



Understanding basic trips report

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Agenda

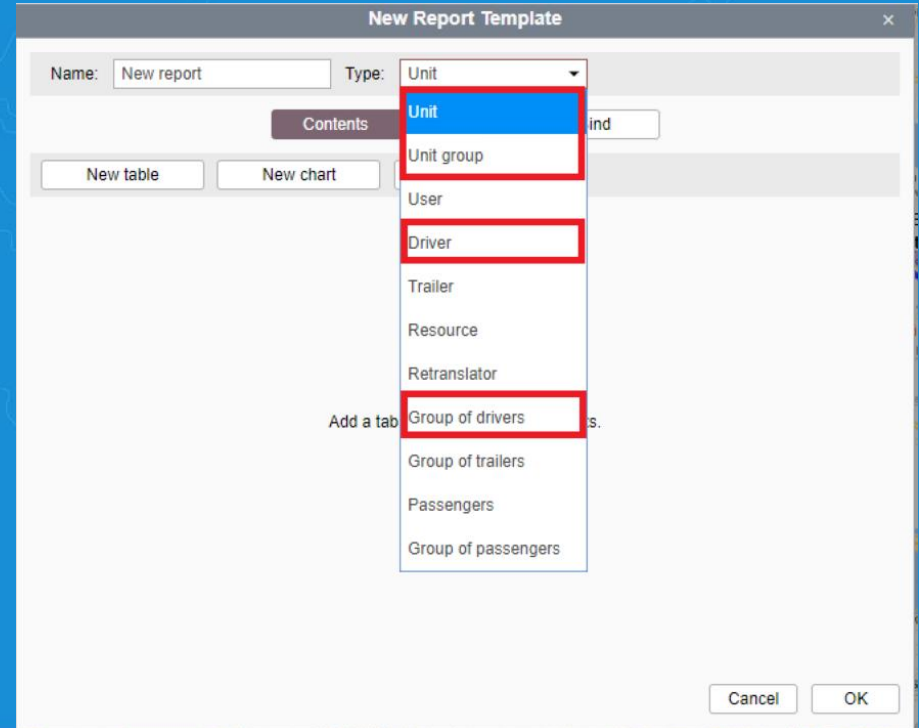
1. Four types of trips reports
2. How to create reports
3. How to execute and export reports

Four types of trips reports

Trips Reports for:

Unit
Unit groups

Driver
Groups of drivers



How to create reports

Step 1.

- ❑ Open “Reports” panel
- ❑ Press “New” button
- ❑ Name report template
- ❑ Choose report type
- ❑ Press “New table” button

The screenshot shows the Winlon software interface. The 'Reports' panel is active in the top navigation bar. The main window displays the 'New Report Template' dialog box. The 'Name' field is set to 'Trips report auto fleet' and the 'Type' dropdown is set to 'Unit group'. The 'Contents' tab is selected, and the 'New table' button is highlighted. The 'Report Templates' list on the left shows 'Trips report auto fleet' as the selected template. The 'New' button in the list is also highlighted. The 'Add a table or a chart to the contents.' message is visible in the main area of the dialog box.

How to create reports

Step 2.

- ❑ Select table type “Trips”
- ❑ Select necessary columns

The screenshot shows the 'New Report Template' dialog box for the 'Trips' table. The 'Name' field is set to 'Trips' and the 'Type' dropdown is set to 'Trips'. The 'Columns' tab is selected, showing a list of columns with checkboxes and sort icons. The columns 'Beginning', 'End', 'Initial location', 'Final location', 'Duration', and 'Mileage' are checked and highlighted with a red box. Other columns like 'Initial coordinates', 'Final coordinates', 'Total time', 'Off-time', 'Following off-time', 'Engine hours', and 'Mileage (adjusted)' are unchecked. The 'Add calculator' button is visible at the bottom left, and 'Cancel' and 'OK' buttons are at the bottom right.

Column Name	Checked	Sort Icon
Beginning	<input checked="" type="checkbox"/>	↕
End	<input checked="" type="checkbox"/>	↕
Initial location	<input checked="" type="checkbox"/>	↕
Final location	<input checked="" type="checkbox"/>	↕
Duration	<input checked="" type="checkbox"/>	↕
Mileage	<input checked="" type="checkbox"/>	↕
Initial coordinates	<input type="checkbox"/>	↕
Final coordinates	<input type="checkbox"/>	↕
Total time	<input type="checkbox"/>	↕
Off-time	<input type="checkbox"/>	↕
Following off-time	<input type="checkbox"/>	↕
Engine hours	<input type="checkbox"/>	↕
Mileage (adjusted)	<input type="checkbox"/>	↑

How to create reports

Step 3.

- Select “Settings” tab
- Select “Detailization”, “Row numbering” and “Total”
- Press “OK” to save table and report.

The screenshot shows the 'New Report Template' dialog box for the 'Trips' table. The 'Table properties: Trips' section shows the name 'Trips' and type 'Trips'. The 'Columns' and 'Settings' tabs are visible, with 'Settings' selected. The 'Parameters' section includes 'Grouping' and 'Sorting' options. The 'Settings' section has three checked options: 'Detailization', 'Row numbering', and 'Total'. The 'Incomplete interval' is set to 'Show and cut off' and the 'Duration format' is 'days hours:minutes:seconds'. The 'OK' button is highlighted with a red box.

How to execute and export reports

- ❑ Select Report (Template)
- ❑ Object (unit, unit group, etc.)
- ❑ Interval
- ❑ Execute the report
- ❑ Press “PDF” icon to export report


The screenshot displays the uVision software interface. The 'Reports' tab is selected, showing a configuration panel on the left and a map of the Northeastern United States on the right. The configuration panel includes fields for 'Template' (Trips report auto fleet), 'Object' (Auto fleet group), and 'Interval' (Monthly). The 'Execute' button is highlighted. Below the map, a data table is visible with the following content:

No.	Grouping	Beginning	End	Initial location	Final location	Duration	Mileage
1	GNX US	2019-03-01 08:39:00	2019-03-25 11:39:28	75 Grove St, Belmont, MA 02478, USA	840 Winter St, Waltham, MA 02451, USA	1 days 0 14 15	707 mi
2	XT-3460 US	2019-03-21 08:14:42	2019-03-15 09:19:20	Royal Park Apartments, North Attleboro, MA 02760, USA	130 Trapelo Rd, Belmont, MA 02478, USA	23 44 43	678 mi
Total		2019-03-01 08:14:42	2019-03-25 11:39:28	Royal Park Apartments, North Attleboro, MA 02760, USA	840 Winter St, Waltham, MA 02451, USA	1 days 23:58:59	1384 mi



Practice time

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THANK YOU!
Q/A!



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