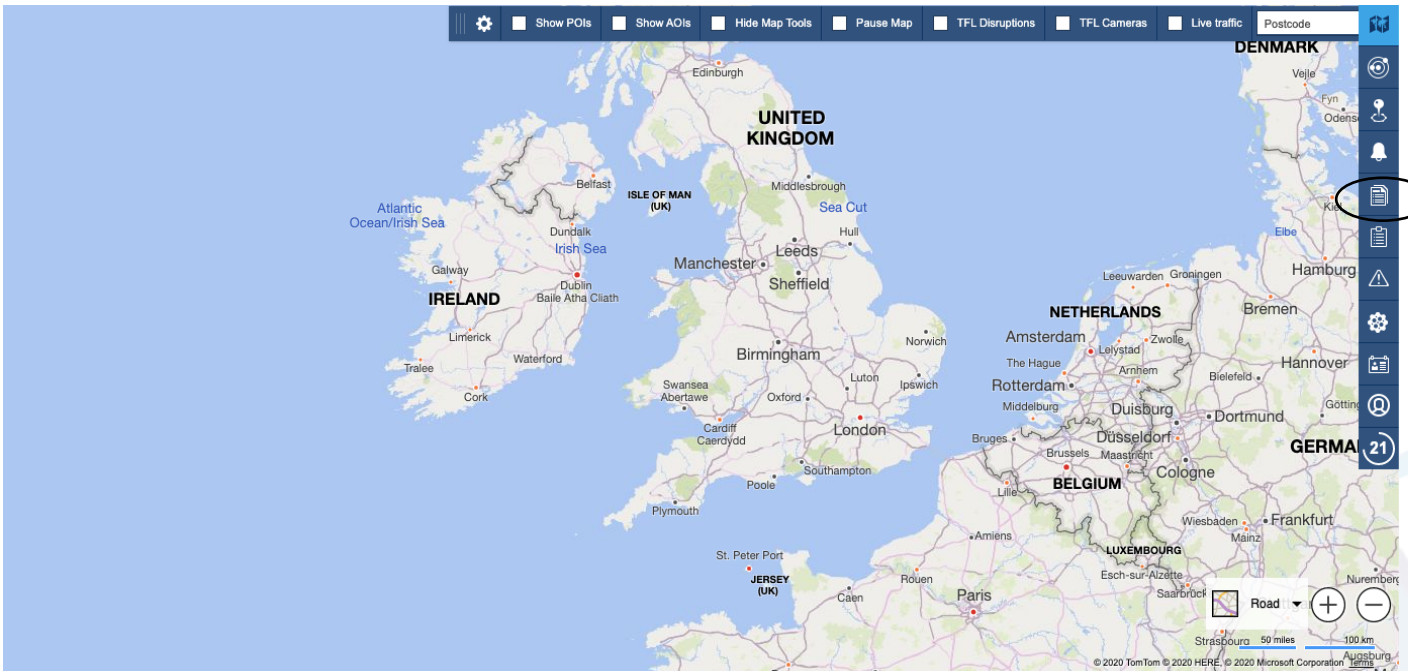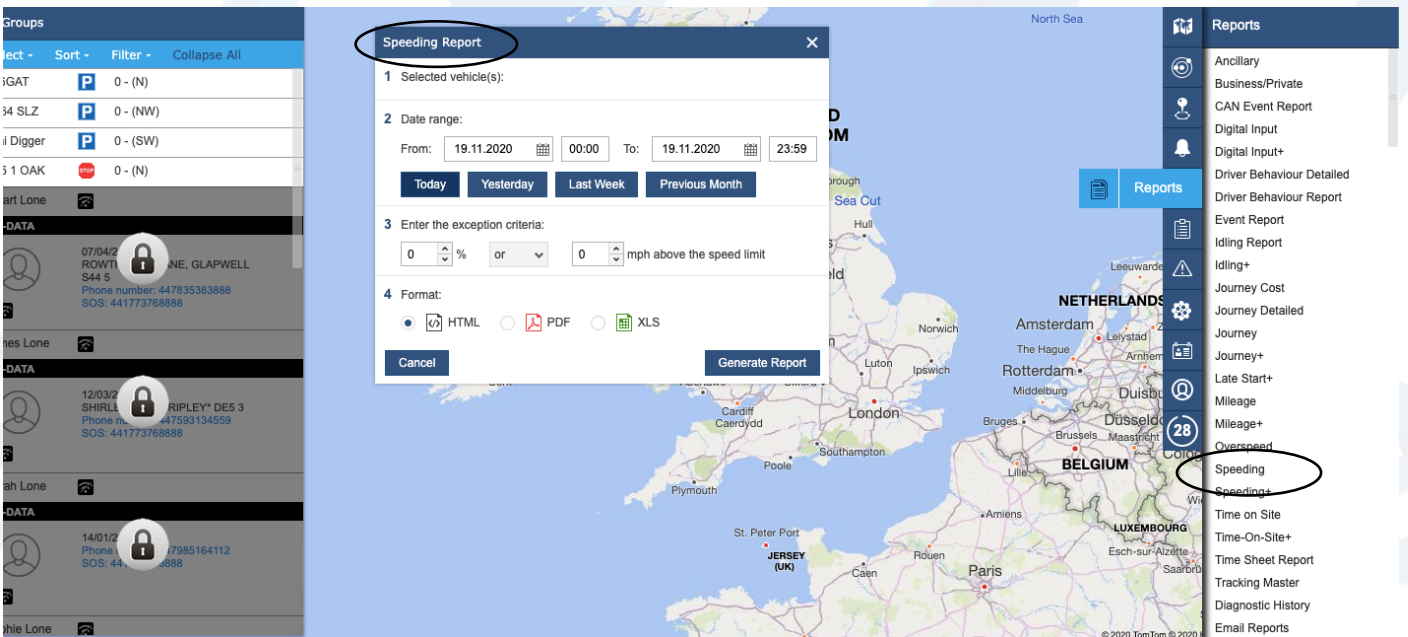# Generating Reports

From our portal you can check and generate numerous reports such as driver behavior, journeys, mileage, events and vehicle speeds.

These reports can be filtered by dates and generated in numerous formats such as .xls, .pdf or HTML. Here we will be looking at driver speeds but reports are all generated the same way.
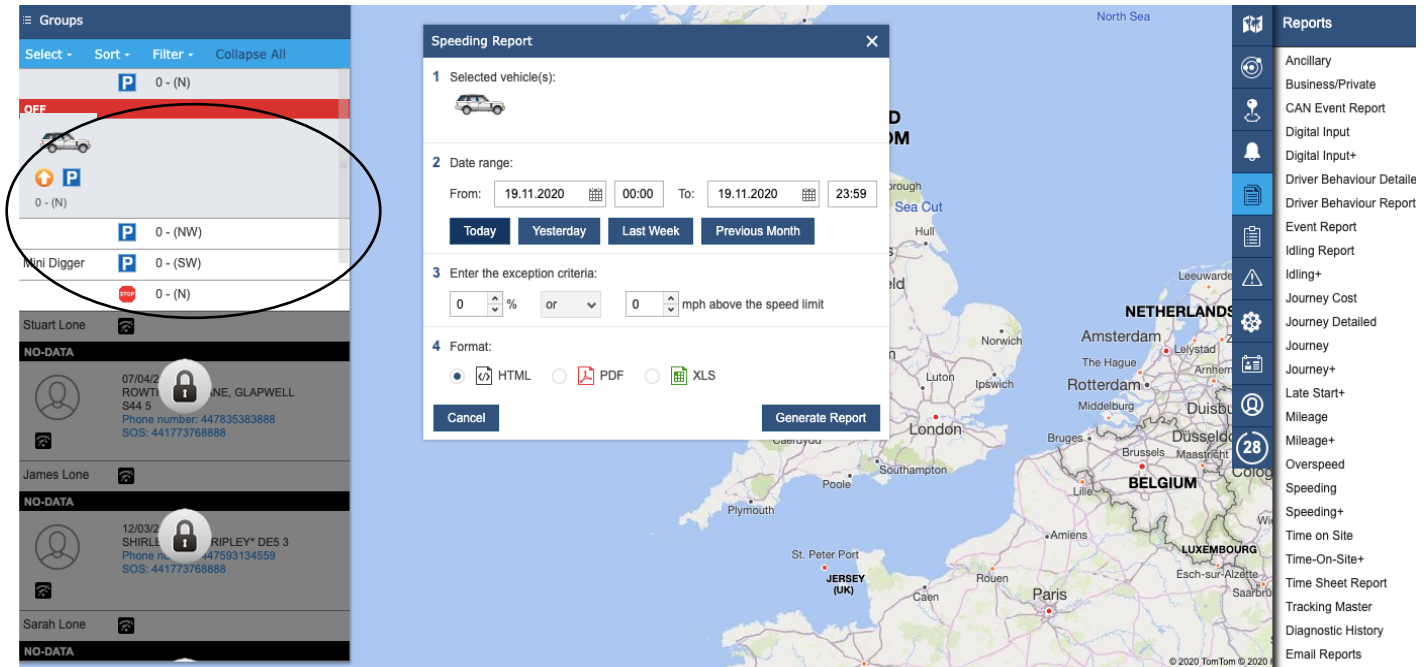
1. From the main portal screen click on the reports tab on the right hand side of the screen as shown below

2. From the pop out menu you can choose an option to generate a report on for this example we will be choosing speeding.

3. Next you will need to select your vehicle from the groups tab on the left, select the date range and exeption criterea (how much mph over the limit) and what format you would like the report in.

4. Then simply click generate report, your report will open in a new browser window with the relevant information in your chosen format.