

Log in to Fleet One eManager

https://manage.fleetone.com

How do I pull my reports?

The screenshot shows the Fleet One eManager interface for ABC Company. The top navigation bar includes 'Home', 'Help', 'Profile', and 'Logout'. The main navigation menu contains 'Manage/Override Cards', 'Info Pools', 'Billing Statements', and 'Online Payments'. A 'Select Program' dropdown menu is open, listing various options such as 'Cash Advance', 'Contract Description', 'Make Payment', 'Manage Info Pool', 'Manage Policies', 'Merchant Locator', 'Scheduled Reports', 'Money Codes', 'Credit Management', 'Manage Cards', 'Reports/Exports', 'User Administration', and 'TrendSOURCE'. The 'Reports/Exports' option is highlighted. A secondary dropdown menu is also open, listing 'Billing Statement', 'Cash Advance Report', 'Card Export Report', 'Card Report', 'Card Status Report', 'Fuel Tax Report', 'Issued Money Codes Report', 'Money Code Remaining Balance Report', 'Money Code Use Report', 'Reject Transaction Report', 'Transaction Export', 'Transaction Report', 'Transaction Report New', 'View Check', and 'Volume by State/Province Report'. The 'Transaction Report' option is highlighted. The main content area includes a 'Statement Summary' for Customer Number 0001234567, with fields for Credit Limit, Available Credit, and Currency. Below this are sections for 'ACTIVITY AFTER LAST STATEMENT', 'STATEMENT INFORMATION', and 'DUE DATE'. A 'Recent Transactions' table shows a transaction on 2017-07-27 at 12:35. The interface also features an 'Announcements' section with an image of a hand holding a card, and an 'Account Information' section with details like Carrier ID 123456 and Company ABC Company.

Select 'Reports/Exports' from the Select Program drop down menu

Select 'Transaction Report'

How do I pull my report by **Driver ID**?

The screenshot shows the 'Transaction Report' interface with several key settings highlighted by yellow callout boxes:

- Schedule Report** (selected) and **Immediate Report** (unselected): A callout box says "Select 'Schedule Report' to run at a later date" and another says "Select 'Immediate Report' to run now".
- Start Date** (2018-09-01) and **End Date** (2018-09-30): A callout box says "Select Start and End Date".
- Display Features (Optional)**: The **Show Discount Detail** checkbox is checked. A callout box says "Make sure to select 'Show Discount Detail' to show your discounts in the final report".
- Group by**: The dropdown is set to **Driver ID**. A callout box says "Select 'Group by' DRIVER ID".
- Sort by**: The dropdown is set to **Transaction Date**.
- View Format Type**: The dropdown is set to **Excel**. A callout box says "Select report format (Excel, PDF, CSV, TXT)".
- Match By (Optional)**: A list of fields is shown with checkboxes. The **Exact Match** checkbox is checked.
- Submit** button: A callout box says "Click 'Submit'".

Transaction Report

Select **'Schedule Report'** to run at a later date

Select **'Immediate Report'** to run now

Start Date * 2018-09-01

End Date * 2018-09-30

Select Start and End Date

Display Features(Optional):

Page Break Show Taxes Remove Group Summary Show Discount Detail

Make sure to select **'Show Discount Detail'** to show your discounts in the final report

Currency: USD/Gallons

Contract: All Contracts
276196 - Matt Lattin LLC

Group by: Chain ID

Select **'Group by' CHAIN ID**

Sort by: Transaction Date

View Format Type: PDF

Select report format (Excel, PDF, CSV, TXT)

Match By (Optional):

Billing Invoice Card Number Location ID Driver Name Driver ID Unit Invoice Sub fleet Override Funding Country State/Province City Chain ID Item AR Number Odometer

Exact Match

Submit

Click **'Submit'**

How do I pull my report by Chain ID?

How do I pull my report by **Unit**?

Transaction Report

Select **'Schedule Report'** to run at a later date

Select **'Immediate Report'** to run now

Select Start and End Date

Start Date: 2018-09-01
End Date: 2018-09-30

Display Features(Optional):

- Page Break
- Show Taxes
- Remove Group Summary
- Show Discount Detail
- Show Entire Card Number
- Grand Total Only
- Larger Font
- Retail Price Only

Make sure to select **'Show Discount Detail'** to show your discounts in the final report

Currency: USD/Gallons

Contract: All Contracts
276196 - Matt Lattin LLC

Group by: Unit

Select **'Group by' UNIT**

Sort by: Transaction Date

View Format Type: Excel

Select report format (Excel, PDF, CSV, TXT)

Match By (Optional):

- Billing Invoice
- Card Number
- Location ID
- Driver Name
- Driver ID
- Unit
- Invoice
- Sub fleet
- Override
- Funding
- Country
- State/Province
- City
- Chain ID
- Item
- AR Number
- Odometer

Exact Match

Submit

Click **'Submit'**

How do I filter to just see certain locations?

Transaction Report

Schedule Report Select 'Schedule Report' to run at a later date

Immediate Report Select 'Immediate Report' to run now

Start Date * 2018-09-01 Select Start and End Date

End Date * 2018-09-30

Display Features(Optional):

Page Break Show Taxes Remove Group Summary Show Entire Card Number

Remove Details **Show Discount Detail** Make sure to select 'Show Discount Detail' to show your discounts in the final report

Grand Total Only Larger Font Retail Price Only

Currency: USD/Gallons

Contract: All Contracts
276196 - Matt Lattin LLC

Group by: Unit Select 'Group by' field

Sort by: Transaction Date

View Format Type: Excel Select report format (Excel, PDF, CSV, TXT)

Match By (Optional):

Billing Invoice Card Number Location ID Driver Name Driver ID Unit Invoice Sub fleet Override Funding Country State/Province City **Chain ID** 1 - PILOT FLYING J Click 'Chain ID' and select the chain/merchant filter you want to see in your report

Item AR Number Odometer

Exact Match

Click 'Submit'