# Vehicle Tracking Report

All your vehicles' activities from their movement to their maintenance are in this tracking report.

To access **Vehicle Tracking Report**, click on the **REPORTS Module**> on the left-hand side and click on **Vehicle Tracking**.

A drop-down option will show its subcategories for the reports you want to see:

- Breadcrumb
- Customer Activity
- Daily Activity
- Engine Diagnostic
- Fleet Summary
- Fuel Detail
- Fuel Efficiency
- Idle
- Maintenance Reminder
- Maintenance Log
- Miles by State
- PTO
- Safety
- IFTA
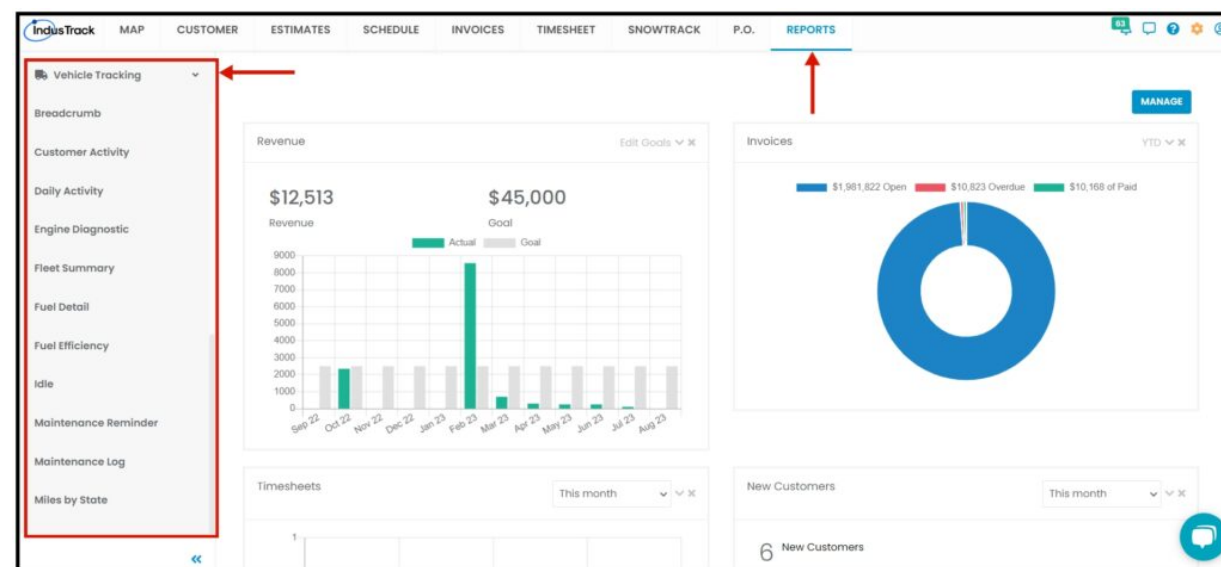
Breadcrumb

You can search for previous locations either visually on a map using a web browser or mobile phones for all your vehicles. In this report you can find the breadcrumb report with the following information depending on how you set it up in the Breadcrumb Setting Field:

- Select Vehicle/s – Select one or more vehicles.
- Pick Date and Time
- Hours
- Vehicle Stats
    - Snap to Map
    - Show Alerts
    - Show Geofences
    - Show Addresses

Go to **Reports** Menu on the top> Click **Vehicle Tracking** > Click **Breadcrumb**.
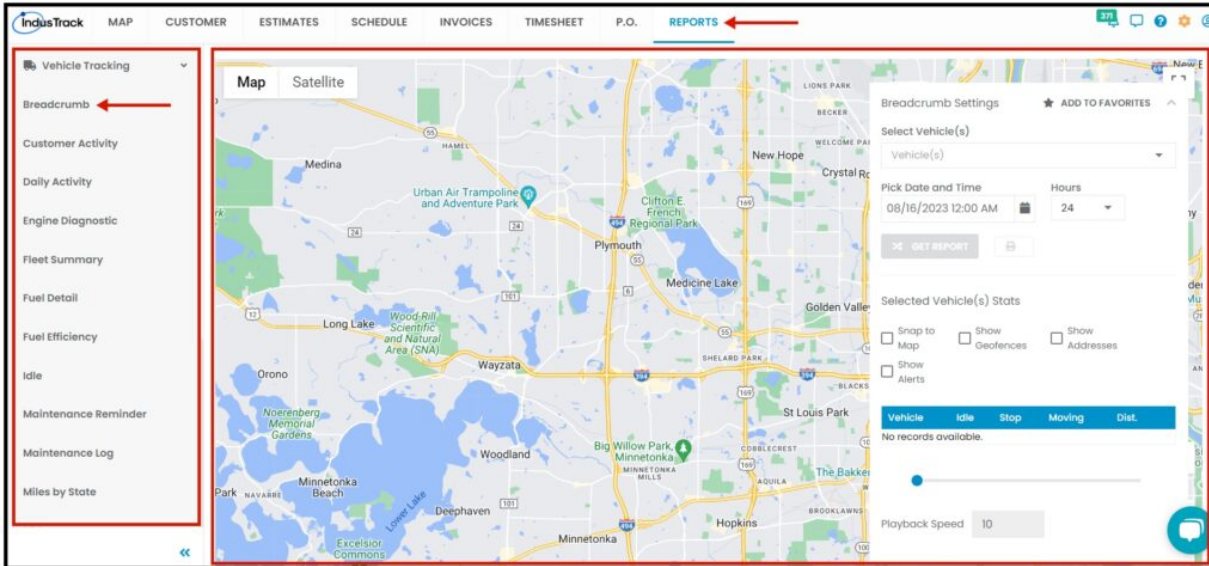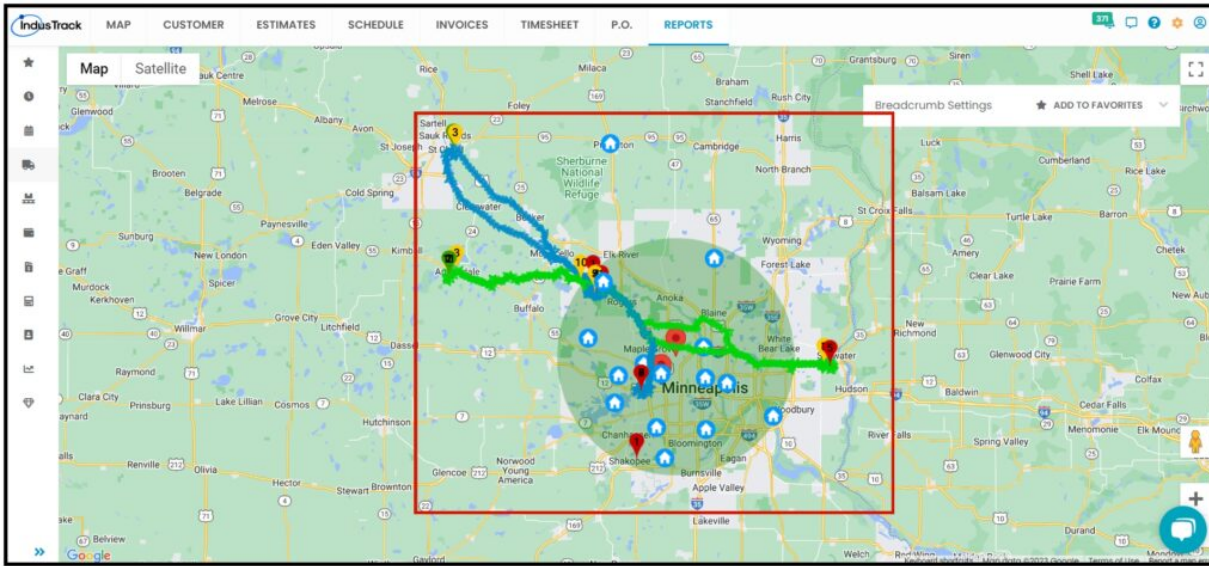
Generate the Breadcrumb Report:

- On the Breadcrumb report window:
    - Go to **Breadcrumb Settings**
    - Select the Vehicle/s you want to get a report from
    - Select the Date and Time
    - Select Hours
    - On the **Select Vehicle/s Stats**, **check** the appropriate boxes you wish to see in your report:
        - Snap to Map
        - Geofences
        - Addresses
        - Alerts
    - Set the **Playback Speed** by filling in the number in the box or clicking on the arrow down or arrow up
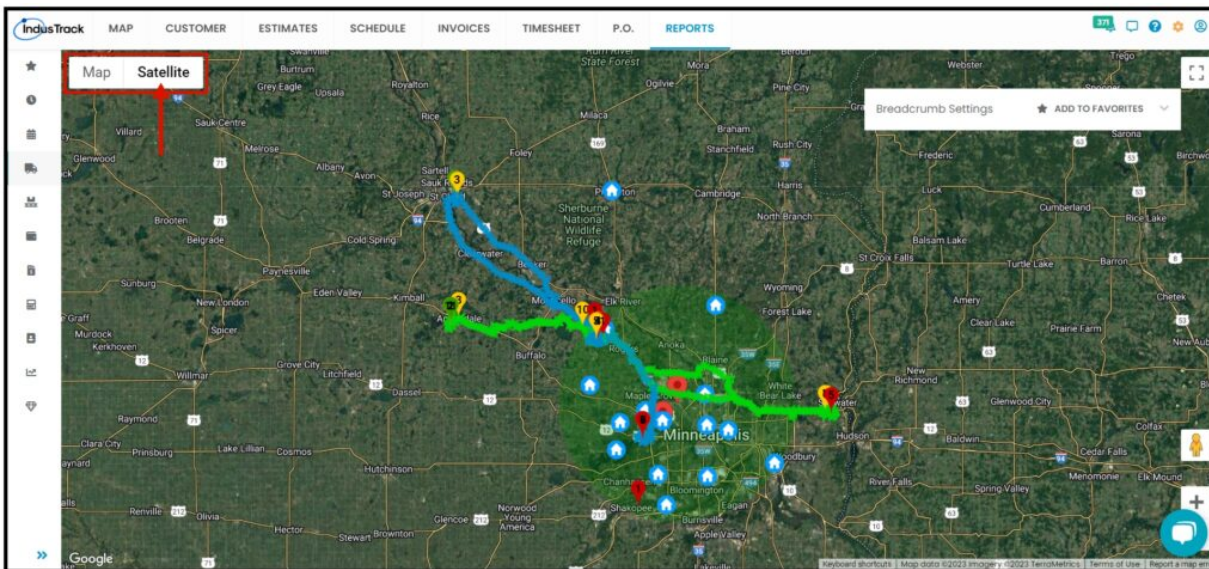   - Click **Get Report**
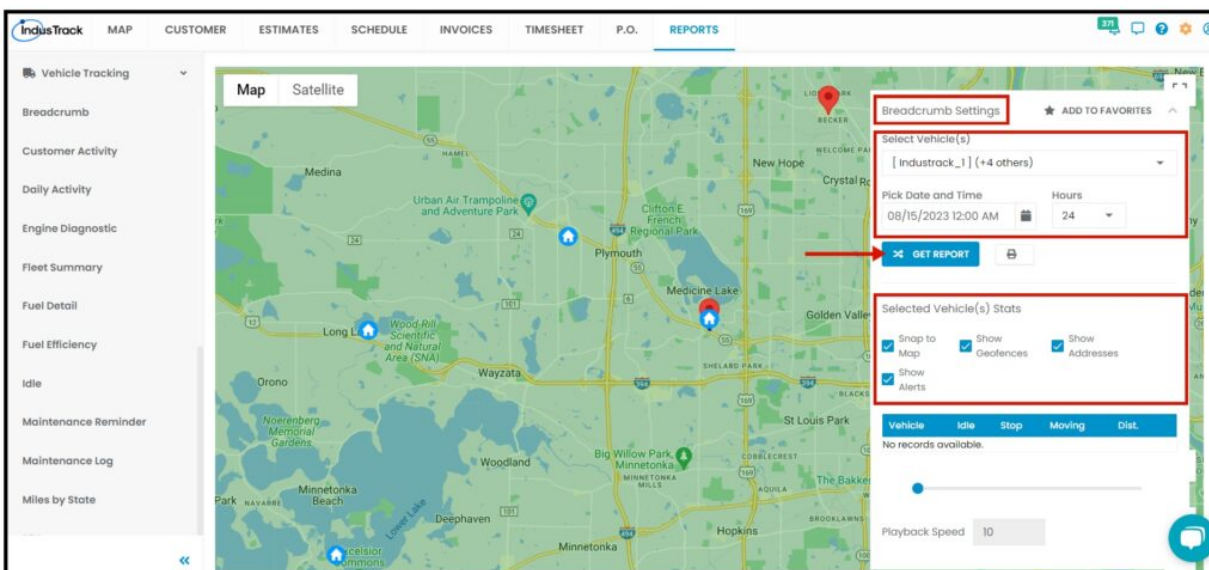
- After Setting the Breadcrumb, the report will show on the map the breadcrumb trail of the vehicle/s you selected.
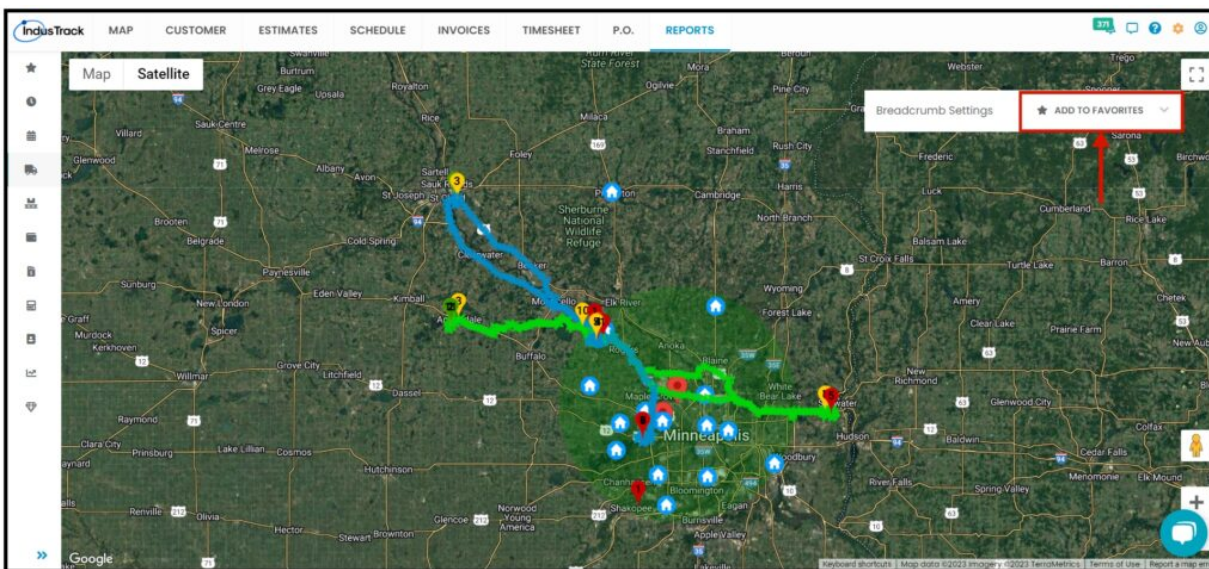- Click on the **Location Icon to view or zoom in on the detailed breadcrumb trail of the vehicles.**

- You can have a Map View or a Satellite View, just click Map or Satellite on the upper left-hand side of the screen
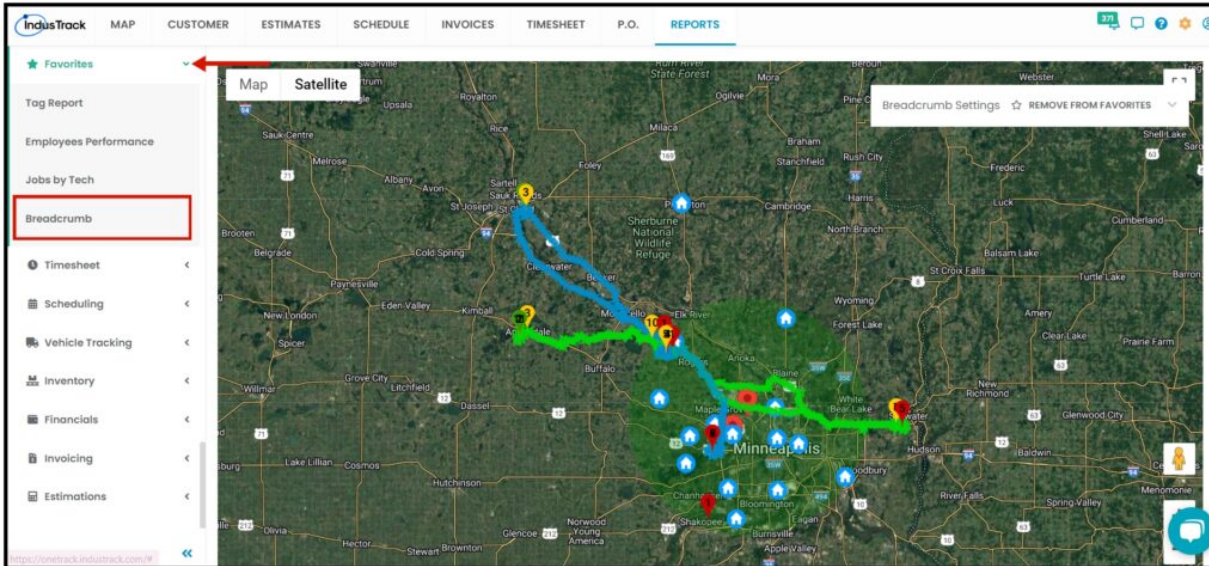

Add the Breadcrumb Report to Favorites

If you are frequently using this Report, you can select and Add it to Favorites.

After you added a Report to **Favorites**, a **Favorite Tab** will be added at the top right of the left panel. All reports that are added to Favorite will be listed in the Top panel for easy access.
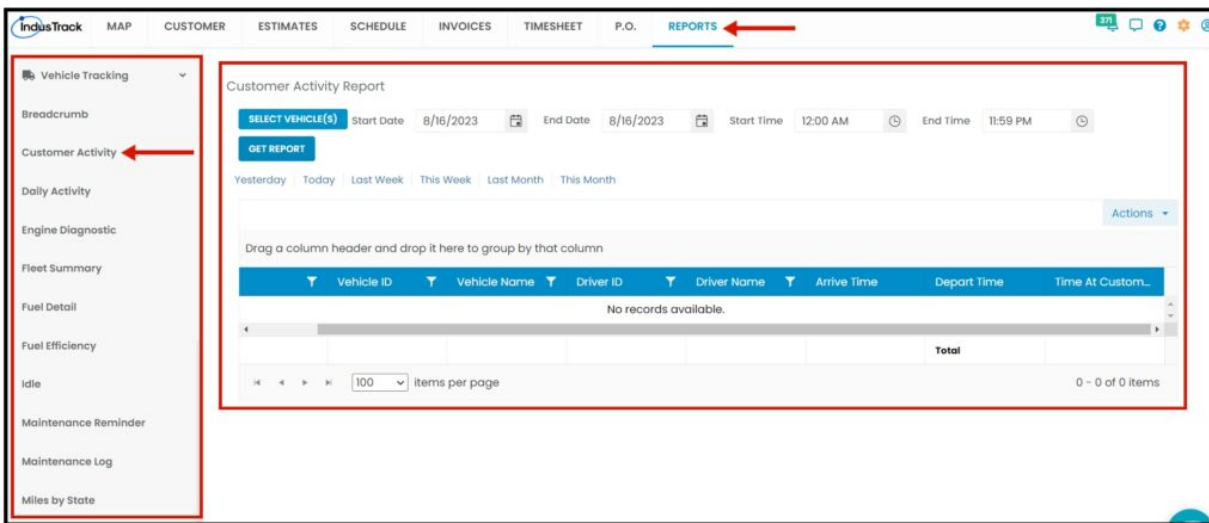
Customer Activity Report

You can find in this report a summary of all the Vehicles activity at the customer's location in a specific period with the following Information:

- Customer
- Vehicle ID
- Vehicle Name
- Drive ID
- Driver Name
- Arrive Time
- Depart Time
- Time at Customer

To view **Customer Activity Report**, go to **Reports** Menu on the top> Click **Vehicle Tracking**> on the drop-down click **Customer Activity Report**.
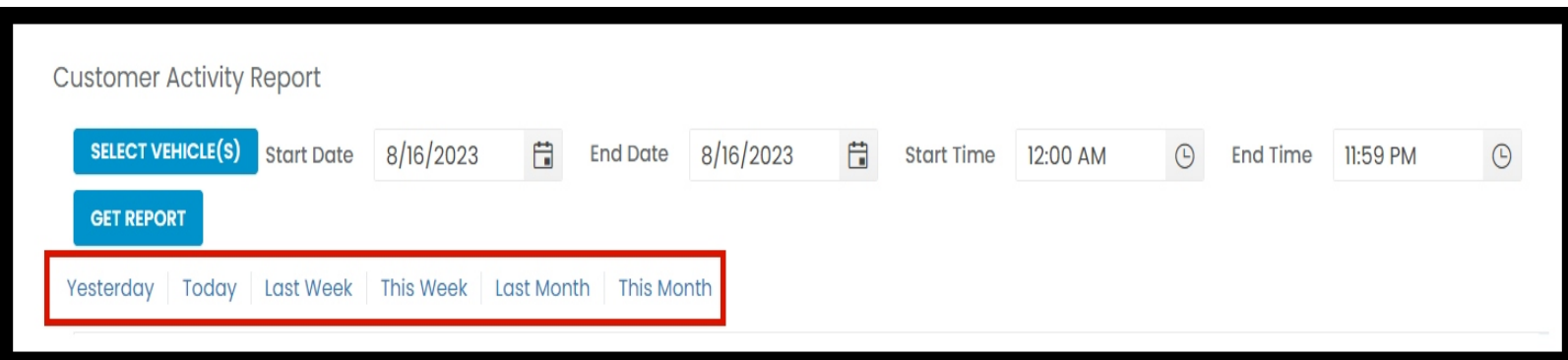

Generate Customer Activity Report

You can filter the report by the following:

1. Vehicles –
   - Click on **Select Vehicles**
   - You have the option to either select one certain Vehicle, multiple vehicles, by group, or select all vehicles.
2. Date/s and Time – specific start/end date and time.
   - Select the **start date/end date and start time/end time**.
3. After you selected the vehicle/s and the start and end date/time, click on **Get Report.**
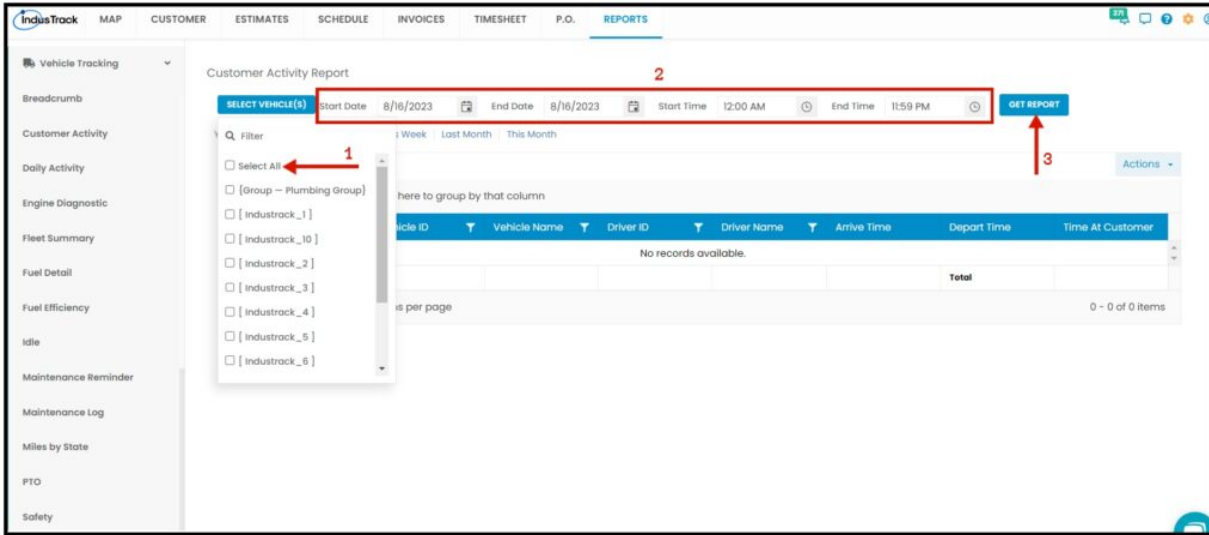
- Alternatively, you can also select a period rather than selecting a specific date:
  - *Yesterday | Today | last Week | This Week | Last Month | This Month*

After we click on Get Report, we can now export the **Customer Activity Report** into **Excel or PDF format** by clicking on the **Actions Button.**

Actions Button

- Export to PDF
- Export to Excel
- Configure Report Columns
- Configure Reports Settings
- Schedule Report
- Add to Favorites
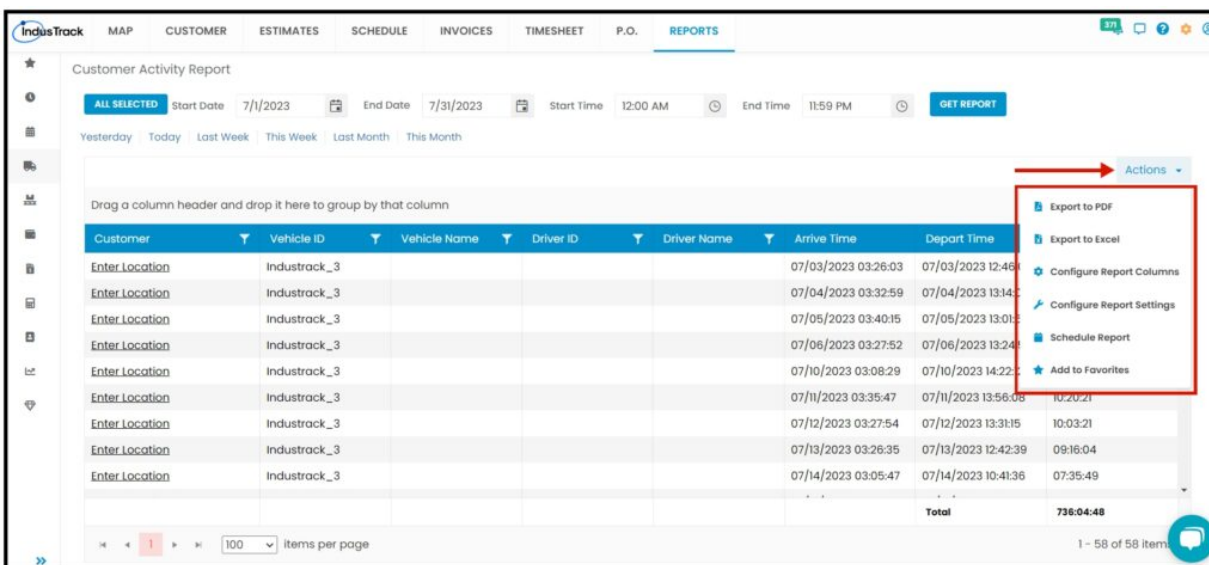
Export Report

- Click on **export to Excel** or **export to PDF** to download the report to your computer. Either way, you can completely see the details in the report.

Configure Report Columns

Enable or disable the columns on this report if you want to see them or not. When disabling the column/s, once you generate this report that specific column will be removed.

Uncheck columns you don't want to see in the Report. Click SAVE after configuring.

Edit Columns Settings

Column	Selected
Customer	☑
Vehicle ID	☑
Vehicle Name	☐
Driver ID	☐
Driver Name	☑
Arrive Time	☑
Depart Time	☑
Time At Customer	☑

CLOSE   SAVE

Configure Report Settings

Set or edit the default Start-End Time, Idle Time of Vehicle, etc. of the Customer Activity Report.

- Start-End Time – edit the default start-end time of the Customer Activity Report.
- Idle Time – if you selected a specific time for Idle time (e.g. 1 minute) anything less than 1 minute will not get calculated.
- Staying at Location – if you selected a specific time for Staying at Location (e.g. 1 minute) anything less than 1 minute spent staying at a specific location will not get generated or included.
- Customer Radius – if the vehicle is outside the selected customer radius it will not get generated or included.
- Use Device Timestamp – check this if you want to use the vehicle's GPS Devices' Timestamp.

Edit Report Settings

Start-End Time	12:00 AM ⊙ To 11:59 PM ⊙
Idle Time	1 minute ▾
Staying at Location	1 minute ▾
Customer Radius	0.0000310€ miles
Use Device Timestamp	☐

CLOSE   SAVE

Schedule Report

You can also Automatically schedule a report on a specified frequency. Refer to Schedule Report Module.

Add to Favorites

If you are frequently using this Report, you can select and Add it to Favorites.

After you added a Report to **Favorites**, a **Favorite Tab** will be added at the top right of the left panel. All reports that are added to Favorite will be listed in the Top panel for easy access.
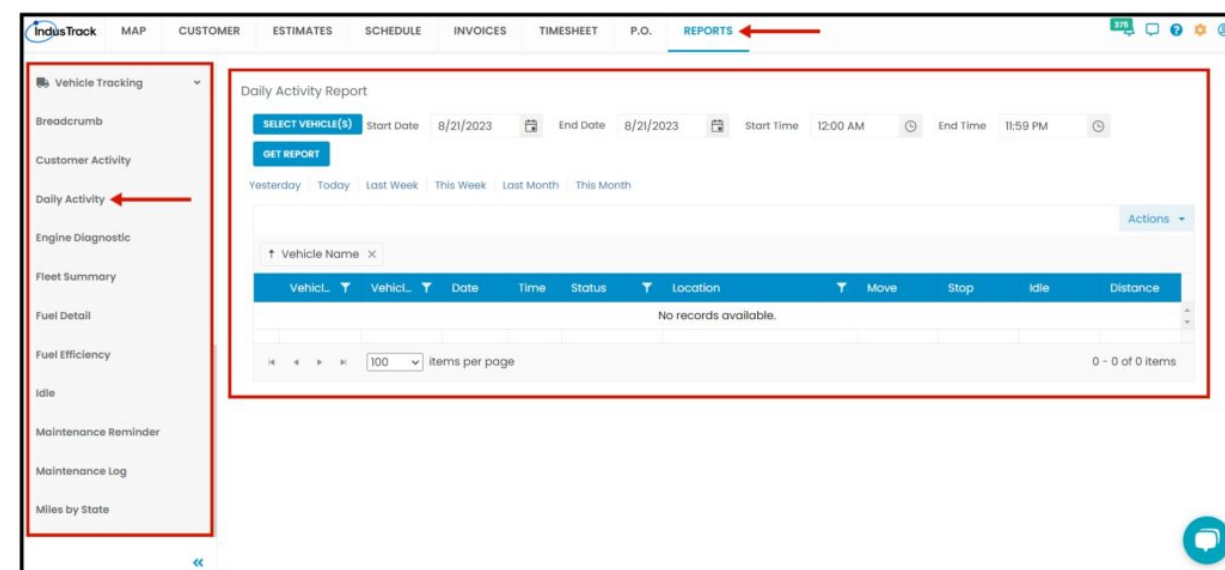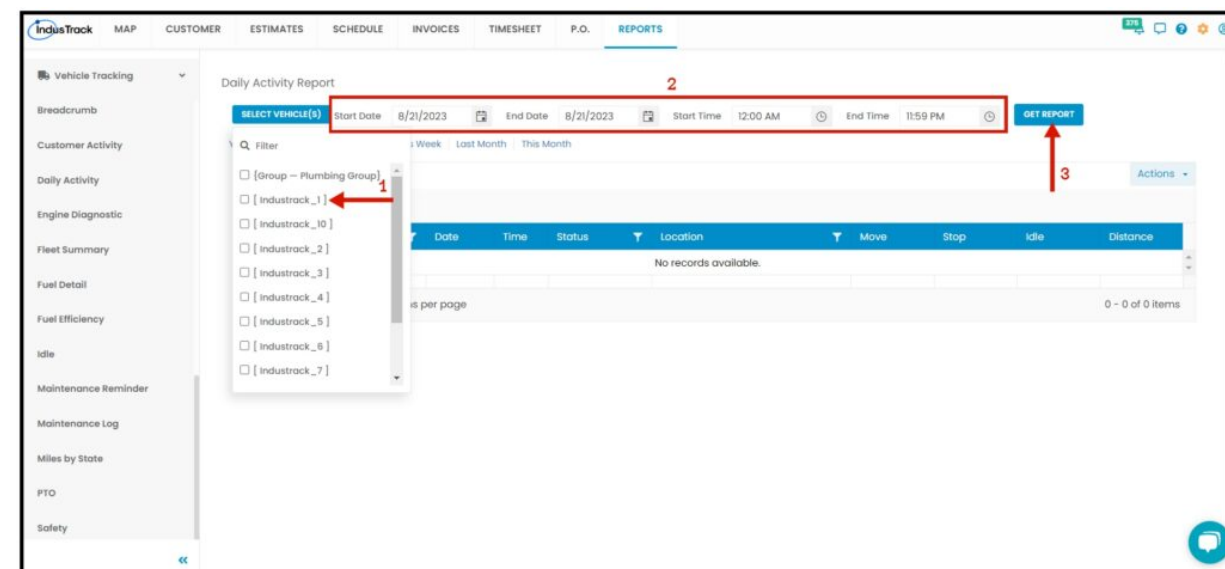
Daily Activity Report

- You can find in this report a summary of all your vehicle/s activity on a specific period with the following Information:
    - Vehicle ID
    - Vehicle Name
    - Date
    - Time
    - Status
    - Location
    - Move
    - Stop
    - Idle
    - Distance

To view the **Daily Activity Report**, go to **Reports** Menu on the top> Click **Vehicle Tracking**> on the drop-down click **Daily Activity Report**.

Getting the Daily Activity Report:

- You can filter the report by the following:
    1. Vehicles–Vehicles used
        - Click on **Select Vehicles**
        - You can **SELECT ONE or MORE Groups or individual vehicles** from the Drop Down Menu
    2. Date/s – specific date of the report
        - Select the **start date** and **end date**
        - Select the start time and end time
    3. After you selected the Vehicle/s and the start and end date & time, click **Get Report.**

After we click on Get Report, we can now export the **Daily Activity Report** into **Excel or PDF format** by clicking on the **Actions Button.**

Engine Diagnostic Report

- You can find in this report a summary of all the Vehicle's diagnostics on a specific period with the following Information:
  - Vehicle ID
  - Vehicle Name
  - Diagnostic Code
  - Description

To view the **Engine Diagnostic Report**, go to **Reports** Menu on the top> Click **Vehicle Tracking**> on the drop-down click **Engine Diagnostic Report**.

Getting the Engine Diagnostic Report:

- You can filter the report by the following:
  1. Vehicles
     - Click on **Select Vehicles**
     - You can **SELECT ALL** or click selected vehicle/s from the Drop Down Menu
  2. Date/s – specific date of the report
  3. After you selected the employee/s and the start and end date, click on **Get Report.**
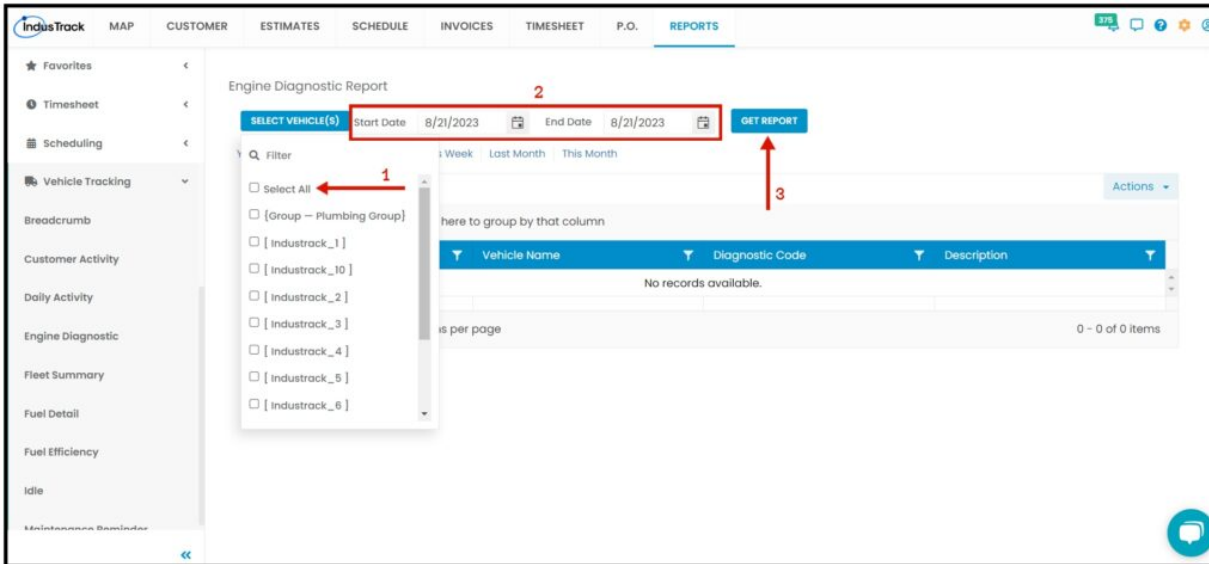
After we click on Get Report, we can now export the **Engine Diagnostic Report** into **Excel or PDF format** by clicking on the **Actions Button.**
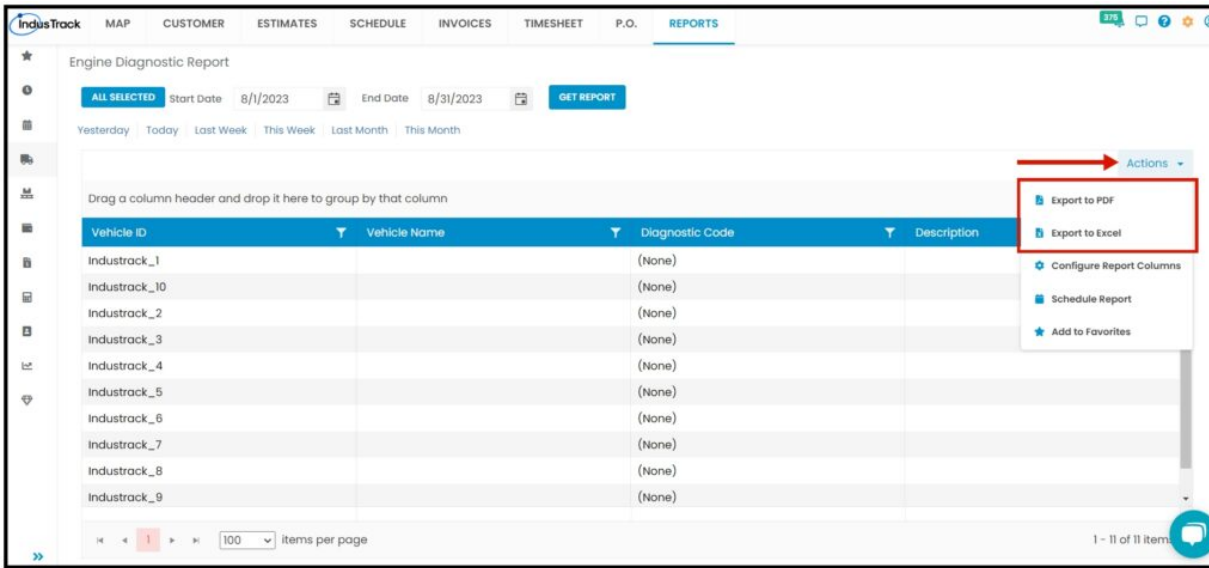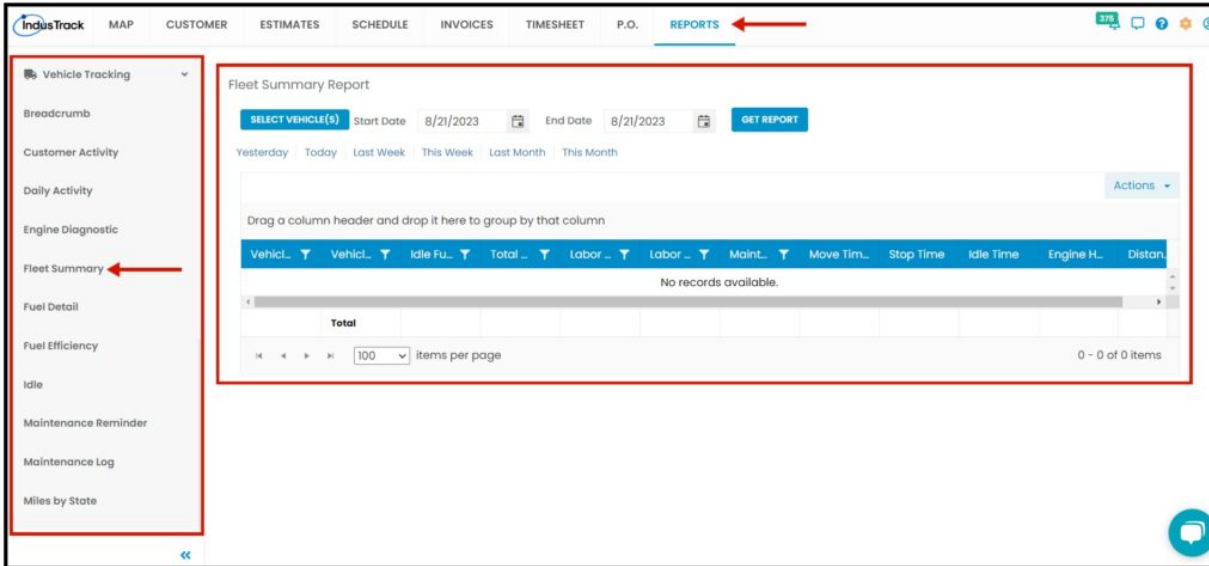

Fleet Summary Report

- You can find in this report a summary of all the Vehicle data about your vehicles' fleet for a specific period with the ff. Information:
    - Vehicle ID
    - Vehicle Name
    - Idle Fuel Cost
    - Total Fuel Cost
    - Labor Cost (hr)
    - Labor Cost (mile)
    - Maintenance Cost
    - Move Time
    - Stop Time
    - Idle Time
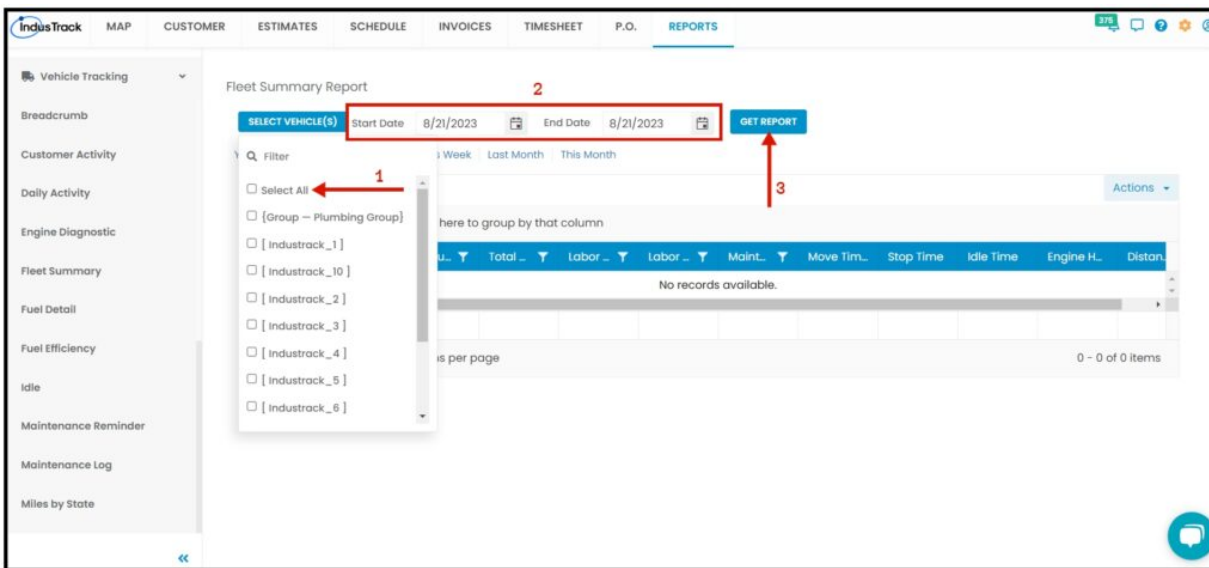   - Engine Hours
    - Distance

To view the **Fleet Summary Report**, go to **Reports** Menu on the top> Click **Vehicle Tracking**> on the drop-down click **Fleet Summary Report**.

Getting the Fleet Summary Report:

- You can filter the report by the following:
    1. Vehicles
        - Click on **Select Vehicles**
        - You can **SELECT ALL** or click selected vehicle/s from the Drop Down Menu
    2. Date/s – specific date of the report
    3. After you select the employee/s and the start and end date, click on **Get Report.**

After we click on Get Report, we can now export the **Fleet Summary Report** into **Excel or PDF format** by clicking on the **Actions Button.**

Fuel Detail Report

- You can find in this report a summary of the Fuels used by a Vehicle' for a specific period with the ff. Information:
    - Vehicle ID
    - Date
    - Fuel Purchased (Gallons)
    - Fuel Purchased Cost
    - Gas Station
    - State
    - Card Number

To view the **Fuel Detail Report**, go to **Reports** Menu on the top> Click **Vehicle Tracking**> on the drop-down click **Fuel Detail Report**.

Getting the Fuel Detail Report:

- You can filter the report by the following:
    1. Vehicles
        - Click on Select Vehicles
        - You can SELECT ALL or click selected vehicle/s from the Drop Down Menu
    2. Date/s – specific date of the report
    3. After you select the vehicle/s and the start and end date, click on **Get Report.**

After we click on Get Report, we can now export the **Fuel Detail Report** into **Excel or PDF format** by clicking on the **Actions Button.**
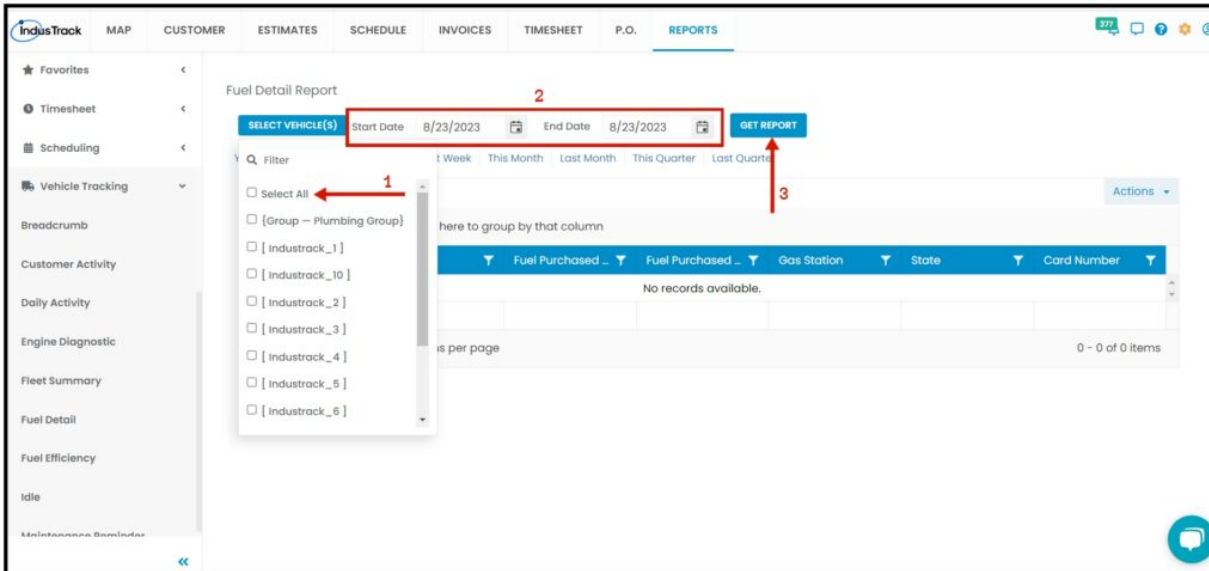
Fuel Efficiency Report

- You can find in this report a summary of how Fuel-efficient each vehicle is used for a specific period with the ff. Information:
    - Vehicle ID
    - Year-make
    - Fuel Purchased (Gallons)
    - Fuel Purchased Cost
    - Fuel used (Gallons)
    - Distance
    - Average MPG

To view the **Fuel Efficiency Report**, go to **Reports** Menu on the top> Click **Vehicle Tracking**> on the drop-down click **Fuel Efficiency Report**.
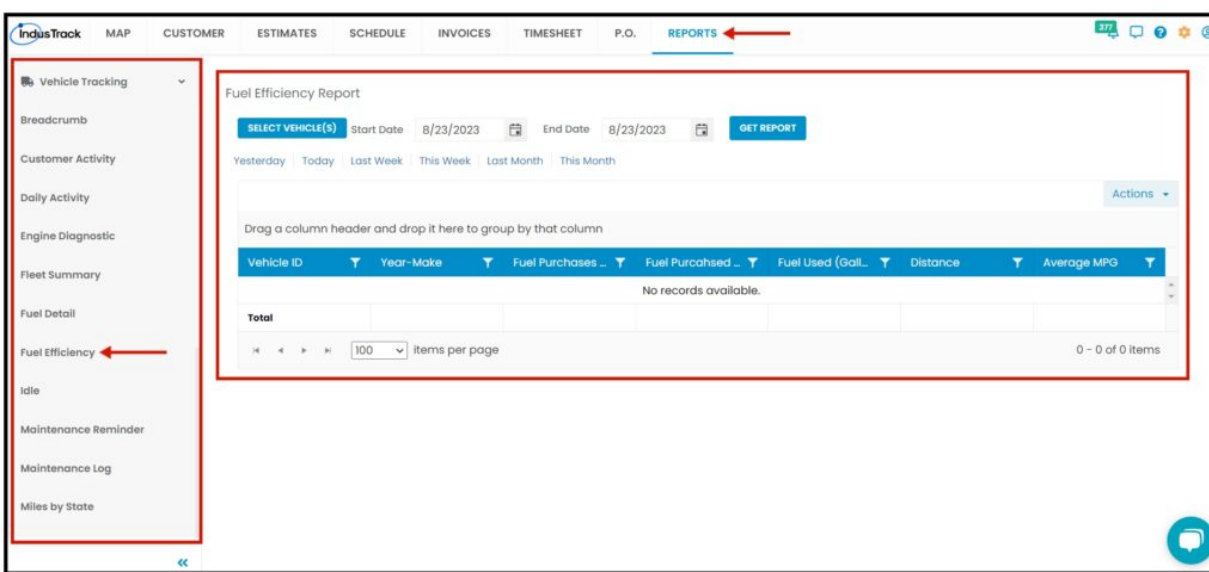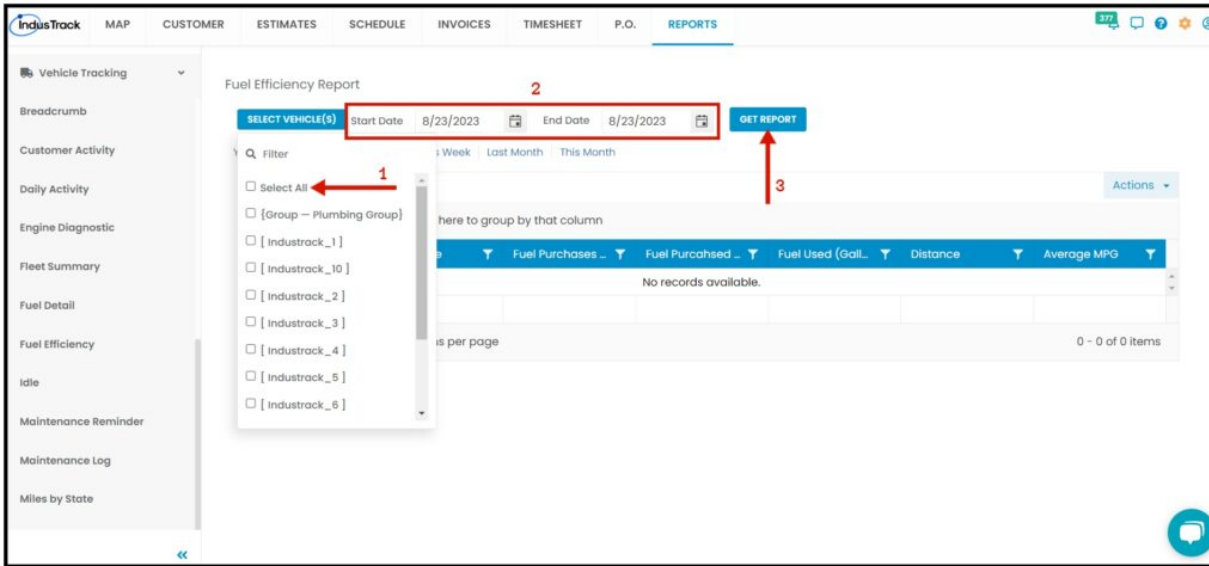

Getting the Fuel Efficiency Report:

- You can filter the report by the following:
    1. Vehicles
        - Click on Select Vehicles
        - You can SELECT ALL or click selected vehicle/s from the Drop Down Menu
    2. Date/s – specific date of the report
    3. After you select the vehicle/s and the start and end date, click on **Get Report.**

After we click on Get Report, we can now export the **Fuel Efficiency Report** into **Excel or PDF format** by clicking on the **Actions Button.**
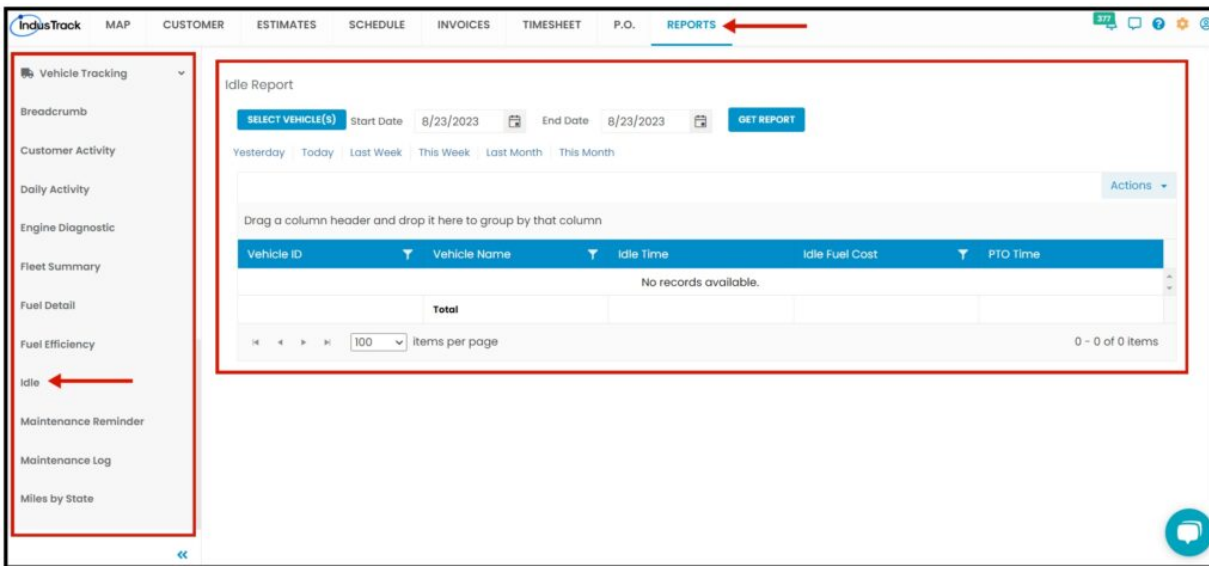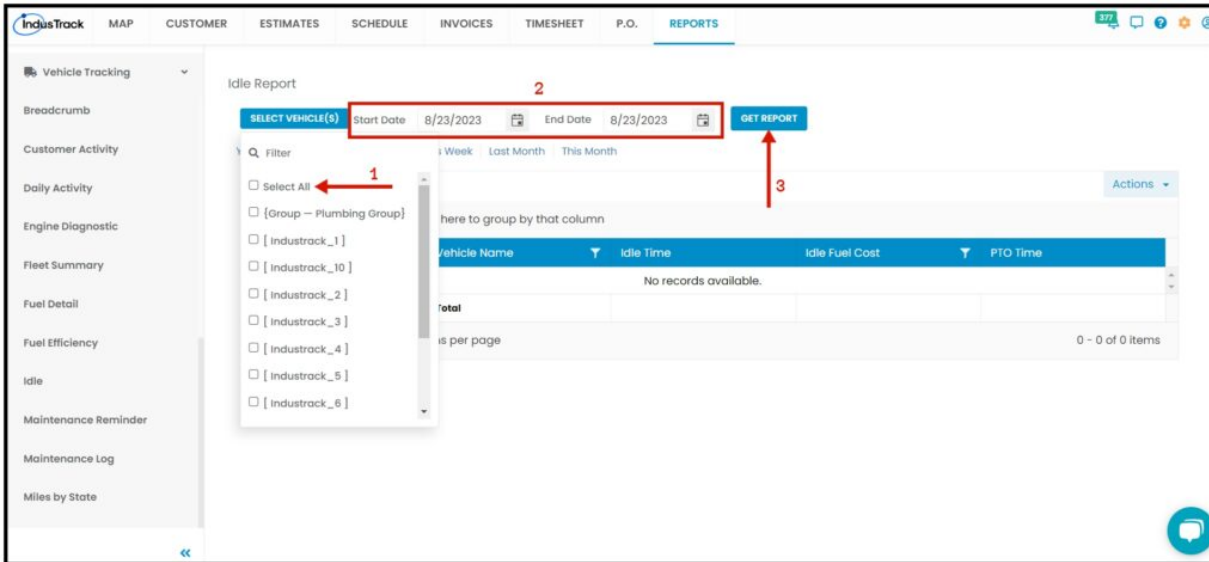
Idle Report

- You can find in this report a summary of a vehicle's idle time for a specific period with the ff. Information:
    - Vehicle ID
    - Vehicle Name
    - Idle Time
    - Idle Fuel Cost
    - PTO Time

To view the **Idle Report**, go to **Reports** Menu on the top> Click **Vehicle Tracking**> on the drop-down click **Idle Report**.
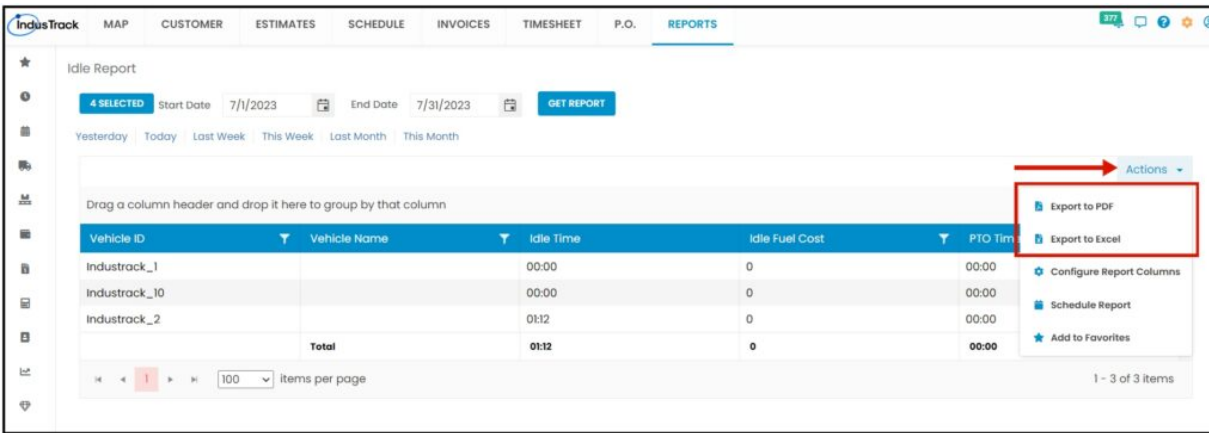

Getting the Idle Report:

- You can filter the report by the following:
    1. Vehicles
        - Click on **Select Vehicles**
        - You can **SELECT ALL** or click selected vehicle/s from the Drop Down Menu
    2. Date/s – specific date of the report
    3. After you select the vehicle/s and the start and end date, click on **Get Report.**
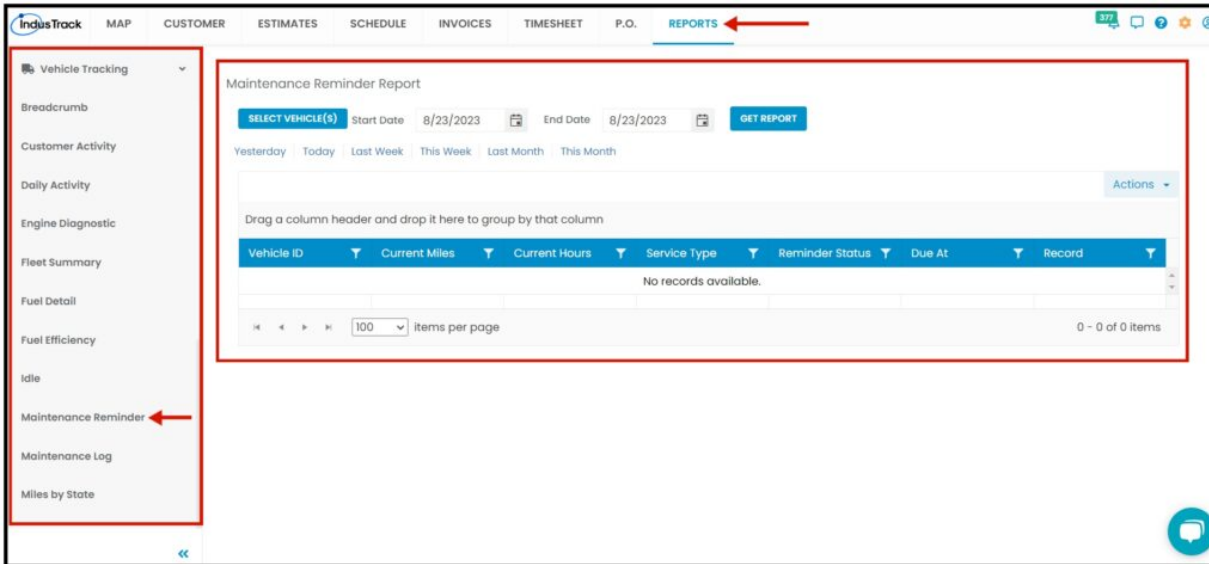
After we click on Get Report, we can now export the **Idle Report** into **Excel or PDF format** by clicking on the **Actions Button.**

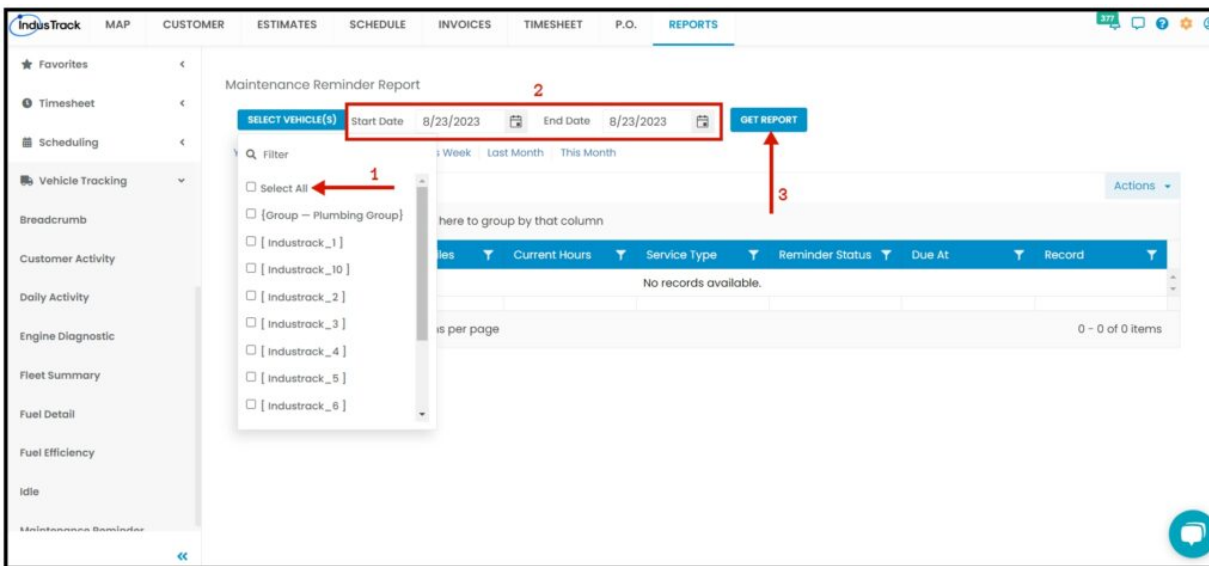## Maintenance Reminder Report

- You can find in this report a summary of all Maintenance Reminders and the current status of a vehicle for a specific period with the ff. Information:
    - Vehicle ID
    - Current Miles
    - Current Hours
    - Service Type
    - Reminder Status
    - Due at
    - Record

To view the **Maintenance Reminder Report**, go to **Reports** Menu on the top> Click **Vehicle Tracking**> on the drop-down click **Maintenance Reminder Report**.
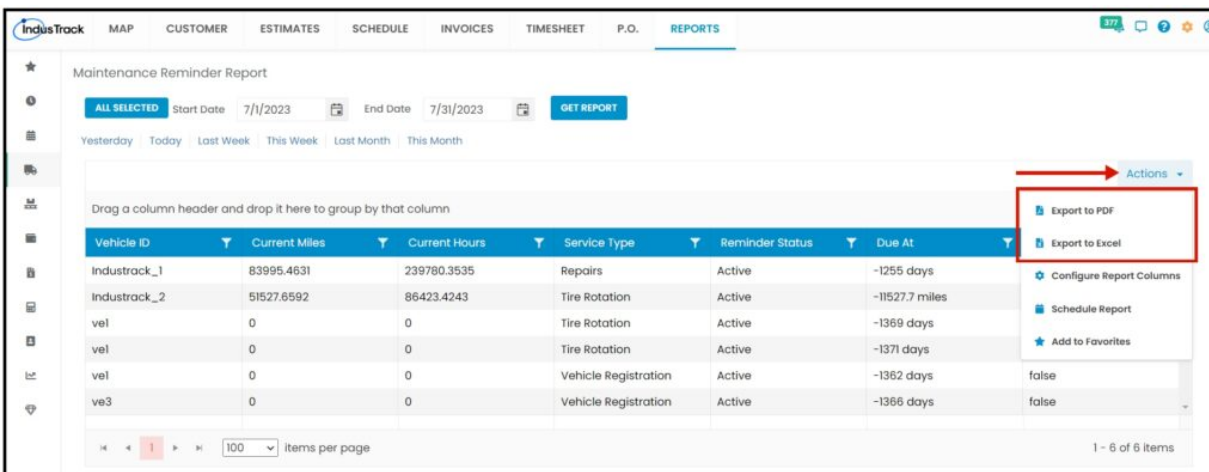
Getting the Maintenance Reminder Report:

- You can filter the report by the following:
    1. Vehicles
        - Click on **Select Vehicles**
        - You can **SELECT ALL** or click selected vehicle/s from the Drop Down Menu
    2. Date/s – specific date of the report
    3. After you select the vehicle/s and the start and end date, click on **Get Report.**

After we click on Get Report, we can now export the **Maintenance Reminder Report** into **Excel or PDF format** by clicking on the **Actions Button.**
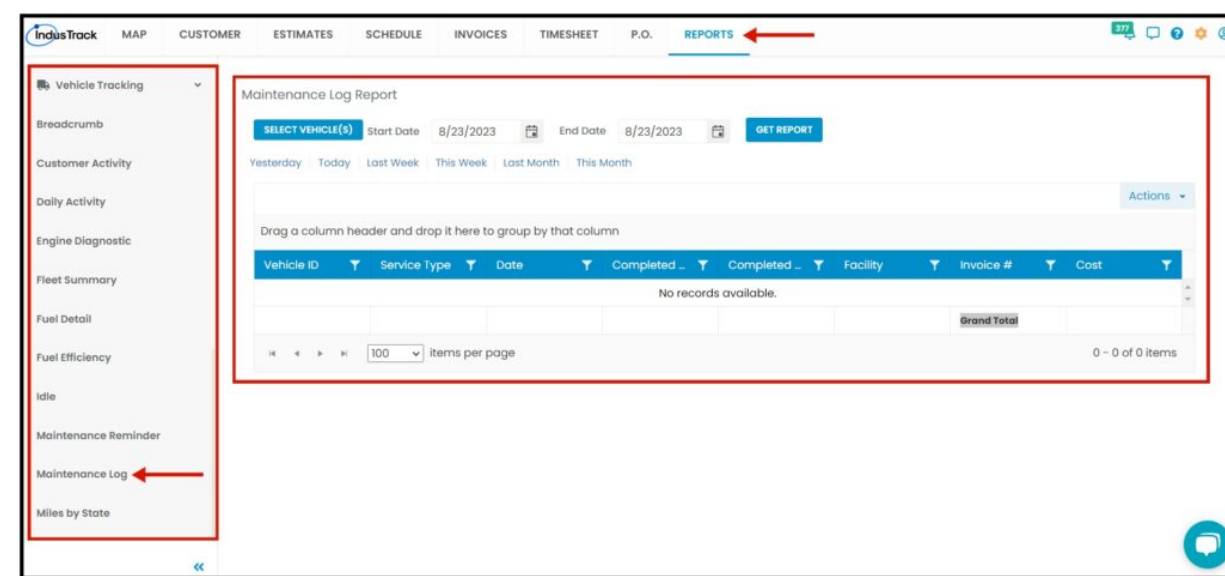
Maintenance Log Report

- You can find in this report a summary of all Maintenance Logs of a vehicle for a specific period with the ff. Information:
    - Vehicle ID
    - Date
    - Completed Miles
    - Completed Miles
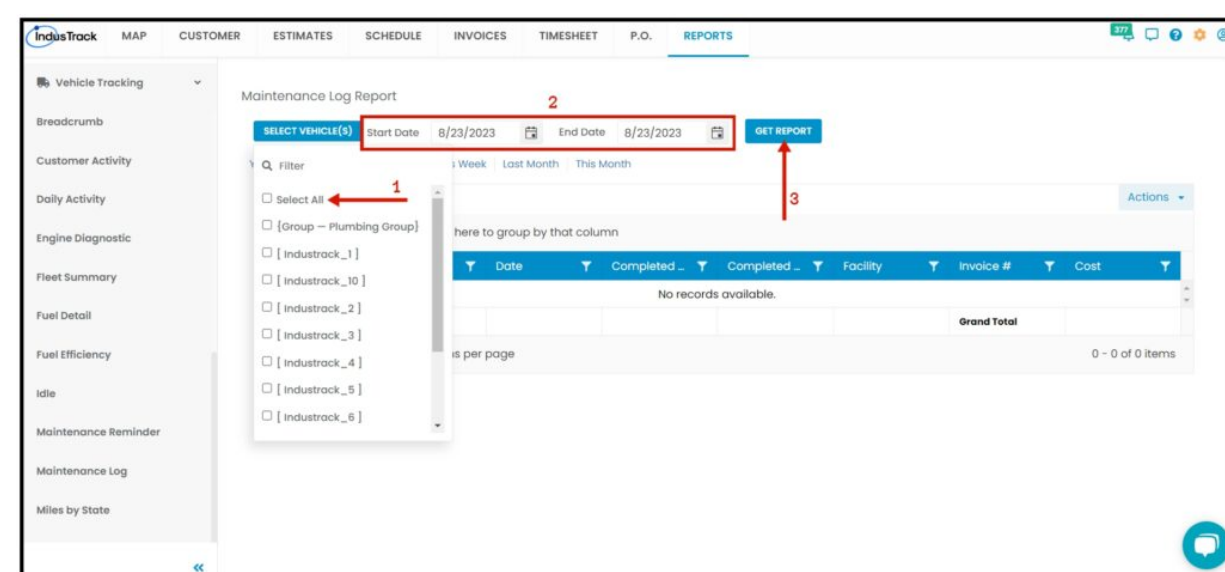   - Service Type
    - Facility
    - Invoice Number
    - Cost

To view the **Maintenance Log Report**, go to **Reports** Menu on the top> Click **Vehicle Tracking**> on the drop-down click **Maintenance Log Report**.

Getting the Maintenance Log Report:

- You can filter the report by the following:
    1. Vehicles
        - Click on **Select Vehicles**
        - You can **SELECT ALL** or click selected vehicle/s from the Drop Down Menu
    2. Date/s – specific date of the report
    3. After you select the vehicle/s and the start and end date, click on **Get Report.**

After we click on Get Report, we can now export the **Maintenance Log Report** into **Excel or PDF format** by clicking on the **Actions Button.**
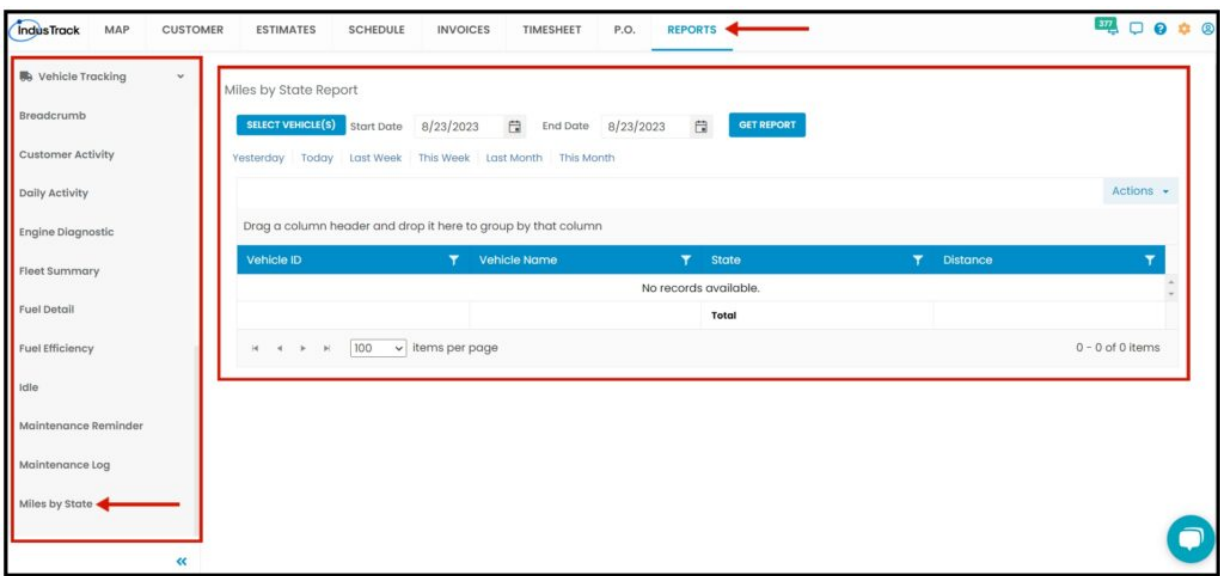

Miles by State Report

- You can find in this report a summary of each Vehicle's reached distance or mileage for a specific period with the ff. Information:
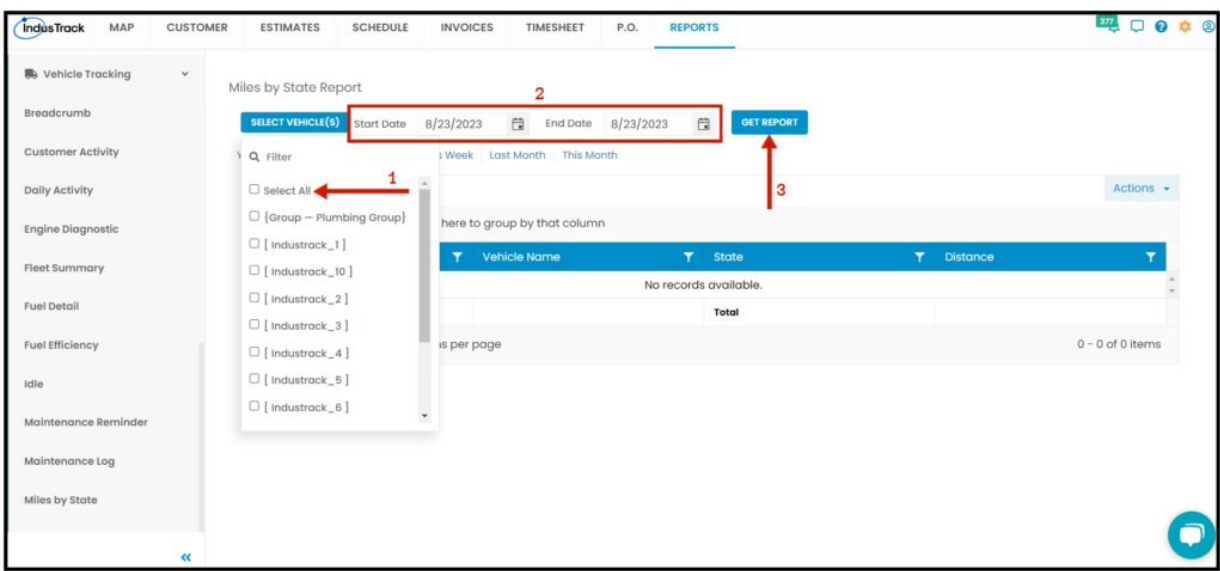
- Vehicle ID
- Vehicle Name
- State
- Distance

To view the **Miles by State Report**, go to **Reports** Menu on the top> Click **Vehicle Tracking**> on the drop-down click **Miles by State Report**.

Getting the Miles by State Report:

- You can filter the report by the following:
    1. Vehicles
        - Click on Select Vehicles
        - You can SELECT ALL or click selected vehicle/s from the Drop Down Menu
    2. Date/s – specific date of the report
    3. After you select the vehicle/s and the start and end date, click on **Get Report.**

After we click on Get Report, we can now export the **Maintenance Log Report** into **Excel or PDF format** by clicking on the **Actions Button.**

PTO Report

- You can find in this report a summary of the PTO Time of a vehicle for a specific period with the ff. Information:
    - Vehicle ID
    - Vehicle Name
    - PTO Time

To view the **PTO Report**, go to **Reports** Menu on the top> Click **Vehicle Tracking**> on the drop-down click **PTO Report**.
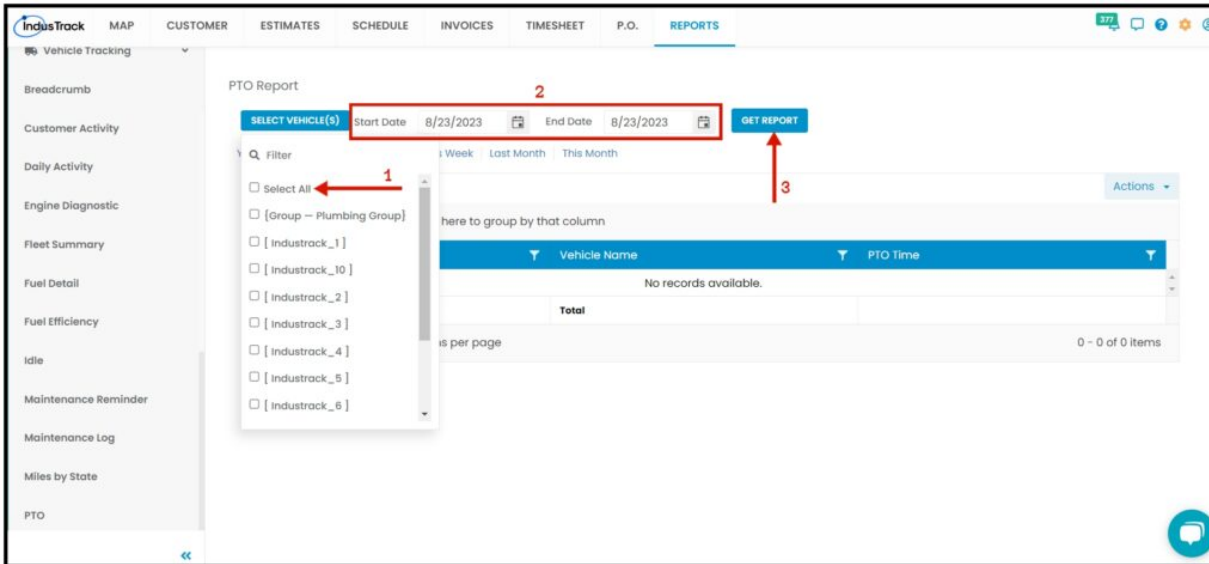

Getting the PTO Report:

- You can filter the report by the following:
    1. Vehicles
        - Click on **Select Vehicles**
        - You can **SELECT ALL** or click selected vehicle/s from the Drop Down Menu
    2. Date/s – specific date of the report
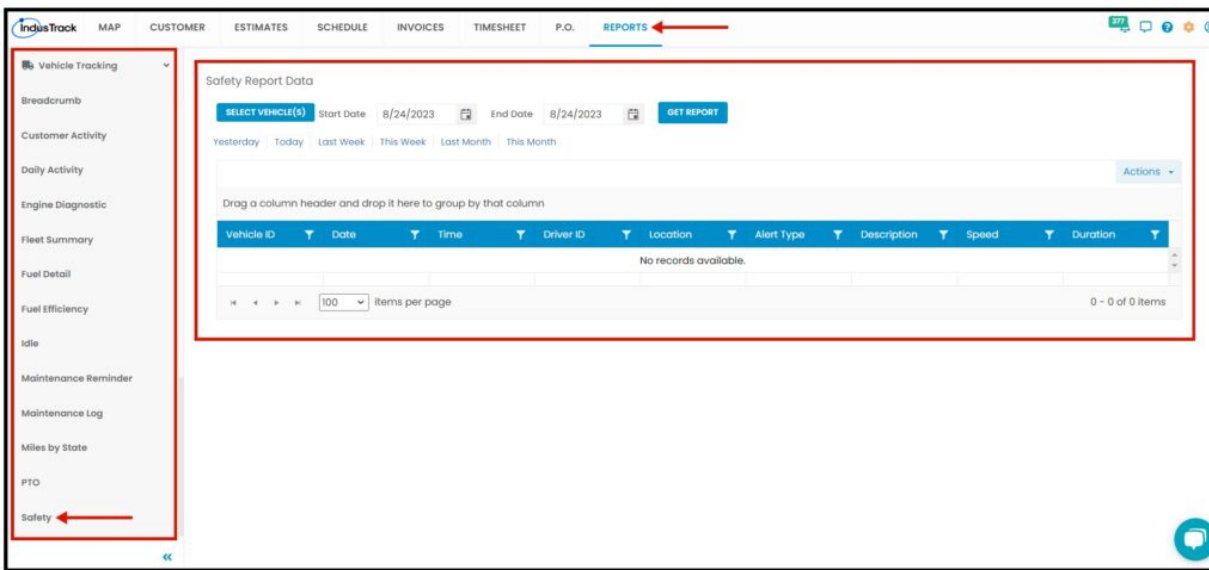   3. After you select the vehicle/s and the start and end date, click on **Get Report.**

After we click on Get Report, we can now export the **PTO Report** into **Excel or PDF format** by clicking on the **Actions Button.**

Safety Report

- You can find in this report a summary of all the Safety Report of a vehicle for a specific period with the ff. Information:
  - Vehicle ID
  - Date
  - Time
  - Driver ID
  - Location
  - Alert Type
  - Description
  - Speed
  - Duration

To view the **Safety Report**, go to **Reports** Menu on the top> Click **Vehicle Tracking**> on the drop-down click **Safety Report**.

Getting the Safety Report:

- You can filter the report by the following:
  1. Vehicles
     - Click on **Select Vehicles**
     - You can **SELECT ALL** or click selected vehicle/s from the Drop Down Menu
  2. Date/s – specific date of the report
  3. After you select the vehicle/s and the start and end date, click on **Get Report.**

After we click on Get Report, we can now export the **Safety Report** into **Excel or PDF format** by clicking on the **Actions Button.**