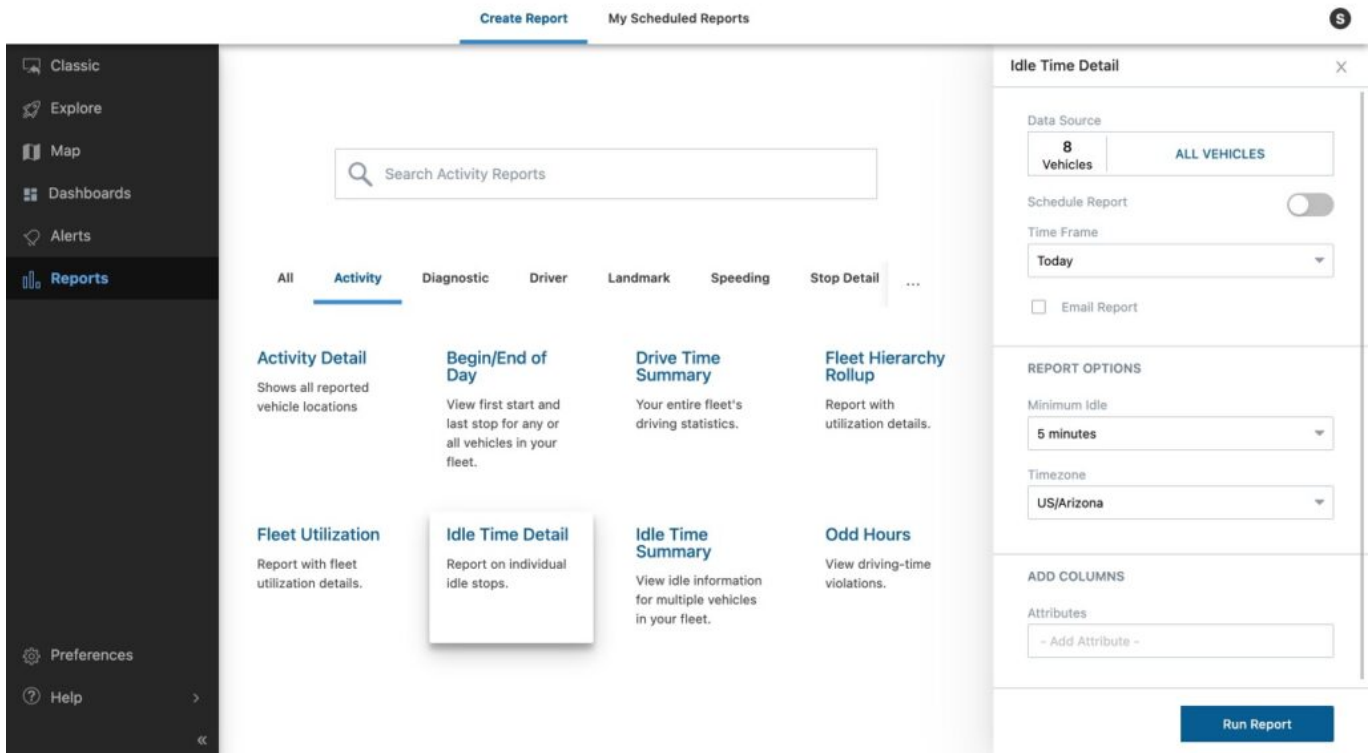


Reports help manage and oversee daily activity. You can run reports specific to vehicle and driver activity and even customize reports.



Note. Driver feature is available to Enterprise customers only. Please contact your Account Manager for additional information.



The screenshot displays the Nuvo Reports interface. On the left is a dark sidebar with navigation options: Classic, Explore, Map, Dashboards, Alerts, Reports (highlighted), Preferences, and Help. The main area is titled 'Create Report' and 'My Scheduled Reports'. It features a search bar 'Search Activity Reports' and a tabbed interface with 'Activity' selected. Below the tabs are several report cards: 'Activity Detail', 'Begin/End of Day', 'Drive Time Summary', 'Fleet Hierarchy Rollup', 'Fleet Utilization', 'Idle Time Detail' (highlighted), 'Idle Time Summary', and 'Odd Hours'. On the right, the 'Idle Time Detail' settings panel is open, showing options for Data Source (8 Vehicles, ALL VEHICLES), Schedule Report (toggle), Time Frame (Today), Email Report (checkbox), REPORT OPTIONS (Minimum Idle: 5 minutes, Timezone: US/Arizona), and ADD COLUMNS (Attributes: - Add Attribute -). A 'Run Report' button is at the bottom right.

► To run a report:

1. 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:

1. From the Reports page, click the report you want to run.
The Report card will appear.
2. Click the Email Report checkbox.
The Email Report options will appear.
3. Update the Email Subject field (optional).

4. Enter one or multiple email addresses in the Addresses field.
5. Adjust the report settings as needed.
6. Click **Email Report**.

Activity Detail

X

Data Source

1

Vehicle

1-8002-03

Time Frame

Today

☒ Email Report

Email Subject

Activity Detail Report

Addresses

report@gpsinsight.com

Enter one or more email addresses.

Email Report

► To schedule a report:

1. 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)

Link: <https://help.nuvo.solutions/docs/about-the-reports-page/running-reports/> Last Updated: March 22nd, 2021

4. Adjust the report settings as needed.
5. Once complete, click **Schedule Report**.

Activity Detail ×

Data Source

1 Vehicle	1-8002-03
---------------------	-----------

Schedule Report

☒

Schedule

Daily (weekdays) ▾

Email Subject

Activity Detail Report

Addresses

report@gpsinsight.com

Enter one or more email addresses.

Schedule Report