



ELECTRACKA

www.electracka.com

USER MANUAL

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About Electracka

This is an online system that gives users the ability to create an account and register their electronic devices using their serial number. It also allows companies to create an electronics asset register account.

After the devices are registered, you can do a number of activities with them including: advertising them for sell, sharing your device, transferring the ownership of your device to another user and most importantly mark a device as stolen.

When you lose your device and mark it as stolen, an email notification will be sent to you if another user attempts to register this device under his/her account and when the device is searched at any institutions exit point.

Therefore, the system also allows institutions to create an account that they can use to search users' devices, check in and checkout visitors and view a visitor's log.

The main aim of the system is achieving a significant reduction or even elimination on property crime majorly on electronic devices by:

- Restricting the free use and exit of a stolen device from any institution that is using this system.
- Ensure that no user of the system buys and uses a stolen electronic device unknowingly.
- Provide easy retrieval of important information such as the serial number, which is often required by the police on reporting a stolen electronic device.

Advantages of using Electracka

- Absolutely free of charge.
- Provides information on your total inventory value of your electronic devices and other relevant reports.
- Allows you to register an electronic device and do a number of activities on it such as: advertise it, share it, transfer it to another user, and mark it as stolen.
- Provide email notifications on devices marked as stolen in case they are searched in any institution or if another user attempts to register it under his/her account.
- Produces an alarm warning to the security personnel at an exit point if they search a device that has been marked as stolen.

Getting Started

Welcome to Electracka! Let's get you started on using this innovative system whose main objective is to eliminate property crime on our electronic devices.

We will start by defining who a user is, discuss how to create an account and confirm it from your email address, how to login, tips on uploading your profile passport photo and finally, I will explain how you can edit your profile information.

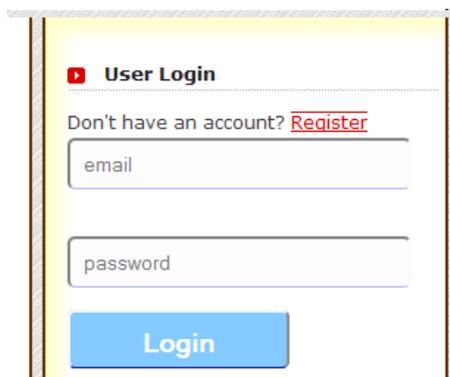
Defining a User

A user is any person who uses this system to register their electronic devices and do a number of activities with them. A user will have a user account and will be identified by a unique username, email address and national identification number.

A user will have to be an adult aged 18 Years and above and, has acquired a National Identification Card.

Creating an Account

1. Go to www.electracka.com
2. On the right hand side where you see a login form, click on the 'Register' link as shown below.



The image shows a screenshot of a web form titled "User Login". At the top left of the form is a red play button icon followed by the text "User Login". Below the title, there is a link that says "Don't have an account? Register". Underneath this link are two input fields: the first is labeled "email" and the second is labeled "password". At the bottom of the form is a blue button with the text "Login" in white.

3. Provide your first and last names as they appear on your National Identification Card, a username, a location, a National Identification Number, a date of birth, gender, an email address and a phone number. Finally, create a password, which will be easy for you to remember but difficult for another person to guess. Enter the capture

code to prove you are human, check the 'agree with our terms and conditions' check box and click on the register button.

Register here, its fast and free.

Firstname:

Lastname:

Username:

Location:

National ID:

DOB:

Gender: Male Female

Email:

Contacts:

Password:

4. Electracka will send you a confirmation email to the email address you provided.

Register here, its fast and free.

Hi Kelvin, your account has been created.
Go to your email to confirm your account.
Note: Be sure to check in your spam/junk folder if you miss it in your inbox folder.

You will be able to do the following with your account

- ▶ Register an electronic device.
- ▶ Mark a registered device as stolen if your loose it.

Note: When you mark a device as stolen, you will get an email notification if:

1. ▶ Your device is searched in any institution/building exit point with our gate module.
2. ▶ Another user attempts to register your stolen device under his/her account.

- ▶ Advertise your device for sell.
- ▶ Share your device with another user of the system, that is, either a friend or relative.
- ▶ Get account notifications on the movement of your device with people you have shared your device with.
- ▶ Transfer the ownership of your device to another user of the system.
- ▶ Download a pdf report of devices you have registered with the system.
- ▶ And much more...enjoy the experience.

Account Confirmation from Email

1. Log in into your email account that you used in creating the Electracka user account.
2. Find the Electracka email from your inbox or spam folder and click on the 'Confirm Account' link.
3. Once your account is confirmed, you are now ready to login and make use of Electracka services.

Kindly confirm your **electracka** account by clicking on the link below.

Click this link: [Confirm Account](#)

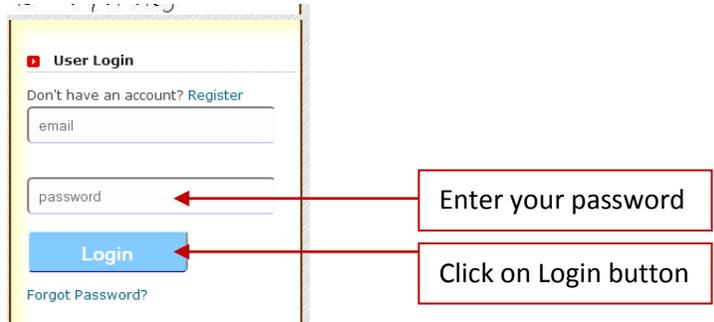
Click here

Thank you.

By: [Electracka Accounts Team](#).

Login

1. Provide your email address and password, and then click on the 'Login' button.



The image shows a 'User Login' form with the following elements: a title 'User Login', a link 'Don't have an account? Register', an 'email' input field, a 'password' input field, a blue 'Login' button, and a 'Forgot Password?' link. Red arrows point from text boxes to the password field and the Login button.

Enter your password

Click on Login button

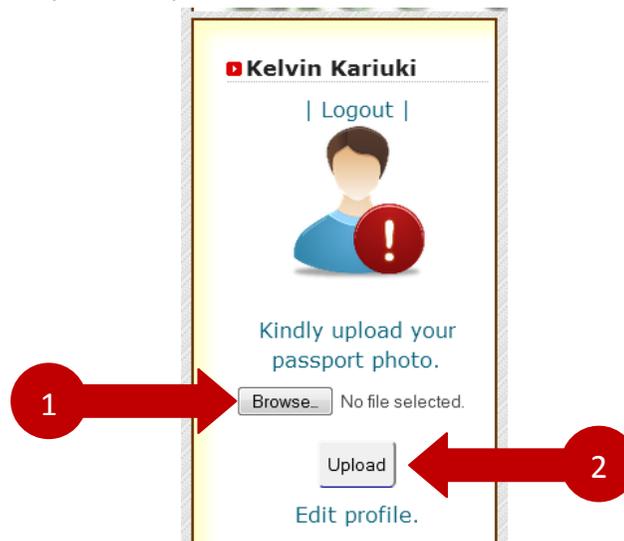
2. If the login is successful, you will be redirected to your home page.
3. If you have forgotten your password, click on the 'Forgot Password' link just below the Login button.

Uploading your Passport Photo

1. You have to upload a recent passport sized photograph of you. Once you are logged in, you will see the Electracka default image.



2. Click on the 'browse' button, just below the default image, to select your passport photo and when you are done, click on the 'upload' button to upload the photo.

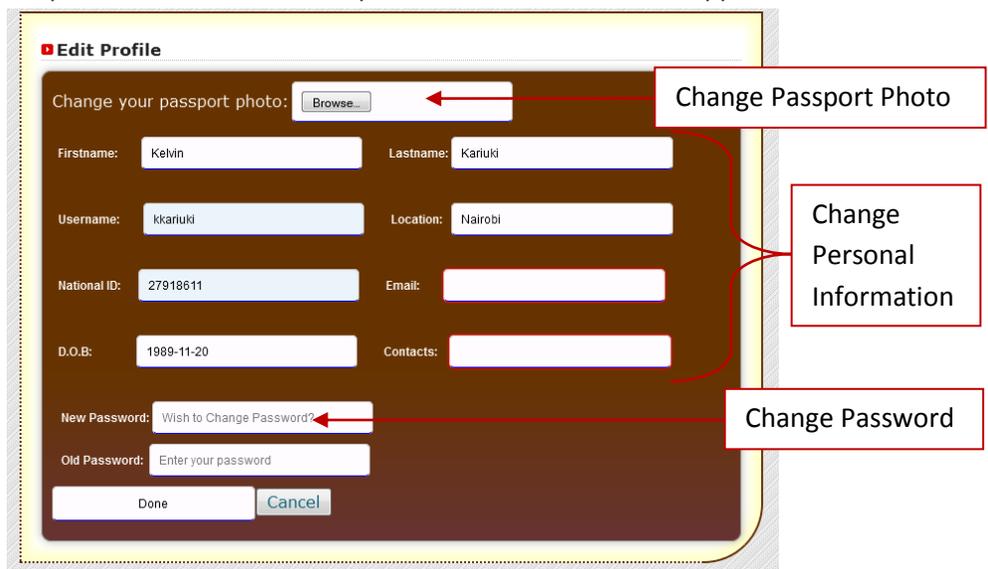


Editing your Profile

1. Click on the 'Edit Profile' link just below your passport photo.



2. Change the information that you wish to, including your passport photo, personal information and password, on the form that appears.



The image shows a screenshot of the "Edit Profile" form. The form has a dark brown background and contains the following fields:

- Change your passport photo: (with a red arrow pointing to it from the right, labeled "Change Passport Photo")
- Firstname: Lastname:
- Username: Location:
- National ID: Email:
- D.O.B: Contacts:
- New Password: (with a red arrow pointing to it from the right, labeled "Change Password")
- Old Password:

At the bottom of the form are two buttons: "Done" and "Cancel". A red bracket on the right side of the form groups the "Firstname", "Lastname", "Username", "Location", "National ID", "Email", "D.O.B", and "Contacts" fields, with a callout box labeled "Change Personal Information".

3. To complete editing your profile, enter your password and click on the 'Done' button.

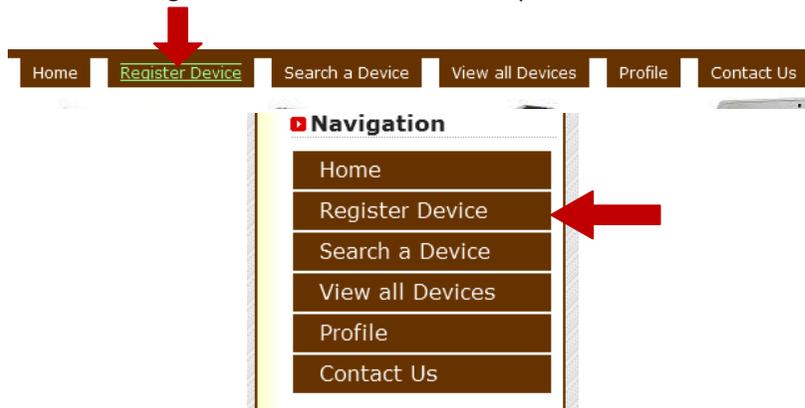
Log Out

1. Click on the 'Log out' link above your passport photo.

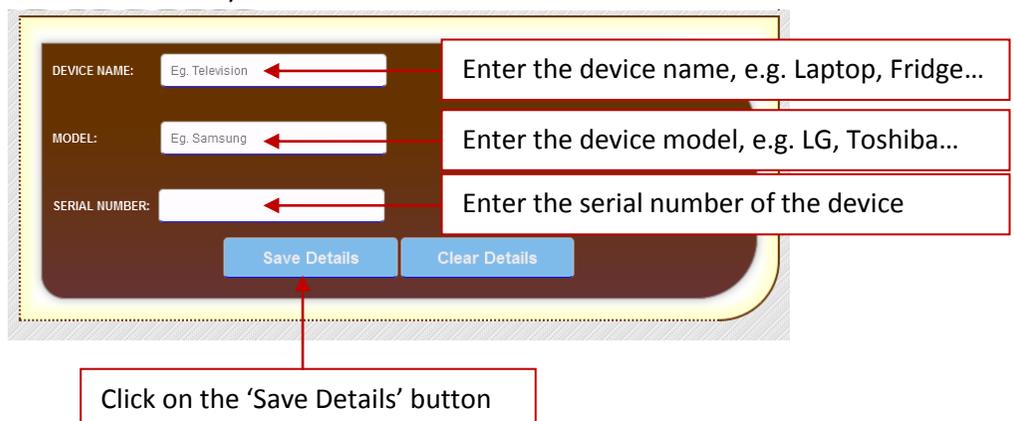


Registering a Device

1. Click on the 'Register Device' link from the top menu or the side menu.

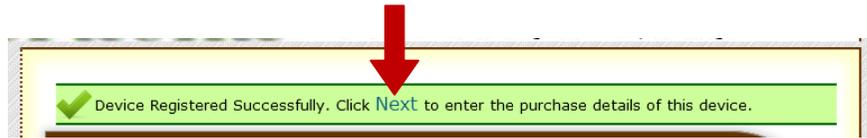


2. Enter the device details on the form that appears and click on the 'Save Details' button when you are done.



A device registration form with a dark brown background and white text. It has three input fields: "DEVICE NAME:" with a placeholder "Eg. Television", "MODEL:" with a placeholder "Eg. Samsung", and "SERIAL NUMBER:". Below the fields are two buttons: "Save Details" and "Clear Details". Red arrows point from text boxes to each input field and the "Save Details" button. The text boxes contain instructions: "Enter the device name, e.g. Laptop, Fridge...", "Enter the device model, e.g. LG, Toshiba...", and "Enter the serial number of the device". A separate text box at the bottom says "Click on the 'Save Details' button".

3. Click on the 'Next' link to enter the purchase details and upload a photo of the devices.



Searching for a Registered Device

1. Click on the 'Search a Device' Link.



2. Click on the search criteria you want to use.



3. Enter a search term on the text box and click on the 'Display Details' button.



Search Device by Name

ENTER NAME

Display Details



Search Device by Name

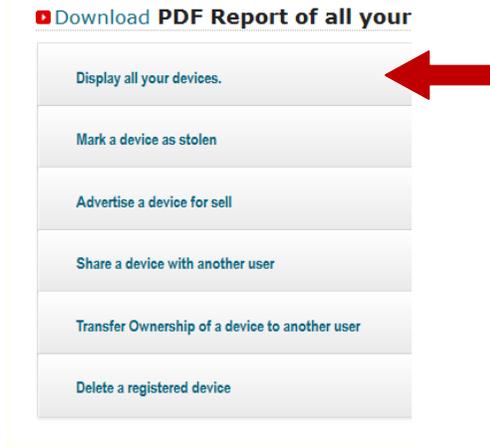
Your Device						
Device Name	Device Model	Serial Number	Share	Advertise	Mark As	Sell
Laptop	Dell	HGYUKJHKJNVGHTUI	Share	Advertise	Stolen?	Sell
Laptop	Acer	LXRJW020071173A5DE16	Share	Advertise	Stolen?	Sell

Updating Device Details

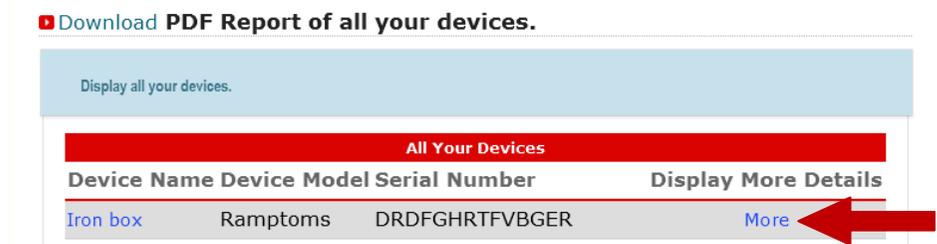
1. Click on the 'View all Devices' link.



2. Click on the 'Display all your devices' tab.



3. Click on the 'more' link of the device whose details you want to update.



4. Upload a photo of the device and enter its purchase information.

Device Details

Basic Information		
Device Name	Device Model	Serial Number
Monitor	Lg	SALILIJSELIKE

Upload Device Photo

Update Purchase Information

Supplier Name:

Supplier Contact:

Purchase Date:

Warranty Expiration Date:

Price:

Sharing Information (0)

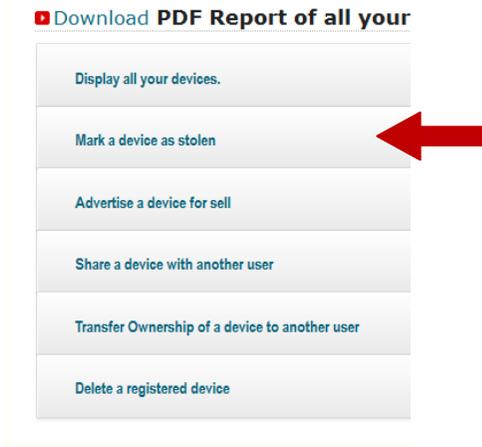
You have not shared this device.

Marking a Device as Stolen

1. Click on the 'View all Devices' link.



2. Click on the 'Mark a Device as Stolen' tab.



3. Click on the 'Stolen?' link of the device you want to mark as stolen, and then click Ok to confirm.

Monitor	Lg	SALILIJSELIKE	Stolen?
Iron box	Philips	SDLICDSLEIILJLJK	Stolen?



4. Give a short description of how you lost the device. Select an exit point (Optional – the security personnel at the exit point you select will get a notification of this incident), enter the police station details where you reported the incident (Optional – you can update this information later), and then click on the ‘Mark as stolen’ button.

The screenshot shows a form titled "Device Details" with the following fields and options:

- Name:** Monitor
- Model:** Lg
- Serial No.:** SALILIJSELIKE
- Enter user id no:** (text input field)
- Give some comment on the incident:** (text area with placeholder "Enter a comment")
- Notify Security at the exit gate (Optional):** (dropdown menu)
- Fill this out if you have reported the incident to the police:** (grouped section with three input fields):
 - Police Station Name:** Don't have? You can Update later.
 - Police Station Mobile No.:** Don't have? You can Update later.
 - Police Report OB Number:** Don't have? You can Update later.
- Buttons:** "Mark as stolen." and "Cancel"

✔ Device has been marked as stolen. A notification will be sent to you if the device is searched in any institution gate or if someone tries to register it on his/her account.

Updating Police Station Information

1. Click on the device name link of the device under the ‘Mark as Stolen’ tab.

Monitor	Lg	SALILIJSELIKE	Found?
Iron box	Philips	SDLICDSLEILIJLJK	Stolen?

2. Enter the police station details on the form that appears.

Device Details

Name: Monitor
Model: Lg
Serial No.: SALIJIJSELIKE
Stolen time: Thursday 15th of May 2014 03:55:23 PM
Comment: Stolen from my room, EG32, as I had gone for lunch.

Update police station report details

Police Station Name:
Police Station Mobile No.:
Police Report OB Number:

Device marked as stolen.

Stolen Devices.			
Device Name	Device Model	Serial Number	Mark as found
Monitor	Lg	SALIJIJSELIKE	Found?

Unmarking a device as stolen

1. On the 'Mark a Device Stolen' tab, click on the 'Found?' link of the device you want to unmark as stolen.

Monitor	Lg	SALIJIJSELIKE	Found?
Iron box	Philips	SDLICDSLEIILJIJLK	Stolen?

2. Confirm the action by clicking on the 'OK' button.

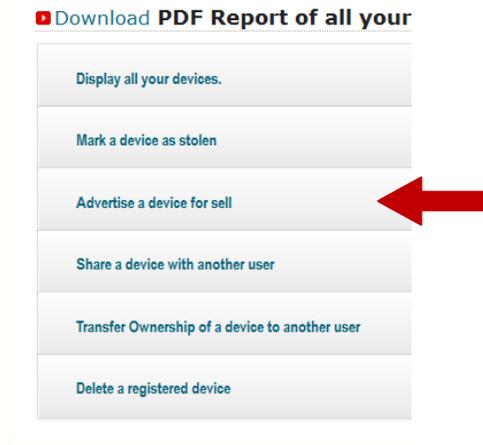
Are you sure the device has been found? You are going to loose all the notifications on this device. Click on OK to proceed or Cancel to stop the process.

Advertising a device for sell

1. Click on the 'View all Devices' link.



2. Click on the 'Advertise a device for sell' tab.



3. Click on the 'Advertise' link of the device you want to advertise.

Monitor	Lg	SALILJSELIKE	Advertise
Iron box	Philips	SDLICDSLEILJLIJLK	Advertise

4. Click Ok to confirm the action.



5. Provide the advertisement title, a description, your current location and a price, and then click on the 'Post Ad' button.

Device Details

Name: Iron box
Model: Philips
Serial No.: SDLICDSLEILJLJLK

Advertisement title:

Advertisement Description:
Like: Only six months old and in Proper working condi

Your Current Location:
Type your current town or county

Price:

The image shows a form titled 'Device Details' with several input fields and two buttons. Five red arrows, numbered 1 through 5, point to the following elements: 1. The 'Advertisement title' input field. 2. The 'Advertisement Description' input field. 3. The 'Your Current Location' input field. 4. The 'Price' input field. 5. The 'POST AD' button.

Viewing your advertised device(s)

1. Click on the 'View all Devices' link.



2. Click on the 'Advertise a device for sell' tab.



3. Click on the 'View advertised devices' link.



Deleting an advertisement

1. Click on the 'View all Devices' link.



2. Click on the 'Advertise a device for sell' tab.



3. Click on the 'View advertised devices' link.



4. Click on the 'Delete advertisement' link



Sharing a device

Note: The individual you want to share the device with must have an account in the system.

1. Click on the 'View all Devices' link.



2. Click on the 'Share a device with another user' tab.

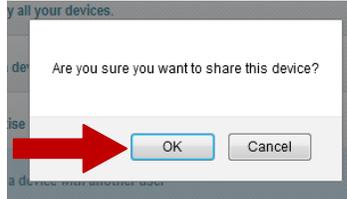


3. Click on the 'Share' link of the device you want to share.

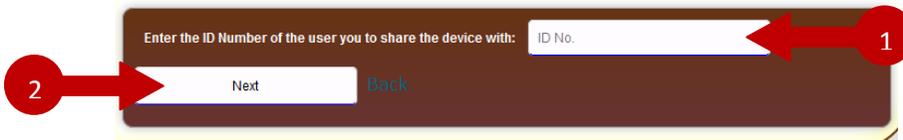
Monitor	Lg	SALILIJSELIKE	Share
Iron box	Philips	SDLICDSLEILIJLJK	Share



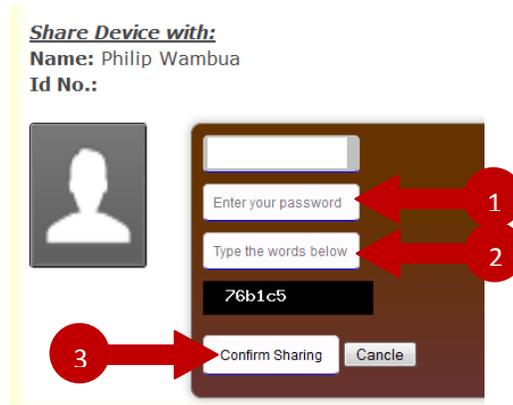
4. Click Ok to confirm the action.



5. Enter the National Identification number of the user you want to share the device with, and then click on the 'Next' button.



6. Confirm the details of the individual that appear are right, then enter your password and capture code and click on the 'Confirm Sharing' button.



Un-sharing a shared device

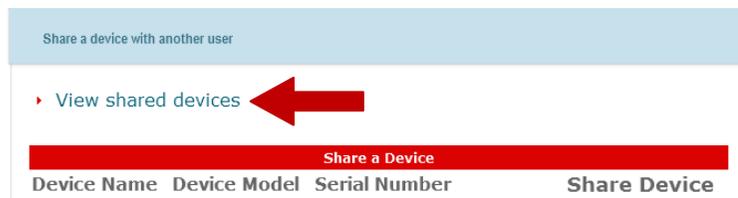
1. Click on the 'View all Devices' link.



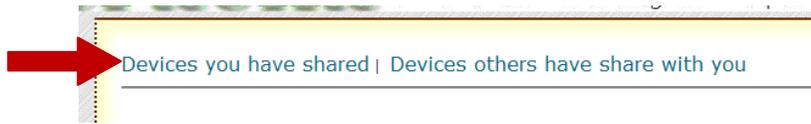
2. Click on the 'Share a device with another user' tab.



3. Click on the 'View shared devices' link.



4. Click on the 'Devices you have shared' link.



5. Click on the 'Unshare' link of the device you want to stop sharing with that individual.

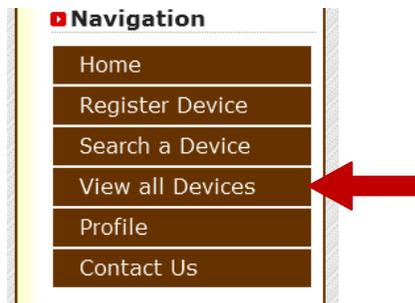


6. Confirm the action by clicking on the 'Ok' button.



Transfer the Ownership of a device

1. Click on the 'View all Devices' link.



2. Click on the 'Transfer Ownership of a device to another user' tab.



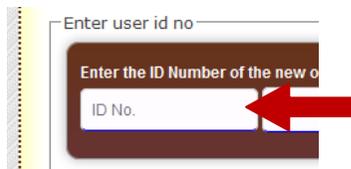
3. Click on the 'Transfer' link of the device.



4. Click Ok to confirm the action.



5. Enter the National Identification number of the individual you want to transfer the ownership of the device to, and then click 'Next'.



6. Confirm the details of the individual, provide your password and a capture code and click on the 'Confirm Transfer' button to complete the transfer process.

Deleting a registered device

1. Click on the 'View all Devices' link.



2. Click on the 'Delete a Registered device' tab.



3. Click on the delete icon of the device.



4. Click Ok to proceed with the deleting process.



5. Provide your password and a capture code, and then click on the 'Delete Device' button.

Device Details - confirm delete

Name: Monitor
Model: Lg
Serial No.: SALIJIJSELIKE

Enter your password 1

Type the words below 2

dcc509

Delete Device 3 Cancel