

TRIP DOCUMENTS

iPhone 3&4/iPod Touch 3rd Gen/iPad2

***These instructions are for Crete Carrier and Shaffer Trucking drivers wanting to use their smartphone to turn their trip documents.*

**FAILURE TO FOLLOW THESE DIRECTIONS MAY RESULT IN A DELAY
PROCESSING YOUR PAPERWORK IN PAYROLL!**

Fuzzy or out-of-focus documents will not be accepted. Always view documents prior to sending.

Welcome to PhoneScan! This program was developed to allow drivers to use their smartphone for scanning and submitting their trip paperwork. You must follow these directions closely. *Failure to do so may result in your payroll being delayed!*

Phones that have a photo flash built in (iPhone4 or iPod Touch 3rd Gen) work best, but it's not required. The flash allows you to obtain the best image when lighting is limited. If a flash is not available, make sure the surrounding lighting is bright.

The software required for the program is available for sale at the App Store. The one time cost is \$4.99. To be reimbursed for this expense, forward the purchase confirmation email to cccphonereceipts@gmail.com. Enter your DRIVER CODE and your HOME ZIP CODE in the subject line.

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1. Downloading the App

- a. From your iPhone (gen 3 or 4), iPod Touch (gen 3), or iPad2, find the App Store icon and click it.
- b. Click in the Search box and search for “camscanner”.
- c. The search will return 3 results. Click on “camscanner+”
- d. Click on the \$4.99 to purchase the software (see Figure 1).

(The free version of the software will not work because it leaves a watermark on the bottom of each page. This may interfere with data printed on the page)

2. Setting up the App



- a. Click on the Gear icon  in the upper left corner
- b. Scroll Down to Default Enhance Color Mode
- c. Scroll down to the Default Enhance Color Mode section and select “Economy” (see Figure 3).
- d. When finished, click the check box  in the upper right corner.







Figure 1

Figure 2

Figure 3

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3. Scanning your paperwork

- a. Lay the paper on a dark table or desk. This will allow the auto sensing feature to determine the edges of your document.
- b. Click on the New Batch icon  at the bottom left corner of the screen (see Figure 4).
- c. Click on the “Take Photo” button (see Figure 5). Be sure that your fingers are not in front of the document. Use the flash if your phone is equipped with one.
- d. When the photo comes up, you will see the image with some circles and lines around the document trying to sense the corners of your paper. If these sensors don’t automatically see the corners of your document, use your finger to move the circles to the corners (see Figure 6).
- e. Once the Corners are tight, click the check mark  at the bottom right corner of the screen. The document will then square itself and create the black and white document the company needs.
- f. Leave the setting bars at the bottom of the image at the default settings. Changing these may affect the quality of the image (see Figure 7).
- g. When finished, click the check mark  in the lower right corner of the screen (see Figure 7).
- h. Once saved, a screen will appear that will show a small thumbnail of your first document. Click the camera icon  in the bottom left corner to add your 2nd document. Follow steps 3b – 3g above for the remaining documents.

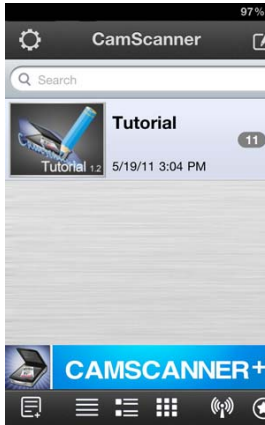


Figure 4



Figure 5

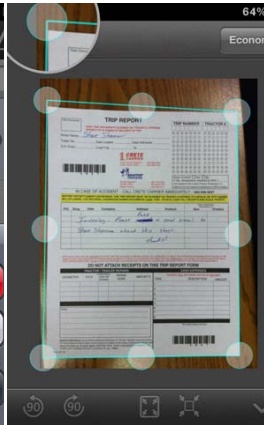






Figure 6

Fuzzy or out-of-focus documents will not be accepted. Always view documents prior to sending.

4. Saving and Sending your Documents

- a. From the Document preview page, you can use the triple-bars on the right side of each document to re-arrange the order of you documents. Make sure the Trip report is at the top so it's the first document to appear!
- b. To save the document for tracking later, click the menu icon  in the upper right corner of the screen in the document preview screen. (see Figure 8).
- c. In the Title field, enter the 7 digit trip number (all 7 required), a space, and your tractor number. This will help you remember which trip you are sending (see figure 9). Once you have entered the name, go back to the document preview screen.
- d. Click on the PDF icon  at the bottom of the screen. This allows you to check out each page of your batch. Make sure you can easily read each page! Enlarge the document with your fingers for review. The imaging system will degrade the documents slightly so it is important to review all documents.
- e. If you find another document that needs to be added to the batch, click the camera icon  at the bottom left corner of the preview screen.
- f. Once all documents have been scanned and reviewed, you are ready to send them to the company. Click on the Send button  at the bottom right corner of the preview screen.
- g. In the Open in... screen, click Email
- h. In the email screen, enter the email address: cccdoctest@gmail.com. Once your documents have been reviewed and approved, you will be given another email address to use for production documents. If you did everything correctly, you should also see your 7 digit trip number and your 5 digit truck number (4 digits for owner operators) separated by a space in the Subject line. DO NOT ADD anything else to the subject line! You may, however, make any

corrections at this point to the trip or tractor information in the Subject line.

- i. Once the email has been delivered, return to the initial screen. You will see your trip listed on the front page. When you have been paid for the trip, you can delete these files.

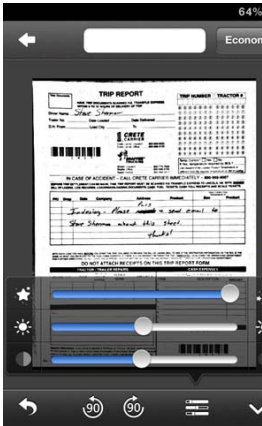


Figure 7

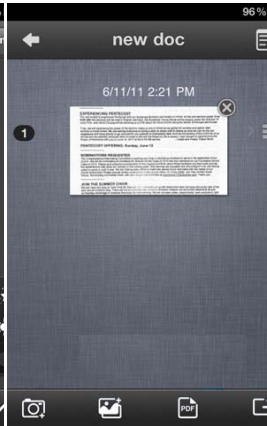


Figure 8

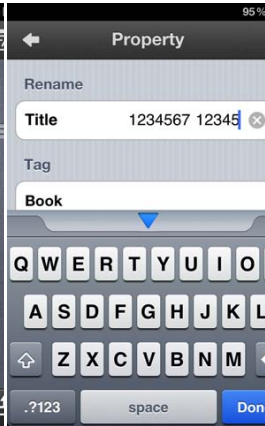







Figure 9

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Quick Guide (All settings must be applied per the instructions above.)

1. Open CamScanner+ 
2. Click on New Document icon 
3. Click red Take Photo bar
4. Take Photos of each page
5. Identify corners of each document
6. Name the batch with the Save icon in the upper right corner 
7. Name the batch with the 7 digit trip number and your 4 or 5 digit truck number.
8. Review each page of the PDF with the PDF icon 
9. Send your documents via email to ccctdoctest@gmail.com with the Send icon . ONCE your images have been APPROVED, you will be given another email address to use from that point on.
10. Check your 7 digit trip number and 4 or 5 digit truck number (space between) are in the subject line.
11. Send the documents and save them until you have been paid for the trip.