# FLEETREPORTING

## INTRODUCTION

Welcome to FleetReporting.

This guide has been created to showcase some of the great features available within FleetReporting and to demonstrate how through regular use of the system a full picture of your fleet can be obtained.

**GETTING A BETTER PICTURE OF YOUR FLEET THROUGH FLEETREPORTING THE E-REPORTING TOOL FROM LEASEPLAN.**



## KEY FEATURES & BENEFITS

FleetReporting has been developed based on valuable feedback from our values customers. Here is a summary of the main features and benefits.

### DASHBOARD OVERVIEW
Fleet Lookup provides an intuitive high level dashboard overview of the information held within FleetReporting in a simple and easy to view format.

### FLEXIBLE FLEET INTELLIGENCE
Through Vehicle Lookup you can view driver specific information on CO2 emissions, statistics and vehicle accessories to name but a few. What's more, Vehicle Lookup gives you the option to search on live or terminated vehicles, registration number, driver name or cost centre.

### DEEPER ANALYSIS
For more detailed information, FleetReporting provides access to a comprehensive suite of reports. For added convenience, all reports can be viewed in Excel, as a PDF or via ActiveX.

### PROACTIVE SYSTEM
Through FleetReporting's subscription area, you can subscribe to automated reports. Choose the frequency, format and triggers for each of your required reports so that you receive information direct to your inbox when you need it.

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# DASHBOARD

## USE FLEET LOOKUP FOR AN INSIGHTFUL DASHBOARD OVERVIEW OF YOUR FLEET

The Fleet Lookup dashboard within FleetReporting provides an intuitive visual overview of your fleet, with a clear help function to explain the content.

The Fleet Lookup dashboard can be used to view key reports on $CO_2$ Emissions, Fleet Statistics & Status and Fines Analysis of your fleet in just a few minutes with the results provided in a simple and easy to view format.

For your added convenience, you can print, email, subscribe and get the detail behind the information displayed on the dashboard.

### $CO_2$ EMISSIONS

The $CO_2$ summary gives you the average $CO_2$ emission of your fleet. By selecting $CO_2$ bands, you will be presented with an overview of your fleet split by $CO_2$ band, giving you all the information necessary to determine the environmental performance of your fleet.

### STATISTICS

From here you can review information on mileage deviation, vehicles by fuel type and vehicles by make.
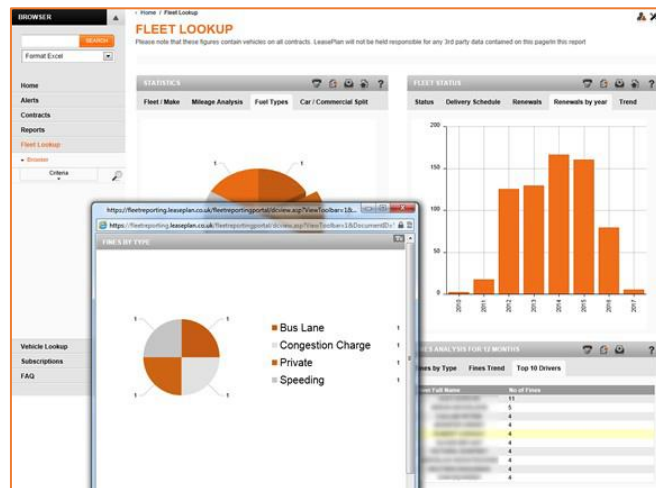All the reports are complimented with a graphical view, making the tool easy to use and understand.

### FINES

This section provides an overview of all fines received over the past 12 months and analyses trends by fine type.
Here you can also identify the top 10 drivers who have received fines over the past year

### FLEET STATUS

Fleet Status provides a quick view of the current state of your fleet. The number of vehicles due for renewal and on order can be quickly referenced from this area.

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# DRIVER INFORMATION
## AT YOUR FINGER TIPS

### VEHICLE LOOKUP FOR FLEXIBLE FLEET INTELLIGENCE

Vehicle Lookup provides information about a driver's vehicle, vehicle contract and vehicle accessories. Using the comprehensive search functionality, you can search on live or terminated vehicles, by driver name, cost centre or registration and schedule to receive the reports you want, when you need them.

**REPORTS FOR DEEPER ANALYSIS**
To run more detailed reports, visit the 'Reports' area. You can also choose the format you would like to receive your reports in whether that's Excel, PDF or Active X.

The Reports area offers a much deeper analysis of your current fleet. By selecting the 'My Fleet' area, you are immediately presented with a series of reports that you can view at your leisure

- **Live fleet list by make and model**
- **Vehicles terminated**
- **Vehicles to be delivered**
- **Renewals**
- **Mileage Analysis**
- **Vehicle Servicing**
- **Vehicles on order**
- **MOT Expiry**
- **RFL Expiry**

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# SUBSCRIPTIONS
## AND ALERTS

### THE DATA YOU WANT, WHEN YOU WANT IT.

To make it easier to receive the data you want, when you want you can subscribe to reports on a daily, weekly, monthly basis sent direct to your inbox.



**ALERTS**
You can receive alerts on the five key areas of your fleet:

1. **Vehicles Over Mileage**
2. **Vehicles Under Mileage**
3. **Contracts Overdue**
4. **MOT's Overdue**
5. **RFL's Overdue**

By highlighting vehicles within each of the alert categories, you can proactively manage these areas of your fleet.

**SUBSCRIPTION LIST**
View all reports you are currently subscribed to in Fleet Lookup, Vehicle Lookup, Alerts and the Reports sections. You can either alter your subscription frequency, format or trigger or stop reports that are no longer required.

**SUBSCRIPTION HISTORY**
The subscription history provides you with access to previously run reports. By comparing these to your current reports, you can determine how the performance of your fleet has changed over a given period.

**PLANNED**
The 'Planned' section of Subscriptions enables you to easily identify which reports are due to run and when, saving you time and effort when it comes to future reporting.

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