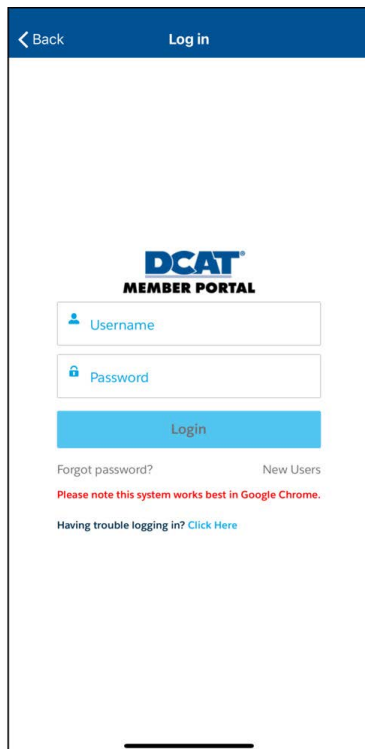


DCAT MOBILE APP USER GUIDE

LOGGING IN TO THE APP

1. Download the DCAT Community App from your device's App Store.
2. Once downloaded, click the Login to your account button.
3. Enter your email and the password you use to log into the DCAT Portal for registration, membership renewal, etc.
4. If you don't have a password for the portal, click New User and complete the New User registration.
5. If you have a Username but forgot your password, click the forgot password option and follow the instructions to complete the password reset.
 - a. Note: After you reset your password in the app, you will be logged into the community. To get back into the app, you will click the Back button at the top of the screen and click the Login button on the reenter your username and password into the app.



DCAT MOBILE APP USER GUIDE

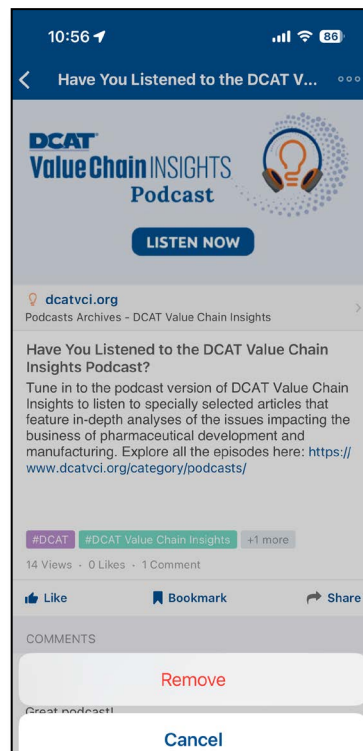
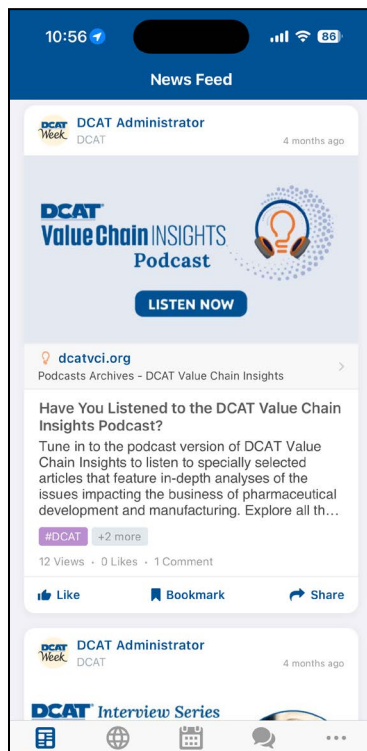
USING THE MOBILE APP

NEWS FEED

- Upon entering the app, you will see the News Feed with the latest news and updates from DCAT.
- Any users may comment and interact on the community news feed posts.
- Comments that could be considered advertising are not allowed on the feed.
- Any comments that could be deemed offensive or inappropriate will be removed and lead to the user's removal from the app.

TO COMMENT ON A POST

1. Click on the post you wish to comment on.
2. Enter your comment at the bottom of the screen.
3. To delete your comment, hold down the 3 dots to the right of the comment and click remove.

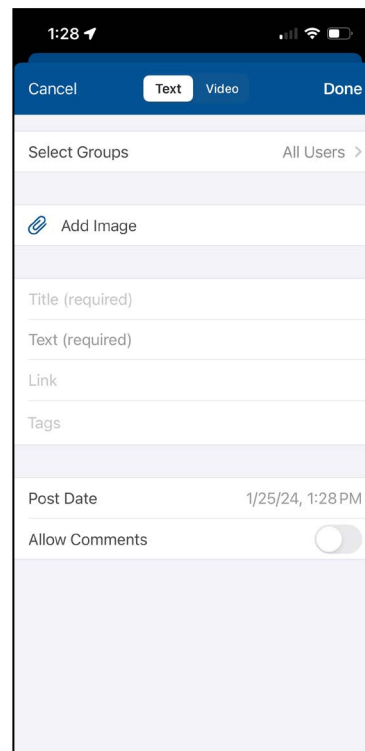
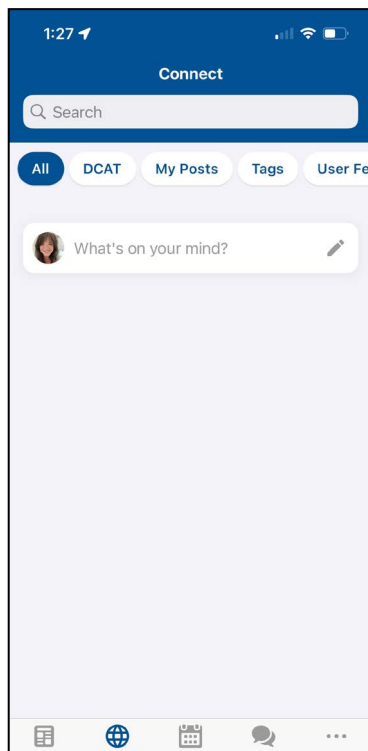


DCAT MOBILE APP USER GUIDE

CONNECT FEATURES

With Connect, you can now post your own content and share it with other DCAT App users. Use the Connect feed to share team photos, communicate your plans for upcoming DCAT events, or even connect with other DCAT Members. This is a great opportunity to network and interact with other professionals in the industry.

1. Click the Connect Icon at the bottom of the screen.
2. Click the pencil icon to create and share a post with other Users.
3. Click “Add Image” to add a photo to your post.
4. Click “Title” to add a title for your post.
5. Click “Text” to add the body copy for your post.
6. Add a “link” or “tag” to your post.
7. Slide the “Allow Comments” button to the on position if you would like to allow other users to comment on your post.
8. Click “Done” in the top right corner to share your post and connect with other users.



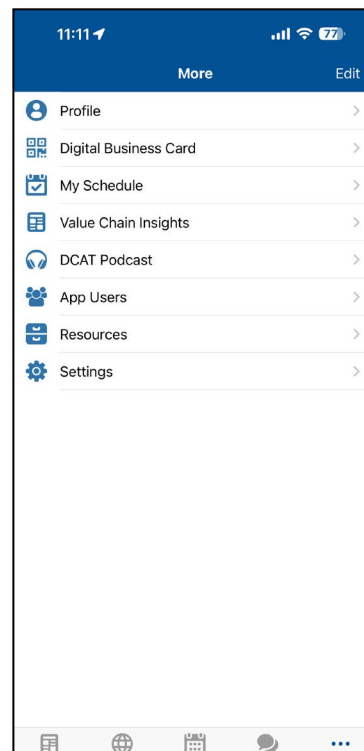
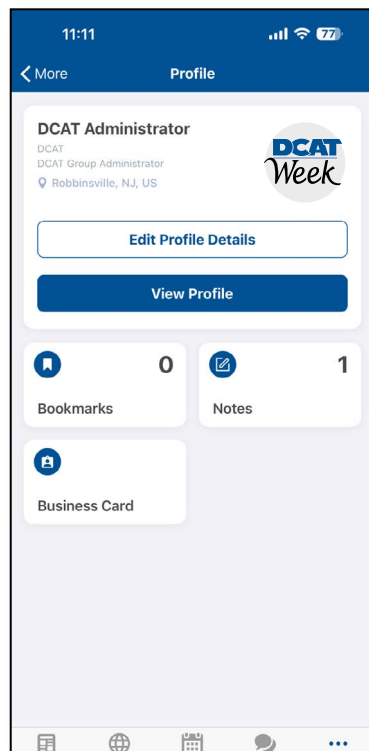
DCAT MOBILE APP USER GUIDE

MORE APP FEATURES

PROFILE (VIEW/EDIT)

1. Click “More” at the bottom of the screen.
2. Click the profile icon.
3. Click “View Profile” to see how your profile appears to other Users.
4. Click “Edit Profile Details” to update the details in your profile and add a Bio.
5. Click edit on the image to update your profile picture with an image from your device.
6. When you are finishing making your changes, click Save.

**Note: You are unable to make changes to your email address or company name from the app. If you have switched companies and need your email address or account name to get updated in our database, please reach out to support@dcat.org.*



DCAT MOBILE APP USER GUIDE

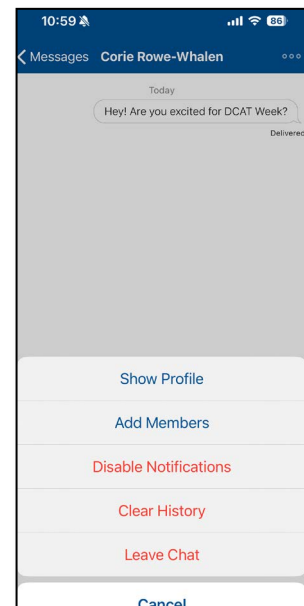
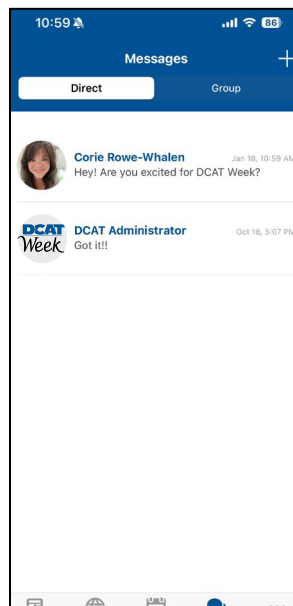
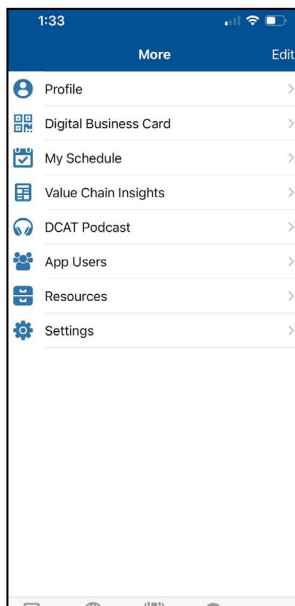
MORE APP FEATURES

MESSAGES

- Any messages you send and receive will be listed under “Messages.”
- You can find messages by going to “More” at the bottom right of the screen then clicking “Messages.”
- You can create a new message from this page by clicking the “+” option at the top right of the screen and searching for the contact you’d like to contact.
- Alternatively, you can message another user directly from the Users list.
- If you receive a message that you do not want to be included in, click the ellipsis in the top right corner to access the options to leave the chat.

*****Please note the following*****

- Spam messaging is strictly prohibited in the DCAT Mobile App. Any reports of unsolicited Spam messages will result in your removal from the app.
- If you feel you receive spam messages, please message the DCAT Administrator or contact support@dcat.org to report it.
- If you would like to make yourself invisible on the mobile app, please message the DCAT Administrator or contact support@dcat.org.



DCAT MOBILE APP USER GUIDE

MORE APP FEATURES

APP USERS

- This is a list of other DCAT Member Company Representatives who have downloaded and logged into the Mobile App.
- You can use the search bar at the top of the page to search for users by name, company and title.
- If you do not see your colleagues from your company listed, we encourage you to invite them to download the app.
- You can click on any user to read more about them. You can also send them a message, add a note about them or mark them as a favorite.
- To block a user from contacting you, click the ellipsis in the top right of the screen from inside the user's profile, then select "Block User."

MY SCHEDULE

- Use the "My Schedule" tool to add programs and events you plan to attend during DCAT Week and upcoming events throughout the year.

EVENTS

- Click the Events icon at the bottom of the screen to access details about upcoming events.
- All DCAT Week Resources will be linked inside of the DCAT Week event page.

DCAT VALUE CHAIN INSIGHTS & DCAT PODCAST

- Access *DCAT Value Chain Insights* any time on the go directly from the app! Read and listen to the latest news impacting the bio/pharmaceutical manufacturing value chain.

RESOURCES

- This page lists the User Guide and any quick links you might need immediate access to.

DIGITAL BUSINESS CARD

- The Digital Business Card is a digital business card you can use to quickly exchange information with other DCAT members during DCAT Week.
- Simply open the Digital Business Card to display your personal QR code, scan another person's card and access the cards you have already scanned.

SETTINGS

- This page is your general settings page to manage your notification preferences, log out, view DCAT policies and more.

TROUBLESHOOTING

- If you have any questions or concerns, please contact support@dcat.org or you can message the DCAT Administration inside the mobile app.