Running Reports



Link: https://help.responsiblefleet.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.

		Create Report	My Scheduled Reports			6
Classic					Idle Time Detail	×
🕼 Explore					Data Source	
🚺 Мар					8 ALL VEHICLES	
🚦 Dashboards	Q Sei	arch Activity Reports			Schedule Report	
😞 Alerts					Time Frame	
I Penorts	All Activity	Diagnostic Driver	Landmark Speeding	Stop Detail	Today	*
	Activity Detail Shows all reported vehicle locations	Begin/End of Day View first start and last stop for any or all vehicles in your fleet.	Drive Time Summary Your entire fleet's driving statistics.	Fleet Hierarchy Rollup Report with utilization details.	Email Report REPORT OPTIONS Minimum Idle 5 minutes Timezone US/Arizona	•
② Preferences ⑦ Help > 《	Fleet Utilization Report with fleet utilization details.	Idle Time Detail Report on individual idle stops.	Idle Time Summary View idle information for multiple vehicles in your fleet.	Odd Hours View driving-time violations.	ADD COLUMNS Attributes - Add Attribute - Run Repo	rt

To run a report:

- 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:

- From the Reports page, click the report you want to run. The Report card will appear.
- 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.



Email Report

To schedule a report:

- 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**.

Data Source	
1 Vehicle	1-8002-03
Schedule Report	
Schedule	
Daily (weekdays)	
Email Subject	
Activity Detail Rep	ort
Addresses	

Schedule Report