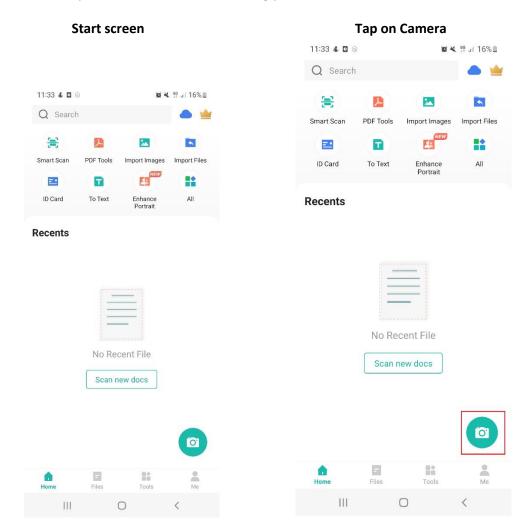
Hi TPS-colleagues,

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 happen 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.

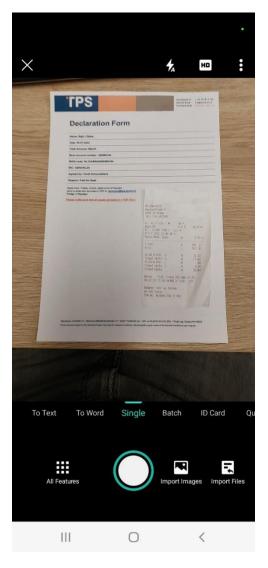


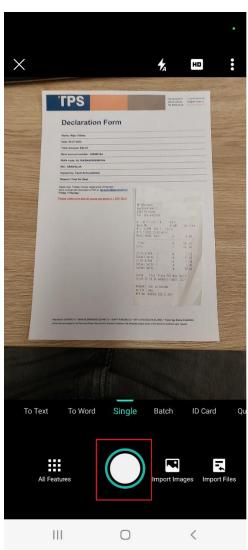
STEP 2:

After step 1 you will see this screen.

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

Start screen



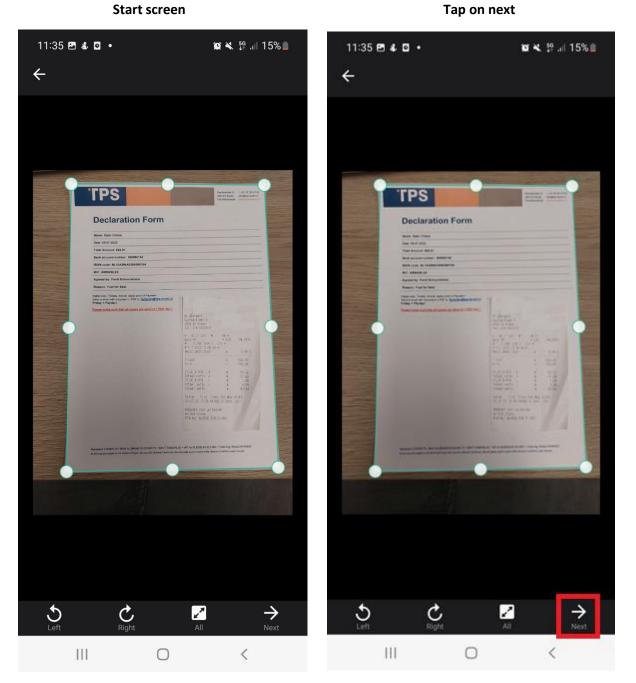


Tap on middle button

STEP 3:

After step 2 you will see the next start screen:

Start screen



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.

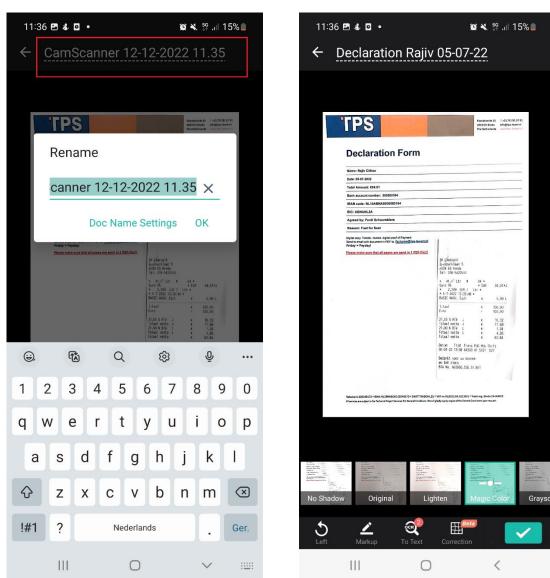
If you are done editing click on "NEXT".

STEP 4:

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

Click on the text above and rename it

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.

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Date: 05-07-2022			
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Tap on "share"

STEP 6A part 1:

After step 5 you will see the next start screen.

Start screen



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Click on "share PDF".

Tap 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

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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:

Tap on "More" Tap on "Save to gallery" 15:30 🖪 💰 💿 🔹 🚊 32% 💱 🕼 🦉 11:46 🖪 🌡 🖸 🔹 😰 🔌 💱 🔐 15% 💼 **Declaration Rajiv Declaration Rajiv** 品 \Box 4 Tags+ \Box 品 05-07-22 05-07-22 Image Word More \times **IPS** aardeweide 10 T+31.76.781.F 124 EH Breds info@tps-leven 7 Declaration Rajiv 05-07-22 ilia. **Declaration Form** Name: Rajiv Chitoe Date: 05-07-2022 Total Amount: €94.01 Bank acc unt number: 506580164 IBAN code: NL10AE BIC: ABNANL2A Save to Gallery Import Images Batch Edit Collage Agreed by: Ferdi Sch : Fuel for Seat opy: Tickets, invoice, digital proof of Payment email with document in PDF to: <u>facturen@ts</u> = Payday1 Edit on PC/Mac Email to Myself 94 0181 5,99 L 100,00 ↔ Upload to Clouds 16,32 77,69 1,04 Datum Tijd Trans POS Mdw Shift 05-07-22 13:38 64368 01 5091 527 🕞 PDF Password 🙄 en tot ziens RTW No. NL8066.538.51.801 PDF Settings ET Manual Sorting Sorting ⇔ PDF [T]ഹ്മ : 0 Edit PDF Share Recognize Text More 111 \bigcirc < \bigcirc

A few points that really need more attention the next couple of periodes/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.