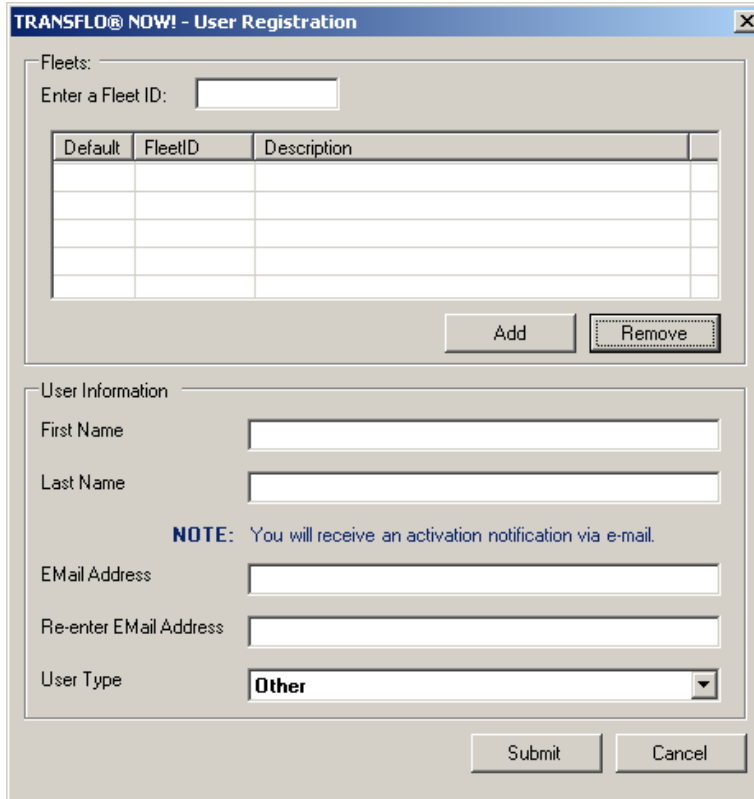


TRANSFLO NOW! SETUP AND SCAN INSTRUCTIONS

1. Install the application by clicking the supplied link.
2. Accept all default configuration options and when finished, the user should be prompted with the registration screen seen here:



The screenshot shows the 'TRANSFLO NOW! - User Registration' window. It has a title bar with a close button. The window is divided into two main sections: 'Fleets' and 'User Information'.

Fleets:

Enter a Fleet ID:

Default	FleetID	Description

Buttons: Add, Remove

User Information:

First Name:

Last Name:

NOTE: You will receive an activation notification via e-mail.

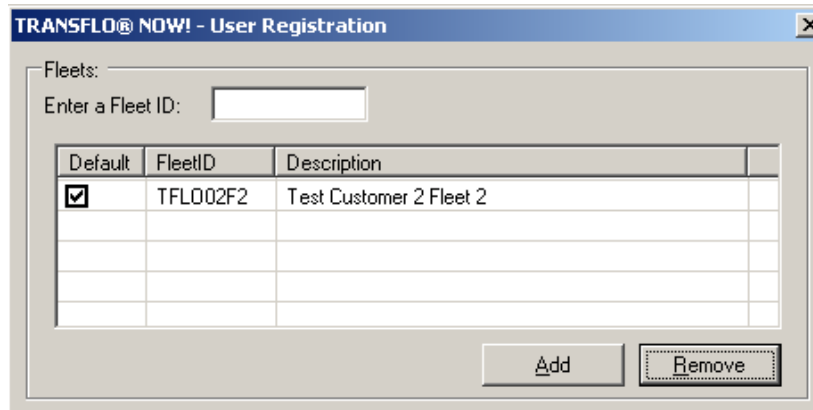
E-Mail Address:

Re-enter E-Mail Address:

User Type:

Buttons: Submit, Cancel

3. To begin the registration process, enter the correct Fleet ID in the field "Enter a Fleet ID" and click the "Add" button. If you are online, you should see the FleetID, Description, and Default box checked. If you enter an invalid fleet, or one that has not been activated for TRANSFLO Now! you will receive a notification box indicating there is a problem with the fleet.



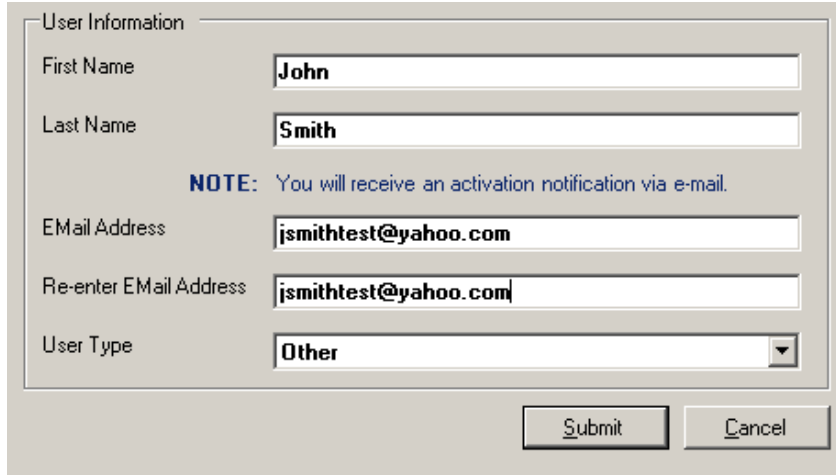
The screenshot shows the 'TRANSFLO NOW! - User Registration' window after a fleet has been added. The 'Enter a Fleet ID' field is empty. The table now contains one row with the 'Default' checkbox checked.

Default	FleetID	Description
<input checked="" type="checkbox"/>	TFL002F2	Test Customer 2 Fleet 2

Buttons: Add, Remove

TRANSFLO NOW! SETUP AND SCAN INSTRUCTIONS

- Once you have added the Fleet, enter the information requested in the User Information section of the Registration Screen as shown below. Accept the changes and click “Submit” to send the registration. ***Be sure and type the email address correctly, both times or you will not be able to scan!***



The screenshot shows a registration form titled "User Information". It contains the following fields and controls:

- First Name: Text box containing "John".
- Last Name: Text box containing "Smith".
- NOTE: A blue text note stating "You will receive an activation notification via e-mail."
- E-Mail Address: Text box containing "jsmithtest@yahoo.com".
- Re-enter E-Mail Address: Text box containing "jsmithtest@yahoo.com".
- User Type: A dropdown menu with "Other" selected.
- Submit and Cancel buttons at the bottom right.

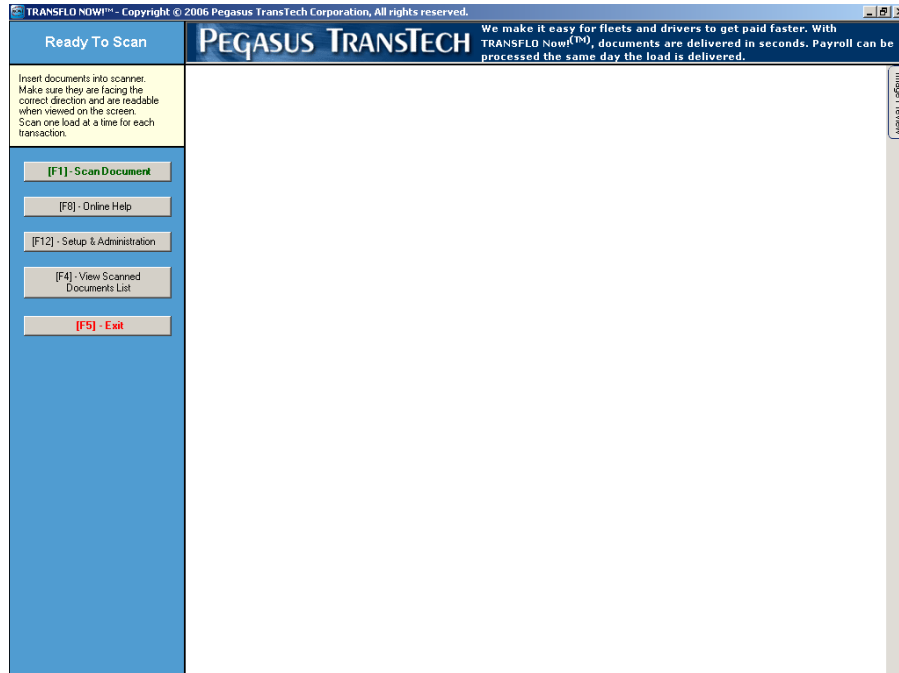
NOTE: If you enter the information when you are offline, the validation of the fleets will be pending and when “Submit” is selected it will pop up a message to save the registration data. ***The registration will not submit automatically when you go online.*** You must launch the application and click “Submit” once while online to get the activation email.

- Check your email Inbox for the activation link email, and click the link.

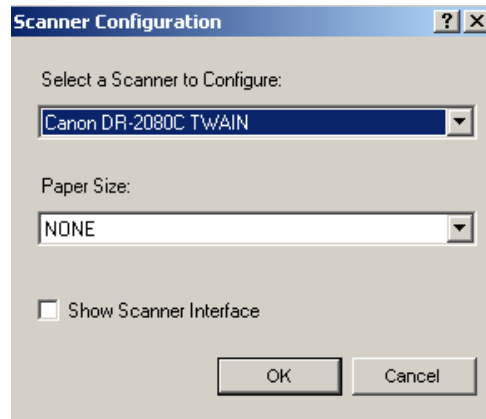
NOTE: If you have not seen the activation email in a normal amount of time, check the “Junk” mailbox to see if your email account is moving this email to your “Junk” folder. If you do not find the email, open the application and confirm the email address entered on the registration page is correct. If it is correct, click the Submit button again. If it is not correct, retype the email address in both fields, and click the Submit button while you are online.

TRANSFLO NOW! SETUP AND SCAN INSTRUCTIONS

- Once you have received and clicked the activation link, open the application. You should open to the Ready To Scan page.



- Click the "Setup and Administration" button or press F12. Click the "Select Scanner" button.

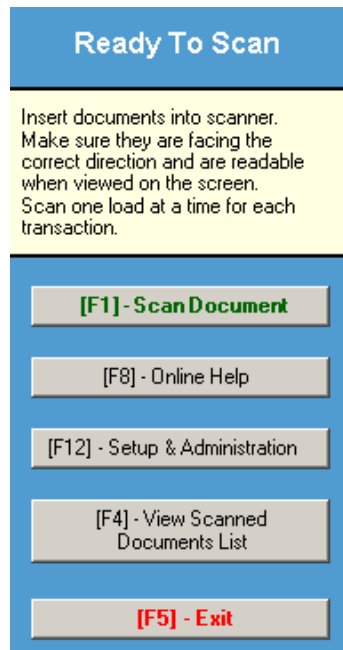


- If the correct scanner is displayed, click "OK". If not, click the down arrow and choose the correct scanner. Click "OK", and then "Return" (F4).

NOTE: You must have installed and configured the scanner correctly through Windows for the scanner to be displayed in this drop down.

TRANSFLO NOW! SETUP AND SCAN INSTRUCTIONS

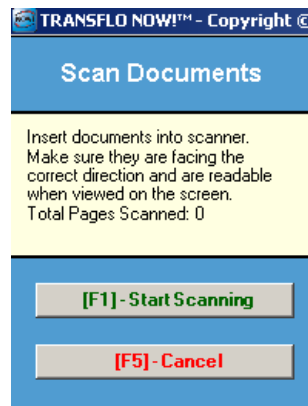
9. Now you are ready to scan.



10. Click the "Scan Document" (F1) button.

11. Place documents in scanner.

12. Click the "Start Scanning" (F1) button.



TRANSFLO NOW! SETUP AND SCAN INSTRUCTIONS

13. At this point, you can choose one of several options:

”Scanning Complete” (F1) if all pages have been scanned and appear readable

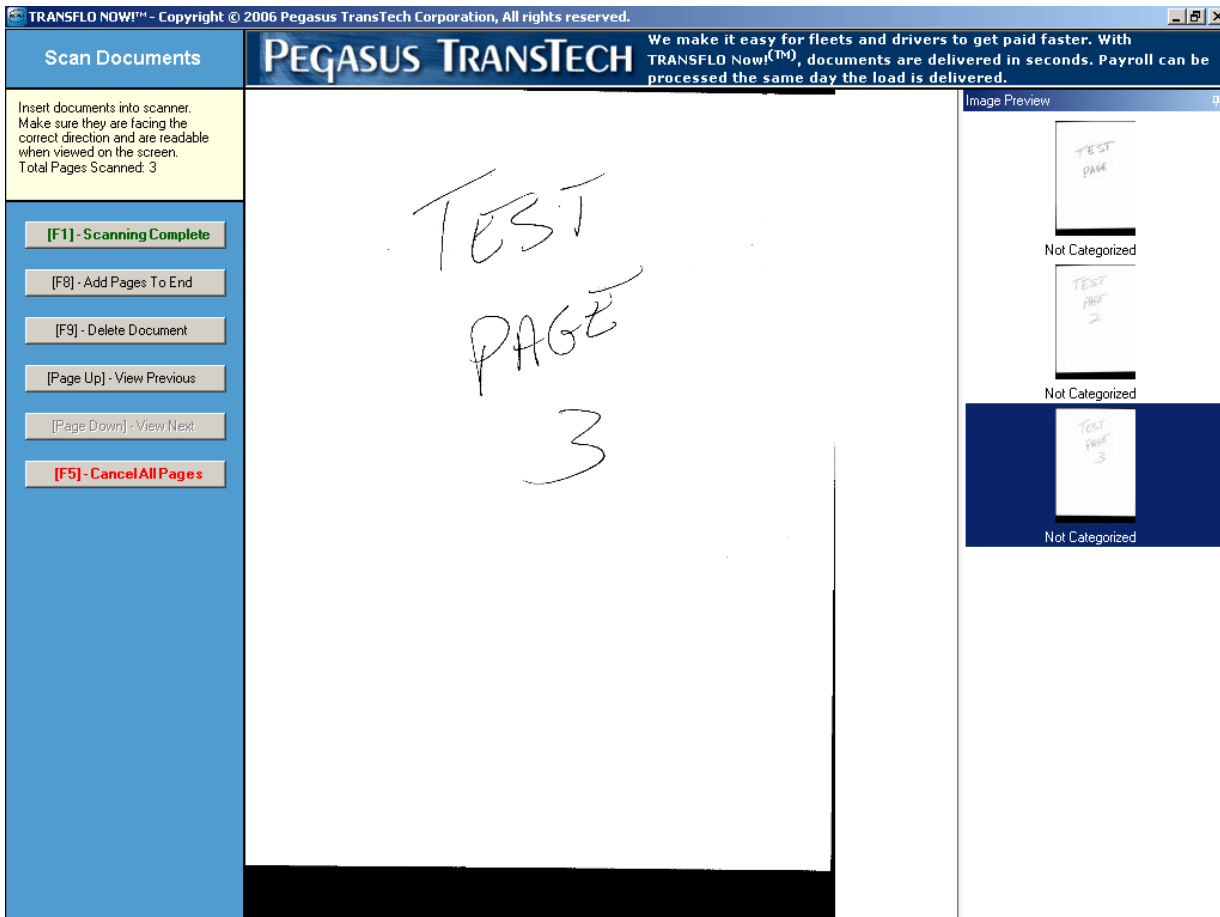
”Add Pages To End” (F8) if more documents need to be scanned. (Repeat the steps above until all pages have been scanned)

”Delete Document” (F9) if a page should be deleted. The document in the main view screen will be deleted.

”View Previous” (Page Up) or ”View Next” (Page Down) to view any documents in the group.

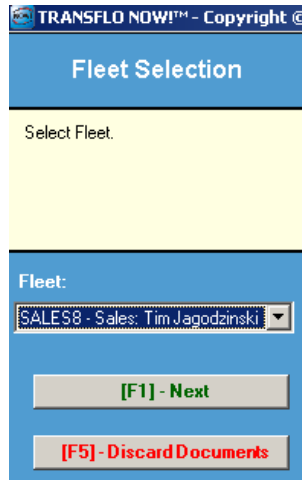
You may also click the image preview tab and view by clicking thumbnails.

”Cancel All Pages” (F5) to start over or quit.



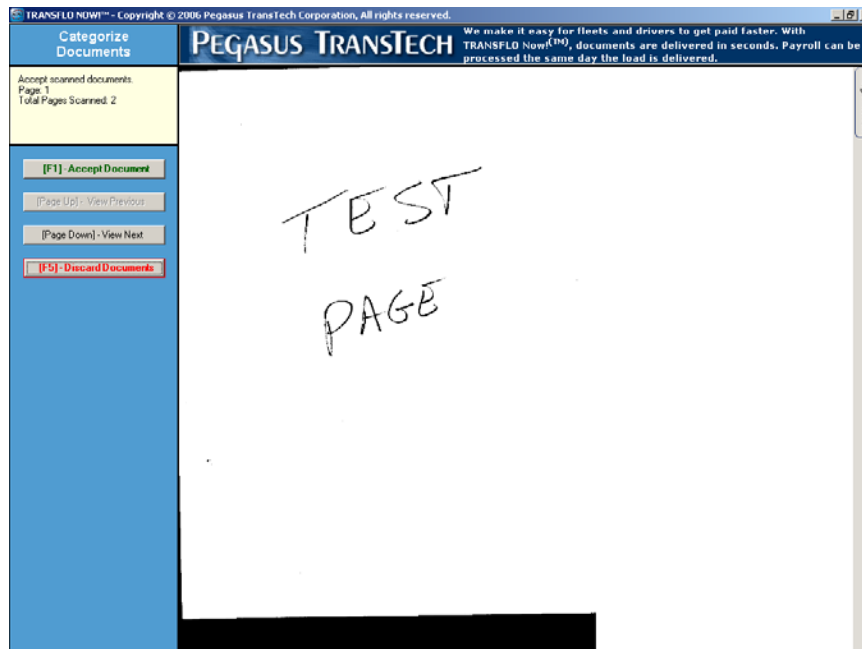
TRANSFLO NOW! SETUP AND SCAN INSTRUCTIONS

14. After clicking the "Scanning Complete" (F1) button, the Fleet Selection page will appear.



The default fleet will be visible in the Fleet field. If this is correct, click the "Next" (F1) button. If this is NOT the correct fleetid, click the arrow next to the field and choose the correct fleet. If the correct fleet is not visible, you will have to cancel this transaction by clicking the "Discard Documents" (F5) button. At this time, go back to the registration page (see instruction 2) and add the required Fleet.

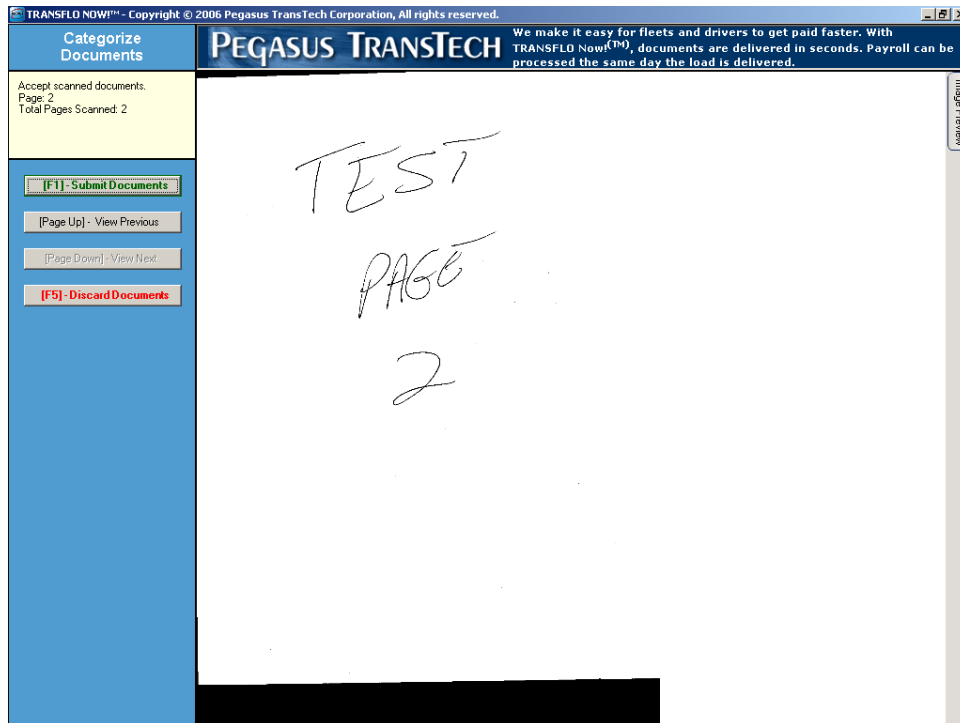
15. After clicking the "Next" (F1) button, you will see the first page of your set of document. If this page looks acceptable, click the "Accept Document" (F1) button. This will take you to page 2. You will need to click the "Accept Document" (F1) button for each page in your document set. You may also "Page Down" or "Page Up" to view documents, and "Discard Documents" (F5) if you choose not to transmit them.



TRANSFLO NOW! SETUP AND SCAN INSTRUCTIONS

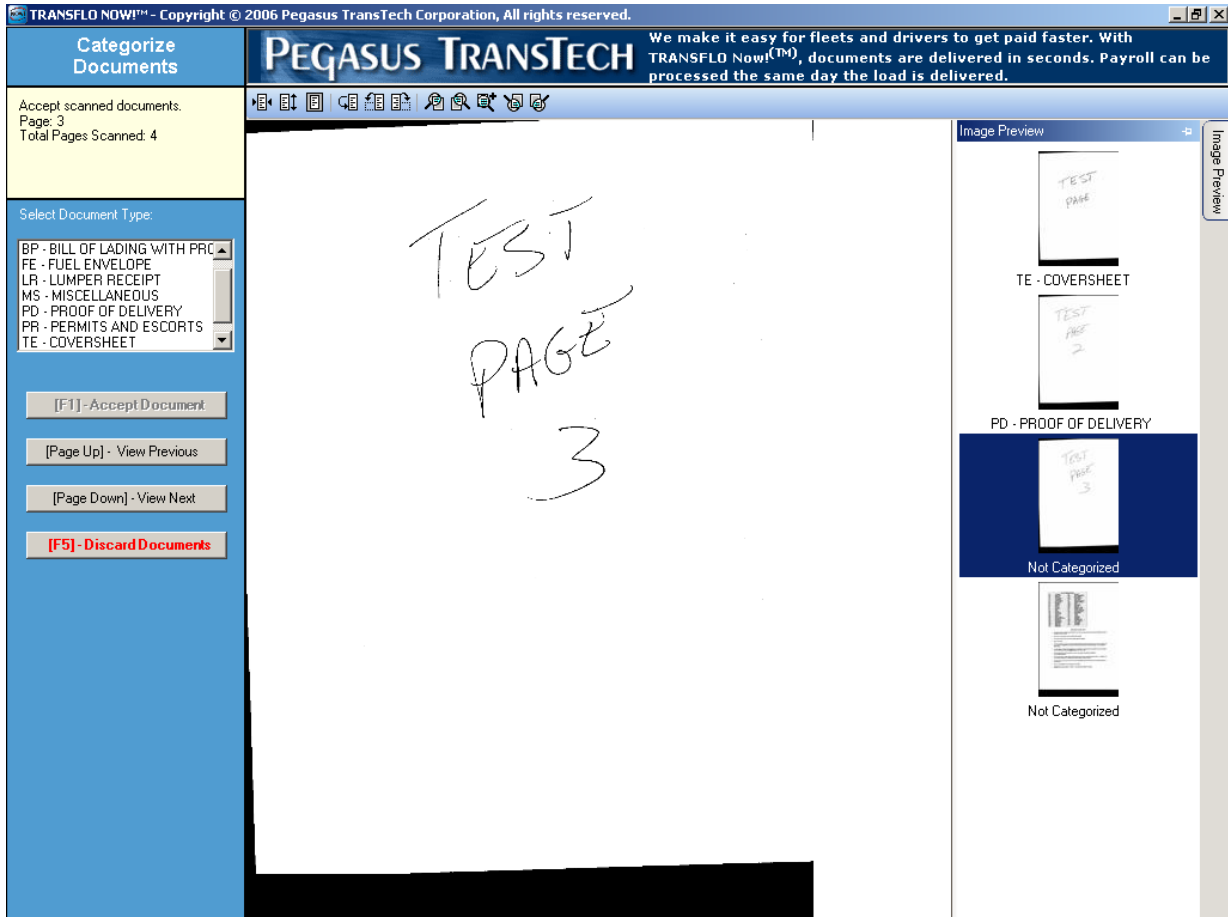
TRANSFLO NOW! SETUP AND SCAN INSTRUCTIONS

16. Once all documents have been accepted, press the "Submit Documents" (F1) button, submitting the set of documents for transmission.

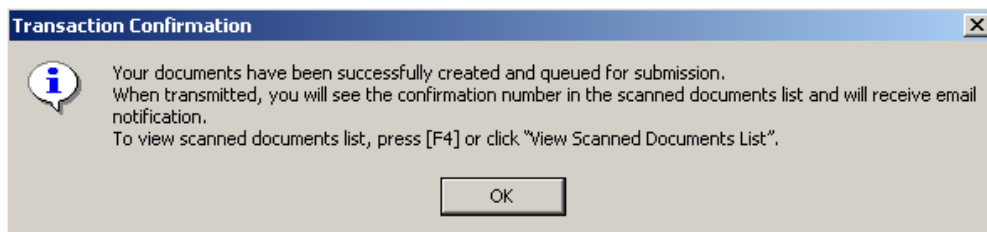


TRANSFLO NOW! SETUP AND SCAN INSTRUCTIONS

NOTE: Prior to submitting the documents, you may review all of the documents by pressing the "Page Down" and "Page Up" buttons. You may also review by using the image preview thumbnails that are available on the right side of the viewing pane. You will also notice that the document types are shown under the thumbnails. If you need to change one, simply click on the thumbnail to make the image appear in the main view pane, and choose the correct document type as described above. You may also cancel and start over by pressing the "Discard Documents" (F5) button.



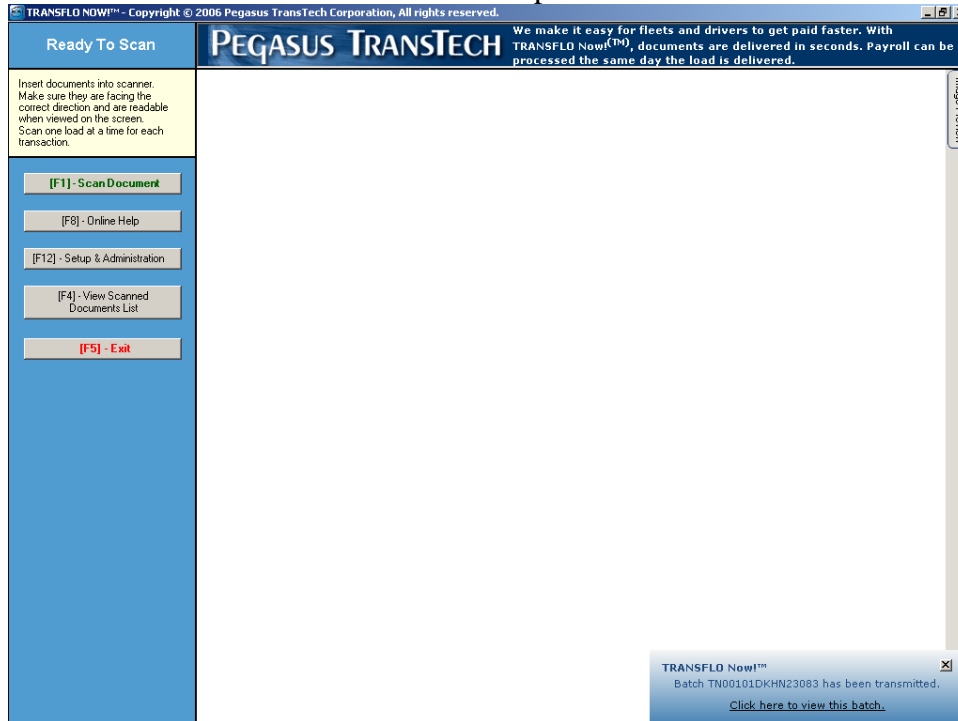
17. When you submit your documents, you will see a box appear indicating the set of documents has been successfully created and is ready for submission. Click "OK".



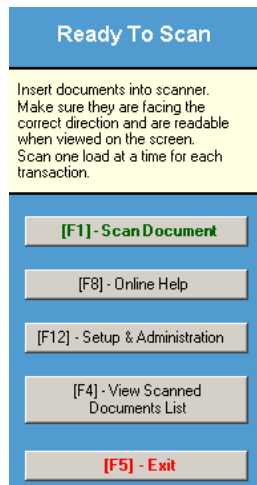
NOTE: You do not have to be online to scan documents. You do have to be online to transmit documents.

TRANSFLO NOW! SETUP AND SCAN INSTRUCTIONS

18. When you are online, you will see a popup box appear in the bottom right of your screen that will contain the confirmation number of the set of documents submitted, and a link to click to view this set of documents on the TRANSFLO Express website.



19. You may also view these documents in the "View Scanned Documents List" (F4) from the Ready To Scan page (Main Page).



TRANSFLO NOW! SETUP AND SCAN INSTRUCTIONS

20. The transaction will show a status of Pending until it is successfully transmitted. During this time, the confirmation number field will be blank for that row. To view the images, click on the row containing the documents you wish to view, and click the View Documents button.

Note: When the set of documents has been successfully transmitted, the status will change from Pending to Transmitted in the Scanned Documents History, and the confirmation number will appear.

The screenshot shows a window titled "Scanned Documents History". It contains two main sections: "Select Fleet" and "Select Documents".

Select Fleet:

Fleet	Count
CRET	0
SALES6	26
SALES8	10
HUNA	0
LCSI	1
LICS	22

Select Documents:

Confirmation Number	Status	Pages	Transmit Date	Scan Date
TN001013AUDQP7S6	Transmitted	1	02/07/2007	02/07/2007
TN00101W6VQMG41	Transmitted	1	02/07/2007	02/07/2007
TN00101HLW620EAP	Transmitted	1	02/07/2007	02/07/2007
TN00101U10F4FZFH	Transmitted	1	02/07/2007	02/07/2007
TN001010Yw1HN4AV	Transmitted	1	02/07/2007	02/07/2007
TN001018EGU8S492	Transmitted	1	02/07/2007	02/07/2007
TN00101V7KHGRYC3	Transmitted	1	02/13/2007	02/13/2007
TN001017ZMJBZ8MG	Transmitted	2	02/13/2007	02/13/2007
TN00101DKHN23083	Transmitted	1	02/13/2007	02/13/2007

At the bottom of the window, there are three buttons: "View Documents", "Delete Documents", and "Close".