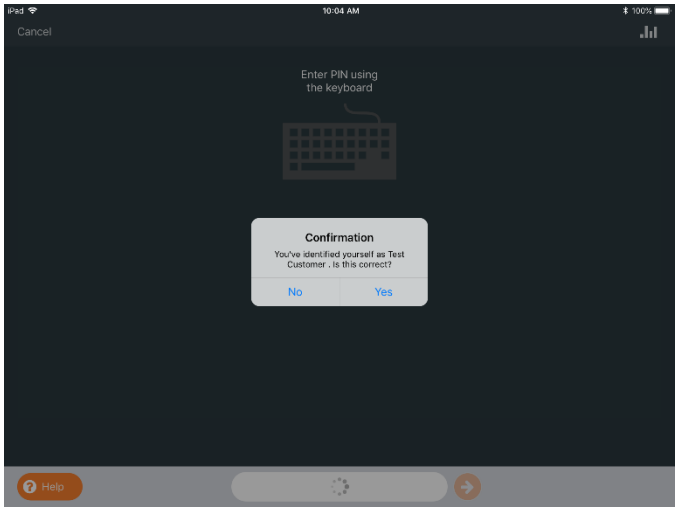
Log the customer in

- Tap anywhere on the home screen to access the log-in screen.

- Enter the customers Scan ID/Pin located on their badge and tap the orange arrow to continue.

- Tap yes to confirm the customers name.



TRAINING GUIDE

Southwest Traders

Navigate the product list

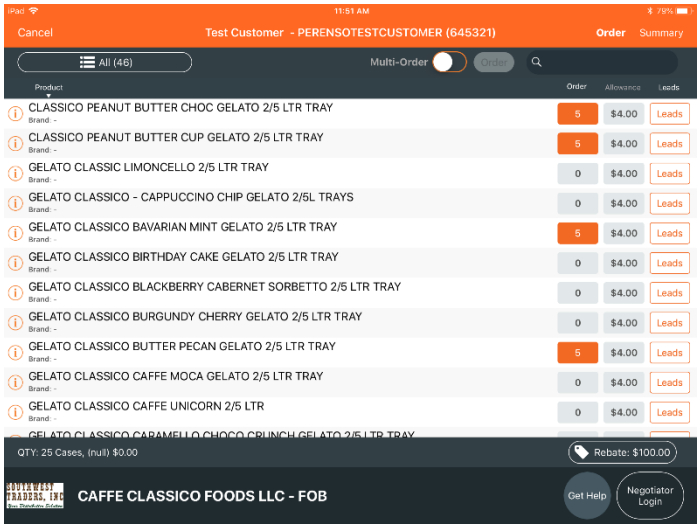
• Once logged in you'll see your products listed on the screen.

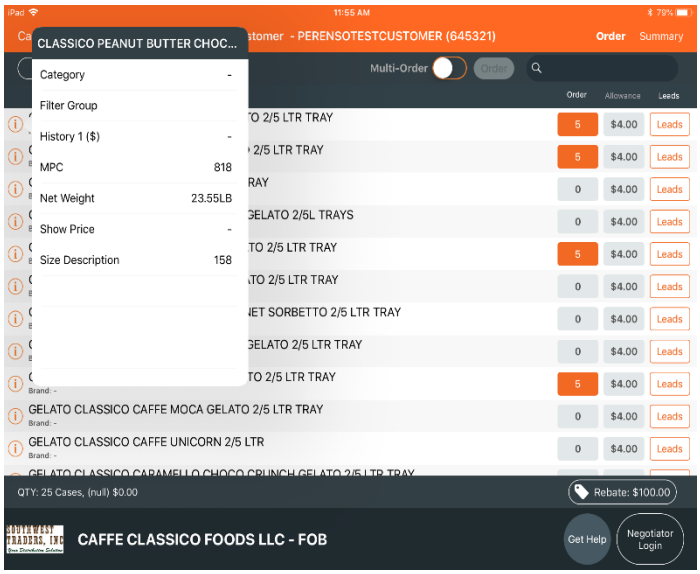
• On the left: Item information, tap the "i" button for more info.

• There is a description of the product listed alphabetically.

• If you follow an item over you will see there is an order column, a allowance, a lead column and enhanced items.

• If you tap "Lead" next to a corresponding item, you will be able to take an item level lead.





TRAINING GUIDE

Southwest Traders

Add items to order

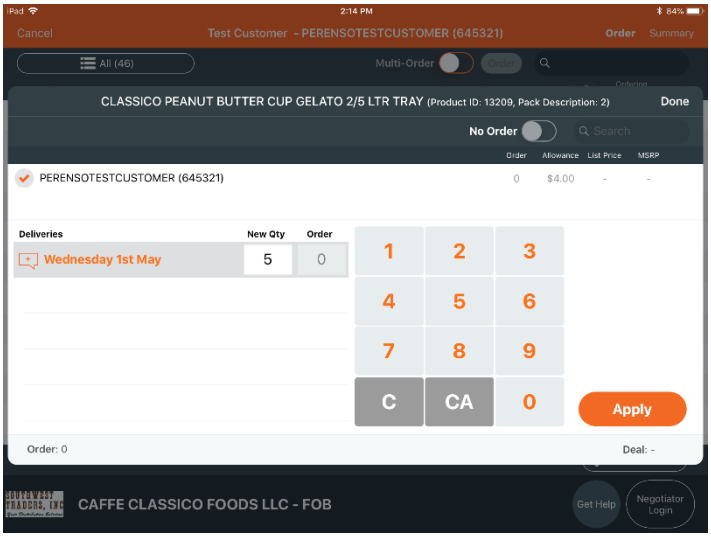
• Tap the gray box with a 0 in it, next to a product under the Order column to open the ordering panel.

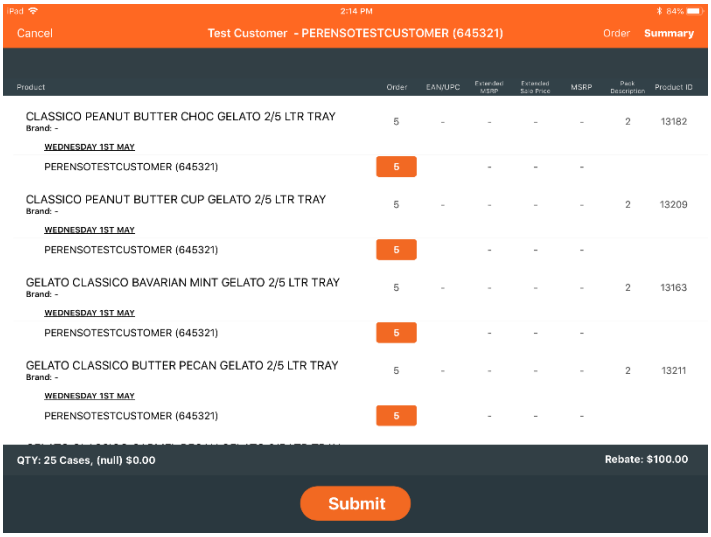
• Add the quantity of product you'd like to ship.

• When you have the right quantities tap "Done" in the upper right corner of the panel.

• Once all you've ordered every desired item, tap "Summary" in the upper right corner to review the Order.

• Tap"Submit" on the bottom of the screen to save the order. You can always log back in to modify an order using the attendee's PIN.





NOTE: If you tap the "Get Help" button on the bottom of any screen a support tech will be dispatched to your booth.