IQgistics

March 2020 Newsletter

COVID-19 and IQgistics

Please stay safe out there. We are reaching out to you so that you can be aware, informed and prepared.

As you will know from media reports, the coronavirus (COVID-19) has been reported in many cities around the world and our prayers go out to everyone during this difficult time. IQgistics is committed to helping you manage your fleets during this time of health crisis. We wanted to make sure that you are aware that you can continue to call on us to help you understand your fleet history and any other needs that you may have.

Should you ever find yourself confronted with an employee that may have been exposed, we recommend that you immediately run and save a history report of where that vehicle has been for the past 3 months. This could help medical personnel track where that employee/vehicle could have traveled before, during and after the time that they may have been in contact with someone that had contracted the virus. This history could also help to identify other potential people that may have been exposed.

How to run a History Report on the new tracking website:

The Report Module gives the user access to a suite of Management and Administrative Reports, a powerful tool enabling the user to report on such things as, Driving Behavior Reports, Speeding Reports, Trip Reports, History, Maintenance & Costs, Site Activity and many more. To run a Report, the user follows the step by step module to define what report is needed, how it is to be displayed and on what vehicles to report on.
Reports can be run directly in the system, sent out to multiple recipients via email or setup to run automatically on a Daily, Weekly, Monthly, or Annual basis.

To create a new report, you will click on New report in the upper right corner. When the new window opens, you will be able to choose the History Report. For a complete list, see the drop down from the New Report button.

Once you have selected this report, you will need to fill in the rest of the needed information before you can run the report. A complete description of each option is shown below.

Report options

Option	Description
Type	This is will automatically fill in based on the report that you previously recreated.
Execution	This will automatically fill in Immediate so that the report will run once

the information is filled out. If you want to choose Send by Email or Scheduled, see those sections for further information.

Notes	Type in any notes that you want.

Date interval
This is where you can choose from a number of different options. The options include:

- Today
- Last 24 Hours
- Yesterday
- Last 3 days
- Last 7 days
- Last week
- Last month
- Custom interval

The custom interval is where you can choose your own date and time ranges (the default time is midnight to midnight). Once you select this option you will be presented with a start date and time as well as an end date and time. If you click on the calendar icon ( ) you will be presented with a way to select the date and time that you would like to use as a start date or an end date depending on which field you are filling in.

Fleets
From here you select the company and fleet(s) that the report will run against.

Vehicles
From here you select the vehicle(s) that the report will run against. Once you have all the information in, click Run report and the report will open.

At the top of the report you will see a cloud icon with an arrow pointing down. If you hover on this icon you will see that the top option is to download the report as a PDF (Acrobat PDF File). This will download the report so that you can save the information to your computer for future needs.

As always, if you need help with this, please contact our office and we will be able to help you run the report.

Need the Mobile App?

Do you need to download the mobile app to use? Follow this link to our website for the specific link and setup information: Mobile Apps

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