

Roadpost Support Center

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Managing Data Logs & Generating Reports from the Options tab [GPv3]

Lu Parente - 2018-03-12 - in How-To

Data Logs are reports that can be triggered to generate **hourly, daily, weekly or monthly**. You can use Data Logs to automatically generate reports comprised of messages sent from all devices, received by all devices, alerts generated by event notifications, and much more. Data Logs can also notify you via email when your report is ready.

These reports are helpful to ensure employee compliance with daily operations. Reports are generated in **.csv** format and can be imported into powerful analytics software such as Tableau and PowerBI.

Note: Data Logs are generated from the date of configuration forward.

This article explains how to create a Data Log using the GeoPro web application.

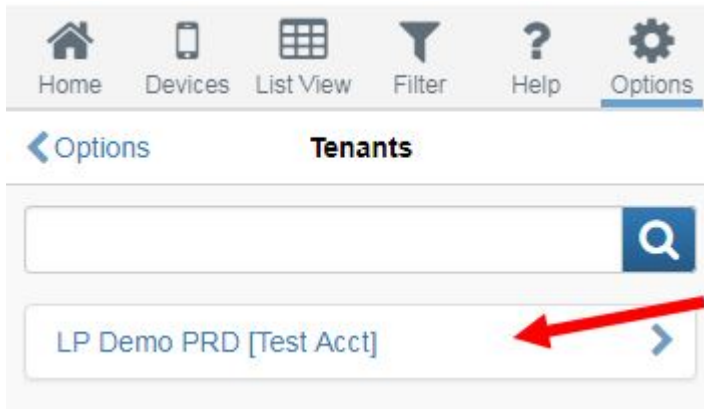
1. Navigate to the **Options** tab and select **Tenants** from the list.

Options

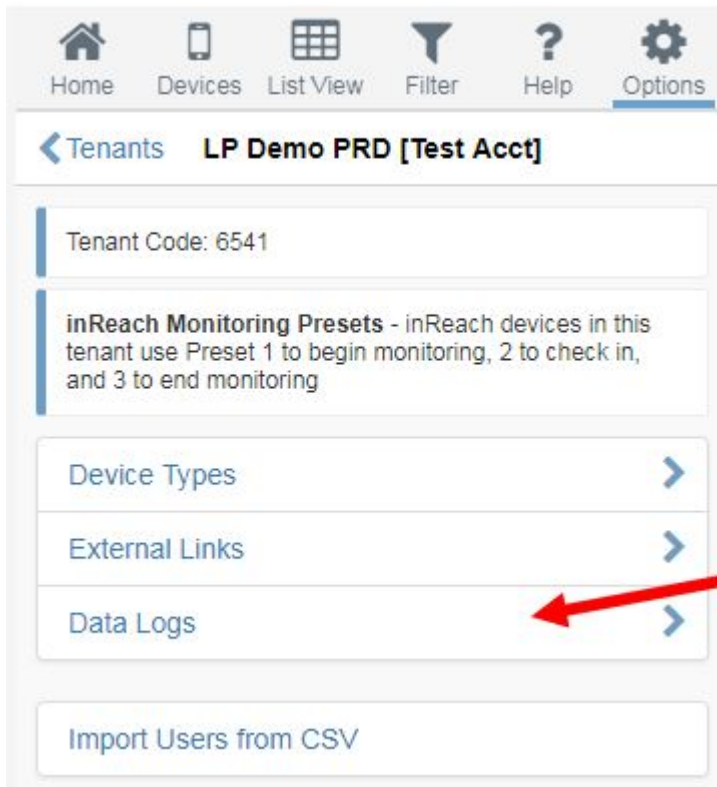
- My Profile >
- Users >
- Groups >
- Tenants >
- Cross Tenant Collections >
- Global Address Book >
- Global Event Notifications >
- Global Canned Messages >
- Check-In Schedules >
- Synchronization Tools >
- Tracks >
- Geofences >
- Points of Interest >
- KML >
- Account Management
- Log a Support Request
- Sign Out



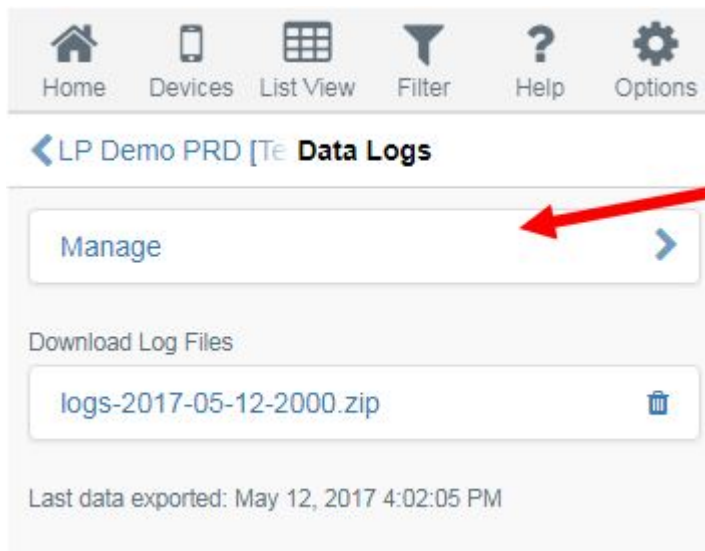
2. Select your **tenant** name, also known as the company name on the account.



3. Select **Data Logs** from the list.



4. Select **Manage** to create or modify your existing data log configuration.



5. Select the applicable option for each of the following fields:

Frequency: Define the frequency that you would like your report generated. I.e. Hourly, Daily, Weekly, Monthly.

Data Types: Select the data type/report type you wish to generate.

- MO Messages Log (Device Inbox) - Messages sent from all devices
- MT Messages Log (Device Outbox) - Messages received by all devices
- Alert Notification Log - Alerts triggered by devices which generated event notifications
- Device Log - Historical log of events by each device
- Devices - A list of all devices on the account
- Users - A list of all users on the account

Retention Policy: Select the amount of logs you would like the system to retain at any given time. I.e. Keep the last 2, 5, or 10 logs.

Notification: Enable this feature if you would like to receive a notification via email when your data logs are ready.

Notification Email Addresses: Enter the desired email addresses of the recipients designated to receive notifications when reports are ready.



Home



Devices



List View



Filter



Help



Options

[Data Logs](#)

Manage Data Logs

CONFIGURE JOB SCHEDULE

Configure a schedule to run an automatic data transform for backup or analytics. Once the job is finished the file will be available for download in CSV format.

Tenant

LP Demo PRD [Test Acct]

Include Subtenants



Frequency (using Eastern Standard Time)

Monthly

Data Types

Devices



Users



Device Log



Alert Notification Log



MO Messages Log (Device Inbox)



MT Messages Log (Device Outbox)



Retention Policy

Keep last 5 logs

Notification

Send Notification When Export Finishes



Notification Email Addresses

datalogs@roadpost.com

OK

Cancel

6. Press **OK** to save your changes. If configured, you will receive a notification when your first data log is available for download.



New data in CSV format are available for download from the portal.

Details

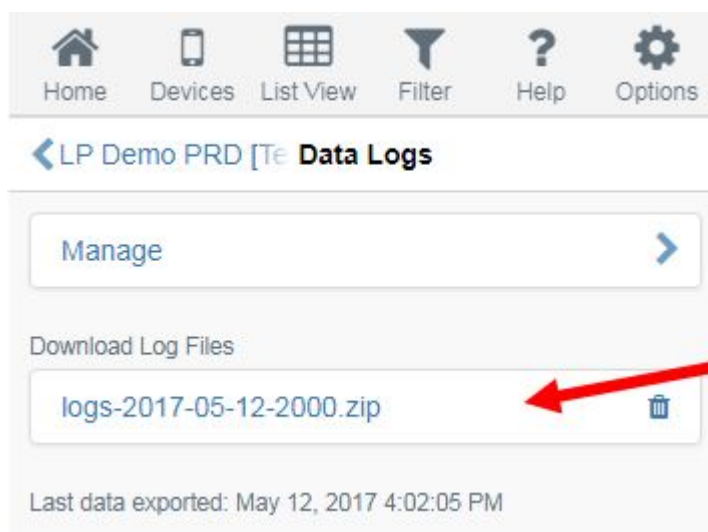
Tenant: GeoPro Demo Customer

Period: 1 February 2018 - 28 February 2018

Data Types: Devices, MO Messages Log, MT Messages Log


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7. When your data log is ready, select the **.zip** file from the **Download Log Files** section.



8. Open the **.zip** file to view your data logs in **.csv** format.