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## Creating reports and subscriptions in the new report suite

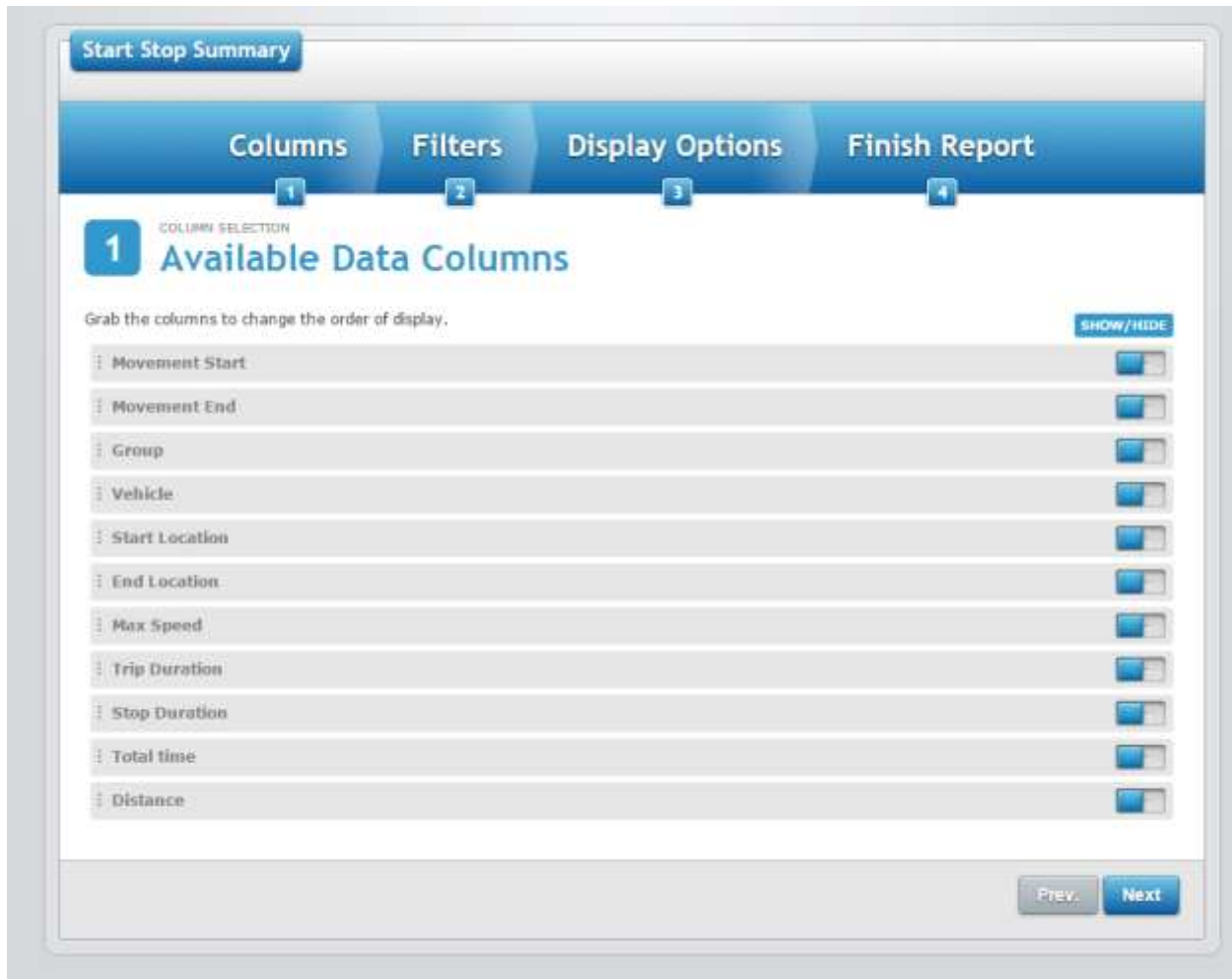
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To create a report in the new report suite you must start from the “Report Templates” which is the default page when you click on the “Reports” tab



From here you can select the type of report you would like, all of the reports from the old report suite have a corresponding report in the new suite along with some new ones to try.

When you click on the report you would like you will be brought to the first options page, in this example I will use the “Start Stop Summary Report”



On options page 1 you will see a list of the possible columns you can view on this report, each column has the option to “SHOW” or “HIDE” which will control whether or not it appears on the report

## Available Filters and Sorts Criteria

Date Range:  
Today

Group

Default Group

Item

- Micron Test
- Package Tracker 1
- Privateer
- PT300D - 12001071
- Shadow Garmin Tester
- Smartone C Test

Stop Threshold (Minutes):  
10

Highlight Speed Over(mph):  
60

Highlight Stops Over (Minutes):  
30

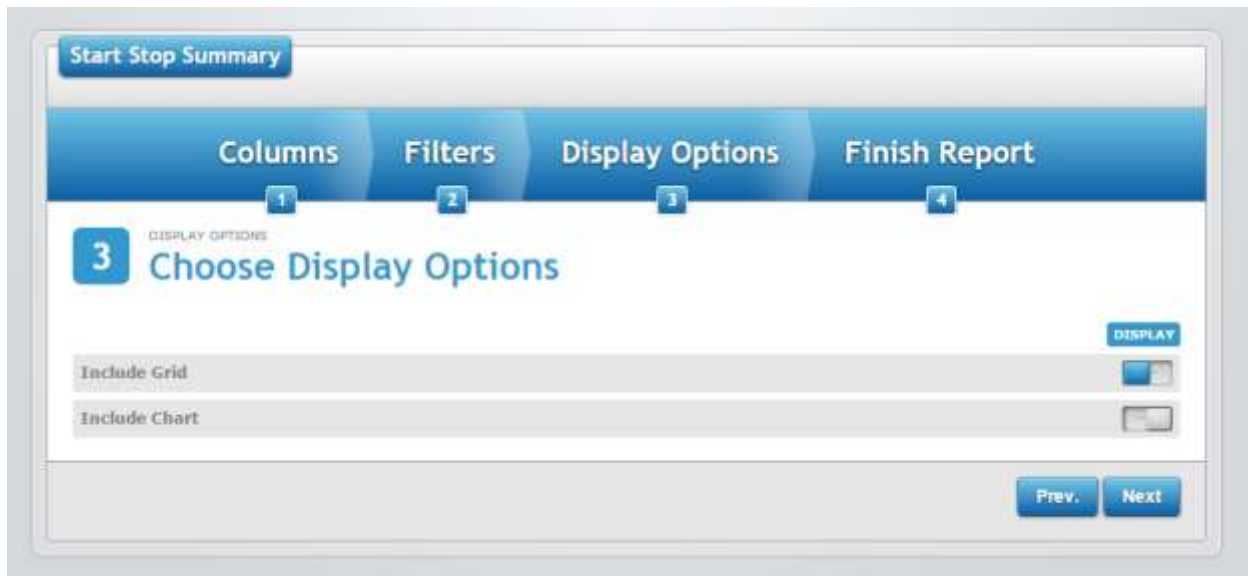
Movement Threshold:  
10

Use Ignition Sensor (When Available):

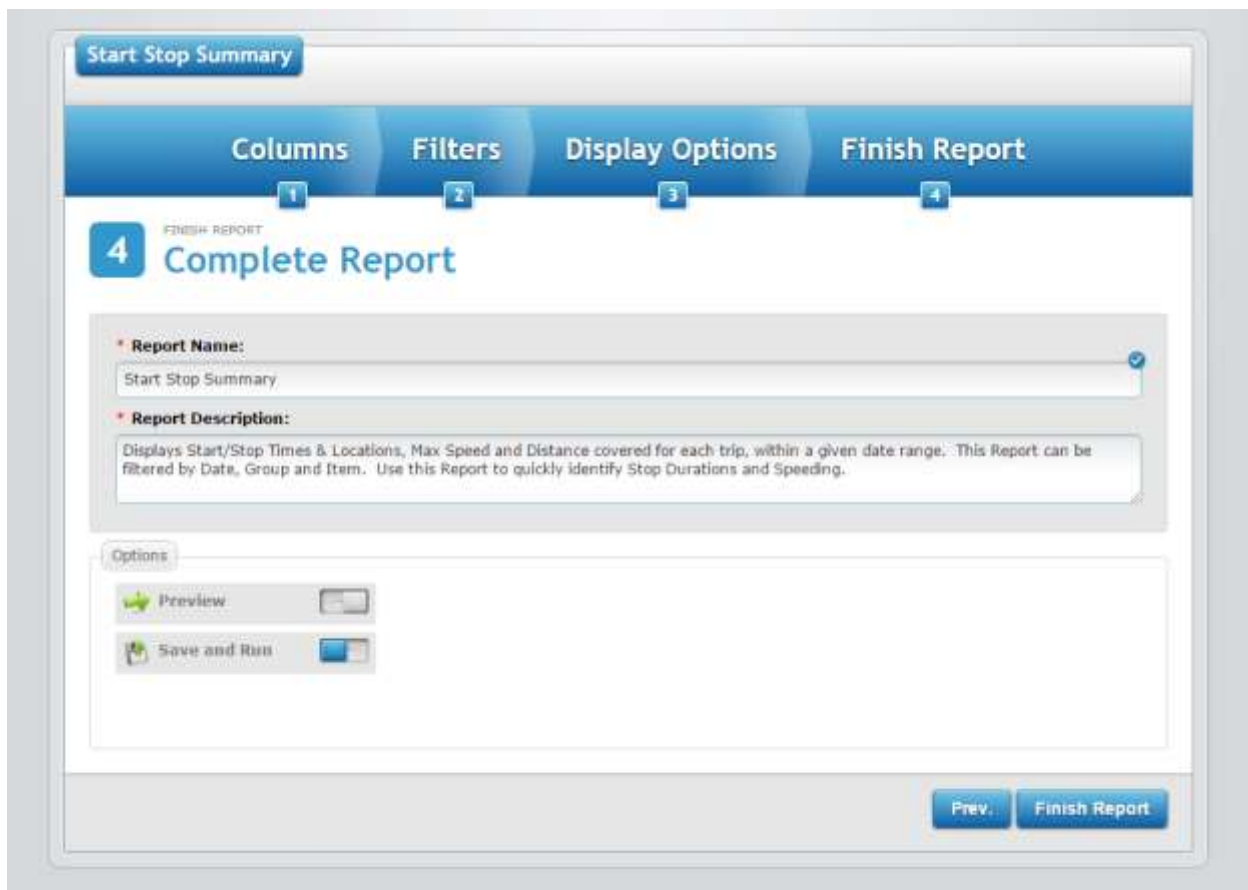
hh:mm:ss

Prev. Next

Options page 2 allows you to pick the groups and items that the report will be run for – it also lets you set thresholds for what dictates a “stop” or “moving” event in case you don’t have an ignition wire installed as part of your device installation



Options page 3 lets you choose between a grid or chart viewing option, you will almost always want to stay with the default grid view



Options page 4 lets you rename the report and also add a custom description. The last two options decide whether this is a one-time report or a saved report you can run with one click later on. To run a one-time report you will drag the “Preview” selector over which will disable the “Save and Run” selector, for a saved report you don’t need to select anything. Either way you must modify the name or you will get an error – simply adding a number or letter to the end of the name will work just fine. When you click “Finish Report” it will run in a separate pop-up window (check your popup blocker if it does not)

If you saved this report to be able to run it again later it will not appear under “My Reports”



Let's say for example you set this is a report for “Yesterday”, at any point in time you can come in to the “My Reports” tab and click on this reports name to get the data for the day prior with one simple click! You can also set up daily, weekly or monthly reports so that those periods of data are quickly available to you from this tab.

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## Creating a report subscription

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To create an email subscription start by clicking the clock button under the desired report.

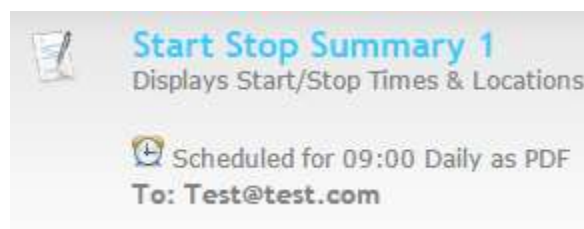


This will open up the following options menu

The screenshot shows a dialog box titled "Report Subscription" with a blue header. It contains several fields and buttons:

- \* Email To (with ; as separator)**: A text input field.
- \* Email Subject**: A text input field.
- \* Report Language**: A dropdown menu with "English" selected.
- \* Report File Format**: A dropdown menu with "Acrobat File(PDF)" selected.
- \* Report Send Time**: A time input field showing "00:00" with a calendar icon.
- \* Report Frequency**: A dropdown menu with "Monthly" selected.
- At the bottom, there are three buttons: "Delete" (red), "Save" (blue), and "Close" (blue).

Enter an email address (or multiple addresses with a “;” separator and no spaces), a subject for the email, desired language, file format, desired time and subscription frequency and click save.



You will now see the subscription validation under that report and you should start receiving the report in your email at the next interval it would be sent at (day, week or month)