Running a Report

Link: https://help.nuvo.solutions/docs/about-reports/running-a-report/ Last Updated: April 18th, 2016

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.
- **Graph Area:** If applicable, data is represented in graphical format for aggregate analysis. Not all reports include a graph area.

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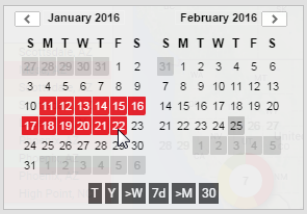
- **3 – Detail Area:** Shows individual line items (records) for the given parameters. Columns shown in blue are sortable. Hover your mouse over an address or landmark to view a snapshot of the location, or click to view the location on a larger map with options for Traffic, Satellite View, and Street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

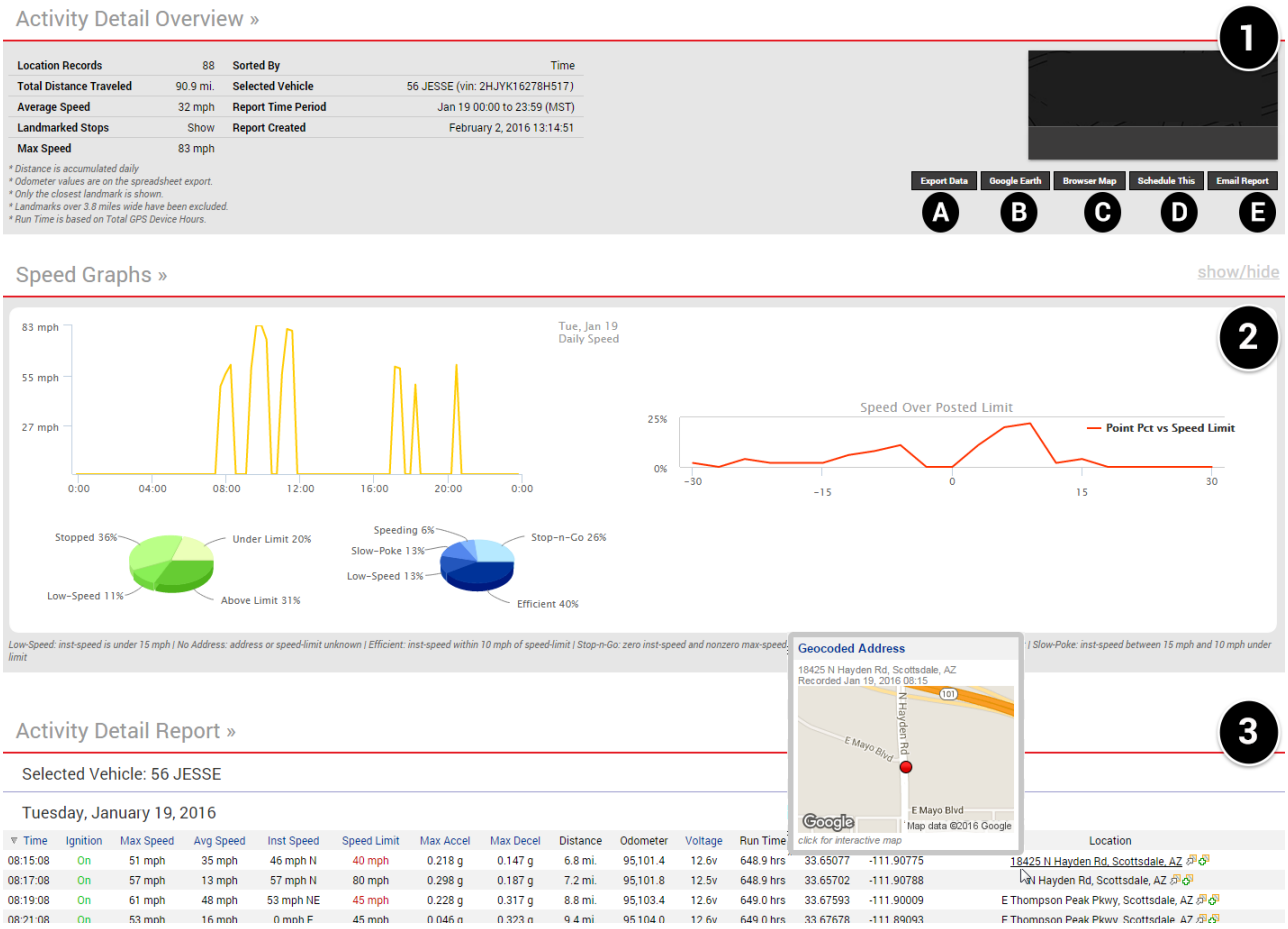
To run a report:

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.



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 type.report type.



- **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@Nuvo Solutions.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.

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