

10 Step Process:

1. **Complete your Timesheet**
2. **Download the TinyScanner or Cam Scanner App to your device**
3. **Open the app**
4. **Take a photo of your completed Timesheet (ensure the angle, focus and lighting are adequate to avoid your Timesheet being declined).**
5. **Crop the edges of the scan (To remove any background elements)**
6. **Save the scan**
7. **Attach the Timesheet scan to an email**
8. **Add Your Name and the Timesheet Reference to the Email Subject**
9. **Send the email to: timesheets@vitality24.co.uk**
10. **Receive a confirmation email stating 'Your timesheet is being processed'**

App Download Links:

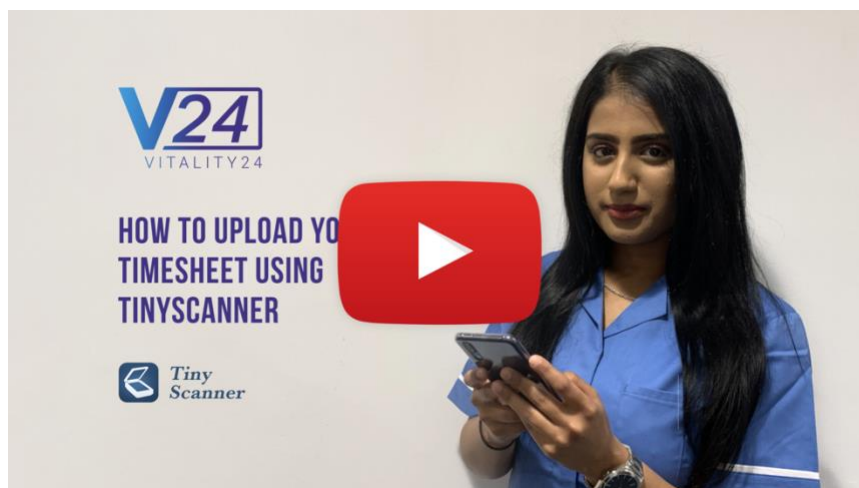
[TinyScanner iPhone App](#)

[Cam Scanner iPhone App](#)

[TinyScanner Android App](#)

[Cam Scanner Android App](#)

How to Video:



https://youtu.be/6TXZDUWS_XY

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