

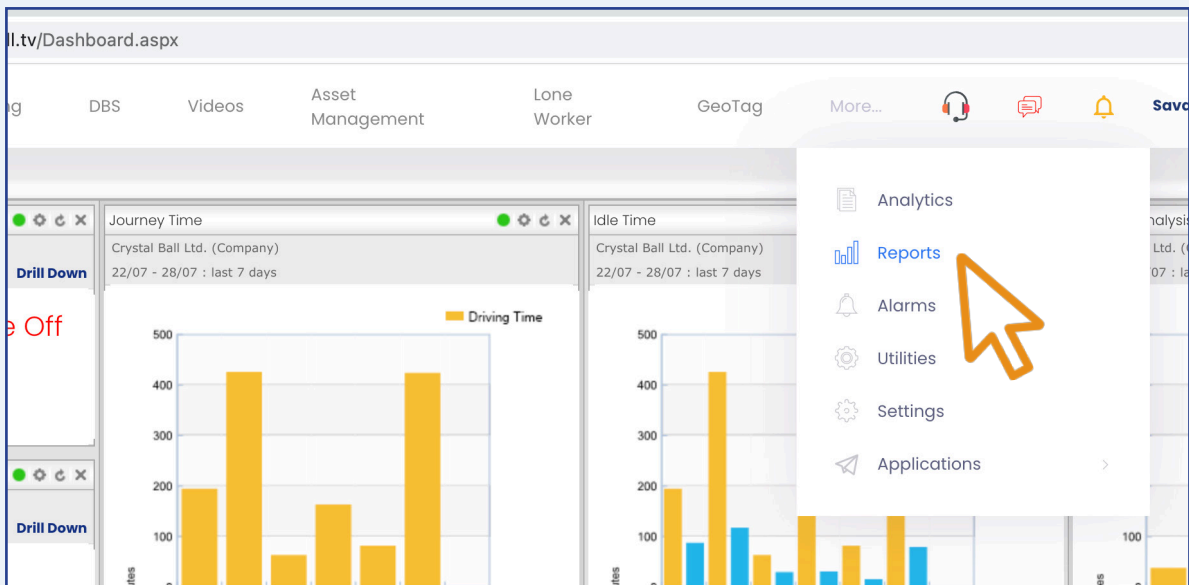
A guide to running a 'Daily Locations' report



What is a 'Daily Locations' report?

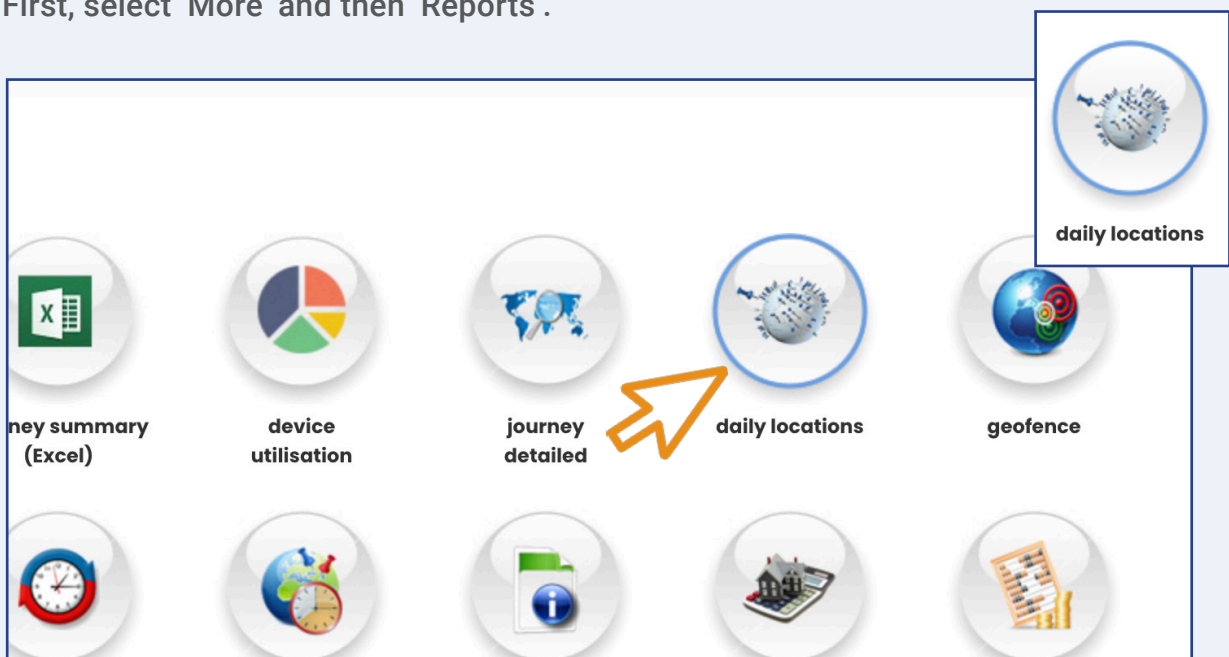
This is a PDF report which will list all locations a vehicle has visited. It can be pulled for either a particular vehicle, the entire company or a certain device group.

1



First, select 'More' and then 'Reports'.

2



Once in 'Reports', select 'daily locations'.

3 Daily Locations

Type

Report

Range

Category

Select a Category...
 Device
 Group
 Company

Selection

Select a value...
 SV18 ZPF - Jon Morgan SC
 T4 TJM
 YE19 GFG - Tara SC

Date & Time From

Date & Time To

Filters

Working Day

Filter Duration (Minutes)

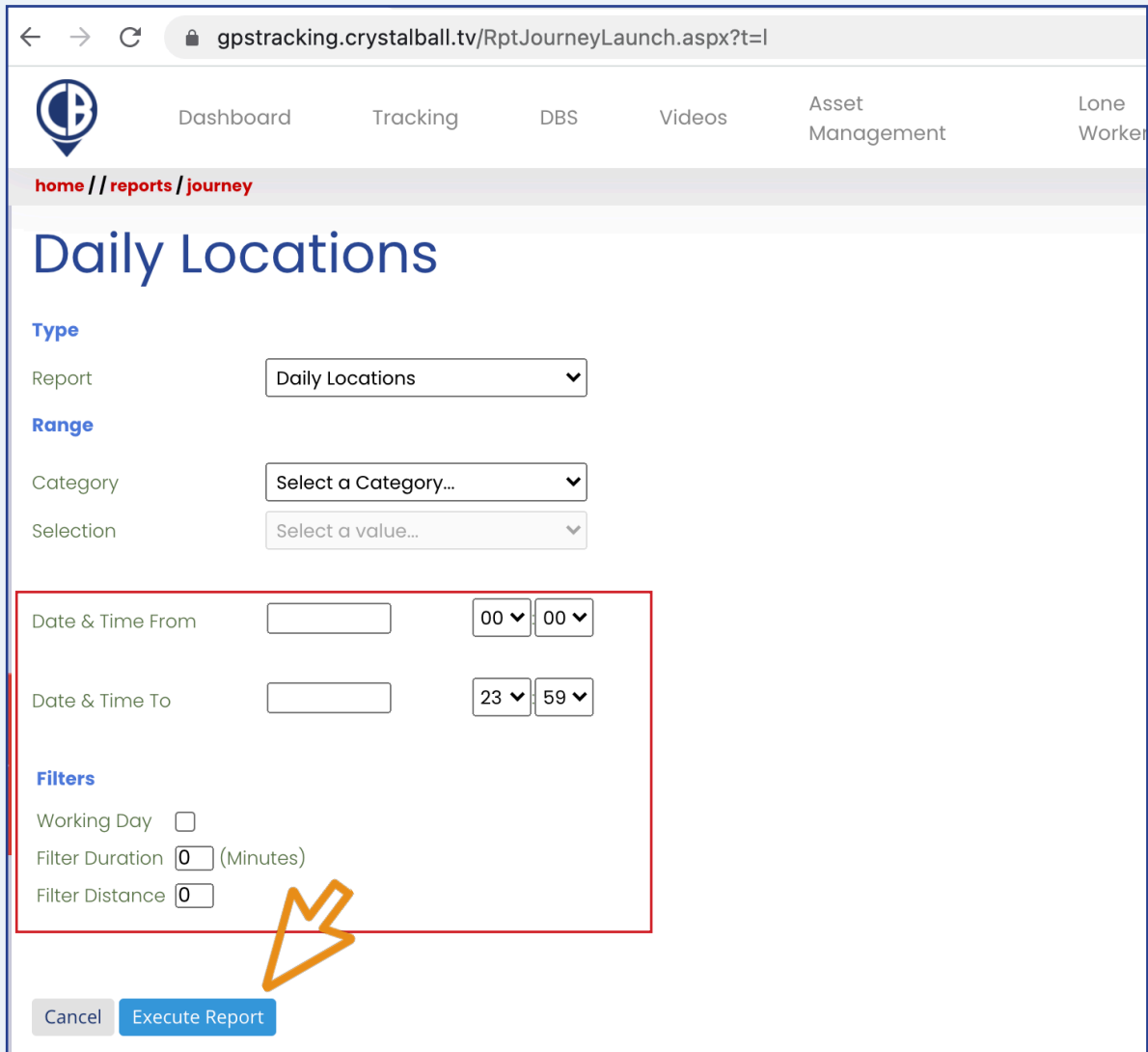
Filter Distance

Within 'Daily Locations', select the Category first;

- 'Company' includes all vehicles across the fleet
- 'Group' allows you to select a particular group of vehicles
- 'Device' allows you to select one particular vehicle

Once you have selected the appropriate category you must then make a selection based on the category you have chosen. For example, select either your company name, a device group or a vehicle.

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gpstracking.crystalball.tv/RptJourneyLaunch.aspx?t=l

Dashboard Tracking DBS Videos Asset Management Lone Worker

home // reports // journey

Daily Locations

Type

Report

Range

Category

Selection

Date & Time From 00 00

Date & Time To 23 59

Filters

Working Day

Filter Duration (Minutes)

Filter Distance

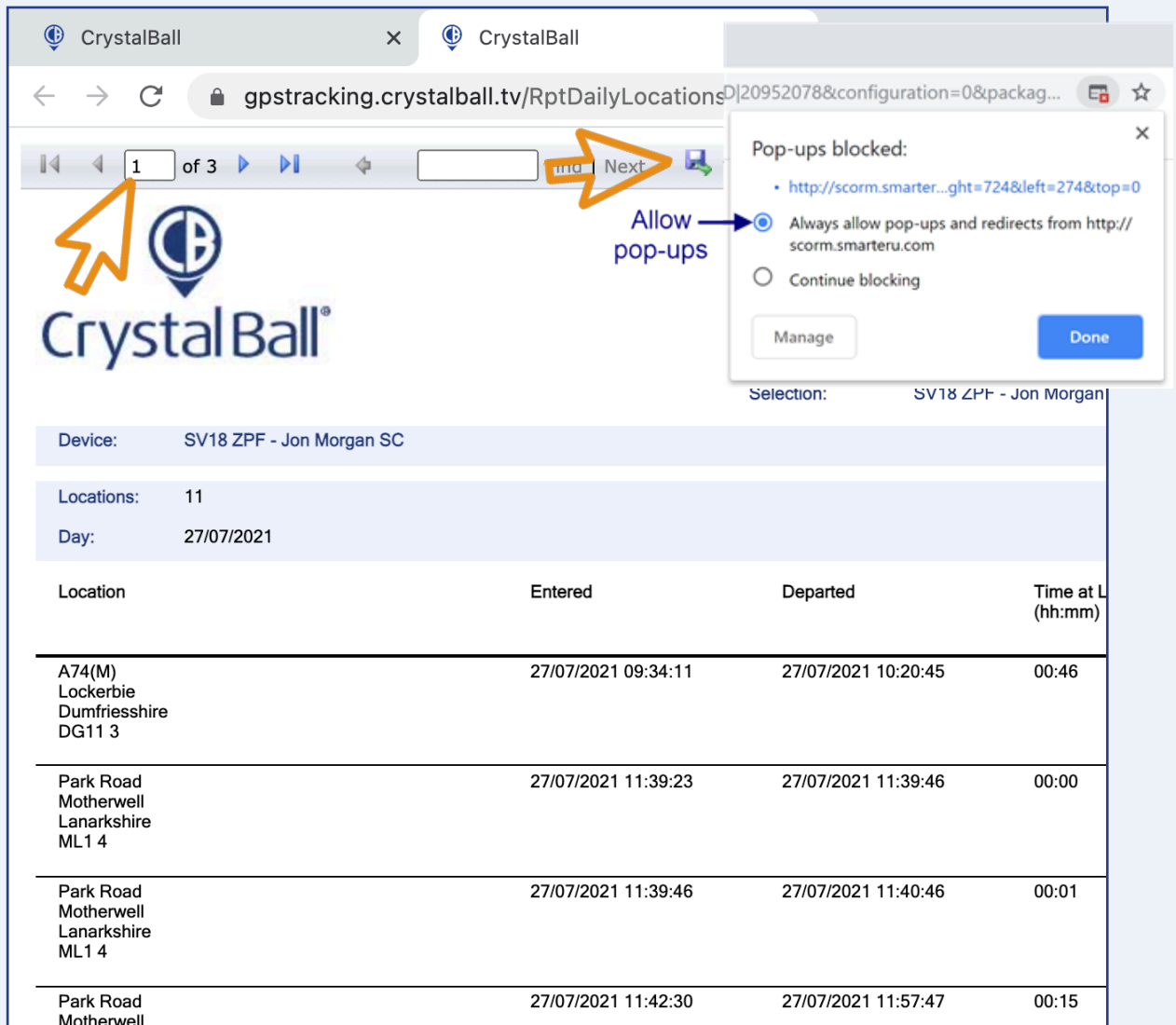
Once you have selected the appropriate category, enter the start and end date in which you would like the report to pull information for (please note data can not be pulled for 12 weeks prior to today's date).

There are various filters you can apply at the bottom. If you would like the report to only pull data for your set working hours then you should tick the 'Working Day' filter (this will only work if the Crystal Ball support team have set up working hours for your account, please contact them if you would like this setting up).

You can also filter by duration and distance, and this will exclude any journeys that do not meet these filters.

Click 'Execute Report'.

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Selection: SV18 ZPF - Jon Morgan

Location	Entered	Departed	Time at L (hh:mm)
A74(M) Lockerbie Dumfriesshire DG11 3	27/07/2021 09:34:11	27/07/2021 10:20:45	00:46
Park Road Motherwell Lanarkshire ML1 4	27/07/2021 11:39:23	27/07/2021 11:39:46	00:00
Park Road Motherwell Lanarkshire ML1 4	27/07/2021 11:39:46	27/07/2021 11:40:46	00:01
Park Road Motherwell	27/07/2021 11:42:30	27/07/2021 11:57:47	00:15

Your report will open as a PDF file. Please note if the report does not open, please ensure pop ups are not blocked. If pop ups are blocked an icon will display to the right of the URL search bar, as shown above.

The report may have multiple pages so always check the page count in the top left hand corner.

You can save the PDF by selecting the save button.



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