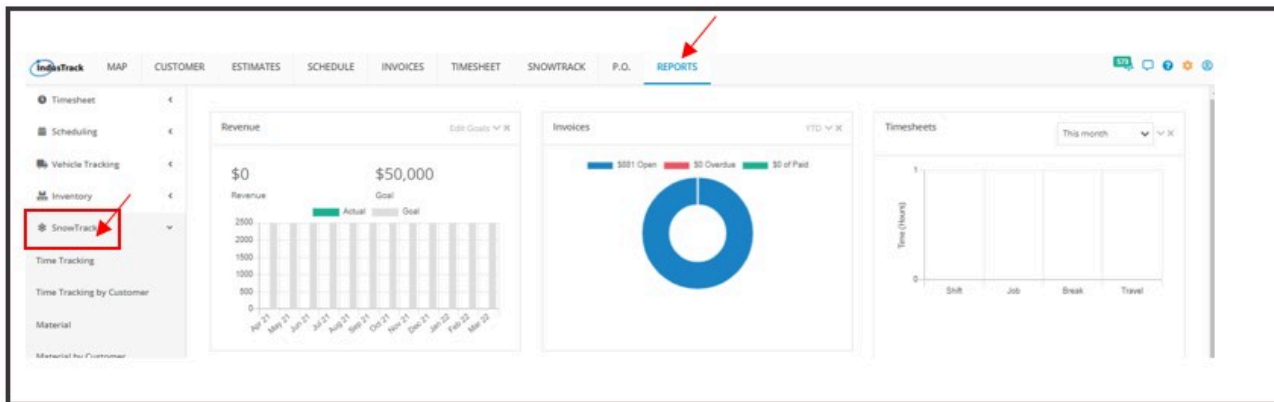


Snowtrack Report

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
 - Dates –specific date of the report
- After you selected the employee/s and the start and end date, click on **Get Report**.

IndusTrack MAP CUSTOMER ESTIMATES SCHEDULE INVOICES TIMESHEET SNOWTRACK P.O. REPORTS

TEST DOCUMENT — TEST DOCUMENT — TEST DOCUMENT — Document doesn't look right? [We'll help you out!](#) — TEST DOCUMENT — TEST DOCUMENT — TEST DOCUMENT

Scheduling
Vehicle Tracking
Inventory
Snowtrack
Time Tracking
Time Tracking by Customer
Material
Material by Customer
Pictures by Customer
Customer Activity Report
Financials

Revenue: \$12,513 (Actual) vs \$45,000 (Goal)

Invoices: \$1,984,064 Open, \$11,003 Overdue, \$10,168 of Paid

Timesheets: This month

New Customers: This month

IndusTrack MAP CUSTOMER ESTIMATES SCHEDULE INVOICES TIMESHEET SNOWTRACK P.O. REPORTS

Timesheet
Scheduling
Vehicle Tracking
Inventory
Snowtrack
Time Tracking
Time Tracking by Customer
Material
Material by Customer
Pictures by Customer
Customer Activity Report
Financials

SnowTrack Time Tracking Report

SELECT EMPLOYEE(S) Start Date: 8/27/2023 End Date: 8/27/2023 GET REPORT

Filter

- Select All
- [Group - All]
- [Group - Andreys Group]
- [Group - Andreys second group]
- [Group - scott groupdsfad asaf]
- [Group - SHEILA LOWERY_Cars]
- [Group - scott group]
- [Group - SHEILA LOWERY]

No records available.

SnowTrack Time Tracking Report

ALL SELECTED Start Date: 12/1/2021 End Date: 12/31/2021

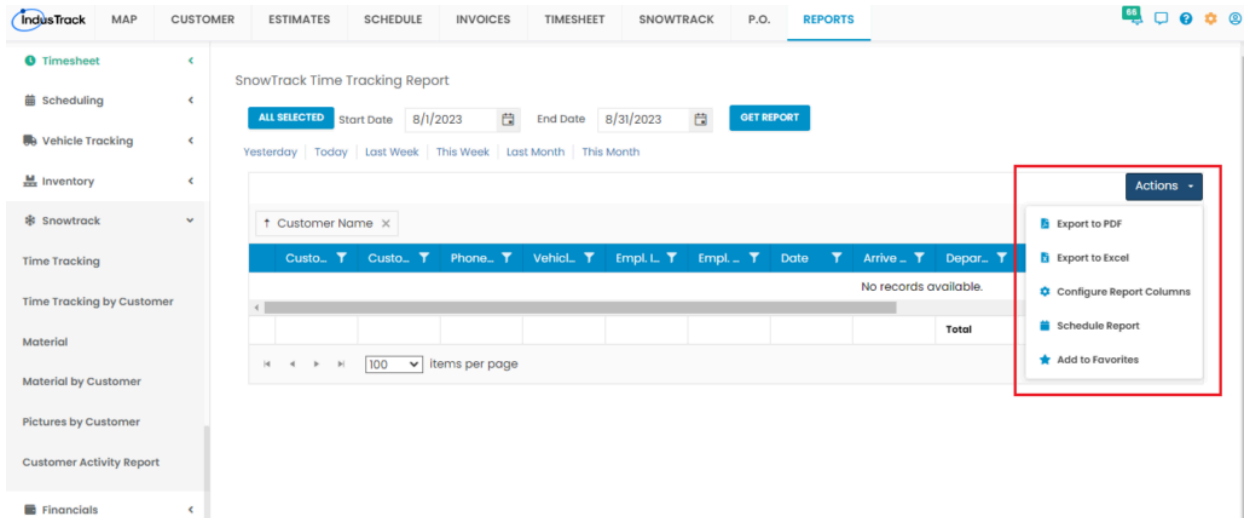
Yesterday | Today | Last Week | This Week | Last Month | This Month

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

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

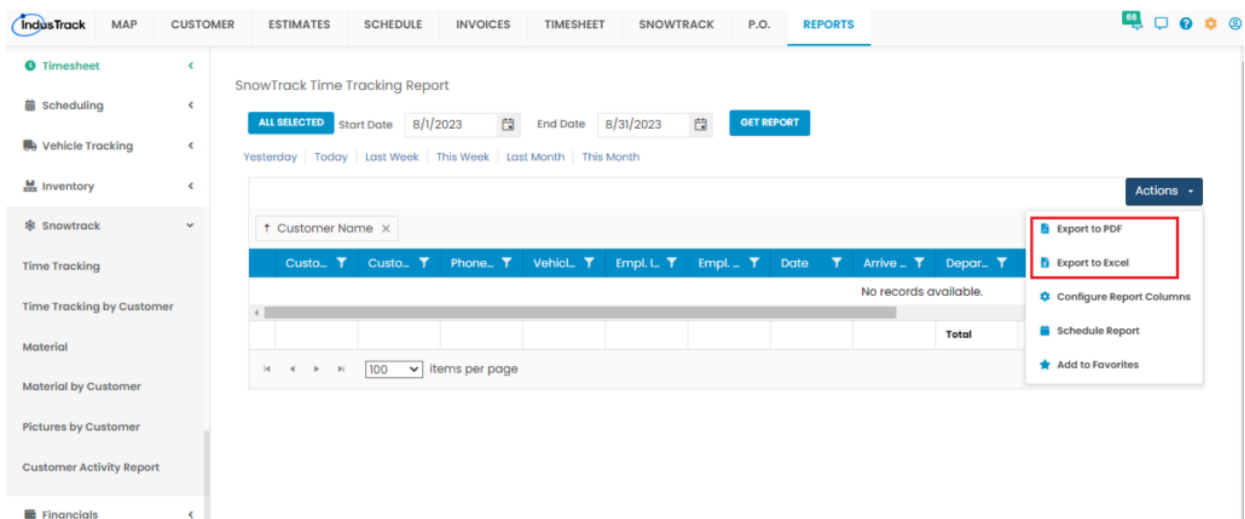
Actions Button

- Export to PDF
- Export to Excel
- Configure Report Columns
- Schedule Report
- Add to Favorites



Export Report

- 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.



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.

Uncheck columns you don't want to see in the Report. Click **SAVE** after configuring.

SnowTrack Time Tracking Report

Start Date: 8/1/2023 End Date: 8/31/2023 GET REPORT

Yesterday Today Last Week This Week Last Month This Month

Customer Name x

Customer...	Customer...	Phone...	Vehicl...	Empl. L...	Empl. ...	Date	Arrive ...	Depar...
No records available.								
								Total

100 items per page

- Export to PDF
- Export to Excel
- Configure Report Columns**
- Schedule Report
- Add to Favorites

Edit Columns Settings

- Customer Name
- Customer Number
- Phone Number
- Vehicle ID
- Empl. ID
- Empl. Name
- Date
- Arrive Time
- Depart Time
- Time at Customer

CLOSE SAVE

Schedule Report

Document doesn't look right? [We'll help you out!](#)
You can also Automatically schedule a report on a specified frequency. Refer to Schedule Report Module.

The screenshot shows the IndusTrack software interface. The top navigation bar includes 'IndusTrack', 'MAP', 'CUSTOMER', 'ESTIMATES', 'SCHEDULE', 'INVOICES', 'TIMESHEET', 'SNOWTRACK', 'P.O.', and 'REPORTS'. The left sidebar lists various report categories, with 'Snowtrack' expanded to show 'Time Tracking'. The main content area displays the 'SnowTrack Time Tracking Report' with filters for 'Start Date' (8/1/2023) and 'End Date' (8/31/2023), and a 'GET REPORT' button. Below the filters, there are tabs for 'Yesterday', 'Today', 'Last Week', 'This Week', 'Last Month', and 'This Month'. A table header is visible with columns for 'Custo...', 'Custo...', 'Phone...', 'Vehic...', 'Empl. L.', 'Empl. ...', 'Date', 'Arrive ...', and 'Depar...'. The table body is empty with the message 'No records available.' and a 'Total' column. A pagination control shows '100' items per page. An 'Actions' menu is open on the right, listing options: 'Export to PDF', 'Export to Excel', 'Configure Report Columns', 'Schedule Report' (highlighted with a red box), and 'Add to Favorites'.

Add to Favorites

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

This screenshot is identical to the one above, showing the 'SnowTrack Time Tracking Report' page. The 'Actions' menu is open, and the 'Add to Favorites' option is highlighted with a red box.

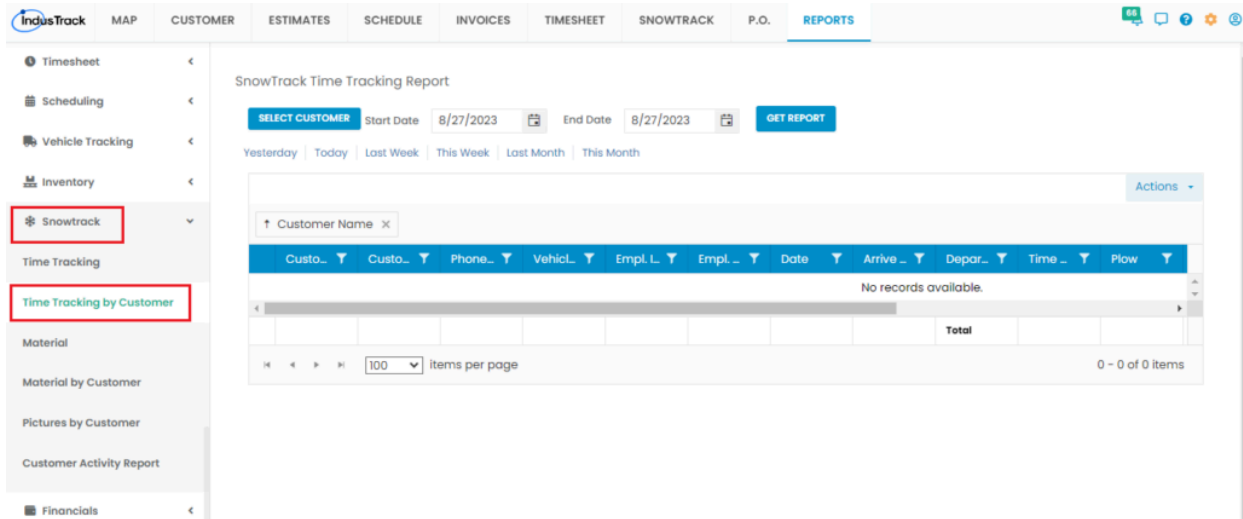
After you added a Report to **Favorites**, a **Favorite Tab** will be added at the top right of the left panel. All reports that are added to Favorite will be listed in the Top panel for easy access.

Time Tracking by Customer Report

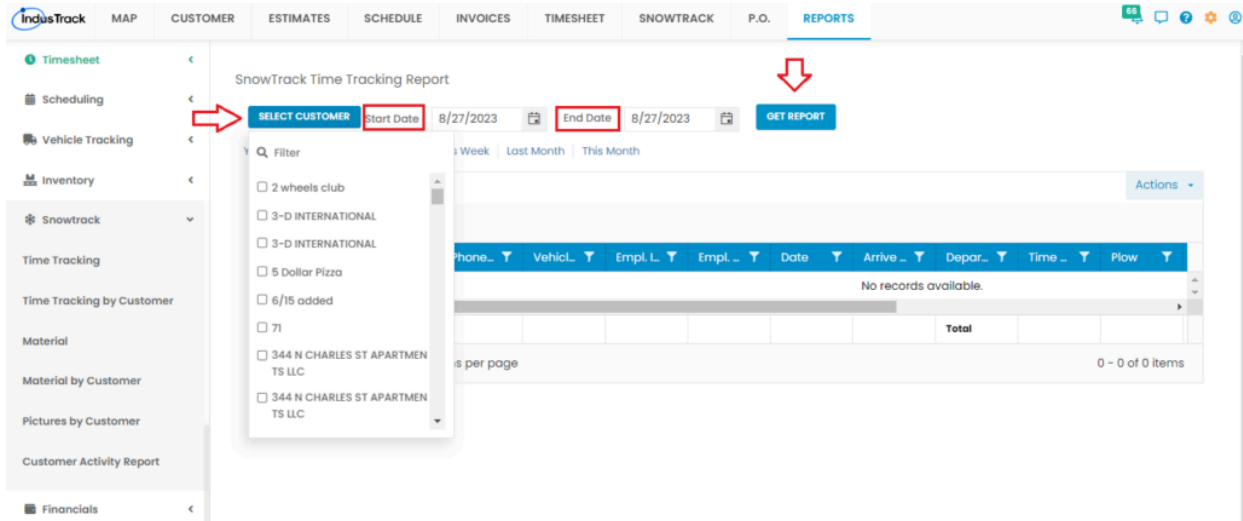
- You can find in this report a summary of the SnowTrack Time activities your employees have performed by Customer on a specific period with the following Information:
 - Customer Name
 - Vehicle ID
 - Employee ID
 - Employee Name
 - Date
 - Arrive Time

- Depart Time
- Time at Customer
- Plow
- Start
- Shovel
- Material

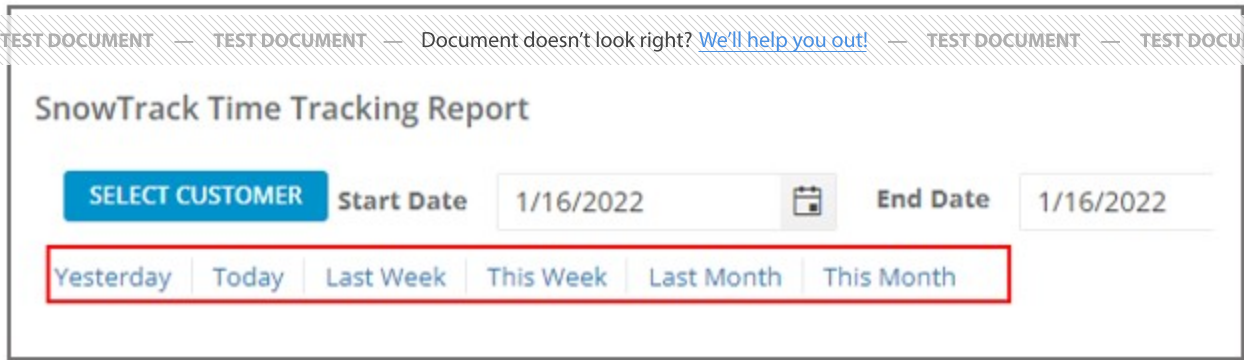
Go to **Reports** Menu on the top>Click **Snowtrack**>Click **Time Tracking by Customer**



Getting the Time Tracking by Customers Report:

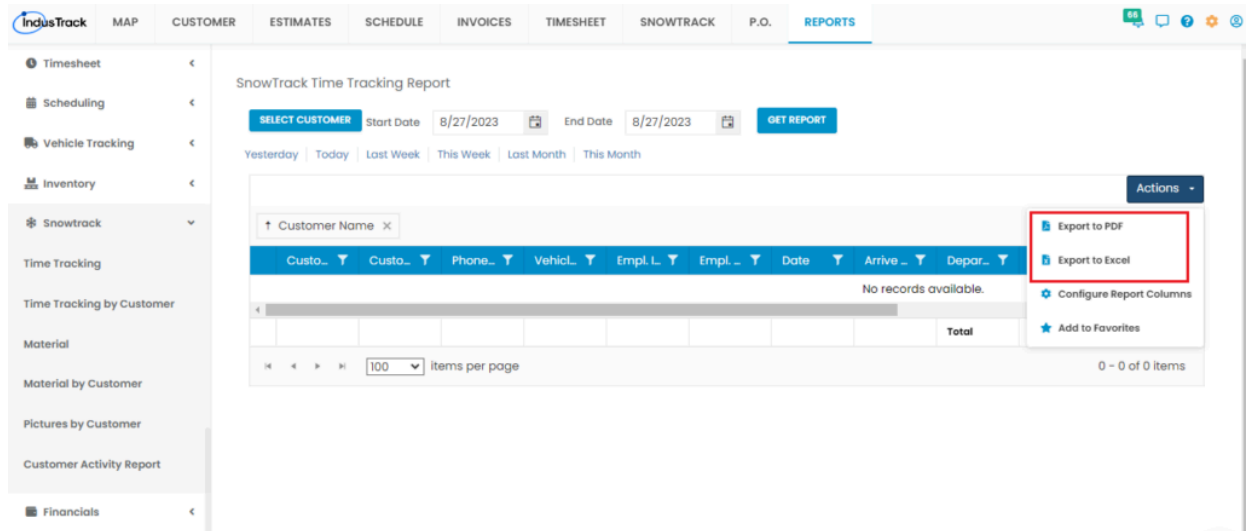


- You can filter the report by the following:
 - Customers–Name/s of Customers
 - Click on **Select Customer**
 - You can **SELECT ALL** or click selected customer/s from the Drop Down Menu
 - Date/s – specific date of the report
 - After you selected the employee/s and the start and end date, click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



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**.

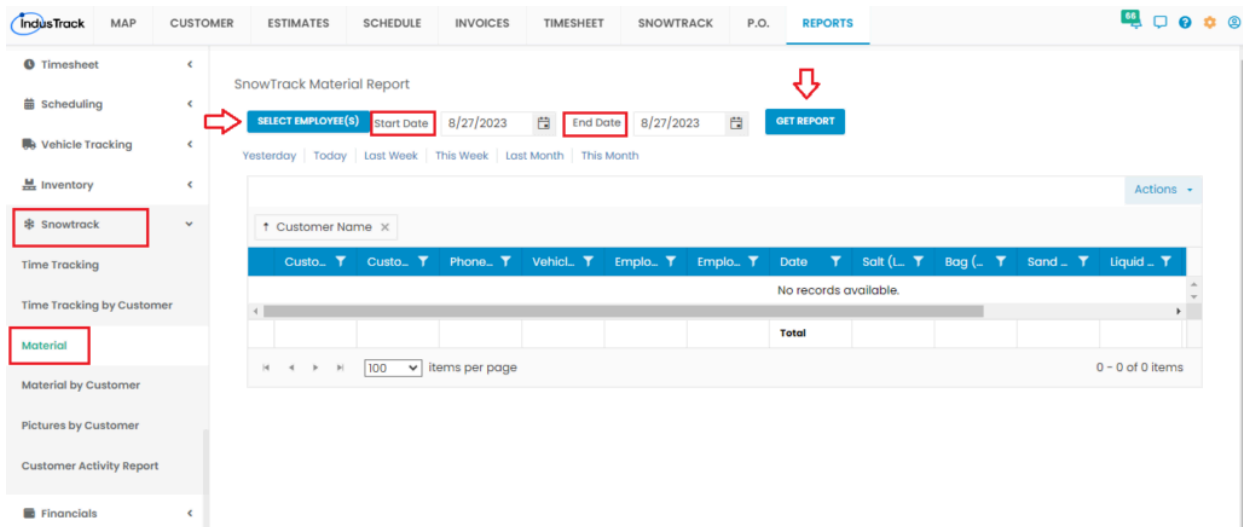
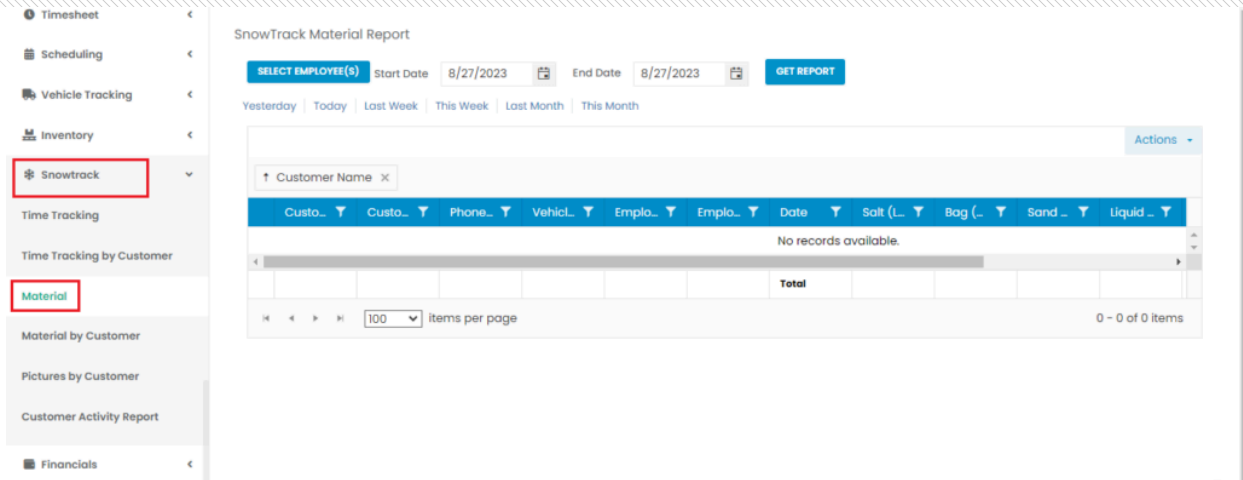


SnowTrack Material Report

- 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**

Getting the Material Report:



- 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
 - Customer Name

SnowTrack Material Report

SELECT EMPLOYEE(S)

Start Date

12/1/2021



End Date

Yesterday

Today

Last Week

This Week

Last Month

This Month

IndusTrack MAP CUSTOMER ESTIMATES SCHEDULE INVOICES TIMESHEET SNOWTRACK P.O. REPORTS

SnowTrack Material Report

SELECT EMPLOYEE(S) Start Date 8/27/2023 End Date 8/27/2023 GET REPORT

Yesterday Today Last Week This Week Last Month This Month

Customer Name x

Custo...	Custo...	Phone...	Vehicl...	Emplo...	Emplo...	Date	Salt (L...	Bag (L...
No records available.								
								Total

100 Items per page

Actions

- Export to PDF
- Export to Excel
- Configure Report Columns
- Schedule Report
- Add to Favorites

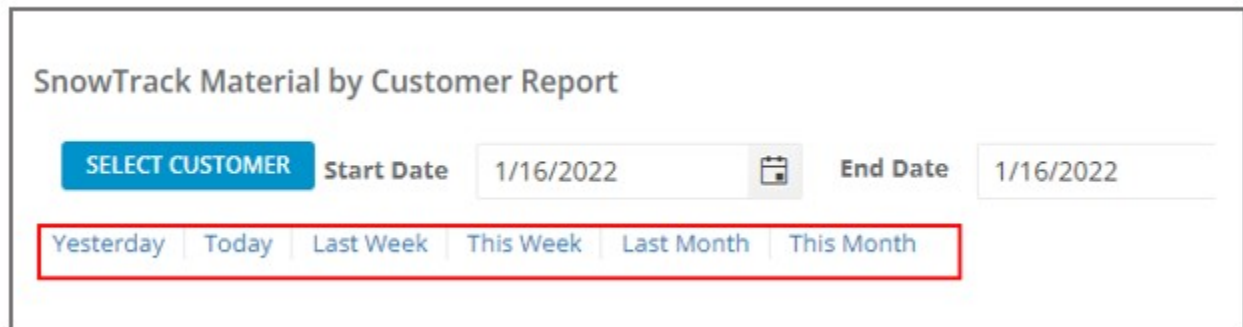
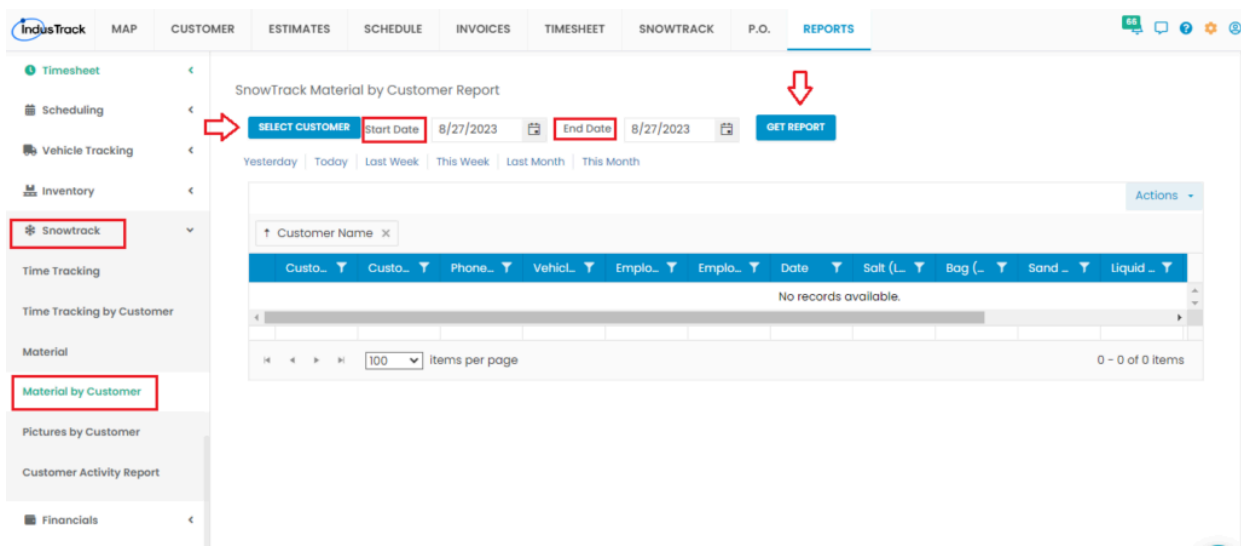
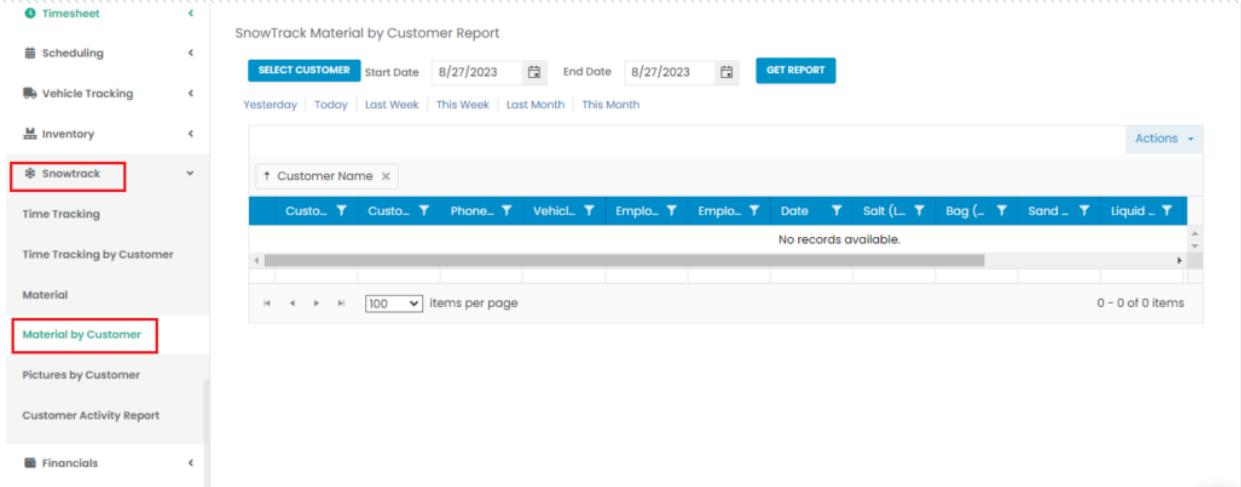
- o Vehicle ID
- o Employee ID
- o Employee Name
- o Date
- o Salt (lbs)
- o Bag (lbs)
- o Liquid De-Icer (in)
- o Snow (in)
- o Ice Melter (lbs)
- o Ice Melter (bag)

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

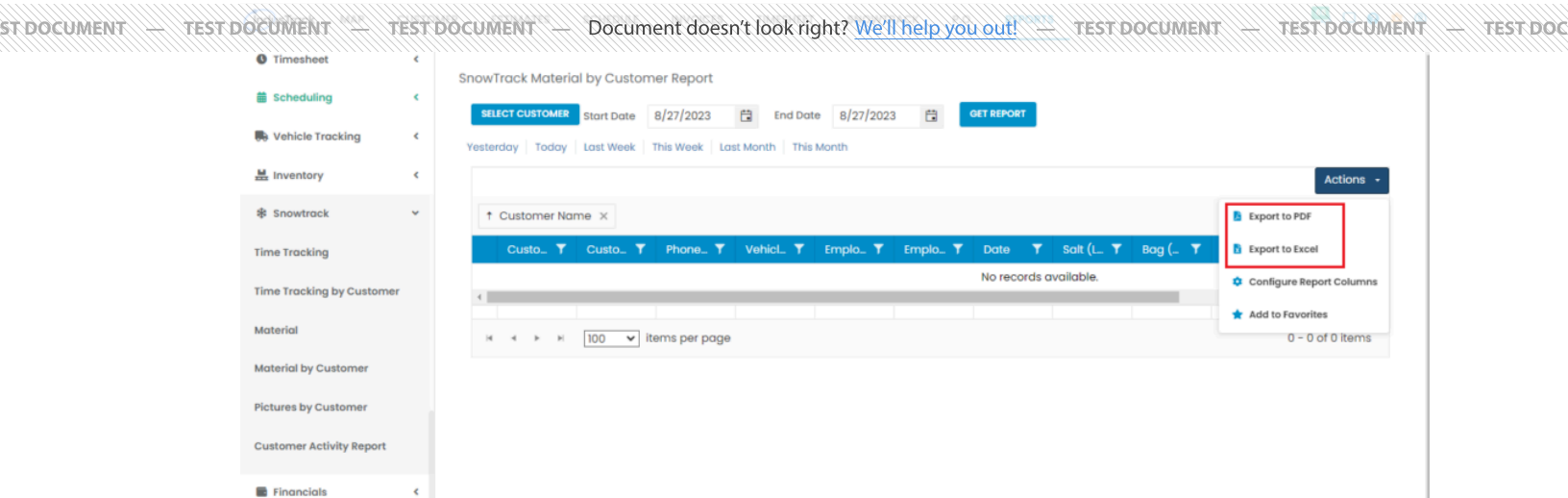
Getting the Material by Customer Report:

- You can filter the report by the following:
 - o Customers
 - Click on **Select Customer/s**
 - You can **SELECT ALL** or click selected customer/s from the Drop Down Menu
 - o Date/s – specific date of the report
 - o 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



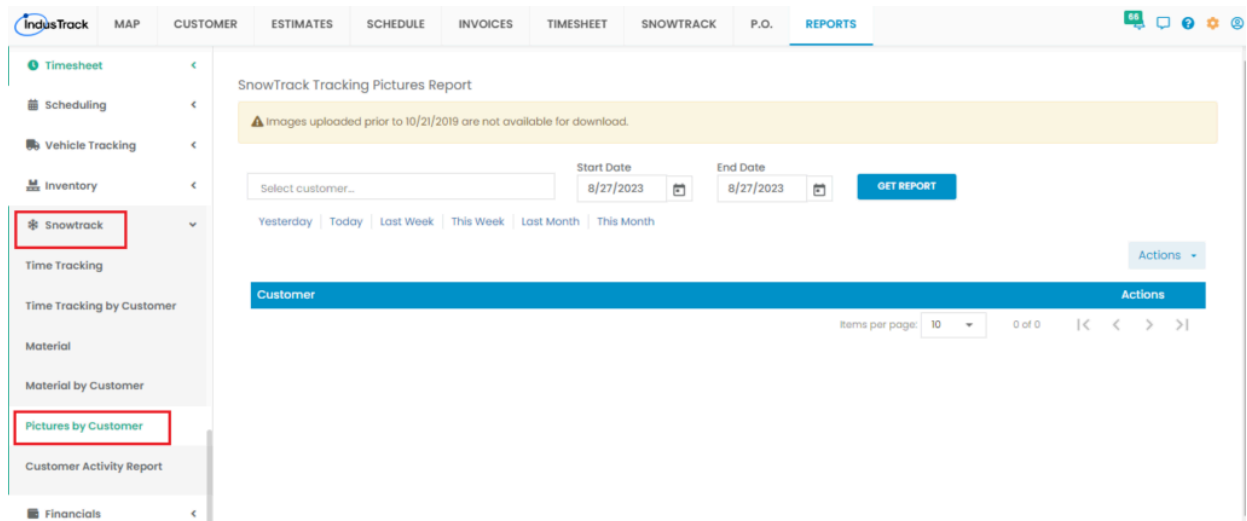
- Click on **export to excel** or **export to PDF** to download the report to your computer. Either way, you can completely see the details on the report.



Pictures by Customer Report

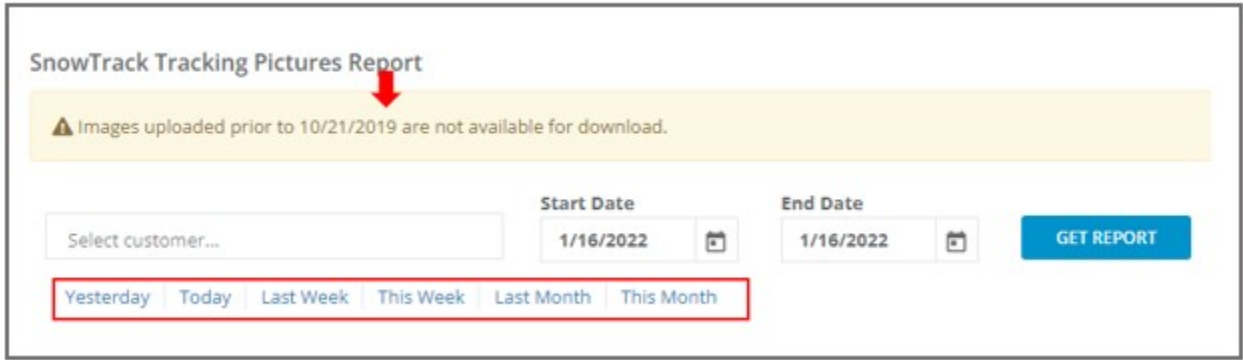
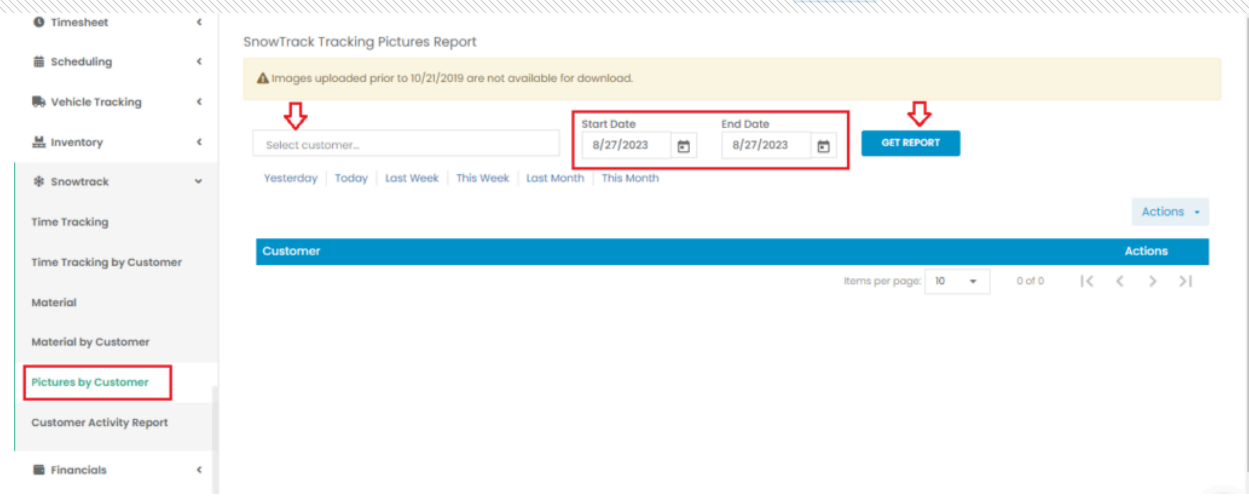
- You can find in this report uploaded photos of the job by the employees by customer on a specific period. Only photos after 10/21/2019 can be downloaded.
 - Customer Name
 - Start Date
 - End Date

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

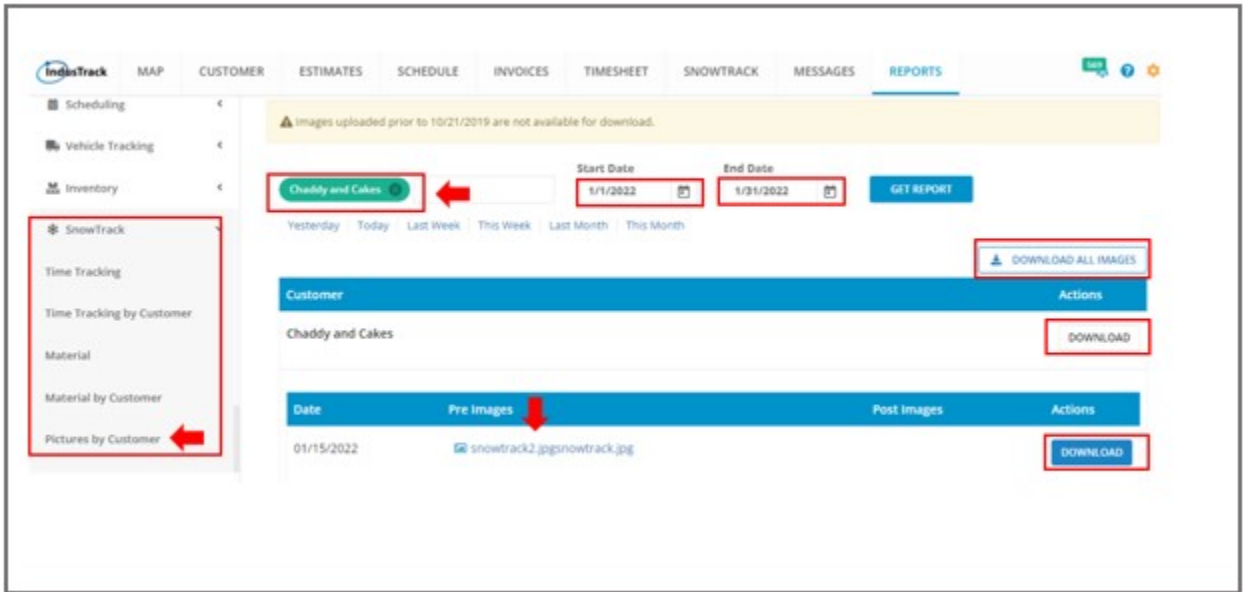


Getting the Pictures by Customer Report:

- 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
 - Date/s – specific date of the report
- After you selected the employees and the start and end date, click on **Get Report**.

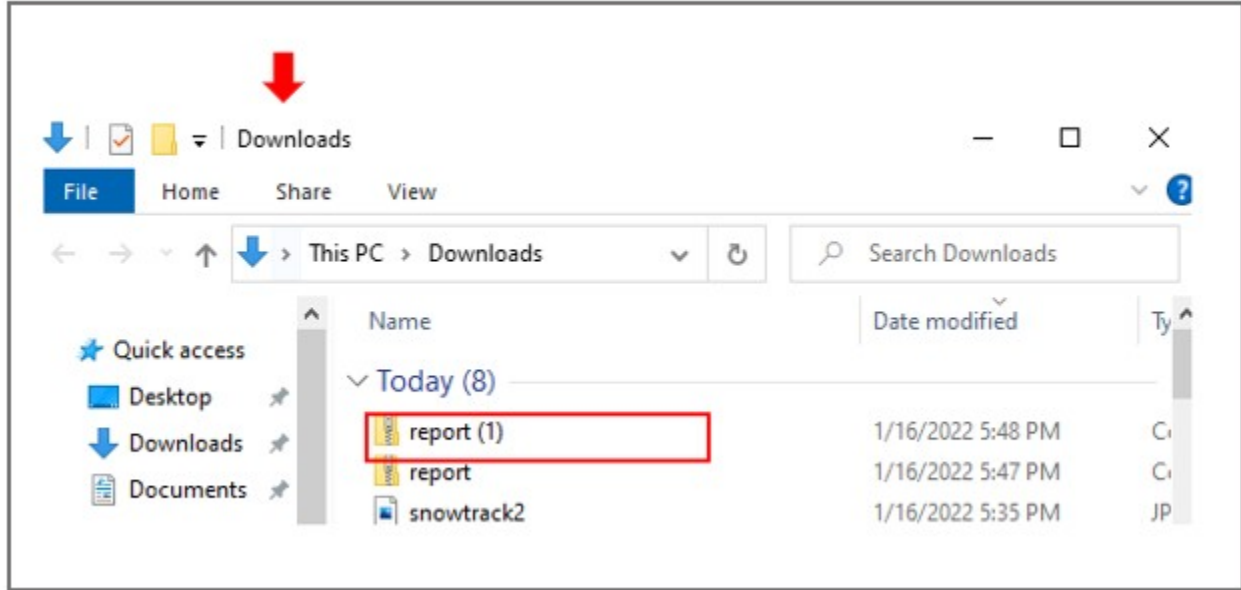


- Alternately, you can also select a period rather than selecting a specific date:
 - Yesterday | Today | Last Week | This Week | Last Month | This Month



- After you click on Get Report:

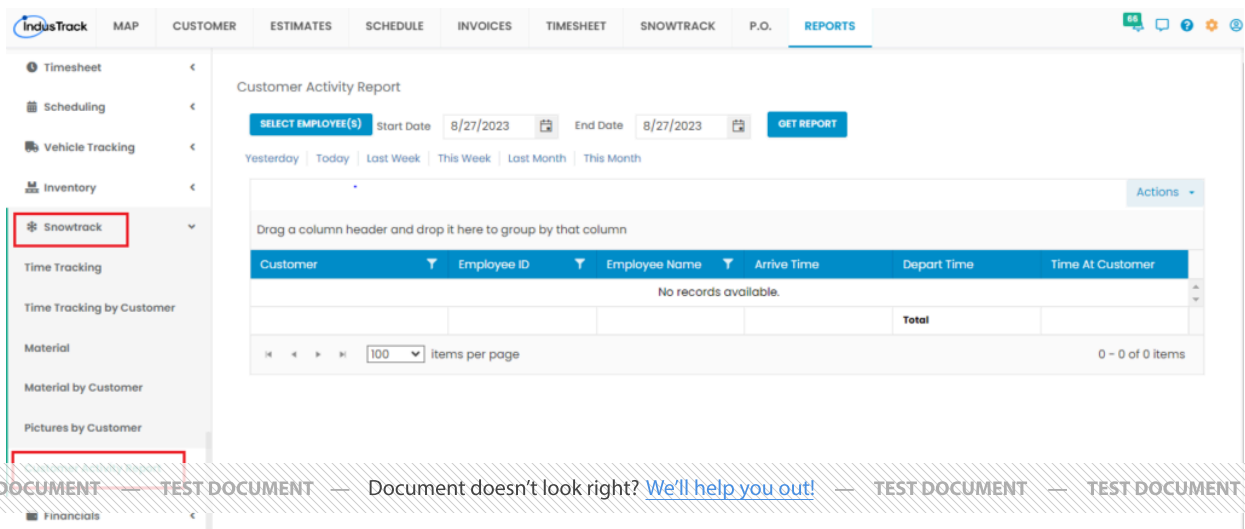
- Uploaded photos for the customer can now be downloaded:
 - Click Download all Images or
 - Click Download (Customer Field) or
 - Click Download (Date, Pre Images, Post Images Field)
- You can find these downloaded photos in your desktop's destination folder for all your downloaded items.



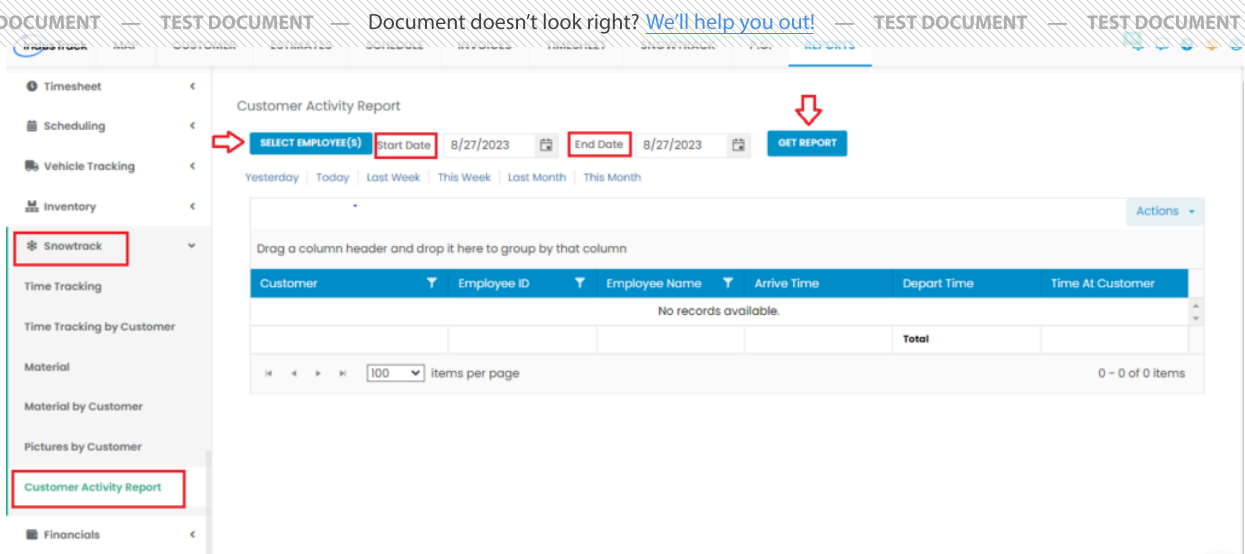
Customer Activity Report

- 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

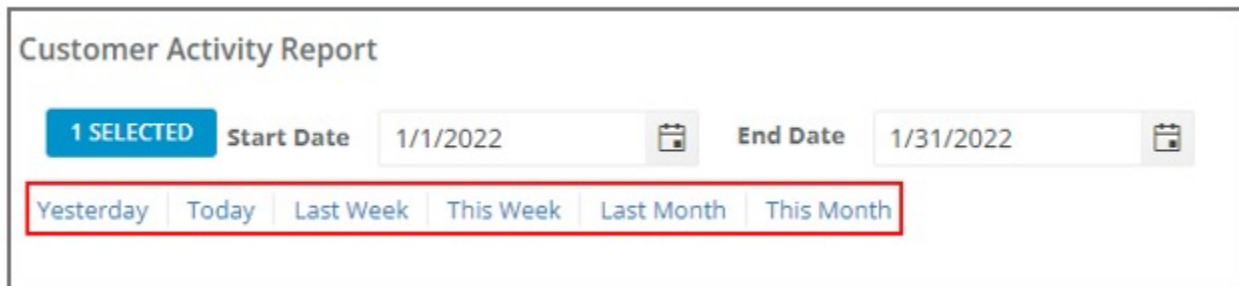
Go to **Reports** Menu on the top>Click **SnowTrack**>Click **Customer Activity Report**



Getting the 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**.



- 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.

- Timesheet
- Scheduling
- Vehicle Tracking
- Inventory
- Snowtrack
- Time Tracking
- Time Tracking by Customer
- Material
- Material by Customer
- Pictures by Customer
- Customer Activity Report
- Financials

Customer Activity Report

SELECT EMPLOYEE(S) Start Date: 8/27/2023 End Date: 8/27/2023 **GET REPORT**

Yesterday Today Last Week This Week Last Month This Month

Drag a column header and drop it here to group by that column

Customer	Employee ID	Employee Name	Arrive Time	Depart Time
No records available.				
				Total

100 Items per page

Actions

- Export to PDF
- Export to Excel
- Configure Report Columns
- Add to Favorites

0 = 0 of 0 items