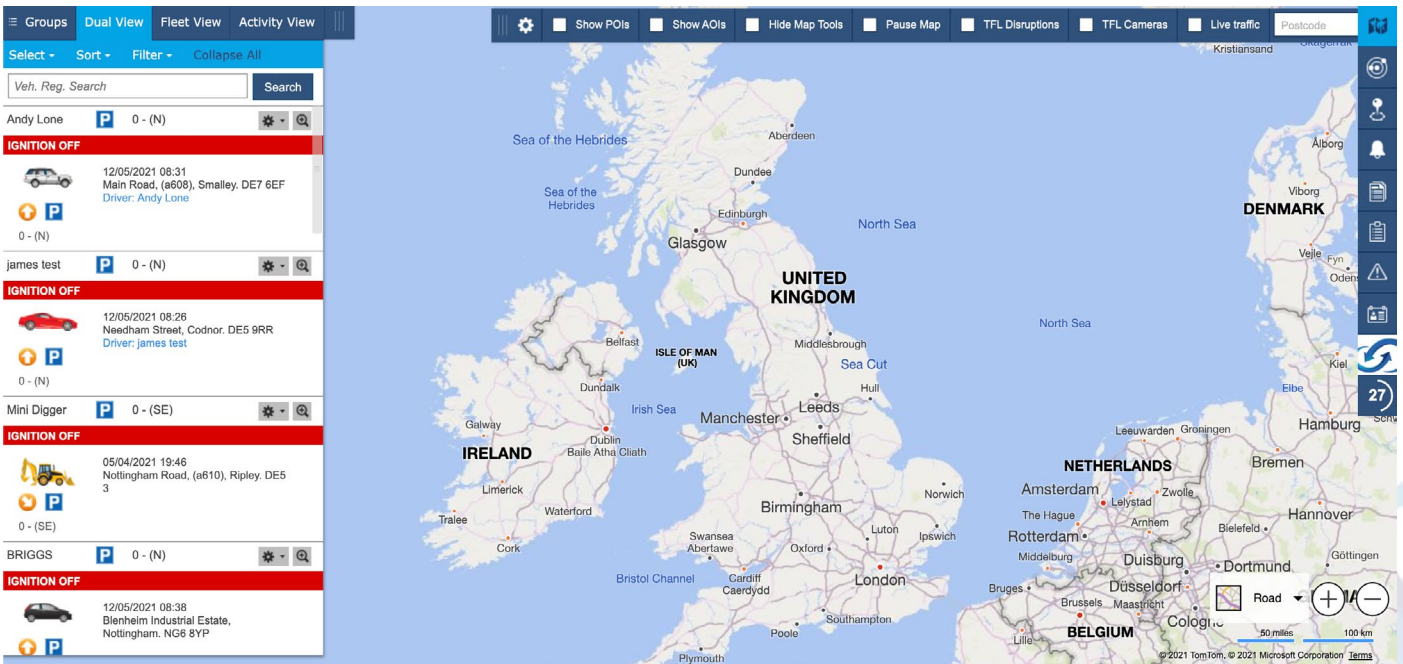




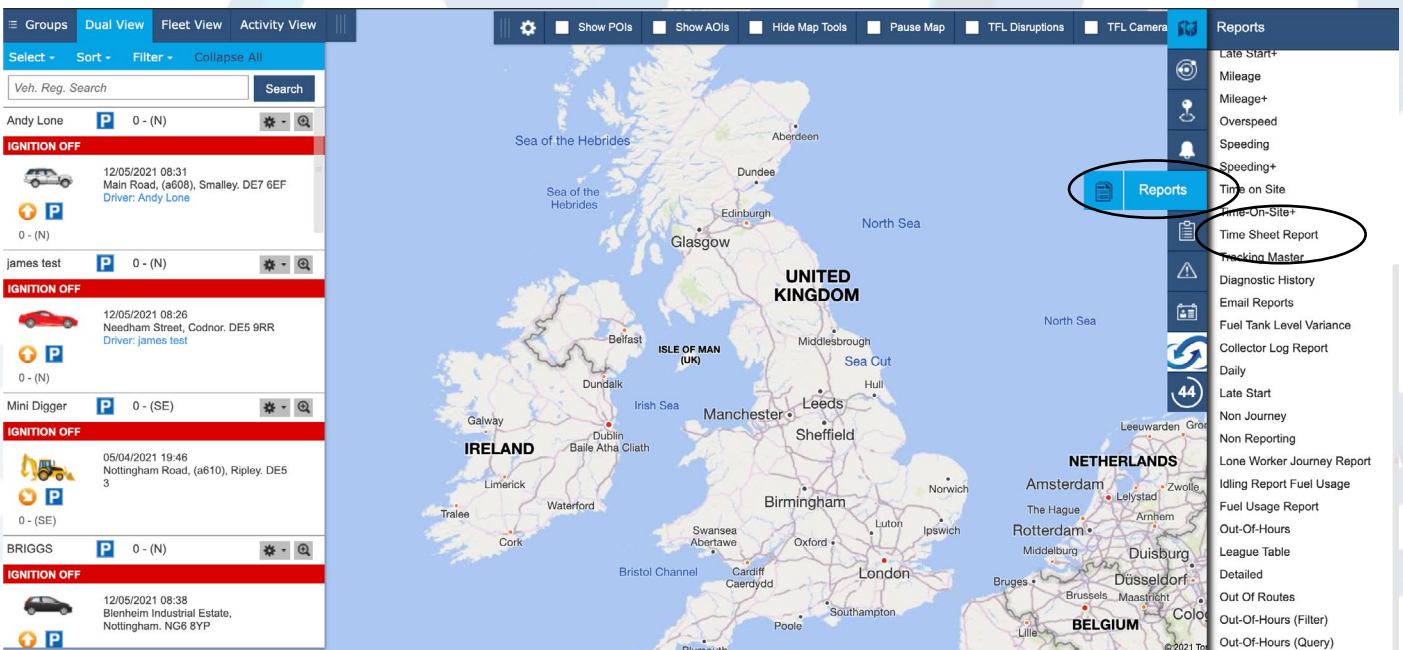
Generating Time sheets

This guide will show you how to generate time sheets for single vehicles of your entire fleet.

1. Log in to your tracking portal.



2. In the options menu on the left click on Reports > Time Sheet Report.



3. A panel will then pop up with a generated time sheet for your entire fleet from here you have various options.

The screenshot shows a 'Time Sheet Report' for the period 10.05.2021 - 12.05.2021. It includes filters for 'Current week', 'Show by vehicle', and 'Show all', along with 'PDF' and 'XLS' download buttons. The report is divided into three sections for different vehicles:

M T16GER							
Day	Date	Start Time	End Time	Duration (HH:MM)	Travelled Duration	Stopped Duration	Distance, Miles
Monday	10.05.2021	08:14	15:23	07:08	00:55	06:12	16.64
Tuesday	11.05.2021	11:45	18:08	06:22	00:44	05:38	13.29
Wednesday	12.05.2021	08:21	08:30	00:08	00:08	0	0.00
Sum Total:				13:38	01:47	11:50	29.93
Avg Total:				04:32	00:35	03:56	9.98

S30 KSK							
Day	Date	Start Time	End Time	Duration (HH:MM)	Travelled Duration	Stopped Duration	Distance, Miles
Monday	10.05.2021	07:59	17:25	09:25	03:34	05:50	114.90
Tuesday	11.05.2021	08:10	21:05	12:55	02:10	10:45	57.49
Wednesday	12.05.2021	08:06	08:31	00:25	00:25	0	0.00
Sum Total:				22:45	06:09	16:35	172.39
Avg Total:				07:35	02:03	05:31	57.46

T16GAT							
Day	Date	Start Time	End Time	Duration (HH:MM)	Travelled Duration	Stopped Duration	Distance, Miles
Monday	10.05.2021	19:44	20:14	00:29	00:29	0	8.08
Sum Total:				00:29	00:29	0	8.08
Avg Total:				00:29	00:29	0	8.08

To the right of the tables is a map of the Netherlands showing major cities like Amsterdam, Rotterdam, and The Hague, with a scale bar and navigation controls.

4. You can now filter the page to show specific vehicles or time ranges as well as download the report in .PDF or .XLS spreadsheet formats

This screenshot shows the same 'Time Sheet Report' interface, but with the filters set to 'Current week', 'Show by vehicle', and 'Show all'. The report is filtered to show only the data for Monday and Tuesday:

Day	Date	Start Time	End Time	Duration (HH:MM)	Travelled Duration	Stopped Duration	Distance, Miles
Monday	10.05.2021	08:14	15:23	07:08	00:55	06:12	16.64
Tuesday	11.05.2021	11:45	18:08	06:22	00:44	05:38	13.29

