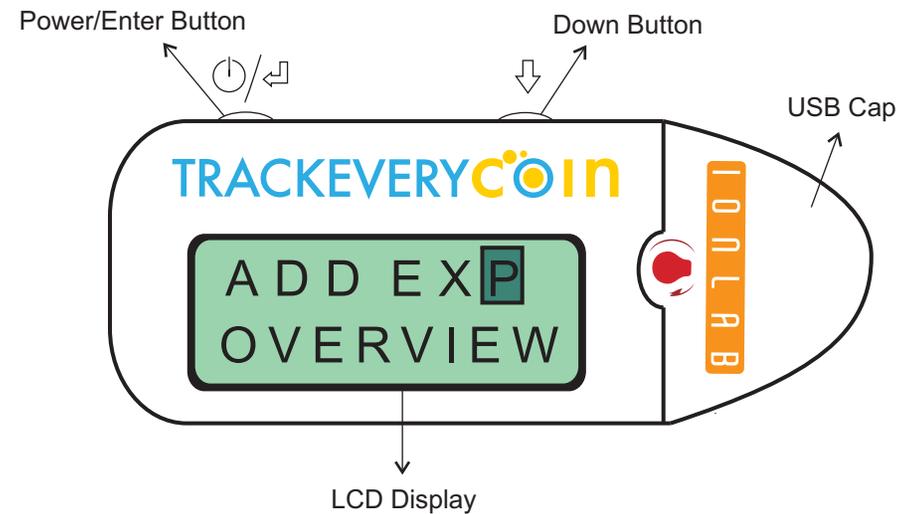


## User Manual

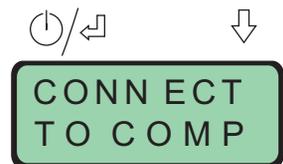


### 1. Power ON/OFF:

To power on the device press and hold  button until the display turns ON.

To power off the device press and hold  button until the display turns OFF. The device has an auto power off after 30 seconds.

First time when the device is powered on or when the battery is replaced, it displays "CONNECT TO COMP" for a few seconds. This means that the user needs to synchronize the device with the computer to set the device clock (refer section 10).



### 2. Enter expenditure:

After power ON the cursor is on "ADD EXP". Now press .



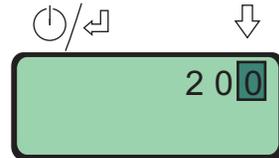
Select the expenditure type by using ↓ and press ↵. Refer section 6 for different types of expenditure.



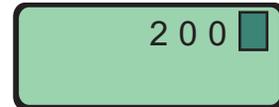
It now displays the corresponding budget balance for a few seconds and automatically goes to the next screen.



Use ↓ to increment numbers, press ↵ to move to the next digit.



Press ↵ again to store the number and move to the category screen.



Use ↓ to scroll through the categories. Press ↵ on a category to select it.



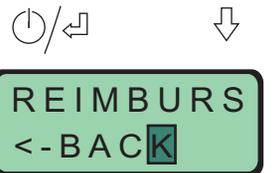
### 3. Back space:

While entering a number, if you have entered a wrong digit, press and hold ↓ to delete the entry.

### 4. Previous menu:

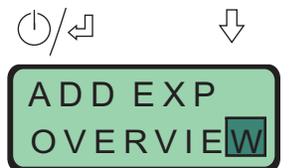
From any menu scroll down to “BACK” using the ↓ and press ↵ to go to the previous menu.

From any menu you can also press and hold ↓ to go back to the top menu.



### 5. Expenditure History:

Scroll to “OVERVIEW” and press ↵



Select the expenditure type by using ↓ and press ↵. Refer section 6 for different types of expenditure.



Press ↵ to see the history of the selected expenditure type.



Use ↓ to scroll through history, or press ↵ to come out of history.



You can also see your monthly total “MON TOT”, budget for the month “BUDGET” and balance budget “BALANCE” in the same menu.

## 6. Different types of expenditure:

Regular	Regular expenditure type is used for day to day expense tracking.
Events	A group of expenses that are not monthly (Regular) is considered an event. Events are of two types, An individual event Ex: Birthday party at home. Or a shared event, Ex: Goa trip with 5 people.
Shared	Bills can easily be split with others. You can mark an expenditure as shared and define the shared value on the website.
Reimbursement	Company reimbursements can be easily tracked. All reimbursements are stored separately. Reimbursements are not counted as regular expenditure.

## 7. Events:

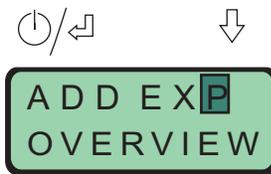
A group of expenditure is called as an Event. There are two types of events

1. Individual event (Eg: Birthday party at home)
2. A Shared event (Eg: 5 friends going on a trip).

A new event should be created on the website ([www.trackeverycoin.com](http://www.trackeverycoin.com)). On synchronizing the device (refer section: 10) events get copied to the device.

## 7a. Add expense to an event:

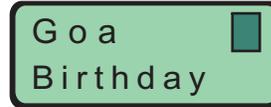
After power ON the cursor is on “ADD EXP”, press the ↵ .



Scroll down using ↓ to “EVENTS” and press ↵ .



Now select the event that was created on the website. Consider a shared event Goa.



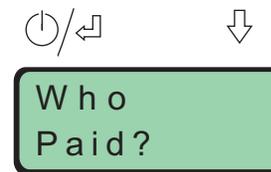
Enter the expense as mentioned in section: 2 and press ↵ when done.



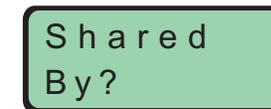
Select the category and press ↵



The system asks for “Who Paid?” Scroll using ↓, select the person and press ↵ .



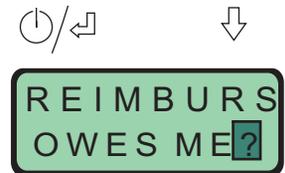
The system asks with whom is the expenditure “Shared by?”. Select “ALL” and press ↵, if the expenditure is shared among all. Else scroll down using ↓ and select people using ↵. Once all selection is done, scroll to the bottom and select “DONE?” using ↵.



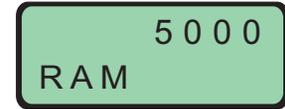
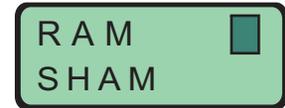
In case of an individual event the expense is stored after the category of the event is selected.

## 8. Owes me:

Under “OVERVIEW” you can scroll down using ↓ and select “OWES ME?” to see list of people who owes you money.

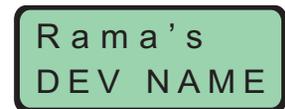
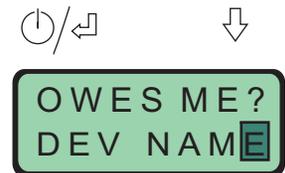


When you enter a “Shared” expenditure, and define the shared amount on the website, the list shows people who owe you money. Select the name using ↵ to see the shared amount. Press any key to go to the previous menu.



## 9. Device Name

After the first time synchronization (refer: 10) you can recognize your device by going into “OVERVIEW” and scroll down to “DEV NAME”. This shows the name of your device.



## 10. Synchronize data to the website:

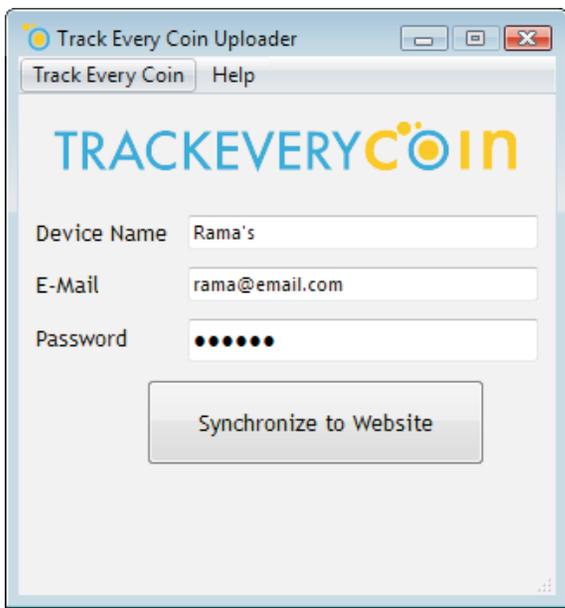
Track Every Coin up-loader helps you upload your data from the device to your account on the website.

First step is to sign up for a new account on the website: [www.trackeverycoin.com](http://www.trackeverycoin.com)

After you have signed-in to you account, you can download and install the Track Every Coin up-loader.

Now connect your device to the USB port and start the Track Every Coin up-loader software.

Enter a new device name (used to recognize your device) and enter your website login details.



Now click on “Synchronize to Website” button. The software will logon to your account and register your hardware.

Once the device is registered your “Device Name” and “Email address” is stored on the hardware. For future synchronization you can connect the device, start the application, enter just the password and click on “Synchronize to Website”.



A Product of:

