

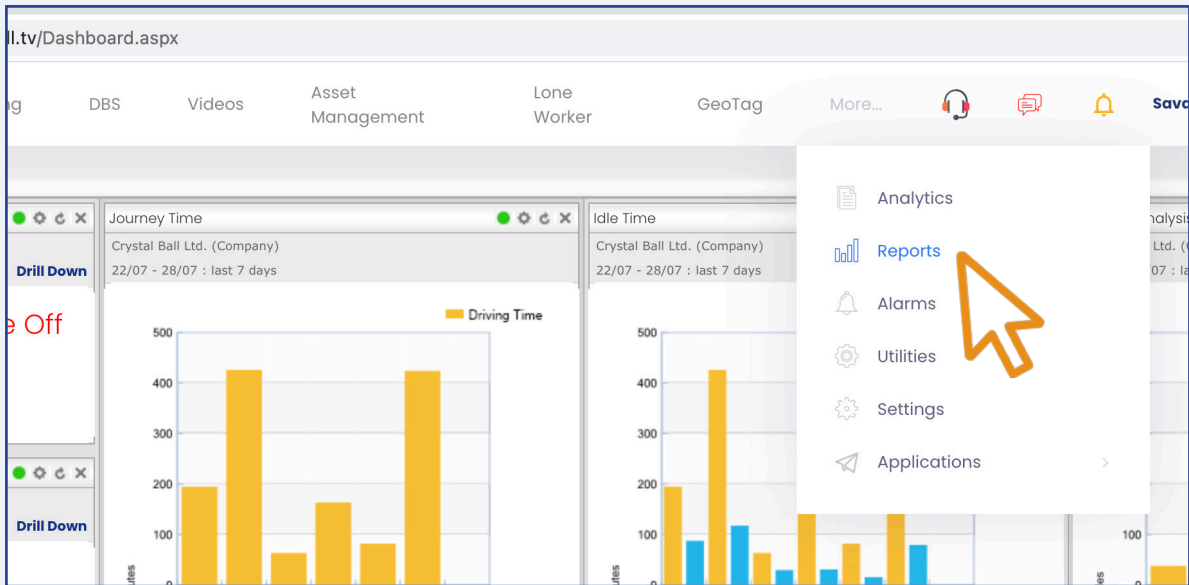
A guide to running a 'Daily Journey Summary' report



What is a 'Daily Journey Summary' report?

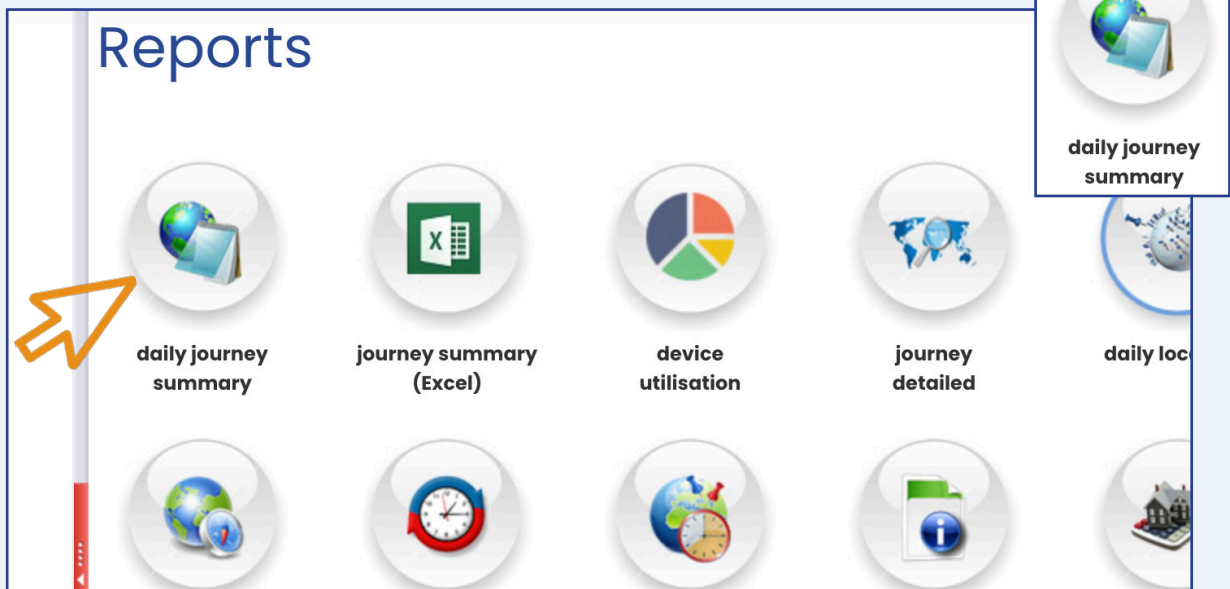
This report will open as a PDF and will list daily journeys conducted for either the company, a device group or vehicle, based on the timeframe selected.

1



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

2



Once in 'Reports', select 'daily journey summary'.

3

Journey Summary

Type

Report

Range

Category

Selection

Date & Time From : :

Date & Time To : :

Filters

Working Day

Filter Duration (Minutes)

Filter Distance

Select a Category...

- ✓ Device
- Group
- Company

Select a value...

- ✓ SV18 ZPF - Jon Morgan SC
- T4 TJM
- YE19 GFG - Tara SC

Within '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.

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Journey Summary

Type

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Category

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Filter Duration (Minutes)

Filter Distance



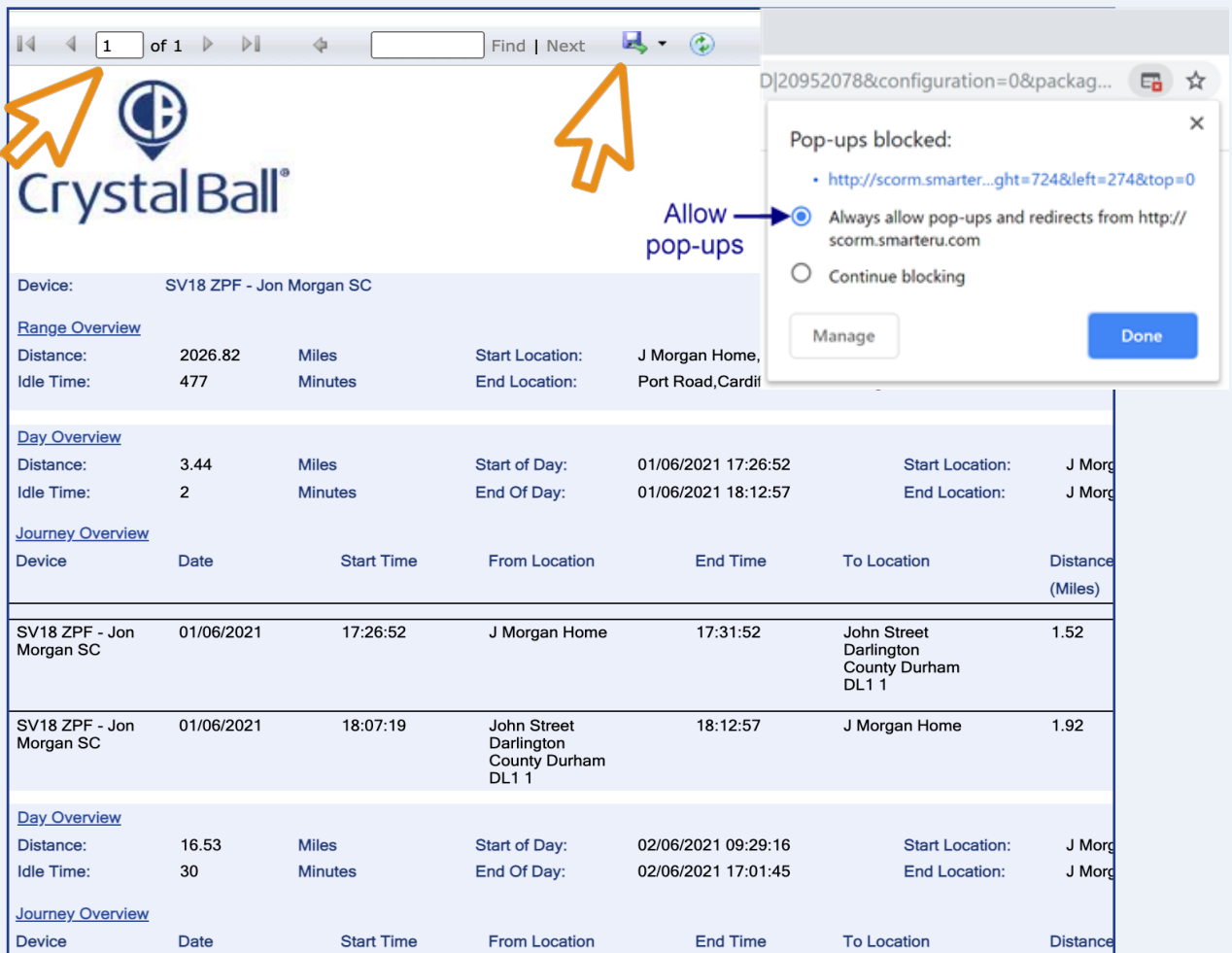
Next, enter the start and end date in which you would like the report to pull information for (please note data can not be pulled for 12 weeks prior to today's date).

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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Device: SV18 ZPF - Jon Morgan SC

[Range Overview](#)

Distance:	2026.82	Miles	Start Location:	J Morgan Home,
Idle Time:	477	Minutes	End Location:	Port Road, Cardif

[Day Overview](#)

Distance:	3.44	Miles	Start of Day:	01/06/2021 17:26:52	Start Location:	J Morg
Idle Time:	2	Minutes	End Of Day:	01/06/2021 18:12:57	End Location:	J Morg

[Journey Overview](#)

Device	Date	Start Time	From Location	End Time	To Location	Distance (Miles)
SV18 ZPF - Jon Morgan SC	01/06/2021	17:26:52	J Morgan Home	17:31:52	John Street Darlington County Durham DL1 1	1.52
SV18 ZPF - Jon Morgan SC	01/06/2021	18:07:19	John Street Darlington County Durham DL1 1	18:12:57	J Morgan Home	1.92

[Day Overview](#)

Distance:	16.53	Miles	Start of Day:	02/06/2021 09:29:16	Start Location:	J Morg
Idle Time:	30	Minutes	End Of Day:	02/06/2021 17:01:45	End Location:	J Morg

[Journey Overview](#)

Device	Date	Start Time	From Location	End Time	To Location	Distance
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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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