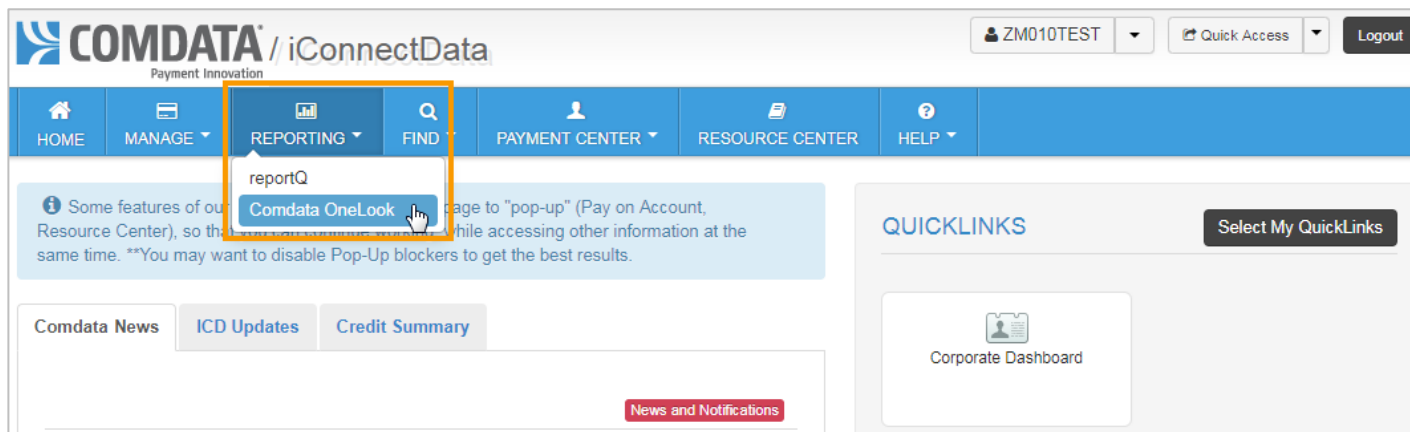


Access and Navigate Comdata OneLook

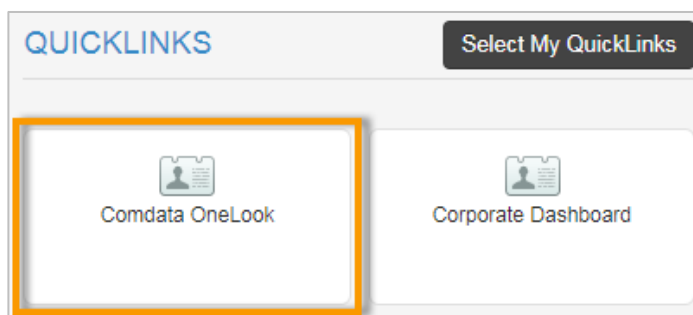
Comdata OneLook is an insights-driven analytics platform which provides key performance indicators (KPIs), visualizations, and summary charts across an array of key themes, enabling you to monitor the health of your business all in one place, at your control. Comdata OneLook removes the need to comb through hundreds of rows and columns in traditional spreadsheet reports. With interactive dashboards and reporting tools at your fingertips, managing your fleet is easier than ever.

Access Comdata OneLook

1. On the ICD main menu, select **Reporting > Comdata OneLook**.



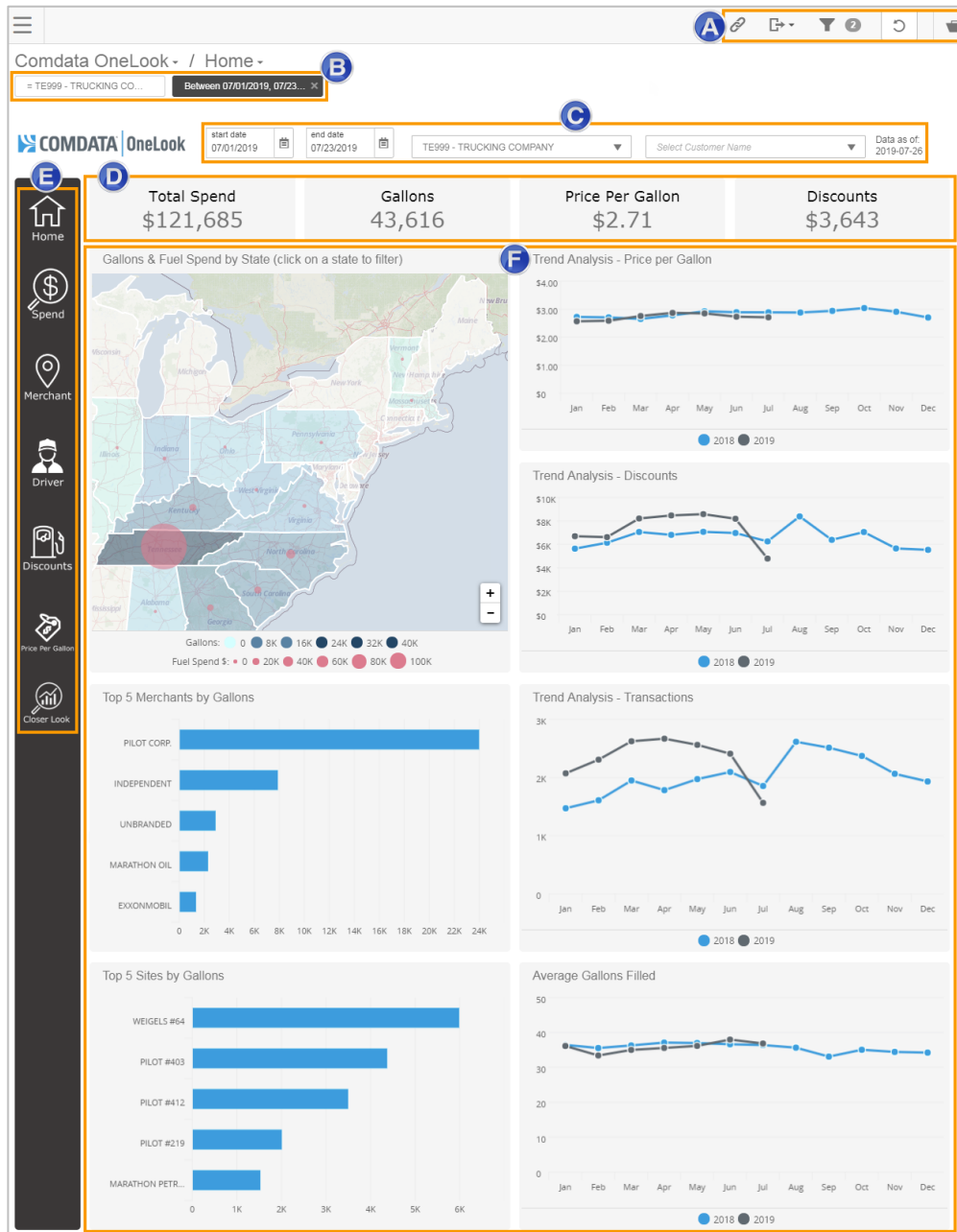
Note: You can also add Comdata OneLook as a QuickLink. Once you've done so, use this link to directly access Comdata OneLook.



To add Comdata OneLook as a QuickLink:

- a) Click **Select My QuickLinks**.
- b) Scroll to the General section and select **Comdata OneLook**.
- c) Click **Submit**.
- d) Comdata OneLook will now display within your QuickLinks.

2. You are directed to the Comdata OneLook Home dashboard. See to the right for more information.



A. Top Navigation Menu: Provides options to copy the dashboard URL, set filters, refresh the data, and shortcuts to the other dashboards in Comdata OneLook.

B. Filter Breadcrumb: Any filters you apply in the dashboards display here as tiles. Remove filters by hovering over a tile and clicking the **x** button.

C. Date and Account Selectors: Select a date range (default is current month to current available date), account code(s), and customer ID(s). All data in Comdata OneLook is dependent on these selections. The **Data as of** date can be found to the right of the **Date and Account Selectors**.

Note: To select multiple account codes and customer IDs, press and hold the **Ctrl** button on your keyboard while making your selections.

D. KPI Metrics: Each dashboard displays a set of top-line KPIs, such as total gallons purchased, total spend, average price per gallon, and others. Data is based on your selected date range, account code(s), and customer ID(s) and any other filters you have applied. Use these calculations for an overall view on your account activity per dashboard.

E. Main Navigation Menu: Provides links to each of the Comdata OneLook dashboards available to you.

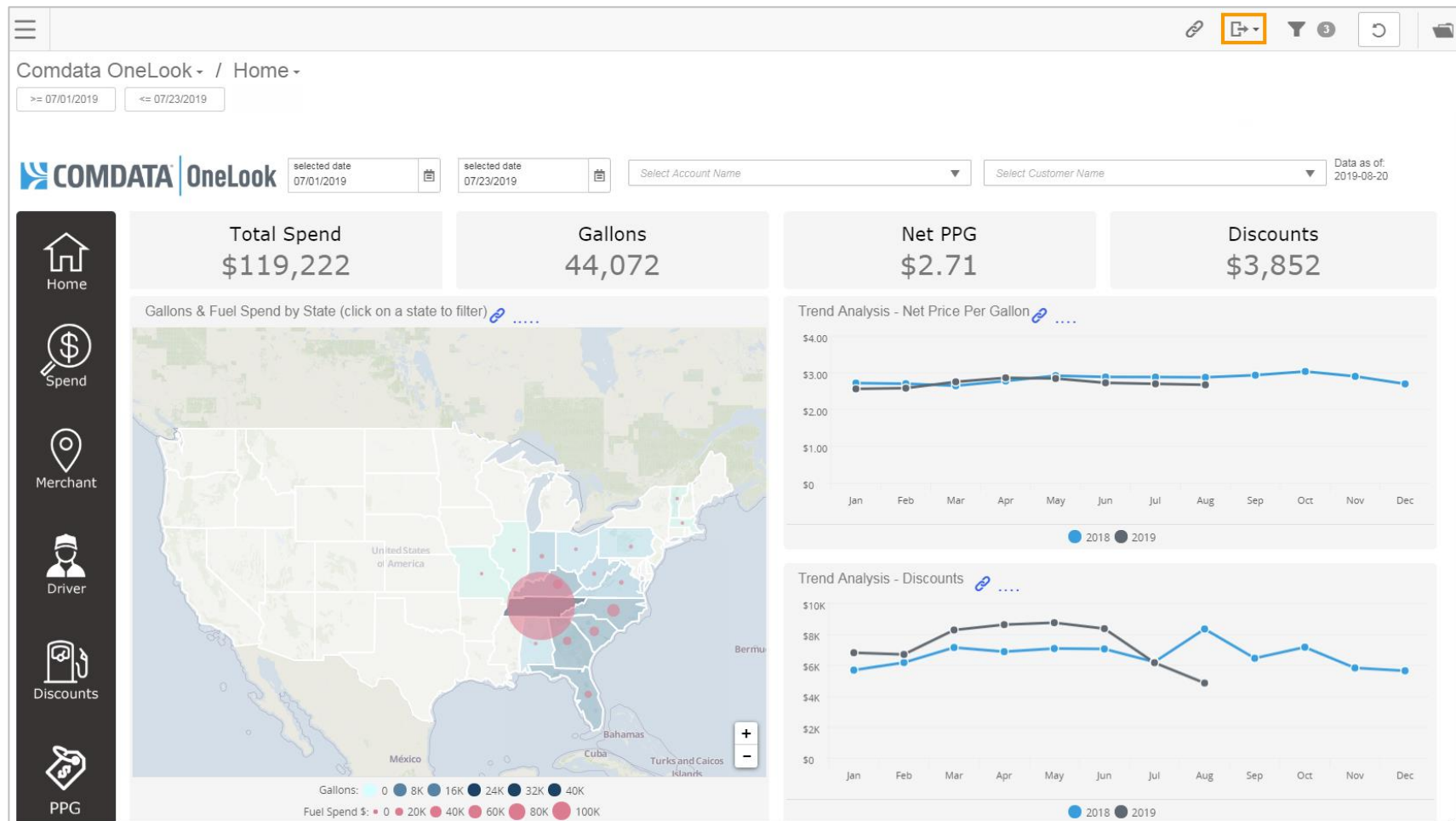
Note: The screen shot to the left may not represent all available dashboards.

F. Dashlets: Interactive tools that allow you to drill deeper into data or across to other dashboards. Use dashlets for a complete view and control over your analytics.

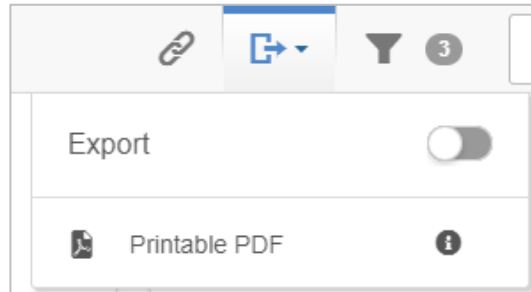
Export Dashboards

Comdata OneLook allows you to export each dashboard to a printable PDF document. The export will retain any applied filters, collection names, the dashboard name, and your selected date range. Use this feature to save your current view of a dashboard and share with coworkers for analytical purposes.

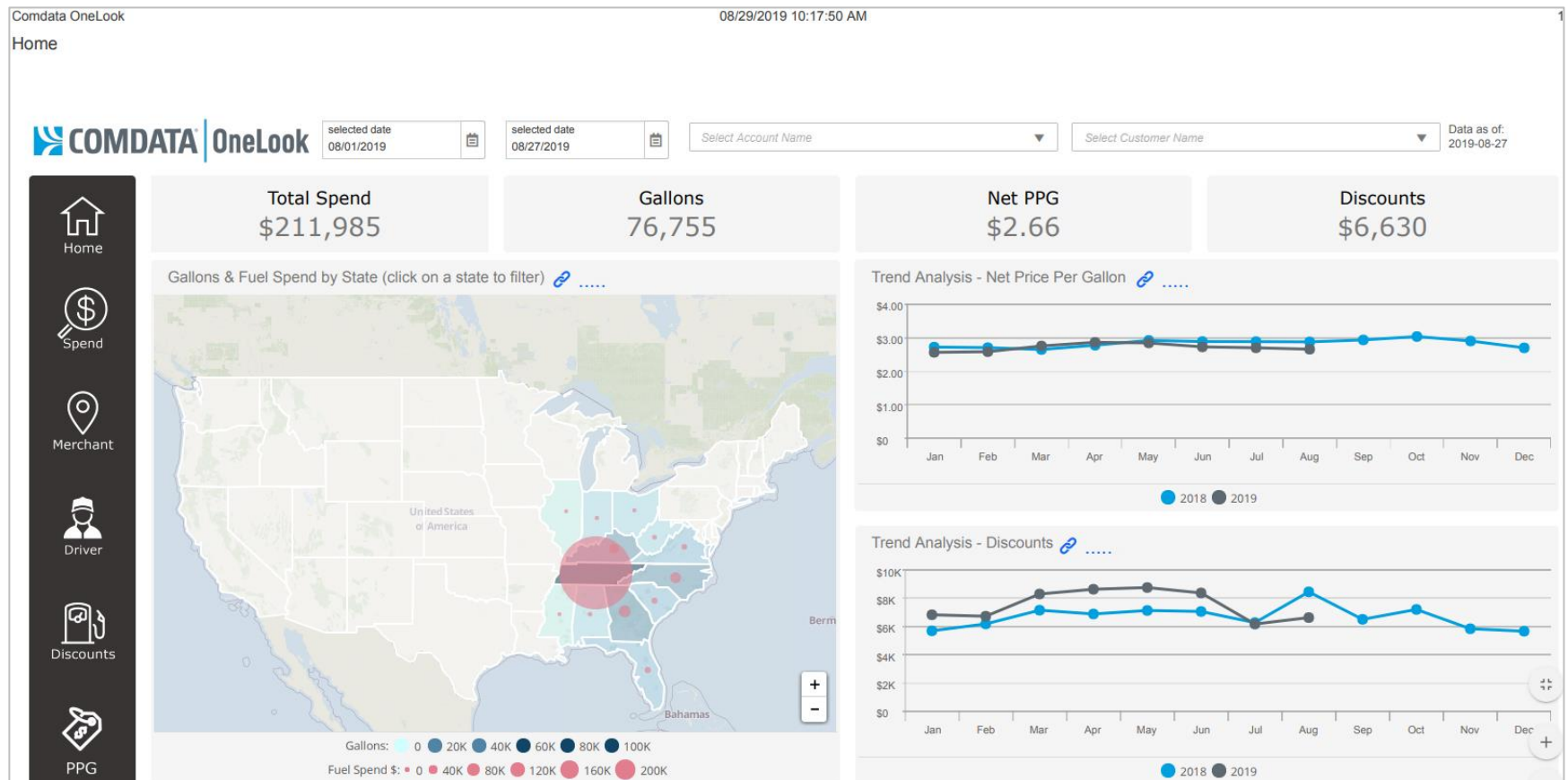
To export a dashboard, click the **Export** button in the top right corner.



Click the **Export** button to toggle it on. Then, click **Printable PDF**.




A PDF of the current dashboard view will save to your computer. Use this document for your purposes.

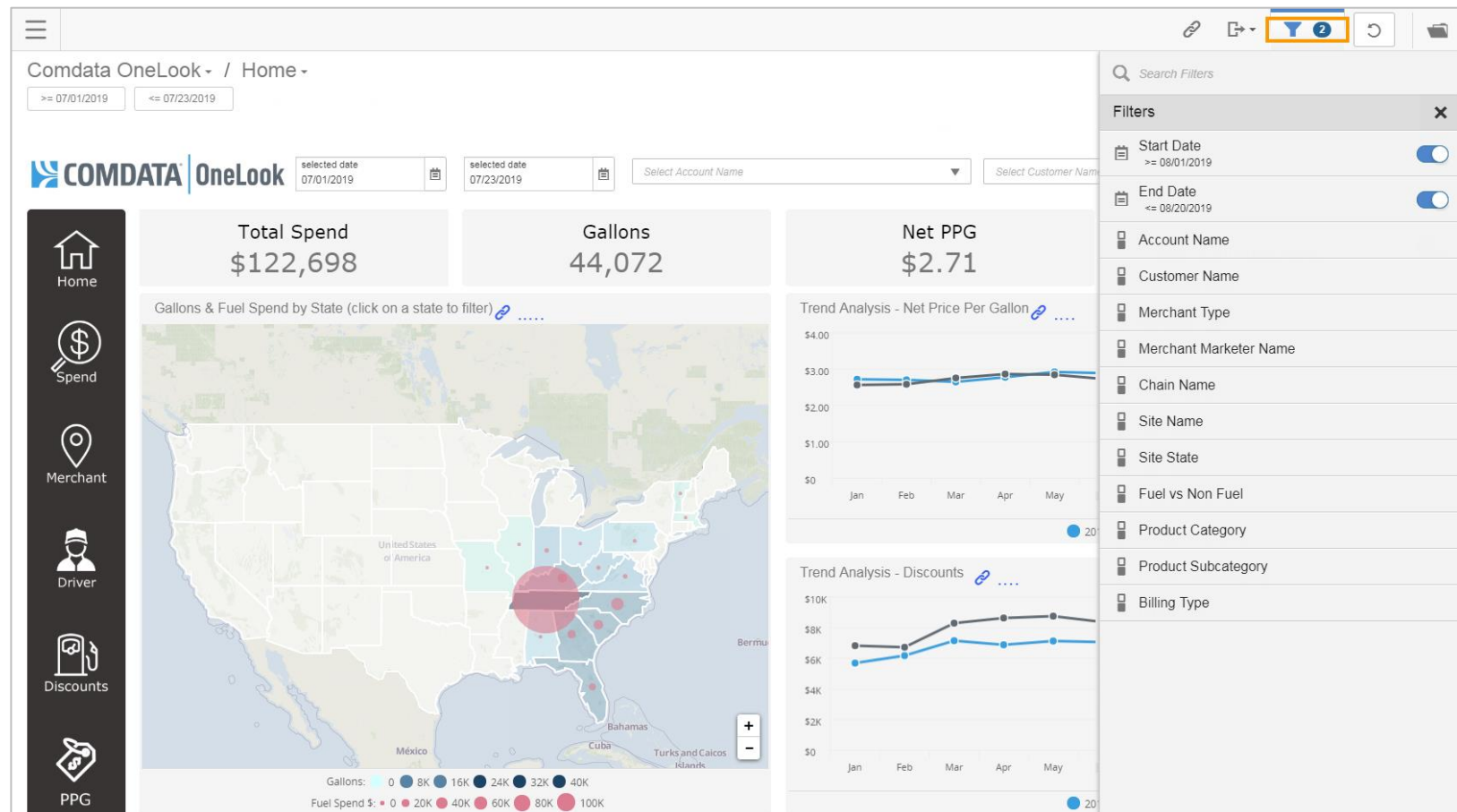


Apply Filters

Comdata OneLook offers an array of interactive filters, through which you can configure your dashboard to identify insights that are most meaningful to your fleet. These configuration tools provide the ability to drill down into your data to find specific details and trends amongst your fleet. This comes in handy when dealing with large amounts of data as you can use the dashlets to hone in on certain, critical fleet activity. See below for different methods of filtering and drilling into data:

- Filter Tool:** The top-right corner of Comdata OneLook contains a Filter Tool icon () that allows you to view filters and apply them to all dashboards. Click a filter option to add the filter to your existing filter trail. Apply as many filters as needed.

Note: The Filter Tool icon displays the total number of filters applied.



The screenshot displays the Comdata OneLook dashboard interface. At the top, there are navigation icons and a search bar. The main dashboard area is divided into several sections:

- Summary Metrics:** Total Spend (\$122,698), Gallons (44,072), and Net PPG (\$2.71).
- Map:** A map of the United States showing Gallons & Fuel Spend by State. A large red circle highlights a specific region in the Northeast.
- Trend Analysis - Net Price Per Gallon:** A line chart showing PPG trends from January to May, with values ranging from approximately \$2.50 to \$3.00.
- Trend Analysis - Discounts:** A line chart showing discount trends from January to May, with values ranging from approximately \$50K to \$100K.
- Filter Panel:** A sidebar on the right titled "Filters" with a search bar and a list of filter options, including Start Date, End Date, Account Name, Customer Name, Merchant Type, Merchant Marketer Name, Chain Name, Site Name, Site State, Fuel vs Non Fuel, Product Category, Product Subcategory, and Billing Type. The "Start Date" and "End Date" filters are currently active.

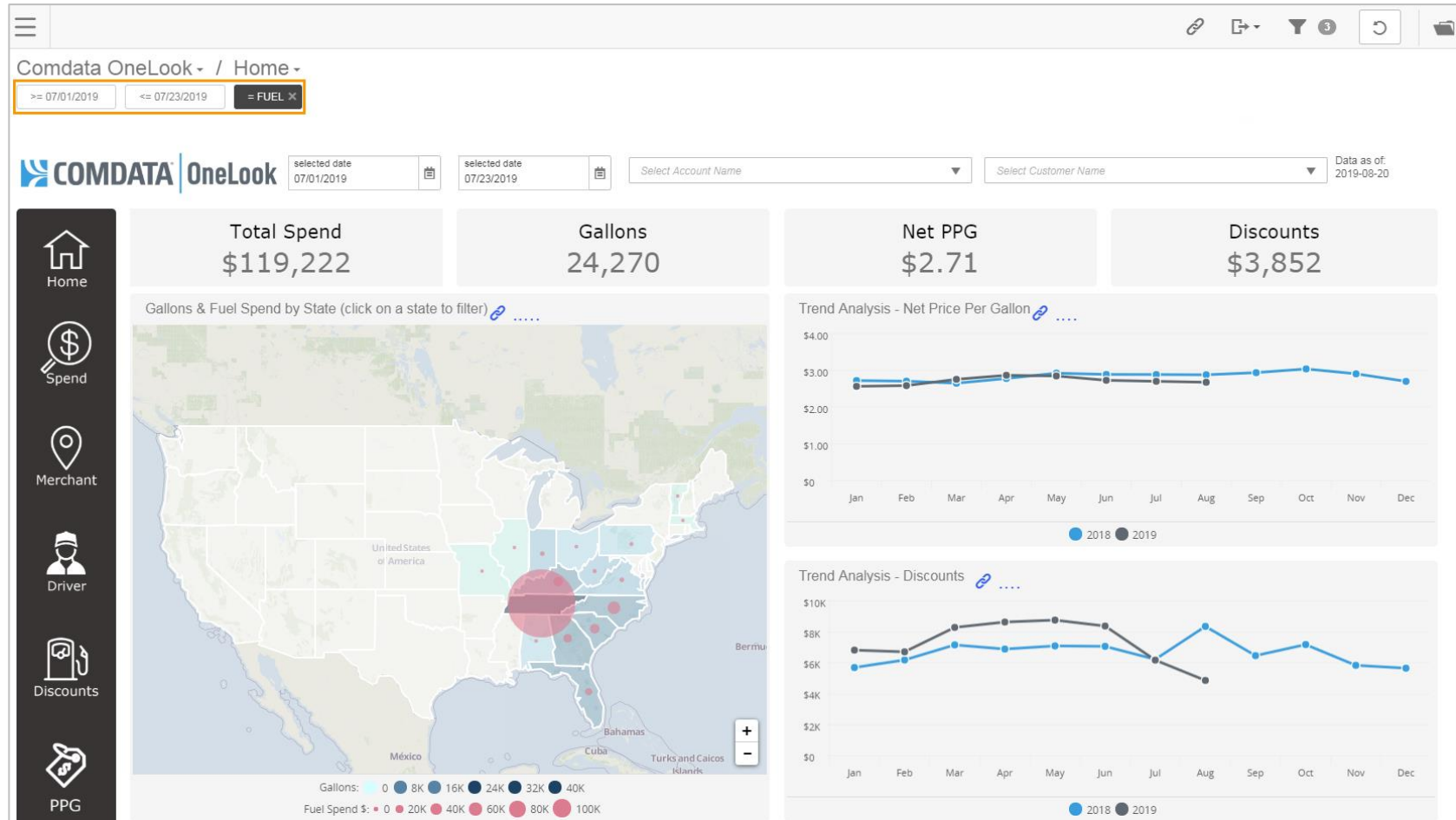
The dashboard also includes a vertical navigation menu on the left with icons for Home, Spend, Merchant, Driver, Discounts, and PPG. The top navigation bar includes a home icon, a search icon, a filter icon (highlighted with a red box and a '2'), a refresh icon, and a user profile icon.

Clicking a filter provides attributes related to the filter for selection. For this example, we clicked **Fuel vs Non Fuel**. Select an attribute. Then, click **Apply** on the popup that appears at the bottom of the screen.

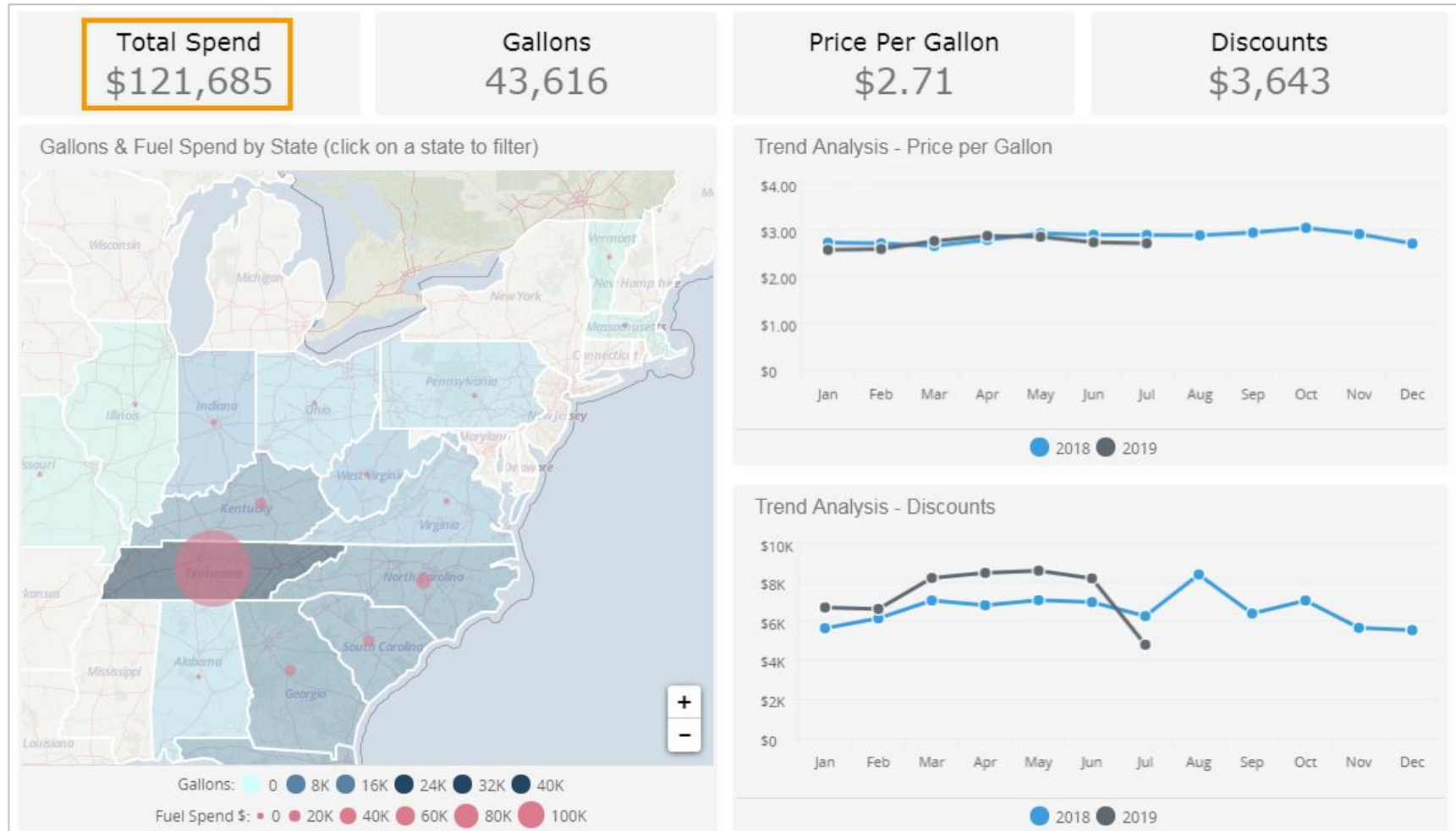
Note: If there are multiple attributes in the list, use the **Search Attributes** field to quickly find the filters you want to apply.

The screenshot displays the Comdata OneLook dashboard with a filter popup open. The dashboard includes a navigation sidebar on the left with icons for Home, Spend, Merchant, Driver, Discounts, and a search icon. The main content area features three summary cards: Total Spend (\$122,698), Gallons (44,072), and Net PPG (\$2.71). Below these are two charts: 'Gallons & Fuel Spend by State' (a map of the United States with a red circle highlighting the Northeast region) and 'Trend Analysis - Net Price Per Gallon' (a line chart showing price trends from Jan to May). A second chart, 'Trend Analysis - Discounts', is also visible. The filter popup on the right is titled 'Fuel vs Non Fuel >' and shows a dropdown menu set to 'Equal To', a search field for attributes, and a list of attributes with checkboxes: 'null', 'FUEL' (checked), and 'NON-FUEL'. At the bottom of the popup, there is an 'Apply' button and a close button (X). A notification at the bottom of the dashboard reads: 'Your filters are not in effect. Click Apply to update the dashboard.'

All data in the dashboard will change to reflect your added filters (for example, Gallons changes from \$44,072 to \$24,270. Each filter you apply will display in the top-left corner as a tile. You can remove filters at any time by clicking the **X** button on the filter's tile ().



- Drill Across:** Some dashlets offer the ability to drill across to another dashboard. For example, click **Total Spend** on the Home dashboard (see image below) to drill across to the Spend Dashboard for additional details on the gallons your fleet has purchased within the selected time period.

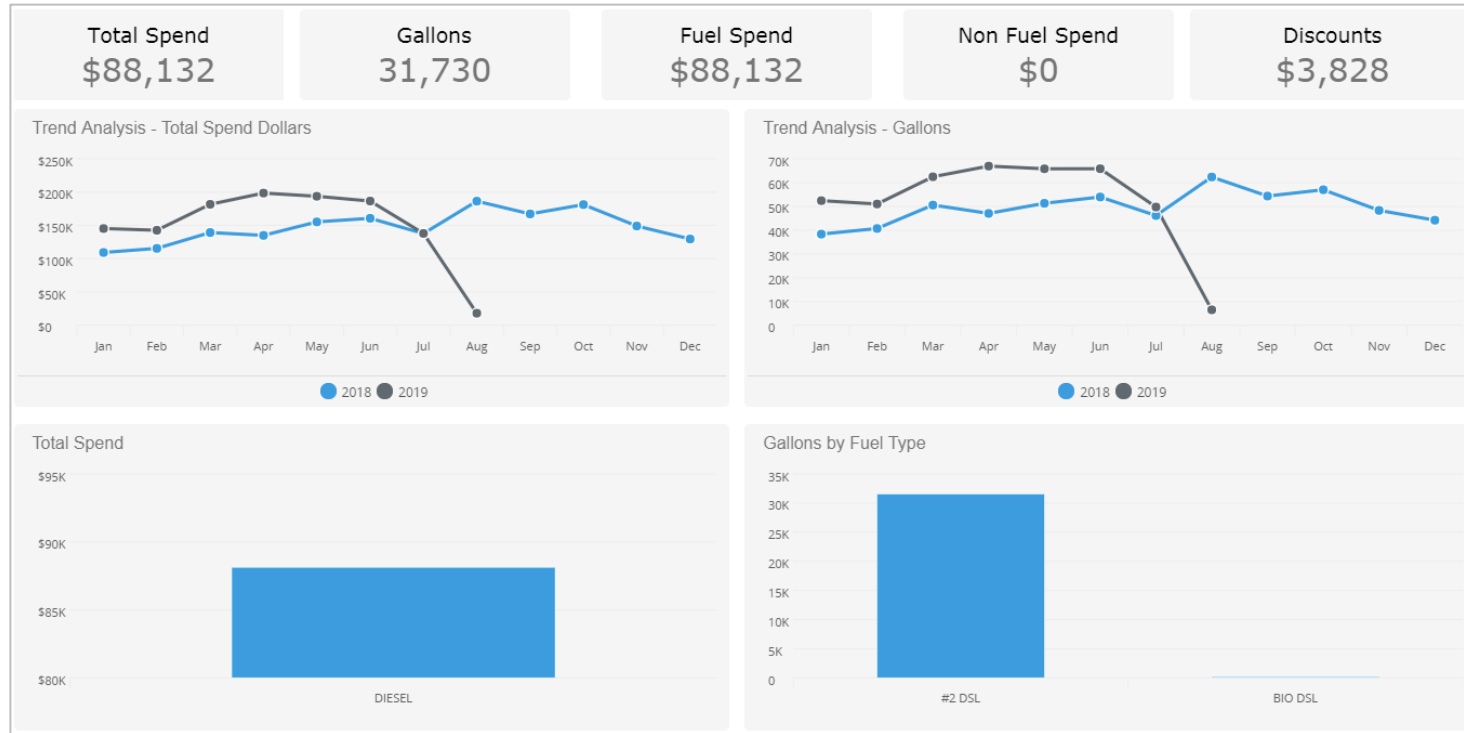


The Spend Dashboard opens with data focused around your transaction details. By drilling across, any filters applied on the Home dashboard carry over to the Spend dashboard.

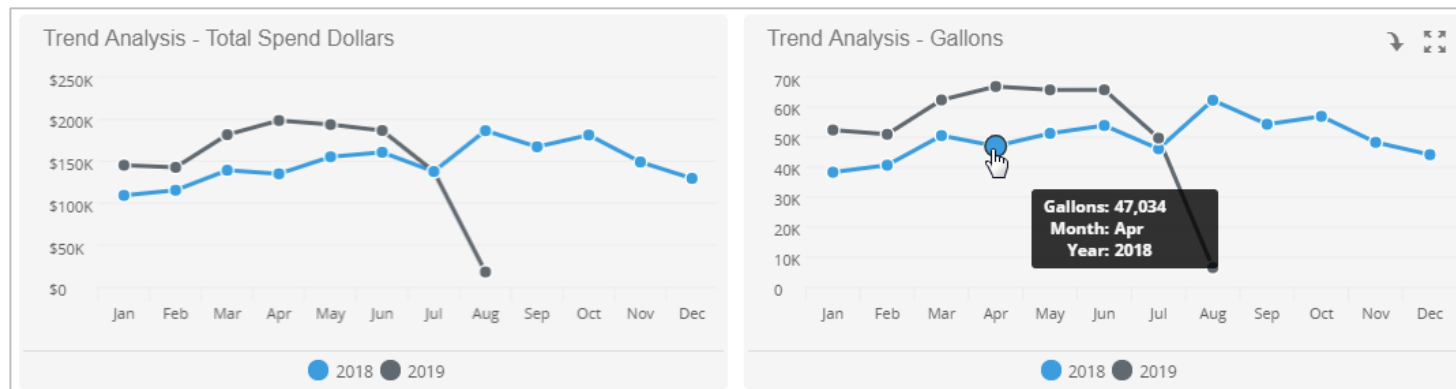


- Drill Down:** Clicking a graph in the dashlets allows you to drill deeper into additional details on a specific data set. For example, on the Spend Dashboard, click a bar graph in the **Gallons by Fuel Type** dashlet. For this example, we clicked **Diesel**.

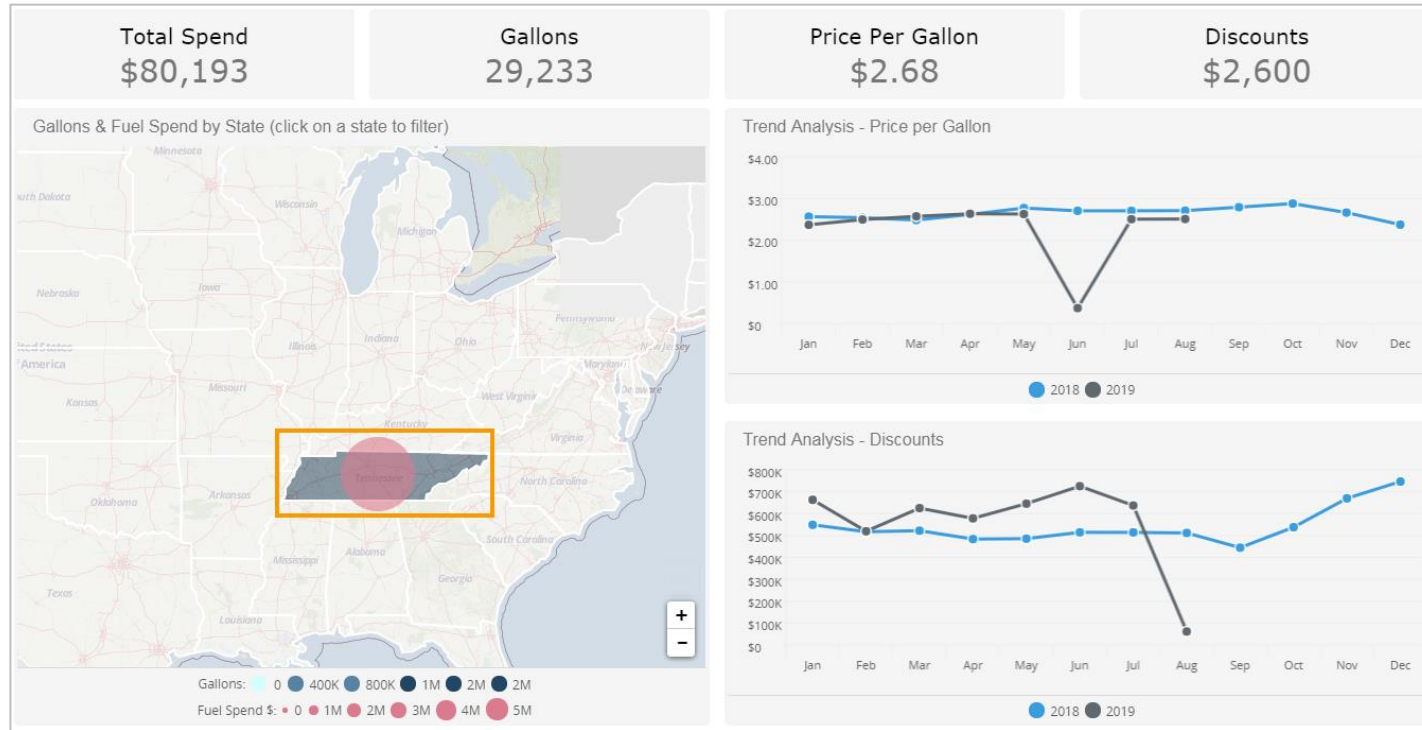
The dashboard refreshes to display data for only diesel fuel. You can drill further into diesel fuel on the **Gallons by Fuel Type** dashlet by clicking the different types of diesel fuel.



You can also hover over line graphs for month-to-month details.



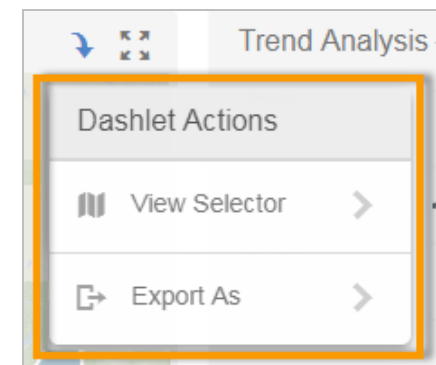
For another example, return to the Home dashboard and click a state in the Map dashlet. For this example, Tennessee was clicked. Notice the metrics at the top of the page and the dashlets have changed to display data for only Tennessee.




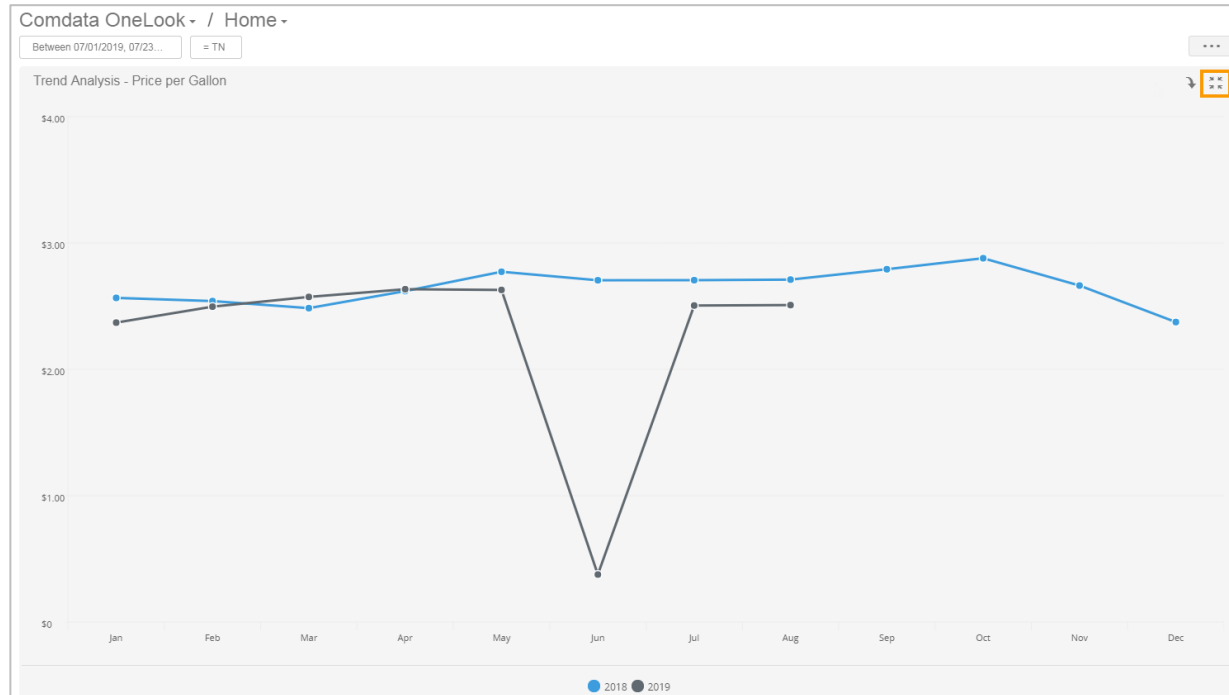
Using the Dashlet Features

Besides filters, the dashlets offer many other features to control the view of your data. See below for more information:

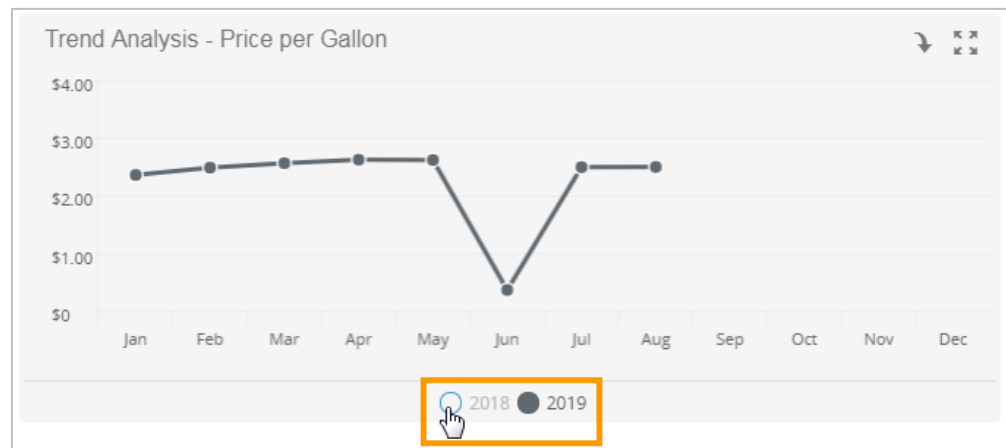
- Export Dashlets:** Hover your cursor over the top right corner of a dashlet to display the **Dashlet Actions** button (📄). **Dashlet Actions** offers options to change the appearance of the dashlet and to export it to another format:
 - View Selector:** Change the appearance of the dashlet to a table view or its original view.
 - Export As:** Export the dashlet, including any filters, as a PDF or Excel spreadsheet. Use this feature to share reports with other employees or drivers.




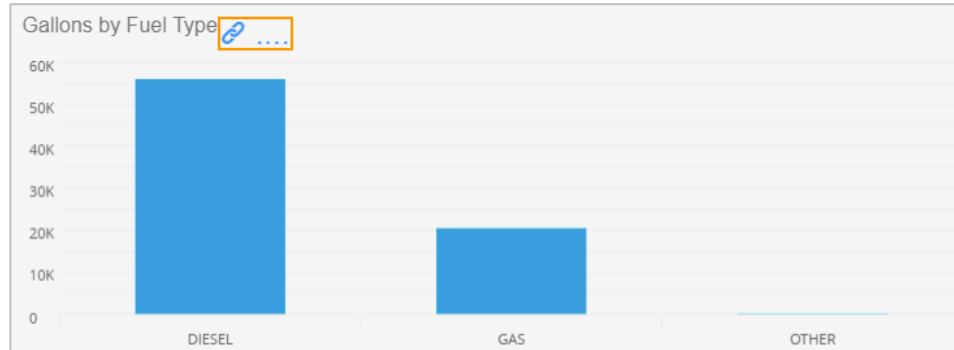
- Expand Dashlets:** Click the **Expand** icon () to display the dashlet in full screen. Click it again to close the expanded view. Use this feature to gain a larger view of your data.








- Change Dashlet Date Ranges:** Use the radio buttons at the bottom of line graph dashlets to select a year (up to two years only). When you export the dashlet, it will retain data for your selected year. Use this feature to separate data by year for analytics purposes.



- Drill Down Links:** Some visualizations include paperclip icons () that, once clicked, display a detailed report of the dashlet's data. For example, click the paper clip icon on the Gallons by Fuel Type dashlet.



A detailed report of all spending by fuel type displays. Use this report for a deeper dive into your fuel analytics. Use the dashlet actions buttons (, ) to export the report () to a PDF or Excel spreadsheet or expand the report to () a larger size.

Product Detail Report 

Product Category	Product Subcategory	Product Description	Gallons	Retail Spend	Net Spend	Discounts	Avg Discount per Gal
DIESEL	#2 DSL	DIESEL #2 ULTRA LOW SULFUR	52,663	\$151,137	\$144,568	\$6,570	\$0.12
GAS	REG GAS	UNLEADED REGULAR (86 OR ...	16,894	\$40,722	\$40,679	\$43	\$0.00
GAS	REG GAS	ETHANOL UNLEADED REGUL...	3,503	\$8,470	\$8,470	\$0	\$0.00
DIESEL	#2 DSL	DIESEL #2 LOW SULFUR	3,214	\$9,165	\$9,151	\$14	\$0.00
GAS	MID GAS	UNLEADED MID GRADE (88 O...	125	\$318	\$317	\$0	\$0.00
DIESEL	#2 DSL	DIESEL #2 ULSD OFF-ROAD (...	123	\$351	\$351	\$0	\$0.00
DIESEL	#2 DSL	DIESEL #2 LOW SULFUR PRE...	99	\$275	\$275	\$0	\$0.00
OTHER	OTH FUE	MISC FUEL	89	\$219	\$218	\$1	\$0.01
GAS	PREM GA	UNLEADED PREMIUM (90 OR ...	44	\$135	\$135	\$0	\$0.00
DEF	DEF	DIESEL EXHAUST FLUID PUMP	0	\$3,961	\$3,961	\$0	
NF	OTHER	MISCELLANEOUS OTHER	0	\$337	\$337	\$0	
DEF	DEF	DIESEL EXHAUST FLUID	0	\$39	\$39	\$0	
NF	ADJ	FUEL ADJUSTMENT	0	\$3,328	\$3,325	\$3	
NF	ADJ	OTHER MISCELLANEOUS TRA...	0	\$295	\$295	\$0	
NF	PARKING	TRUCK PARKING	0	\$51	\$51	\$0	
NF	ADJ	MISC ADJUSTMENT	0	\$-211	\$-211	\$0	
NF	OIL	OIL	0	\$20	\$20	\$0	
NF	WIPER	WIPER FLUID	0	\$4	\$4	\$0	