**Login** - Download the app and login as liteuser /liteuser

**Create a Form -**

From Home Tab, click on -> select one of the included Templates from the drop down list - eg. an Inspection Form or a Support/Service Form,etc and give it a name of your choice.

**Customise the Form labels** -

From the Form Tab, select your Form -> Click on Macintosh HD:Users:ankitachordia:Desktop:Sanjay:mTrakApp:imagesicon:setting.png -> Here you can change all the labels - for Forms ,Section heads, each field title and description and predefined values.

**Collect your data-**

Select your Form -> Click on Macintosh HD:Users:ankitachordia:Desktop:Sanjay:mTrakApp:imagesicon:form.png-> go ahead and collect your live data, to get a feel of the app.

**Csv export -**

After capturing data for a Form, you can export this data into a csv file and mail

it to yourself or to an authorized person in your organization. Click on  tab at the bottom Menu-> select your Form ->

**mTRAK - Lite vs PRO**

The free Lite version is aimed at giving you a feel of the app’s features, hence has the following limitations :

‣  Single User - you always login as ‘liteuser/liteuser’ and have a single user access to all Lite features. The PRO allows multi-user role based access.

‣  Max number of Forms - You can create a max of 5 Forms with a max of 25 records per Form. If you require more,you can do one of the following:

‣ Clear Form data - all current records will be deleted for this Form. You can now start entering new records into this Form

‣ Delete the Form - This deletes the Form, so you can then go ahead and create a new Form.

‣ Synching to an Enterprise server - You can Fetch or submit a Form’s data to a pre-configured Cloud/Enterprise Server.

If you wish to remove these limitations or if you wish to create customised Forms that can even integrate to your existing systems, mail us at

info@ira-infosolutions.com to Sign up for Pro version.