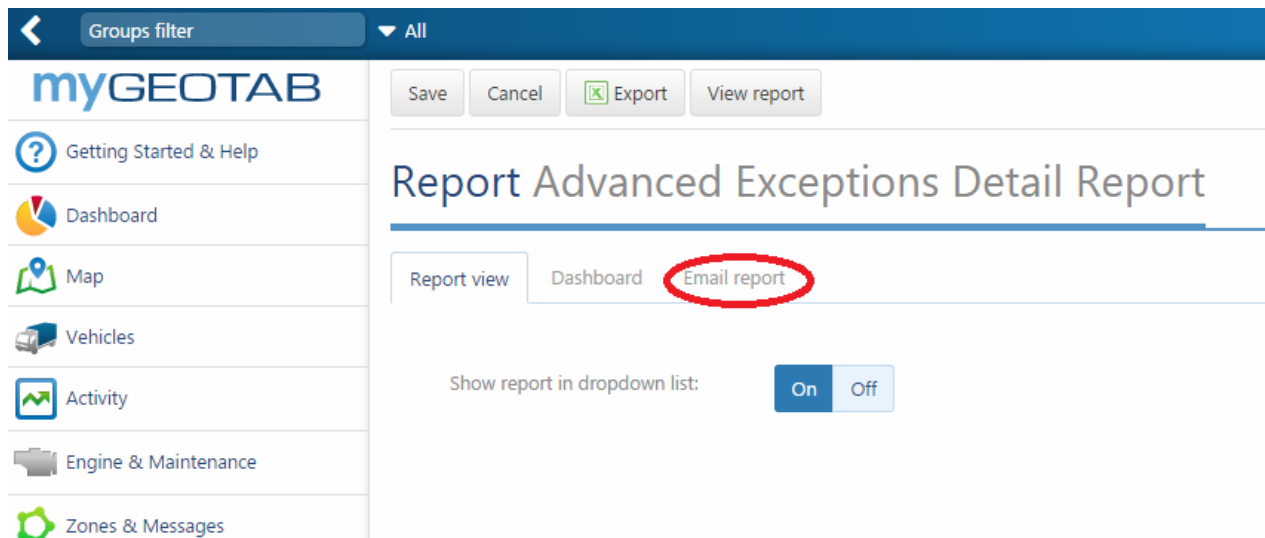
STEPS REQUIRED

Step 1: To automate a report directly to your inbox navigate to the **Administration** Tab in the menu on the left and select **Reports** the **Report views.**
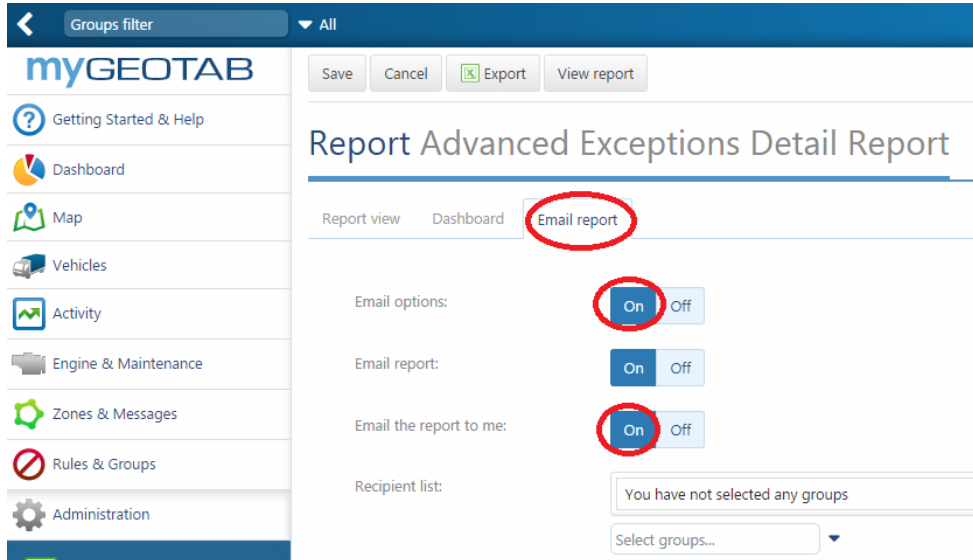
Step 2: Type report name in search box and left click from the list below.

Step 3: Select the Email report option.

Step 4: Turn the ON the **Email options** and **Email Report to me** option
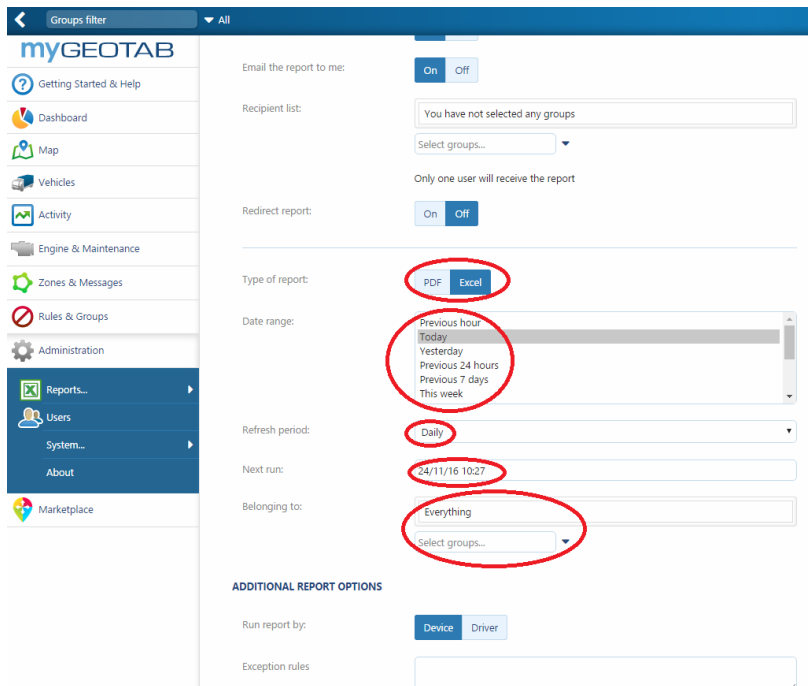
Step 5: From the below list select the report parameters required as shown below.

Step 6: Click Save at top of the page.
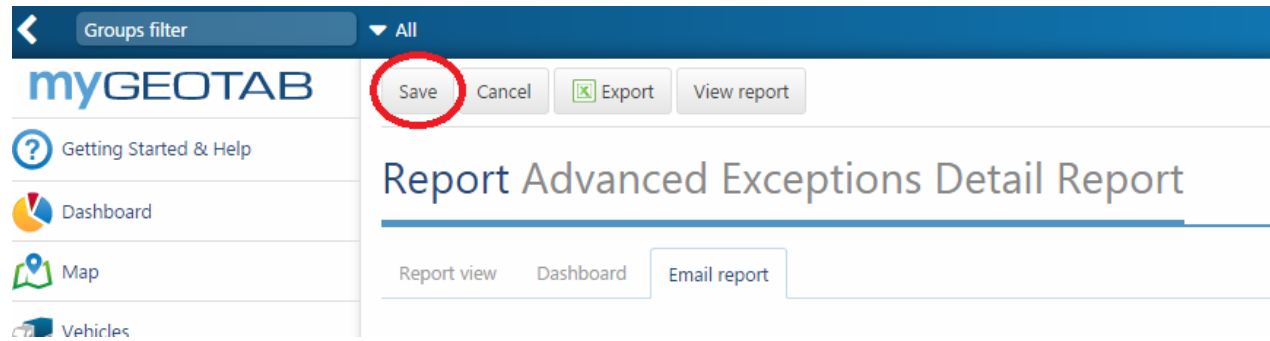
FURTHER ASSISTANCE

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