View and Email KM and Time Reports

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Viewing KM and Time Report

1. In the **Business Navigation Menu**, click **Reports** and select **KM & Time Report**.

2. You will be directed to the **KM & Time Report** page. On this page, you can view the total distance in kilometers and time reports of selected drivers. The report data are summarized in the table below, including:

   a. Driver Name

   b. Driver Email

   c. Total Distance

   d. Total Hours

   e. Unlocked Events Flag

   f. Incorrect Entries Flag

3. To select the driver and date of report, follow the instructions below:

4.

Field	Instructions
Driver	Click the drop-down arrow to select driver(s).
Report Date Range	Click the **Calendar** icon to set the **Start** and **End** dates.

5. After specifying the required details, click the **Search** button. The relevant search/filter results will be displayed in the table.

Email KM and Time Report

1. In the **Business Navigation Menu**, click **Reports** and select **KM & Time Report**.

2. You will be directed to the **KM & Time Report** page. Click the **Get Report** button.

3. The **Send Report to Email** window will appear. In the **Recipient Email** address field, enter the recipient's email address.

4. In the **Drivers** field, click the drop-down arrow to select the driver(s).

5. In the **Date of Report** field, click the **Calendar** icon to set the report's date range. The **Date Range Calendar** will appear.

6. 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.

7. In the **Report Type** field, click the drop-down arrow to select the report type:

    a. Time and KM Detailed Report

    b. Timesheet CSV

8. After specifying required report parameters, click the **Submit** button.