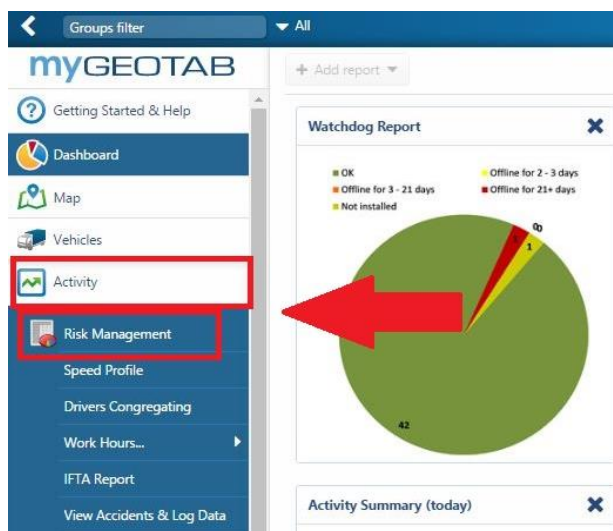


RUNNING A RISK MANAGEMENT REPORT

The Risk Management Report provides an overall picture of driver or vehicle behavior. It identifies areas of risk to the business including excessive speeds, average speed, stop duration counts, idling over 5 minutes, after hours trips and total distance travelled.

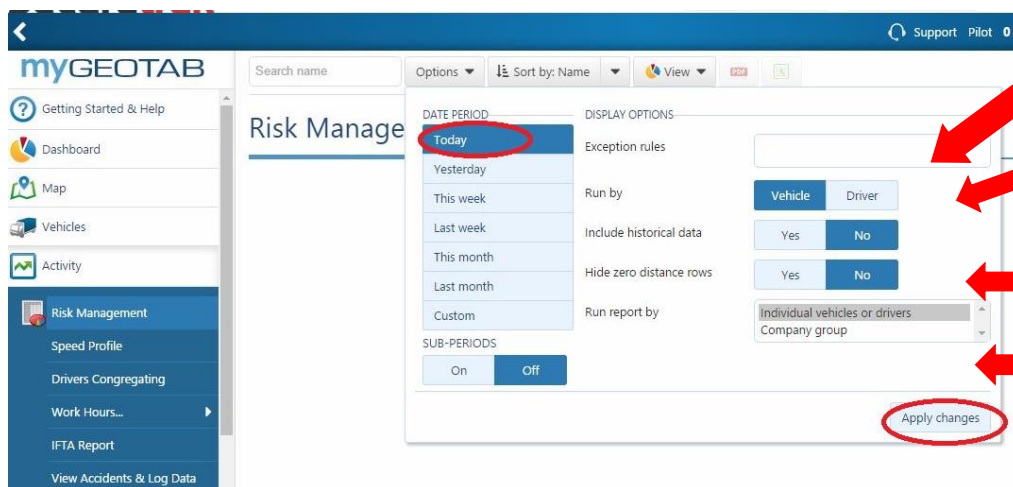
STEPS REQUIRED

Step 1. From the main menu on the left side of your screen navigate to the “Activity” tab and select “Risk Management”.



The Risk Management Report contains valuable safety and vehicle utilization data including over speed, max speed, average speed and total distance travelled.

Step 2. From the Options tab select the desired date range, whether to run by Vehicle or Driver ID then click Apply changes.



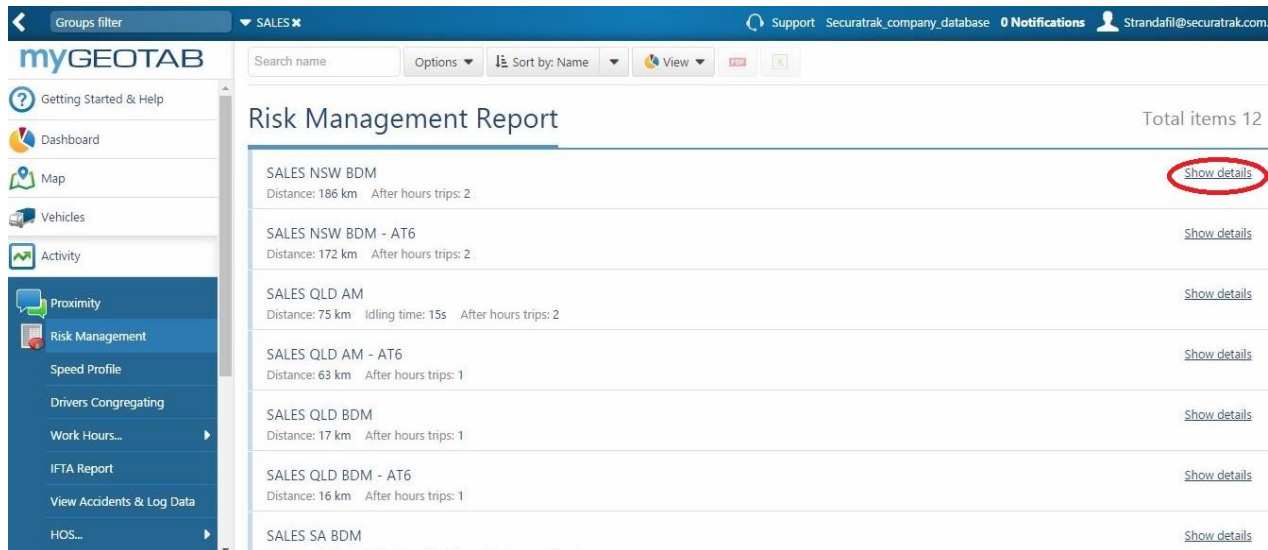
NOTE: Up to 6 Exceptions can be included.

Report can also be run to include historic data.

Hide zero distance rows

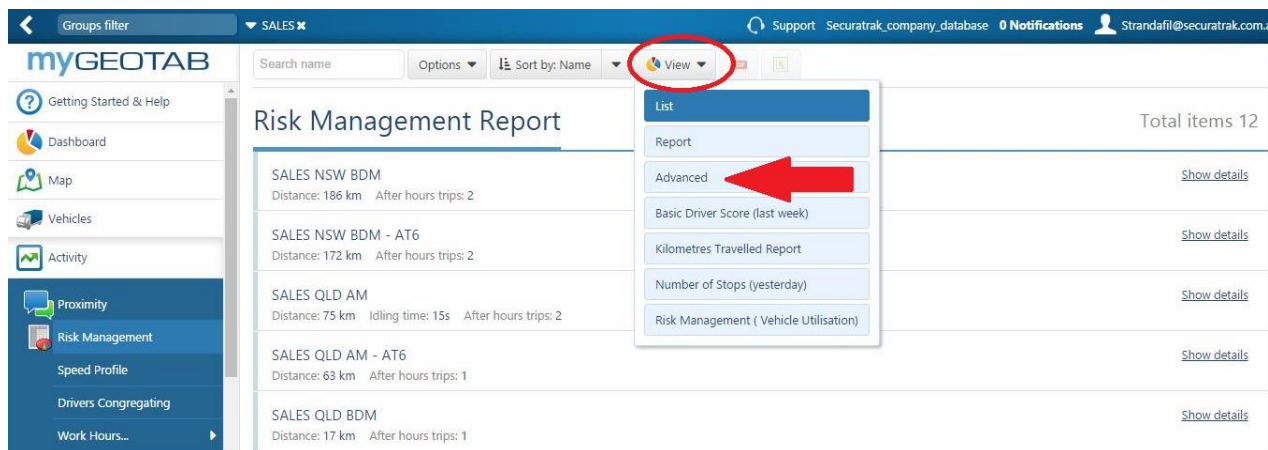
Select to run by individual vehicles or Drivers or by Company group.

Step 3: The summary of the data will display on screen as shown below. To expand click on **Show details**.



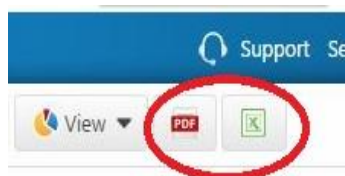
Location	Distance	After hours trips	Link
SALES NSW BDM	186 km	2	Show details
SALES NSW BDM - AT6	172 km	2	Show details
SALES QLD AM	75 km	2	Show details
SALES QLD AM - AT6	63 km	1	Show details
SALES QLD BDM	17 km	1	Show details
SALES QLD BDM - AT6	16 km	1	Show details
SALES SA BDM			Show details

Step 4: To extract this data in a detailed PDF or Excel report, click on the **View** tab at the top of the page.

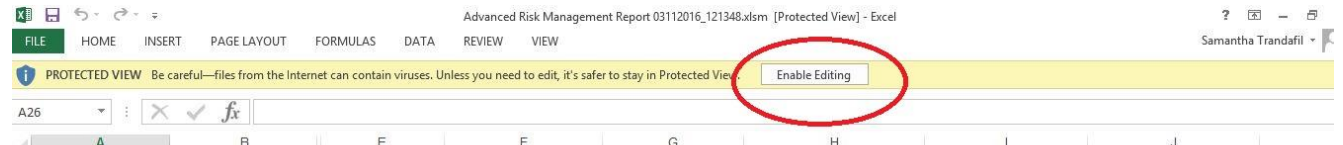


Location	Distance	After hours trips	Link
SALES NSW BDM	186 km	2	Show details
SALES NSW BDM - AT6	172 km	2	Show details
SALES QLD AM	75 km	2	Show details
SALES QLD AM - AT6	63 km	1	Show details
SALES QLD BDM	17 km	1	Show details

Step 5: Select the **Advanced** option and the **PDF** and **Excel** icon will become active allowing you to export your Risk Management Report in your preferred format.



Step 6: Report will open in your chosen format. To edit the report you will need to **Enable Editing**.



Advanced Risk Management Report 03112016_121348.xlsm [Protected View] - Excel

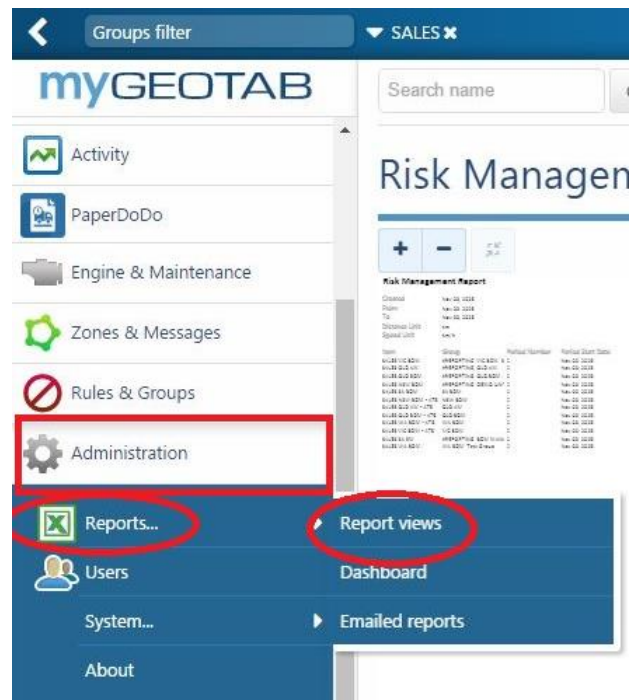
FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. **Enable Editing**

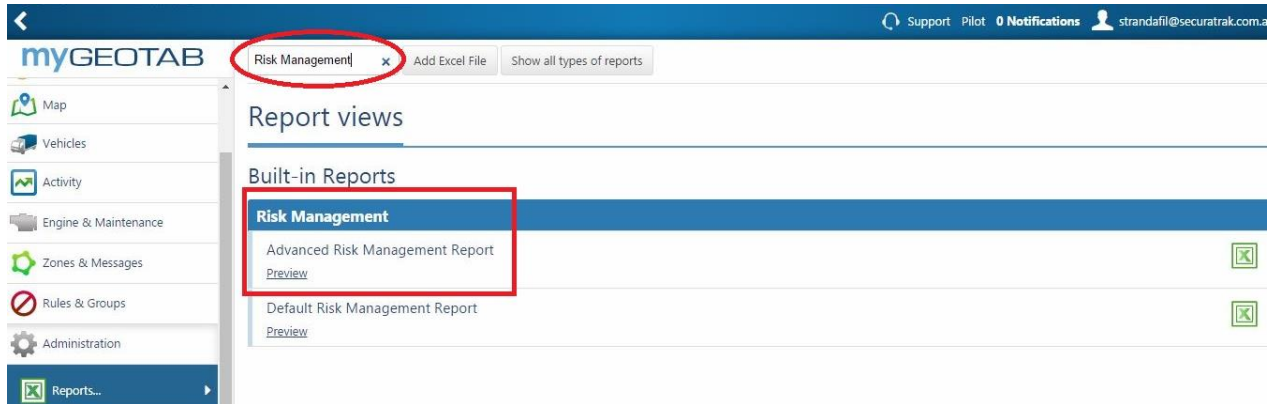
A26

Item	Group	Period Number	Period Start Date	Period End Date	Speed > Limit 1	Speed > Limit 2	Speed > Limit 3	Average S
SALES VIC BDM	#REPORTING, VIC BDM, 1	1	Nov 03, 2016	Nov 03, 2016	0	0	0	35
SALES QLD AM	#REPORTING, QLD AM	1	Nov 03, 2016	Nov 03, 2016	0	0	0	38
SALES QLD BDM	#REPORTING, QLD BDM	1	Nov 03, 2016	Nov 03, 2016	0	0	0	29
SALES NSW BDM	#REPORTING, DEMO UNI 1	1	Nov 03, 2016	Nov 03, 2016	11	0	0	59
SALES SA BDM	SA BDM	1	Nov 03, 2016	Nov 03, 2016	0	0	0	26
SALES NSW BDM - AT6	NSW BDM	1	Nov 03, 2016	Nov 03, 2016	3	0	0	53
SALES QLD AM - AT6	QLD AM	1	Nov 03, 2016	Nov 03, 2016	0	0	0	33
SALES QLD BDM - AT6	QLD BDM	1	Nov 03, 2016	Nov 03, 2016	0	0	0	27
SALES WA BDM - AT6	WA BDM	1	Nov 03, 2016	Nov 03, 2016	0	0	0	72
SALES VIC BDM - AT6	VIC BDM	1	Nov 03, 2016	Nov 03, 2016	0	0	0	38
SALES SA SM	#REPORTING, BDM MAN 1	1	Nov 03, 2016	Nov 03, 2016	0	0	0	0
SALES WA BDM	WA BDM, Test Group	1	Nov 03, 2016	Nov 03, 2016	0	0	0	0

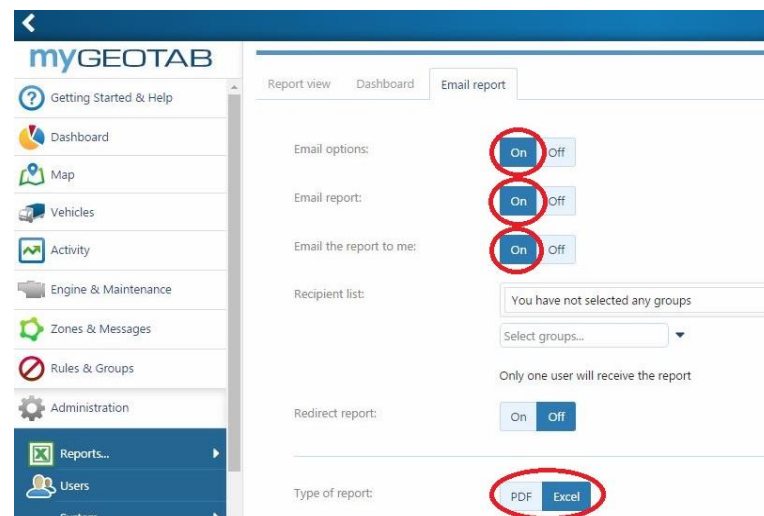
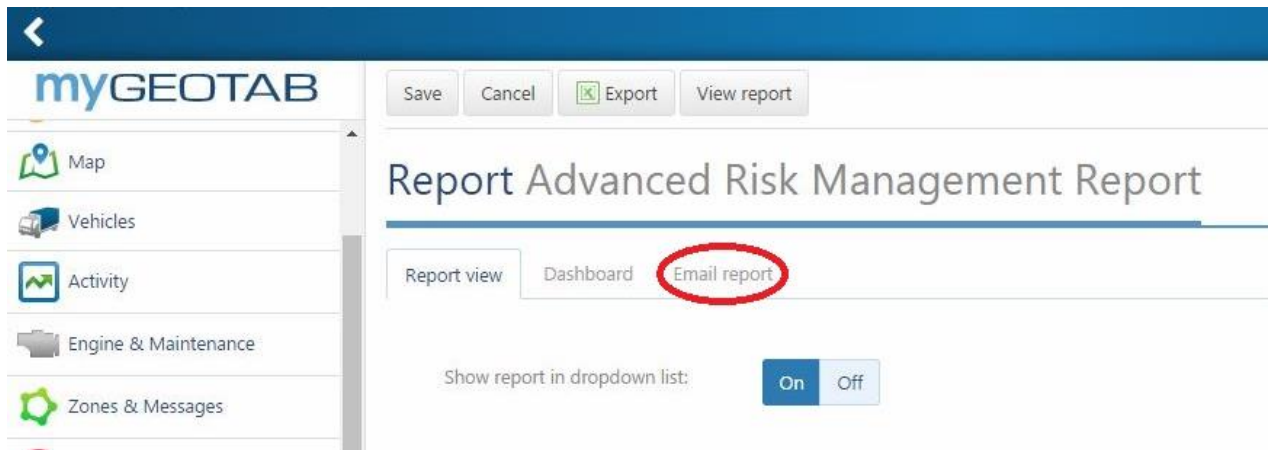
Step 7: automate this report to come directly to your inbox, click on **Administration, Reports and Report views**.



Step 8: Type the name of the report in the “**template name**” search box. The selected report will appear in the list below. Click on the **Advanced** option.

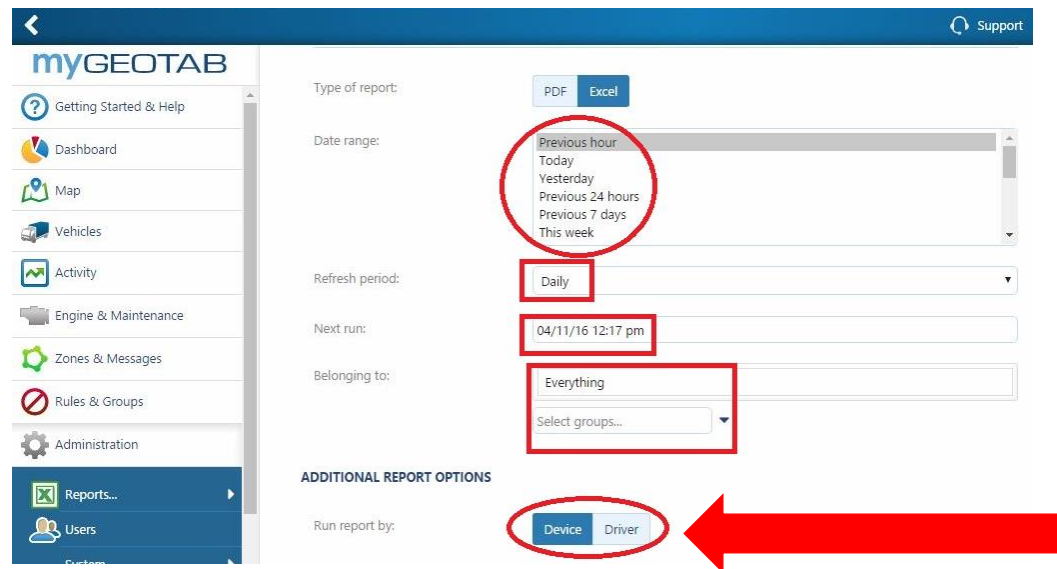


Step 9: Click on Email report as shown below.



Step 10: Turn the Email options, Email report and Email report to me tabs to the On position. Under **Type of Report**, select either PDF or Excel.

Step 11: Select the date range of the data you wish to receive in the report, the frequency, the next run date and time and the groups (if applicable) from which you wish to view.



myGEOTAB

Getting Started & Help

Dashboard

Map

Vehicles

Activity

Engine & Maintenance

Zones & Messages

Rules & Groups

Administration

Reports...

Users

System...

Type of report: PDF Excel

Date range: Previous hour Today Yesterday Previous 24 hours Previous 7 days This week

Refresh period: Daily

Next run: 04/11/16 12:17 pm

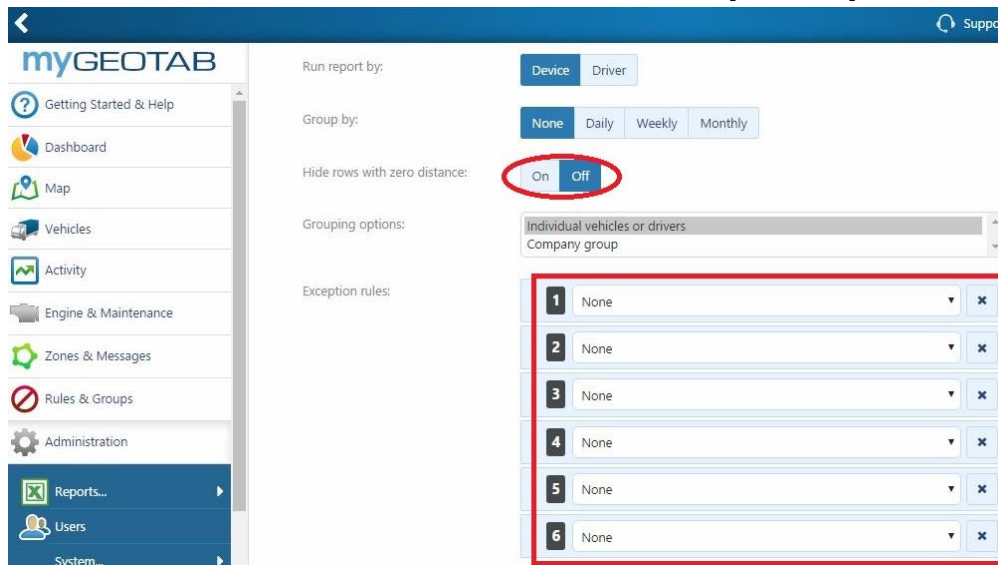
Belonging to: Everything Select groups...

ADDITIONAL REPORT OPTIONS

Run report by: Device Driver

Choose to run report by Device (vehicle) or Driver.

Step 12: You can choose to hide zero distance rows and also add up to 6 Exception rules for this automated report.



myGEOTAB

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Reports...

Users

System...

Run report by: Device Driver

Group by: None Daily Weekly Monthly

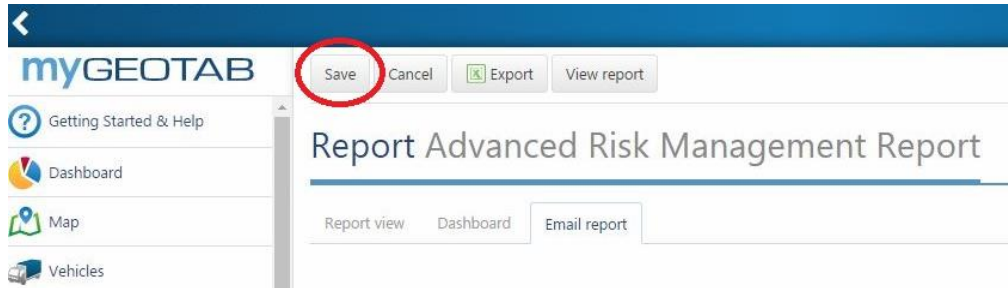
Hide rows with zero distance: On Off

Grouping options: Individual vehicles or drivers Company group

Exception rules:

1	None	X
2	None	X
3	None	X
4	None	X
5	None	X
6	None	X

Step 13: To ensure this report is successfully automated click the **Save** tab at the top of the page.



FURTHER ASSISTANCE

If you require any custom reporting please contact the **Enterprise Services Team** for more information or a quote at reporting@fleetcomplete.com.au.

For general database assistance contact the Helpdesk at helpdesk@fleetcomplete.com.au

For training contact Training@fleetcomplete.com.au