

Metrics Reports is a special dashboard that is specific to custom metrics. It allows you to view summary, detail, and trend data about an existing **custom metric** using various charts and tables.

## Access a Metrics Report

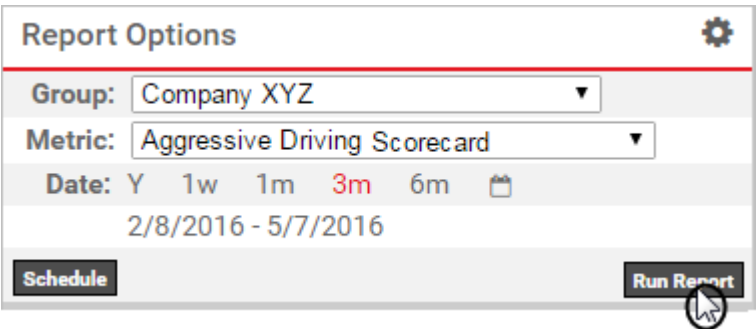
The default metrics report view allows you to view the following report items: Summary, Guages, Top Performers, Bottom Performers, Score Trend Chart, and Rank Detail.

### ► To access a Metrics Report:

1. From the portal, hover over the **More** menu, click **Manage Metrics**, and click **Metrics Reports**.

The Metrics Report page opens in a new browser tab.


1. From the Report Options area, choose a vehicle **Group**, the **Metric** you want to run, and the **Date(s)** to include in the report.
2. Click **Run Report**.



The screenshot shows the 'Report Options' form. It has a title bar with a gear icon. Below the title bar, there are three rows of input fields: 'Group:' with a dropdown menu showing 'Company XYZ', 'Metric:' with a dropdown menu showing 'Aggressive Driving Scorecard', and 'Date:' with radio buttons for 'Y', '1w', '1m', '3m', and '6m', and a calendar icon. Below these fields, the date range '2/8/2016 - 5/7/2016' is displayed. At the bottom of the form, there are two buttons: 'Schedule' and 'Run Report'. A mouse cursor is pointing at the 'Run Report' button.

The report loads the following report items:

## Summary

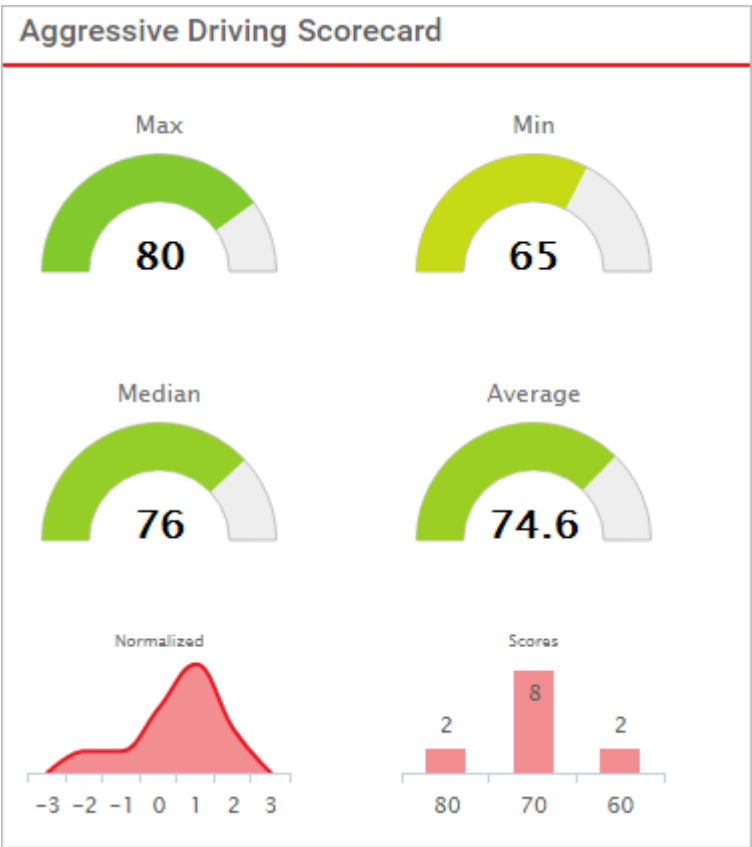
Displays the metric selected, the vehicle group selected, the number of vehicles included in the report, the report time period, and the group total. The group total reflects either the Average or Summary based on your selection in Report Options (  ).

Summary	
Metric:	Aggressive Driving Scorecard
Group:	Company XYZ
Vehicles Shown:	12 of 14
Report Period:	2/8/2016 - 5/7/2016 (90 days)
Group Total (Avg):	895 Score

## Gauges

Displays guages for Max, Min, Median, and Average. Also includes a standard deviation chart for

Normalized data and a bar chart for Scores.



## Top Performers

Displays the top 5 (default) performers. Click the **Settings** icon to change to the top 10, 15, 20

Top Performers	Settings
APH PNP	80
DG-370Z	80
B B 2014	79
FLATBED-31	78
SN - PNPvb	78

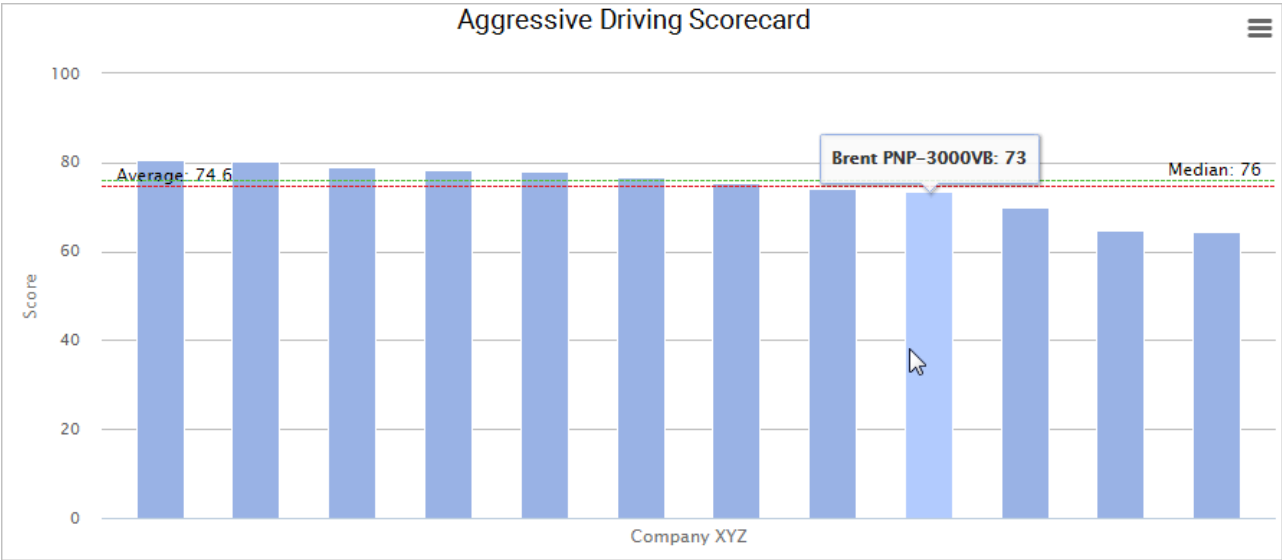
## Bottom Performers

Displays the bottom 5 (default) performers. Click the **Settings** icon to change to the top 10, 15, 20

Bottom Performers	Settings
SM ES-330	65
Adam G Camry	65
Adam G Prius	70
Brent PNP-3000VB	73
Corn Altima	74

## Score Trend Chart

Displays a bar chart showing scores for each vehicle in the selection. Average and Median lines overlay the chart for quick analysis of vehicles that fall above or below those thresholds. Click the **Options** icon to view print/export options for the chart. Clicking the red arrow in the chart below (Rank Detail) affects the sort order of this chart. You can also change default sort order using the **Edit Settings** (gear) icon from the Report Options area.



## Rank Detail

Displays rank detail for reach vehicle in the selection. Click the **Filter** icon to limit the data set based on Vehicle, Date, Distance, Runtime or Score. Use the **Hide/Show** (👁️) icon to hide individual columns. Click the **Export** icon to export data to a CSV file (Hide/show selections apply to exported reports). Click the red arrow to sort in ascending/descending order.

Aggressive Driving Scorecard (7/7 shown) 👁️ ⚙️ 📄

Rank	Vehicle	Date	Distance	Runtime	▼ Aggressive Driving XYZ Scorecard	
1	8004-01	3/15/17	15.8 mi.	1.1 hrs	<div><div></div></div>	90
2	8004-01	3/16/17	65.9 mi.	2.9 hrs	<div><div></div></div>	81
3	8004-01	3/17/17	67.4 mi.	2.7 hrs	<div><div></div></div>	77
4	8004-01	3/18/17	35.0 mi.	2.3 hrs	<div><div></div></div>	71
5	8004-01	3/14/17	194.2 mi.	4.7 hrs	<div><div></div></div>	53
6	8004-01	3/19/17	1,016.8 mi.	15.7 hrs	<div><div></div></div>	50
7	8004-01	3/13/17	236.0 mi.	4.2 hrs	<div><div></div></div>	48

## Show Scorecard Components

Scorecard components allow you to view the metrics report from the perspective of a scorecard (if available). Instead of the Rank Detail, the scorecard is shown with columns for each metric that makes up the scorecard. You can drill into a specific metric from the scorecard to dynamically update the Gauges and Trend Chart.

▶ **To show scorecard components:**

1. From the Report Options, click the **Edit Settings** (gear) icon.

Report Options

Group: Company

Metric: Aggression

Date: Y 1w 5/1/2016

☐ Show Scorecard Components

☐ Show Distance

☒ Rank Ascending

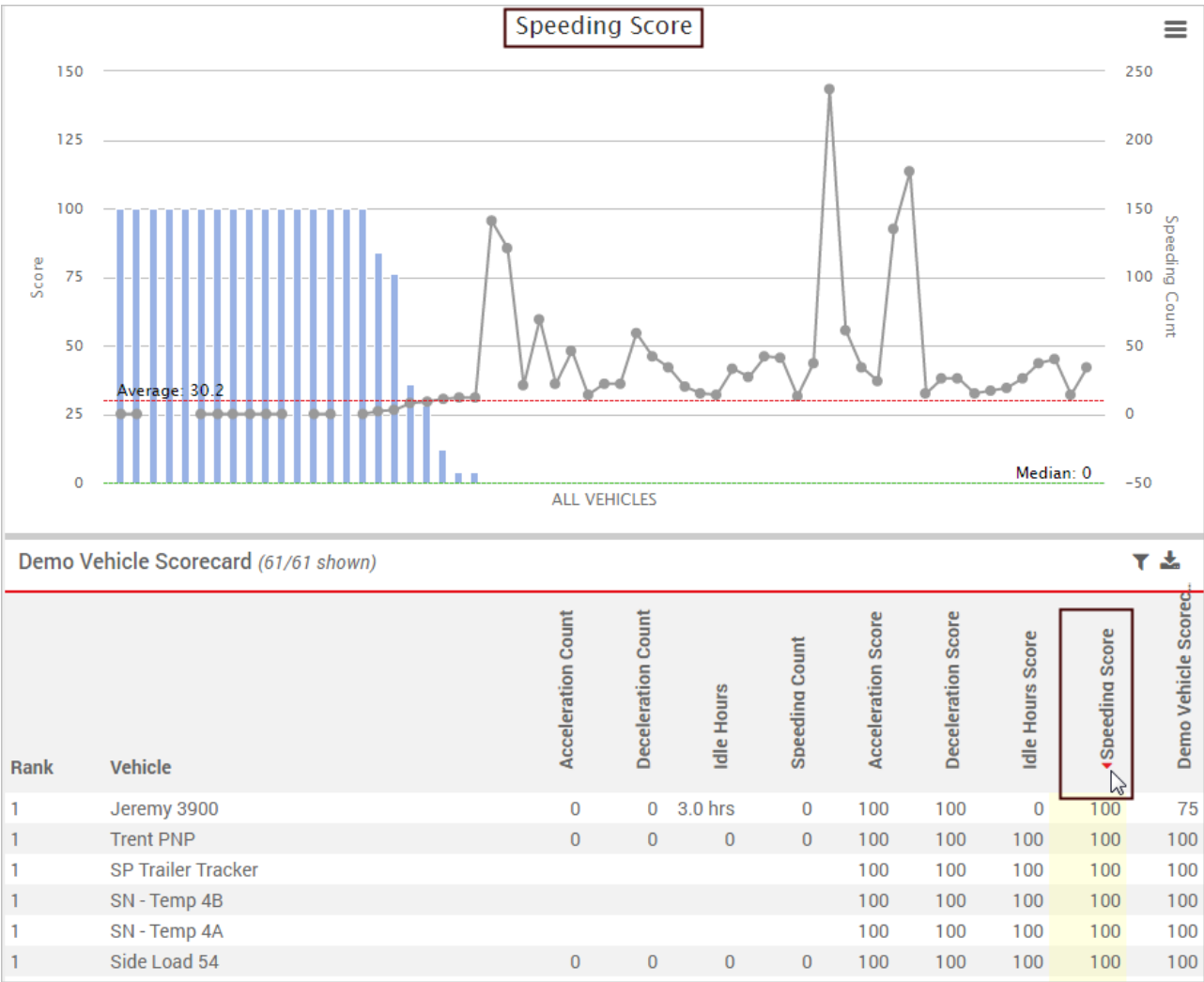
☒ Average ☐ Sum

Run Report

1. Select the Show Scorecard Components check box, and click **Run Report**.

The Score Trend Chart and Rank Detail are replaced with Scorecard values.

1. Click a metric from the scorecard to drill into details for that particular measurement.



## Schedule a Metrics Report

Scheduling the metrics reports allows you to save your report settings for regular, automated delivery to one or more recipients via email. You can schedule the report from the [Scheduled Reports](#) page or from the Metrics Reports page.


### ► To schedule a Metrics Report:

1. From the portal, hover over the **More** menu, click **Manage Metrics**, and click **Metrics Reports**.

The Metrics Report page opens in a new browser tab.

1. From the Report Options area, choose a vehicle **Group**, the **Metric** you want to run, and the **Date(s)** to include in the report.
2. Click **Schedule**.

The report loads the following metric report-specific items:

**Note.** Refer to [Scheduling a Report](#) for description of the other available properties that apply to all scheduled reports.

Option	Description
Components	View the metrics report from the perspective of a scorecard (if available). Instead of the Rank Detail with a single score, the scorecard is shown with columns for each metric that makes up the scorecard.
Rank	Rank the data in ascending order of score.
Date	Group the data by Day, Week, or Month.
Aggregate	Group data based on average or sum.
Attribute	Include existing vehicle attributes to include on the spreadsheet export.