

Snowtrack Report

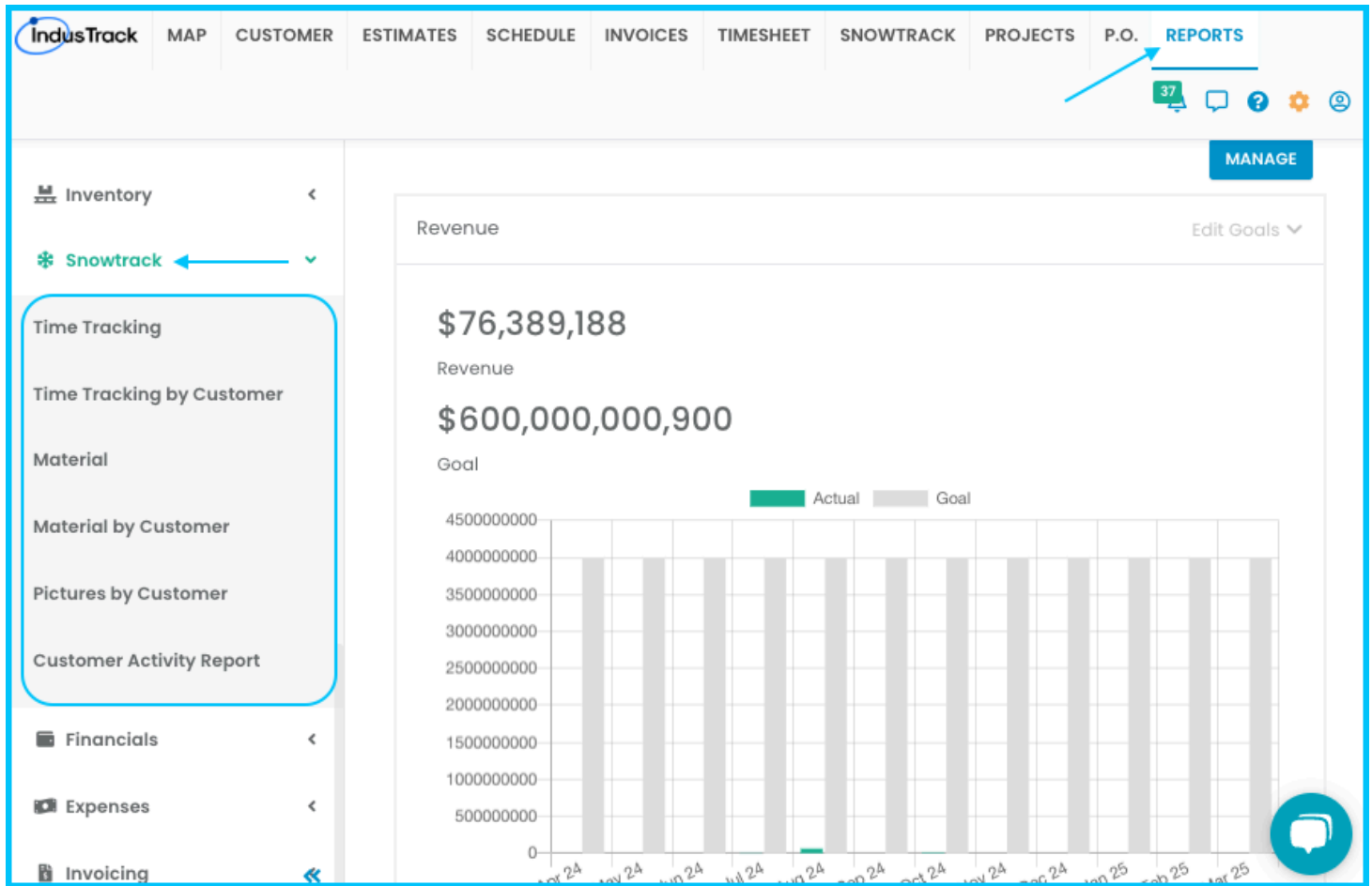
Download Snowtrack Report PDF

In this report you can see a complete documentation of the work performed for each of the customers that include Time Tracking and Materials.

To access SnowTrack Report, go to **Reports** from the top menu>click **SnowTrack**.

Under Snowtrack, a drop-down option will show its sub categories for the reports you want to see:

- **Time Tracking**
- **Time Tracking by Customer**
- **Material**
- **Material by Customer**
- **Pictures by Customer**
- **Customer Activity Report**



Time Tracking Report

This report shows a summary of employee activities during a specific period.

Information Included:

- **Customer Name, Number, Phone** – Identifies the customer.
- **Vehicle ID** – Assigned vehicle identification.
- **Employee ID & Name** – Identifies the employee.
- **Date, Arrival & Departure Time** – Shows when the work was done.
- **Time at Customer** – Duration of work.
- **Services Provided** – Plow, Salt, Shovel.
- **Materials Used** – Name and quantity.

- **Notes** – Additional details.

How to Get the Report:

1. Go to **Reports > SnowTrack > Time Tracking**.
2. Select employee(s) or **Select All**.
3. Choose a specific date range or select a preset period (Yesterday, Today, Last Week, etc.).
4. Click **Get Report**.
5. Export the report by clicking the **Actions** button.



Actions Button

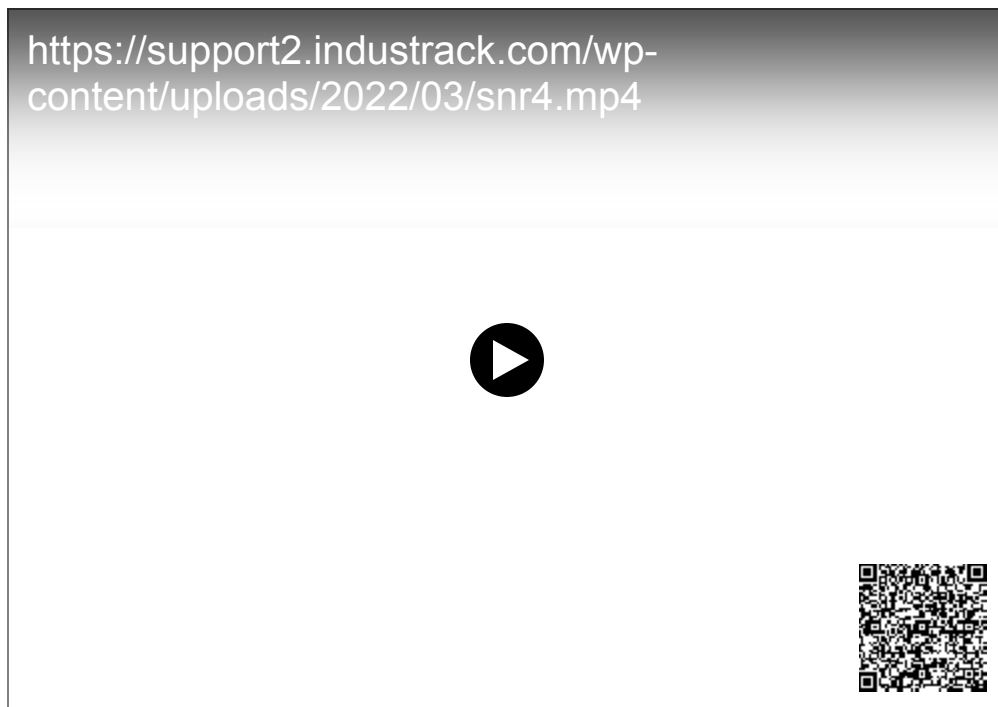
Export Report

- Click **Export to Excel** or **Export to PDF** to download the full report to your computer.

Screenshot of the IndusTrack software interface showing the 'SnowTrack Time Tracking Report' page. The top navigation bar includes 'IndusTrack', 'MAP', 'CUSTOMER', 'ESTIMATES', 'SCHEDULE', 'INVOICES', 'TIMESHEET', 'SNOWTRACK', 'PROJECTS', 'P.O.', and 'REPORTS'. The left sidebar lists various modules like 'Timesheet', 'Scheduling', 'Vehicle Tracking', 'Inventory', 'Snowtrack', and 'Time Tracking'. The main content area shows a report for 'RA Tent' with columns for Customer Name, Vehicle, and Employee. A date range is set from 2/1/2025 to 2/28/2025. An 'Actions' dropdown menu is open, showing options like 'Export to PDF', 'Export to Excel', 'Configure Report Columns', 'Schedule Report', and 'Add to Favorites'.

Configure Report Columns

- Choose which columns to show or hide in the report. Hidden columns will be removed when the report is generated.



Schedule Report and Add to Favorites

- You can **automate report scheduling** at a set frequency in the **Schedule Report Module**.
- For quick access, **add reports to Favorites**. Once added, a **Favorites Tab** will appear in the top right of the left panel, listing all your favorite reports.



Time Tracking by Customer Report

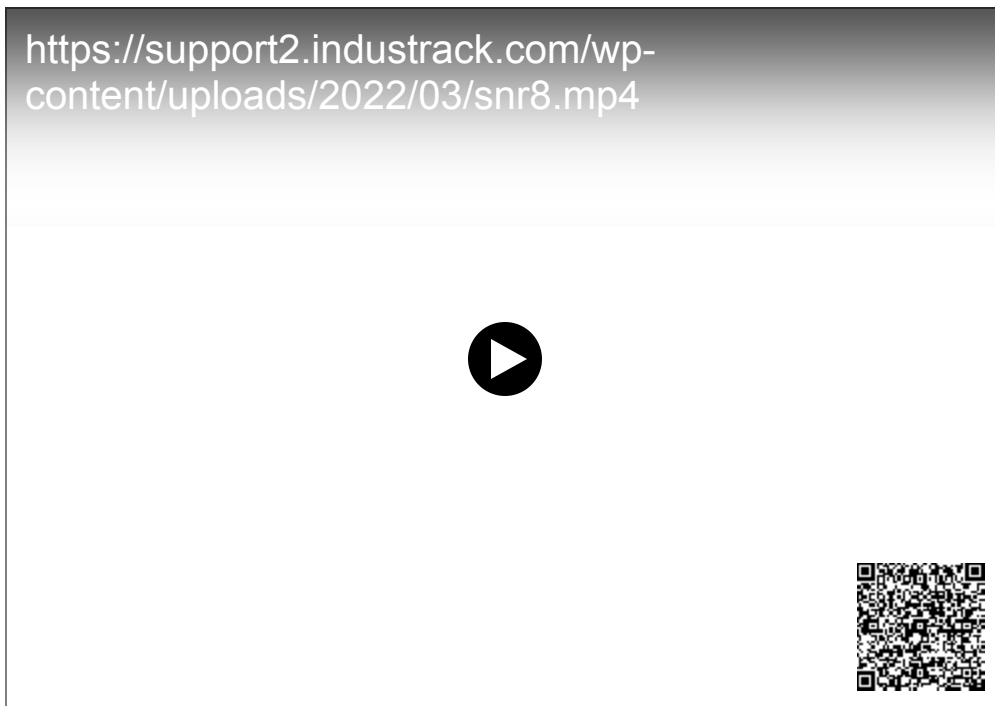
Similar to the Time Tracking Report but organized by customer.

How to Get the Report:

1. Go to **Reports > SnowTrack > Time Tracking by Customer**.

A screenshot of the IndustTrack software interface. The top navigation bar includes 'IndusTrack', 'MAP', 'CUSTOMER', 'ESTIMATES', 'SCHEDULE', 'INVOICES', 'TIMESHEET', 'SNOWTRACK', 'PROJECTS', 'P.O.', and 'REPORTS'. The 'REPORTS' tab is highlighted with a blue arrow. The left sidebar menu has 'Snowtrack' selected, and 'Time Tracking by Customer' is highlighted with a red circle. The main content area is titled 'Snowtrack Time Tracking by customer Report'. It features a 'SELECT CUSTOMER' button, 'Start Date' (3/10/2025), 'End Date' (3/10/2025), and a 'GET REPORT' button. Below these are preset period options: 'Yesterday', 'Today', 'Last Week', 'This Week', 'Last Month', and 'This Month'. A table header is visible with columns: 'Custo...', 'Custo...', 'Phon...', 'Vehic...', 'Empl. ...', 'Empl. ...', 'Date', and 'Arrive'. The table body is empty, showing 'No rec'. At the bottom, there is a pagination control showing '100 items per page' and '0 - 0 of 0 items'.

2. Select customer(s) or **Select All**.
3. Choose a date range or preset period.
4. Click **Get Report**.
5. Export as needed (PDF/Excel).



SnowTrack Material Report

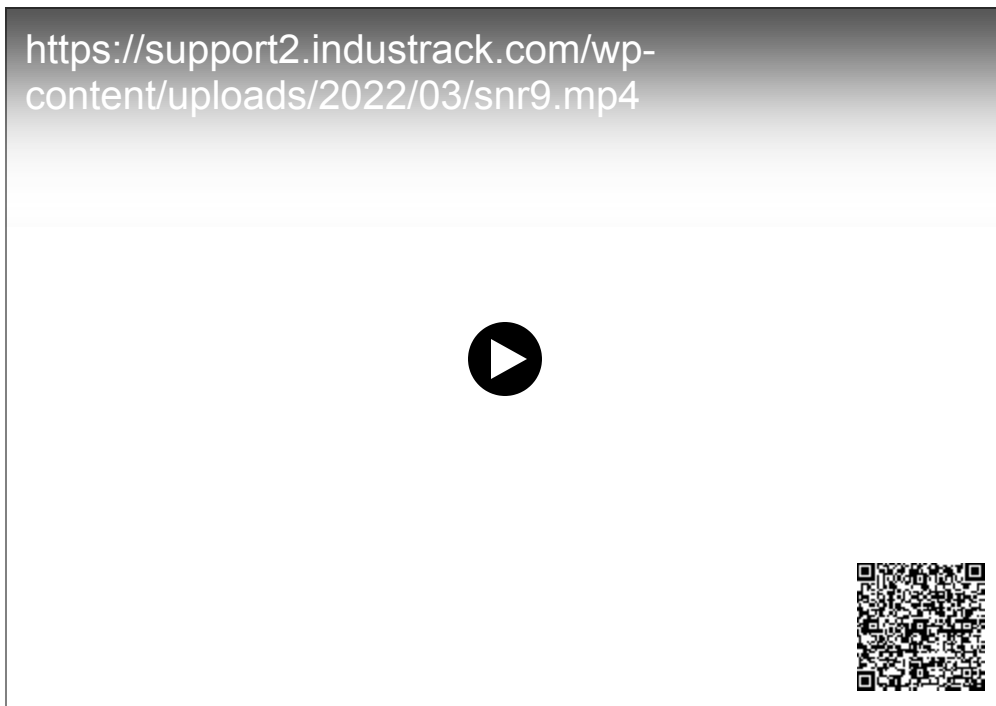
Tracks materials used for SnowTrack operations.

Information Included:

- **Customer Details** – Name, Number, Phone.
- **Vehicle & Employee Information.**
- **Date of Work.**
- **Materials Used** – Salt, Sand, De-Icer, Ice Melter, etc.

How to Get the Report:

1. Go to **Reports > SnowTrack > Material.**
2. Select customer.
3. Choose a date range or preset period.
4. Click **Get Report.**
5. Export as needed (PDF/Excel).

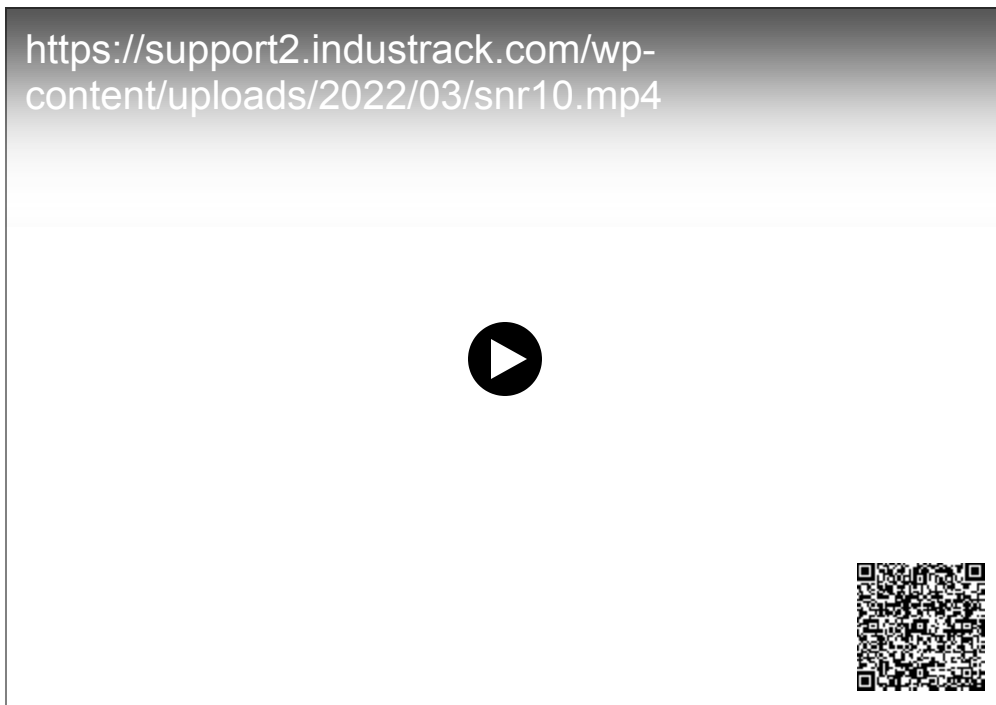


Material by Customer Report

Similar to the Material Report but grouped by customer.

How to Get the Report:

1. Go to **Reports > SnowTrack > Material by Customer**.
2. Select customer(s).
3. Choose a date range or preset period.
4. Click **Get Report**.
5. Export as needed (PDF/Excel).



Pictures by Customer Report

This report displays job photos uploaded by employees for each customer within a specific period. Only photos uploaded after **10/21/2019** can be downloaded.

How to Get the Report:

1. Go to **Reports > SnowTrack > Pictures by Customer**.
2. Select customer(s).
3. Choose a date range or preset period.
4. Click **Get Report**.
5. Download photos:
 - o **Download All Images**
 - o **Download by Customer**
 - o **Download by Date (Pre/Post Images)**
6. Downloaded photos are saved in your computer's default **Downloads** folder.



Customer Activity Report

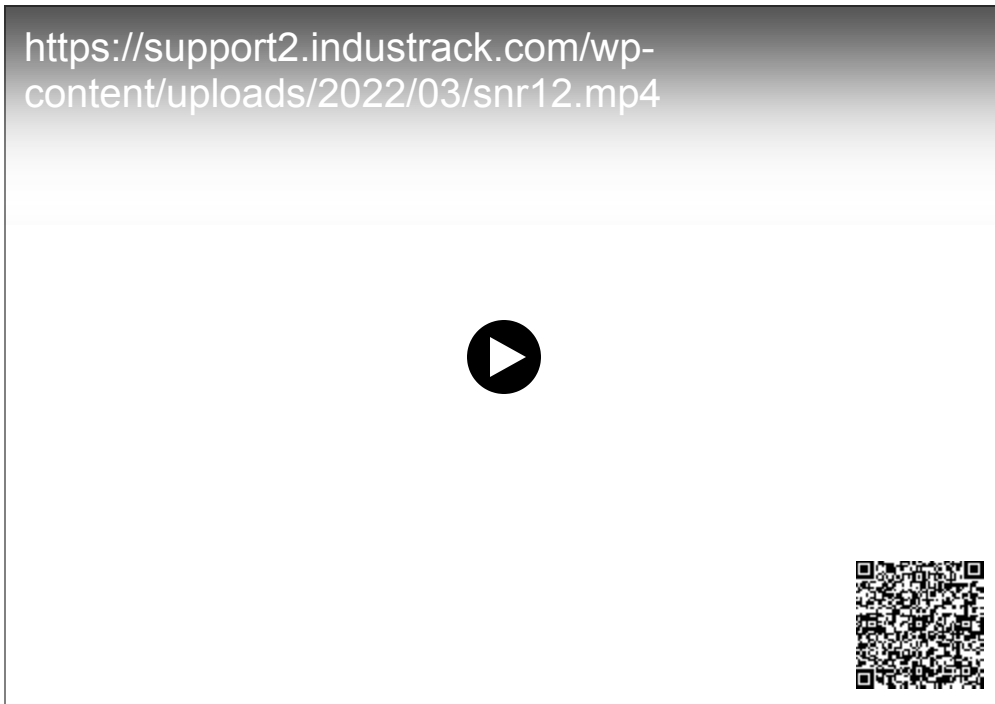
Tracks work performed for each customer during a specific period.

Information Included:

- **Customer** – Name of the customer
- **Employee ID** – Unique employee identifier
- **Employee Name** – Name of the employee
- **Arrive Time** – Vehicle arrival time
- **Depart Time** – Vehicle departure time
- **Time at Customer** – Total time spent at the location

How to Get the Report:

1. Go to **Reports > SnowTrack > Customer Activity Report**.
2. Select employee(s).
3. Choose a date range or preset period.
4. Click **Get Report**.
5. Export as needed (PDF/Excel).



This guide simplifies the process of generating and managing SnowTrack reports. Images added for visual guidance.
