



# Adobe Scan App Instructions

Submit all timesheets to [Tammy@SafeTraffic.NET](mailto:Tammy@SafeTraffic.NET)

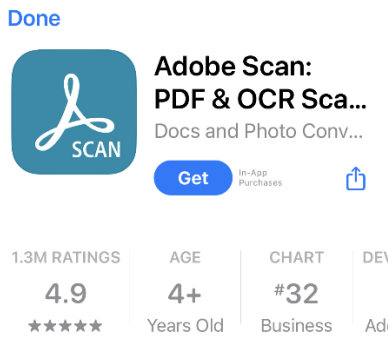
The Adobe Scan application enables you to capture an image of your timesheet for submission and will convert it to a PDF. The app enables you to send your timesheet via email directly from the app.

**NOTE:** When you access this app, please follow the instructions and do not click on any other links or pop-up ads within the app. They are unnecessary and are only trying to entice you to purchase the premium features. This app is free to use, so just adhere to the instructions provided below.

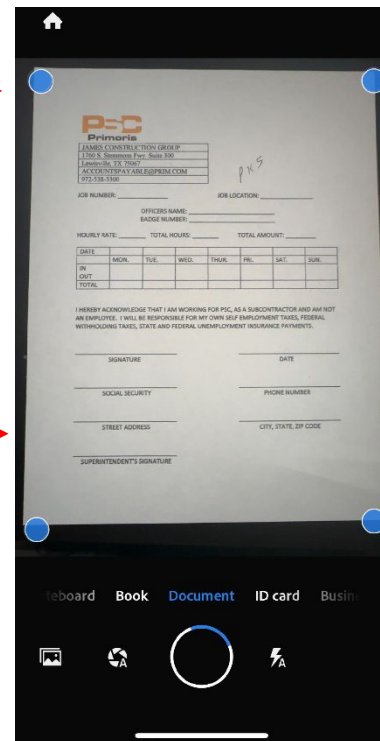
1. Go to your phone's app store

Android users go to Google Play Store	 Google Play Store
Apple / IOS users go to Apple App Store	 App Store

2. Search for **Adobe Scan** in your app store and install it on your phone.

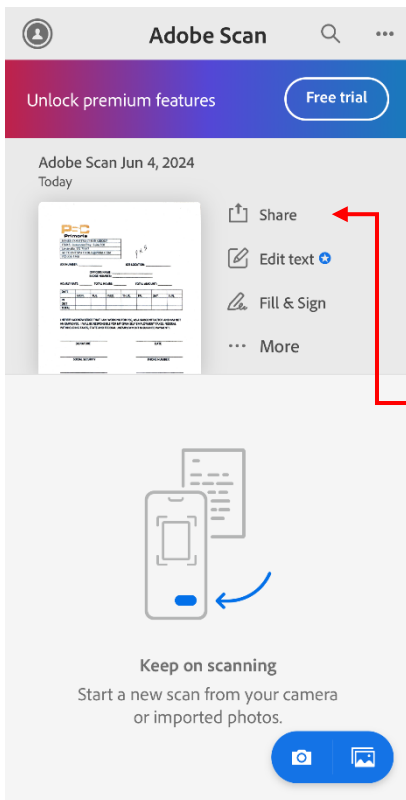
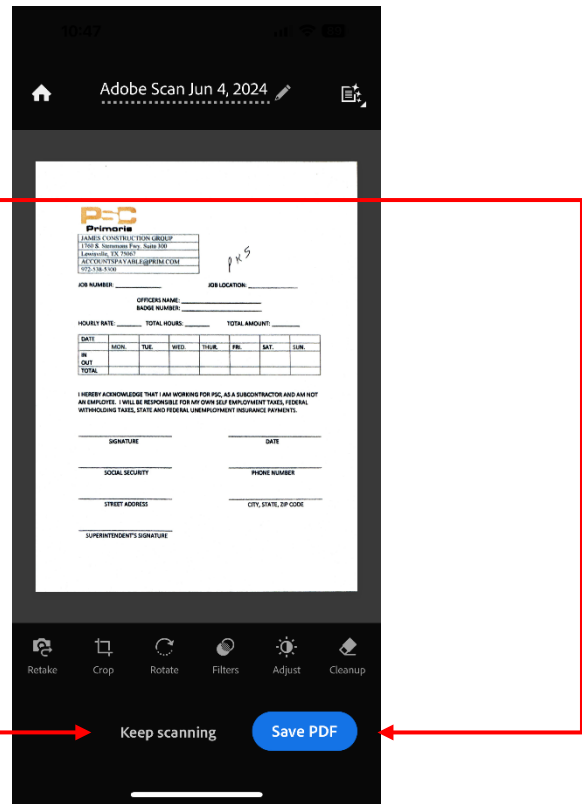


3. Upon opening the app, your phone's camera will activate.
  - a. Hover your phone's lens over your timesheet
  - b. On your screen, you will notice **four blue dots** in each corner of the screen.
  - c. Either move your phone lens closer or further until the blue dots meet all four corners of your timesheet
  - d. Your app will automatically take a photo of your Timesheet. If it does not, continue moving closer or further away until it tells you to "hold still" It will take a photo.



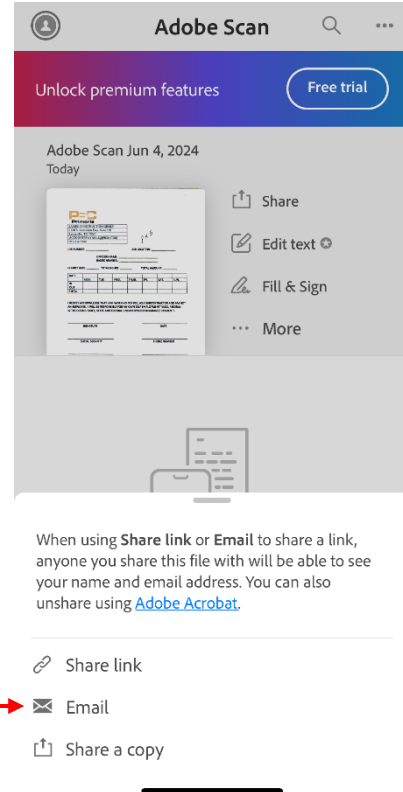
4. After your camera takes a photo of your timesheet, The next screen to appear on your phone will allow you to save your photo as a PDF.

- a. Click on the blue **“Save PDF”** button
- b. If scanning MULTIPLE timesheets, tap on the wording **“Keep Scanning”** and continuing scanning your other documents. Once done, click **“Save PDF”** and follow the remaining Instructions.



5. On the next screen, the app will enable you to “share” your timesheet. Click on the **“Share”** link

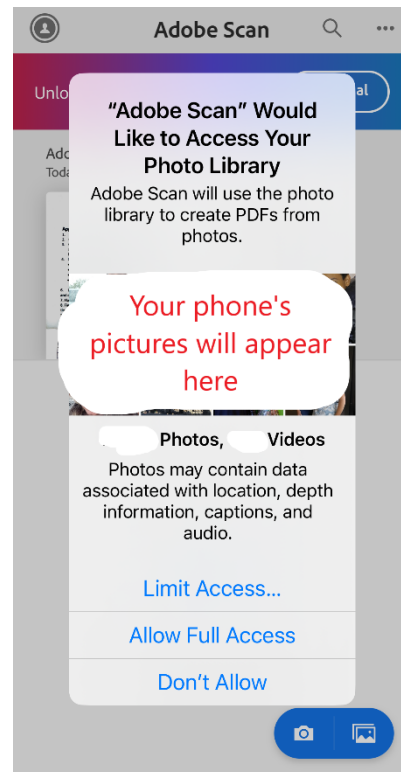
5. After clicking Share, you will see an option to Email your picture at the bottom of the screen. Choose **“Email”**



6. On the next screen, first time users will see this popup. This screen will not show again after you make your selection.

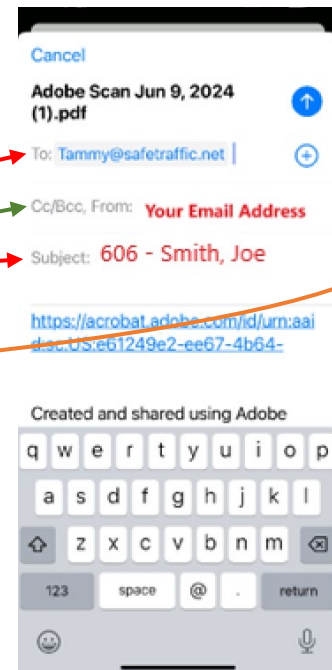
Select one:

- a. **“Limit Access”** will limit the amount of photos this app has access to. You may have to search for your timesheet if you select this one
- b. **“Allow Full Access”** will allow you to find your timesheet quickly



8. Your email screen will appear next. The Adobe Scan app will generate a link which will be accessible to payroll personnel.

- a. In the "To:" box you will enter **Tammy@SafeTraffic.net**
- b. In the "Cc/Bcc, From:" box, **enter your email address**
- c. In the "Subject Line" Enter your **Job Number, Last Name, and First Name**
- d. When ready to send, tap the blue circle with the white arrow.



**IMPORTANT:**

*These fields are required in order to track your time & pay. DO NOT overlook including your job number, last and first name in the subject line*

9. **You email has been sent! – You are done.**

- a. Your email receipt will be located in your "sent folder" within your email program and will serve as proof of your submission.

**Note:** This process may seem confusing at first however, these steps take less than 45 seconds to complete.

