

## How to Scan Timeslips:

This is the picture of the timeslip I am using. This will print out dark.

Rocky Mount, North Carolina  
Telephone: 252-977-9494 Fax: 252-977-1200

**FLORENCE NURSING SERVICES**  
Time slip / Invoice

One shift per sheet / Submit by 5:00 p.m. each Monday / Void after 30 days

PATIENT CLIENT'S NAME: JANE NURSING  
PATIENT ROOM NAME: JANE DOR

RN, LPN, CNA	RACIAL SECURITY #	Room	Unit	Start	Stop	Rate	Notes
MON	9:00	3:15	270	31			
TUES							
WED							
THURS							
FRI							
SAT							
SUN							

No lunch authorized on (date)

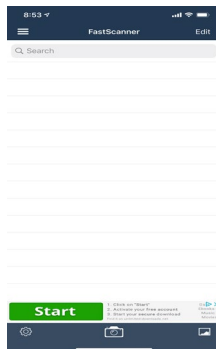
I certify that this form is true and accurate and no falsify were submitted during this assignment.

YOUR SIGNATURE: Jane Dor

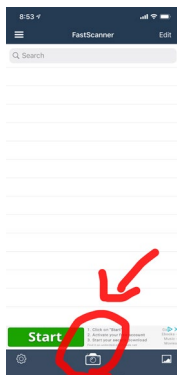
Please download a scanner app. In this example I have used FASTSCANNER



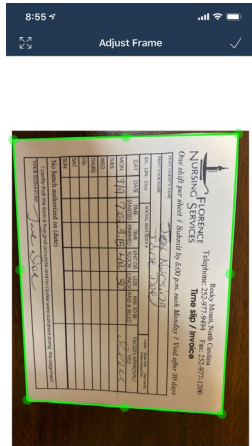
When you open the app you will see this:



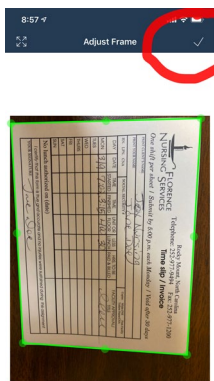
Tap the camera button at the bottom:



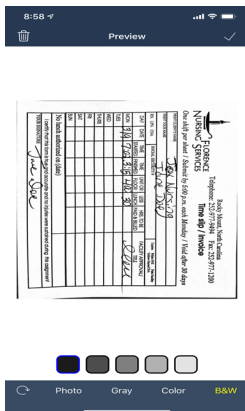
Once you take the picture, this is what your screen will look like.



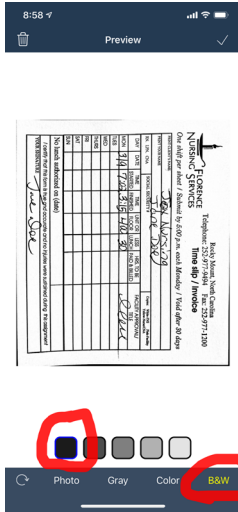
Make sure you adjust the green box so that your entire timeslip is within it. Once you've adjusted it you will tap the



This is what the next screen will look like:



Make sure that that B&W is highlighted and that you tap on the BLACK box:



Tap the ✓

This is what should be on your screen now



If you have other timeslips, tap the camera button at the bottom and repeat process.

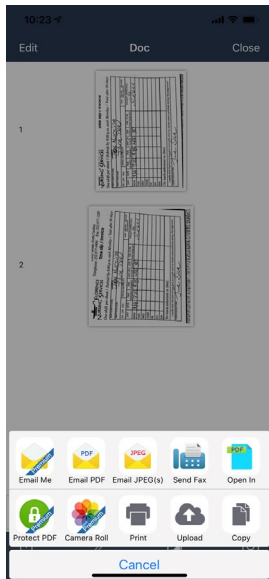
If an ad pops up, just wait for it to stop, allows you to tap close, or allows you to tap an X. It may ask you to upgrade to PRO. To continue to use it FREE just tap Later.

At this point you are ready to email it.

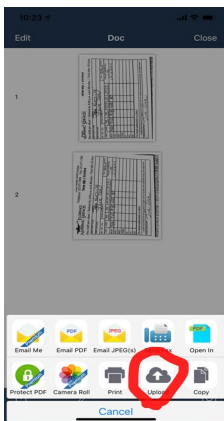
Tap the share icon



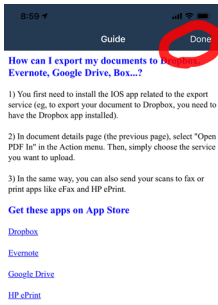
This menu option should pop up



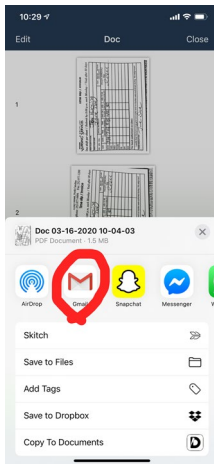
Tap the Upload icon



Disregard this screen if it pops up and just tap Done at the top



This should be the screen you see now. Just tap whatever email icon you use.



Everything is ready to go, now just enter info@fnsrm.com and send the email. Please make sure you call approximately 10 minutes later to make sure that we received it.

