BIZTRACK · DAILY FIELD REPORT

SAMPLE · MADE-UP DATA

Sam Shelfton

FIELD REPRESENTATIVE

Friday, 10 July 2026

Generated 10 Jul 2026 at 17:10

DAY START	DAY END	TOTAL DAY DURATION	GPS STATUS
08:48	17:03	8h 15m	Route recorded

55.9 km DISTANCE TRAVELLED	**1h 24m** DRIVE TIME	**5h 10m** TIME AT CLIENTS	**20m** BREAK TIME	**3** CUSTOMERS VISITED
2 ONSITE VISITS	**1** OFFSITE VISITS	**1 order** R 5,608.20 ORDERS PLACED	**1 return** R 917.00 RETURNS LOGGED	
1 FORMS COMPLETED	**1** TASKS DONE	**1** PRINCIPAL FEEDBACK	**0** FLAGS RAISED	**1** PHOTOS TAKEN

B BREAKS TAKEN

START	END	DURATION	BREAK TYPE
11:09	11:29	20 min	Tea break

O ORDERS & RETURNS SUMMARY

ORDERS PLACED

CUSTOMER	ORDER #	PRINCIPAL	VALUE
Demo Customer	DEMO_O000849	Demo Principal	R 5,608.20

RETURNS LOGGED

CUSTOMER	RETURN #	PRINCIPAL	VALUE
Demo Customer	DEMO_P000255	Demo Principal	R 917.00

F FORMS & TASKS COMPLETED

FORMS COMPLETED (1)

CUSTOMER	FORM
Demo Customer	Shelf Audit

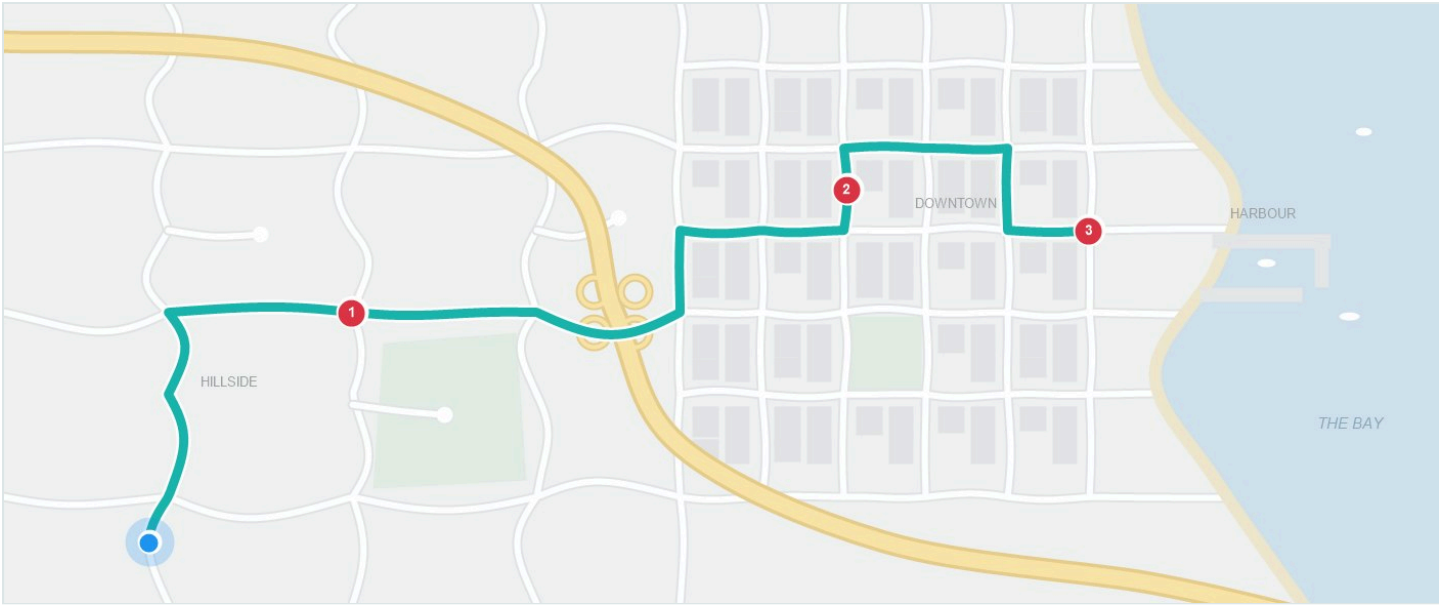
TASKS COMPLETED (1)

CUSTOMER	TASK
Demo Customer	Restock promo stand

P PRINCIPAL FEEDBACK SUMMARY

CUSTOMER	PRINCIPAL	FEEDBACK	FLAG
Demo Customer	Demo Principal	Stock arrived on time	

M ROUTE MAP



V VISIT OVERVIEW — 3 CUSTOMERS VISITED

DAY STARTED
08:48

#	CUSTOMER	TYPE	TIME	DURATION	ACTIVITIES & NOTES
1	**Demo Customer**	Onsite	09:10 – 11:05	115 min	O 1 order · R 1 return · S 1 form · T 1 task · F 1 feedback · P 1 photo *Promo stand up*
2	**Sweets & Treats**	Onsite	11:50 – 15:05	195 min	—
3	**Chocolates INC**	Offsite	15:30 – 15:30	0 min	—

DAY ENDED
17:03

D VISIT ACTIVITY DETAIL

1 Demo Customer

Onsite
09:10 – 11:05 (115 min)

VISIT NOTES

Promo stand up, 2 facings short on dark chocolate

ORDERS

ORDER #	PRINCIPAL	ORDER VALUE
DEMO_O000849	Demo Principal	R 5,608.20

RETURNS

RETURN #	PRINCIPAL	RETURN VALUE
DEMO_P000255	Demo Principal	R 917.00

FORMS COMPLETED

S **Form** Shelf Audit

TASKS

T **Task** Restock promo stand

PRINCIPAL FEEDBACK

Demo Principal — Stock arrived on time

FOLLOW-UP

Follow-up: Check dark chocolate facings on next visit — *10 Jul 2026 10:48*

PHOTOS (1)



2 Sweets & Treats

Onsite
11:50 – 15:05 (195 min)

No activities recorded for this visit.

3 Chocolates INC

Offsite
15:30 – 15:30 (0 min)

No activities recorded for this visit.