

NAVIGATING REPORTS

All reports in I_SITE follow the same structure. They consist of the **search field** and **results**. The search field, is used to determine the scope of the report that will be created. The results shows the data that is matching the search criteria. This part consists of **summary row** and **results row(s)**.

02 TMHE Roger Mjölby

Utilization - Machines

Machine: Fleet Number: From date: 09/01/2018 To date: 08/02/2018 Include Historical Data

Select machine groups: Machine Groups

SEARCH CLEAR

Total summary

Machines: 7 Run Hours: 02:55 Utilization: 0.26% Shocks: 0 Error: 0

Utilization

Machine	Fleet No	Utilization	Run Hours	Shocks	BSI
RemoteDHUTest1		36.36%	02:55	0	N/A

Site: 02 TMHE Roger Postal code: 11111 City: Mjölby Owner: Demo Machine Family: REA - Reach Trucks Model: RRB1 Brand: BT
TMH- Fleet No: Last updated: 08/02/2018 11:18:39 Error: N/A
Last known state: Locked by supervisor lockout Last known state change: 08/02/2018 11:18:39

MAKING A SEARCH

SELECTING SITES

I_SITE can display reports from both a single site and aggregated from multiple sites. If you have access to multiple sites the default site that I_Site will show information from is the first site alphabetically on the site list.

02 TMHE Roger Mjölby

Utilization - Machines

Machine: Fleet Number: From date: 09/01/2018 To date: 08/02/2018 Include Historical Data

Select machine groups: Machine Groups

SEARCH CLEAR

SWITCHING SITES

If you want to receive report from a different available site:

1. Click on the red marquee at the top of the report page.
2. Move the mouse over the site you want to see. It will be highlighted with a red ribbon
3. Click on the highlighted site

4. Click outside the site selector menu

I_SITE will reload and show the data for the site you have selected.

The screenshot shows a site selector menu with a red header bar containing an upward arrow and the text "02 TMHE Roger Mjölby". Below the header, there is a list of sites with checkboxes: "02 TMHE Roger Mjölby" (checked) and "03 TMHE Roger Mjölby" (unchecked). A search input field contains the text "TMHE R" and a "Select All" button is to its right. Below the search input, there are two date range selectors: "09/01/2018" and "08/02/2018". A "Select machine groups" dropdown menu is set to "Machine Groups". At the bottom right, there are two buttons: "SEARCH" and "CLEAR".

SELECTING MULTIPLE SITES

If you want to see aggregated data for multiple sites:

1. Click on the red marquee at the top of the report page.
2. Tick the checkboxes next to the sites you want the data for. Alternatively chose **Select All** to check all the sites
3. Deselect the default site checkbox if you don't want to see the information for that site [optional]
4. Click outside the site selector menu to exit

The screenshot shows the site selector menu with a red header bar containing an upward arrow and the text "Multiple sites selected (2)". Below the header, there is a list of sites with checkboxes: "02 TMHE Roger Mjölby" (checked) and "03 TMHE Roger Mjölby" (checked). A search input field contains the text "TMHE R" and a "Select All" button is to its right. Below the search input, there are two date range selectors: "09/01/2018" and "08/02/2018". A "Select machine groups" dropdown menu is set to "Machine Groups". At the bottom right, there are two buttons: "SEARCH" and "CLEAR".

I_SITE will reload and show the data for the site you have selected. The name of the site displayed on the red ribbon will change to show that you can now perform search and see information from multiple sites.

Multiple sites selected (2)

Utilization - Machines

Machine Fleet Number From date To date Include Historical Data

Select machine groups

REFINING SEARCH BY TEXT CRITERIA

Search results can be further refined by entering search criteria. Most common search criteria include:

- Machine** searching by machine serial number
- Driver** searching by driver name
- Fleet Number** searching by machines fleet / identification number

Search criteria are individual for each report and will be listed in a given report description.

Leaving the search criteria blank will display all available information for a given time period.

REFINING SEARCH BY GROUP CRITERIA

Search results can be narrowed down by selecting a particular set of data or a **group**. When selecting a group or groups any text search will be done within that selection.

SELECTING TIME INTERVALS

Data reports can be refined by timespan. Clicking on either the **From date** or **To date** field will expand calendar. Select the dates for, which data should be displayed.

Multiple sites selected (3)

Utilization - Machines

Machine Fleet Number From date To date Include Historical Data

Select machine groups

Total summary

Machines: 23 Run Hours: 33:59 Utilization: 4.47%

February 2018

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Utilization

INCLUDING HISTORICAL INFORMATION

By default data for the trucks that have been removed from I_SITE is not visible on the site. To be able to see that data the checkbox **Include Historical Data** must be selected prior to making search. This is only possible when a single site is selected. Historical trucks will be displayed as greyed out.

03 TMHE Roger Mjölby

Utilization - Machines

Machine: Fleet Number: From date: To date: Include Historical Data

Select machine groups:

Historical data is only available for the following reports, charts and excel exports:

- Utilization – Machines
- Shocks – Machines
- Pre-Op. Check – Machines

Following elements are excluded from information provided as historical data:

- Fleet Number
- Battery Status Information (BSI)
- Truck Ownership
- Last updated

The **Include Historical Data** option is not selected by default. The user selection is remembered and it will be pre-selected in the next session in any of the reports with historical data functionality.


VIEWING SEARCH RESULTS

SORTING TABLES

Click on the title field to expand sorting options. A list of all table headers will be displayed. Click on the header name that you want to sort by. Sorting order will be applied automatically.

Machines: 16 Run Hours: 80:16 Utilization: 3.15% Shocks: 241 Error: 0

Utilization ↓

Machine	Fleet No	Utilization	Run Hours	Shocks	BSI
 RemoteDHUTest1		37.83%	63:34	6	N/A

Click on the descending (arrow down) or ascending (arrow up) to define sorting order. Default value is descending.

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May 9, 2018

Machines: 7 Run Hours: 02:55 Utilization: 0.26% Shocks: 0 Error: 0

Utilization [v] [Filter] [Minus] [Star] [Refresh] [Close]

Machine	Fleet No	Utilization	Run Hours	Shocks	BSI	
RemoteDHUTest1		36.36%	02:55	0	N/A	^

■ Site: 02 TMHE Roger ■ Postal code: 11111 ■ City: Mjölby ■ Owner: Demo ■ Machine Family: REA - Reach Trucks ■ Model: RRB1 ■ Brand: BT
■ TMH- Fleet No: ■ Last updated: 08/02/2018 11:18:39 ■ Error: N/A
■ Last known state: Locked by supervisor lockout ■ Last known state change: 08/02/2018 11:18:39

EXPANDING VIEW

Some non-essential information is hidden in the default view (compact). You can see this information by expanding the view.

To expand all rows click on the plus sign.

Total summary [Icon]

Machines: 16 Run Hours: 80:16 Utilization: 3.15% Shocks: 241 Error: 0

Utilization [v] [Filter] [Plus] [Star] [Refresh] [Close]

Machine	Fleet No	Utilization	Run Hours	Shocks	BSI	
RemoteDHUTest1		37.83%	63:34	6	N/A	v

To fold all reports click on the minus sign.

Machines: 7 Run Hours: 02:55 Utilization: 0.26% Shocks: 0 Error: 0

Utilization [v] [Filter] [Minus] [Star] [Refresh] [Close]

Machine	Fleet No	Utilization	Run Hours	Shocks	BSI	
RemoteDHUTest1		36.36%	02:55	0	N/A	^

■ Site: 02 TMHE Roger ■ Postal code: 11111 ■ City: Mjölby ■ Owner: Demo ■ Machine Family: REA - Reach Trucks ■ Model: RRB1 ■ Brand: BT
■ TMH- Fleet No: ■ Last updated: 08/02/2018 11:18:39 ■ Error: N/A
■ Last known state: Locked by supervisor lockout ■ Last known state change: 08/02/2018 11:18:39

To expand a single row click on the down arrow on the far right corner of the row.

Total summary [Icon]

Machines: 16 Run Hours: 80:16 Utilization: 3.15% Shocks: 241 Error: 0

Utilization [v] [Filter] [Plus] [Star] [Refresh] [Close]

Machine	Fleet No	Utilization	Run Hours	Shocks	BSI	
RemoteDHUTest1		37.83%	63:34	6	N/A	v

To fold a single row click on the up arrow on the far right corner of the row

Machines: 7 Run Hours: 02:55 Utilization: 0.26% Shocks: 0 Error: 0

Utilization [v] [Filter] [Minus] [Star] [Refresh] [Close]

Machine	Fleet No	Utilization	Run Hours	Shocks	BSI	
RemoteDHUTest1		36.36%	02:55	0	N/A	^

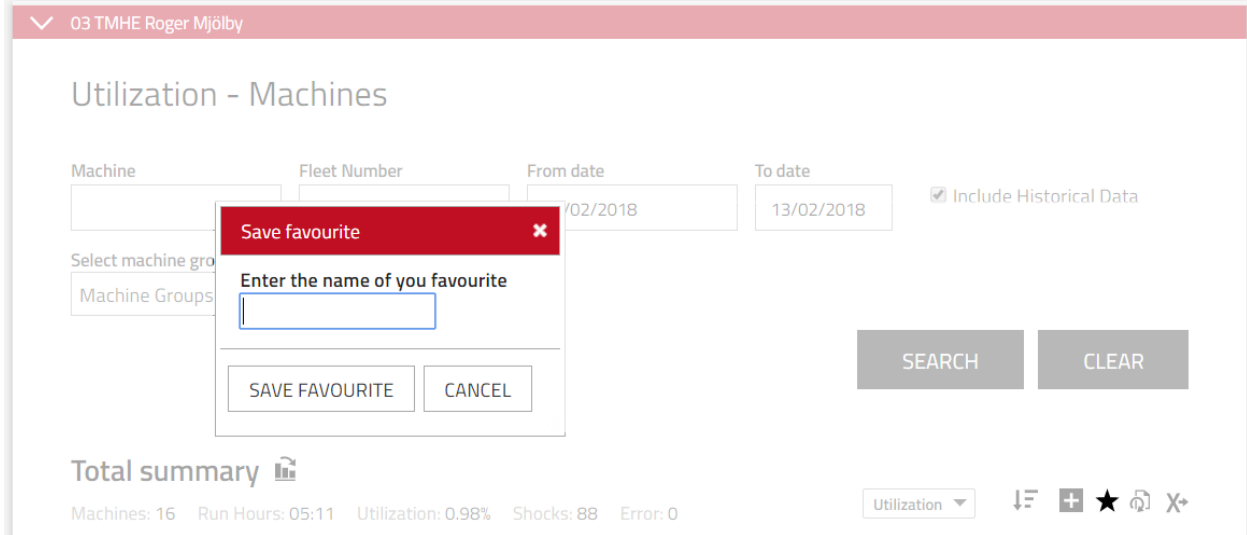
■ Site: 02 TMHE Roger ■ Postal code: 11111 ■ City: Mjölby ■ Owner: Demo ■ Machine Family: REA - Reach Trucks ■ Model: RRB1 ■ Brand: BT
■ TMH- Fleet No: ■ Last updated: 08/02/2018 11:18:39 ■ Error: N/A
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FAVOURITES

Favourites are means of keeping track of data selection in the reports. By clicking on a favourite you will be taken the report with the exact data it was saved with.

To create a **favourite**:

1. Click the star icon to open the *Save favourite* dialogue window.
2. Enter a name
3. Save.



To access saved **favourite** reports:

1. Click on the star icon next to login name
2. Click on the favourite you want to access



To remove a favourite:

1. Click on the star icon next to login name
2. Click on the trashcan icon next to the favourite you want to remove



SUBSCRIPTIONS

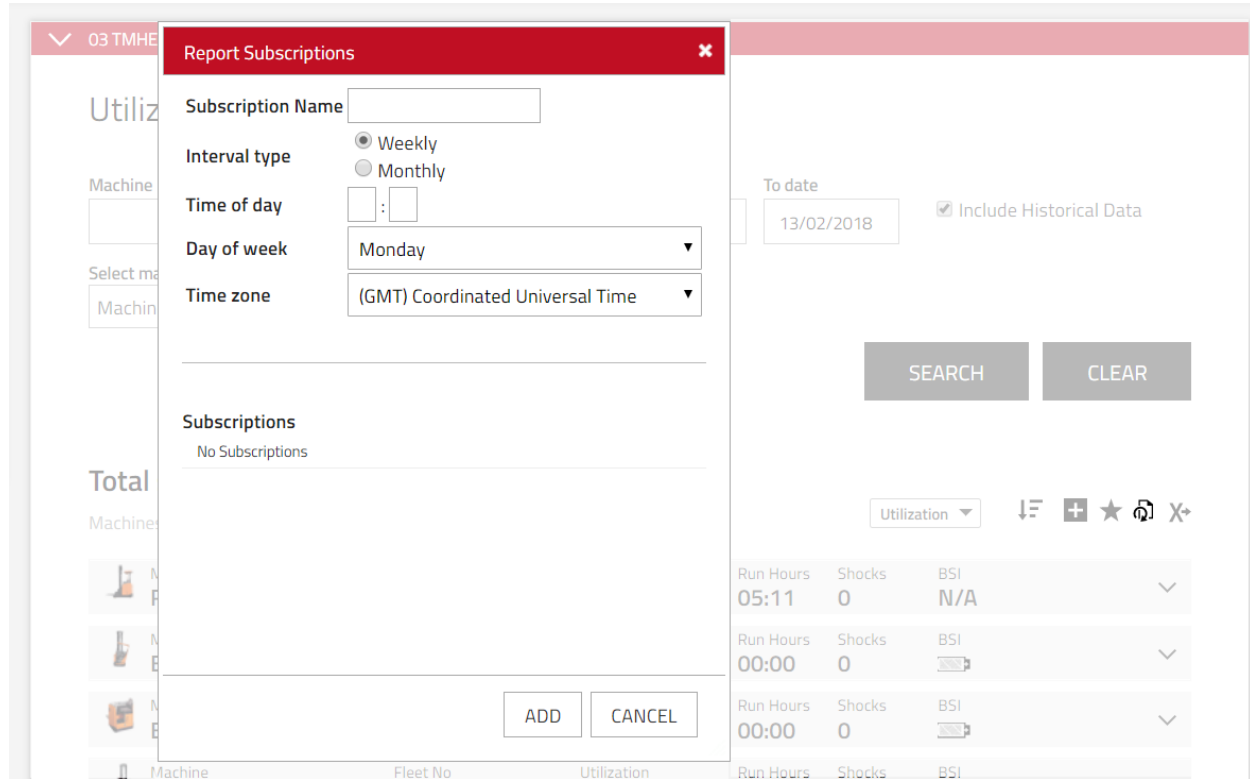
Subscriptions are means of receiving excel exported reports on regular basis without the need to logon to the I_SITE web portal. Subscriptions will be sent at a regular, selected interval and at specified time to an email address entered at the user creation process and/or e-mail that is indicated as the recipient of the subscriptions in **my profile**.

To create a subscription:

- 1) Visit the report you want to subscribe to

- 2) Select search criteria you want the subscription to be based on
 - 3) Click on the subscription icon
- A pop-up window will appear:
- 4) Name the subscription
 - 5) Select time interval at which the report should be sent
 - 6) Specify hour and minute when the report should be sent
 - 7) Click Add

Under **Subscriptions** heading in the pop-up window you will see all active subscriptions for that report regardless of the search criteria.



Subscriptions might be disabled for some sites or contracts. If that is the case please contact your contract administrator to have this feature enabled.

It is strongly advisable to visit web portal to obtain additional, non-subscribable information like battery reports.

EXPORTING TO EXCEL

Many reports and lists support **export to excel** function. To do so click on the export to excel icon. Report download should begin automatically. The excel has a ready to print layout and is prepared with pivot tables in mind.

Total summary

Machines: 16 Run Hours: 05:11 Utilization: 0.98% Shocks: 88 Error: 0

Utilization      

CHARTS

Charts are a different way to view reports. They show lesser amount of information, but highlight the most important information in the graphical form. To switch between table view and chart view click on the chart / table view next to the report name.

To switch to chart view

Total summary

Machines: 16 Run Hours: 05:29 Utilization: 1.02% Shocks: 103 Error: 0

Utilization ▾



To switch to table view



Chart - Machine Family Usage

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

Weekly ▾

Move the red marker to change day



Table view is a default view for all the reports.

EXPORTING REPORTS

Report can be saved as PNG files. To save a report:

- 1) Right click on the report
- 2) Click **Save Image As...**
- 3) Enter name
- 4) Save

Reports can also be copied to another document (i.e. excel or word). To copy report:

- 1) Right click on the report
- 2) Click Copy Image
- 3) Paste image to another document