

Please use the following instructions to run a report. Running a report allows you to immediately view the report in a new browser tab.

► To run a report:

1. From the menu, click **Reports**.
2. Click the report type you want to run.
3. On the Report Card, click **Run**.
4. Adjust the report settings as needed, and click **Run Report**.

The selected report opens in a new browser tab. Review the sample Activity Detail report interface for key terminology. Export, email, and sort options vary depending on the report you run.



- **1 - Overview Area:** The report overview shows the number of records included in the report and any other parameters used in the search. If you choose to email this report, it will be delivered in the following formats: .CSV and .HTM. Emailed reports come from the address [report@\[provider\].com](mailto:report@[provider].com).
- **Graph Area:** If applicable, data is represented in graphical format for aggregate analysis. Not all reports include a graph area.

Link: <https://help.responsiblefleet.com/docs/about-reports/running-a-report/> Last Updated: April 18th, 2016

- **3 - Detail Area:** Shows individual line items (records) for the given parameters. Columns shown in blue are sortable. Hover your mouse over an address or landmark to view a snapshot of the location, or click to view the location on a larger map with options for Traffic, Satellite View, and Street View. You can also [create a new landmark](#) from one of the line items.

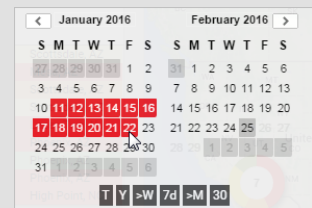
Please use the following instructions to run a report. Running a report allows you to immediately view the report in a new browser tab.

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1. From the menu, click **Reports**.
2. Click the report type you want to run.
3. Adjust the report settings as needed, and click **Run Report**.



Tip! Choose between T (today), Y (yesterday), >W (week-to-date), 7d (last 7 days), >M (month-to-date), 30 (last 30 days), a custom date selection on the calendar, or click the name of a month. To clear a selection, click the same date selection again, or click the a selected day (one at a time) to clear it from the selection. To quickly clear a large selection of days, click the “T” option to select today’s date, and then click the “T” (or highlighted date) again to de-select it. Once no dates are highlighted, select the beginning and end date of the desired time period to highlight the dates selected and everything in-between.



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Activity Detail Overview »

Location Records

88

Sorted By

Time

Total Distance Traveled

90.9 mi.

Selected Vehicle

56 JESSE (vin: 2HJYK16278H517)

Average Speed

32 mph

Report Time Period

Jan 19 00:00 to 23:59 (MST)

Landmarked Stops

Show

Report Created

February 2, 2016 13:14:51

Max Speed

83 mph

* Distance is accumulated daily

* Odometer values are on the spreadsheet export.

* Only the closest landmark is shown.

* Landmarks over 3.0 miles wide have been excluded.

* Run Time is based on Total GPS Device Hours.

Export Data

Google Earth

Browser Map

Schedule This

Email Report

A

B

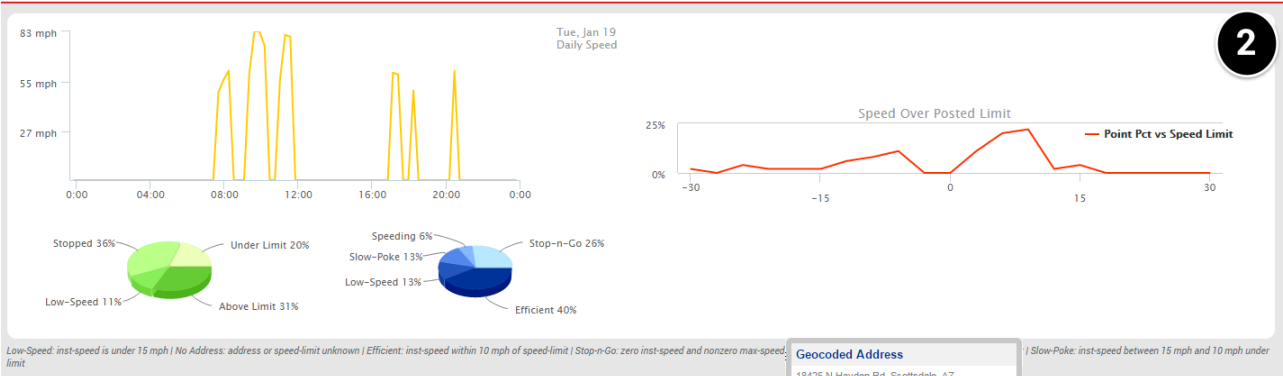
C

D

E

Speed Graphs »

show/hide



Activity Detail Report »

Selected Vehicle: 56 JESSE

Tuesday, January 19, 2016

Time	Ignition	Max Speed	Avg Speed	Inst Speed	Speed Limit	Max Accel	Max Decel	Distance	Odometer	Voltage	Run Time	Location
08:15:08	On	51 mph	35 mph	46 mph N	40 mph	0.218 g	0.147 g	6.8 mi.	95,101.8	12.6v	648.9 hrs	18425 N Hayden Rd, Scottsdale, AZ
08:17:08	On	57 mph	13 mph	57 mph N	80 mph	0.298 g	0.187 g	7.2 mi.	95,101.8	12.5v	648.9 hrs	18425 N Hayden Rd, Scottsdale, AZ
08:19:08	On	61 mph	48 mph	53 mph NE	45 mph	0.228 g	0.317 g	8.8 mi.	95,103.4	12.6v	649.0 hrs	E Thompson Peak Pkwy, Scottsdale, AZ
08:21:08	On	53 mph	16 mph	0 mph F	45 mph	0.046 g	0.323 g	9.4 mi.	95,104.0	12.6v	649.0 hrs	F Thompson Peak Pkwy, Scottsdale, AZ

- 1 - Overview Area:** The report overview shows the number of records included in the report and any other parameters used in the search. Additional buttons include (may vary with the report):
 - A) Export Data - Click to download a local copy of the report data in .csv format.
 - B) Google Earth - Click to export data points to .kml for viewing within Google Earth (3D mapping).
 - C) Browser Map - Click to view data points within Google Maps (2D mapping).
 - D) Schedule This - Click to schedule this report for automatic delivery via email. You can choose the recipients, vehicles, and delivery frequency (daily, weekly, monthly, custom) for each **scheduled report**.
 - E) Email Report - Click to email the report to one or more recipients. Emailed reports are delivered in the following formats: .csv, .htm, and .kmz (if applicable). Emailed reports come from the address report@ResponsibleFleet.com.
- Graph Area:** If applicable, data is represented in graphical format for aggregate analysis. Not all reports include a graph area.
- 3 - Detail Area:** Shows individual line items (records) for the given parameters. Columns shown in blue are sortable. Hover your mouse over an address or landmark to view a snapshot of the location, or click to view the location on a larger map with options for Traffic, Satellite View, and Street View. You can also **create a landmark** from a line item or **report a bad speed**.