

# inthinc Portal Reports

The inthinc portal has several different reports available, some of which you can view in the portal, and others that are available for immediate download.

Most reports can be scheduled for delivery to one or more email recipients on a regular basis. For instance, you may want to have a driver performance report emailed to a driver and a supervisor on a weekly basis.

When you choose Reports in the Main Menu toolbar, you're provided access to these predefined reports: Drivers, Vehicles, Idling Drivers, Idling Vehicles, or Devices (Figure 93). If you have a waySmart device, you're also provided access to waySmart report options.

## How to Access Reports

Use the information in this section to access an on-demand report.

- 1 Click the **Reports** tab in the Main Menu toolbar. The *Reports* page will display with the *Drivers* sub-tab selected by default. (Figure 93)
- 2 Click one of the **Report** sub-tabs: Drivers, Vehicles, Idling Drivers, Idling Vehicles, Devices, or waySmart.
- 3 Depending on the report type, you may need to specify additional criteria before the report will display. In other cases, the report information will display immediately. Use the column sort and filter options to further refine the report data.

**Note:** Not all columns are displayed by default. Click the Edit Columns link to select which columns you want to display in the report.

The screenshot shows the inthinc portal interface. At the top, there are navigation tabs: Home, Reports (highlighted with a red box), Notifications, Live Fleet, HOS, Admin, My Messages, My Account, and Log Out. Below this is a sub-menu for Reports: Drivers, Vehicles, Trailers, Idling Drivers, Idling Vehicles, Devices, Performance, and waySmart. The main content area is titled 'Driver Report' and includes an 'Edit Columns' link. The report table shows data for various drivers, including Michael Gates, Seth Greene, Scott Vecchiarelli, Scott Butler, Michael Gates Tiwi, Landon Kohler, David Story, Christopher Phillips, Yessica Zuno, Penny Story, Ethan Story, Richard Sorensen, MoveDriver Lu, Mykal Stark, and Jason Hauk. Each row displays metrics for Group, Driver, Vehicle, Distance Driven, Overall, Speed, Style, and Seat Belt, with numerical values and color-coded indicators.

Group	Driver	Vehicle	Distance Driven	Overall	Speed	Style	Seat Belt
Salt Lake City	Michael Gates	GATES850TRAINING	72,871.3 mi	5.0	5.0	5.0	5.0
Salt Lake City	Seth Greene	None Assigned	43,110.2 mi	5.0	5.0	5.0	5.0
Salt Lake City	Scott Vecchiarelli	2012FUSION	8,725.7 mi	3.4	3.3	4.5	3.0
Salt Lake City	Scott Butler	1999ALERO	5,852.3 mi	3.4	2.8	3.7	5.0
Salt Lake City	Michael Gates Tiwi	None Assigned	4,672.4 mi	3.1	3.5	2.5	5.0
Salt Lake City	Landon Kohler	2011ELANTRA	3,196.6 mi	4.4	5.0	4.7	4.2
San Diego	David Story	None Assigned	1,218.5 mi	3.4	5.0	2.9	5.0
Portland	Christopher Phillips	2000VENTURE	992.1 mi	4.5	4.3	5.0	5.0
Salt Lake City	Yessica Zuno	2002BEETLE	442 mi	3.8	3.2	5.0	5.0
San Diego	Penny Story	None Assigned	330.1 mi	2.5	5.0	1.1	5.0
San Diego	Ethan Story	None Assigned	121.4 mi	3.5	5.0	2.7	5.0
Salt Lake City	Richard Sorensen	None Assigned	97.7 mi	3.9	3.3	5.0	5.0
Salt Lake City	MoveDriver Lu	None Assigned	0.1 mi	5.0	5.0	5.0	5.0
Salt Lake City	Mykal Stark	None Assigned	0 mi	N/A	N/A	N/A	N/A
San Diego	Jason Hauk	None Assigned	0 mi	N/A	N/A	N/A	N/A

Figure 93 Reports Tab highlighted in the Main Menu toolbar

# Portal Reports at a glance

The screenshot displays the inthinc portal interface. At the top, there are navigation tabs for FLEET, FORMS, and ASSETS, along with links for My Messages, My Account, and Log Out. Below this is a sub-menu for Reports, which includes options like Drivers, Vehicles, Trailers, Idling Drivers, Idling Vehicles, Devices, Performance, and waySmart. The main content area is titled 'Driver Report' and includes a search bar with the text 'Type into the text box to filter the list'. Below the search bar is a table with columns for Group, Driver, Distance Driven, Overall, Speed, Style, and Seat Belt. The table contains 15 rows of data, each representing a driver's performance metrics. Annotations include a red box around the search bar and a red arrow pointing to the 'Overall' column header with the text 'Select an option from the filter drop-down list'. At the bottom of the page, there are links for Privacy Policy, Terms of Service, and Support, along with the version number 2.3.0 20150403-1758 221 and the copyright notice ©2015 inthinc.

Group	Driver	Distance Driven	Overall	Speed	Style	Seat Belt
Salt Lake City	Michael Gates	72,871.3 mi	5.0	5.0	5.0	5.0
Salt Lake City	Michael Gates		5.0	5.0	5.0	5.0
Salt Lake City	Scott Vecchiarelli	8,757.7 mi	3.6	3.3	4.4	3.0
Salt Lake City	Scott Butler	5,852.3 mi	3.4	2.8	3.7	5.0
Salt Lake City	Michael Gates Tiwi	4,672.4 mi	3.1	3.5	2.5	5.0
Salt Lake City	Landon Kohler	3,198.2 mi	4.4	5.0	4.7	4.2
San Diego	David Story	1,264.2 mi	3.7	5.0	2.9	5.0
Portland	Christopher Phillips	992.1 mi	4.5	4.3	5.0	5.0
Salt Lake City	Yessica Zuno	442 mi	3.8	3.2	5.0	5.0
San Diego	Penny Story	330.1 mi	2.5	5.0	1.1	5.0
San Diego	Ethan Story	121.4 mi	3.5	5.0	2.7	5.0
Salt Lake City	Richard Sorensen	97.7 mi	3.9	3.3	5.0	5.0
Salt Lake City	MoveDriver Lu	0.1 mi	5.0	5.0	5.0	5.0
Salt Lake City	Mykal Stark	0 mi	N/A	N/A	N/A	N/A
San Diego	Jason Hawk	0 mi	N/A	N/A	N/A	N/A

## 1 – 8

### Sub-Tab Menu Options

View Driver/Vehicle statistics, Trips, Stops, Live Team Map, and more.

### Export Options

Click this icon to select one of the following page export options: E-mail or PDF.

# 1 Driver Report

The Driver Report is a high-level performance report that will indicate the driver's overall performance score and performance score for each weighted category (Speed, Driving Style, Seat Belt) over the past 12 months. This report is a great way to visualize driver performance by score ranking.

The Group, Driver, and Vehicle columns include hyperlinks to the Team, Driver, and Vehicle Performance dashboard pages. Click on one of the links to navigate to that specific page.

The screenshot shows the inthinc web application interface. The top navigation bar includes 'Home', 'Reports', 'Notifications', 'Live Fleet', 'HOS', and 'Admin'. The 'Reports' sub-tab is active, and the 'Drivers' sub-tab is highlighted. The main content area displays the 'Driver Report' for the past 12 months. The report includes a table with the following columns: Driver, Distance Driven, Overall, Speed, Style, and Seat Belt. The table lists 15 drivers with their respective performance scores. The 'Drivers' sub-tab is highlighted in the navigation menu.

Driver	Distance Driven	Overall	Speed	Style	Seat Belt
MoveDriver Lu	0.1 mi	5.0	5.0	5.0	5.0
Seth Greene	43,110.2 mi	5.0	5.0	5.0	5.0
Michael Gates	72,871.3 mi	5.0	5.0	5.0	5.0
Landon Kohler	3,202.1 mi	4.6	5.0	4.7	4.2
Christopher Phillips	992.1 mi	4.5	4.3	5.0	5.0
Richard Sorensen	97.7 mi	3.9	3.3	5.0	5.0
Yessica Zuno	442 mi	3.8	3.2	5.0	5.0
David Story	1,264.2 mi	3.7	5.0	2.9	5.0
Scott Vecchiarelli	8,758.9 mi	3.6	3.3	4.6	3.0
Ethan Story	121.4 mi	3.5	5.0	2.7	5.0
Scott Butler	5,852.3 mi	3.4	2.8	3.7	5.0
Michael Gates Tiwi	4,672.4 mi	3.1	3.5	2.5	5.0
Penny Story	330.1 mi	2.5	5.0	3.1	5.0
Mykal Stark	0 mi	N/A	N/A	N/A	N/A
Justin Carpita	0 mi	N/A	N/A	N/A	N/A

Figure 94 Reports > Driver Report sub-tab highlighted (not all columns are displayed)

Column	Description
Group	Indicates what Team (Group) the Driver is assigned to.
Employee ID	The driver's Employee (Driver) ID.
Driver	The driver's first and last name.
Vehicle	Indicates the Vehicle ID the driver is currently assigned to. "None Assigned" indicates the driver is not assigned to a vehicle.
Distance Driven	The total distance (miles or kilometers) the vehicle has traveled.
Overall	Indicates the driver's cumulative score for all categories (Style Score + Speed Score + Seat Belt Score).
Speed	Score indicates the driver's performance as it relates to adherence of the posted/enforced speed limit.
Style	Score indicates the driver's performance in the handling of the vehicle (aggressive driving).
Seat Belt	Score indicates the driver's performance as it relates to wearing their Seat Belt.

## 2 Vehicle Report

The Vehicle report is a detailed report that will indicate the vehicle's overall performance score and performance score for each weighted category (Speed, Driving Style) over the past 12 months. Other data on this report includes the vehicle make/model/year, distance driven, and odometer information.

**Vehicle Report** (Note: Scores are based on the past 12 months)

Showing 1 to 15 of 31 records

Group	Vehicle ID	Driver	Odometer	Overall	Speed	Style
Salt Lake City	TRAINING1	Unknown Driver	0 mi	5.0	5.0	5.0
Salt Lake City	2013SPEED3	Unknown Driver	31,472.7 mi	5.0	5.0	5.0
Salt Lake City	2015TABLET	Unknown Driver	1,499 mi	5.0	5.0	5.0
Salt Lake City	1997TAHOE	Unknown Driver	0 mi	4.8	5.0	4.7
Portland	2000VENTURE	Christopher Phillips	0 mi	4.5	4.3	5.0
Salt Lake City	2011ELANTRA	Landon Kohler	53,908.2 mi	4.1	5.0	4.0
Salt Lake City	2011TUCSON	Unknown Driver	0 mi	3.9	3.8	3.7
Salt Lake City	2002BEETLE	Yessica Zuno	142,091 mi	3.8	3.7	3.6
Salt Lake City	2012FUSION	Scott Vecchiarelli	0 mi	3.6	3.3	4.6
Salt Lake City	GATES850TRAINING	Michael Gates	32,737 mi	3.5	4.2	2.9
Salt Lake City	1999ALERO	Scott Butler	0 mi	3.4	2.8	3.7
Salt Lake City	TRAININGDESK	Unknown Driver	656.3 mi	3.4	3.6	2.9
San Diego	2013ELANTRA	David Story	40,691.5 mi	3.2	5.0	2.1
Salt Lake City	GATES TIWI TRAINING	Unknown Driver	16,913.7 mi	3.1	4.0	2.3
Salt Lake City	JWILCOX	Unknown Driver	85,041.4 mi	2.5	1.3	5.0

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Figure 95 Reports > Vehicle sub-tab highlighted (not all columns are displayed in image)

Column	Description
Group	Indicates what Team (Group) the Vehicle is assigned to.
Vehicle ID	Indicates the Vehicle ID (name) assigned to the vehicle.
Year/Make/Model	Indicates the Vehicle's Make, Model, and Year (example 2012 Ford F-150)
Driver	The First and Last name of the driver currently assigned to the vehicle. "None Assigned" indicates No driver is logged into the vehicle. "Unknown Driver" indicates the vehicle is being driven, however the driver did not login or entered an invalid driver ID.
Distance Driven	The total distance (miles or kilometers) the vehicle has traveled.
Odometer	Indicates the current Odometer (miles or kilometers) reading from the vehicle.
Overall	Indicates the vehicle's cumulative score for all categories (Style Score + Speed Score + Seat Belt Score).
Speed	Score indicates the vehicle's performance as it relates to adherence of the posted/enforced speed limit.
Style	Score indicates the vehicle's performance as it relates to aggressive driving behaviors.

### 3 Idling Drivers Report

The Idling Drivers report provides statistics about engine idle time collected, based on the driver operating the vehicle. Idle time has a direct impact on vehicle performance. Data provided in this report will differentiate idle time at low RPM (low idle) from idle time at high RPM (high idle). Use this report to understand a driver's total impact on vehicle idling.

Statistics indicate you can burn up to a full gallon of fuel for every one hour of idle time. This will vary depending on the vehicle type and other factors, however it proves that Idling has both a monetary and environmental impact. Monitor your fleet's idle performance to understand if there is an opportunity to save money by reducing fuel consumption or unnecessary wear and tear on the vehicle's engine.

The screenshot shows the inthinc FLEET FORMS ASSETS interface. The navigation menu includes Home, Reports, Notifications, Live Fleet, HOS, Admin, My Messages, My Account, and Log Out. The 'Idling Drivers' sub-tab is highlighted. The report shows 0 out of 18 drivers reporting idling statistics. The date range is set to Apr 24, 2011 to May 1, 2015. The table below shows the data for 18 records.

Group	Driver	Duration	Low Idle Hrs.	%	High Idle Hrs.	%	Total Idle Hrs.	%	trips
San Diego	Austin Story	00:00:00	00:00:00	0.00	00:00:00	0.00	00:00:00	0.00	trips
Portland	Christopher Phillips	00:00:00	00:00:00	0.00	00:00:00	0.00	00:00:00	0.00	trips
Denver	Curtis Orr	00:00:00	00:00:00	0.00	00:00:00	0.00	00:00:00	0.00	trips
San Diego	Dave Harry	00:00:00	00:00:00	0.00	00:00:00	0.00	00:00:00	0.00	trips
San Diego	David Story	07:18:32	00:00:00	0.00	00:00:00	0.00	00:00:00	0.00	trips
San Diego	Ethan Story	05:56:39	00:00:00	0.00	00:00:00	0.00	00:00:00	0.00	trips
Salt Lake City	Landon Kohler	08:39:10	00:00:00	0.00	00:00:00	0.00	00:00:00	0.00	trips
Salt Lake City	Michael Gates	03:56:03	00:00:00	0.00	00:00:00	0.00	00:00:00	0.00	trips
Salt Lake City	Michael Gates Tiwi	00:00:00	00:00:00	0.00	00:00:00	0.00	00:00:00	0.00	trips
Salt Lake City	Mykal Stark	00:08:36	00:00:00	0.00	00:00:00	0.00	00:00:00	0.00	trips
San Diego	Penny Story	00:10:30	00:00:00	0.00	00:00:00	0.00	00:00:00	0.00	trips
Salt Lake City	Richard Sorensen	00:00:00	00:00:00	0.00	00:00:00	0.00	00:00:00	0.00	trips
Salt Lake City	Scott Butler	04:08:25	00:00:00	0.00	00:00:00	0.00	00:00:00	0.00	trips
Salt Lake City	Scott Vecchiarelli	13:22:09	00:08:51	1.10	00:00:36	0.07	00:09:27	1.18	trips
Salt Lake City	Seth Greene	00:00:00	00:00:00	0.00	00:00:00	0.00	00:00:00	0.00	trips

Figure 96 Reports tab > Idling Drivers sub-tab is highlighted

Column	Description
Group	Indicates what Team (Group) the Driver is assigned to.
Driver	First and Last name of the driver.
Idle Support	Indicates if the system is capable of collecting idle data from the vehicle.
Duration	Indicates the total amount of "trip" time captured from the vehicle.
Low Idle Hours	Total amount of time the vehicle engine was running at low idle (< 1000 RPM).
Low Idle Hours %	Percentage of time the vehicle engine was idling at low RPM, based on total duration captured.
High Idle Hours	Total amount of time the vehicle engine was running at high idle (> 1000 RPM).
High Idle Hours %	Percentage of time the vehicle engine was idling at high RPM, based on total duration captured.
Total Idle Hours	Total amount of engine idle time captured, including both low and high idle time.
Total Idle Hours %	Percentage of time the vehicle engine was idling, including both low and high idle time.
Trips	Hyperlink to the "Trips" page for the idling event. Click the link to view more information about the trip and idling event.

## 4 Idling Vehicles Report

The Idling Vehicles report is a performance report that provides detail on the vehicle's engine idle time as it relates back to the vehicle. Idle time has a direct impact on vehicle performance. inthinc collects idle information from the vehicle and can differentiate idling at low RPM from idling at high RPM. Use this report to understand a vehicle's total impact on idling.

The screenshot shows the inthinc portal interface. The top navigation bar includes 'FLEET', 'FORMS', and 'ASSETS'. Below this, there are tabs for 'Home', 'Reports', 'Notifications', 'Live Fleet', 'HOS', and 'Admin'. The 'Idling Vehicles' sub-tab is highlighted. The main content area displays the 'Idling Vehicles Report' for the date range 'Apr 24, 2011' to 'May 1, 2015'. The report shows 0 out of 14 vehicles reporting idling statistics. A table lists 14 records with columns for Group, Vehicle, Duration, Low Idle Hrs., High Idle Hrs., and Total Idle Hrs. The data is as follows:

Group	Vehicle	Duration	Low Idle Hrs.	High Idle Hrs.	Total Idle Hrs.
Salt Lake City	2012FUSION	13:33:27	00:08:51	00:00:36	00:09:27
San Diego	2013ELANTRA	22:01:37	00:00:00	00:00:00	00:00:00
Salt Lake City	2011TUCSON	21:39:07	00:00:00	00:00:00	00:00:00
Salt Lake City	GATES_TIWI_TRAINING	05:10:15	00:00:00	00:00:00	00:00:00
Halliburton POC	TRAINING	00:00:00	00:00:00	00:00:00	00:00:00
Salt Lake City	2015TABLET	00:05:45	00:00:00	00:00:00	00:00:00
Salt Lake City	1997TAHOE	00:00:00	00:00:00	00:00:00	00:00:00
Salt Lake City	2013SPED3	19:43:17	00:00:00	00:00:00	00:00:00
Salt Lake City	1999ALERO	04:08:25	00:00:00	00:00:00	00:00:00
Salt Lake City	GATES850TRAINING	03:56:03	00:00:00	00:00:00	00:00:00
Salt Lake City	2011ELANTRA	09:14:29	00:00:00	00:00:00	00:00:00
Salt Lake City	TRAINING1	00:00:00	00:00:00	00:00:00	00:00:00
Salt Lake City	JWILCOX	22:49:48	00:00:00	00:00:00	00:00:00
Salt Lake City	TRAININGDESK	03:34:29	00:00:00	00:00:00	00:00:00

Figure 97 Reports tab > Idling Vehicles sub-tab is highlighted

Table 18 Idling Vehicles Report Description

Column	Description
Group	Indicates what Team (Group) the Driver is assigned to.
Driver	First and Last name of the driver.
Vehicle	Indicates the Vehicle ID (name) assigned to the vehicle.
Idle Support	Indicates if the system is capable of collecting idle data from the vehicle.
Duration	Indicates the total amount of "trip" time captured from the vehicle.
Low Idle Hours	Total amount of time the vehicle engine was running at low idle (< 1000 RPM).
Low Idle Hours %	Percentage of time the vehicle engine was idling at low RPM, based on total duration captured.
High Idle Hours	Total amount of time the vehicle engine was running at high idle (> 1000 RPM).
High Idle Hours %	Percentage of time the vehicle engine was idling at high RPM, based on total duration captured.
Total Idle Hours	Total amount of engine idle time captured, including both low and high idle time.
Total Idle Hours %	Percentage of time the vehicle engine was idling, including both low and high idle time.
Trips	Hyperlink to the "Trips" page for the idling event. Click the link to view more information about the trip and idling event.

## 5 Devices Report

The Devices Report does not provide much value to anyone outside of inthinc Technical Support. However, if you need to obtain a device ID or IMEI number, the Devices report will include this information. The Devices report does not include all devices in your inventory, only devices that have been installed and activated in a vehicle.

The screenshot shows the inthinc web interface. The top navigation bar includes 'FLEET', 'FORMS', and 'ASSETS'. Below it, a secondary menu has 'Home', 'Reports', 'Notifications', 'Live Fleet', 'HOS', and 'Admin'. The 'Reports' menu is expanded, and the 'Devices' sub-tab is highlighted with a red box. The main content area is titled 'Device Report' and shows a table with the following data:

Device ID	Assigned Vehicle	IMEI	Device Phone #	Status
3283800276	2015TABLET	011596000067219	8018363580	Active
HENRYDEMO	HENRYNEXUS	HENRYDEMO		Active
TP004101	2000ML320	011596000081541	4353138744	Active
TP004853	1997AUDI	011596000036735	4355134283	Active
TP005221	2001CIVIC	011596000046957	4359624576	Active
TP005416	2004HONDA	011596000095707	9786053021	Active
TP005551	1999ALERQ	011596000063390	4355135360	Active
TP008319	2001FOCUS	011596000046551	8018305541	Active
TP021415	1997TAHOE	011596000015556	4355257610	Active
TP042232	2011TUCSON	011596000159776	882359900284163	Active
TP055785	2011ELANTRA	011596000229991	14133092145	Active
TP056001	2013SPEED3	011596000211288	14133092320	Active
TP057343	2012FUSION	011596000291231	14136543148	Active
TP057634	2000VENTURE	011596000213425	14133094018	Active
TP060715	2001CAVALIER	011596000180707	13852273075	Active

Figure 98 Reports tab > Devices sub-tab highlighted

Table 19 Devices Report Description

Column	Description
Device ID	Indicates the inthinc serial number for the device (MCM = WS820, VM = WS850, TP = tiwiPro)
Assigned Vehicle	Indicates which vehicle (Vehicle ID) the unit is currently installed in.
IMEI	Indicates the communications modem serial number.
Device Phone #	The assigned phone number of the device, used for two-way communication.
Status	Indicates whether the device is active and reporting or inactive and not in use.



### User Tip: tiwiPro® 2-Way Communication

tiwiPro devices allow for two-way communication, meaning that administrators/supervisors can contact drivers through the tiwiPro unit and speak to the driver in the cab of the vehicle. The device phone number listed on the Devices Report is the unique phone number to call the tiwiPro device. This feature requires additional configuration, for more information contact your inthinc Account Manager.

## 6 Performance Reports

The Performance reports provide detailed information about driver performance. Report options include: Team Stops report, Driver Performance Key Metrics, Driver Performance per Group, Driver Performance RYG per Group. For more information about each of the available reports, including examples, see **"Appendix A > Report Examples"** on page 193.

To View Performance Reports:

- 1 From the main menu, go to **Reports > Performance sub-tab**. The *Performance Reports* menu page will display.
- 2 Select which **Report** you want to view from the available options in the *Report* drop-down list.
- 3 Once the page refreshes, select the amount of data you want to view by choosing an option in the *Time Frame* drop-down list.
- 4 Select a **Group/Team** from the available options in the *Group* drop-down list.
- 5 The page will refresh and provide several view/export options for the selected report. Choose one of the following view options:
  - **HTML** - Select HTML to view the report immediately. Data is displayed in table format within the portal.
  - **PDF** - Select PDF to save the report to your computer in Adobe .PDF format.
  - **Excel** - Select Excel to save the report to your computer in Microsoft Excel .xls format.
  - **E-mail** - Select E-mail to send the report data to one or more email recipients.

**Note:** Not all of the above view/export options are available for all report types. Select the report to view available view/export options.

- 6 After selecting a view option, the report will either display on-screen or will have been saved to your computer.

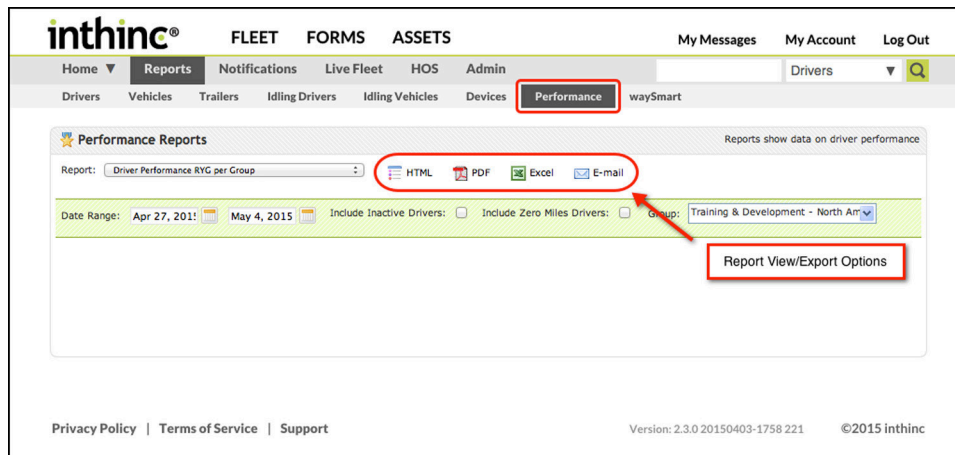


Figure 99 Reports > Performance sub-tab highlighted



## 7 waySmart Reports

This report option is available to waySmart users only and provides access to waySmart-specific reports. Once you select a report type, you may be required to specify other report criteria, such as Date Range, in order to display the report. For more information about each of the available reports, including report examples, see *"Appendix A > Report Examples"* on page 193

To View waySmart Reports:

- 1 From the main menu, go to **Reports > waySmart sub-tab**. The waySmart Reports menu page will display.
- 2 Select which **Report** you want to view from the available options in the *Report* drop-down list.
- 3 Once the page refreshes, select the amount of data you want to view by entering a **Date Range**.
- 4 Select a **Group/Team** from the available options in the *Group* drop-down list.
- 5 The page will refresh and provide several view/export options for the selected report. Choose one of the following view options:
  - **HTML** - Select HTML to view the report immediately. Data is displayed in table format within the portal.
  - **PDF** - Select PDF to save the report to your computer in Adobe .PDF format.
  - **Excel** - Select Excel to save the report to your computer in Microsoft Excel .xls format.
  - **E-mail** - Select E-mail to send the report data to one or more email recipients.

**Note:** Not all of the above view/export options are available for all report types. Select the report to view available view/export options.

- 6 After selecting a view option, the report will either display on-screen or will have been saved to your computer.

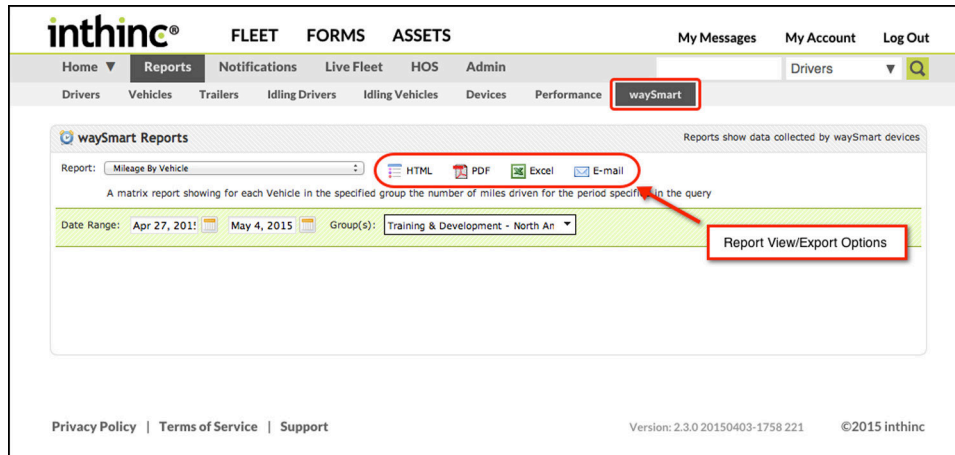


Figure 100 Reports tab > waySmart sub-tab highlighted