

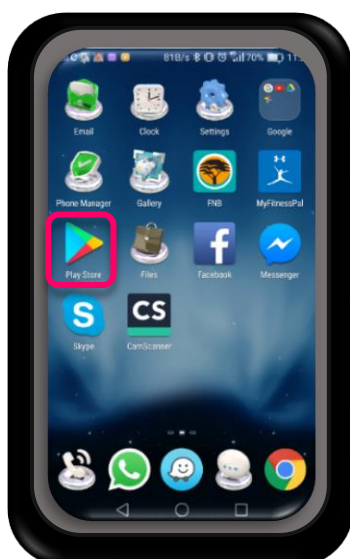
Camscanner

Quick Guide

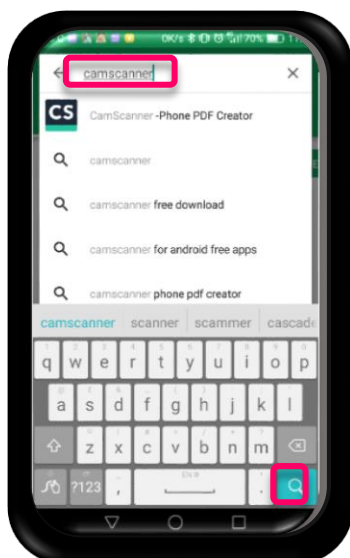
Camscanner is a free app for mobile devices that will help you and your team to upload flawless images of ID documents and ID cards to our Online Appointments tool. It is your own portable scanner.

Here is how to use Camscanner.

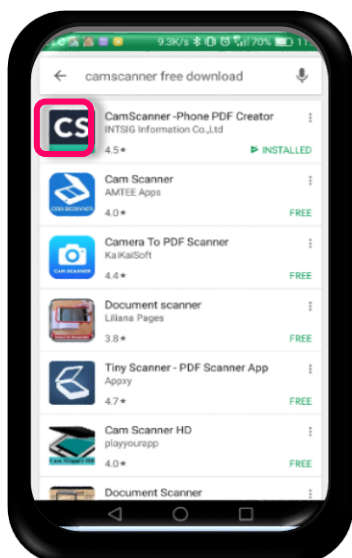
Installing the app:



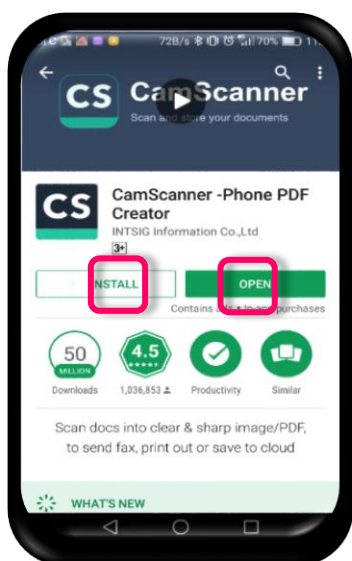
Tap on your device's app store.



Type Camscanner in the Search box and then tap on the magnifying glass.



Tap on the CS icon to start the installation process.



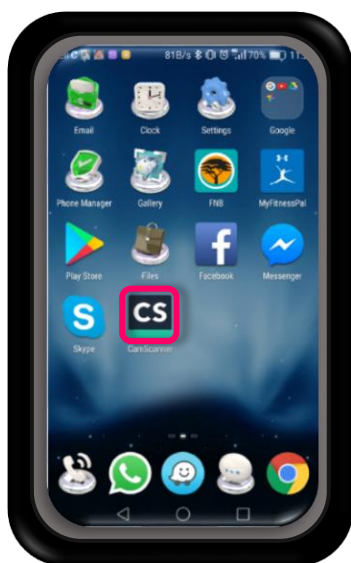
Tap on Install and when the installation process is done, tap on Open to start working with the app.

Preparing your ID copy for scanning:

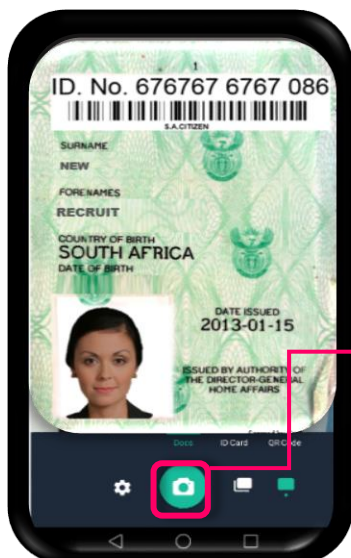
- Lay the ID document or card horizontally on a flat surface.
- Remember that the Online Appointments tool scans the information horizontally, so the document or card must not be skew.
- Ensure that there is sufficient light.
- Do not hold the document or card in such a way that your fingers are hiding the ID number or barcode(s).

You are now all set to start scanning.

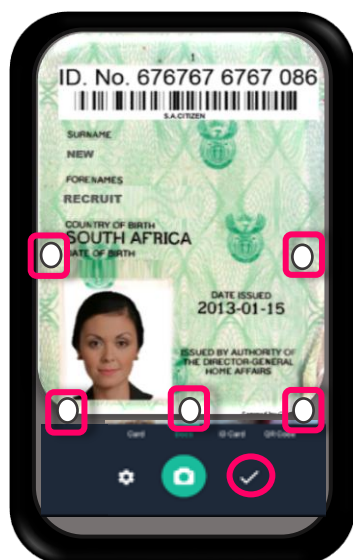
Scanning the document or card:



If CamScanner isn't open on your phone yet, tap on the CamScanner icon on your phone to open the app.



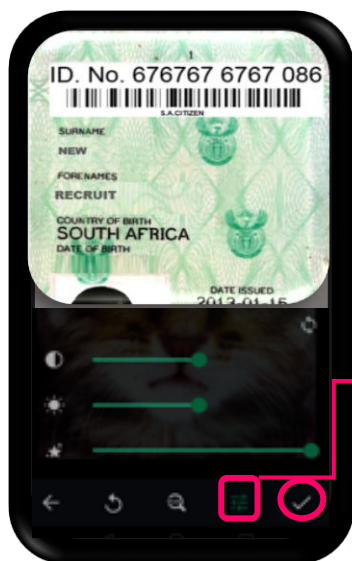
Line up the ID document and tap on the camera icon to scan the image.



The picture should be perfect, but you can change the size by dragging the white circles to the size that will work best for a clear image.

When you are happy with the image, tap on the tick mark.

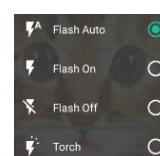
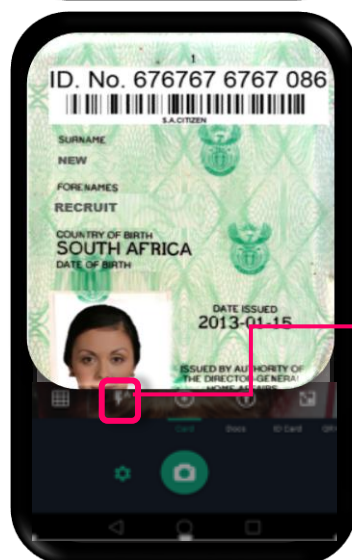
You can make various edits to your image by clicking on the Settings icon.



If necessary, you can tap on the colour editing icon to adjust brightness, contrast and light.

Drag the green dots to the right or left to adjust the colour.

Remember to click on the tick mark to save your changes.

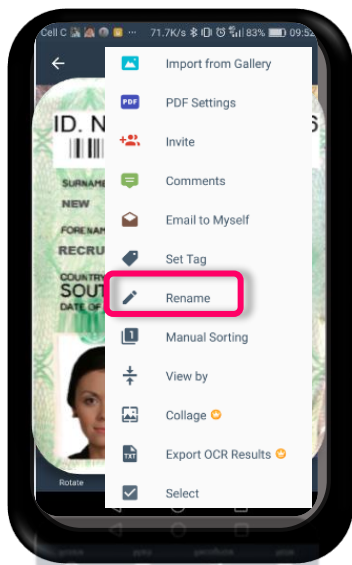


To turn the flash on or off, tap on the flash icon and then select your choice.



To give your image a name, tap on the three white dots at the top right hand side of the screen.





Tap on Rename.



Type in the name of your applicant in the Rename box and then tap on OK.

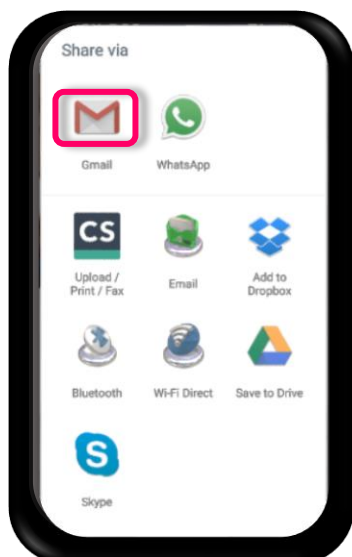


To continue with the process, tap on the Share icon.



You will be prompted to save the image either as a PDF file, a text file or an image file.

Select your option by tapping on it.



Next, you have to choose how to share the image. Tap on your choice and follow the prompts. Download the document for your records.

The image gets saved to My Docs in CamScanner as well as in your phone's Gallery.

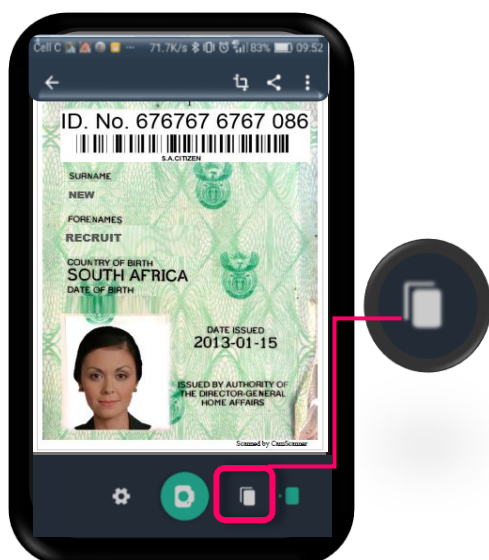
You can upload the image to Online Appointments from either of these locations.

If your applicant has a Smart ID card, you will have to upload both the front and the back of the card.

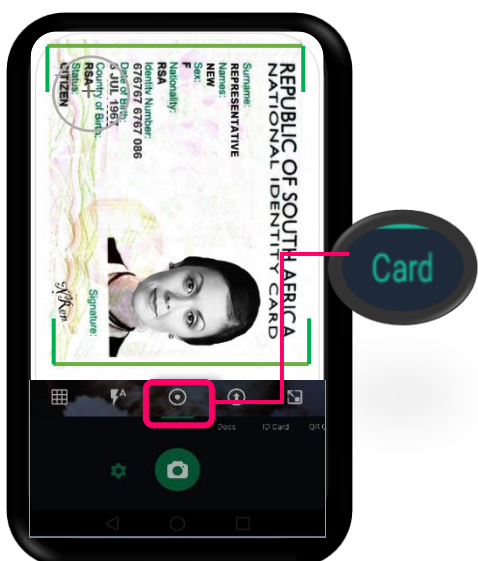
The front contains the ID number and the back contains the barcodes that have to be scanned by the Online Appointments tool.

CamScanner can save both images on one page.

Here is how to do it:



When CamScanner first opens up, tap on the Batch button to ensure that the app is enabled to scan both the front and the back of the card to the same page.



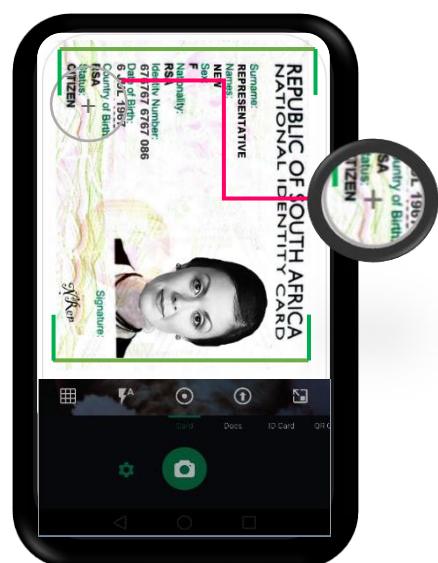
CamScanner is set up to scan in doc format by default. You can use this to scan ID documents.

For ID cards, tap on Card next to Doc.

The screen now shows a green frame. Position the ID card within this frame and scan the card by clicking on the camera icon.

Please note: the ID Card option is only available on the paid Premium package and is therefore not free for use.

Your next step is to scan the other side of the ID card.



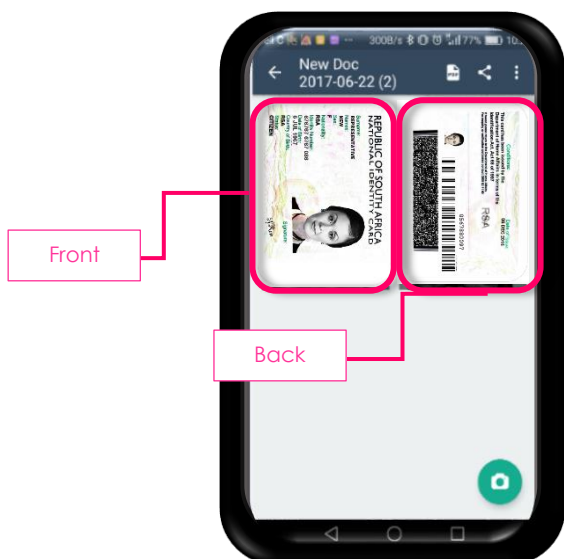
Tap on the circle with the + sign inside – on the top left of your screen.



You will notice that the first picture has now moved to a spot at the bottom of the screen.



Turn the ID card around and follow the same process as before to scan this side.



The app arranges the image of the front of the card and the image of the back of the card next to each other.

You can now go ahead and rename the image, share it and upload it as described above.

To ensure successful ID copy uploads to the Online Appointments Tool, please refer to Online Appointments: Guide to Successful ID Copies (on www.avon.co.za under Training and Development / Online Training).