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# Premium Reports

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## *User Manual*

## Premium Reports User and Administration Manual

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## 1: INTRODUCTION TO PREMIUM REPORTS

The Premium Reports feature is a series of new and separate reports that have been developed to meet specific business reporting needs. Each report is available and ordered separately as an add-on feature to any GeoManager<sup>SM</sup>, RoadREPORT<sup>SM</sup> or GeoManager Pocket Edition account.

These new reports provide customers with the specific types of mobile resource statistics they have been looking for to improve their productivity and efficiency beyond the @Road<sup>®</sup> service alone.

Premium Reports does not require any additional hardware or software, and reports can be conveniently delivered in time intervals you request and define.

@Road already offers three standard reports within the GeoManager product suite, and three within the RoadREPORT product suite. GeoManager customers who subscribe to Two-Way Communication Services (required for Premium Reports) also receive three additional messaging-specific reports.

Premium Reports offers and delivers data that is specific and pertinent to business operations. One or many may be appropriate for your company. Premium Reports features that are not found in standard reports include:

- Parameters, or filters, to allow only certain data to be displayed in report output.
- Showing Latitude/Longitude locations instead of or in addition to street addresses
- Exception reporting on mobile devices showing no activity in the parameter time period you specify.
- Mileage totals for mileage, fuel tax or state mileage reporting purposes
- Different ways to analyze the way your Account Grouping is set up, so you can make changes as needed.
- Compare productivity by mobile worker.
- Compare productivity by landmark type.

Premium Reports can be generated **on-demand**, or **scheduled** for delivery.

On-demand reports can be generated for one month or less of data.

Scheduled reports can contain less or more than one month of data. You can schedule reports to be e-mailed to you or those you designate, or reports can be placed on an @Road FTP (File Transfer Protocol) site created for retrieval. A separate Scheduled Reporting section in this Manual explains how to set up Scheduled Reports.

## Premium Reports Overview

Click a name from the list below to jump to the detailed manual section explaining more about the report and displaying a sample of output results.

- Forms Sent Report
- Inactivity Report
- Latitude/Longitude Report
- Mileage Totals Report
- Parameterized Stop Report
- Reconciliation Detail Report
- Reconciliation Summary Report
- Stop Summary at Landmark type by Landmark Report
- Stop Summary at Landmark type by Vehicle Report

### Forms Sent Report

The Forms Sent Report displays the number of forms sent for each mobile device. The report shows the total number of forms sent in the reporting period and the average number of forms sent per day, based on the total number of weekdays in the reporting period.

*The Forms Sent Report can only be enabled for customers who subscribe to GeoManager Two-Way Messaging service.*

#### ***How this report can help you:***

- Compare expected number of forms vs. actuals received during a reporting period.
- Indicates on an average, how a mobile worker's form submissions compare with that of the other mobile workers or with your company standard expectation.

### Inactivity Report

The Inactivity Report displays a list of all mobile devices or groups of mobile devices that have not shown any communication within the last number of designated days.

#### ***How this report can help you:***

- Indicates which mobile devices have not communicated.
- Indicates if any mobile devices are not reporting as anticipated.
- Identifies communication problems with devices early.

## Latitude/Longitude Report

The Latitude/Longitude Report is an activity detail report that displays the latitude/longitude coordinates instead of address, cross street, city, etc.

### ***How this report can help you:***

- If you operate your business using latitudes and longitudes rather than, or in addition to, street addresses, it helps you streamline your routing and dispatching program.
- Helps you to be specific for your records.
- If your business records addresses with specific measurements, you can keep using latitude/longitude without disrupting your business processes.

## Mileage Totals Report

The Mileage Totals Report displays the mileage for each mobile device. The report shows the total number of miles and the average number of miles traveled per day during the reporting period.

### ***How this report can help you:***

- Calculates how many miles selected mobile workers traveled during the reporting period.
- Calculates the average mileage, per working day per mobile worker, during the reporting period.
- Useful for comparing mobile worker performance with other mobile workers or against your company standard expectation.

## Parameterized Stop Report

The Parameterized Stop Report displays the stops made by each mobile device. You can customize the reports of your mobile device stops based on the criteria you specify.

### ***How this report can help you:***

- Permits you to filter out only those stops that meet the stop length criteria you specify rather than displaying every stop in the reporting period.
- Useful for highlighting longer or shorter stop duration, helping you to better manage workforce productivity.

## Reconciliation Detail Report

The Reconciliation Detail Report displays details and relationships among all groups, users and devices of the client.

### ***How this report can help you:***

- If Account Grouping is enabled, gives a snapshot of the mobile device grouping structure for the account at the time of the report.
- Shows you details of each account, user and device.
- Facilitates internal customer reconciliation.
- Helps you to ensure the most effective grouping for your account.

*The Reconciliation Detail Report is automatically enabled and only available for Account Grouping customers.*

*@Road recommends you run the Reconciliation Detail Report and the Reconciliation Summary Report regularly, on a weekly or monthly basis.*

## Reconciliation Summary Report

The Reconciliation Summary Report displays summarized details of all groups, users and devices for the client.

### ***How this report can help you:***

- If Account Grouping is enabled, gives a snapshot of the mobile device grouping structure for the account at the time of the report.
- Shows you summarized details of all groups, users and devices for the client.
- Shows the number of devices not assigned to any group and the number of distinct devices in the account.
- Helps with internal customer reconciliation when the report is run regularly, on a weekly or monthly basis.
- Facilitates internal customer reconciliation.
- Helps you to ensure the most effective grouping for your account.

*The Reconciliation Summary Report is automatically enabled and only available for Account Grouping customers.*

## Stop Summary at Landmark type by Landmark Report

The Stop Summary at Landmark type by Landmark Report calculates, for all selected mobile devices, the total durations of the stops at the specified Landmark Type, the total number of stops at the Landmark Type and the average stop duration at the Landmark Type under consideration.

### ***How this report can help you:***

- Indicates which mobile workers are taking longer stops than you anticipate.
- Indicates which of your branch offices allow mobile workers to stop longer than anticipated at their locations.
- Streamline your routing process while reducing wasted time, fuel costs and other expenses.

## Stop Summary at Landmark type by Vehicle Report

The Stop Summary at Landmark type by Vehicle Report displays stops at Landmark types for the selected mobile devices. The report calculates the total and average duration of a stop at a particular type of landmark, including non-landmark stops, and the total and average number of trips to the Landmark Type during the reporting period.

### ***How this report can help you:***

If your business mobile devices regularly stop at a certain kind of destination (e.g., a plant, branch office, delivery dock), perhaps where goods are picked up and dropped off regularly, you can:

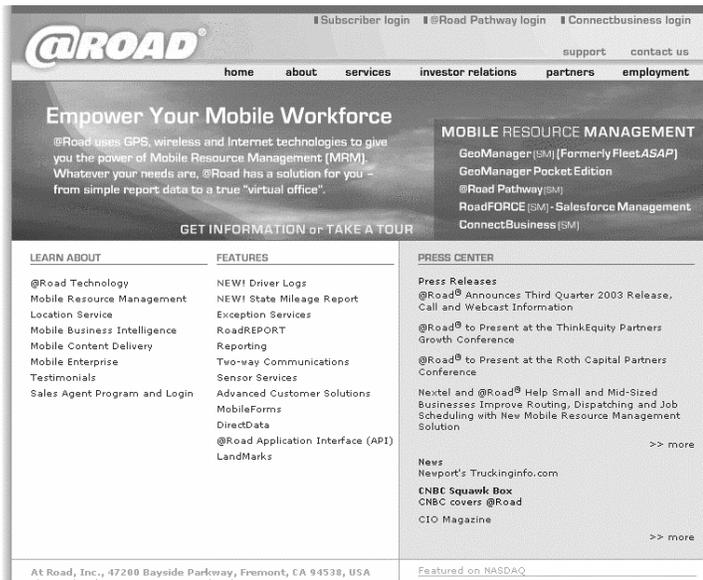
- Compare anticipated vs. actual delivery times at each location.
- Standardize stop duration.
- Measure levels of employee productivity.

## 2: LOGGING ON TO PREMIUM REPORTS

To log on to Premium Reports for GeoManager or RoadREPORT:

1. Enter [www.road.com](http://www.road.com) in the address bar and press the *Enter* key to open the @Road Home Page (Figure 2a).

Figure 2a: @Road Home Page Window



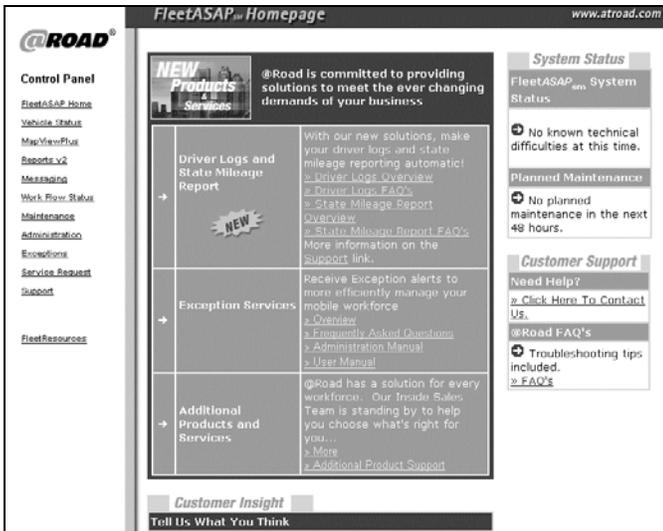
2. Click the *subscriber login* link (see Figure 2a).
3. Enter your User Name and Password (Figure 2b). The User Name and Password are case sensitive. If a User Name or Password has not been provided, please contact the Premium Reports administrator at your company, or email @Road Customer Service at [support@road-inc.com](mailto:support@road-inc.com).

Figure 2b: Prompt for User Name And Password



- Click the **OK** button to confirm. Your home page opens (Figure 2c).

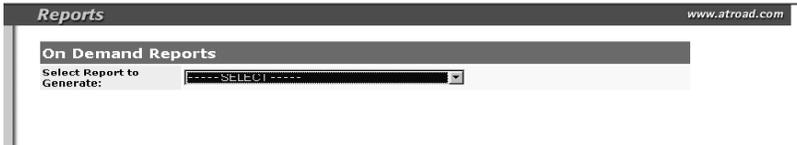
Figure 2c: Account Home Page Window



### 3: ON DEMAND REPORTS

To generate a report on demand, click the “Reports v2” link (see Figure 2c) on the Control Panel frame to open the *On Demand Reports* window (see Figure 3a).

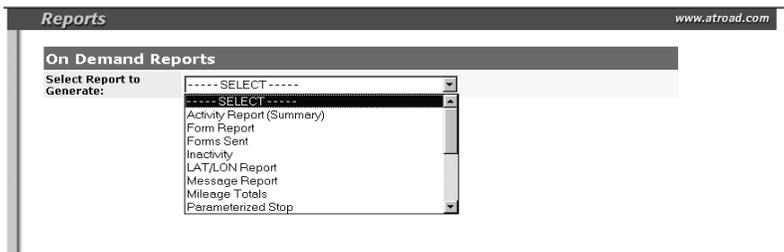
Figure 3a: *On Demand Reports Request Window*



#### How to Generate Reports

1. Select the type of report to generate from the *Select Report to Generate* pull-down menu (see Figure 3b).

Figure 3b: *Select an On-Demand Report to Generate*



2. Select choices and enter responses in the fields in the *On Demand Reports* window.
3. Click the *Generate Report* button to create the requested report.

*For common entries present in all reports, see Figure 3c. For report-specific parameter entries, refer to the section for the specific report. All required fields are marked with an \*.*

The online report opens in a new browser window. For downloadable reports, the user is prompted to open the report or to save it at a desired location.

## Common Entries for On Demand Reports

The following are the entries common to all reports (Figure 3c).

Figure 3c: Common Entries on On Demand Report Request Window

The screenshot shows a web form with the following sections:

- Vehicle(s)/Group(s):** Includes radio buttons for "Vehicles", "Groups", and "Vehicles from Group". The "Vehicles from Group" option is selected, and a dropdown menu shows "Vett\_Grp". Below it is a list of names: Cathy, Craig, Daneil, and David. A note says "Hold down Ctrl key to select more than one vehicle or group".
- Time Period:** Includes dropdown menus for "Month", "Day", "Year", "Hour", and "Min". The "From" date is February 8, 2003, 3 AM. The "To" date is February 20, 2003, 12 AM. A note below says "Note: data available for 186 days".
- Report Format:** Includes a dropdown menu set to "Online Report" and a checkbox for "Include header in downloadable reports".

At the bottom right, there is a "Generate Report" button and a link for "Trouble Shooting / FAQ".

\* Required field † Report specific parameters

The following is a list of definitions for the terms common to the On Demand Report Request windows:

**Vehicle(s)/Group(s): Vehicles, Groups OR Vehicles from Group** radio buttons: Choose a report for mobile devices, groups, or individual mobile devices from a specific group. If Vehicles from Group is selected, select the mobile device group from the *Vehicles from Group* pull-down menu. To select more than one mobile device or group at a time, use:

- SHIFT + ↓ (DOWN ARROW) to select mobile devices or groups in sequence, or
- CTRL + ↓ (DOWN ARROW) to select mobile devices or groups that are not listed next to each other.

Groups and Vehicles from Group radio buttons are enabled only if you have subscribed to the Account Grouping feature.

**Time Period:** Select the time period from the pull-down menus. Data is available as far back as the archive days (number of days from your subscription) from the current date/time selected. Default is 14 days. Customers who subscribe to *Extended Data Storage* can generate reports from longer than 14 days back.

**Report Format:** You can specify that you want your On Demand Report to open a window with the report output or to create a file you can download to your computer with the other options from the *Report Format* pull-down menu (see Figure 3c).

**On Demand Report:** Displays the report in a new browser window.

**Excel version:** Creates a file with the report information in an Excel spreadsheet file.

**Comma-delimited:** Creates a report with information separated by commas. This format is often used for importing the information into databases and spreadsheets that use commas to separate their fields (e.g., Microsoft Excel).

**Tab-delimited:** Creates a file with the report information separated by tabs. This format is often used for importing information into word processing programs and spreadsheets that use tabs to separate data.

**Include header in downloadable reports:**

Click the check box to include a header in comma-delimited or tab-delimited downloadable reports.

*Note: If Microsoft Excel is installed, the file is normally recognized as an Excel file format and Microsoft Excel opens the file. The format is compatible with Microsoft Excel 97 or above.*

## Reports HELP!

The  button appears on the right of the report selection pull-down menu when a report is selected. Click the button to open a pop-up window that describes the uses for the selected report and the information it contains. Two buttons are in the pop-up window:

**Explain:** Click the *Explain* link to open a pop-up window that explains the parameter options of the report.

**Trouble Shooting:** Click the *Trouble Shooting / FAQ* link to open a pop-up window with answers to frequently asked questions. The contents of the troubleshooting page are in the Troubleshooting section of this manual.

## Reports

The following sections are descriptions and instructions for each report.

### Forms Sent Report

The Forms Sent Report (see Figure 3d) displays the number of forms sent for each mobile device. The report shows the total number of forms sent in the reporting period and the average number of forms sent per day, based on the total number of weekdays in the reporting period.

*The Forms Sent Report can only be enabled for customers who subscribe to GeoManager Two-Way Messaging or to Pocket Edition with Forms and Two-Way Messaging with Workflow Status.*

The report assumes a 5-day workweek, Monday through Friday. Holidays that fall on weekdays, if any, are included in the workweek.

Figure 3d: Forms Sent Report Request Window

\*: Refer to Figure 3c for a description of the common entries on the On Demand Report Request window fields.

**1. Average Number of Forms Sent Per Day:** More than

0 and/or Less than 30 †

More than and Less than parameters can be used to make the data fall in the desired range. Values specified by More than and Less than are exclusive.

Enter a numeric value in the More than text box and/or the Less than text box.

It is not necessary to enter values in both text boxes. You can search for all records that average More than 9 messages, for example, without specifying an upper limit. You can also search for all records that average Less than 4 messages, for example, without specifying a lower limit.

*In the Figure 3d example, the parameter More than 0 finds values of 1 and greater, and the parameter Less than 30 finds values of 29 and less.*

If both *More than* and *Less than* filter conditions are left blank, the report lists ALL forms sent in the reporting period for the selected mobile devices.

The report contains a header with the filter conditions for date/time range, Number of working days, Average number of forms sent per day and the report results (Figure 3e).

Figure 3e: Forms Sent Report Results

Vehicle	Total number of forms sent	Average number of forms sent per day
2436	58	2.76
2437	42	2.00
Summary	100	4.76

\*\* Number of weekdays (Monday - Friday) included in reporting period

The following is a list of definitions for the Forms Sent Report (see Figure 3e).

1. **Vehicle:** Mobile device name.
2. **Total number of forms sent:** Total number of forms sent during the reporting period that meet the filter condition provided, if any.
3. **Average number of forms sent per day:** Average number of forms sent per working day during the reporting period that meet the filter condition provided, if any.
4. **Summary row:** Sum total of the number of forms sent by all selected mobile devices during the reporting period.

## Inactivity Report

The Inactivity Report (Figure 3f) displays a list of all mobile devices or groups of mobile devices that have not shown any communication within the last number of designated days.

Figure 3f: Inactivity Report Request Window

\*: Refer to Figure 3c for a description of the common entries on the On Demand Report Request window fields. The Time Period section of the window is inactive for the Inactivity Report.

5. **Include Vehicles with No Activity:** More than  Days

Filters mobile devices that have not shown any communication within the last number of designated days. The default value for days of inactivity is 3 days.

In the example shown, the parameter More than 2 Days indicates that mobile devices that have not communicated for 3 days or more are displayed in the results.

Enter a numeric value in the *More than* text box.

The report contains a header with the date/time (rounded off to the nearest minute), the filter condition, legend details and the report results (see Figure 3g).

*Note: The time period for the Inactivity Report refers to the number of days being checked for inactivity. No start and end days or times are listed.*

*If ALL of the selected vehicles were able to communicate during the reporting period, then the note All the selected vehicles were found to be active. will be displayed in the report body.*

*If some of the selected vehicles were inactive and some were active [communicating], then the note All the other selected vehicles were found to be active. will be displayed under the data.*

Figure 3g: Inactivity Report Results

	2	3	4	5	6	7	8	
	<b>Inactivity Report</b>						www.atroad.com	
	<b>Inactivity Report as of 9/29/03 12:00 AM</b>							
	<i>(Note: Date/Time is rounded off to the nearest minute)</i>							
	Includes vehicles with no activity for more than 3 days							
	<b>Legend</b>							
	Last Date Of Communication = last time the device communicated with @Road servers							
	Last Date Of GPS Signal = last time the device recognized a GPS signal to identify location							
1	Group	Vehicle	Status	Last Date Of Communication	Last Communication Status	Last Date of GPS Signal	Last Known Location	County
	Active	rsawaya	No Communication	04/16/2003 4:20 PM (PDT)	Parked	04/16/2003 4:20 PM (PDT)	Location Not Available	County Not Available
	Active	Sally	No Communication	05/29/2003 3:24 PM (PDT)	Parked	05/29/2003 3:24 PM (PDT)	Location Not Available	County Not Available
	Active	JEdwards	No Communication	07/09/2003 3:40 PM (PDT)	Parked	07/09/2003 3:58 PM (PDT)	Location Not Available	County Not Available
	Active	NayanN	No Communication	07/23/2003 2:36 PM (PDT)	Parked	07/23/2003 2:36 PM (PDT)	Location Not Available	County Not Available
	Active	Chicago	No Communication	07/23/2003 9:59 PM (CDT)	Parked	07/23/2003 9:59 PM (CDT)	Location Not Available	County Not Available
	Active	RobertT	No Communication	08/01/2003 3:22 PM (PDT)	Parked	07/06/2003 3:23 PM (PDT)	Location Not Available	County Not Available
	Active	PPerrine	No Communication	08/04/2003 2:00 PM (PDT)	Updated Location	08/04/2003 2:00 PM (PDT)	Location Not Available	County Not Available
	Active	TDowrie	No Communication	08/09/2003 4:17 PM (PDT)	Parked	08/28/2003 9:59 AM (PDT)	Location Not Available	County Not Available

The following is a list of definitions for the Inactivity Report (see Figure 3g):

- Group:** Vehicle Group Name. If Account Grouping is enabled on the account, the report sorts in ascending order of groups, and then, within the group, sorts in ascending order of last date/time of communication.
- Vehicle:** Mobile device name. If grouping is disabled, sorts in ascending order of last date/time of communication.
- Status:** Displays either *No Communication* or *No GPS* on the report output, as those statuses are the criteria for being included in report.
- Last Date Of Communication:** Date and time of the last communication with @Road servers for the mobile worker listed, in mm/dd/yyyy and hh:mm AM/PM format, with time zone (e.g., PST for Pacific Standard Time, etc.).

5. **Last Communication Status:** Last recorded status of the mobile device. The status names are:
  - Moving; # (MPH) format
  - Parked
  - Unavailable
  - Updated Location
  - Ignition Off (except Pocket Edition)
  - Ignition On (except Pocket Edition)
  
6. **Last Date of GPS Signal:** Last time the device recognized a GPS signal to identify location, listed in mm/dd/yyyy and hh:mm AM/PM format with time zone (e.g., PST for Pacific Standard Time, etc.).
  
7. **Last Known Location:** Last reported location for the mobile device.
  
8. **County:** County where the mobile device was located when the last communication was received.

### Latitude/Longitude Report

The Latitude/Longitude Report (see Figure 3h) is an activity detail report that displays the latitude/longitude coordinates instead of location related details such as address, cross street, city, etc.

Figure 3h: Latitude/Longitude Report Request Window

**Reports**

**On Demand Reports**

Select Report to Generate: LAT/LON Report

Vehicle(s)/Group(s):  Vehicles,  Groups OR  Vehicles from Group: Vett\_Grp

David  
Deigo  
Dicky  
Geoff

Hold down Ctrl key to select more than one vehicle or group

Time Period:

	Month	Day	Year	Hour	Min
From	November	20	2002	12 AM	00
To	November	21	2002	12 AM	00

Note: data available for 186 days

Report Format: Online Report

Include header in downloadable reports

Generate Report

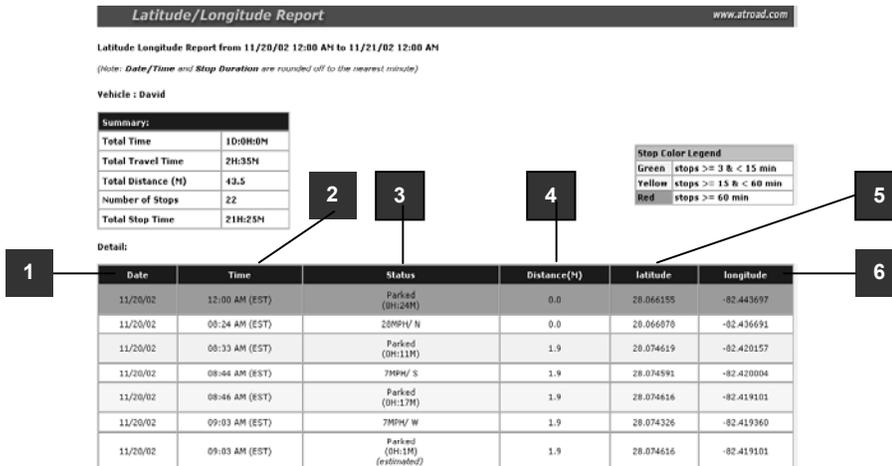
[Trouble Shooting / FAQ](#)

\* Required field † Report specific parameters

All fields on this report are common to the report request windows. Refer to Figure 3c for a description of the common entries on the On Demand Report Request window fields.

The report results window (see Figure 3i) contains a header with the date range (date/time and stop duration are rounded off to the nearest minute), mobile device name, summary, legend and report results.

Figure 3i: Latitude/Longitude Report Results



The following is a list of definitions for the **Summary**, **Stop Color Legend** and **Detail** sections (see Figure 3i).

**Summary** (see Figure 3i):

- Total Time:** Period covered in the report. D:HH:MM.
- Total Travel Time:** Total time traveled by the mobile device during the reporting period. D:HH:MM.
- Total Distance (M):** Total distance traveled by the mobile device during the reporting period, reported in miles (M) for U. S. clients or in kilometers (k) for Canadian clients.
- Number of Stops:** Number of times the mobile device stopped during the reporting period.
- Total Stop Time:** Sum of all stop durations of the mobile device during the reporting period. D:HH:MM format.

**Stop Color Legend** (see Figure 3i).

- Colored rows indicate the minutes of stop duration.
  - Green rows indicate stop duration of 3 - 15 minutes.
  - Yellow rows indicate stop duration of 15 - 60 minutes.
  - Red rows indicates a stop duration of 60 minutes or longer.
- White rows indicate that the mobile device is in motion or the mobile device has been parked for less than the minimum stop duration (3 minutes in this case).

*The duration indicated by the color can be changed as desired. See the Administration section of your GeoManager, Pocket Edition or RoadREPORT manual.*

**Detail** (see Figure 3i):

1. **Date:** Date within the reporting period, displayed in ascending order; listed in mm/dd/yy format.
2. **Time:** Time at which the mobile device status information is obtained; listed in hh:mm AM/PM format, with time zone indication (e.g., EST for Eastern Standard Time, etc.).
3. **Status:** Shows the speed and direction of a moving mobile device, or the length of time the mobile device has been parked. Directions are indicated using standard symbols (i.e., N for North, SE for Southeast, etc.).
  - When *(estimated)* appears in the Status column, the stop duration is estimated with respect to the time the report is generated. Stop duration is estimated when the information related to a stop is missing.
  - When *iLM<sup>®</sup> Internet Location Manager in Power Saving Mode* appears in the Status column, the device is in power saving mode due to a period of inactivity. The device will come out of this mode when the mobile transport's ignition starts.
  - When *iLM powered off (low voltage)* appears in the Status column, the battery voltage of the device is below the minimum required voltage. Powering off the device prevents further battery drain. The device will come out of this mode when the mobile transport's ignition starts.
4. **Distance:** Displays the distance traveled by the mobile device in miles (M) for U. S. clients or in kilometers (K) for Canadian clients.
5. **Latitude:** Latitude of the location at that time.
6. **Longitude:** Longitude of the location at that time.

## Mileage Totals Report

The Mileage Totals Report (see Figure 3j) displays the mileage for each mobile device. The report shows the total number of miles and the average number of miles traveled per day during the reporting period.

The report assumes a 5-day workweek, Monday through Friday. Holidays that fall on weekdays, if any, are included in the workweek.

Figure 3j: Mileage Totals Report Request Window

All fields on this report are common to the report request windows. Refer to Figure 3c for a description of the common entries on the On Demand Report Request window fields.

The report contains a header with the date range, the number of working days and the report results (see Figure 3k).

Figure 3k: Mileage Totals Report Results

Vehicle	Total Mileage in period (M)	Average Daily mileage (M)
Tom	346.1	7.0
Tony	0.0	0.0
Wilson	197.6	9.4
<b>Summary</b>	<b>343.7</b>	<b>5.5</b>

\*\* Number of weekdays (Monday - Friday) included in reporting period

The following is a list of definitions for the Mileage Totals report results (see Figure 3k).

1. **Vehicle:** Label for the mobile device.

- 2. **Total Mileage in period:** Total mileage of the mobile device recorded during the reporting period. Shown in miles for U. S. clients or in kilometers for Canadian clients.
- 3. **Average Daily mileage:** Average mileage of the mobile device per working day during the reporting period. In miles for U. S. clients or in kilometers for Canadian clients.
- 4. **Summary row:** Sum total of the mileage information in each of the *Total Mileage in period* column and the *Average Daily mileage* columns, reported for all selected mobile devices during the reporting period.

### Parameterized Stop Report

The Parameterized Stop Report (see Figure 3l) displays the stops made by each mobile device. You can customize the reports of the stops your mobile resources make based on the criteria you specify.

Figure 3l: Parameterized Stop Report Request

\*: Refer to Figure 3c for a description of the common entries on the On Demand Report Request window fields.

- 1. **Include Stops:** More than  Minutes And/Or Less than  Minutes

Specify the range of stop times, if needed, via the *More than* and *Less than* text boxes provided.

*More than* and *Less than* parameters can be used to make the stop durations fall in the desired range. Values specified by *More than* and *Less than* are exclusive.

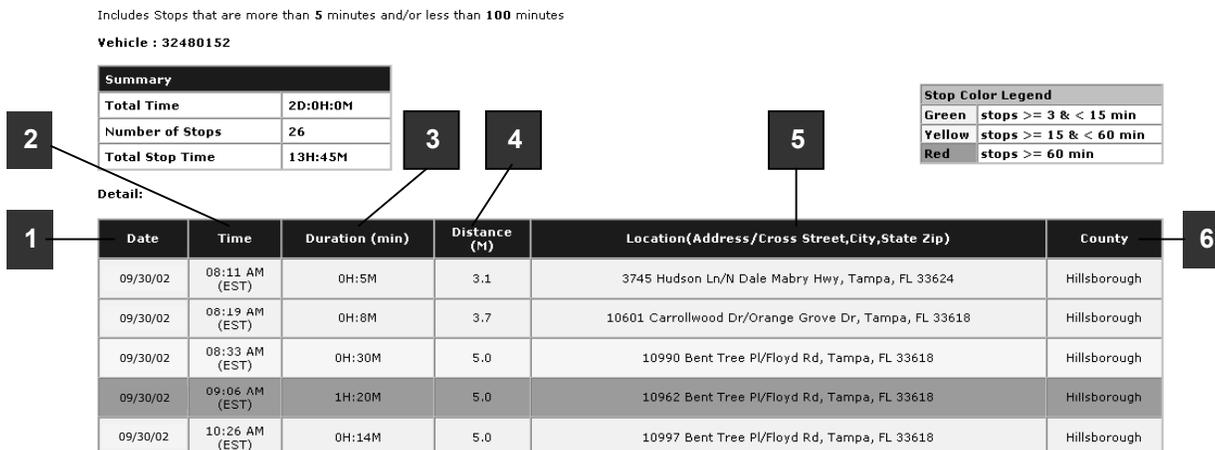
It is not necessary to enter values in both text boxes. You can search for all records that average *More than 9* minutes, for example, without specifying an upper limit. You can also search for all records that average *Less than 11* minutes, for example, without specifying a lower limit.

If both *More than* and *Less than* filter conditions are left blank, the report lists ALL forms sent in the reporting period for the selected mobile devices.

*In the Figure 3l example, the parameter More than 5 finds values of 6 and greater, and the parameter Less than 100 finds values of 99 and less.*

The finished report (see Figure 3m) contains a header with the date range, the stop duration parameter and the mobile device name. A summary of the results, a legend for the colors, and the results details follow the header information. All times are rounded to the nearest minute.

Figure 3m: Parameterized Report Results



The following is a list of definitions for the **Summary**, **Stop Color Legend** and **Detail** sections (see Figure 3m).

**Summary** (see Figure 3m):

**Total Time:** Report generation period. D:HH:MM format.

**Number of Stops:** Number of times the mobile device stopped during the reporting period.

**Total Stop Time:** Sum of all stop durations of the mobile device during the reporting period. D:HH:MM format.

### Stop Color Legend (see Figure 3m):

The color of a row in the Detail table indicates that the stop duration is within a range of times.

**White** rows indicate a stop duration of less than 3 minutes.

**Green** rows indicate a stop duration of 3 to 15 minutes.

**Yellow** rows indicate a stop duration of 15 to 60 minutes.

**Red** rows indicate a stop duration of 60 minutes or longer.

*The times shown for each color are the default times. The range of times represented by a color can be changed in the Administration section of GeoManager, Pocket Edition or RoadREPORT.*

### Detail (see Figure 3m):

1. **Date:** Date within the reporting period, displayed in ascending order; listed in mm/dd/yy format.
2. **Time:** Time at which the mobile device status information is obtained; listed in hh:mm AM/PM format, with time zone indication (i.e. EST for Eastern Standard Time, etc.).
3. **Duration:** Indicates the stop duration of the mobile device if it is stopped. D:HH:MM format.
  - When (*estimated*) appears in the Duration column, the stop duration is estimated with respect to the time the report is generated. Stop duration is estimated when the information related to a stop is missing.
  - (GeoManager and RoadREPORT) When *iLM in Power Saving Mode* appears in the Duration column, the device is in power saving mode due to a period of inactivity. The device will come out of this mode when the mobile transport's ignition starts.
  - (GeoManager and RoadREPORT) When *iLM powered off (low voltage)* appears in the Duration column, the battery voltage of the device is below the minimum required voltage. Powering off the device prevents further battery drain. The device will come out of this mode when the mobile transport's ignition starts.
  - (Pocket Edition v. 1.1) when no data appears, the user has logged out of the application or the battery is low.
4. **Distance:** Displays the distance traveled by the mobile device. In miles (M) for U. S. clients or in kilometers (K) for Canadian clients.

5. **Location:** Shows the address, cross street, city, state and zip where the mobile device was located at the time of the update.
6. **County:** County where the mobile device was located at the time of the update.

## Reconciliation Detail Report

The Reconciliation Detail Report (see Figure 3n) displays, as of the time the report was generated, details and relationships among all groups, users and devices set up in the account. This report is automatically included for current Account Grouping subscribers.

In addition to the information about the groups, the report also displays, *at the current date and time* (according to the time zone configured on your computer), the:

- devices that are not assigned to a group
- users who are not assigned to a group
- groups that have no users or devices
- total of all distinct devices in the account

Figure 3n: Reconciliation Detail Report Request Window

**Reports**

**On Demand Reports**

Select Report to Generate: Reconciliation Detail

Report Format: Online Report

Generate Report

[Trouble Shooting / FAQ](#)

\* Required field † Report specific parameters

Refer to Figure 3c for a description of the common entries on the On Demand Report Request window fields.

*The downloaded Reconciliation Detail Report is available ONLY in Excel format. The Online Report results can be viewed online.*

The report contains a header with the current date and time (mm/dd/yy AM/PM, in the time zone set on your browser), followed by the report results (see Figure 3o).

Figure 3a: Reconciliation Detail Report Window

<b>Account Grouping Reconciliation Detail Report</b>			
Account Grouping Reconciliation Detail Report - as of 3/13/03 4:50 PM IST			
Device Group Name	Serial # of Devices in Group	Screen Name of Corresponding Device	Users Granted Access to Group
Dropoff_Grp	EE000204	BL-8745A	-
	# of Devices in the above Group: 1		
Pickup_Grp1	BE004764	Dondi	geetha
	BA000237	NxtlSiva	
	# Of Devices in the above Group : 2		
Pickup_Grp2	EE000204	BL-8745A	-
	# Of Devices in the above Group: 1		
Pickup_Grp3	BE006457	John	-
	# Of Devices in the above Group: 1		
Tele_Grp	BE006457	John	geetha, itech2
	EE005132	Lexus	
	BE002632	Martina	
	BE002657	siva	
	# Of Devices in the above Group: 6		
Vett_Grp	BA008917	2000	geetha
	EE000698	32480152	
	EE000488	32480172	
	EE001014	895351	
	EE000724	Jarod	
	EE001424	Jim	
	# Of Devices in the above Group: 33		
<b>Total # of Devices in Group(s): 44</b> <b>(some mobile devices could be counted more than once)</b>			
<b>Total # of Groups: 6</b>			
Devices not assigned to any group: BE009123, EE005509 Users not assigned to any group: itech1, itech3, itech4 Groups with no users assigned for access: Dropoff_Grp, Pickup_Grp2, Pickup_Grp3  Total unique devices in account: 52			

The following is a list of definitions for the Reconciliation Detail Report results (see Figure 3o).

1. **Device Group Name:** Name of the mobile device group.
2. **Serial # of Devices in Group:** Serial number assigned to each device at the time of registration with @Road.
3. **Screen Name of Corresponding Device:** Screen Name as defined at the time of registration.
4. **Users Granted Access to Group:** Users granted access to the group under consideration.
5. **# of Devices in the above Group:** Sub-total of the number of devices in each group.
6. **Total # of Devices in Group(s):** Total number of devices in all groups.
7. **Total # of Groups:** Total number of groups for the account.

### Reconciliation Summary Report

The Reconciliation Summary Report (see Figure 3p) displays a summary, as of the time of the report, of all the groups, users and devices of the account. This report is automatically included free of charge for current Account Grouping subscribers.

In addition to the information about the groups, the report also displays, *at the current date and time* (according to the time zone configured on your computer), the number of devices that are not assigned to a group, and the total of all distinct devices in the account.

Figure 3p: Reconciliation Summary Report Results

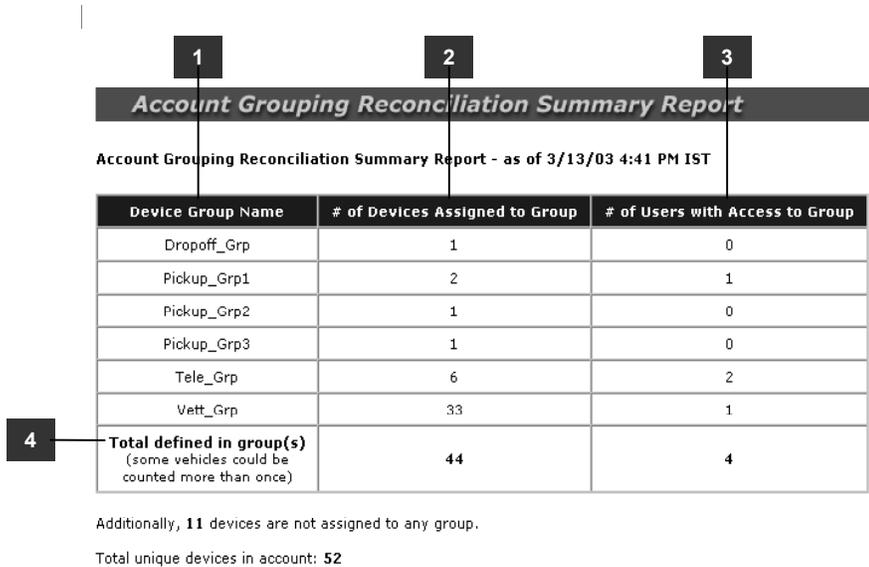
The screenshot shows a web interface titled 'Reports' with a sub-section 'On Demand Reports'. It features two dropdown menus: 'Select Report to Generate:' set to 'Reconciliation Summary' and 'Report Format:' set to 'Online Report'. A 'Generate Report' button is visible, along with a link for 'Trouble Shooting / FAQ'. A legend at the bottom left indicates that an asterisk (\*) denotes a required field and a plus sign (+) denotes report-specific parameters.

Refer to Figure 3c for a description of the common entries on the On Demand Report Request window fields.

The downloaded Reconciliation Detail Report is available ONLY in Excel format. The Online Report results can be viewed online.

The report contains a header with the current date and time (mm/dd/yy AM/PM, in the time zone set on your browser), followed by the report results (see Figure 3q).

Figure 3q: Reconciliation Summary Report Window



The following is a list of definitions for the Reconciliation Summary Report results (see Figure 3q).

- Device Group Name:** Name of the mobile device group.
- # of Devices Assigned to Group:** Total number of devices in the group.
- # of Users with Access to Group:** Total number of users granted access to the group.
- Total defined in group(s):** Sum total of devices assigned to groups and the number of users with access to groups.

### Stop Summary at Landmark Type by Landmark Report

The Stop Summary at Landmark Type by Landmark Report (Figure 3r) calculates, for all selected mobile devices, the total time stopped at the specified Landmark Type, the total number of stops at the Landmark Type and the average stop duration at the selected Landmark Type.

A Landmark is a user-defined destination or location. A Landmark Type is a category of Landmarks. Landmark Types can be defined in the Administration section, at the Landmark Administration link. You can customize the names and other attributes of all of your Landmarks.

Figure 3r: Stop Summary at Landmark Type by Landmark Report Request

\*: Refer to Figure 3c for a description of the common entries on the On Demand Report Request window fields.

5. **Landmark Type:** Select a Landmark Type from the pull-down menu.

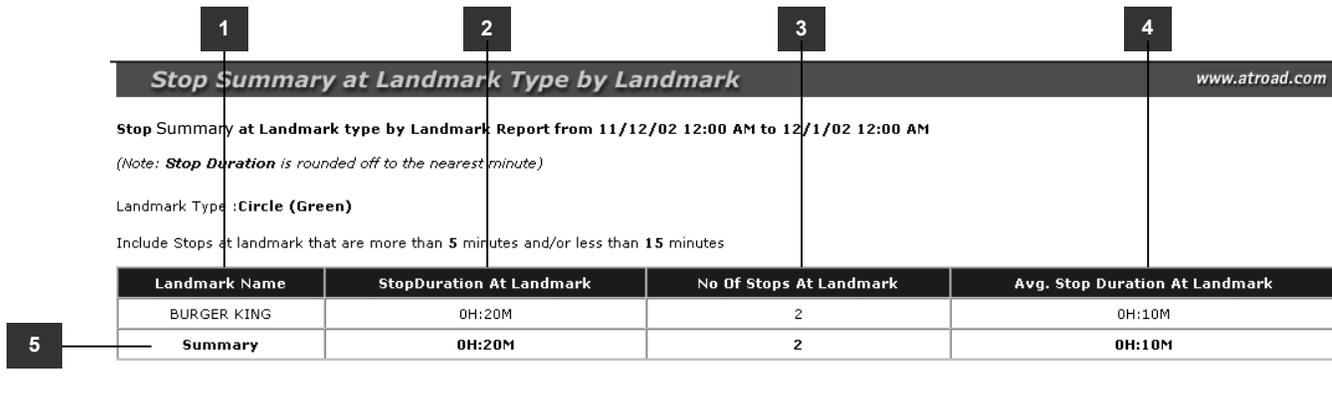
6. **Include Landmark Stops:** More than  Minutes And/Or Less than  Minutes

- Specify the range of stop times, if needed, via the *More than* and *Less than* text boxes provided.
- *More than* and *Less than* parameters can be used to make the stop durations fall in the desired range. Values specified by *More than* and *Less than* are exclusive.
- It is not necessary to enter values in both text boxes. You can search for all records that average *More than 9 Minutes*, for example, without specifying an upper limit. You can also search for all records that average *Less than 11 Minutes*, for example, without specifying a lower limit.
- If both *More than* and *Less than* filter conditions are left blank, the report lists ALL forms sent in the reporting period for the selected mobile devices.

*In the Figure 3r example, the parameter More than 5 finds values of 6 and greater, and the parameter Less than 100 finds values of 99 and less.*

The report contains a header with the date and time range of the report, the chosen parameter for Landmark Type, the chosen parameters for range of time stopped, and the report results (see Figure 3s).

Figure 3s: Stop Summary at Landmark Type by Landmark Report Request



\* Precision of data may vary slightly due to GPS offset

The following is a list of definitions for the Stop Summary at Landmark Type by Landmark Report results (see Figure 3s).

- 1. Landmark Name:** User-defined Landmark Name.
- 2. Stop Duration At Landmark:** Total stop duration at the selected Landmark Type during the reporting period. D:HH:MM format.
- 3. No of Stops At Landmark:** Total number of stops at the landmark, of the Landmark Type under consideration, during the reporting period.
- 4. Avg. Stop Duration At Landmark:** Average stop duration at the landmark, of the Landmark Type under consideration, during the reporting period.
- 5. Summary:** Sum total of the stop duration, number of stops and average stop duration at all landmarks of the selected Landmark Type.

## Stop Summary at Landmark Type by Vehicle Report

The Stop Summary at Landmark type by Vehicle Report (Figure 3t), calculates, for all selected mobile devices, total and average stop duration at Landmark Type and non-Landmark stops, and total and average number of trips to the Landmark Type, during the reporting period.

A Landmark is a user-defined destination or location. A Landmark Type is a category of Landmarks. Landmark Types can be defined in the Administration section, at the Landmark Administration link. You can customize the names and other attributes of all of your Landmarks.

Figure 3t: Stop Summary at Landmark type by Mobile Device Report Request

\*: Refer to Figure 3c for a description of the common entries on the On Demand Report Request window fields.

1. **Landmark Type:** Select a Landmark Type from the pull-down menu. If no Landmark Type is selected, then the report results will include all Landmark Types.
  2. **Include Number of Stops at Landmark Type per Day:** More than  And/Or Less than
- Specify the range of stops, if needed, via the *More than* and *Less than* text boxes provided.
  - If a mobile device does not meet the *Number of Stops* parameters for a certain day, the day is excluded from the report results. The mobile device may, however, still be included in the report for the days in which the number of stops at the Landmark Type does not fall into the desired range.

*In the Figure 3t example, the parameter More than 5 finds values of 6 and greater, and the parameter Less than 15 finds values of 14 and less.*

- *More than* and *Less than* parameters can be used to show the stops in a desired range. Values specified by *More than* and *Less than* are exclusive.
- It is not necessary to enter values in both text boxes. You can search for all records that average *More than 9*, for example, without specifying an upper limit. You can also search for all records that average *Less than 11*, for example, without specifying a lower limit.
- If both *More than* and *Less than* text boxes are left blank, the report lists ALL forms sent in the reporting period for the selected mobile devices.

3. **Include Landmark Stops:** More than  Minutes And/Or Less than  Minutes

Specify the range of stop times, if needed, via the *More than* and *Less than* text boxes provided. Values specified in *More than* and *Less than* are exclusive.

4. **Include Non-Landmark Stops:** More than  Minutes And/Or Less than  Minutes

Specify the range of stop times, if needed, via the *More than* and *Less than* text boxes provided. Values specified in *More than* and *Less than* are exclusive.

Non-Landmark stops are all those locations that DO NOT belong to the selected Landmark type.

The report results contain a header with the date/time range, Landmark type, number of working days, stop duration filter conditions and the report results (Figure 3u).

Figure 3u: Stop Summary at Landmark Type by Vehicle Results

Stop Summary at Landmark Type by Vehicle						www.atroad.com
Stop Summary at Landmark type by Vehicle Report from 11/12/02 12:00 AM to 12/1/02 12:00 AM						
<i>(Note: Stop Duration is rounded off to the nearest minute)</i>						
Landmark Type :Circle (Green)						
Number of working days** :14						
Include number of stops at landmark per day that is more than 1 and/or less than -						
Include Stops at landmark that are more than 3 minutes and/or less than - minutes						
Include Stops outside landmark that are more than 1 minutes and/or less than - minutes						
Vehicle	Total Stop Time at Landmark Type	Average Stop Time at Landmark Type	Total Stop Time Outside Landmark Type	Average Stop Time Outside Landmark Type	Total Number of Trips to Landmark Type	Average Number of Trips to Landmark Type
BL-8745A	1H:44M	0H:20M	4D:6H:45M	1H:25M	5	5.00
<b>Summary</b>	<b>1H:44M</b>	-	<b>4D:6H:45M</b>	-	<b>5</b>	-

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\* Precision of data may vary slightly due to GPS offset

\*\* Number of weekdays (Monday - Friday) included in reporting period

The following is a list of definitions for the Stop Summary at Landmark type by Vehicle Report results (see Figure 3u).

1. **Vehicle:** Mobile device name.
2. **Total Stop Time at Landmark Type:** Total stop duration at the selected Landmark Type during the reporting period. D:HH:MM format.
3. **Average Stop Time at Landmark Type:** Average stop duration at the selected Landmark Type, per day, during the reporting period. D:HH:MM format.
4. **Total Stop Time Outside Landmark Type:** Total stop duration outside the selected Landmark Type during the reporting period. D:HH:MM format.
5. **Average Stop Time Outside Landmark Type:** Average stop duration outside the selected Landmark Type, per day, during the reporting period. D:HH:MM format.
6. **Total Number of Trips to Landmark Type:** Total number of trips to a Landmark Type, during the reporting period.
7. **Average Number of Trips to Landmark Type:** Average number of trips to a Landmark Type, during the reporting period.
8. **Summary row:** Sum total of all stop durations and number of trips to a Landmark Type; average of stop durations and average of trips to a Landmark Type.

## 4: HOW TO SCHEDULE REPORTS

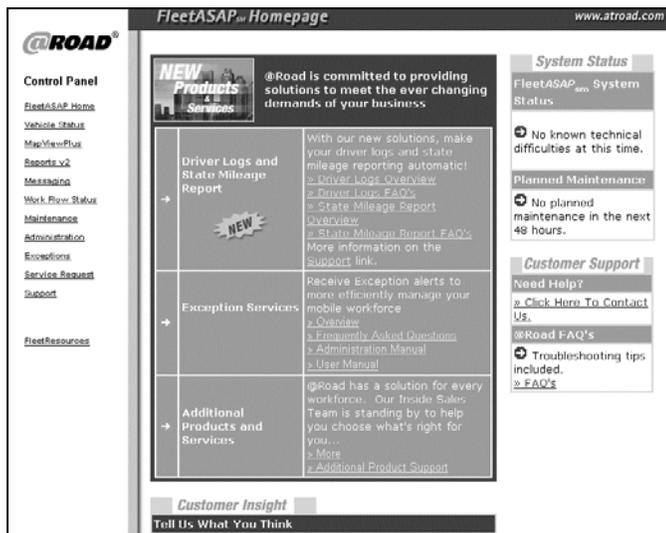
Scheduled Reporting allows you to establish the type, format, time, recipient and frequency of any report you wish to generate. A recurring report (i.e., daily, weekly, monthly, etc.) will be generated after peak hours at the frequency you determine based upon these parameters. You also use Scheduled Reporting to edit parameters for an existing report, add or delete recipients for an existing report, or to enable, disable or delete an existing report.

### How to Schedule Reports

To log in to the Administration section and schedule a report:

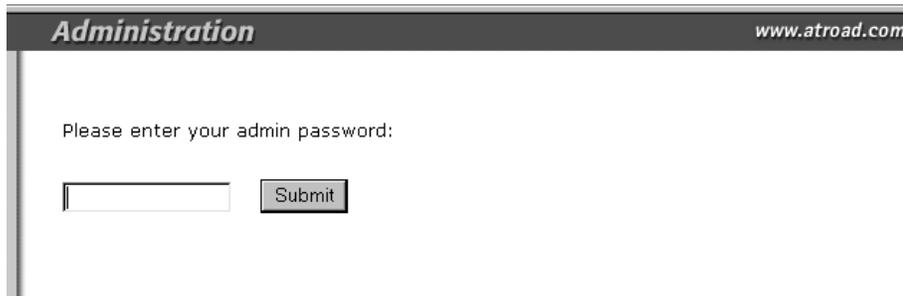
9. Click the *Administration* link on the control panel frame (see Figure 4a).

Figure 4a: Account Home Page Window



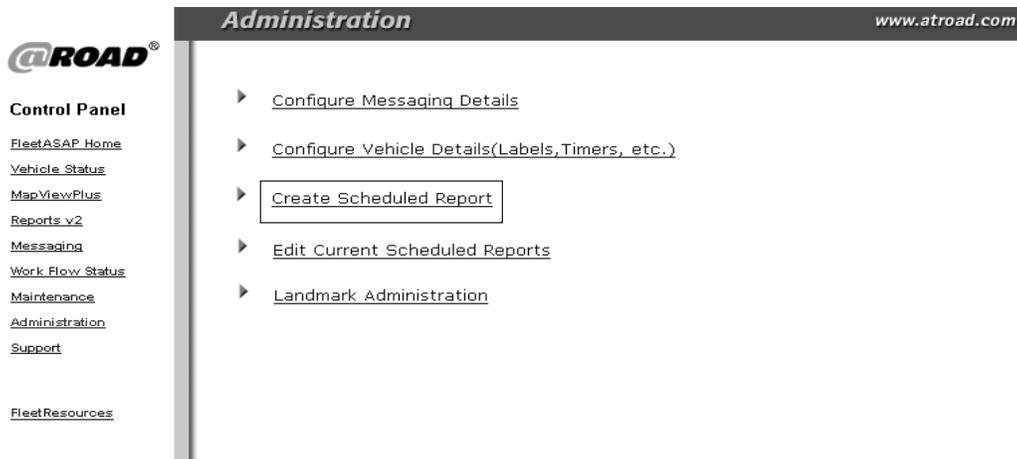
10. Enter your Administrator password and click the *Submit* button (see Figure 4b).

Figure 4b: Administration Login Window



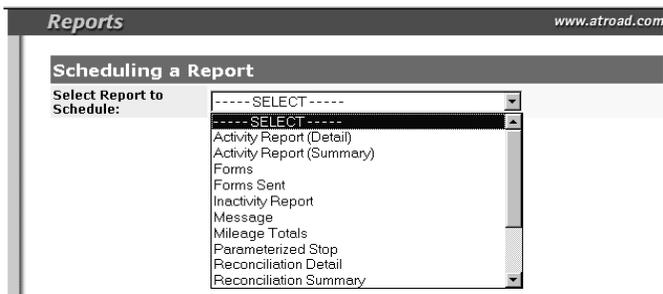
11. Click the *Create Scheduled Report* link on the *Administration* window (see Figure 4c).

Figure 4c: Administration Window



12. Select the report to generate from the *Select Report to Schedule* pull-down menu (see Figure 4d).

Figure 4d: Scheduling a Report Window



13. Select items or enter text in the fields in the *Scheduling a Report* window.
  - a. Entries specific to a report are explained in the section that covers the report in the section, **Premium Reports Overview**, page 2.
  - b. Entries common to all reports are explained in the next section, **Common Entries for On Demand Reports**, page 9.
14. Click the *Save* button to create a new schedule for the report. A *Scheduled Report Confirmation* window opens, showing the report and the schedule-specific details you selected.
15. Click the *OK* button to open the *Currently Scheduled Reports* window. Here, you can view report and schedule-specific details of the entire list of reports currently scheduled.

Or click the *Cancel* button to exit without saving and return to the Administration window.

## Selections and Text Boxes for Scheduled Reports

A window with selections and text boxes allows you to set up each report. The window contains parameters (see Figure 4e) for the type of report selected. Some parameters are common to all reports, and some appear only for a few reports. The following sections explain the parameters.

Figure 4e: Selections and Text Boxes for Scheduled Reports

Scheduling a Report	
Select Report to Schedule:	Forms Sent <span style="float: right;">?</span>
Scheduled Report Name:	Forms 092703 *
Average Number of Forms Sent Per Day:	More than <input type="text" value="5"/> And/Or Less than <input type="text" value="10"/> † <a href="#">Explain</a>
Vehicle(s)/Group(s):	<input checked="" type="radio"/> Vehicles, <input type="radio"/> Groups OR <input type="radio"/> Vehicles from Group: <input type="text" value="Pickup_Grp1"/> <div style="border: 1px solid gray; padding: 2px;">                 2000                  32480152                  32480172                  895351             </div> * <small>Hold down Ctrl key to select more than one vehicle or group</small>
Schedule Frequency:	<input type="radio"/> Daily: <input type="text" value="Weekdays Only"/> <input type="radio"/> Weekly: <input type="text" value="Monday"/> <input type="radio"/> Monthly: <input type="text" value="First"/> <input type="text" value="Day"/> <input checked="" type="radio"/> One time only for data in range: From <input type="text" value="2003 February 28"/> (00:00 AM) To <input type="text" value="2003 March 06"/> (11:59 PM)
Deliver By:	<input type="text" value="08:00 AM"/> <input type="text" value="Pacific"/>
Report Format:	<input type="text" value="HTML"/>
Deliver To:	<input checked="" type="radio"/> <b>Email:</b> <a href="#">Data size limitations - please read</a> <input type="text" value="rbentley@yahoo.com"/> * <small>Use commas to separate more than one email address</small> <input type="radio"/> <b>FTP:</b> <i>geetha</i>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	
<a href="#">Troubleshooting / FAQ</a>	

\* Required field † Report specific parameters

## Select Report to Schedule

Select a report from the drop-down list. The window displays the selections and entries applicable to the report you selected. Click the question mark for a description of the report.

## Scheduled Report Name

This field is required. Enter a unique name in the text box for this report.

When you schedule a report for the first time, you need to give the report a distinguishable name. This name must be different from any other scheduled report in your database.

Reports are stored by name, so you can retrieve a report. You can generate a previous report without repeatedly specifying the parameters. You can also view and edit the parameters (see section 5: *Edit Current Scheduled Reports*, page 43).

*It may be helpful to think through a report naming system. If you are going to create many scheduled reports, it is easier to locate a report name if your business has a way to easily determine which report has the information you need.*

## Average Number of Forms Sent per Day

Enter numbers in the text boxes to generate a report of the mobile devices that send an average of a certain number of reports per day, or a range of daily averages. The average of the forms sent is based on the total number of weekdays in the reporting period.

The report assumes a 5-day workweek, Monday through Friday. Holidays that fall on weekdays, if any, are included in the workweek.

*More than* and *Less than* parameters can be used to make the data fall in the desired range. Values specified by *More than* and *Less than* are exclusive.

It is not necessary to enter values in both text boxes. You can search for all records that average *More than 9* messages, for example, without specifying an upper limit. You can also search for all records that average *Less than 4* messages, for example, without specifying a lower limit.

*In the example, the parameter More than 5 finds values of 6 and greater, and the parameter Less than 10 finds values of 9 and less.*

If both *More than* and *Less than* filter conditions are left blank, the report lists ALL forms sent in the reporting period for the selected mobile devices.

## Vehicle(s)/Group(s)

This field is required. Choose a report for mobile devices, groups, or individual mobile devices from a specific group. If Vehicles from Group is selected, select the mobile device group from the *Vehicles from Group* pull-down menu. To select more than one mobile device or group at a time, use:

- SHIFT + ↓ (DOWN ARROW) to select mobile devices/groups in sequence or
- CTRL + ↓ (DOWN ARROW) to select mobile devices/groups that are not listed next to each other.

## Daily

The report is sent to you every weekday or every day, containing data for the previous day. A day of data is reported from 12:00:00 a.m. to 11:59:59 p.m.

Options are:

- Weekdays Only: Monday through Friday (default)
- Every Day: Monday through Sunday

To generate a daily report:

- Click the *Daily* option button (see Figure 4f).
- Select either *Weekdays Only* or *Every Day* from the pull-down menu.

Use the radio button group of items 5, 6, 7 and 8 to select the frequency (daily, weekly, monthly, once only) at which you want the report generated. This feature allows you to determine how often your report is generated and delivered to you.

Figure 4f: Daily Schedule Request Window

## Weekly

The report is sent to you every week on the day you select, containing data for the previous 7 days. The default day selection is Monday. A day of data is reported from 12:00:00 a.m. to 11:59:59 p.m.

For example, if the day selected is Wednesday, March 12, then the report contains data from the previous Wednesday, March 5, starting at 12:00:00a.m. and ending at 11:59:59 p.m. on Tuesday, March 11.

To generate a Weekly report:

- Click the *Weekly* option button (see Figure 4g).
- Select a day of the week from the pull-down menu. The report will be delivered on the selected day every week.

Figure 4g: Weekly Schedule Request Window

## Monthly

*(For Extended Data Storage customers only)*

The report is sent to you once a month, containing data as far back as one-month from the specified selected date. A day of data is reported from 12:00:00 a.m. to 11:59:59 p.m.

The report month ends on the day before the day you select to receive the report. For example, if you choose *Second* and *Tuesday* from the pull-down menus, the report is generated and delivered the second Tuesday of every month, with one month of data prior to the date selected.

If the second Tuesday happens to be March 11, 2003, the report contains the month of data from February 9, starting at 12:00:00 a.m. and ending at 11:59:59 p.m. on March 10.

*If no selection is made, the report is generated and delivered on the first of every month.*

To generate a Monthly report:

1. Click the *Monthly* option button (see Figure 4h).
2. Select from each of the 2 pull-down menus to determine the delivery day. The report will be delivered on the selected day every month.

*If you have standard data storage capabilities, you can view data ranging back 14 days from the To date selected. If you have subscribed to Extended Data Storage, your reports can contain more than 14 days of data.*

Figure 4h: Monthly Schedule Request Window

### One time only

The report is sent to you ONCE, containing data for the range of dates you specify. A full day of data covers the time from 12:00:00 a.m. to 11:59:59 p.m.

To generate a one-time-only report:

1. Click the *One time only* option button (see Figure 4i).
2. Select the time period from the *From* and *To* pull-down menus.

*If you have standard data storage capabilities, you can view data ranging back 14 days from the To date selected. If you have subscribed to Extended Data Storage, your reports can contain more than 14 days of data.*

Figure 4i: One Time Only Schedule Request Window

## Deliver By

Select the time by which you want your report delivered. You may select one of three delivery times in one of five time zones for the report. The delivery times and time zones are:

<u>Delivery Times</u>	<u>Time Zones</u>
06:00 AM	Pacific
08:00 AM	Mountain
04:00 PM	Central
	Eastern
	Hawaii

The default is delivery by 8 a.m. Pacific Time.

Use the pull-down menus to select a time to receive the report and the time zone that coincides with your business hours (see Figure 4j).

Figure 4j: Deliver-By Time Request Window

## Report Format

Reports can be generated in several formats:

- HTML
- PDF
- Excel
- Comma delimited

Select a format for your report from the pull-down menu (see Figure 4k).

Figure 4k: Report Format Window

## Deliver To

This field is required. You can have your report delivered to email addresses or an FTP site.

## Email

Up to eight email addresses may be specified for any one report. If you need to send a single report to more than eight recipients, you can use an internal email distribution list instead of individual email addresses or create a second report request with different recipient names.

*Please check the estimated file size of the reports you schedule on the [Edit Current Scheduled Reports](#) page (link in Administration) and ensure that your email system will allow files of that size to be received.*

For delivery by email:

1. Click the *Email* option button (see Figure 4l)
2. Enter up to 8 complete email addresses of report recipients. Separate each address with a comma.
3. Click the *Save* button to create the schedule or click the *Cancel* button to open the *Administration* window.

Figure 4l: Deliver To Email Window

- When you save the schedule, a *Scheduled Report Confirmation* window (see Figure 4m) opens with the report and schedule specific details.

Figure 4m: Email Scheduled Report Confirmation Window

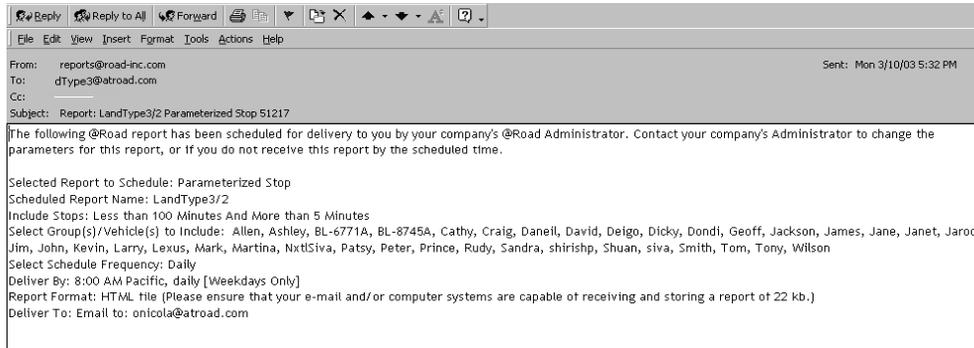
- Click the **OK** button to open the *Currently Scheduled Reports* window.

Or if an item on the confirmation window (see Figure 4m) requires changing, click the *Edit Schedule* button to change the schedule.

- When the report is scheduled, a confirmation (see Figure 4n) is automatically generated and sent to the specified email accounts, giving report and schedule specific details as displayed in the *Scheduled Report Confirmation* window.

The generated report will be delivered to the email accounts based on the schedule frequency you have selected.

Figure 4n: Report Confirmation Email Message

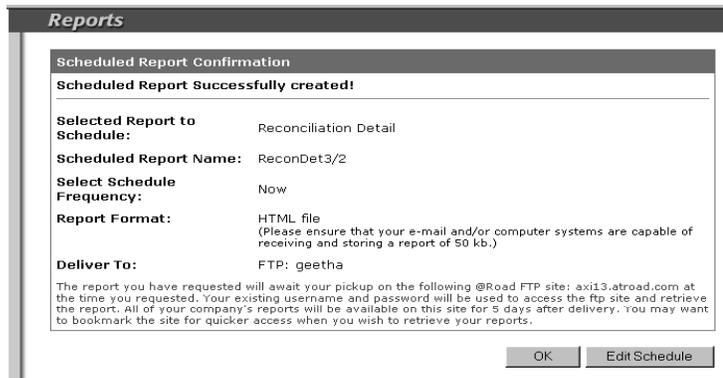


### FTP

A report delivered to an FTP site can be virtually any size, and the report can be delivered to any number of users. An FTP directory address (URL) is provided to you in a confirmation window in this process. @Road hosts this FTP address on @Road servers.

When FTP is selected as the delivery option, a message similar to the one in Figure 4o is displayed in the *Scheduled Report Confirmation* window.

Figure 4o: FTP Scheduled Report Confirmation Window



*Note: You can retrieve up to seven (7) generations of regularly scheduled reports of the same type from your @Road FTP site. The latest version is at the top of the list of delivered reports. A number is appended to the filename of each new report to show the order the report was generated. If there are already seven reports when a new one arrives, the one at the end of the list is removed. For example, weekly reports can be retrieved from the FTP site for at least 7 weeks. This is helpful if the report cannot be picked up as soon as it is available.*

*Note: One-time-only reports remain on your FTP site for 7 days.*

*Note to the Administrator for @Road applications:* You may request that a report be delivered to an @Road-hosted FTP site created for your company. Open an Internet browser and access the FTP site address (URL). Once at the site, enter your Administrator password to ensure internal security of your company's data. FTP site access is restricted to you as the Administrator. Please do not share your Administration password with anyone else in the company, or provide this password to others to access the FTP site themselves for report retrieval. We suggest that you download reports for your users and distribute them as appropriate, through an internal FTP site, via your own internal network, on disk or CD, or as printed materials. If you need additional help downloading a report from the FTP site, please contact our @Road

Customer Satisfaction group, who may be reached from the @Road Web site by clicking on the *Service Request* link in the Control Panel on the left of the window after you have logged in, or by email to support@road-inc.com.

For delivery by FTP:

1. Click the *FTP* button.
2. Click the *FTP* radio button in the *Deliver To:* section. The report will be delivered to the FTP site listed (see Figure 4p).
3. Click the *Save* button to create the schedule or click the *Cancel* button to return to the *Administration* window.
4. When you save the schedule, a *Scheduled Report Confirmation* window opens with the report and schedule specific details.

Figure 4p: Deliver To FTP Window

**Reports** www.atroad.com

---

**Scheduling a Report**

Select Report to Schedule: Reconciliation Detail ?

Scheduled Report Name: ReconDet3/2/03 \*

Schedule Frequency:  Now

Report Format: HTML

Deliver To:  Email: [Data size limitations - please read](#) \*  
Use commas to separate more than one email address  
 FTP: geetha

[Troubleshooting / FAQ](#)

\* Required field † Report specific parameters

5. Click the *OK* button to open the *Currently Scheduled Reports* window.

Or if an item on the confirmation window (see Figure 4o) requires changing, click the *Edit Schedule* button to change the schedule.

## 5: EDIT CURRENT SCHEDULED REPORTS

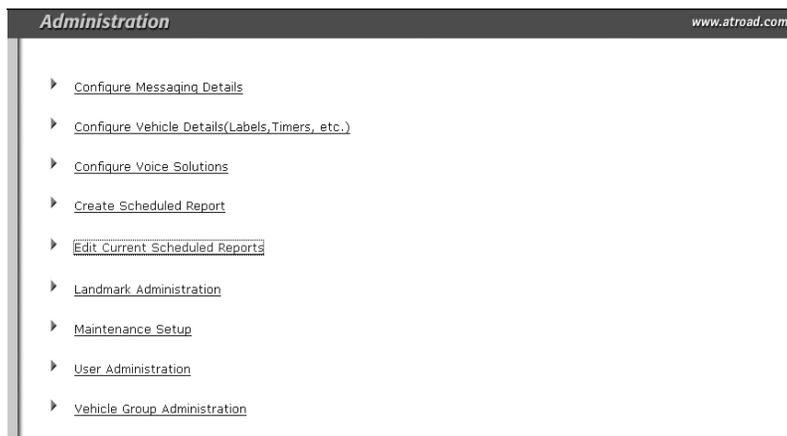
You may make changes to the existing scheduled reports in any of the following ways:

- Edit: Change existing parameters of the schedule.
- Enable: Enable a schedule. Default state.
- Disable: Disable a schedule (suspending its delivery).
- Remove: Delete a schedule.

To open the *Currently Scheduled Reports* window:

1. Click the *Administration* link on the control panel frame.
2. Enter the admin password.
3. Click the *Submit* button to go to the *Administration* window (see Figure 5a).

Figure 5a: Administration Window



4. Click the *Edit Current Scheduled Reports* link on the *Administration* window to open the *Currently Scheduled Reports* window (see Figure 5b) where all existing scheduled reports are displayed. If no reports are scheduled, the message *No Scheduled Reports Defined* is displayed at the top of the window.

Figure 5b: Currently Scheduled Reports Window

www.atroad.com

### Reports

**Currently Scheduled Reports**

[Schedule a new report](#)

Find Scheduled Reports:

[Edit](#), [Enable](#), [Disable](#) or [Remove](#) selected reports.

Page: [1](#) [2](#) [3](#) [4](#) [5](#)

Note: Please ensure that your email and/or computer systems are capable of receiving and storing reports of the size estimated below.

☐	Report Name	Status	Frequency	File Format	Delivery Method	Est Rept Size
<input checked="" type="checkbox"/>	acta	Enabled	Daily	HTML file	Email to: mim@atroad.com	25 kb
<input type="checkbox"/>	actarv.xls	Enabled	Daily	HTML file	FTP: geetha	25 kb
<input type="checkbox"/>	actdet	Enabled	Daily	HTML file	FTP: geetha	1 kb
<input type="checkbox"/>	activity-6203	Disabled	One time	HTML file	Email to: gsridhar@road-inc.com	1000 kb
<input type="checkbox"/>	activity-6203/*-1010-*/	Disabled	One time	HTML file	Email to: gsridhar@road-inc.com	1000 kb
<input type="checkbox"/>	arv10-03-03/*-1010-*/	Completed	One time	HTML file	Email to: svarvind@road-inc.com	100 kb
<input type="checkbox"/>	arv10-03-2003/*-1010-*/	Completed	One time	HTML file	Email to: svarvind@road-inc.com	100 kb
<input type="checkbox"/>	bug26400/*-1010-*/	Enabled	Daily	HTML file	Email to: svarvind@road-inc.com	20 kb
<input type="checkbox"/>	bug6400/*-1010-*/	Completed	One time	HTML file	Email to: svarvind@road-inc.com	3.3 mb
<input type="checkbox"/>	dfwer	Disabled	Daily	HTML file	Email to: pcvikas@atroad.com	1 kb

*The Find Scheduled Reports text box is a very helpful feature, especially when you have a long list of scheduled reports.*

To locate a scheduled report:

1. Enter the first few letters of the scheduled report in the *Find Scheduled Reports* text box.
2. Click the *Go* button. The window refreshes with a list of scheduled reports that match the search.

Page 1 holds a maximum of 20 entries. The next 20 entries, if any, are listed on page 2 and so on. Reports are listed in alphabetical order.

To make changes to the existing scheduled reports:

1. To edit a report: click one check box by the report you'd like to edit. You may edit only one report at a time.

To enable, disable or remove a report: click the check box(es) by the report(s) you'd like to change (see Figure 5c).

2. Click the appropriate function link (*Edit*, *Enable*, *Disable*, *Remove*) to make your desired changes. The following sections describe the *Edit*, *Enable*, *Disable* and *Remove* functions.

Figure 5c: Currently Scheduled Reports Window

**Reports** www.atroad.com

Currently Scheduled Reports

[Schedule a new report](#)

Find Scheduled Reports:

Selected reports.

Page: 1 2 3 4 5

Note: Please ensure that your email and/or computer systems are capable of receiving and storing reports of the size estimated below.

<input type="checkbox"/>	Report Name	Status	Frequency	File Format	Delivery Method	Est Rept Size
<input checked="" type="checkbox"/>	acta	Enabled	Weekly	PDF file	Email to: mim@atroad.com	84 kb
<input type="checkbox"/>	actarvxls	Enabled	Daily	PDF file	FTP: geetha	4 kb
<input type="checkbox"/>	actdet	Enabled	Daily	HTML file	FTP: geetha	1 kb
<input type="checkbox"/>	activity-6203	Completed	One time	HTML file	Email to: gsidhar@road-inc.com	1000 kb
<input type="checkbox"/>	activity-6203/*-1010-*/	Enabled	One time	HTML file	Email to: gsidhar@road-inc.com	1000 kb
<input type="checkbox"/>	arv10-03-03/*-1010-*/	Completed	One time	HTML file	Email to: svarvind@road-inc.com	100 kb

## Edit a Scheduled Report

You may change the parameters of a report after it has been scheduled.

1. Click the check box of the report you want to edit in the *Currently Scheduled Reports* window (see Figure 5c).
2. Click the *Edit* button.
3. Make the selections and enter the data you want in the *Scheduling a Report* window.
  - For report-specific parameter entries, refer to Section 3: *On Demand Reports* in this manual.
  - For the selections and text entries present in all scheduled reports, see *Selections and Text Boxes for Scheduled Reports* in Section 4: *How to Schedule Reports*.
4. Click the *Update Schedule* button to save changes made to this report. A *Scheduled Report Confirmation* window (see Figure 5e) opens with details about the changes made to the report.

Figure 5e: Report Confirmation Window

**Scheduled Report Confirmation**

**Scheduled Report Successfully updated!**

**Selected Report to Schedule:** Activity Report (Detail)

**Scheduled Report Name:** actdet

**Select Group(s) / Vehicle(s) to Include:** 2000, Ashley

**Select Schedule Frequency:** Daily

**Deliver By:** 8:00 AM Pacific, daily [Weekdays Only]

**Report Format:** Excel file  
(Please ensure that your e-mail and/or computer systems are capable of receiving and storing a report of 1 kb.)

**Deliver To:** FTP: geetha

The report you have requested will await your pickup on the following @Road FTP site: axi13.atroad.com at the time you requested. Your existing username and password will be used to access the ftp site and retrieve the report. All of your company's reports will be available on this site for 5 days after delivery. You may want to bookmark the site for quicker access when you wish to retrieve your reports.

- Click the *OK* button to save the changes and open the *Currently Scheduled Reports* window.

Or if an item on the confirmation window (see Figure 5e) requires changing, click the *Edit Schedule* button to change the schedule.

Your updates are applied immediately; the report will be generated as scheduled at the next run time.

## Enable a Scheduled Report

You may re-enable a schedule that is currently disabled. A scheduled report that has been disabled is still in the list, but the report is not delivered. To enable a scheduled report after it has been disabled:

- Click any number of check boxes by disabled reports you'd like to enable (see Figure 5f).

Figure 5f: Enabling a Disabled Scheduled Report

Reports www.atroad.com

Currently Scheduled Reports

[Schedule a new report](#)

Find Scheduled Reports:

Edit, **Enable**, Disable or Remove selected reports.

Page: 1

Note: Please ensure that your email and/or computer systems are capable of receiving and storing reports of the size estimated below.

<input type="checkbox"/>	Report Name	Status	Frequency	File Format	Delivery Method	Est Rept Size
<input checked="" type="checkbox"/>	MessRepPDF	Disabled	Weekly	PDF file	Email to: svarvind@road-inc.com	16 kb
<input type="checkbox"/>	StopRepXls	Enabled	Daily	Excel file	Email to: svarvind@road-inc.com	1 kb

Page: 1

- Click the *Enable* link to save the changes and refresh the window (Figure 5g) and show the enabled reports.

Figure 5g: Scheduled Report Now Enabled

Reports www.atroad.com

Currently Scheduled Reports

[Schedule a new report](#)

Find Scheduled Reports:

Edit, Enable, Disable or Remove selected reports.

Page: 1

Note: Please ensure that your email and/or computer systems are capable of receiving and storing reports of the size estimated below.

<input type="checkbox"/>	Report Name	Status	Frequency	File Format	Delivery Method	Est Rept Size
<input type="checkbox"/>	MessRepPDF	Enabled	Weekly	PDF file	Email to: svarvind@road-inc.com	16 kb
<input type="checkbox"/>	StopRepXls	Enabled	Daily	Excel file	Email to: svarvind@road-inc.com	1 kb

Page: 1

## Disable a Scheduled Report

Disabling a report suspends its delivery schedule. The report stays in the list of scheduled reports for editing, re-enabling or full removal.

1. Click any number of check boxes for enabled schedules you would like to disable (see Figure 5h).

Figure 5h: Disabling a Scheduled Report

The screenshot shows the 'Reports' page with a table of currently scheduled reports. The table has columns for Report Name, Status, Frequency, File Format, Delivery Method, and Est Rept Size. Two reports are listed: 'MessRepPDF' (Weekly, PDF file, 16 kb) and 'StopRepXls' (Daily, Excel file, 1 kb). Both reports have their checkboxes checked.

<input type="checkbox"/>	Report Name	Status	Frequency	File Format	Delivery Method	Est Rept Size
<input checked="" type="checkbox"/>	MessRepPDF	Enabled	Weekly	PDF file	Email to: svarvind@road-inc.com	16 kb
<input checked="" type="checkbox"/>	StopRepXls	Enabled	Daily	Excel file	Email to: svarvind@road-inc.com	1 kb

2. Click the *Disable* link to save the changes and refresh the window (Figure 5i) and show the disabled reports.

Figure 5i: Scheduled Report Now Disabled

The screenshot shows the 'Reports' page after the reports have been disabled. The table now shows 'MessRepPDF' and 'StopRepXls' with their Status changed to 'Disabled'. The checkboxes are now unchecked.

<input type="checkbox"/>	Report Name	Status	Frequency	File Format	Delivery Method	Est Rept Size
<input type="checkbox"/>	MessRepPDF	Disabled	Weekly	PDF file	Email to: svarvind@road-inc.com	16 kb
<input type="checkbox"/>	StopRepXls	Disabled	Daily	Excel file	Email to: svarvind@road-inc.com	1 kb

## Remove a Scheduled Report

To delete a scheduled report permanently:

1. Click any number of check boxes for schedules that you would want to delete (see Figure 5j).
2. Click the *Remove* link.

Figure 5j: Currently Scheduled Report Window

**Reports** www.atroad.com

Currently Scheduled Reports

[Schedule a new report](#)

Find Scheduled Reports:

[Edit](#), [Enable](#), [Disable](#) or [Remove](#) selected reports.

Page: [1](#) [2](#) [3](#) [4](#) [5](#)

Note: Please ensure that your email and/or computer systems are capable of receiving and storing reports of the size estimated below.

<input type="checkbox"/>	Report Name	Status	Frequency	File Format	Delivery Method	Est Rept Size
<input checked="" type="checkbox"/>	acta	Enabled	Weekly	PDF file	Email to: mim@atroad.com	84 kb
<input checked="" type="checkbox"/>	actarv.xls	Enabled	Daily	PDF file	FTP: geetha	4 kb
<input type="checkbox"/>	actdet	Enabled	Daily	HTML file	FTP: geetha	1 kb
<input type="checkbox"/>	activity-6203	Completed	One time	HTML file	Email to: gsrldhar@road-inc.com	1000 kb

3. A confirmation message, *Are you sure you want to remove the selected scheduled report(s)?* opens. Click the *OK* button to fully remove the scheduled reports, or click the *Cancel* button to close the message and return to the *Currently Scheduled Reports* window without deleting any scheduled reports.

## TROUBLESHOOTING

### 1. How do I use *More than* and *Less than* to filter the given data?

*More than* and *Less than* fields are part of many of the parameters available to you with some @Road reports. Parameters provide a way to filter your report data so that only the information useful to you for a specific business purpose will display in the report results. One or both of the parameter fields may be left blank if the data range you are looking for only has a minimum or a maximum and is open-ended on the other side.

For example, the value *More than 20* means that data for the vehicles and the time period you select that has a value of 21 or greater will be included in the report. The value *Less than 40* means that data for the vehicles and the time period you select that has a value of 39 or less will be included in the report. If both of these values are applied simultaneously, then vehicles that met the criteria containing stop durations between 21 and 39 minutes will be included in the report results. Alternatively, if you expect that most of your mobile workers will be stopped at branch offices (a type of Landmark) for 15 to 45 minutes, you may want to see a report of those instances where mobile workers stopped for less than 15 minutes or more than 45 minutes (an exception to the general case). If so, you would enter *More than 45* minutes and *Less than 15* minutes in the text box.

### 2. Some reports like *Stop Summary At Landmark Type By Vehicle* have more than one parameter to filter results. In what order are the parameters applied?

The *Stop Summary at Landmark Type by Vehicle* report allows you to apply three (3) different, separate parameters to the data for the reporting period requested.

- a. The *Number of Stops at Landmark Type per Day* parameter is applied first. If a certain day in the reporting period does not have the number of stops at the selected Landmark Type in the parameter range entered, that whole day of data will be removed from the data set for further filtering with the remaining two parameters.
- b. The *Include Landmark Stops* and *Include Non-Landmark Stops* parameters are applied simultaneously **after** the "Number of Stops at Landmark Type per Day" parameter.

Below is an example that illustrates the order in which the filters are applied.

Let us assume that the data is given as follows.

DeviceName	Date	# of Stops at Landmark Type per Day	Landmark Stop Duration (min)	Non-Landmark Stop Duration (min)
veh1	1/1/2004	3	30	
			10	
			50	
				20
veh1	1/2/2004	4	10	
			20	
			15	
			95	
				40
				20
veh1	1/3/2004	1	40	
				10
				40
veh2	1/3/2004	3	40	
				12
				100

Suppose a report is generated for the vehicles veh1 and veh2 for the report generation period 1/1/2004 to 1/3/2004. Assume parameters entered for the report are as follows:

*Include Number of Stops at Landmark Type per Day = More than 2 and/or Less than 10.*

*Include Landmark Stops = More than 90 and/or Less than (blank).*

*Include Non-Landmark Stops = More than 90 and/or Less than (blank).*

When we apply the parameters above to our data, the *Include Number of Stops at Landmark Type per Day* parameter is applied first. The parameter above (*More than 2 and/or Less than 10*) results in the following data:

DeviceName	Date	# of Stops at Landmark Type per Day	Landmark Stop Duration (min)	Non-Landmark Stop Duration (min)
veh1	1/1/2003	3	30	
			10	
			50	
				20
veh1	1/2/2003	4	10	
			20	
			15	
			95	
				40
				20
veh2	1/3/2003	3	40	
				12
				100

The filters *Include Landmark Stops (More than 90 and/or Less than (blank))* and *Include Non-Landmark Stops (More than 90 and/or Less than (blank))* are applied simultaneously on the data obtained by applying filter 1. The data set obtained after applying the filters 2 and 3 (simultaneously) would be as follows.

DeviceName	Date	# of Stops at Landmark Type per Day	Landmark Stop Duration (min)	Non-Landmark Stop Duration (min)
veh1	1/2/2003	1	95	
veh2	1/3/2003	1		100

### **3. What do I do if I receive a “bridge failure” notice after I have requested a report to be generated?**

On rare occasions, an error with the message “Apache-Weblogic bridge failure” may appear after you request an On Demand Report (real-time report). It’s possible for this to happen when a lot of data needs to be processed for the report you request. If you receive this message, the report you requested cannot be run at that time.

Bridge failure in this context means the server “timed out”. This can occur from one or more of the following:

- a. Many devices selected.
- b. Large amount of data exists for devices selected.
- c. Large report time period (duration).
- d. Most devices have no data to report. You can avoid receiving this message (ensuring delivery of the reports you want) by:
  - Selecting fewer devices to include in the report.
  - Reduce duration (time period).
  - Schedule the report.