



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.

Site: Manager:

From Date: 6/28/2022 To Date: 6/28/2022

Stockholder: <All> Carrier: <All>

Driver: <All>

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Driver Activity Report

Date Range: 6/28/2022 to 6/28/2022 Terminal ID: 2200 Main Street NW Address Line 2
 Owner: <All> GA
 Carrier: <All> EPA #
 Driver: <All>

STOCKHOLDER:

LOADER

Load Date	BOL Number	Gallons Loaded	Card In DET	Load Start	Load End	Time At Rack	BOL Printed	Time In Terminal
06/28/2022	2022062800000152	0	17:02	17:02	00:00	17:04		2
06/28/2022	2022062800000153	0	17:04	17:04	00:00	17:05		1
06/28/2022	2022062800000154	0	17:09	17:09	00:00	17:10		1
06/28/2022	2022062800000155	0	17:13	17:13	00:00	17:14		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 min	0	
Time in Terminal > 45 min	0		Time in Terminal > 60 min	0		Time in Terminal > 90 min	0	
% Time In Terminal < 45 min	100.00%		% Time In Terminal < 60 min	100.00%		% Time In Terminal < 90 min	100.00%	
Max Rack Time			Max Time in Terminal	2				
Avg Rack Time			Avg Terminal Time	1		Avg Gallons Loaded	0	
Stockholder Total:	4	0						5
Time at Rack > 10 min	0		Time at Rack > 20 min	0		Time at Rack > 30 min	0	
Time in Terminal > 45 min	0		Time in Terminal > 60 min	0		Time in Terminal > 90 min	0	
% Time In Terminal < 45 min	100.00%		% Time In Terminal < 60 min	100.00%		% Time In Terminal < 90 min	100.00%	
Max Rack Time			Max Time in Terminal	2				
Avg Rack Time			Avg Terminal Time	1		Avg Gallons Loaded	0	
Terminal Total:	10	1,109						11
Time at Rack > 10 min	0		Time at Rack > 20 min	0		Time at Rack > 30 min	0	
Time in Terminal > 45 min	0		Time in Terminal > 60 min	0		Time in Terminal > 90 min	0	
% Time In Terminal < 45 min	100.00%		% Time In Terminal < 60 min	100%		% Time In Terminal < 90 min	100.00%	
Max Rack Time			Max Time in Terminal	2				
Avg Rack Time			Avg Terminal Time	1		Avg Gallons Loaded	111	

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You must belong to a FuelsManager user group with appropriate security access rights to view and modify data. Some pages may not be available for entry or edit depending on your user security rights.

Viewing the Driver Activity Report

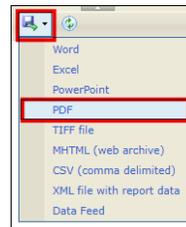
You may view the Driver Activity Report from the Reports menu. Follow the steps below:

- 1) Log in to a **Site** or **Site Group** in FuelsManager.
- 2) From the menu, select **Reports > Operations > Driver Activity Report**. The report header displays.
- 3) In the **Site** field, select all or a particular Site(s)/ Site Group(s) in which you want to view Driver activity.
- 4) 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.
- 9) 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**  dropdown menu.
- 2) 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. <i>This is a required field. The report will not generate if no Manager is selected.</i>
From Date	Indicates the beginning date for the report data. <i>A Manager must be selected before this field is enabled.</i>
To Date	Indicates the ending date for the report data. <i>A Manager must be selected before this field is enabled.</i>
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.

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).