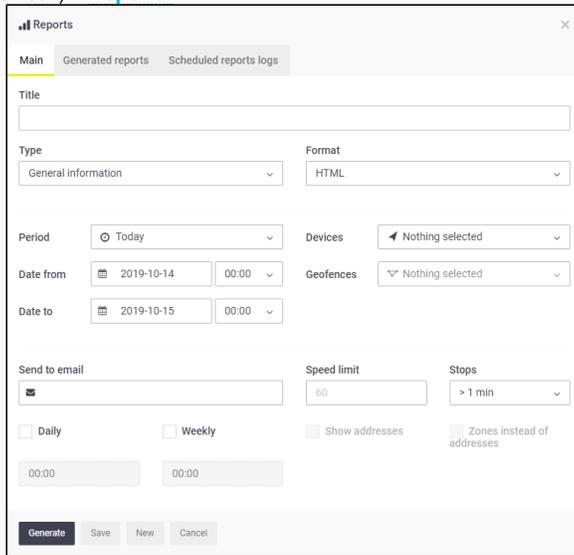# GPS Reports

AroPoint has a comprehensive reporting function. This page will go through some common types of reports that you might want to set up or view, for example, data about each time an object goes in and out of a geofence.

Click ⚒ (spanner icon) > **Reports.**

Generate a Report

1. Select the report **Type** from the dropdown.
2. Select the report **Format.**
3. Select a time period from the dropdown, *or* input a date range using the calendar options.
4. Select the objects you want to include in this report and close the dropdown box.

   > ✅ **Select all**
   >
   > Use the **Select all** function to select all objects.

5. If using the Geofence in/out report type, select applicable geofences to be included in the report.

   > ✅ **Select all**
   >
   > Use the **Select all** function to select all geofences.

On this page

- Generate a Report
- Types of reports
- Save a Report as a template
- Periodic Reports

Feature access

Your Permission Group controls access to this feature.

Parts of this feature are included in **AroFlo Go**.

Related articles

- Alerts
- AroPoint FAQ
- AroPoint Glossary
- AroPoint Map
- AroPoint Users

Need Help?

Contact our support team.

> ⓘ The fields that apply are determined by the report type you choose.

Field	Description
Send to email	Allows you to enter the email address the report should be sent to. ⚠ This only applies to periodic reports.
Daily /Weekly	Select a frequency of when you'd like to receive emails and enter a time you'd like to receive it. ⚠ This only applies to periodic reports.
Speed Limit	Enter the maximum / minimum speed limit. This is mandatory for Overspeed and Underspeed reports, but other reports may reference speed limit data if you input a value here.
Stops	Set duration of stops ✅ This can eliminate traffic light stops, e.g. >2 min will only display data for stops that are greater than two minutes. By default this is set to >1 min, e.g. stops that are less than one minute will not create a data entry line.
Show addresses	Nearest address will be shown against each data entry line.
Zones instead of addresses	Geofence zones will be shown against each data entry line.

6. Click **Generate** to view the report.

Types of reports

There are several different report types to choose from. Below is a description of the most common ones you might want to use.

Report Type	Description
General Information	Shows basic information like start and end time, route length, average speed, top speed.
General Information (merged)	Same information as above but in a table format.
Drives and stops	Same information as *General Information* but with added stops, including duration of intervals between stops.
Drives and stops / Geoefences	Same information as *Drives and stops* but with added geofence information.
Travel sheet	Gives coordinates of stops and duration in between.
Overspeed	Displays records of when the speed entered into the **Speed limit** field was exceeded, by how much, and for how long.
Underspeed	Displays records of when the object speed was less than the speed entered into the **Speed limit** field, by how much, and for how long.
Geofence in/out	Gives the times at which an object entered or left a geofence, including stop duration. ⓘ This report requires you to select geofences.

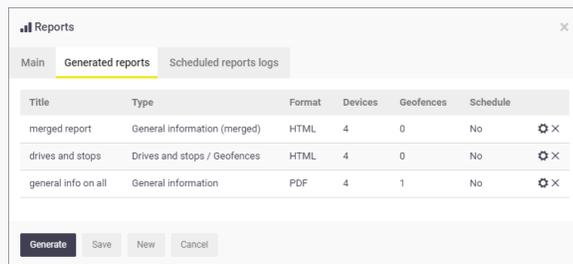## Save a Report as a template

1. Type a **Title** for your report.
2. Follow the instructions for Generate a Report up to the end of step 5.
3. Click **Save**. Your saved reports will be stored in the **Generated reports** tab.

> ✓ Click the ⚙ (cog) to view the settings in the **Main** tab.
>
> This is helpful if you want to generate the report again in future, or create another report based on the majority of this data, rather than starting from scratch.

▫ Reports   ✕

| Main | Generated reports | Scheduled reports logs |

Title	Type	Format	Devices	Geofences	Schedule	
merged report	General information (merged)	HTML	4	0	No	⚙ ✕
drives and stops	Drives and stops / Geofences	HTML	4	0	No	⚙ ✕
general info on all	General information	PDF	4	1	No	⚙ ✕

[Generate] [Save] [New] [Cancel]

Periodic Reports

1. Type a **Title** for your report.
2. Follow the instructions for Generate a Report up to the end of step 5.
3. Type an email address in the **Send to email** field to forward the generated report to.

> ✅ **Multiple email addresses**
>
> To send to more than one email address, enter a comma after each email address.

4. Tick **Daily** and/or **Weekly** to send the report periodically to the above email address(es), and enter a time you'd like to receive the report, in the corresponding box.

   - Daily - reports will be sent every day for the previous day.
   - Weekly - reports will be sent every Monday for the previous week.

5. Click **Save**. Your saved reports will be stored in the **Generated reports** tab.

> ✅ Click the ⚙ (cog) to view the settings in the **Main** tab.
>
> This is helpful if you want to generate the report again in future, or create another report based on the majority of this data, rather than starting from scratch.

> ℹ **Scheduled reports logs**
>
> Previous periodic reports will be stored in the **Scheduled reports logs** tab and can be reviewed from there. This can be useful if you can't find the corresponding email or didn't receive it for some reason.