

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

- You can find in this report a summary of the SnowTrack Time activities your employees have performed on a specific period with the following Information:
 - Customer Name
 - Vehicle ID
 - Employee ID
 - Employee Name
 - Date
 - Arrive Time
 - Depart Time
 - Time at Customer
 - Plow
 - Salt

Go to Reports Menu on the top>Click SnowTrack>Click Time Tracking

Getting the Time Tracking Report:

- · You can filter the report by the following:
 - Employees –Name/s of employees
 - Click on Select Employees

You can SELECT ALL or click selected employee/s from the Drop Down Menu
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• After you selected the employee/s and the start and end date, click on Get Report.



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We can also export the Report into Excel or PDF format by clicking on the Actions Button.

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• Click on **export to Excel** or **export to PDF** to download the report to your computer. Either way, you can completely see the details in the report.

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Configure Report Columns

Enable or disable the columns on this report if you want to see them or not. When disabling the column/s, once you generate this report that specific column will be removed.

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Add to Favorites

If you are frequently using this Report, you can select and Add it to your Favorites.

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After you added a Report to **Favorites**, a **Favorite Tab** will be added at the top right of the left panel. All reports that are added to Favorite will be listed in the Top panel for easy access.

Time Tracking by Customer Report

- You can find in this report a summary of the SnowTrack Time activities your employees have performed by Customer on a specific period with the following Information:
- Customer Name
 Vehicle ID
 Employee ID
 Employee Name
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• Depart Time

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- Material

Go to Reports Menu on the top>Click Snowtrack>Click Time Tracking by Customer

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• You can filter the report by the following:

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- Customers–Name/s of Customers
 - Click on Select Customer
 - You can **SELECT ALL** or click selected customer/s from the Drop Down Menu
- Date/s specific date of the report
- After you selected the employee/s and the start and end date, click on Get Report.
- Alternately, you can also select a period rather than selecting a specific date:

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Export Time Tracking by Customer Report

We can also export the Report into Excel or PDF format by clicking on the Actions Button and selecting Export to PDF or Export to Excel.

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SnowTrack Material Report

- You can find in this report a summary of the Materials used in SnowTracking by your employees on a specific period with the following Information:
 - Customer Name
 - Vehicle ID
 - Employee ID
 - Employee Name
 - ∘ Date
 - Salt (lbs)
 - Bag (lbs)
 - Liquid De-Icer (in)
 - Snow (in)
 - Ice Melter (lbs)
 - Ice Melter (bag)

Go to Reports Menu on the top>Click SnowTrack>Click Material

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- You can filter the report by the following:
 - Employees
 - Click on Select Employee/s
 - You can **SELECT ALL** or click selected employee/s from the Drop Down Menu
 - Date/s specific date of the report
 - After you selected the employee/s and the start and end date, click on Get Report.
- Alternately, you can also select a period rather than selecting a specific date:
 - Yesterday | Today | last Week | This Week | Last Month | This Month
- Click on **export to excel** or **export to PDF** to download the report to your computer. Either way, you can completely see the details on the report.

Material by Customer Report

You can find in this report a summary of the Materials used in SnowTracking by your employees by

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	SnowTrack Material	Report			
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- Date
- Salt (lbs)
- Bag (lbs)
- Liquid De-Icer (in)
- Snow (in)
- Ice Melter (lbs)
- Ice Melter (bag)

Go to Reports Menu on the top>Click SnowTrack>Click Material by Customer

Getting the Material by Customer Report:

- You can filter the report by the following:
 - Customers
 - Click on Select Customer/s
 - You can **SELECT ALL** or click selected customer/s from the Drop Down Menu
 - Date/s specific date of the report
 - After you selected the employee/s and the start and end date, click on Get Report.

• Alternately, you can also select a period rather than selecting a specific date:

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• Click on **export to excel** or **export to PDF** to download the report to your computer. Either way, you can completely see the details on the report.

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Pictures by Customer Report

- You can find in this report uploaded photos of the job by the employees by customer on a specific period. Only photos after 10/21/2019 can be downloaded.
 - Customer Name
 - Start Date
 - End Date

Go to Reports Menu on the top>Click SnowTrack>Click Pictures by Customer

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Getting the Pictures by Customer Report:

- You can filter the report by the following:
 - Customer
 - Click on Select Customer Field Box
 - Type in the Name of the customer or
 - Scroll down until you find the name of the customer

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• Uploaded photos for the customer can now be downloaded:

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- Click Download (Date, Pre Images, Post Images Field)
- You can find these downloaded photos in your desktop's destination folder for all your downloaded items.

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Customer Activity Report

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- You can find in this report a summary of each customer activity performed by the employee on a specific period with the following Information:
 - Customer
 - Employee ID
 - Employee Name
 - Arrive Time
 - Depart Time
 - Time at Customer

Go to Reports Menu on the top>Click SnowTrack>Click Customer Activity Report

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Customer Activity Report							

- You can filter the report by the following:
 - Customers
 - Click on Select Customer/s
 - · You can SELECT ALL or click selected customer/s from the Drop Down Menu
 - Date/s specific date of the report
 - After you selected the employee/s and the start and end date, click on Get Report.

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- Alternately, you can also select a period rather than selecting a specific date:
 Yesterday | Today | last Week | This Week | Last Month | This Month
- Click on export to excel or export to PDF to download the report to your computer. Either way, you can
 completely see the details on the report.

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