

SCAN-UPLOAD-SHARE USER MANUAL

Contents

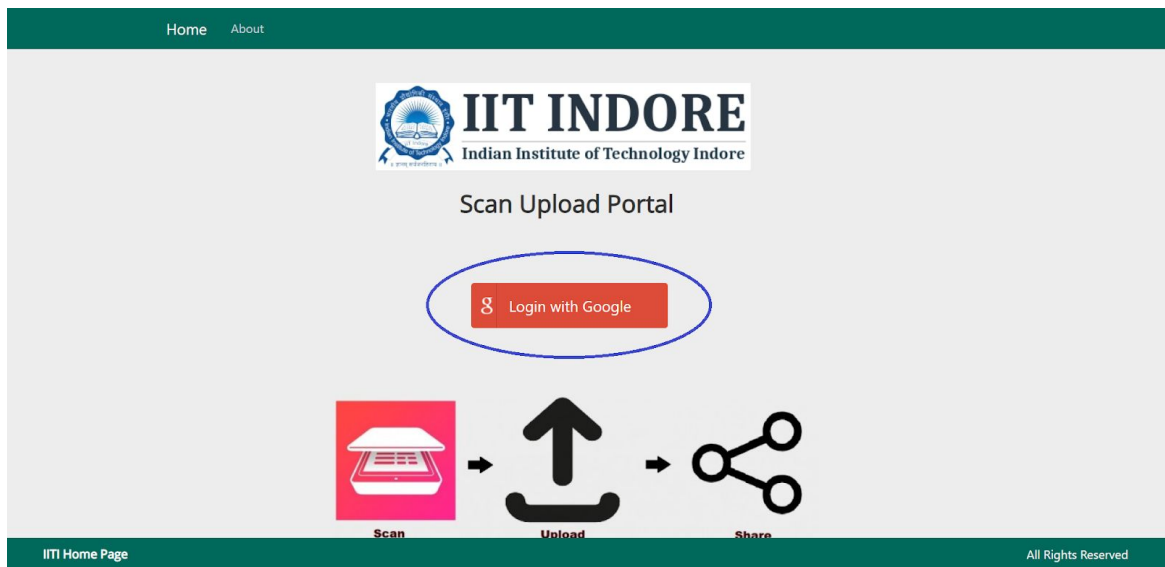
1. Requirements.
2. Logging in.
3. Scan and upload process.
4. Sharing Documents.
5. Downloading sent/received documents.

1.Requirements:

- Working internet connection.
- Working scanner with its drivers installed and updated.
- Active gmail account.
- Asprise Scanner.js which can be downloaded from [here](#).

2.Logging In:

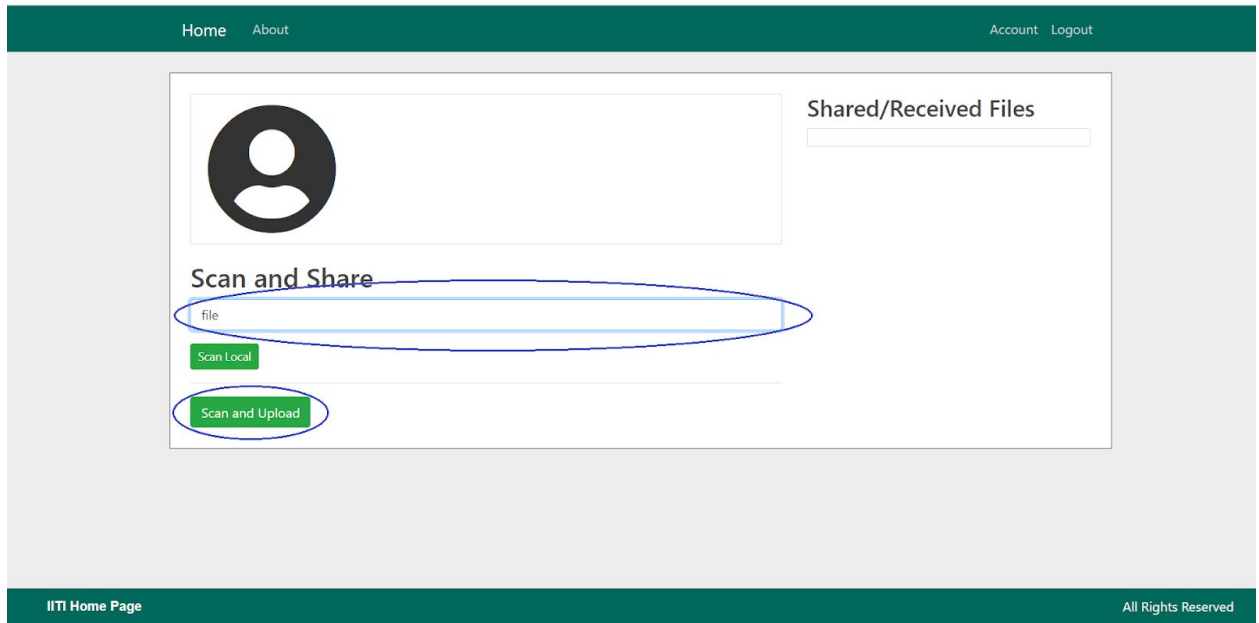
- Go to the Scan-Upload-Share [website](#).
- Click on “Login with Google” .



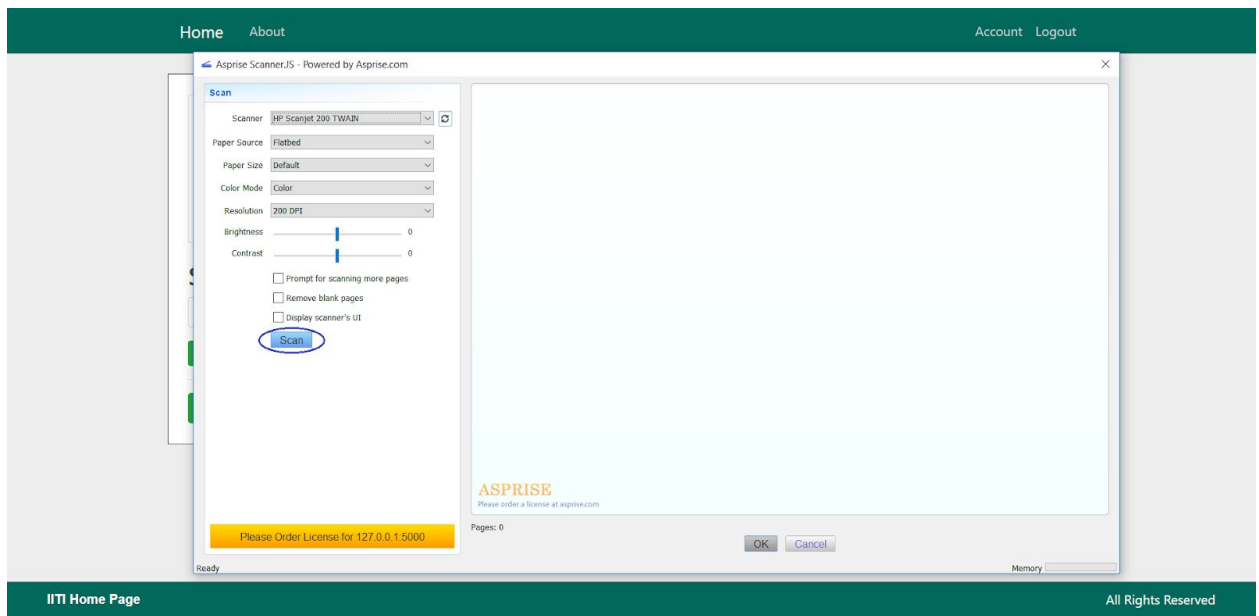
- Doing this will redirect you to Google authorization page.
- Login with your Google account and grant the mailing permission.
- You will be asked to enter your name next. Enter it.
- You will be redirected to your dashboard and the login process is completed.

3.Scan and Upload Process:

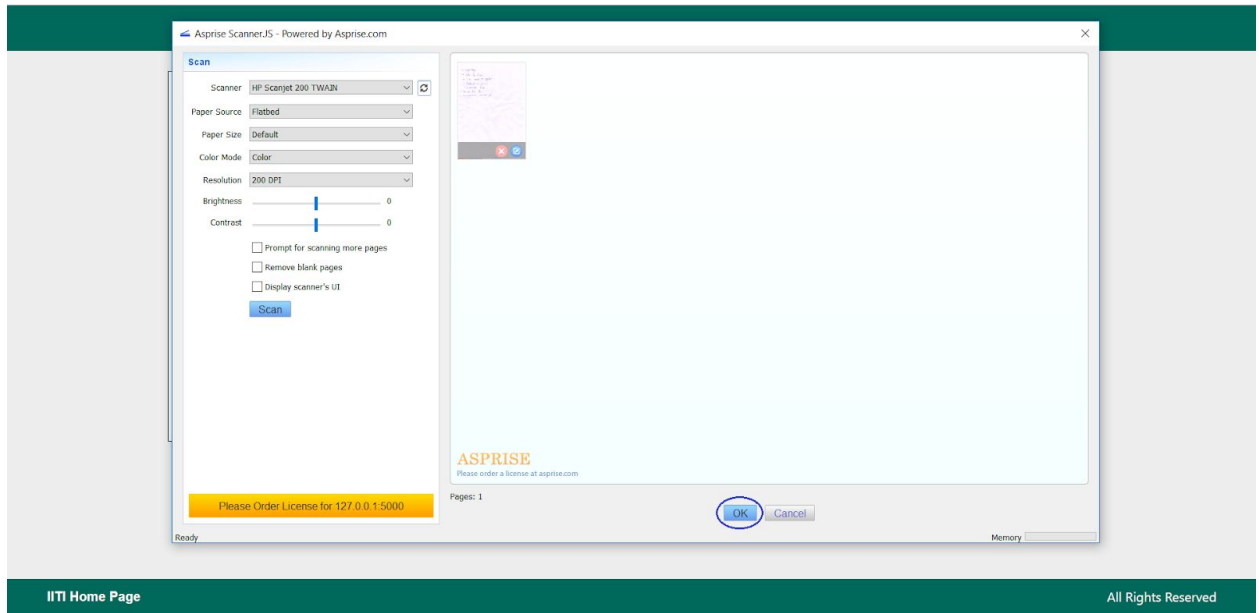
- On your dashboard enter the file's name and click on "Scan and Upload".



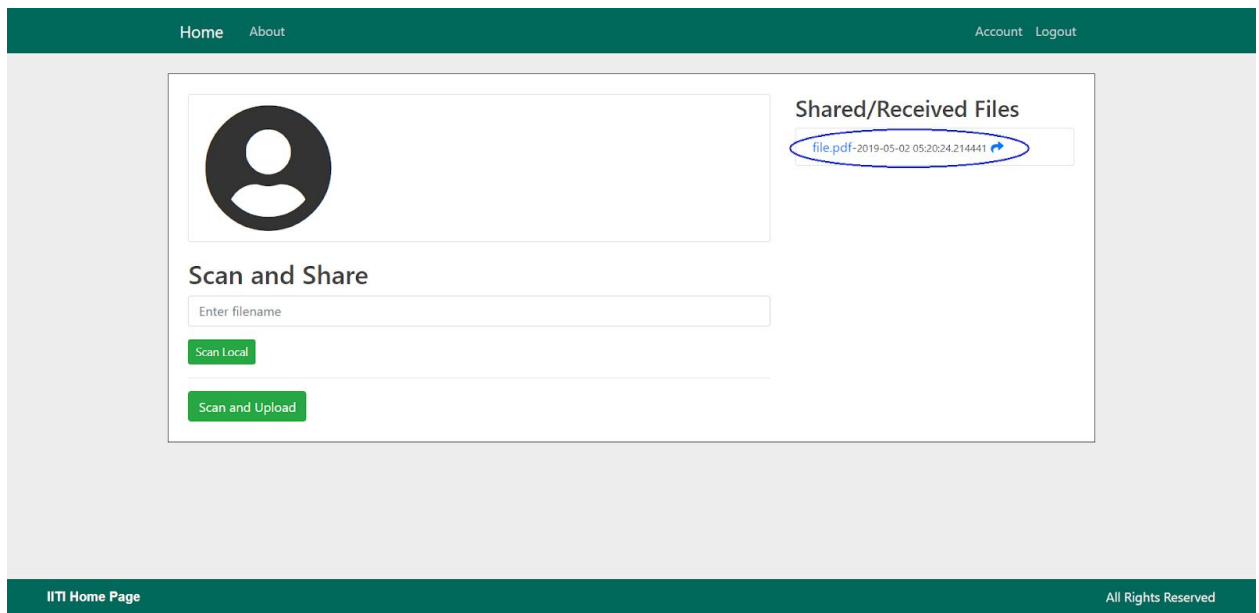
- A Scanner.js window will be opened. Insert the page to be scanned in the scanner and click "Scan".



- After the scan is finished, the scanned document will appear on the right hand side of the Scanner.js window. To add more pages to the document, insert the next page in the scanner and click “Scan”. To upload click “OK” at the bottom of the window. To cancel click “Cancel”.

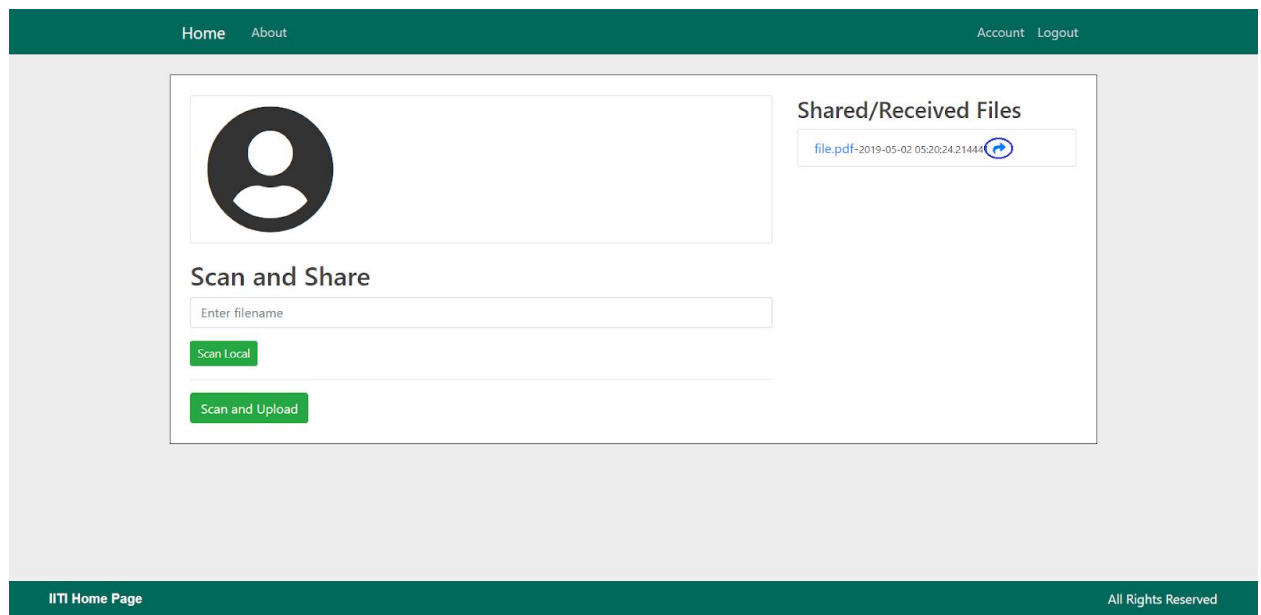


- Refresh the page and the pdf file will appear on the right hand side of the dashboard under “Shared/Received Files”. The process is complete.

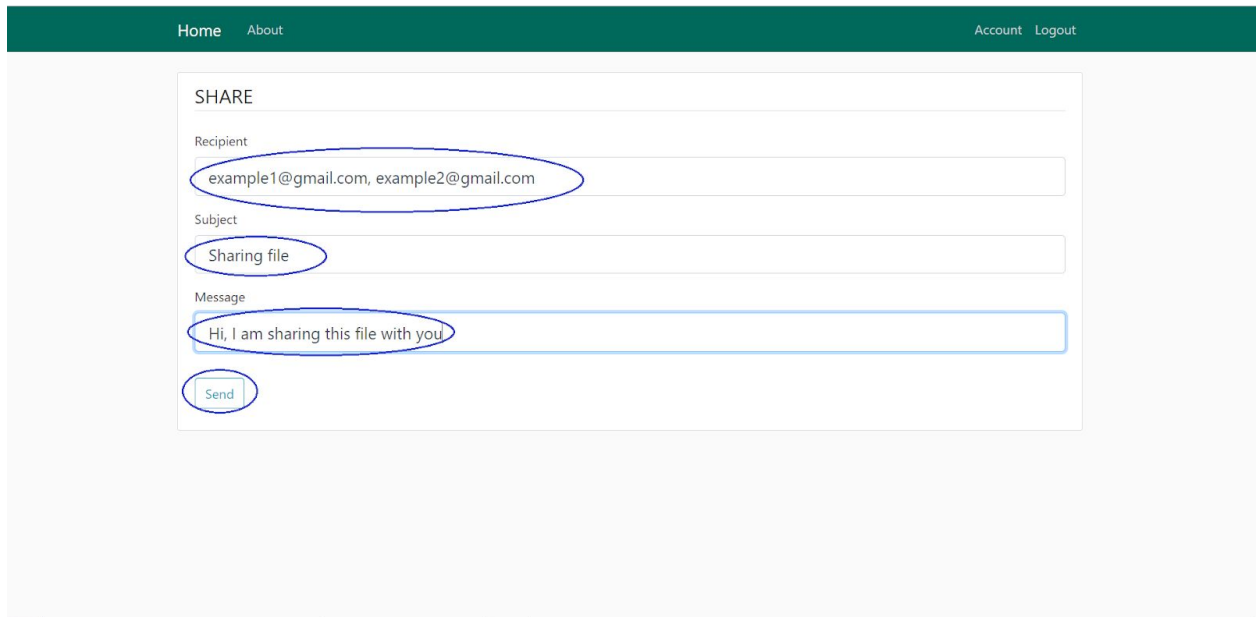


4. Sharing Documents:

- On the right hand side of the dashboard(under “Shared/Received Files”), click on the arrow beside the file to be shared.



- This will open a form. Enter the recipient email id's(separated by comma), the subject of the mail and the message to be written in the body of the mail and click "Send".



The screenshot shows a web application interface with a dark green header bar. On the left of the header are links for 'Home' and 'About', and on the right are links for 'Account' and 'Logout'. Below the header is a light gray area containing a white form titled 'SHARE'. The form has three input fields: 'Recipient' with the text 'example1@gmail.com, example2@gmail.com', 'Subject' with the text 'Sharing file', and 'Message' with the text 'Hi, I am sharing this file with you'. A 'Send' button is located at the bottom of the form. All four elements (Recipient field, Subject field, Message field, and Send button) are circled in blue.

- The mail will be sent to the recipients with the selected file as an attachment and the file would also show up on the recipients' dashboards.

5. Downloading Documents:

- On the right side of the dashboard(under “Shared/Received Files”), click on the name of the file to be downloaded.

