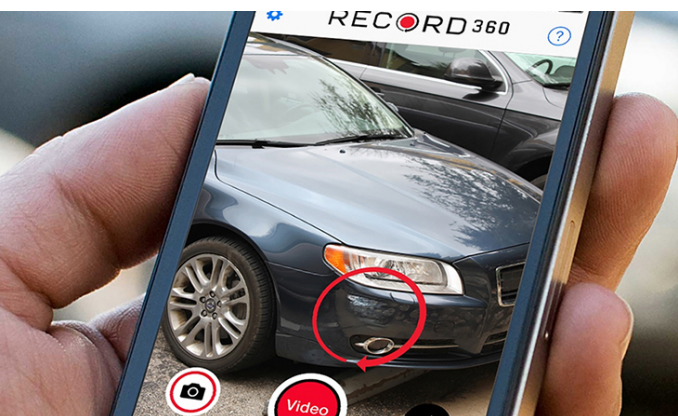


Welcome to Record360 for Business!

This short walkthrough will help guide you through some of the key steps in using the app and share some of the extended functionality of the product. You can also watch the Video Tutorials on our [YouTube Channel](#).



The essential tool
of the sharing
economy.



Installing the App

To install Record360, look up “Record360” in the [Apple App Store](#) or on the [Google Play Store](#) for Android devices, and install the Record360 App on the applicable device(s) you’ll be capturing with. Accept the Permissions (location, camera, microphone) as you install. iPad users please toggle to “iPhone Only” in the App Store to view the app.

Tutorial

A very short tutorial will greet you once you open the app, just follow along and swipe left to continue until you reach the sign-up/sign-in screen.

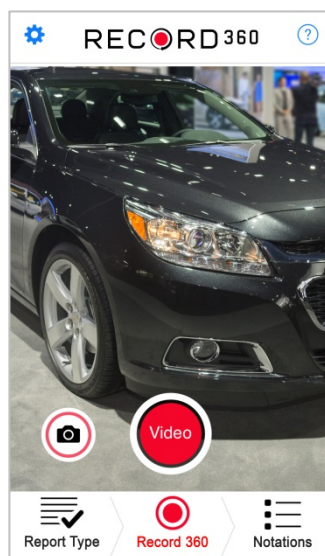
Username & Password

Your business’ demo account has been created with the user name per your welcome email. Touch “Sign-In” and login using these credentials.

You’re Ready to Capture!

Add a reference for your upcoming transaction, whether a text entry (any label of your choosing), or a VIN/UPC/QR scan code. (First-time users will see a “help overlay” with tips on how to navigate the app. This overlay can be toggled ON and OFF by touching the screen or the “Help” icon at the top right.)

You’ll then be placed in the *live capture screen*. You can take still photos at any point by touching the camera icon or the screen, but many of our users perform a video walkaround by tapping “Video” which starts the recording. During your inspection, you can easily identify points of interest (such as damage) by *touch capture*, that is, *touching the screen at that specific location, even while recording video*. You’ll see that the app circles what you touched. Continue capturing until you’ve completed the walkaround inspection, highlighting areas of interest as you go.



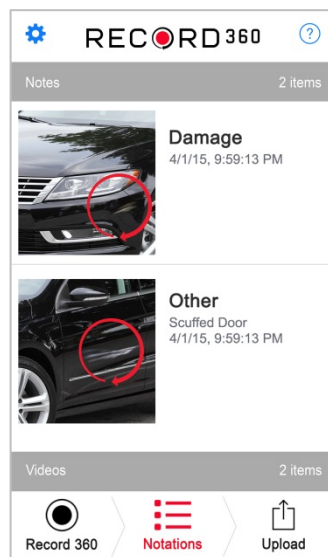
If you stop recording and realize you have more you’d like to capture, simply touch the Video button again, or take still images as needed, and repeat until complete.

Touch Notations

When finished capturing, tap the “Notations” icon in the bottom navigation bar to move to Notations view. When reviewing captured images, you can optionally apply Touch Notations to the images, which are short descriptions of what has been captured. You’ll see a default list of notations, but businesses can define up to 9 touch notations of your own. See our website’s FAQ for more details if you’d like to customize these!

Sign and Upload

The last step is uploading your transaction. Touch “Upload” on the bottom navigation bar, you’ll be prompted for a name and signature as indicated. Finally, touch “Upload Record” and your information will be sent to our secure portal!

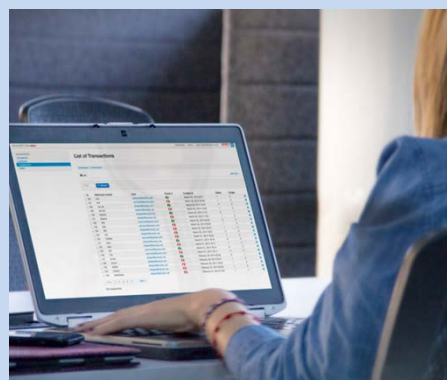


Internet Connectivity

Captured transactions will begin uploading immediately when connected to the internet via Carrier or Wi-Fi and typically takes less than 1-2 minutes depending on your connection speed. Unless you have an unlimited data plan for your carrier, Wi-Fi is strongly recommended to avoid data usage overages.

View your Transactions on the Record360 Dashboard

All of the uploaded transactions are transmitted to our secure portal, which is hosted in the cloud as is all the transaction content. You can access prior transactions at <http://www.record360.com>, just login using the sign-in link at the top of the site. Login with the same credentials you used when you signed into the app, which will give you access to the records you created.



Questions?

View more of our website’s FAQ at <https://www.record360.com/faq>. And please reach out to us at support@record360.com if you are having any issues. You can also check out our Video Tutorials at our [YouTube Channel](#) for an in-depth look and walkthrough.

Welcome aboard!

The Record360 Team.



APPENDIX: Additional App Details for Trial Customers

Settings

You'll notice the "Settings" gear icon top left as well. Here, you can choose to

- Capture standard or high definition images and video
- Apply notes to captured images, for example to describe any damage specifically
- The option to work in offline mode if not connected to Wi-Fi at your capture location; your transactions will be queued and then uploaded when connectivity resumes
- VIN scanning mode, which should be toggled "on" if scanning vehicle VINs, and "off" if scanning UPC or QR codes.

Capturing – Best Practices

We recommend that business users implement a consistent approach to capturing an asset. For example, for vehicle rentals, this may mean starting at the front driver's side door, and walking around the vehicle in a complete circle, capturing asset condition along the way. That way, for businesses and power users, you'll establish a consistent check-in and check-out procedure as a best practice.

Manager Roles

By default, a newly-created user receives a standard user role. This allows the user to capture transactions using the Record360 App and use the same login credentials on the reporting portal (<https://www.record360.com>). In the reporting portal, they can view only their own captured transactions. You can identify one or more users to be promoted to a manager role, which allows them to view all transactions for all users, which includes transactions captured at all locations, and can edit location and user records. When convenient, please email support@record360.com with a list of users to which you would like to have manager roles applied.

Customized Touch Notations

Touch notations are limited to 8 total characters, including spaces. Use the attached form (which contains examples) and send it back to us at support@record360.com and we will apply the notations. Once applied, we will send confirmation and loading the notations is as simple as logging-out/logging-in to upload the new configuration to your device!

Device Support

Although any iOS7+ is supported for Apple, we recommend using Gen-5 devices or later, such as iPhone4s or newer, Gen5 iPad Mini or Gen5 iPad Air devices, which perform well with High-Def Video capture. For Android, Record360 is currently available for Samsung Tab 4, S, Note and Tab Pro Series devices, Google Nexus devices, and most Android 4.4+ devices. Please advise support@record360.com if you encounter any issues with your specific device.

