WIRELESS MATRIX

Reports 6.3.1 Release Notes

FleetOutlook RELEASE NOTES

SUMMER 2011

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Introduction

These Release Notes contain new features that are available in FleetOutlook's interactive reports as part of the 6.3.1 release.

Quarterly Date Ranges

Users can now select quarterly reporting intervals (This Quarter, Last Quarter) and custom date ranges of up to 99 days in the Date Range selector in FleetOutlook's reports.

Note: Quarterly reporting intervals are only available in Detail reports when there are less than 100 vehicles. When there are more than 100 vehicles, the date range will be limited to 38 days.
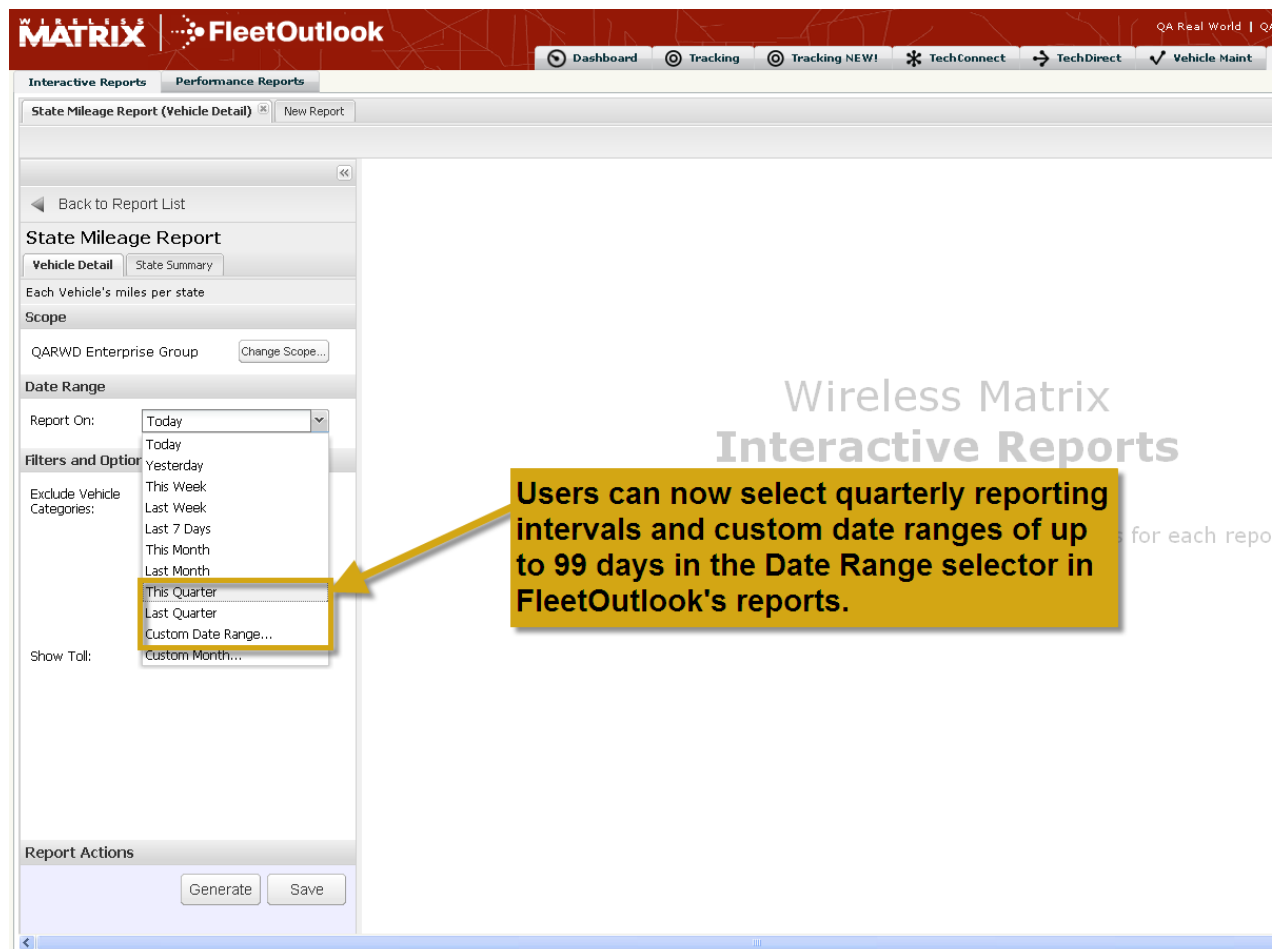
Figure 1: Quarterly date intervals and custom date intervals of up to 99 days are now available.

Expanded Cell Shading

Users can now set shading criteria for cells containing percentage, time interval and date/time data. This is an expansion of the existing cell shading functionality, which allows users to automatically shade a cell in a column whenever data in that column is above, below or equal to a specific value.

To define a shading rule for cells containing the above data formats:

Step 1: Click the drop-down arrow on the desired column.

Step 2: Select the "Set Shading Rules" menu item.

Step 3: Enter the desired shading rule. FleetOutlook automatically formats the number entered into the correct format. For date/time data, users can select the date from a calendar.

Figure 2: Cell shading is now available on additional data formats including, percentage, time interval and date/time data.

Updated Report Scheduler

Users can now schedule a report for one-time delivery to an email address immediately, instead of being limited to recurring schedules. To schedule a report to be delivered immediately:

Step 1: Go to any saved report on the Interactive Reports SubTab.

Step 2: Click the "Schedule" button in the Report Actions section of the left-hand sidebar.

Step 3: Select "Now" in the list of available options for the Deliver field.

Step 4: Enter any email addresses you want the report sent to, select the report format and click "Send Report."
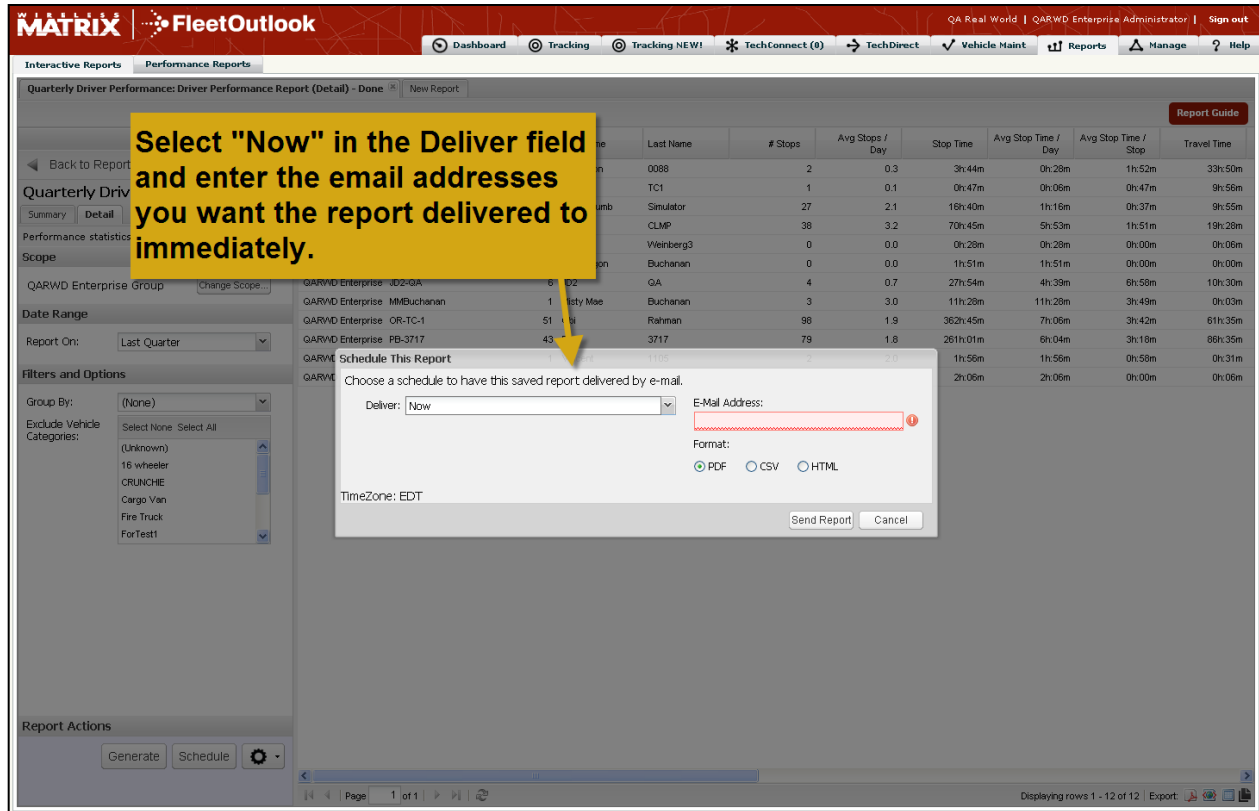
Figure 3: Users can now schedule reports to be delivered to an email address immediately.

Un-Schedule Reports

Users can now un-schedule a scheduled report without deleting it. Previously users were required to delete a report to stop the automatically scheduled delivery. To un-schedule a report, users simply need to un-check the "Scheduled" check box on the report scheduler of a scheduled report.
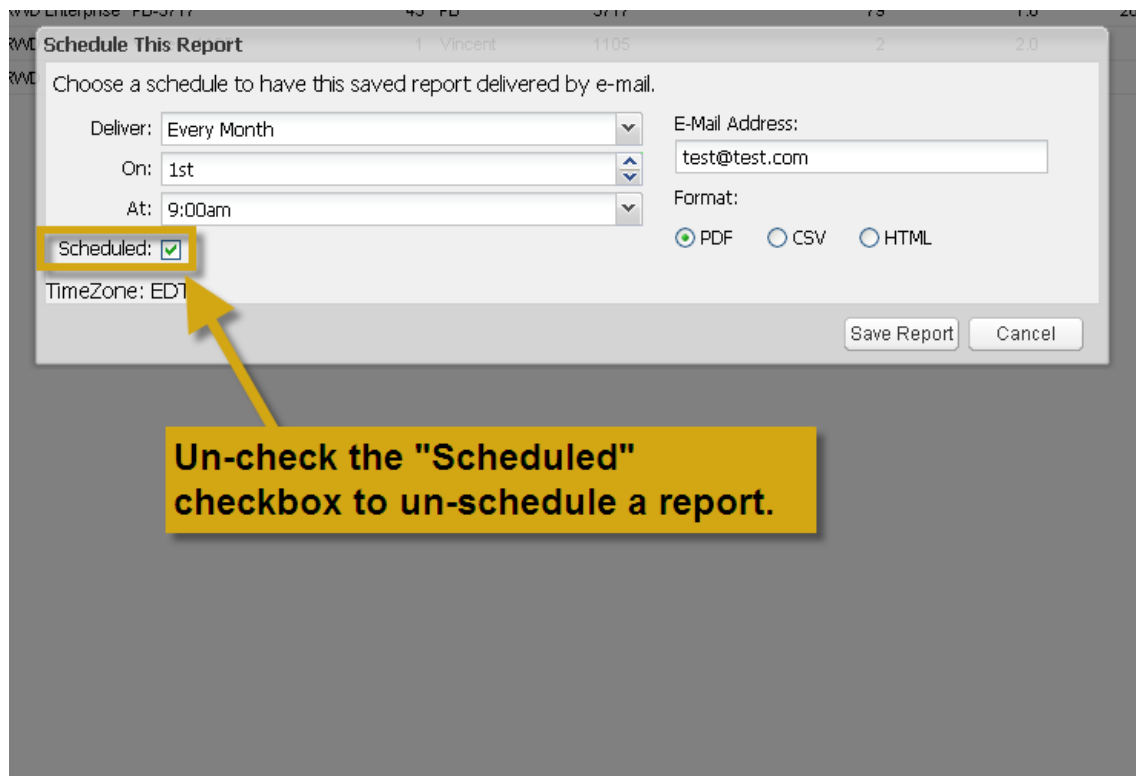
Figure 4: Users can now un-schedule, scheduled reports.

Trip Report Enhancements

The Trip Report in FleetOutlook can now run reports based on either the driver assigned to a vehicle or the vehicle itself. Users can select which category they want to run the report on using the "Resource" field in the Filters and Options section of the left-hand sidebar on either the Driver/Vehicle or Detail tab of the report.

Figure 5: Vehicle summary and detail views are now available on the Trip Report.

New Interactive Reports

We are continuing to add interactive reports to FleetOutlook. In this release there are five new interactive reports in FleetOutlook. A list of the reports, as well as a brief summary of what each one does, follows:

1. **Stop:** Presents a summary view of Stop-related statistics per vehicle including, Number of Stops, Stop Times and Daily Averages for both. It is useful for quickly viewing Stop events for a fleet, and allows users to filter based on duration. Users can also filter to see just the last stop of the day.

2. **Location Activity:** Shows activity by vehicles in a defined geographic area over a period of time. The area boundaries can be defined as a given radius around a specific location or a partial address (i.e., Street, City and State). After the area is defined, a list of vehicles that were in the area is returned. Users can also drill down within the report to view the specific location of a vehicle.

3. **State Mileage:** Provides users with the miles driven in each state (by state or by vehicle) for a specified reporting period. A filter allows for segregating toll road miles. This information can be used by fuel tax service providers to assist in determining state tax liabilities.

4. **User Login:** Provides summary and detailed information on FleetOutlook user login history. In the Group Summary view, users can compare login history averages and counts for groups or an entire enterprise. The User Summary view shows summary statistics for all users, and the User Detail view shows the detailed login history for all users that logged in during the period selected.

5. **Driver to Vehicle History:** Provides a history of vehicle-to-device and vehicle-to-driver pairings. The Snapshot view provides a point-in-time snapshot of vehicle-driver-device pairings. The Audit view provides the detailed history of pairings.

For more information on FleetOutlook's Reports, please visit [FleetOutlook Help](#).

Note: We have been moving reports from the Performance and Exception Reports SubTabs into the Interactive Reports SubTab.

Once all reports have been moved, we will remove the Performance and Exception Reports SubTabs from FleetOutlook. If a report on a specific SubTab is no longer available, please look in the Interactive Reports SubTab for a similar report.

Questions

Contact Wireless Matrix Customer Support at 866.456.7522
or customercare@wrx-us.com.

We are continuously improving the documentation and training we supply to our customers, but we need your help. Do you have any suggestions for what you would like to see in the future? If so, please send an email to [Chris Martin](mailto:) and let us know the resources you need to be successful.