# How to Schedule a Weekly or Monthly Report in Logmaster

15/11/2024 12:27 pm AEDT

Follow these steps to add a scheduled report to your employer's email address:

#### 1. Sign in to Logmaster

• Go to logmaster.au and sign in using your email and password.



#### 2. Click on Compliance

• Once you're logged in, click on the **Compliance** tab located on the left-hand side menu.

#### 3. Click on Report Scheduling

• Under the Compliance section, select **Report Scheduling**.

	Scheduled Repo	Stewart Driver			
Back to Admin Account		Add Scheduled Report			
↦ demo.partner@mailin					
🛏 demo.business@ma	REPORT NAME	REPORT INTERVAL	REPORT DURATION (DAYS)	REPORT TIME	ACTIONS
↦ stewart.demo@m	Compliance Report	WEEKLY	7	MONDAY	:
Driver Navigation				_	
Dashboard	Showing 1 of 1 Entries			Pre	/ 1 Next
Businesses >	showing for trages				
Billing >					
Compliance 👻					
Compliance Report					
Report Scheduling					
Manual Event					
Breach Confirmation					
Driver Wallet >>					
Non Conformance					
Daily Forms					
Licence Details					
E Logmaster 2024 All rights recorded					

#### 4. Add a Scheduled Report

• Click the orange Add Scheduled Report button.

	Scheduled	Send Report To Email		Stewart Driver	
Back to Admin Account		Recipients		Add Scheduled Report	
↦ demo.partner@mailin		Add recipient	Add Email	_	
🛏 demo.business@ma	REPORT NAME	Interval Type		REPORT TIME	ACTIONS
↦ stewart.demo@m	Compliance Rep	Weekly	~	MONDAY	:
Driver Navigation		Scheduled Week Day			
Dashboard	Showing 1 of 1 Er	Sunday	~	Prev	1 Next
Businesses →	Showing For FP2	Report			
Billing →		Compliance Report	~		
Compliance		Compliance Report Options			
Compliance Report		Include Breach? Enhance Report?			
Report Scheduling					
Manual Event		Report Duration			
Breach Confirmation		1 Week	~		
Driver Wallet		Create			
Non Conformance					
Daily Forms					
Licence Details					
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## 5. Fill in the Destination Email

• Enter your employer's email address in the designated field.

#### 6. Click the Orange Add Email Button

• After entering the email, click the **Add Email** button.

#### 7. Review the Settings

• Double-check that all settings are correct, including the report frequency (weekly or monthly) and the destination email.

### 8. Click the Orange Create Button

• When you're satisfied with the settings, click **Create** to finalize the scheduled report.

# What Happens Next?

The first email will include the current reporting period and will be sent at the next scheduled interval (weekly or monthly).

## **Need Assistance?**

If you prefer, you can provide us with the email address, and we'll set up the scheduled report for you.