

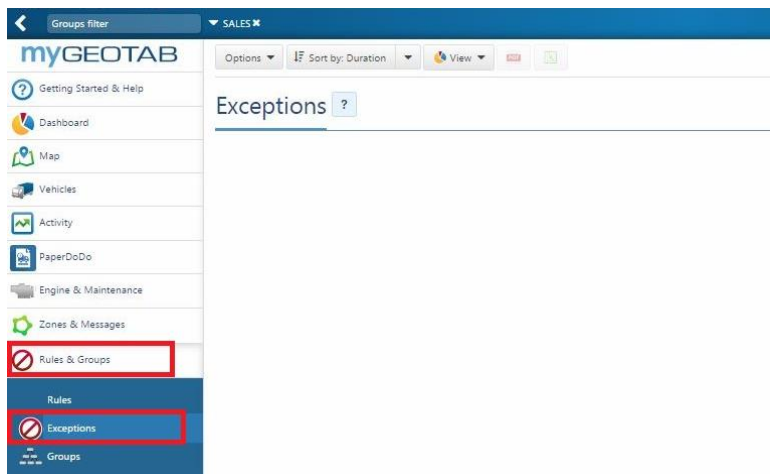
## RUNNING AN EXCEPTIONS REPORT

See what rules have been breached with the Exception Report.

### STEPS REQUIRED

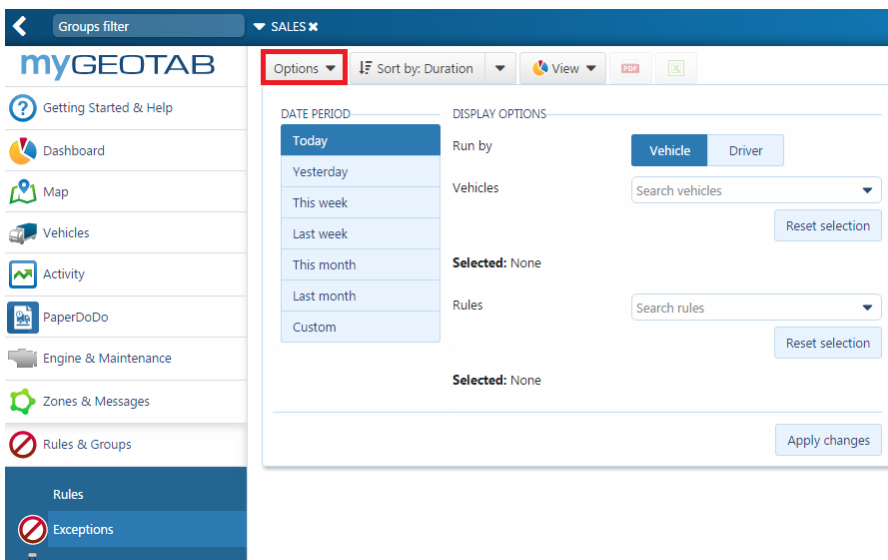
#### Step 1:

From the main menu, click on the Rules and Groups tab on the left side of the page and click on Exceptions.



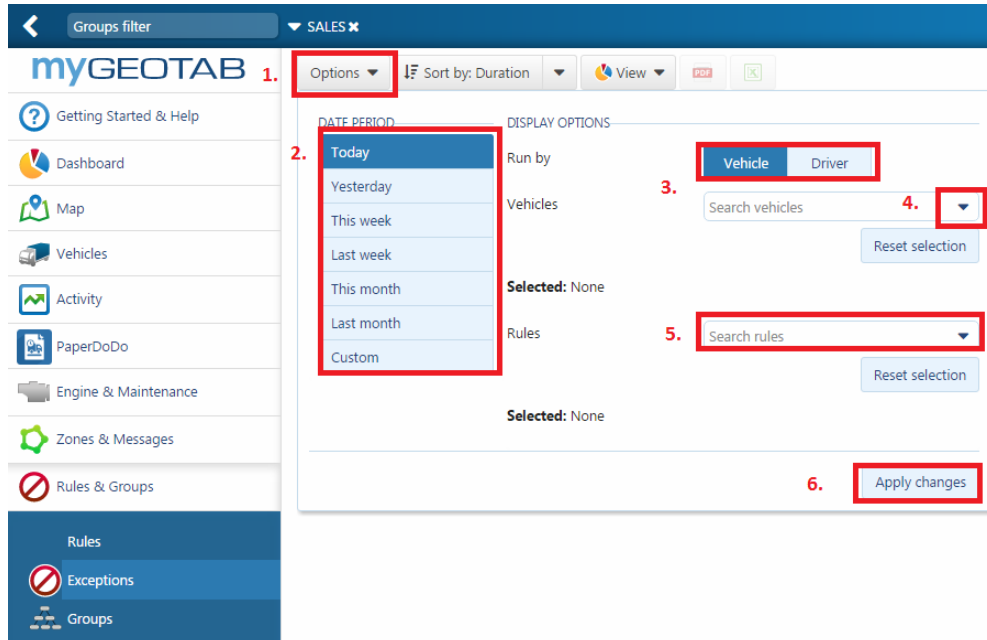
#### Step 2:

Click on the Options button at the top of the page.



**Step 3:**

- Input your requirements as below;
- Specify your date range
- Select whether you would like to run by vehicle or driver.
- Specify which vehicle/driver to run this report against or select all.
- Specify which rules you would like to report on. You can select individual rules or Select All.
- Select Apply Changes.



The screenshot shows the myGEOTAB interface with the 'Options' dialog box open. The dialog is divided into 'DATE PERIOD' and 'DISPLAY OPTIONS' sections. In the 'DATE PERIOD' section, 'Today' is selected. In the 'DISPLAY OPTIONS' section, 'Run by' is set to 'Vehicle', and the 'Vehicles' search dropdown is open. The 'Rules' search dropdown is also open. The 'Apply changes' button is highlighted at the bottom right of the dialog.

**NOTE:** When you select a vehicle, driver or rule the selected button will turn dark blue to indicate it has been selected.

**NOTE:** Safer Together rules are identified by the description ST as shown below.

ST - CSG - 4WD AUX
ST - CSG - 4WD OBD
ST - CSG - Breaks (Journey Management) (1HRS 45MIN)(Alert)
ST - CSG - Breaks (Journey Management) (2HRS)
ST - CSG - Cruise Control
ST - CSG - Drive without Seatbelt (>5kph, >5sec)

**Step 4:**

Once loaded, a list will display with any exceptions captured specified in your search.

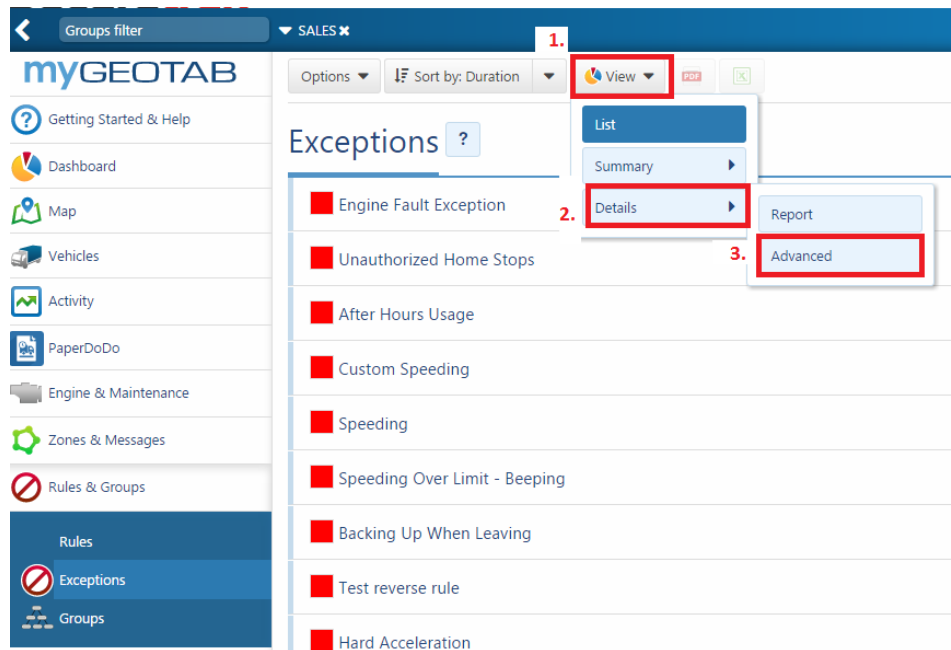
Options | Sort by: Duration | View | PDF | X

Exceptions ?

Engine Fault Exception	9d 3h 33m 10s 864 km	2	Vehicles: 1
Unauthorized Home Stops	21h 57m 15s 0 km	7	Vehicles: 4
After Hours Usage	1h 36m 11s 59 km	9	Vehicles: 3
Custom Speeding	1m 52s 2 km	4	Vehicles: 1
Speeding	1m 52s 2 km	4	Vehicles: 1
Speeding Over Limit - Beeping	1m 17s 1 km	5	Vehicles: 1
Backing Up When Leaving	1m 5s 0 km	9	Vehicles: 2
Test reverse rule	1s 0 km	2	Vehicles: 2
Hard Acceleration	0s 0 km	2	Vehicles: 2

**Step 5:**

To export this data, click on the View button, select either Summary or Detailed option and then Report or Advanced.



The screenshot shows the myGEOTAB interface. At the top, there is a navigation bar with 'Groups filter' and 'SALES'. Below this is a sidebar with various menu items like 'Getting Started & Help', 'Dashboard', 'Map', 'Vehicles', 'Activity', 'PaperDoDo', 'Engine & Maintenance', 'Zones & Messages', 'Rules & Groups', 'Rules', 'Exceptions', and 'Groups'. The main content area displays a list of exceptions. A 'View' dropdown menu is open, showing options: 'List', 'Summary', 'Details', 'Report', and 'Advanced'. Red boxes and numbers highlight the steps: 1. Click 'View', 2. Click 'Details', and 3. Click 'Advanced'.

**Step 6:**

Once selected the Excel and PDF icons will become active to export your preferred format report.

The screenshot shows the myGEOTAB interface with the 'Exceptions' report selected. The 'View' dropdown menu is open, showing 'PDF' and 'Excel' icons highlighted with red boxes and a red arrow pointing to them. The 'Exceptions Detail Report' table is visible below, showing columns for Device, Device Group, Rule, Location, Location Zone, Types, Date, and Start Time.

**Step 7:**

If providing reporting on the Safer Together rules you will be required to enter this data in the Safer Together reporting template as shown below.

QUEENSLAND CSG INDUSTRY MONTHLY PERFORMANCE REPORT												
Reporting Period	Company	General Data			Designated Speed Events			Fatigue Events	Seat Belt Events	Harsh Acceleration/Deceleration Events		
	Contractor/Subcontractor (names recorded here)	Total Km driven	Number of Vehicles	Number of drivers	Speed Category 1	Speed Category 2	Speed Category 3	Fatigue Management 2:15HRS	Seat Belt Not Engaged	Harsh Acceleration	Harsh Braking	Excessive Harsh Braking
January												
February												
March												
April												
May												
June												
July												
August												
September												
October												
November												
December												

**References**  
 Safer Together - CSG Industry IVMS Technical Specifications, 2015  
 APPEA Sharing Solutions: IVMS Minimum Settings for Light Vehicles  
 APPEA Sharing Solutions: IVMS Minimum Settings for Heavy Vehicles  
 Land transportation safety recommended practice, International Association of Oil and Gas Producers, London, July 2011  
 Land transportation safety recommended practice, Guidance Note 12, International Association of Oil and Gas Producers, London, July 2011



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## FURTHER ASSISTANCE

If you require any custom reporting please contact the **Enterprise Services Team** for more information or a quote at [reporting@fleetcomplete.com.au](mailto:reporting@fleetcomplete.com.au).

For general database assistance contact the Helpdesk at [helpdesk@fleetcomplete.com.au](mailto:helpdesk@fleetcomplete.com.au)

For training contact [Training@fleetcomplete.com.au](mailto:Training@fleetcomplete.com.au)