

Using the Report Dashboard

The Report Dashboard shows real-time graphical data that can be useful to monitor. You can control which types of data appear and how much data is shown.

BY DEFAULT

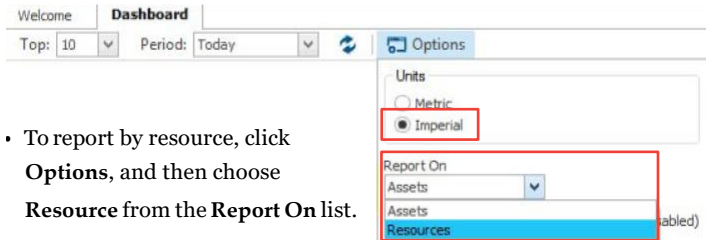
- The top 10 items are shown, although you can choose a different number from the **Top** list to show more (maximum of 25) or fewer items.



Data for today (the current 24 hours) is shown, although you can choose to show historic data (up to the previous full month) by choosing from the **Period** list. Only data gathered during the asset's work schedule is shown.

This may be different from operational reports. As in the operations report a user has options to select In work schedule or outside of work schedule or both.

- Data related to your root access branch and below is shown, although you can choose a different branch and can choose whether or not to include shared information from higher in the hierarchy, and/or information from sub-branches.
- Information is reported by asset.



- To report by resource, click **Options**, and then choose **Resource** from the **Report On** list.

You can configure the Report Dashboard to show just the information that most interests you.

Available information includes:

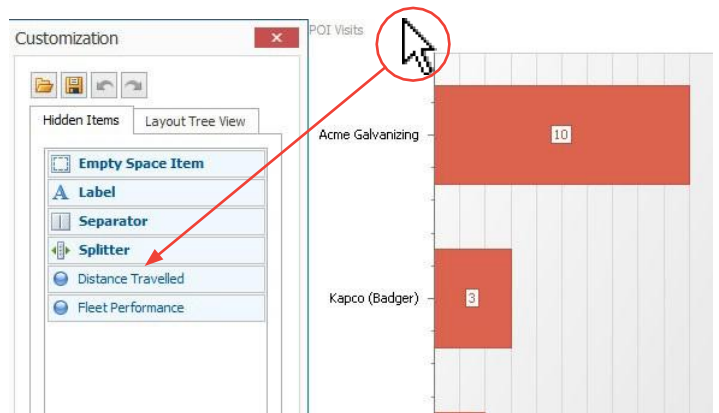
- High Speed Incident Counts
- Speed Windows (maximum speed per window set in system options)
- Fleet Performance
- Distance Traveled
- Moving Time
- Idle Duration
- PTO Time
- Least Fuel Efficient
- POI Visits

- To rearrange panels, drag and drop them to the appropriate locations on the dashboard.
- To show different types of information, do the following:
 - Right-click on a graph header (not the data area) on the Dashboard and choose **Customize layout**. The Customization screen opens.

Moving Time



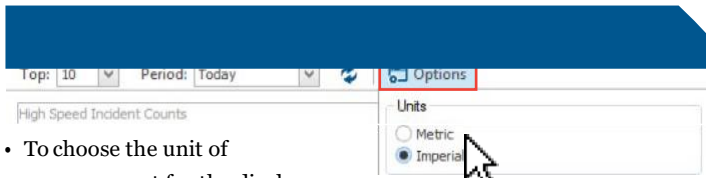
- Drag panels of the Dashboard to the Customization screen to remove them from the Dashboard.



- Drag panels from the Customization screen to the position where you want them to appear on the Dashboard.

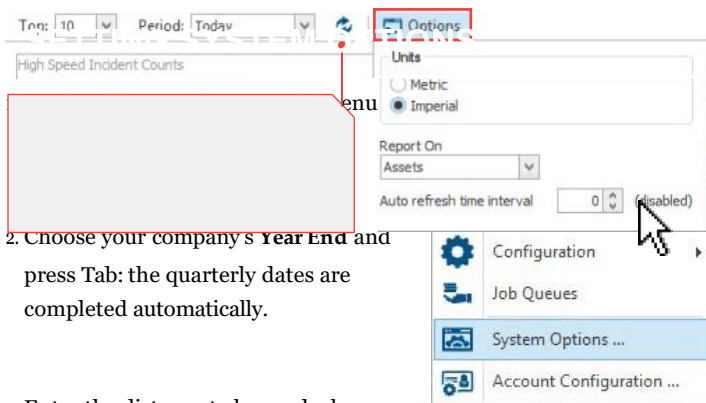


Quick Reference Card

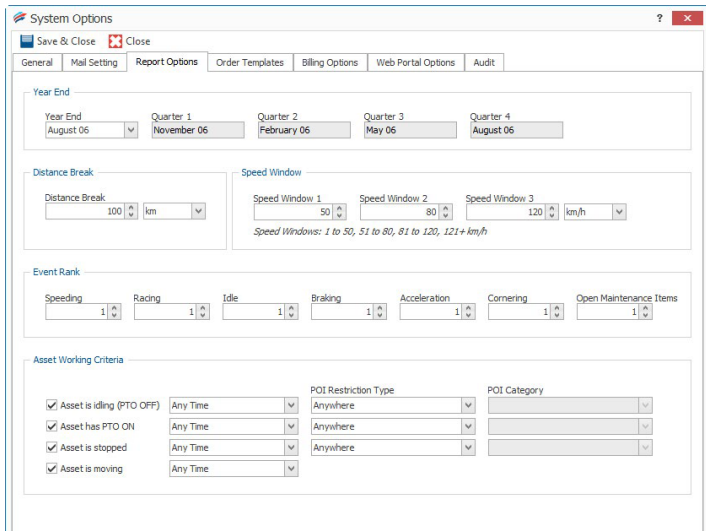


- To choose the unit of measurement for the display, click **Options**, then choose Metric or Imperial.
- To set the frequency with which the display automatically refreshes, click **Options**, and then enter a value (between 1 and 60 minutes).

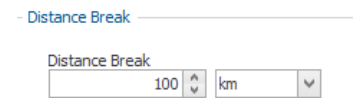
By default the display does not automatically refresh, although you can manually refresh it by clicking the refresh button.



2. Choose your company's **Year End** and press Tab: the quarterly dates are completed automatically.
3. Enter the distance to be used when generating the Dashboard report. *For example, if you enter a Distance Break of 200 km, the report will calculate the average number of events that occurred each 200 km and use that calculation to determine averages shown in some reports.*

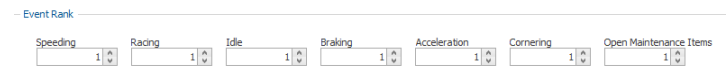


4. Enter values for each of the three **Speed Windows** shown on the dashboard.



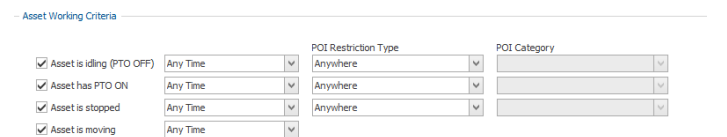
5. Enter the **Event Rank** for each of the possible events (Speeding, Racing, Idle, Braking, Acceleration, Cornering, Open Maintenance Item) to determine the weight each has in relevant Fleet Performance report and on the Dashboard. Performance will be calculated by multiplying the value associated with a parameter by the number of event occurrences for the asset.

For example, if the open maintenance items parameter is set to 3, an asset with 5 outstanding maintenance items will have a score of 15.



6. Define, in more granular way, when an asset is considered to be "working". This is used for calculations in Management reports.

For example, if a technician gets paid for each service call they make, when they are stopped at any client site, they are considered to be working.



7. Click **Save & Close**.