

## How to Create an Automated Report

**What is it?** An email sent by the tracking portal that contains data such as your full tracking log, mileage, stops, etc.

**How does it help?** It can save time by removing the need to log into the tracking site to view important data on a regular basis.

Fleet monitoring is an integral part of many businesses, but who has time to sit and page through a website to find the specific tracking data they need? This article will help you configure the system to automatically send all the info you need, when you need it.

1. Log into your tracking account and click on the "Reports" button at the top.



2. On the left side, click the checkbox for the vehicle(s) you are interested in.

A screenshot of the "Run Report For" section in the tracking portal. The section includes a "Vehicles" dropdown menu set to "All", a "Filter vehicles..." input field, and a list of vehicle brands with checkboxes. The "Jeep" checkbox is checked and circled in red. The "Nissan" checkbox is unchecked. The "World Tracking Solutions" logo is visible at the top of the section.

**WORLD Tracking Solutions**

**Run Report For** **Repo**

Vehicles

(All)

Jeep

Nissan

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

**Run Report For**      **Report Type**

Vehicles      Complete

All

Filter vehicles...

(All)

Jeep

Nissan

4. Change the "File Format" to suit your preference. If you intend to save the data on your computer, "Microsoft Excel" is usually best. If you want to view it more like it's shown online, choose "Full HTML".

**Run Report For**      **Report Type**      **File Format**

Vehicles      Complete      Full HTML

All           Comma Delimited

Filter vehicles...           Microsoft Excel

(All)           Tab Delimited

Jeep

Nissan

5. In the middle of the screen, click the radial button for "Schedule a Report".

### Complete Report

Run Report Now       Schedule a Report

Send to:      support@w-track.com      [Insert Contact...](#)

Schedule for:      Every Day      at

End of Day

Report Range:      Current Day

Combine all vehicles

[What does this report do?](#)

Schedule Report

6. Enter your email address, and then choose when you want to receive the email, as well as what should be included in the email. For this example, we have chosen to send the current day's tracking data to [support@w-track.com](mailto:support@w-track.com) every day at the end of the day (11:59pm).

### Complete Report

Run Report Now  **Schedule a Report**

Send to:  [Insert Contact...](#)

Schedule for:  at

Report Range:

Combine all vehicles

[What does this report do?](#)

7. Click "Schedule Report" at the bottom.

8. The scheduled report will now appear at the bottom of your screen. You can edit or delete it as necessary from this section.

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email the Complete Report for the Jeep vehicle to support@w-track.com every day at the end of the day

We know how valuable your time is, and we're working hard to add new reports all the time. If you're interested in having a specific piece of information sent to you in a report, please give us a call at +1.512.257.7300 and let us know. It may be already available, or we may be able to add it in the future.