

myRecordTracker Instructions

Scanning Documents with a Smartphone

Scanning documentation using the Notes App (iOS)

1. To start, you will need to open the **Notes** app from your home screen.



2. Open a new note, and click on the camera picture. The following options will then populate for you.
 - a. Choose Photo or Video
 - b. Take Photo or Video
 - c. Scan Documents
3. From this list, select **Scan Documents**. When selecting this option your camera will open allowing you to take a picture of the document you are looking to scan.
4. Once you take the picture, you will be able to crop the image, retake and keep scan. If you do not need to crop the image, select keep scan. If you have multiple pages you need to scan your screen will read "Ready for next scan." If you only had a one-page document to scan, click **Save**. By clicking save, you are able to save your scanned document by giving it a title name.
5. Next, you have the ability to click on the share icon in the top-right to select how you wish to share (print, email, message, etc.).

Scanning documentation using the Camera app (Samsung Android)

1. To start, you will need to open the **Camera** app from your home screen.



2. Open the camera, and hold your phone to take a picture of your document. Tap the screen and a yellow box will show around the document on the table. From here, the screen will display the option **Tap to scan**. Once selected you will be provided with the following options.
 - a. Drag the corners to adjust the scanning area.
 - b. Retake
 - c. Save
3. Once you save the scanned document, you have the ability to select how you wish to share the document (print, email, message, etc.).