Detrack
Startup User Guide
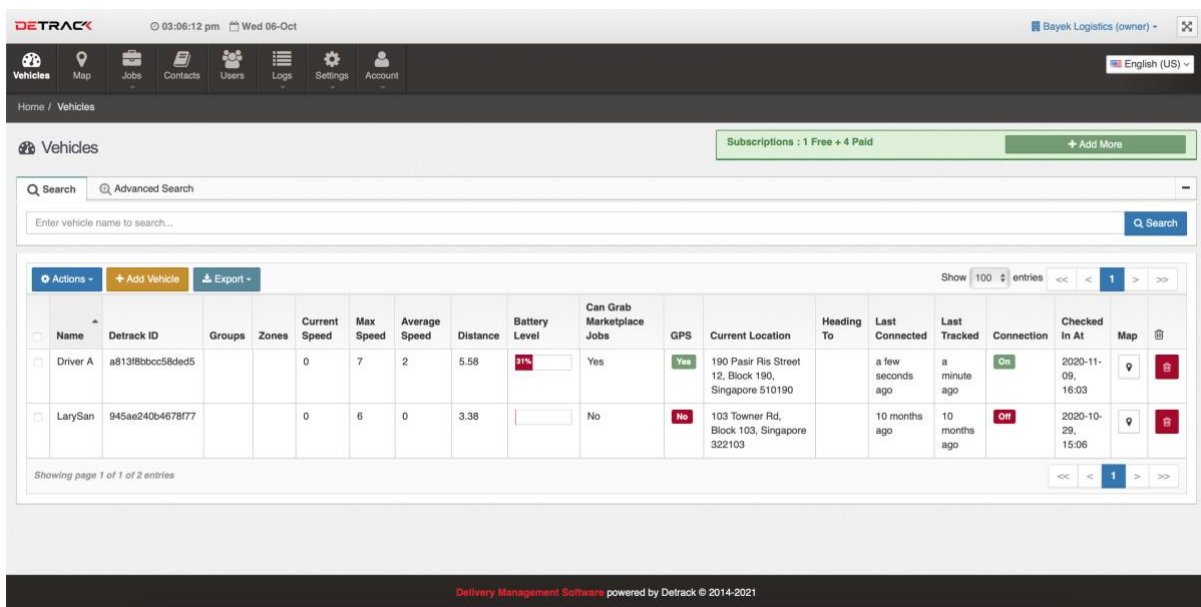
Detrack at a Glance

Detrack Overview

There are <u>two</u> parts to Detrack system.
1. Detrack Dashboard
2. Detrack App

Part 1 – Detrack Dashboard V2

Detrack dashboard is an online web-based dashboard which allows users to monitor and control their deliveries and collections jobs. There is no installation needed for the dashboard. All you need is to login into our system at https://app.detrack.com/dashboard/#/login to get started.

To sign up for a new account, please visit https://app.detrack.com/dashboard/#/register.

Online web-based Detrack dashboard

Part 2 – Detrack App

Detrack app is a mobile app to be downloaded and installed onto an Android or iOS smartphone. The drivers will use this app on the go while delivering or collecting the goods. With this app, the drivers can capture proof of delivery (POD), such as signatures, photos, barcodes, location, arrival time, driver's notes, partial deliveries (items) and many more. You can download the Detrack app using the QR code for both Android and iOS mobile devices.

https://goo.gl/V2ijtL

Detrack app

Getting Started

To get started, here are the steps to follow:

Step 1   Install Detrack app onto your Android or iOS phone
Step 2   Add a vehicle using Detrack dashboard
Step 3   Add a new delivery /collection job and assign to a vehicle
Step 4   Start using the Detrack app

Step 1 Install Detrack App

To install Detrack app onto your smartphone,
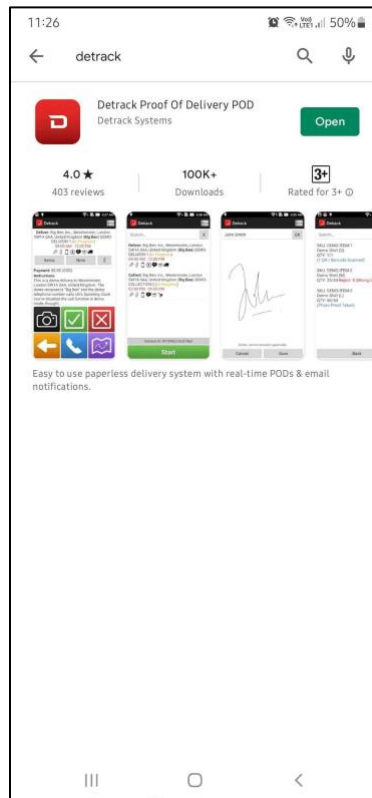
For iPhone:

1. On your iPhone, open the App Store app.
2. Search for "Detrack" (without quotes).
3. Tap on our Detrack Proof Of Delivery POD listing in the search results.

4. Tap on the Install button to install our Detrack app.

For Android Phone:

1. On your Android phone, open the Google Play (market) app.
2. Search for "Detrack" (without quotes).
3. Tap on our Detrack Proof Of Delivery POD listing in the search results.
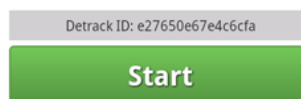4. Tap on the Install button to install our Detrack app.

Next you need to register the app for a Detrack ID. Simply tap on the green Register button and wait for a unique Detrack ID to be assigned.

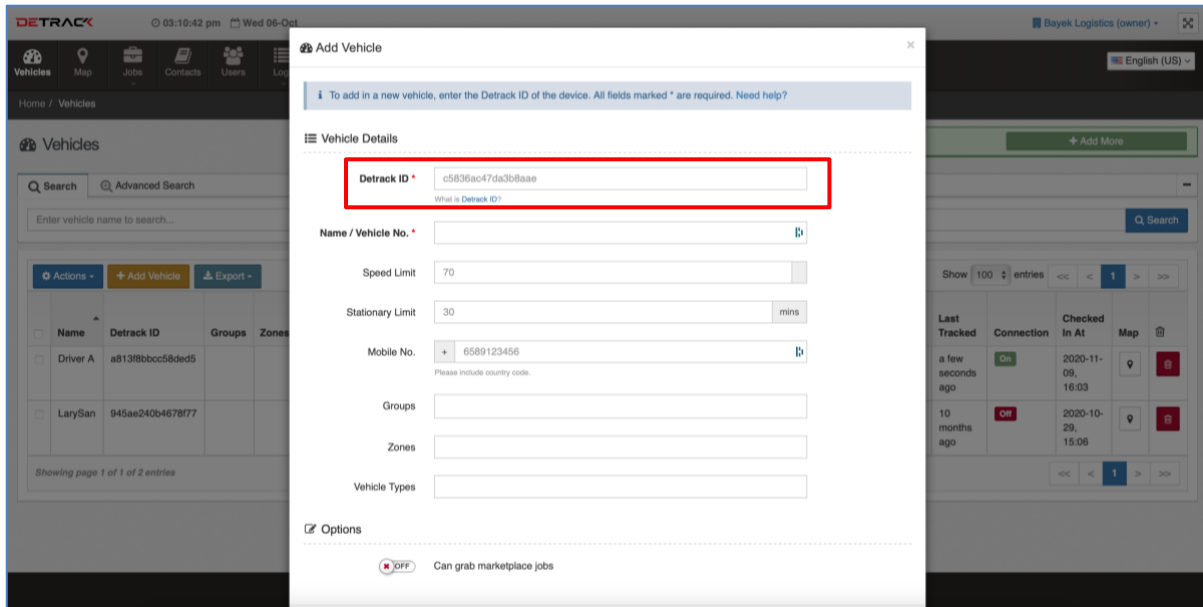**Note: Registration is free and does not require you to fill in any information.**

Step 2 Add a vehicle using Detrack dashboard.

1. Go to Detrack admin dashboard https://app.detrack.com/dashboard/#/login. Sign in into Detrack dashboard.
2. Click on orange **Add Vehicle** button
3. Enter the Detrack ID you see on the app into the Add Vehicle form Detrack ID field. This will link the mobile phone to the vehicle you are adding.
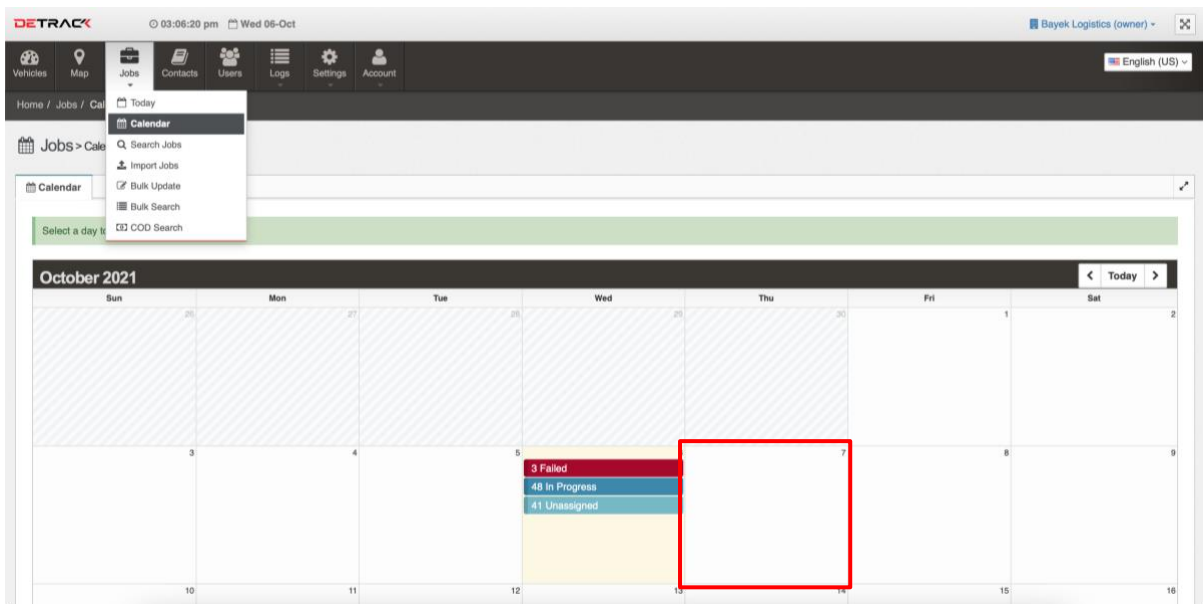

Detrack ID shown on mobile app

Enter the same Detrack ID shown on mobile app into the **Add Vehicle** Form (Detrack ID field)
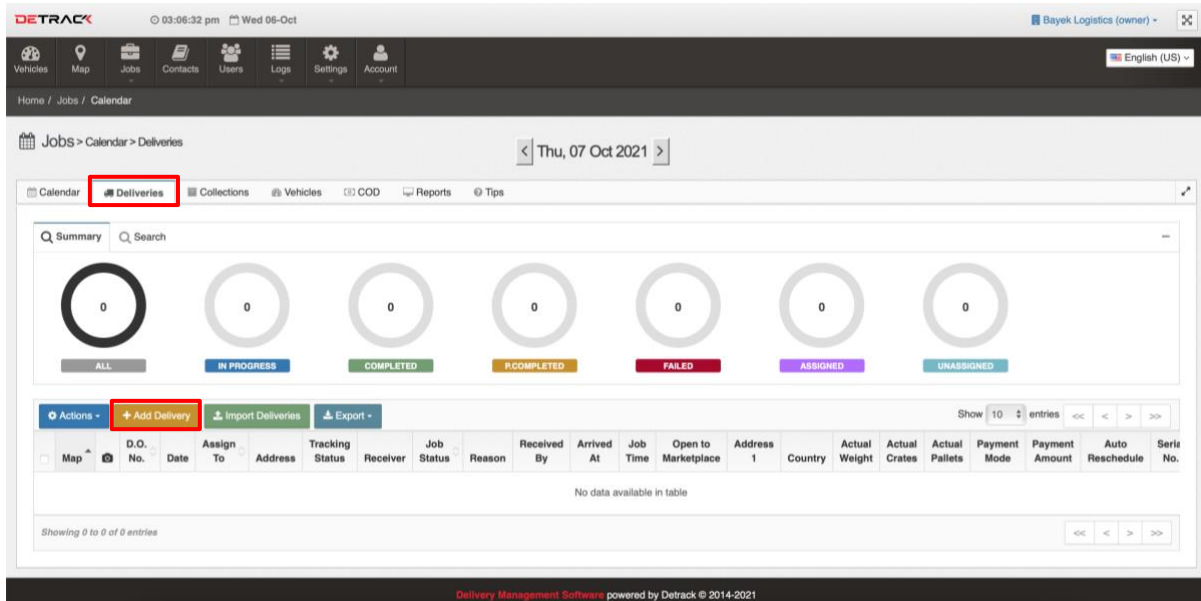
4. Click **Save**.

Step 3 Add a new delivery /collection job

1. In your admin dashboard, click on the **Jobs** tab, then click on **Calendar**.
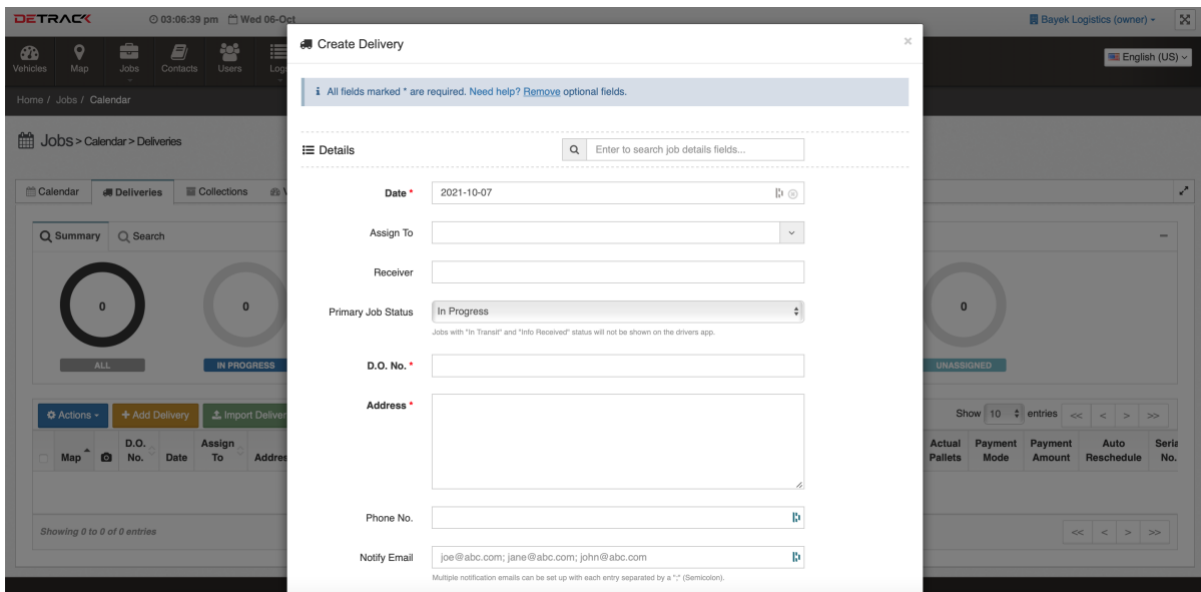2. Click on the date of the delivery on the calendar.

3. Click on **Deliveries** tab.
4. Click the orange **Add Delivery** button to open an **Create Delivery** form.

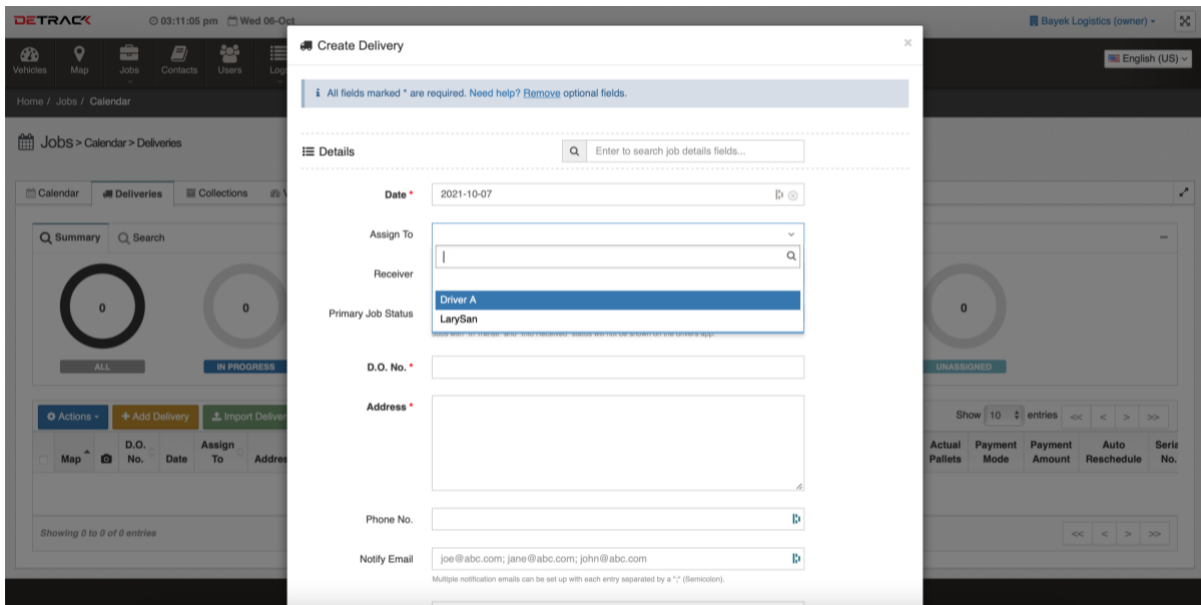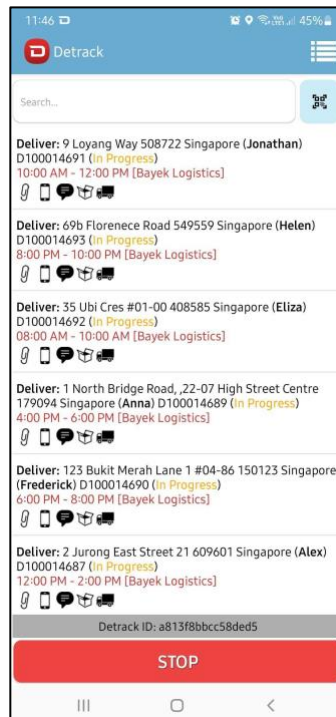5. Fill in the delivery details. Only the fields in **bold** with * are mandatory, the rest are optional.

6. Assign the delivery job to a vehicle by selecting from the **Assign To** drop down box.

7. Click **Save.**

Step 4 Start using the Detrack app

1. Go to mobile Detrack app.
2. Click on green **Start** button.
3. Jobs will now appear on the mobile Detrack app.

4. Click on each of the jobs and start using the app for capturing proof of deliveries.

5. You can now monitor all your vehicles and deliveries live on the Detrack dashboard.

You may also customize the fields in your Detrack account by following the tutorial page at https://www.detrack.com/tutorials/v2/how-to-remove-fields-from-the-job-forms/.

For more information, please visit Detrack tutorial page at https://www.detrack.com/tutorials/v2/ to learn more about Detrack and its functionality.

We hope you will enjoy using Detrack. For additional help, just drop us an email at support@detrack.com.

Website: https://www.detrack.com/