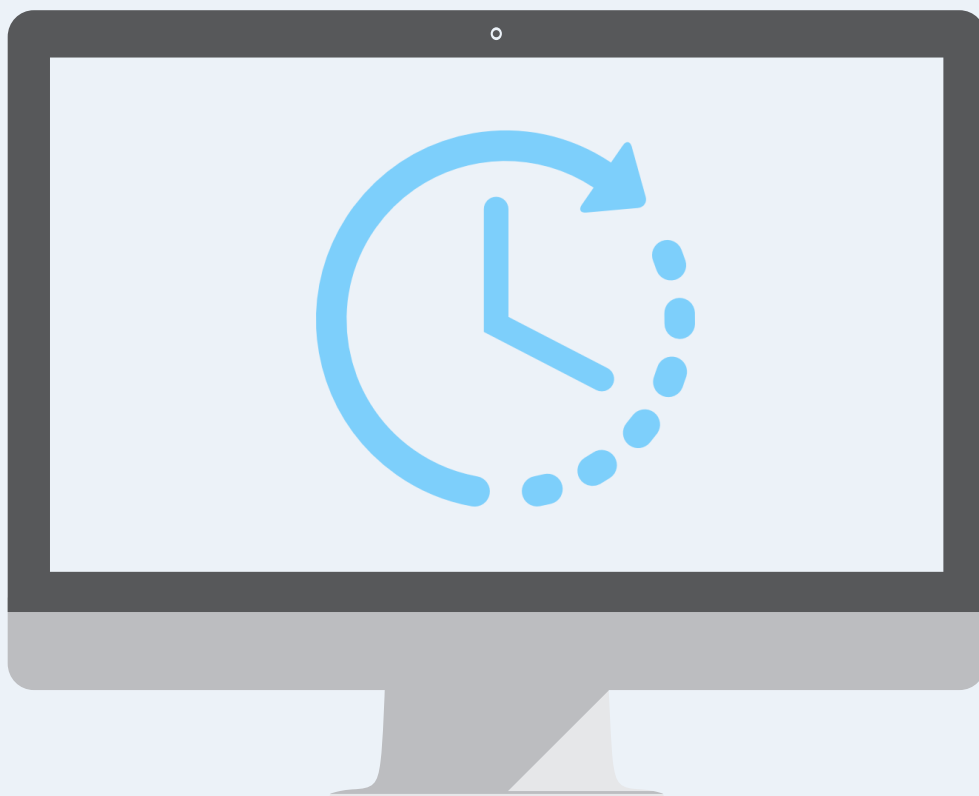
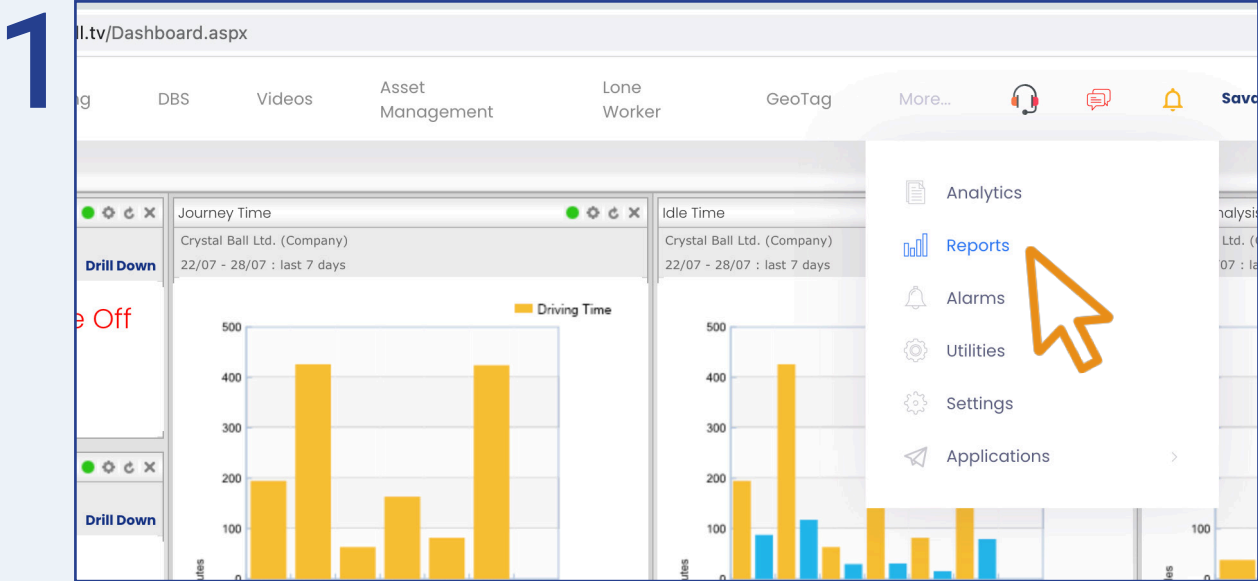


A Guide to running 'Idle time' reports

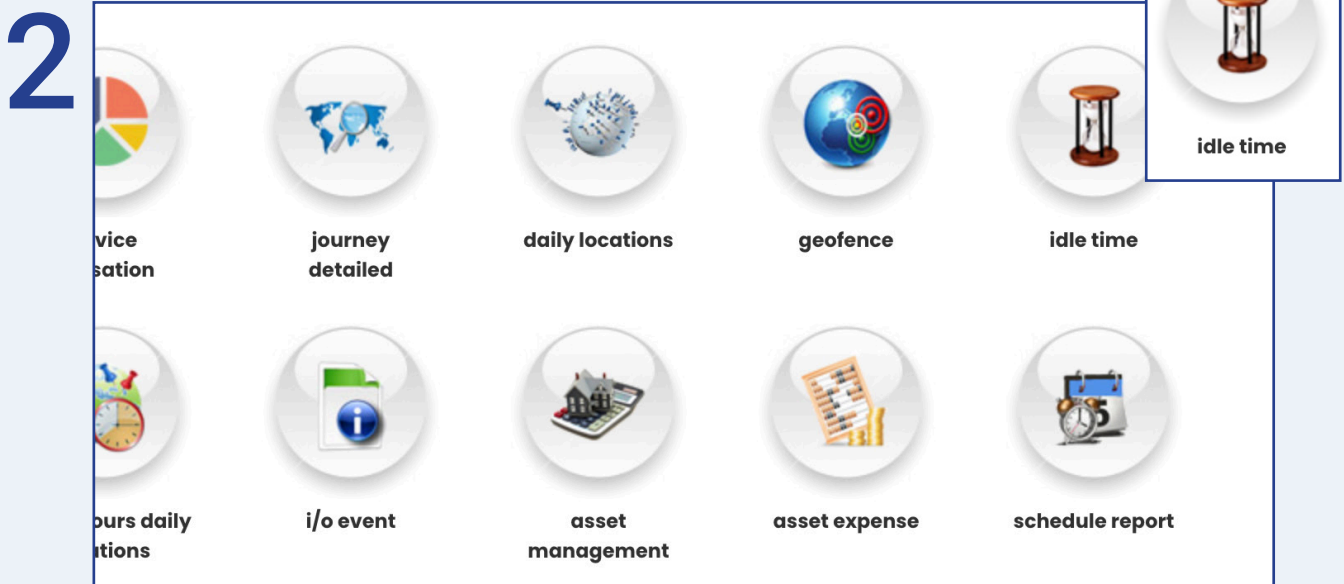


What is an 'Idle time' report?

This report allows you monitor idle time across the company, a device group or for one particular vehicle. Idle time is classified as a vehicle travelling less than 1.5kmh for more than 20 seconds. The report is downloaded as a PDF and will highlight as a percentage what proportion of driving time the vehicle was idling. It also provides a journey overview and breaks down the total minutes of idling for each journey.



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



Once in 'Reports', select 'idle time'.

3

Journey Idle Time

Type

Report

Range

Category

Selection

Date & Time From

Date & Time To

Filters

Working Day

Filter Duration (Minutes)

Filter Distance

Within 'Journey Idle Time', 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.

4 Journey Idle Time

Type

Report

Range

Category

Selection

Date & Time From

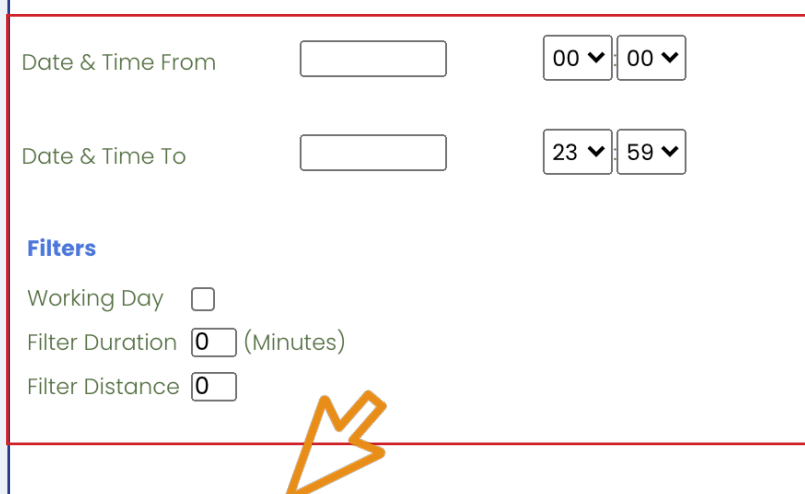
Date & Time To

Filters

Working Day

Filter Duration (Minutes)

Filter Distance



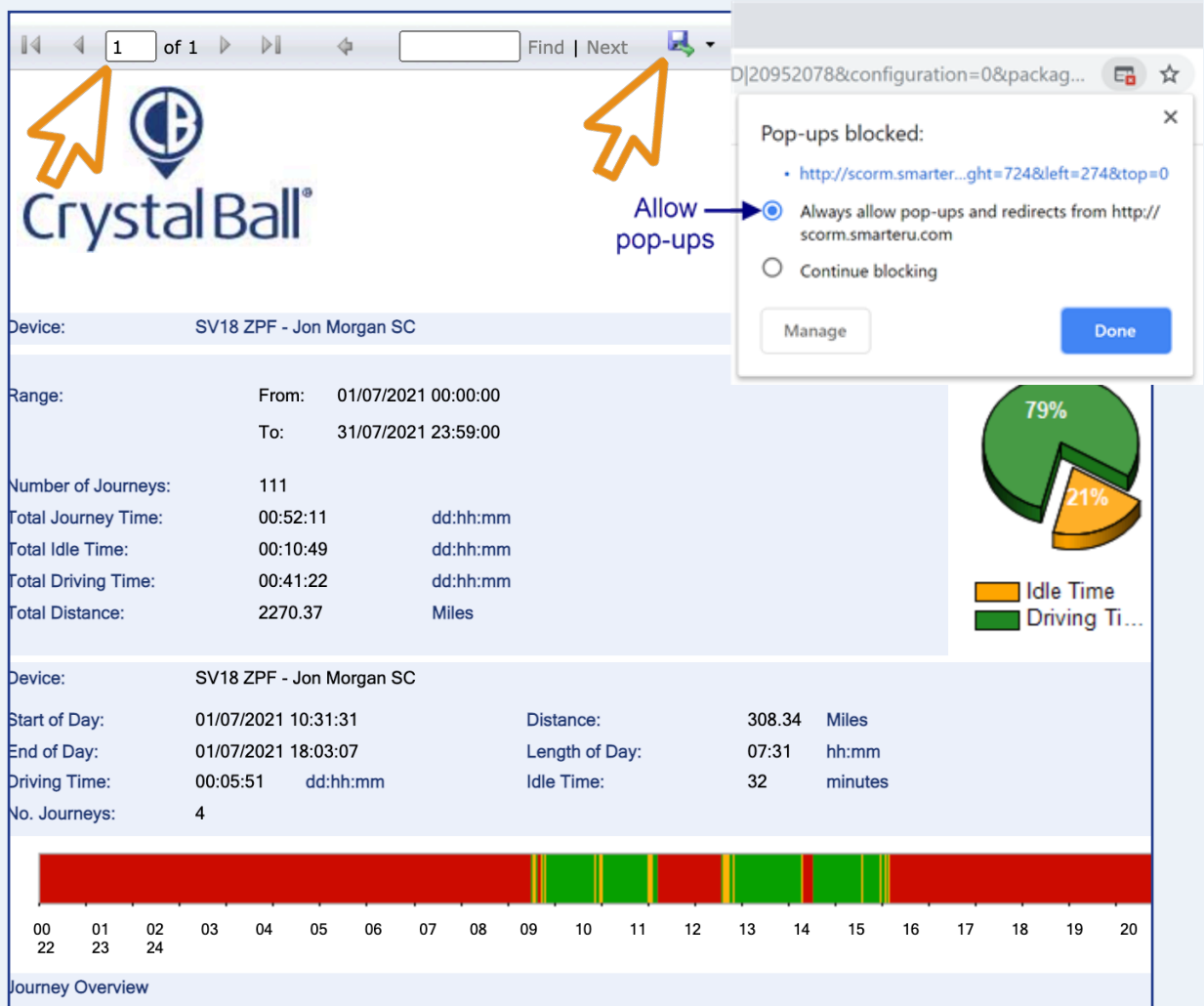
Once you have selected the appropriate category, enter the start and end date in which you would like the report to pull information for (please note data can not be pulled for 12 weeks prior to today's date).

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'.

5



Crystal Ball®

Device: SV18 ZPF - Jon Morgan SC

Range: From: 01/07/2021 00:00:00 To: 31/07/2021 23:59:00

Number of Journeys: 111

Total Journey Time: 00:52:11 dd:hh:mm

Total Idle Time: 00:10:49 dd:hh:mm

Total Driving Time: 00:41:22 dd:hh:mm

Total Distance: 2270.37 Miles

Device: SV18 ZPF - Jon Morgan SC

Start of Day: 01/07/2021 10:31:31 Distance: 308.34 Miles

End of Day: 01/07/2021 18:03:07 Length of Day: 07:31 hh:mm

Driving Time: 00:05:51 dd:hh:mm Idle Time: 32 minutes

No. Journeys: 4

00 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20
22 23 24

Journey Overview

Pop-ups blocked:
 • http://scorm.smarter...ght=724&left=274&top=0
 Always allow pop-ups and redirects from http://scorm.smarteru.com
 Continue blocking
 Manage Done

79%
21%
 Idle Time
Driving Ti...

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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