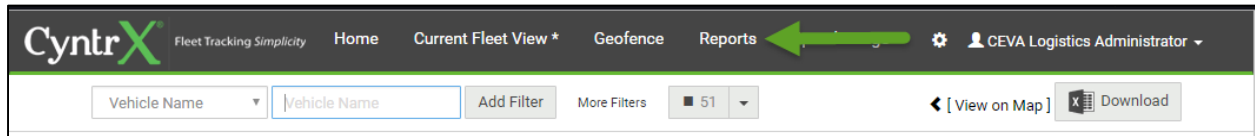
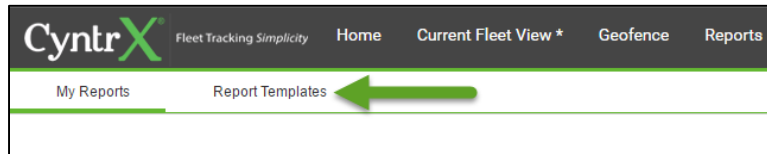




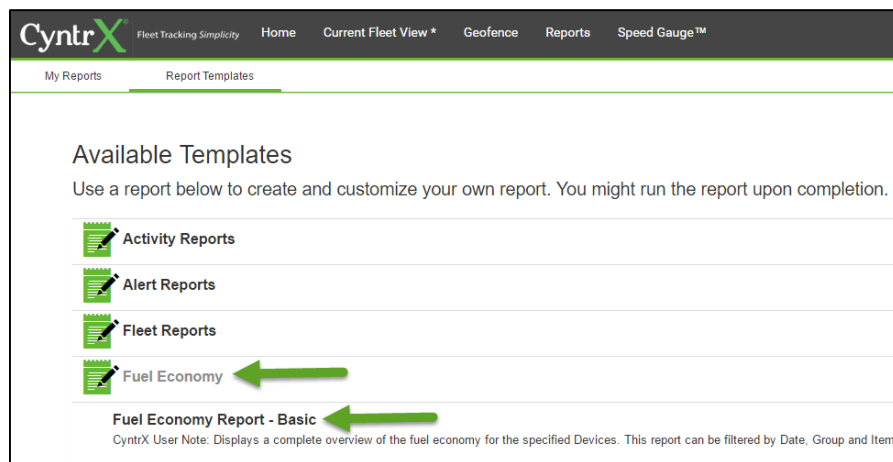
## Creating Custom Reports



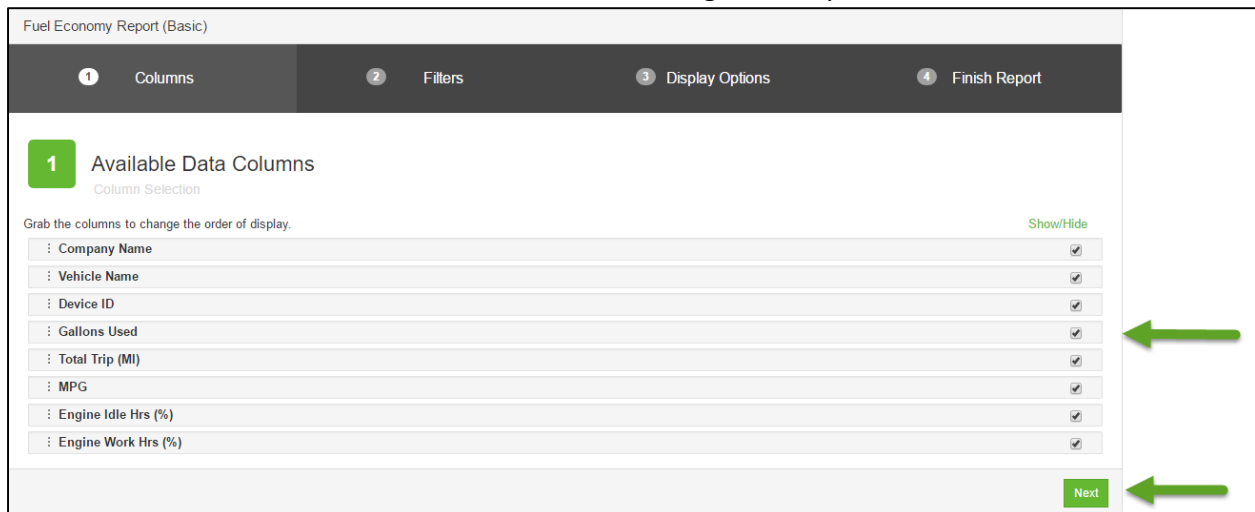
Select the Reports tab from the banner.  
Go to the Report Templates to select from available reports.



Select the type of report to create.

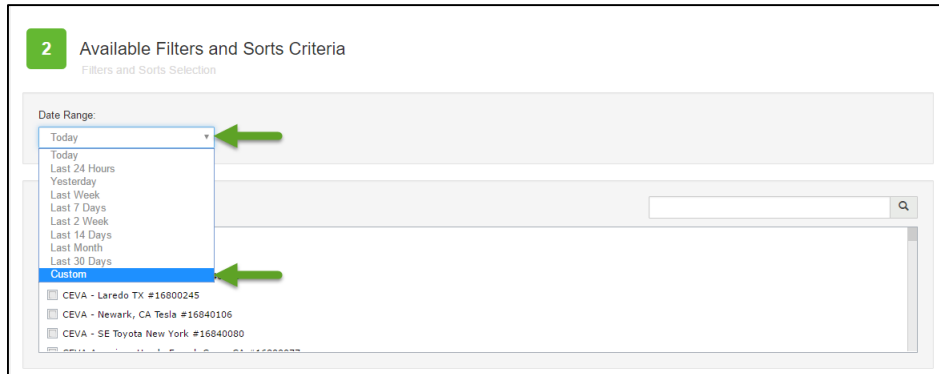


First, select which columns to show and hide. Drag and drop the fields to alter the order.

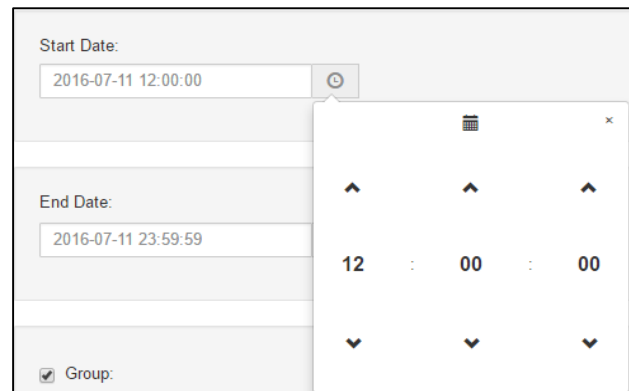
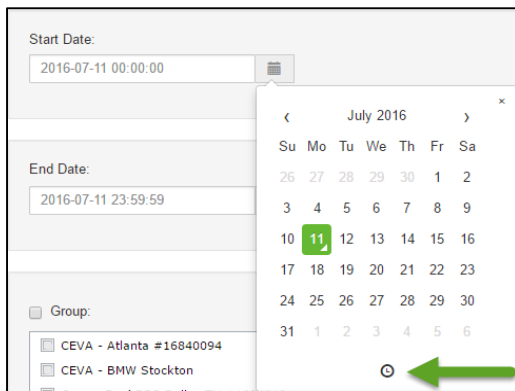




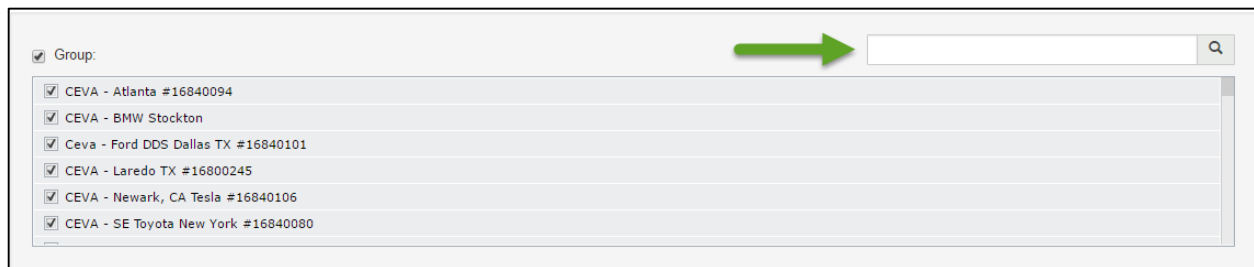
To select a customer Date and Time range; use the first drop down, Date Range, select Custom.



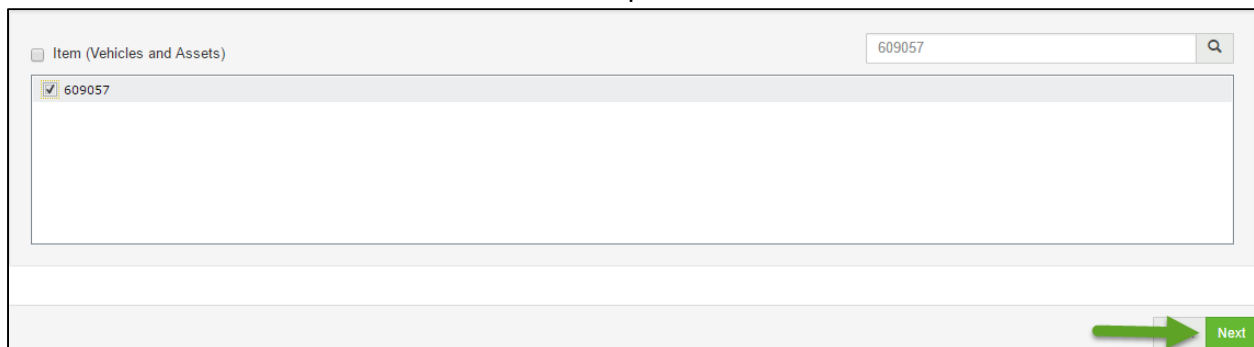
Click the Calendar symbol to bring up the Date selection. Use the Clock symbol to bring up Time selection. Repeat if desired for End Date.



Search for the group by simply scrolling or search by location name or contract number.



Search for the vehicle by scrolling or search by vehicle name or device ID. Select Next when complete





Name the report and select the Finish Report button.

**4 Complete Report**  
Finish Report

**Report Name:**

**Report Description:**

**Options**

Preview

Save and Run

**Finish Report**

To export reports as .csv, select Csv from the drop down box then hit the Save button.

Page 1 of 1

**Fuel Economy Report - CEVA Example**

**CEVA Logistics**

Monday, July 11, 2016

Save as: Pdf, Xls, Xlsx, Rtf, Mht, Html, Text, **Csv**