

TIPS & TRICKS

A FEW SPECIAL FEATURES INSIDE YOUR APP

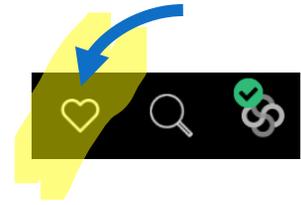
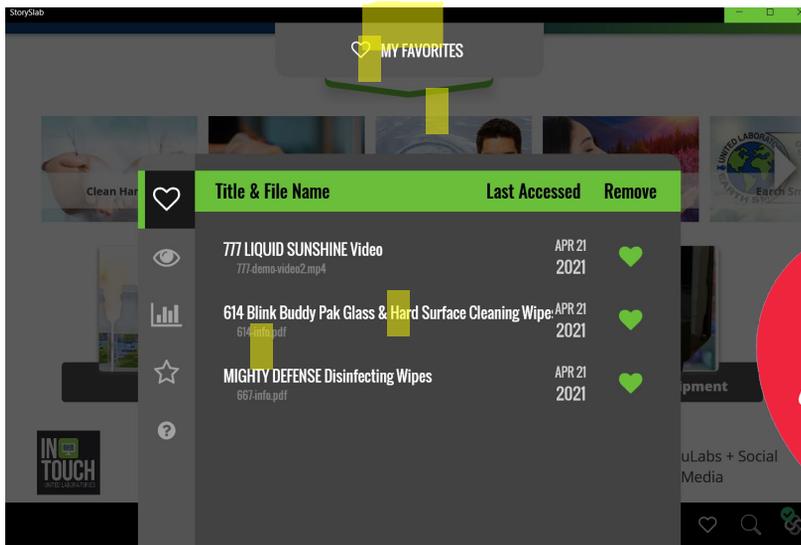
- Save frequently used files to YOUR FAVORITES
- Notifications of new content added
- Email and share ANY files with your customer
- Get a notification when your customer received and viewed your sent files
- The Search feature is spot on and lightening fast!
- Your app suggests related items
- See your most recently viewed files
- View a list of your all-time most accessed files
- See the most popular files that all sales reps are utilizing
- Hold video teleconferences within the app



IN  **TOUCH**
UNITED LABORATORIES

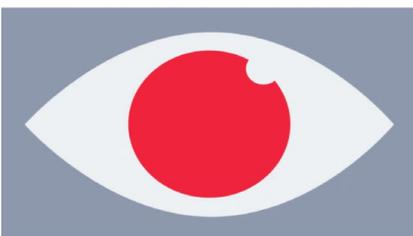


AT ANY TIME, CLICK ON THE **HEART** TO ACCESS THESE FEATURES

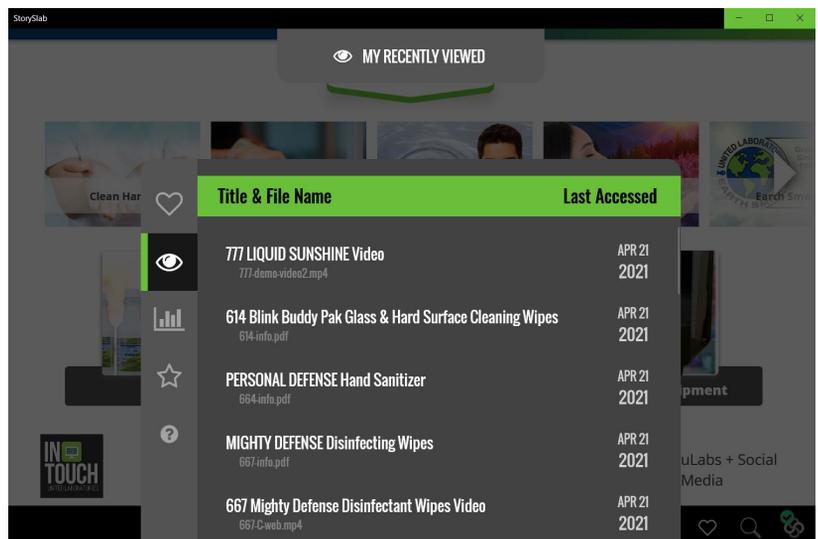


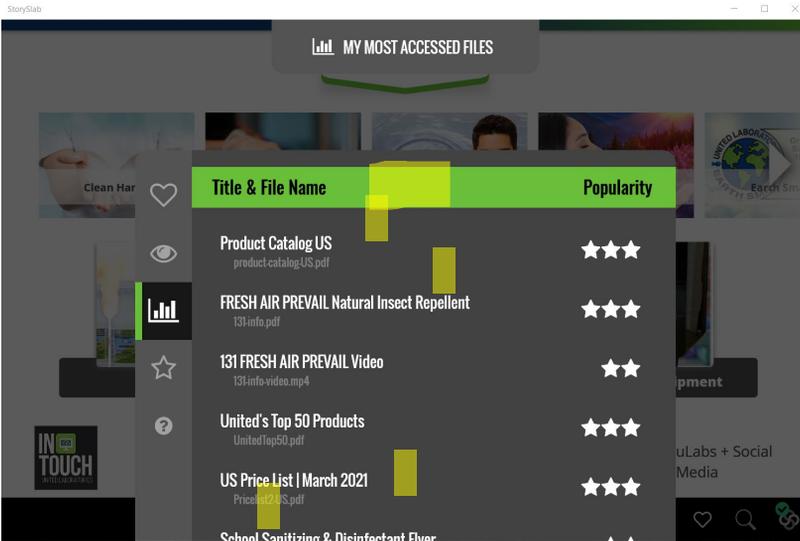
The Heart Icon – These are files you’ve “hearted” as your favorites and you’d like to have quick access to them. How do they get here? When viewing a document anywhere in the app, click on the heart icon at the top and you’ve now saved it to your personal favorites. Just unclick the heart to remove it from this list. This feature won’t work in a web browser, but will show up on your phone or tablet or in the windows app.

RECENTLY VIEWED

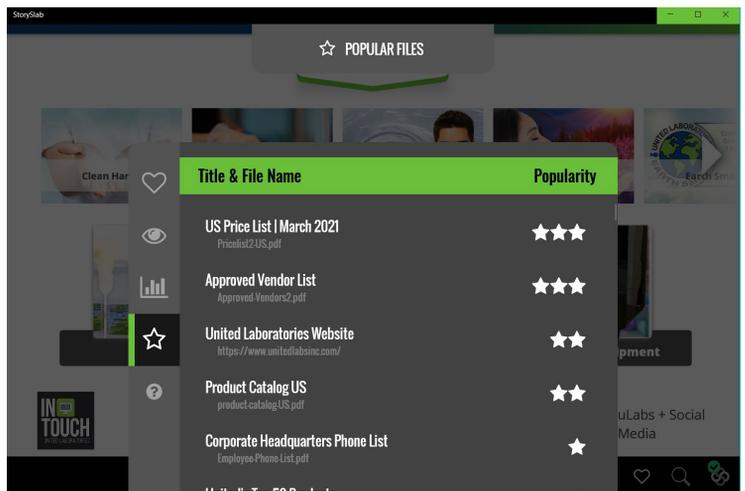


The Eyeball Icon – Handy list of all the docs you recently viewed.

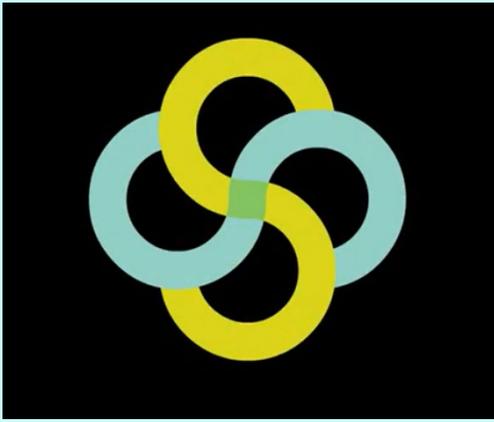




The (Arrows) and Bars Icon – These are a summary of your all-time most accessed files since you began using this software.



The Star Icon – These are a running total all of reps company wide most popular and viewed files.

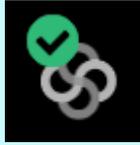


“FLOWER” ICON

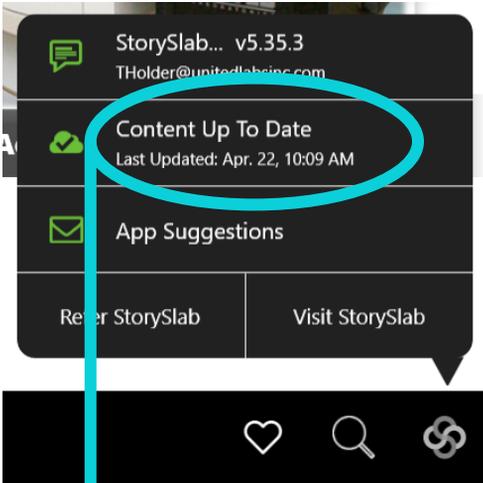
FYI, our app was built by STORYSLAB



Their icon spinning means it's loading any new files

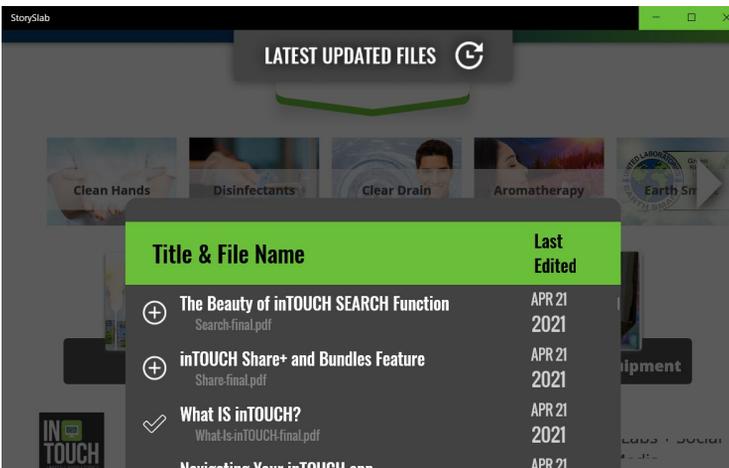


Any updates have taken place and it's ready to go!



Click here to see the updates

The **flower icon** also has a wealth of information. Click/Tap on it and see that your app is up to date. Click on the cloud icon and you will see the most recently edited files in the system and when they were updated.



Send us a suggestion or any feedback you have for the app, content you'd like to see added, or any problems you may have encountered. **This program is for YOU.** We appreciate your comments and opinions!



we love feedback



Automatic Updates on Wi-Fi - Your app automatically updates by itself. There are no websites to visit to download and swap out the newest files. Because of this please close your app, so the next time you open it, it will auto load anything that's new.

Single Sign On - We've enabled something called Single Sign On (SSO). What does this mean to you? Your United **email credentials** work as the log in. If you update your password a month from now, it automatically updates here, also. Just type your latest password to log in, and you're in!

For more information, or help with using United's inTOUCH app, please visit our helpdesk website page at www.unitedlabsinc.com/intouch