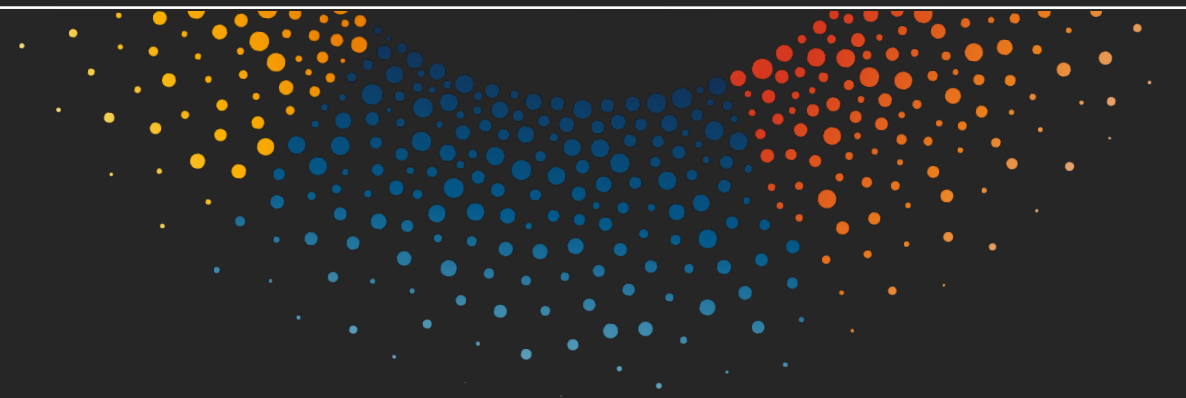# Mobile Companion Instructions

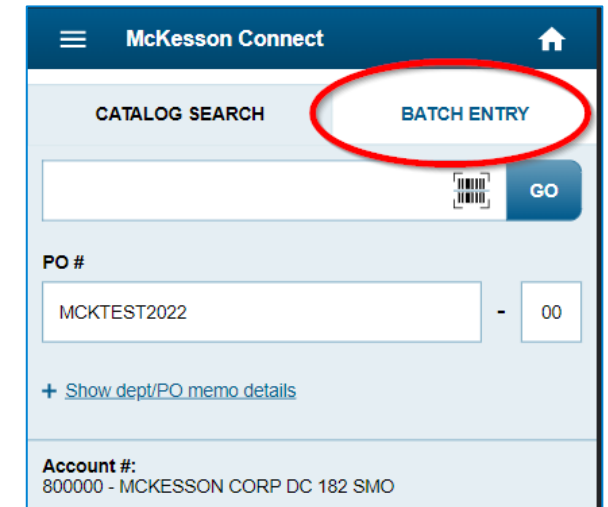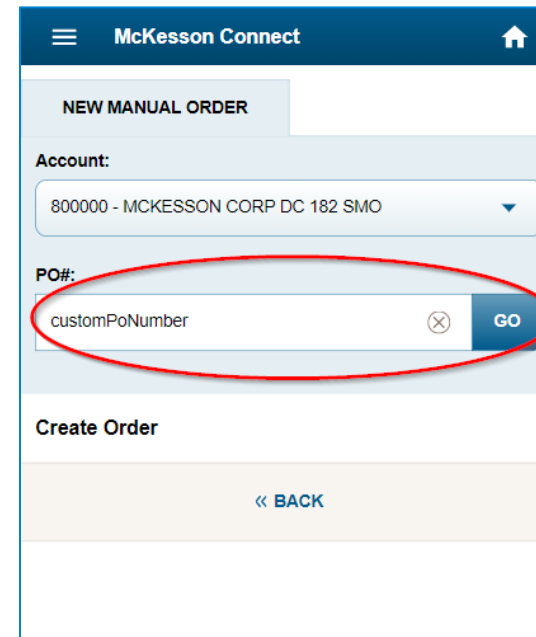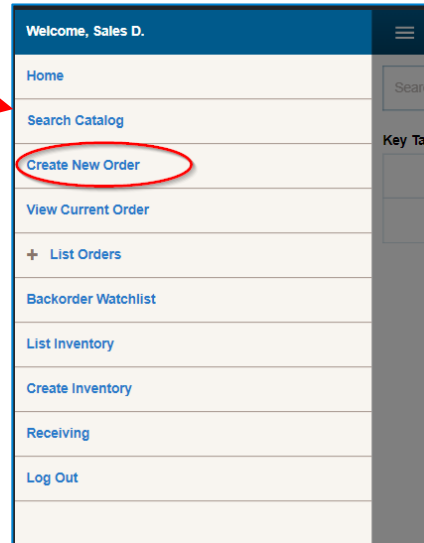# Logging In

- On your mobile device open the web browser (Chrome, Safari, Firefox, Edge, etc.) and go to **connect.mckesson.com**

- Log in using your McKesson Connect UserID and Password.
  - If prompted: Always allow the site to access the camera.

Creating a New Order
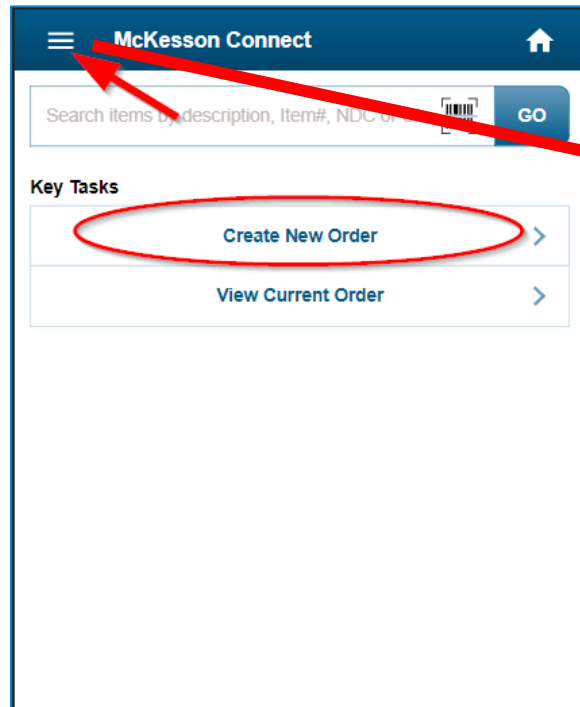
- Tap '**Create New Order**' and enter your desired PO #.
- Use '**Batch Entry**' to create a list of items to add to your order.
    – Batch Entry is building a list for you to add to your order.
    – You can build lists and add them to the order throughout the day prior to submitting the order.

Scanning and Building the Order List
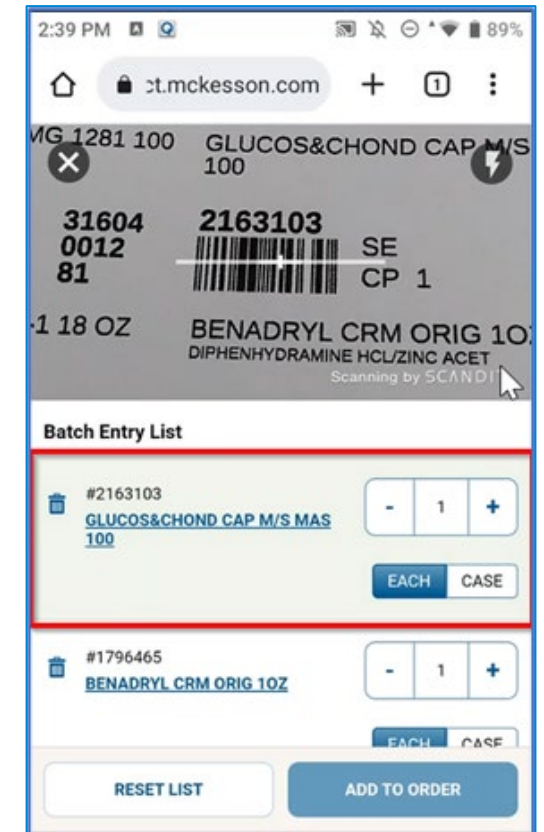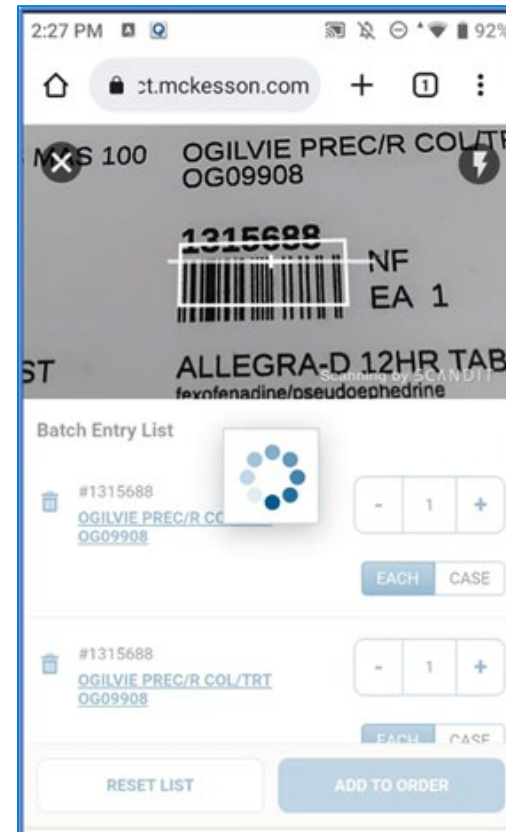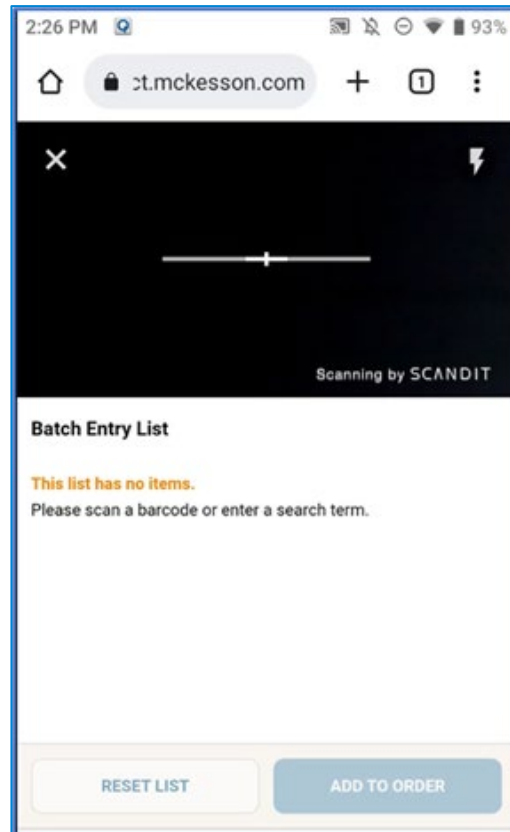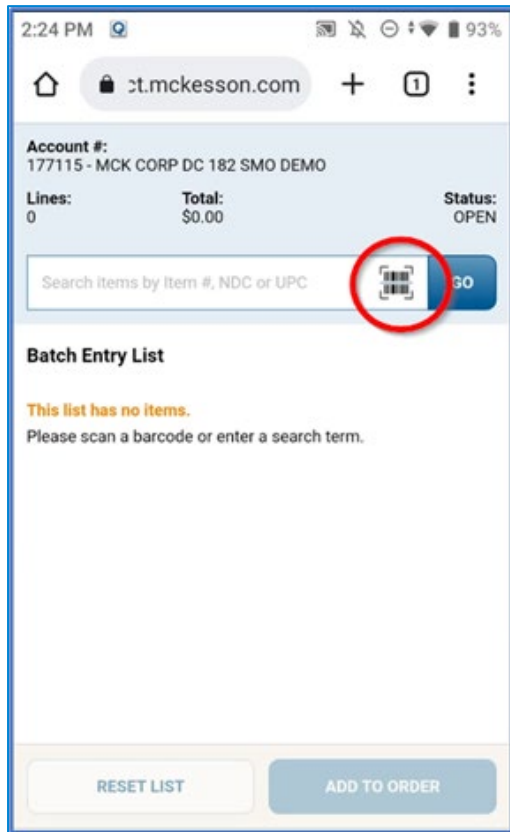
- Tap the Barcode Icon to utilize the Camera scanning.

- Position the barcode in the scanner crosshairs to add item(s) to the list.

  – If scanning multiple barcodes, just hover over the next barcode to scan and add to the list.

- You can also edit the item(s) in the list if needed.

Adding the Order List and Submitting the Order
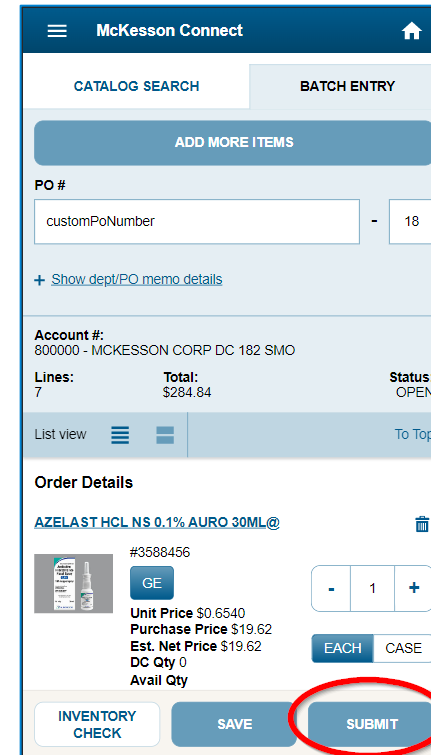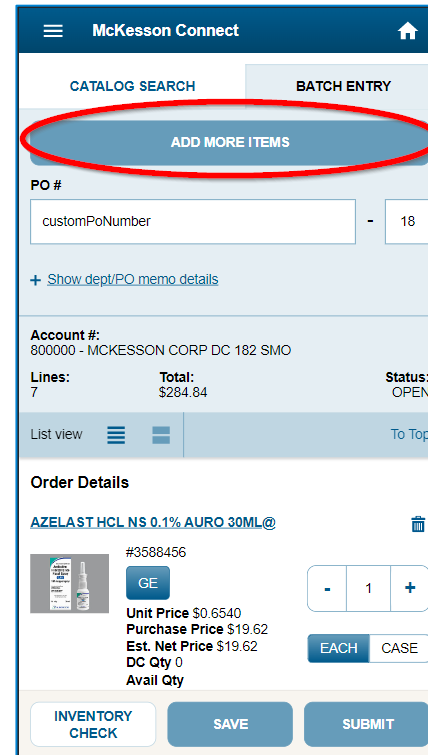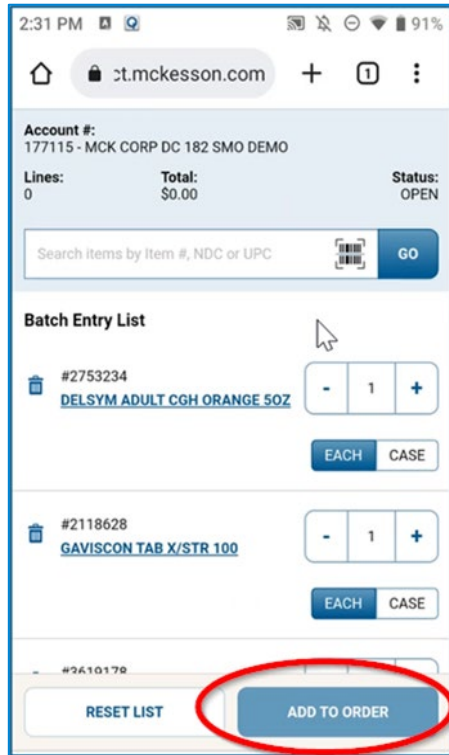
- Tap **'Add to Order'** to add the items in the list to the order.
- Add additional items by tapping **'Add more items'**.
  - When adding more items, the list will start blank. Don't worry, the previous item(s) were added to your order.
- Your order will remain open until you Submit, if you wish to view items in your order you can view them on the **'Catalog Search'** tab.
- When you are finished adding items make sure to **'Submit'** your order.

Other Features
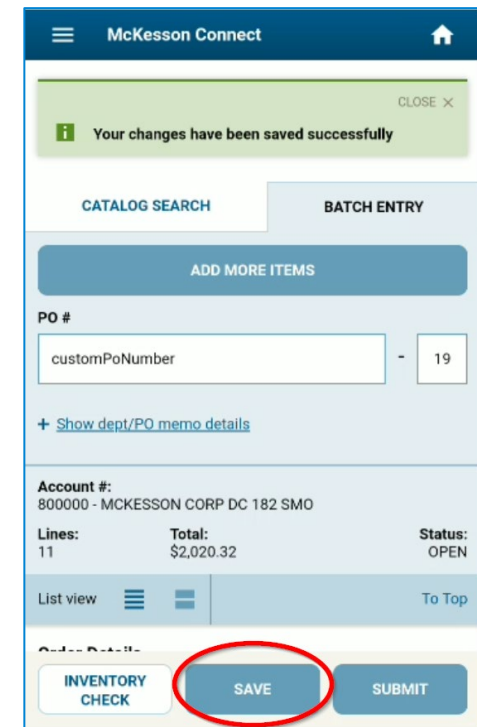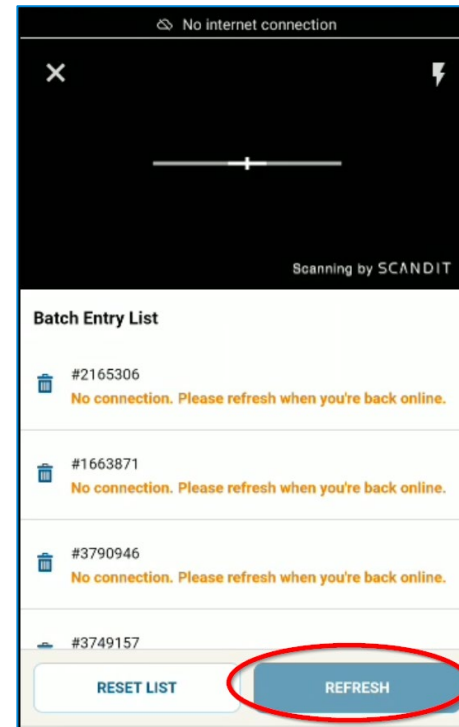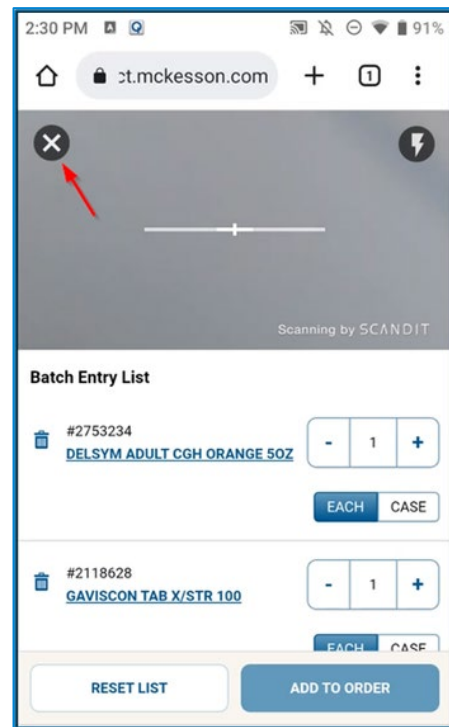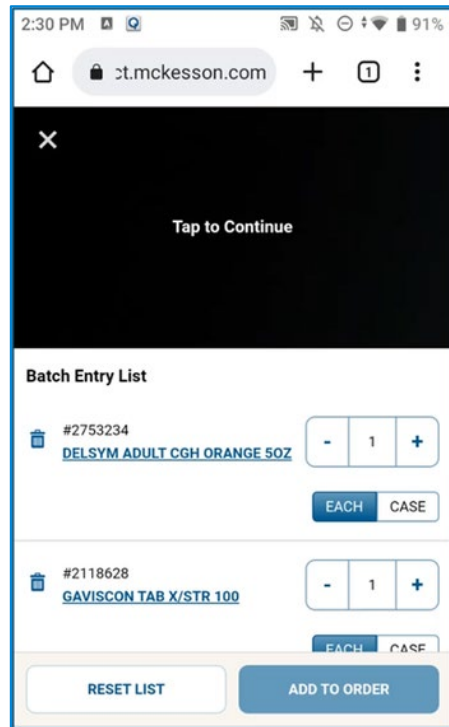
- The scanner will pause after a delay.
- To close the scanner, tap the **X** in the upper left.
- If you lose Wi-Fi signal, you can still build the list and refresh when regain signal.
- If you make changes to item(s) remember to tap **'Save'**.