

MyFleet GPS Tracking Dashboard

How to Guide



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Overview

MyFleet’s GPS Tracking Dashboard is web based, it can be accessed using any internet connected device including your PC, Apple computer, Smartphone or tablet. There is no software to install.

The MyFleet’s GPS dashboard allows your team to see important fleet information. This includes real time data, safety and compliance reports, efficiency reports and environmental reports.

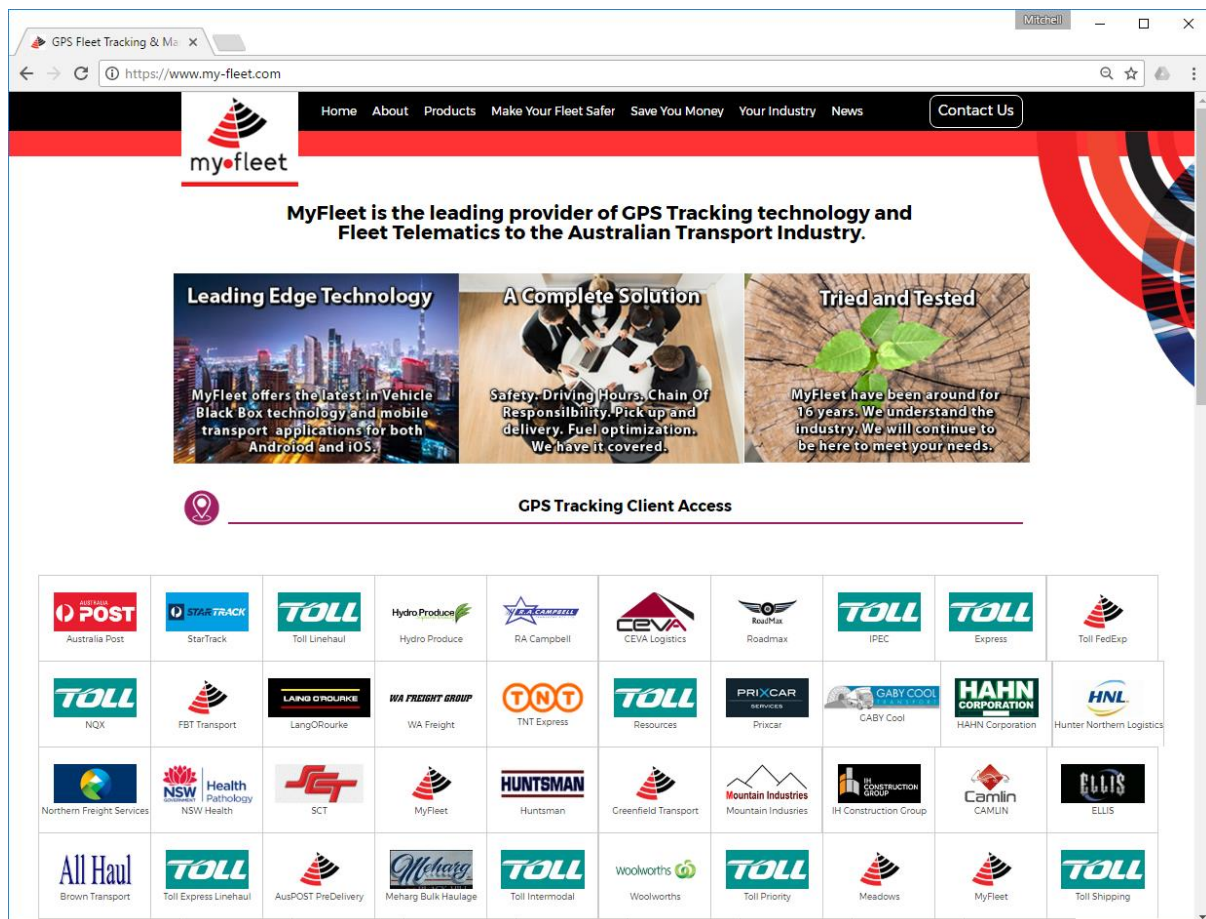
This ‘How To Guide’ is a step by step overview of how to find the information you need.

Please feel free to contact us at any time if you need help.

Support is available via phone (1300 836 149), by email (techsupport@my-fleet.com) or in person via your account manager.

Accessing the MyFleet Dashboard

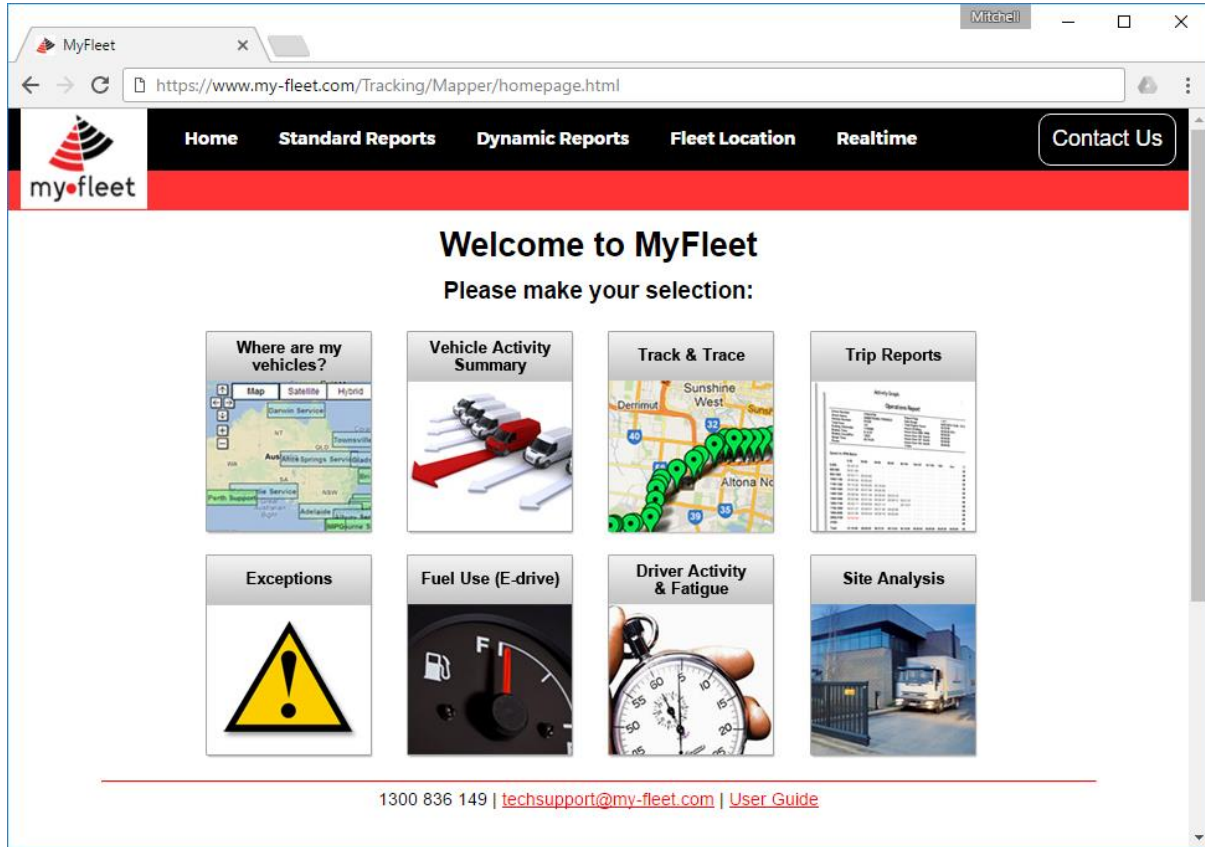
Step 1 - Once you have received your username and password, simply go to www.my-fleet.com and click on your company’s logo.



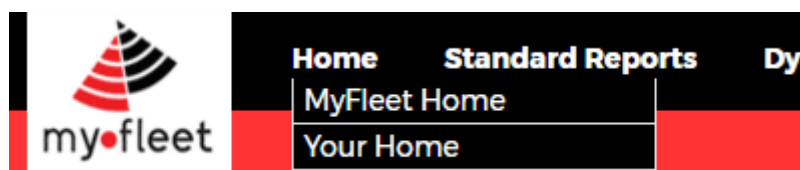
Step 2 - Enter your username and password.

The Home Screen

Once logged in, the home screen provides easy access to all the reports and maps for your fleet.



To return to this screen at any time, click **Home > Your Home** from the top menu.



Where are my vehicles?

Step 1 - click on "Where are my vehicles?" button.



Step 2 – The Location Board report will display your fleet of vehicles, current location, current driver (if any), current speed (if moving) and updated time.

Tracking - Vehicle Location

[All](#) [VIC](#) [QLD](#) [NSW](#) [W.A](#) [Inactive](#)

Vehicle	Location	Driver	Speed	Updated
T1385	ALTONA_DEPOT		0	01/01/2017 10:27:52
T1566	Ballina	Mark Harrison	85.5	01/01/2017 11:47:15
T3150	BaulkhamHills	Frank Rich	54.1	01/01/2017 11:48:55
T2153	Michelago	Tracey Velinni	36.0	
T2158	Carringbah	Harold Gunderson	2.5	
T2325	SYDNEY_DEPOT		0.0	
T2338	Wollongong	Lachlan Chime	2.6	
T2344	Cobbadah	Casey Skills	94.0	
T3392	Perth	Tracey Nett	52.5	
T4584	Doomben	Scot Freem	4.5	
T4585	DaisyHill	Wally Bambalduo	98.1	01/01/2017 11:48:50
T2151	GosfordSydNewcFwy		0.1	01/01/2017 11:42:53
T6660	Freemantle	Terrence Huntingwood	3.2	01/01/2017 09:47:15
T6662	Perth	Harry Jendison	2.9	01/01/2017 09:45:54
T6651	Ajana	Parker Warner	99.3	01/01/2017 09:49:33
T6656	Freemantle	Garry Spec	22.1	01/01/2017 09:48:49

Tip
Click on a division name to only see vehicles within that division.

Step 3 – Click on any fleet number to see the precise location of that vehicle.



Tip
Click 'Satellite' for a detailed satellite image of the area



Tip
Click the 'street View' man for a picture of the local area the area

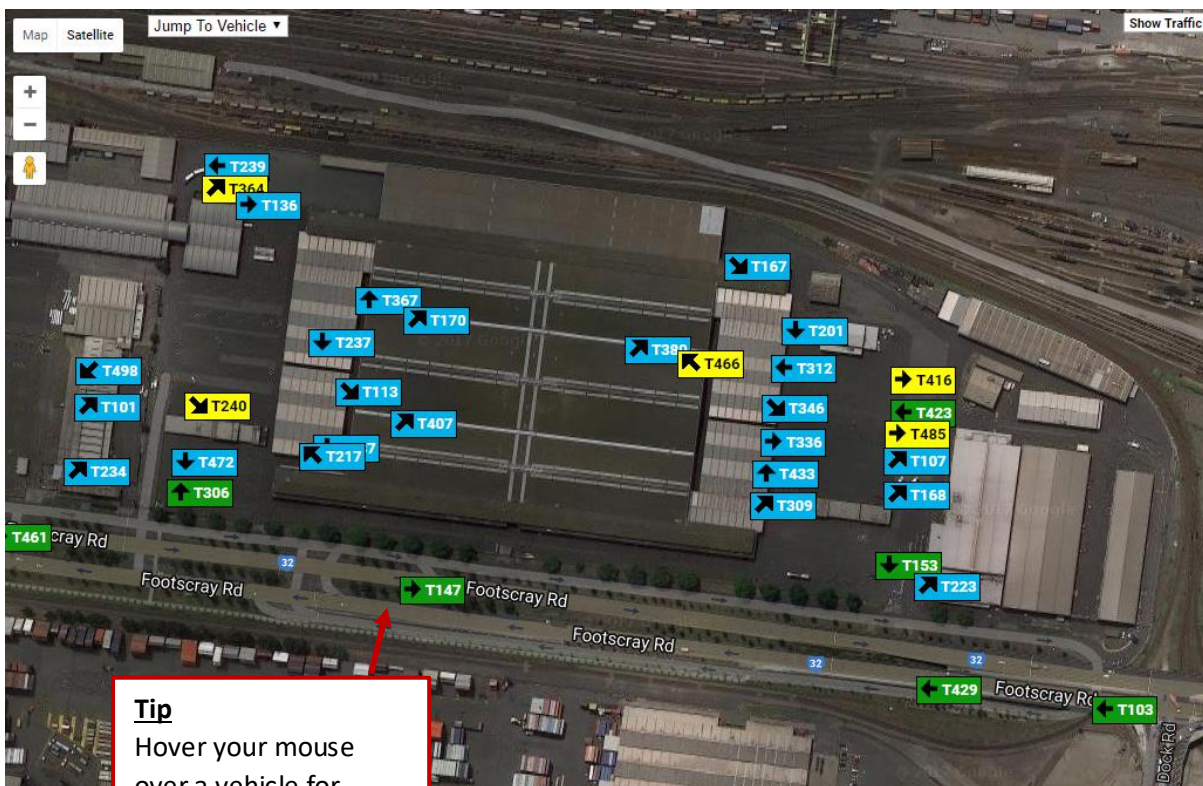
How do I see my vehicles on a live map?

Step 1 – Click on Fleet Location and choose a map to view.

Home	Standard Reports	Dynamic Reports	Fleet Location	Realtime
			Location Board	
			Australia	
			Queensland	
			Brisbane	
			Rocky	
			Cairns	
			Townsville	

Step 2 – The map will show the live location of your vehicles. Each icon is colour coded based on the vehicles status.

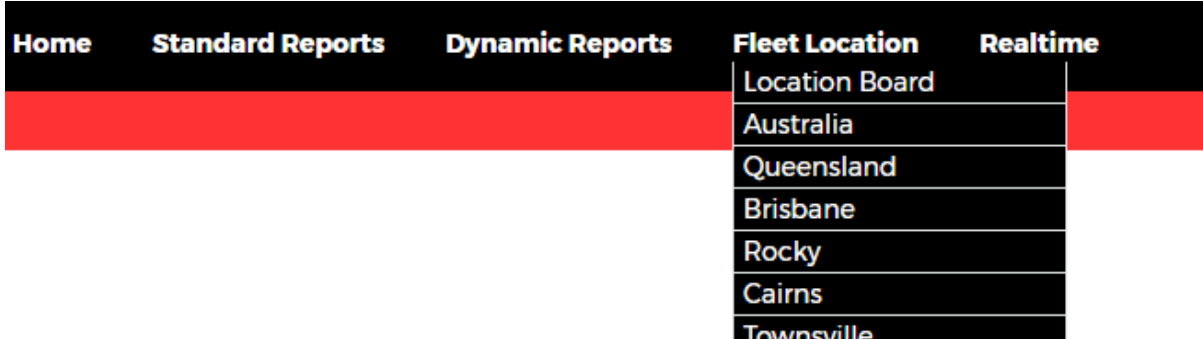
- **Green** = Engine On
- **Blue** = Engine Off
- **Yellow** = S topped for extended period (30 minutes)
- **Red** = S speeding or Duress



Tip
 Hover your mouse over a vehicle for more details.

How do I see live traffic information?

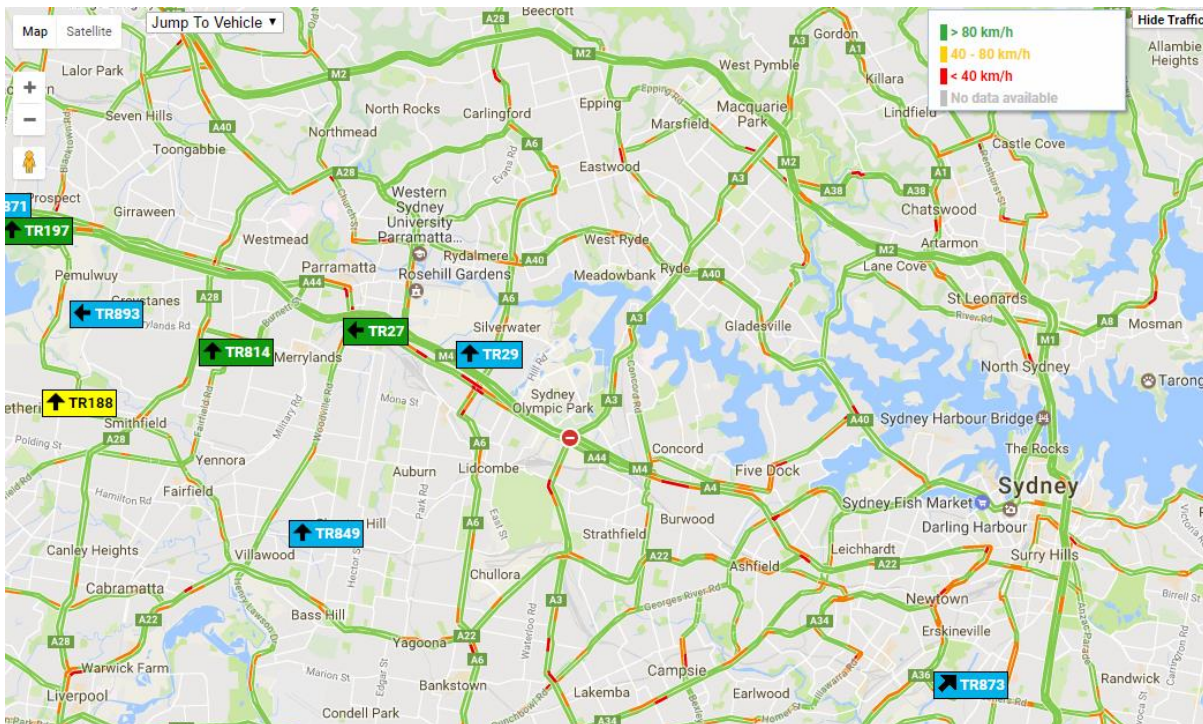
Step 1 – Click on Fleet Location and choose a map to view.



Step 2 – Click on “Show Traffic” button in the top right of page.



Step 3 – A map showing live traffic information will be displayed. Please refer to the on screen colour reference.

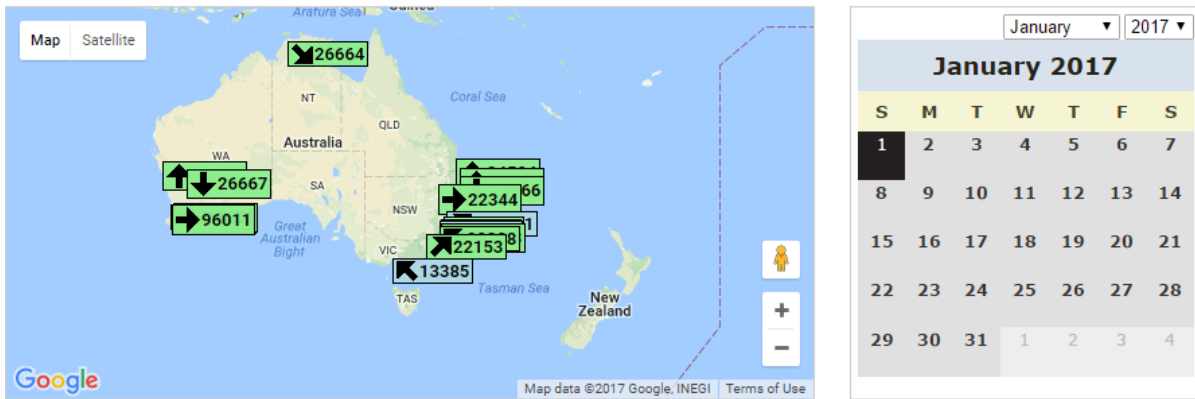


How do I see my fleet's real time activity?

Step 1 – On the black menu bar, click **Real time > Fleet Activity**


Step 2 – The page will display a summary of your fleet's activity for today including Kilometres Travelled, Running Time and Exception Count.

Use the calendar to choose another day, or click on a vehicle to see a detailed run sheet.



Vehicle	Kms	Running Time	Exceptions
TR0172	145	05:58:27	0
TR0174	205	06:18:43	0
TR0175	44	07:16:56	0
TR0176	29	03:52:50	1
TR0180	101	04:20:03	0
TR0185	111	03:37:11	0
TR0188	62	04:27:56	2

Step 3 – Click on a vehicle to see a detailed run sheet for that vehicle.

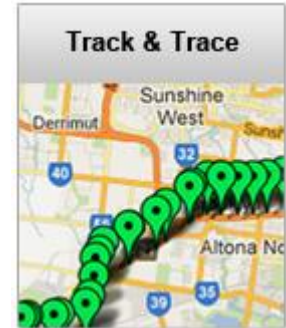


Event	Time	Location	Distance	Duration
KeyOn	07:03	Lidcombe_Depot		
Loqon	07:03	Lidcombe_Depot	Greg Smart	00:00:00
Idle	07:07	Lidcombe_Depot		00:04:00
Idle_End	07:15	Lidcombe_Depot		00:08:00
Region	07:25	Ermington	4	00:10:00
Region	07:28	Parramatta	3	00:03:00
Region	07:34	EasternCreek	9	00:06:00
Region	07:40	WetherillPk	9	00:06:00
Region	07:43	MtPrichard	5	00:03:00
Region	07:46	Prestons	4	00:03:00
Region	07:49	IngleBurn	5	00:03:00
Region	07:55	EagleVale	9	00:06:00
Region	07:59	MintoHts	3	00:04:00
Region	08:02	Depot_Minto	1	00:03:00

How do I see a vehicles movement over a specific timeframe? (Track and Trace)

Step 1 – Click on the Track and Trace icon.

Step 2 – Below the “Event Trace” heading use the calendar and drop down menu to select a Start Date, End Date and vehicle. **Click View Report**



Track and Trace

The Track and Trace report displays where a particular vehicle has driven between the start and stop dates selected.

Start Date Time -

January 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat	00:00
1	2	3	4	5	6	7	01:00
8	9	10	11	12	13	14	02:00
15	16	17	18	19	20	21	03:00
22	23	24	25	26	27	28	04:00
29	30	31	1	2	3	4	05:00

End Date Time -

January 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat	19:00
1	2	3	4	5	6	7	20:00
8	9	10	11	12	13	14	21:00
15	16	17	18	19	20	21	22:00
22	23	24	25	26	27	28	23:00
29	30	31	1	2	3	4	23:59

Options

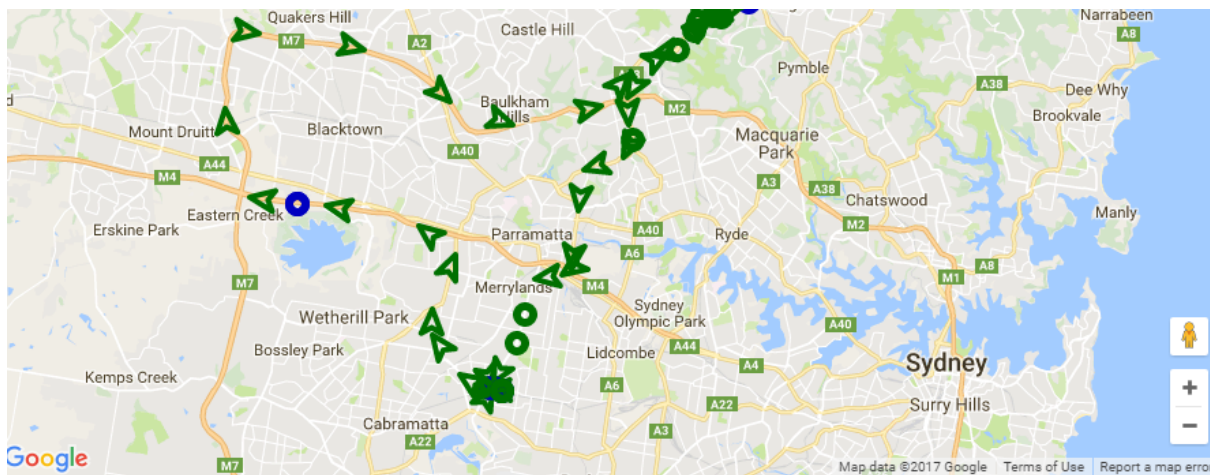
Vehicle:

[View Report](#)

Quick Pick : [Last Month](#) | [This Month](#) | [Last Week](#) | [This Week](#) | [Yesterday](#) | [Today](#)

Tip
Use the quick pick links to quickly select a time period.

Step 3 – Use the map and corresponding data to see the precise movements of the chosen vehicle for the chosen time.



Record	Time	Speed	Direction	Latitude	Longitude	Location
KeyOn	22/05/2017 04:41:30	0	N	-33.880	150.981	Depot Villawood
Idle	22/05/2017 04:47:24	0	W	-33.880	150.981	Depot Villawood
GPSPosition	22/05/2017 04:50:26	13	NE	-33.878	150.981	Depot Villawood
GPSPosition	22/05/2017 04:54:07	2	S	-33.880	150.982	Depot Villawood
GPSPosition	22/05/2017 04:57:08	10	E	-33.880	150.984	ChesterHill
GPSPosition	22/05/2017 05:00:07	57	W	-33.881	150.977	Fairfield
GPSPosition	22/05/2017 05:03:08	66	NW	-33.874	150.965	Fairfield
GPSPosition	22/05/2017 05:06:08	23	NW	-33.857	150.950	SmithField
GPSPosition	22/05/2017 05:09:08	67	N	-33.846	150.951	SmithField

How to view idle events?

Step 1 – Click on the Track and Trace icon.



Step 2 – Below the “Event Trace” heading use the calendar and drop down menu to select a Start Date, End Date and vehicle. Be sure to select the “Idle Event” option. **Click View Report**

Event Trace

An Event Trace Report will display all Events of the type selected in Events To Show on a Google map.

Start Date Time -

January - 2017 -

Sun	Mon	Tue	Wed	Thu	Fri	Sat	00:00
1	2	3	4	5	6	7	01:00
8	9	10	11	12	13	14	02:00
15	16	17	18	19	20	21	03:00
22	23	24	25	26	27	28	04:00
29	30	31	1	2	3	4	05:00

End Date Time -

January - 2017 -

Sun	Mon	Tue	Wed	Thu	Fri	Sat	19:00
1	2	3	4	5	6	7	20:00
8	9	10	11	12	13	14	21:00
15	16	17	18	19	20	21	22:00
22	23	24	25	26	27	28	23:00
29	30	31	1	2	3	4	23:59

Options

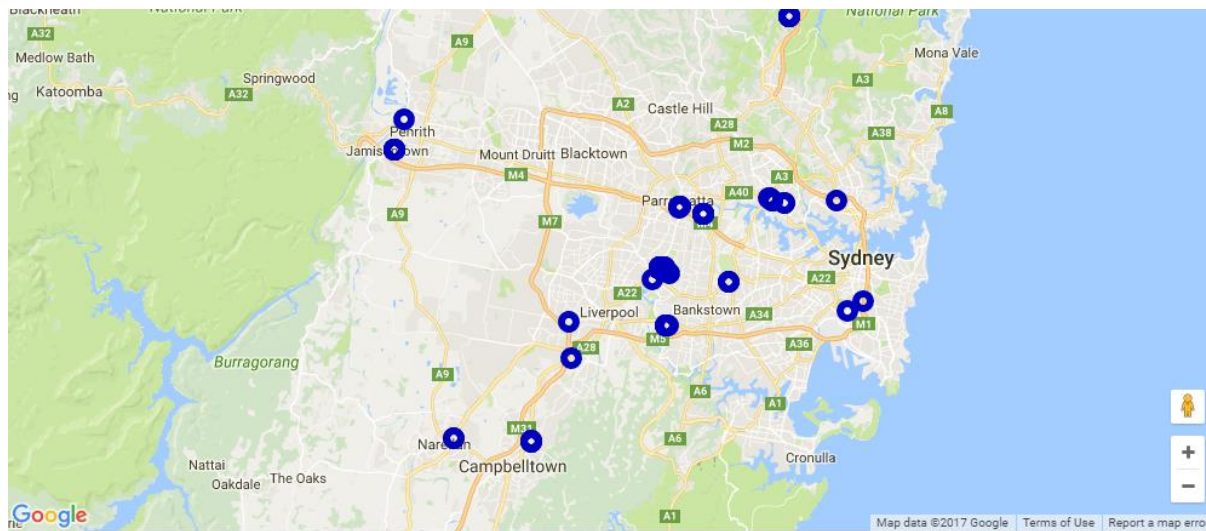
Vehicle:

Events to Show:

View Report

Quick Pick : [Last Month](#) | [This Month](#) | [Last Week](#) | [This Week](#) | [Yesterday](#) | [Today](#)

Step 3 – The report will display all of the Idle Event on a map (marked in blue) and detailed information in the table below.



Record	Time	Speed	Direction	Latitude	Longitude	Location
Idle	02/01/2017 12:46:31	0	NW	-31.457	152.834	Kempsey
Idle	02/01/2017 18:37:46	0	NE	-33.964	150.881	Prestons
Idle	02/01/2017 20:23:27	0	S	-34.446	150.895	PortKembla Yard
Idle	02/01/2017 20:49:20	0	SW	-34.446	150.895	PortKembla Yard
Idle	02/01/2017 21:05:56	0	SE	-34.446	150.895	PortKembla Yard
Idle	03/01/2017 09:07:46	0	N	-33.879	150.981	Depot Villawood
Idle	03/01/2017 10:14:39	0	SE	-33.885	150.992	ChesterHill
Idle	03/01/2017 11:37:54	0	S	-33.911	151.211	Beaconsfield
Idle	03/01/2017 12:23:10	0	SW	-33.919	151.193	Beaconsfield
Idle	03/01/2017 14:47:10	0	E	-34.446	150.895	PortKembla Yard
Idle	04/01/2017 06:01:48	0	SE	-33.879	150.982	Depot Villawood

How to view kilometres travelled? (Vehicle Summary report)

Step 1 – Click on the Vehicle Activity Summary icon.

Step 2 – Use the calendar and drop down menu to select a Start Date, End Date and vehicle. Ensure the “Totals” and “Odometer” options are ticked then click **View Report**



Vehicle Summary

The Vehicle Summary report displays statistics for all vehicles including running time, kilometers, fuel burn, idle time, PTO, odometer readings and more

Start Date Time -

January - 2017 -

Sun	Mon	Tue	Wed	Thu	Fri	Sat	00:00
1	2	3	4	5	6	7	01:00
8	9	10	11	12	13	14	02:00
15	16	17	18	19	20	21	03:00
22	23	24	25	26	27	28	04:00
29	30	31	1	2	3	4	05:00

End Date Time -

January - 2017 -

Sun	Mon	Tue	Wed	Thu	Fri	Sat	19:00
1	2	3	4	5	6	7	20:00
8	9	10	11	12	13	14	21:00
15	16	17	18	19	20	21	22:00
22	23	24	25	26	27	28	23:00
29	30	31	1	2	3	4	23:59

Options

Division: All

Totals

Fuel

Time Bands

Odometer

Averages

PTO

Exception Counts

View Report

Quick Pick : [Last Month](#) | [This Month](#) | [Last Week](#) | [This Week](#) | [Yesterday](#) | [Today](#)

Step 3 – The report will show the total time, total kilometres and start/end odometer readings for each vehicle for the given time period.

Vehicle	Time	Kms	Shifts	Start Odo	End Odo
TR066	253:20:35	21847	90	251556	273982
TR185	171:59:20	15127	83	492647	509453
TR238	204:33:38	14434	121	1513375	1527851
TR292	113:27:36	7827	62	163820	172088
TR425	167:21:29	12084	83	270175	283962
TR444	196:18:47	15004	100	301385	317012
TR585	17:29:00	1213	21	1428913	1430078

How do I see my fleet's odometer readings? (Vehicle Summary report)

Step 1 – Click on the Vehicle Activity Summary icon.

Step 2 – Use the calendar and drop down menu to select a Start Date, End Date and vehicle. Ensure the “Odometer” option is ticked then click **View Report**



Vehicle Summary

The Vehicle Summary report displays statistics for all vehicles including running time, kilometers, fuel burn, idle time, PTO, odometer readings and more

Start Date Time -

January - 2017 -

Sun	Mon	Tue	Wed	Thu	Fri	Sat	00:00
1	2	3	4	5	6	7	01:00
8	9	10	11	12	13	14	02:00
15	16	17	18	19	20	21	03:00
22	23	24	25	26	27	28	04:00
29	30	31	1	2	3	4	05:00

End Date Time -

January - 2017 -

Sun	Mon	Tue	Wed	Thu	Fri	Sat	19:00
1	2	3	4	5	6	7	20:00
8	9	10	11	12	13	14	21:00
15	16	17	18	19	20	21	22:00
22	23	24	25	26	27	28	23:00
29	30	31	1	2	3	4	23:59

Options

Division: All

Totals

Fuel

Time Bands

Odometer

Averages

PTO

Exception Counts

View Report

Quick Pick : [Last Month](#) | [This Month](#) | [Last Week](#) | [This Week](#) | [Yesterday](#) | [Today](#)

Step 3 – The report will show the total time, total kilometres and start/end odometer readings for each vehicle for the given time period.

Vehicle	Start Odo	End Odo
TR566	315474	334736
TR385	521678	522416
TR338	1555677	1570118
TR392	191642	193487
TR325	316273	320451
TR344	343557	355606
TR585	1454274	1455367

How to view fuel burn per vehicle? (Vehicle Summary report)

Step 1 – Click on the Vehicle Activity Summary icon.

Step 2 – Use the calendar and drop down menu to select a Start Date, End Date and vehicle. Ensure the “Totals” and “Odometer” options are ticked then click **View Report**



Vehicle Summary

The Vehicle Summary report displays statistics for all vehicles including running time, kilometers, fuel burn, idle time, PTO, odometer readings and more

Start Date Time -

January - 2017 -

Sun	Mon	Tue	Wed	Thu	Fri	Sat	00:00
1	2	3	4	5	6	7	01:00
8	9	10	11	12	13	14	02:00
15	16	17	18	19	20	21	03:00
22	23	24	25	26	27	28	04:00
29	30	31	1	2	3	4	05:00

End Date Time -

January - 2017 -

1	2	3	4	5	6	7	19:00
8	9	10	11	12	13	14	20:00
15	16	17	18	19	20	21	21:00
22	23	24	25	26	27	28	22:00
29	30	31	1	2	3	4	23:00
							23:59

Options

Division: All

Totals

Fuel

Time Bands

Odometer

Averages

PTO

Exception Counts

View Report

Quick Pick : [Last Month](#) | [This Month](#) | [Last Week](#) | [This Week](#) | [Yesterday](#) | [Today](#)

Step 3 – The report will show the total fuel burn (in litres) and fuel economy (in Km/L for each vehicle for the given time period.

Vehicle	Time	Kms	Shifts	Fuel	Fuel (Av)	Km/Fuel
TR066	253:20:35	21847	90	11218	124	1.95
TR185	171:59:20	15127	83	7567	91	2.00
TR238	204:33:38	14434	121	5609	46	2.57
TR292	113:27:36	7827	62	2600	41	3.01
TR425	167:21:29	12084	83	4724	56	2.56
TR444	196:18:47	15004	100	4911	49	3.06
TR585	17:29:00	1213	21	298	14	4.07

How to view vehicle shift data? (Shift Summary)

Step 1 – Click on the Vehicle Activity Summary icon.



Step 2 – Below “Shift Summary” heading use the calendar and drop down menu to select a Start Date, End Date and vehicle then click **View Report**

Shift Summary

A Shift Summary report displays all Shifts driven by the selected Vehicle over the selected Time Range

Start Date Time -

January - 2017 -

Sun	Mon	Tue	Wed	Thu	Fri	Sat	00:00
1	2	3	4	5	6	7	01:00
8	9	10	11	12	13	14	02:00
15	16	17	18	19	20	21	03:00
22	23	24	25	26	27	28	04:00
29	30	31	1	2	3	4	05:00

End Date Time -

February - 2017 -

Sun	Mon	Tue	Wed	Thu	Fri	Sat	19:00
29	30	31	1	2	3	4	20:00
5	6	7	8	9	10	11	21:00
12	13	14	15	16	17	18	22:00
19	20	21	22	23	24	25	23:00
26	27	28	1	2	3	4	23:59

Options

Vehicle: Select A Vehicle ▾

Totals
 Fuel
 Time Bands
 Odometer

Driver
 PTO
 Exception Counts

View Report

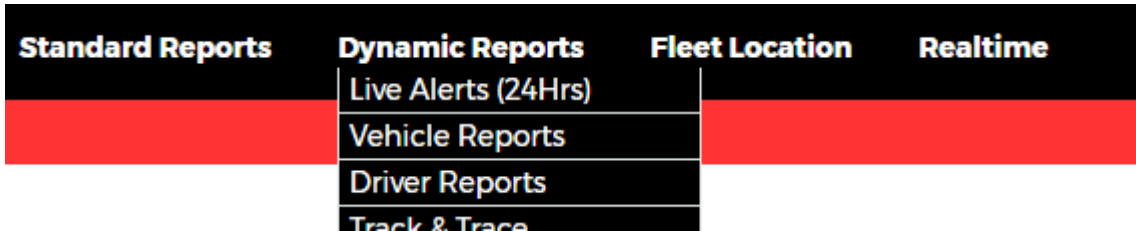
Quick Pick : [Last Month](#) | [This Month](#) | [Last Week](#) | [This Week](#) | [Yesterday](#) | [Today](#)

Step 3 – The Shift Summary report will display every shift for the chosen vehicle and time period. Shift data allows you to see the Fuel Burn, Kilometres Travelled and Rolling Time for each Shift or Trip.

Start Time	End Time	Rolling Time	Distance	Start Location	End Location	Driver	Fuel	Harsh Brakings	Speeding	Idles	RPM	End Odo
02/01/2017 19:55:35	02/01/2017 20:54:04	00:48:09	53	PortKembla_Yard	Heathcote	Paul Demp	24	0	0	1	0	1513856
02/01/2017 20:54:45	02/01/2017 21:40:07	00:45:22	36	Heathcote	Depot_Yennora	Paul Demp	12	0	0	0	0	1513892
03/01/2017 07:39:08	03/01/2017 10:37:59	01:48:49	62	Depot_Yennora	Beaconsfield	Paul Demp	26	0	0	3	0	1513954
03/01/2017 10:49:19	03/01/2017 12:57:53	01:48:01	86	Beaconsfield	PortKembla_Yard	Paul Demp	34	0	0	1	0	1514040
03/01/2017 13:16:32	03/01/2017 15:18:59	01:31:49	103	PortKembla_Yard	Depot_Yennora	Paul Demp	43	0	0	1	0	1514143
04/01/2017 04:53:43	04/01/2017 09:15:28	03:45:08	240	Depot_Yennora	Blayney	Paul Demp	113	0	0	4	0	1514383
04/01/2017 09:24:23	04/01/2017 11:35:16	02:00:05	168	Blayney	Dubbo	Paul Demp	58	0	0	2	0	1514551
04/01/2017 11:44:09	04/01/2017 12:08:24	00:08:11	4	Dubbo	Dubbo	Paul Demp	2	0	0	2	0	1514555
04/01/2017 12:17:52	04/01/2017 12:26:37	00:05:45	3	Dubbo	InlandTruck_Dubbo	Paul Demp	2	0	0	1	0	1514558
04/01/2017 12:29:48	04/01/2017 15:58:42	03:06:50	262	InlandTruck_Dubbo	Wallerawang	Paul Demp	117	0	0	2	0	1514820
04/01/2017 16:06:21	04/01/2017 18:10:12	02:03:51	128	Wallerawang	Depot_Yennora	Paul Demp	40	0	0	0	0	1514948

How to view exception alerts in the last 24 hours?

Step 1 – In the top menu bar click **Dynamic Reports > Live Alerts**



Step 2 – The report will display all live alerts from the last 24 hours.

Vehicle	Division	Source	Type	Date	Driver	Detail	Email	Link
TR912	NSW	Live	High Live Speeding	22/05/17 05:39:47	Dixon Thomas	Over speed for 3 seconds with a peak of 105 km/hr at Balina.	Tracking_demo@my-fleet.com	Link
TR912	NSW	Live	High Live Speeding	22/05/17 08:17:43	Dixon Thomas	Over speed for 3 seconds with a peak of 106 km/hr at HawksNest.	Tracking_demo@my-fleet.com	Link
TR489	QLD	Live	High Live Speeding	22/05/17 21:31:31	Michael Lorca	Over speed for 4 seconds with a peak of 105 km/hr at HawksNest.	Tracking_demo@my-fleet.com	Link
TR325	NSW	Live	High Live Speeding	22/05/17 03:02:41	Scott Farquharson	Over speed for 5 seconds with a peak of 104 km/hr at Holbrook.	Tracking_demo@my-fleet.com	Link
TR392	VIC	Live	High Live Speeding	22/05/17 07:17:44	Paul Smitham	Over speed for 4 seconds with a peak of 105 km/hr at MossVale.	Tracking_demo@my-fleet.com	Link

Step 3 - Click any of the blue links for more details



How to view exception alerts for a division?

Step 1 – Click on the Exceptions icon.

Step 2 – Below “Divisional Alerts” heading use the calendar and drop down menu to select a Start Date, End Date and Division then click **View Report**



Divisional Alerts

A Divisional Alert report displays the number of each type of Alert that has occurred with the Time Range for either all Drivers or Vehicles within a division

Start Date Time -

April - 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat	00:00
26	27	28	29	30	31	1	01:00
2	3	4	5	6	7	8	02:00
9	10	11	12	13	14	15	03:00
16	17	18	19	20	21	22	04:00
23	24	25	26	27	28	29	05:00
30	1	2	3	4	5	6	

End Date Time -

January - 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat	19:00
1	2	3	4	5	6	7	20:00
8	9	10	11	12	13	14	21:00
15	16	17	18	19	20	21	22:00
22	23	24	25	26	27	28	23:00
29	30	31	1	2	3	4	23:59

Options

Division: All

Shift Speed (High)
 Shift Speed (Med)
 Shift Speed (Low)
 Harsh Braking
 Harsh Braking (med)
 Harsh Braking (high)
 Live Speeding

Idle
 Over RPM
 Brake Time
 Stop Time
 Driving Hours
 Speed Tamper

Sort By: Vehicle Driver

View Report

Quick Pick : [Last Month](#) | [This Month](#) | [Last Week](#) | [This Week](#) | [Yesterday](#) | [Today](#)

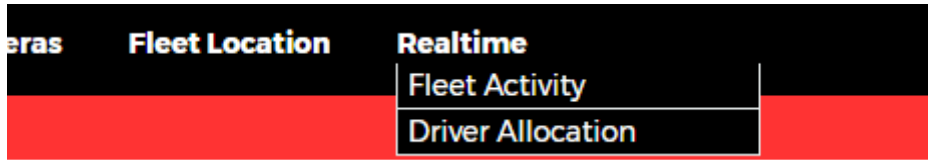
Step 3 – The report will display the total number of exceptions for each vehicle (or driver if selected).

Vehicle	Idle Time	Over RPM	Harsh Braking (Low)	Harsh Braking (Med)	Harsh Braking (High)	Short Shift DHE	Medium Shift DHE	Long Shift DHE	Daily DHE	Weekly DHE	Fortnightly DHE	High Live Speeding	Speed Tamper
TR566		2	1										
TR385		5					7	1			3	1	
TR338	1			1		7	3	6		1			
TR392	4												
TR325	5			2									
TR344		3						1					
TR585		6			1								

Step 4 – Click on any of the blue links to view details about the exception alerts.

How long have my drivers worked?

Step 1 – From the black menu bar, click Realtime > Driver Allocation.



Step 2 – The report lists all of the drivers in your fleet along with how many hours each driver has worked.

The drivers are colour coded to allow allocators to quickly assess whether a driver has enough hours left to complete a shift.

Each drivers current status (Logged on or Logged Off) is shown so that allocators can see which drivers may be available for work.

Driver	Hours in the last 14 days	Hours in the last 7 days	Status	Vehicle	Location
Bill Armstrong	0.00	0.00	Logged Off		
Ted Belling	140.62	72.79	Logged On	TR225	Altona
Mark Dorrison	0.00	21.20	Logged Off		
Nathan Nunning	0.00	18.8	Logged Off		
Louise Packer	111.48	61.90	Logged On	TR998	Bunnings Thornleigh
Belinda Quinn	0.00	48.20	Logged Off		
Dane Roberts	39.12	39.45	Logged On	TR355	Eastern Creek
Harry Thomas	71.43	36.84	Logged Off		

How to view Fatigue Management exceptions?

Step 1 – Click on the Exceptions icon.



Step 2 – Below “Fatigue Management” heading use the calendar and drop down menu to select a Start Date and End Date then click **View Report**

Fatigue Management

A Fatigue Management Report will display a summary of Driving Hour Breaches for the selected period by Business Division

Start Date Time -

April - 2017 -							00:00
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
26	27	28	29	30	31	1	01:00
2	3	4	5	6	7	8	02:00
9	10	11	12	13	14	15	03:00
16	17	18	19	20	21	22	04:00
23	24	25	26	27	28	29	05:00
30	1	2	3	4	5	6	

End Date Time -

April - 2017 -							19:00
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
26	27	28	29	30	31	1	20:00
2	3	4	5	6	7	8	21:00
9	10	11	12	13	14	15	22:00
16	17	18	19	20	21	22	23:00
23	24	25	26	27	28	29	23:59
30	1	2	3	4	5	6	

[View Report](#)

Quick Pick : [Last Month](#) | [This Month](#) | [Last Week](#) | [This Week](#) | [Yesterday](#) | [Today](#)

Step 3 – The report will display the total number of driving hour exceptions for the fleet.

Group	Short Shift DHE	Medium Shift DHE	Long Shift DHE	Daily DHE	Weekly DHE	Fortnightly DHE
Australia	38	16	20	29	14	3

Step 4 – Click on the group name to drill down and see more detail.

Division	Short Shift DHE	Medium Shift DHE	Long Shift DHE	Daily DHE	Weekly DHE	Fortnightly DHE
NSW	0	0	0	0	0	0
QLD	12	0	0	0	0	0
VIC	26	16	20	29	14	3

How do I read MyFleet’s Electronic Work Diary?

When driver exceeds their allowable hours, you will receive an email alert. The drivers electronic work diary can be viewed to assess the breach. Historic Electronic Work Diary reports can also be viewed under **Standard Reports > Trip Reports.**

Summary Page

The first page of the Driving Hours Report is a summary of the driving hour exceptions incurred by Drivers in a particular division.

This information is then shown on subsequent pages as a driver logbook – see next page.

Driving Hours Report						
Dates	Sat Jun 22 08:07:34 2013 to Mon Jul 22 08:07:34 2013					
Division	Transport					
Period	30 days					
Generated	Mon Jul 22 08:07:34 2013					
Driver	Vehicle	Exception	Date			Time
SMITH Joe	ABC001	Exceeded 5.2 hours in a 5.50 hour period (5.5)	Sun	Jun	30	2013 01:12:03
BROWN Jim	ABC002	Exceeded 5.2 hours in a 5.50 hour period (5.3)	Sat	Jul	06	2013 10:34:07
BROWN Jim	ABC002	Exceeded 7.5 hours in a 8.00 hour period (7.6)	Fri	Jul	05	2013 12:18:11
QUEEN Bill	ABC006	Exceeded 5.2 hours in a 5.50 hour period (5.5)	Tue	Jul	09	2013 02:05:32

Driver Name

Vehicle ID

Reason for Exception

Exceeded 5.25 hours in a 5.50 hour period.

The above example shows BROWN Jim has exceeded 5 hours and 15 minutes in a 5 and a half hour period. The number in brackets shows how many hours the driver has actually driven. In this case the driver has driven for 5.3 hours. This means he has driven for 5 hours and 20 minutes without a 15 minute break.

Date/Time Exceeded

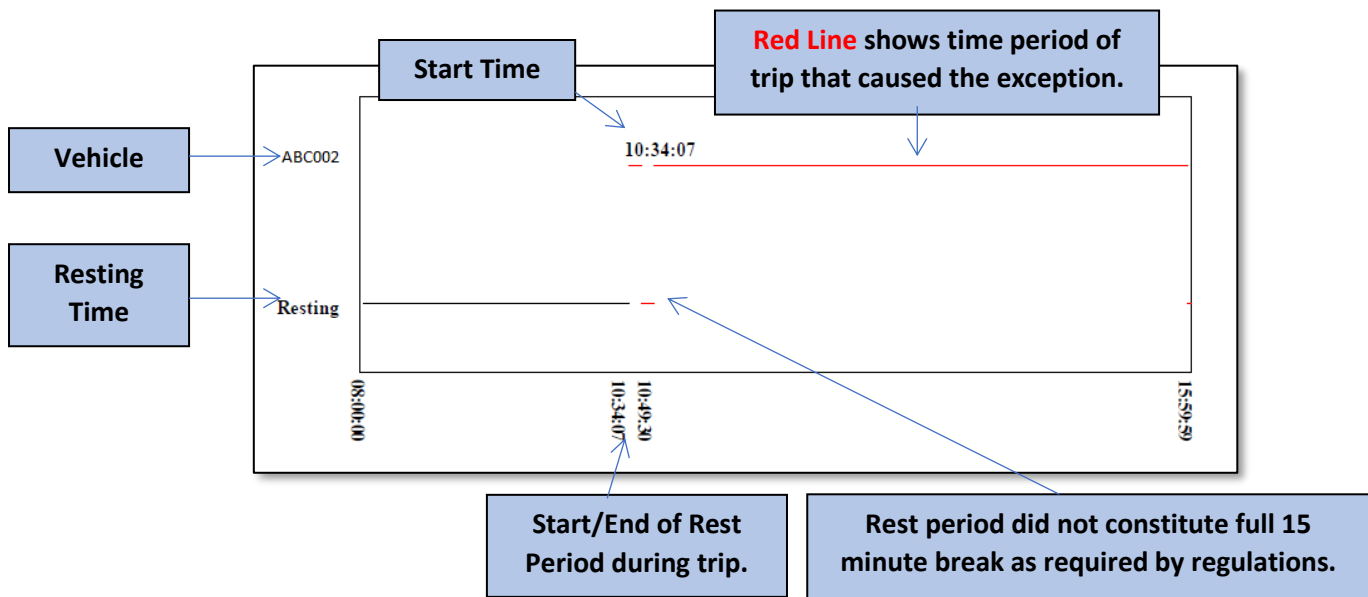
Fatigue Management is based on each driver’s individual certification. The example above shows Standard Driving Hours. However, if a driver has, for example, a Basic Fatigue Management certification, the settings can be updated to accommodate this.

These logbooks can easily be printed and compared with a driver’s actual logbook to find any discrepancies.

Driver Log Book Page

- These pages show the detail of how and when a driver has exceeded their allowable driving hours.
- Time spent driving and rest times are displayed along with the time period that has caused the exception.

Daily Driver Log Book	
Date	Sat Jul 06 2013
Driver	BROWN Jim
Exception	Exceeded 5.2 hours in a 5.50 hour period (5.3)
Vehicles	ABC002



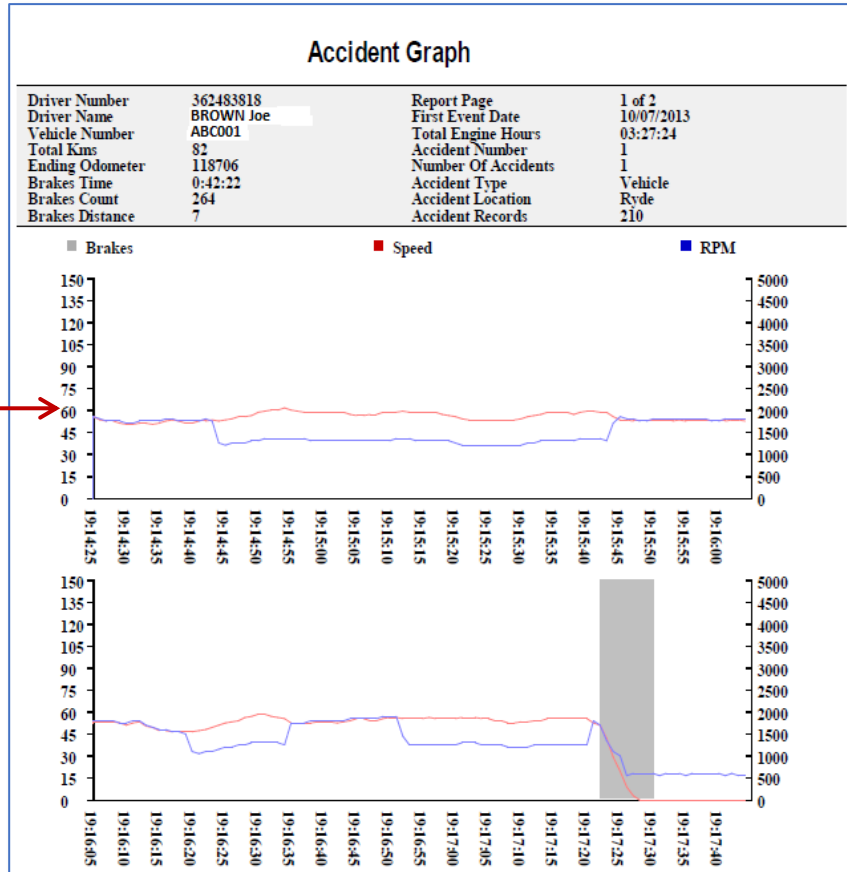
How do I read a Harsh Braking Accident report?

When a harsh braking report occurs, you will receive an accident report by email. Historic Harsh Braking reports can also be viewed under **Standard Reports > Trip Reports.**

Accident Graph

Should an incident, (ie. Harsh Braking or Accident), occur in a trip an Accident Graph will be generated.

A red line indicates the speed of the vehicle, a blue line indicates RPM, and the grey area represents when the brakes were applied.



When did my vehicles enter or exit a geofenced site?

Step 1 – On the homepage, click the Site Analysis button



Step 2 – Under the 'Site Report' heading, choose a start date and start time. Then choose a geofence from the drop down menu and click 'View Report'.

Site Report

A Site Report will display which vehicles entered and left a given site, along with the time they spent at the site.

Start Date Time -

March - 2017 -							00:00
Sun	Mon	Tue	Wed	Thu	Fri	Sat	01:00
26	27	28	1	2	3	4	02:00
5	6	7	8	9	10	11	03:00
12	13	14	15	16	17	18	04:00
19	20	21	22	23	24	25	05:00
26	27	28	29	30	31	1	

End Date Time -

March - 2017 -							19:00
Sun	Mon	Tue	Wed	Thu	Fri	Sat	20:00
26	27	28	1	2	3	4	21:00
5	6	7	8	9	10	11	22:00
12	13	14	15	16	17	18	23:00
19	20	21	22	23	24	25	23:59
26	27	28	29	30	31	1	

Options

Vehicle: or

Sort By: Time Vehicle

View Report

Quick Pick : [Last Month](#) | [This Month](#) | [Last Week](#) | [This Week](#) | [Yesterday](#) | [Today](#)

Step 3 – The report will display every vehicle that has entered or exited that geofenced area during that time. Upon exit, the report will also display the total time which the vehicle was on site.

Vehicle	Type	Date	Time	Route	Duration
22338	Exit	01/03/2017	04:41:20	NA	NA
22325	Enter	01/03/2017	04:42:08	NA	NA
22325	Exit	01/03/2017	06:10:02	NA	01:27
14566	Exit	01/03/2017	10:04:10	NA	NA
22344	Enter	01/03/2017	14:16:39	NA	NA
22344	Exit	01/03/2017	14:46:51	NA	00:30
22338	Enter	01/03/2017	16:18:08	NA	NA
22338	Exit	01/03/2017	16:23:47	NA	00:05

What is the average site dwell time?

How many site visits have occurred?

Step 1 – On the homepage, click the Site Analysis button

Step 2 – Under the ‘Customer Site Summary’ heading, choose a start date and start time. Then choose a geofence group from the drop down menu and click ‘View Report’.



Customer Summary Report

A Customer Summary Report shows the amount of time and the number of visits the fleet made to various geofences.

Start Date Time - End Date Time - Options

January - 2017 -

Sun	Mon	Tue	Wed	Thu	Fri	Sat	00:00
1	2	3	4	5	6	7	01:00
8	9	10	11	12	13	14	02:00
15	16	17	18	19	20	21	03:00
22	23	24	25	26	27	28	04:00
29	30	31	1	2	3	4	05:00

January - 2017 -

Sun	Mon	Tue	Wed	Thu	Fri	Sat	19:00
1	2	3	4	5	6	7	20:00
8	9	10	11	12	13	14	21:00
15	16	17	18	19	20	21	22:00
22	23	24	25	26	27	28	23:00
29	30	31	1	2	3	4	23:59

Group:

[View Report](#)

Quick Pick : [Last Month](#) | [This Month](#) | [Last Week](#) | [This Week](#) | [Yesterday](#) | [Today](#)

Step 3 – The report will show the Total Time your vehicles have spent at each site, how many total visits have been made and the average time of each visit. This data can be used to asses which customers, depots or workshops hold your vehicles off the road longer than others.

Node	Total Time	Visited	Average Time
Depot Perth	407:47:54	26	15:41:04
Depot Pinkenba	78:31:59	58	01:21:14
Depot Villawood	265:19:07	50	05:18:22
Depot WACrossDock	00:13:07	4	00:03:16
Depot Wingfield	648:19:16	35	18:31:24
PortKembla Yard	94:05:59	105	00:53:46
Total	1494:17:22	278	05:22:30

How do I analyse green driver behaviour and fuel burn?

Step 1 – Click on Fuel Use (E-Drive) icon.

Step 2 – Below the Eco Driver heading select a start date, end date and any filters you wish to apply.



Eco Driver

An EcoDriver Report will display a custom driver summary broken up into training groups and vehicle types.

Start Date Time -

January - 2017 -

Sun	Mon	Tue	Wed	Thu	Fri	Sat	00:00
1	2	3	4	5	6	7	01:00
8	9	10	11	12	13	14	02:00
15	16	17	18	19	20	21	03:00
22	23	24	25	26	27	28	04:00
29	30	31	1	2	3	4	05:00

End Date Time -

January - 2017 -

Sun	Mon	Tue	Wed	Thu	Fri	Sat	19:00
1	2	3	4	5	6	7	20:00
8	9	10	11	12	13	14	21:00
15	16	17	18	19	20	21	22:00
22	23	24	25	26	27	28	23:00
29	30	31	1	2	3	4	23:59

Options

Group:

Vehicle Type:

Work Type:

Driver Type:

View Report

Quick Pick : [Last Month](#) | [This Month](#) | [Last Week](#) | [This Week](#) | [Yesterday](#) | [Today](#)

Step 3 – The report will display driving behaviour statistics for each driver, including Over Revving, SweetSpot, Idle time, Harsh Braking and Fuel Economy.

Driver	State	Division	Training Status	Over Revs (%)	Sweet Spot (%)	Idling (%)	Low Range Harsh Braking	Med Range Harsh Braking	High Range Harsh Braking	Brake Application/100Kms	Brake Time (%)	L/Km	Km/Litre	Total Kms	Average Trip Kms	Average Trip Time	Average Speed
Gregory Bartlett	Australia	VIC	Pending	0.91	64.35	9.66	0	0	0	121.21	18.14	32.12	3.11	165	28	00:41:28	45.619
Mernett Dundas	Australia	VIC	Pending	1.71	78.25	17.91	0	1	0	79.26	9.40	38.60	2.59	31440	131	02:12:50	69.766
Michael Lonkeet	Australia	OLD	Pending	0.13	83.52	3.50	0	0	0	48.42	8.36	32.87	3.04	25569	162	03:17:43	70.465
Mick Smith	Australia	OLD	Pending	0.44	53.97	7.49	0	0	0	173.42	14.67	44.94	2.23	158	40	01:07:00	45.089
Paul Stevenson	Australia	VIC	Pending	0.37	93.47	19.92	0	0	2	19.37	2.79	49.88	2.00	26584	253	03:24:10	89.224

Over Revs (%)

These figures are a percentage of the time the driver has spent over the allowed rev range set for the vehicle/s they have driven in the time period selected.

Sweet Spot (%)

This figure shows the percentage of time the driver has spent in the optimum rev range of the vehicle/s they have driven in the time period selected.

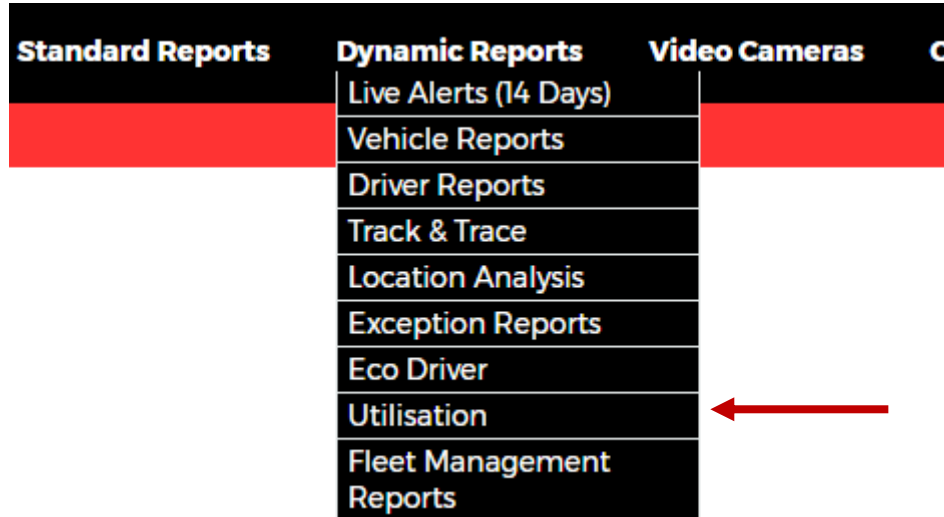
Data presented in the E-Drive report comes directly from the Engine Management System of a vehicle and shows **actual fuel use** in the specified time period. This report can be used to identify driving habits which can help save fuel.

Trip Details

Total Km's, Average Trip Km's, Average Trip Time and Average Speed shows a Summary of the trips which the E-Drive data is based on.

How do I check fleet utilisation?

Step 1 – Select **Dynamic Reports > Utilisation** from the black menu bar.



Step 2 – Under the heading “Utilisation”, select a date range and click ‘View Report’.

Step 3 – The first page of the report will display the overall utilisation of your fleet, based on rolling time.

Group	Vehicles	Available Hours	Average Rolling Time	Utilization
Australia	7	743	202	27.2%

Step 4 – Drill down into the report by clicking the blue links. This will provide more detail on the break down of your fleets utilisation rates.

Division	Vehicles	Available Hours	Average Rolling Time	Utilization
NSW	3	743	229	30.9%
QLD	2	743	173	23.4%
VIC	2	743	190	25.6%

Step 5 – By drilling down further you can see individual vehicle utilisation rates.

Vehicle	Available Hours	Rolling Time	Distance	Utilization
TR338	743	242:10:24	14434	32%
TR325	743	215:48:15	12084	29%
TR344	743	231:43:51	15004	31%

Tip - Rolling time is not the only way to assess fleet utilisation. Also check the ‘Vehicle Summary’ report to assess total kilometres travelled, idle time and fuel burn etc.

How can I score my drivers performance?

MyFleet also includes a driver scorecard package. To rollout the score card package to your fleet based on your fleet KPI's please contact your account manager.

A sample scorecard is shown below.



Where are my trailers? (Trailer distribution)

When trailer trackers are installed in your fleet, a series of specialised trailer tracking reports become available.

To see how your trailer assets are distributed across your network, use the trailer distribution report.

Step 1 – On the black menu bar click Fleet **Location > Trailer Distribution**.

Step 2 - The report details how many trailers are parked at your depots, along with the type of trailer. This allows you to quickly see which depot's have too many trailers and which have not enough.

Adelaide Depot	Brisbane Depot	Melbourne Depot	Perth Depot	Sydney Depot
15	40	55	22	116
ABC001 22 Pallet - Curtain	ABC05 22 Pallet - Curtain	ABC116 n/a - Skel	ABC316 16 Pallet - Pan	ABC36 22 Pallet - Pan
ABC02 22 Pallet - Pan	ABC06 22 Pallet - Curtain	ABC206 n/a - Skel	ABC331 24 Pallet - Curtain	ABC37 22 Pallet - Pan
ABC03 22 Pallet - Pan	ABC212 24 Pallet - Pan	ABC208 24 Pallet - Pan	ABC342 22 Pallet - Pan	ABC39 22 Pallet - Curtain
ABC298 12 Pallet - Curtain	ABC214 22 Pallet - Pan	ABC209 24 Pallet - Pan	ABC360 12 Pallet - Curtain	ABC41 22 Pallet - Pan
ABC300 22 Pallet - Curtain	ABC234 22 Pallet - Pan	ABC210 24 Pallet - Pan	ABC411 10 Pallet - Curtain	ABC216 24 Pallet - Curtain
ABC317 22 Pallet - Pan	ABC247 24 Pallet - Pan	ABC211 24 Pallet - Pan	ABC413 22 Pallet - DropDeck	ABC220 22 Pallet - Curtain
ABC352 12 Pallet - Curtain	ABC248 24 Pallet - Pan	ABC243 22 Pallet - Pan	ABC419 22 Pallet - Pan	ABC240 22 Pallet - Pan
ABC467 22 Pallet - Pan	ABC273 22 Pallet - Pan	ABC257 22 Pallet - Pan	ABC465 22 Pallet - Pan	ABC241 22 Pallet - Pan
ABC484 22 Pallet - DropDeck	ABC278 10 Pallet - Pan	ABC265 n/a - Skel	ABC493 22 Pallet - Pan	ABC242 22 Pallet - Pan
ABC545 12 Pallet - Curtain	ABC281 22 Pallet - Pan	ABC274 22 Pallet - Pan	ABC527 22 Pallet - Pan	ABC244 22 Pallet - Pan
ABC546 12 Pallet - Curtain	ABC296 22 Pallet - Pan	ABC282 22 Pallet - Pan	ABC532 12 Pallet - Curtain	ABC259 22 Pallet - Pan
ABC548 12 Pallet - Curtain	ABC302 22 Pallet - Pan	ABC287 22 Pallet - Pan	ABC547 12 Pallet - Curtain	ABC261 22 Pallet - Pan
ABC549 12 Pallet - Curtain	ABC305 22 Pallet - Pan	ABC292 24 Pallet - Curtain	ABC552 12 Pallet - Curtain	ABC264 24 Pallet - Pan
ABC584 22 Pallet - Pan	ABC351 12 Pallet - Curtain	ABC318 22 Pallet - Pan	ABC553 22 Pallet - DropDeck	ABC276 22 Pallet - Pan
ABC586 22 Pallet - Pan	ABC368 12 Pallet - Pan	ABC328 22 Pallet - Pan	ABC555 22 Pallet - DropDeck	ABC277 22 Pallet - Pan
	ABC399 22 Pallet - Pan	ABC330 22 Pallet - Pan	ABC571 12 Pallet - Curtain	ABC284 22 Pallet - Pan

How do I see camera footage of incidents?

When MyFleet video cameras are installed in your fleet, a range of video clip reports become available.

To see recent video events, use the Video Alerts report

Step 1 – Click Video Cameras > Video Alerts on the black menu bar.

Step 2 – A list of recent video events will be shown. Click any for more details and to view the video clip.

Vehicle	Division	Source	Type	Date	Driver	Detail	Email	Link
TR912	NSW	Live	Speeding (High)	22/05/17 05:39:47	Steve Thomas	Over speed for 6 seconds with a peak of 105 km/hr at M7 Blacktown.	Tracking_demo@my-fleet.com	Play
TR913	NSW	Live	Harsh Acceleration (Low)	22/05/17 08:17:43	Harry Holt	Harsh Acceleration (Low) at Newcastle CBD	Tracking_demo@my-fleet.com	Play
TR841	NSW	Live	Harsh Cornering (Low)	21/05/17 014:07:12	Jaime Gray	Harsh Cornering (Low) at Home Makers Centre	Tracking_demo@my-fleet.com	Play



Where can I get more help?

MyFleet has a team of support and training staff to help you. Support and training is included at no extra charge. Contact us by Phone or Email at any time.

MyFleet also offers tailored training packages for your team, anywhere in the country.



Phone: 1300 836 149



Email: sales@my-fleet.com



Email: techsupport@my-fleet.com



Email: accounts@my-fleet.com