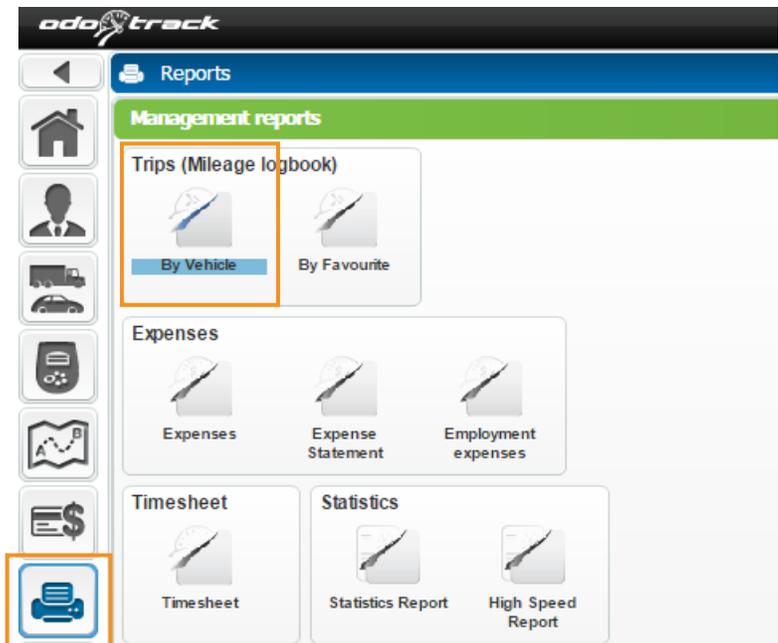Log in to your account and click on the *Reports* module.

Select the *"Trips by vehicle"* report in the *"Management reports"* section.

When the report is selected, the "Time period" window appears to the right enabling you to customize it as follows:

Period: select start and end dates based on the desired period (ex. Start Date 01/01/2015 End Date 31/12/2015).

Note that by default, the previous month is displayed.

Report by vehicle: by default, all active vehicles are selected. It is possible to make a customized selection by choosing each one of your active or archived vehicle.
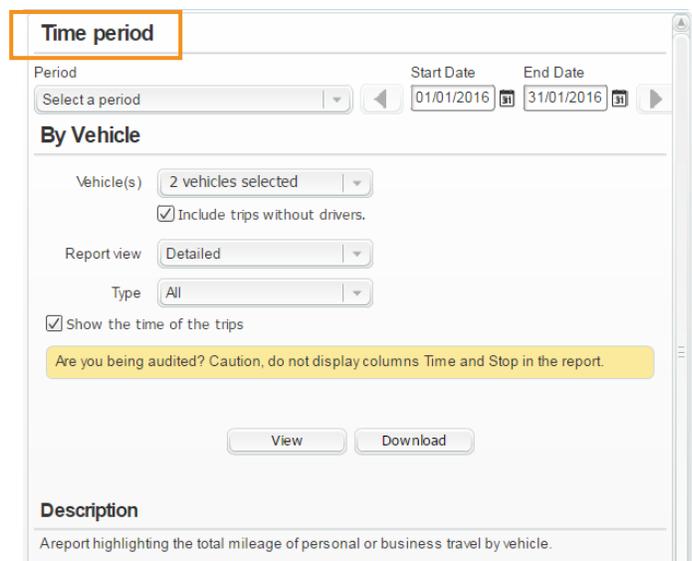
Report view:

> **Detailed (by default):** Displays all trips based on the requested selection.

09/25/2014 08:50:29 PM	6744-6778 Avenue de Chateaubriand, Montreal, QC H2S 2N8, Canada	123 rue ABC, St-Eustache QC	Business	39.29	0h 38 11h 40	M. Untel	Client to Office
09/26/2014 09:09:31 AM	123 rue ABC, St-Eustache QC	950 Rue Michelin Laval QC	Personal	21.52	0h 17 7h 48	M. Untel	A-ODOTRACK
09/26/2014 05:15:29 PM	950 Rue Michelin Laval QC	6229-6287 Boulevard Arthur-Sauvé, Laval, QC H7R 3X8, Canada	Business	12.89	0h 15 0h 14	M. Untel	Client

> **Summary:** Displays the total kilometres travelled, the business % and the personal %, according to the requested selection.

Vehicle: MITSUBISHI RVR

Month	Driver	km Business	km Personal	(%) km	Total
September 2014	Manon Lalonde	691.50	233.03	74.79 %	924.53
September 2014	Madame Untel	461.61	123.51	78.89 %	585.12
Total MITSUBISHI RVR		**1,153.11**	**356.54**	**76.38 %**	**1,509.65**
Total		**1,153.11**	**356.54**	**76.38 %**	**1,509.65**

Type: All, business or personal.

Show the time of the trips: This pertains to the start and end times, the duration of travel, and the time spent stopped (downtime). There are two places where you can check or uncheck this option.

The first is in the *Contacts* module (under option) and the second in the *Reports* module (under trips, mileage logbook). During a government audit, it would be important to uncheck this option **BEFORE** printing the logbook to submit as evidence, since it is not a government requirement.

Note: If you uncheck this option, the trip times will no longer appear in the "*Trips*" section and the duration and stop columns will no longer be visible. To display the time again, go to the *Contacts* or *Reports* module and check the option.

Show: You can display your reports to view, print, and/or save them.

Download: You can also choose to download your reports to save and view later. For some reports, it is possible to choose PDF or Excel format.

Your reports will be available in the Report History section. To download, click the icon.