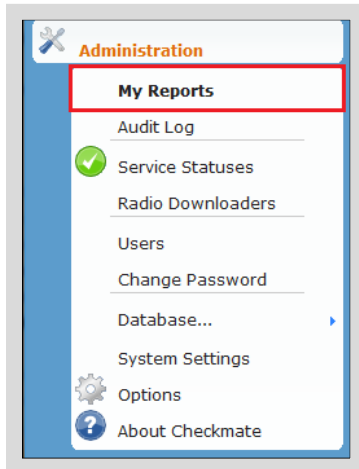
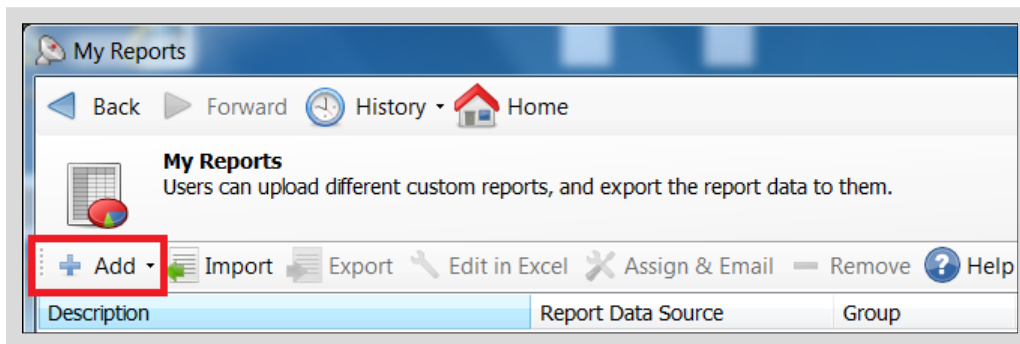


## How to Create a Custom Excel Report

1. Open Checkmate 5.5 and go to **Administration** → **My Reports**



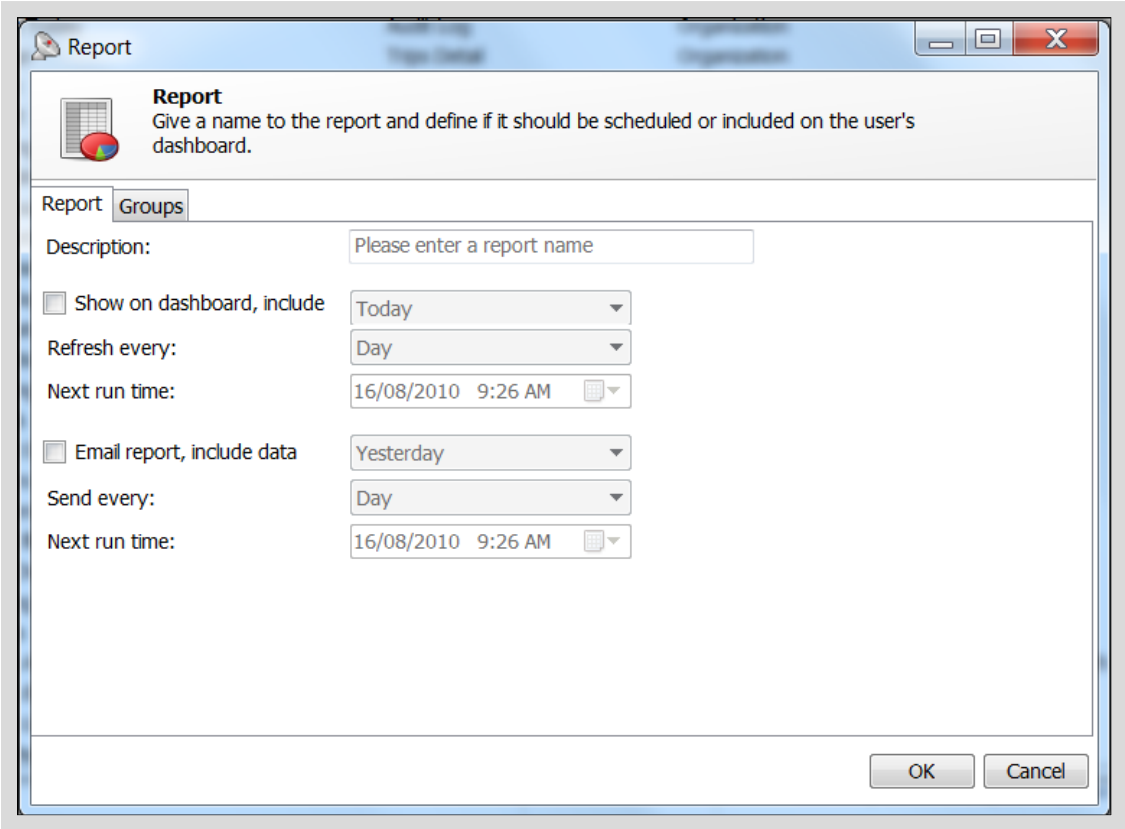
2. Click on **Add** and then select the type of report you wish to create.



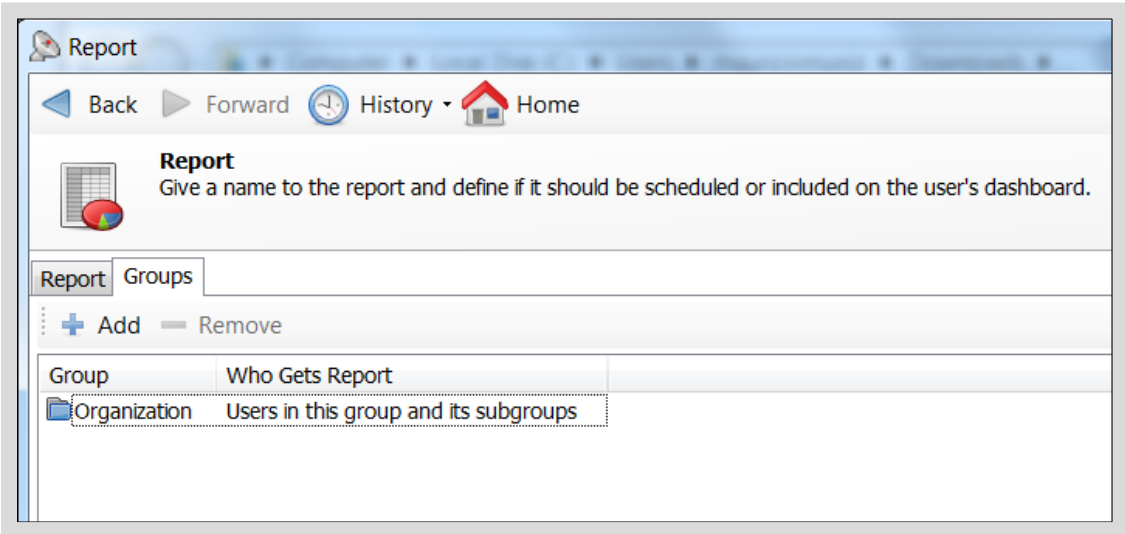
3. The default report will open in Microsoft Excel. Modify the report and once you are finished save it in the default temporary location and then exit Excel. Please note the following:
  - a. Checkmate™ and MyGeotab™ will import vehicle and trip data into the 'Data' Sheet, so please do not delete this sheet, and avoid doing any manipulations over it.
  - b. You may manipulate in the 'Report' Sheet. For example, you can add your own title of report, and logo of your company, or you may add your own columns. The data in this sheet is referenced to 'Data' Sheet, Checkmate™ and MyGeotab™ will keep the references. Please do not delete this sheet either.
  - c. There is a default name range called 'AllData' in the 'Report' Sheet, which covers all the data field and column headings in 'Report' Sheet. You may create your

summary tables or charts based on this name range. We have created a Pivot table based on 'AllData' name range as an example in 'Summary' Sheet.

- 4. The following window will open up in Checkmate. In here you will select the report name and whether you want to show the report in the dashboard and/or you want to email it.



- 5. Under Groups, you will select the users that you want to receive this report.



- 6. Once you are done simply click on **OK**. You have now uploaded your Custom Report.