



10 Step Process:

1. **Complete your Timesheet**
2. **Download the TinyScanner 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. **Click the tick icon to 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@icare24.co.uk**
10. **Receive a confirmation email stating 'Your timesheet is being processed'**

TinyScanner App Download Links:

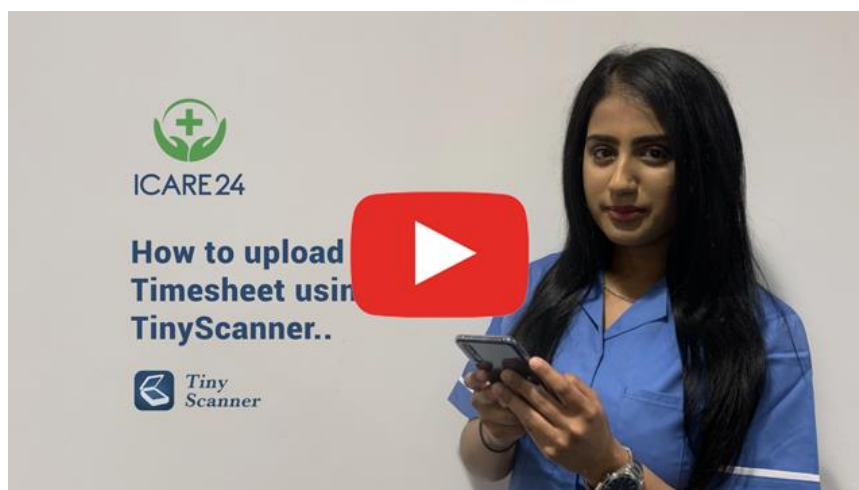
TinyScanner iPhone App:

<https://itunes.apple.com/gb/app/scanner-app-tiny-scanner/id595563753?mt=8>

TinyScanner Android App:

https://play.google.com/store/apps/details?id=com.appxy.tinyscanner&hl=en_GB

How to Video:



<https://www.youtube.com/watch?v=szbGAmluQqE>

Setting the Standard in UK Healthcare Recruitment

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