

Generate Vehicles Report

27/04/2025 3:39 am AEST

- [Viewing Vehicle Report](#)
- [Email Vehicle Report](#)

Viewing Vehicle Report

1. In the **Business Navigation Menu**, click **Reports** and select **Vehicles**.
2. You will be directed to the **Vehicles Report** page. In the **Date Range:** field, click the **Calendar** icon to set the vehicle report's date range.
3. The **Date Range Calendar** will appear. In the first **Calendar**, click the report **Starting** date. After selecting the starting date, go to the next **Calendar** and set the report **End** date.
4. After selecting the **End** date, the report will be generated and displayed on the page:
 - a. **Vehicle report**
 - i. Vehicles Added in Period
 - ii. KM Traveled in Period
 - iii. Number of Pre Starts in Perior
 - iv. Deactivated in Period
 - v. Defected in Period
 - vi. Defect Removed in Period
 - b. **Vehicle Information**
 - i. Vehicle Plate
 - ii. KM Traveled in Period
 - iii. Start Odometer
 - iv. End Odometer

Email Vehicle Report

1. In the **Business Navigation Menu**, click **Reports** and select **Vehicles**.

2. You will be directed to the **Vehicles Report** page. Click the **Get Report** button.
 3. The **Send Report to Email** window will appear. In the **Email** address field, enter the recipient's email address.
 4. In the **Date Range:** field, click the **Calendar** icon to set the vehicle report's date range. The **Date Range Calendar** will appear.
 5. In the first **Calendar**, click the report **Starting** date. After selecting the starting date, go to the next **Calendar** and set the report **End** date.
 6. After specifying the recipient's email address and defining the report's range, click the **Submit** button.
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