

Portal - Reports - Getting Audit PDFs or get Inspection Odometer for start and end of year

- In general, safety managers/owners/operators can get the pdf files for individual vehicle inspections, or user inspections/hours of service when looking at those records specifically or in a page of results.
- But if the operator is required to get these files to cover a date range, going one at a time can be tedious. Because of this, we have created “Reports”.
- To create a report, select “Add Report”



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Details	
Name	July 1 to Dec 31 2024
Description	Chad and Michelle inspections and hours of service
State	Active (Results Ready)
	Remove Run Update Details
Name	T-0000 Odometer Export
Description	
State	Active
	Remove Run Update Details

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Portal - Reports - Odometer report

- Choose the template for what you are trying to do
 - Get inspection pdfs, or
 - Get a vehicle's yearly kms using Odometer export
- For this example, we have chosen the Vehicle Odometer Report
- Give it a name that makes sense for the data you will be requesting.
- Define the date range and the vehicles that you want to include in the report
- Select Save and Run if you are ready for it to run right away, or just Save if you have a few reports to create and you just want to save your progress and run it later

The screenshot displays the 'Create a new Report' interface. A modal window titled 'Create a new Report' is open, showing a 'Choose Template' dropdown menu with 'Vehicle Odometer Export to CSV File' selected. The main form below includes a 'Name*' field with 'July-Dec2025 Odometer report', a 'Description' field with 'Get the odometer difference between July 1 and Dec 31, 2005 of selected vehicles', and 'Parameters' for 'Start Time*' (2025-07-01) and 'End Time*' (2025-12-31). The 'Vehicles' section lists two vehicles: '1. T-0001 AM 74734' and '2. T-0002 BM 197403'. At the bottom, there are 'Cancel', 'Save And Run', and 'Save' buttons.

Create a new Report

Choose Template

Vehicle Odometer Export to CSV File

Description This will find the first and last inspections for the vehicles identified below between the two dates. A CSV (Excel) file can be created. The files can be downloaded and shared with anyone who has requested the information.

Name*

July-Dec2025 Odometer report

A name to identify this report, for example Jun to Sept 2024 Facility Audit/ Vehicle Odometer Export

Description

Get the odometer difference between July 1 and Dec 31, 2005 of selected vehicles

A description of what this report will do for you, for example Facility Audit for June 1st to Aug 31st 2024 as request by MTO.

Parameters

Start Time*

2025-07-01

End Time*

2025-12-31

Vehicles

1. T-0001 AM 74734

2. T-0002 BM 197403

+ Vehicle

Remove

Remove

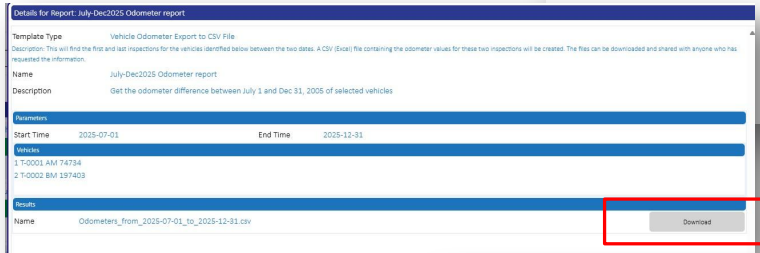
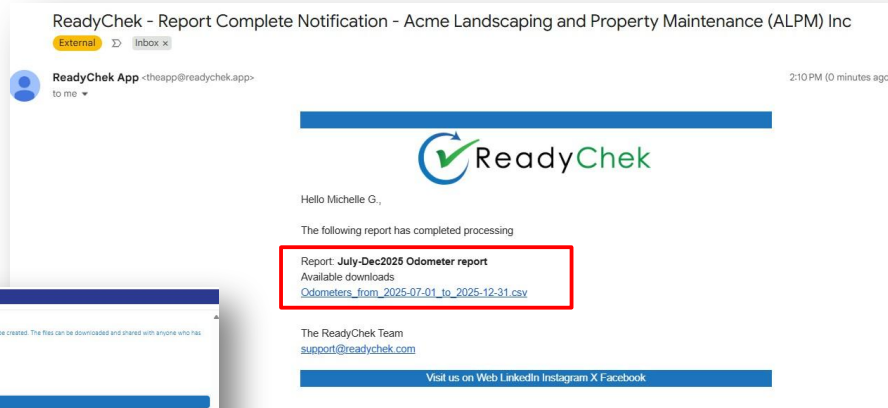
Cancel

Save And Run

Save

Portal - Reports - Odometer report

- An email will be sent to the user requesting the report with a link to the download when ready
- You can also see the download link in the “Details” view of the report
- The resulting file is a csv



AutoSave | Odometers_from_2025-07-01_to_2025-12-31...

Vehicle Na Plate	VIN	Starting Inspectio	Starting Oc	Ending Inspection	Ending Odk	Difference	Starting Ins	Ending Inspection Link
T-0002	BM 197403	VIN098765	2025-08-10	1205	2025-12-10	1525	320	https://rea https://readychek.app/service/v1/cdn/companys/20_1/inspections/2025
T-0001	AM 74734	VIN123456	2025-07-06	2400	2025-12-31	32576	30176	https://rea https://readychek.app/service/v1/cdn/companys/20_1/inspections/2025

Portal - Reports - Inspections (and HOS)

- For this example, we have chosen the Inspection and HOS Export to Zip file

Choose Template

Inspection and Hours of Service Export to Zip File

Select

Inspection and Hours of Service Export to Zip File

Vehicle Odometer Export to CSV File

- Give it a name that makes sense for the data you will be requesting.
- Define the date range and the users and/or vehicles that you want to include in the report
- Select Save and Run if you are ready for it to run right away, or just Save if you have a few reports to create and you just want to save your progress and run it later

Create a new Report

Choose Template

Inspection and Hours of Service Export to Zip File

Description This will find all of the inspections and Hours of service for the users and vehicles identified below between the two dates. A zip file will be created containing PDF files for all inspections and hours of service completed during this time. The files can be downloaded and shared with anyone who has requested the information.

Name*

Oct 1, 2025 to Feb 28, 2026 Inspections Report

A name to identify this report, for example Jun to Sept 2024 Facility Audit/ Vehicle Odometer Export

Description

All inspections for Chad and Michelle and Vehicle T-T001 from Oct 1, 2025 to Feb 28, 2026

A description of what this report will do for you, for example Facility Audit for June 1st to Aug 31st 2024 as request by MTO.

Parameters

Start Time* 2025-10-01 End Time* 2026-02-28

Users

1 Chad Vance + User Remove

2 Michelle G. Remove

Vehicles

1. T-T001 AM 3456 + Vehicle Remove

Cancel Save And Run Save

Portal - Reports - Inspections (and HOS)

- An email will be sent to the user requesting the report with links to the downloads when ready
- You can also see the download links in the “Details” view of the report
- Click on the links/download buttons
- The result is a collection of .zip files containing the pdf files

