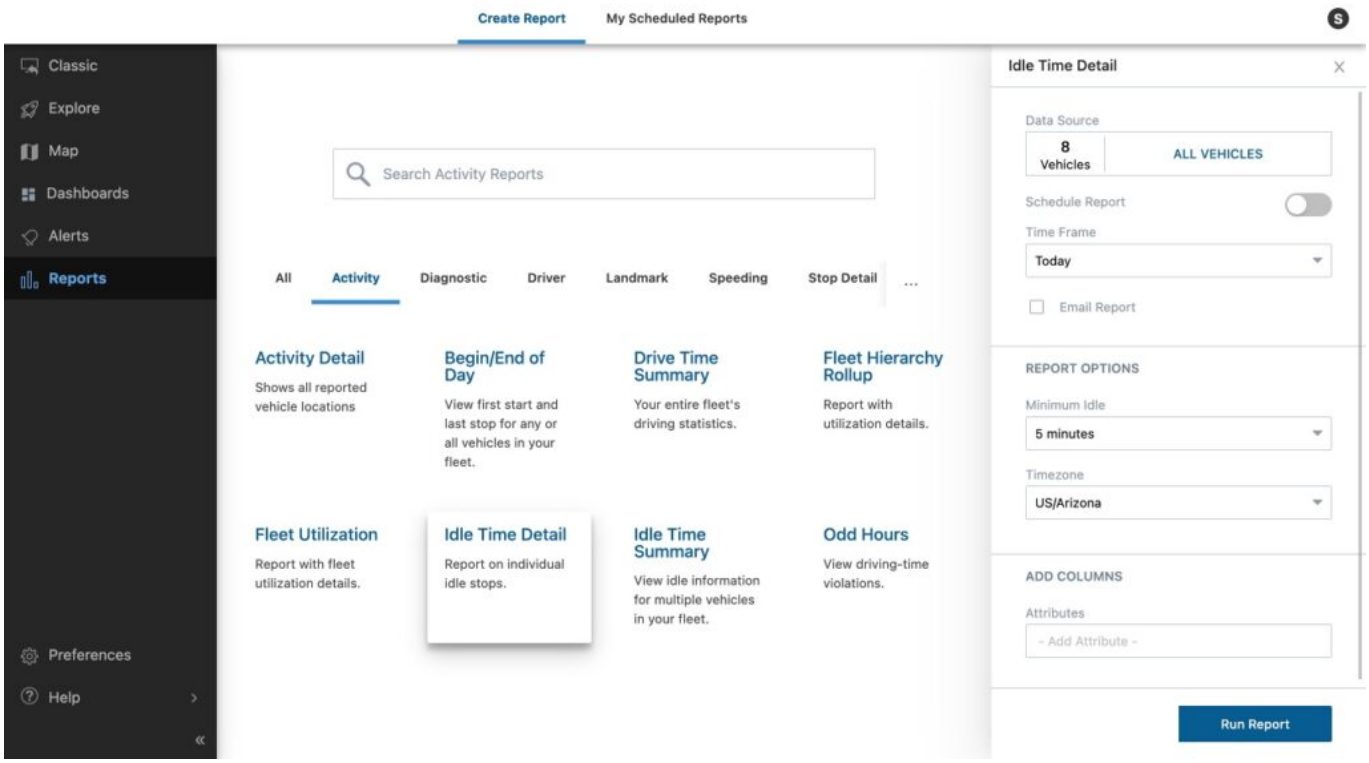
Running Reports

Link: https://help.gpsinsight.com/docs/about-the-reports-page/running-reports/ Last Updated: March 22nd, 2021

Reports help manage and oversee daily activity. You can run reports specific to vehicle and driver activity and even customize reports.

Note. Driver feature is available to Enterprise customers only. Please contact your Account Manager for additional information.



To run a report:

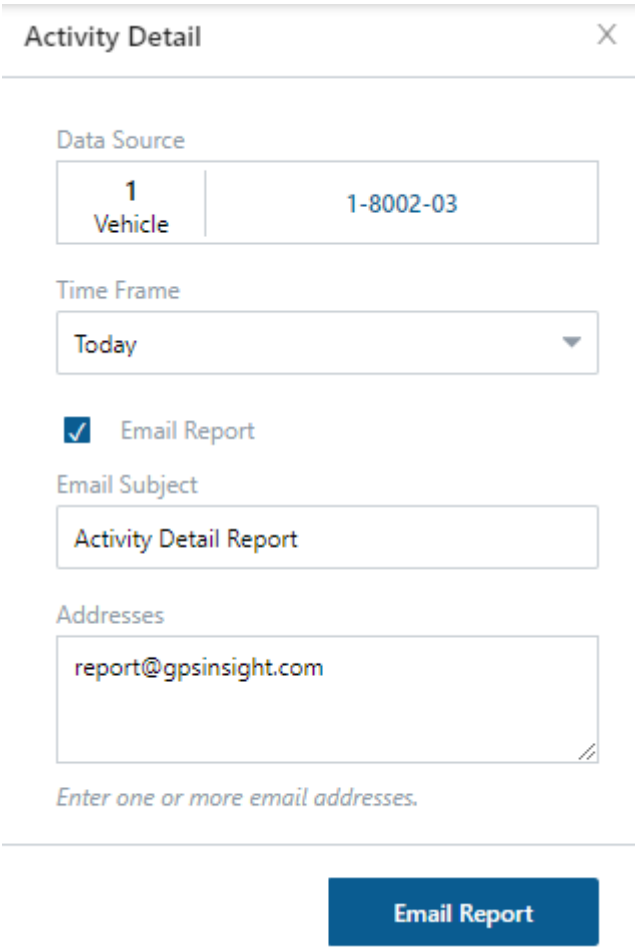
1. From the Reports page, click the report you want to run.
   The Report card will appear.
2. Adjust the report settings as needed, and click **Run Report**.

To email a report:

1. From the Reports page, click the report you want to run.
   The Report card will appear.
2. Click the Email Report checkbox.
   The Email Report options will appear.
3. Update the Email Subject field (optional).

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4. Enter one or multiple email addresses in the Addresses field.
5. Adjust the report settings as needed.
6. Click **Email Report**.



To schedule a report:

1. From the Reports page, click the report you want to run.
   The Report card will appear.
2. Click the Schedule Report toggle in the Report card, and schedule the date of your report.
3. Scheduled dates include:
   - Daily (Weekdays)
   - Daily (Weekends)
   - Monthly
   - Quarterly
   - Weekly (Weekdays)
   - Weekly (Weekends)

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4. Adjust the report settings as needed.
5. Once complete, click **Schedule Report**.

