

## ACTIVITY REPORTS

Activity can be reported for machines and drivers. All activity is broken down into individual working passes and actions taken during a working pass.

### USEFUL TERMS IN ACTIVITY REPORTS

<b>Drive Time</b>	Time spent on activity defined as driving a machine
<b>Key Time</b>	Time the machine was turned on (driver was logged on)
<b>Lift Time</b>	Time spent on activity defined as lifting / operating forks
<b>Operating Ratio</b>	Ratio of <b>operating time</b> to <b>key time</b> that is the amount of work compared to idling in a working pass
<b>Operating time (Op. Time)</b>	Cumulative time of driving and lifting. If both activities were happening at the same time only one activity is counted toward operating time
<b>Logoff method</b>	Specifies how the driver logged off from the machine. <b>Normal</b> indicates logging out by pressing the red button. <b>Battery disconnect</b> indicates either stopping operations by pressing the emergency switch or by disconnecting the battery. On certain machines <b>battery disconnect</b> means that the driver turned the key to off position before the keypad was switched off.

## MACHINE ACTIVITY

Machine activity is the report that show all work that has been done on a machine or machines in a given time period with detailed breakdown into separate working passes. Each working pass consists of cumulative time for each activity like driving and lifting.

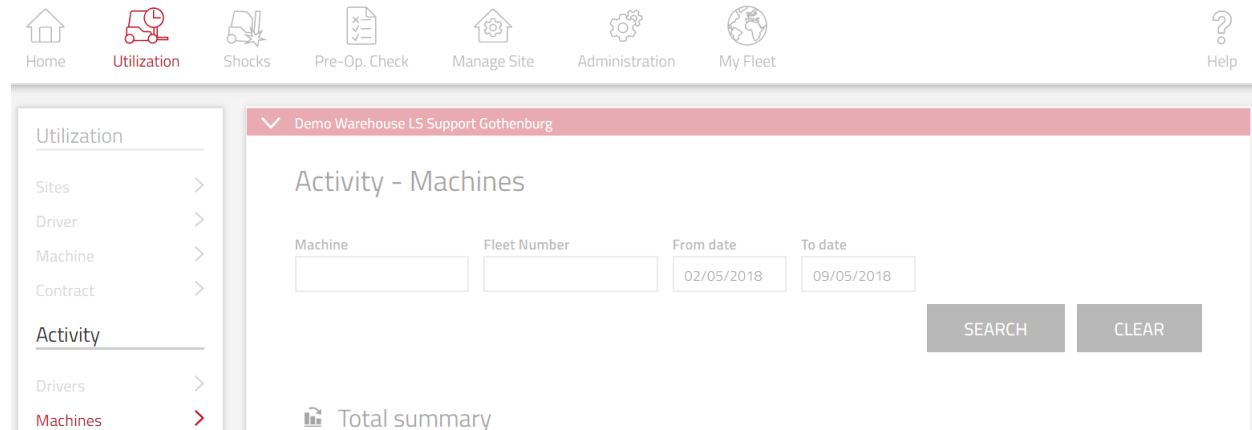
### ACCESSING MACHINE ACTIVITY THROUGH MACHINE UTILIZATION REPORT

1. Click on **Utilization** in the top bar
2. Click on **Machines** under **Utilization** in the side menu
3. Enter machine number and time period, click search
4. Click on the **Run Hours** value
5. Activity report will load showing all activity on the selected machine for the last 30 days

The screenshot shows the 'Utilization - Machines' report interface. At the top, there is a navigation bar with icons for Home, Utilization (highlighted), Shocks, Pre-Op. Check, Manage Site, Administration, My Fleet, and Help. On the left, a sidebar menu lists Utilization, Sites, Driver, Machine, Contract, Activity, Drivers, and Machines. The main content area has a red header 'Utilization - Machines'. Below this, there are search filters: Machine (6264565), Fleet Number, From date (07/04/2018), To date (07/05/2018), and an 'Include Historical Data' checkbox. There are 'SEARCH' and 'CLEAR' buttons. Below the filters, a 'Total summary' section displays: Machines: 1, Run Hours: 165:44, Utilization: 39.84%, Shocks: 30. At the bottom, a table shows the machine details for Machine 6264565, with Run Hours of 165:44 and a progress bar for Shocks.

## ACCESSING MACHINE ACTIVITY DIRECTLY

1. Click the utilization tab to load Utilization Report side menu
2. Click on Machines under Activity in the side menu
3. Activity report will load showing all activity on all machines for the last 30 days



## SEARCHING MACHINES ACTIVITY REPORT

Following filters can be used to search machine activity. Searching without any filters applied will result in showing data for all machines relating to the last 30 days.

- Machine** Search by machine serial number
- Fleet Number** Search by machine fleet number / identification number
- From date** Search from a specific date. Maximum span between from and to dates is 30 days
- To date** Search by a specific date. Maximum span between from and to dates is 30 days
- Select machine group** Select one or more machine groups. If left unchecked all applicable machines will be searched for. At least one machine group needs to be created in order for this search option to be visible

## Activity - Machines

Machine	Fleet Number	From date	To date
<input type="text"/>	<input type="text"/>	<input type="text" value="02/05/2018"/>	<input type="text" value="09/05/2018"/>
Select machine groups			
<input type="text" value="Machine Groups"/>			

## ACTIVITY REPORT STRUCTURE

The Activity – Machines report consists of a header row summarizing all data rows below and a list of registered activities (working passes) for machine(s). Summary row composition:

- Key Time** Key time accumulated by machines in a given time period
- Operating Time** Operating time accumulated by machines in a given time period
- Operating Ratio** Ratio of **operating time** to **key time** in a given time period

Working pass composition:

<b>Machine</b>	Machine serial number
<b>From time</b>	Starting time of the working pass
<b>To time</b>	Ending time of the working pass
<b>Key time</b>	Total time the driver was logged on (total length of the working pass)
<b>Lift Time</b>	Total time of mast / fork operations during the working pass
<b>Op. Time</b>	Operating time in the working pass
<b>Op. Ratio</b>	Ratio between <b>operating time</b> and <b>key time</b>
<b>From date</b>	Starting date of the working pass
<b>To date</b>	End date of the working pass
<b>Driver</b>	Operator's name logged on during the working pass
<b>Logoff Method</b>	Type of logoff method
<b>Fleet Number</b>	Identification number of a machine
<b>Machine Family</b>	Type of the machine
<b>Model</b>	Model of the machine
<b>Time w. Load</b>	Time the machine was working with load on forks

Note that some information is hidden and the row needs to be expanded before the information is visible.

Machine	From time	To time	Key Time	Drive Time:	Lift Time:	Op. Time	Op. Ratio	
8DEMO15-10...	16:19	16:25	00:05:45	00:01:48	00:01:22	00:01:50	32%	^
■ From date: 08/05/2018 16:19:29 ■ To date: 08/05/2018 16:25:14 ■ Driver: N/A ■ Logoff Method: Normal ■ Fleet Number: 10003 ■ Machine Family: CBI - CB IC ■ Model: 8FGF15 ■ Time w. Load: 00:00:00								

## ACTIVITY – MACHINES CHART

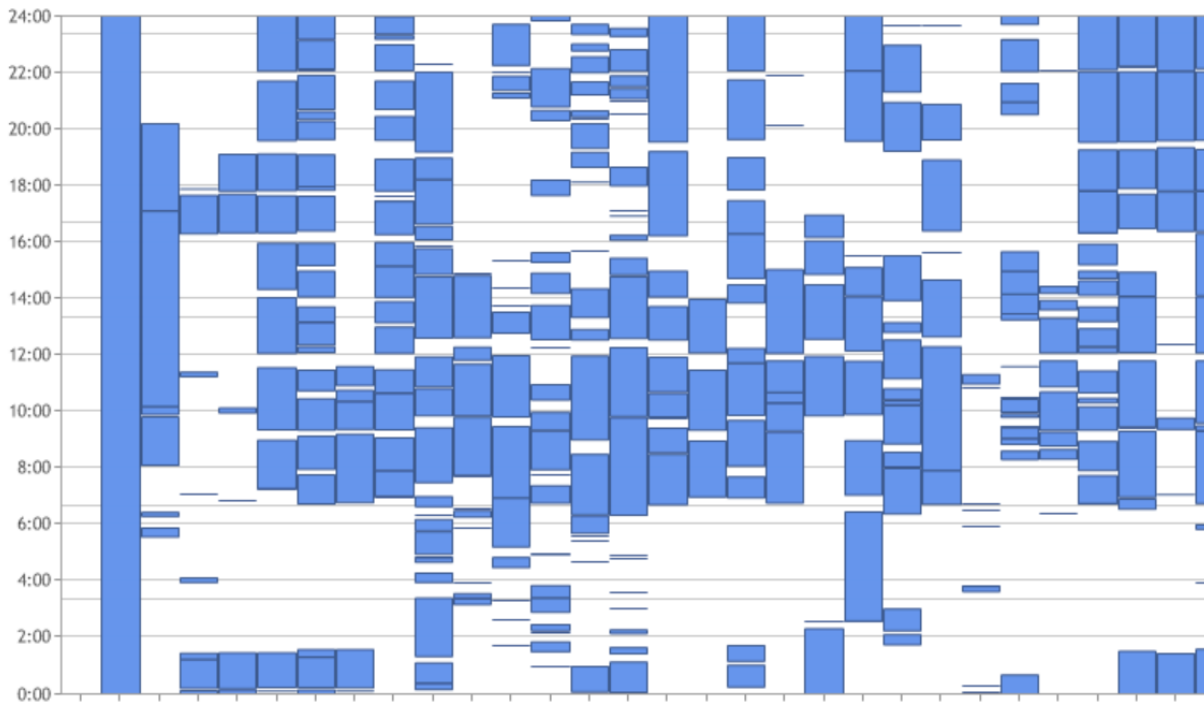
Data from the Activity – Machines can be converted to chart form. In chart form the data is displayed as block of machine activity during a day from 00:00 to 23:59 (00:00 AM to 11:59 PM). Block is defined as event taking place **from time** and **to time** and shows only **key time** activity. Each 'column' in the chart shows a single machine with machine serial number displayed below the horizontal axis.



## Machine activities per day

Switch to list view by clicking on the button to the left.

Chart displayed for: 08/05/2018



### NAVIGATING ACTIVITY – MACHINES CHART

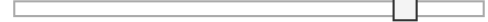
User the slider in the top right corner to move between dates.



## Machine activities per day

Switch to list view by clicking on the button to the left.

Chart displayed for: 08/05/2018



## DRIVER ACTIVITY

### ACCESSING DRIVER ACTIVITY THROUGH DRIVER UTILIZATION REPORT

1. Click on **Utilization** in the top bar
2. Click on **Driver** under **Utilization** in the side menu
3. Find the driver of interest
4. Click on the **Run Hours** value
5. Activity report will load showing all activity for the selected driver the last 30 days

**Utilization - Drivers**

Additional Info 1:  Additional Info 2:  From date: 29/04/2018 To date: 29/05/2018

SEARCH CLEAR

**Total summary**

Drivers: 413 Utilization: 7.61% Run Hours: 4765:43 Shocks: 2924

Driver ID	Expected Hours	Run Hours	Utilization	Shocks
N/A	44.00	56:31	128.44%	14

## ACCESSING DRIVER ACTIVITY DIRECTLY

1. Click the utilization tab to load Utilization Report side menu
2. Click on the Drivers under Activity in the side menu
3. Activity report will load showing all activity on all machines for the last 30 days

**Activity - Drivers**

Additional Info 1:  Additional Info 2:  From date: 29/04/2018 To date: 29/05/2018

Select Driver Groups: Picking

SEARCH CLEAR

## SEARCHING DRIVER ACTIVITY

Following filters can be used to search driver activity. Searching without any filters applied will result in showing all drivers with data relating to the last 30 days.

- Driver** Search by driver's name
- Additional Info 1 and 2** Type driver name or leave blank to get all drivers
- From date** Search from a specific date. Modifies the driver related statistics. Default value is 30 days in the past. Date selection is mandatory
- To date** Search by a specific date. Modifies the driver related statistics. Default value is current date. Date selection is mandatory
- Select Driver Group** Limit the search to a selected group(s). For this option to be available at least one driver group needs to be created

## Activity - Drivers

Driver  Additional Info 1  Additional Info 2  From date  To date

Select Driver Groups

Driver Groups

SEARCH CLEAR

### DRIVER ACTIVITY OVERVIEW

Total summary shows the aggregated data from all valid search results.

- Key time** the total time of the registered activities
- Operating time** the total activity time
- Operating Ratio** the ratio between idling and activity

#### Total summary

Key Time: 17106:22:44 Operating Time: 4900:19:42 Operating Ratio: 29%

From date

For each driver activity data is presented in the following way:

- Driver** the name of the driver
- From Time** the time when the driver begins activity
- To Time** the time when driver ends activity
- Key Time** the total time of the registered activities
- Drive Time** the time the truck is driven
- Lift Time** the time the truck is lifting and lowering the mast
- Op. Time** the total activity time
- Op. Ratio** the ratio between idling and activity
- Logoff Method** the method of logging off the machine
- Machine** the name of the selected machine
- Fleet Number** Identification number of a machine
- Machine Family** Type of the machine
- Model** Model of the machine
- Additional info 1** additional information describing the driver
- Additional info 2** additional information describing the driver

Driver	From time	To time	Key Time	Drive Time:	Lift Time:	Op. Time	Op. Ratio	
N/A	09:24	09:25	00:00:27	00:00:26	00:00:00	00:00:26	96%	^
<ul style="list-style-type: none"> <li>From date: 03/05/2018 09:24:49 To date: 03/05/2018 09:25:16 Logoff Method: Normal</li> <li>Machine Fleet Number: Machine Family: PIC - Order Pickers Model: Additional Info 1: goederen ontvangst</li> <li>Additional Info 2: dag</li> </ul>								

### ACTIVITY – DRIVERS CHART

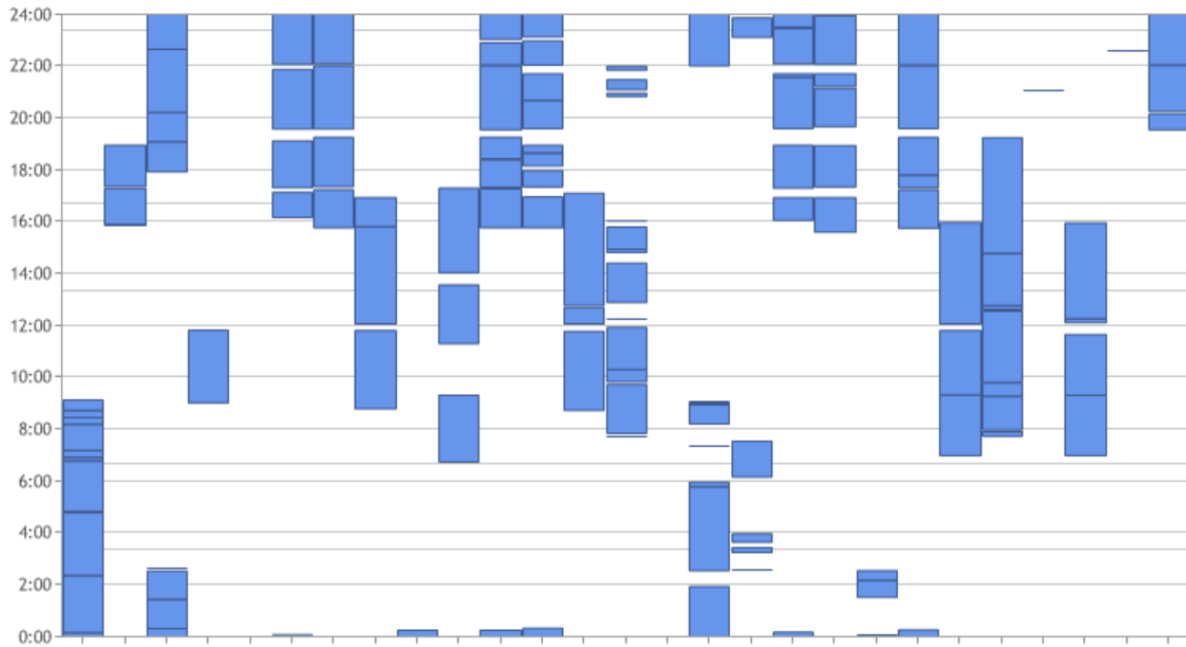
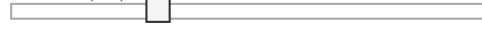
Data from Activity – Drivers can be converted to chart form. In chart form the data is displayed as block of driver activity during a day from 00:00 to 23:59 (00:00 AM to 11:59 PM). A block is defined as an event taking place **from time** and **to time** and shows only **key time** activity. Each 'column' in the chart shows a single driver with driver's name displayed below the horizontal axis.



## Driver activities per day

Switch to list view by clicking on the button to the left.

Chart displayed for: 29/05/2018



### NAVIGATING ACTIVITY – MACHINES CHART

User the slider in the top right corner to move between dates.