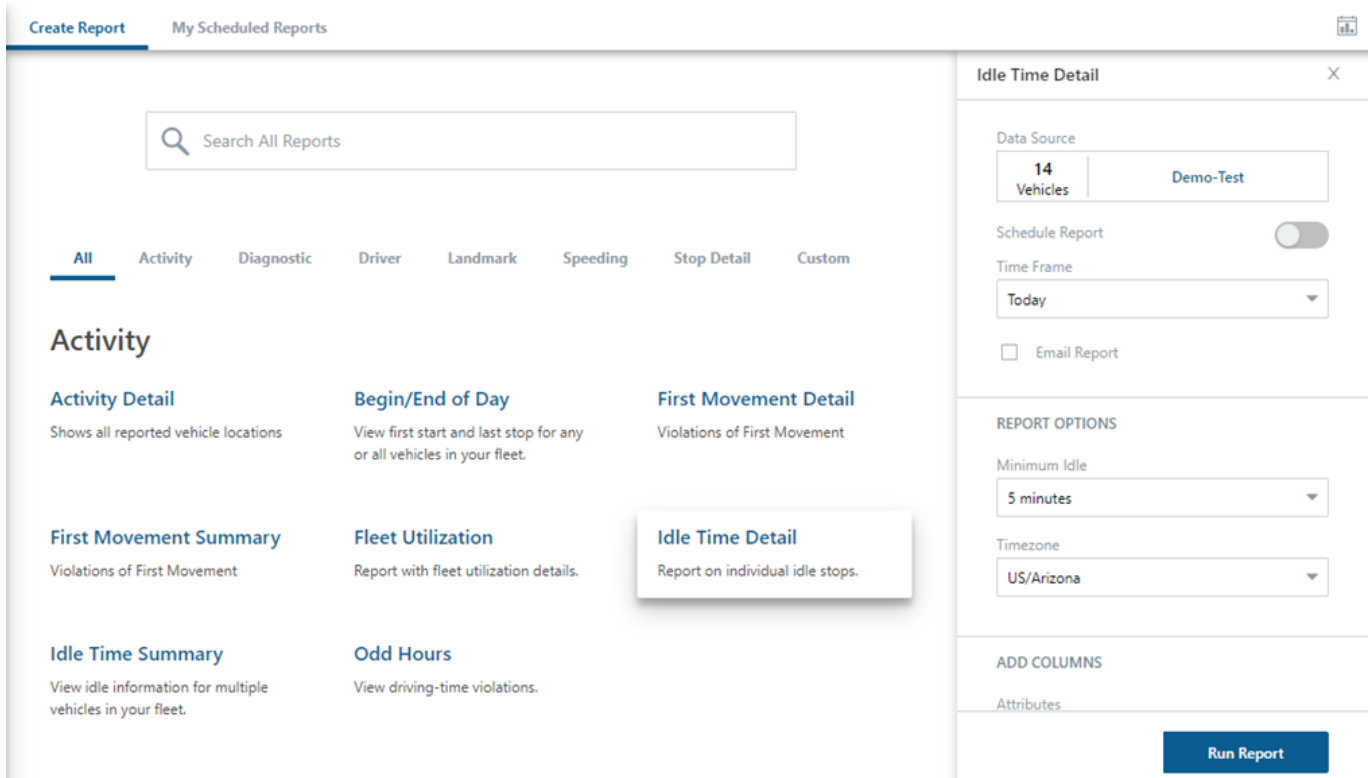


Link: <https://help.gpsinsight.com/docs/about-the-reports-page/running-reports/> Last Updated: March 22nd, 2021

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



The screenshot shows the 'My Scheduled Reports' page. At the top, there's a 'Create Report' button and a search bar labeled 'Search All Reports'. Below the search bar are tabs for 'All', 'Activity', 'Diagnostic', 'Driver', 'Landmark', 'Speeding', 'Stop Detail', and 'Custom'. The 'Activity' tab is selected, showing a grid of report cards: 'Activity Detail', 'Begin/End of Day', 'First Movement Detail', 'First Movement Summary', 'Fleet Utilization', 'Idle Time Detail', 'Idle Time Summary', and 'Odd Hours'. The 'Idle Time Detail' card is highlighted with a blue border. On the right side, there's a 'Idle Time Detail' configuration panel with settings for 'Data Source' (14 Vehicles, Demo-Test), 'Schedule Report' (toggle off), 'Time Frame' (Today), 'Email Report' (checkbox off), 'REPORT OPTIONS' (Minimum Idle: 5 minutes, Timezone: US/Arizona), and 'ADD COLUMNS' (Attributes). A 'Run Report' button is at the bottom right.

▶ 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).
4. Enter one or multiple email addresses in the Addresses field.
5. Adjust the report settings as needed.

6. Click Email Report.

Activity Detail ✕

Data Source

1 Vehicle	1-8002-03
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Time Frame

Today ▾

Email Report

Email Subject

Activity Detail Report

Addresses

report@gpsinsight.com

Enter one or more email addresses.

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)

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

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

Activity Detail ✕

Data Source

1 Vehicle	1-8002-03
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Schedule Report

Schedule

Daily (weekdays) ▾

Email Subject

Activity Detail Report

Addresses

report@gpsinsight.com

Enter one or more email addresses.

Schedule Report