Account Sign Up

To sign up for a new account, go to **http://mytackbuddy.com** and click on the **User Account** link at the upper right corner of the page.

Check the **New Account User** checkbox, enter your email address, a password, check the terms and conditions, enter Captcha, and then click the **Submit** button.

Once submitted, you will receive an email with important account information. Make sure you check your **SPAM** folder as well.

If possible, please whitelist the email address **support@mytrackbuddy.com** in your email client so that you can receive emails from System Admin in your regular Inbox.

Similarly, to login to your account, go to **http://mytackbuddy.com** and click on the **User Account** link at the upper right corner of the page. Enter your email address and password, then click the **Submit** button.

Please note: *You may go to **http://mytrackbuddy.com/quick-start.php** and follow along the presentation slides to create your account and apps. Then come back to this PDF for more features listed on pages 2 and 3.*

Account Login

To login to your account, go to **http://mytrackbuddy.com** and click on the **User Account** link at the upper right corner of the page. Enter your email address and password, 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, please go to **http://mytrackbuddy.com/mytrackbuddy-apps.php.** There are **App Examples** where you can follow along to create some test apps.*

After selecting an app type, fill in the form to create the app. There are 3 parts to the form, click the **Next** and the **Back** buttons to navigate between pages.

myTrackBuddy allows you to create a custom log form in the app. The custom form provides up to 3 data fields and 5 checkboxes. Just type in a field label to activate a field or it blank if you don't need it. The app will record field entries and save them as part of the log history.

Click the **Submit** button when done.

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.

Click here to view an app example that indicates where each data field will show up in the app.

User Account Quick Start User Guide

Please note: *You have the option of password-protect your app by providing a password in the **Password Protection** 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.*

To edit an app, go back to the main page, select **Manage Apps**, and a list of 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 or suspend or delete by clicking the **Activate App** or **Deactivate App** or **Delete App** button at the bottom of the page.

Please note: *Once you delete an app, you will no longer have access to all the log histories that are associated with the app. If you want to keep the data, just suspend the app instead. Activate the app temporarily if you want to revisit the log histories.*

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 assigned to an app. Each SmartTag will display the same app but will keep a separate log history.

To create a new tag, 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 assign to this new tag, then click the **Submit** button at the bottom of the page.

The **Status Report** page will display a URL link to 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 the tag's information, including the status, the assigned app, and the URL.

To activate, deactivate or delete a tag, just select that tag, then click the **Deactivate Tag**, the **Activate Tag**, or the **Delete Tag** button.

Please note: *If you delete a tag, you will no longer have access to the log history of that tag. You may want to suspend the tag instead of deleting it.*

How to Publish Your Apps

There are three methods to publish your apps including QRcode, short URL, and URL link.

Go to the main page and click **Manage SmartTags** to get the list of SmartTags. The list information includes app ID, app type, app title, and Tag URL. Click on the Tag URL link to view your app. You may publish your app by distributing this URL to your users via various media. You may send the URL as an SMS or email.

Next to the Tag URL is the **Download QRcode** link. Click this link to open the QRcode Generator page, then download the QRcode Image by clicking the **Download QRcode Image** button. Print and post it at a location you want your users to access the app.

The QRcode Generator also provides a short URL as the third access method. Copy the short URL **mytrack.us** and the **SmartTag Code** and publish it. Users may enter **mytrack.us** on their browser, this page will then instruct users to enter the first and last 3 letters of the SmartTag Code to access the app.

It is a good practice to post a SmartTag with both the QRcode image and the short URL so that users may choose the access method they prefer.

For advanced users: You may publish the app using NFC (Near Field Communication), please program the NFC chip with the full Tag URL.

Access Log History

When users access an app, they will find the log history at the bottom of the page. Each log will include date and time, selected options, and submitted notes.

Offsite users may access log history on their PC browser using either the short URL with SmartTag Code or the full Tag URL. They may click the **View More** button to view multiple logs on one page. They may then copy and paste the data to other management software for further analysis.
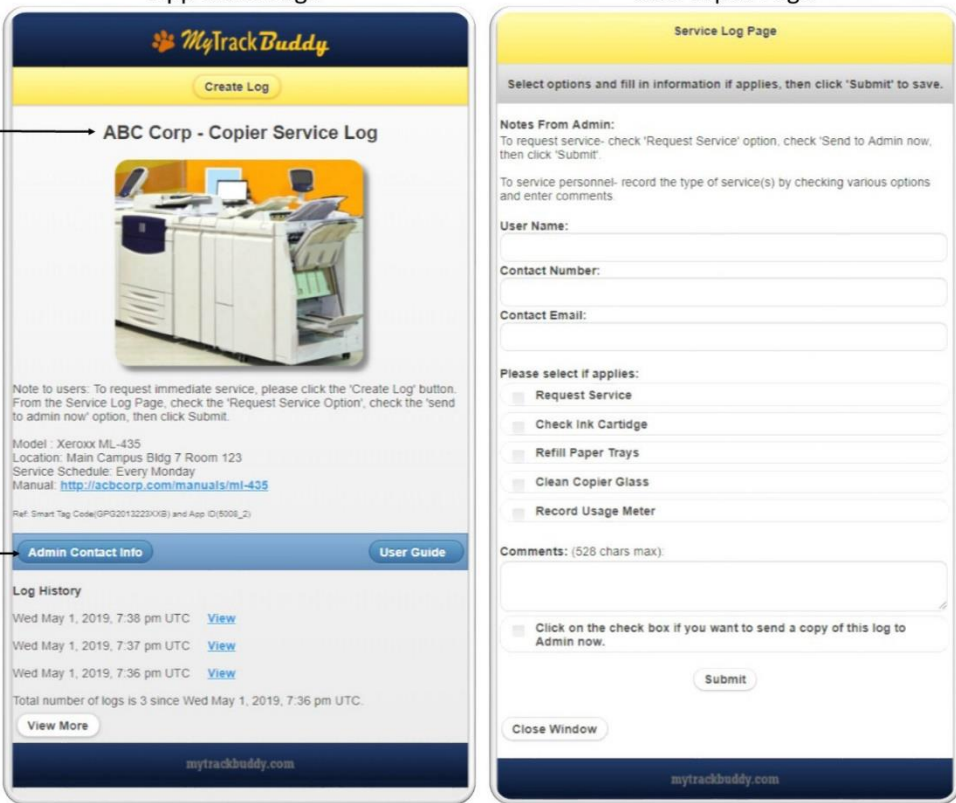
Enterprise Account

If you are a high volume user and would like to export log data as CSV files, you may consider subscribing to our Enterprise Account. Please go to **http://mytrackbudd.com** and select **Upgrade Account** for further details.

(Continue Next Page)

App Example

App Sample

Click here to return to previous section