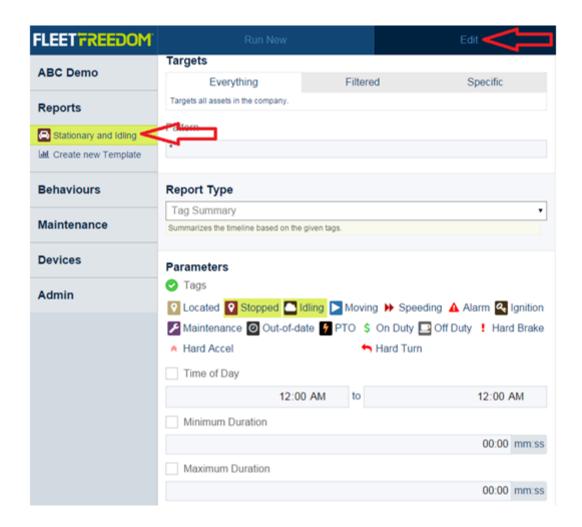
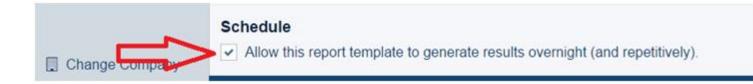


## How to Create a Scheduled Report

- 1. Select Reports.
- 2. Select a Report Template you wish to create a schedule for and then select Edit.



3. Enable Schedule.



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

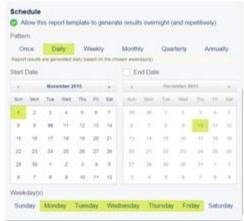


4. Select the type of schedule.

Once - Report will run once (overnight). Select the Start and End Date for the report.

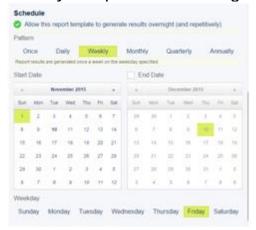


Daily - Report results are generated daily based on the chosen weekdays.

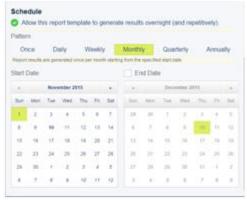




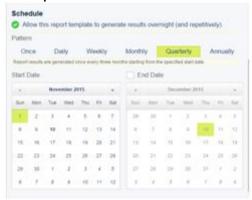
Weekly - Report results are generated once a week on the weekday specified.



*Monthly* - Report results are generated once per month starting from the specified start date.



Quarterly - Report results are generated once every 3 months starting from the specified start date.



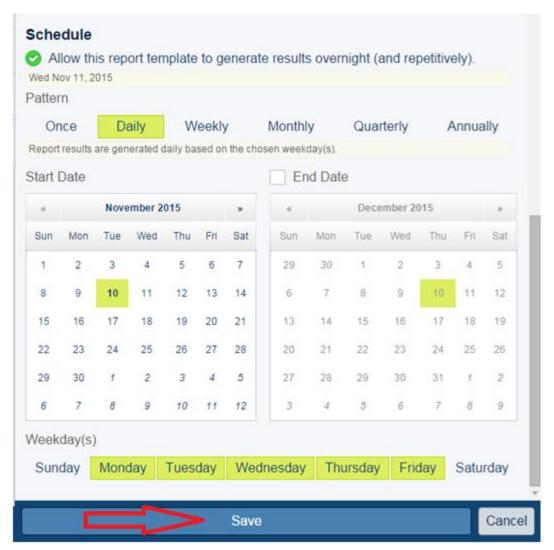
If you need assistance with your Account, please contact one of our Customer Service Representatives.



Annually - Report results are generated once per year based on the specified start date.



## 4. Select Save.



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

Email: support@fleetfreedom.com