# Release Notes 3/26/2021

This Product Release Notes announcement for GPS Insight Enterprise customers includes updates for the portal.

## Portal

### Reports

You can now email and schedule reports on the portal reports page!

▶ **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.

▶ **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)

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- Daily (Weekends)

- Monthly

- Quarterly

- Weekly (Weekdays)

- Weekly (Weekends)

4. Adjust the report settings as needed.

5. Once complete, click Schedule Report.

**Activity Detail**  ✕

Data Source

| 1 Vehicle | 1-8002-03 |

Schedule Report  ⬤

Schedule

Daily (weekdays) ▾

Email Subject

Activity Detail Report

Addresses

report@gpsinsight.com

*Enter one or more email addresses.*

**Schedule Report**

You can also view your scheduled reports on the My Scheduled Reports page:

Create Report    **My Scheduled Reports**

🔍 Search Reports

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| | SUBJECT | REPORT | RUN COUNT | LAST | NEXT | ACTIVE |
|---|---|---|---|---|---|---|
| ☐ ▶ | CN-Drive Time DG Drivers | Drive Time Summary Report | 10 | 11/30/2017 | N/A | no |
| ☐ ▶ | CN-Trip Detail | Trip Detail | 65 | 11/8/2018 | N/A | no |
| ☐ ▶ | CN-Weekly Demo Scorecard | Metrics Report | 220 | 3/22/2021 | 3/29/2021 | yes |
| ☐ ▶ | Charlie Daily Activity | Activity Detail | 3 | 9/22/2017 | N/A | no |
| ☐ ▶ | DG-Hours and Miles | HOS Hours and Miles | 50 | 11/17/2017 | N/A | no |

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> 📝 **Note.** For more report information, see: About the Reports Page and Running Reports.

## Bug Fixes

### Bug Fixes & Enhancements

- Bugs were fixed for the Portal and Map.

- UX enhancements were deployed.