

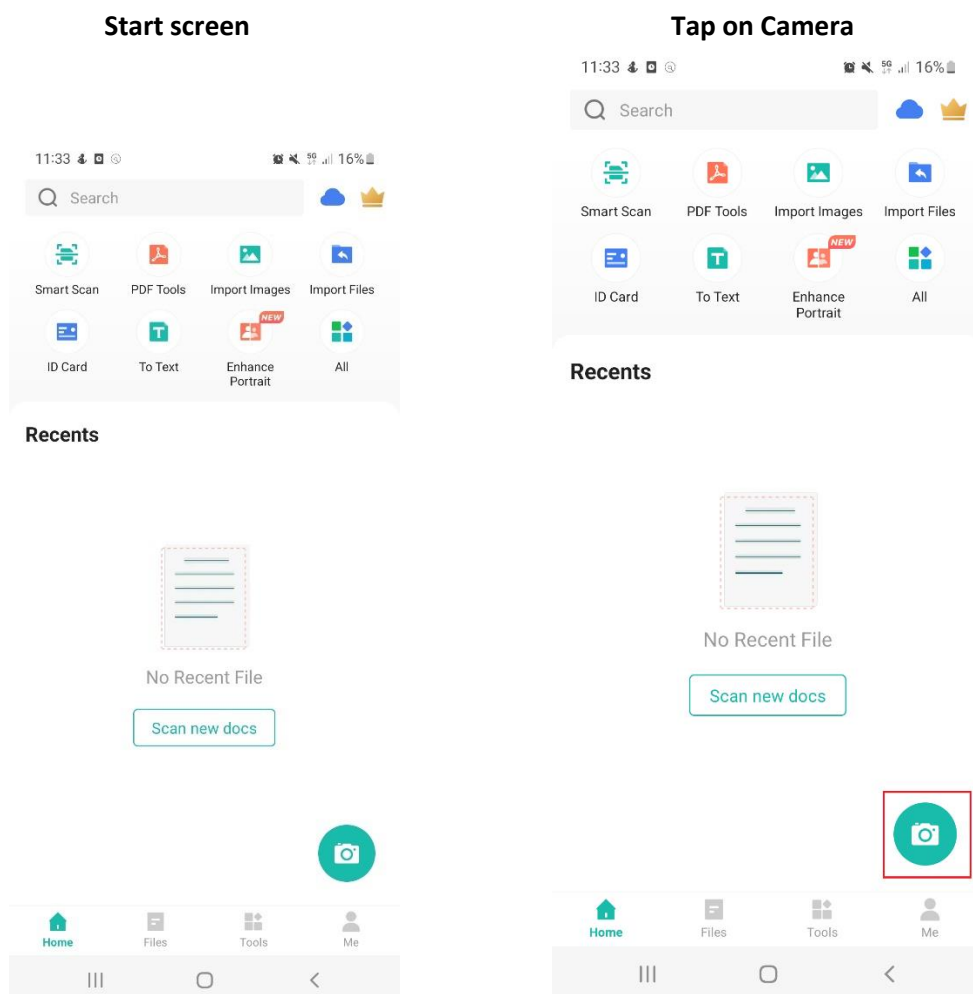
Hi TPS-colleagues,

In recent months we have made many adjustments to forms such as the timesheet, the declaration form and the KM sheet. Now we still see that it happens quite often that those documents are not processed right, when sending these documents to our email box. For example, documents are not fully completed, are too big (size) or are added in multiple files, while for example declarations have to be made in only 1 PDF document (so for example not 2 PDF's with 1 page, but 1 PDF with 2 pages)

We would like to bring the next PDF scanner to your attention: "Cam Scanner".
You can download this app for free in the "App store" and "Play store".
You will then see the further steps explained below.

STEP 1:

After downloading the app, you will see the next start screen.
Please tap on the camera to start making your PDF.

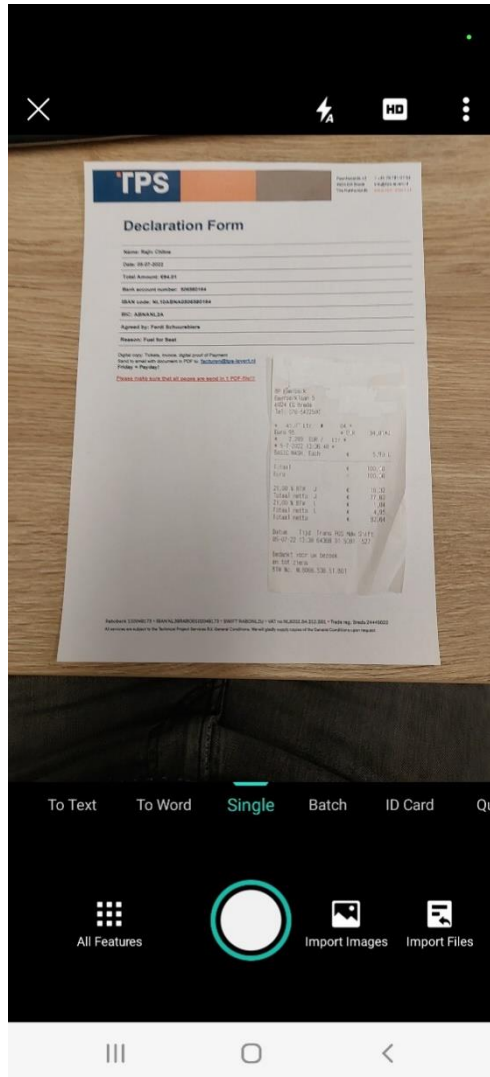


STEP 2:

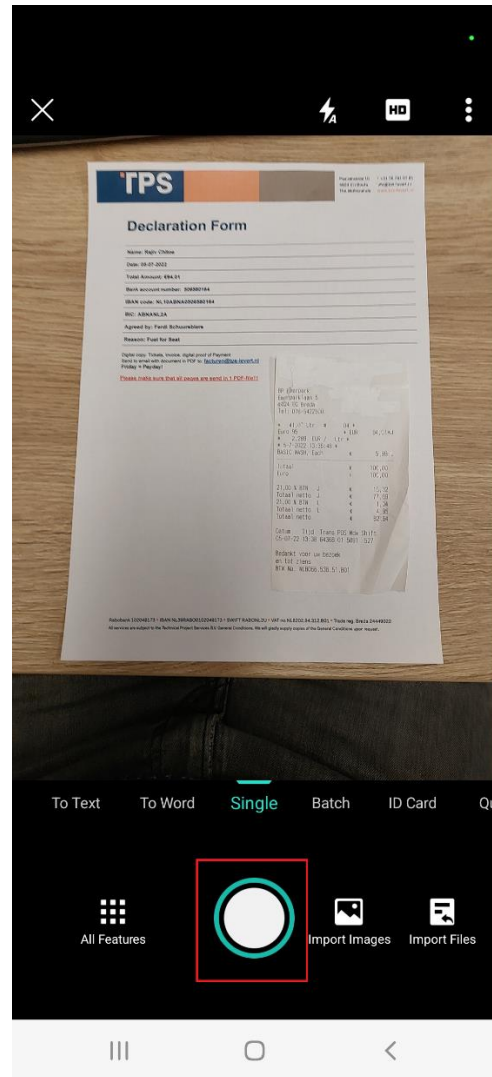
After step 1 you will see this screen.

Tap on the middle button and the scan will take place automatically.

Start screen



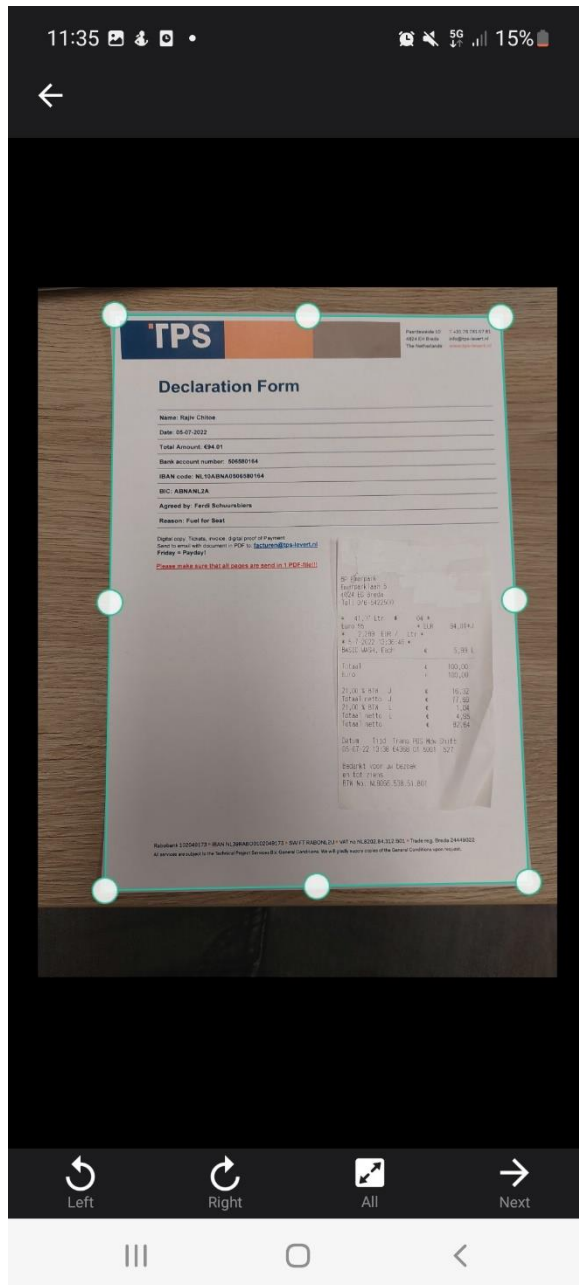
Tap on middle button



STEP 3:

After step 2 you will see the next start screen:

Start screen



Tap on next

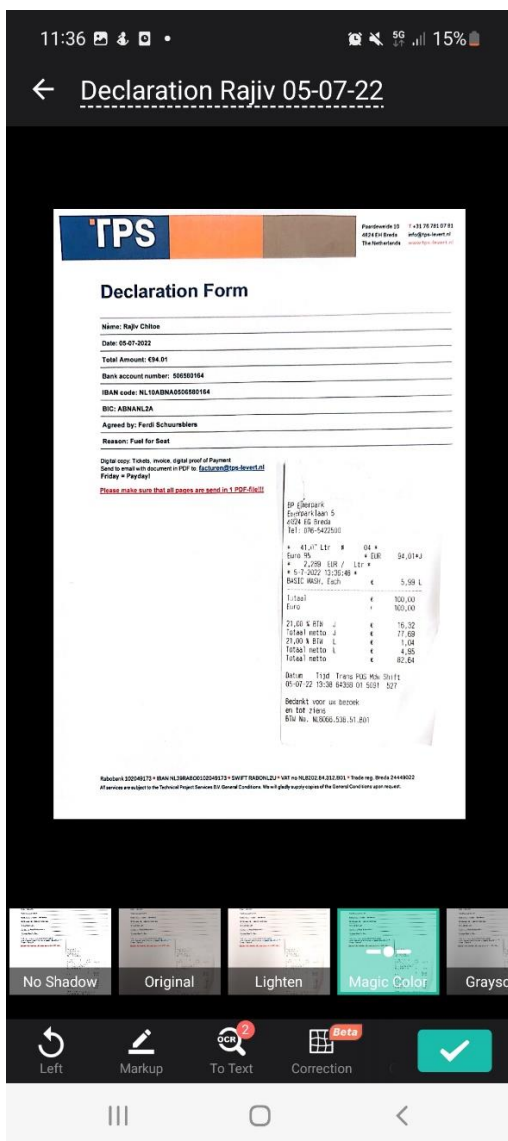


The Cam scanner has read the document automatically. If you still want to adjust it, you can grab the lines and move them in or out. If you want to rotate the document please click on left or right.

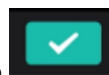
If you are done editing click on "NEXT".

After step 3 you can choose if you want to edit the name of your document.

Click op OK and you will see the new name



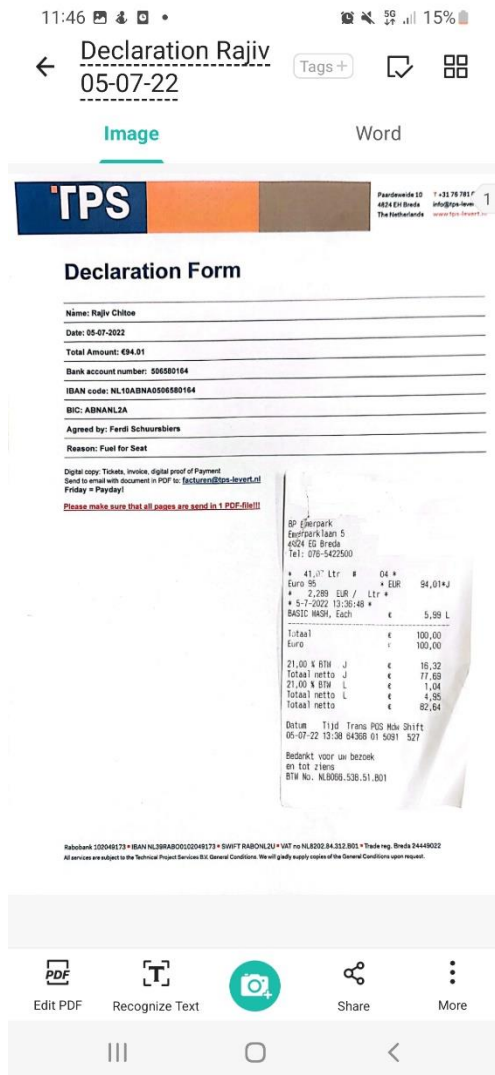
Underneath you can select the filter and after that you have to tap on



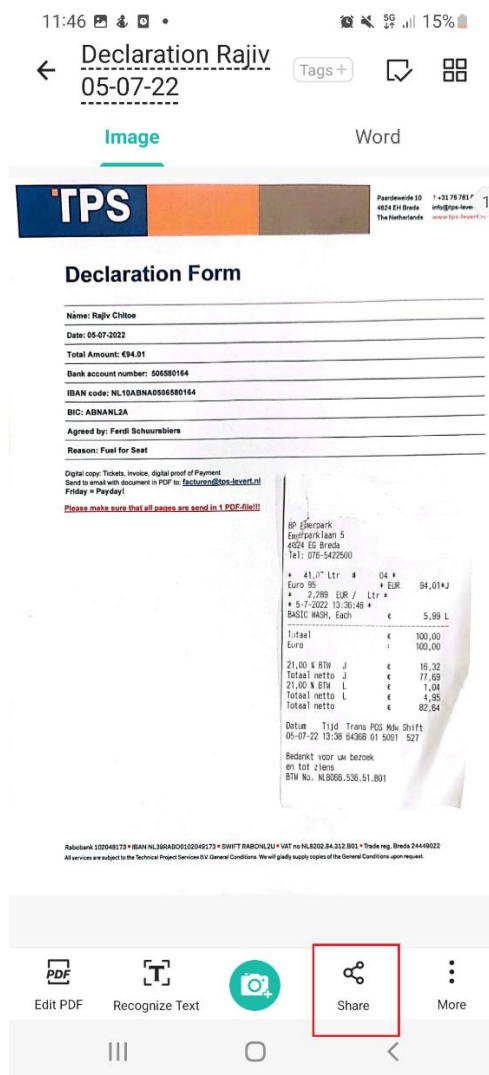
STEP 5:

After step 4 you will see the next start screen.

Start screen



Tap on "share"

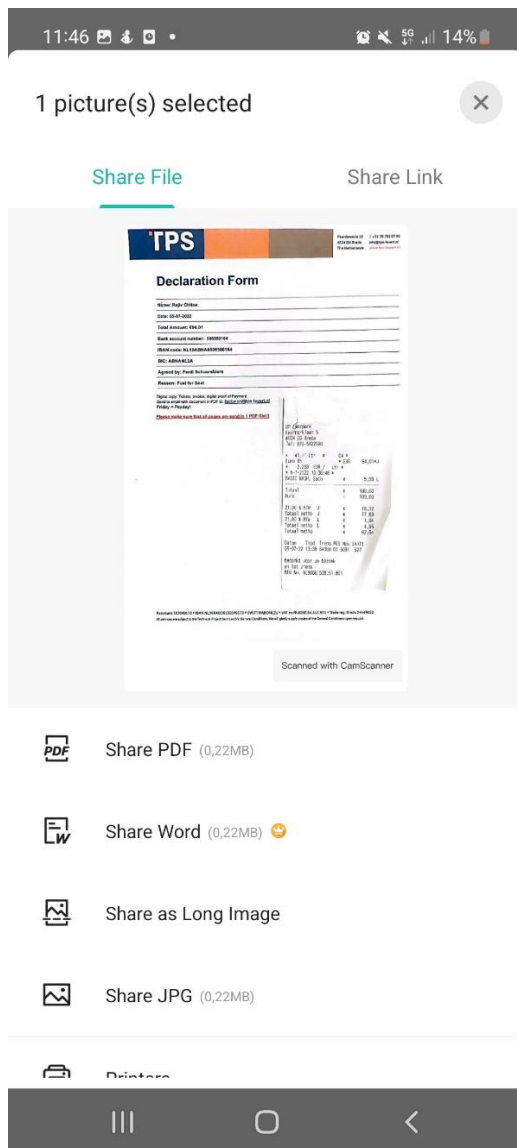


Tap on "share".

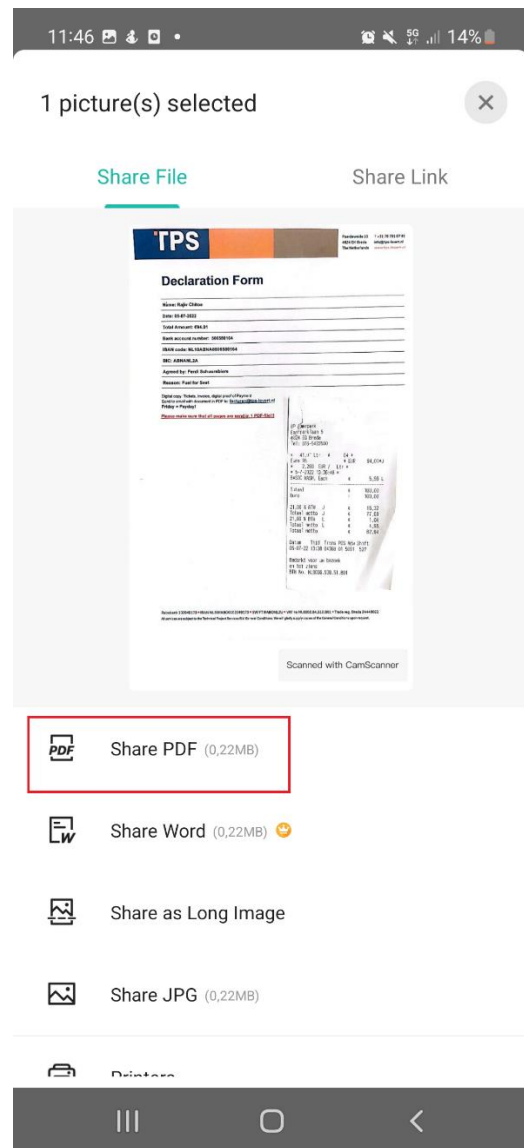
STEP 6A part 1:

After step 5 you will see the next start screen.

Start screen



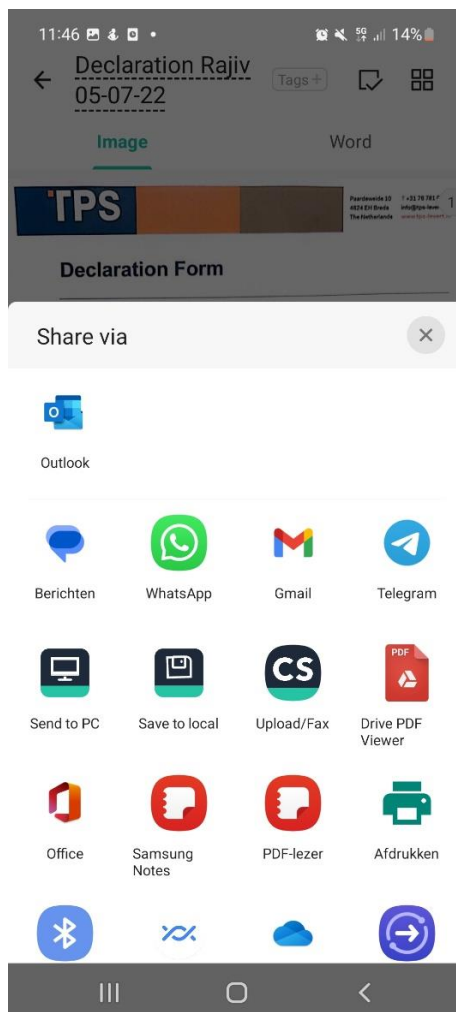
Tap on "Share PDF"



Click on "share PDF".

STEP 6A part 2:

Select the program you want to use to send the PDF. Then send the PDF to the facturen@tps-levert.nl

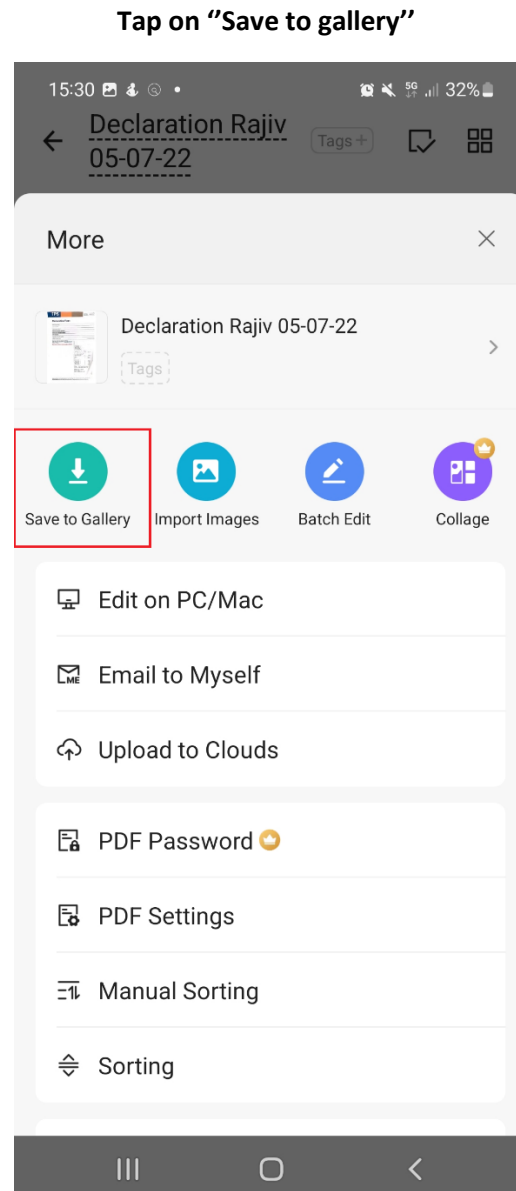
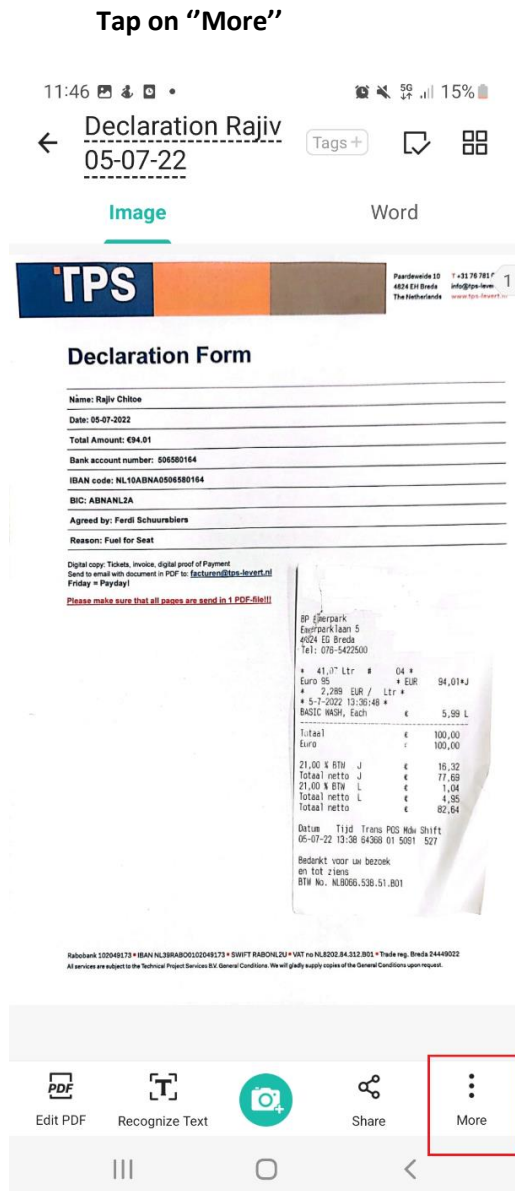


Verzonden vanaf [Outlook voor Android](#)

STEP 6B:

You can also save a copy of your scan on your device. For example if you want to add the PDF to your timesheet or KM-sheet in the Tigris app. We prefer this because with this PDF scanner we make sure that the size of this PDF scanner documents are acceptable for the Tigris app.

If you want this please:



A few points that really need more attention the next couple of periods/years:

- Please make sure you will send your timesheet before Monday 12.00 lunchtime so we can pay your salary on Wednesday.
- Please make sure you will add your KM sheet at the timesheet as well
- Please make sure you will send your declaration before Thursday 12.00 lunchtime so we can pay your declaration on Friday.