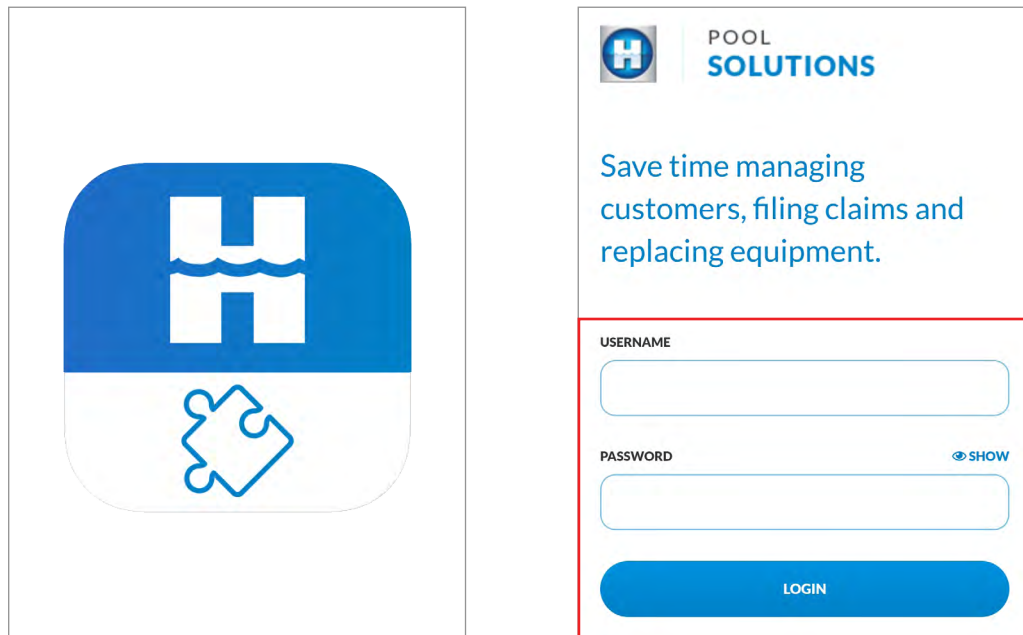# QUICK REFERENCE GUIDE
## Pool Solutions App - Add Equipment to Pad Inventory

1 Locate the Hayward Pool Solutions App on your device. Enter your username and password then tap the blue "LOGIN" button. See the **Create a Pool Professional Profile** guide to learn how to set up your account.

2 From the available options, tap the "LEADS" button then locate the lead your would like to update. Tap the lead name.
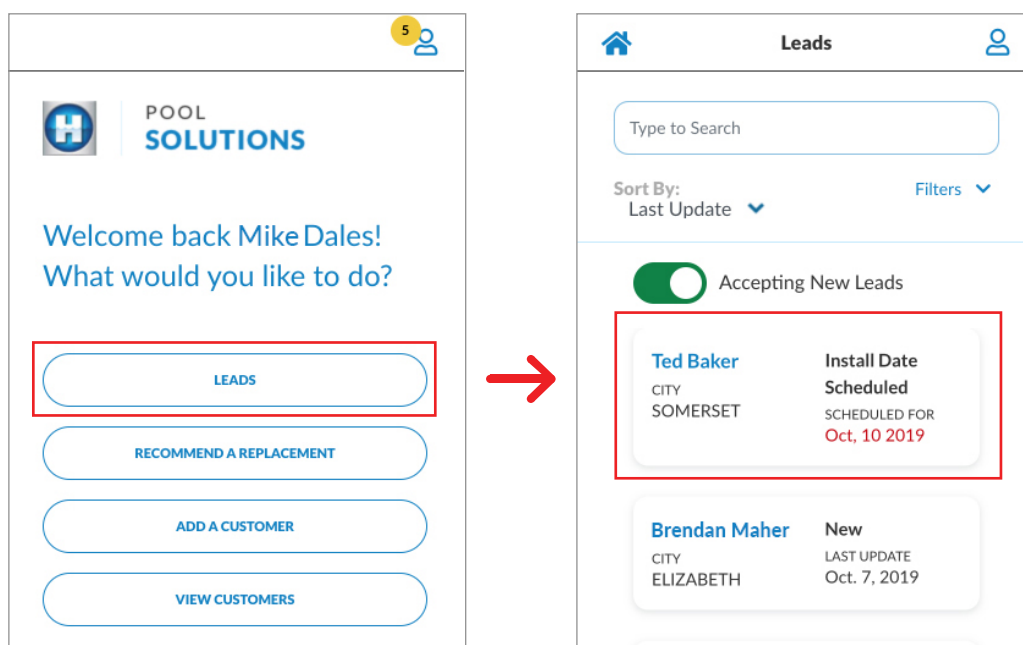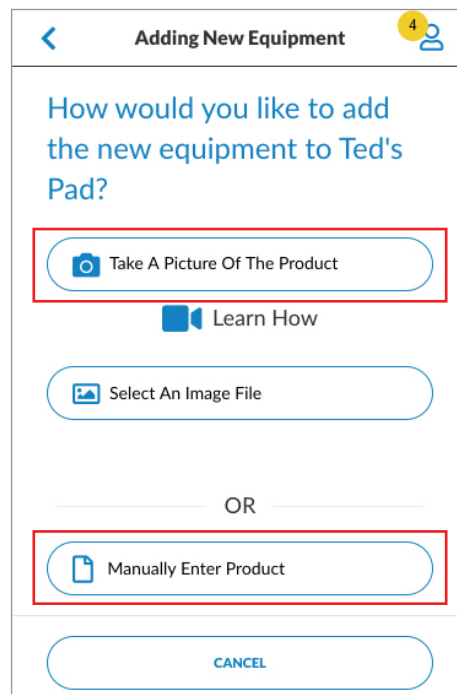
3 Within the selected lead, tap "Manage Pad" then tap the blue "ADD EQUIPMENT TO PAD" button at the bottom of the screen.
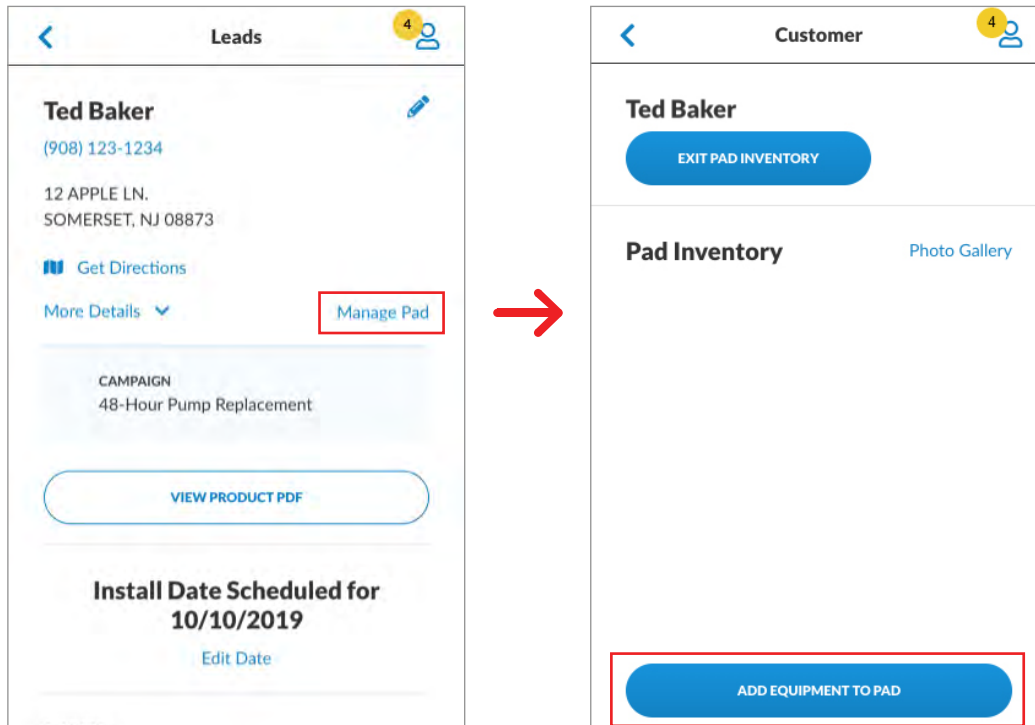
4 Decide which option you would like to take to add equipment to the pool pad.
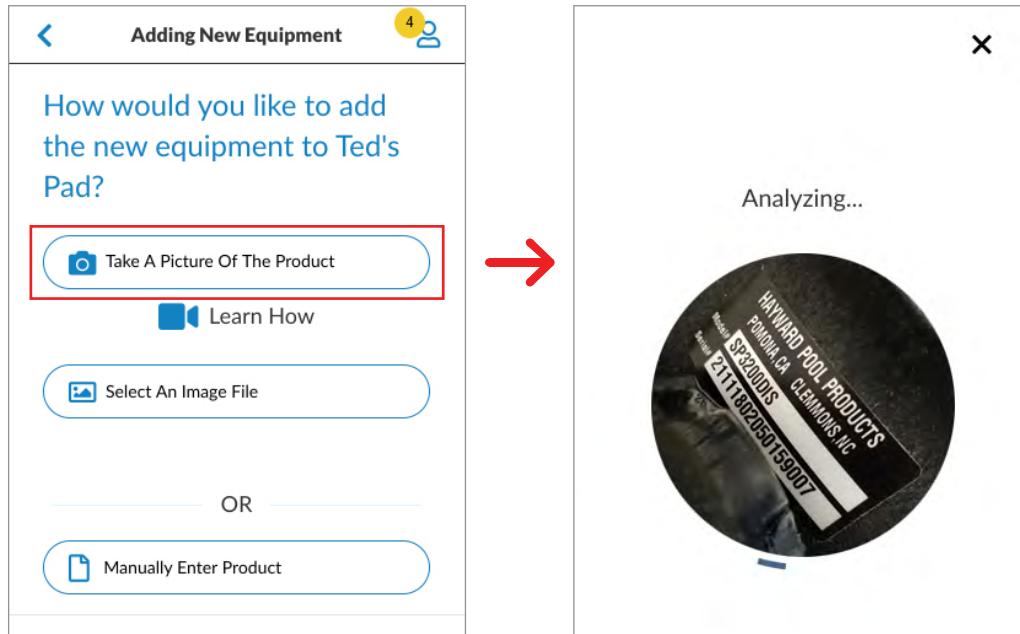
Option 1: Take A Picture Of The Product
Option 2: Manually Enter Product

Option 1: Continue to Step 5a

Option 2: Skip to Step 6

5a Tap on the "Take A Picture Of The Product" button to get started. This will open your mobile phone camera. Point your camera toward the **product serial number** and take the picture.


Tap the correct product from the available listing. You will now see the "Equipment Successfully Added" message at the top of the screen.
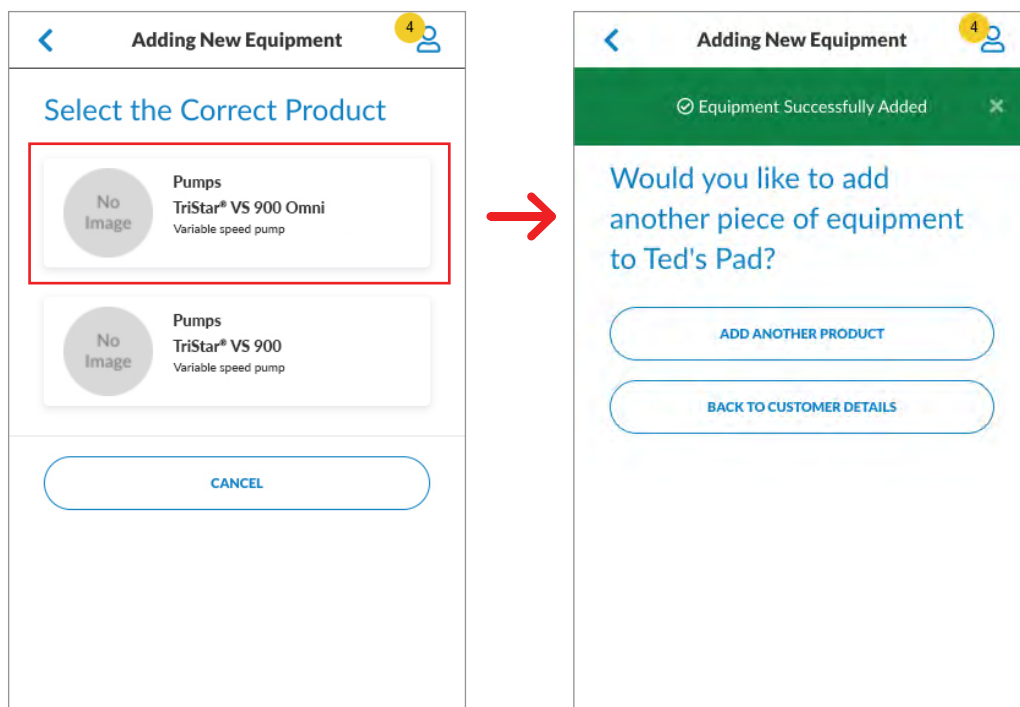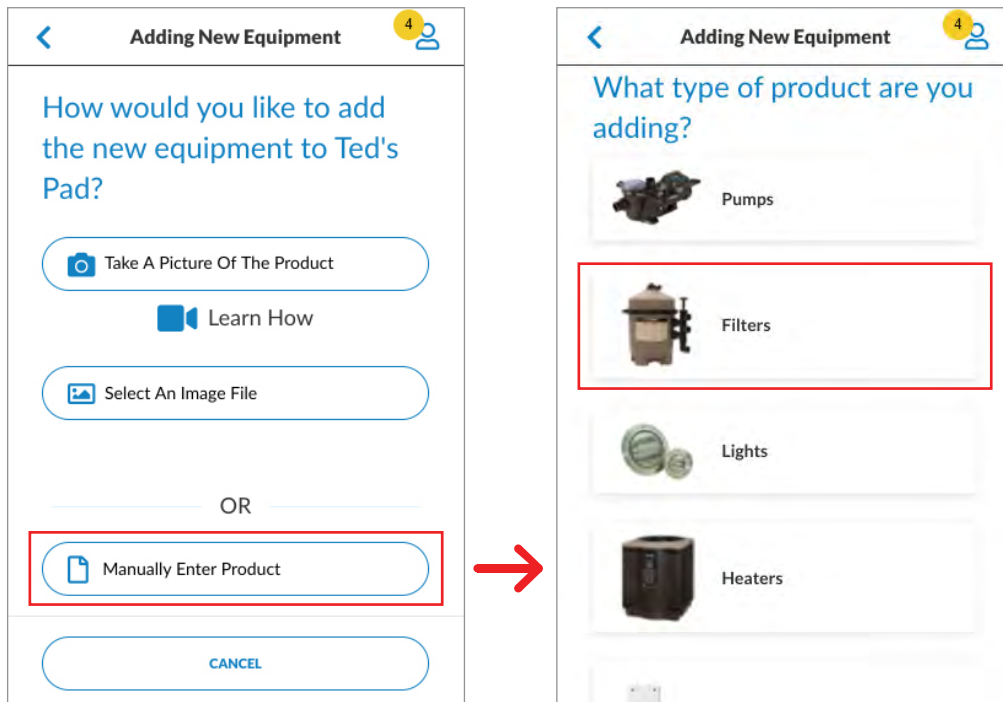
5b Tap the "Select An Image File" button then tap on the image file you'd like to use. Please Note: the image file must be of a serial number.
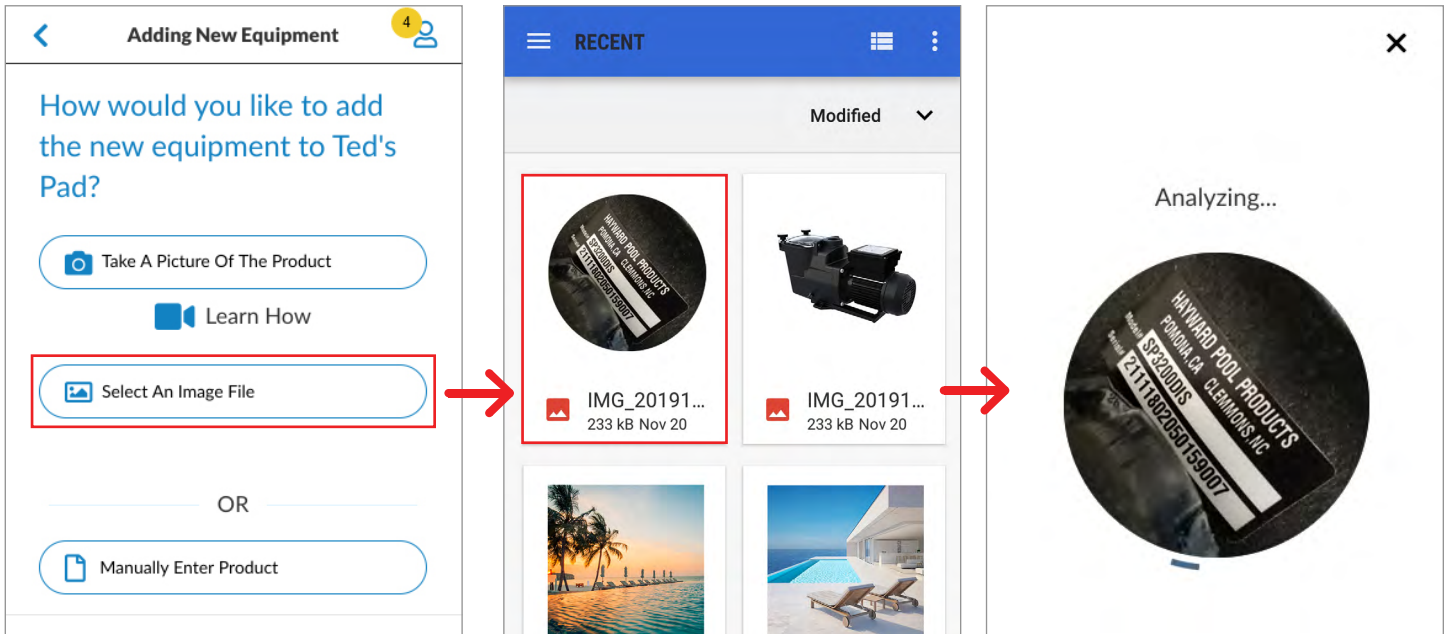
Tap the correct product from the available listing. You will now see the "Equipment Successfully Added" message at the top of the screen.
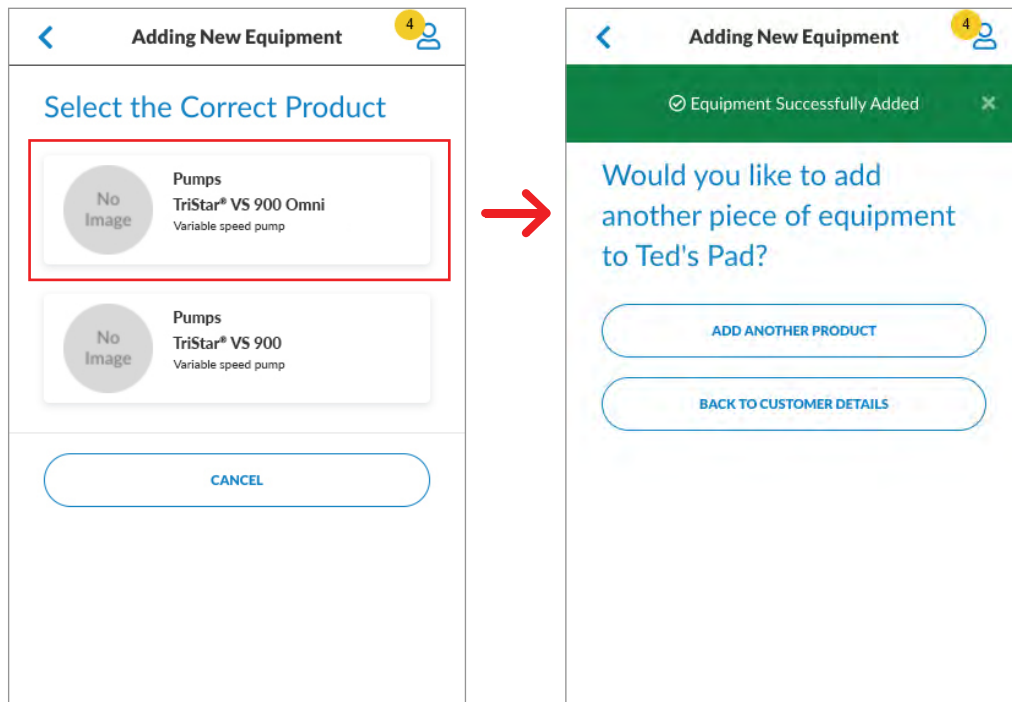
6 Tap the "Manually Enter Product" button then tap the product category of interest.

Enter the product specifications then tap the blue "Save" button at the bottom of the screen. You will now see the "Equipment Successfully Added" message at the top of the screen.