

#1 – Select Reports/Schedule

#4 – Select Vehicles

#5 – Select Advanced Settings/Group by Driver

Screenshot of the iMATS 360 interface showing the 'Schedule for reports' screen. The screen is divided into four main sections: 'Objects', 'Trips', 'Schedule parameters', and 'Advanced settings'. The 'Objects' section shows a list of reports, including 'LGW DNATA - Daily Trip report by Vehicle & ...'. The 'Trips' section shows a list of vehicles, including 'KE72LGD', 'Pushback Tug (4)', and 'Electric Baggage Tug (16)'. The 'Schedule parameters' section shows options for 'Control days', 'Control time', 'Report title', 'Frequency', 'Delivery time', 'Over', and 'Send reports to email'. The 'Advanced settings' section shows options for 'Hide empty tabs', 'Show seconds', 'Display summary', 'Display only summary', 'Divide by stops', 'Show stop duration', 'Show coordinates', 'Use smart filter', and 'Group by driver'. A sidebar on the left contains navigation options like 'Tracking', 'Reports', 'Schedule', 'Fleet management', 'Field service', and 'Applications'. A top-left menu shows 'LD ID: #260671' and 'Schedule' is selected. A bottom-left menu shows 'Available reports' with options for 'Activity', 'Trips', 'Stops', and 'Trips and stops by shifts'. Arrows point from numbered callouts to specific elements in the interface.

#2 – Add

#3 – Select Trips

#6 – Create logical Report Name

#7 – Select days you wish to receive report. In this example Daily

#8 – Select Day to receive the previous 24hrs/days data

#9 – Add Recipients Emails

#10 – Choose Report Type, either Excel or PDF

#11 – Press Schedule and the report will be saved to Schedule for Reports allowing you to edit the report when required.