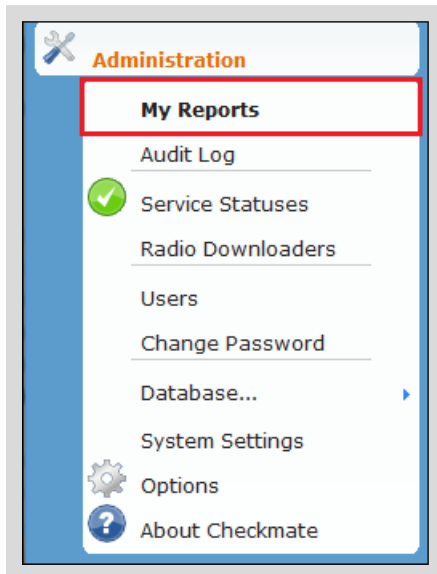
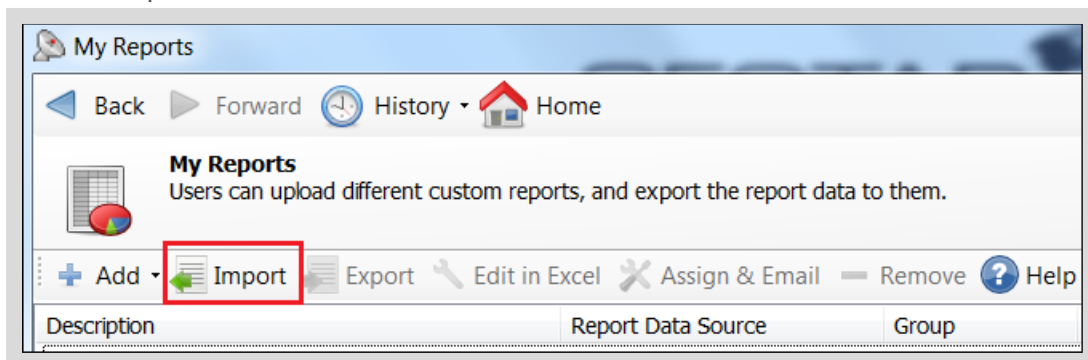


How to Import a Custom Excel MyReport

1. You can find Custom Excel MyReports on our website by going to <http://www.geotab.com/gps-tracking-solutions/gps-fleet-management-software/custom-reports.aspx>
2. Open Checkmate 5.5 and go to **Administration -> My Reports**

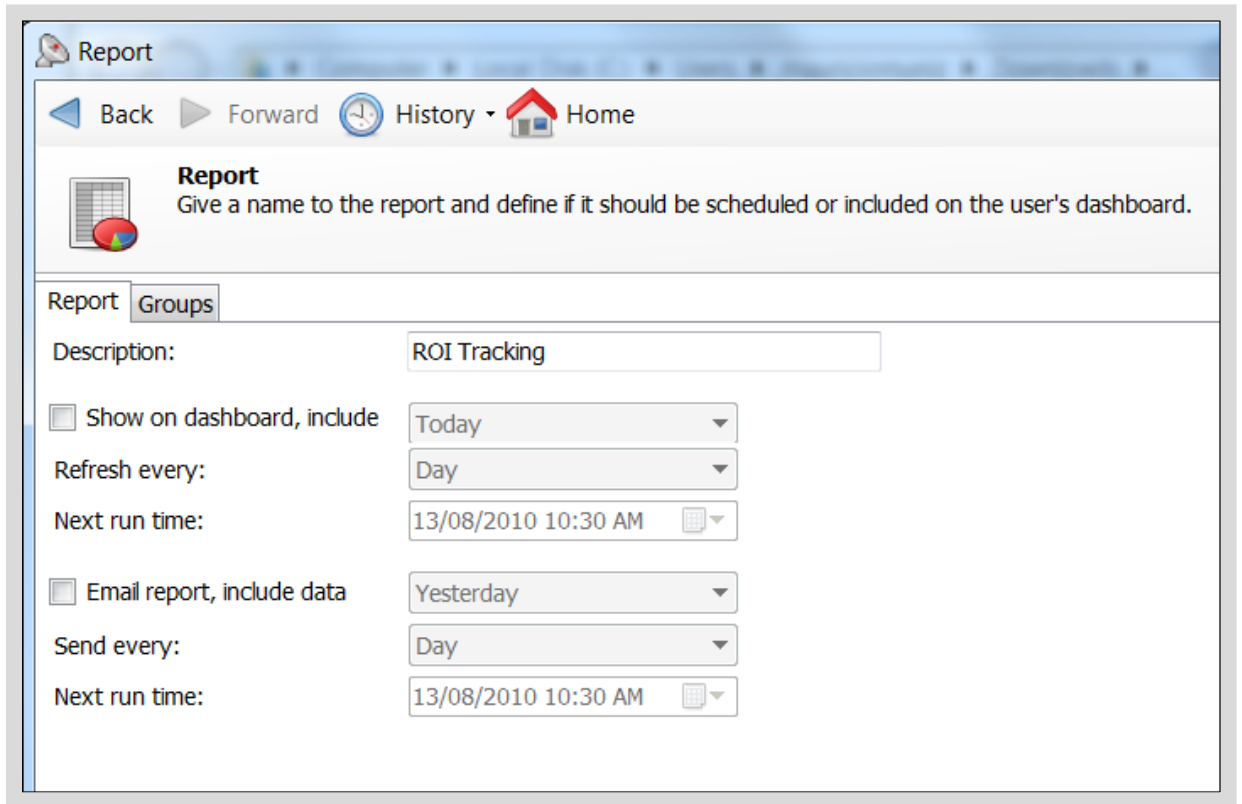


3. Click on Import



4. Browse to the folder in which you saved your Custom Excel MyReport, select it and click on Open

- You will then be taken to the following page in which you define the reports settings. You can choose to setup a scheduled e-mail report and display the report in the Checkmate dashboard.



Report

Back Forward History Home

Report
Give a name to the report and define if it should be scheduled or included on the user's dashboard.

Report Groups

Description: ROI Tracking

Show on dashboard, include Today

Refresh every: Day

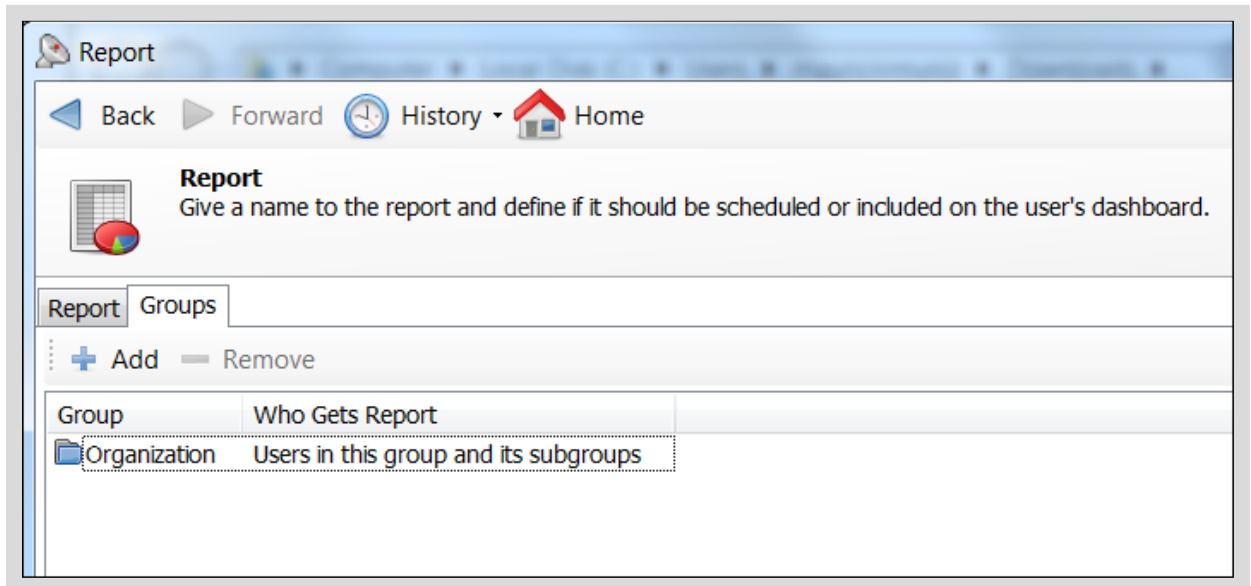
Next run time: 13/08/2010 10:30 AM

Email report, include data Yesterday

Send every: Day

Next run time: 13/08/2010 10:30 AM

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



Report

Back Forward History Home

Report
Give a name to the report and define if it should be scheduled or included on the user's dashboard.

Report Groups

+ Add - Remove

Group	Who Gets Report
Organization	Users in this group and its subgroups

- Once you are done simply click on **OK**. You have now imported your Custom Excel MyReport.