

# **CUSTOMER TRAILS DOCUMENT SUMMARY**

Monobind provides resources to assist with Registration, Sales, and Support on its **Trails Website**, as well as the ability to view Open Orders (POs), Bill of Materials (BOM), Past Purchase History, and Account KPI.

# Simply apply for an account today by emailing <a href="mailto:customerservice@monobind.com">customerservice@monobind.com</a>

Web Site: <a href="http://trails.monobind.com">http://trails.monobind.com</a>

Login: Set by Monobind customer service, system will email new user

Password: Set by user

#### 1. DOCUMENTS - TOP MENU

- 1.1 Kit [Technical Files]
- **1.2** Controls [Technical Files]
- 1.3 Instrument
  - 1.3.1 Certificates
  - 1.3.2 Maintenance
  - 1.3.3 Manual
  - 1.3.4 Marketing
  - 1.3.5 Software
  - 1.3.6 Spare Parts
  - 1.3.7 Specs
  - 1.3.8 Training
  - 1.3.9 Troubleshooting
  - 1.3.10 Test Files
- 1.4 Company
  - 1.4.1 Manuf. License
  - 1.4.2 ISO Cert
  - 1.4.3 CE DoC/ Quality Cert
  - 1.4.4 Articles of Inc.
  - 1.4.5 Lot # Assign SOP
  - 1.4.6 Floorplans

#### 1.5 Sales Support

- 1.5.1 Assay Design
- 1.5.2 Catalog
- 1.5.3 Flyers
- 1.5.4 Images
- 1.5.5 Policies-Ordering
- 1.5.6 Posters
- 1.5.7 Slides
- 1.5.8 Technical Guide

(Also, interactive online at

https://www.monobind.com/?faq https://www.monobind.com/?tips)

## 1.6 Biorad Documents

Values for every control MB evaluates for its ELISA and CLIA products

- 2. HOME Open Orders- USER HOME
  - **2.1** POs Open by Date
  - 2.2 Items on PO
  - **2.3** Those Item BOM
- 3. REPORTING TOP MENU
  - 3.1 **Shipments** 
    - 3.1.1 Numerous Filters
  - 3.2 <u>KPI</u>
    - 3.2.1 Numerous Filters

## Let's walk through the content areas/ functions with screenshots

#### 1. DOCUMENTS

Area for customers to retrieve detailed information on Monobind kits, controls, instruments, and other general company information. To begin:

- 1.1 Select <u>Documents > Kit</u>
  - Then type Kit number in the box such as 125 (for T3 ELISA) and a list will come up with kits containing that number



- Select the desired kit such as 125 T3 ELISA
  - List populates of the available documents
    - ✓ Most requested documents at the top: IFU (in available languages), Labels and SDS
    - √ Technical File (TF) documents are listed below
    - ✓ **Download** or **Print** (desired documents), or **Create Bundle** a PDF of the entire TF



#### 1.2 Select **Documents > Controls**

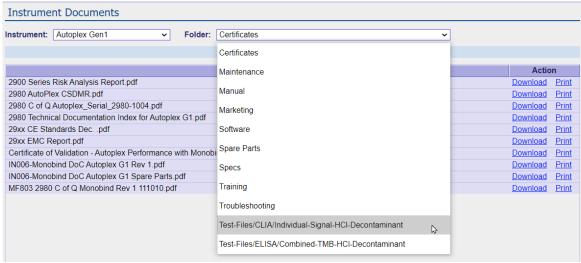
- Select from dropdown of available controls
- List populates of available documents
- Download or Print (desired documents), or Create Bundle a PDF of the entire TF



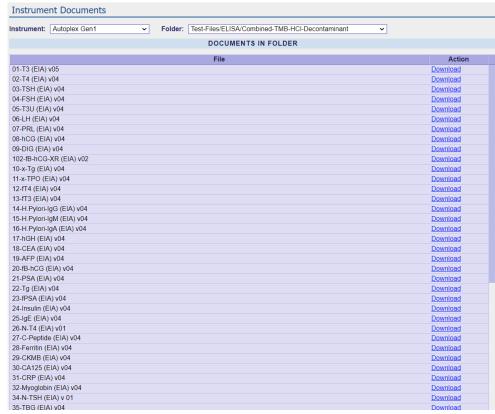


#### 1.3 Select **Documents > Instrument**

Instrument can be selected from list and then various folders related to desired content

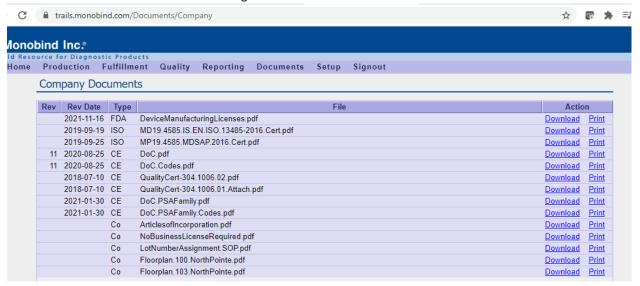


- Test-Files available are listed by the Item # (starting numbers 01=T3) and can be downloaded individually [in future they can be done by bulk]
  - CLIA 'Individual' means the Signal Reagent (A and B) are loaded separately in the instrument to preserve shelf life. The instrument does the mixing with dispense force. Other aspects related to instrument and test file design are expressed in the description (and vary with different automation.)



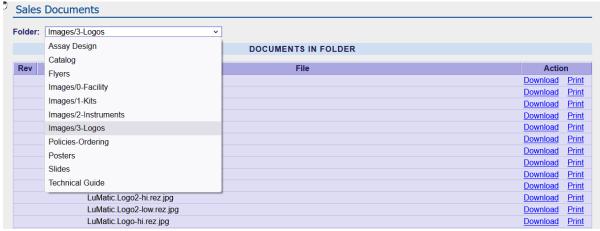
### 1.4 Select **Documents > Company**

 List of company related items appears including FDA, ISO, CE and other important company records as needed for registrations and other related documentation



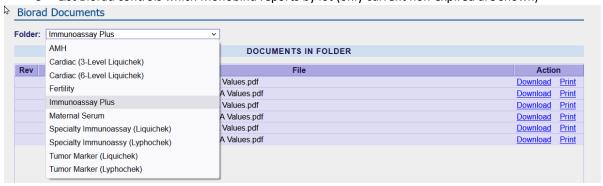
#### 1.5 Select **Documents > Sales Support**

Folders of sales related materials including Catalog, Flyers, etc



# 1.6 Select **Documents > Biorad Values**

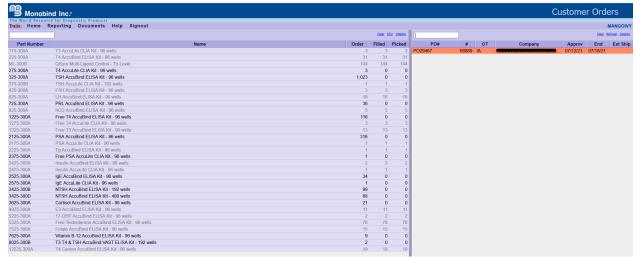
List Biorad controls which Monobind reports by lot (only current non-expired are shown)



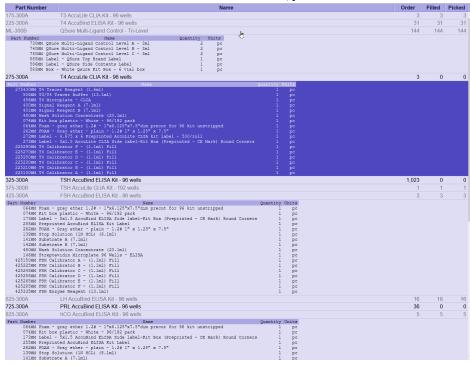


#### 2. HOME

- 2.1 Select Home > Start
  - o Right panel shows open orders
  - Left panel shows items contained (grey are fulfilled items while black is remaining)

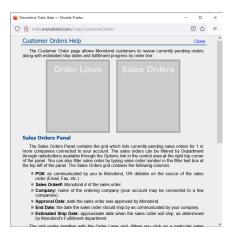


o To see the related BOM for each item, just click on the item



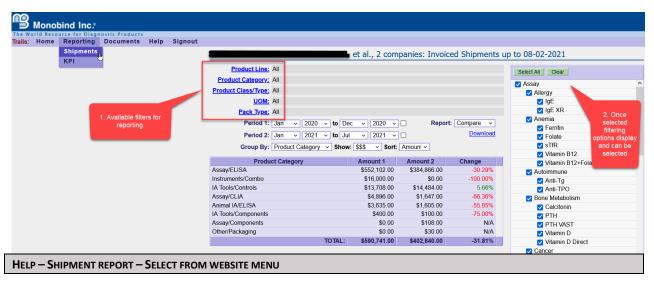
Help – Home screen customer order summary – Select from website menu

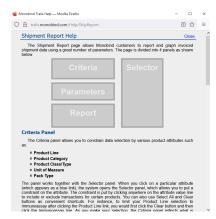




#### 3. REPORTING

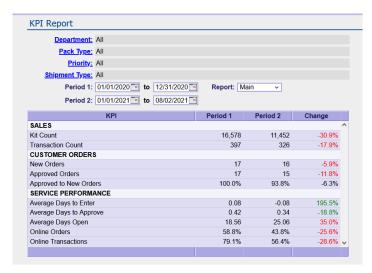
- 3.1 Select Reporting > Shipments
  - Shipments show orders shipped in the time-period(s) selected by the user
    - Single or comparison of period 1 to period 2
    - Results can be shown in a variety of ways
      - Category, class, etc.
      - Dollar \$ or units can be shown
      - Any filter (listed on the left can be selected and controlled on the right)





### 3.2 Select Reporting > KPI

KPI show various measurements which are filterable and available for various periods



Should you require any other information, please contact

- o Customer Service at <a href="mailto:customerservice@monobind.com">customerservice@monobind.com</a>
- Tech Support at <u>techsupport@monobind.com</u>
- o Alicia Jerome Volkov, our Marketing Director at <a href="mailto:aliciajerome@monobind.com">aliciajerome@monobind.com</a>