inthinc Portal Reports

The inthinc portal has several different reports available, some of which you can view in the portal, and others that are available for immediate download.

Most reports can be scheduled for delivery to one or more email recipients on a regular basis. For instance, you may want to have a driver performance report emailed to a driver and a supervisor on a weekly basis.

When you choose Reports in the Main Menu toolbar, you're provided access to these predefined reports: Drivers, Vehicles, Idling Drivers, Idling Vehicles, or Devices *(Figure 93)*. If you have a waySmart device, you're also provided access to waySmart report options.

How to Access Reports

Use the information in this section to access an on-demand report.

1   Click the **Reports tab** in the Main Menu toolbar. The *Reports* page will display with the *Drivers* sub-tab selected by default. *(Figure 93)*

2   Click one of the **Report** sub-tabs: Drivers, Vehicles, Idling Drivers, Idling Vehicles, Devices, or waySmart.

3   Depending on the report type, you may need to specify additional criteria before the report will display. In other cases, the report information will display immediately. Use the column sort and filter options to further refine the report data.

> **Note**: Not all columns are displayed by default. Click the Edit Columns link to select which columns you want to display in the report.

Figure 93 Reports Tab highlighted in the Main Menu toolbar

Portal Reports at a glance

❶ – ❽

Sub-Tab Menu Options
View Driver/Vehicle statistics, Trips, Stops, Live Team Map, and more.

Export Options
Click this icon to select one of the following page export options: E-mail or PDF.

❶ Driver Report

The Driver Report is a high-level performance report that will indicate the driver's overall performance score and performance score for each weighted category (Speed, Driving Style, Seat Belt) over the past 12 months. This report is a great way to visualize driver performance by score ranking.

The Group, Driver, and Vehicle columns include hyperlinks to the Team, Driver, and Vehicle Performance dashboard pages. Click on one of the links to navigate to that specific page.

Figure 94 Reports > Driver Report sub-tab highlighted (not all columns are displayed)

Table 15 Driver Report Column Descriptions	
Column	Description
Group	Indicates what Team (Group) the Driver is assigned to.
Employee ID	The driver's Employee (Driver) ID.
Driver	The driver's first and last name.
Vehicle	Indicates the Vehicle ID the driver is currently assigned to. "None Assigned" indicates the driver is not assigned to a vehicle.
Distance Driven	The total distance (miles or kilometers) the vehicle has traveled.
Overall	Indicates the driver's cumulative score for all categories (Style Score + Speed Score + Seat Belt Score).
Speed	Score indicates the driver's performance as it relates to adherence of the posted/enforced speed limit.
Style	Score indicates the driver's performance in the handling of the vehicle (aggressive driving).
Seat Belt	Score indicates the driver's performance as it relates to wearing their Seat Belt.

❷ Vehicle Report

The Vehicle report is a detailed report that will indicate the vehicle's overall performance score and performance score for each weighted category (Speed, Driving Style) over the past 12 months. Other data on this report includes the vehicle make/model/year, distance driven, and odometer information.

Figure 95 Reports > Vehicle sub-tab highlighted (not all columns are displayed in image)

Table 16 Vehicle Report Column Descriptions	
Column	Description
Group	Indicates what Team (Group) the Vehicle is assigned to.
Vehicle ID	Indicates the Vehicle ID (name) assigned to the vehicle.
Year/Make/Model	Indicates the Vehicle's Make, Model, and Year (example 2012 Ford F-150)
Driver	The First and Last name of the driver currently assigned to the vehicle. "None Assigned" indicates No driver is logged into the vehicle. "Unknown Driver" indicates the vehicle is being driven, however the driver did not login or entered an invalid driver ID.
Distance Driven	The total distance (miles or kilometers) the vehicle has traveled.
Odometer	Indicates the current Odometer (miles or kilometers) reading from the vehicle.
Overall	Indicates the vehicle's cumulative score for all categories (Style Score + Speed Score + Seat Belt Score).
Speed	Score indicates the vehicle's performance as it relates to adherence of the posted/enforced speed limit.
Style	Score indicates the vehicle's performance as it relates to aggressive driving behaviors.

❸ **Idling Drivers Report**

The Idling Drivers report provides statistics about engine idle time collected, based on the driver operating the vehicle. Idle time has a direct impact on vehicle performance. Data provided in this report will differentiate idle time at low RPM (low idle) from idle time at high RPM (high idle). Use this report to understand a driver's total impact on vehicle idling.

Statistics indicate you can burn up to a full gallon of fuel for every one hour of idle time. This will vary depending on the vehicle type and other factors, however it proves that Idling has both a monetary and environmental impact. Monitor your fleet's idle performance to understand if there is an opportunity to save money by reducing fuel consumption or unnecessary wear and tear on the vehicle's engine.

Figure 96 Reports tab > Idling Drivers sub-tab is highlighted

Table 17 Idling Drivers Report Description	
Column	Description
Group	Indicates what Team (Group) the Driver is assigned to.
Driver	First and Last name of the driver.
Idle Support	Indicates if the system is capable of collecting idle data from the vehicle.
Duration	Indicates the total amount of "trip" time captured from the vehicle.
Low Idle Hours	Total amount of time the vehicle engine was running at low idle (< 1000 RPM).
Low Idle Hours %	Percentage of time the vehicle engine was idling at low RPM, based on total duration captured.
High Idle Hours	Total amount of time the vehicle engine was running at high idle (> 1000 RPM).
High Idle Hours %	Percentage of time the vehicle engine was idling at high RPM, based on total duration captured.
Total Idle Hours	Total amount of engine idle time captured, including both low and high idle time.
Total Idle Hours %	Percentage of time the vehicle engine was idling, including both low and high idle time.
Trips	Hyperlink to the "Trips" page for the idling event. Click the link to view more information about the trip and idling event.

4   **Idling Vehicles Report**

The Idling Vehicles report is a performance report that provides detail on the vehicle's engine idle time as it relates back to the vehicle. Idle time has a direct impact on vehicle performance. inthinc collects idle information from the vehicle and can differentiate idling at low RPM from idling at high RPM. Use this report to understand a vehicle's total impact on idling.

Figure 97   Reports tab > Idling Vehicles sub-tab is highlighted

Table 18 Idling Vehicles Report Description	
Column	Description
Group	Indicates what Team (Group) the Driver is assigned to.
Driver	First and Last name of the driver.
Vehicle	Indicates the Vehicle ID (name) assigned to the vehicle.
Idle Support	Indicates if the system is capable of collecting idle data from the vehicle.
Duration	Indicates the total amount of "trip" time captured from the vehicle.
Low Idle Hours	Total amount of time the vehicle engine was running at low idle (< 1000 RPM).
Low Idle Hours %	Percentage of time the vehicle engine was idling at low RPM, based on total duration captured.
High Idle Hours	Total amount of time the vehicle engine was running at high idle (> 1000 RPM).
High Idle Hours %	Percentage of time the vehicle engine was idling at high RPM, based on total duration captured.
Total Idle Hours	Total amount of engine idle time captured, including both low and high idle time.
Total Idle Hours %	Percentage of time the vehicle engine was idling, including both low and high idle time.
Trips	Hyperlink to the "Trips" page for the idling event. Click the link to view more information about the trip and idling event.

❺ Devices Report

The Devices Report does not provide much value to anyone outside of inthinc Technical Support. However, if you need to obtain a device ID or IMEI number, the Devices report will include this information. The Devices report does not include all devices in your inventory, only devices that have been installed and activated in a vehicle.

Figure 98 Reports tab > Devices sub-tab highlighted

Table 19 Devices Report Description	
Column	Description
Device ID	Indicates the inthinc serial number for the device (MCM = WS820, VM = WS850, TP = tiwiPro)
Assigned Vehicle	Indicates which vehicle (Vehicle ID) the unit is currently installed in.
IMEI	Indicates the communications modem serial number.
Device Phone #	The assigned phone number of the device, used for two-way communication.
Status	Indicates whether the device is active and reporting or inactive and not in use.

> **User Tip:** tiwiPro® 2-Way Communication
>
> tiwiPro devices allow for two-way communication, meaning that administrators/supervisors can contact drivers through the tiwiPro unit and speak to the driver in the cab of the vehicle. The device phone number listed on the Devices Report is the unique phone number to call the tiwiPro device. This feature requires additional configuration, for more information contact your inthinc Account Manager.

❻ Performance Reports

The Performance reports provide detailed information about driver performance. Report options include: Team Stops report, Driver Performance Key Metrics, Driver Performance per Group, Driver Performance RYG per Group. For more information about each of the available reports, including examples, see *"Appendix A > Report Examples" on page 193.*

To View Performance Reports:

1   From the main menu, go to **Reports > Performance sub-tab**. The *Performance Reports* menu page will display.

2   Select which **Report** you want to view from the available options in the *Report* drop-down list.

3   Once the page refreshes, select the amount of data you want to view by choosing an option in the *Time Frame* drop-down list.

4   Select a **Group/Team** from the available options in the *Group* drop-down list.

5   The page will refresh and provide several view/export options for the selected report. Choose one of the following view options:

   •   **HTML** - Select HTML to view the report immediately. Data is displayed in table format within the portal.

   •   **PDF** - Select PDF to save the report to your computer in Adobe .PDF format.

   •   **Excel** - Select Excel to save the report to your computer in Microsoft Excel .xls format.

   •   **E-mail** - Select E-mail to send the report data to one or more email recipients.

> **Note**: Not all of the above view/export options are available for all report types. Select the report to view available view/export options.

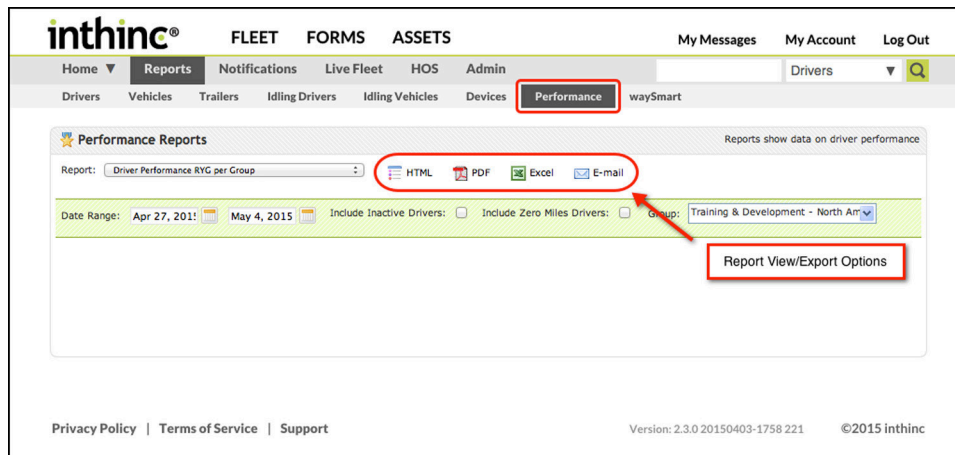6   After selecting a view option, the report will either display on-screen or will have been saved to your computer.

Figure 99 Reports > Performance sub-tab highlighted

❼ w, waySmart Reports

This report option is available to waySmart users only and provides access to waySmart-specific reports. Once you select a report type, you may be required to specify other report criteria, such as Date Range, in order to display the report. For more information about each of the available reports, including report examples, see *"Appendix A > Report Examples" on page 193*

To View waySmart Reports:

1   From the main menu, go to **Reports > waySmart sub-tab**. The waySmart Reports menu page will display.

2   Select which **Report** you want to view from the available options in the *Report* drop-down list.

3   Once the page refreshes, select the amount of data you want to view by entering a **Date Range**.

4   Select a **Group/Team** from the available options in the *Group* drop-down list.

5   The page will refresh and provide several view/export options for the selected report. Choose one of the following view options:

•   **HTML** - Select HTML to view the report immediately. Data is displayed in table format within the portal.

•   **PDF** - Select PDF to save the report to your computer in Adobe .PDF format.

•   **Excel** - Select Excel to save the report to your computer in Microsoft Excel .xls format.

•   **E-mail** - Select E-mail to send the report data to one or more email recipients.

Note: Not all of the above view/export options are available for all report types. Select the report to view available view/export options.

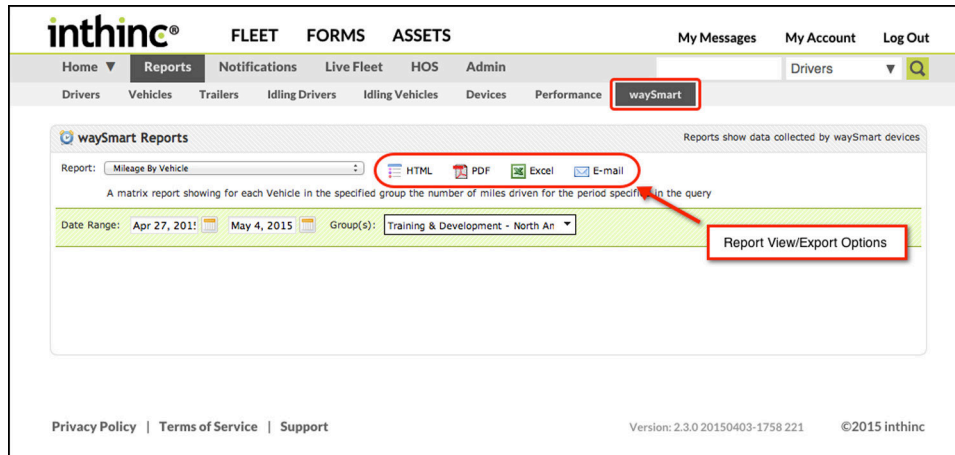6   After selecting a view option, the report will either display on-screen or will have been saved to your computer.

Figure 100 Reports tab > waySmart sub-tab highlighted