# **Driver Activity Report**

This document provides information on the Driver Activity Report, which is a standard report available in FuelsManager.

Prerequisites: The Driver Activity Report should have been preconfigured for your Site, and your User account should belong to a User Group that has been assigned to view the report. See the *Report Assignment Configuration* help page for more information.



The Driver Activity Report allows you to track loading activities per Driver, such as when the Driver loaded fuel, how much gallons of fuel were loaded, the time spent loading, the time the Driver spent at the Terminal (facility), and so on. The report is grouped per Stockholder, then Carrier, and then Driver. You may view the report for all or a particular Site(s) per Manager within the specified date range. You may also further filter the report for all or a specific Stockholder, Carrier, and Driver.

The total number of BOLs created, the total gallons of fuel loaded, and the total time spent at the terminal are shown on the report for each Driver. The average gallons of fuel loaded, as well as the average time spent at the Terminal per Driver are also shown on the report. Driver activity totals and details per Carrier, Stockholder, and Terminal are shown at the bottom of the report.

one.			~	Manager:		~	]	View Report
From Date	6/28/2022	2		To Date:	6/28/202	2		
Stockhold	er:		~	Carrier:				
			•		SAILS			
Driver:	<all></all>	~						
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Driver	Activity	Report						
Date Dance:	12213 of CC02180	2022					2200 Main Stree	Terminal ID: t NW Address Line 1
Dwner: <all></all>	0/20/2022 10 0/20/	2022						GA
Carrier: <all></all>								EPA#
Driver: <all></all>								
STOCKHOL	DER:							
L L	OADER Load Date	BOL Number	Gallons	Card In DET	Load Star	t Load End	Time At BOL	Printed Time In
			Loaded				Rack	Terminal
	06/28/2022	2022062800000	152 0	17:02	17:02	00:00	17	7:04 2
	06/28/2022	2022062800000	153 0	17:04	17:04	00:00	17	7:05 1
	06/28/2022	2022062800000	154 0	17:09	17:09	00:00	17	7:10 1
-	06/28/2022	2022062800000	155 0	17:13	17:13	00:00	17	7:14 1
	Driver Total:	: 4	0					5
	Driver Avg	:	0					1
	Carrier Total	: 4	0					5
	Time	at Rack > 10 min	0	Time at Rack	> 20 min	0	Time at Rack > 30 m	nin O
	Time in 1	Terminal > 45 min	0	Time in Terminal	> 60 min	0	Time in Terminal > 90 m	nin 0
	% Time In 1	Terminal < 45 min	100.00%	% Time In Terminal	< 60 min 1	100.00% 9	6 Time In Terminal < 90 m	nin 100.00%
		Max Rack Time		Max Time in	Terminal	2		
		Avg Rack Time		Avg Term	inal Time	1	Avg Gallons Load	ed 0
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Sto	ockholder Total	: 4 at Rack ≥ 10 min	0	Time at Rack	> 20 min	0	Time at Rack ≥ 30 m	5
Sto	ockholder Total Time Time in 1	: 4 at Rack > 10 min Terminal > 45 min	0	Time at Rack Time in Terminal	> 20 min  > 60 min	0	Time at Rack > 30 m Time in Terminal > 90 m	5 nin 0 nin 0
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ou must belong to a FuelsManager user group with ppropriate security access rights to view and modify data. ome pages may not be available for entry or edit depending n your user security rights.

Standard Driver Activity Report

## **Viewing the Driver Activity Report**

You may view the Driver Activity Report from the Reports menu. Follow the steps below:

- 1) Log in to a Site or Site Group in FuelsManager.
- From the menu, select Reports > Operations > Driver Activity Report. The report header displays.
- In the Site field, select all or a particular Site(s)/ Site Group(s) in which you want to view Driver activity.
- Select the Manager from the list. This is a required field. The report will not run if no Manager is selected.
- 5) Enter or select the **From Date** and **To Date** range to filter the table data.
- 6) Select all or a particular **Stockholder** from the list.
- 7) Select all or a particular **Carrier** from the list.
- 8) Select all or a particular **Driver** from the list.
- Click View Report. The report values are refreshed based on your selections.

#### **Printing the Report**

You may print the report from the header. Follow these steps:

- 1) Click the **Export** A- dropdown menu.
- Select PDF from the list and then save the file in your desired folder location.
   Varec recommends to use the PDF format for exporting reports.
- 3) Open the **PDF** file and then **print** the report.

### **Report Header Field Descriptions**

Field	Description
Site	Filters the table to only show data for all or the selected Site(s).
Manager	Filters the table to only show data associated with the selected Manager. This is a required field. The report will not generate if no Manager is selected.
From Date	Indicates the beginning date for the report data. A Manager must be selected before this field is enabled.
To Date	Indicates the ending date for the report data. A Manager must be selected before this field is enabled.
Stockholder	Filters the table to show data for all or the selected Stockholder.
Carrier	Filters the table to show data for all or the selected Carrier.
Driver	Filters the table to show data for all or the selected Driver.
View Report	Click to view the report based on the selected criteria.

Standard Driver Activity Report





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# **Report Column Descriptions**

Column	Description
Load Date	Lists the dates when the Driver loaded fuel (product).
BOL #	Lists the BOL (Bill of Lading) numbers in ascending order.
Gallons Loaded	Lists the volume of fuel in gallons that was loaded for the corresponding BOL.
Card in DET	Lists the times the Driver swiped his/her card on the DET (Driver Entry Terminal).
Load Start	Lists the times the Driver started loading fuel.
Load End	Lists the times the Driver finished loading fuel.
Time At Rack	Lists the times the Driver spent at the Load Rack.
BOL Printed	Lists the times the BOL was printed.
Time in Terminal	Lists the number of minutes the Driver spent inside the facility (Terminal).