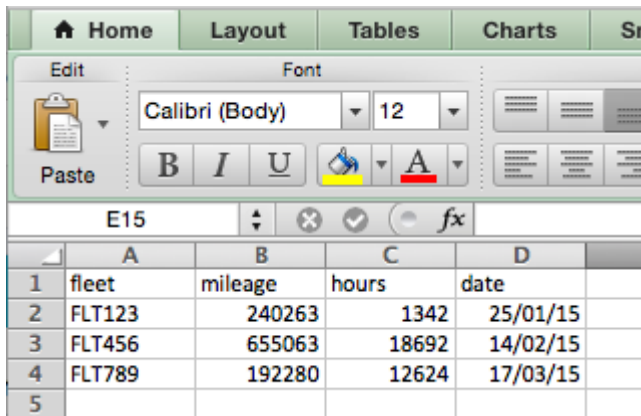


A CSV or Excel file can be used to import records. The first row should be the column headers.

The following columns are allowed:

- fleet e.g. PM01
- mileage e.g. 22809
- hours e.g. 3804
- date e.g. 15/02/2019



The screenshot shows the Microsoft Excel ribbon with the 'Home' tab selected. The 'Font' group is visible, showing 'Calibri (Body)' font and size '12'. Below the ribbon, the active cell is E15. The spreadsheet contains a table with the following data:

	A	B	C	D
1	fleet	mileage	hours	date
2	FLT123	240263	1342	25/01/15
3	FLT456	655063	18692	14/02/15
4	FLT789	192280	12624	17/03/15
5				

If your telematics provider permits, you can set up odometer reports to be automatically emailed to Gearbox.



You must have a business email setup to complete these steps. Please [contact support](#) requesting your business email is setup.

Once your mileage import address has been configured by Gearbox Support, you can start sending files for import to this address.

Emailing Odometer Reports to Gearbox

Record the import address in your telematics system to automate the mileage emails to Gearbox.

Gearbox will send you an email following the import to let you know whether it was successful or not.