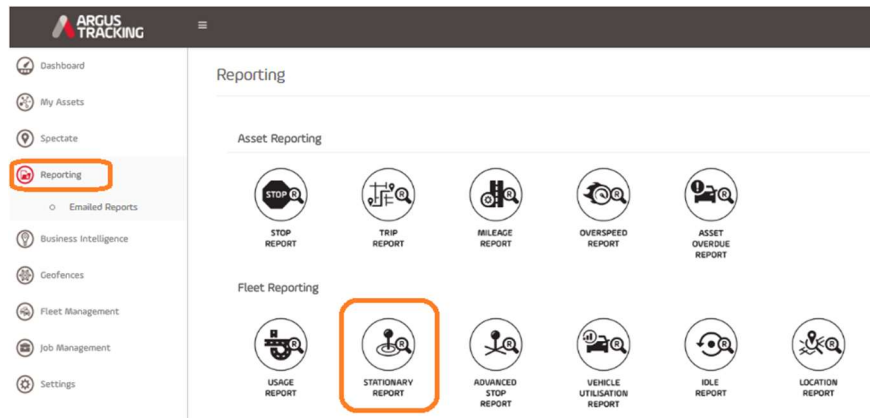**Step 1**

First, set up your Geofences for FBT reporting by creating a geofence around each of your FBT Exempt Locations. Eg) where your pool cars are stored overnight.

Next, set up a geofence that covers the entire country – we recommend labelling this geofence **FBT Liable** and selecting the option to **not show on reports**.
For more information on creating geofences, check out this article.
If you have previously set up your FBT Geofences, please skip to Step 2.

Step 2

Select **Reporting** from the side menu to open the Reporting page, then select **Stationary Report.**

Step 3

Choose the group of vehicles you wish to run the FBT report on (you may have set up a group called FBT vehicles if you are not running the report on all vehicles). For more information on creating groups, check out this article).

Step 4

Choose your date range and select the format you wish to run the report in (there is PDF and CSV available within the drop down menu).
In the **Location** drop down menu, you MUST select the **FBT Liable Geofence.**
Set your preferred FBT duration for the report, (for Pool vehicles we recommend 8 hours) then click the blue **Run Report** button to run the report.

Note:

The report will show all events that a pool asset has been stationary out of their FBT exempt locations. We recommend you review the report and check each event was for an overnight stay. In the CSV report you can easily delete any rows events that are not overnight.

Registration	Location	Stationary Start	Stationary End	Stationary Time (sec)
LCH251		21/04/2018 10:45:20 a.m.	23/04/2018 8:45:54 a.m.	1.22:00:34
LCH251		23/04/2018 8:57:55 a.m.	23/04/2018 5:13:05 p.m.	8:15:10
LCH251		23/04/2018 6:29:53 p.m.	24/04/2018 8:09:59 a.m.	13:40:06