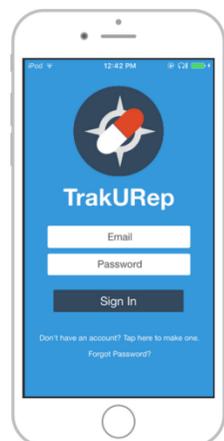




TrackURep™ Clinic Quick Guide



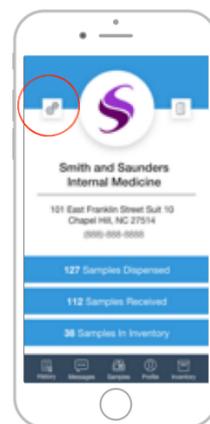
1.



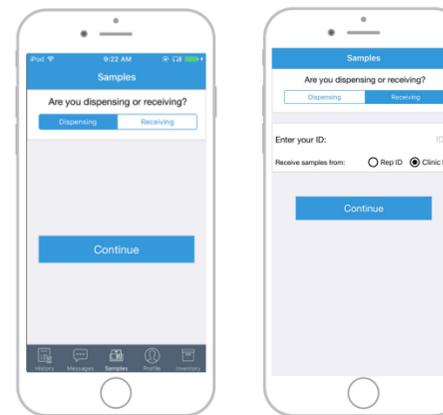
2.



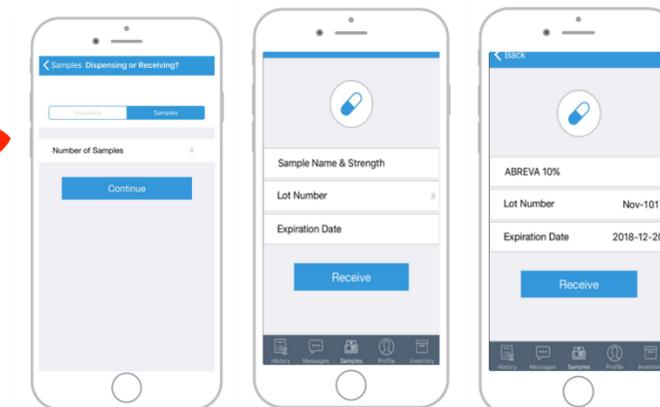
3.



4.



5.



1. Login the app with your email and password
2. You will see your clinic picture and information
3. Once logged in, you will see home screen with samples inventoried

Note: If you forgot your password, tap "Forgot Password?" On the bottom of Profile screen and then follow the prompts.

If you need to update clinic info, choose "Settings" and follow the prompts to change the clinic's information.

Note: Privacy Policy and Terms & Conditions are also available here.

Samples Section - Are You Dispensing or Receiving Samples?

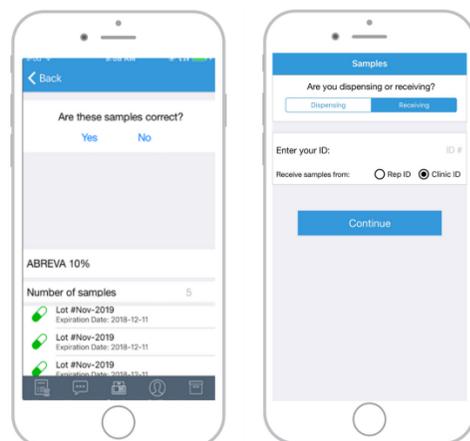
- To Receive Samples:
- 1) Choose "Rep ID" or "Clinic ID"
 - 2) Enter ID # and press "Continue"

Note: If using Rep ID, press "This is me", however, before proceeding, please get permission from the respective representative before proceeding to use someone's ID#.

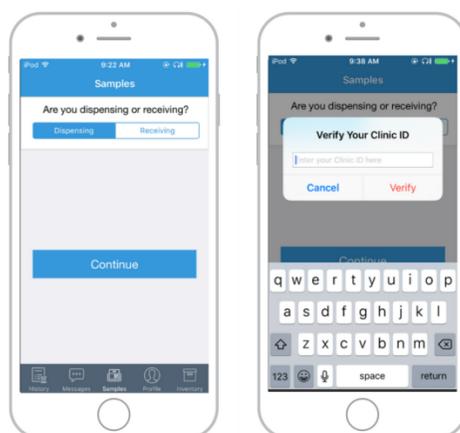
Receiving Samples continued...

- 1) Key in "Number of Samples" and press "Continue"
- 2) Enter "Sample Name & Strength", "Lot Number", "Expiration Date", and press "Receive"

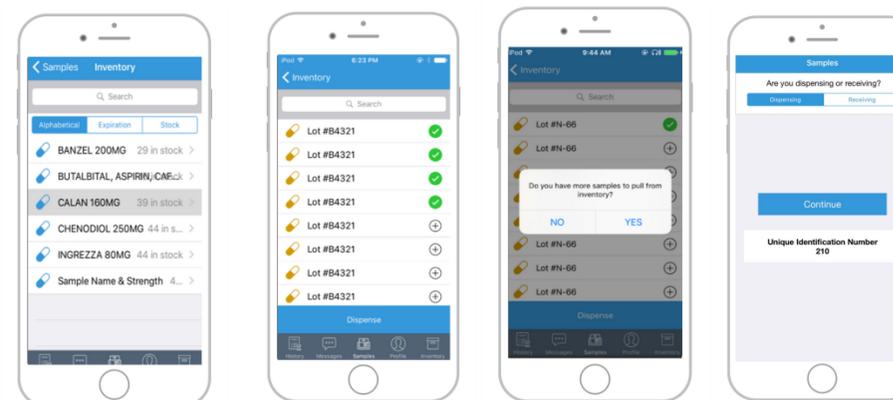
6.



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8.



Receiving Samples Continued...

- 1) Verify that information keyed into the device is accurate and then press "Yes" to the question posted, "Are these samples correct"?
- 2) After pressing Yes, the next screen is the main Samples screen.

- To Dispense Samples:
- 1) Press "Dispensing" and "Continue"
 - 2) Enter the Clinic ID and press "Verify"

Dispensing Samples continued...

- 1) Choose one of the three choices to look at inventory (Alphabetical, Expiration, and Stock) or type in the drug name in the search field.

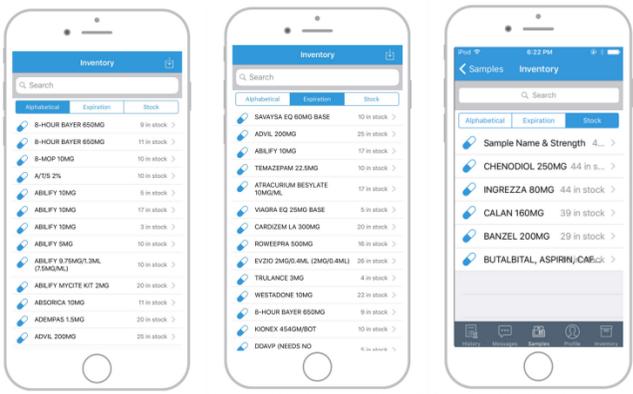
Dispensing Samples cont'd...

- 2) Press the plus (+) symbol until a green check mark shows up. This means that the particular drug has been chosen for dispensing.
- 3) Once the green check mark shows up, press "Dispense"

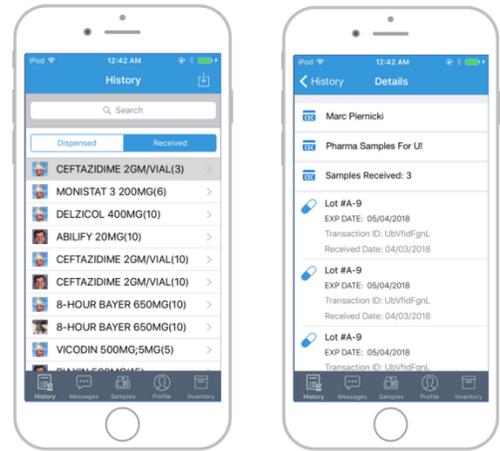
Press "YES" if you have more samples to dispense under the same Unique Identification Number.
Press "NO" if you don't have more samples to dispense under the same Unique Identification Number and the next screen shown will contain the Unique Identification Number which is the transaction number for sample(s) just dispensed.



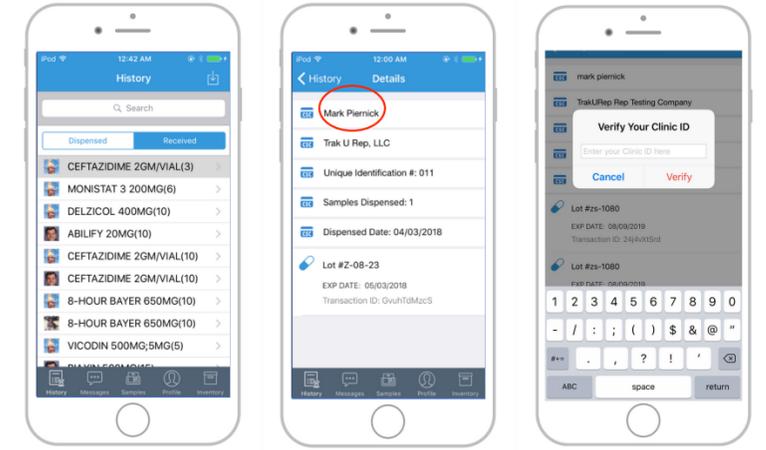
9.



10.



11.



Inventory - Alphabetical, Expiration, & Stock

"Alphabetical" - list in alphabetical order with numerical placed before alphabetical order

"Expiration" - list showing the samples closest to expiring on top

"Stock" - list showing highest quantity of stock on top

History & History-Details

To inquire about transaction history:

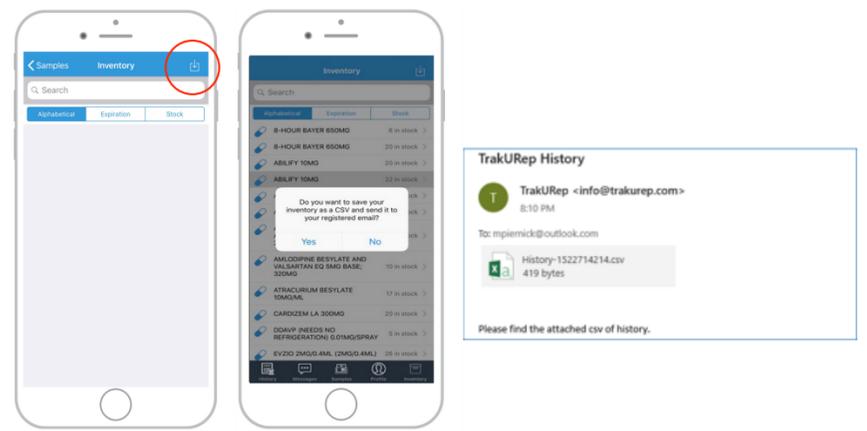
- 1) Press the "History" icon, choose "Dispensed" or "Received" category, tap on the drug name and the next screen shows "History - Details".
- 2) Press on the particular drug to see detailed information.

Messaging Rep Through History Screen

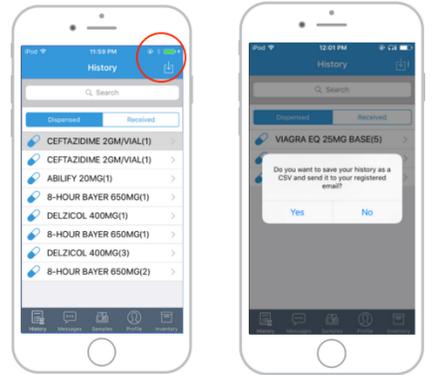
Go to the "History" section of the App. By pressing either "Dispensed" or "Received" category, tap on the drug name and the next screen shows "History - Details".

Tap on the name of the pharmaceutical representative and verify your clinic ID. This will take you to the Messages link for that particular rep.

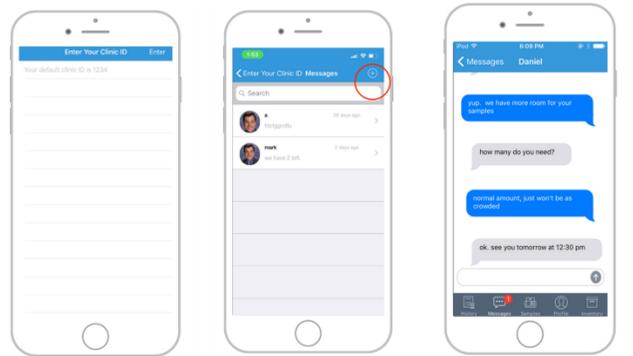
12.



13.



14.



Inventory Report Via Email

To create an inventory report:

- 1) Press "Inventory" icon and choose your format (Alphabetical, Expiration, or Stock).
- 2) Press the download icon and press "Yes" to the question, Do you want to save your inventory as a CSV and send it to your registered email?
- 3) Check your inbox for an email from TrakURep, which contains the file.

History Report Via Email

To create an History report:

- 1) Choose which report is needed by pressing the "Dispensed" or "Received" icon.
- 2) Press the download icon and press "Yes" to the question, Do you want to save your history as a CVS and send it to your registered email?
- 3) Check your inbox for an email from TrakURep, which contains the file.

Messages

1. Enter your Clinic ID
2. You will see a list of all Reps who have sent you a message
3. Press on a Rep image to see the message details.
4. Press the plus (+) sign on main message screen to get to a list of all Reps who have subscribed to TrakURep
5. Press on a Rep image to begin a message