#### 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:

## 1. Finding The Right Report

- a. Searching For and Previewing A Report
- b. Standard Available Reports
- 2. Exporting A Report
  - a. Once-time Download
  - b. Recurring Schedule

### 3. Favourite Reports

- a. Favouriting A Report
- b. Removing A Report from Favourites
- c. Exporting Favourite Reports
- 4. Custom Reports
  - a. Creating A Custom Report
  - b. Custom Report Data Fields
  - c. Editing A Custom Report
  - d. Exporting A Custom Report

#### 5. Status & Management

- a. Email Reports Status
- b. Manage Recurring Reports

# 1. Finding The Right Report

CAR	TRACK	p List	2 Dashboard	Reports	New Report	\$ MFleet	4 Delivery	Carpool	Visio	l in Ka	now the Driv		L Centre	RU		Ð	de.	P		
I Reports	Status & M																			
owse /	All Reports																			
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PHS	Summary trip -	Driver		- 1																
		tentet																		

**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

	TRACK	Map	III List	23 Dashboard	<b>⊡</b> Reports	New Report	S MiFleet	<b>4</b> Delivery	Carpool	Vision	Know the Driv	er Alert Cer	🌇 👪 ntre RUC	<sub>Co</sub> 0	d.	٠	0	8	ARTRACK 1	TECHNOL. 103
All Reports	Status	& Mana	igement																	
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GEOFENCE	GURU Fue	l (Vehicle	:)					Total			0.00		0.00							
GRAPHS	Refuel Rep	port port v2.1																	Í	

To find your report using the search box:

- 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.
- If you cannot find what you are looking for, you can create a <u>custom report</u>.

## 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.

	New Reports MiFleet Deliver	ny Carpool Vision Kn	2 CETA 2 CETA ow the Driver Alert Centre	RUC	<sub>co</sub> Ø 🦑	P e (	CATTRACE THE CARTOOOOS
All Reports Status & Management Browse All Reports	_						
Q Search	CAN Bus Report A quick check of CAN Bus	events and other parameters o	ver the past 14 days			•	XPORT
HI DIAGNOSTIC							1
CAN Bus Report	Page Lol 1 CAN BUS Re Primarily Checka CAn Date: 2021-11-16	port Buy events and parameters, bu 2023-11-16	t also includes other parameter	there is a character of the		TRACI	K
IAGNOSTIC	Registration:	Manufacturer	Model:	Number of	Events:	Total Number of	
DRIVER	CAN Found	Number of Events:	or compared the creat	s	itate:		
FUEL	CAN Tests:	Number of Events:	State:	Event	Min Value:	Max Value:	
EOFENCE	Acceleration Braking Door 1			GPS GPS CAN	N/A N/A N/A	N/A N/A N/A	
SRAPHS	Dept 2 Dept 3 Dept 4			CAN CAN CAN	N/A N/A N/A	N/A N/A N/A	
GURU	Fuel Fuel (Analysis	N/A N/A	-	CAN	N/A N/A		_

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 pointGeofence 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	Shoes 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 Al 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



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.



 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.

		Battery A Graphics	Graph	Delive	ny i	Vehicle	's Ba	lision	Know oltage	r the Dri	Ba A Gr	tter aphica NE-TII glatrati I Vehi	y Gr	aph esenta RECI	Ition o	f a Vehic G	le's Battery Voltage
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		This Month Last Month Clear	4	5	6	9 0	1 8 15	2 9 10	3 10 17	1 8 15	2 9 16	3 10 17	4 11 18	5 12 19	6 13 20	7 14 21	
nic			18 25	19 26	20 27	21 28	22 29	23 30	24 31	22 29	23 30	24 31	25	26		28	

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

	File Format	
	<ul> <li>Adobe Acrobat Reader (pdf)</li> </ul>	
Excel (xls)	O Microsoft Excel (xls)	to select the format you prefer to
receive you	ur file.	

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

email

Send report via email

6. 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) 🧪

7. 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 docur	nent 🔒
The file will be received in ZIP format, and the re to unlock and access its contents.	cipients will need to enter this password

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

ONE-TIME REG	CURRING	
~		
<ul> <li>Microsoft Exce</li> </ul>	el (xls)	
Send report	via email	
Email will be sent by 1	Thu, 14 Dec 2023 (Today) 🌶	1
Receiver(s): 1 added		
yianshan.koh@cart	rack.com	×
ADD MORE RECEIVE	ERS	
🗹 Require a passwo	ord to open this document	6
The file will be received	in ZIP format, and the recipient	ts will need to enter this passwo

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.



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

Attraction     Battery Graph       Battery Graph     Consumption       Battery Graph     Consumption       Annal Working Hours Report with Fault     Page 1 of 2       Consumption     Battery Charge Report       Annal Working Hours Report with Fault     Page 1 of 2       Consumption     Battery Charge Report       Annal Working Hours Report with Fault     Page 1 of 2       Battery Charge Report     Battery Charge Report       Battery Graph     Battery Charge Report       Battery Charge Report     Consumption       Battery Charge Report     Consumpti		TRACK Map Li	🗐 🙆 ist Dashboard	Reports	New Reports	\$ MiFleet	<b>%</b> Delivery	Carpool	Vision	Know the Dri	Battery Grap	h	
Battery Graph     Battery Graph     Partery Graph     Partery Graph       A chard Working Hoes Report with Fuel     Page 1 of 2       Battery Graph     Battery Of Tage Report       A chard Working Hoes Report with Fuel     Page 1 of 2       Battery Graph     Battery Of Tage Report       Battery	All Reports										A Graphical Represe	ntation of a Vehicl	le's Battery Voltage
Castant	Browse A	II Reports									ONE-TIME RE	CURRING	
Image: Section of the section of t	Q Search				Batt A Gra	ery Grap	<b>h</b> sentation o	f a Vehicle's	Battery Vo	oltage	Registration * All Vehicles		
Actual Working Hours Report with Fuel Consumption     Page 1 of 2       Actual Working Hours Report with Fuel Consumption     Battery Collagge Report Aryon Hypes       Acta Report     Acta Report       Battery Constraints     Battery Collagge Report agraph types       Battery Constraints     Battery Collagge Report       Battery Constraints     Battery Collage Report       Battery Constraints	III ALL	III ALL									Start date 2023/12/07		End date 2023/12/14
Aver Report     A graphical sequence     File Format       Currows     Addressent     Addressent       Battery Graph.     Date: 2023-13-15     Oddressent       Battery Levels     Maximum volt     Maximum volt       Battery Levels     Maximum volt     Maximum volt       Battery Levels     Battery Levels     Maximum volt	•	Actual Working Hours R Consumption	Report with Fuel			Page 1 of 2 Batte	rv Vol	tage R	epor	t			
Customal         Battery Cright         Date: 2023-31.15         Comparing C	FAVORITES	Alert Report				A graphics graph typ	al depictio	n of batter	voltage	using differe	File Format	it Reader (pdf)	
BALENOTIC Battery Levels BPV Tro Report -Hours BPV Tro Report -Ho	CUSTOM	Battery Graph				Date: 202	3-11-15 -	2023-11-1			Microsoft Exc	el (xis)	
Environt         BPVT Trp Report - Hours         20           r/ML         BPVT Trp Report - Hours (with Dynamic)         51	DIAGNOSTIC	Battery Levels						Extern	al Vol Ma	tage (Maximum volta	Send report	via email	
FUEL US BPW Trip Report - Hours (with Dynamic US 12	DRIVER	BPW Trip Report - Hours	8			20 - 95e 18 -							
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GRAPHS BPW Trip Report-Tags 5 CANCEL	GRAPHS	BPW Trip Report - Tags				Exte					CANCEL		DOWNLOAD REPO

## b. Recurring Schedule



To schedule receipt of your recurring reports:

- 1. Click on **Recurring I 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.

All Vehicles	× •
All Vehicles	
Groups	
API - Callahan Inc 🌼	
API - Chan and Sons 🌼	
API - Cisneros-Hubbard 🔅	
API - Clay, Taylor and Berger 🔅	
API - Crawford Inc 🔅	

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

	Receive report	- Frequency	*
		Daily	
		Weekly	
	Data to receive	Monthly	
reciniente		Custom interval	

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

ONE-TIME	RECURRING
- Registration * - All Vehicles	×
Include all current	and future vehicles
Receive report	Frequency Daily The first sending will be by Thu, 14 Dec 2023 (Today) 🖌 from 00:00
Data to receive	Data period Previous day Data are generated from 00:00:00 to 23:59:59
(i) The repo	ort will be sent daily
First run	<ul> <li>Thursday (Today) - 14 Dec 2023</li> </ul>

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

<b>(</b> )	The report will be sent daily						
	First run	•	Tuesday (Today) - 05 Dec 2023				
			Data export of Mon, 04 Dec 2023				
	Next run	٠	Wednesday - 06 Dec 2023				
			Data export of Tue, 05 Dec 2023				
		٠	etc.				

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

	File Format							
	<ul> <li>Adobe Acrobat Reader (pdf)</li> </ul>							
Excel (xls)	O 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 Receiver(s): 1 added

yianshan.koh@cartrack.com	×
ADD MORE RECEIVERS	

- 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.



# 9. Click on Schedule Email to save

All Reports	TRACK Map List Dashboard Repo	ts New Reports MiFleet Delivery Carpool Vision Know the Dri	Battery Graph A Graphical Representation of a Vehicle's Battery Voltage
Browse A	All Reports		ONE-TIME RECURRING
Q Search		Battery Graph A Graphical Representation of a Vehicle's Battery Voltage	File Format
	III ALL		<ul> <li>Adobe Acrobat Reader (pdf)</li> </ul>
ALL •	Actual Working Hours Report with Fuel Consumption	Page 1 of 2 Patterny Voltage Deport	O Microsoft Excel (xis)
FAVORITES	Alert Report	A graphical depiction of battery voltage using differe graph types	Receiver(s): 1 added
CUSTOM	Batten Casels	Date: 2023-11-15 - 2023-11-15	yianshan.koh@cartrack.com
DIAGNOSTIC		External Voltage (M	ADD MORE RECEIVERS
DRIVER	Battery Levels	Maximum volta	Require a password to open this document
510	BPW Trip Report - Hours	6 18	The file will be received in ZIP format, and the recipients will need to enter this password
GEOFENCE	BPW Trip Report - Hours (with Dynamic Rest Days)		Password *
GRAPHS	BPW Trip Report - Tags	External contraction of the second se	CANCEL SCHEDULE EMAIL

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 <u>Status &</u> <u>Management</u>

## 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

	RACK	Map	III List	Dashboard	<b>L∕</b> Reports	New Reports	\$ MiFleet	<b>\$</b> Delivery	Carpool	Vision H	Lemo (now the Driver	<u>معینی</u> Alert Centre	RUC	∞ ♥	a <mark>.</mark> !!	<b>P</b> (	• 6	CART	ACK TECHNOL.
All Reports	Status	& Mana	gement																
Browse A	II Repor	ts																	
Q Search						CA	N Bus Re	port	onto and athe		ever the next 1	t dava					EXF	ORT	
					_	<sup>Aq</sup>	JICK CHECK OF	CAN BUS EN	ents and othe	n parameters	over the past is	+ uays						_	
ALL	FAVOU	RITE		dana di coditi dana di se															
	here	at you na	ive ravou	ned will be its	ed		Page 1 of 1							Create	d: 2023-1	1-16   By:C	ART0000		
FAVORITES	Battery Gra	aph					Primarily C	hecks CAN B	us events and	parameters, I	out also includes	other parameter	checks	λc	AR'	TRA	CK		<
<u> </u>							Date: 2023	-11-16 - 20	23-11-16									·	
CUSTOM	CAN BUS N	eport			U		Registratio	n:	Manufact	urer:	Model:		Number o	of Events:	3	otal Numb	erof		
INFO	Driver Safe	ty Repor	t																
LOCATION	BPW Trip F	teport - T	ags					legend	0	Good	ot Config	ured / No Events	•	Bad					
100 0001					-		CAN Found		Num	ber of Event	5:			State:					
LOG BOOK	Alert Repo	rt					CAN Tests	:	Num	ber of Event	51	State:	Event	t Min V	alue:	Max Va	lue:	r I	
MIFLEET							Acceleration Braking	'n					GPS GPS	N. N	/A /A	N/A N/A			
ODOMETER							Door 1 Door 2						CAN	N.	/A /A	N/A			
							Door 3 Door 4						CAN	N	/A /A	N/A N/A			
OPERATING HOURS							Fuel Fuel (Anak	(q)		N/A N/A			Analoc	N N	/A /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

	TRACK Map	List Dashboa	rd Reports	New Reports	\$ <del>\$</del> MiFleet Deliver	Carpool Vision	Know the Driver Alert Ce	ntre RUC	<sub>co</sub> V 🦑	P 0 (	CARTINACK TECHNOL.
Browse a	All Reports		_	CAN	Bus Report					<b>v D</b>	PORT
ALL FAVORITES	<ul> <li>FAVOURITE Reports that you h here.</li> <li>Battery Graph</li> <li>CAN Bus Report</li> </ul>	ave favourited will be	e listed	A quid	age 1 of 1 CAN BUS Re vimarily Checks CAN bate: 2023-11-16	port Bos events and parameters, 1923-11-16	but also includes other para	neter checks Ø	Createdt 2023	TRACE	o3 <b>(</b> <
LOG BOOK	Driver Safety Repo	rt	•		egistration:	Manufacturer:	Model:	Number of	events:	Yelnes	
MIFLEET	BPW Trip Report -	Tags		1	Legend	0 Good	ot Configured / No E	vents 🔴	Bad		
ODOMETER	Alert Report				AN Found	Number of Even	tsi		itate:		1
OPERATING HOURS					AN Tests: Acceleration Braking Door 1	Number of Event	is: State:	GPS GPS CAN	Min Value: N/A N/A N/A	Max Value: N/A N/A	
RISK					Door 2 Door 3 Door 4 Fuel	N/A		CAN CAN CAN CAN	N/A N/A N/A	N/A N/A N/A	

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



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

<b>Q</b> Search	
III ALL	<ul> <li>FAVOURITE Reports that you have favourited will be listed here</li> </ul>
VORITES	Battery Graph
USTOM	Driver Safety Report
IG BOOK	BPW Trip Report - Tags
IIFLEET	Alert Report
OMETER	
PERATING HOURS	
RISK	
PEEDING	

## 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 <u>export a report</u>.

# 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** 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.
    - 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.
  - **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.

0	1. Create and setup report	
Set up report	Filter by category * - Positions	
	Detail Position Report	
et un columns	Suppress header	
	Suppress footer	
Set un filtere		
Set up Inters		
0		
Submit		
Submit		
		CANCEL NEXT >
Create Cu	stom Report 1. Create and setup report	CANCEL NEXT >
Create Cu	stom Report 1. Create and setup report There is company."	
Create Cu	Stom Report 1. Create and setup report Trips Report hanne *	
Create Cu 1 Set up report	stom Report 1. Create and setup report Trape or consport *	
Create Cu	stom Report 1. Create and setup report Trips Papert anne * Trip Report Suppress header	CANCEL NEXT >
Create Cu 1 Set up report 2 et up columns	stom Report  1. Create and setup report  Trips Report mar*  Trip Report  Suppress header  Suppress footer	
Create Cu   Set up report  et up columns  again	stom Report  1. Create and setup report  Trips Report Report Suppress header Suppress footer	
Create Cu	stom Report  1. Create and setup report  Trips Benor same* Trip Report  Suppress header  Suppress footer	
Create Cu Set up report 2 et up columns G Set up filters	stom Report  1. Create and setup report  Trips Benor smar* Trip Report Buppress header Buppress footer	
Create Cu	stom Report  1. Create and setup report  Trips Benor name* Trip Report Buppress header Suppress footer	
Create Cu	stom Report  1. Create and setup report  Trips Benor smar* Trip Report  Suppress header  Suppress footer	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**.

Create Custom Report

0	Step 1: Create Report		
Create Report	Filter by category * Positions	*	
	Report Name * Detail Position Report		
2 Set up Columns	Suppress Header		
	Suppress Footer		
3			
Set up Filters			
0			
Submit Report			
		CANCEL	NEXT

1.1 **Suppress Header:** Ticking this means that the header in your downloaded report will not show, while unticking it means that it will show.

Custom Trips Report example without a suppressed header:

Custom	Trips Repo	rt			
Start DateTime:	2023-12-06 00:00:	00			
End DateTime:	2023-12-06 23:59:	59			
This report contain	s the Fields you have	selected and the data is	Filtered by the by yo	ur selection.	
Registration	Year	End Geofence	Start Odo	Trip Distance	Max Speed
1007705011/	0.000		040.007	24.2	<b>^</b>

Custom Trips Report example with a suppressed header:

******		34,3
<del></del>		0,7

1.2 **Suppress Footer:** Ticking this means that the footer in your downloaded report will not show, while unticking it means that it will show.

#### Custom Trips report example with a suppressed footer:

	A	B	C	D	E	F	G	H	1	J	K	L	M	N	
28840	BF150098		TEMP-1193417DEMO	NQR 500	30.890306	-29.80452	6		0	0		320	0		
28841	BF150098		TEMP-1193417DEMO	NQR 500	30.890306	-29.80452	0		0	0		320	0		
28842	BF150098		TEMP-1193417DEMO	NQR 500	30.890305	-29.80452	0		0	0		320	0		
28843	BF150098		TEMP-1193417DEMO	NQR 500	30.890306	-29.80452	0		0	0		320	0		
28844	BF150098		TEMP-1193417DEMO	NQR 500	30.890306	-29.80452	0		0	0		320	0		
28845	BF150098		TEMP-1193417DEMO	NQR 500	30.890306	-29.80452	0		0	0		320	0		
28846	BF150098		TEMP-1193417DEMO	NQR 500	30.890306	-29.80452	0		0	0		320	0		
28847															
28848															
28849															
28850															
00054															

Custom Trips report example without a suppressed footer:



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

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

 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 Cus	tom Report			
<b>Ø</b>	Step 2: Set up Columns Select or drag and drop the fiel	lds		
Create Report	Available Fields (38)		Selected Fields (4)	
	= Abs Engine Load	+	Altitude	×
2	= Analog0	+	Bearing	×
Set up Columns	= Analog1	+	Client Driver ID	×
	= Analog2	+	Fuel Level	×
3	= Calc Engine Load	+		
Set up Filters	= Colour	+		
	= Driver Name	+		
4	= Event Timestamp	+		
Submit Report	= Event Type	+		
	= Fuel Flow Rate	+		
	= Fuel Use	+		

After selecting your required data fields, click **Next** If you would like to stop then you can click on **cancel** 



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



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.

$\bigcirc$	3. Set up filters Export data that meet the following filters
Set up report	Bearing Deviation Filter by Value +
Set up columns	Equals Less Than Less Than or Equals
3 Set up filters	Greater Than Greater Than or Equals
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 Cu	stom Report		
Create Report	Step 4: Submit Report Download or schedule recurring report ONE-TIME RECURRING	)	
	Registration * All Vehicles		•
Set up Columns	Start	End	
Set un Filters	File Format <ul> <li>Microsoft Excel (xls)</li> </ul>		
Set up Titters	Send report via email		
4	Email will be sent by Wed, 29 Nov 2023 Receiver(s): 1 added	(Today) 🧪	
Submit Report	minhui.huang@cartrack.com		×
	ADD MORE RECEIVERS		
		CANCEL	SUBMIT

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

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



### SUBMIT

# 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.

ltem	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 <u>here</u>.
- 1.2 To edit the settings for a previously set up schedule, see <u>here</u>.
- c. Exporting A Custom Report
- 1. To export a report, click on the name of the report and, on **Export**.



 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 <u>export a report</u>.

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



#### 5. Status & Management

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

#### Email reports status

To view the status of all exported reports:

1. Click on email reports status

CARTRACK	Map List	Dashboard Re	Dorts New Reports	\$ %	Carpool Vi	sion Know 1	2000 the Driver A	- <u>m</u> 🖘	RUC Coad	hing Maintenance	ao 🚥 Admin		¢	🚚 📮 ө		CK TECHNOL 00003
All Reports Status	& Management															
Overview of all en	nail reports	3														
EMAIL REPORTS STATU	S MANAGE R	ECURRING REPORT	s													
Send Date														II COLUMNS 👳	NUTERS 🔳 I	DENSITY
Send Date $\psi$		Report name		Vehicles			Recurring Interv	al		Recipients			Statu			
2023/12/21		Alert Report		SMN3702KCM	15-1SEC		One Time							Sent		
2023/12/21		Alert Report		SMN3702KCM	IS-1SEC		One Time							Sent		
2023/12/21		Alert Report		SMN3702KCM	IS-1SEC		One Time							Sent		
2023/12/21		Alert Report		SMN3702KCM	IS-1SEC		One Time							Sent		
2023/12/20		Alert Report		SMN3702KCM	IS-1SEC		One Time							Sent		
2023/12/20		Alert Report		SMN3702KCM	IS-1SEC		One Time							Sent		
2023/12/20		Alert Report		SMN3702KCM	IS-1SEC		One Time							Sent		
2023/12/20		Alert Report		SMN3702KCM	IS-1SEC		One Time							Sent		
2023/12/20		Alert Report		SMN3702KCM	IS-1SEC		One Time							Sent		
2023/12/20		Alert Report		SMN3702KCM	IS-1SEC		One Time							Sent		
2023/12/20		Alert Report		SMN3702KCM	IS-1SEC		One Time							Sent		
2023/12/20		Alert Report		SMN3702KCM	15-1SEC		One Time							Sent		
														1-12 of 163	1< <	<b>&gt;</b> >1

2. Click on the **send date** field to add a date range and view all reports sent within this time frame

CARTRACK Map List Dashboard Reports New Reports MiFleet Delive	ry Carpool Vision Know	د در معند کرد کرد کرد کرد کرد کرد کرد کرد کرد کر	(교육 1978년 1988년 19 Coaching Maintenance Admin	🕈 🐢 🖉 🛛 🚫 CANTRACKTECHNYL
All Reports Status & Management				
Overview of all email reports				
EMAIL REPORTS STATUS MANAGE RECURRING REPORTS				
Serd Date				III COLUMNS - FILTERS - DENSITY
This Week < December 2023 January 2024 >		Recurring Interval	Recipients	Status
This sector M T W T F S S M T W T F S S	5-1SEC	One Time		Sent
1 2 3 1 2 3 4 5 6 7 All Time	5-1SEC	One Time		Sent
11 12 13 14 15 16 17 15 16 17 18 19 20 21	5-1SEC	One Time		Sent
18 19 20 21 22 23 24 22 23 24 25 26 27 28	5-1SEC	One Time		Sent
25 26 27 28 29 30 31 29 30 31	5-1SEC	One Time		Sent
	5-1SEC	One Time		Sent
2023/12/20 Alert Report SMN3702KG	N5-1SEC	One Time		Sent
2023/12/20 Alert Report SMN3702KG	N5-1SEC	One Time		Sent
2023/12/20 Alert Report SMN3702KG	N5-1SEC	One Time		Sent
2023/12/20 Alert Report SMN3702KG	N5-1SEC	One Time		Sent
2023/12/20 Alert Report SMN3702KG	N5-1SEC	One Time		Sent
2023/12/20 Alert Report SMN3702K0	N5-1SEC	One Time		Sent
				1-12 of 163 I < < > >I

3. 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

	₽ ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ►	\$ ∳ ⊞ <sup>™™</sup> ■€ Fleet Delivery Carpool Vision Kn	د المعنى الم من المعنى الم	thing Maintenance Admin	👽 🚚 📮 🛛 🐼 CARTRACK TECHNOL
All Reports Status & Management					
Overview of all email reports					
EMAIL REPORTS STATUS MANAGE RE	CURRING REPORTS				
- Send Date 2023/01/01 - 2023/12/27					III COLUMNS PILTERS DENSITY
Send Date $\Psi  \psi$	Report name	Vehicles	Recurring Interval	Recipients	Status
2023/12/19	Detail Trip Report	All	One Time	thulisile.radebegcarzuka.com	Sent
2023/12/19	Detail Position Report	All	One Time	thulisile.radebe@carzuka.com	Upcoming
2023/12/15	GeoFence to GeoFence by Vehicle	All	One Time	minhui.huang@cartrack.com,+1 More	Sent
2023/12/14	Detail Position Report	All	One Time	thulisile.radebe@carzuka.com	Upcoming
2023/12/14	Alert Report	SMN3702KCN5-1SEC	One Time		Sent
2023/12/14	Alert Report	SMN3702KCN5-1SEC	One Time		Sent
2023/12/14	Alert Report	SMN3702KCN5-1SEC	One Time		Sent
2023/12/13	Detail Position Report	All	One Time	thulisile.radebe@carzuka.com	Sent
2023/12/13		All	One Time	test.automation1213165504@cartrack.com	Sent
2023/12/13	Detail Trip Report	All	One Time	test.automation1213165018@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	CTG4TESTING	One Time		Sent
					13-24 of 160 K + >

- 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 <u>sent</u>, <u>upcoming or failed</u>.
- 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

Status & Man	uganax				Sert
EMAIL REPORTS STATUS Send Data 2023/01/01 - 2023/12/27	REPORTS				Representes
Send Date 🍸	Report name 🔱	Vehicles	Recurring Interval	Recipients	File Format
2023/11/29	Refuel Report	All	One Time		Adobe Acrobet Reader (pdf)
2023/12/04	REPORT_ACCIDENTS	SMG1323X, RUCEESG, SMQ26	544KCAN, SLV Max One Time		MICTOSOTE EXCER (XIB)
2023/12/04	REPORT_ACCIDENTS	SMG1323X, RUCEESG, SMQ26	544KCAN, SLV Mats One Time		Send report via email
2023/11/29	Rafual Report	AI	One Time		
2023/11/29	Refuel Report	All	One Time		
2023/11/28	Over The Roadspeed	All	One Time	sushanthan.naidoo.@cartrack.com	
023/11/28	Odometer Summary	All	One Time	sushanthan.naidoo@cartrack.com	
2023/11/28	Odometer Summary	All	One Time		
023/12/06	Log Book	JRV5911	One Time		
023/12/06	Log Book	JRV5911	One Time		
023/12/06	Log Book	JRV5911	One Time		
2023/12/06	Log Book	JR(5911	OneTime		

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

	Dashboard Reports	\$ 5 Elivery Carpool Vision	Know the Driver Alert Centre F	법 æ <sup>4600</sup> 꽃 <sup>6600</sup> 念 <sup>6600</sup>	V 👎 🐖 0 🐼 CARTINACK TECHNICK
All Reports Status & Managemen	t				
Overview of all email repor	ts				
EMAIL REPORTS STATUS MANAG	E RECURRING REPORTS				
Send Date 🔻	Report name	Vehicles	Recurring Interval	Recipients	Status
Find column Column title	Refuel Report	AI	One Time		Sent
- Send Date	Refuel Report	AI	One Time		Sent
Report name Vehicles	Detail Trip Report	Al	One Time	thulisile.radebegcarzuka.com	Sent
<ul> <li>Recurring Interval</li> <li>Recipients</li> </ul>	Detail Position Report	AI	One Time	thutisile.radebe@carzuka.com	Upcoming
Status	GeoFence to GeoFence by Vehicle	AI	One Time	minhui.huanggicartrack.com,+1 More	Sent
2023/12/14	Detail Position Report	AI	One Time	thulisile.radebegcarzuka.com	Upcorning
2023/12/14	Alert Report	SMN3702KCN5-1SEC	One Time		Sent
2023/12/14	Alert Report	SMN3702KCN5-1SEC	One Time		Sent
2023/12/14	Alert Report	SMN3702KCN5-1SEC	One Time		Sent
2023/12/13	Detail Position Report	AI	One Time	thutisile.radebe@carzuka.com	Sent
2023/12/13		AI	One Time	test.automation1213165504gcartrack.com	Sent
2023/12/13	Detail Trip Report	Al	One Time	test.automation1213165018gcartrack.com	Sent
					13-24 of 160 K > >

- 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

Find column					
Send Date					
Report name					
Vehicles					
Recurring Interval					
Recipients					
Status					
HIDE ALL SHOW ALL					
Detail Position Report					

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.

ᡬ CARTRACK 🖁	🔰 🖽 🚱 🗠 ap List Dashboard Reports	New Reports MiFleet Delivery Carpool Vision	Know the Driver Alert Centre RUC	Coaching Maintenance Admin	<b>X</b> )	v 🚚 📮 e	CARTRACK TECHNOL
All Reports Status & M	anagement						
Overview of all ema	il reports						
EMAIL REPORTS STATUS	MANAGE RECURRING REPORTS						
7 Active Recurring Reports						III COLUMNS - FILTERS	DENSITY Q SEARCH
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	/ 1
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	Z #
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	Z 1
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	Z #
Alert Report	All	Weekly, on Wednesday, Thursday	tatiana.smirnova@cartrack.com		2024/01/03 00:00	2023/11/29 18:53	Z 1
Trip Report	All	workday	kenneth.trivino@cartrack.com		2023/12/28 00:08	2023/11/23 02:37	Z 1
Detail Trip Report	All	Daity	test531231@test.com		2023/12/28 00:00	2023/12/11 13:48	Z 1
						1-7 of 7	ik K > >i

• 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

± 0		100 <b>100</b> 100	<u> </u>	m 🚥 🖬	<u>.</u>	:a <sup>000</sup>	B 亲	<b>500 yests</b>	2. (51)			
CARTRACK 📠	D List Dashboard	Reports New Report	ns MiFleet Delivery	Carpool Vision	Know the Driver	Alert Centre	RUC Coachi	ng Maintenance	Admin		0 🚓 📥 0	CARTO0003
All Reports Status & Ma	nagement											
Overview of all emai	reports											
EMAIL REPORTS STATUS	MANAGE RECURRING REP	ORTS										
7 Active Recurring Reports										COLUM	INS 🐺 FILTERS 🔳 DEF	NSITY Q SEARCH
Report name	Vehicles		Recurring Interval		Recipients				Next send o	date Last Sent Date	,	Actions
Detailed Speeding Summary	All		Daily		sushanthan.naidoo(	@cartrack.com			2023/12/28	8 00:00 2023/11/28 1	4:04	Z #
Alert Report	All		Monthly, on the last d	ay of the month	kenneth.trivino@car	track.com			2024/01/05	5 00:00 2023/10/31 1	B:52	Z #
Detail Trip Report	All		Monthly, on the first o	lay of the month	test54321@test.cor	n			2024/01/01	1 00:00 2023/12/12 0	9:37	Z #
Detail Trip Report	All		Monthly, on the first o	lay of the month	testtest123g/test.co	m			2024/01/01	00:00 2023/12/07 1	1:32	× #
Alert Report	All		Weekly, on Wednesda	y, Thursday	tatiana.smirnova@c	artrack.com			2024/01/03	3 00:00 2023/11/29 1	8:53	× #
Trip Report	All		workday		kenneth.trivino@car	track.com			2023/12/28	3 00:08 2023/11/23 0	2.37	× =
Detail Trip Report	All		Daily		test531231@test.co	m			2023/12/28	3 00:00 2023/12/11 1	3.48	Z #

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CARTRACK	ap List	Dashboard	L≛ Reports	New Reports	\$ MiFleet	4 Delivery	Carpool	∎4 Vision	Length Contract Contr	<u>تھ</u> ا۔ Alert Centre	RUC	Coaching	¥ <sup>∎α0</sup> Maintenance	عم 🕰 Admin				o 4	l 🖡 0		ACK TECHNO TOOOO3
All Reports Status & M	anagement																				
Overview of all ema	il report:	6																			
EMAIL REPORTS STATUS	MANAGE I	RECURRING REF	ORTS																		
7 Active Recurring Reports																III COLUMNS =	FILTERS 🔳 DEF	ISITY Q			
Report name		Vehicles			Recurring	Interval			Recipients						Next send date		Last Sent Date			A	ctions
Detailed Speeding Summary		All			Daily				sushanthan naidoo	@cartrack.com					2023/12/28 00:00		2023/11/28 14:0	4			/ 1
Alert Report		All			Monthly, o	on the last da	y of the mont	h	kenneth trivino@ca	rtrack.com					2024/01/05 00:00		2023/10/31 18:5	2			/ 1
Detail Trip Report		All			Monthly, o	on the first da	ey of the mont	h	test54321@test.co	m					2024/01/01 00:00		2023/12/12 09:3	17			/ =
Detail Trip Report		All			Monthly, o	on the first da	iy of the mont	h	testtest123@test.c	om					2024/01/01 00:00		2023/12/07 11:3	12			/ =
Alert Report		All			Weekly, or	n Wednesday	, Thursday		tatiana.smirnova@	cartrack.com					2024/01/03 00:00		2023/11/29 18:5	13			/ #
Trip Report		All			workday				kenneth.trivinogoca	rtrack.com					2023/12/28 00:08		2023/11/23 02:3	17			/ 1
Detail Trip Report		All			Daily				test531231@test.c	om					2023/12/28 00:00		2023/12/11 13:4	18			/ #

- 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

	Dashboard Reports New Reports	\$ <del>\$</del> miFleet Delivery Carpool Vision	2 1550 2 mtos 2		Detailed Speeding Summary $\times$
All Reports Status & Management					Registration *
Overview of all email reports	3				All Vehicles * Include all current and future vehicles
EMAIL REPORTS STATUS MANAGE F	RECURRING REPORTS				Receive report Daily
Report name	Vehicles	Recurring Interval	Recipients	Next send date	Data to receive Previous day ~
Detailed Speeding Summary	All	Daily	sushanthan naidoo@cartrack.com	2023/12/28 00:00	Data are generated from 00.00.00 to 23:59:59
Alert Report	All	Monthly, on the last day of the month	kenneth.trivinogicartrack.com	2024/01/05 00:00	File Format
Detail Trip Report	All	Monthly, on the first day of the month	test54321@test.com	2024/01/01 00:00	Adobe Acrobat Reader (pdf)     Microsoft Even (vin)
Detail Trip Report	All	Monthly, on the first day of the month	testlest123g8est.com	2024/01/01 00:00	Persivar(#): 1 added
Alert Report	Ali	Weekly, on Wednesday, Thursday	tatiana.smirnovagtcartrack.com	2024/01/03 00:00	sushariban naidoo@cartrark.com
Trip Report	All	workday	kenneth.trivinogcartrack.com	2023/12/28 00:08	
Detail Trig Report	Al	Dairy	Hend 537229 gilled com	2023/12/28 00:00	Repert a password to specific the content. (i) The first out has weaked by the content of the respective will reach to ever the password to which and manual and the content.
					DELETE EDIT

• There are two ways you can edit your recurring report schedule:

#### 1. Click on the **pencil icon** in the **actions** column

	ACK Map Li	ist Deshboard	Reports New Repo	™\$ Ints MiFleet	<b>\$</b> Delivery	Carpool	Uision	2000 Know the Drive	<u>تھ</u> <sup>نیں</sup> r Alert Centre	RUC	Coaching	Maintenance	تیں Admin			0 👆 🏷	• 6	CARTINACK T	TECHNOL 103
All Reports	Status & Managem	tnac																	
Overview of	all email rep	orts																	
EMAIL REPORT	IS STATUS MAN	AGE RECURRING REP	ORTS																
7 Active Recurring	Reports														III COLUMNS	s 👳 MILTERS (	DENSITY	Q SEARC	сн
Report name		Vehicles		Recurring	Interval			Recipients						Next send date	Last Sent Date			Action	ъ
Detailed Speeding	Summary	All		Daily				sushanthan.naidd	oo@cartrack.com					2023/12/28 00:00	2023/11/28 14:0	4			8
Alert Report		All		Monthly, o	in the last da	y of the month		kenneth.trivino@c	cartrack.com					2024/01/05 00:00	2023/10/31 18:5	2		1	1
Detail Trip Report		Ali		Monthly, o	in the first da	y of the month		test54321@test.c	com					2024/01/01 00:00	2023/12/12 09:3	7		1	1
Detail Trip Report		All		Monthly, o	in the first da	y of the month		testtest123@test	com					2024/01/01 00:00	2023/12/07 11:3	2		1	1
Alert Report		Ali		Weekly, or	n Wednesday	Thursday		tatiana.smirnovaj	§cartrack.com					2024/01/03 00:00	2023/11/29 18:5	3		1	1
Trip Report		All		workday				kenneth.trivinogo	cartrack.com					2023/12/28 00:08	2023/11/23 02:3	7		1	8
Detail Trip Report		Ali		Daily				test531231g/test	.com					2023/12/28 00:00	2023/12/11 13:4	8		1	
																			_
																1-7 o	17 IC	$\langle - \rangle$	$\geq$

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

All Reports Status & Management	Dashboard Reports New Reports	\$ <del>\$</del> MiFlost Delivery Carpool Vision	anto :anto	78	Detailed Speeding Summary ×
Overview of all email report	ts E RECURRING REPORTS				All Vehicles   Include all correct and factors vehicles  Receive report
7 Active Recurring Reports Report name Detailed Speeding Summary	Vehictes All	Recurring Interval Daily	Recipients susharthan na doog cattack.com	Next send date	Next send at Weld (27 Dec 2023 (Todiy) from 00 00 Data to receive  Previous day  Data are generated from 00 00 to 23 59 59
Alert Report Defail Trip Report Defail Trip Report	All All	Monthly, on the last day of the month Monthly, on the first day of the month Monthly, on the first day of the month	kensk trivnig-cartack.com Ker5422) gleat.com Ker54132 gleat.com	2024/01/05 00:00 2024/01/01 00:00 2024/01/01 00:00	File Format (a) Adobe Acrobat Reader (pdf) (b) Microsoft Excel (vis) Receiver(5): 1 added
Alert Report Trip Report Detail Trip Report	All All	Weekly, on Wednesday, Thursday workday Dely	talliana ammonagi cantaka koon Nemethi thrihogicartack com teal531231gkest.com	2024/01/03 00:00 2023/12/28 00:08 2023/12/28 00:00	sushanthan, naidoogcertrack.com
					to unicol and alloese du contents.

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.

ender all regotal       Image: Control of Contro	Al Reports Status & Management					Reparation *
Aussesse       intermediate       intermediat       inte	overview of all email reports					Induce all current and future vehicles
andmode     Name     Andmode     Andmode     Andmode     Andmode       and and opposite     Andmode     Andmode     Andmode     Andmode     Andmode       and and and     Andmode     Andmode     Andmode     Andmode     Andmode       and and and and and and and     Andmode     Andmode     Andmode     Andmode       and and and and and and and and and andmode     Andmode     Andmode     Andmode       and and and and and and and and andmode     Andmode     Andmode     Andmode       and and and and and and andmode     Andmode     Andmode     Andmode       and and andmode     Andmode     An	EMAIL REPORTS STATUS MANAGE RE					Receive report Parky v The first sending will be by Wed, 27 Dec 2023 (Today)
additional participant     Participant     Balancian de management     Ender additional participant     Ender additipant     Ender addit	Report name	Vehicles	Recurring Interval	Recipients	Next send date	Petroperiod
Add       Majadaga Magadaga       Sadadaga Magadaga Magadaga       Sadadaga Magadaga Magadaga       Sadadaga Magadaga Magadaga       Sadadaga Magadaga Maga	etailed Speeding Summary	Al	Daily	susharthan naidoo@cartrack.com	2023/12/28 00:00	Data to receive Previous day v Dete are perented from 00:00:00 to 23:09:09
and and index     4     Menode mydrage mydr	lert Report	Al	Monthly, on the last day of the month	kanneth trivinogoartrack.com	2024/01/05 00:00	O The record will be sent daily
a ba ba conduction     A (a long a long	letail Trip Report	Al	Monthly, on the first day of the month	test54321gtest.com	2024/01/01 00:00	First non Wednesday (Today) - 27 Dec 2023
chape       A       may makeng hang       maxementage hang	letal Trp Report	Al	Monthly, on the first day of the month	testtest122§test.com	2024/01/01 00:00	Deteleypert of Tue, 26 Dec 2023
Abact     A     weining     Normality     Solution     Solution       is habact     Max     Max     Max     Max     Max       is habact     Max     Max     <	Jert Report	AI	Weekly, on Wednesday, Thursday	tatiana.smirnova@cartrack.com	2024/01/03 00:00	Next run Thursday - 28 Dec 2023 Dete expert of Med. 37 Dec 2028
A by     A by     Addition     Solution	hip Report	Al	werkday	kenneth trivino@certrack.com	2025/12/28 00:08	<ul> <li>etc.</li> </ul>
						Pio Forme  Pio Forme  Pio Former  Pio Former Pio Former  Pio Former  Pio Former  Pio Former  Pio Former Pio

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

# schedule email

SCHEDULE EMAIL

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

- CANCEL 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

	🗉 🙆 🗠 Identities 🚺	ew Reports MiFleet Delivery Carpool Vision	Arrow the Driver Alert Centre RUC Coact	ing Maintenance Admin	v 🖑 📮 o 🐼 Cartonog
All Reports Status & Man	agement				
Overview of all email	reports				
EMAIL REPORTS STATUS	MANAGE RECURRING REPORTS				
7 Active Recurring Reports					III COLUMNS 🐺 FILTERS 🧮 DENSITY Q SEARCH
Report name	Vehicles	Recurring Interval	Recipients	Next send date	Last Sent Date Actions
Detailed Speeding Summary	All	Daily	susharthan.naidoogicartrack.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 trivinogicartrack.com	2023/12/28 00:08	2023/11/23 02:37
Detail Trip Report	All	Daily	test531231gitest.com	2023/12/28 00:00	2023/12/11 13:48

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

	Dashboard Reports New Reports	\$ ∳ ∰‱ ■4 MiFleet Delivery Carpool Vision	Anow the Driver Alert Centre RUC Coaching Maintenance Admin		Detailed Speeding Summary $\qquad \qquad \qquad$
Status & Managemer	"				All Vehicles
Overview of all email repor	ts				Include all current and future vehicles
EMAIL REPORTS STATUS MANAG	E RECURRING REPORTS				Prequency
7 Active Recurring Reports					Receive report
Report name	Vehicles	Recurring Interval	Recipients	Next send date	Data to receive Previous day +
Detailed Speeding Summary	AT	Daily	sushanthan naidoog cartrack.com	2023/12/28 00:00	Data are generated from 00:00:00 to 23:59:59
Alert Report	Al	Monthly, on the last day of the month	kenneth trivinogcartrack.com	2024/01/05 00:00	File Format
Detail Trip Report	Al	Monthly, on the first day of the month	test\$4321g/test.com	2024/01/01 00:00	Adobe Acrobat Reader (pdf)     Misreareft Excel (pds)
Detail Trip Report	AI	Monthly, on the first day of the month	testlest123@test.com	2024/01/01 00:00	
Alert Report	All	Weekly, on Wednesday, Thursday	tatiana.smimova@cartrack.com	2024/01/03 00:00	susharthan naidoo@cartrack.com
Trip Report	AT	workday	kenneth trivino@cartrack.com	2023/12/28 00:08	
Detail Trip Report	AI	Daily	test531231@test.com	2023/12/28 00:00	Require a password to open this document
					Ine the will be received in 2011 format, and the recipients will need to enser this password to unlock and access its contents.
					DELETE EDIT

 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.

