

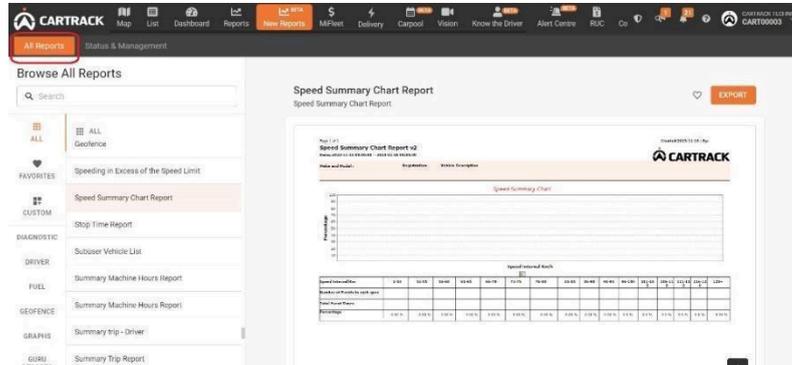
Reports

The Reports section on our platform provides a concise overview of your activities and key metrics, giving you valuable insights at a glance. Easily monitor your progress, identify trends, and make informed choices based on real-time data. Reports simplify information, save you time and empower you with the information you need to improve your operations.

In this guide, we will cover the following:

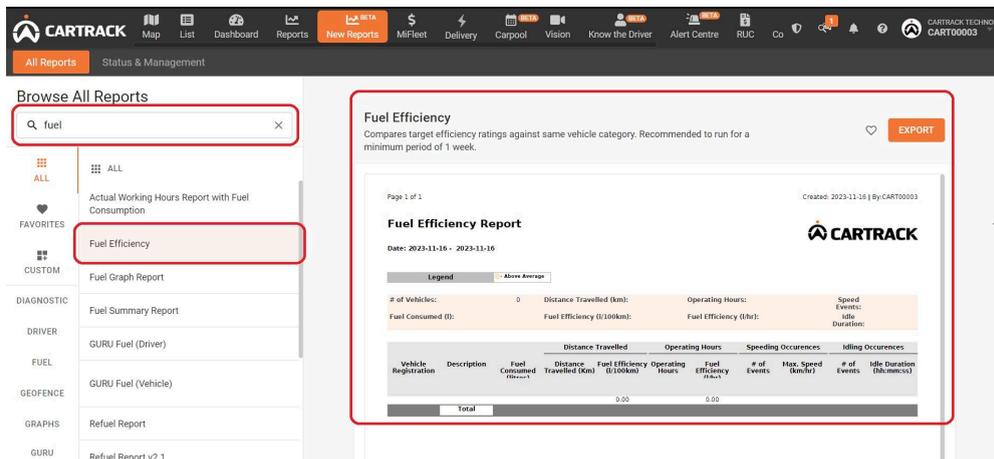
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1. Finding The Right Report



All Reports is the central point where all your reports can be found and makes finding, previewing, and downloading your reports easy.

a. Searching For and Previewing A Report

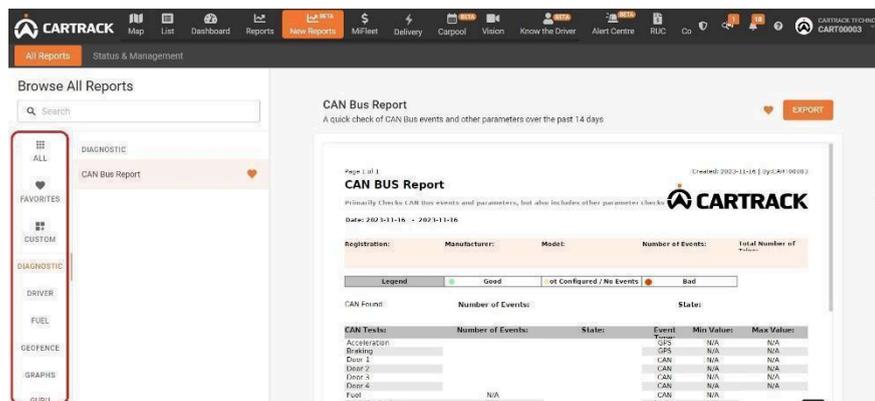


To find your report using the search box:

1. Enter the report name or a term related to the report in the search box, for example, if you are looking for a report relating to fuel search “fuel”.
2. Click on each report name and preview it to see whether or not it has the information you are looking for. If it does not, click on the other report names until you find the one you need.
3. If you cannot find what you are looking for, you can create a [custom report](#).

b. Standard Available Reports

You can also look for your reports according to the categorised lists of reports found on the left side of your screen.



The following table shows the standard available reports, their use and, the category they fall under

Category	Report Name	Why use this report
Diagnostic	CAN Bus Report	Provides a quick check of CAN Bus events and other parameters over the past 14 days

Driver	BPW Trip Report - Hours	Shows the start and end details for each trip, which is categorised as business, private, or weekend depending on the working hours
Driver	BPW Trip Report - Hours (with Dynamic Rest Days)	Shows start and end details for each trip which is categorised as business, private, or rest days depending on the id working hours
Driver	Customise Operation Hr Driver Scorecard Report	Shows the driver scorecard
Driver	Driver Attendance Report	Provides a report showing driver ID information and, driver attendance is captured
Driver	Driver ID (DID) Tag Assignment Report	Shows drivers and the tags that have been assigned to them
Driver	Driver ID (DID) Tag Status	Shows all tags and the drivers that have been assigned to them

Driver	Driver Safety Report	Provides the Driver Safety Report
Driver	Driver Scorecard Report V2.1	Shows a scoring system where a driver is allocated a number of points per month and points are deducted for each driver discretion
Driver	Driver Scorecard Report V3	Provides a Driver scorecard
Driver	Drivers Fatigue Report	Reports on driver fatigue
Driver	Ecodriving Report	Provides an Ecodriving Report
Fuel[1] [2]	Actual Working Hours Report with Fuel Consumption	Gives you a summary of actual working hours of each machine/equipment
Fuel	Fuel Efficiency	Compares target efficiency ratings against same vehicle category
Fuel	Fuel Graph Report	Provides a Fuel Graph Report
Fuel	Fuel Summary Report	Fuel Summary Report showing mileage, fuel

		used and fuel consumption
Fuel	Refuel Report	Shows details of vehicle refuelling events like date, time location and amount
Fuel	Refuel Report v2.1	Shows refuelling details for vehicles like date, time location and amount; Start and End dates are moved BACK by 1 day
Fuel	Vehicle Charging Log Report	Shows refuelling details for vehicles
	Drop Point by Driver	Drop point Geofence report (connected to panic)
Geofence	Geofence Location Report	Shows the latitude and longitude of Geofences
Geofence	Geofence Location Report - Sub User	Shows the latitude and longitude of Geofences
Geofence	GeoFence to GeoFence by Driver	It provides an overview of time spent traveling to and from the Geofences by driver

Geofence	GeoFence to GeoFence by Vehicle	An overview of time spent travelling to and from the Geofences by vehicle
Geofence	Geofence Visit by Geofence - Detail	Shows Geofence Visit by Geofence - Detail
Geofence	Geo Report by Driver Summary	Shows Geofences visited by driver
Geofence	Geo report by Geo Detail	Provides a detailed Geofence Report
Geofence	Geo report by Geo Detail v2	Provides a Geofence Report by Geofence Detail
Geofence	Geo report by Geo Detail (With Geo Group)	Provides a detailed Geofence Report
Geofence	Geo Report by Geo Summary	Provides a summary of vehicles entering a Geofence
Geofence	Geo Report by Geo Summary v2	Shows the number of visits in a Geofence
Geofence	Geo Report by Vehicle Detail	Shows entries and departures into a Geofence per vehicle

Geofence	Geo Report by Vehicle Summary	Shows a summary of geofences visits by vehicle
Geofence	Speeding exceeding the limit in GeoFence	shows speeding events where vehicle speed limit exceeds limit set by user
Geofence	Unvisited GeoFence Report	GeoFence visited less than a given number of times in a given period
Geofence	Working hours summary – GeoFence	Uses first ignition on timing and last geofence entry to work out working hours and overtime
Graphs	Battery Graph	Provides a graphical representation of a vehicle`s battery voltage
Graphs	Graphical Risk Report	Provides a Graphical Risk Overview based on acceleration, braking, idling, turning and speeding events.
GURU Reports	GURU Driver Behaviour (Driver)	Shows a more advanced summary of driver behaviour in light of the driver

GURU Reports	GURU Driver Behaviour (Vehicle)	Shows a more advanced summary of driver behaviour in light of the vehicle
GURU Reports	GURU Driver Score (Driver)	Provides a driver score based on harsh braking, acceleration and, turning event counts per vehicle.
GURU Reports	GURU Fuel (Driver)	Shows a more advanced report on fuel efficiency in terms of the driver
GURU Reports	GURU Fuel (Vehicle)	Shows a more advanced report on fuel efficiency in terms of the vehicle
GURU Reports	GURU Speeding (Driver)	Provides a more advanced speeding report in terms of the driver
GURU Reports	GURU Speeding (Vehicle)	Provides a more advanced speeding report in terms of the vehicle
GURU Reports	GURU Technology Efficiency (Driver)	Provides a more advanced report on the driver's technology efficiency

GURU Reports	GURU Technology Efficiency (Vehicle)	Provides a more advanced report on the vehicle's technology efficiency
GURU Reports	GURU Utilisation (Driver)	Provides a more advanced report on vehicle utilisation in light of the driver
GURU Reports	GURU Utilisation (Vehicle)	Provides a more advanced report on vehicle utilisation in light of the vehicle
History	Login History	Shows the main account holder and sub-user's login histories
History	Login History - Sub User	Shows only the sub-user's login history
Idle	Idle Report Detail	Reports on incidents of excessive idling
Idle	Idle Report Detail - Geofence	Reports on incidents of excessive idling in terms of Geofences
Idle	Idle Report Summary	Provides a summary of excessive idling incidents

Idle	Idle Summary2	It provides a count of excessive idling incidents per vehicle
Info	Alert Report	Shows all alerts generated during the date duration
Info	Battery Levels	Shows the vehicle's battery levels
Info	Cement Mixer - Cement Mixer Daily Jobs Duration by Vehicle	Shows activity by vehicle
Info	Cement Mixer - Discharge Report Detailed	Shows all recorded discharge data
Info	Cement Mixer - Geofence to Geofence by Driver	Shows geofence-to-geofence visits by driver
Info	Cement Mixer - Jobs Summary by Vehicle	Shows activity by Vehicle (Requires Batch Plant geofence group)
Info	Cement Mixer - Mixing Report Detailed	Shows all mixing data recorded
Info	Reminders Report	It shows reminders

Info	Subuser vehicle list	Report shows vehicles and linked subusers
Info	Vehicle list	To view vehicles and their specific details
Info	Vehicle utilisation report	Outlines time spent outside the office geofence during office hours per day by each vehicle
Location	POI Location Report	Shows the latitude and longitude of POI (points of interest) of a specific user account
Location	PTO Engaged Report	Shows all PTO events when the vehicle is idling. Needs idling to show data.
Location	PTO Summary Report	Shows PTO activation time duration and only works with ADC1 being setup as digital input
Location	Timed last positions	to know the position of a particular vehicle at a specified time
Log book	Daily Logbook	Daily Logbook Summary

Log book	Log Book	Shows business vs. private mileage travelled, which includes each trip's start and end odometer incidences while showing business kilometres only
MiFleet	Accessories	Reports on accessories purchased during a specified period
MiFleet	Accidents	Reports on accidents that have occurred during a specified period
MiFleet	All Driver Costs	Reports on all costs associated to a driver during a specified period
MiFleet	Assets	Reports on assets acquired during a specified period
MiFleet	Assets - Detailed	Shows assets (with accessories) that have been acquired in a specified period
MiFleet	Breakdowns / Towing	Show the Breakdown and Towing costs for a specified period

MiFleet	Cancelled Documents Report	Shows documents that were cancelled in a specified period
MiFleet	Cleanings	Shows cleanings registered in a specified period
MiFleet	TOE / CO2	Shows TOP and CO2 listing emitted during a specific period
MiFleet	TOE / CO2	Shows TOP and CO2 listing emitted in a specified period
MiFleet	Consumables	Reports on consumables registered in a specified period
MiFleet	Documents	Shows the documents registered in a specified period
MiFleet	Driver Costs	Reports on driver costs during a specified period
MiFleet	Driver Leave Costs	Reports on drivers' costs (tolls and average cost p/ odometer) while out of business hours, including

		leaves, holidays and weekends
MiFleet	Driver Leaves	Reports on driver absences (leaves / vacations) during a specified period
MiFleet	Driver Licenses	Shows driver licenses
MiFleet	Drivers	Shows the drivers employed drivers during a specified period
MiFleet	Fines	Shows the fines issued in a specified period
MiFleet	Fuelling	Shows list of fuelling not validated by fraud detection system
MiFleet	Fuelling warnings	List of fuelling with consumption not validated by fraud detection system
MiFleet	Fuelling warnings with consumption	All fuelling validation by fraud detection system
MiFleet	Insurances	Details Insurance policies registered in a specified period

MiFleet	Leasing	Details leasing registered in a specified period
MiFleet	Maintenances	Details maintenances registered in a specified period
MiFleet	Monthly costs	Outlines costs per kilometre for the specified period
MiFleet	Oils	Details oil fillings registered in a specified period
MiFleet	Vehicle licenses	Vehicle licenses registered in a specified period together with cost & license beginning up to expiration date
MiFleet	Rental costs	Outlines all rentals registered for a specified period, associated costs and, supplier details
MiFleet	Renting limits	Details each rental's odometer limit analysis and predictions for rental period

MiFleet	Services	Shows services recorded for a specified period
MiFleet	Taxes	Outlines vehicle taxes recorded for a specified period
MiFleet	Tolls	Outlines all passages through tolls not validated by fraud detection system
MiFleet	Toll validation	Outlines all passages in tolls during a specified period
MiFleet	Tyre operations	Details operations with tyres elapsed in a specific period
MiFleet	Cost balance by vehicle	Details cost balance by vehicle for specific period
MiFleet	Vehicle costs per concept	Lists all vehicle costs per concept (cost type) per vehicle according to given date range
MiFleet	Vehicle costs per km	Lists all vehicle costs per category according to costs p/Km averages for given date range

MiFleet	Vehicle fuel cost	To view total fuel costs per vehicle
MiFleet	Vehicle trip costs	Lists all trips costs per vehicle category according to costs p/Km averages for chosen date range
Odometer	Odometer detail	Detailed odometer report by registered vehicles
Odometer	Odometer detail DeRe/Owner Change/Cancelled	To find out the distance travelled for each registered vehicle for a specified date range. Outlines start odometer reading, end odometer reading and vehicle details
Odometer	Odometer detail with CO2 emissions	Outlines CO2 emissions of each registered vehicle for distance travelled
Odometer	Odometer summary	Details kilometres travelled by all vehicles
Odometer	Odometer summary based on trip data	To have a summarised odometer report based on trip data instead of terminal event data

Odometer	Odometer summary with CO2 emissions	To view summarised odometer report with CO2 emissions based on distance travelled
Odometer	Summary vehicle usage report	Provides overview of vehicle usage
Operating hours	Operating hours detail	Details activity that took place during operating hours, the vehicle and driver involved
Operating hours	Operating hours summary	Summarised version of distance vs duration during operating hours of the activity that took place per vehicle and driver
Risk	Risk management report	Overview of risk management
Risk	Risk management report by driver	Risk management overview by driver
Speeding	Detailed Speeding Detail	Provides a detailed report of location, duration and distance travelled over the set maximum speed limit

Speeding	Detailed Speeding Summary	Provides a summarised report of location, duration and distance travelled over the set maximum speed limit
Speeding	Over The Road speed	Shows speeding events in excess of the legal speed limit
Speeding	Road speed violations advanced	Reports on road speed violations
Speeding	Speeding in excess of speed limit	Details vehicles that were speeding above the user defined amount above the regulated road speed limit
Speeding	Speed summary chart report	Visual representation of each vehicle's speeding pattern over a specific date range using set speed intervals, number of events taking place at each speed and total event times expressed as a percentage on the speed summary chart
Temperature	Report temperature sensors v6	Details temperature values recorded by sensor

		on each event during working hours
Temperature	Temperature report with interval	Temperature report with detailed geofence and interval
Temperature	Temperature sensors report	Details average temperature recorded by the sensor on each trip during working hours and a temperature chart for the selected period
Temperature	Temperature sensors report detail	Shows temperature values recorded by the sensor on each event during working hours
Temperature	Temperature sensors report graph	Details average temperature recorded by the sensor on each trip during working hours and a temperature chart for the selected period
Trips	BPW Trip Report - Tags	Shows start and end details for each trip which is categorised as business, private, or weekend depending on the tag used

Trips	Daily Activity Detail	Daily vehicle report detailing events
Trips	Daily Activity Detail - Custom	Client specific Daily Activity Report detailing vehicle activity including PTO
Trips	Daily Activity Summary	Shows a summary of vehicle events
Trips	Detailed Trip Report (Interval)	Shows trip events in intervals
Trips	Detailed Trip Report - Simplified	Provides a simplified detailed trip report
Trips	Detail Trip Report	Provides a detailed trip report
Trips	Detail Trip Report V4	Shows all detailed trip data over specific work hours only
Trips	Driver_id_new	Provides driver ID information as per attendance capture

Trips	Mobileye Events	Reports on events captured by Mobileye AI camera
Trips	Movement Report	Reports on vehicle movements
Trips	Movement Report incl. Inactive	Provides a movement report which includes inactive vehicles
Trips	Personal Tracker Report	Provides a summary Trip Report, showing all data recorded from "ignition on" to "ignition off", during specific times
Trips	Summary trip - driver	To view a data summary for each vehicle from "ignition on" to "ignition off" by driver
Trips	Summary trip report	To view a data summary for each vehicle from "ignition on" to "ignition off"
Trips	Times operated detail	To find out the start date, time and mileage per day of each vehicle in and out of working hours

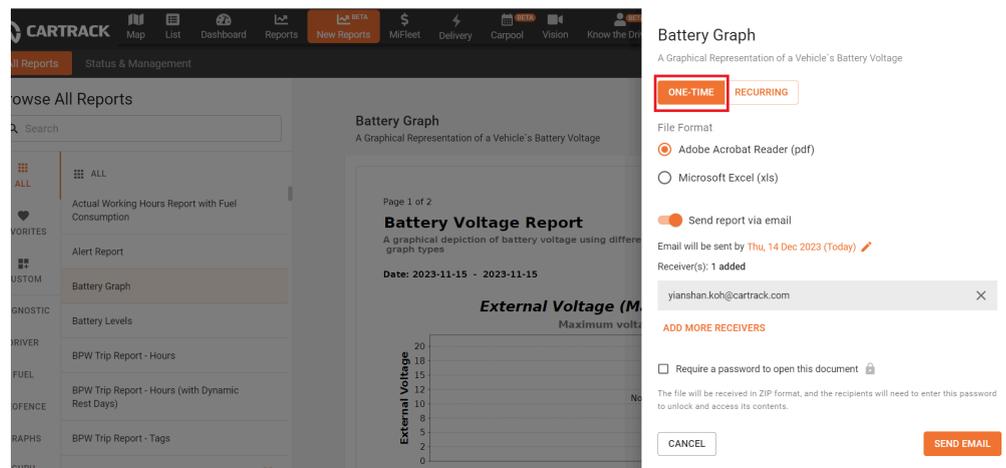
Trips	Times operated summary	Details summary of vehicle usage inside and outside of working hours
Trips	Trip overview	Provides overview of vehicle trips highlighting any movement after working hours
Trips	Trip summary with map	Displays total trip count, duration, distance travelled per vehicle with a visual representation on a map of the trips done
Trips	Trip time summary with map	Displays trip time per vehicle and has visual representation on map

2. Exporting a Report

The screenshot displays the CARTRACK web application interface. At the top, there is a navigation bar with various icons and the CARTRACK logo. Below the navigation bar, there is a 'Browse All Reports' section with a search bar and a list of report categories. The 'Battery Graph' report is highlighted, and an 'EXPORT' button is visible next to it. The main content area shows the 'Battery Voltage Report' page, which includes a title, a subtitle, a date range, and a graph area. The graph area contains the text 'No data available.' and a vertical axis labeled 'External Voltage'.

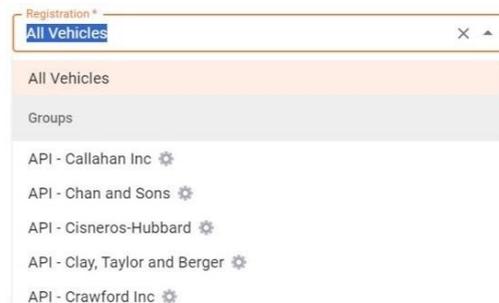
To export a report, hover over the name of the report and click on Export. The drawer on the right will give you the options of downloading your report **one-time** or scheduling a **recurring** report to receive it on a regular basis. Depending on the format you choose, you can download your reports in Pdf or Excel format.

a. One-time Download

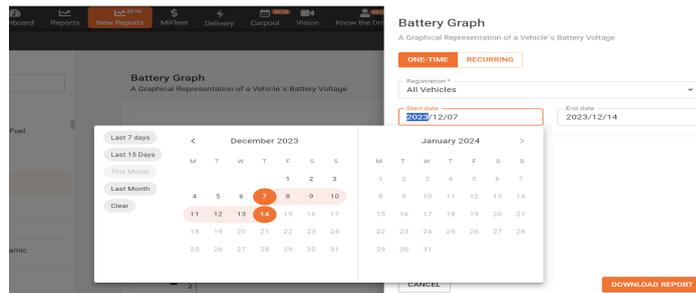


To download your reports **one-time**:

1. Click on **one-time** **ONE-TIME** **RECURRING** at the top of the screen.
2. Click on the **registration** box and select whether you'd like to generate a report for all your vehicles, specific vehicle groups or specific individual vehicles.



3. Input the start and end dates of the data you would like to include in your report or select from the date range options provided on the left hand side of the calendar display box.



- Click on either Adobe Acrobat Reader (pdf) or, Microsoft

File Format
 Adobe Acrobat Reader (pdf)

Excel (xls) Microsoft Excel (xls) to select the format you prefer to receive your file.

- Turn on the toggle if you would like to receive the report via

email Send report via email

- Under **Send report via email**, you will be informed of the date by which your email will be sent

Email will be sent by **Mon, 08 Jan 2024 (Today)** ✎

- Click on add more receivers if you'd like more than one

ADD MORE RECEIVERS

person to receive the report

- Tick **Require a password to open the document** if you would like to password protect your report (ZIP). This will require each email recipient to input the password for access.

Require a password to open this document

The file will be received in ZIP format, and the recipients will need to enter this password to unlock and access its contents.

Password*

9. Click **Send Email** to send the report to the email addresses you have inputted.

Battery Graph
A Graphical Representation of a Vehicle's Battery Voltage

ONE-TIME RECURRING

Microsoft Excel (xls)

Send report via email

Email will be sent by Thu, 14 Dec 2023 (Today)

Receiver(s): 1 added

yianshan.koh@cartrack.com

ADD MORE RECEIVERS

Require a password to open this document

The file will be received in ZIP format, and the recipients will need to enter this password to unlock and access its contents.

Password *

CANCEL SEND EMAIL

10. However, you also have the option to click on **Cancel**. If you click on **Cancel**, the whole drawer will disappear from the screen and you can either choose to start the whole process again, or do something else.

Battery Graph
A Graphical Representation of a Vehicle's Battery Voltage

ONE-TIME RECURRING

Microsoft Excel (xls)

Send report via email

Email will be sent by Thu, 14 Dec 2023 (Today)

Receiver(s): 1 added

yianshan.koh@cartrack.com

ADD MORE RECEIVERS

Require a password to open this document

The file will be received in ZIP format, and the recipients will need to enter this password to unlock and access its contents.

Password *

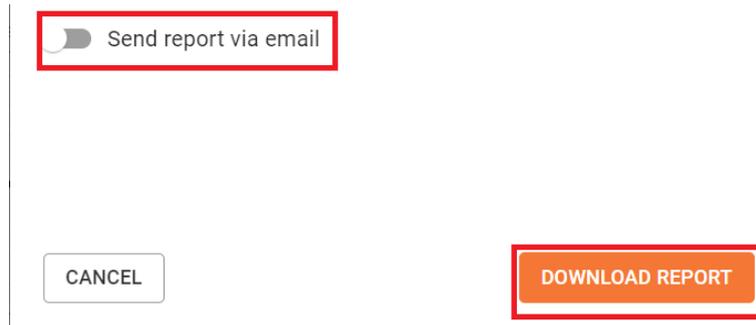
CANCEL SEND EMAIL

11. if you would not like to receive your report via email, then toggle off this option

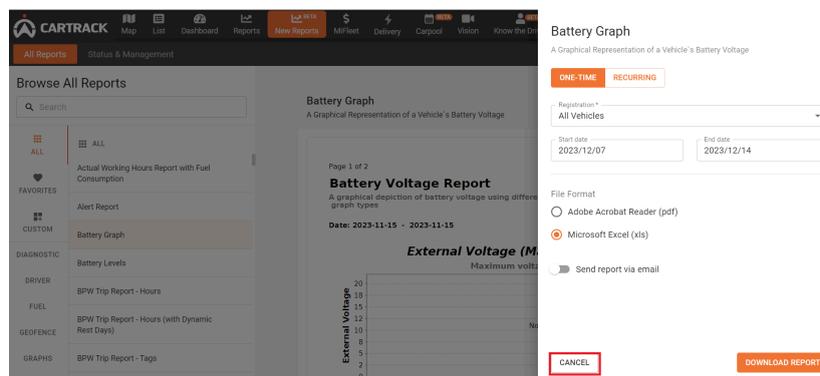


12. Doing this will then allow you to download your report. Please note that some reports will take some time to download to the

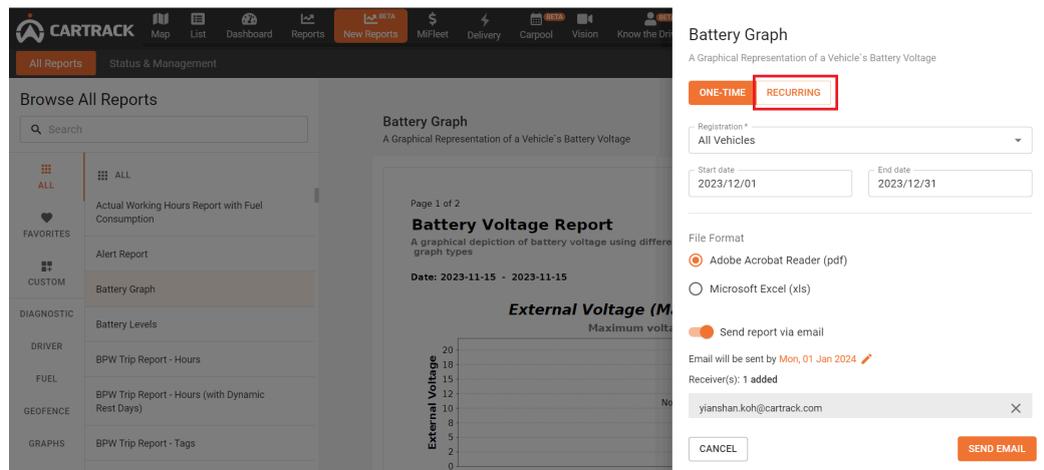
amount of calculation and data being processed.



13. You can click on cancel if you'd like to stop the entire process and the drawer will collapse

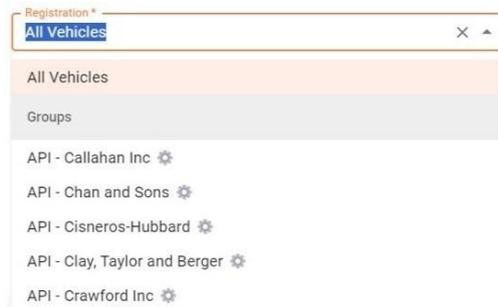


b. Recurring Schedule



To schedule receipt of your recurring reports:

1. Click on **Recurring** at the top of the screen.
2. Click on the **registration** box to select whether you'd like to generate a report for all your vehicles, specific vehicle groups or specific individual vehicles.

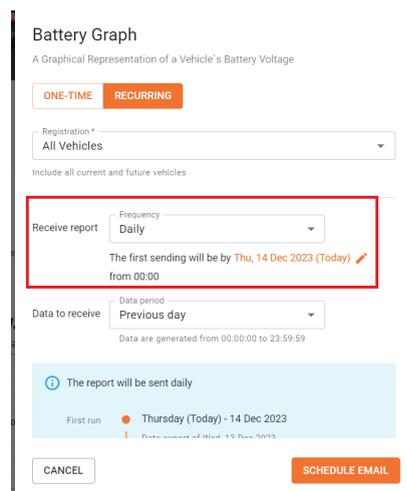


3. Click on the **Frequency** box next to **Receive Report** to choose the interval you would like the report sent to the



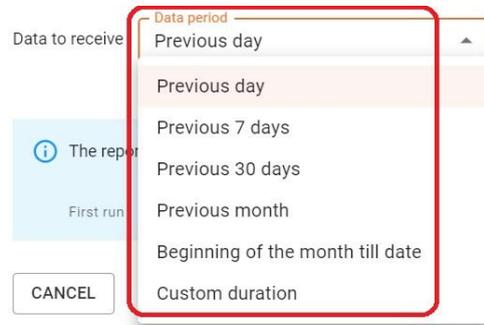
recipients.

Depending on the frequency you chose, the date and time from which the first sending will take place will be displayed in the **Receive report** section

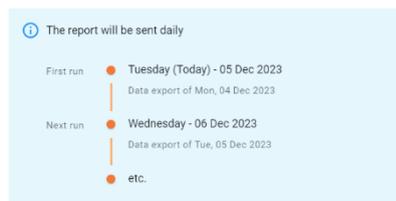


4. Click on the **Data Period** in the **Data to Receive** section to select a date range for the data you'd like included in your

report. This will use the data of that period based on the date the report is being sent. For example, if you receive a report daily and select last 7 days worth of data to be included, then every day the data in the report will change to ensure it is the last 7 days from the report sending date.



A blue box under **Data to Receive** will show you how often your report will be sent according to your chosen settings



5. Click on either Adobe Acrobat Reader (pdf) or, Microsoft



Excel (xls) to select the format in which you would prefer to receive your file

6. Add the email addresses you would like to receive the reports



7. You can add more email addresses to the **receivers** list by clicking on **Add More Receivers** and inputting the email addresses.
8. Tick **Require a password to open the document** if you would like to password protect your report (ZIP). This will

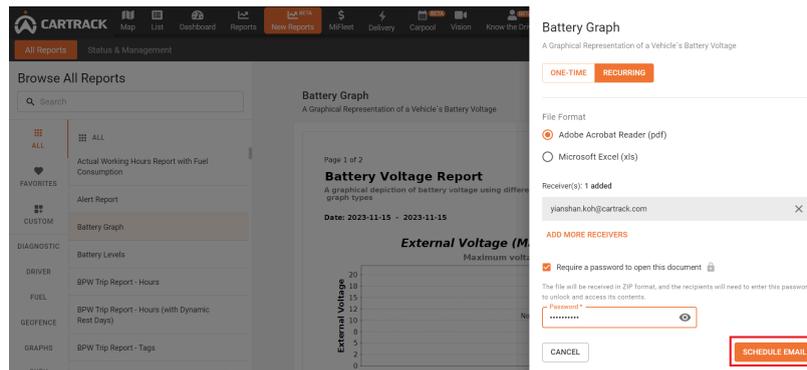
require each email recipient to input the password for access.

Require a password to open this document 

The file will be received in ZIP format, and the recipients will need to enter this password to unlock and access its contents.

Password*

9. Click on **Schedule Email** to save



10. Click on **cancel** if you'd like to stop the entire process and

CANCEL

the drawer will collapse

11. To manage all scheduled reports and rules, visit [Status & Management](#)

3. Favourite Reports

In this section, we will cover the following:

- a. Favouriting A Report
- b. Removing A Report From Favourites
- c. Exporting Favourite Reports

i. Why Favourite A Report?

Favouriting a report makes them easier to find in one place instead of having to search through all the available reports. This is useful for your regularly used reports.

ii. Who Can Favourite Reports?

Both admins and sub-users can Favourite reports.

a. Favouriting A Report

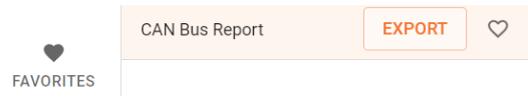
The screenshot shows the CARTRACK web interface. On the left, the 'Browse All Reports' section has a 'FAVORITES' tab selected, which is highlighted with a red box. Below it, a list of reports is shown, with 'CAN Bus Report' also highlighted by a red box and having a heart icon next to it. On the right, the 'CAN BUS Report' is displayed, also with a red box around it. The report includes a search bar, a legend, and a table of CAN tests.

CAN Tests:	Number of Events:	State:	Event Type:	Min Value:	Max Value:
Acceleration			GPS	N/A	N/A
Braking			GPS	N/A	N/A
Door 1			CAN	N/A	N/A
Door 2			CAN	N/A	N/A
Door 3			CAN	N/A	N/A
Door 4			CAN	N/A	N/A
Fuel			CAN	N/A	N/A
Fuel (Analog)			Analog	N/A	N/A

How To Favourite A Report:

1. Navigate to **Reports** 
2. Using the search box, search for report you want to favourite

3. Hovering over your selected report will show you the export and, a grey outlined heart icon

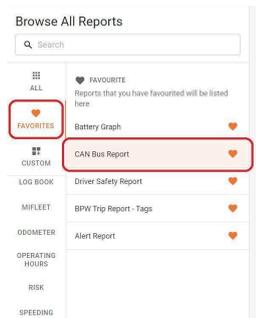


4. To favourite your report click on the heart icon  and it will turn orange 

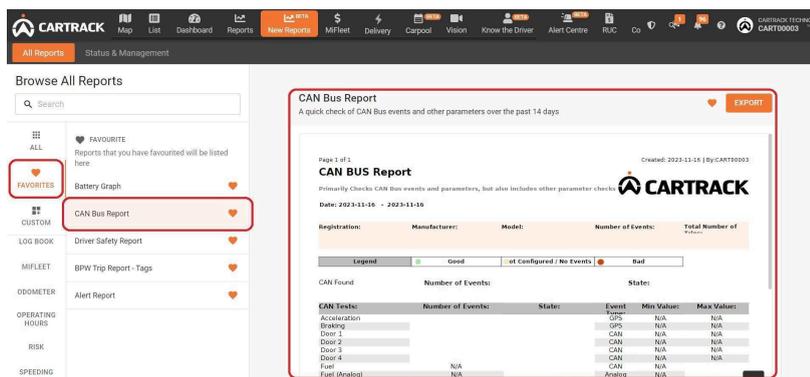
5. The report should now look like this



6. Your report is now favourited, and will be displayed in the Favourites section.



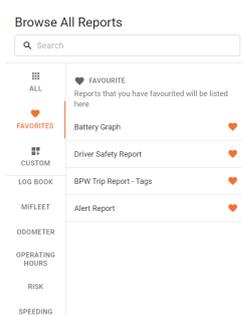
b. Removing A Report From Favourites



1. To remove a report from the favourites section, click on the orange heart next to the name of the report



2. Clicking on the orange heart icon  will return it to its original white colour , which means that the report is no longer favoured and will immediately be removed from the favourites list, as you can see with the CAN Bus report example below.



c. Exporting Favourite Reports

Favourite reports can be exported in the same way you would for any report.

You can either choose to receive it **once-off** or, as a **regular report**.

This is the same process you would follow to [export a report](#).

4. Custom Reports

In this section, we will cover the following:

- a. Creating a Custom Report
- b. Custom Report Data Fields
- c. Editing A Custom Report
- d. Exporting A Custom Report

i. **What Is A Custom Report?**

This is a report you have built to your requirements and is only available on your account. This is what makes it different from the standard available report.

ii. **Why A Custom Report?**

We understand your business may have specific requirements, or you may want to view your data in a specific order or way. Customising a report allows you to get everything you need in the exact way you want it.

iii. **Who Can Create Custom Reports?**

Both the main and sub-user can create custom reports.

iv. **Who Can Access My Custom Reports?**

The main user can restrict the sub-user's access to their custom reports but can still access the sub-user's custom reports.

a. Creating A Custom Report

How To Create A Custom Report

Navigate to **Reports**  and then click **Custom**  and **Create**

Custom  . Creating your custom report is split into 4 different main steps.

1. **Set-up Report:** this is where you lay the foundations for the kind of report you want to build.
 - a. **Filter by category:** this determines the data on your custom report. You can choose for the data to be based on either Positions or Trips.
 - i. **Positions:** when you choose Positions, your data will mainly reflect details concerning the information of the vehicle such as, vehicle position, latitude and longitude, fuel use and levels, the engine load, oil pressure and temperature and, water temperature.
 - ii. **Trips:** when you choose Trips, your data will mainly outline details of the trips the vehicle has taken; this includes, among others, stopping points, stationary time, geofence events, idle times. Including the details of the driver and passenger as they relate to the trip being taken.
 - b. **Report name:** this is the auto-suggested name that will be used to refer to your custom report based on whether you chose the **Position** or **Trips** category. By clicking inside the **Report name** box, you are able to change the report's name to one of your

preference. It is best to use a name that is self-explanatory so that you know what the report is for.

Create Custom Report

1. Create and setup report

Set up report

Filter by category *

Positions

Report name *

Detail Position Report

Suppress header

Suppress footer

Set up columns

Set up filters

Submit

CANCEL NEXT >

Create Custom Report

1. Create and setup report

Set up report

Filter by category *

Trips

Report name *

Trip Report

Suppress header

Suppress footer

Set up columns

Set up filters

Submit

CANCEL NEXT >

You can also decide whether or not you would like to suppress the header or footer in your downloaded reports by ticking on either **Suppress Header** or **Suppress Footer**.

Custom Trips report example with a suppressed footer:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
28840	EP150098		TEMP-1193417DEMO	NQR 500	30.890306	-29.80452	5		0	0		320	0	
28841	EP150098		TEMP-1193417DEMO	NQR 500	30.890306	-29.80452	0		0	0		320	0	
28842	EP150098		TEMP-1193417DEMO	NQR 500	30.890306	-29.80452	0		0	0		320	0	
28843	EP150098		TEMP-1193417DEMO	NQR 500	30.890306	-29.80452	0		0	0		320	0	
28844	EP150098		TEMP-1193417DEMO	NQR 500	30.890306	-29.80452	0		0	0		320	0	
28845	EP150098		TEMP-1193417DEMO	NQR 500	30.890306	-29.80452	0		0	0		320	0	
28846	EP150098		TEMP-1193417DEMO	NQR 500	30.890306	-29.80452	0		0	0		320	0	
28847														
28848														
28849														
28850														
28851														

Custom Trips report example without a suppressed footer:

# Trip	Travel Summary																	
Driver	Vehicle Description	Registration	Make and Model	Type	Duration	Stop	Start	End	Start Geofence	End Geofence								
Case	Date	Long	Lat	Location	Speed	Odometer	RPM	TPS	Compressor	Cruise	Manual/Auto	Fuel Level	Gear Selection	BPS %	Intruder	Brakematic	Geo Fence	

Once you have completed the settings for Step 1, click **Next** .

If you would like to stop then you can click on **cancel** .

2. **Set up columns:** Step 2 is where you can choose which of the available data fields to include in your report by dragging them individually from the **Available Fields** column to the **Selected Fields** column.

Available fields in Step 2 will depend on the category you have selected in Step 1. Once the data fields have been dragged and dropped from **Available Fields** to **Selected Fields**, they can then be re-ordered according to the sequence in which you would prefer for them to show on your custom report.

Create Custom Report

Step 2: Set up Columns
Select or drag and drop the fields

Available Fields (38)

- Abs Engine Load
- Analog0
- Analog1
- Analog2
- Calc Engine Load
- Colour
- Driver Name
- Event Timestamp
- Event Type
- Fuel Flow Rate
- Fuel Use

Selected Fields (4)

- Altitude
- Bearing
- Client Driver ID
- Fuel Level

CANCEL PREVIOUS NEXT

After selecting your required data fields, click **Next** NEXT.

If you would like to stop then you can click on **cancel**

CANCEL < PREVIOUS NEXT >

If you would like to go back a step, you would then click on previous

CANCEL < PREVIOUS NEXT >

To view all of the available data fields under Positions, see [Custom Report Data Fields](#)

- Set up filters:** In Step 3, you can add further filters to Step 2's data fields in your custom report. For example, if you chose **Bearing Deviation** as one of your data fields in Step 2, you can further filter this selection by choosing one of the options provided in the **Filter box** and inputting a number value in the **Value** box, such as in the below example.

Create Custom Report

3. Set up filters
Export data that meet the following filters

Bearing Deviation

Filter by +

- Equals
- Less Than
- Less Than or Equals
- Greater Than
- Greater Than or Equals

Set up report

Set up columns

3 Set up filters

4 Submit

CANCEL < PREVIOUS NEXT >

Once you have set up your filters, click **Next** .

- Submit:** Step 4, is where you set up how you would like to receive your report. You can either choose to download or email it **once-off** or schedule it as a **recurring report**. This is the same process you would follow to [export a report](#).

Create Custom Report

Step 4: Submit Report
Download or schedule recurring report

ONE-TIME RECURRING

Registration *
All Vehicles

Start End

File Format

Microsoft Excel (xls)

Send report via email

Email will be sent by **Wed, 29 Nov 2023 (Today)**

Receiver(s): 1 added

minhui.huang@cartrack.com

[ADD MORE RECEIVERS](#)

CANCEL PREVIOUS

Once you have chosen your export settings, click **Submit**.
Your report will automatically save.

SUBMIT

5. To access your custom report at a later stage, click **Custom** and they will appear in the list of reports.

 **CUSTOM**

 ALL	CUSTOM REPORT Make your own report	CREATE CUSTOM
 FAVORITES	Excessive idling over 800s	
 CUSTOM	Trip Report 3	
	Trip report for customer care	

b. [Custom Report Data Fields](#)

The following table summarises the fields that are available for use in a Custom Report. Please note that not all fields will be available depending on the settings you have chosen for how your report will be structured.

Item	Field	Description	Available Fields Structured by Positions, Trips, or Bothdriver id
1	Abs Engine Load	calculation of total engine air mass	Positions
2	Altitude	Altitude of vehicle as per unit	Positions
3	Analog0	Place holder for various use	Positions
4	Analog1	Place holder for various use	Positions
5	Analog2	Place holder for various use	Positions
6	Bearing	Direction to destination	Positions
7	Bearing Deviation	Change in bearing	Trips
8	Calc Engine Load	percentage that reflects the amount of power an engine is producing at a given moment	Positions
9	Client Driver ID	Unique db ID of driver	Both
10	Client Driver Tag Description	Description assigned to tag	Trips

11	Client Trip Description	Business or personal	Trips
12	Client Vehicle Description	Free text description of vehicle	Trips
13	Client Vehicle Description 1	Alternate free text description of vehicle	Trips
14	Client Vehicle Description 2	Alternate free text description of vehicle	Trips
15	Clock End	Machine hours at trip end	Trips
16	Clock Start	Machine hours at trip start	Trips
17	Colour	Colour of vehicle	Both
18	Driver	Driver of vehicle	Trips
19	Driver Name	Driver of vehicle	Positions
20	Driver Tag	Tag assigned to driver when used	Trips
21	End Description	Position at trip end	Trips
22	End Geofence	Geofence at trip end	Trips
23	End Odometer	Odo at trip end	Trips
24	End Speed	Speed at end of trip/sub trip	Trips
25	End Timestamp	Date and time at trip end	Trips
26	Event Timestamp	Date and time of event	Positions
27	Event Type	Description of event (IGN On, Speeding, etc)	Positions

28	Events Accelerating	Count of violation during trip	Trips
29	Events Braking	Count of violation during trip	Trips
30	Events Corner	Count of violation during trip	Trips
31	Events GPS Lost	Count of GPS signal being lost during trip	Trips
32	Events Idle	Count of idling events during trip	Trips
33	Events Link Loss	number of events that lost connectivity	Trips
34	Events Motion	Count of motion events during trip	Trips
35	Events Speeding	Count of violation during trip	Trips
36	Fuel Flow Rate	Rate of fuel flow to engine as per unit	Positions
37	Fuel Level	Fuel level	Positions
38	Fuel Use	Fuel consumption	Positions
39	Gear	Gear in use	Positions
40	Geofence	Geofence in which vehicle is	Positions
41	GPS per Hour Lost	Loss per hour	Trips
42	Idle Time	Duration of idling	Trips
43	Idle Time Seconds	Duration of idling converted to seconds	Trips
44	Lateral G	Lateral G force	Positions

45	Latitude	Latitudinal position of vehicle	Positions
46	Linear G	Linear G force	Positions
47	Longitude	Longitudinal position of vehicle	Positions
48	Manifold Pressure	manifold pressure gauge tells you the volume of air being passed to the engine	Positions
49	Manufacturer	Manufacturer of vehicle	Both
50	Max Speed	Max speed reached during a trip	Trips
51	Model	Model of vehicle	Positions
52	Model Year	Year of manufacture	Both
53	Motion Time	Duration of motion	Trips
54	Motion Time Seconds	Duration of motion converted to seconds	Trips
55	Odometer	Odo reading	Positions
56	Oil Pressure	Oil pressure	Positions
57	Oil Temp	Oil temperature	Positions
58	Position Description	Descriptive position of vehicle	Positions
59	RPM	Engine revs per minute	Positions
60	Registration	Registration of vehicle	Both
61	Road Speed	Posted speed limit	Positions

62	Speed	Speed of vehicle	Positions
63	Start Description	Position at trip start	Trips
64	Start Geofence	Geofence at trip start	Trips
65	Start Odometer	Odo at trip start	Trips
66	Start Speed	Speed at start of trip/sub trip	Trips
67	Start Timestamp	Date and time at trip start	Trips
68	Stationary Time	Duration of vehicle not being in use	Trips
69	Temp 1	This shows the temperature of probe 1 at the specified position.	Positions
70	Temp 2	This shows the temperature of probe 2 at the specified position.	Positions
71	Temp 3	This shows the temperature of probe 3 at the specified position.	Positions
72	Temp 4	This shows the temperature of probe 4 at the specified position.	Positions
73	Terminal Serial	Unique serial number of unit	Positions
74	Throttle Position	Position of accelerator pedal	Positions
75	Trip Distance	Distance of trip	Trips
76	Trip Duration	Duration of trip	Trips

77	Trip Duration Seconds	Duration of trip converted to seconds	Trips
78	Trip Inner Points	Number of events inside each trip	Trips
	Trip Start Type	start type of a trip. can be ignition based or motion based	Trips
79	Trip Type	Business or personal	Both
80	User Name	Unique customer username	Positions
81	Water Temp	Temperature of engine water	Positions

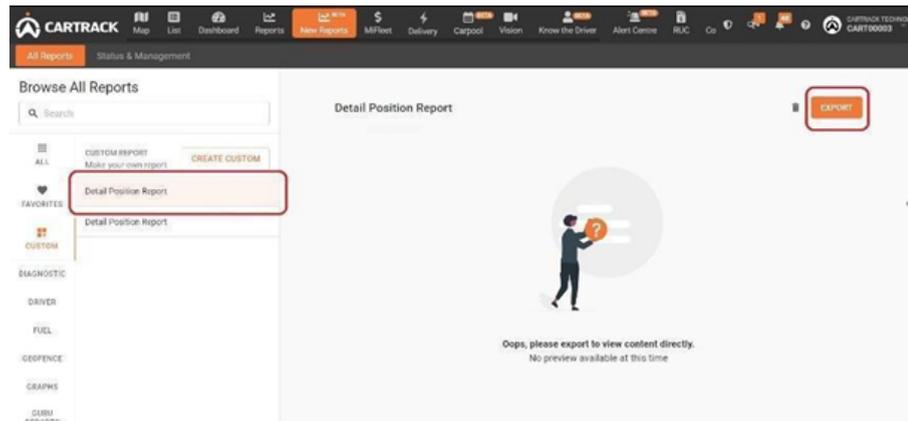
c. Editing A Custom Report

Currently, you cannot edit the data shown in a Custom Report. You would need to create a new one instead. However, you can edit this report's export settings.

- 1.1 To create a new schedule for your report to be sent regularly, see [here](#).
- 1.2 To edit the settings for a previously set up schedule, see [here](#).

c. Exporting A Custom Report

1. To export a report, click on the name of the report and, on **Export**.



2. Exporting your custom report takes you to Step 4. This is where you set up how you would like to receive your report. You can either choose to download or email it **once-off** or schedule it as a **recurring report**. This is the same process you would follow to [export a report](#).

3. Click **One Time** to download it Once off or, click **Recurring** to have it sent as per chosen schedule.

CARTRACK | Map | List | Dashboard | Reports | **New Reports** | MIFleet | Delivery | Carpool | Vision | Know the Driver | Alert Centre | RUC | Coaching | Maintenance | Admin

All Reports | Status & Management

Browse All Reports

Search

ALL CUSTOM REPORT Make your own report **CREATE CUSTOM**

FAVORITES Automation Detail Trips Report 1213165640

CUSTOM Detail Position Report

DIAGNOSTIC Detail Position Report

DRIVER Detail Position Report

FUEL

SEQUENCE

GRAPHS

GURU REPORTS

HISTORY

IDLE

INFO

LOCATION

LOG BOOK

MIFLEET

SETTINGS

Detail Position Report

Oops, please export to view content directly.
No preview available at this time.

Detail Position Report

4. Submit report
Download or schedule recurring report

Set up report **ONE-TIME** **RECURRING**

Registration * All Vehicles

Set up columns Start date: 2023/12/01 End date: 2024/01/02

File Format Adobe Acrobat Reader (pdf) Microsoft Excel (xls)

Set up filters Send report via email

Submit Email will be sent by Mon, 08 Jan 2024 (Today) ✓

Receiver(s): 1 added
thulisle.radebe@carzuka.com

ADD MORE RECEIVERS

Require a password to open this document

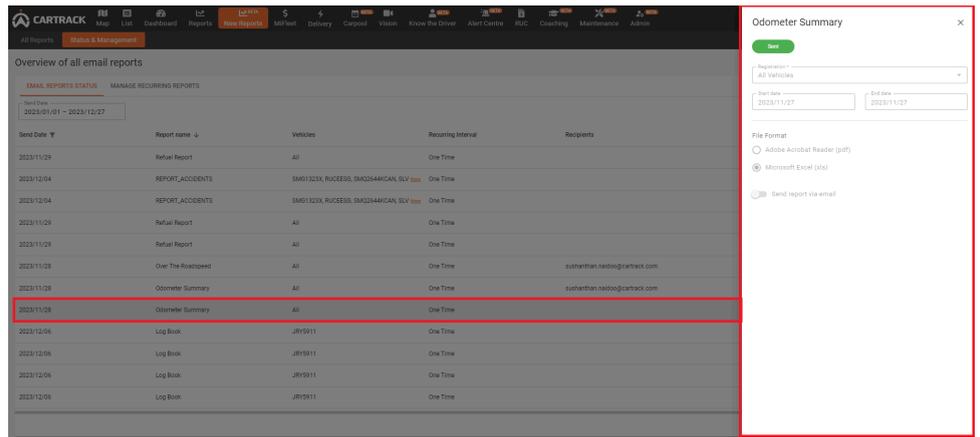
The file will be received in ZIP format, and the recipients will need to enter this password to unlock and access its contents.

CANCEL < PREVIOUS **SUBMIT**

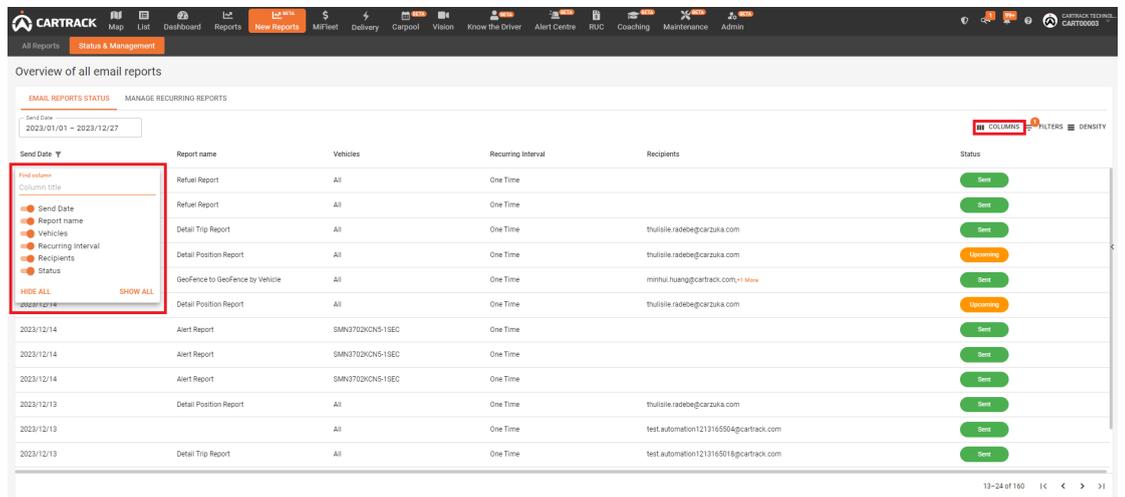
- Once you have chosen your desired date range, the reports that apply will be displayed and the filter option will display an orange number bubble to show how many filters have been applied

Send Date	Report name	Vehicles	Recurring Interval	Recipients	Status
2023/12/19	Detail Trip Report	All	One Time	thulsie.radebe@carzuka.com	Sent
2023/12/19	Detail Position Report	All	One Time	thulsie.radebe@carzuka.com	Upcoming
2023/12/15	GeoFence to GeoFence by Vehicle	All	One Time	minhui.huang@cartrack.com ^{v1} <small>More</small>	Sent
2023/12/14	Detail Position Report	All	One Time	thulsie.radebe@carzuka.com	Upcoming
2023/12/14	Alert Report	SMN3702KNS-1SEC	One Time		Sent
2023/12/14	Alert Report	SMN3702KNS-1SEC	One Time		Sent
2023/12/14	Alert Report	SMN3702KNS-1SEC	One Time		Sent
2023/12/13	Detail Position Report	All	One Time	thulsie.radebe@carzuka.com	Sent
2023/12/13	Detail Trip Report	All	One Time	test.automation1213165504@cartrack.com	Sent
2023/12/13	Detail Trip Report	All	One Time	test.automation1213165019@cartrack.com	Sent
2023/12/13	Detail Trip Report	All	Monthly, on the first day of the month	test.automation1213164846@cartrack.com	Failed
2023/12/13	Detail Trip Report	CT04TESTING	One Time		Sent

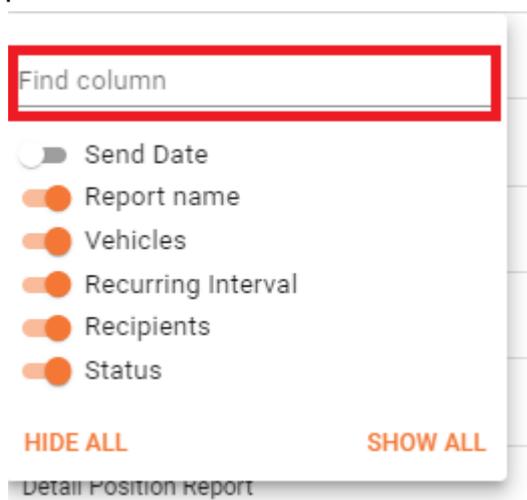
- The information will be displayed with the following columns
 - Send date:** in this column you will see the date each report was sent
 - Report name:** this column displays each report's name
 - Vehicles:** in this column you'll find the vehicle or vehicle groups each report was generated for
 - Recurring interval:** in this column you'll find whether each report was exported one-time or has a recurring schedule
 - Recipients:** in this column you'll see recipients for each report, if there were multiple recipients or. If the report was downloaded and not emailed then this field will be blank
 - Status:** in this column you'll see what the status of each report is. This could either be sent, upcoming or failed.
- To view report details, click on the report you're interested in and a section on the right will open with the report name, pop up will appear on the right displaying:
 - Report name
 - Vehicle registration
 - Data start & end date
 - Report format



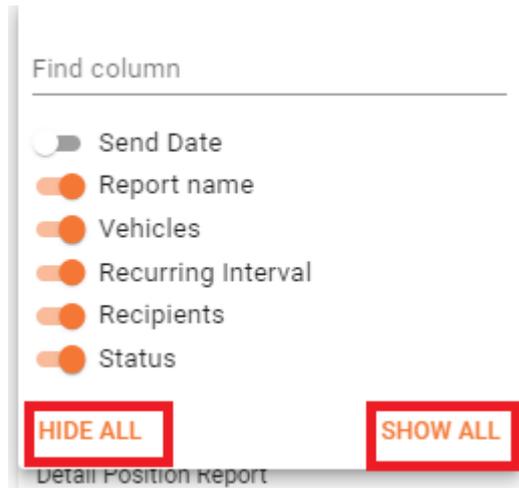
- To manage your columns, click on **columns** and a pop up will appear with all the columns on the page.



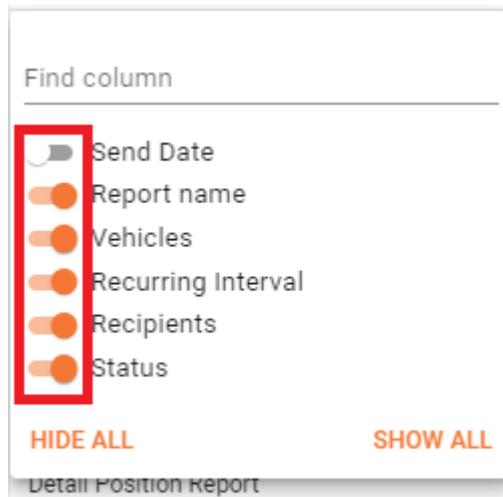
- Here you can type in the **find column** field to look for a particular column



- You can select to **show all** or **hide all** columns



- You can select to individually show or hide particular columns



Manage recurring reports

In this section you will be able to manage and view all your recurring reports, as well as see how many active recurring reports you've got set up.

Overview of all email reports

EMAIL REPORTS STATUS **MANAGE RECURRING REPORTS**

7 Active Recurring Reports

Report name	Vehicles	Recurring Interval	Recipients	Next send date	Last Sent Date	Actions
Detailed Speeding Summary	All	Daily	sushanthan.naidoo@cartrack.com	2023/12/28 00:00	2023/11/28 14:04	
Alert Report	All	Monthly, on the last day of the month	kenneth.trivino@cartrack.com	2024/01/05 00:00	2023/10/31 18:52	
Detail Trip Report	All	Monthly, on the first day of the month	test54321@test.com	2024/01/01 00:00	2023/12/12 09:37	
Detail Trip Report	All	Monthly, on the first day of the month	testtest123@test.com	2024/01/01 00:00	2023/12/07 11:32	
Alert Report	All	Weekly, on Wednesday, Thursday	tatiana.smirnova@cartrack.com	2024/01/03 00:00	2023/11/29 18:53	
Trip Report	All	workday	kenneth.trivino@cartrack.com	2023/12/28 00:08	2023/11/23 02:37	
Detail Trip Report	All	Daily	test531231@test.com	2023/12/28 00:00	2023/12/11 13:48	

1-7 of 7

- To search for a particular report click on the search icon. You can search for reports using the report name, vehicle registration, recurring interval, recipients, next send date and last sent date

Overview of all email reports

EMAIL REPORTS STATUS **MANAGE RECURRING REPORTS**

7 Active Recurring Reports

Report name	Vehicles	Recurring Interval	Recipients	Next send date	Last Sent Date	Actions
Detailed Speeding Summary	All	Daily	sushanthan.naidoo@cartrack.com	2023/12/28 00:00	2023/11/28 14:04	
Alert Report	All	Monthly, on the last day of the month	kenneth.trivino@cartrack.com	2024/01/05 00:00	2023/10/31 18:52	
Detail Trip Report	All	Monthly, on the first day of the month	test54321@test.com	2024/01/01 00:00	2023/12/12 09:37	
Detail Trip Report	All	Monthly, on the first day of the month	testtest123@test.com	2024/01/01 00:00	2023/12/07 11:32	
Alert Report	All	Weekly, on Wednesday, Thursday	tatiana.smirnova@cartrack.com	2024/01/03 00:00	2023/11/29 18:53	
Trip Report	All	workday	kenneth.trivino@cartrack.com	2023/12/28 00:08	2023/11/23 02:37	
Detail Trip Report	All	Daily	test531231@test.com	2023/12/28 00:00	2023/12/11 13:48	

1-7 of 7

Overview of all email reports

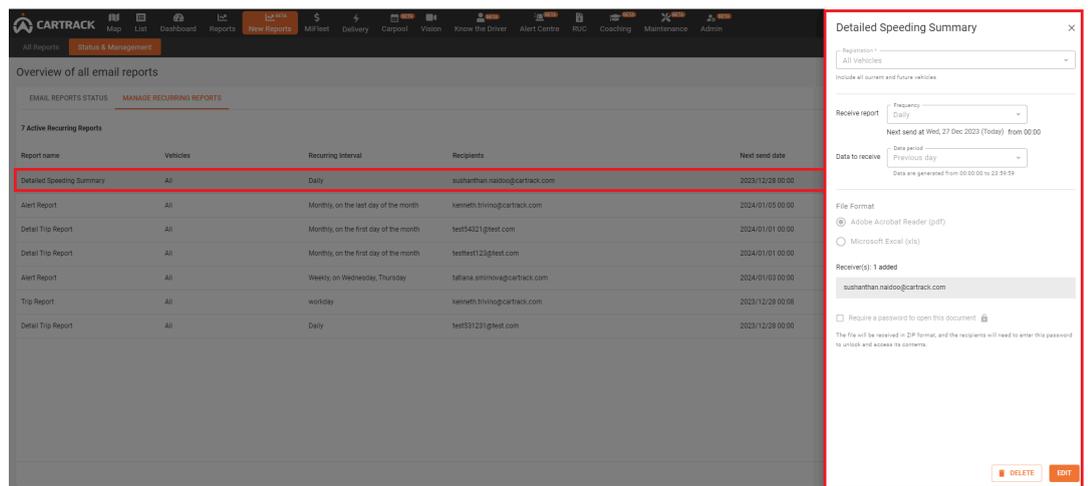
EMAIL REPORTS STATUS **MANAGE RECURRING REPORTS**

7 Active Recurring Reports

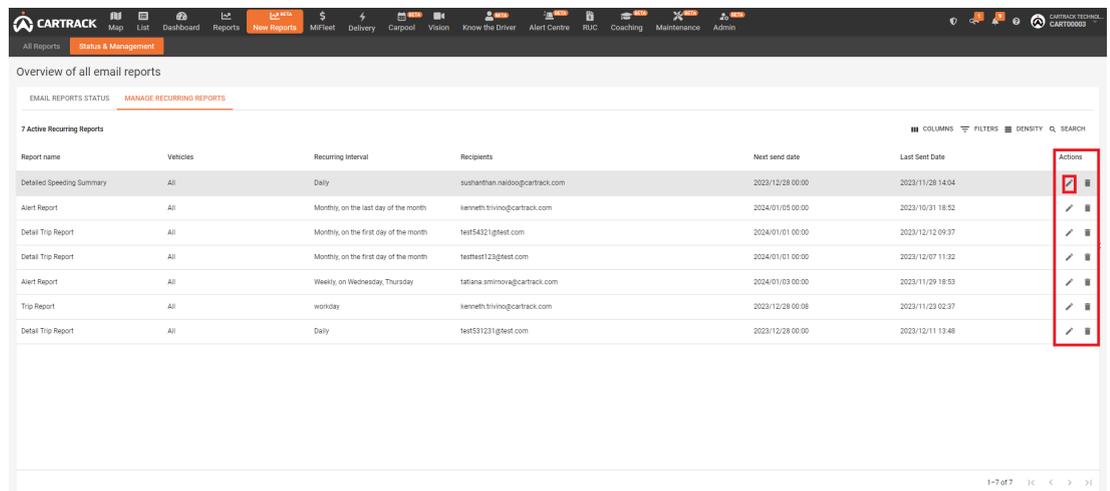
Report name	Vehicles	Recurring Interval	Recipients	Next send date	Last Sent Date	Actions
Detailed Speeding Summary	All	Daily	sushanthan.naidoo@cartrack.com	2023/12/28 00:00	2023/11/28 14:04	
Alert Report	All	Monthly, on the last day of the month	kenneth.trivino@cartrack.com	2024/01/05 00:00	2023/10/31 18:52	
Detail Trip Report	All	Monthly, on the first day of the month	test54321@test.com	2024/01/01 00:00	2023/12/12 09:37	
Detail Trip Report	All	Monthly, on the first day of the month	testtest123@test.com	2024/01/01 00:00	2023/12/07 11:32	
Alert Report	All	Weekly, on Wednesday, Thursday	tatiana.smirnova@cartrack.com	2024/01/03 00:00	2023/11/29 18:53	
Trip Report	All	workday	kenneth.trivino@cartrack.com	2023/12/28 00:08	2023/11/23 02:37	
Detail Trip Report	All	Daily	test531231@test.com	2023/12/28 00:00	2023/12/11 13:48	

1-7 of 7

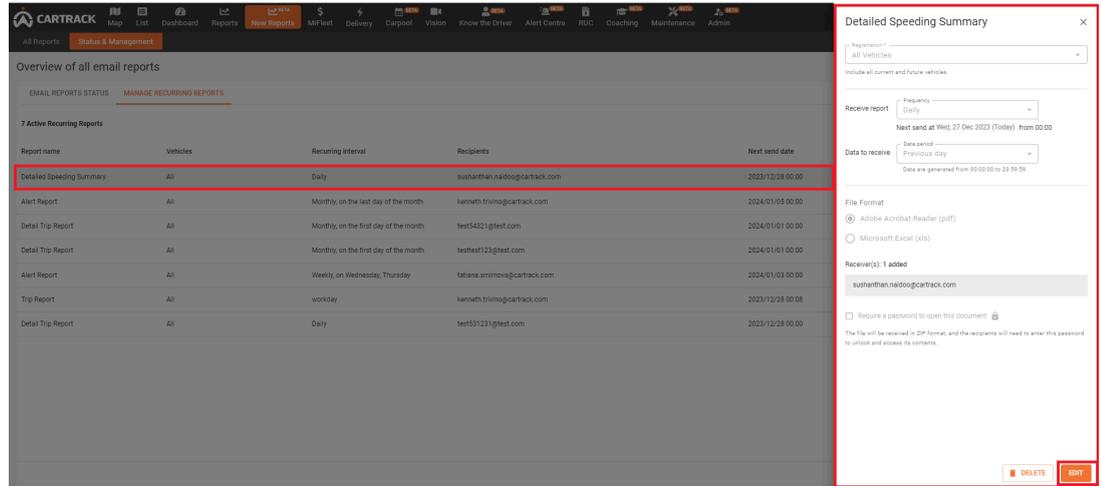
- To view report schedule details click on the report schedule and a section will appear on the right hand side with
 - Report name
 - Registration details
 - Frequency of which the report is to be sent
 - Date range of the information to be received
 - The report format
 - Report recipients
 - Whether or not the report is password protected



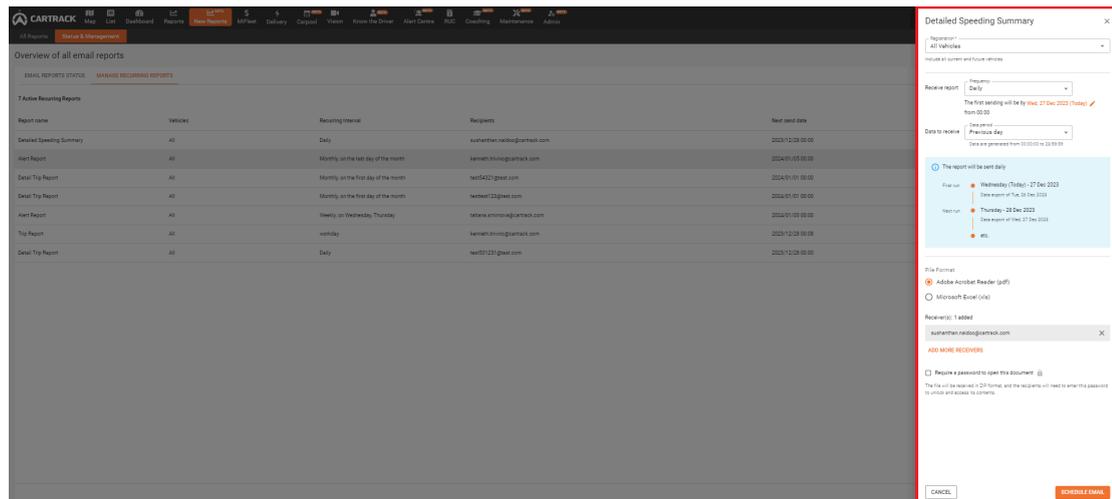
- There are two ways you can edit your recurring report schedule:
 1. Click on the **pencil icon** in the **actions** column



2. Click on **edit** at the bottom of the window that popped up after you selected your report



3. A section will then appear for you to update the information you want to receive and the frequency with which you'd like to receive the report ,the report format, the recipients, and if you wish to password protect the report.



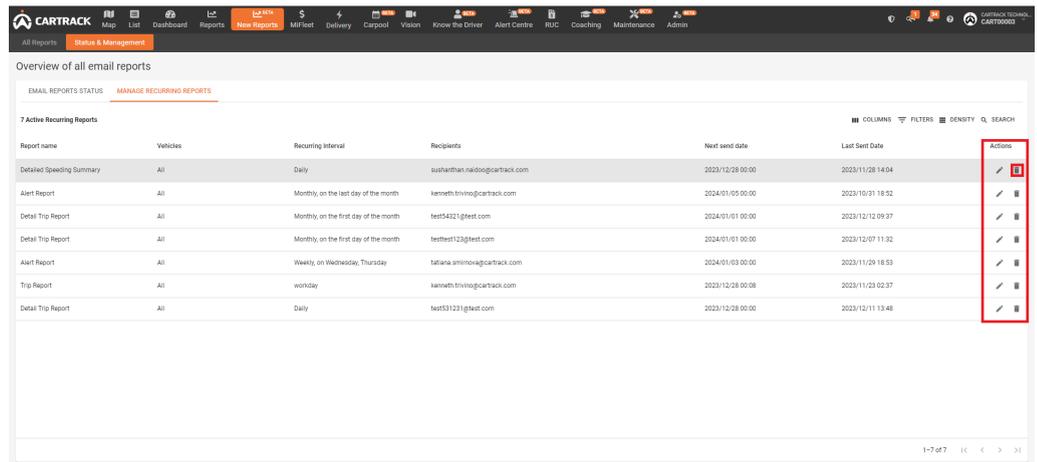
4. Once you're satisfied with the updated information, click on

schedule email  to complete the process. Your report schedule will now be updated.

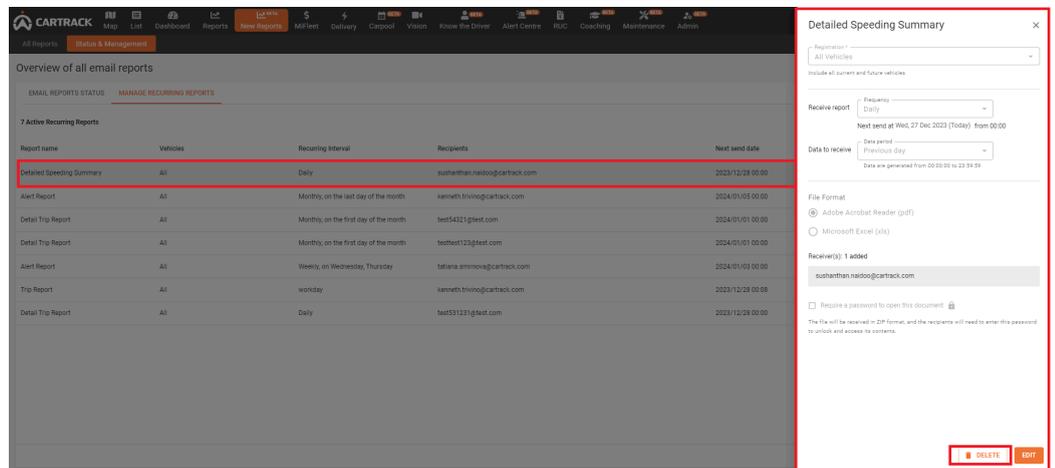
5. You can also cancel  the process and the previously saved information will remain the same

- There are two ways to delete a recurring report:

1. Click on the delete icon found in the actions column



2. Select a report and click on delete at the bottom of the open section



3. A pop up will appear for you to confirm and permanently delete the recurring report or to cancel and keep the recurring report. Deleting a recurring report schedule cannot be undone, and you would need to recreate the schedule from scratch.

