

A Guide to running an 'Out of Hours' report

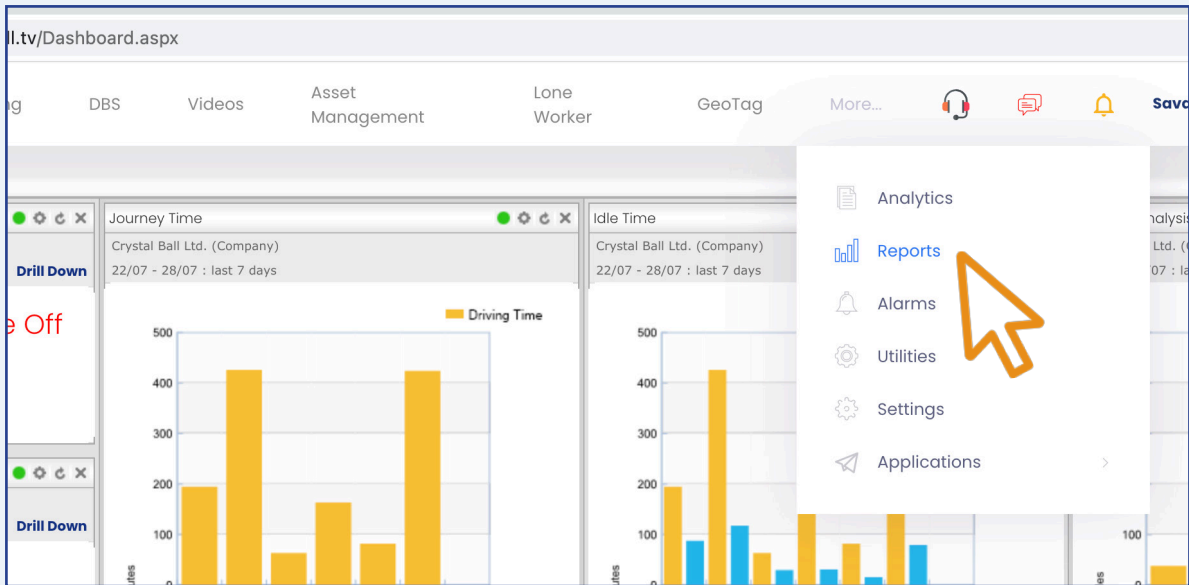


What is an 'Out of Hours' report?

These reports will pull data for journeys conducted out of Working Hours.

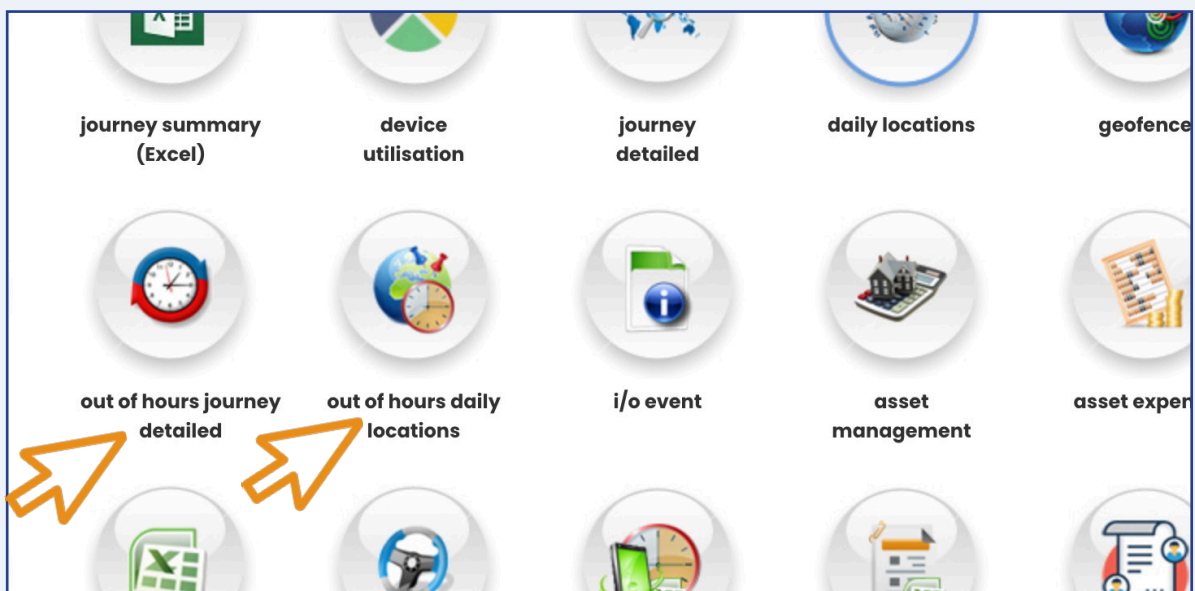
This report will only execute if your Working Hours have been set up by the Crystal Ball support team.

1



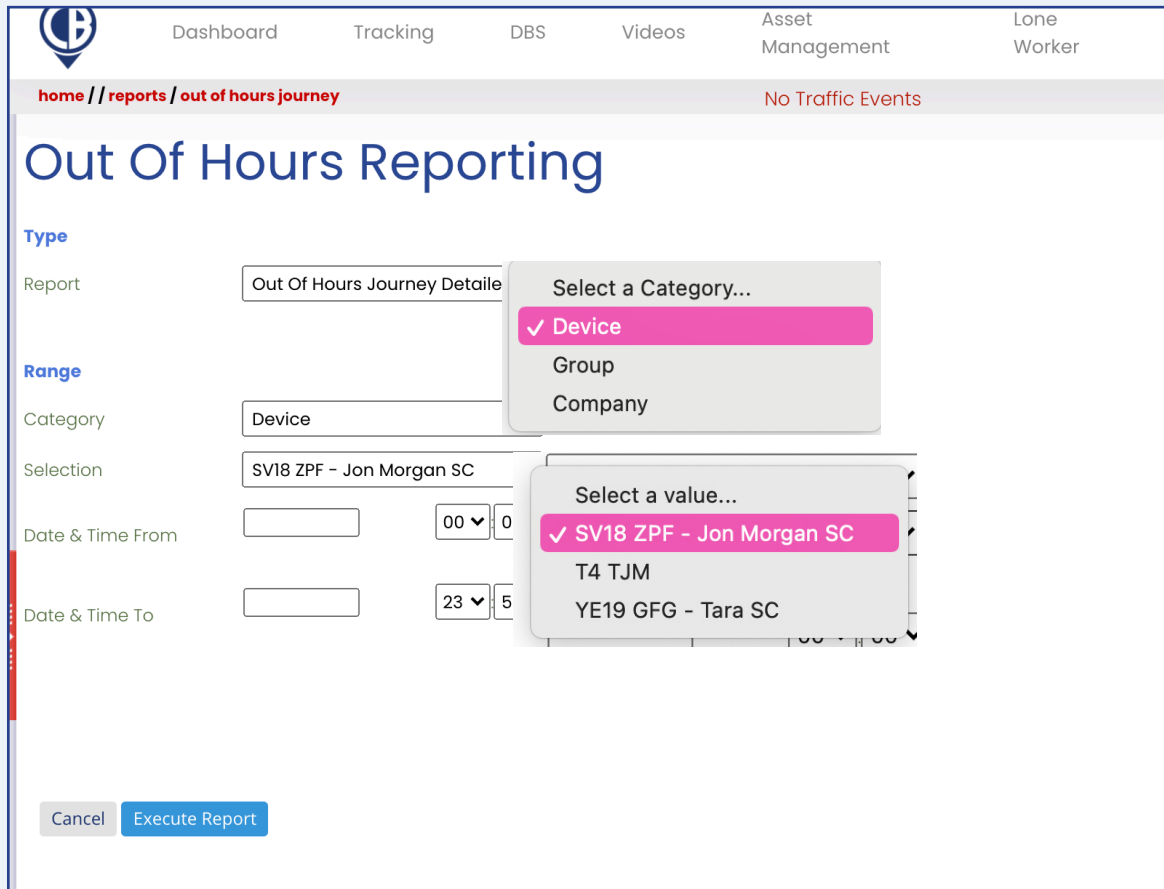
First, select 'More' and then 'Reports'.

2



Once in 'Reports', you can either select 'out of hours journey detailed' or 'out of hours daily locations'.

3

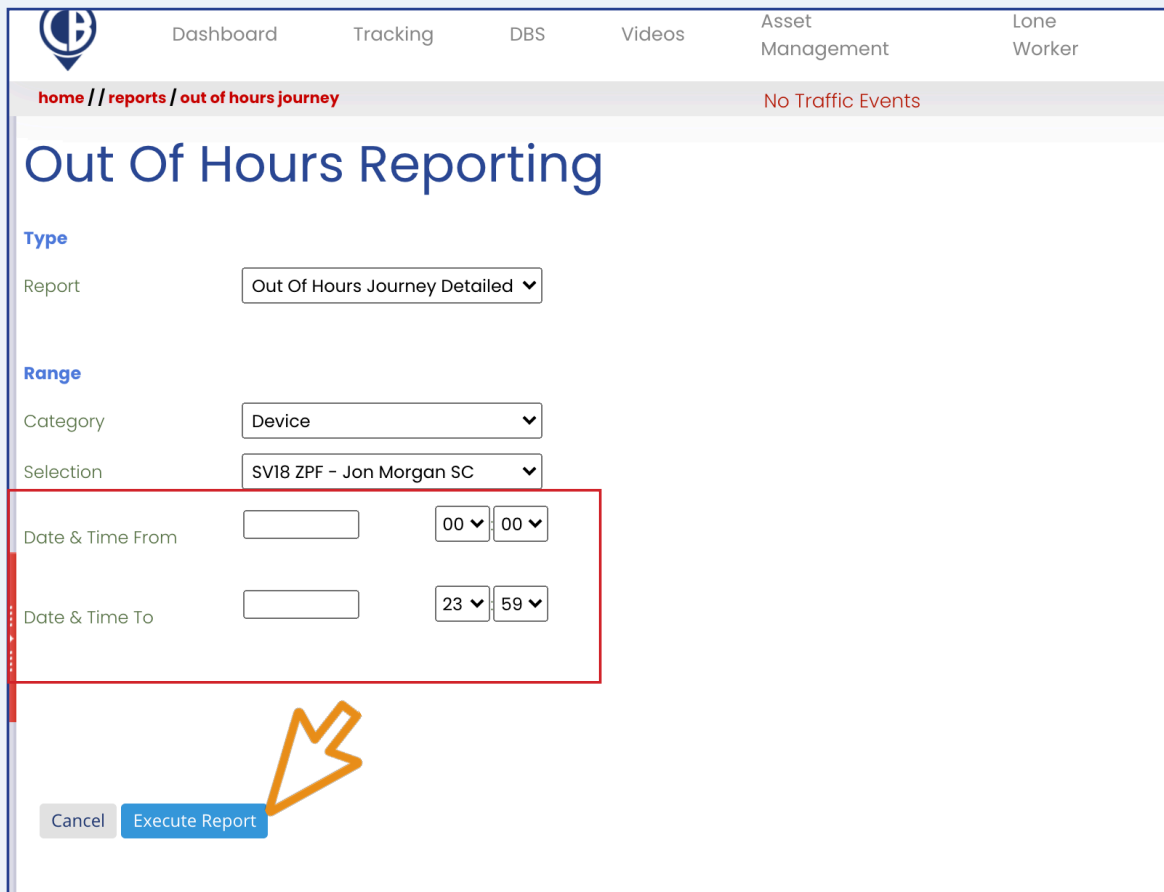


Within 'Out Of Hours Reporting', select the Category first;

- '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



Dashboard Tracking DBS Videos Asset Management Lone Worker

home // reports / out of hours journey No Traffic Events

Out Of Hours Reporting

Type

Report

Range

Category

Selection

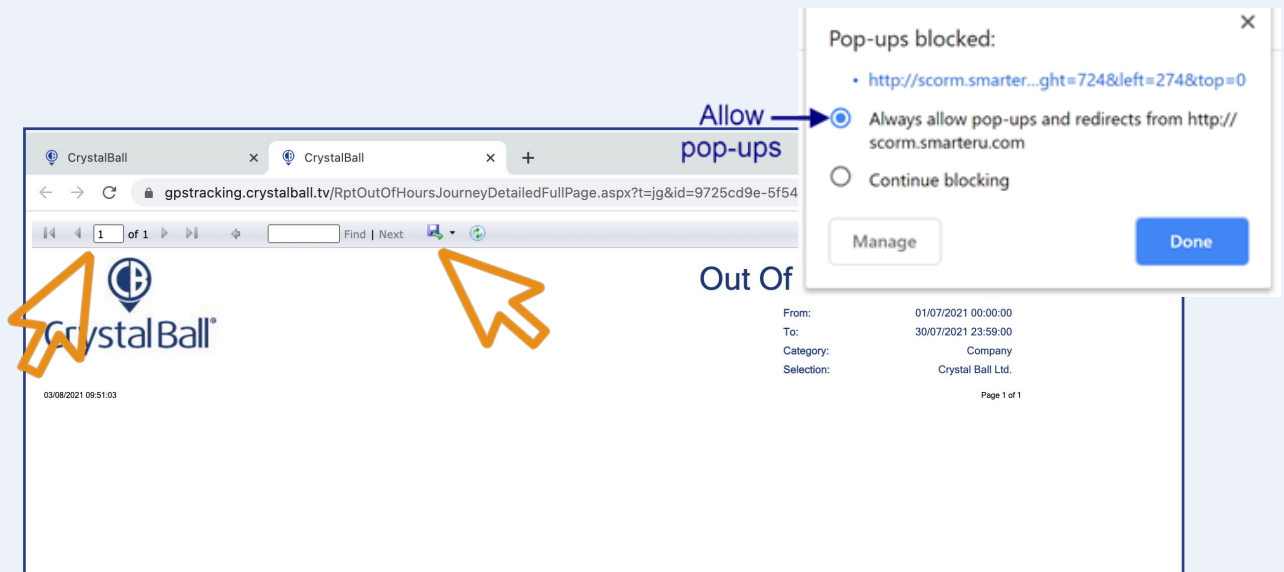
Date & Time From

Date & Time To

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).

Click 'Execute Report'.

5



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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