

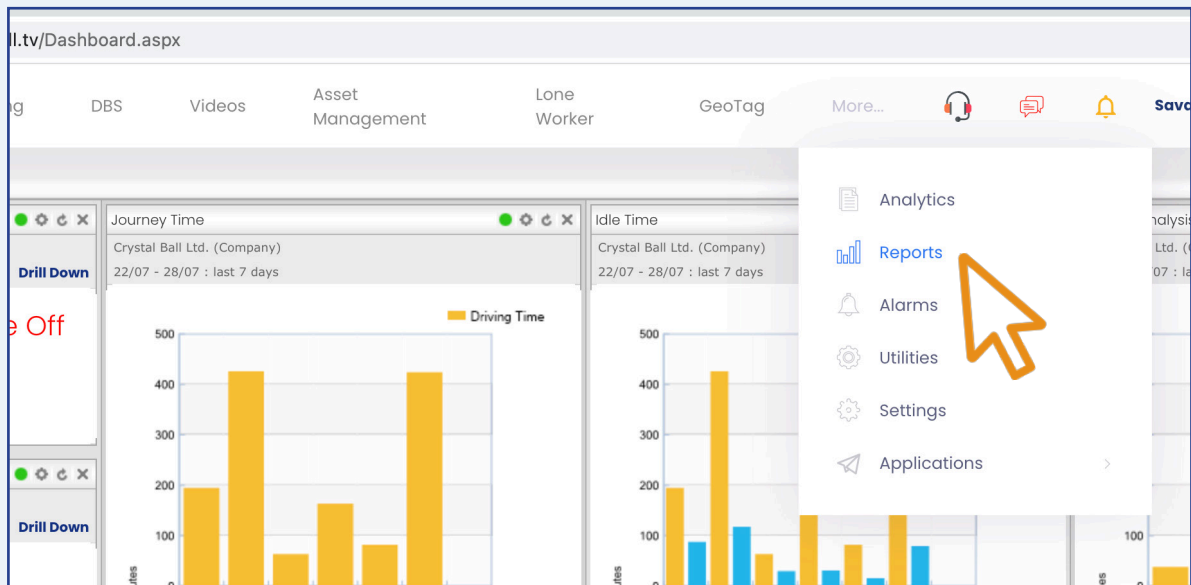
# A Guide to running a Timesheet report



# What is a 'Timesheet' report?

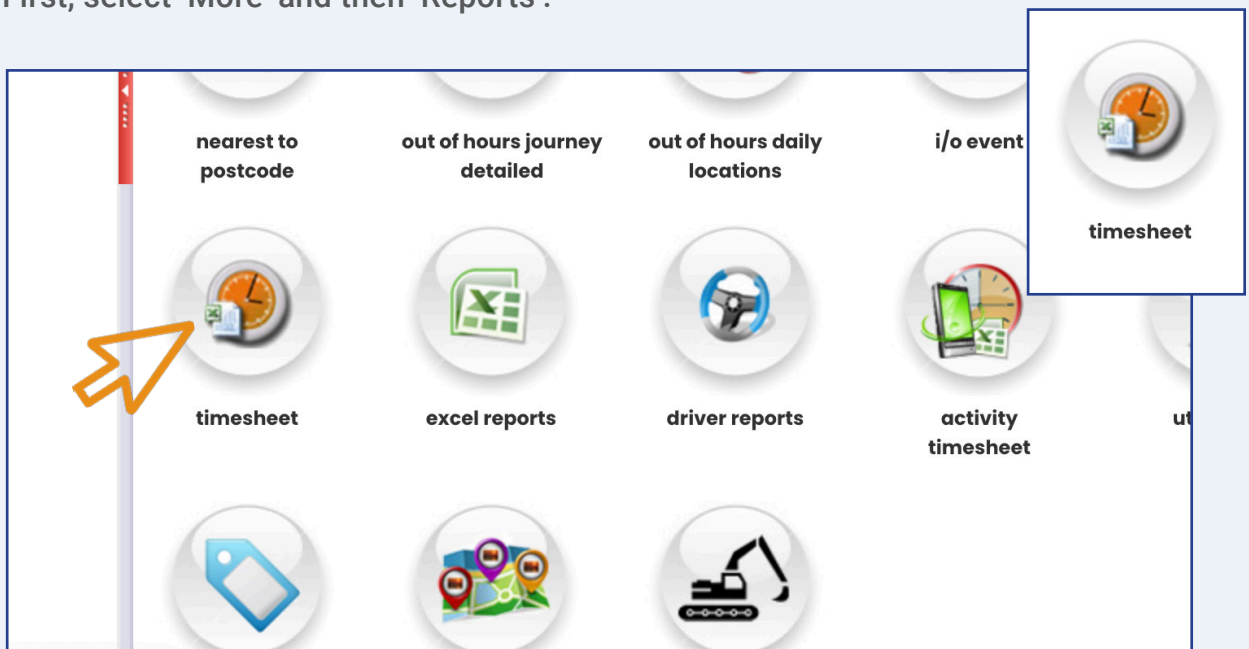
A timesheet report allows you to extract data for a vehicle for 1 week, showing start and finish times, hours worked, and providing a journey breakdown for each day Mon – Sun. This report will be downloaded in Excel.

1



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

2



Once in 'Reports', select 'timesheet'.

# 3

## Timesheet Reporting

**Type**

Report

**Range**

Category

Selection

Week

**Filters**


Working Day

Filter Duration  (Minutes)

Filter Distance


Select a value...

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



Select the vehicle and the week you would like to pull the timesheet report for. 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'.

# 4



**Weekly Analysis For YE19 GFG - Tara SC, Crystal Ball Ltd.**  
**Week From 26/07/2021 00:00:00 To 01/08/2021 23:59:59**

	Weekly Total	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Number of trips:	0	0	0	0	0	0	0	0
Total travel time (hh:mm):	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Total distance (miles):	0	0	0	0	0	0	0	0
Average speed (mph):	0	0	0	0	0	0	0	0
Maximum speed (mph):	0	0	0	0	0	0	0	0
Nominal fuel consumption (mpg):	0	0	0	0	0	0	0	0
Expected fuel used (gals):	0	0	0	0	0	0	0	0
Expected fuel used (litres):	0	0	0	0	0	0	0	0
Estimated fuel cost (€):	0	0	0	0	0	0	0	0
Start of first trip:	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
End of last trip:	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total shift duration (hh:mm):	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Arrival at first location:	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Departure from last location:	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
'On-site' shift duration (hh:mm):	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
'Timesheet' Work Time (dd:hh:mm):	00:00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Odometer during monitored hours:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Odometer outside monitored hours:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Overall total:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

The contents of this report are supplied for information only. While every attempt is made to ensure accuracy, Crystal Ball Limited cannot accept liability for any errors or omissions

Summary    Mon 26 Jul    Tue 27 Jul    Wed 28 Jul    Thu 29 Jul    Fri 30 Jul    Sat 31 Jul    Sun 1 Aug    +

The timesheet report will then download as an excel spreadsheet and display multiple tabs at the bottom of the spreadsheet.

The first tab shows a summary for the week whilst the other tabs provide journey details broken down by each day.



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