

Tracking Report

04/30/2025 3:25 pm CDT

Overview

In this article, you will learn about Sellercloud's **Tracking Report**. This report is a useful tool for you to view various shipping information, track orders and ensure they are delivered in a timely manner. It provides more detailed package data, whereas the **Shipping report** provides detailed cost and performance data.

This report provides the following information:

- **Order information** – order number and tracking number.
- **Shipping information** – carrier, shipping method, shipping cost, ship-to address, shipping date and time, and delivery date.
- **Package information** – width, height, length, and weight.

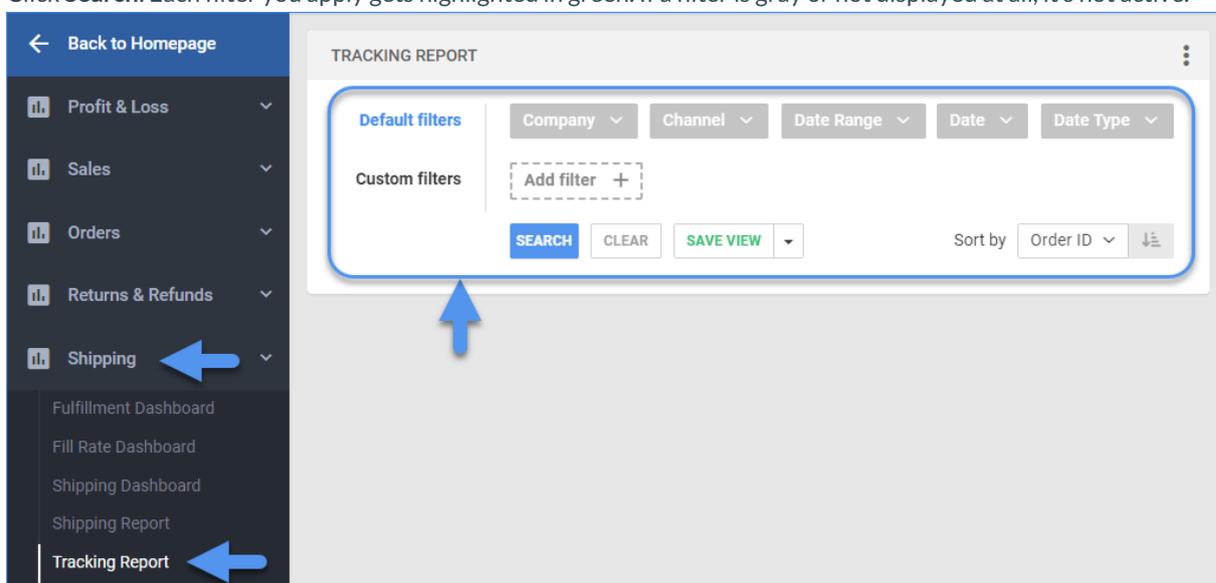
You can run this report automatically on a regular basis with [Scheduled Tasks](#).

For answers to general questions about using Sellercloud's Financial Reporting Suite, see the [Reports FAQs](#)

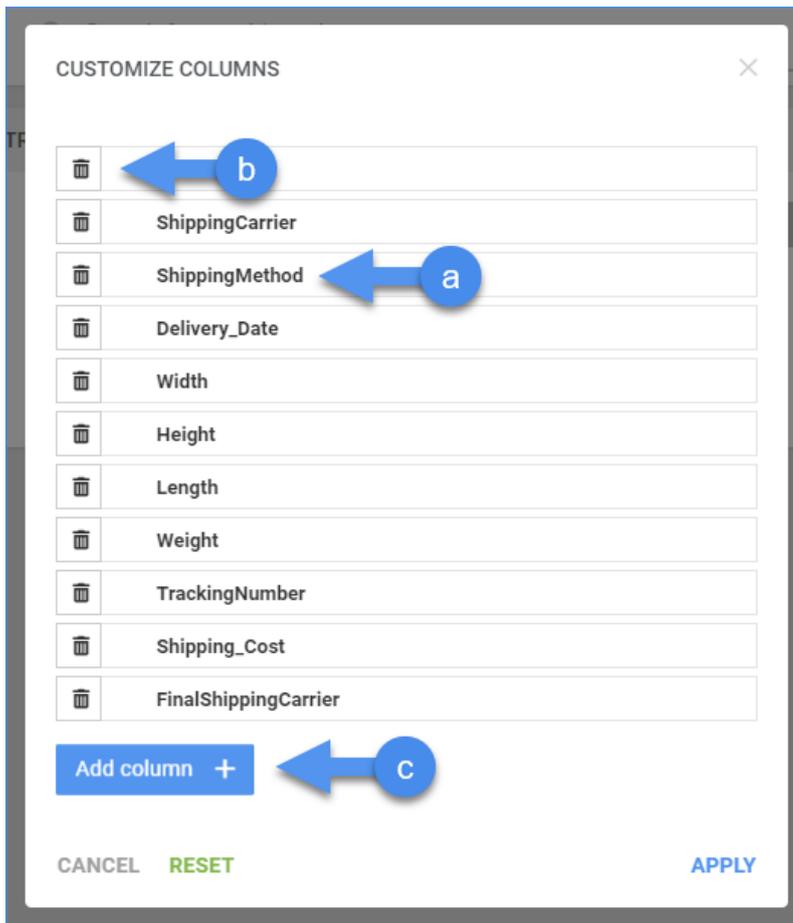
Access and Customize the Report

To use the report, follow these steps:

1. Navigate to **Reports > Shipping > Tracking Report**.
2. Set up the **Default** and **Custom filters** to have the report show precisely what you need.
3. Click **Search**. Each filter you apply gets highlighted in green. If a filter is gray or not displayed at all, it's not active.

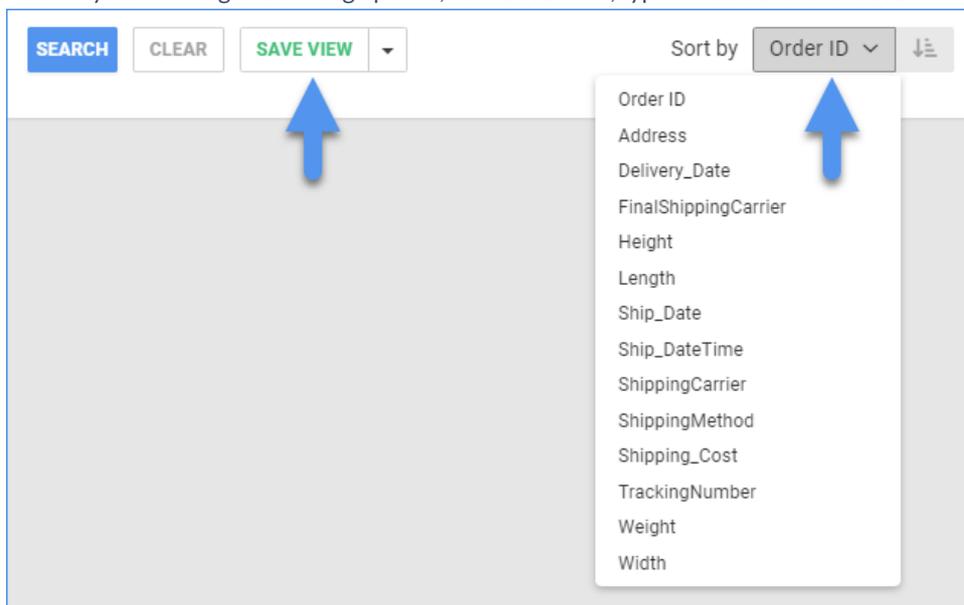


4. To manage the columns in the report, click the three dots icon on the top right and select **Customize Columns**. You can:
 - a. Reorder columns by dragging them up or down in the list;
 - b. Hide columns by clicking the **Trash** icons;
 - c. Add columns by clicking **Add column**.



5. To sort the data differently, use the **Sort by** menu.

6. To save your filtering and sorting options, click **Save view**, type a **Name** and click **Save**.



7. To export the full report to a spreadsheet, click **Actions** on the bottom right and select **Export to Excel**.
Spreadsheets include all columns, including those hidden in the report.

ORDER ID	SHIPPING CARRIER	SHIPPING METHOD	DELIVERY DATE	WIDTH	HEIGHT	LENGTH	WEIGHT	TRACKING #
5136450	Expedited	Expedited	12/16/2022 05:00 AM	4	6	0	2 lbs	
5136390	UPS	UPS Ground		3	5	0	16 oz	TR2123456789
5136390	UPS	UPS Ground		3	5	0	16 oz	TR2987654321
5136389	FedEx	FedEx Ground		3	5	0	16 oz	TR123456789
5136389	FedEx	FedEx Ground		3	5	0	16 oz	TR987654321
5136388	UPS Standard	UPS Standard		0	0	0	0 oz	
5136370	FedEx	FedEx Ground		0	0	0	0 oz	
5136370	FedEx	FedEx Ground		0	0	0	0 oz	51515105151065
5136330	UPS	UPSGround		0	0	0	5.63 lbs	
5136330	UPS	UPSGround		0	0	0	5.63 lbs	1Z3YY4081289



Filter and Column Definitions

Click the drop-downs below for filter and column descriptions.

- Default Filters
- Custom Filters
- Report Data