



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.

FLEET FREEDOM Run New Edit

ABC Demo

Reports

Stationary and Idling

Create new Template

Behaviours

Maintenance

Devices

Admin

Targets

Everything Filtered Specific

Targets all assets in the company.

Report Type

Tag Summary

Summarizes the timeline based on the given tags.

Parameters

☒ Tags

☒ Located ☒ Stopped ☒ Idling ☒ Moving ☒ Speeding ☒ Alarm ☒ Ignition

☒ Maintenance ☒ Out-of-date ☒ PTO ☒ On Duty ☒ Off Duty ☒ Hard Brake

☒ Hard Accel ☒ Hard Turn

☐ Time of Day

12:00 AM to 12:00 AM

☐ Minimum Duration

00:00 mm:ss

☐ Maximum Duration

00:00 mm:ss

3. Enable Schedule.

Schedule

☒ Allow this report template to generate results overnight (and repetitively).

Change Company

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) 7872548 Option 2 English or 9 French

Email: support@fleetfreedom.com



4. Select the type of schedule.

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

Schedule
✓ Allow this report template to generate results overnight (and repetitively)

Pattern
Once Daily Weekly Monthly Quarterly Annually

Report will run once (overnight). Good for large reports that timeout during the day.

Start Date ☒ End Date

November 2015							December 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7	28	29	30	1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	1	2	3	4	5	26	27	28	29	30	31	1
6	7	8	9	10	11	12	3	4	5	6	7	8	9

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

Schedule
✓ Allow this report template to generate results overnight (and repetitively)

Pattern
Daily Once Weekly Monthly Quarterly Annually

Report results are generated daily based on the chosen weekday(s).

Start Date ☐ End Date

November 2015							December 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7	28	29	30	1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	1	2	3	4	5	26	27	28	29	30	31	1
6	7	8	9	10	11	12	3	4	5	6	7	8	9

Weekday(s)
☐ Sunday ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☐ Saturday

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

Schedule

☒ Allow this report template to generate results overnight (and repetitively)

Pattern

Once Daily **Weekly** Monthly Quarterly Annually

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

Start Date ☐ End Date

November 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

December 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Weekday

Sunday Monday Tuesday Wednesday Thursday **Friday** Saturday

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

Schedule

☒ Allow this report template to generate results overnight (and repetitively)

Pattern

Once Daily Weekly **Monthly** Quarterly Annually

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

Start Date ☐ End Date

November 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

December 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

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

Schedule

☒ Allow this report template to generate results overnight (and repetitively)

Pattern

Once Daily Weekly Monthly **Quarterly** Annually

Report results are generated once every three months starting from the specified start date.

Start Date ☐ End Date

November 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

December 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

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

Schedule

☒ Allow this report template to generate results overnight (and repetitively).

Pattern:

Once Daily Weekly Monthly Quarterly **Annually**

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

Start Date: ☐ End Date

November 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

December 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

4. Select Save.

Schedule

☒ Allow this report template to generate results overnight (and repetitively).

Wed Nov 11, 2015

Pattern:

Once **Daily** Weekly Monthly Quarterly Annually

Report results are generated daily based on the chosen weekday(s).

Start Date: ☐ End Date

November 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

December 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Weekday(s)

Sunday **Monday** **Tuesday** **Wednesday** **Thursday** **Friday** Saturday

Save Cancel

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