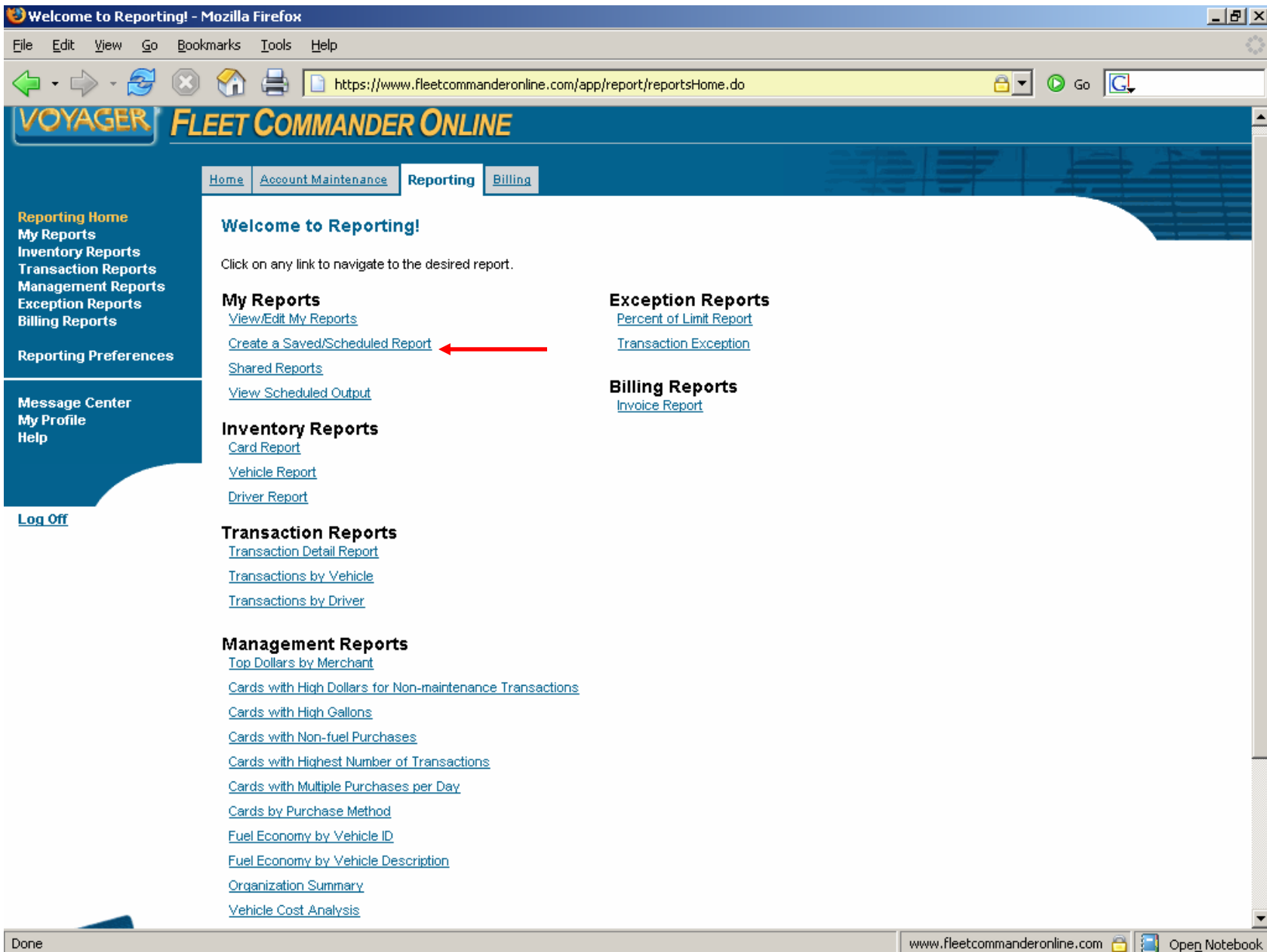


# Fleet Commander Online

## How to:

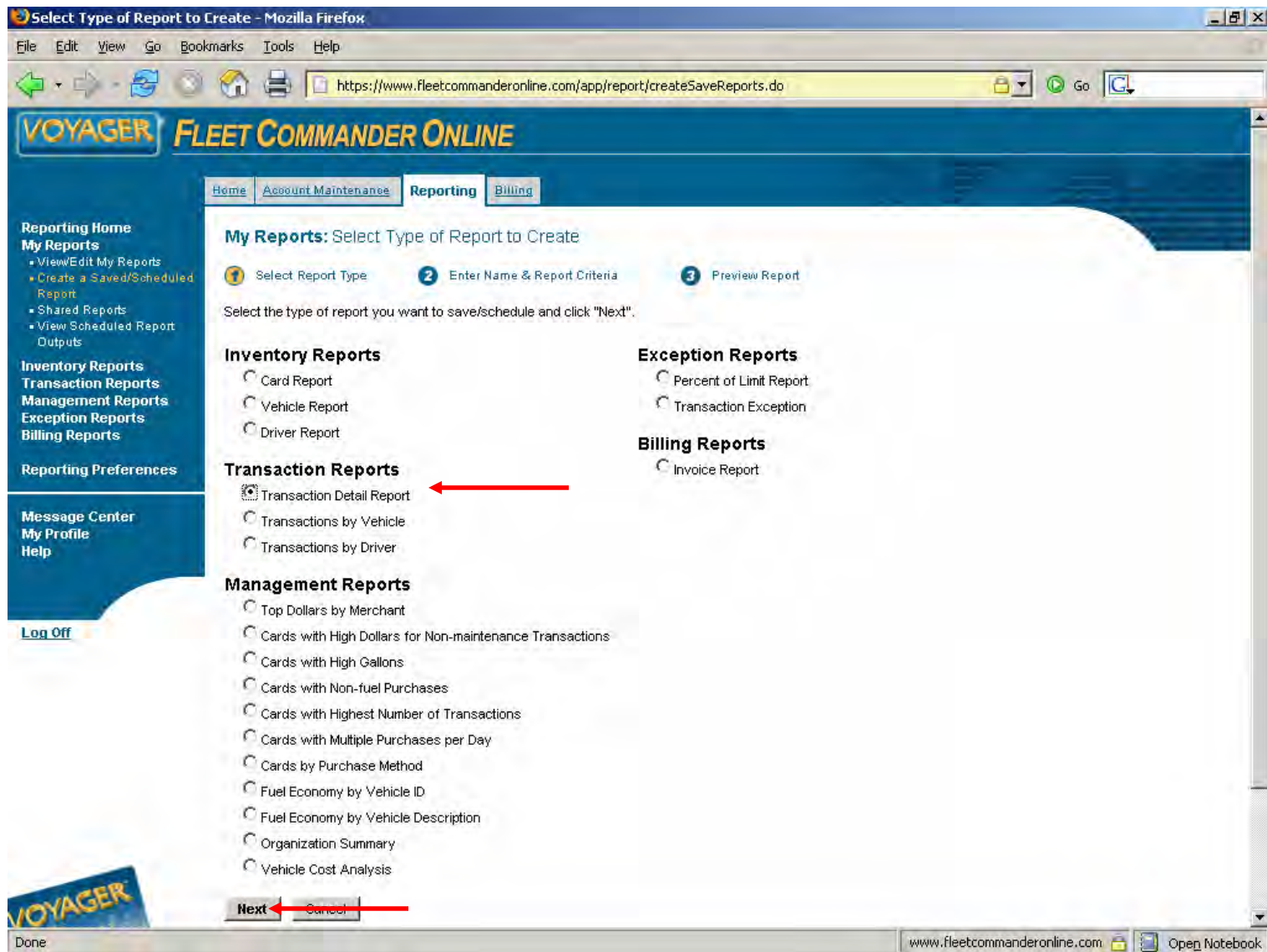
# SAVE/SCHEDULE REPORTS



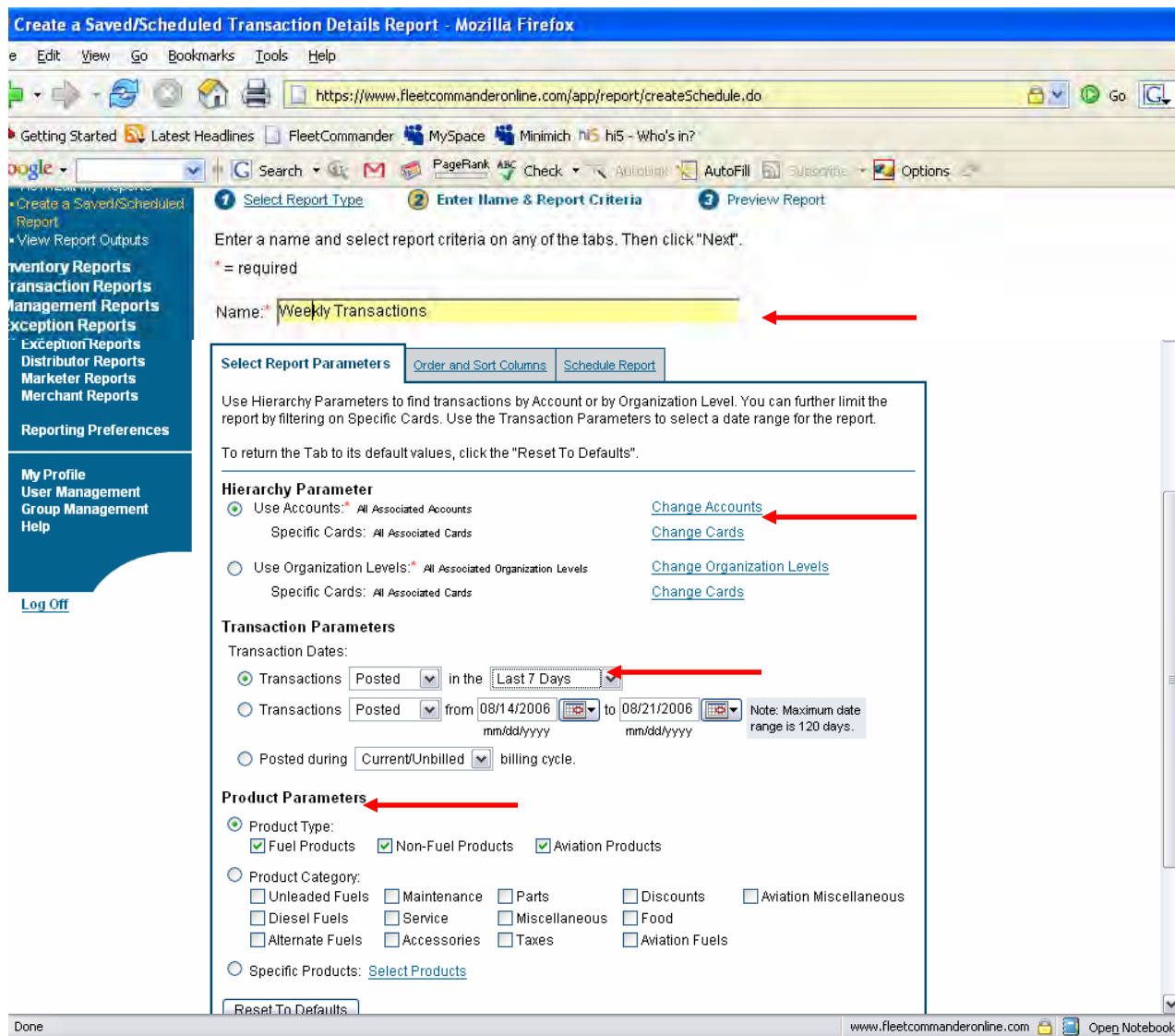


After logging into Fleet Commander and clicking the reports Tab:

1. Click on: Create a Saved/Scheduled Report



2. Select the report you would like to create (in this case let's try a Transaction Detail Report)
3. Click next



4. Name your report
5. If you have multiple accounts, select the proper account(s)
6. Select the criteria, for instance I want to run a weekly transaction report, so I want it to pull transactions POSTED for the LAST 7 DAYS
7. You can also choose which 'parameters' you want to pull, for instance if you only want to see Unleaded Transactions. (If you do not choose anything in parameters it pulls all transactions on your account for the specified time)

Create a Saved/Scheduled Transaction Details Report - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://www.fleetcommanderonline.com/app/report/createDetailReportTabParameter.do

Getting Started Latest Headlines FleetCommander MySpace Minimich hi5 hi5 - Who's in?

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my reports

- View/Edit My Reports
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1 Select Report Type 2 Enter Name & Report Criteria 3 Preview Report

Enter a name and select report criteria on any of the tabs. Then click "Next".

\* = required

Name: \* Weekly Transactions

Select Report Parameters Order and Sort Columns Schedule Report

To include specific Columns in this Report, select the check box next to the desired column names. Use the arrow buttons to choose the display and Sort Order of the columns for the report. Please note: There is a maximum of 10 sort levels allowed.

To return the Tab to its default values, click the "Reset Tab Defaults".

Select All | Deselect All

Select & Name Columns	Display Order	Sort Order	Sort Direction
<input checked="" type="checkbox"/> Account Number	1 < >	1 < >	Ascending
<input checked="" type="checkbox"/> Account Name	2 < >	< >	< >
<input checked="" type="checkbox"/> Card ID	3 < >	2 < >	Ascending
<input checked="" type="checkbox"/> Transaction Occurred C	4 < >	3 < >	Ascending
<input checked="" type="checkbox"/> Transaction Time	5 < >	4 < >	Ascending
<input checked="" type="checkbox"/> Transaction ID	6 < >	5 < >	Ascending
<input checked="" type="checkbox"/> Product Description	7 < >	< >	< >
<input checked="" type="checkbox"/> Units	8 < >	< >	< >
<input checked="" type="checkbox"/> Transaction Line Amou	9 < >	< >	< >
<input checked="" type="checkbox"/> Participant Name	10 < >	< >	< >
<input checked="" type="checkbox"/> Merchant Name	11 < >	< >	< >
<input checked="" type="checkbox"/> Merchant Address	12 < >	< >	< >

Done www.fleetcommanderonline.com

- Click the Order/Sort Columns Tab
- Choose the columns you want (Put Checks in the boxes you want to see in your report), the order (Display Order) you want them in and the Sort Order you want them in

# SCHEDULING

• View Scheduled Report Outputs

**Inventory Reports**  
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Exception Reports  
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Marketer Reports  
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**Reporting Preferences**

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[Log Off](#)

Enter a name and select report criteria on any of the tabs. Then click "Next".  
\* = required

Name:

Select Report Parameters   Order and Sort Columns   **Schedule Report**

Specify scheduling criteria by selecting a duration, frequency, and output parameter. To enable the schedule, select "Enable scheduling for this report".

**Enable/Disable Schedule**

Enable Scheduling for this Report  
 Disable Scheduling

**Duration**

Start Date:    
mm/dd/yyyy

End Date:    
mm/dd/yyyy

**Frequency**

Daily   
 Weekly Every   
 Monthly Every

**Output**

Deliver report in  format

**Email Notification**

Notify me via email when this report has run and is available for viewing

Done www.fleetcommanderonline.com   Open Notebook

10. Click the Schedule Report Tab

Create a Saved/Scheduled Transaction Details Report - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://www.fleetcommanderonline.com/app/report/createDetailReportTabParameter.do

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### My Reports: Create a Saved/Scheduled Transaction Details Report

1 Select Report Type    2 Enter Name & Report Criteria    3 Preview Report

Enter a name and select report criteria on any of the tabs. Then click "Next".  
\* = required

Name:\*

Select Report Parameters    Order and Sort Columns    **Schedule Report**    Share Report

Specify scheduling criteria by selecting a duration, frequency, and output parameter. To enable the schedule, select "Enable scheduling for this report".

**Enable/Disable Schedule**

Enable Scheduling for this Report  
 Disable Scheduling

**Duration**

Start Date: 01/16/2007  
mm/dd/yyyy

End Date: 01/16/2008  
mm/dd/yyyy

**Frequency**

Daily    Monday thru Friday  
 Weekly Every    Monday  
 Monthly Every    1st

**Output**

Deliver report in PDF format

**Email Notification**

Notify me via email when this report has run and is available for viewing  
 Any time it runs  
 Only when the report contains data

Back    Next    Cancel

Done    www.fleetcommanderonline.com    Open Notebook

## 11. Select Enable Scheduling

Create a Saved/Scheduled Transaction Details Report - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://www.fleetcommanderonline.com/app/report/createDetailReportTabParameter.do

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### My Reports: Create a Saved/Scheduled Transaction Details Report

1 Select Report Type    2 Enter Name & Report Criteria    3 Preview Report

Enter a name and select report criteria on any of the tabs. Then click "Next".

\* = required

Name:\*

Select Report Parameters    Order and Sort Columns    **Schedule Report**    Share Report

Specify scheduling criteria by selecting a duration, frequency, and output parameter. To enable the schedule, select "Enable scheduling for this report".

**Enable/Disable Schedule**

Enable Scheduling for this Report  
 Disable Scheduling

**Duration**

Start Date: 01/16/2007  
End Date: 01/16/2008

**Frequency**

Daily    Monday thru Friday  
 Weekly Every    Monday  
 Monthly Every    1st

**Output**

Deliver report in PDF format

**Email Notification**

Notify me via email when this report has run and is available for viewing  
 Any time it runs  
 Only when the report contains data

Calendar

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Back    Next    Cancel

Done    www.fleetcommanderonline.com    Open Notebook

12. Pick your start and end date; the duration the report will run



Create a Saved/Scheduled Transaction Details Report - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://www.fleetcommanderonline.com/app/report/createDetailReportTabParameter.do

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### My Reports: Create a Saved/Scheduled Transaction Details Report

1 Select Report Type    2 Enter Name & Report Criteria    3 Preview Report

Enter a name and select report criteria on any of the tabs. Then click "Next".  
\* = required

Name: \*

Select Report Parameters    Order and Sort Columns    **Schedule Report**    Share Report

Specify scheduling criteria by selecting a duration, frequency, and output parameter. To enable the schedule, select "Enable scheduling for this report".

**Enable/Disable Schedule**

Enable Scheduling for this Report  
 Disable Scheduling

**Duration**

Start Date: 01/16/2007  
mm/dd/yyyy

End Date: 01/16/2008  
mm/dd/yyyy

**Frequency**

Daily    Monday thru Friday  
 Weekly Every    Every Day  
 Monthly Every    Monday thru Friday  
1st

**Output**

Deliver report in PDF format

**Email Notification**

Notify me via email when this report has run and is available for viewing

Any time it runs  
 Only when the report contains data

Back    Next    Cancel

javascript:Calendar.Close("INLINE", "Calendar");    www.fleetcommanderonline.com    Open Notebook

13. Pick the Frequency (For example, I want it to run Daily; ONLY Mon-Fri)

Create a Saved/Scheduled Transaction Details Report - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://www.fleetcommanderonline.com/app/report/createDetailReportTabParameter.do

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### My Reports: Create a Saved/Scheduled Transaction Details Report

1 Select Report Type    2 Enter Name & Report Criteria    3 Preview Report

Enter a name and select report criteria on any of the tabs. Then click "Next".  
 \* = required

Name: \*

Select Report Parameters    Order and Sort Columns    **Schedule Report**    Share Report

Specify scheduling criteria by selecting a duration, frequency, and output parameter. To enable the schedule, select "Enable scheduling for this report".

**Enable/Disable Schedule**

Enable Scheduling for this Report  
 Disable Scheduling

**Duration**

Start Date: 01/16/2007  
 End Date: 01/16/2008

**Frequency**

Daily    Monday thru Friday  
 Weekly Every    Monday  
 Monthly Every    1st

**Output**

Deliver report in PDF format

**Email Notification**

Notify me via  
 Any time it runs  
 Only when the report contains data

Back    Next    Cancel

javascript:Calendar.Close("INLINE", "Calendar");    www.fleetcommanderonline.com    Open Notebook

14. Select report output; How do you want to View the information you query (Excel, PDF, etc)

Create a Saved/Scheduled Transaction Details Report - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://www.fleetcommanderonline.com/app/report/createDetailReportTabParameter.do

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### My Reports: Create a Saved/Scheduled Transaction Details Report

1 Select Report Type    2 Enter Name & Report Criteria    3 Preview Report

Enter a name and select report criteria on any of the tabs. Then click "Next".  
\* = required

Name: \*

Select Report Parameters    Order and Sort Columns    **Schedule Report**    Share Report

Specify scheduling criteria by selecting a duration, frequency, and output parameter. To enable the schedule, select "Enable scheduling for this report".

**Enable/Disable Schedule**

Enable Scheduling for this Report  
 Disable Scheduling

**Duration**

Start Date: 01/16/2007  
mm/dd/yyyy

End Date: 01/16/2008  
mm/dd/yyyy

**Frequency**

Daily    Monday thru Friday  
 Weekly Every    Monday  
 Monthly Every    1st

**Output**

Deliver report in Excel format

**Email Notification**

Notify me via email when this report has run and is available for viewing

Any time it runs  
 Only when the report contains data

Back    Next    Cancel

javascript:Calendar.Close("INLINE", "Calendar");    www.fleetcommanderonline.com    Open Notebook

15. If you would like an email notification sent when report is ready to view, check the box

16. Do you want to see it every time it runs, OR only when it has data? Choose one. The default is Anytime it runs

17. Click Next

Create a Saved/Scheduled Transaction Details Report - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://www.fleetcommanderonline.com/app/report/createDetailReportTabParameter.do

# VOYAGER FLEET COMMANDER ONLINE

Home Account Maintenance Reporting Billing

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## My Reports: Create a Saved/Scheduled Transaction Details Report

1 Select Report Type    2 Enter Name & Report Criteria    3 Preview Report

If you are happy with your report output, click "Finish". If you want to make changes before saving, click "Back".

Name: TEST

Transaction Detail  
 Report Date: 01/16/2007

Account Number	Account Name	Card ID	Transaction Occurred Date	Transaction Time	Invoice Number	Product Description	Units	Transaction Line Amount	Participant
869008268	VOYAGER TEST ACCT FOUR	900021	12/22/2006	09:56:00	<a href="#">00771689</a>	UNLEADED SUPER	1.50	4.30	EFS NATION
869008268	VOYAGER TEST ACCT FOUR	900021	12/22/2006	10:01:00	<a href="#">00894888</a>	UNLEADED	1.44	3.87	EFS NATION
869008268	VOYAGER TEST ACCT FOUR	900021	12/22/2006	23:46:00	<a href="#">00749185</a>	UNLEADED	1.48	3.83	EFS NATION
869008268	VOYAGER TEST ACCT FOUR	900173	12/22/2006	09:59:00	<a href="#">00000008</a>	UNLEADED	1.03	1.04	CIRCLE K S*
869008268	VOYAGER TEST ACCT FOUR	900174	12/22/2006	10:00:00	<a href="#">00000007</a>	UNLEADED	1.04	1.05	CIRCLE K S*
869008268	VOYAGER TEST ACCT FOUR	900175	12/22/2006	10:01:00	<a href="#">00000008</a>	UNLEADED	1.05	1.06	CIRCLE K S*
869008268	VOYAGER TEST ACCT FOUR	900175	12/22/2006	10:07:00	<a href="#">00000010</a>	UNLEADED	1.07	1.08	CIRCLE K S*
869008268	VOYAGER TEST ACCT FOUR	900176	12/22/2006	10:06:00	<a href="#">00000009</a>	UNLEADED	1.06	1.07	CIRCLE K S*
869008268	VOYAGER TEST ACCT FOUR	900238	01/04/2007	12:17:00	<a href="#">00030290</a>	DIESEL	.28	.89	AMERADA H
869008268	VOYAGER TEST ACCT FOUR	900239	01/04/2007	12:19:00	<a href="#">00000072</a>	UNLEADED PLUS	1.00	1.00	AMERADA H
869008268	VOYAGER TEST ACCT FOUR	900239	01/04/2007	12:19:00	<a href="#">00000072</a>	MISCELLANEOUS	1.00	1.00	AMERADA H

Back Finish Cancel

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18. Next it will show you a sample

19. If you like the way it looks click Finish, if you want to change it click back

**VOYAGER FLEET COMMANDER ONLINE**

Home Account Maintenance **Reporting** Billing

**My Reports: View/Edit Saved Reports**

To edit/view a saved report, click on the report's name. Delete saved reports by selecting its checkbox, then click "Delete". Run a single preview of a scheduled report now by clicking "Run Now".

Delete	Report Name	Scheduled	Scheduled Run Date	Preview Scheduled Output
<input type="checkbox"/>	Card Report - New Customer Packet	N		
<input type="checkbox"/>	Weekly Transactions	Y	06/05/2006	Run Now

Check All Shown | Uncheck All Shown

Delete

Reporting Home  
**My Reports**  
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 Marketer Reports  
 Merchant Reports

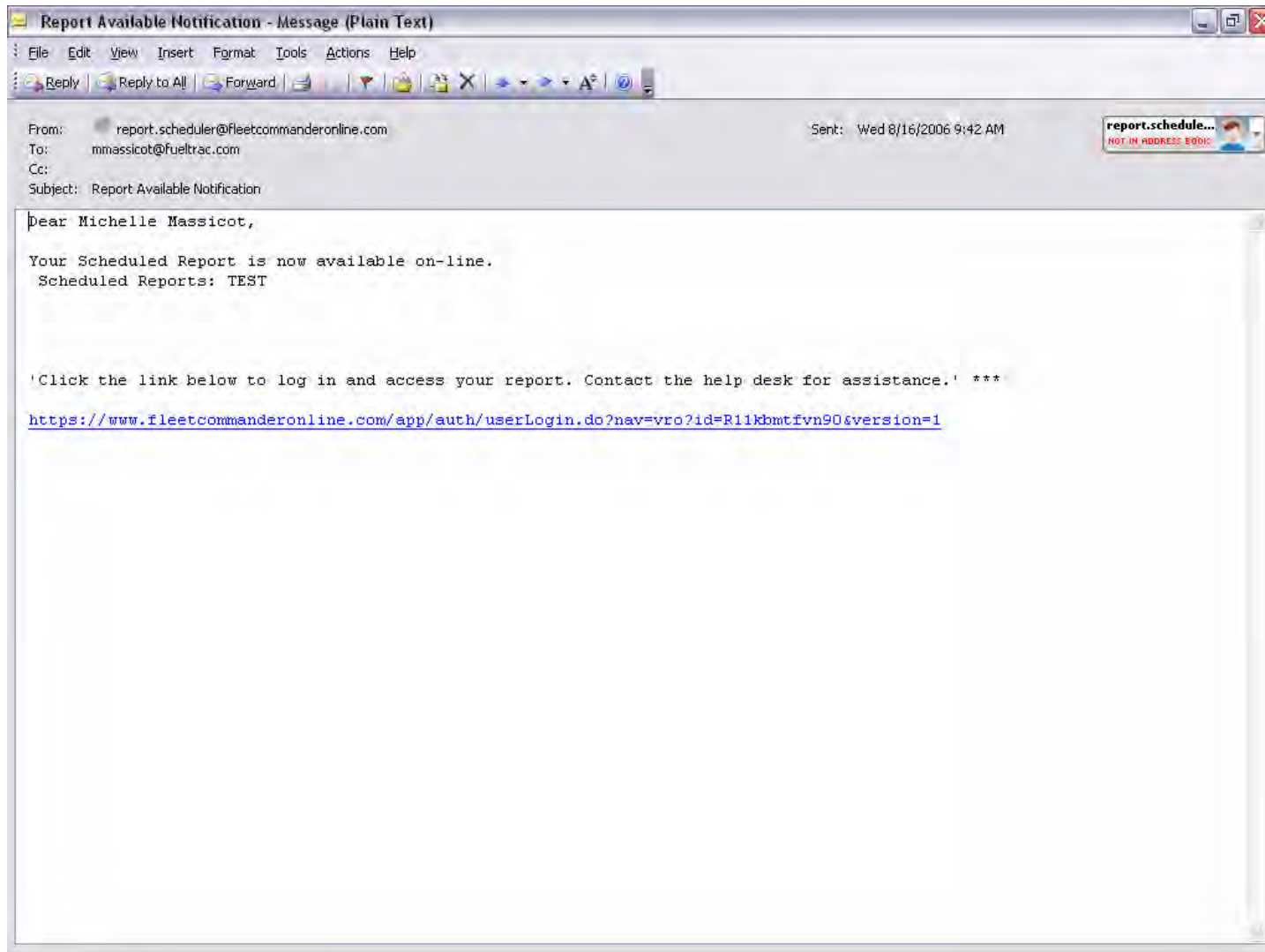
Reporting Preferences

My Profile  
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 Technical Support | System Requirements | Privacy Policy

20. You will be brought here, Your “My Reports” page
21. Here is where all the reports you schedule and save will be kept.
22. As you can see my “Weekly”: report is set to run on June 5<sup>th</sup>, Monday, and will pull transactions from 7 days prior (Monday May 29<sup>th</sup> –Sunday June 4<sup>th</sup>).



23. Example Email notification for available scheduled reports
24. When you click the link in the email it will take you to Fleet Commander Online to log in
25. After logging in go to your 'My Reports' page

View Scheduled Report Outputs - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://www.fleetcommanderonline.com/app/report/scheduledReports.do#results

**VOYAGER FLEET COMMANDER ONLINE**

Home Account Maintenance Reporting Billing

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**My Reports: View Scheduled Report Outputs**

Select a report from the list below to view that report's output. Each report output will be saved for one month; Delete Date becomes red when report will be deleted within one week.

View by: Report Name Sort by: Descending

Report Outputs 1 - 26 of 37  
Page: 1 | 2

Delete	Report Name	Run Date	Delete Date
<input type="checkbox"/>	<a href="#">Weekly Report</a>	01/01/2007	02/01/2007
<input type="checkbox"/>	<a href="#">Weekly Report</a>	01/08/2007	02/08/2007
<input type="checkbox"/>	<a href="#">Weekly Report</a>	01/15/2007	02/15/2007
<input type="checkbox"/>	<a href="#">Weekly Report</a>	12/18/2006	<b>01/18/2007</b>
<input type="checkbox"/>	<a href="#">Weekly Report</a>	12/25/2006	01/25/2007

26. On the scheduled date you will go pull my report by going to the “View Scheduled Report Outputs” page
27. Click on the report name
28. Your report will open in whichever program you chose the format to be in (excel, PDF, etc)