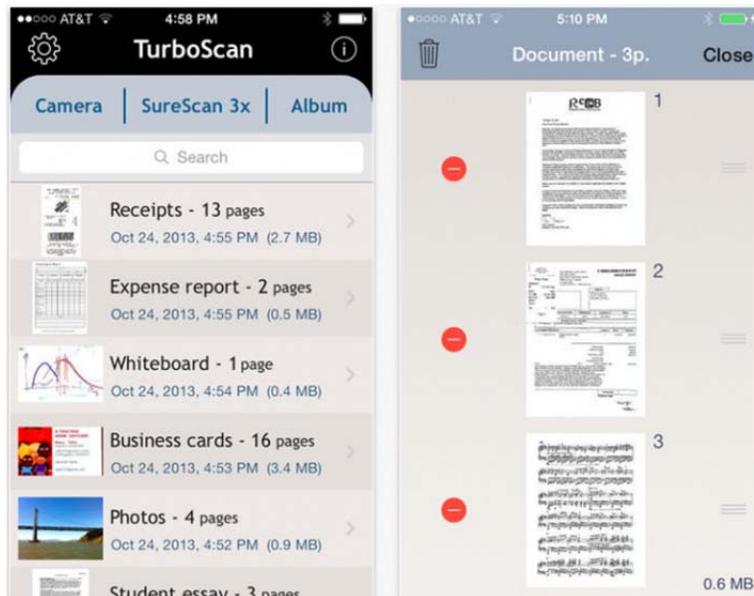# TurboScan

TurboScan is an app that can be purchased for $2.99 and used on any iPhone. Using TurboScan in conjunction with Rapid Order you can send you orders to CSG instantly. If you are using an android phone then drop down to the bottom of this document for information on other options. TurboScan has been the number one app in the U.S. and 30 other countries for two years! Most of United Lab's new sales reps are currently entering their orders using TurboScan.

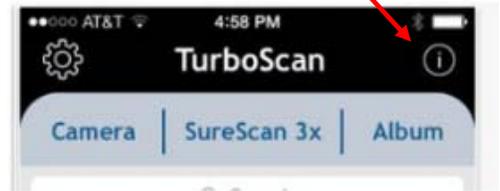Below are the instructions for acquiring and using TurboScan.

First, on your iPhone go to the App Store and type TurboScan into the search box. There is a free version, but we recommend you purchase the app because the purchased app works better and is supported. The free app will sometimes leave a watermark on your document.

Once you have purchased the app and downloaded it to your phone, tap on the app icon to open the program. You will see the screen to your left (below) that reads Camera, SureScan, and Album across the top. Camera is what we use most the time, but if you are in poor lighting, have a lot of products on your order, or print really small then you may want to use SureScan3x. SureScan3x takes three shots and adjusts them to the correct lighting.

When copying your order, make sure the document is flat and well lit.

To the right of the word TurboScan on the screen you will see an i with a circle around it. Tap on this and it takes you to the Help screen. Click on help and then click on **STEP BY STEP**. This will walk you thru how to scan any document (for our purposes, how to scan an order).

There is also a You Tube Tutorial on using TurboScan. The link below will take you directly to the You Tube Video.

You Tube Tutorial for TurboScan - http://www.youtube.com/watch?v=QtCIdDvlyhY

Once you have your document scanned, you then want to email it to Rapid Order and yourself and/or your manager. Rapid Order's email address is rapidorder@unitedlabsinc.com .

Here is what the page you will email from with TurboScan looks like:

You can email as a PDF or as a JPEG.   Both will work.   Type into the email address list Rapid Order (rapidorder@unitedlabsinc.com) and anyone else you would like to send a copy of the order.   Type in any message for CSG in the body of the email and then hit the send button as you would do with any email.

Your order will be stored in the Album section of TurboScan and will show up when you go back to the Home Page for TurboScan.

Here is a link for more information on TurboScan:

https://itunes.apple.com/us/app/turboscan-quickly-scan-multipage/id342548956?mt=8

ANDROIDS -

If you have an android or Google smart phone other apps that will work for you are CamScanner or DroidScan Pro.

Links for both of these are below. These work very similarly to TurboScan.   You take a photo of your order and save it as a JPEG or a PDF file and then email it to Rapid Order same as above.

Cam Scanner link

https://play.google.com/store/apps/details?id=com.intsig.camscanner&hl=en

DroidScan Pro Link

https://play.google.com/store/apps/details?id=com.trans_code.android.droidscan&hl=en

Putting a scanning program like one of these to use will not only help you become more efficient when it comes to sending in your orders to the Home Office, but they will also help you to keep records of your sales right there in the palm of your hand. When you want to see what you sold to a customer on your last sales call with them, and at what price you sold it, all you need to do is go back and review the order that is stored in your Album. There will be no need to pick up the phone and call CSG or leave a message to get this information when you can pick up your phone and look at the detail that is stored right there.

It's an app that will save you time and help you work more efficiently from planning the sales call to placing the order.