

Reports

An admin has the ability to generate reports as well as download them as a pdf.



All the reports can be accessed by clicking on the gear icon at the top right, as shown below:



Fuel Expenditure Report

To generate the fuel expenditure report, an admin or manager will need to do the following:



Number	Name	Description
1	Menu Segment	Click on menu segment to switch between table and graphs.
2	Graph dropdown filter	Drop down to filter data displayed in the bar charts.
3	PDF button	Click to download PDF of graphs or table.
4	Search Input	Search input to search table.

Booking Cancellation Report

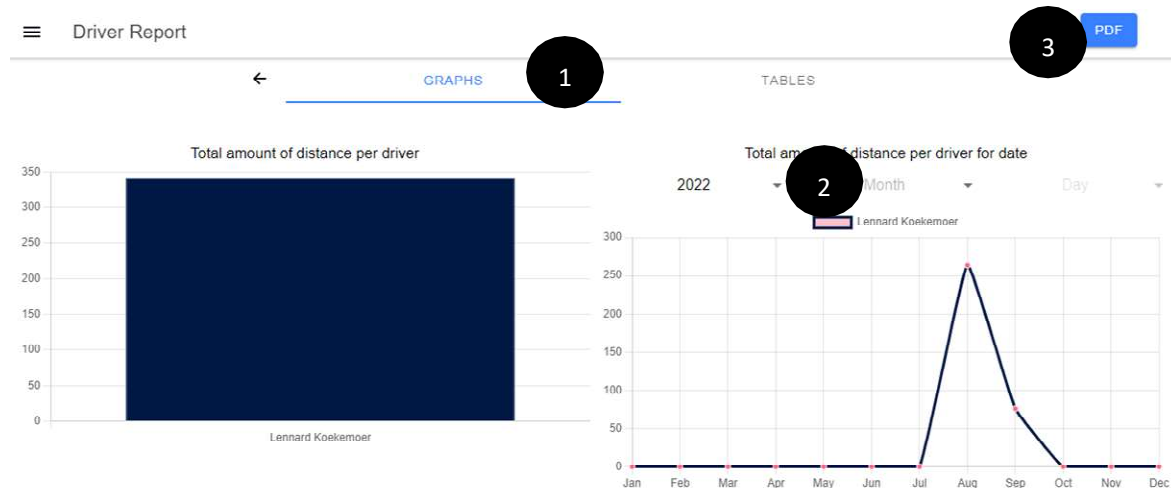
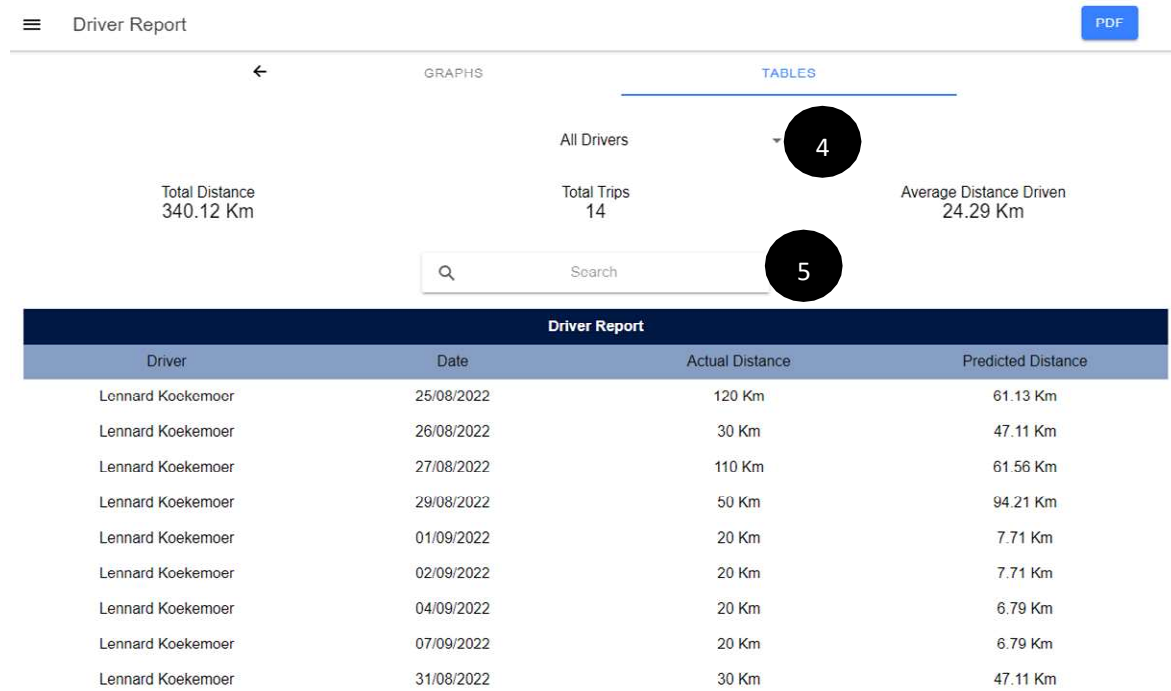
To generate the booking cancellation report, an admin or manager will need to do the following:



Number	Name	Description
1	Menu Segment	Click on menu segment to switch between table and graphs.
2	PDF button	Click to download PDF of graphs or table.
3	Table Dropdown filter	Dropdown to filter according to users.
4	Search Input	Search input to search table.

Driver Report

To generate the driver report, an admin or manager will need to do the following:

Driver Report

PDF

← GRAPHS TABLES

All Drivers

4

Total Distance 340.12 Km

Total Trips 14

Average Distance Driven 24.29 Km

5

Search

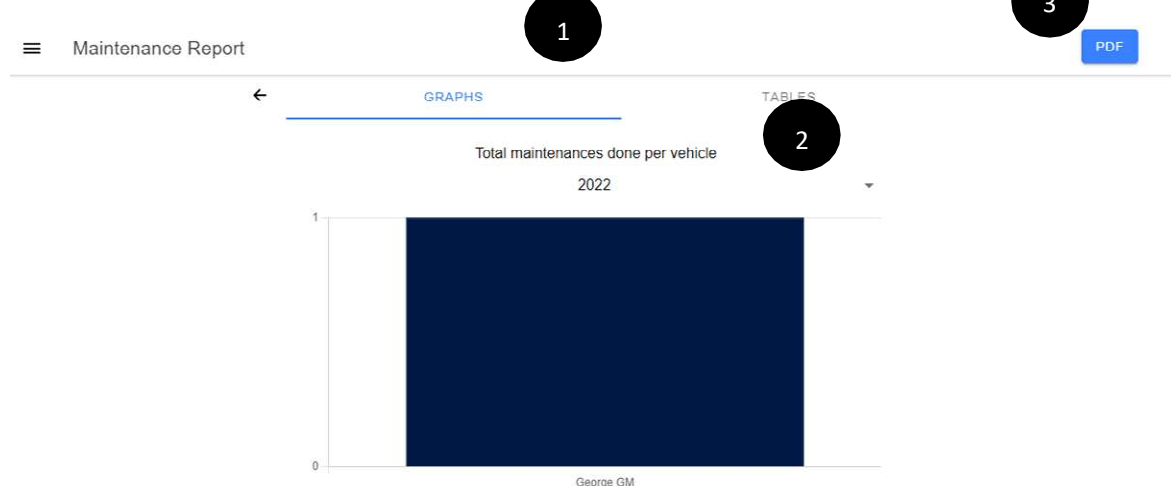
Driver	Date	Actual Distance	Predicted Distance
Lennard Koekemoer	25/08/2022	120 Km	61.13 Km
Lennard Koekemoer	26/08/2022	30 Km	47.11 Km
Lennard Koekemoer	27/08/2022	110 Km	61.56 Km
Lennard Koekemoer	29/08/2022	50 Km	94.21 Km
Lennard Koekemoer	01/09/2022	20 Km	7.71 Km
Lennard Koekemoer	02/09/2022	20 Km	7.71 Km
Lennard Koekemoer	04/09/2022	20 Km	6.79 Km
Lennard Koekemoer	07/09/2022	20 Km	6.79 Km
Lennard Koekemoer	31/08/2022	30 Km	47.11 Km



Number	Name	Description
1	Menu Segment	Click on menu segment to switch between table and graphs.
2	Graph dropdown filter	Dropdown to filter data displayed in the bar charts.
3	PDF button	Click to download PDF of graphs or table.
4	Table dropdown filter	Dropdown to filter according to driver.
5	Search Input	Search input to search table.

Maintenance Report

To generate the maintenance report, an admin or manager will need to do the following:



Maintenance Report				
Mechanic Name	Mechanic Email	Service Date	Registration Number	Vehicle
George GM	fouriegeorge134@gmail.com	2022-09-29T12:01:00	HL21BLGP	Chevrolet Utility 1.4

Number	Name	Description
1	Menu Segment	Click on menu segment to switch between table and graphs.
2	Graph dropdown filter	Drop down to filter data displayed in the bar charts.
3	PDF button	Click to download PDF of graphs or table.
4	Search Input	Search input to search table.

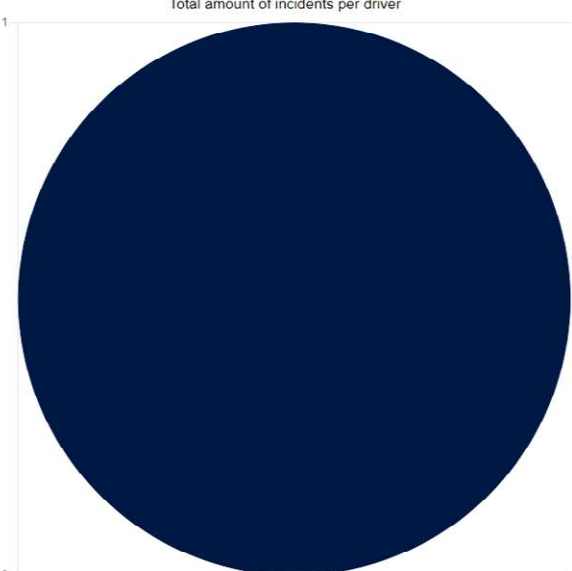
Vehicle Report

To generate the vehicle report, an admin or manager will need to do the following:

Vehicle Report PDF

← **1** GRAPHS TABLES **3**

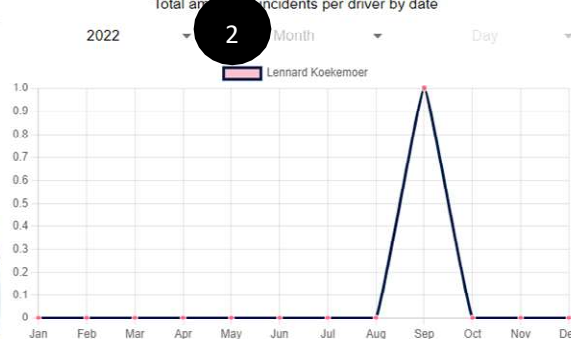
Total amount of incidents per driver



Total amount of incidents per driver by date

2022 **2** Month Day

Lennard Koekemoer



Vehicle Report PDF

← GRAPHS **TABLES**

Search **4**

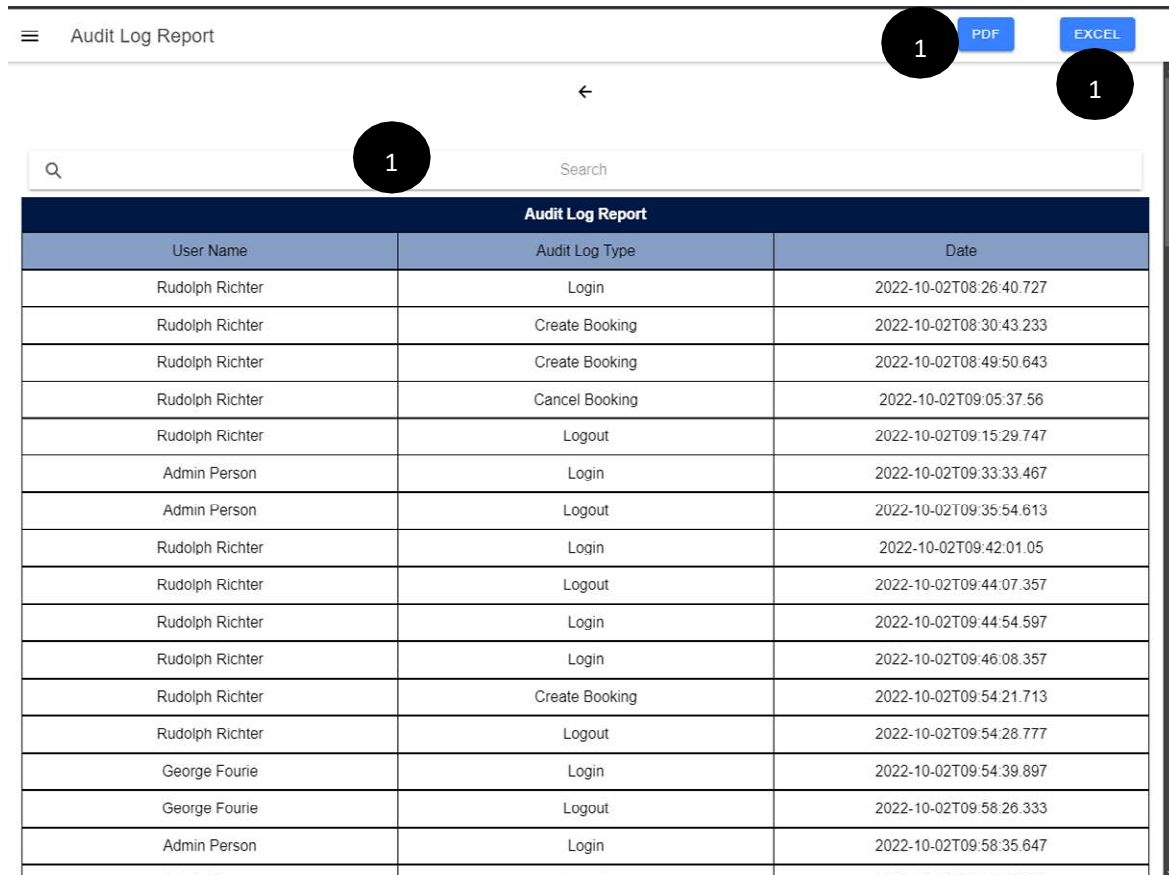
Vehicle Report					
Date	Driver Name	Description	Location	Registration	Vehicle
Sep 1, 2022, 8:19:48 AM	Lennard Koekemoer	Flat Tire	25.889931, 28.3381247	HL21BLGP	Chevrolet Utility 1.4



Number	Name	Description
1	Menu Segment	Click on menu segment to switch between table and graphs.
2	Graph dropdown filter	Drop down to filter data displayed in the bar charts.
3	PDF button	Click to download PDF of graphs or table.
4	Search Input	Search input to search table.

Audit Log Report

To generate the audit log report, an admin or manager will need to do the following:



The screenshot shows the 'Audit Log Report' page. Callout 1 points to the search input field. Callout 2 points to the 'PDF' button. Callout 3 points to the 'EXCEL' button.

Audit Log Report		
User Name	Audit Log Type	Date
Rudolph Richter	Login	2022-10-02T08:26:40.727
Rudolph Richter	Create Booking	2022-10-02T08:30:43.233
Rudolph Richter	Create Booking	2022-10-02T08:49:50.643
Rudolph Richter	Cancel Booking	2022-10-02T09:05:37.56
Rudolph Richter	Logout	2022-10-02T09:15:29.747
Admin Person	Login	2022-10-02T09:33:33.467
Admin Person	Logout	2022-10-02T09:35:54.613
Rudolph Richter	Login	2022-10-02T09:42:01.05
Rudolph Richter	Logout	2022-10-02T09:44:07.357
Rudolph Richter	Login	2022-10-02T09:44:54.597
Rudolph Richter	Login	2022-10-02T09:46:08.357
Rudolph Richter	Create Booking	2022-10-02T09:54:21.713
Rudolph Richter	Logout	2022-10-02T09:54:28.777
George Fourie	Login	2022-10-02T09:54:39.897
George Fourie	Logout	2022-10-02T09:58:26.333
Admin Person	Login	2022-10-02T09:58:35.647

Number	Name	Description
1	Search Input	Search input to search table.
2	PDF button	Click to download PDF of graphs or table.
3	Excel Button	Click to download excel sheet of report.