
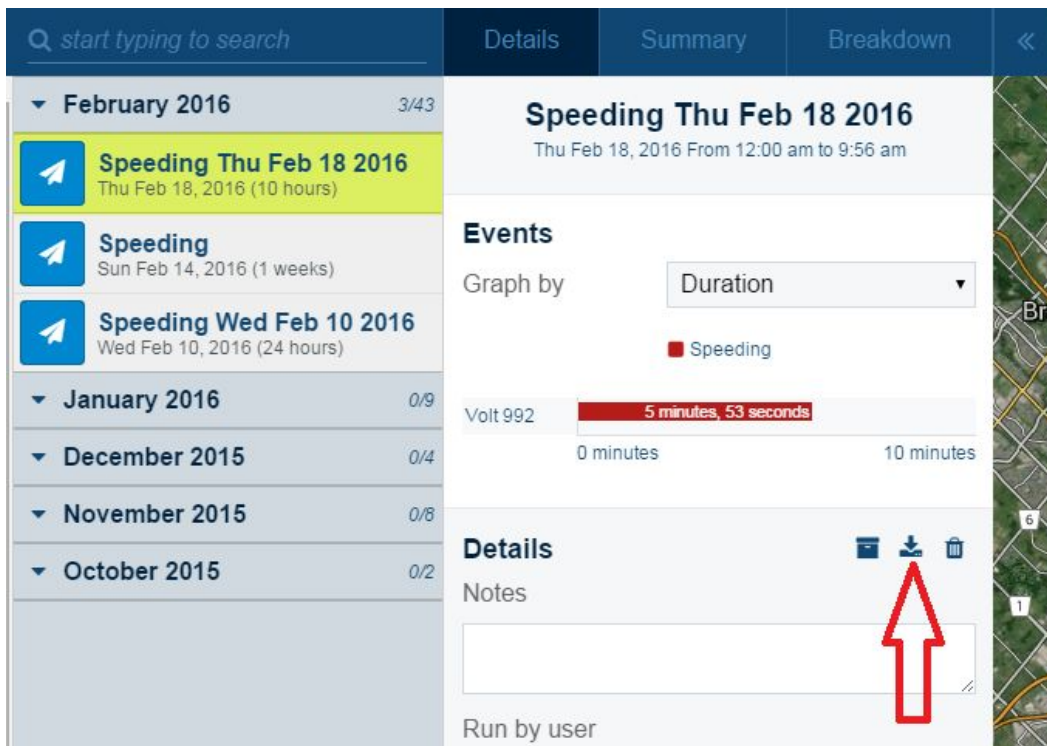




## How to Download a Report to Excel

1. Select a completed report from your report list.
2. Select the download icon  from the Details, Summary or Breakdown tab to prompt the download.



The screenshot shows the Fleet Freedom web application. On the left is a sidebar with a search bar and a list of reports. The main area has tabs for 'Details', 'Summary', and 'Breakdown'. The 'Details' tab is active, showing a report titled 'Speeding Thu Feb 18 2016' for the date 'Thu Feb 18, 2016 From 12:00 am to 9:56 am'. Below the title, there's a section for 'Events' with a 'Graph by' dropdown set to 'Duration'. A bar chart shows a single bar for 'Speeding' with a duration of '5 minutes, 53 seconds'. At the bottom, there's a 'Details' section with a 'Notes' text area and a 'Run by user' field. A red arrow points to the download icon (a blue square with a white download symbol) located in the top right corner of the 'Details' section.



If you need assistance with your Account, please contact one of our Customer Service Representatives.

Office Hours: Monday to Friday 9:00 AM - 5:00 PM EST

Fleet Freedom Support Phone Number: 1 (866) 787-2548 Option 2 English or 9 French

Email: [support@fleetfreedom.com](mailto:support@fleetfreedom.com)