



# Users Manual

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## Getting Started

### Creating an account

This creates your VasTrak account, and tells VasTrak how to contact you in case we have any questions. The person entered here will be the administrator for your VasTrak account and will be able to add/delete/edit salesmen and customers.

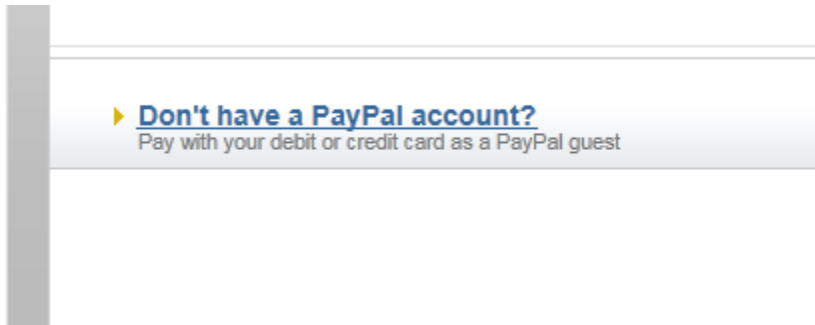
### Subscriptions

This is where you will be able to either subscribe and be able to add more users. You also have the option to try one week for free, but you will not be able to add any more users. You will be able to log in after a week, but VasTrak will return you to this page to purchase a subscription.

### Paypal

VasTrak uses Paypal's secure server to process your subscription. This way your credit card information is safe.

If you don't have a Paypal account, click here:



Also be sure to update the number of subscriptions to include the VasTrak account administrator and each member of your sales team.

Your order summary	
Descriptions	Amount
<a href="#">Annual Subscription</a> Item number: 12mo Item price: \$100.00 Quantity: <input type="text" value="5"/> <a href="#">Update</a>	\$500.00
<b>Item total</b>	<b>\$500.00</b>
<b>Total \$500.00 USD</b>	

Change the quantity and hit update to change the number of subscriptions you wish to order.

**After you click the Pay Now button, MAKE SURE TO HIT RETURN TO STORE to complete the transaction so you will be able to use the full version of VasTrak.**

From here you will be able to add customers and salesmen.

## **Adding Users**

This is done in the Admin Area

If this is your first time adding users, make sure to update your salesman number by clicking on Edit User and selecting your login. The salesman number is how VasTrak keeps accounts separate.

### **Add User**

This adds salesmen along with the information that will be printed on reports later on. You can make a user an administrator at this time

### **Edit User**

Any changes necessary for a user can be done here.

### **Insert Customer List**

Customers can be added in batches by means of a .xls spreadsheet file.

To add customers via a spreadsheet, download the sample template to your computer. Open the spreadsheet and add what customers you need, save the file to your computer, then upload to VasTrak. Your customer list will be added.

### **Insert User List**

Like the customer list, users can be added in batches by means of a .xls spreadsheet file.

To add customers via a spreadsheet, download the sample template to your computer. Open the spreadsheet and add what users you need, save the file to your computer, then upload to VasTrak. Your user list will be added.

## **More to Come**

Hopefully, that is enough to get you started. If you need help, visit <http://vastrak.com/support>

VasTrak is developing more templates for you to log your services. If you would like us to create a service template for your specific industry contact us at the support page.