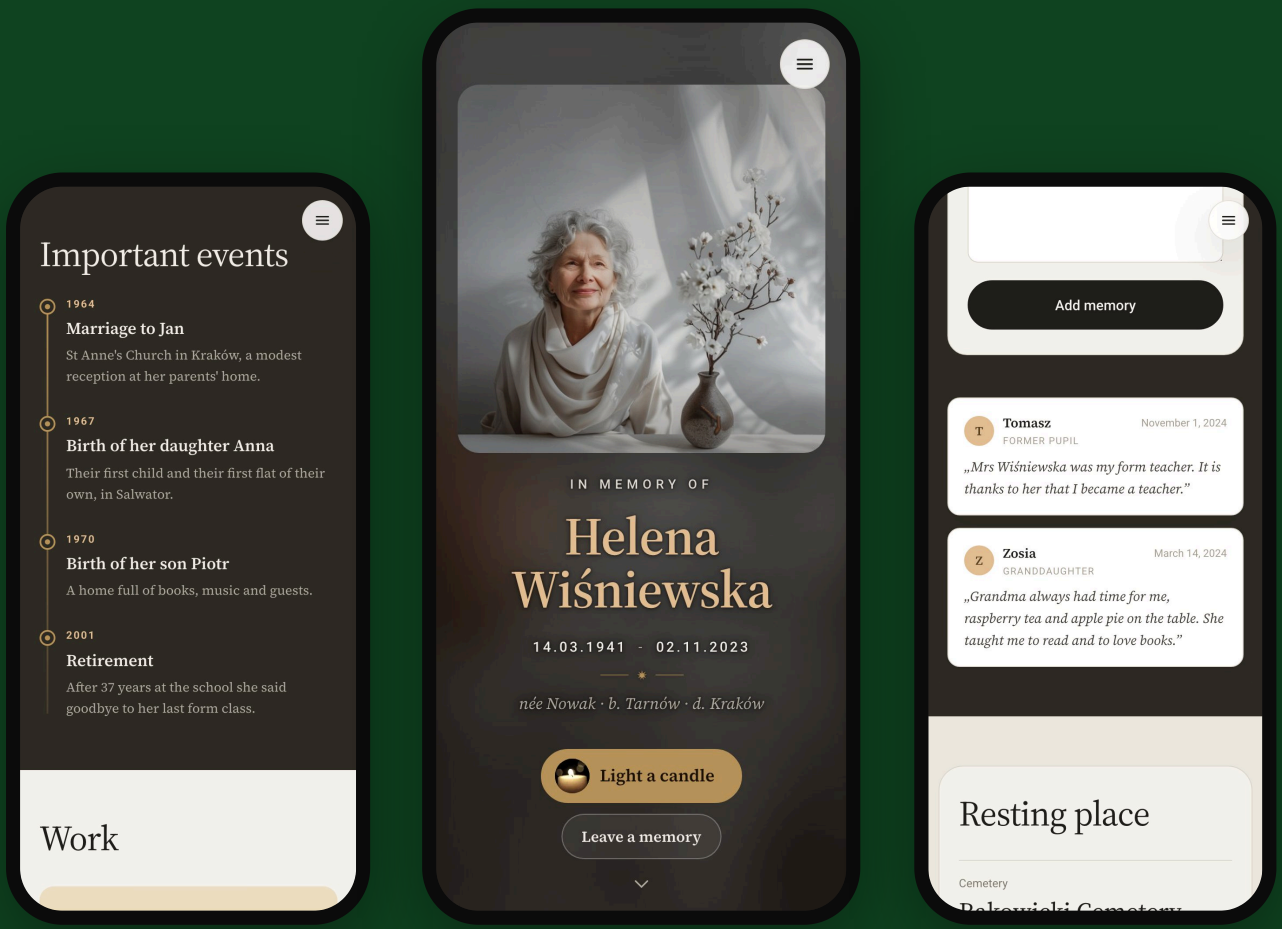
TakŻyli

STEP-BY-STEP GUIDE

How to create a Digital Biography

From the code on the QR Plaque to a finished biography that your loved ones open on their phones, at the grave and at home.



A Digital Biography in 6 steps

A Digital Biography is a memorial page for someone close to you: photos, key events, family, the resting place and memories from loved ones. The code on the QR Plaque at the grave leads to it.

1
Activate the code
or create an account

2
Open the dashboard
your biographies

3
About the person
photo, dates, description

4
Chapters
the story of a life

5
Notifications
anniversaries for loved ones

6
Share
link and QR code

Prepare in advance

- ✓ **A portrait photo** as a JPG or PNG file (up to 7 MB).
- ✓ **Dates and places** of birth and passing. What you know is enough.
- ✓ **A few sentences about their life** and the key events: school, work, family, passions.
- ✓ **Photos** for the gallery and the chapters.
- ✓ **Loved ones' email addresses**, so we can remind them of anniversaries.

How to start

A **I have a QR Plaque with a code**
The code is on the card that comes with the QR Plaque, or the funeral home gives it to you. Activate it at **takzyli.pl/aktywacja-profilu**.

B **I'm buying on takzyli.pl**
After payment you get an email with a link to set your password. The biography is waiting in the dashboard, and we ship the QR Plaque within 2 working days.

C **I'm starting with a Free account**
Create it at **takzyli.pl/rejestracja**. You can extend it at any time.

	Free account	Extended account
Photos and video	Profile photo + 4 gallery photos	200 MB for photos and video, more can be added
Description	Max. 250 characters	Unlimited characters
Chapters	Photo gallery only	Any number of chapters with your own titles
Privacy	Public	Public, protected with a PIN code, or private
Life story (AI)	Not included	Up to 10 versions per biography
Family profile	Not included	Several biographies under one QR Plaque
QR Plaque	Add-on	Included in the price

For funeral homes

- **Give the family the QR Plaque** together with the activation code card and this guide.
- **The family activates the code themselves** at takzyli.pl/aktywacja-profilu and can enter the name of your funeral home.
- **We can see which codes from your batch have already been activated**, and we can remind the families about them.
- **Would the family rather someone did it for them?** We will prepare the biography: biuro@takzyli.pl, +48 533 769 790.

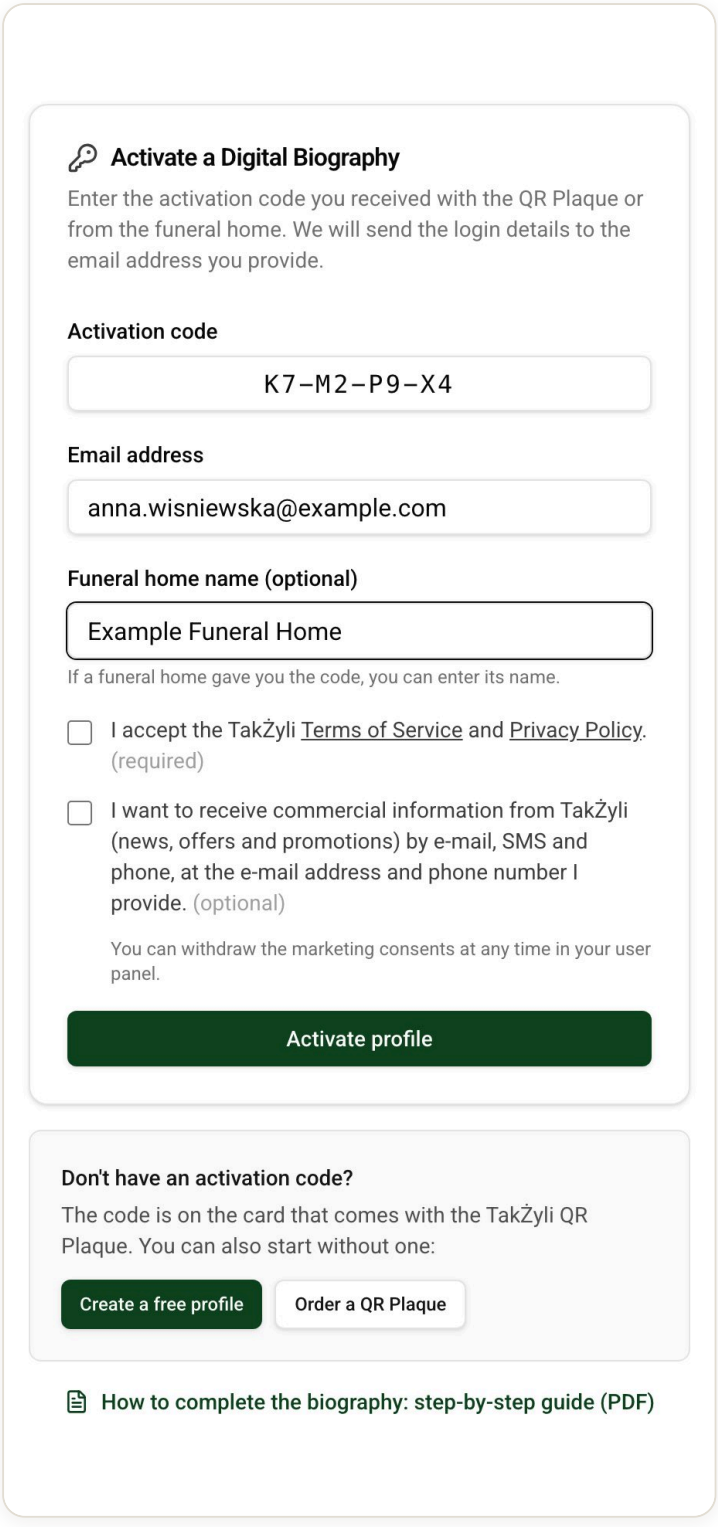
Activate the code from the QR Plaque

The activation code links the QR Plaque to the biography. You enter it only once, and the account is created for you.

1. Go to **takzyli.pl/aktywacja-profilu** or click “Activate a Digital Biography” in the top menu of the site.
2. Enter the **code from the card** that comes with the QR Plaque, and the email address we will create the account for.
3. The **funeral home name** is optional. If a funeral home gave you the code, enter its name.
4. Accept the Terms of Service and click **“Activate profile”**. We will send the login details to the address you gave.

Don’t have a code? On the same page you can create a free account or order a QR Plaque. See the next page.

For funeral homes: give the family the QR Plaque together with the code card. The family activates it themselves, in a few minutes.



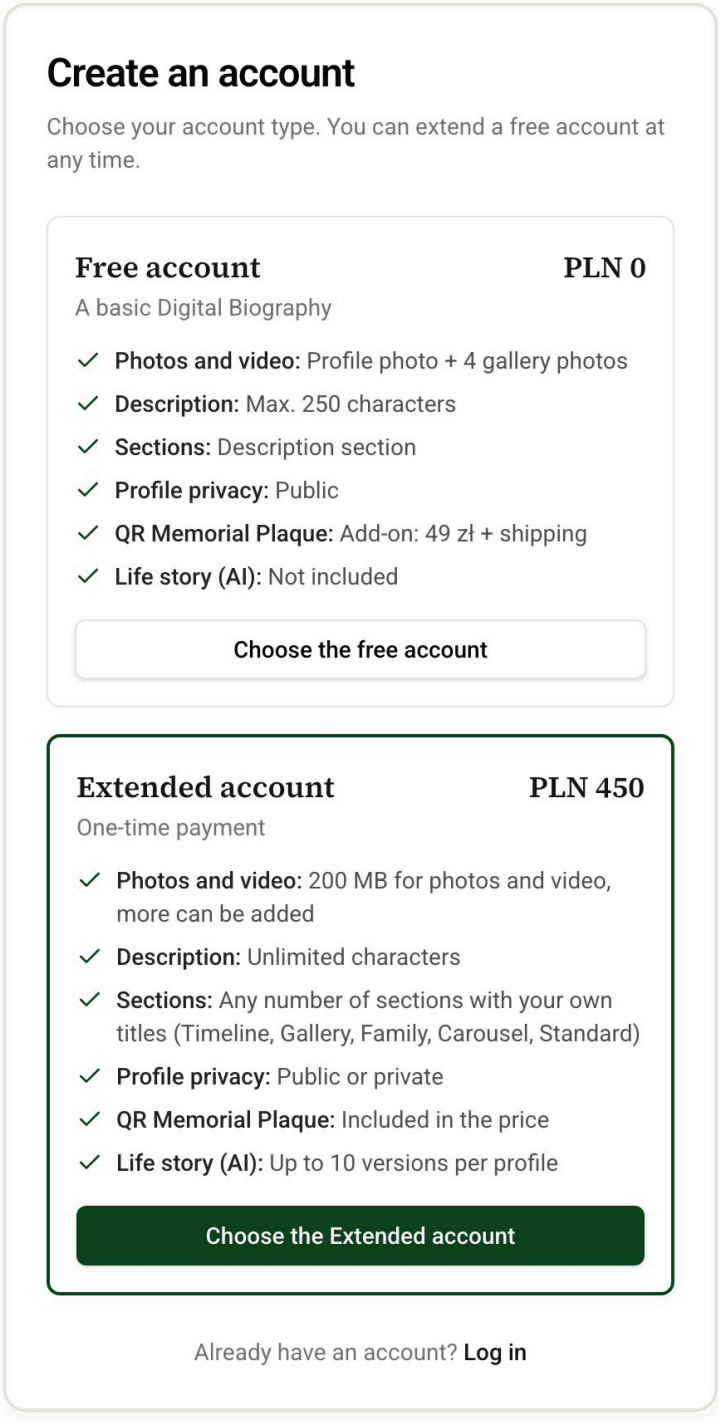
takzyli.pl/aktywacja-profilu

Choose your account type

At takzyli.pl/rejestracja you start by choosing an account. Both ways lead straight to the dashboard.

- **Free account:** enter your first name, last name, email and password. You can create a biography straight away, with a profile photo, a short description and a gallery of up to 4 photos.
- **Extended account:** once your account is created, you go on to payment. The QR Plaque is included, and all your biographies get chapters, films, more space, privacy settings and the Life story.
- If you don't finish paying, you keep a **Free account**. You can extend it later.
- **Extend account** is in the wizard and in the dashboard. The biography you already have keeps its number, address and all its content, and the QR Plaque from your purchase leads to it.

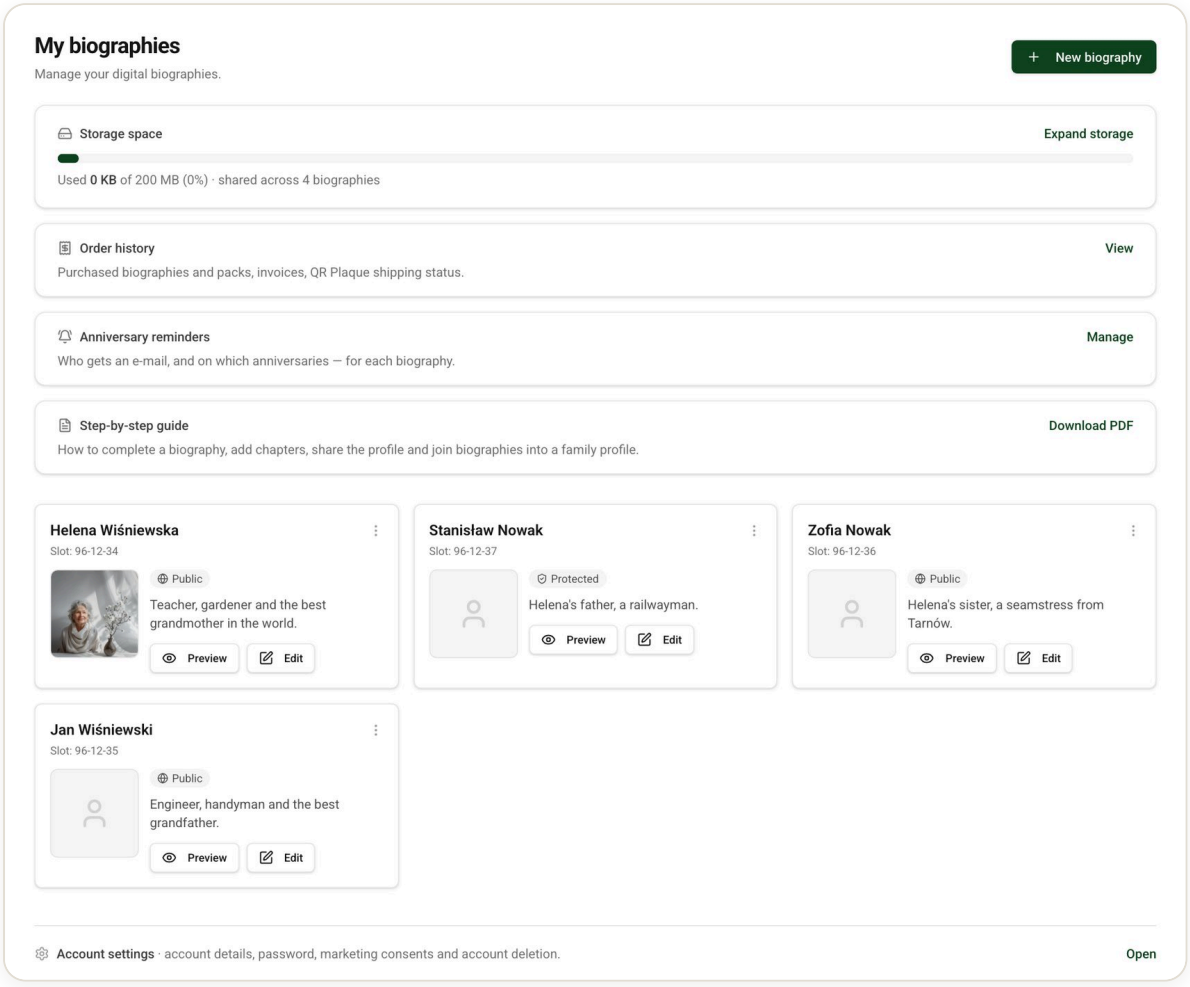
> **One account, many biographies.** The Extended account covers every biography you look after, for example those of both grandparents.



Choosing an account when signing up

Log in and open the dashboard

The dashboard holds all the biographies you look after. From here you go to editing and the preview.



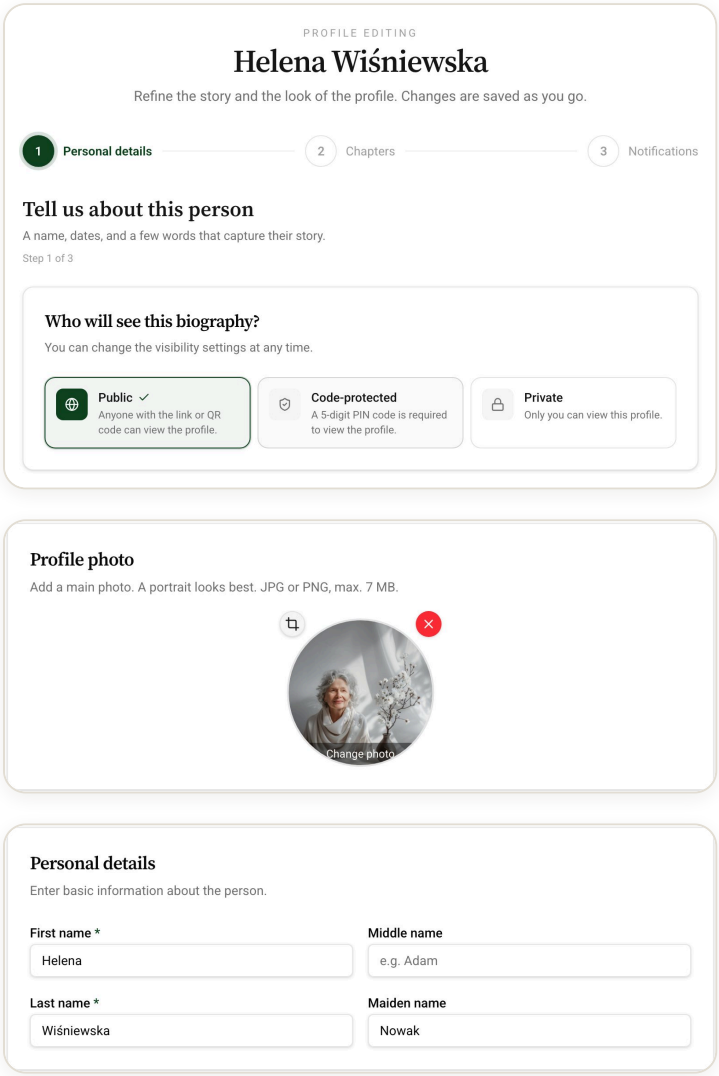
takzyli.pl/en/panel-uzytkownika

- **Edit** opens the biography wizard, **Preview** shows the profile as your loved ones will see it.
- **New biography** adds another Digital Biography, for example for another member of the family.
- **The ⋮ menu** on a biography card: sharing, family profile and deleting the biography.
- **Storage space** shows how much room the photos and recordings take up.
- **Order history:** purchases, invoices and the QR Plaque shipping status.
- **Anniversary reminders** for every biography in one place.
- **Step-by-step guide**: this document, always available to download from the dashboard.
- **Account settings** at the bottom: details, password, marketing consents and account deletion. This is where you change the password from your first email.

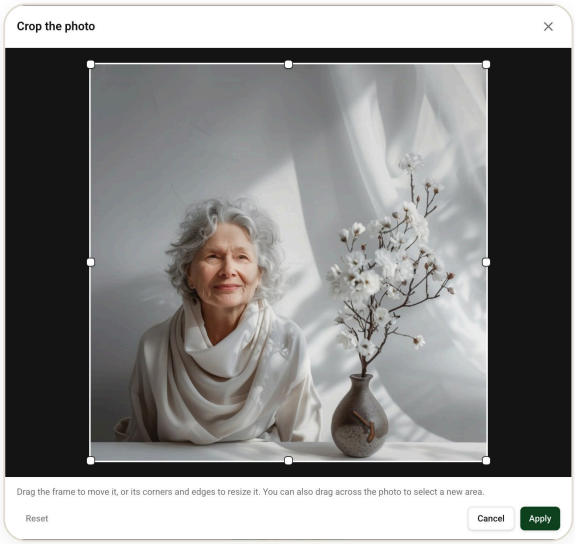
> **From 18 November 2026** you can buy permanent packs of space for photos and films in the dashboard, and order another QR Plaque for a biography from the ⋮ menu, for example to replace a lost one.

Tell us about this person

The wizard has three steps. The first covers the basics: who will see the biography, the photo and the person's details. Changes are saved as you go.



- **Public:** anyone who has the link or scans the QR code can open the profile.
- **Code-protected:** visitors enter a 5-digit PIN code that you give to your loved ones.
- **Private:** only you can see the profile.
- **Profile photo:** click the circle or the "Choose a photo" button and pick a file. A portrait looks best.
- **Cropping:** right after choosing the photo, drag the frame and click "Apply". The crop icon next to the photo lets you adjust the framing later, too.
- **First name and Last name** are the only required fields.

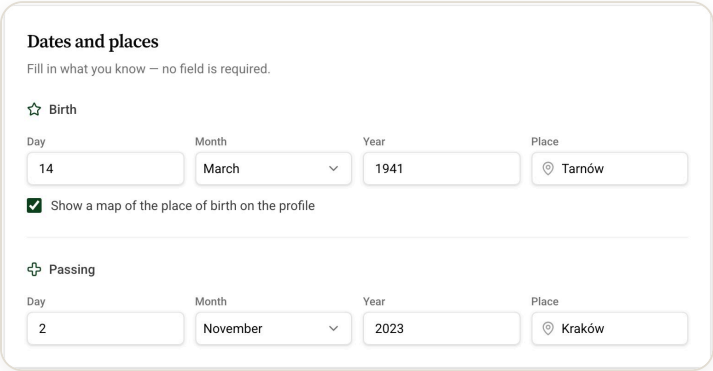


Cropping the photo

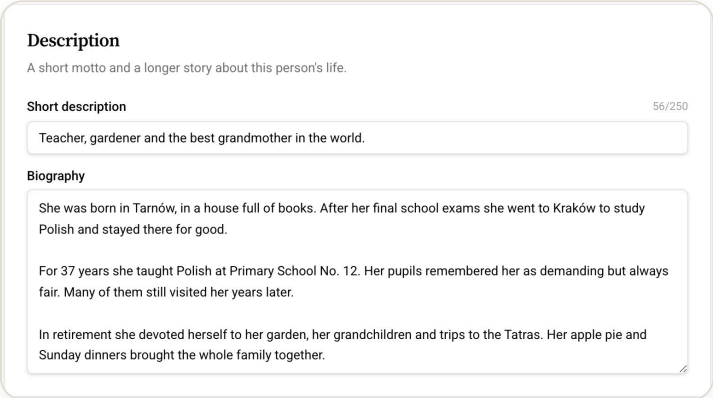
> Protected and private profiles come with the **Extended account**. You can change the visibility at any time.

Dates, places and description

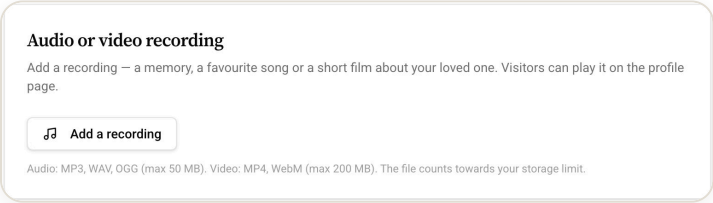
Fill in what you know. None of these fields is required, and you can complete any of them later.



Dates and places of birth and passing



Short description and biography



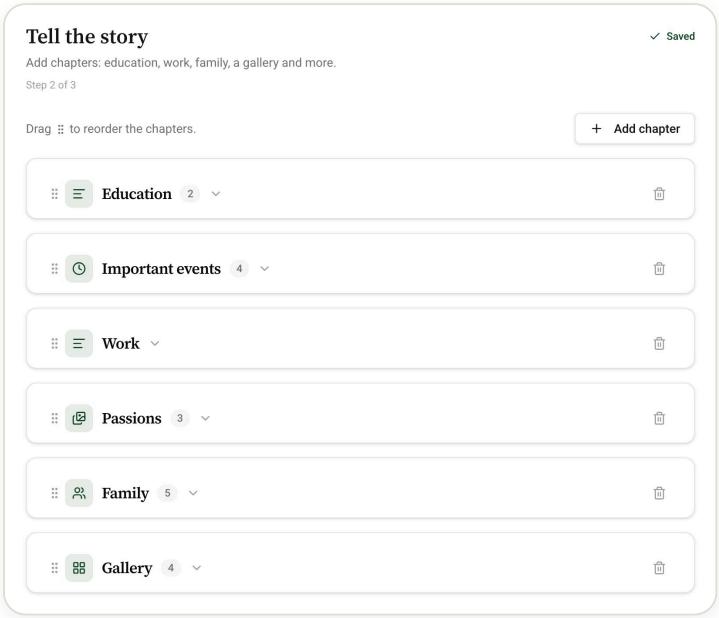
Audio or video recording

- **Day and month** can be left out if you only know the year.
- **Place of birth** appears on the profile as a “Family homeland” map. If you don’t want it, untick the box under the date of birth.
- **Short description** is a motto at the top of the profile, up to 250 characters.
- **Biography** is the longer story of the person’s life. A blank line separates paragraphs.
- **Audio or video recording** (Extended account) plays on the profile page, for example a favourite song. Audio up to 50 MB, video up to 200 MB.
- **Full dates** of birth and passing are needed for birthday and anniversary-of-passing reminders (step 5).

> **Tip:** write the way you would tell it at the family table. Specific scenes and favourite sayings stay in the memory longest.

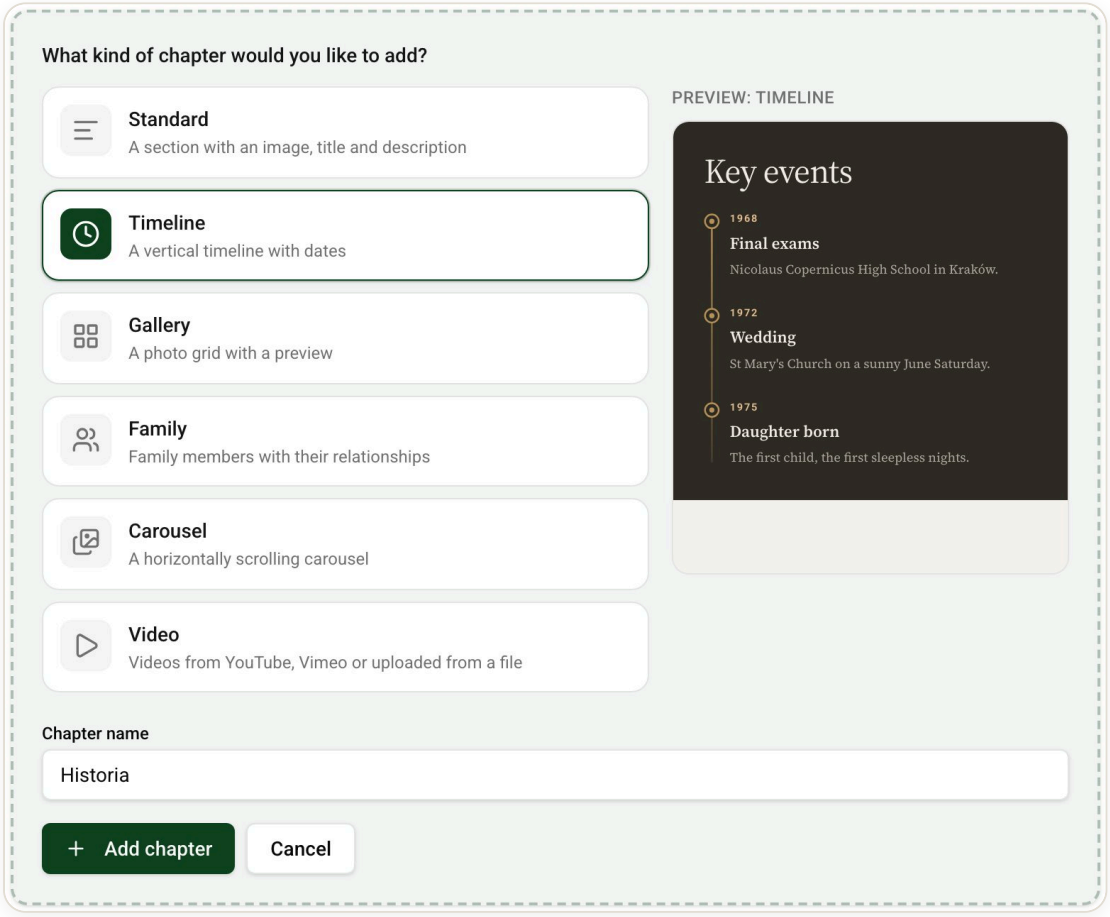
Tell the story in chapters

Chapters set out a life in the order you choose: education, work, important events, family, passions, gallery.



The list of chapters in step 2

1. **Add chapter:** pick a type from the list. Next to it you see a preview of how the chapter will look on the profile.
2. **Drag** a chapter by the handle on the left to change the order.
3. **Click the title** to expand a chapter and add items.
4. **The bin** deletes the chapter together with its content.



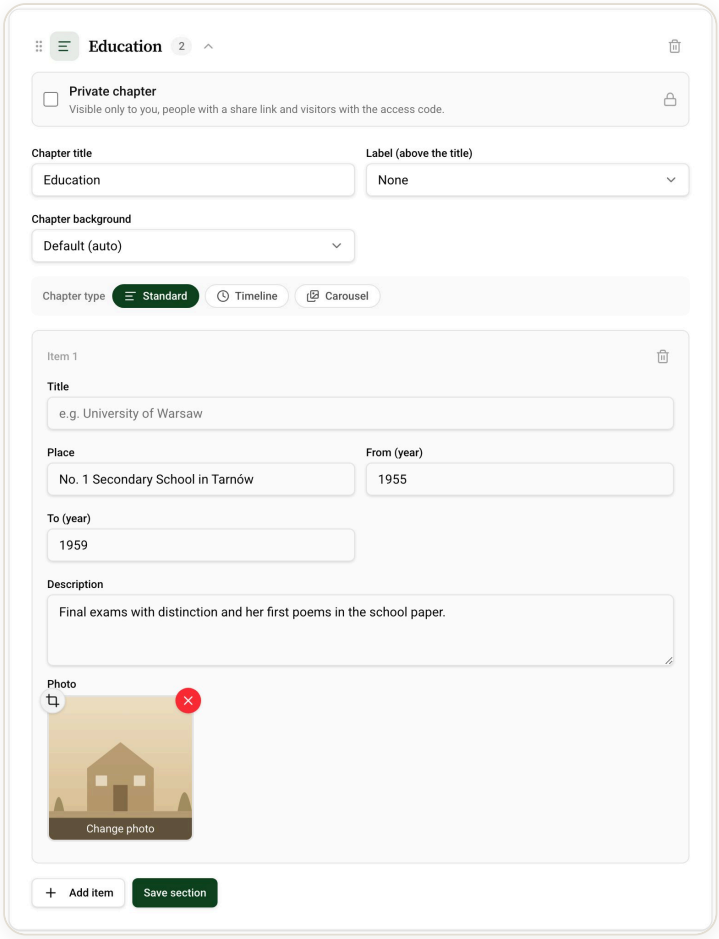
Choosing a chapter type, with a live preview

Fill in a chapter

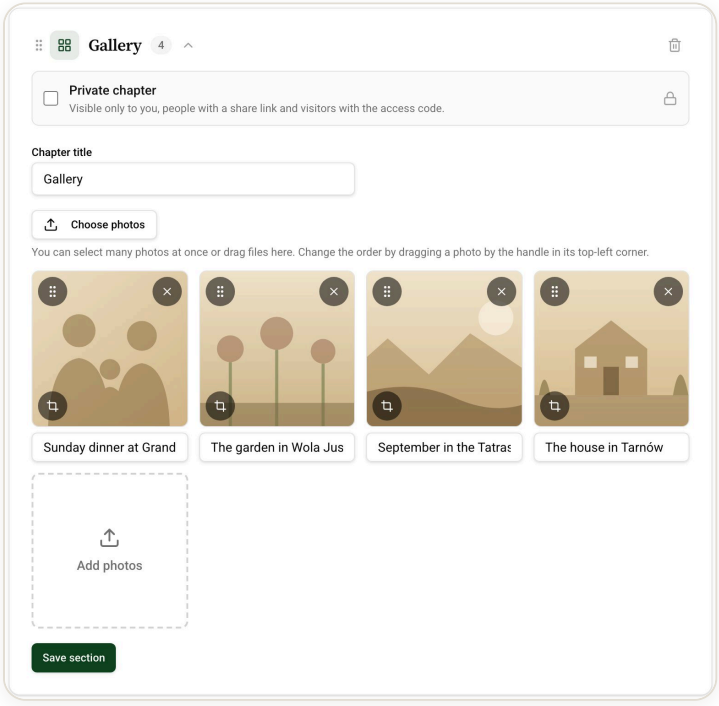
Each chapter is a list of items. An item has a title, years, a place, a description and a photo.

- **Add item** creates another item, for example the next school or workplace.
- **Chapter type** changes with one click: Standard, Timeline or Carousel.
- A **Private chapter** is seen by you, people with a private link and guests with the PIN code.
- **Save section** saves the chapter's changes.

Standard	Image, title and description. Good for education and work.
Timeline	A vertical line with dates. Good for important events.
Carousel	Cards that scroll sideways. Good for passions.
Gallery	A photo grid with enlargement.
Family	Family members and their relationships.
Video	Films from YouTube, Vimeo or a file.



The "Education" chapter, expanded



The gallery in the wizard

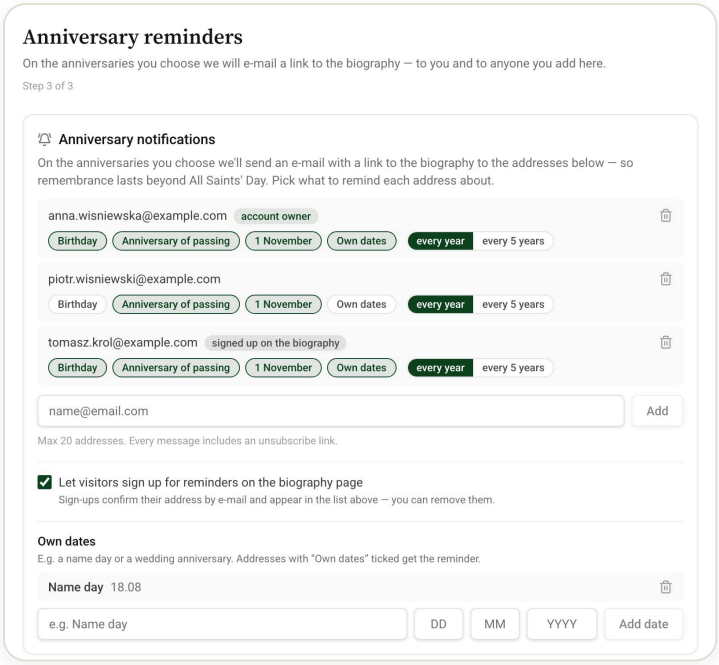
Gallery

- **Choose photos**: select several files at once or drag them onto the page.
- **Change the order** by dragging a photo by the handle in its top-left corner.
- Under each photo you can add a **caption**. The gallery saves itself.

> **Free account:** instead of chapters it has a gallery of up to 4 photos, in the first step of the wizard.

Anniversary reminders

On the days you choose we email your loved ones a link to the biography, so that remembrance lasts beyond All Saints' Day on 1 November.



The last step of the wizard

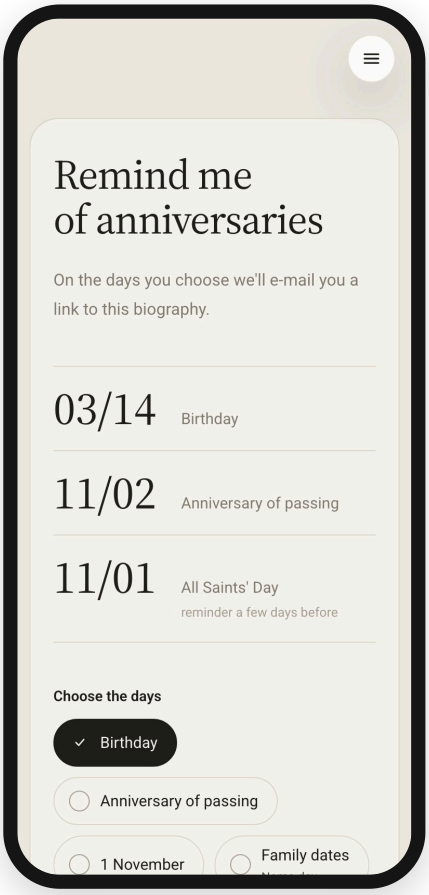
- **Add the email addresses** of the people you want to remind. Your own address is on the list from the start.
- For each address, tick **what to remind them of**: Birthday, Anniversary of passing, 1 November (the message arrives a few days before) or Own dates.
- **Every year or every 5 years:** the second option sends round anniversaries only: the 5th, 10th, 15th.
- **Own dates**, for example a name day or a wedding anniversary, are added below the list.
- Every recipient can **unsubscribe with one click** in the message.

Visitor sign-ups

- On a public biography, guests can sign up for reminders themselves with the "Remind me of anniversaries" form.
- The guest ticks a consent box, and the sign-up only starts working once they confirm their address by email. It then appears on your list marked "signed up on the biography", and you can remove it.
- You can switch the form off with the "Let visitors sign up for reminders…" box.

> Birthday and anniversary-of-passing reminders need the full dates from step 3. The reminder before 1 November and own dates work without them.

> **Save and view profile** finishes the wizard. You can change the addresses later in the dashboard: **Anniversary reminders**.



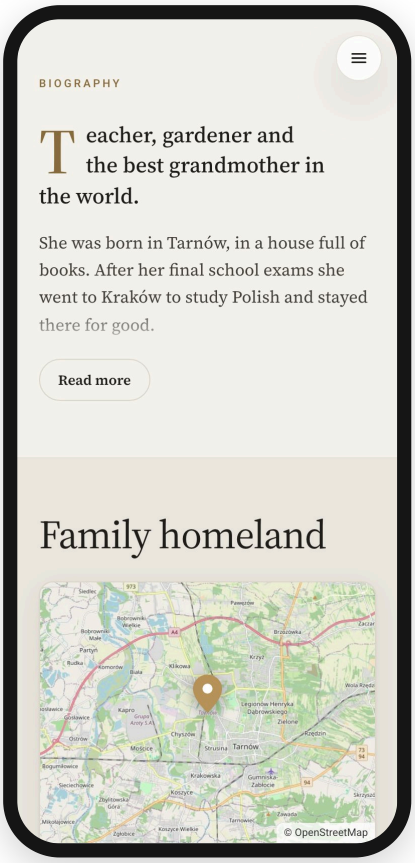
The form for visitors

How your loved ones will see the biography

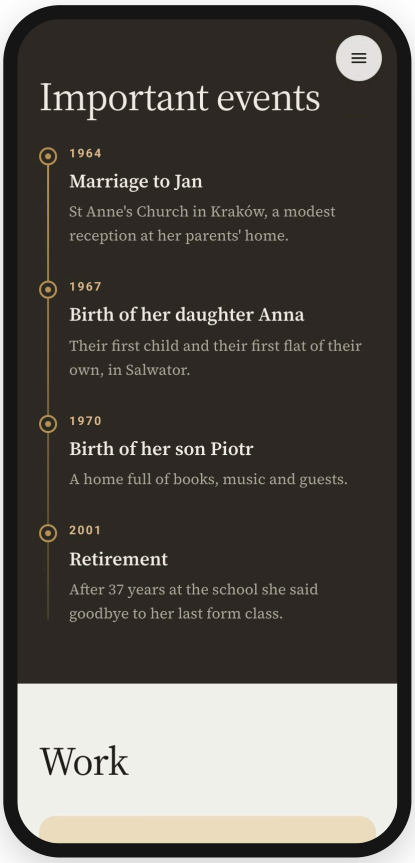
When they scan the code on the QR Plaque, the biography opens on their phone. It also works on a computer and a tablet.



The profile's opening page



Biography and Family homeland

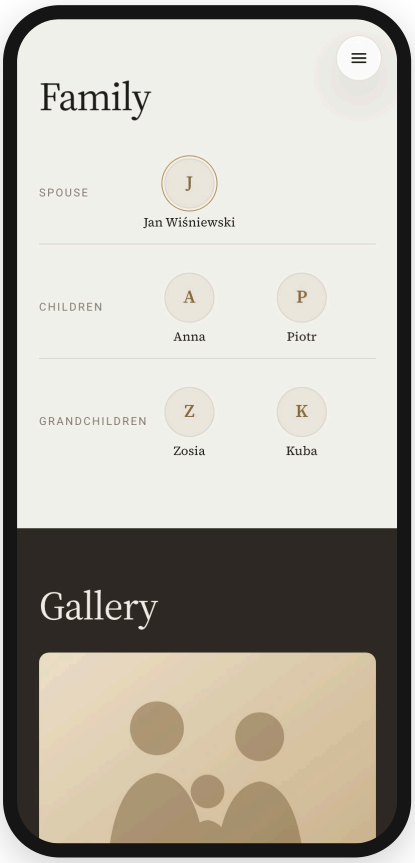


The "Timeline" chapter

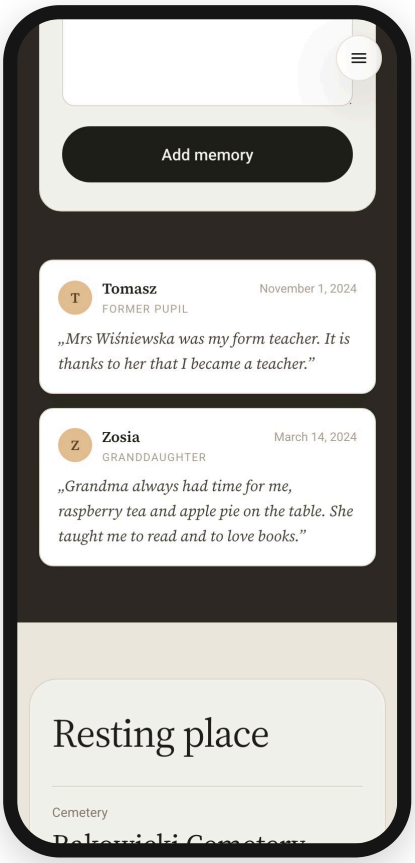
- **Light a candle:** every visitor can light a virtual candle.
- **Leave a memory:** guests add their own stories under "Memories from loved ones".
- **Family homeland:** a map of the place of birth, with a link to a full map.
- **The menu** in the top right corner leads to every chapter.

Family, memories and the resting place

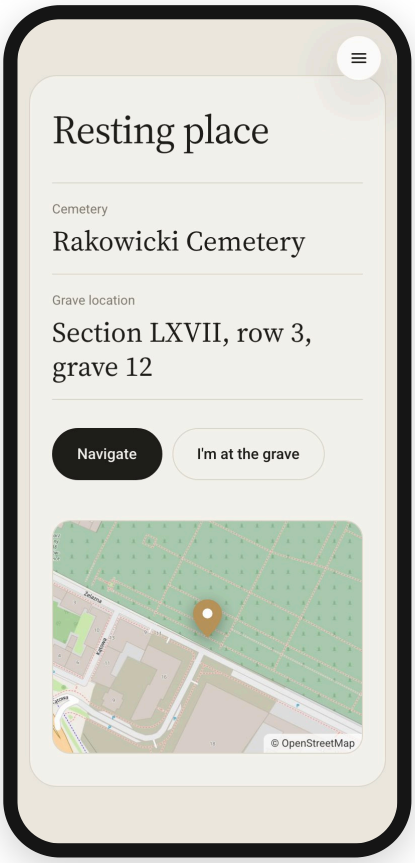
The biography brings loved ones together: it shows the family, collects memories and leads to the grave.



The “Family” chapter



Memories from loved ones



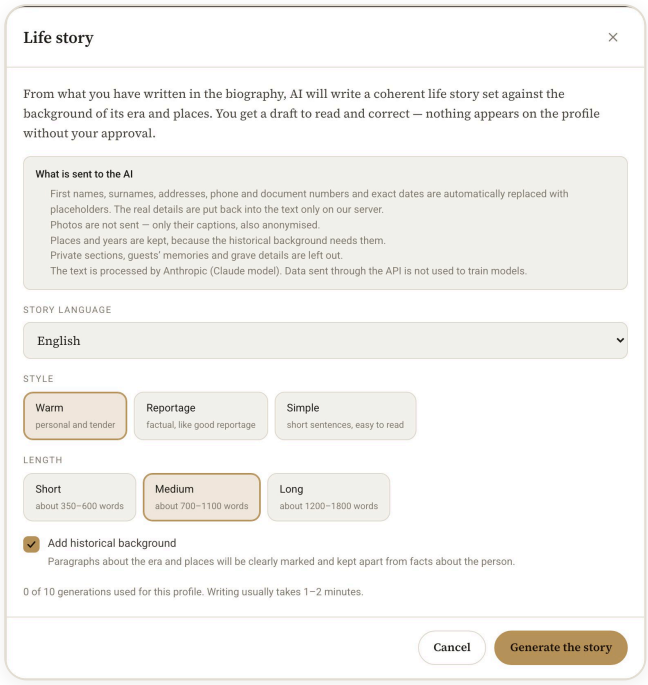
Resting place

- **Family** shows the spouse, parents, children, siblings and grandchildren. A name can lead to that person’s own biography.
- **Memories** show the author and the date. You can approve them before they are published, or switch them off. The switches are by the memories on your profile.
- **Navigate** opens Google Maps with walking directions to the grave.
- **Set the grave’s location** while standing at it: the “Set from my location” button in the Resting place section. Loved ones can help too, by clicking “I’m at the grave” when they are there.

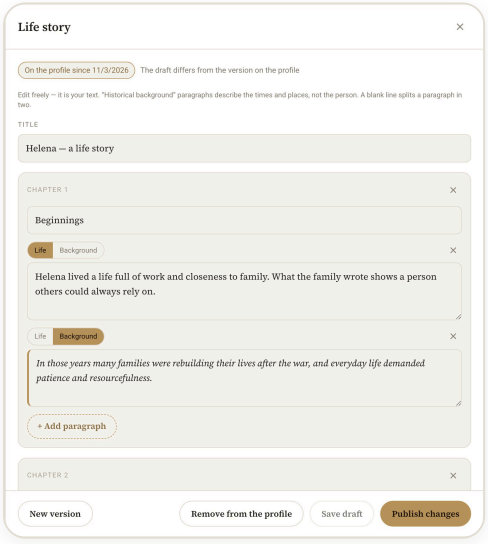
A life story with the help of AI

From what you write in the biography, artificial intelligence prepares a coherent life story, set against the background of its era and places. You get a draft to read and correct. Nothing appears on the profile without your approval.

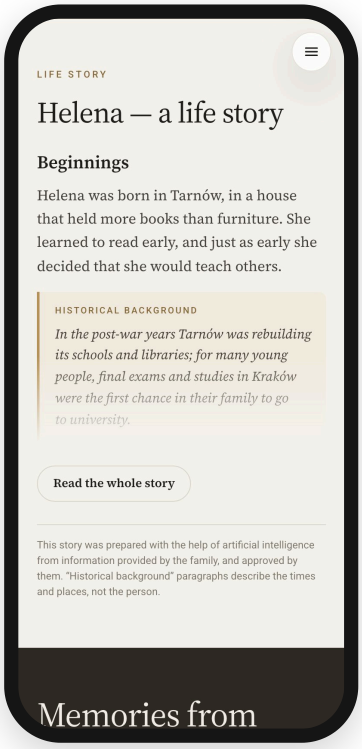
1. **Prepare the story:** only you can see the card with this button, in the place where the story will appear on the profile.
2. **Choose the language, style and length:** Warm, Reportage or Simple; from about 350 to 1,800 words. The historical background is clearly kept apart from facts about the person.
3. **Correct the draft:** the title, chapters and paragraphs. Below the text are questions that could enrich the story. “Complete the biography” opens the biography text, and “New version” writes the story again from scratch.
4. **Publish on the profile:** the story appears above the memories, with a note that it was written with the help of AI. “Remove from the profile” takes it down at any time.



Story options



A draft to correct



The story on the profile

What is not sent to the AI

Photos (only their captions), private sections, guests’ memories, the resting place and contact details. First names and surnames are replaced with placeholders, and only the year is kept from dates. The real names go back into the text only on our server. The text is processed by Anthropic (Claude model).

Extended account: up to 10 versions of the story for each biography. Writing usually takes 1–2 minutes.

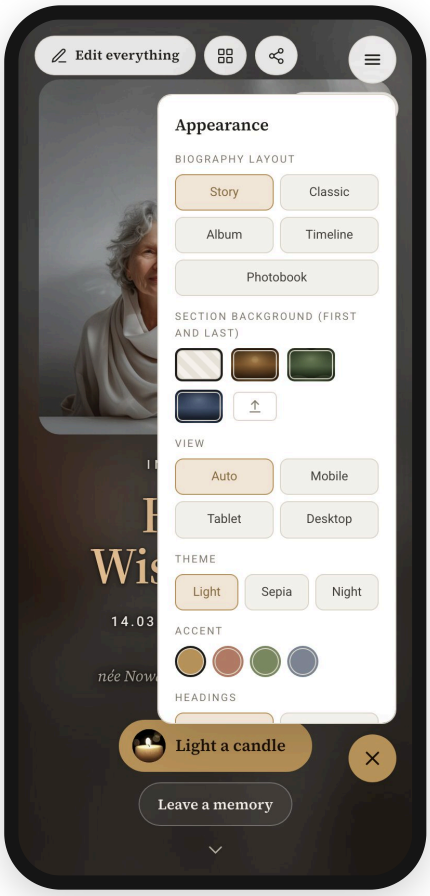
Fine-tune the look and content on the profile

When you are logged in, you see your biography with the owner's tools. You see the changes straight away.

- **Edit everything** (at the top) opens the wizard.
- **Edit details** next to the photo changes the names, dates, places and short description without leaving the profile.
- **Edit** next to the biography and next to each chapter opens editing of that part.
- **The gold gear button** on the right-hand side opens the "Appearance" panel.
- **Biography layout:** Story, Classic, Album, Timeline or Photobook.
- **Theme:** Light, Sepia or Night. Plus the accent colour and the heading font.
- **Section background (first and last):** ready-made backgrounds or your own photo.
- **View** shows how the profile looks on a phone, a tablet and a computer.



The owner's tools

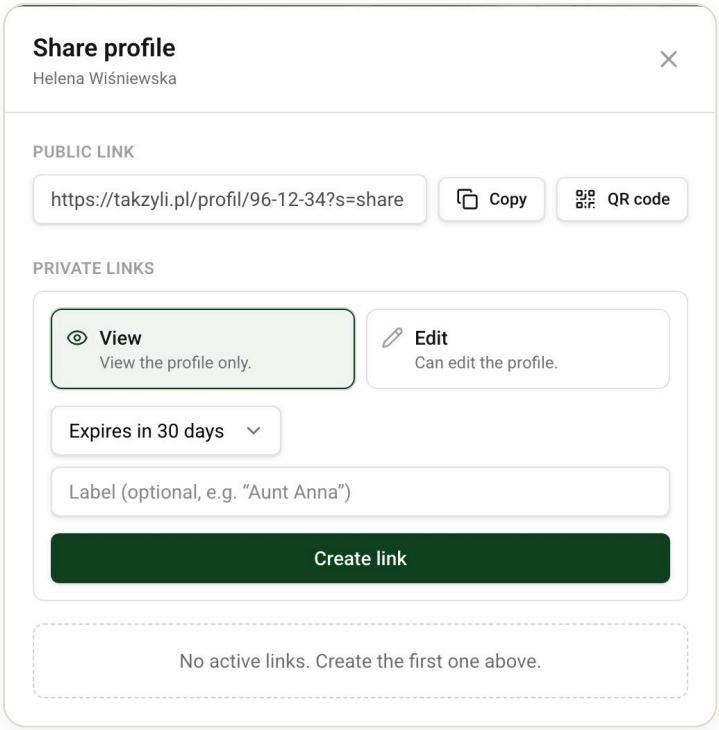


The "Appearance" panel

Tip: the Preview button in the dashboard shows the biography through a guest's eyes, without the owner's tools.

Share the biography with loved ones

Send the link to the biography in a message, and print the QR code on an invitation or a memorial card.

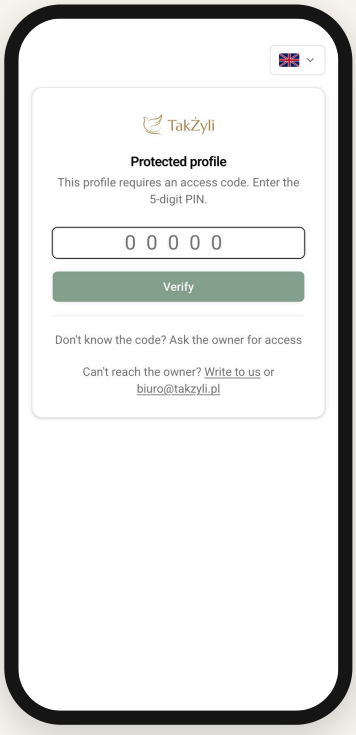


The "Share" button at the top of the profile

- **Public link:** copy it and send it, or show the QR code for printing.
- **Private links:** "View" for looking only, "Edit" when someone in the family is to help complete the biography.
- **Expiry and label** of a link, for example "Aunt Anna". You can revoke a link at any time.
- **Protected biography:** a guest enters the PIN code or asks you for access with a short form. You approve the request in the dashboard, and the guest gets a link valid for 30 days.

What a code-protected biography looks like

Without the PIN code a guest sees no name, photos or content. They can ask the owner for access or write to us.



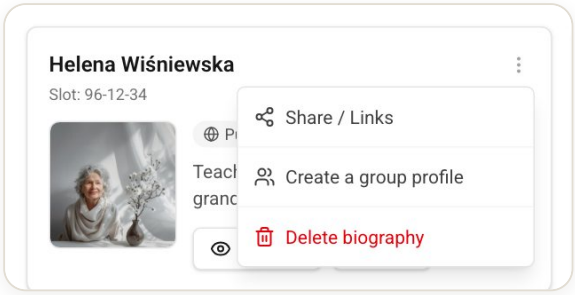
Several biographies under one QR Plaque

When several people rest in one grave, join their biographies into a family profile. The code on the QR Plaque then opens the family page, with a list of all the biographies.

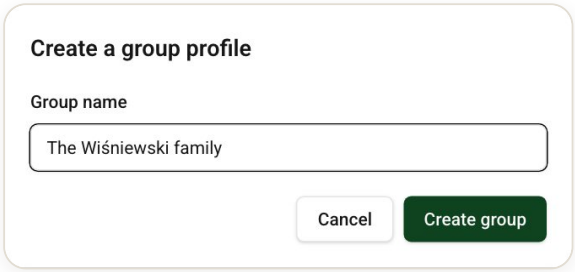
1. **Create the group:** in the dashboard, click ⋮ on the card of the biography that already has the QR Plaque, and choose “Create a group profile”.
2. **Give it a name**, for example “The Wiśniewski family”, and click “Create group”.
3. **Add more people:** “Add existing” brings in a biography from your account, “New biography” creates one straight in the group. You can also drag a card onto the group.

Important: the number of the biography you create the group from (the one on the QR Plaque) passes to the family page, and that person’s biography gets a new number. If you dissolve the group, it gets its original number back.

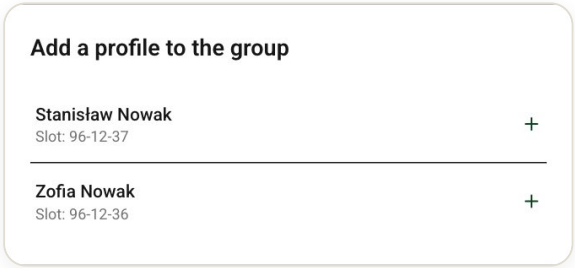
Extended account: family profiles are available on the paid plan.



The ⋮ menu on a biography card



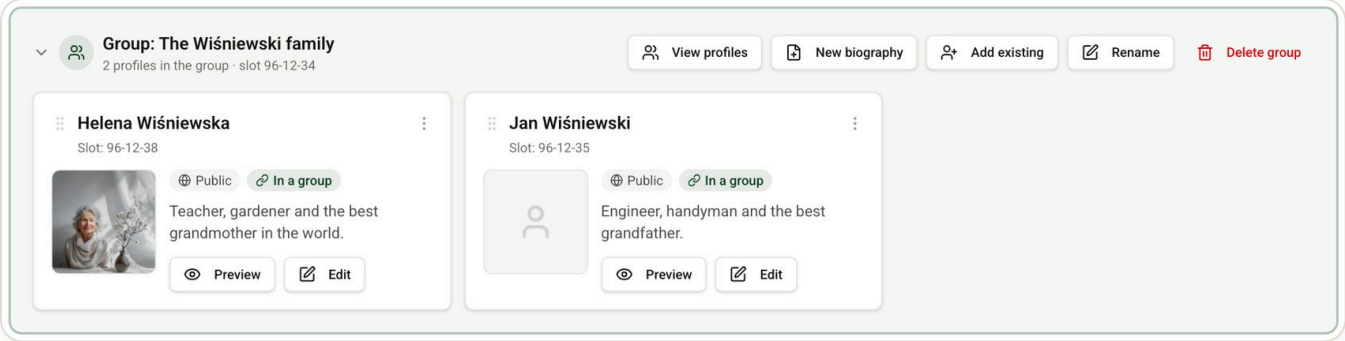
Group name



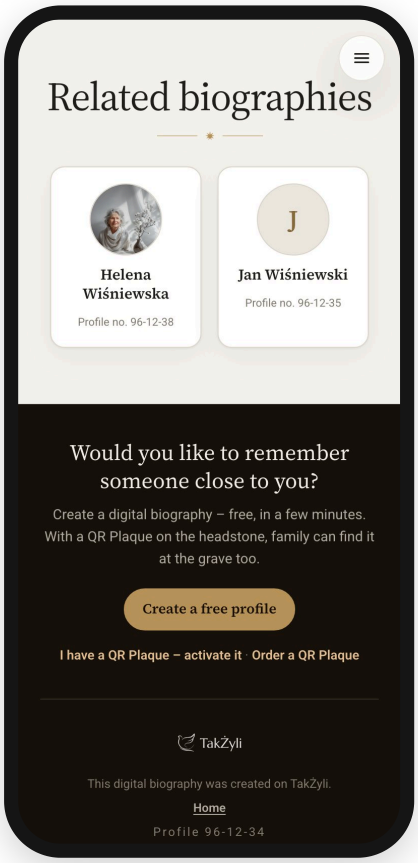
“Add existing”

The group in the dashboard and the family page

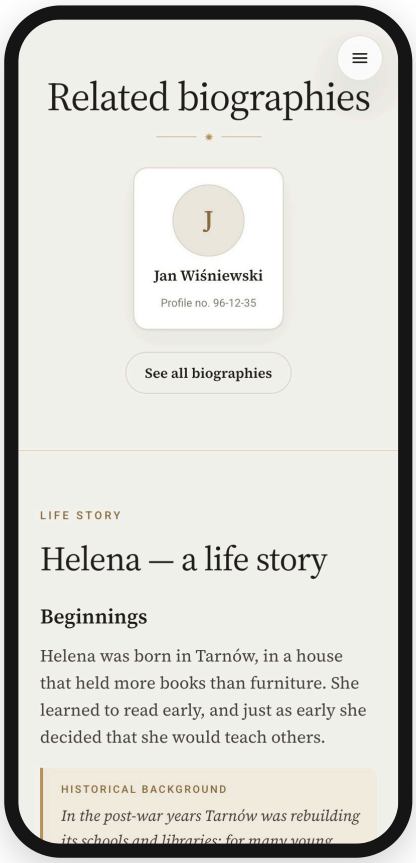
In the dashboard the group sits above your other biographies. Expand it to see the people in it.



- **View profiles** opens the family page, the same one the code on the QR Plaque shows.
- **Rename** the group at any time.
- **Remove from group** (the ⋮ menu on the person's card), or dragging the card to "Other biographies", takes the person out of the group.
- **Delete group** dissolves it: the biographies stay as standalone ones, and the original biography gets the QR Plaque's number back.



The family page, at the QR Plaque's number



On each person's biography: Related biographies

The QR Plaque links the grave to a life story

The QR Plaque is a durable metal plate with a QR code. You fix it to the headstone with the double-sided tape from the kit. Scanned with a phone's camera, it opens the biography.

1. **Activate the code**
   takzyli.pl/aktywacja-profilu
2. **Complete the wizard**
   about the person, chapters, notifications
3. **Fix the QR Plaque**
   on the headstone, where it can be seen
4. **Share**
   the link and the QR code with loved ones

A lost or damaged QR Plaque changes nothing in the biography. From 18 November 2026 you can order a new one in the dashboard; it gets its own number and leads to the same biography.



Need help?

We will help you complete the biography, or prepare it for you.

biuro@takzyli.pl
+48 533 769 790
takzyli.pl

Screenshots from the TakŻyli app, sample data. The look may differ slightly in later versions.