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REPORTS OVERVIEW

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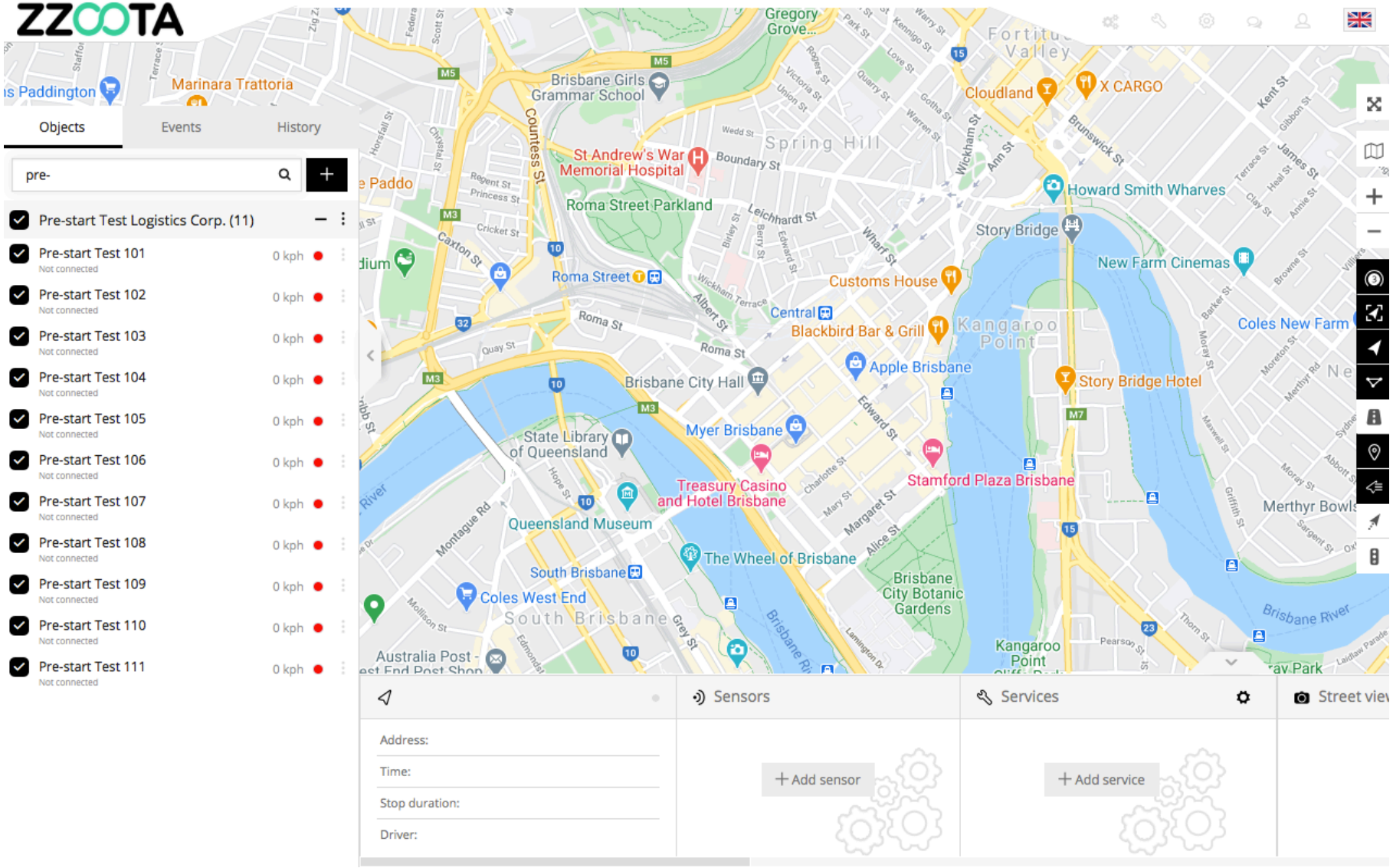
STEP 1

Log into the zzootaLink platform and navigate to the Main page.



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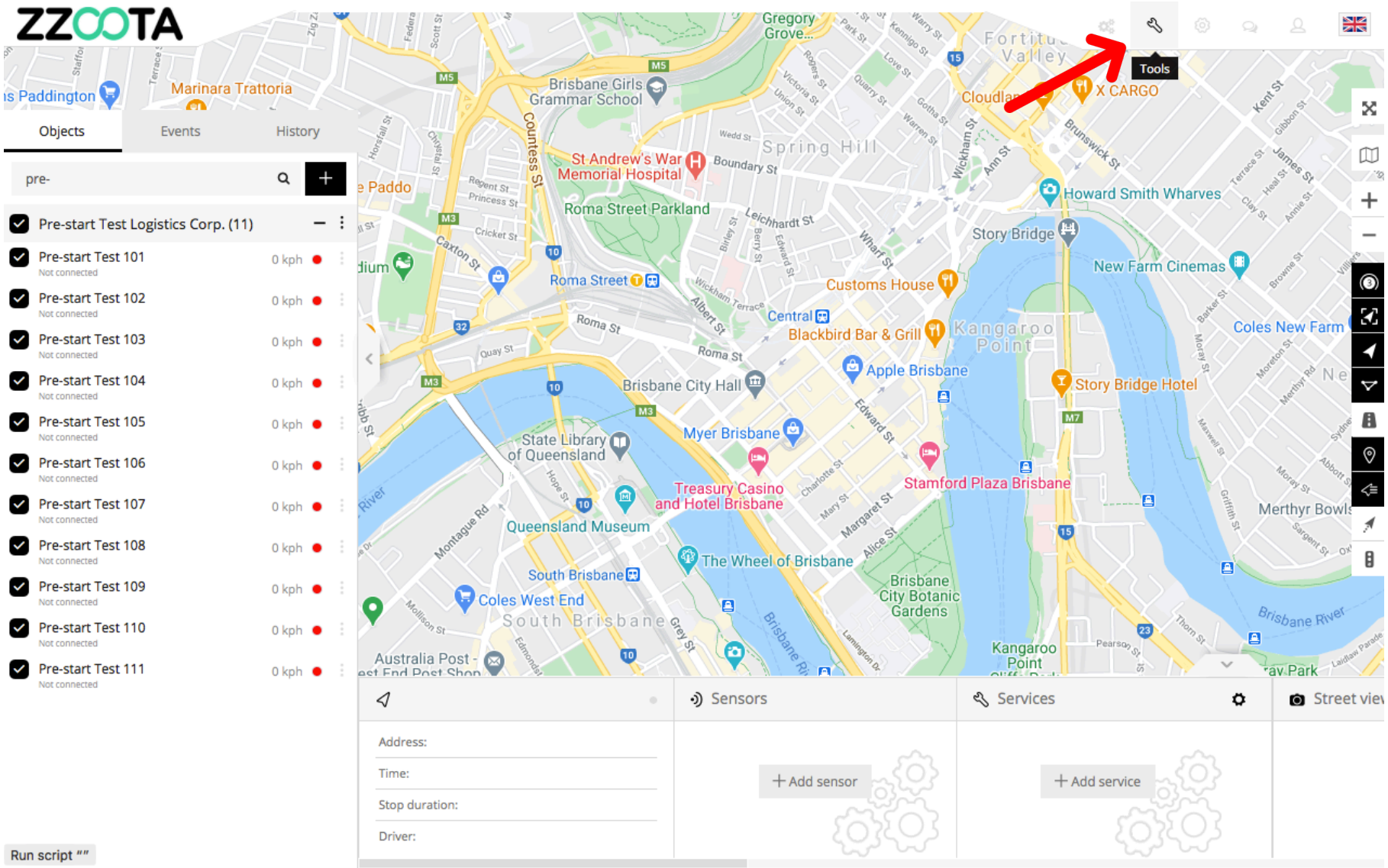
STEP 2

Select “Tools”



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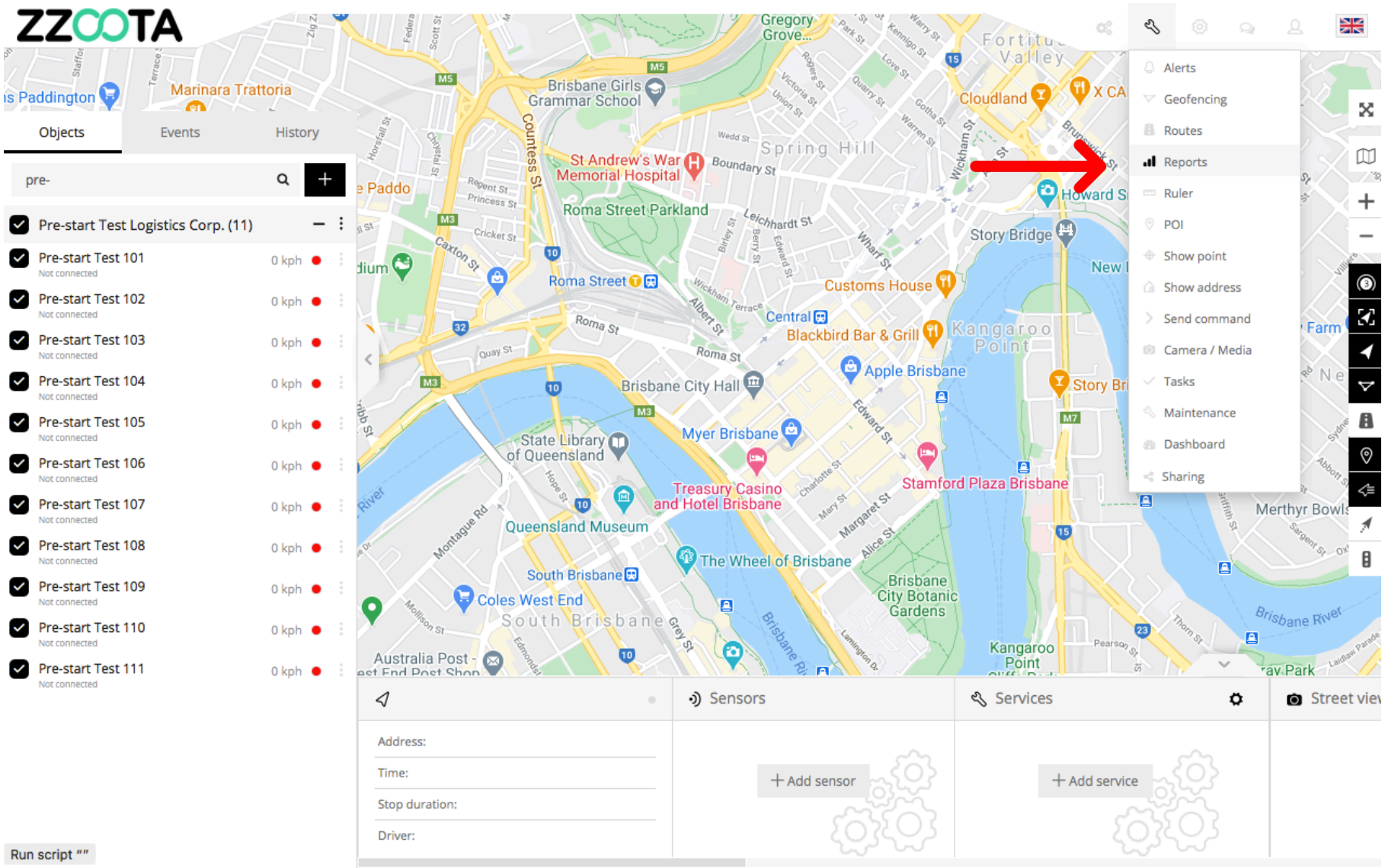
STEP 3

Select “Reports”.



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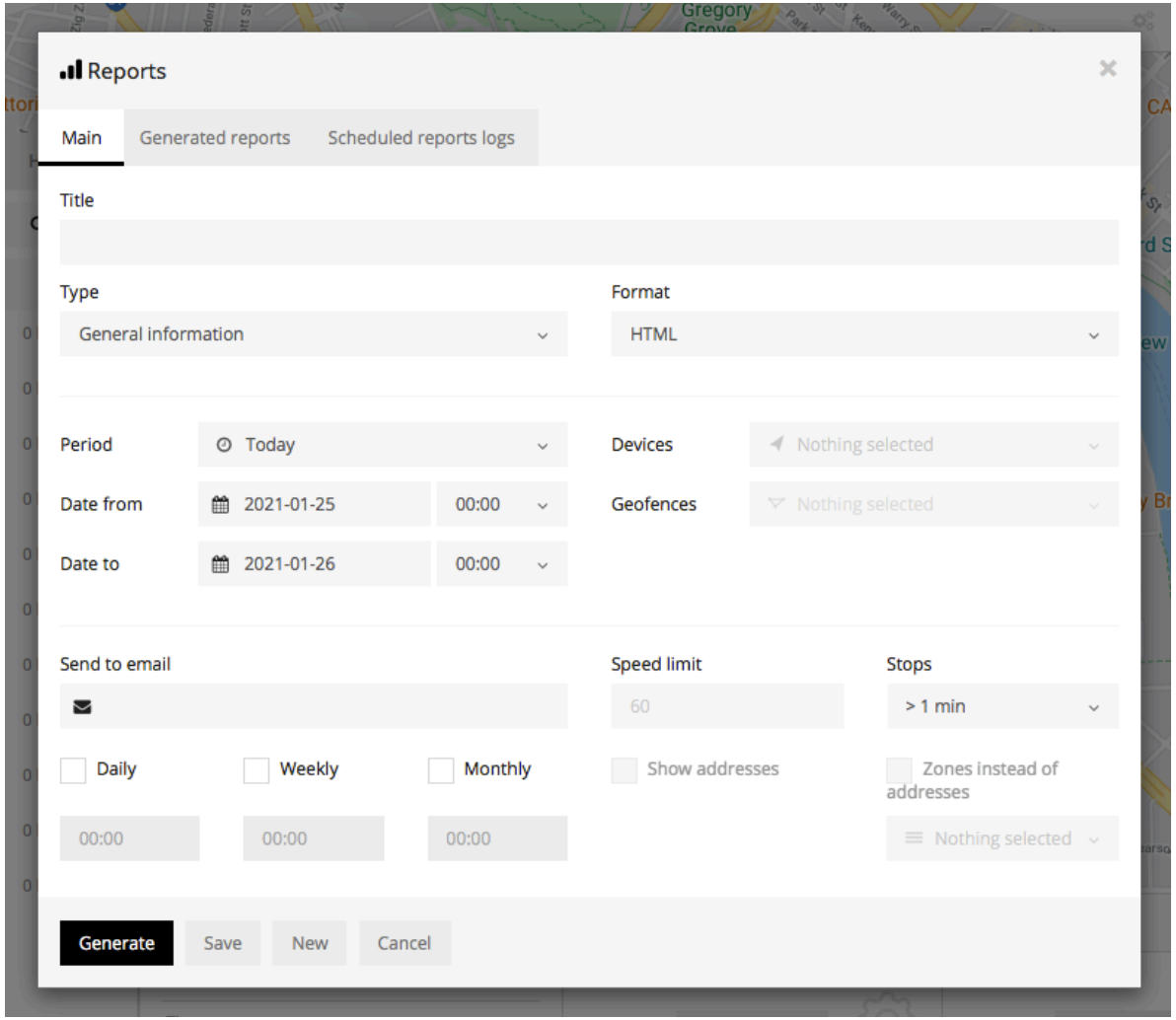
REPORTS PAGE

The Reports Page main menu has three options.

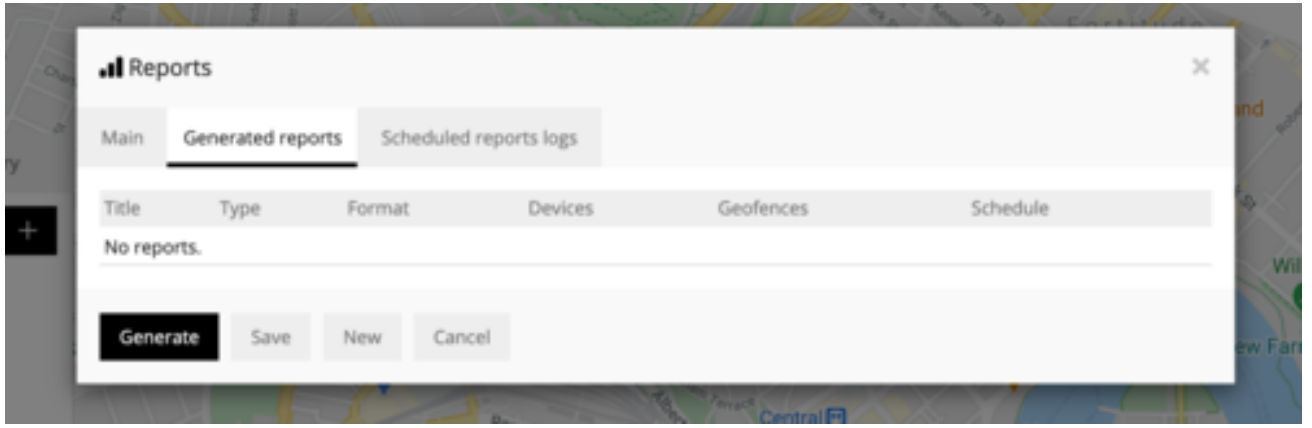
1. Main

The Main page has multiple fields (described below) to customise your Reports.



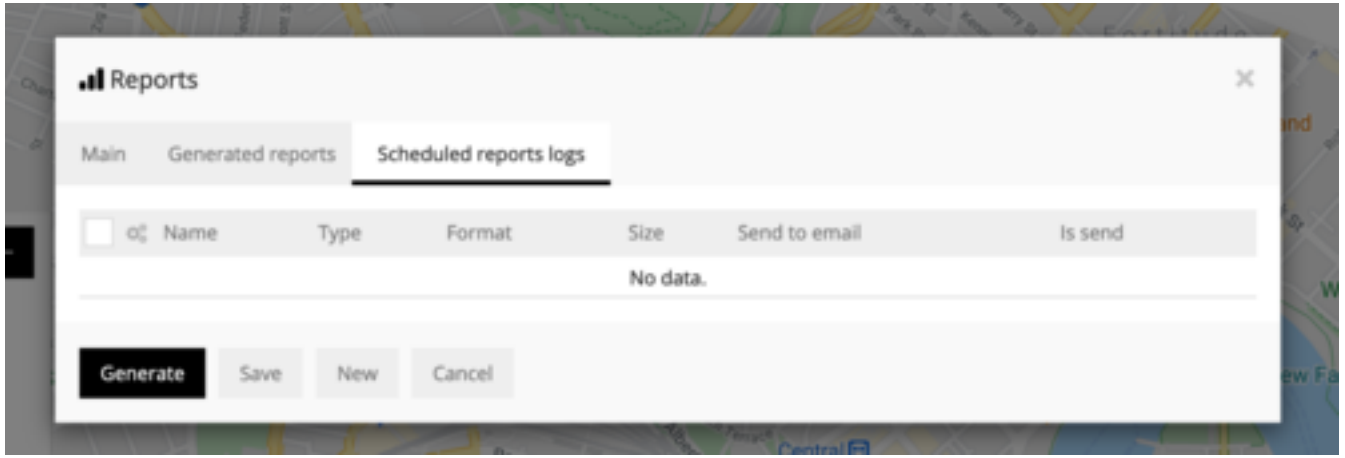
2. Generated reports

All generated reports can be viewed in this tab. You can modify, regenerate and delete reports.



3. Scheduled reports logs

All scheduled reports and generated reports can be viewed here.



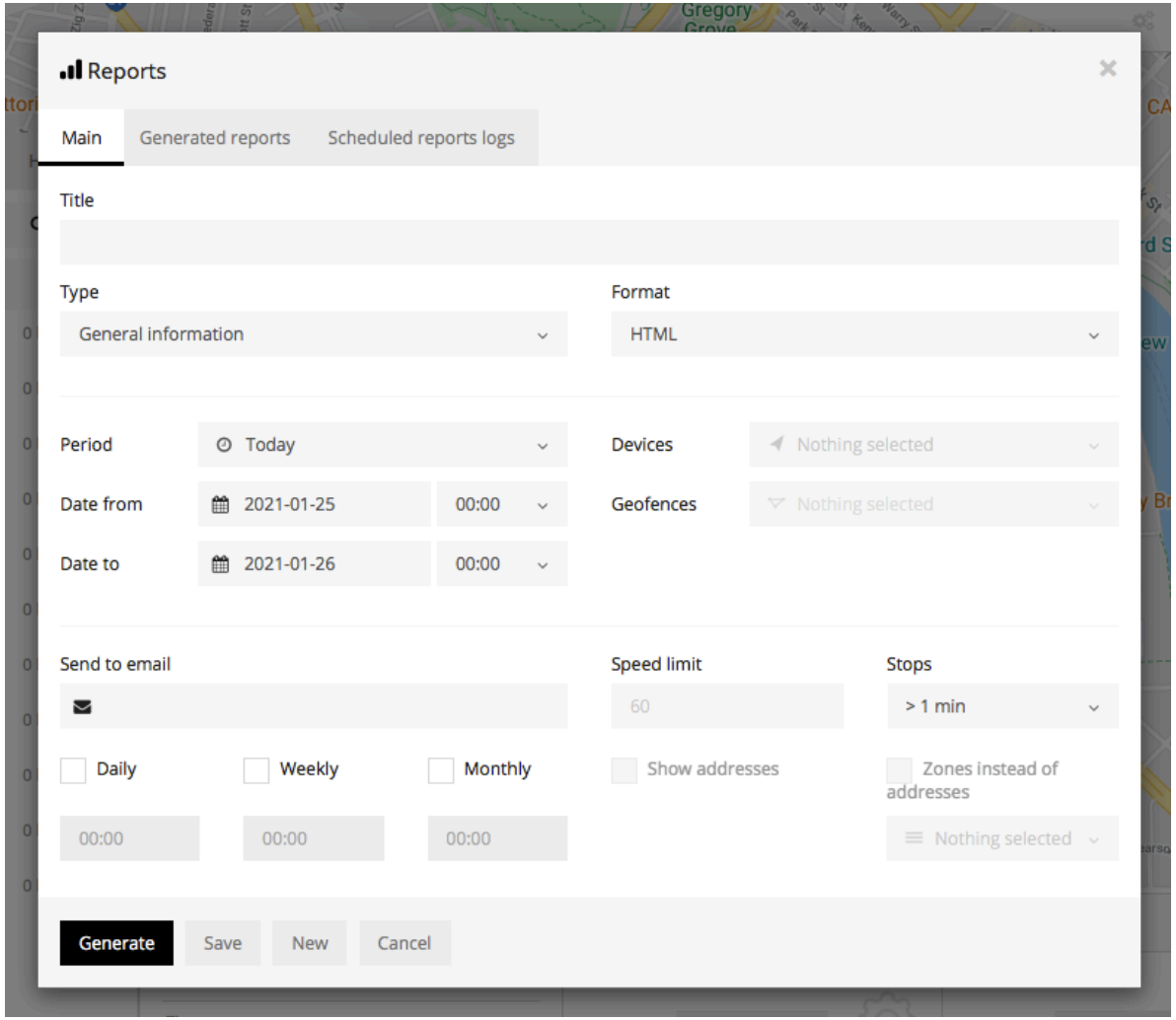
MAIN PAGE DATA FIELDS

Title

Give the Report a Title (name).

Type

- From the drop-down menu select the Type of Report.
- There is a large selection of reports available.
- Below includes an explanation of some key reports:



General information - report shows basic information: top speed, average speed, consumed fuel, route length etc.

General information (merged) - general information displayed in a row.

Drives and stops - same information as the general report but additional information such as: objects stops and driving information / duration of intervals between stops / address where object stopped.

Travel sheet - displays coordinates and address of the stops / fuel consumption / length between stops.

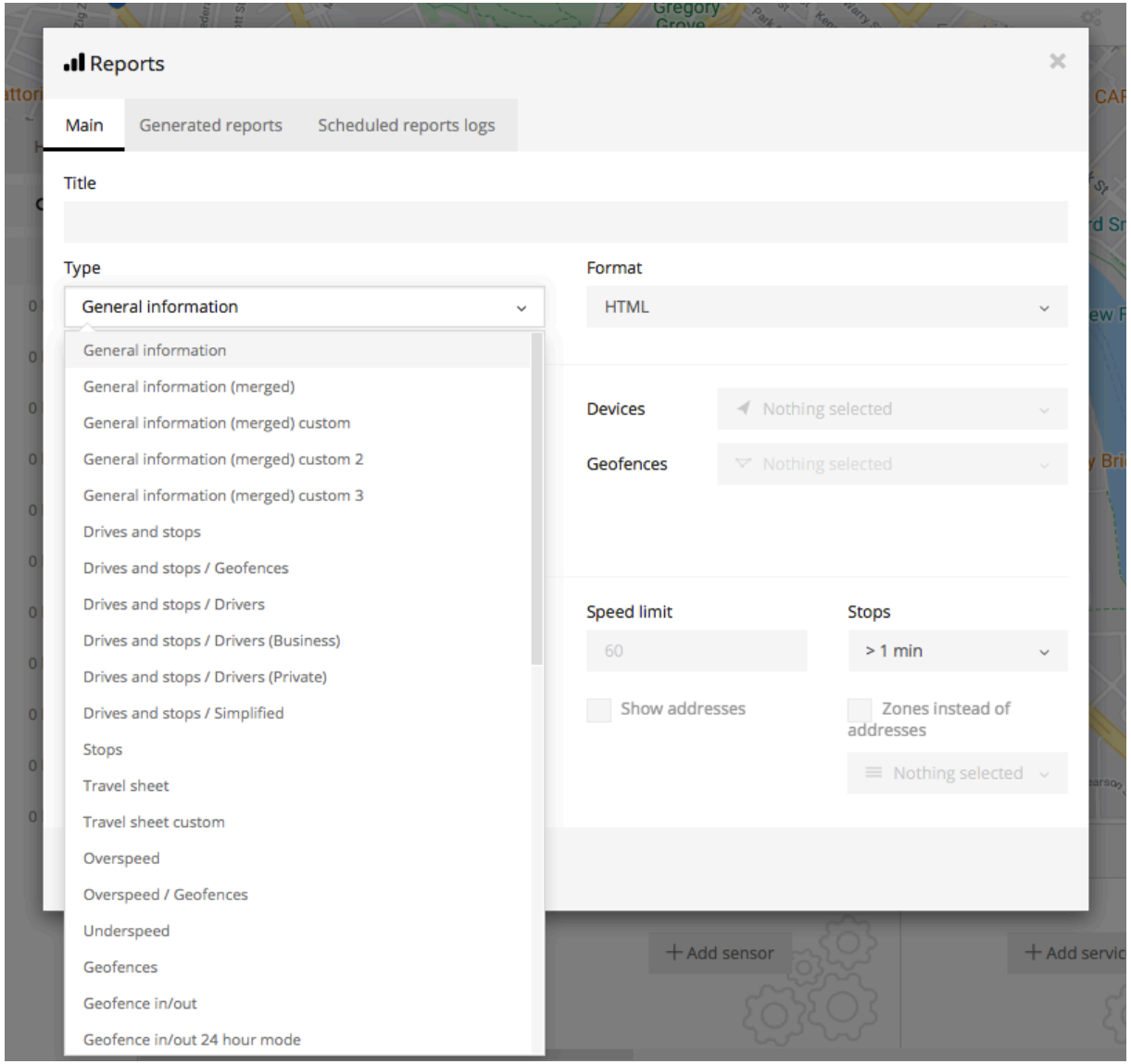
Overspeeds - speeding cases will be displayed in the report including excess speeding time length / by how much the speed limit was exceeded.

Underspeeds - under speeding cases will be displayed.

Geofence in/out - entry / exit time in each zone / on-site time within zone.

Events - event name / coordinates / address / time.

Service - service information.



Fuel level - information about fuel level changes.

Fuel fillings - object fuel filling history.

Fuel thefts - object fuel theft history.

Temperature – engine coolant temperature.

RAG – Red, Amber, Green report grading drivers on excessive speed, acceleration and braking.

Object history – Data Log information

Engine hours Daily – engine hours per calendar day.

Ignition ON/OFF – ignition On and Off duration, time, speed, distance and location.

Sent commands – SMS commands sent to the object.

Overspeeding – summary of overspeed events.

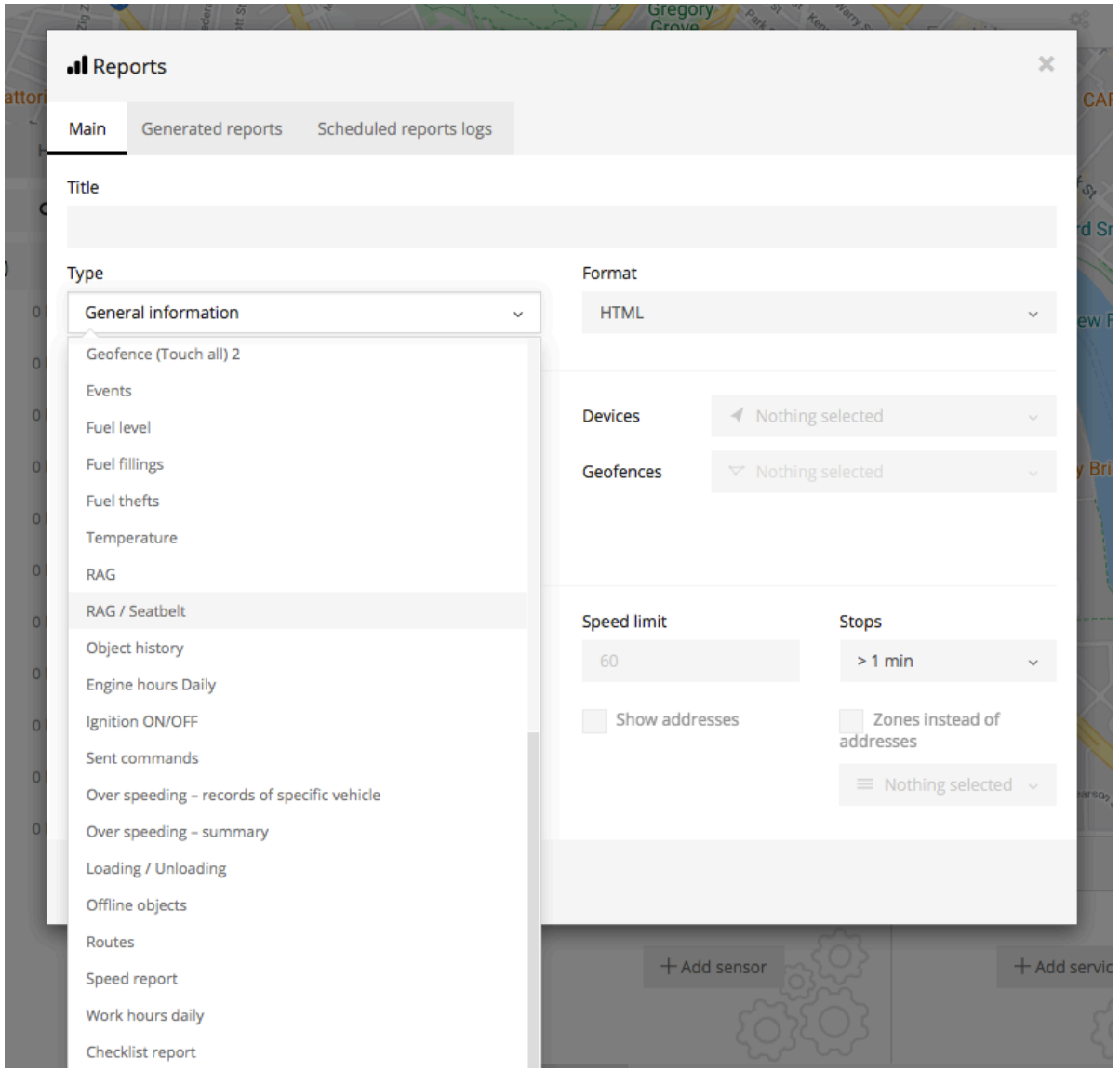
Loading/Unloading – currently not available

Offline objects – last recorded information of offline objects.

Routes – start, end, length, duration, speed, stops, engine hours and odometer.

Work hours daily - start, end and travel time, distance and move duration.

Checklist report – pre-start and service checklist occurrences.



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MAIN PAGE DATA FIELDS - continued

Format - select the report generated format: PDF, HTML, XLS

Time period

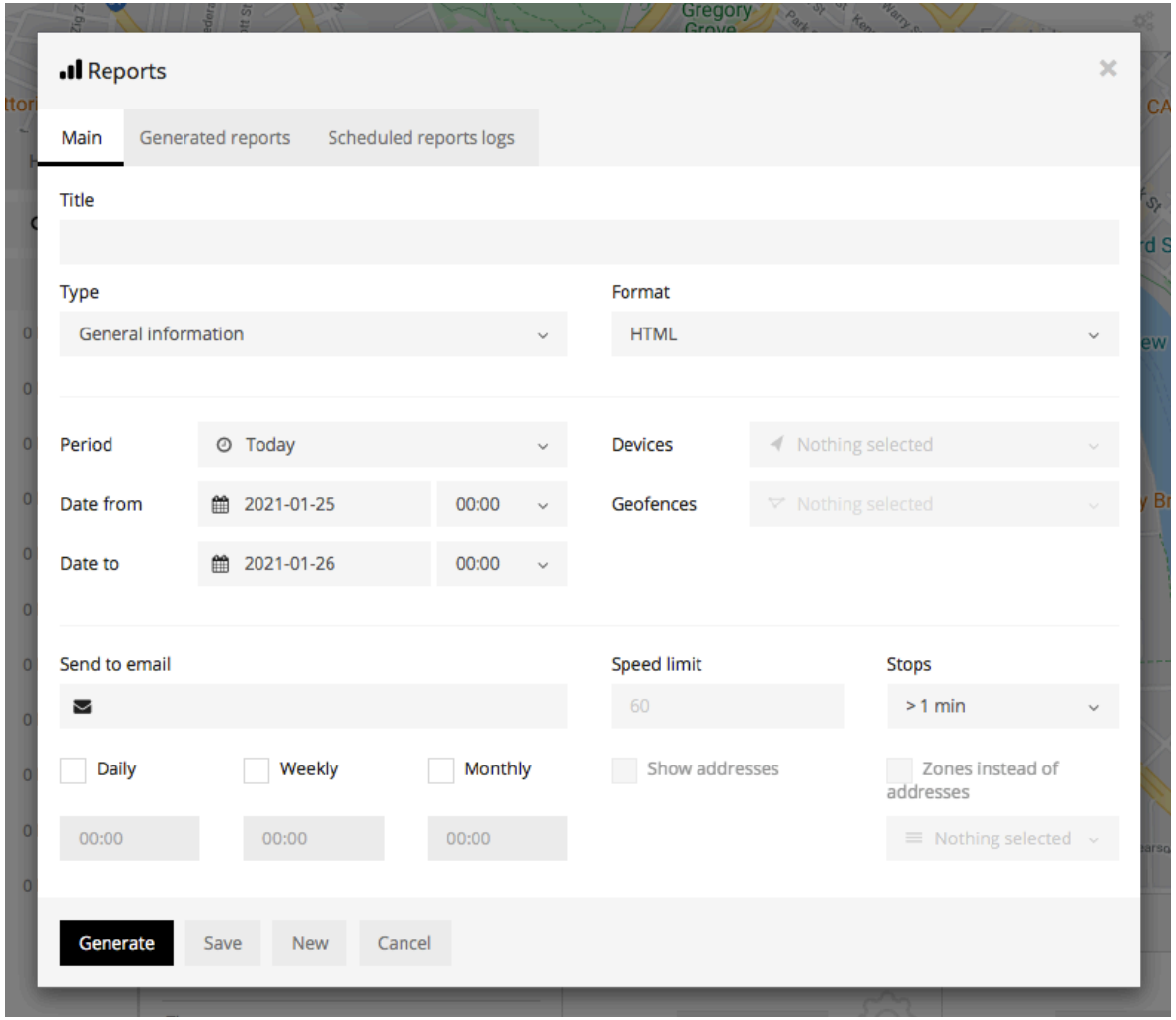
Period - selected a predefined time period

Date from/ Date to - set start date/time and end date/time for the report.

Devices - Select the devices to report on.

Geofences - This allows you to select the zones to show details in the report.

NOTE : Zone selection is available only if Report type is ‘Geofence in/out’



Send to e-mail - send report via email by entering an email address. Separate emails by a comma for multiple addresses.

Speed limit (km/h) - speed limit for Overspeed and Underspeed reports.

Stops - set the time of a stop to eliminate traffic light stops.

Show addresses - near to location points the address will be shown.

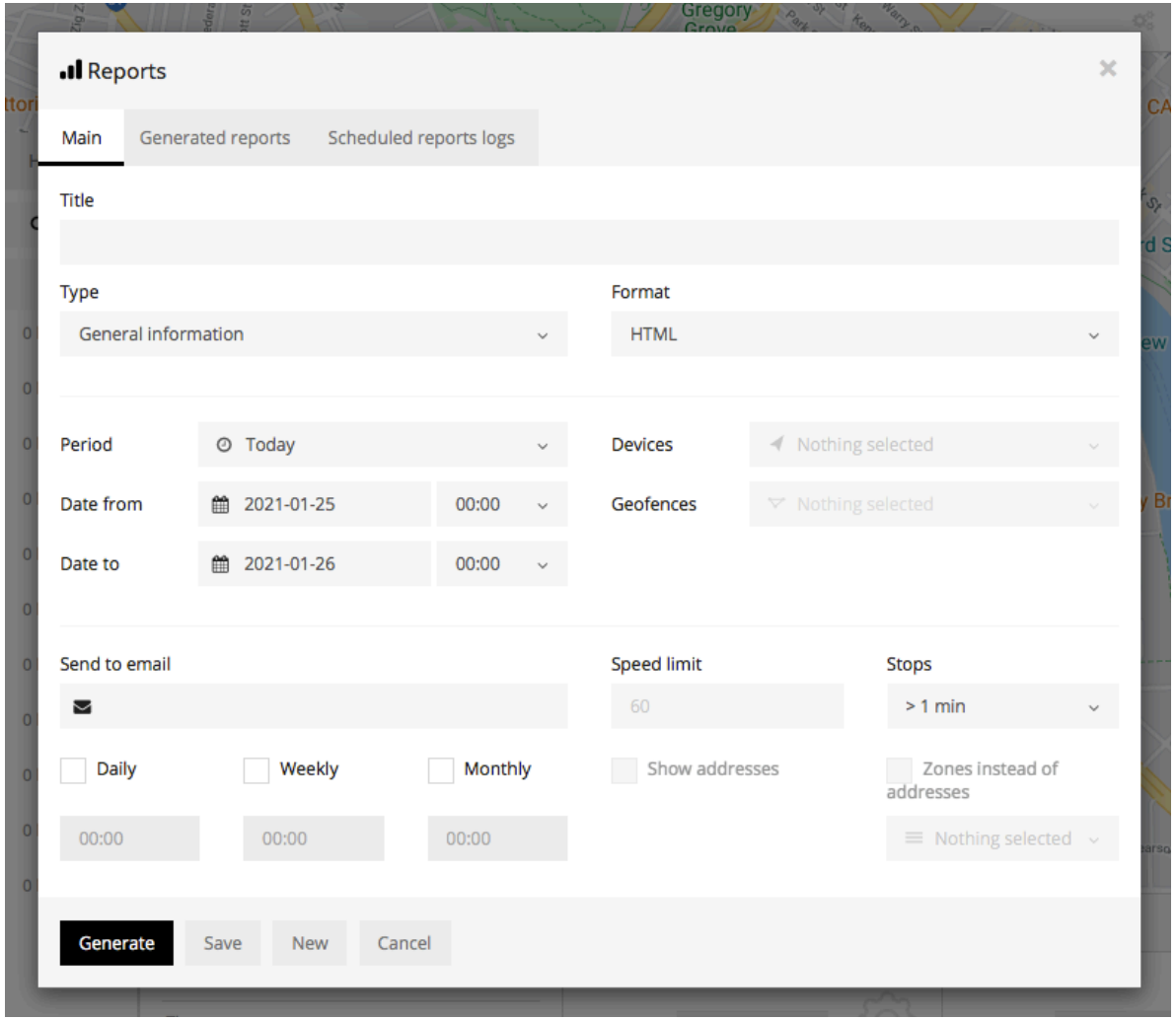
Zones instead of addresses - instead of address the zone names will be shown.

Schedule

Daily - reports will be sent daily for previous day, select preferred time of day.

Weekly - reports will be sent every Monday for the previous week, select preferred time of day.

Monthly - reports will be sent on the 1st of each month for the previous month, select preferred time of day.



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END OF PRESENTATION