



Motor insurance that  
rewards good driving

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## Generate your private and business trip reports with DQ Mapper

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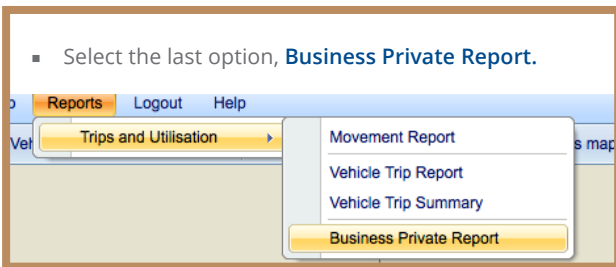
DQ-Track is Discovery Insure's innovative telematics device which uses the latest technology to measure driving behaviour. It also provides unique safety features and services such as DQ Mapper, our interactive online tool that you can use to view real-time car location information and see your past trips, amongst many other features.

This guide explains how you can generate reports for business and private trips using DQ Mapper

- To access DQ Mapper, first login to [www.discovery.co.za](http://www.discovery.co.za)
- In the top menu bar, click on **Insure** and under the heading **Your Vitalitydrive** click on **DQ Mapper**
- When DQ Mapper has opened, in the top banner select the **Reports** option.



- Select the last option, **Business Private Report**.



- After you have selected the date and time range, scroll down and click on **Add Comments**. This will generate a list of your trips within the date range you selected.

Business  Private

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From

2/6/2014 12:00 AM

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To

2/10/2014 11:59 PM

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Location Description

Descriptive Text

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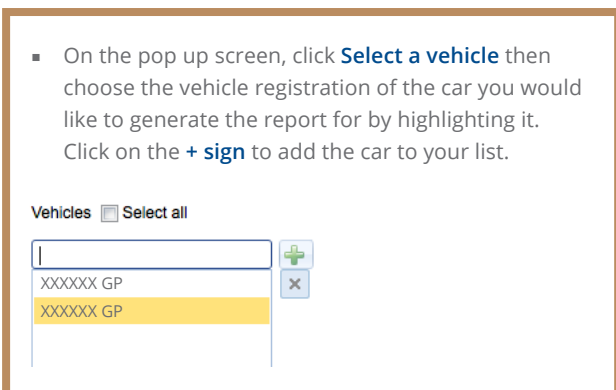
Coordinate Type

Degrees Minutes Seconds

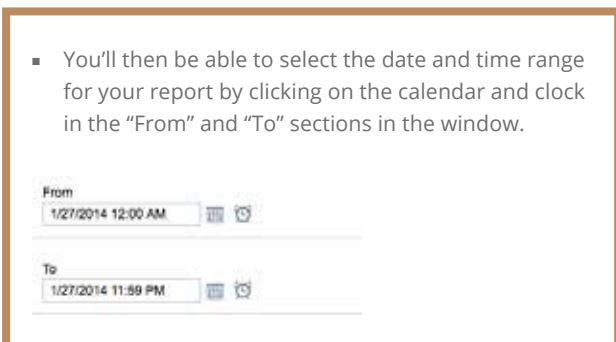
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**Add Comments**

- On the pop up screen, click **Select a vehicle** then choose the vehicle registration of the car you would like to generate the report for by highlighting it. Click on the **+ sign** to add the car to your list.



- You'll then be able to select the date and time range for your report by clicking on the calendar and clock in the "From" and "To" sections in the window.



- At the right hand side of each entry, you'll be able to select the trip as **Business** or **Private** as well as add comments. Select which trips are business related and which are private by clicking in the appropriate circle. Once you have worked your way through the list, click on the **Save** button on the top left hand corner of the trip list screen to save your changes.

Mobile ID	Started	Stopped	Drive Time	Stopped Time	Distance	Driver ID	Private Distance	Business Distance	Address	Location	Business/Private	Remarks
XXXXXX GP	1/24/2014 7:39:19 AM	1/24/2014 8:32:14 AM	00:01:52h	00:00:17h	14.6		0	14.6	near Daisy Street, Sandton	near Daisy Street, Sandton	<input type="radio"/> Business <input type="radio"/> Private	
XXXXXX GP	1/24/2014 8:45:51 AM	1/24/2014 8:55:41 AM	00:00:09h	00:00:17h	0		0	0	near Daisy Street, Sandton	near Daisy Street, Sandton	<input type="radio"/> Business <input type="radio"/> Private	
XXXXXX GP	1/24/2014 9:13:12 AM	1/24/2014 9:16:24 AM	00:00:03h	00:01:32h	0		0	0	near Daisy Street, Sandton	near Daisy Street, Sandton	<input type="radio"/> Business <input type="radio"/> Private	
XXXXXX GP	1/24/2014 10:49:17 AM	1/24/2014 10:53:08 AM	00:00:03h	00:02:17h	0		0	0	near Daisy Street, Sandton	near Daisy Street, Sandton	<input type="radio"/> Business <input type="radio"/> Private	

- Once DQ Mapper has finished saving, click on **Generate** in the bottom left hand side of the screen.

From  
2/6/2014 12:00 AM

To  
2/10/2014 11:59 PM

Location Description  
Descriptive Text

Coordinate Type  
Degrees Minutes Seconds

Add Comments

Generate

Download CSV format

- The report will open in pdf format.

## Business Private Report



Selection : 08X XXX XXXX  
From Date : 1/24/2014 12:00:00 AM To Date : 1/27/2014 11:59:59 PM

Start	Stop	Drive Time	Stop Time	ODO	Private ODO	Business ODO	Cumulative Driver ID ODO	Address	Point Of Interest	Remarks
XXXXXX GP XXXX XXXXXXXX										
2014-01-24 (Friday)										
7:39:19AM	8:32:14AM	00:52	00:17	14.6		14.6	3,924	near Daisy Street, Sandton; in Sandton; 8.3 km E of Tuff Tint Randburg; South		
8:49:51AM	8:55:41AM	00:05	00:17				3,924	near Daisy Street, Sandton; in Sandton; 8.3 km E of Tuff Tint Randburg; South		
9:13:12AM	9:16:24AM	00:03	01:32				3,924	near Daisy Street, Sandton; in Sandton; 8.3 km E of Tuff Tint Randburg; South		
10:49:17AM	10:53:08AM	00:03	02:17				3,924	near Daisy Street, Sandton; in Sandton; 8.3 km E of Tuff Tint Randburg; South		
1:10:52PM	1:14:47PM	00:03	00:20				3,924	near Daisy Street, Sandton; in Sandton; 8.3 km E of Tuff Tint Randburg; South		
1:34:57PM	1:39:21PM	00:04	00:59				3,924	near Daisy Street, Sandton; in Sandton; 8.3 km E of Tuff Tint Randburg; South		

- If you move your mouse to the bottom of any page of your report, the following options will appear, allowing you to save or print your report by clicking on the relevant icon.



For any further queries, please call us on 0860 751 751 or email us at [vitalitydriveinfo@discovery.co.za](mailto:vitalitydriveinfo@discovery.co.za).