MYINTELLISOURCE

STEPS TO GETTING UP AND RUNNING QUICKLY WITH MYINTELLITRACK WEB

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REGISTERING WITH MYINTELLISOURCE

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The first thing you need to do to get up and running with MyIntelliTrack Web is to register with MyIntelliSource, located at www.myintellisource.com. When you go to the homepage, you want to click on the image of a person in the upper right of the navigation bar.

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The next step is to click the “Register” button to the lower left of the login information container.

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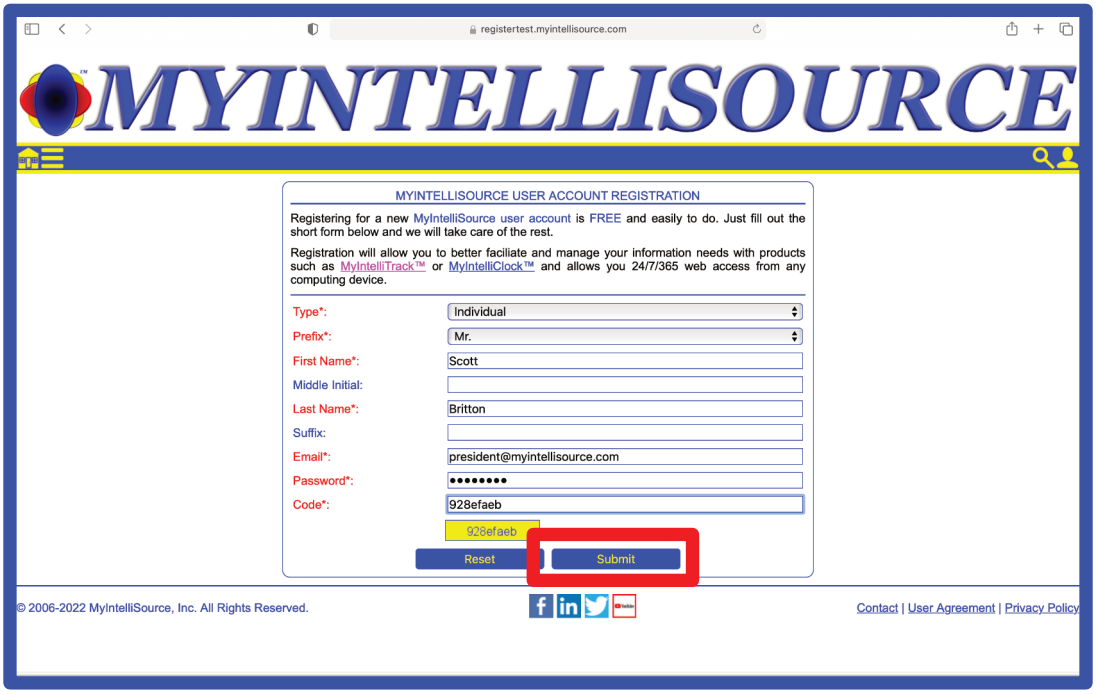
Now you are on the registration homepage. Fields in red are required; fields in blue are optional. Once you enter all the required fields, click the “Submit” button.



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If you registration is successful, then you will receive the following page. Before you may login, you must go to your email inbox and click an embedded link in an email just sent out by MyIntelliSource's server cloud to verify you actually created the account. If you do not see the email in your inbox, please make sure and check your junk folder.

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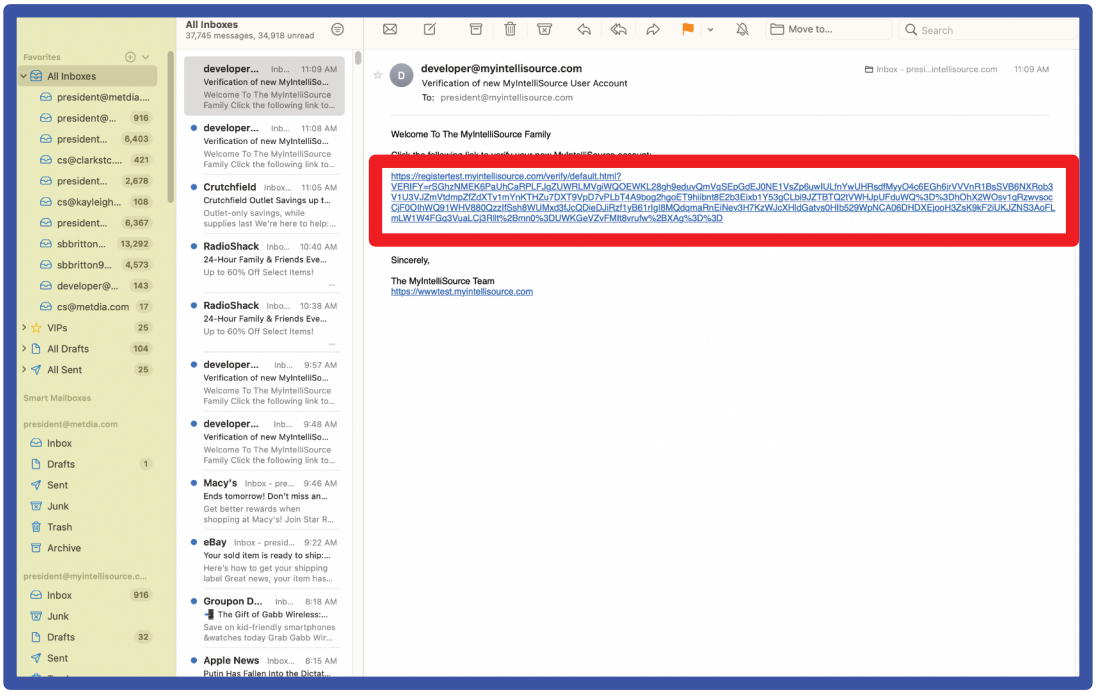
You will receive an email similar to this. Before you can login, you must click the link in the email to verify you actually created the account. Once you do this, you may login to the MyIntelliSource system.



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Once you click the link embedded in the email, you will get this message which will tell you your account is now verified and usable. In the next section, we will discuss how to manually add trips to MyIntelliTrack in the event you need to add a trip that you forgot to record with the phone applications.

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MANUALLY ADDING A TRIP

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The first thing you need to do to manually record a trip is to login to the MyIntelliSource system by entering your security credentials and the security code below and click “Login”.

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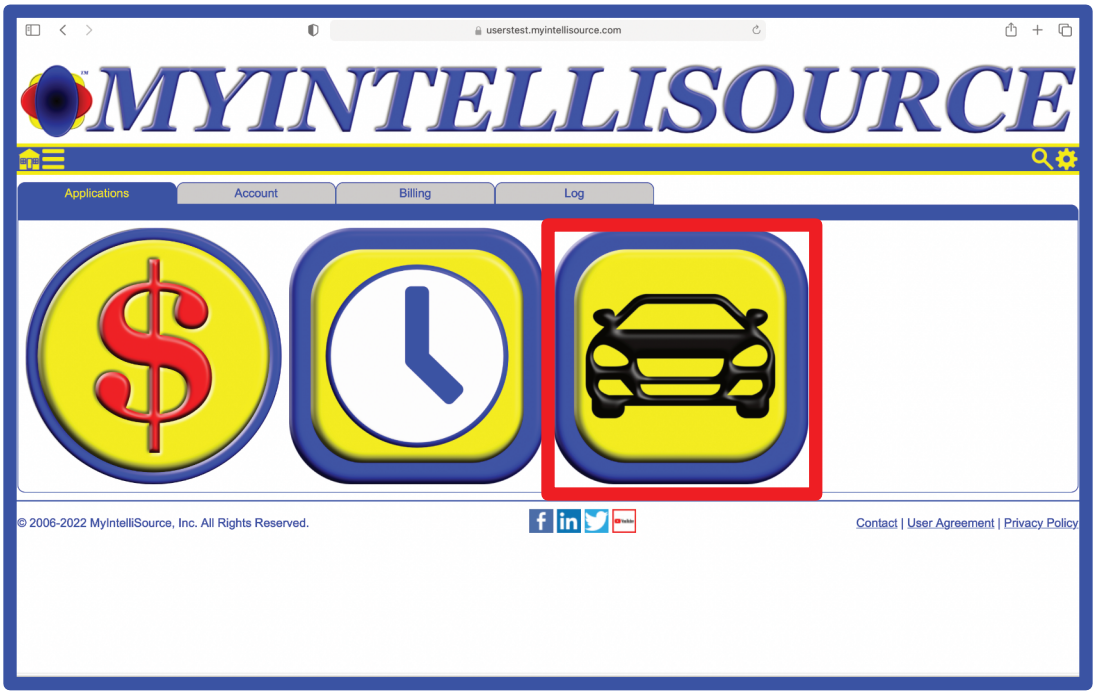
You will be taken to the Users homepage where you will select MyIntelliTrack logo to launch the MyIntelliTrack web application.



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Selecting the MyIntelliTrack logo will launch you into the MyIntelliTrack homepage. From here, in the menu bar that runs below the navigation bar, you need to select the “Trips” option.

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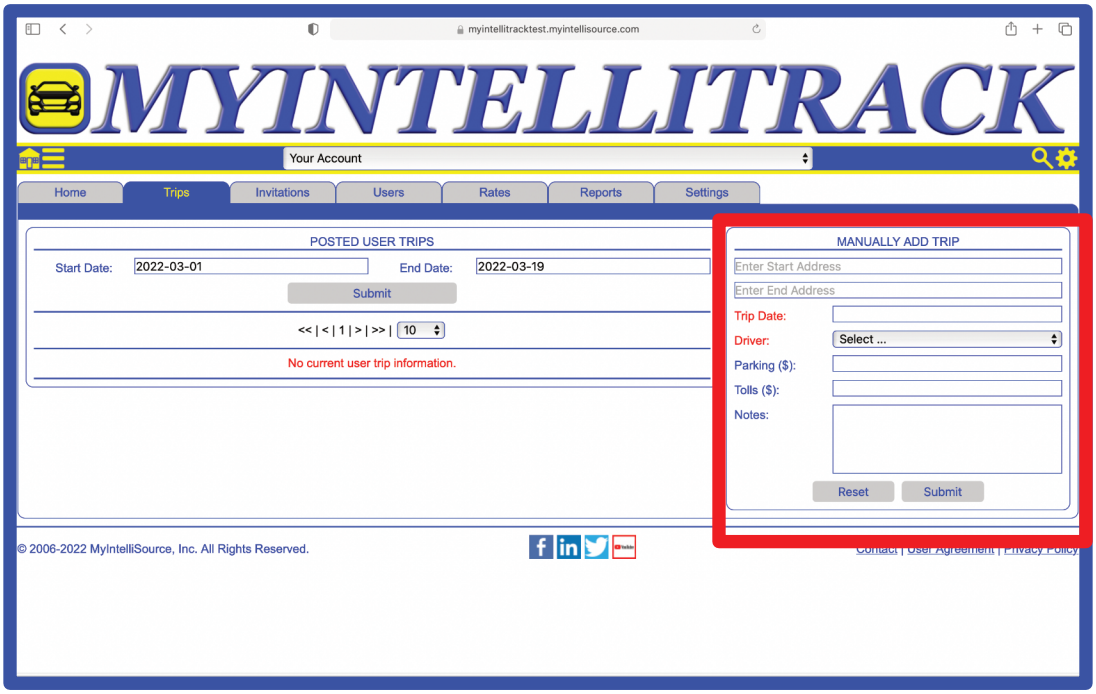
Concentrating on the right side of the screen, to manually add a trip to MyIntelliTrack, you must enter the trip data in the section labelled “Manually Add Trip”. The “Enter Start Address” field, the “Enter End Address” field, and the fields in red are required; the fields in blue are optional.



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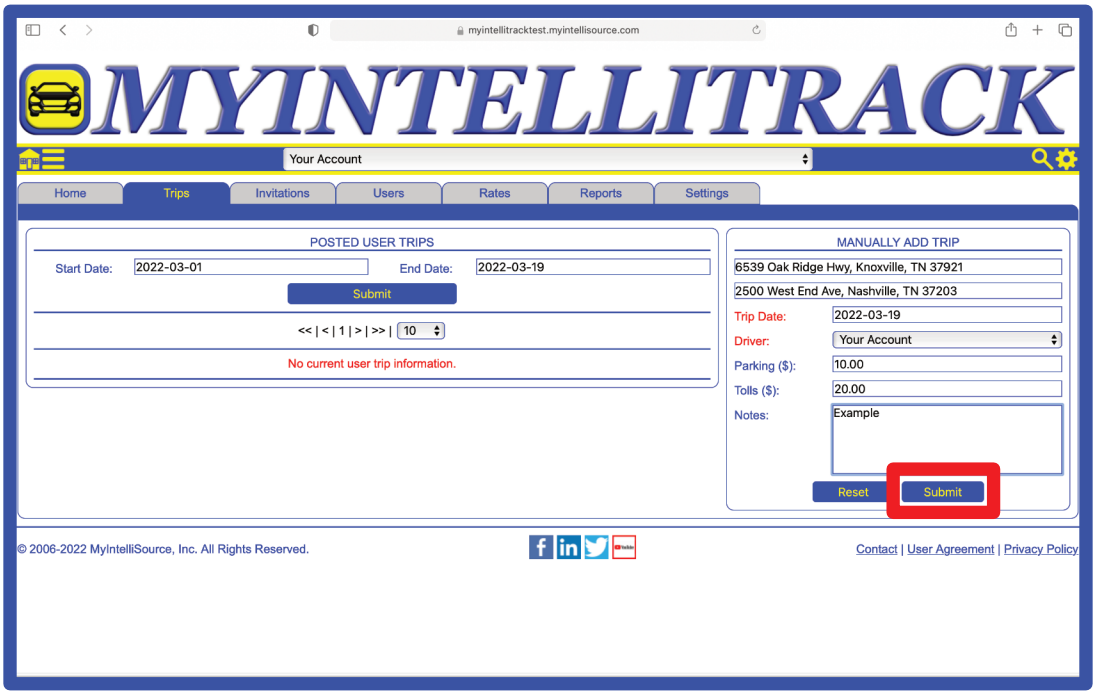
Let's say I want to record a trip from our office in Knoxville, TN to the Parthenon Museum in Nashville, Tennessee. I would enter the complete address for both (MyIntelliTrack is sophisicated enough that if you enter a partial address it will give you the option to select it), select the trip data, select the driver (which is you because we have not discussed adding users yet), enter any optional data, and then hit the "Submit" button and the trip will be calculated and recorded.



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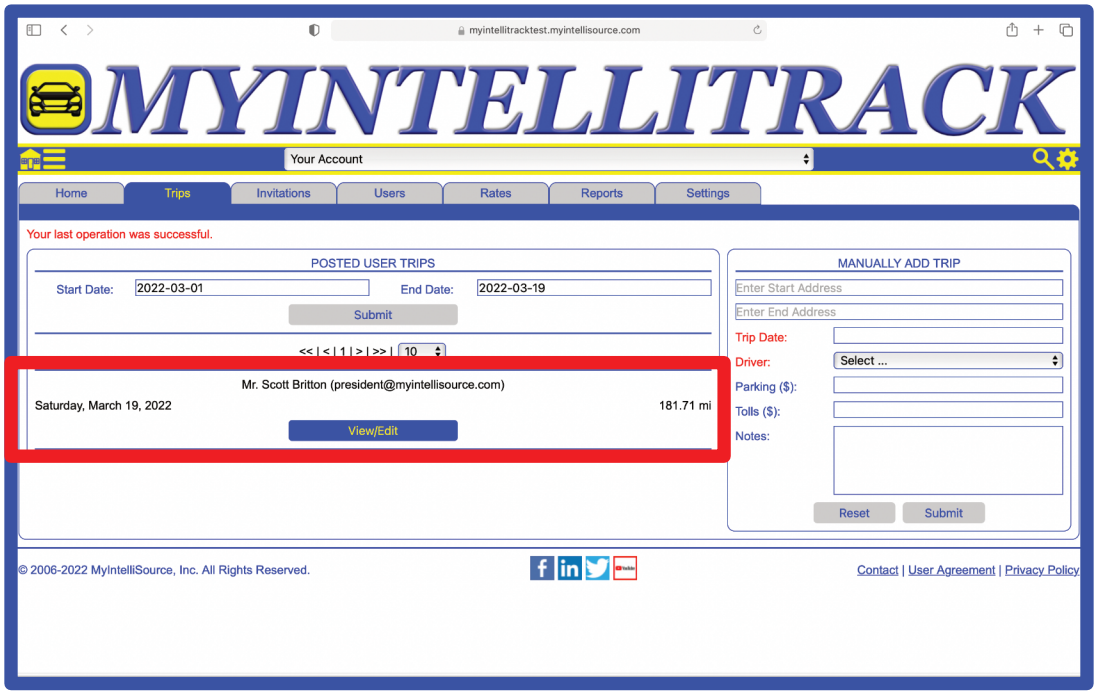
After hitting the “Submit” button, on the left hand side of the screen in the section labelled “Posted User Trips”, the trip you just submitted will be displayed with the mileage/kilometers. Manually recording trips is straightforward. In the next section, we will talk about adding a subscription to MyIntelliTrack so you may add users to your account.



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SETTING UP BILLING TO ADD USERS

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If you are already in the MyIntelliTrack web application, from the MyIntelliTrack homepage, the simplest way to add billing so you may add users to your account is to select the “Users” menu option in the menu bar directly below the navigation bar.

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In the MyIntelliTrack Users homepage, if you are not already subscribed, you will see the subscribe button in the right side of the screen under the section labelled “Invite New User”. To start a billing transaction, click the “Subscribe” button and you will automatically be forwarded to MyIntelliSource’s billing homepage.

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As you can see, we have no subscriptions in place currently. To add a subscription to MyIntelliTrack, click the “Create New Subscription” button. This will forward us to the subscription creation screen.

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Select MyIntelliTrack in the “Subscribe To” field, enter your credit/debit card information in the “Credit Card” field (your payment information is encrypted for your protection), and then hit submit to subscribe to MyIntelliTrack.

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If your billing subscription information submittal is successful, you will receive the following screen in return. If we click the "Back" button, you will see your subscription listed.

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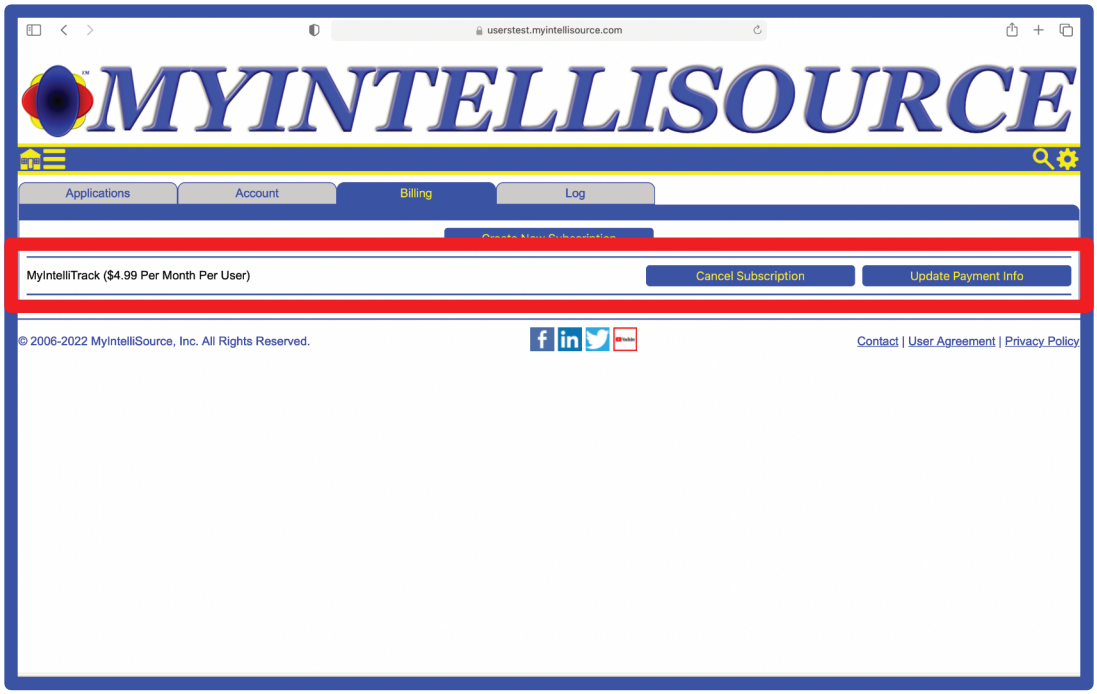
As you can see, the subscription we added previously now shows up in the list. If you need to modify the payment information, you may do so from here. In addition, you may also cancel your subscription from here. Now that we have a billing subscription in place, in the next section, we will add another user to your account.



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INVITING AND ADDING USERS

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From the MyIntelliTrack application homepage, click the “Users” option in the menu bar directly below the navigation bar to begin inviting and adding a new user.

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On the MyIntelliTrack Users homepage, from the previous section, we now see the “Subscribe” button has disappeared. Now we may invite a user. To invite a user to use your account, you need his/her email address and select whether to allow he/she to modify trip data after the fact and whether to allow he/she to manually add trip data on the MyIntelliTrack web application. Once you have entered this information, click the “Submit” button to invite the new user.

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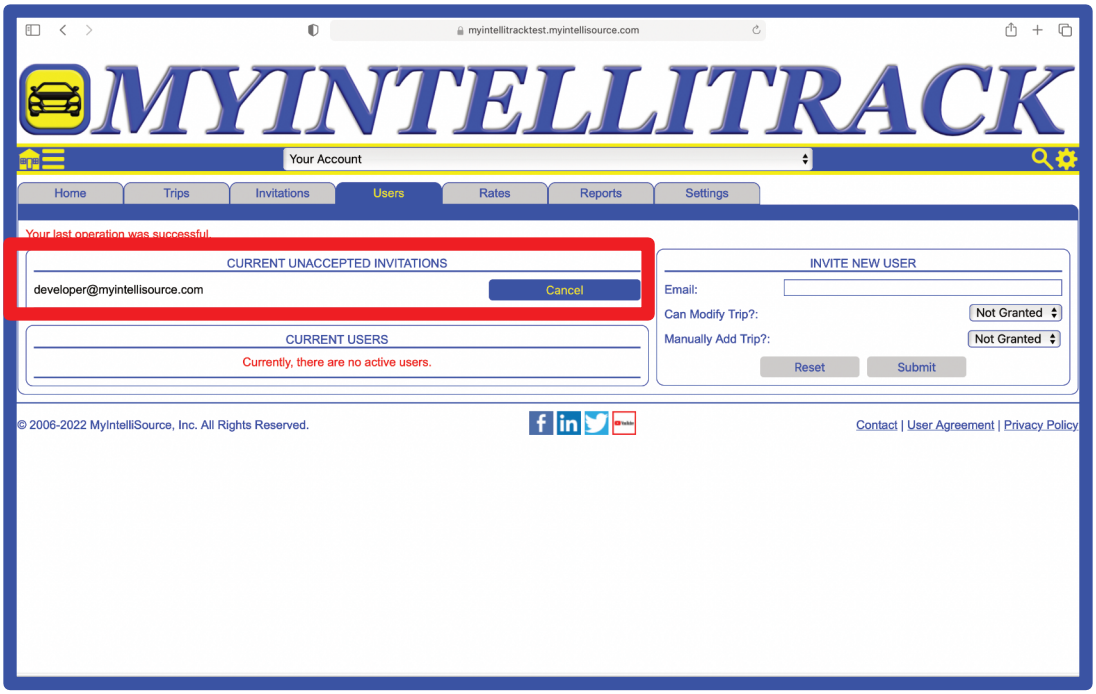
After click “Submit”, you will see the invitee listed in the section labelled “Current Unaccepted Invitations”. Your subscription will not be updated until the invitee accepts your invitation and either logs in or registers with MyIntelliSource. That ends our demonstration of getting up and running quickly with MyIntelliTrack Web. Thank you for the opportunity to serve you.



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CONTACT INFORMATION

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