



HOW TO CREATE A REPORT AND MANAGE SCHEDULED REPORTS

Here, we give you everything you need to gain insight into your fleet using Auto Mate's reporting suite.

How to create a report

All reports that are available within EE Auto Mate can be accessed through the Report Wizard plugin on the web portal or report button on the app.

The reports are categorised as User, Driver, Vehicle or Group reports. There will be a different number of format options that you can choose from depending upon the report you have selected. The report can be run over a vast selection of timescales, again depending on the chosen report.

Reports can be run on collections, groups (including or excluding subgroups), or on individual vehicles/drivers/users.

To set up your report:

1. Click on the reports wizard / report button
2. Select the driver/vehicle/collection/group you wish to report on using the Search, Livetrack or Resource Viewer
3. Select the report you want to run using the Choose Report field within the Report Wizard tab
4. Select the timeframe to report over in the Choose Timescale section
5. Select the format of the report using the Format field
6. Click run

More information on reports can be found in the User Guide.

How to schedule a report

Once you have created your report, you can set up a scheduled report run:

1. Select schedule report
2. Create a name for your report
3. Create a subject for the email
4. Enter your recipient email address(s)
5. Select the frequency of the report schedule and even specify a time for the report to be run
6. Then click save

How to edit an existing report

Scheduled reports can be edited by following the steps below:

1. In schedule admin within the Admin page, click on the scheduled report you wish to edit
2. You can use the search bar to find it if required
3. Click on Edit at the top of the tab
4. You can edit the recipients, timeframe, format, name and subject
5. When complete, click ok and your changes should be visible immediately
6. The next time the report runs, it will reflect any amendments selected

How to delete an existing report

1. In Schedule Admin click on the scheduled report you wish to edit
2. You can use the search bar to find it if required
3. If you wish to delete your entire scheduled reports click select all at the top of the tab
4. Click 'delete' which is also at the top of the tab

Report Types

Report Name	Report Type	Description
Econ Driver Complete Overview	Driver	Reports 1 line per driver regardless of how many vehicles they have driven in. Provides driver behaviour score on a scale of A-G where A being the highest and G being the lowest. Includes total driving time, excessive speeding, harsh acceleration, harsh deceleration, harsh cornering, over RPM score. Gives a breakdown of events in various speed zones (20, 30,40.50, 60 and 70MPH)
Where are my Drivers	Driver	Provides details and date/time of the last known vehicle driven and location of your Drivers
User Audit Report	User	Details login times/dates and any changes made by all registered users in a group
User Report	User	Provides user details for all users in a group including email address, user type and last login date/ time
Day Summary Report (By Vehicle)	Vehicle	Provides a daily summary for a vehicle or group of vehicles. First journey start time/location, last journey end time/location, total number of journeys in a day (Business, Private), driving duration ,idling duration, total distance, total CO2, Fuel consumption are some of the key parameters included in this report.
Econ Dashboard Gauge	Vehicle	Provides fuel economy score in a dashboard gauge format
Econ Speeding Report	Vehicle	Provides driver behaviour score on a scale of A-G where A being the highest and G being the lowest. Includes total driving time, excessive speeding duration, total idling time along with a breakdown of events in various speed zones (20, 30,40.50, 60 and 70MPH)
Econ Trend Graphs	Vehicle	Provides fuel economy trend in a graphical format

Econ Vehicle and Driver Complete Overview	Vehicle	Provides driver behaviour score and fuel economy for vehicles and drivers at a glance. Further breakdown of various event scores and number of events per 100KM are also included.
Econ Vehicle Complete Overview	Vehicle	Reports 1 line per vehicle regardless of how many drivers have driven the vehicle. Report is broken down into every vehicle and driver combination to include driver behaviour score and fuel economy for vehicles at a glance. Further breakdown of various event scores and number of events per 100KM are also included.
Journey Summary (Events)	Vehicle	Provides breakdown of all journeys completed by a vehicle including date, time, location for start and stop locations. Journey distance, duration. Any alerts generated during the journey are also included in the report
Odometer Report	Vehicle	Provides odometer reading for a vehicle at the start of a day, current odometer and distance travelled between that timeframe.
Odometer Summary	Vehicle	Provides most recent odometer reading for a vehicle
Utilisation Report	Vehicle	Provides vehicle usage – in transit, idling and parked time as a percentage
Vehicle Not Utilised	Vehicle	Provides current location, last used date/time and number of days vehicle has not been used for.
Vehicle Speeding Report	Vehicle	Provides speeding event location with date, time, speed, road speed and % road speed difference for a vehicle.
Where are my Vehicles	Vehicle	Provides vehicle details and date/time and last known location for all vehicles in a group
POI Summary report	Vehicle	Provides Name, Postcode, latitude, longitude, shape type, radius, and name etc for any POIs setup.
Event History Report	Vehicle	Gives a breakdown of events such as journey start, journey end, GPS periodic with respective timestamp, location, vehicle speed and street speed.