Detrack
Quick Guides
Customer Role

DETRACK

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First Way

1. Visit **www.detrack.com**

2. Click **Login** on top right
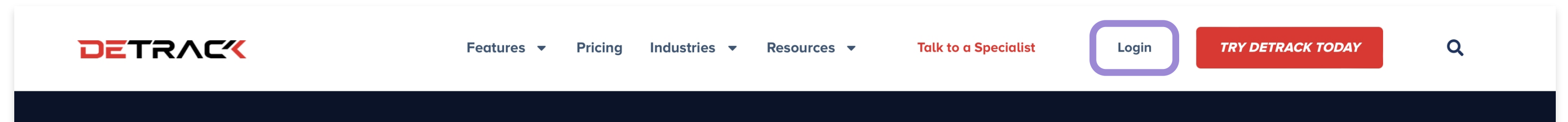
Second Way

1. Visit **app.detrack.com**

2. Key in email and password to login

1. Click **Jobs**

2. Click **Deliveries** to view present day jobs

1. Click **Jobs**

2. Click **Calendar** to view present day jobs

3. Click **date** to view jobs for a specific day

Click on status tab to view jobs in chosen category

1. Click **Export**
2. Click **Excel** or **CSV** to download
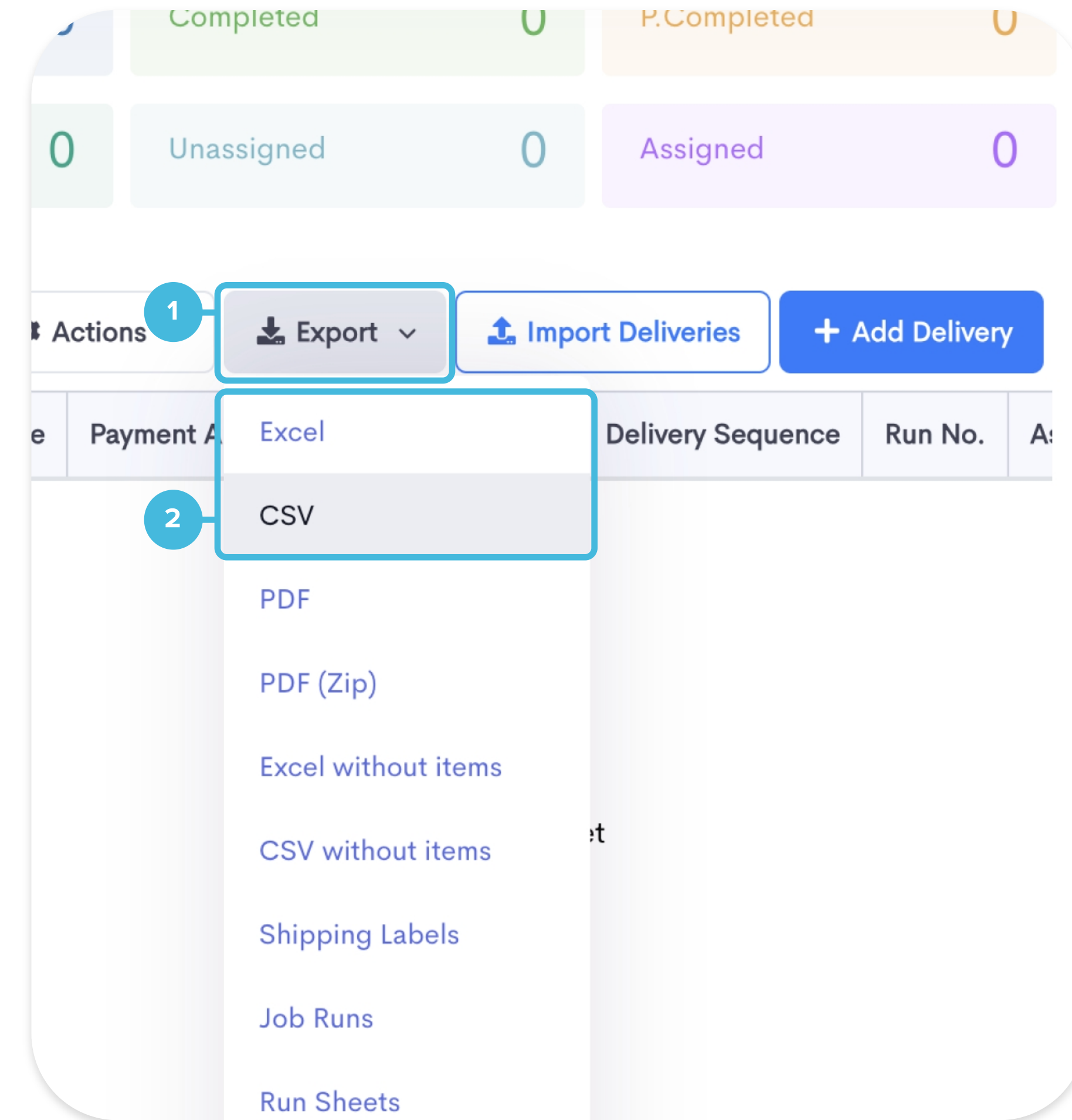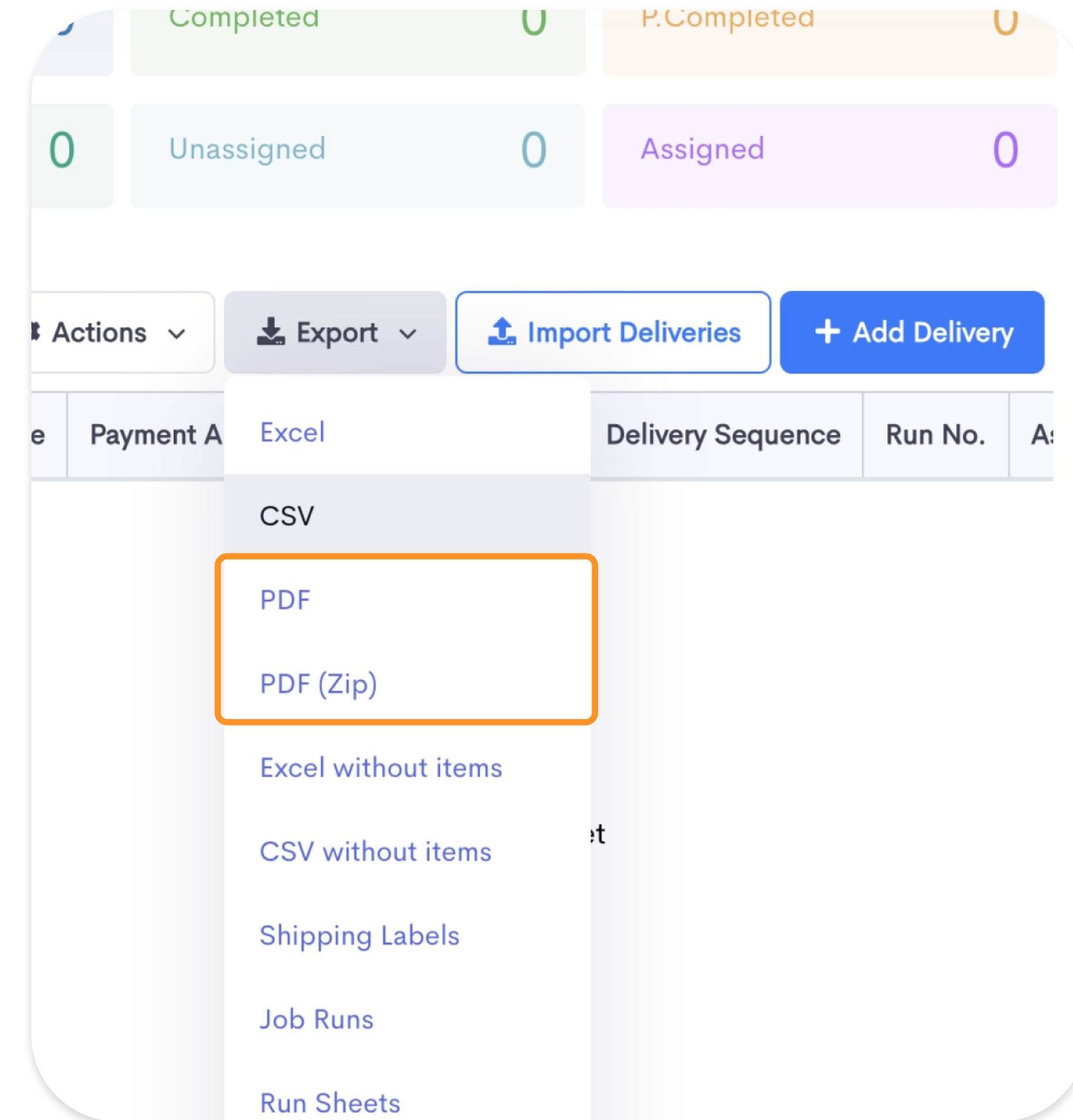
1. Click **Jobs** > **Search Jobs**
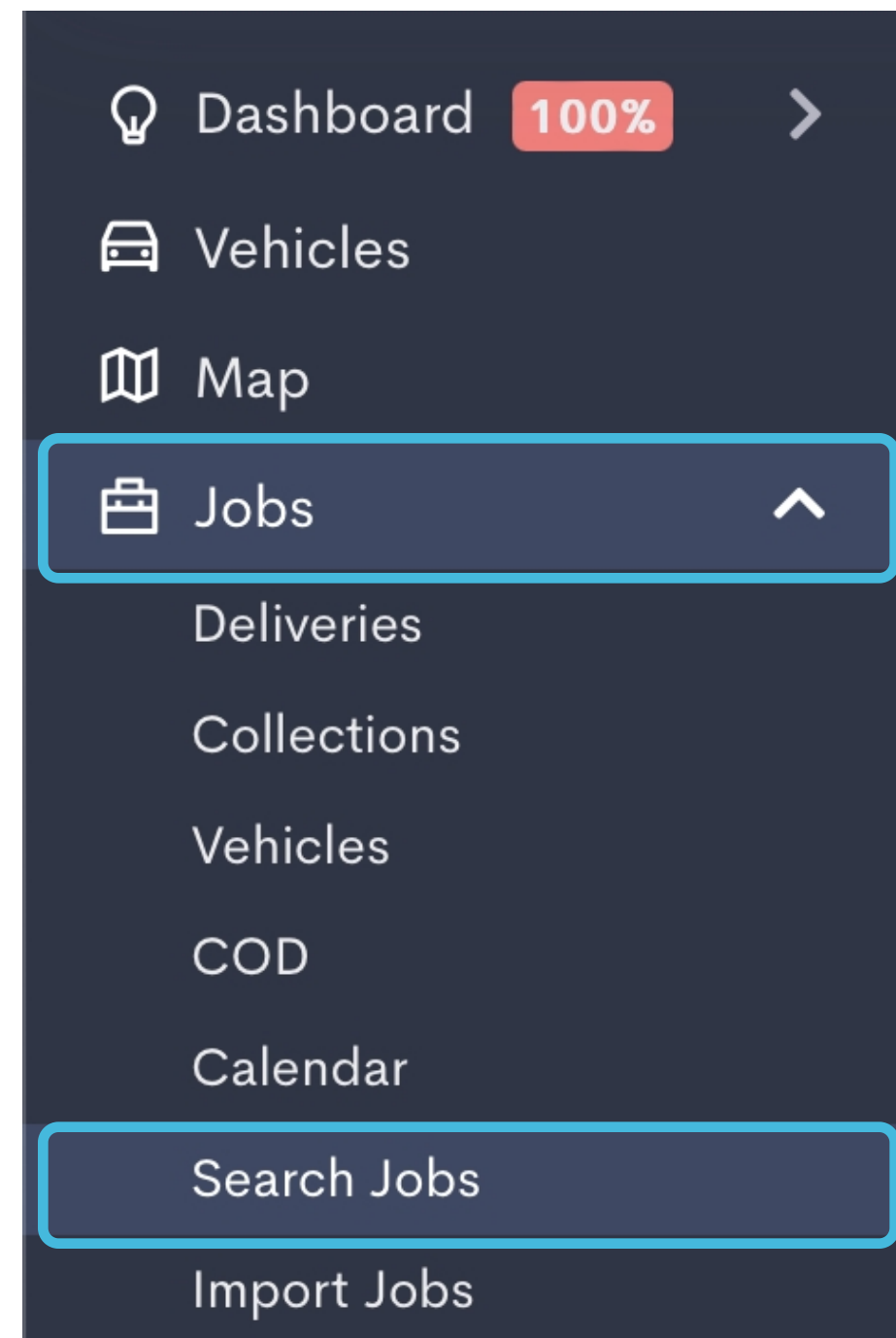
2. Input Date from and To > **Search**
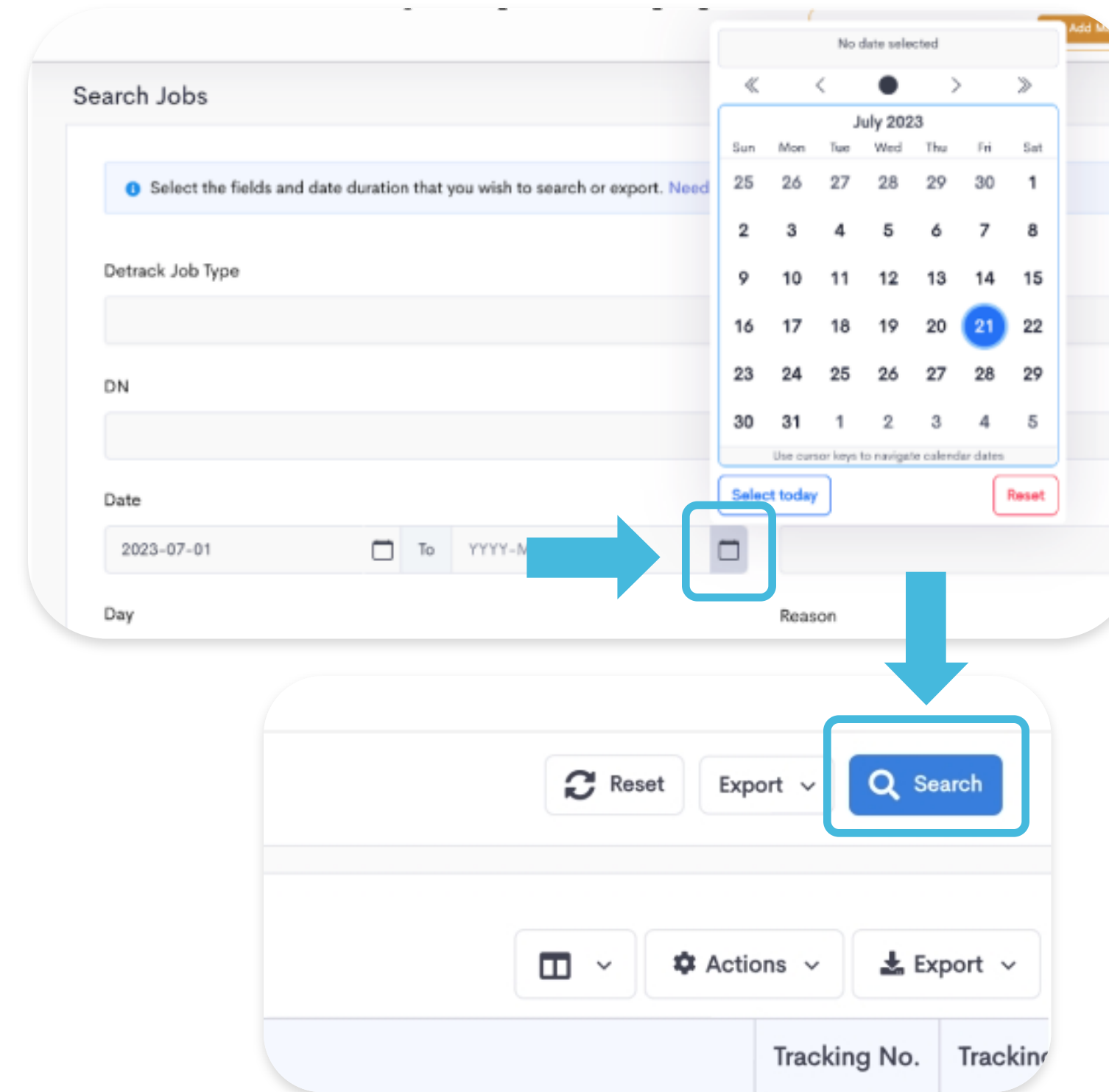
3. **Export** > **Excel or CSV**
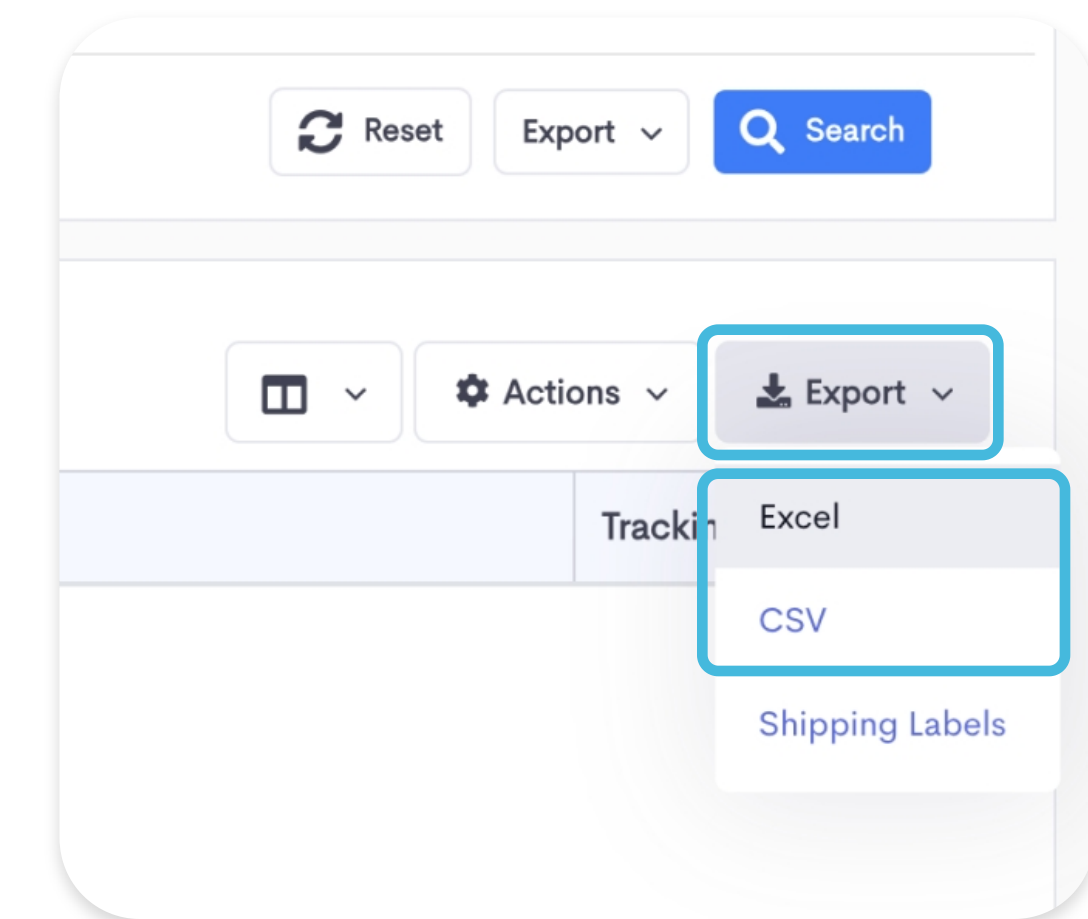
Click **Export**

- PDF: One file with all PODs in multiple pages

- PDF Zip: Folder contains multiple files.
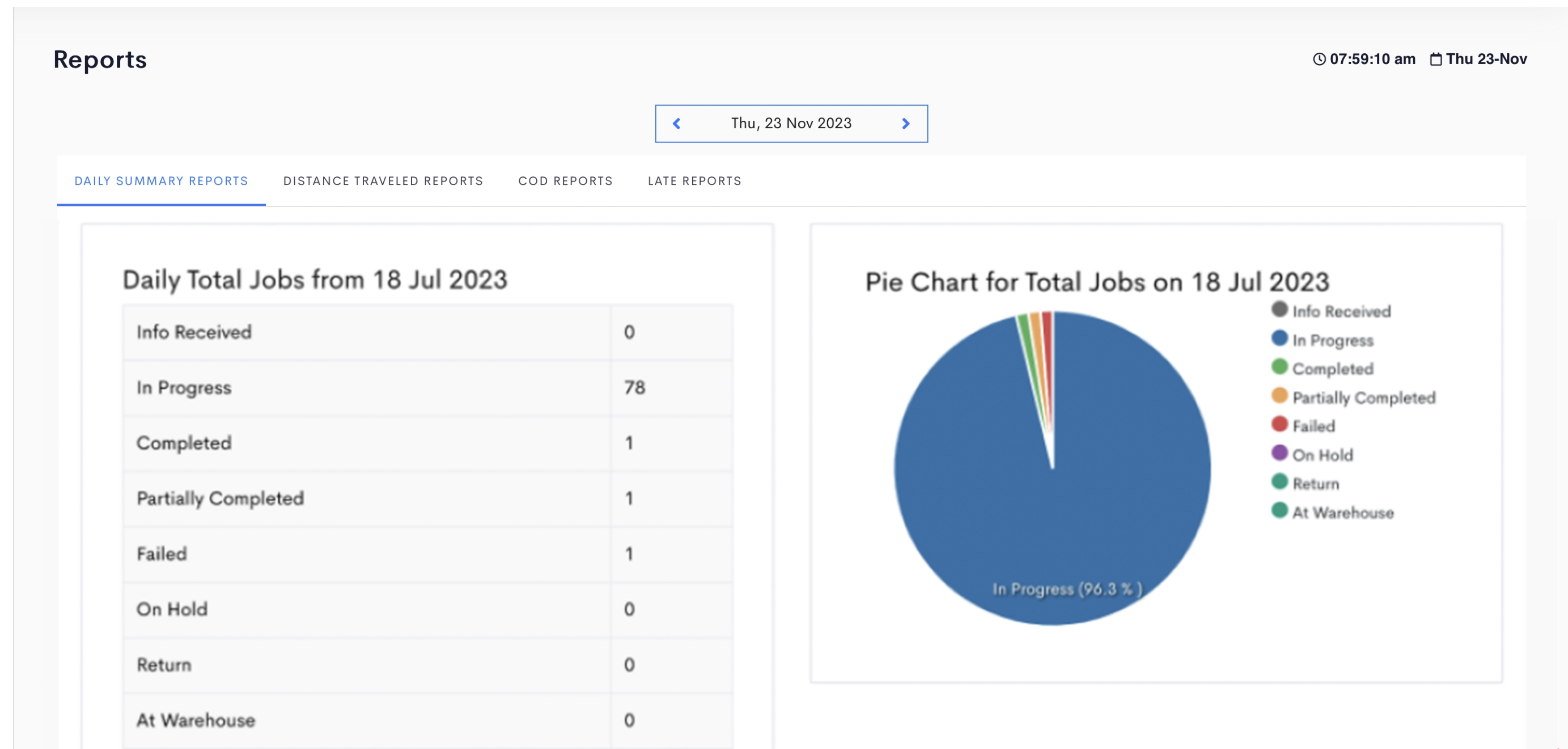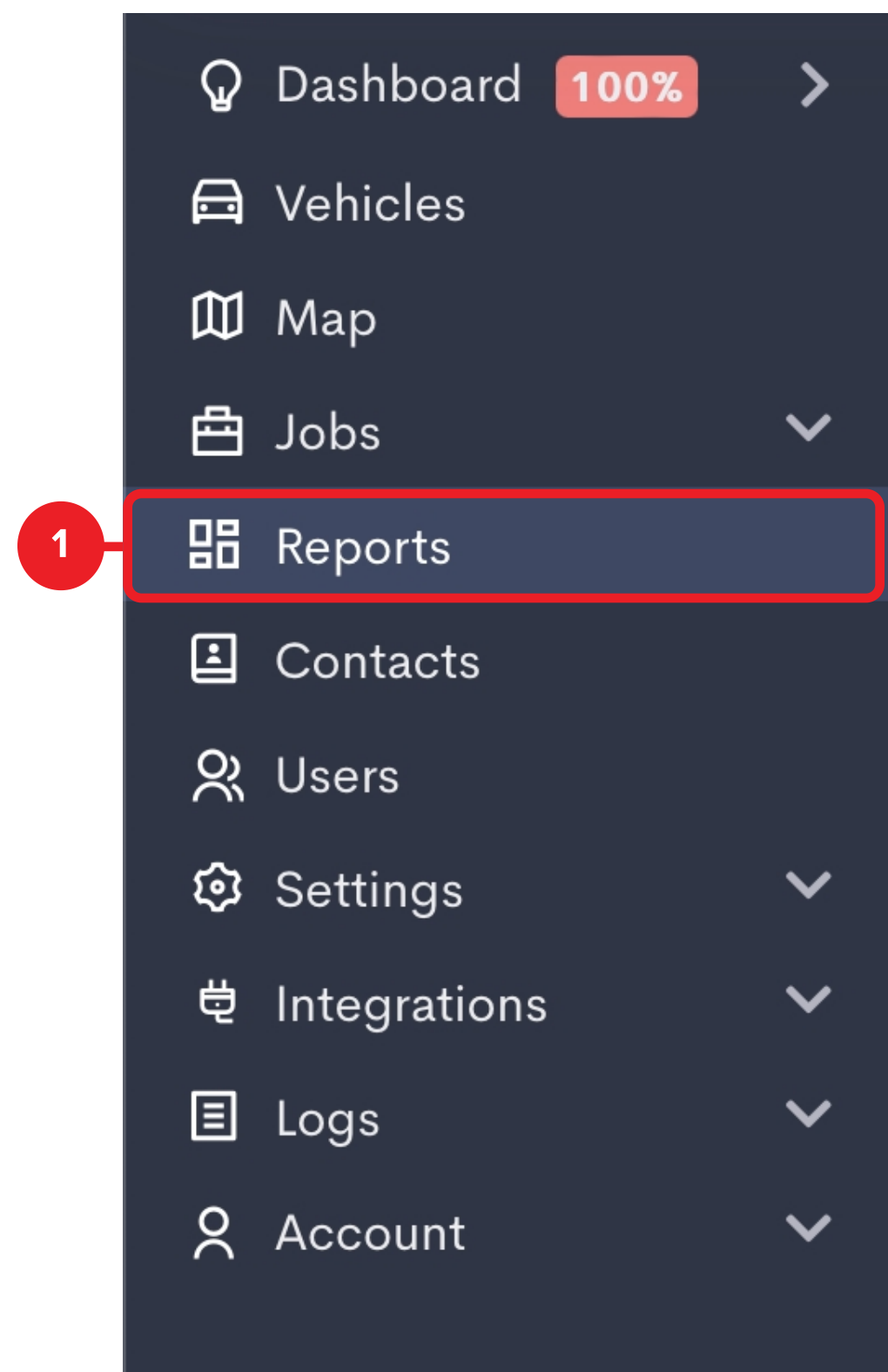 Each file represents one POD

1. Click **Jobs**

2. Click **Vehicles**

3. View overall performance by vehicle/drivers

1. Click **Reports**

2. View overall performance by vehicle/driver

Thank you

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