

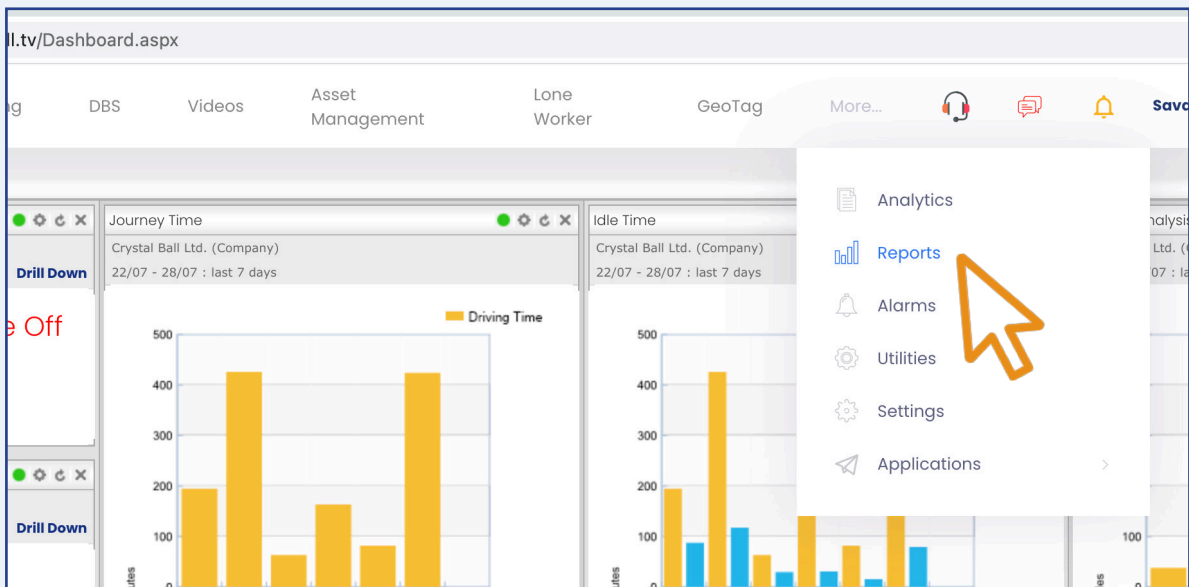
A Guide to running a 'Non Driver Journey' report



What is a 'Non Driver Journey' report?

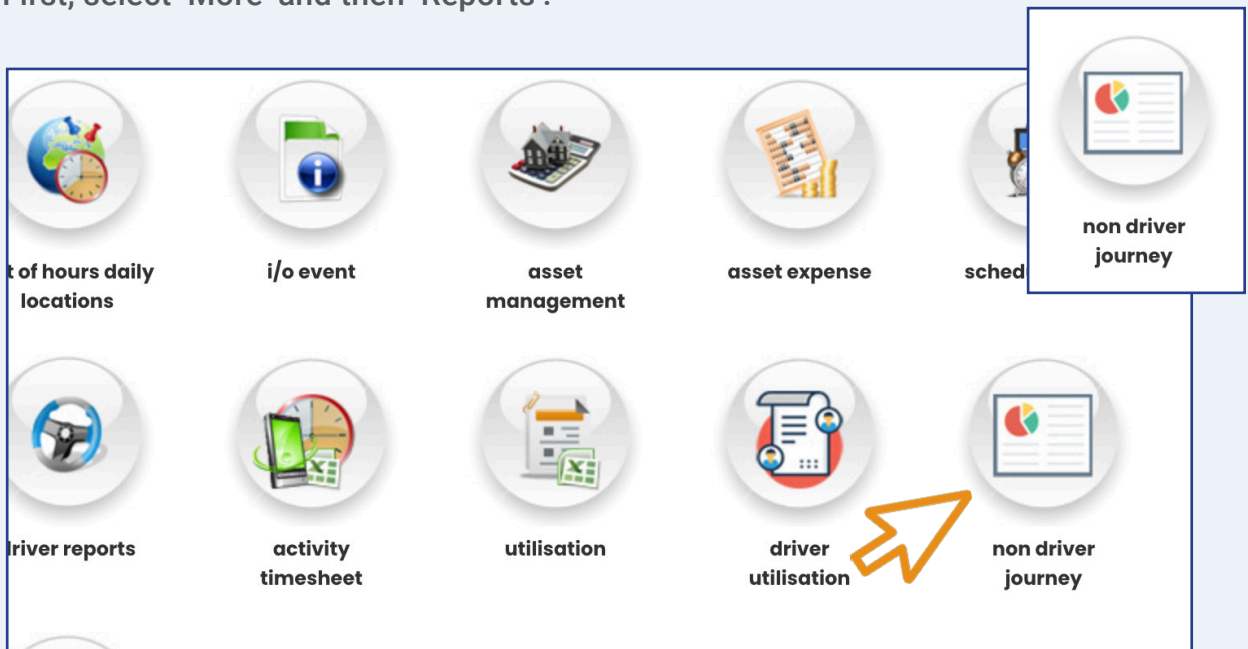
This report provides a summary of all vehicles that have conducted journeys with no driver logging in. This is a useful report for monitoring when drivers have not logged in and is downloaded in Excel.

1



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

2



Once in 'Reports', select 'non driver journey'.

3

home // reports / journey

Non Driver Journey Summary

Type

Report: Non Driver Journey Summary

Range

Category: Device

Selection: SV18 ZPF - Jon Morgan SC

Date & Time From: [] [00] [00]

Date & Time To: [] [23] [59]

Options

Minimum Distance: 0

Show Journey:

Cancel Execute Report

Select a Category...

✓ Device

Group

Company

Select a value...

✓ SV18 ZPF - Jon Morgan SC

T4 TJM

YE19 GFG - Tara SC

Within 'Non Driver Journey Summary', 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, device group or a vehicle.

4

Non Driver Journey Summary

Type

Report

Range

Category

Selection

Date & Time From

Date & Time To

Options

Minimum Distance

Show Journey



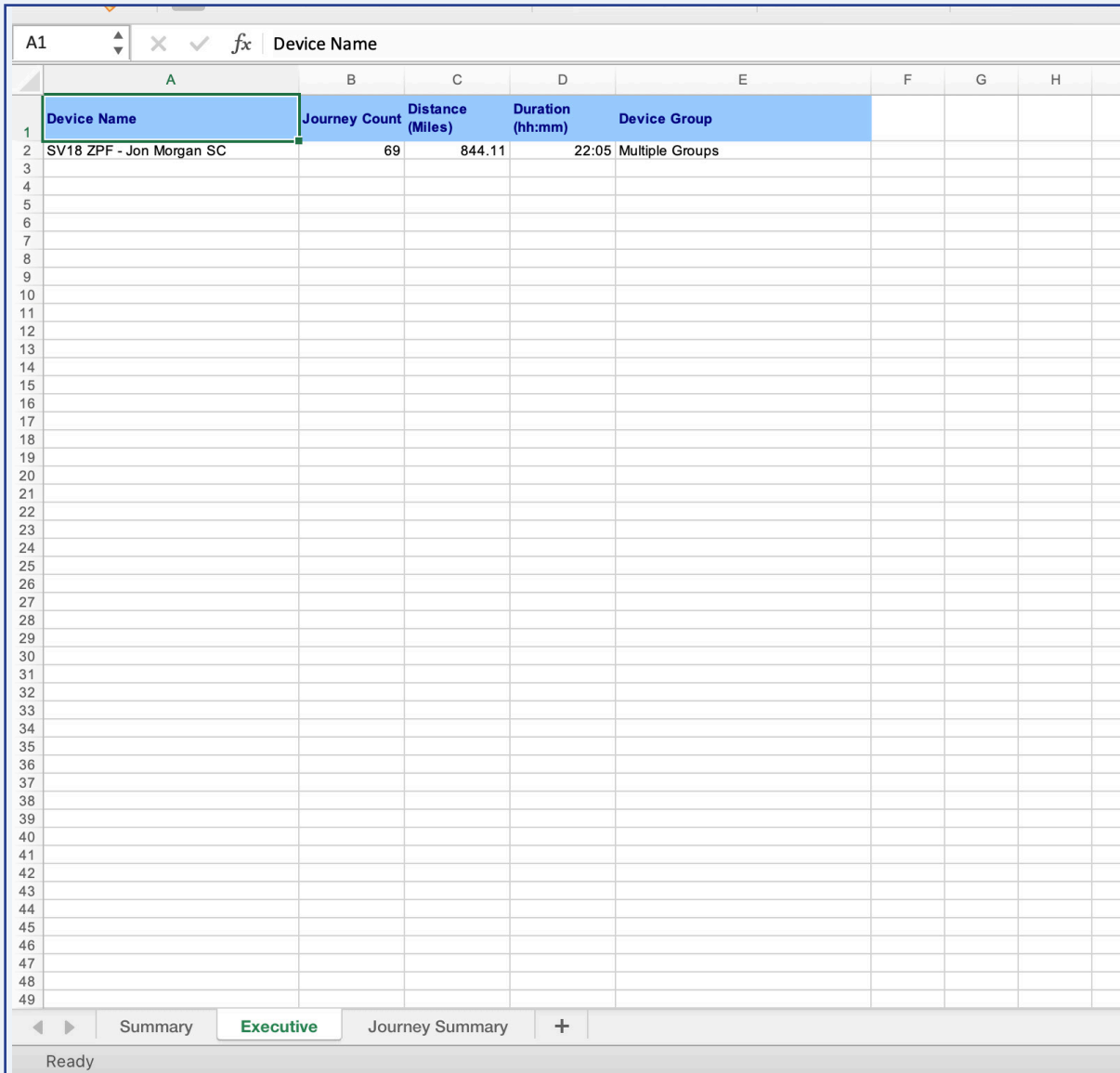
Once you have selected the appropriate category, enter the start and end date in which you would like the report to pull information for (please note data can not be pulled for 12 weeks prior to todays date).

You can enter a value in 'Minimum Distance' if you wish to exclude journeys less than that value. For example, if the minimum distance is 5 miles, journeys less than that would not be shown on the report.

You can also tick 'Show Journey' if you would like to see a breakdown of journeys that have been conducted with no driver login.

Click 'Execute Report'.

5



	A	B	C	D	E	F	G	H
1	Device Name	Journey Count	Distance (Miles)	Duration (hh:mm)	Device Group			
2	SV18 ZPF - Jon Morgan SC	69	844.11	22:05	Multiple Groups			
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Your report will begin to download as an excel file and will display different tabs along the bottom of the spreadsheet.

The 'Executive' tab shows a summary.

If you previously ticked 'Show Journey' you will also have a tab named "Journey Summary" which provides you with the journey details.



0330 995 9950

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