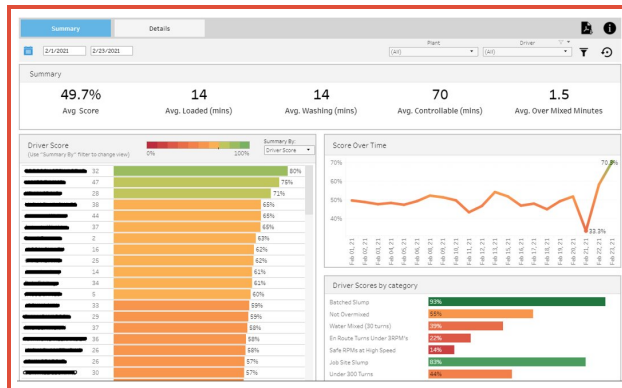# COMMANDassurance™

Instructions:

Driver Performance report
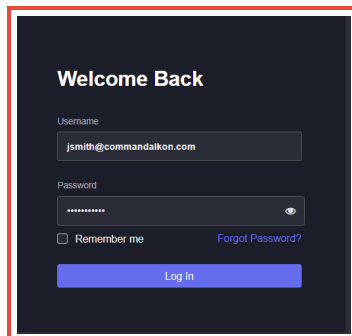**6/15/2022**

Command Alkon

Driver Performance

COMMANDassurance provides critical data to save time and costs, reduce liability, and identify poor driver performance. This report measures how well the drivers follow established processes to ensure that critical slump values are obtained.
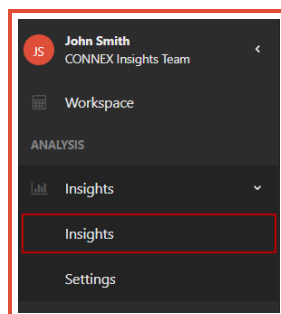

Accessing the Driver Performance Report
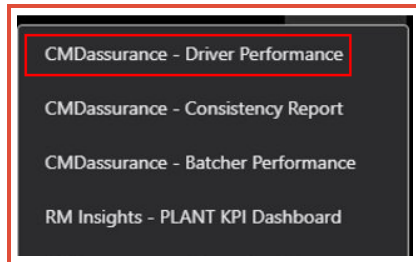
1. Visit the **CONNEX** site and enter your credentials.

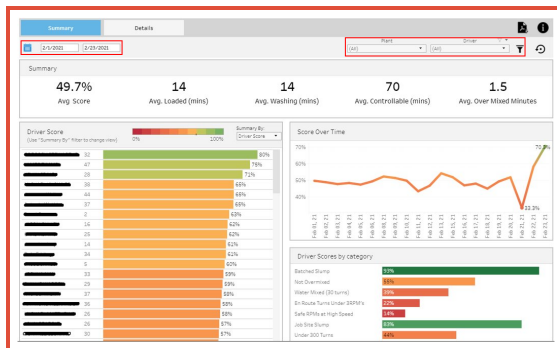2. In CONNEX, select the **Insights** option under the `Analysis` menu.

3. On the Insights page, select the `Analysis` menu.

4. Locate the **COMMANDassurance - Driver Performance** option.

Filters

Filters:

- **Date Range**

- **Plant(s)**

    - If set to view by plant, select a plant to see the summary for only that individual plant.

- **Driver(s)**

    - Select a driver to see scores for only that individual driver.

The **Filter** (▼) icon displays categories that contribute to calculating the drivers' scores. Users can identify which categories should be included or excluded when scoring drivers by setting the appropriate drop-downs to either `Yes` or `No`.

> ⚠ Excluded categories are still displayed in the categorized score charts, but are not included when calculating the driver's store.
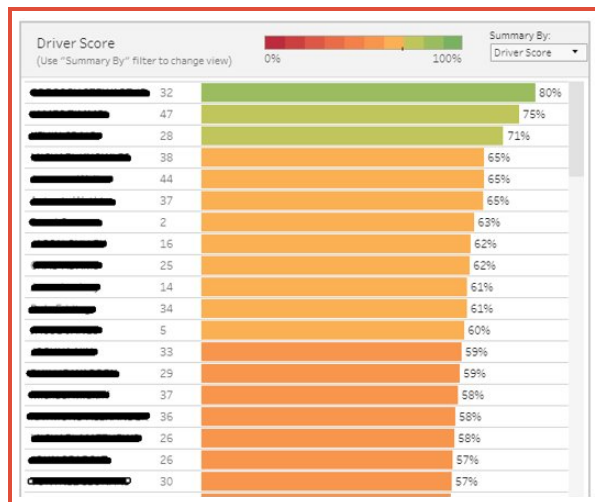
Summary Tab

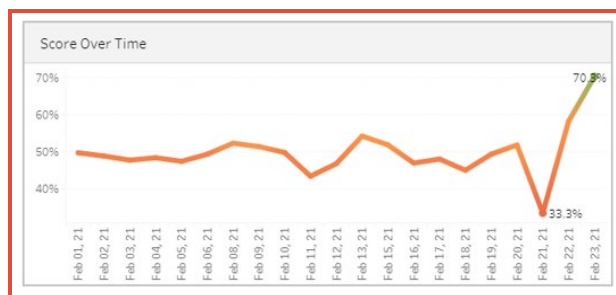The Summary is split into four sections:
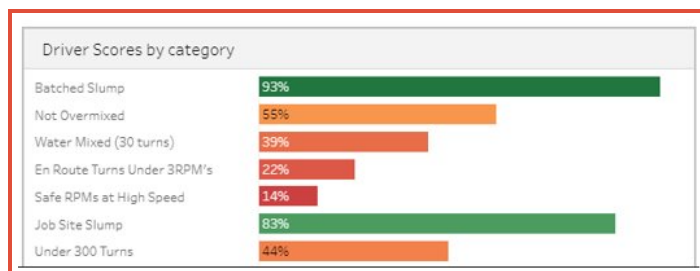
- Overall Averages (Summary)

- Driver Scores

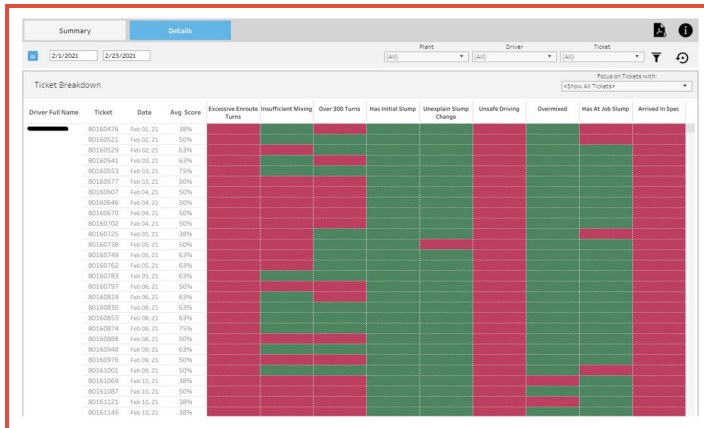- Scores Over Time

- Driver Scores by Category

The provided data can be broken down by driver or by plant using the **Summarize By** drop-down.

Details Tab

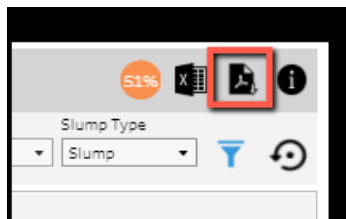The Detail tab to provides a breakdown of the driver's scoring on a per-ticket basis.

- Each ticket is highlighted either green (pass) or red (fail) for each category.
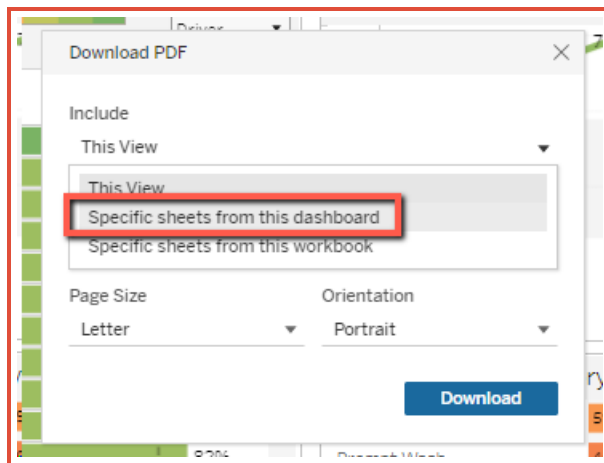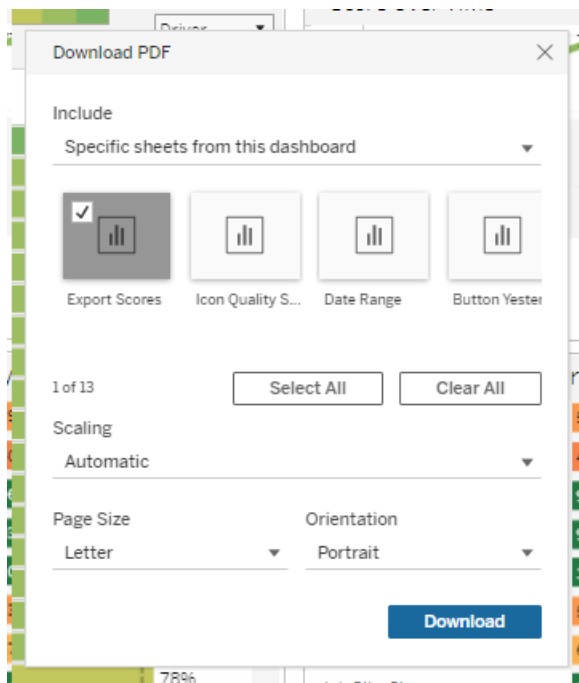
Exports

PDF Export:

1. Click the PDF icon in the top right of the report

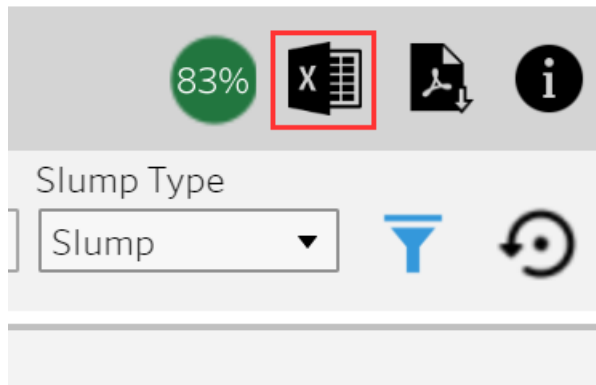2. In the popup window, click the `This View` drop-down and select `Specific sheets from this dashboard`

3. Select the "Export Scores" tile

4. Click **Download** to generate the PDF file.

5. NOTE: The **Summary By** drop-down will determine if the export data is grouped by Plant or by Driver.

Excel Export:

1. Select the `Details` Tab

2. Click the Excel icon in the upper right

3. In the popup, be sure `Export Breakdown` is selected

4. Choose either Excel or CSV and click Download.