

A Guide to running a 'Driver Journey Detailed' report

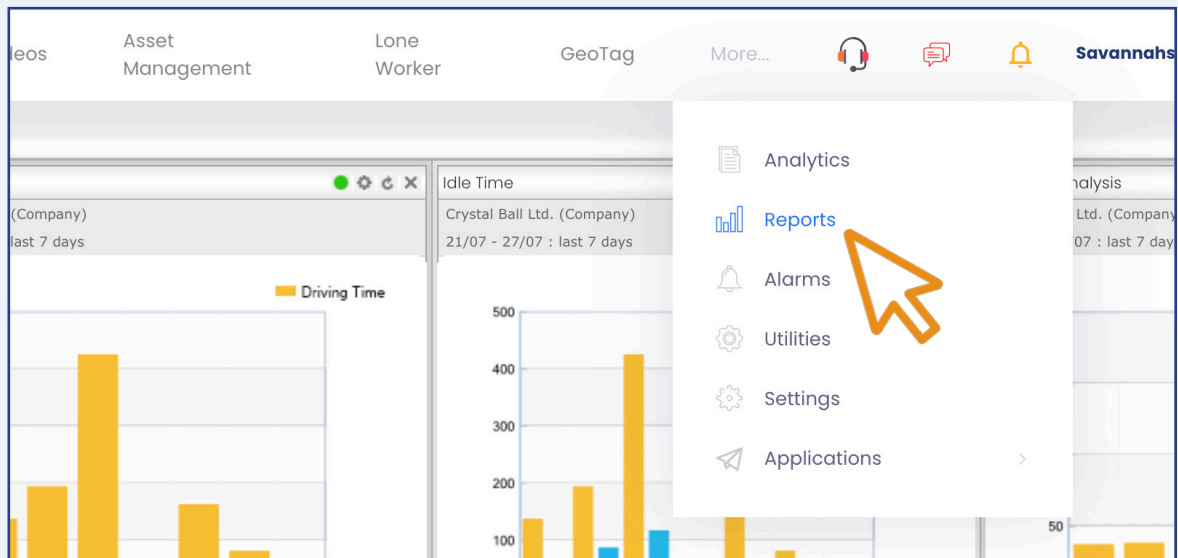


What is a Driver report?

This will detail all journeys conducted by Driver as opposed to vehicle.

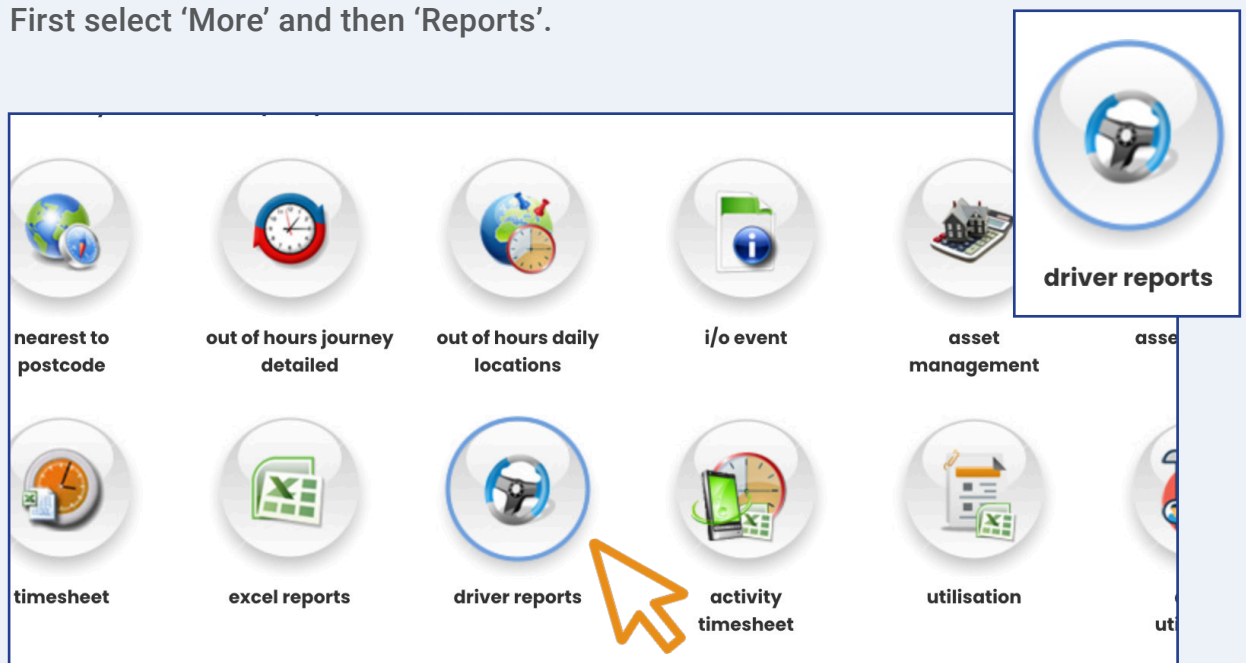
For this report to execute you must have Driver Groups already set up.

1



First select 'More' and then 'Reports'.


2




Once in 'Reports', select "driver reports".'

3


Driver Journey Reporting




journey detailed



journey detailed (excel)



timesheet



journey detailed

Then select 'journey detailed'.

4

Driver Journey Reporting

Type

Report Driver Journey Detailed ▼

Range

Category Select a Category... ▼

Selection Select a value... ▼

Date & Time From 00 ▼ 00 ▼

Date & Time To 23 ▼ 59 ▼

Filters

Working Day

Filter Duration 0 (Minutes)

Filter Distance 0

Cancel
Execute Report

Within 'Driver Journey Reporting', select the Category first;

- 'Company' includes all vehicles across the fleet
- 'Group' allows you to select a particular group of vehicles
- 'Driver' allows you to select a particular driver

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 driver or a vehicle.

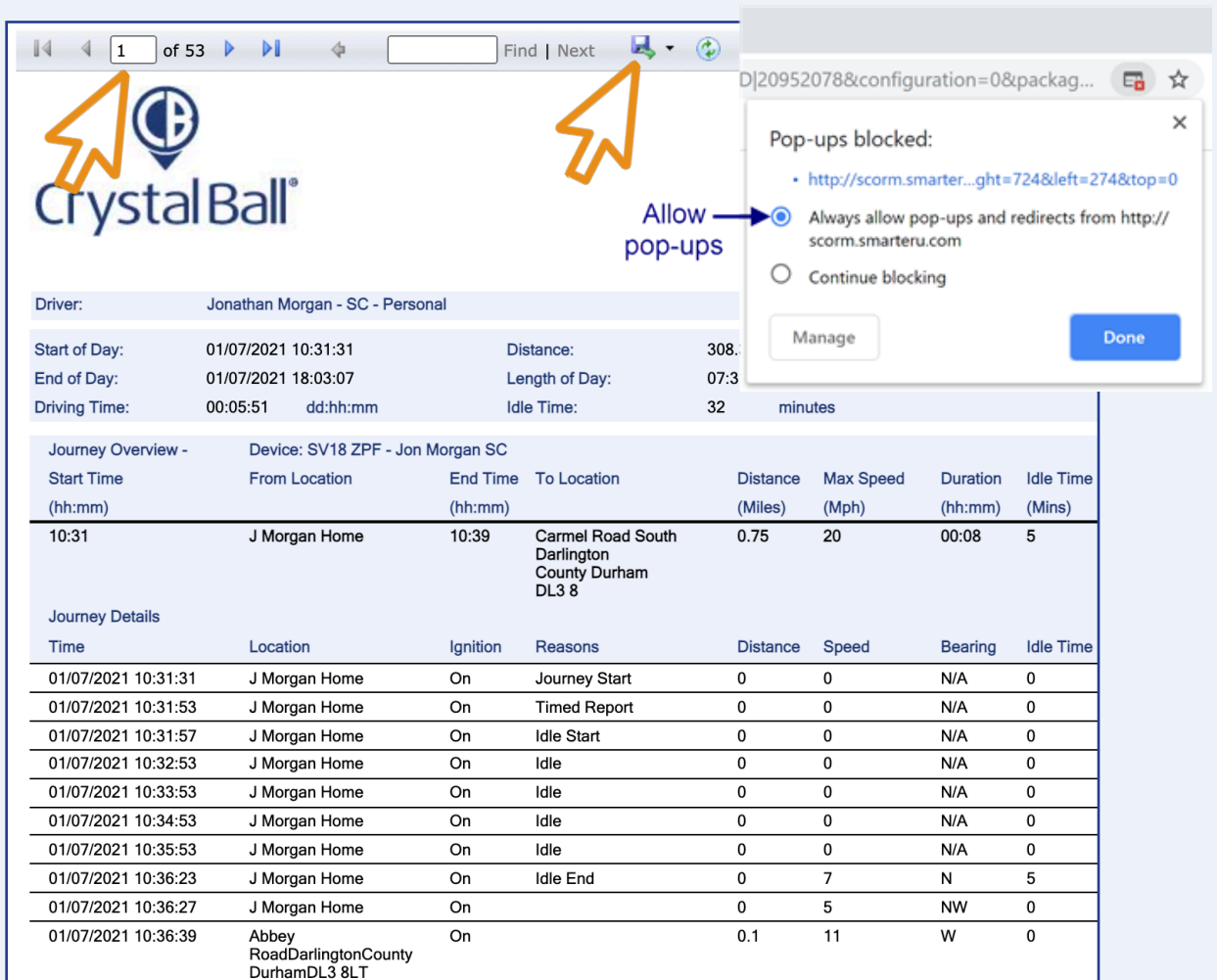
Once you have selected the appropriate category, enter the start and end date in which you would like the report to pull information for (please note data can not be pulled for 12 weeks prior to todays date).

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'.

5



Driver: Jonathan Morgan - SC - Personal

Start of Day: 01/07/2021 10:31:31 Distance: 308.0
 End of Day: 01/07/2021 18:03:07 Length of Day: 07:32
 Driving Time: 00:05:51 dd:hh:mm Idle Time: 32 minutes

Start Time (hh:mm)	From Location	End Time (hh:mm)	To Location	Distance (Miles)	Max Speed (Mph)	Duration (hh:mm)	Idle Time (Mins)
10:31	J Morgan Home	10:39	Carmel Road South Darlington County Durham DL3 8	0.75	20	00:08	5

Time	Location	Ignition	Reasons	Distance	Speed	Bearing	Idle Time
01/07/2021 10:31:31	J Morgan Home	On	Journey Start	0	0	N/A	0
01/07/2021 10:31:53	J Morgan Home	On	Timed Report	0	0	N/A	0
01/07/2021 10:31:57	J Morgan Home	On	Idle Start	0	0	N/A	0
01/07/2021 10:32:53	J Morgan Home	On	Idle	0	0	N/A	0
01/07/2021 10:33:53	J Morgan Home	On	Idle	0	0	N/A	0
01/07/2021 10:34:53	J Morgan Home	On	Idle	0	0	N/A	0
01/07/2021 10:35:53	J Morgan Home	On	Idle	0	0	N/A	0
01/07/2021 10:36:23	J Morgan Home	On	Idle End	0	7	N	5
01/07/2021 10:36:27	J Morgan Home	On		0	5	NW	0
01/07/2021 10:36:39	Abbey Road Darlington County Durham DL3 8LT	On		0.1	11	W	0

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.



Crystal Ball®

0330 995 9950

www.crystalball.tv