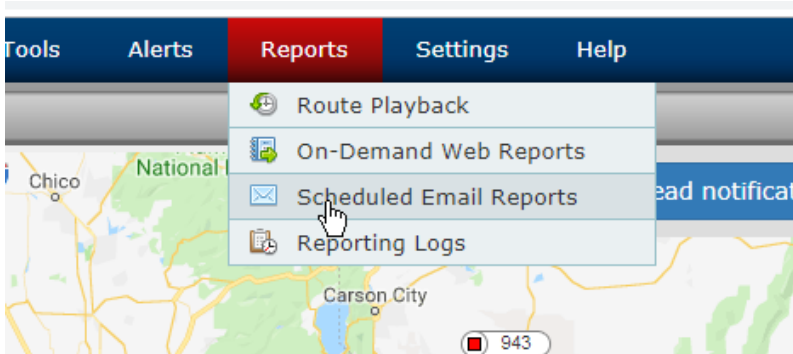
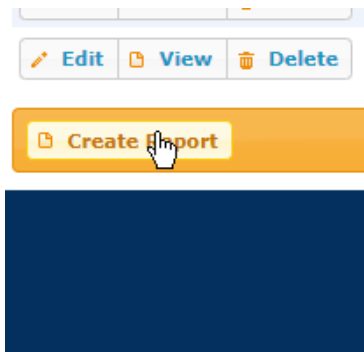


Instructions on creating a scheduled report in Silent Passenger

1. Select Reports. Scroll down to Scheduled Email Reports.



2. Select Create a Report icon found to the left side of the screen.



3. Select report you wish to create, shown below is the Driver Hours Report. This report shows the total time the van was being driven.



4. Now select the group or vehicles you wish to run the report for, making sure the boxes are checked as shown below.

1 Vehicles
Select Vehicles

Select all

Branch: D and J Packing

342FL
 5215

5. Select Next at the bottom right of the screen.

Previous **Next** Finish

6. Now choose the days and time of the report. The default is daily at 5 in the morning, this can be changed.

Choose Schedule

Recurrence

Daily
 Weekly
 Bi-weekly

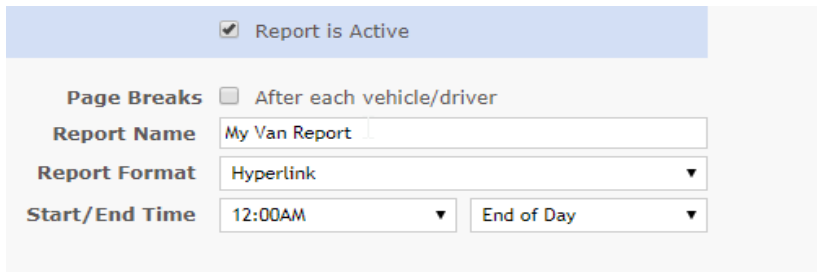
Every 1 day(s)
 Every weekday
 On the following days
 Sun Mon Tue Wed Thu Fri Sat

Report execution time: 05 :00 AM PM Pacific Standard Time

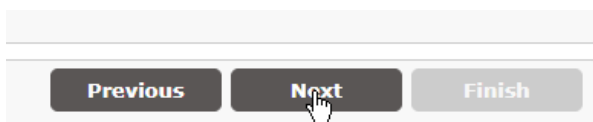
7. Select Next at the bottom right of the screen.

Previous **Next** Finish

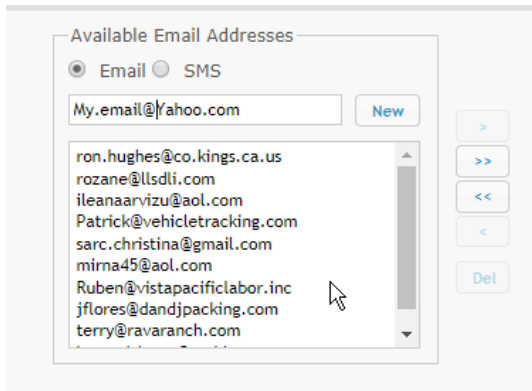
8. In this screen you will name your report, My Van Report is shown below.



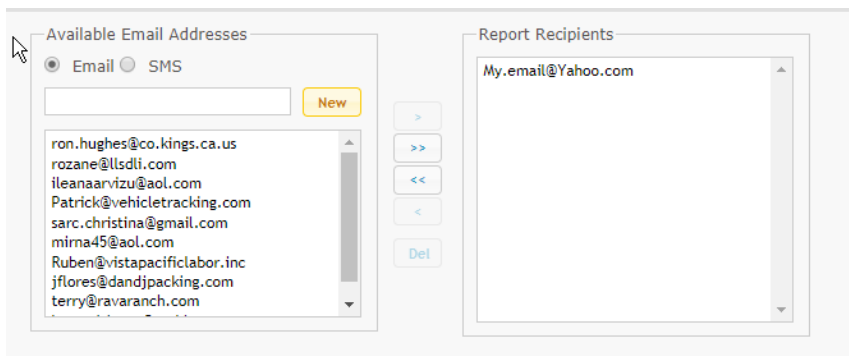
9. Select Next at the bottom right of the screen.



10. You will now need to enter the email where the report will be sent, My.email@Yahoo.com is shown below.



11. Select then New tab and your email will be shown on the right side of the screen.



12. You can now select Finish to create your report. A link will be sent to you every day giving you the information you requested.

