

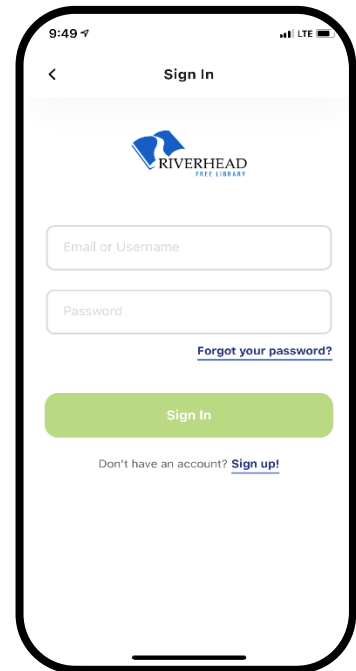
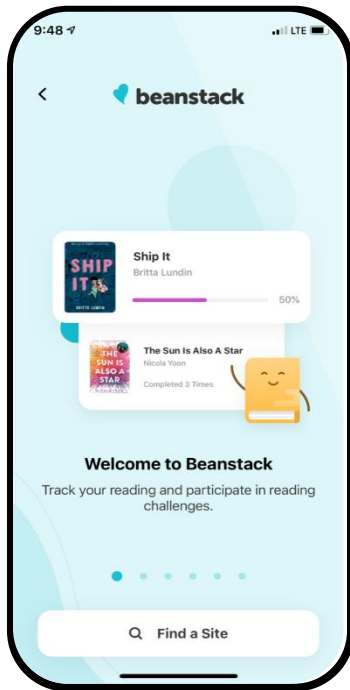


# The Beanstack Tracker Reading App: Logging Minutes, Books, and

## To Get Started:

Login to your Beanstack account on the app.

1. Start by clicking on “Find a Site”
2. Type in “Riverhead Free Library”
3. Use your existing username and password to login.



4. Once you are logged in, you will see the “log” screen. This screen shows all of the items that you have logged to your Beanstack account.

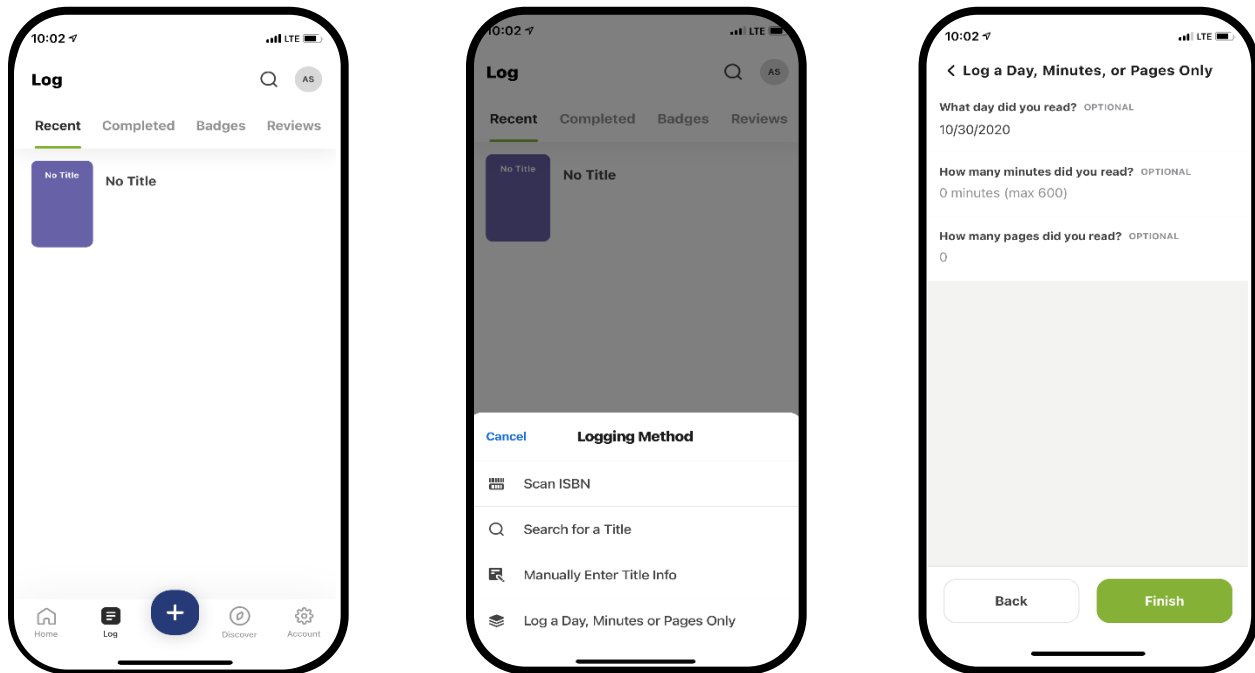
## There are a few different options for logging your books and minutes:

### To Log Minutes: Option 1

1. Start by clicking on the plus sign at the bottom of the page.
2. To log only the minutes, but not the book information, click on “Log a Day, Minutes, or Pages Only”
3. Fill out the next page.

\*Please Note: When logging minutes the question “How many minutes did you read?” MUST be answered. Otherwise nothing will be added.

4. Click “Finish”

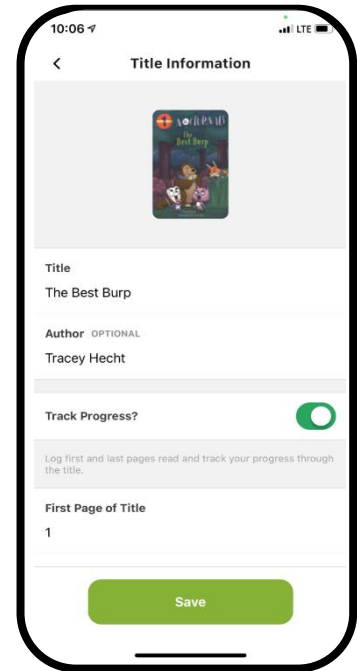
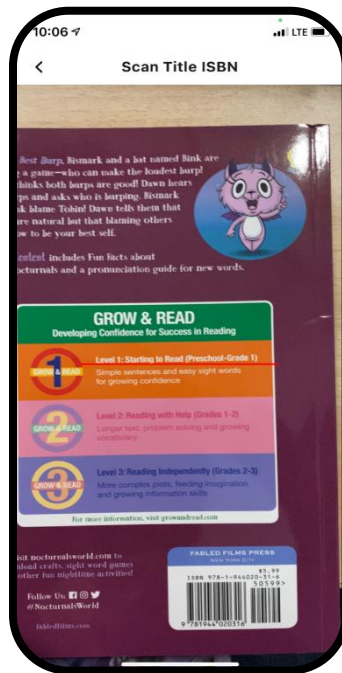
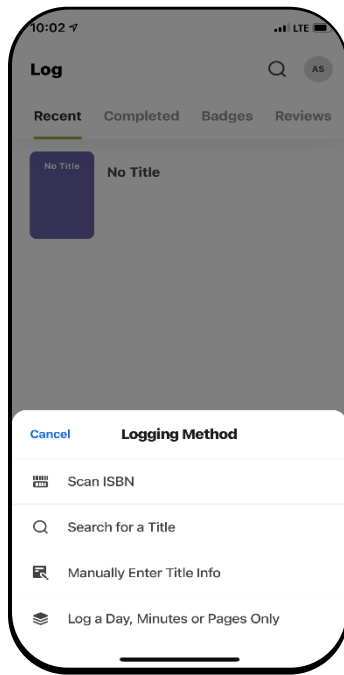


5. You will see a green confirmation banner letting you know that your reading has been logged

### To Log Books: Option 2

There are a few options when it comes to logging books. Books can be logged individually as completed books, or books can be logged in stages marking the progress and time spent on each book.

1. Click on the plus sign and choose “Scan Title ISBN” or “Manually Enter Title Info”
2. If you have chosen to scan the title ISBN, a camera screen will load
3. Scan the barcode on the back of the book to automatically load the book information.



4. Click “Save” You will be given three options:

- **“Start a Reading Session”**

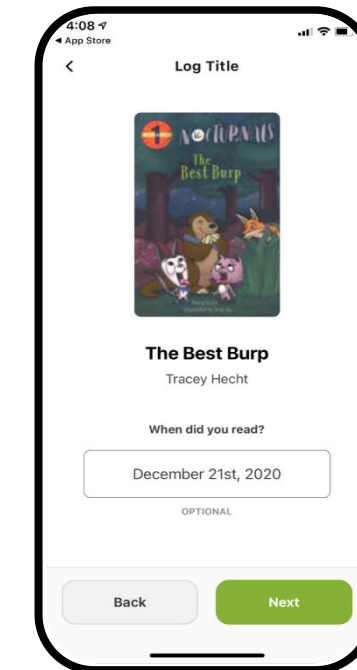
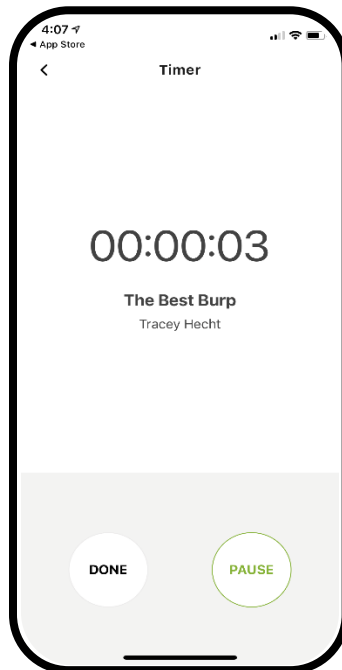
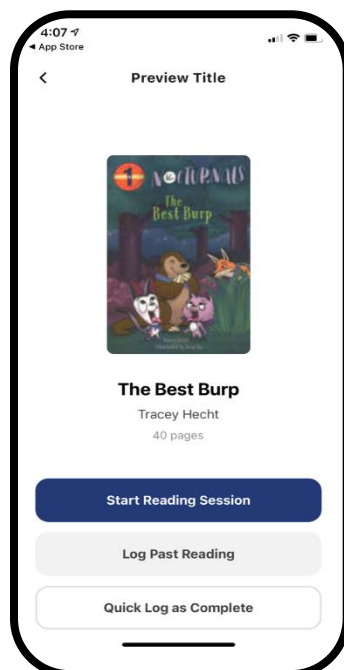
This will start a timer that will then automatically log that time, as minutes, to your account once you hit “Done”

- **“Log Past Reading”**

This gives you the ability to log minutes that have already happened

- **“Quick Log as Complete”**

This logs the completed book to your account.



## To Log Activity

1. Click on the “Activity” button located next to the plus sign
2. Select the activity track you wish to log to
3. Click the boxes next to the activities that you have completed

