



## Quick Start User Guide

### Account Sign Up

To sign up for a new account, go to <http://mytrackbuddy.com> and click on the **Register** link at the upper right corner of the page.

Select **Create New Account or Login**, enter your email address and a password, check the terms and conditions checkbox and then click the **Submit** button.

A free user account will be created and you may start using myTrackBuddy right away. An email with important information will be sent to your email address. Make sure you check your **SPAM** folder as well.

If possible, please whitelist the email address [support@mytrackbuddy.com](mailto:support@mytrackbuddy.com) in your email client so that you can receive emails from system admin in your regular Inbox.

**Please note:** You may watch the Quick Start Tutorial Video <http://mytrackbuddy.com/quick-start.php> and follow along with the video to create your account and apps.

### Account Login

To login to your account, go to <http://mytrackbuddy.com> and click on the **Login** link at the upper right corner of the page. Select **Create New Account or Login**, enter your email address and your account password, and then click the **Submit** button.

myTrackBuddy is designed to be mobile friendly so that you can easily manage your apps from your phone while you are on the road.

### Create New App and Edit App

Select **Create New App** on the main page after login, then select the type of app you would like to create – **Service Log App, Inventory App, Time Attendance App and Content Posting App**.

**Please note:** For more information on apps, click on this link <http://mytrackbuddy.com/mytrackbuddy-apps.php>. This page includes **App Examples and Exercises** where you can follow the step by step instructions to create various types of apps.

Create the app content by filling in the form. [Click here](#) to view an app example that indicates where each of the content will show up in the app. Click on the **Submit** button at the bottom of the last page when done.

myTrackBuddy allows you to create your custom options in the app. These options will be displayed as data fields and checkboxes. The app will record options and data entered by end users and will be included in the log history.

**Please note:** You have the option of password protect your app by providing a password in the **Password Protection (optional)** field. Keep in mind that this password will be given to your users, so do not set it to a password that you use privately. You can remove this password anytime by leaving this field blank in the app edit page.

After you submit your app, the **Status Report** page will display a URL link of your new app. Click on the link to launch your app.



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To edit an app, go back to the main page, select **Manage Apps** and a list of your apps will be displayed. Select the app you would like to edit, and then click on the **Edit App** button at the bottom of the page.

### Change App Status and Delete App

To change the status of an app, go to the main page and select **Manage App**. Select the app that you would like to activate/suspend or delete, click on the **Deactivate App** or **Activate App** or **Delete App** button at the bottom of the page.

**Please note:** *Once you delete an app, you will no longer be able to access the log data that is associated with this app. If you want to keep the data, just suspend the app instead. Activate the app temporarily if you want to see the log data.*

### Create New Tags

An app can be published using multiple App-Ready SmartTags. A SmartTag is essentially a URL with a unique string as the parameter.

There is no limit to the number of SmartTags that can be bound to an app. Each SmartTag will display the same app but will keep a separate log history.

Tips: Once you have a chance to create some test apps and SmartTags and play with them, you will quickly get the idea. You can delete them after you are done testing.

To create new tags, go to the main page and select **Create new SmartTag**. You will see a list of apps you have in your account. Select the app that you would like to bind to the new tag, then click the **Submit** button at the bottom of the page.

The **Status Report** page will display a URL link of your new tag. Click on the link to launch your app.

**Please note:** *SmartTags are generated using a random number generator. If you don't like a code sequence, just delete it and create another one.*

### View and Manage Tags

Go to the main page and select **Manage Smart Tags**. A list of tags will be displayed along with information including tag status, the assigned app and the tag URL.

The tag's URL will be used to publish your app. (See below on how to publish your app)

To activate, deactivate or delete a tag, just select the tag's radio button, then select the **Deactivate Tag**, **Activate Tag** or **Delete Tag** button.

**Please note:** *If you delete a tag, you will no longer be able to access the log history that is associated with this tag. You may want to suspend the tag instead of delete.*

### How to Publish Your Apps



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There are a number of ways to publish your apps including QRcode, NFC, SMS and short URL.

To publish your app, go to **Manage SmartTags** page to get your list of SmartTags. Click the **Download QRcode** link to go to the QRcode Generator page to download the QRcode Image of the corresponding SmartTag. In the QRcode Generator page, click the **Download QRcode Image** button to save the image.

Also copy the line of text in blue and include it when printing the QRcode Image on a label or sign. This short URL is an alternative way to access your app. End users may enter this URL address on their mobile browser, the mytrack.us web page will instruct users to enter the first 3 letters and the last 3 letters of the SmartTag Code. The page will then redirect to your app.

For advanced users: If you have some programmable NFC chips, copy the tag's URL to an NFC writer and program the NFC chip.

Another way to publish your app is to send the tag's URL as SMS, the recipient simply clicks on the URL to open the app on a mobile browser.

### Monitor User Activities

Log history is displayed at the bottom of an app. The log history will include the date and time of each log, options selected by the users and notes submitted.

To monitor user activities, go to the main page and select **Manage Smart Tags**. A list of the tags' URL will be displayed, click on the Tag's URL link to launch the app.

The log history will be displayed at the bottom of the app, click on the word **View** to view the detailed information of a submitted log. Information is always updated in real time.

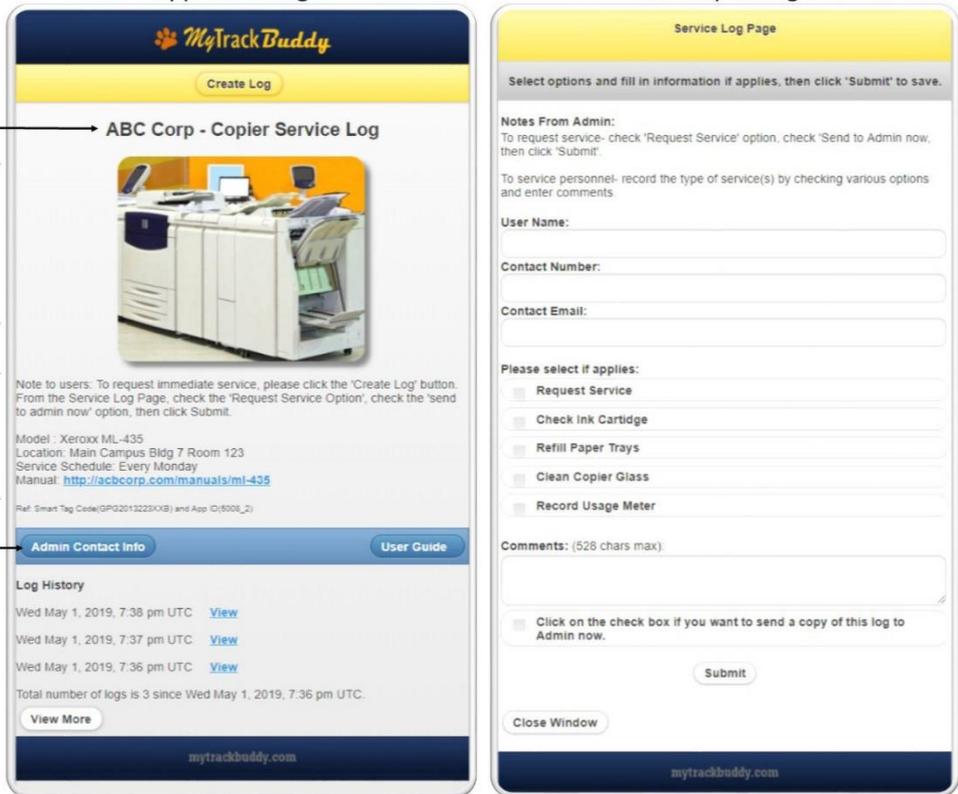
### Enterprise Account

If you would like to export log data for statistical analysis or include in reports, you may consider subscribing to our Enterprise Account. Please go to <http://mytrackbudd.com> and select **Upgrade Account** for more details.

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## App Example

### App Sample



The image displays two side-by-side screenshots of the MyTrackBuddy mobile application. The left screenshot is titled "App Main Page" and the right is titled "User Input Page".

**App Main Page:**

- App Title:** ABC Corp - Copier Service Log
- App Image:** A photograph of a large office copier.
- App Content:** Includes instructions for users, model information (Xerox ML-435), location (Main Campus Bldg 7 Room 123), service schedule (Every Monday), and a manual link (<http://acbcorp.com/manuals/ml-435>).
- Contact Info:** Admin Contact Info and User Guide buttons.
- Log History:** A list of recent logs with "View" links and a "View More" button.

**User Input Page (Service Log Page):**

- Admin Notes:** A section for notes from the admin, including instructions for requesting service and recording service types.
- Custom Data Fields:** Input fields for User Name, Contact Number, and Contact Email.
- Custom Checkboxes:** A section titled "Please select if applies:" with checkboxes for Request Service, Check Ink Cartridge, Refill Paper Trays, Clean Copier Glass, and Record Usage Meter.
- Comments:** A text area for comments (528 chars max).
- Submit:** A button to save the log.
- Close Window:** A button to close the input page.

[Click here](#) to return to previous section