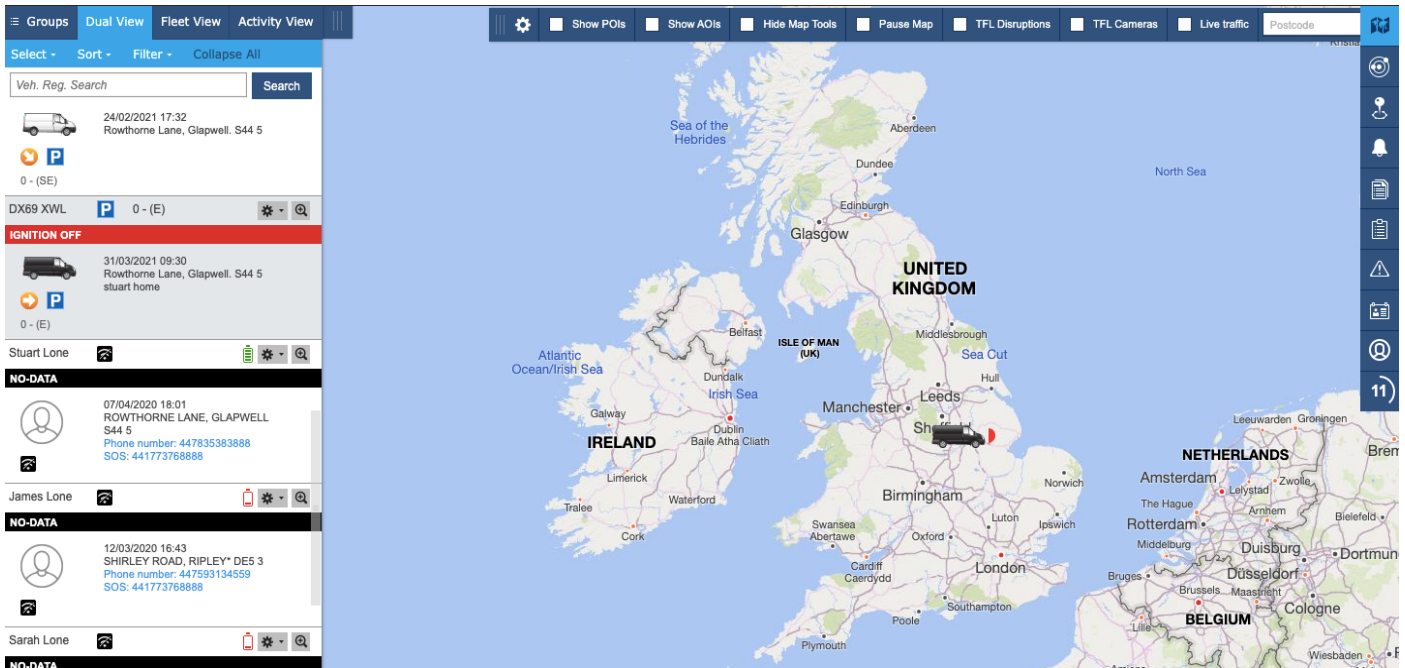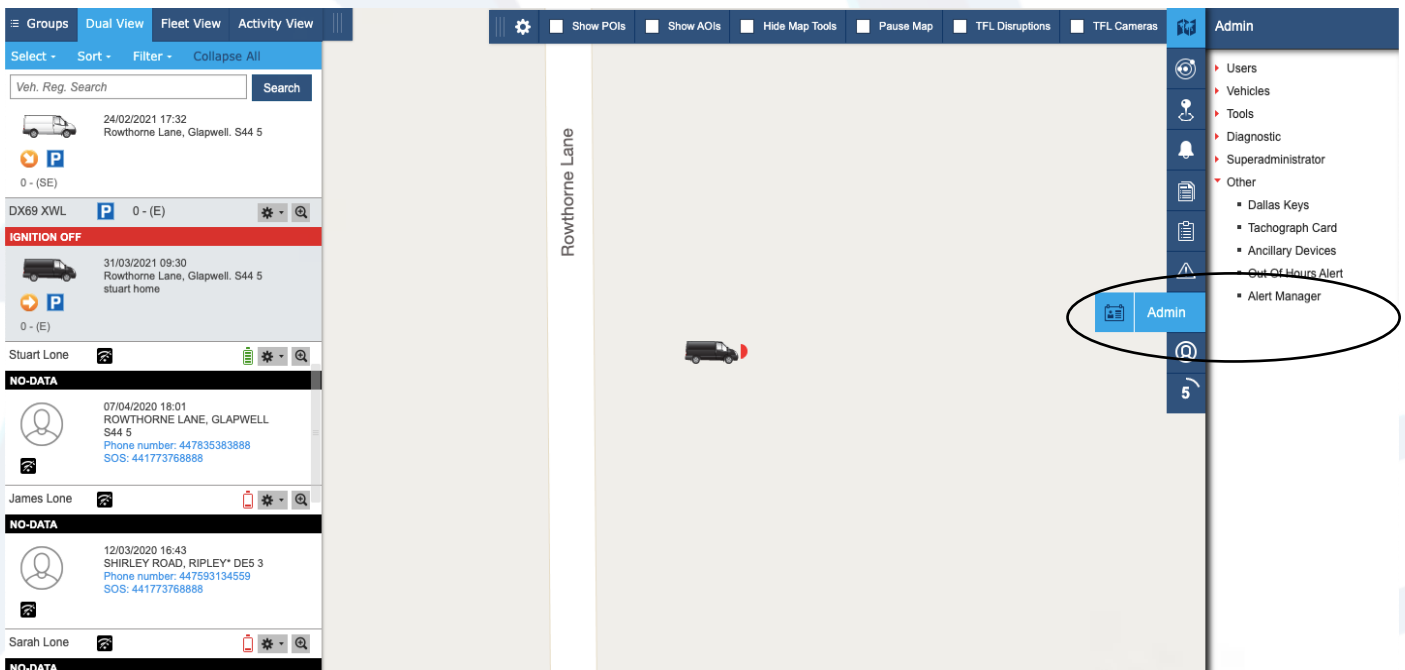# CloudTelematics

Out of Hours Usage Reports

This section will show you how to generate out of hours usage reports and alerts.
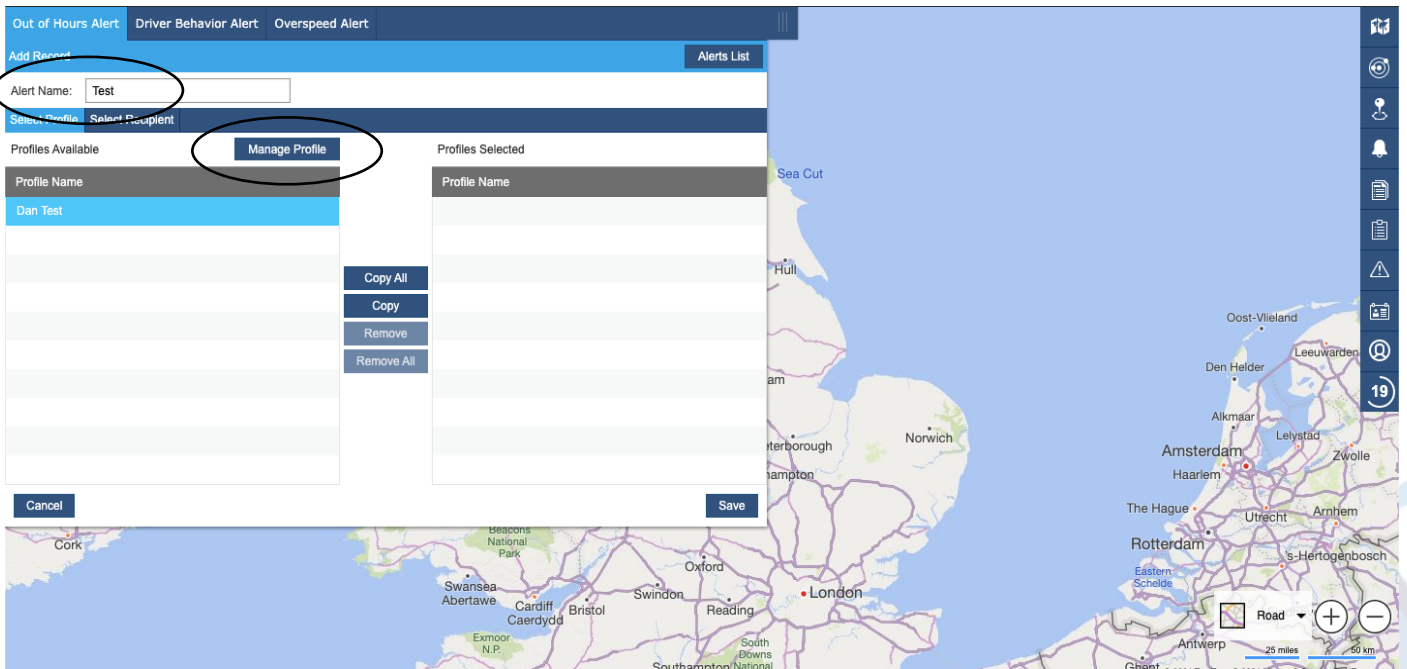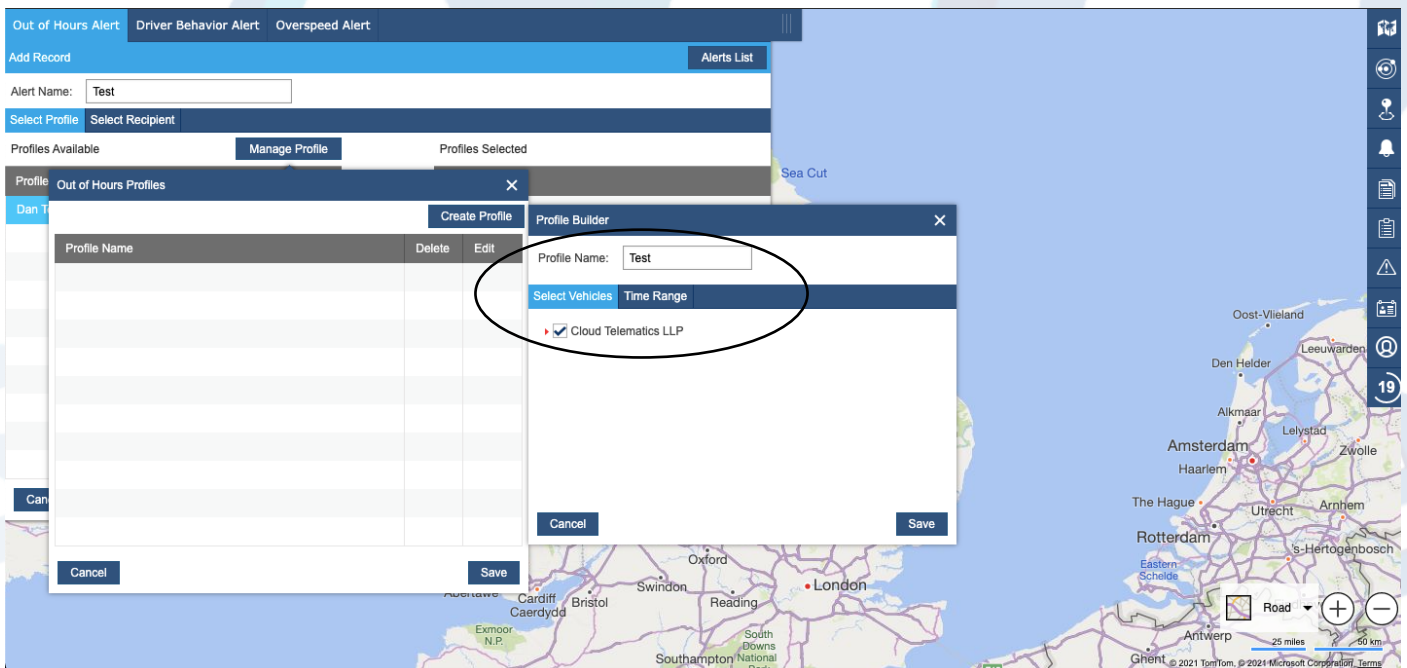
1. Log into your tracking portal

2. First you will need to set up an alert profile by clicking the Admin option on the right and selecting Alert Manager

## 3. Name your alert and click the manage profile button

4. In the profile builder, name your profile and click the check box for your fleet, then click the Time Range option.

5. Here you can select the day and time ranges to trigger the alerts as well as manage various options for wether outside hours journeys are permitted, click save once you have chosen your permissions.
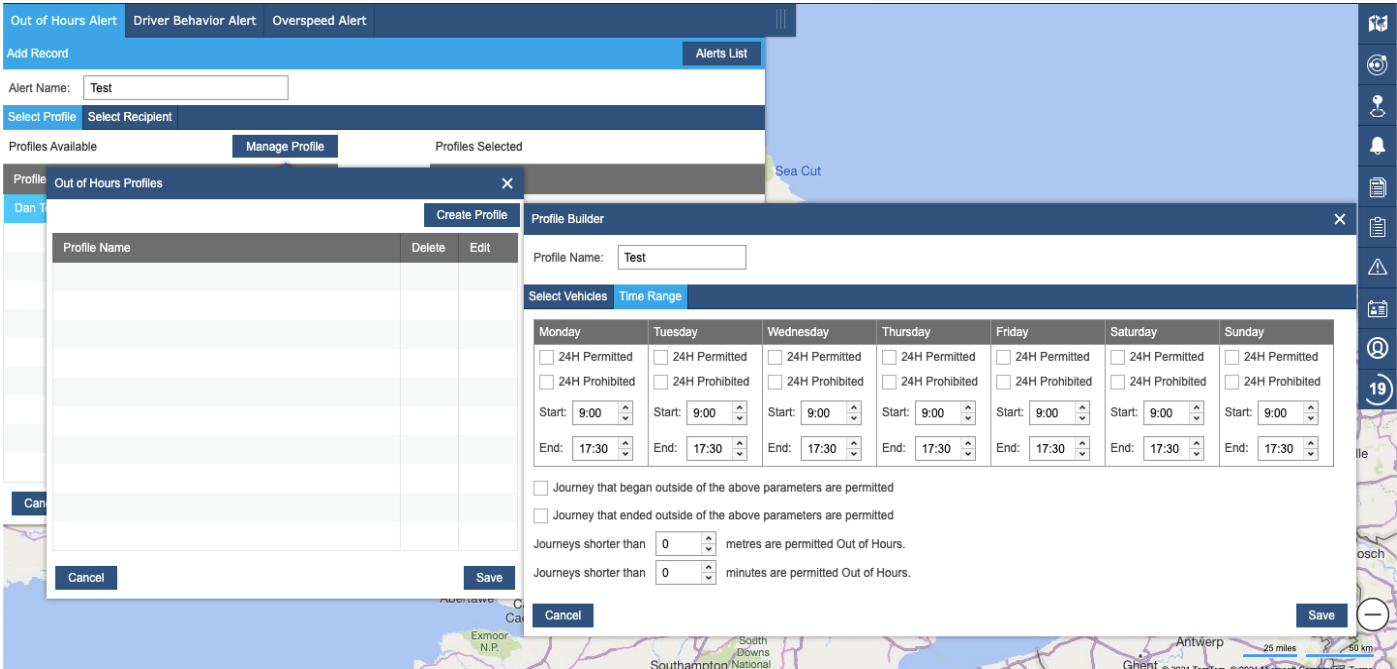

6. Once saved return to your Alerts page, you should now see the profile you created in the box on the left, select your profile and click copy and save.
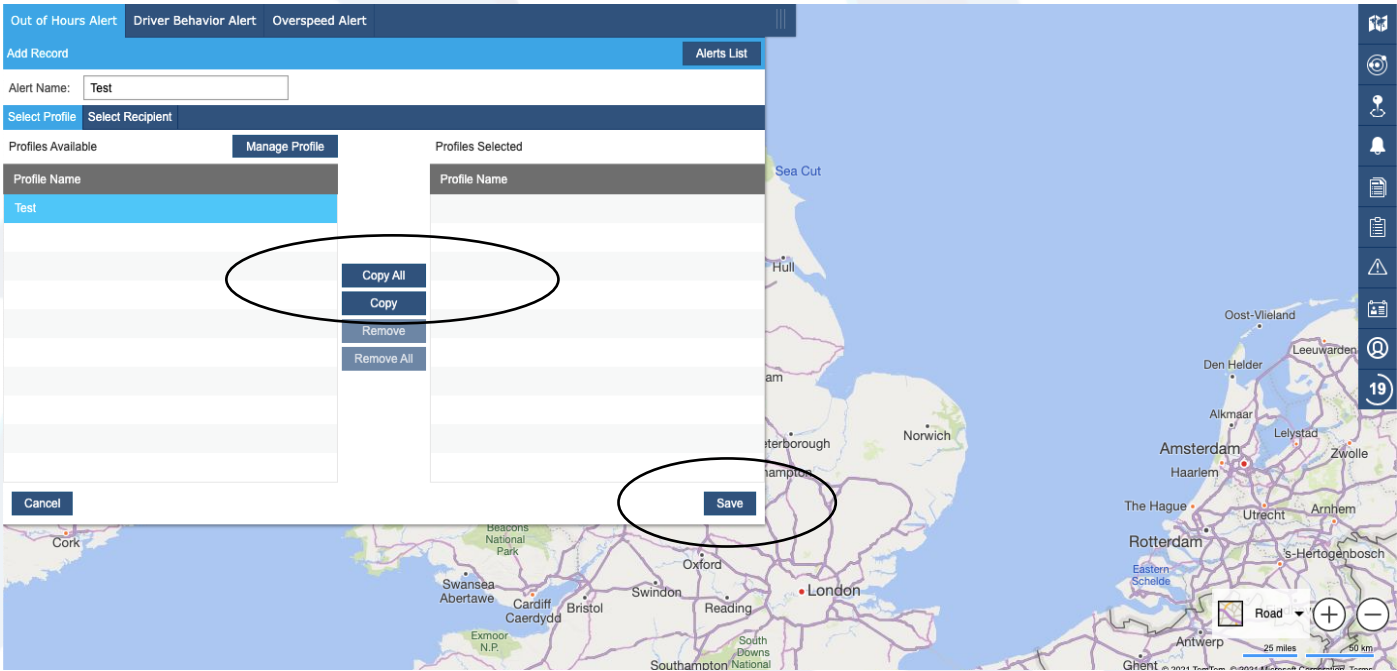
7. Now you have your profile set up, Click on the reports option on the right hand option bar and click Out of Hours (Query) at the bottom of the list.
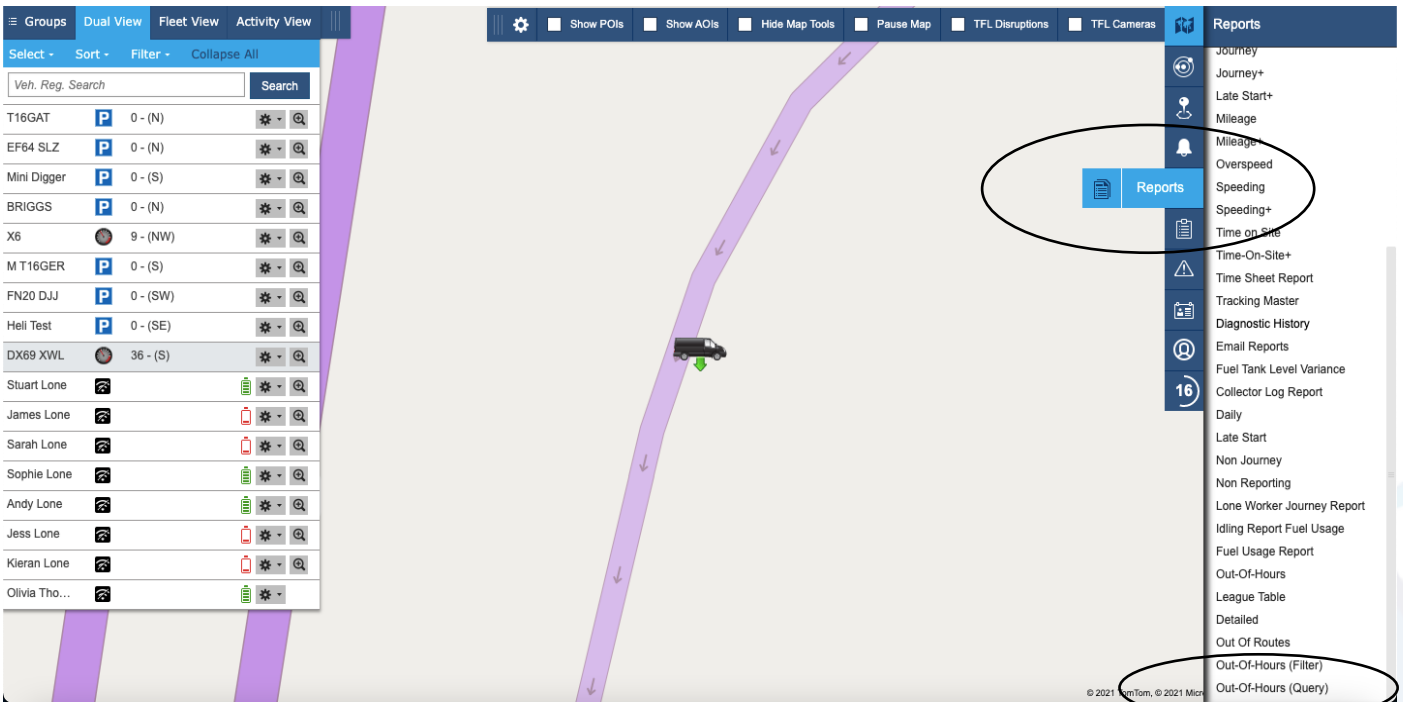
8. This will open the report option box, here you can select the time and date range you want the report generated for as well as the format you want the report in.
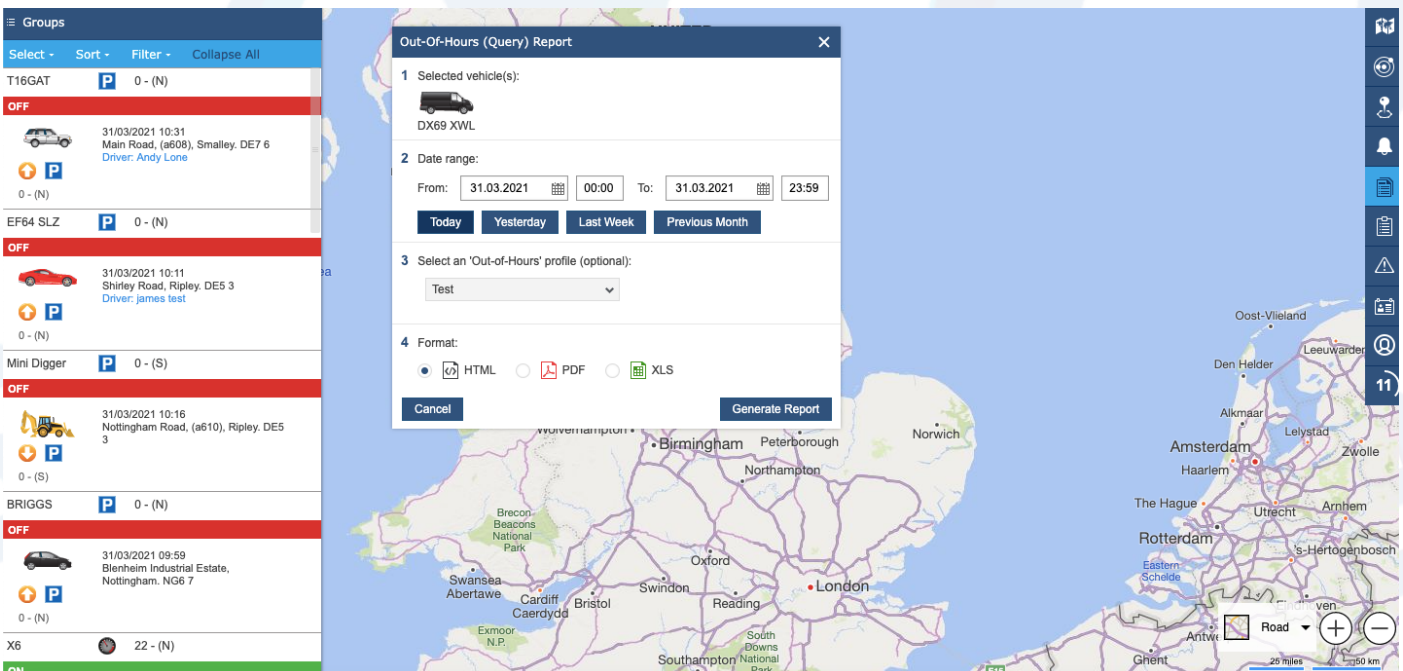
9. Your report will look like this and give you all of the out of hours usage information based on the profile you made previously

Out-Of-Hours (Query) Report											New Report

Start Date: 31.03.2021 End Date: 31.03.2021

Selected Vehicles (1):

DX69 XWL

DX69 XWL   31.03.2021 - 31.03.2021 (1 journeys), Total Distance Travelled: 6.54 miles, Total Driving Time (HH:MM:SS): 00:20:59, Total Idling Time (HH:MM:SS): 00:07:28

31.03.2021 (1 journeys), Total Distance Travelled: 6.54 miles, Total Driving Time (HH:MM:SS): 00:20:59, Total Idling Time (HH:MM:SS): 00:07:28

ID	Profile Name	Cost	Start	Start POI/AOI	End	End POI/AOI	Duration, HH:MM:SS	Max Speed	Driver	Distance, Miles
38321501	Test	£0	08:09 Rowthorne Lane, Glapwell ...	stuart home	08:30 Rowthorne Lane, Glapwell S44 5	stuart home	00:20:59	53.44 mph	-	6.54