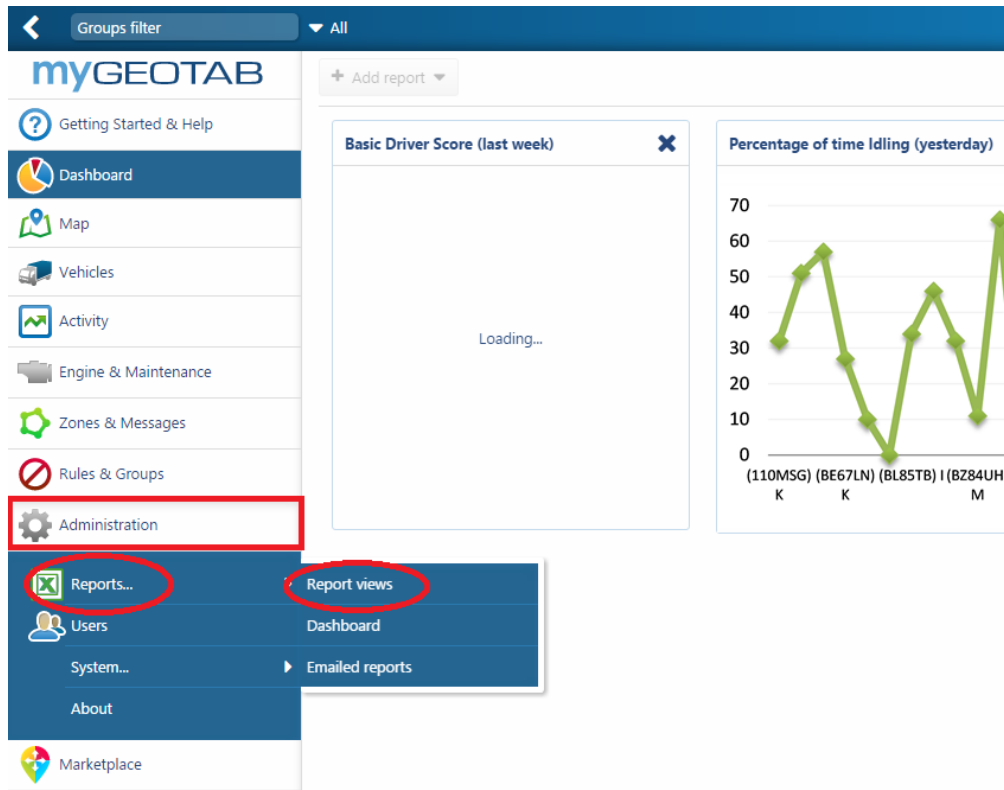


AUTOMATING REPORTS

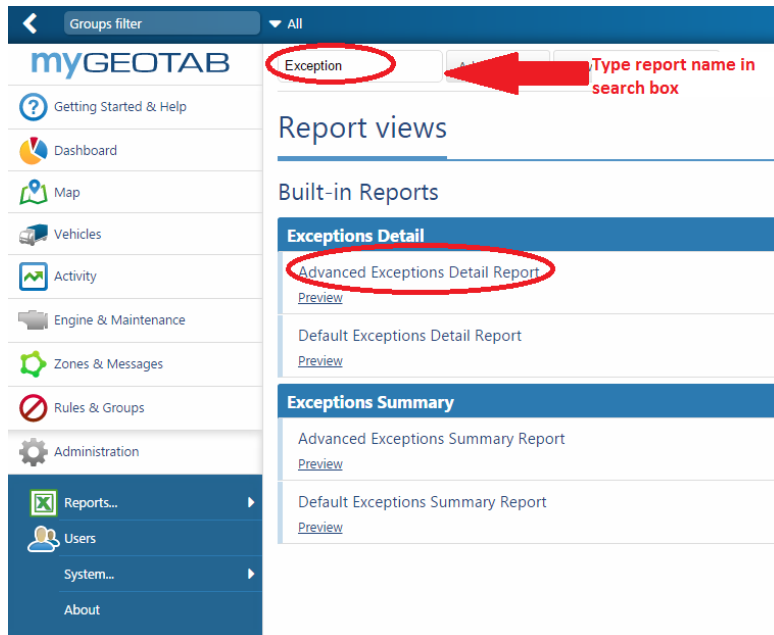
All reports can be automated to come directly to your inbox. Follow the steps below to set up automation of required reports.

STEPS REQUIRED

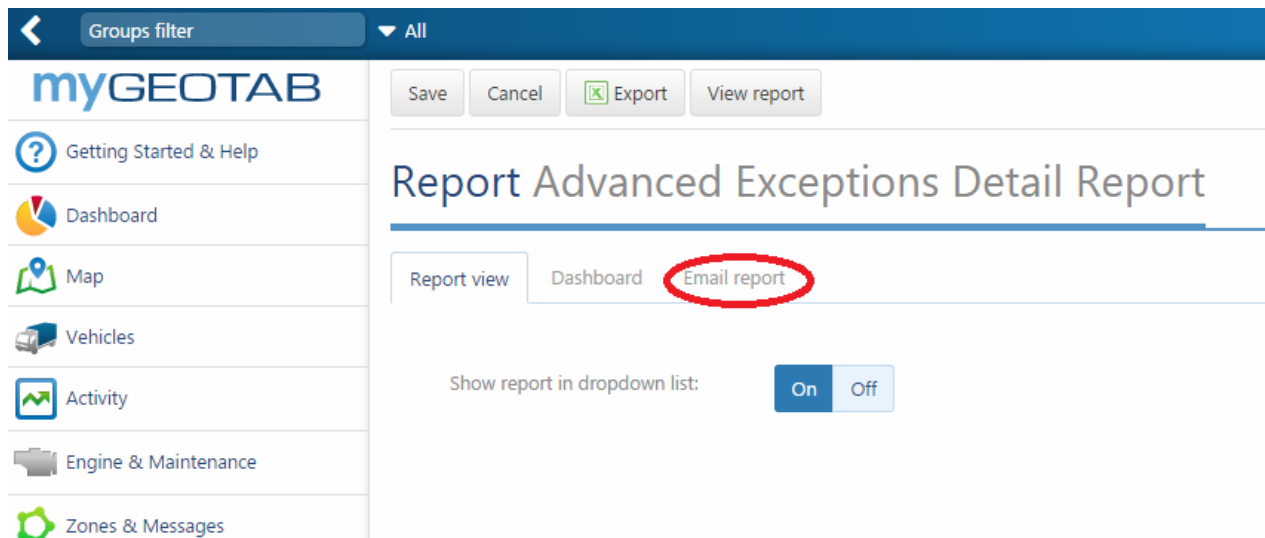
Step 1: To automate a report directly to your inbox navigate to the **Administration** Tab in the menu on the left and select **Reports** the **Report views**.



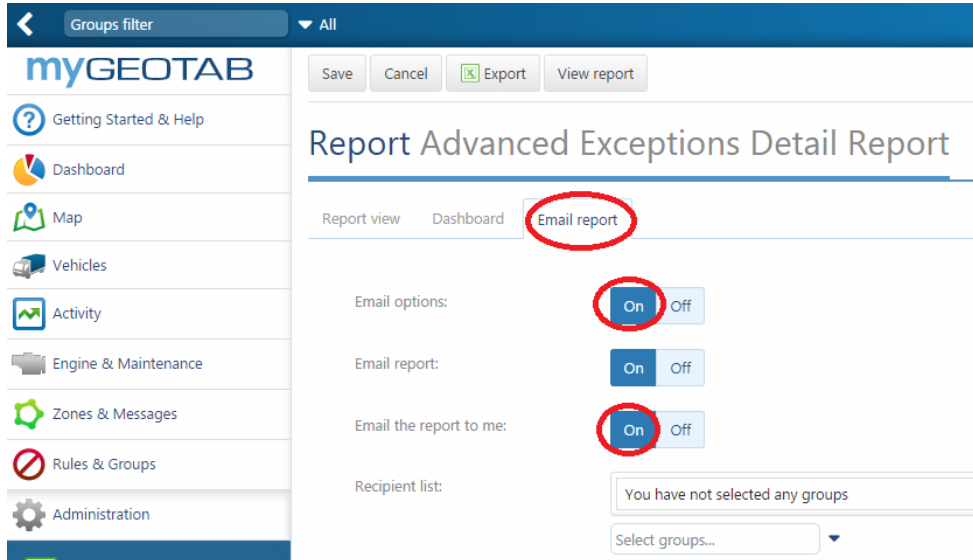
Step 2: Type report name in search box and left click from the list below.



Step 3: Select the Email report option.



Step 4: Turn the ON the Email options and Email Report to me option



Groups filter: All

myGEOTAB

Save Cancel Export View report

Report Advanced Exceptions Detail Report

Report view Dashboard **Email report**

Email options: On Off

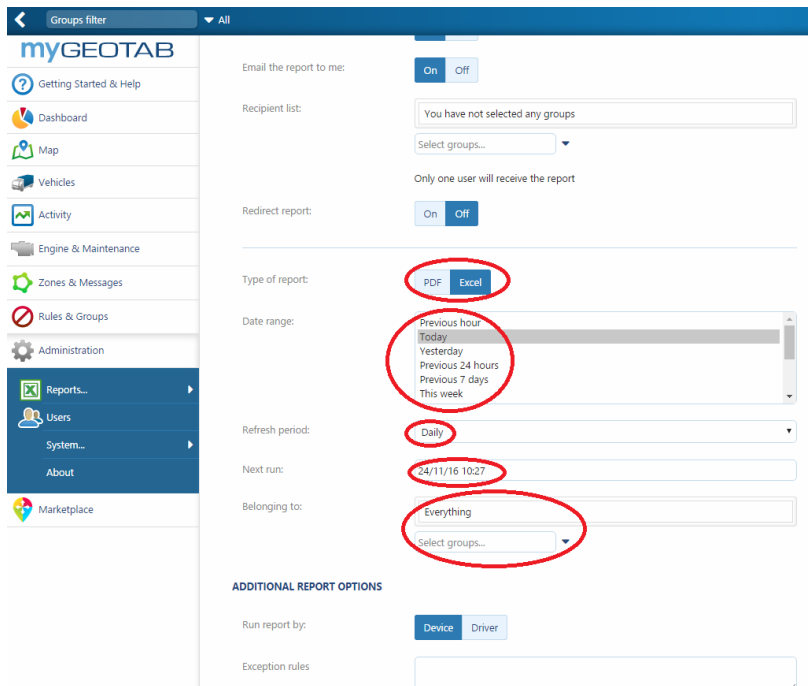
Email report: On Off

Email the report to me: On Off

Recipient list: You have not selected any groups

Select groups...

Step 5: From the below list select the report parameters required as shown below.



Groups filter: All

myGEOTAB

Email the report to me: On Off

Recipient list: You have not selected any groups

Select groups...

Only one user will receive the report

Redirect report: On Off

Type of report: PDF Excel

Date range: Previous hour Today **Today** Yesterday Previous 24 hours Previous 7 days This week

Refresh period: Hourly Daily Weekly

Next run: **24/11/16 10:27**

Belonging to: **Everything**

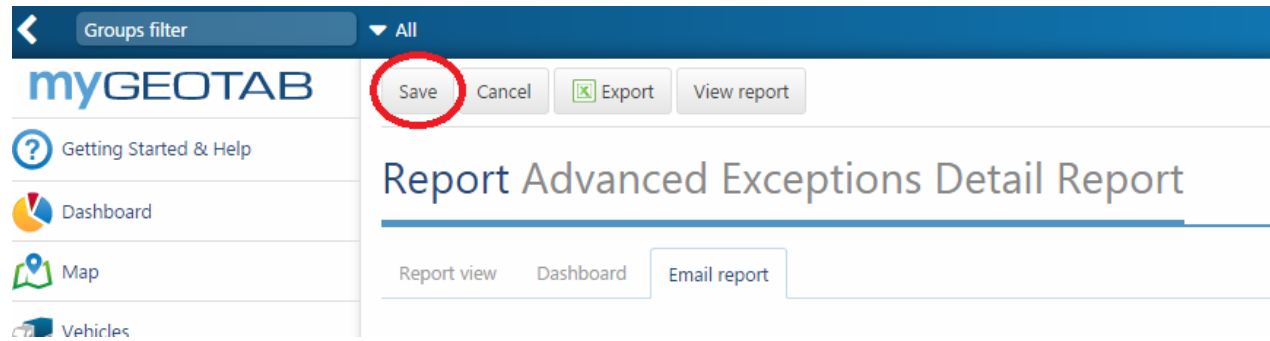
Select groups...

ADDITIONAL REPORT OPTIONS

Run report by: Device Driver

Exception rules

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