

# SnowTrack for Office Users

SnowTrack is Industrack’s module for services such as Snow Plowing, Salting or Shoveling. It also allows users to track the employees currently engaged to the services.

## Access SnowTrack Page

After getting into the Industrack page, select **Snowtrack**. The Snowtrack tab can be grayed out which indicates that your company does not have access to the Snowtrack Page. The list of employees is displayed along with their details such as the following:

- Status
- Company
- Location
- Progress
- Record Conflicts

IndusTrack

MAP

CUSTOMER

ESTIMATES

SCHEDULE

INVOICES

TIMESHEET

SNOWTRACK

P.O.

REPORTS

Plow00:00

Salt00:00

Sidewalk00:00

All

CLEAR FILTER

Pay Period: 16 Jul 2023 - 31 Jul 2023

Actions

ID	Field Employees	Status	Company	Location	Progress	Record Conflicts
1201	Albert Nangkil last sync: <N/A>	Off Duty			00:00 00:00 00:00	
135	Andrey K last sync: <N/A>	Off Duty			00:00 00:00 00:00	
105	Brannen Hall last sync: <N/A>	Off Duty			00:00 00:00 00:00	
58585	Charles Damon last sync: <N/A>	Off Duty			00:00 00:00 00:00	
88988	Charles Damon last sync: <N/A>	Off Duty			00:00 00:00 00:00	
878	Chris m last sync: 07/19/2023 04:02 PM	Off Duty			00:00 00:00 00:00	
78541	Danny Ocampo last sync: 11/21/2022 02:54 PM	Off Duty			00:00 00:00 00:00	
83002	David Ladner	Off Duty			00:00 00:00	

## Creating SnowTrack Record

There are two ways to create SnowTrack records.

### A. Create a new record by clicking an employee name on the SnowTrack page.

1. Once you click an employee, it will take you to the SnowTrack Record’s page.

IndusTrack

MAPCUSTOMERESTIMATESCHEDULEINVOICESTIMESHEETSNOWTRACKP.O.REPORTS

Plow00:00

Salt00:00

Sidewalk00:00

AllCLEAR FILTERPay Period: 16 Jul 2023 – 31 Jul 2023Actions

ID	Field Employees	Status	Company	Location	Progress	Record Conflicts
1201	Albert Nangkil last sync: <N/A>	Off Duty			00:00 00:00 00:00	
135	Andrey K last sync: <N/A>	Off Duty			00:00 00:00 00:00	
105	Brannen Hall last sync: <N/A>	Off Duty			00:00 00:00 00:00	
58585	Charles Damon last sync: <N/A>	Off Duty			00:00 00:00 00:00	
68988	Charles Damon last sync: <N/A>	Off Duty			00:00 00:00 00:00	
878	Chris m last sync: 07/16/2023 04:02 PM	Off Duty			00:00 00:00 00:00	
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63002	David Ladner	Off Duty			00:00 00:00	

2. Inside the **SnowTrack Record Page**, click on the **Add New** button to open up the Add New pop-up page.

IndusTrack

MAPCUSTOMERESTIMATESCHEDULEINVOICESTIMESHEETSNOWTRACKP.O.REPORTS

BACK

00:00  
00:00  
00:00

SnowTrack Records

Field Employee [1201] Albert Nangkil7/16/202312:00 AM7/31/202311:59 PMCLEAR FILTER

ADD NEW

DELETE

Day	Date(s)	In	Out	Total	Type	Customer	Location	Material(\$)	Edited By
Items per page: 100 of 0< > >									

**Add New SnowTrack Record**

The **Add New** pop-up page has three tabs namely, Settings, Materials, and Attachments. Fill out all the required fields indicated with an asterisk mater (\*). You can visit the other tabs before hitting **Save Changes** to finalize the record. **The Save Changes will be greyed out** if the required fields are not filled out.

Add New

Settings Materials Attachments

Driver/Crew\* Albert Nangkil

Vehicle Not Selected

Type\* Not Selected

Cost Code Not Selected

Customer Name\* Start typing to select an Address Book

Assigned to location

Time

Start Date 7/20/2023 Time 9:04 AM

CLOSE SAVE CHANGES

Inside the **Materials Tab**, you will be able to add a variety of materials and also its quantity. Click on the drop-down to select the material type then put a value on the quantity. If you need to add another set of materials, click the **Add New Material** on the right corner of the page. Click on **Delete** if you wish to remove the material you added.

Add New

Settings Materials Attachments

Material\* Angle Plow Qty\* 1 DELETE

ADD NEW MATERIAL

CLOSE SAVE CHANGES

The **Attachments Tab** allows you to upload images. Click on the **Actions** button and select which of the image types you need to upload.

Add New

Settings Materials Attachments

Pre Pictures Post Pictures

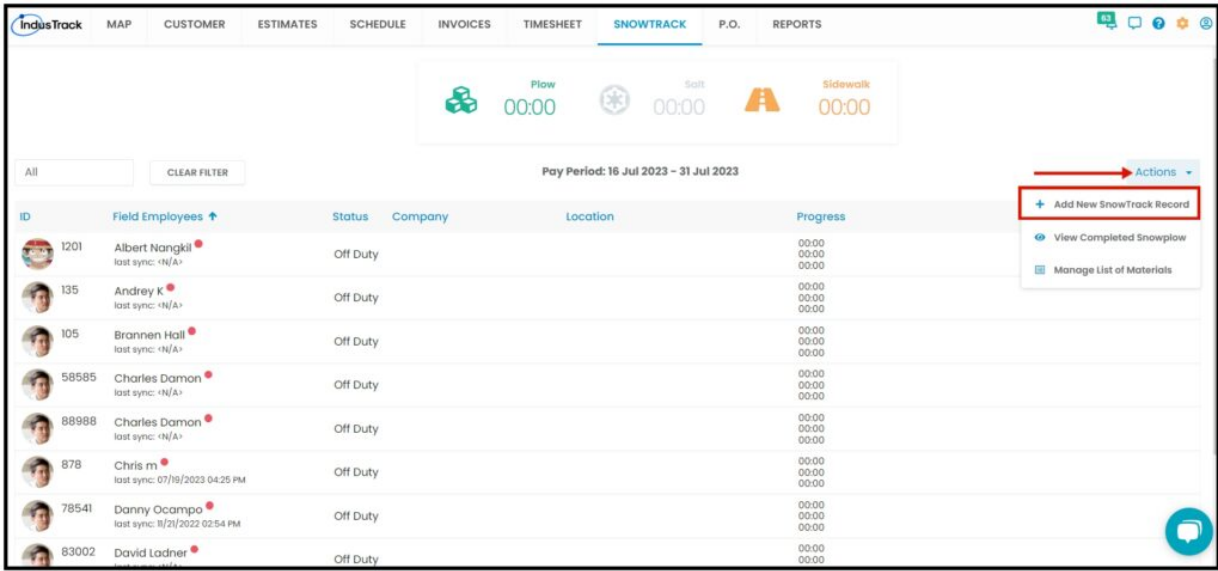
ACTIONS

Upload Pre Picture Upload Post Picture

CLOSE SAVE CHANGES

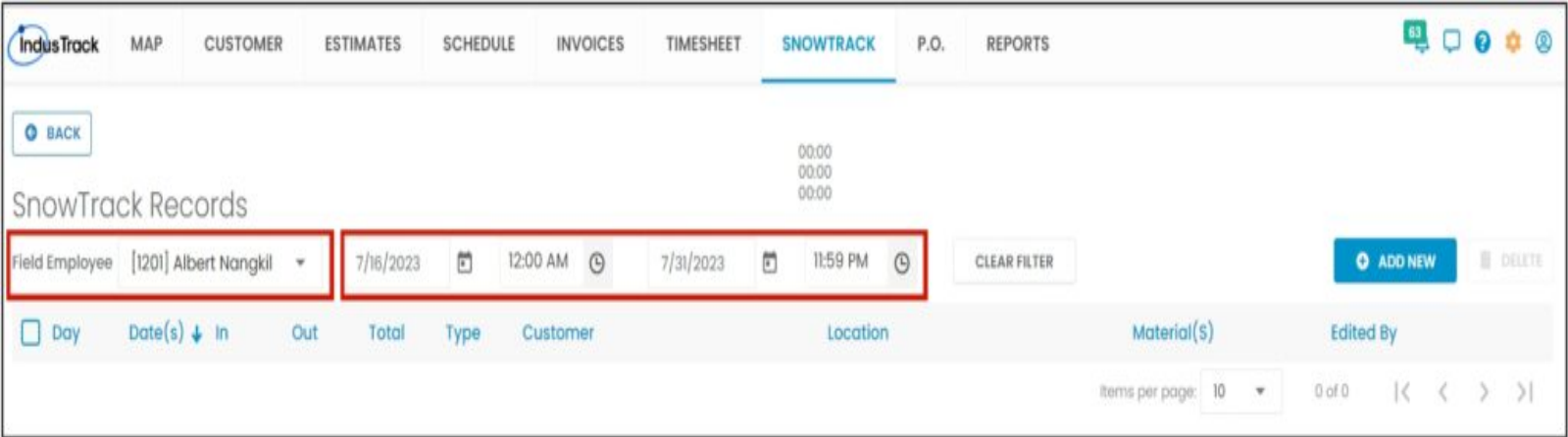
**B. Create a new record by through Action button**

While inside the SnowTrack Page, click the Action button then select **Add New SnowTrack Record**. it will take you to the SnowTrack Records Page, very similar to how you create a new record by clicking the employee name. The only difference is that the name of the employee is blank. To select a field employee, click on the drop-down list and it will display all the field employees.



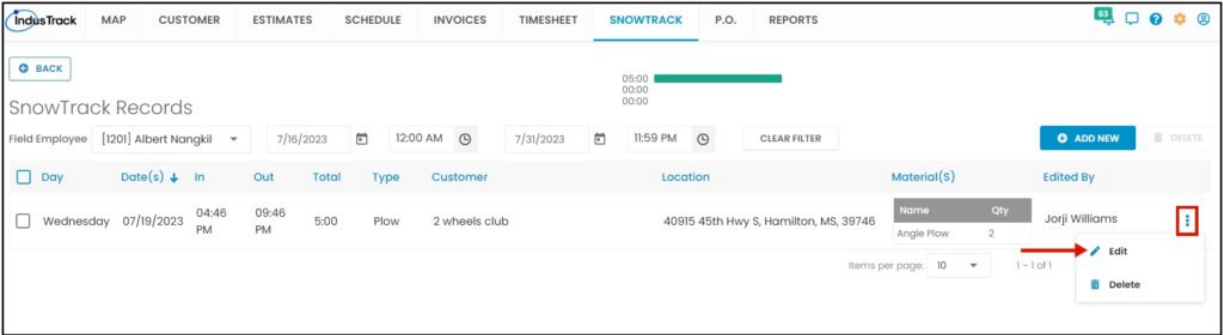
### Changing Field Employee and Time Period

Inside the Snowtrack Records page, you will find the time entries about the selected field employee according to the time period. You can change the time period by clicking on the start date and end date. If you need to change to another field employee, you don't need to go back to the dashboard, you can simply select from the dropdown menu on the upper left as highlighted on the image.



### Edit Time Entry

To edit a time entry of the field employee, click on the three dots located in the right corner of the entry. It will give you a pop-up that will allow you to edit the time entry.



### View Completed Snowplow

To view all the completed Snowplow of each month click on **Actions > View Completed Snowplow**.

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00:00

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CLEAR FILTER

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Actions

+ Add New SnowTrack Record

View Completed Snowplow

Manage List of Materials

ID	Field Employees	Status	Company	Location	Progress
1201	Albert Nangkil last sync: <N/A>	Off Duty			00:00 00:00 00:00
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878	Chris m last sync: 07/19/2023 04:26 PM	Off Duty			00:00 00:00 00:00
78541	Danny Ocampo last sync: 11/21/2022 02:54 PM	Off Duty			00:00 00:00 00:00
83002	David Ladner last sync: <N/A>	Off Duty			00:00 00:00

## Manage List of Materials

Manage List of Materials that you wanted to show or hide from the drop-down when doing Snowplow.

Toggle Off the Materials you don't want from your list on the mobile app. If a certain material is disabled from here, when doing a snowplow the material will not be available from the material dropdown list.

## Manage List of Materials



Material

☒ Snow (in)

☒ Liquid Deicer (gal)

☒ Sand (lbs)

☐ Bag (Salt)

☒ Salt (lbs)

☒ Clean Up %

☐ Ice Melter (lbs)

☒ Ice Melter (Bag)

☐ Site Complete %

CLOSE

SAVE