

## How to Save Tracking History to Your Computer

**What is it?** An explanation of how to save your tracking data to your computer for uses such as printing, addressing issues with employees, or saving the data for longer than 120 days.

**How does it help?** It can provide a new and convenient method of viewing and/or presenting your tracking data, as well as a way to save your data as long as necessary.

Does your company have electronic fleet monitoring already, but you have clients or other entities that require paper records of your tracking logs? Or perhaps you want to keep your tracking data for more than the 120 days it is saved on the system. Either way, we can help. In this article, we will show you how to download and save a complete log of your vehicle's tracking.

1. Log into your tracking site. In the top middle of the screen, click on the "Reports" button.



2. On the left side of the screen, find the "Vehicles" list and click on the checkbox for the vehicle you are interested in. (Your vehicle may not be named "Jeep".)



3. Verify that the "Report Type" selected is "Complete".

**Run Report For**

Vehicles

All

Filter vehicles...

☐ (All)

☒ Jeep

☐ Nissan

**Report Type**

Complete

4. Change the "File Format" to "Microsoft Excel".

**Run Report For**

Vehicles

All

Filter vehicles...

☐ (All)

☒ Jeep

☐ Nissan

**Report Type**

Complete

**File Format**

Full HTML

Comma Delimited

Microsoft Excel

Tab Delimited

5. In the middle of the screen, choose the "Start" and "End" dates by clicking on the calendar icon next to each. You can save up to 30 days at a time, and only 120 days of history total are available at any time.

**Complete Report**

☒ Run Report Now ☐ Schedule a Report

Quick Select: Last Week

Start Date: 7/27/2014 12:00 AM

End Date: 8/3/2014 12:00 AM

☐ Combine all vehicles

[What does this report do?](#)

Run Report

6. Click "Run Report" in the bottom right corner of the screen.

Run Report

7. Your computer should prompt you to open or save the report. Click "open" (we will save the document later in this article). If you do not see this prompt, please contact customer service at 1-512-257-7300.

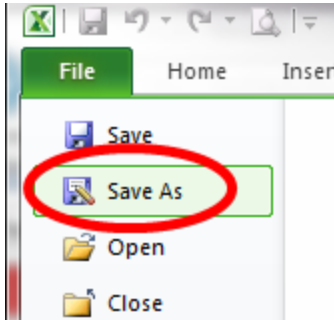
Do you want to open or save **Report.csv** (424 bytes) from **mytracksite.net**?

Open

Save

Cancel

8. Your computer will open the file in Microsoft Excel. Some columns may show only "#####". If you see this, you will need to adjust the column width so that you can see the data correctly. Please contact customer service at 1-512-257-7300 if you need further instruction on adjusting column width.
9. To save the report, go to the top left corner of the screen and click "File" and then "Save As".



10. Give your file a name (we suggest putting the date in the name so that it is easily recognizable) and change the file format to "Excel Workbook". Click "Save".

File name:

Save as type:

You now have your tracking data stored for future use. Please note, this article only shows how to save your complete tracking log. However, we have many more reports available that can be saved, such as mileage, speed and stops. If you have any questions or would like information on other reports that can be captured using this method, please contact Customer Service at +1.512.257.7300. One of our representatives will be glad to assist you.