

The LeasePlan logo is positioned in the top left corner, featuring the brand name in white text against a background of three overlapping, wavy orange and red shapes.

LeasePlan

A teal-colored rounded rectangular bar serves as a background for the title text.

My Fleet

User manual



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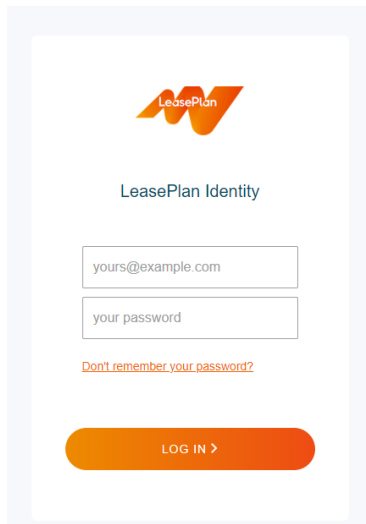
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1. How do I?

1.a. Login to My Fleet for the first time

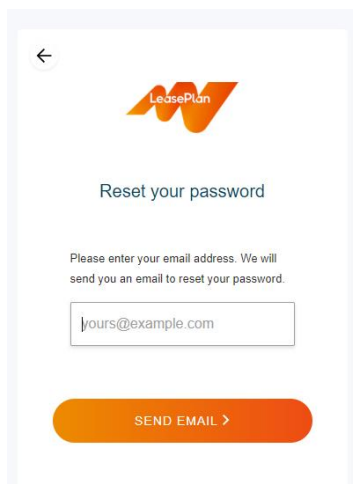
Go to <https://myfleet.leaseplan.pt/>

You will see a login window like the below.



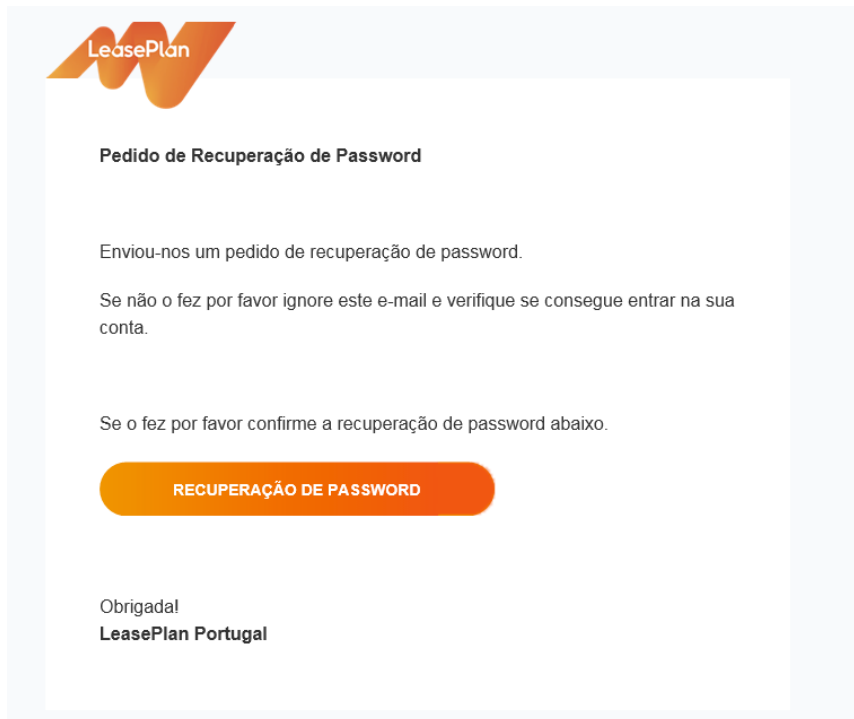
The screenshot shows the LeasePlan Identity login page. At the top is the LeasePlan logo. Below it is the text "LeasePlan Identity". There are two input fields: the first contains "yours@example.com" and the second contains "your password". Below the password field is a link that says "Don't remember your password?". At the bottom is an orange button with the text "LOG IN >".

Click "Don't remember your password?"



The screenshot shows the LeasePlan "Reset your password" page. At the top left is a back arrow icon. Below it is the LeasePlan logo. The text "Reset your password" is centered. Below that is a message: "Please enter your email address. We will send you an email to reset your password." There is an input field containing "yours@example.com". At the bottom is an orange button with the text "SEND EMAIL >".

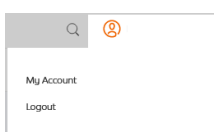
Enter your email address and click “send email”. An email to set your password will be sent.



Click the link and set your new password.

1.b. Logout from My Fleet

To exit My Fleet, click your username on the top right side of the screen.



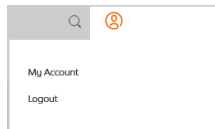
This box will pop up.

Click “Logout”.

The login screen will appear.

1.c. Change my personal settings

Hover over your username on the top right side of the screen.



Click "My Account".

Regional settings

Retrieve Data	<input type="text"/>
Language	English <input type="text"/>
Currency	€ <input type="text"/>
	1.234,56 € <input type="text"/>
Units of length	Metric system <input type="text"/>
Units of liquid volume	Liter <input type="text"/>
Date format	dd/MM/yyyy <input type="text"/>
Decimal separator	. <input type="text"/>
Grouping separator	. <input type="text"/>

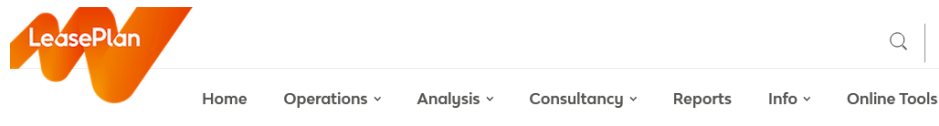
In this section personal setting such as language, currency and units of measurement can be changed.

After changing a setting, this message is shown:



1.d. Navigate within My Fleet

The information available is divided in sections as visible in the main menu:



Operations for detail reports, containing detail data on vehicle level.

Fleet analysis for fleet analytics, per month, per OEM etc.

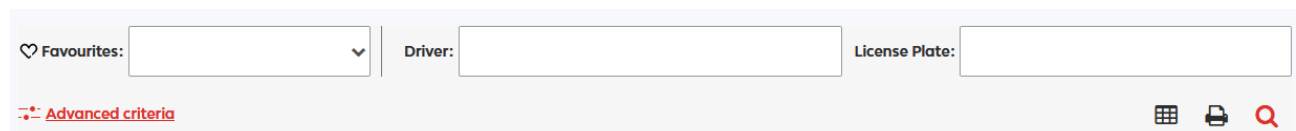
Reports containing popular, premade reports. Can choose some information but not all.

Fuel for analytics on fuel quantity, fuel cost and fuel type.

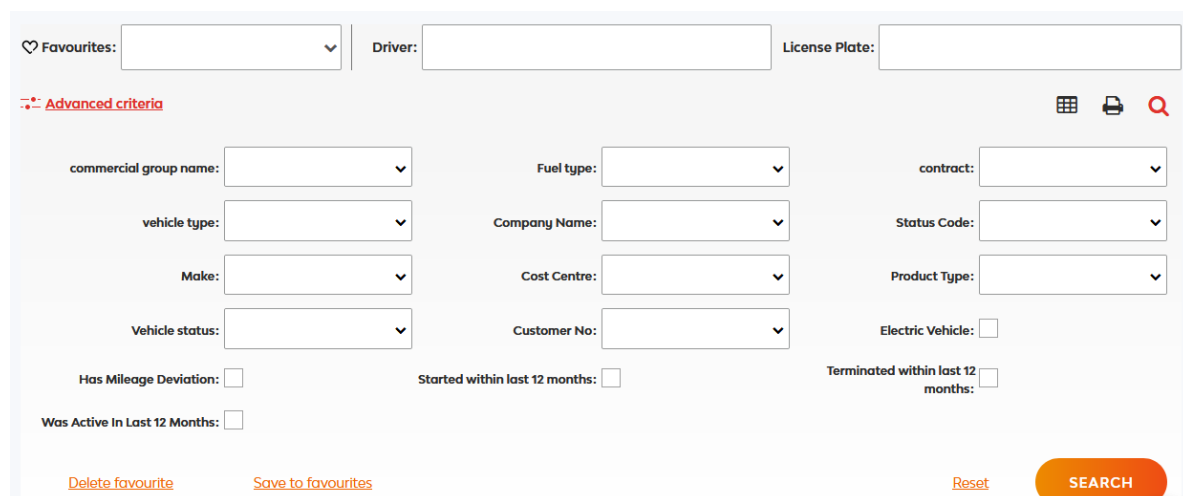
Info is the section containing the Glossary that explains the terminology used in My Fleet.

1.e. Use filters

In the “Operations” pages filters can be used to focus on specific items.

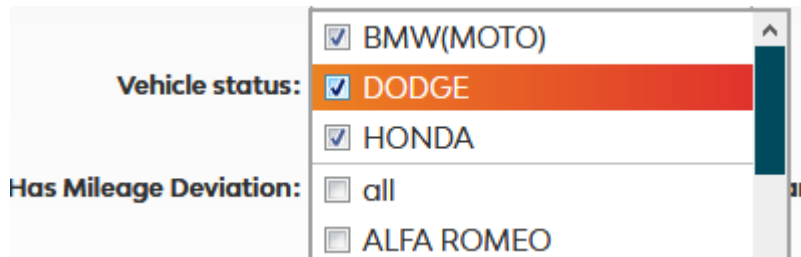


Click the “Advanced filter” link to open the available filter options.





Click the specific filter area and the available filter values will show up.

Deleting filter values can easily be done deselecting them.



1.f. Export to Excel

In Analysis, on the right upper corner of each graph or table, this item/link is available: 

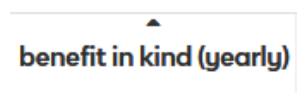
Click , then  click Excel. The aggregated data behind the graph is then exported to Excel.

In the Operations sections for the detail reports, this is the icon for export to excel: 

2. Detail reports

2.a. Sorting information

Position the mouse pointer in the column header, in this case “Benefit in kind”.

 the small triangle upwards indicates an ascending sort, which means from a – z or in case of numbers from small to large.

Just one click on the header will change the order to descending, which means from z-a or in case of numbers from large to small.

There can only be one sort for the report.

2.b. Changing column order

Columns can be dragged to another position. Position the mouse pointer to the column header that is to be moved. Keep the left mouse button pressed and move the column to the required position. Then release the left mouse button. The column is moved to the new position.

2.c. Changing column width

Position the mouse pointer exactly on the right border of the column that needs to widen.

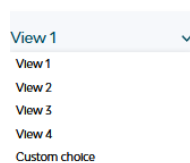
Exchange rate period	Currency	Currency R

This symbol appears: $\leftarrow||\rightarrow$, also known from Excel.

Keep the left mouse button pressed and drag the border to the right to enlarge or to the left to shrink.

2.d. Adding columns

Most detail reports only show the mostly used data elements (columns). To add other available data, select a view from the view section:



After selecting a view, click this icon: 

An overview of additional available data shows up:

Column	Visible <input type="checkbox"/>
Actual End Date	<input type="checkbox"/>
actually paid VAT	<input type="checkbox"/>
begin date	<input type="checkbox"/>
begin date curr driver	<input type="checkbox"/>
benefit in kind (yearly)	<input type="checkbox"/>
bianco	<input type="checkbox"/>
Budgeted end date	<input type="checkbox"/>
catalogue value (excl driver's contr)	<input type="checkbox"/>
catalogue value (incl driver's contr)	<input type="checkbox"/>
cc	<input type="checkbox"/>
cc address	<input type="checkbox"/>
cc area	<input type="checkbox"/>
cc country	<input type="checkbox"/>
cc locality	<input type="checkbox"/>

[SAVE](#)

Click the checkbox of the required data element to add this element as a column to the report.

After selecting the required data, click “Save”. The selected columns are now added to the selected View and are visible in the report as the last columns.

2.e. Saving a report layout

Changes to the layout of the report, like column order is saved in the active (selected) View.

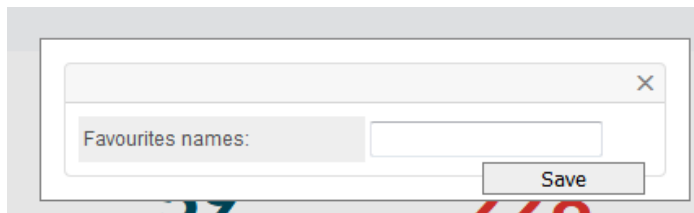
Sorts are not saved.

2.f. Saving filters

After composing a complex filter and after checking the search result, the filter can be saved as a favourite.

[Save to favourites](#)

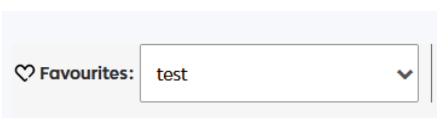
Click



Enter a name and click “Save”. Favourites are user related and cannot be shared.

2.g. Using favourites

After one or more favourites have been saved, the filter option for “Favourites” can be used to select a favourite.

Example: 

After selecting the favourite, the complex filter, the favourite represents, is applied to the filter settings. After clicking the search button, the search result will be available.

