

# REPORTS

USER GUIDE



# TABLE OF CONTENT

## INTRODUCTION

[WHAT YOU NEED TO USE REPORTS](#)

## FINDING THE RIGHT REPORT

[STANDARD AVAILABLE REPORTS](#)

[SEARCHING FOR A REPORT](#)

## EXPORTING A REPORT

[ONE-TIME DOWNLOAD](#)

[SCHEDULING RECURRING REPORTS](#)

## FAVOURITE REPORTS

[HOW TO FAVOURITE A REPORT](#)

## CUSTOMISED REPORTS

## STATUS & MANAGEMENT

[REPORT EXPORT STATUS](#)

[MANAGE RECURRING REPORTS](#)

## VIEW REPORTS ON MOBILE APP

## RECOMMENDED REPORTS

# INTRODUCTION

There are two ways that users can look at their reports: Users can view and download their reports through the Reports page on Fleet Web or via our Mobile App.

## WHAT YOU NEED TO USE REPORTS

1. PC or laptop with a browser



You can view and download your reports via a web-based browser connected to the internet.

2. Android or iOS smartphone



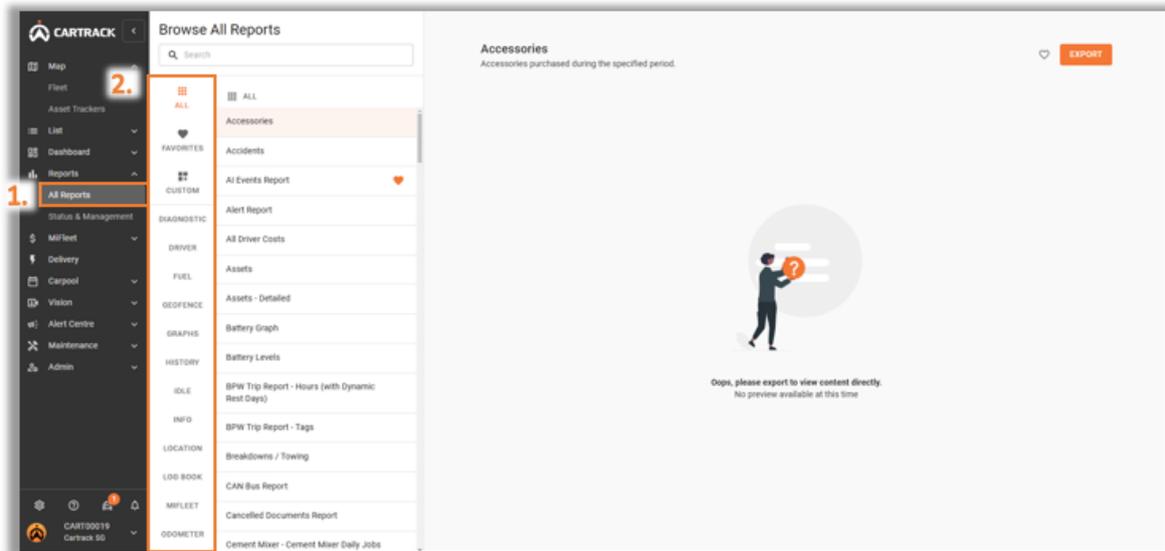
You can also view your reports via our mobile app that connects to the internet. Search “Cartrack GPS, Vehicle & Fleet” on the app store or use the links below.

- a. [Apple](#)
- b. [Android](#)

# FINDING THE RIGHT REPORT

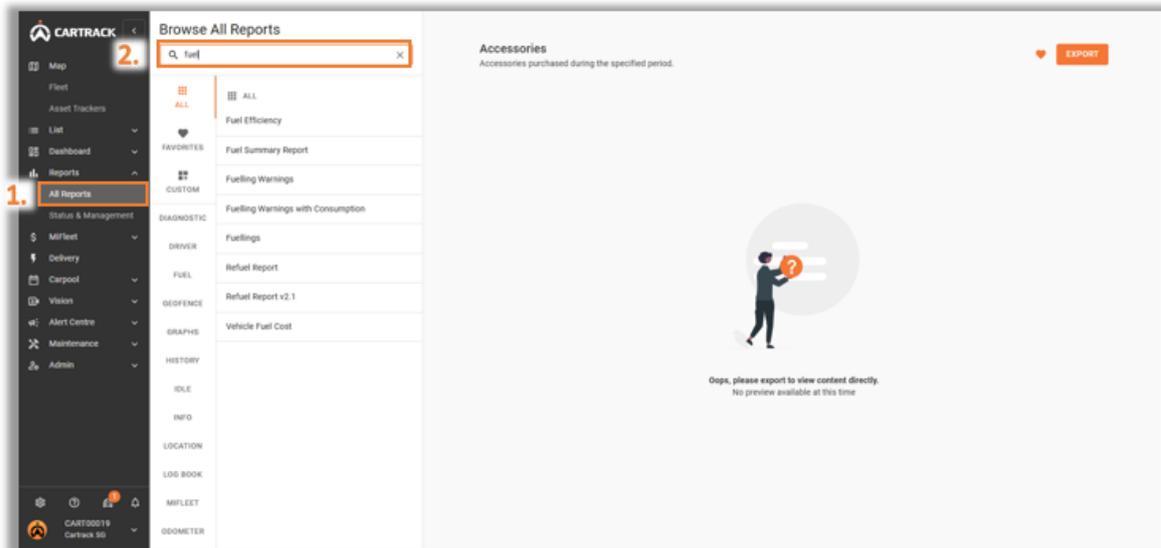
## STANDARD AVAILABLE REPORTS

1. Click on the “**Report**” tab.
2. Navigate to the list of available categories on the left to see which reports are standardised.



## SEARCHING FOR A REPORT

1. Click on the “**Report**” tab.
2. Navigate to the “**Search**” bar and search for the report you’re looking for.

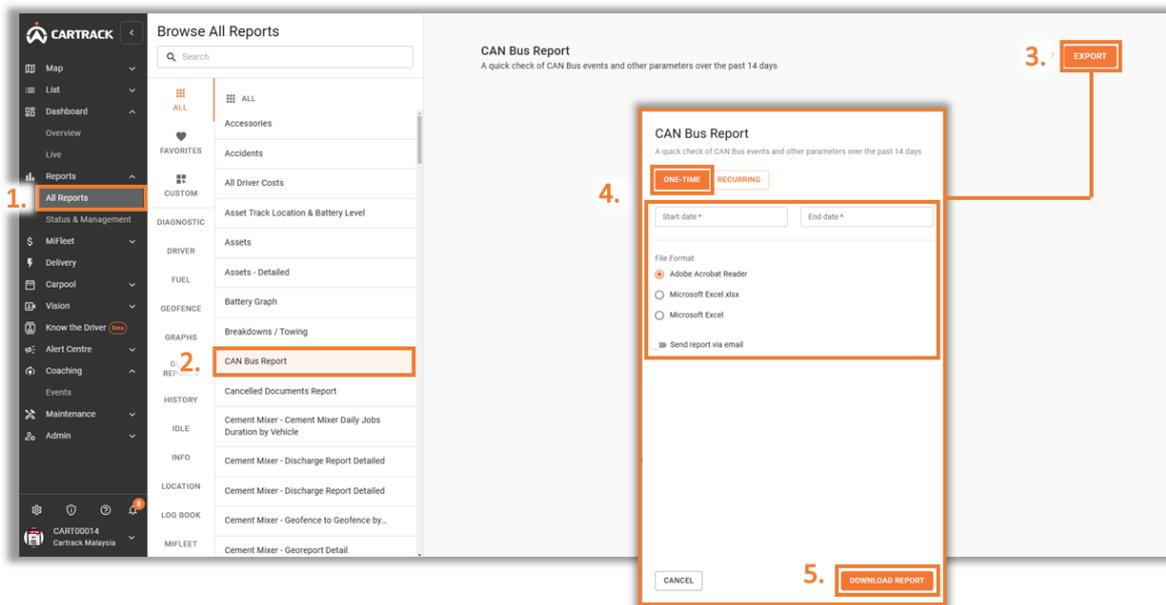


# EXPORTING A REPORT

## ONE-TIME DOWNLOAD

A one-time download report, is a report that you only want to download once. This simply means that the report won't be downloaded multiple times over a set period.

1. Click on the **“Reports”** tab.
2. Choose the report you want to download.
3. Click on **“Export”**.
4. Select **“One-time”** and fill in the necessary fields.
5. Select **“Download Report”**.



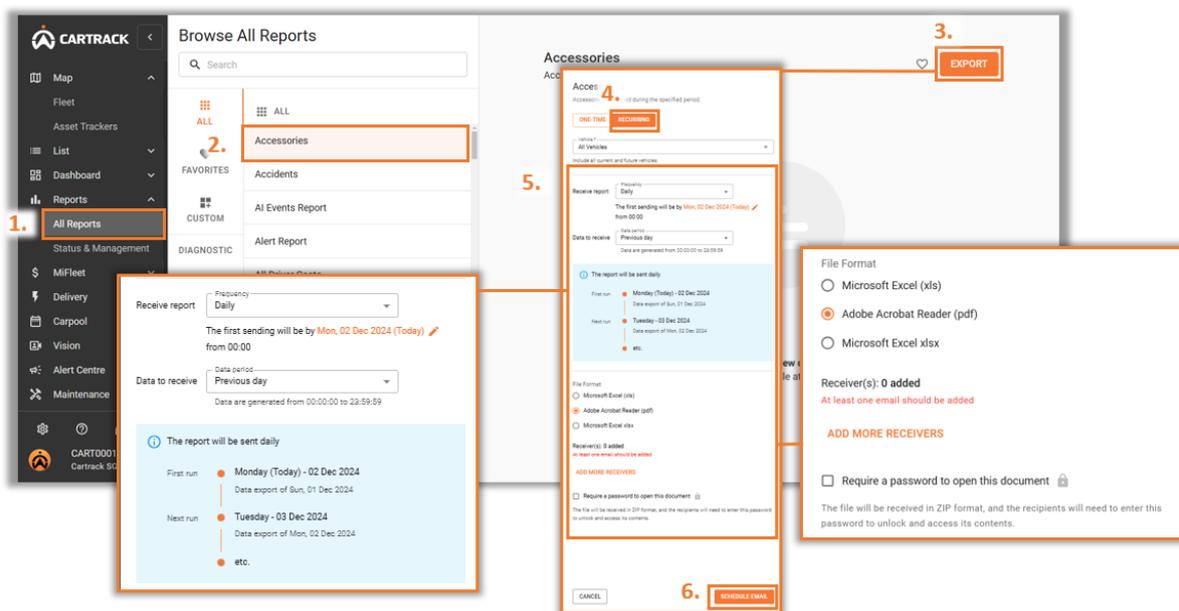
### Note:

*Depending on what report you are downloading, additional fields might be required to be filled in. For example, the duration, working hours, drivers, and vehicles.*

## SCHEDULING RECURRING REPORTS

Customers can schedule and recur reports based on their preferred frequency. This allows them to automatically receive reports without downloading them every time. Additionally, they can add multiple recipients for the scheduled reports.

1. Click on the **“Reports”** tab.
2. Select the report you want to schedule.
3. Click on the **“Export”** tab.
4. Click on the **“Recurring”** tab on the pop-up screen.
5. Select the frequency at which you want to receive the report and the data period of the report.
  - You can select whether you want to receive a PDF or Excel report,
  - You can also add multiple recipients, and
  - Password protect the reports to ensure that they don't get viewed or altered by the wrong person.
6. Click on **“Schedule email”** to save your settings.



### Note:

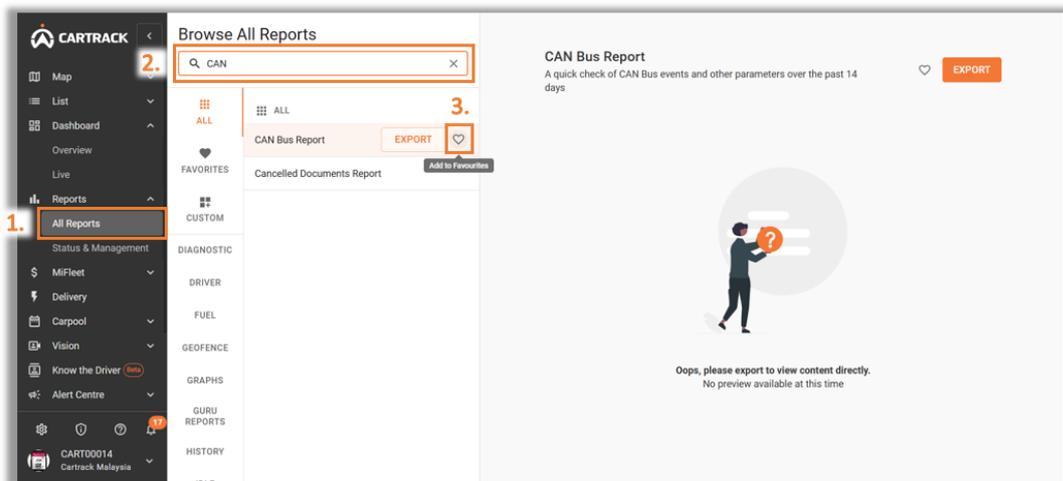
*Based on the data period and frequency that you have chosen, a preview will be shown of when the reports will recur.*

# FAVOURITE REPORTS

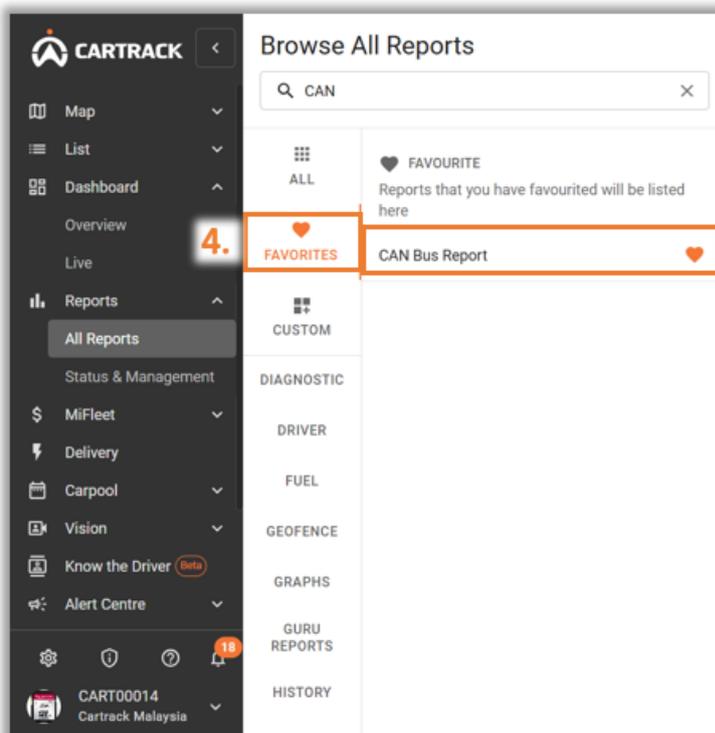
Favourite reports are any reports that you might want to download at any given moment. Without having to search for the report, you can go to your favourites and get quick access to them.

## HOW TO FAVOURITE A REPORT

1. Click on the “**Reports**” tab.
2. Search for the report you want to favourite.
3. When you hover over the report you have selected, you will see a grey outlined “” icon. Click on it.



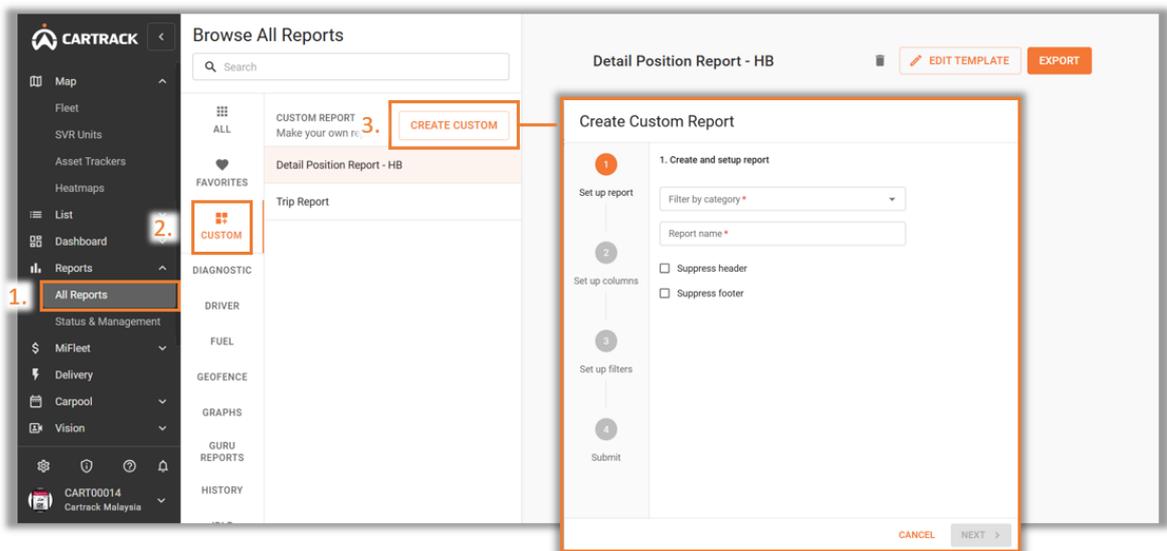
4. Your report is now favoured and will be displayed in the “**Favourites**” tab.



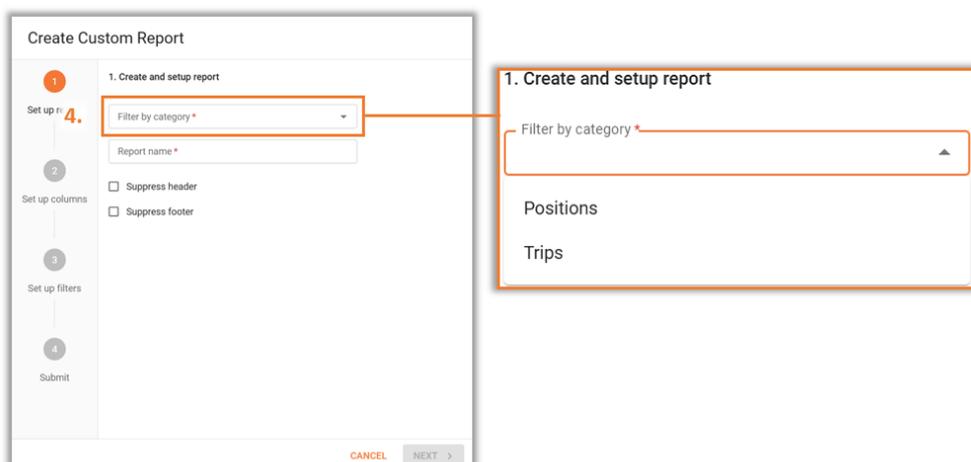
# CUSTOMISED REPORTS

This is a report where you can build based on your requirements and is only available on your account. This is what makes it different from the standard available report.

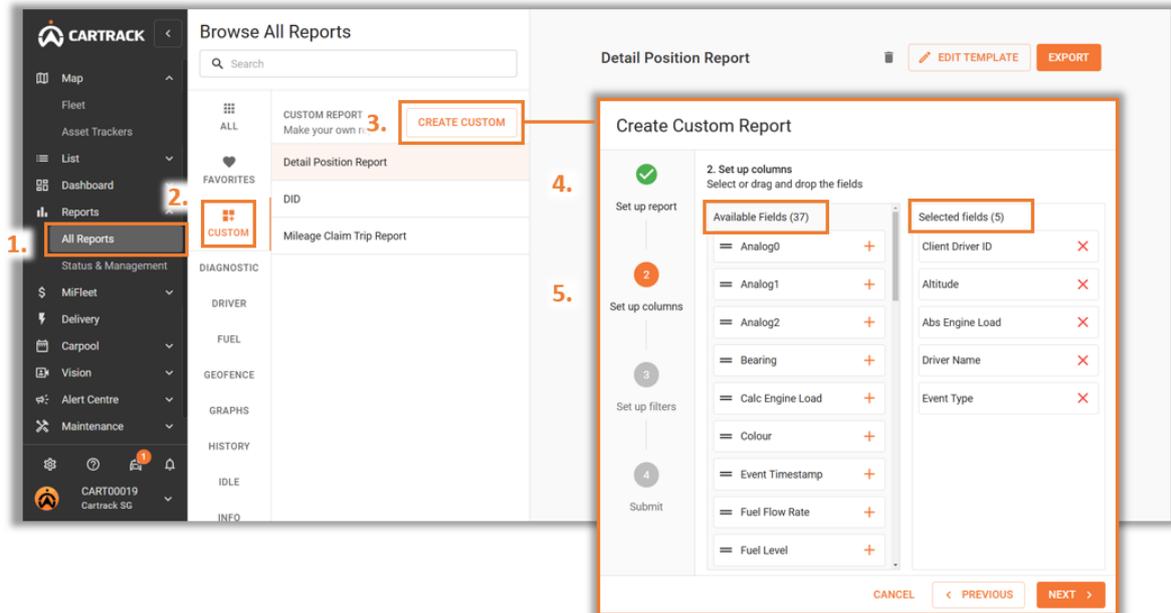
1. Click on the “**Reports**” tab.
2. Click on the “**Custom**” tab.
3. At the top of the page there’s a “**Create Custom**” tab, click on it to create a custom report.



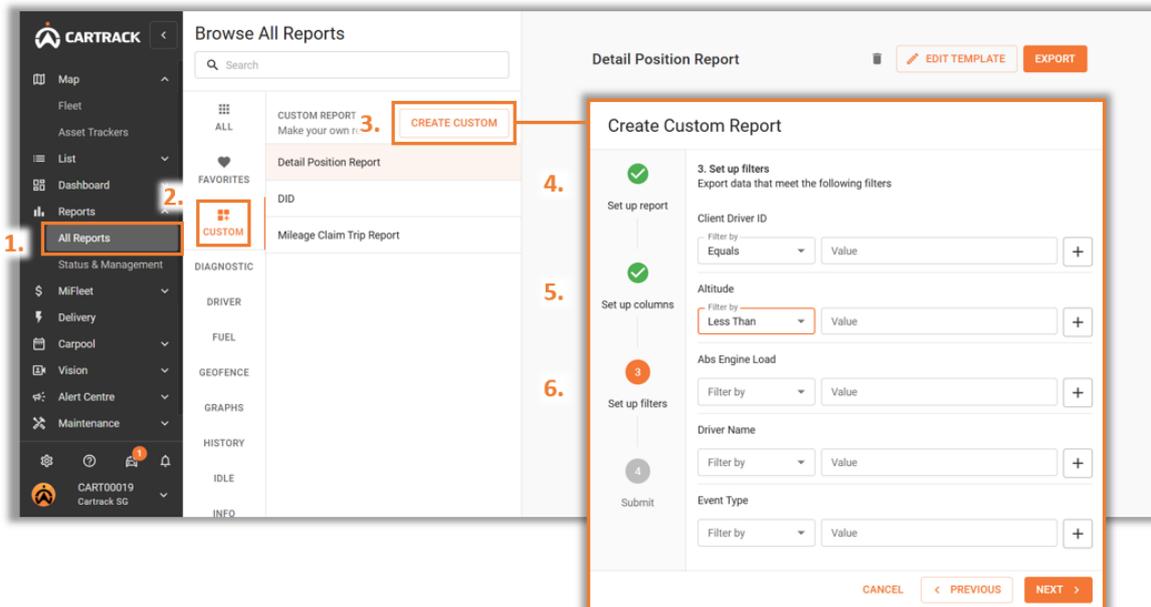
4. “Filter by category” determines the data on your custom report. You can chose between “Positions” or “Trips”.
  - **Positions:** Your data will mainly reflect details concerning the information of the vehicle such as vehicle position, latitude and longitude, fuel use and levels, oil pressure, and water temperature.
  - **Trips:** Your data will mainly outline details of the trips the vehicle has taken; this includes stopping points, idling time, and geofence events. It also includes details of the driver and passenger as they relate to the trip.



5. “Set up columns” 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.



6. “Set up filters” allows you to further filter the data that you wish to see on the custom report.



7. "Submit" is where you can choose how to receive your report, this process is the same as the steps you follow when [exporting a report](#).

The screenshot illustrates the 'Create Custom Report' process in the CARTRACK system. It shows the navigation path from the 'All Reports' menu to the 'Create Custom Report' configuration window. The configuration window is divided into several sections: 'Set up report' (5.) where you can choose between 'ONE-TIME' and 'RECURRING' reports, select a vehicle, and set start and end dates; 'Set up columns' (6.) where you can define the data columns; and 'Set up filters' (7.) where you can choose to send the report via email, set a date, and add recipients. The 'Submit' button (7.) is located at the bottom of the configuration window. The main report list also has 'EDIT TEMPLATE' and 'EXPORT' buttons.

**Note:**

Any unique reports that you have created will be saved under the **"Custom"** tab.

# STATUS MANAGEMENT

The Status and Management section provides you with a status overview of all reports exported one-off or recurring. It further allows you to manage all the recurring reports you have set up.

## REPORT EXPORT STATUS

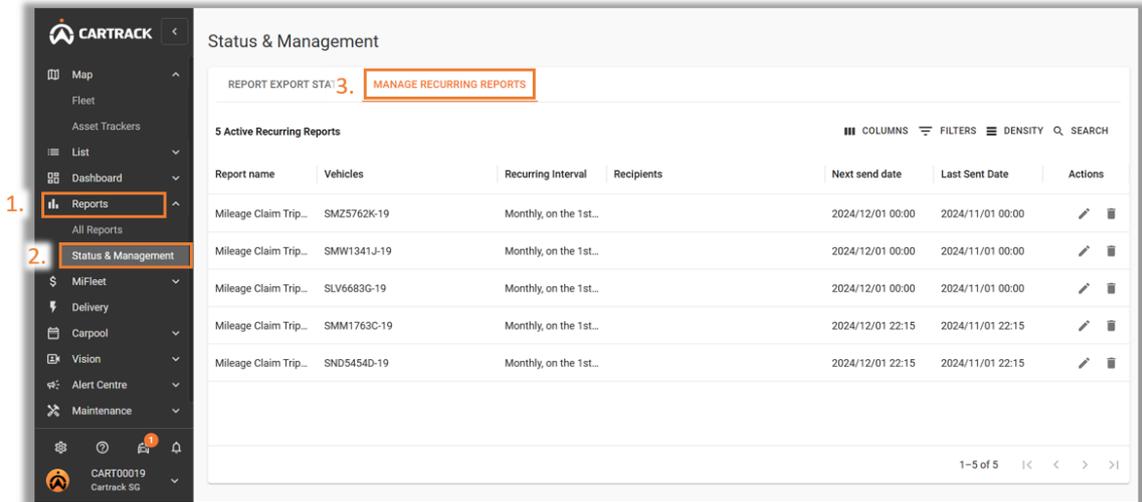
1. Click on the “**Reports**” tab.
2. Click on the “**Status & Management**” tab.
3. To view your report export statuses, click on “**Report Export Status**”.
4. On the far-right corner under “**Status**”, you can see whether reports have been downloaded or sent.

The screenshot displays the CARTRACK interface. On the left sidebar, the 'Reports' tab is selected (1), and the 'Status & Management' sub-tab is active (2). The main content area shows the 'REPORT EXPORT STATUS' section (3) with a table of reports. The 'Status' column (4) indicates the export status for each report.

Send Date	Report name	Vehicles	Recurring Interval	Recipients	Status
2024/11/11	Refuel Report	Fuel Group	One Time	NA (direct download)	Downloaded
2024/11/11	Refuel Report	Fuel Group	One Time	NA (direct download)	Downloaded
2024/11/11	Risk Management Re...	Fuel Group	One Time		Sent
2024/11/11	BPW Trip Report - Hou...	All	One Time		Sent
2024/11/11	Operating Hrs Detail	All	One Time	NA (direct download)	Downloaded
2024/11/11	Timed Last Positions	All	One Time		Sent

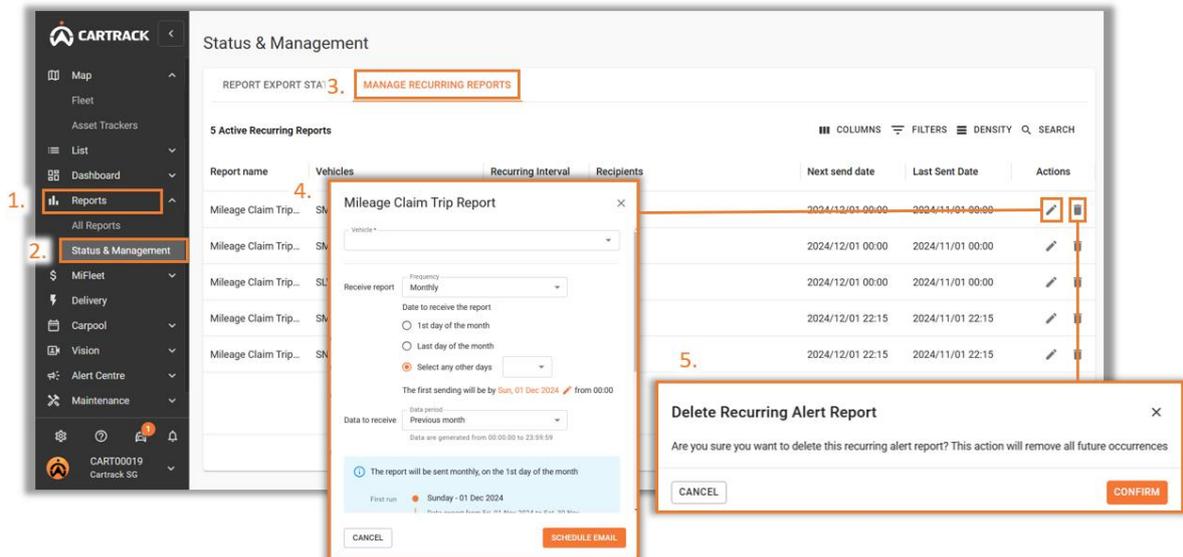
## MANAGE RECURRING REPORTS

1. Click on the “Reports” tab.
2. Click on the “Status & Management” tab.
3. Click on “Manage Recurring Reports” to view your recurring reports.



4. You can update or change the information by clicking on the “✎” icon. A pop-up will appear, which allows you to edit the information.

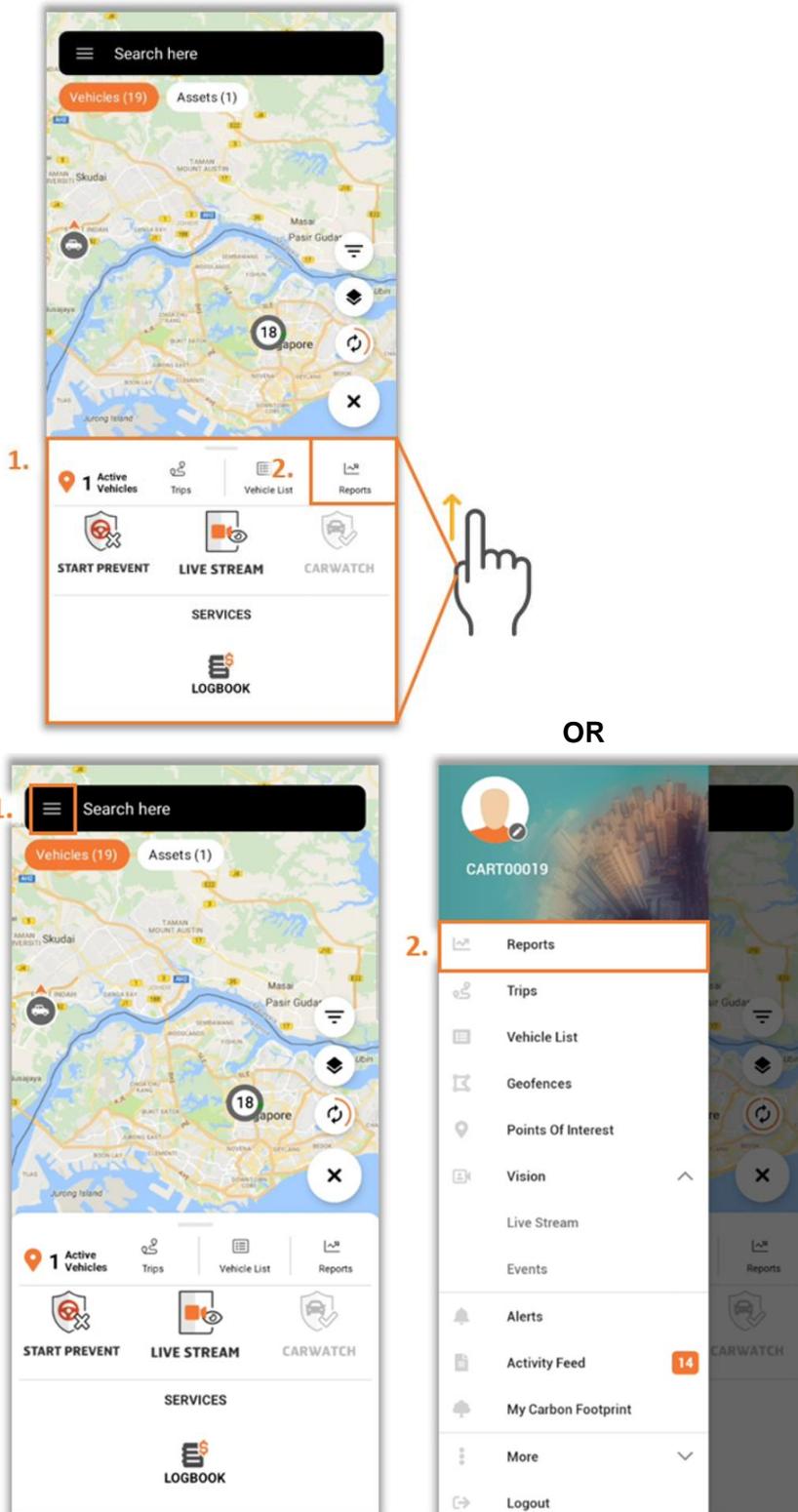
5. You can also delete a recurring report by clicking on the “🗑️” icon.



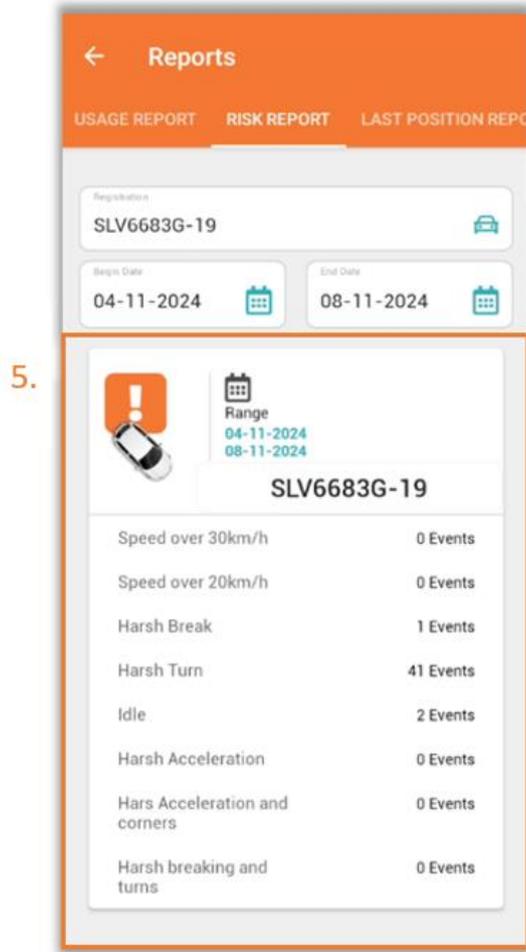
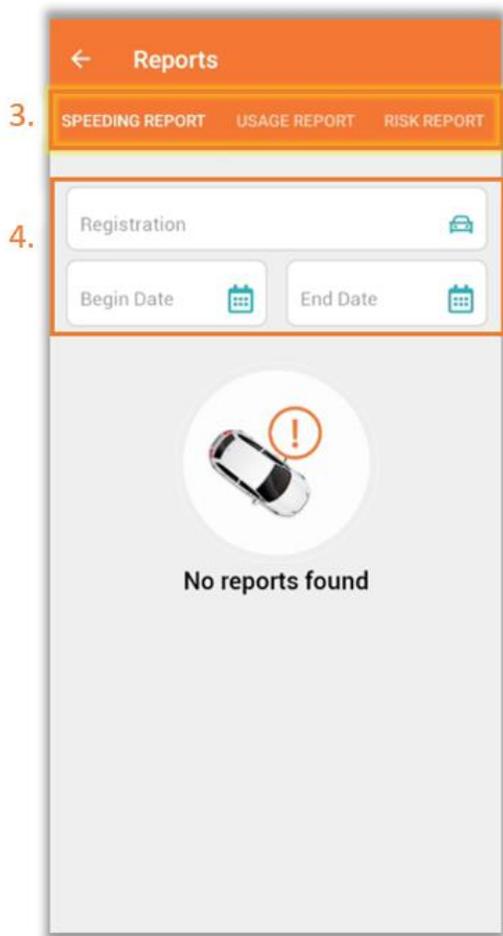
# VIEW REPORTS ON MOBILE APP

Users can get quick access to specific reports on their mobile devices. It is important to note that the mobile available reports are limited.

1. Pull the menu bar up to the middle of the screen.
2. Click on the **“Reports”** icon.



3. You can select which type of report you want to view. There are five reports available to choose from:
  - o **Speeding report:** see how fast drivers were driving in their vehicles.
  - o **Usage report:** see how often a specific vehicle has been used based on vehicle ignition.
  - o **Risk report:** see driving behaviour for speeding, harsh events, and idling.
  - o **Last position report:** see your vehicle's last location.
  - o **Alerts report:** see all the alerts that have been triggered by a specific vehicle.
4. Choose the vehicle and the date of a report that you want to pull.
5. View the details straight away.



# RECOMMENDED REPORTS

We have specific reports that can help you manage your vehicle and fleet better:

1. **Risk Management Report:** Harsh behaviour alerts, idle time, total duration of harsh events, after hour trips and km/per alerts are shown on this report. This report does not just display driving behaviours, it also allows users to identify excessive vehicle usage outside of working hours.

Risk Management Report															CARTRACK						
Summary report																					
Date : 2024-12-01 00:00:00 - 2024-12-02 23:59:59															Working Hours: 06:00 - 18:00						
* Red highlighted fields are where the count is higher than the groups average, the average can be found at the bottom of the report.																					
Registration	Total Trips	After Hour	General Alerts	Harsh	breakin	Acel.	Turnin	Idle	Idle Time	Speed (km/h)	Ave Speed	Stop Time (min)	Stops during	Total Duratio	Total km	Km / Alerts					
										> 80 > 100 > 120 > 140		<10 >10 >20 >30 >45 >60									
12	2	0	0	15	15	1.17:11	4	2	1	0	101	2	1	2	3	0	1	2	5:27:50	109.35	3.65
4	2	1	8	22	0	0:00:00	0	0	0	0	0	0	0	0	1	1	2	1:06:19	28.60	0.92	
4	3	3	1	19	1	0:02:17	8	5	0	0	98	1	1	1	0	0	3	2:24:37	93.34	3.89	
12	2	4	6	12	0	0:00:00	0	0	0	0	0	3	0	1	0	1	5	2	4:05:38	155.00	7.05
4	0	1	0	9	1	0:06:08	0	0	0	0	0	0	1	0	0	0	2	0	1:28:41	34.00	3.09
12	3	6	3	19	4	0:09:45	1	0	0	0	95	3	1	0	1	1	4	4	2:57:01	70.00	2.19
12	3	3	0	38	2	0:05:53	0	0	0	0	0	3	1	0	1	1	4	4	2:56:30	56.00	1.90
12	3	5	0	39	7	0:10:00	0	0	0	0	0	3	1	0	1	1	4	4	2:56:37	54.00	1.06
3	0	2	0	3	1	0:02:00	0	0	0	0	0	2	0	0	0	0	1	0	1:16:48	28.83	4.81
9	2	0	0	37	0	0:00:00	0	0	0	0	0	2	1	0	0	1	3	2	2:42:19	57.00	1.54
10	0	1	1	5	4	0:07:39	3	1	0	0	98	2	1	0	1	2	2	0	5:31:22	44.00	4.00
9	2	2	5	10	4	0:33:43	9	11	0	0	101	1	1	2	0	0	3	2	3:49:23	104.00	4.99
8	2	0	0	0	5	0:17:23	2	9	0	0	103	1	1	2	0	0	3	2	3:48:35	91.00	18.20
1	0	0	0	2	1	0:04:04	0	0	0	0	0	0	0	0	0	0	0	0	0:42:06	18.00	6.00
1	0	1	0	8	1	0:03:43	0	0	0	0	0	0	0	0	0	0	0	0	0:42:03	12.00	1.20
12	2	0	4	21	3	0:06:51	14	3	1	0	98	1	0	2	2	1	4	2	4:27:25	103.28	3.69
9	1	0	0	7	9	0:19:44	3	0	0	0	93	2	0	0	0	0	5	1	5:37:32	119.66	7.48
12	1	9	0	86	18	0:25:14	0	0	0	0	0	4	0	0	0	0	5	1	5:37:09	88.00	0.78
0	0	0	0	0	0	0:00:00	0	0	0	0	0	0	0	0	0	0	0	0	0:00:00	0.00	0.00
AVG:	8	1	2	1	19	731		2	2	0		0.53	0.53	0.53	0.47	0.47	2.47	2		66.64	3.99
Total:	146	28	38	28	352	76	3:51:35	44	31	2	0	98	30	10	10	9	9	47	31	57:37:5	1266.0

2. **Refuel Report:** Shows details about vehicle refuelling such as time, date, location and amount of fuel put into the tank. This report is perfect for users who wish to validate fuel claims by drivers to prevent fuel fraud.

Refuel Report										CARTRACK	
Shows refuelling event details: Time and Date, Location, Amount, etc.											
Date: 2024-12-01 00:00:00 - 2024-12-02 23:59:59											
Registration	Vehicle Description	Time and Date	Odometer	Refuel Data			Location				
				Filled From	Filled To	Amount Filled					
		2024/12/02 08:46:01	92,331.00	33.92 L	40.00 L	6.08	Close to 539941 Airport Road, 50 Airport Road, Paya Lebar, Singapore				
		2024/12/02 14:00:11	92,347.00	39.95 L	35.84 L	-4.11	Kallang Pl, Paya Lebar, Singapore, Singapore, Singapore				

3. **Fuel Efficiency Report:** Compare your target efficiency ratings against the same vehicle category. Identify high fuel consumption of your fleet through this report by comparing against litres/100km or litres/hour.

## Fuel Efficiency Report



Date: 2024-12-01 00:00:00 - 2024-12-02 23:59:59

Legend Above Average

# of Vehicles:	18	Distance Travelled (km):	1,218.51	Operating Hours:	56:19:09	Speed Events:	180
Fuel Consumed (l):	14.42	Fuel Efficiency (l/100km):	3.11	Fuel Efficiency (l/hr):	0.66	Idle Duration:	3:51:35

Vehicle Registration	Description	Distance Travelled		Operating Hours		Speeding Occurrences		Idling Occurrences		
		Fuel Consumed (l/100km)	Distance Travelled (Km)	Fuel Efficiency (l/100km)	Operating Hours	Fuel Efficiency (l/hr)	# of Events	Max. Speed (km/hr)	# of Events	Idle Duration (hh:mm:ss)
		-2.75	109.35	-2.51	5:27:50	-0.50	34	121	14	1:17:11
		0.00	28.60	0.00	1:06:19	0.00	0	78	0	0:00:00
		0.00	64.79	0.00	1:44:39	0.00	39	107	1	0:02:17
		0.00	155.00	0.00	4:05:38	0.00	0	36	0	0:00:00
		1.99	15.00	-13.27	0:49:53	2.39	0	66	1	0:06:08
		1.60	70.00	2.29	2:57:01	0.54	1	95	3	0:09:45
		0.00	56.00	0.00	2:56:30	0.00	0	85	2	0:05:53
		0.00	54.00	0.00	2:56:37	0.00	0	86	7	0:10:00
		0.00	28.83	0.00	1:16:48	0.00	0	85	1	0:02:00
		0.00	57.00	0.00	2:42:19	0.00	0	85	0	0:00:00
		4.11	44.00	9.34	5:31:22	0.74	10	101	4	0:07:39
		4.13	104.00	3.97	3:49:23	1.08	50	112	4	0:33:43
		0.00	91.00	0.00	3:48:35	0.00	15	112	5	0:17:23
		5.34	18.00	29.67	0:42:06	7.61	0	34	1	0:04:04
		0.00	12.00	0.00	0:42:03	0.00	0	86	1	0:03:43

- Driver Scorecard Version 2.1 Report:** A scoring system where a driver is allocated a fixed amount per day and these points are deducted for each harsh event committed. Enables users to either coach or reward their drivers based on their driving behaviours.

## Driver Scorecard Report

Shows the points deducted from drivers for driving offences. Points are allocated per vehicle, daily allowance = 250



Date: 2024-12-01 00:00:00 - 2024-12-02 23:59:59

Offence Type	General Offence	10 km/h over	20 km/h over	30km/h over
Penalty Awarded	2 Points	1 Point	2 Points	3 Points

Driver/Registration	General Offences				Speeding Offences - Above Speed Li			Totals		
	Braking	Accel.	Turning	Idling	10 km/h over	20 km/h over	30 km/h over	Points Deducted	Percentage	
	0	0	15	14	28	26	28	222	278	56
	1	8	22	0	11	6	0	85	415	83
	6	5	17	4	56	15	2	156	344	69
	3	1	19	1	48	13	6	140	360	72
	4	6	12	0	0	0	0	44	456	91
	1	0	8	1	2	0	0	22	228	91
	3	0	38	2	28	5	1	127	373	75
	4	0	39	7	37	5	4	159	341	68
	2	0	3	1	2	1	0	16	234	94

- BPW Trip Report:** Shows start and end details for each trip and categorised as 'Business', 'Private', or 'Rest Days Depending on the Working Hours'. This report can be used to identify excessive usage outside of working hours or assist in validation of fuel claim through mileage.

## Business, Private, and Rest Days Trip Report



Includes Start & End Details For Each Trip & Categorised as Business, Private, or Rest Days Depending on the Working Hours

Date: 2024-12-01 00:00:00+0800 - 2024-12-02 15:11:41+0800 Working Hours: 06:00 - 18:00

Registration:	Make:	Model:	Vehicle Description:
	Perodua	Alza	
	Max Speed in Trips:	Number of Trips:	Total KM:
	121	11	109.4

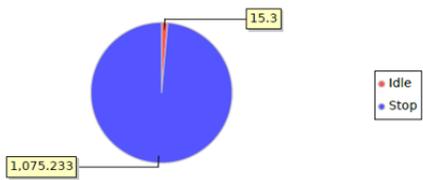
### Trip Type: Business

No.	Date & Time (Trip Start)	Start Location	Date & Time (Trip End)	End Location	Total KM (Trip Distance)
1	2024/12/02 06:28:50	Jalan Hijauan 5/7, Horizon Hills, 79100 Iskandar Puteri, Johore, Malaysia	2024/12/02 06:58:20	Taman Perling, 81200 Johor Bahru, Johore, Malaysia	6.2
2	2024/12/02 07:00:35	Taman Perling, 81200 Johor Bahru, Johore, Malaysia	2024/12/02 08:46:24	Kallang Jct, Singapore, Singapore	38.0
3	2024/12/02 09:21:02	Kallang Jct, Singapore, Singapore	2024/12/02 09:21:16	Kallang Jct, Singapore, Singapore	0.0
4	2024/12/02 09:59:11	Kallang Jct, Singapore, Singapore	2024/12/02 10:23:23	210 Middle Rd, Singapore 188994, Singapore	3.0
5	2024/12/02 10:47:39	210 Middle Rd, Singapore 188994, Singapore	2024/12/02 11:28:13	35 Buroh St, Singapore 627562, Singapore	25.4
6	2024/12/02 11:41:18	35 Buroh St, Singapore 627562, Singapore	2024/12/02 11:50:19	35 Buroh St, Singapore 627562, Singapore	0.0
7	2024/12/02 11:56:19	35 Buroh St, Singapore 627562, Singapore	2024/12/02 12:28:27	Jurong West St 64, Jurong West, Singapore, Singapore	5.6
8	2024/12/02 13:06:34	Jurong West St 64, Jurong West, Singapore, Singapore	2024/12/02 13:43:20	10 Buroh St, Singapore 627564, Singapore	8.0
9	2024/12/02 14:10:27	10 Buroh St, Singapore 627564, Singapore	2024/12/02 14:14:51	10 Buroh St, Singapore 627564, Singapore	0.0
					<b>86.1</b>

6. **Geofence to Geofence by Vehicle Report:** An overview of the driver's time spent travelling to and from the geofences. Get full visibility of your vehicles' movement from one geofence to another to ensure driver productivity.



Time Spent between GeoFences (min)



**Geofence-to-Geofence Movement Report by**

Start Date: 2024-12-01 00:00:00+0800  
 End Date: 2024-12-02 15:13:25+0800  
 Created: 2024/12/02

Vehicle Reg:	Total Duration:	0:52:00	Idle Duration:	0:07:24	Total Distanc:	23.67
Total Entries:	29	Travel Duration:	0:00:00	Stop Duratio:	0:44:36	

Driver.	Departure		Arrival		Duration (hh:mm:ss)				Total Distance (km)	Max. Speed (km/hr)	Alerts			
	Geofence	Date	Geofence	Date	Idle	Travel	Stop	Total			Speeding	Braking	Accelerating	Cornering
	Checkpoint - Woodlan	24-12-02 07:46:58	Checkpoint - Woodla	24-12-02 07:51:50	0:07:24	0:00:00	0:-02:-32	0:04:52	0.03	0	0	0	0	
	Checkpoint - Woodlan	24-12-02 07:56:02	Checkpoint - Woodla	24-12-02 07:58:47	0:00:00	0:00:00	0:02:45	0:02:45	0.18	12	0	0	0	
	Checkpoint - Woodlan	24-12-02 08:00:28	Office - Cartrack	24-12-02 08:44:51	0:00:00	0:00:00	0:44:23	0:44:23	23.46	103	3	0	1	
<b>Total</b>					<b>3</b>	<b>0:07:24</b>	<b>0:00:00</b>	<b>0:44:36</b>	<b>0:52:00</b>	<b>23.67</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>1</b>

**Note:**

Some of these reports are VAS reports and are not available if you do not have the VAS.