

# Breach Reports

28/04/2025 2:25 am AEST

[Generate Breach Summary Report](#)

[View Breach Report List](#)

[View Breach Report Information](#)

[Create Breach Note](#)

[Email Driver Breach Report](#)

## Generate Breach Summary Report

1. In the **Business Navigation Menu**, click **Reports** and select **Breaches**.
2. You will be directed to the **Breaches** page. Specify the filters to generate breach reports:

Field	Instructions
<b>Driver</b>	Click the drop-down arrow to select the driver for whom you will generate/view the report. <b>Note:</b> You can select multiple drivers or select <b>All</b> to select all the listed drivers.
<b>Date Range</b>	Click the <b>Calendar</b> icon to set the date range of the report you want to generate.
<b>Options</b>	Click the field to expand the list of options. Select the appropriate option by clicking it from the list.

3. Click the **Get Summary Report** button.
4. The **Send Driver Report To Email** dialog box will appear. In the **Email Address** field, enter the email address.
5. Click **Submit** to send the report via email.

## View Breach Report List

1. In the **Business Navigation Menu**, click **Reports** and select **Breaches**.
2. You will be directed to the **Breaches** page. Specify the filters to generate breach reports:

Field	Instructions
-------	--------------

<b>Driver</b>	Click the drop-down arrow to select the driver for whom you will generate/view the report. <b>Note:</b> you can select multiple drivers or <b>All</b> to select all the listed drivers.
<b>Date Range</b>	Click the <b>Calendar</b> icon to set the date range of the report you want to generate.
<b>Options</b>	Click the field to expand the list of options. Select the appropriate option by clicking it from the list.

3. On this page, you can view the breach report list, which includes the following information:
  - a. Driver
  - b. Time
  - c. Option
  - d. Period
  - e. Work/Rest
  - f. Level
  - g. Note
  - h. Action

## View Breach Report Information

1. In the **Business Navigation Menu**, click **Reports** and select **Breaches**.
2. You will be directed to the **Breaches** page. Specify the filters to generate breach reports:

Field	Instructions
<b>Driver</b>	Click the drop-down arrow to select the driver for whom you will generate/view the report. <b>Note:</b> You can select multiple drivers or <b>All</b> to select all the listed drivers.
<b>Date Range</b>	Click the <b>Calendar</b> icon to set the date range of the report you want to generate.
<b>Options</b>	Click the field to expand the list of options. Select the appropriate option by clicking it from the list.

3. The relevant result will automatically appear while specifying the filter parameters (Table above). Find the driver for which you want to view the report and click its Breach Info (Eye) icon.
4. The **Breach Info** window will appear, displaying the breach details.

## Create Breach Note

1. In the **Business Navigation Menu**, click **Reports** and select **Breaches**.
2. You will be directed to the **Breaches** page. Specify the filters to generate breach reports:

Field	Instructions
<b>Driver</b>	Click the drop-down arrow to select the driver for whom you will generate/view the report. <b>Note:</b> You can select multiple drivers or select <b>All</b> to select all the listed drivers.
<b>Date Range</b>	Click the <b>Calendar</b> icon to set the date range of the report you want to generate.
<b>Options</b>	Click the field to expand the list of options. Select the appropriate option by clicking it from the list.

3. The relevant result will automatically appear while specifying the filter parameters (Table above). Find the driver for which you want to create the breach note and click its **Breach Note** icon.
4. The **Breach Note** dialog box will appear. In the **Notes** field, enter the breach note.
5. Click **Submit** to save the breach note.

## Email Driver Breach Report

1. In the **Business Navigation Menu**, click **Reports** and select **Breaches**.
2. You will be directed to the **Breaches** page. Specify the filters to generate breach reports:
- 3.

Field	Instructions
<b>Driver</b>	Click the drop-down arrow to select the driver for whom you will generate/view the report. <b>Note:</b> You can select multiple drivers or <b>All</b> to select all the listed drivers.
<b>Date Range</b>	Click the <b>Calendar</b> icon to set the date range of the report you want to generate.
<b>Options</b>	Click the field to expand the list of options. Select the appropriate option by clicking it from the list.

4. The relevant result will automatically appear while specifying the filter parameters (Table above). Find the driver for which you want to email the breach and click its **Email Breach** icon.
5. The **Send Driver Report To Email** dialog box will appear. In the **Email Address** field, enter the email address.

6. Click **Submit** to send the report via email.

---