After you have installed the app, click the mTRAK icon to launch the app.

The login screen shows 2 options:

**Lite version v/s PRO version**

The Lite version is a fully functional app, with the following limitations:

‣  Single User-you always login as ‘liteuser/liteuser’and have a single user access to all Lite features.

‣  Max number of Forms - In the Lite version, 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 Formdata-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.

 To remove these limitations and access the additional PRO features, contact us to Sign up for the PRO version which allows:

‣  Multi-user and role-based user access to the app

‣  Higher number of Forms

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

‣  Customized features-eg.capture signatures,barcodes,location based data,etc

‣  Integrate to your already existing Enterprise solutions

 To access these features, contact us to Sign up for the PRO version which has multi-user and role-based user access to the app. We will help you get started.

**Features description:**

When you login with username and password as liteuser/liteuser, the Home screen will be displayed. There are 4 Tabs at the bottom of each screen :

- Home Tab

- Forms Tab

 - Sync Tab and

- Help Tab

The features available in each of these Tabs are described below:

**1. Home Tab**



This is the default screen of the app. You can do the following:

‣ Create New Form-You can create new form by selecting from one of the pre-loaded templates and giving it a name of your choice.

- On the Home screen, click ‘Create new Form’ to create a new form.

- On the ‘New Form’ screen, select any Form from the Form Templates dropdown.

- Enter a name for your new Form and click ‘Create’ .A new From is created.

‣ Open Form-Shows the Forms list from where you can select and work with Forms.

‣ How to use the app-shows the Help section of the app.

**2. Form Tab**

All Forms you create are listed here,along with the number of records captured for that Form eg. (0) means no records have been captured for this Form.

You can click on the icons to the right of each Form to work on that Form as follows:



‣ **CustomiseFormSettings:**

You can customize the Form labels by clicking the Settings icon Macintosh HD:Users:ankitachordia:Desktop:Sanjay:mTrakApp:imagesicon:setting_p.png next to any Form



You can change the following:

-  Form Identifier labels: Customize the form header labels that will be displayed during Data Entry.

-  Section Labels- Customize the labels for the Form Sections that will be displayed during Data Entry. Max of 5 Sections can be created.

-  Field Labels- Customize the field details for the fields of each Section. You can change/add:

 - field name, field description (optional), field data type and Editing of field while entering data.  - Max of 5 fields per Section can be created.

- Clicking the Close icon will clear the content of field.

**Form Data Entry -**  You can capture or record data into the form by clicking the Data Entry icon Macintosh HD:Users:ankitachordia:Desktop:Sanjay:mTrakApp:imagesicon:form.png next to any Form.



Step 1 - Select the 3 Form Identifiers. These are the main identifiers(or categories/types) by which the data captured are uniquely identified. You can click the ‘+’ on top of the screen to add new data for each of the Form Identifiers.

Step 2 - After selecting the Form Identifiers, start capturing and recording the details across various Sections.

‣ Select the Section Tab from the top,then enter the details for each field under that Section.

‣ Attach media files to a Section

-Click on the  button. You can now add /remove or rename Picture, Audio & video files by clicking the ‘+’ button.

- Click the button to toggle back to the Fields data entry screen.

‣ Repeat Step2 till you have captured all the required data for this record. Click ‘Save’. The record is now saved to your local device.

‣ Repeat this process for each new Form record.

‣ **Delete Form** - You can select to either delete the Form itself or only clear the data in the

Form. Click the Delete Macintosh HD:Users:ankitachordia:Desktop:Sanjay:mTrakApp:imagesicon:delete_p.png icon next to a Form and then click ‘Delete Form‘ or ‘Clear Form data’.

**3. Sync Tab:**



‣ Export the form - mail a csv of the Form you created.

‣ In PRO Version-you can do the following:

‣  setup connection to a Cloud / Enterprise server and configure the app to sync your data to the server

‣  the sync can be done either manually or automatically or at pre- defined intervals

‣  Either a whole Form or only updates to a Form can be synched

**4. Help Tab:** this section

Contains the Quick start and user guide on how to use mTRAK.



Help & User Guide

Quick start User guide A2