



**Global Telematics,
Just Easier**

Tutorial: Fleet Management Reporting

Fleet Management Reporting

This guide explains the different types of reports available on the 3Dtracking platform and how they help fleet managers make informed, data-driven decisions—quickly and efficiently.

Why Reports Matter

In today's fast-paced business environment, **fleet management reports are essential** for operational success. They give you the information you need to:

- Improve overall **efficiency**
- Reduce **operating costs**
- Ensure **compliance and safety**
- Support **strategic decision-making**

The 3Dtracking platform makes this easier by offering a variety of reporting tools to suit your needs—whether you want **real-time insights** or long-term **trend analysis**.

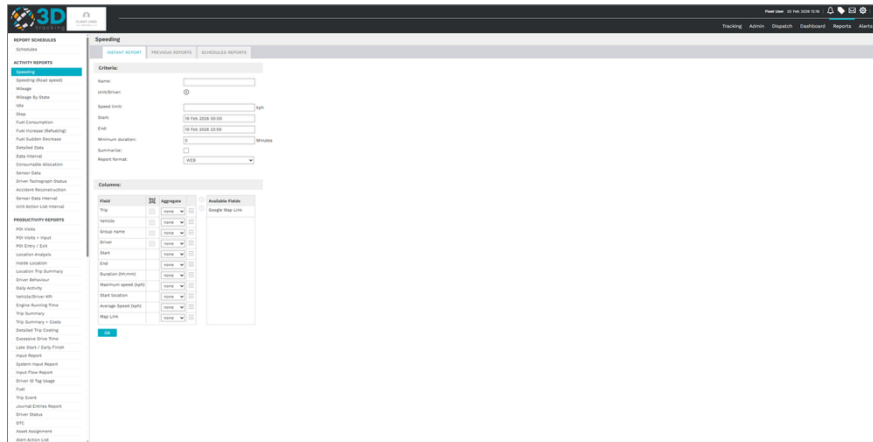
Types of Reports on the Platform

The platform offers three key types of reports, each designed to suit a specific need.

1. Instant Reports

Use **Instant Reports** when you need **real-time data**, right now. These are ideal for quickly checking:

- Vehicle locations
- Current speeds
- Fuel usage
- Trip activity



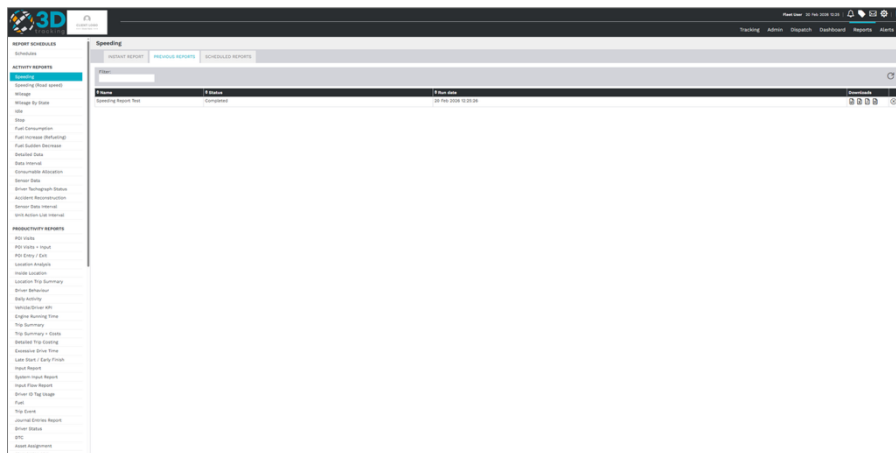
Just fill in the criteria, hit **Generate**, and your report will appear instantly.

2. Previous Reports

All reports you've previously generated are stored under the **Previous Reports** tab.

This allows you to:

- Revisit older reports
- Compare data over time
- Download reports again in your preferred format



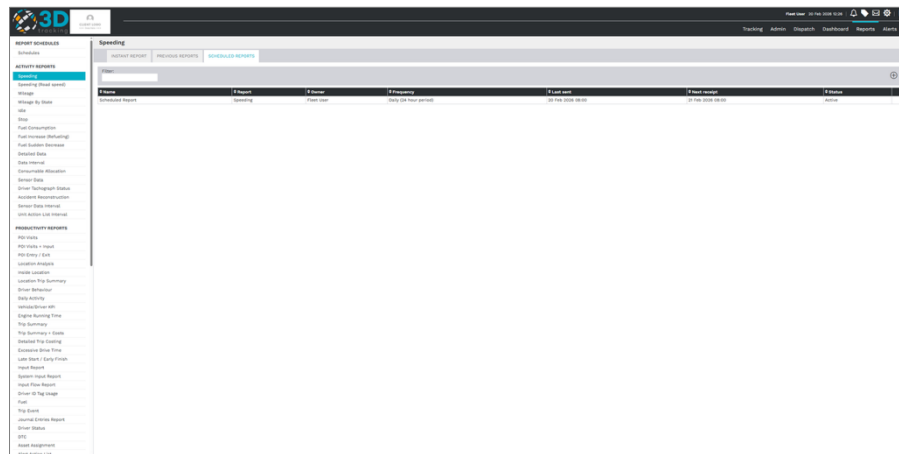
You can also use this section to keep a consistent audit trail of report activity.

3. Scheduled Reports

Scheduled Reports are designed for **automated efficiency**.

Use this feature to:

- Send specific reports to your email or team inbox automatically
- Choose how often they're sent: daily, weekly, monthly, or custom
- Ensure key stakeholders always have the latest data—without logging in



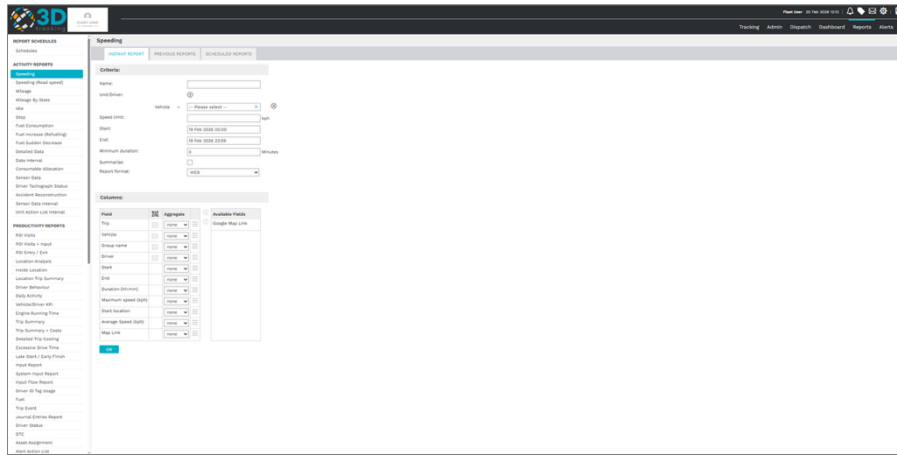
This is especially useful for recurring needs like fuel tracking, idling reports, or trip summaries.

Understanding Report Criteria

Each report is driven by criteria—the filters and fields that define the scope of the data.

Common criteria include:

- Report Name – A custom name so it's easy to reference
- Vehicle or Driver Selection – Choose individual vehicles, units, or groups
- Date Range – Set the start and end date for the data you need
- Report Format – Choose from formats like HTML, PDF, or Excel



These settings help you focus on the data that matters most.

Next Steps

Try generating a quick Instant Report to check live trip or fuel data

Set up a Scheduled Report to automate your weekly summaries

Explore Previous Reports to identify trends or spot inconsistencies