

Report Subscriptions

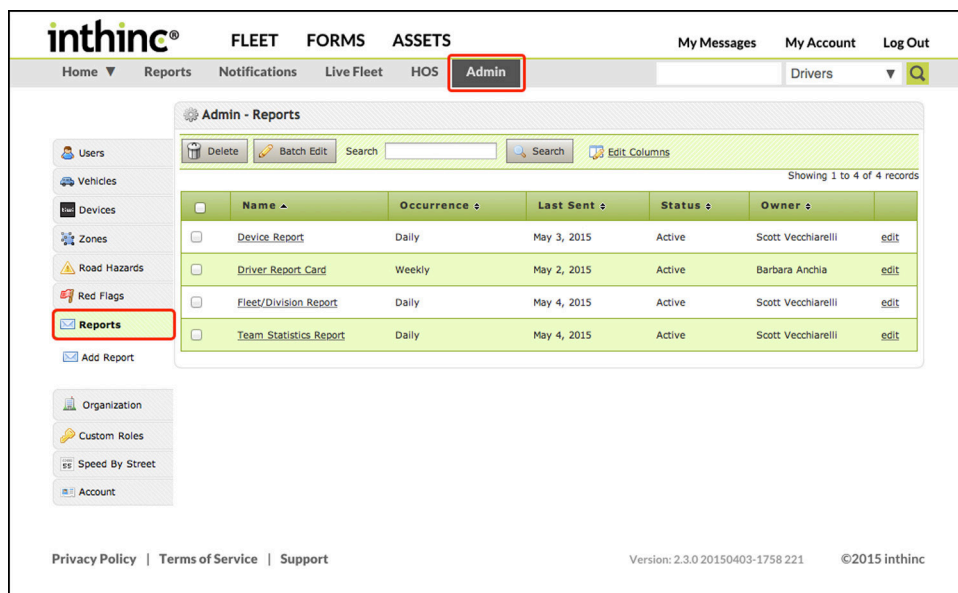
All of the reports within the inthinc portal are available for automatic delivery (via Report Subscriptions) to one or more email recipients on an as-needed basis. Scheduling reports for automatic delivery is a smart way of managing the inthinc system. Use the high-level reports to understand fleet trends and evaluate driver performance, all without needing to access the inthinc portal.

Reports can be scheduled for delivery daily, weekly, or monthly depending on the need. When choosing to have the report delivered weekly, you can specify the day of the week you would like the report delivered. Similarly, when choosing to have the report delivered monthly, you can specify the day of the month you would like the report delivered.

View Existing Report Subscriptions

Use the information in this section to view an existing report subscription.

- 1 From the main menu, click on the **Admin** tab. The *Admin page* will display.
- 2 Click the Reports sub-tab from the menu options on the left. The *Report Subscription* list will display.
- 3 Click the **Report Name** to view or modify details for that report subscription.



The screenshot shows the inthinc portal interface. The top navigation bar includes 'FLEET', 'FORMS', and 'ASSETS'. The 'Admin' tab is highlighted in the top navigation bar. The left sidebar contains various menu items, with 'Reports' highlighted. The main content area displays the 'Admin - Reports' page, which includes a table of report subscriptions. The table has columns for Name, Occurrence, Last Sent, Status, and Owner. The following table represents the data shown in the screenshot:

	Name	Occurrence	Last Sent	Status	Owner	
<input type="checkbox"/>	Device Report	Daily	May 3, 2015	Active	Scott Vecchiarelli	edit
<input type="checkbox"/>	Driver Report Card	Weekly	May 2, 2015	Active	Barbara Anchia	edit
<input type="checkbox"/>	Fleet/Division Report	Daily	May 4, 2015	Active	Scott Vecchiarelli	edit
<input type="checkbox"/>	Team Statistics Report	Daily	May 4, 2015	Active	Scott Vecchiarelli	edit

Figure 101 Admin tab > Add Report sub-tab highlighted.

Create New Report Subscription

Use the information in this section to create a new report subscription.

- 1 From the main menu, go to **Admin > Reports sub-tab**. The *Scheduled Reports* list will display.
- 2 Click **Add Report** from the sub-menu list on the left side of the page.
- 3 In the **Name, Status, and Time** section of the form, complete the following:
 - **Name** - Provide a name for the report. Name the report so you can pick it out from a list of reports at a later time.
 - **Status** - Choose Active or Inactive from the drop-down list. Choosing Inactive will stop the report from being delivered.
 - **Time of Day** - Choose the time of day you would like to report to be delivered, from the Time of Day drop-down list.
- 4 In the **Report Occurrence** section of the form, complete the following:
 - **Occurrence** - Choose how often you would like the report delivered from the Occurrence drop-down list. Options include: Daily, Weekly, and Monthly. Note: If you select weekly, you will also need to select the day of the week you want the report delivered, and if you select Monthly, you will also need to select the day of the month you want the report delivered.
- 5 In the **Report Settings** section of the form, complete the following:
 - **Report** - Choose which report you would like to schedule for delivery from the options available in the Report drop-down list. **Note:** A full list of available reports and their description can be found in Table 19 on page 125.
 - **Days Reported** - After selecting a report, you will need to select how much data you want included on the report. Choose an option from the Days Reported drop-down list. Note: options will vary depending on the report selected.
 - **Group** - After selecting a report, you will need to specify what group(s) to include on the report. Choose a group(s) from the available options in the Group drop-down list.
 - **Drivers** - Depending on the report you select, you may also need to define which driver's to send the report to. Select the driver(s) from the available options in the Driver(s) drop-down list.
 - **Owner** - By default, the person creating the report subscription will be the owner. If you want someone else to be the report owner, select their name from the list of available options in the Owner drop-down menu.
- 6 When finished completing the form, click the **Save** button. Your report subscription has been setup and will now be available in the *Report List*.

The screenshot shows the inthinc portal interface. At the top, there is a navigation bar with 'FLEET', 'FORMS', and 'ASSETS' tabs. Below this is a secondary navigation bar with 'Home', 'Reports', 'Notifications', 'Live Fleet', 'HOS', and 'Admin' (highlighted with a red box). The 'Admin' tab contains a sub-menu with 'Add Report' (highlighted with a red box). The main content area displays the 'Admin - Add Report' form. The form is divided into several sections: 'Name, Status, and Time' (Name: Team Performance, Status: Active, Time of Day: 12:00 am), 'Report Occurrence' (Occurrence: Weekly, Day of Week: All, S, M, T, W, T, F, S), 'Report Settings' (Report: Team Statistics Report, Days Reported: Past Week, Group: Training & Development - North America - HC, Owner: Scott Vecchiarelli), and 'File Format' (File Format: PDF). There is also an 'E-mail' section with a text area for e-mail addresses. The form has 'Save' and 'Cancel' buttons at the bottom right. The footer contains 'Privacy Policy | Terms of Service | Support', 'Version: 2.3.0 20150403-1758 221', and '©2015 inthinc'.

Figure 102 Admin tab > Add Report sub-tab highlighted.

Edit a Report Subscription

Use the information in this section to edit an existing report subscription.

- 1 From the main menu, go to **Admin > Reports tab**. The *Scheduled Reports* list will display.
- 2 Locate the *Report* you want to edit in the list, and click the **Edit** link in the far-right column. The *Report details* page will display.
- 3 Edit the form as needed, when finished click the **Save** button.

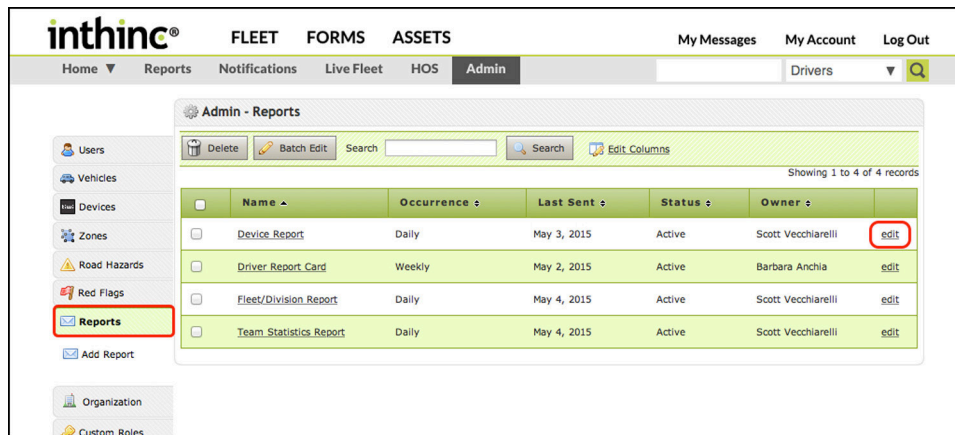


Figure 103 Report Subscription list with Edit link highlighted.

Delete a Report Subscription

Use the information in this section to delete an existing report subscription.

- 1 From the main menu, go to **Admin > Reports tab**. The *Scheduled Reports list* will display.
- 2 Locate the *Report* in the list you want to delete, and select the report by **checking** the box next to the *report name* in the far-left column.
- 3 Click the **Delete** button. A warning dialog will appear, confirm your selection to continue.

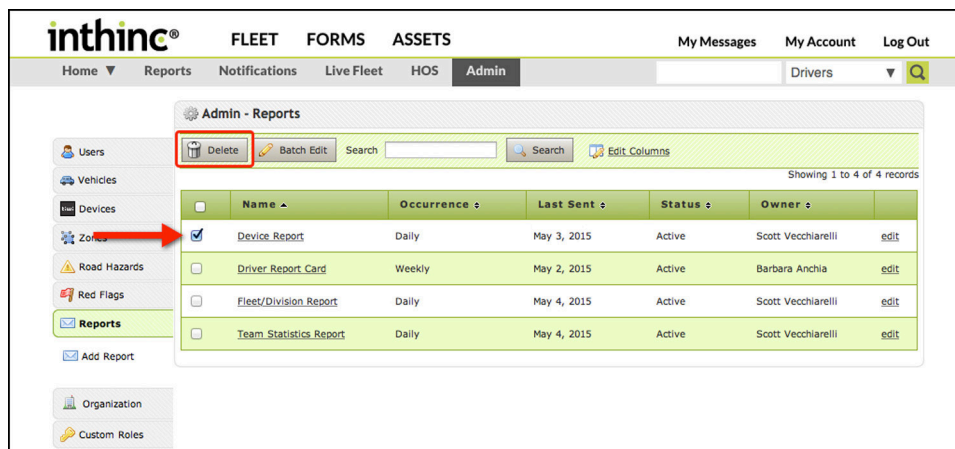


Figure 104 Report selected in list with Delete button highlighted.



User Tip: Temporarily Suspend Report Subscription

If you only want to temporarily stop a report from being delivered, you don't necessarily need to delete the report subscription. Simply edit the delivery preferences of the report subscription and change the status of the report to "inactive". This will temporarily suspend the report from being delivered to all recipients defined in the report.

Report Descriptions

The table below will provide a summary description for each report available in the portal.

Table 20 Devices Report Description		
Report	Description	Example
Miscellaneous		
Fleet/Division Report	This report is a high-level summary report providing detail on the fleet's performance in key metrics including: Overall Score, Team/Division Trend, Fuel Efficiency, Speeding Performance, and Idle Performance. This data is the same data visible on the Fleet Dashboard page in the portal.	<i>page 195</i>
Driver Report	This report is a high-level performance report that will indicate the driver's overall performance score and performance score for each category (Speed, Driving Style, Seat Belt) over the past 12 months. This report is a great way to visualize driver performance by score ranking.	<i>page 197</i>
Vehicle Report	This 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: Vehicle Make/Model/Year, Distance Driven, Odometer, and more.	<i>page 198</i>
Idling Report	This report breaks down idle statistics by driver. Statistics include: Idle duration, low idle percentage, high idle percentage, and total hours idling.	-
Device Report	This report is a list of all devices (for the specified group) and includes the following information: Device ID, Assigned Vehicle, IMEI, Device Phone, and Status.	-
Team Statistics Report	This report is an exported version of the Team Performance Dashboard in the portal. The report will list all drivers (for the specified group) and include their overall score as well as: Vehicle, Trips, Stops, Distance, Duration, Idle Statistics, Fuel Efficiency, Crashes, and Safety Violations.	<i>page 196</i>
IFTA		
Mileage by Vehicle	A matrix report showing for each Vehicle in the specified group, the number of miles driven for the period specified in the query.	<i>page 206</i>
State Mileage by Vehicle	A matrix report showing for each Vehicle in the specified group, the number of miles driven in every state the vehicle operated in, for the period specified in the query.	<i>page 207</i>
State Mileage by Vehicle - Road Status	This report is the same as the State Mileage By Vehicle report except that the miles are separated into on-road miles for each state and off-road miles for each state.	<i>page 208</i>
State Mileage Fuel by Vehicle	This report shows how much fuel has been manually input for each vehicle (via the Handheld/Touchscreen driver interface) by State/Province.	-
State Mileage by Month	A matrix report showing the miles driven by each group specified in the query (by all vehicles in the group) in each state that the group of vehicles operated in, for the months specified in the query.	<i>page 209</i>
Group Comparison By State/Province	A matrix report showing (for comparison) the miles driven by state by ALL groups specified in the query (by all vehicles in each group) for the time period specified in the query.	<i>page 210</i>
Performance		
Payroll Summary Report	After choosing a group and date range, this report lists the following for each driver: <ul style="list-style-type: none"> • Driver Code, Driver Name • Off Duty Hours, Off Duty @ Well Hours, Sleeper Hours, Driving Hours, Not Driving Hours, Total Hours 	-
Payroll Compensated Hours Report	Not currently being used.	-
Payroll Report Driver Report	Same information as the Payroll Summary Report, except the hour breakdown for each driver is broken down by date.	-
Payroll Report Driver Sign Off	Same information as the Payroll Report Driver Report, except the hour breakdown for each driver is listed on a separate sheet with a signature line for the driver and the person approving the hours.	-
Ten Hour Day Violations	A list of all the days a driver exceeded the 10 hour day rule based on when a driver accrues more than 10 hours driving in 24 hour period.	-
Driver Hours	A matrix showing the hours driven each day (specified in the query) for each driver (in the group(s) specified in the query).	-
Thirty Minute Breaks Report	Not currently being used.	-
Break Report (0-2 hrs.)	Not currently being used.	-
HOS		
HOS Record of Duty Status	This report is a printable document that drivers can use as their proof of logbook. This document includes an HOS Log chart that indicates time in various duty states, a recap that will indicate total hours worked and total hours remaining, and a remarks section that includes all required summary information.	<i>page 211</i>
HOS Violations Summary Report	The HOS Violations Summary provides two different types of data - rule violations and mileage violations. Additionally, this report displays the number of drivers for the selected group, and the total miles (on and off road).	<i>page 212</i>
HOS Violations Detail Report	This report lists drivers, time, type and duration of HOS violations in the selected group within a specified date range.	<i>page 213</i>
HOS Driver DOT Log Report	This is a report showing time, date, vehicle, and other information for each HOS status change for the scheduled driver within the specified time period. The report includes all changes/edits and the user who made them.	<i>page 214</i>

DOT Time Remaining	This report shows the number of hours a driver has remaining to drive Today (Hours Remain Today column) based on the governing rule for the driver. Shows On-Duty Driving and On-Duty Not Driving hours that contribute to the Hours Remaining Today calculation (last eight days).	<i>page 215</i>
HOS Zero Miles	Zero miles are counted when a vehicle is moving but no driver is logged in. Once a group and a date range have been specified, the HOS Zero Miles report provides the total number of zero miles listed by vehicle.	-
HOS Edits	This report provides details of portal users who have changed HOS logs for a driver. This provides an indication (audit trail) of what logs are being changed and by whom.	<i>page 216</i>
Non-DOT Violations Summary Report	This report provides a count of Non-DOT drivers by group that have logged into a DOT vehicle configured to use HOS.	-
Non-DOT Violations Detail Report	A matrix report showing for each Vehicle in the specified group the number of miles driven for the period specified in the query.	-
Driver Performance		
Team Stops Report	This report provides a chronological breakdown of the stops recorded for each driver on a team, during a specific time frame. This report will list the address for each stop during a driver's day, including the time they arrive, the time they depart, how long it took them to get to the stop, and how long the vehicle is idling at each stop. Managers commonly use this report to measure driver efficiency.	<i>page 204</i>
Seatbelt Clicks Report	This report indicates the total number of seat belt clicks, along with the total number of miles driven and trips for each driver. Managers commonly use this report as a tool to help identify potential seat belt tampering.	<i>page 203</i>
Driver Performance Key Metrics	This report provides information on driver performance for all key metrics and scoring categories. Data is presented in spreadsheet type format.	-
Driver Performance per Group	This report will provide high-level detail of Driver Performance for each driver assigned to the Team/Group.	-
Driver Performance per Driver	This report is the same as the Driver Performance per Group, however the only data displayed is for an individual driver. This is a report that can be scheduled and delivered to drivers to indicate their performance.	-
Driver Performance RYG per Group	This report will provide high-level detail of Driver Performance for each driver assigned to the Team/Group, in addition driver performance will be categorized into three colored categories (red, yellow, green) for easy reference.	<i>page 199</i>
Driver Performance RYG per Driver	This report is the same as the Driver Performance RYG per Group, however the only data displayed is for an individual driver. This is a report that can be scheduled and delivered to drivers to indicate their performance.	-
Driver Coaching Report	This report provides the driver's violation summary over a specified period of time. The report includes an area intended for an action plan to be written by hand, and signature rows at the bottom of the document. This report can be printed as a document and used as a tool by managers/supervisors when they need to have a coaching session with a driver.	<i>page 201</i>
Driver Coaching and Score Report	This report is identical to the <i>Driver Coaching Report</i> , however, it includes the driver's 1-day, 7-day, 30-day, and 3-month performance score.	<i>page 202</i>
Excluded Violations	This report lists each violation that had been excluded over a specific timeframe.	-
Back-Up Events Report	This report will provide summary detail for all back-up events and total back-up time per driver, during a specific time frame. Report includes Driver, Number of Trips, Distance Driven, Count of Back-Up Events, and Total Back-up Time.	-
First Move Forward Violation Report	This report will provide summary detail for all First Move Forward events per driver, during a specific time frame. Report includes Driver, Number of Trips, Distance Driven, and Total number of First Move Forward events.	-
Driver Performance Key Metrics Timeframe RYG	This report provides high-level performance information for a Team (group) of drivers. Driver performance is ranked and will be categorized into three colored categories (red, yellow, green) for easy reference.	<i>page 200</i>
Mileage		
State Mileage by Vehicle	A matrix report showing for each Vehicle in the specified group, the number of miles driven in every state the vehicle operated in, for the period specified in the query.	-
Communication		
Vehicles Not Communicating Report	This is a device "health" report that will help administrators and other portal users understand if any vehicles (devices) have not communicated in an excessive period of time due to potential tampering, device malfunction, or communication not being available.	<i>page 205</i>
Driver Vehicle Inspection Reports		
DVIR - Pre-trip	This report provides the details for the Pre-Trip inspection reports, including how the driver responded to each question on the corresponding form.	-
DVIR - Post-Trip	This report provides the details for the Post-Trip inspection reports, including how the driver responded to each question on the corresponding form.	-
DVIR - Violation	This summary report provides details for each DVIR violation received during a specific timeframe.	-
DVIR - Repair	-	-
DVIR - Repair with Details	-	-