

# **Application**

## **Mileage (IFTA) Report**

The IFTA report can provide mileage driven throughout the month. It can also provide daily mileage by choosing a date from the Custom option available from the date options area of the Options window. To run the IFTA report:

1. Click Activity in the left menu.
2. Click the IFTA Report option and the report window opens with the Options window displayed.
3. Specify the date range to include by making clicking a button in the Date Period area of the window.
4. Specify if the report is to include historic vehicle by clicking the yes/no buttons to the right of the option label.
5. Specify the vehicles to include by making a selection from the Vehicles menu.
6. Once all selections are made, click the Apply Changes button and the report is displayed.

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