

# Setting Report Defaults

Link: <https://help.wextelematics.com/docs/about-reports/setting-report-defaults/> Last Updated: September 21st, 2016

Expand the User Preferences icon  on the Dashboard to set default options for reports.

Setting	Description
Show Timezone Option	All line items in a single report show a consistent time zone (i.e., does not vary by the vehicle's location). By default, the timezone applied to a report is the timezone preference set in the user's profile. If you want to run a report to see values represented in a different timezone, select the Show Timezone Options in the User Preferences, and then change the Timezone drop-down preference when running the report. The list of Timezone options varies by country. The timezone for which the report ran is indicated in the Report Header.
Suppress Max Speed	Hide the Max Speed column on any applicable reports.
Available Speeds List	Enter speed limit options (in mph) from which you can choose when running the report. Separate values by commas.
Default Speed Selection	Set the speed that is automatically pre-selected in report options.
Default Vehicle Group	Set the default vehicle group that is automatically pre-selected in report options. Choose to always use the default group or remember the last used vehicle group when running consecutive reports during your session.
Full Hierarchy Path	For any reports that show Hierarchy Node column, indicate whether or not to show the full hierarchy path in the web version of the report (Web) and/or the CSV export (Exports). Full hierarchy paths are represented by Tree Name->Node1->Node2, etc.