

How to:

## Scan a RideWorks order form to submit as a PDF file

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**For suppliers who complete a Ride Custom Cushion or Ride Custom Back order form outside of the RideWorks app (manually or on another computer)... Here's how to scan the order form and import it into the RideWorks app as a PDF file, to be submitted with the scan and photos.**

The process...

1. Print your completed order forms and lay each page, in numerical order, on a flat surface. Open the Adobe Acrobat Reader app on your RideWorks iPad.
2. Select the "Home" button at the top left of the app (it looks like a house).
3. Select "Scan" (If adobe asks to use your camera press okay).
4. Take a scan of each page, one at a time. A blue square should appear over the document and it will tell you when it is ready.
5. After you are finished taking scans of each page, select the icon in the top right hand corner that has a picture of your documents and a red number indicating how many pages were scanned.
6. Review each page carefully, as sometimes the pages will not be clear. If any page is blurry or unreadable, press cancel and try again. It is also important to check that you have all of the pages and they are in the correct order.
7. Select "Save PDF." The scan will be automatically converted to a PDF file. You can rename the PDF and also share it with the RideWorks App.
8. Select the "share" button (box with an up arrow) and then select "share file." If you miss this step, you can open the PDF file from within Adobe anytime and select the share button at the bottom of the screen.
9. A list of apps will appear to share the scan with. Select "Import with RideWorks."
10. Enter your RideWorks password if you have not yet logged in.
11. Select the client bin into which the order form PDF should be deposited.