How to use the EverLeagues PDF Scanner

User guide

Guide Summary

This guide will show you how to...

- create an account with Everleagues & login on your phone and computer

- use the mobile PDF scanner tool to scan and create PDF documents

- view, download, and manage files in the Cloud Files tool that is synced with the PDF scanner

Accept your Everleagues invite

First time user: check your email for the invitation email

1. Click "Click here to join..." link in the middle of the email

2. Create a password, then **3.** click the "Accept" button on the bottom

Invitation from Healthcare

Message 3 of 5

From	[Healthcare] via Everleagues
To	user512@vitalcousa.com
Reply-To	no-reply@everleagues.com
Date	Today 21:34

Dear Sara Lee,

Healthcare is inviting you to work with them on its secure collaboration platform, powered by EverLeagues.

Healthcare uses this platform because it is easy-to-use, efficient and highly secure, and it handles all its communication needs – instant messaging, voice calls, video conferencing, screen sharing, file transfers and much more.

You can use it through your web browser and on the mobile app. For the best web experience, we recommend using the Google Chrome or Firefox browsers. The EverLeagues app is downloadable on the Apple App Store and Google Play Store.

Click here to join Healthcare on EverLeagues. 1

Once you have created an account, you can sign on to EverLeagues via the mobile app or at https://app.everleagues.com/login.

For more information, please visit our website: www.everleagues.com, or contact Healthcare.

Welcome to EverLeagues!

EverLeagues Team

Secure Team Collaboration
EVERLEAGUES

Healthcare

Sara, you are invited to join Healthcare. Please create a password for your new EverLeagues account so that we can connect you.

Forgot password?

Username
user512@vitalcousa.com

First Name *
Sara

Last Name
Lee

Password *
2 ·············

Confirm Password *
·············

☑ Check here to indicate that you have read and agree to the Everleagues terms and conditions.

3 Accept   Reject

Log into Everleagues

Returning user: after you create an account...

1. Web app: log in on a computer at: app.everleagues.com

2. Mobile app: Log in through the Everleagues Enterprise app if your company has it set up for you. Otherwise, login by downloading the Everleagues app on the Apple App Store or Google Play store. (If this is a new session, the system will ask for a 6 digital code sent to your email or phone to protect you in case your password is compromised.)
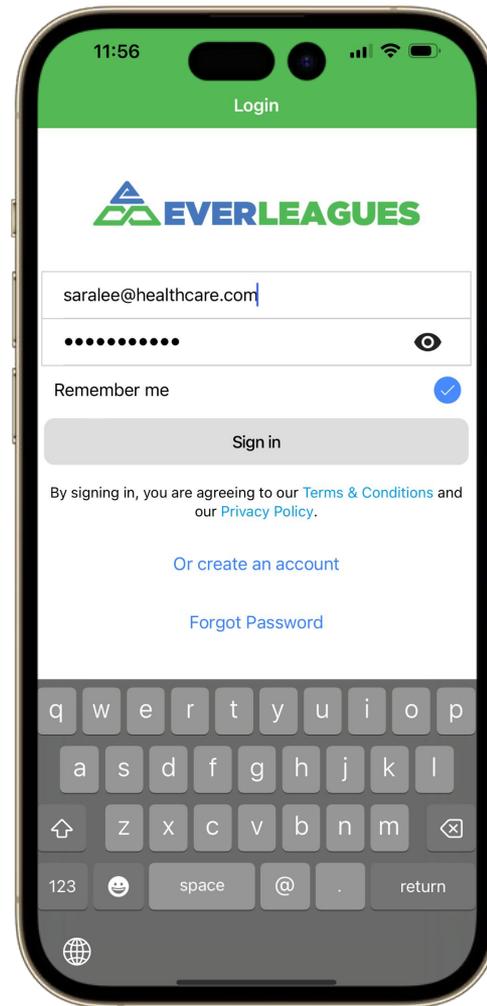
Username: your email
Password: the password you created when accepting the invite
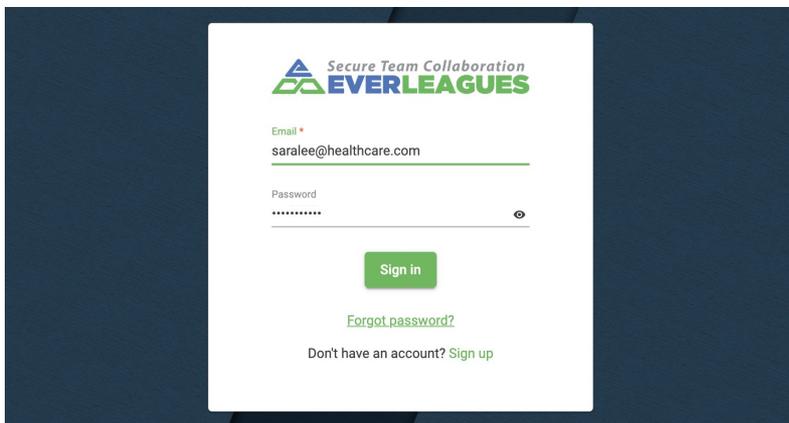
Switch organizations

After you log in, make sure you're in the right organization before continuing to use the app

Web app: View the organization name on the top left.
1. Click the switch icon or the organization name to view all organizations and **2.** click on any organization to switch to it
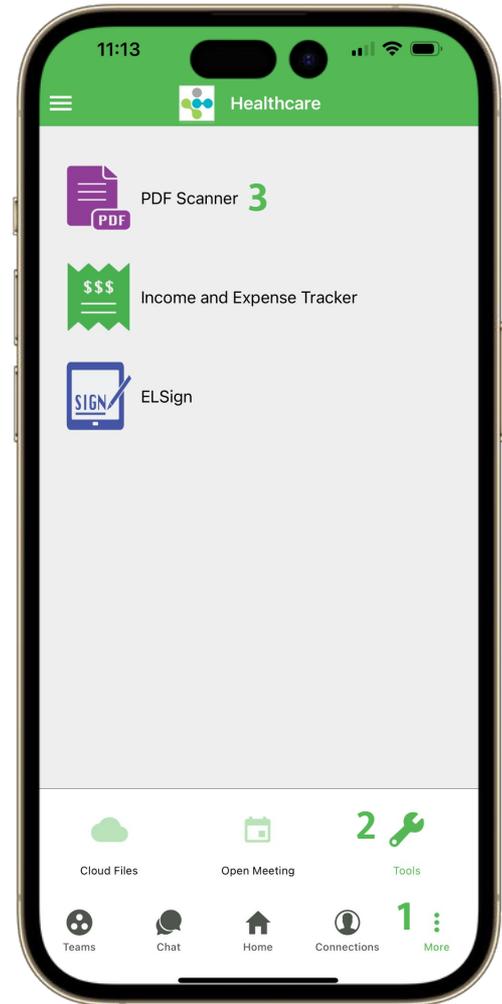
Mobile app: View the organization name on the top.
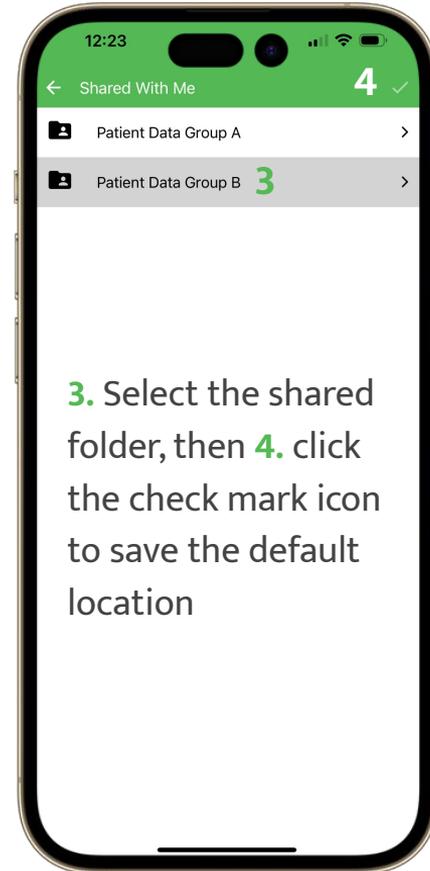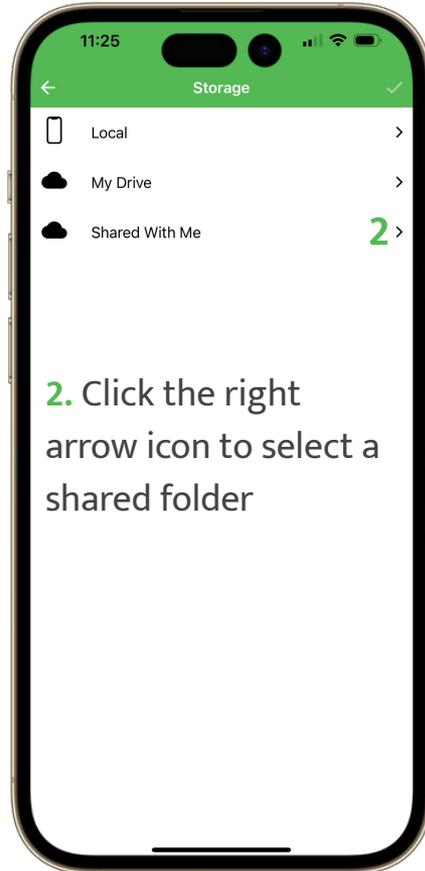**3.** Click on it to view all organizations and **4.** click on any organization to switch to it
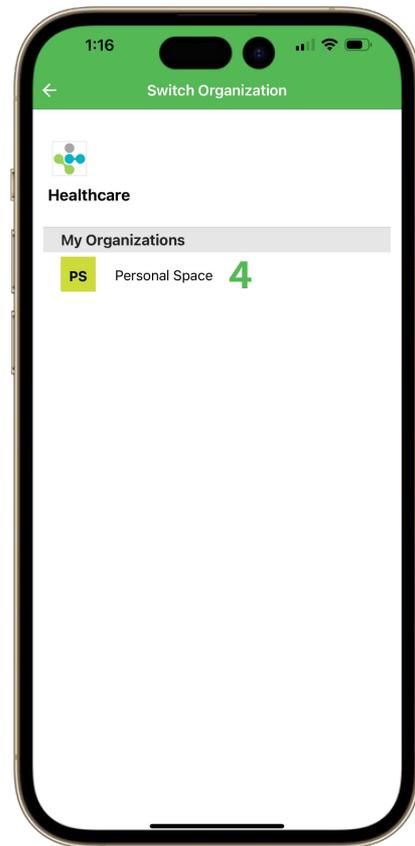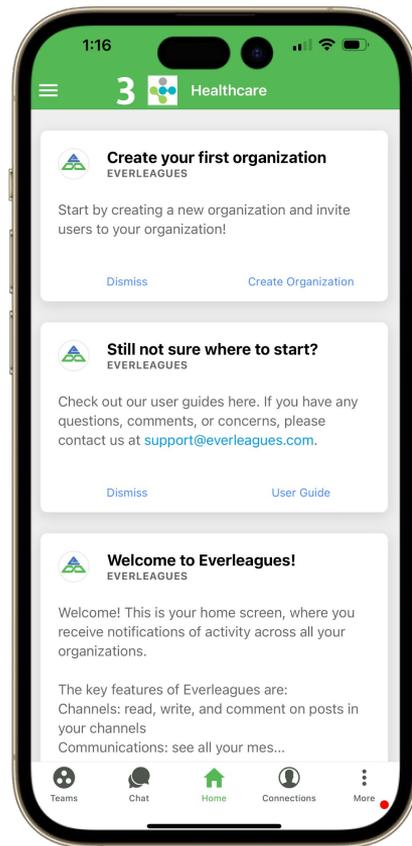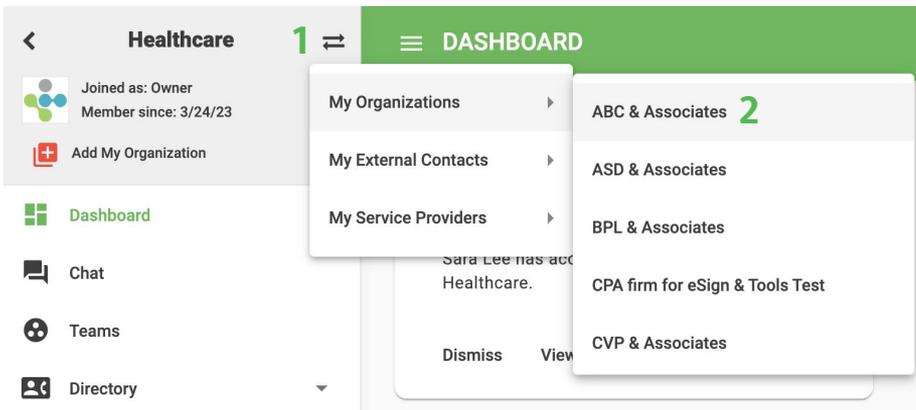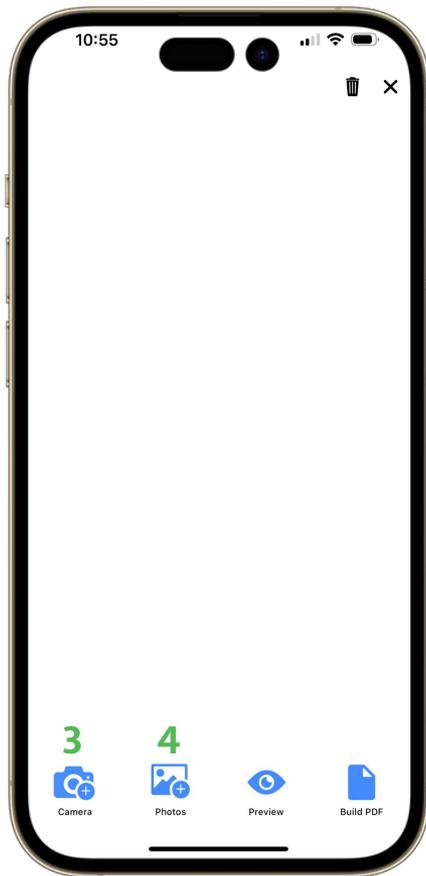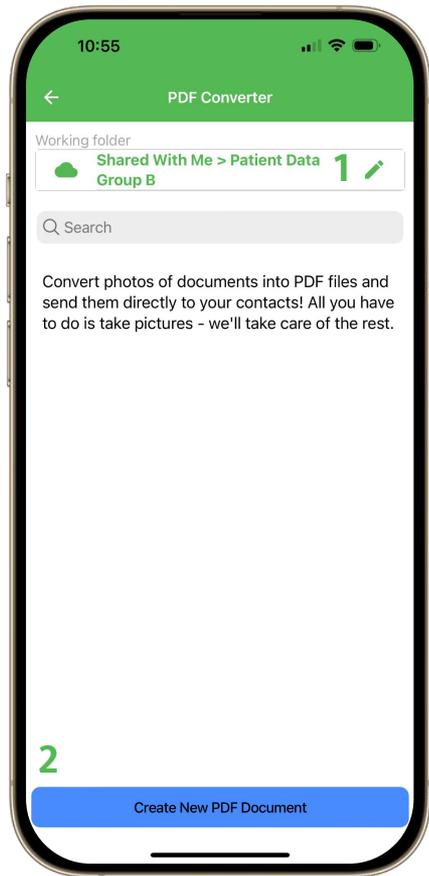
Navigate to the mobile PDF Scanner

1. Click **"More"** on the bottom menu bar

2. Click **"Tools"** on the menu that pops up

3. Click **"PDF Scanner"** to use it

PDF Scanner: select default location

11:24

← PDF Converter

Working folder

☁ **My Drive** **1** ✏

🔍 Search

Convert photos of documents into PDF files and send them directly to your contacts! All you have to do is take pictures - we'll take care of the rest.

1. Click the edit icon to change where PDFs are saved by default

Create New PDF Document

11:25

← Storage ✓

📱 Local ›

☁ My Drive ›

☁ Shared With Me **2** ›

2. Click the right arrow icon to select a shared folder

12:23

← Shared With Me **4** ✓

👤 Patient Data Group A ›

👤 Patient Data Group B **3** ›

3. Select the shared folder, then **4.** click the check mark icon to save the default location
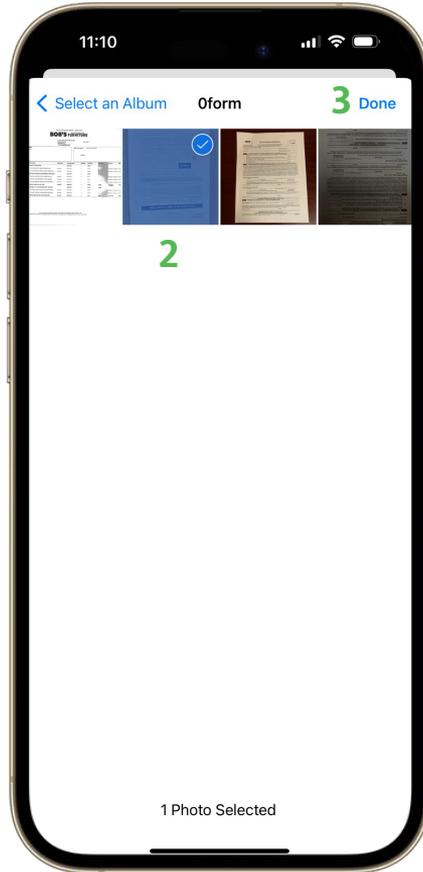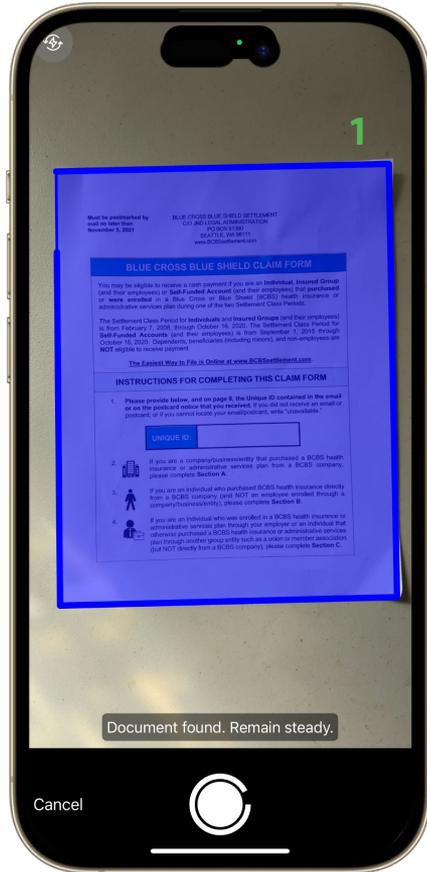
PDF Scanner: start scanning process

1. This is where your PDFs will be saved to. You can click the edit pen button to change the location any time.

2. Press this button to start scanning

3. Click "Camera" to take photos

4. Click "Photos" to select existing photos

We support multi-page PDF creation of photos from Camera and Photo Album.

10:55

PDF Converter

Working folder

☁ **Shared With Me > Patient Data Group B** **1** ✏

🔍 Search

Convert photos of documents into PDF files and send them directly to your contacts! All you have to do is take pictures - we'll take care of the rest.

2

Create New PDF Document

10:55

🗑 ✕

3 **4**

📷 Camera 🖼 Photos 👁 Preview 📄 Build PDF

PDF Scanner: take photos and/or select photos

1. **"Camera" option:** auto edge-detection will automatically detect and highlight documents to frame them correctly. After you select a photo, various distortion corrections will automatically straighten the document

2. **"Photos" option:** select album, then select one or multiple photos, then **3.** click "Done" to import them into your document

PDF Scanner: process & edit options

1. **Filter icon:** apply a filter

2. **Crop icon:** adjust the crop

3. **Rotate icon:** rotate the document

4. **Retry:** retake the photo

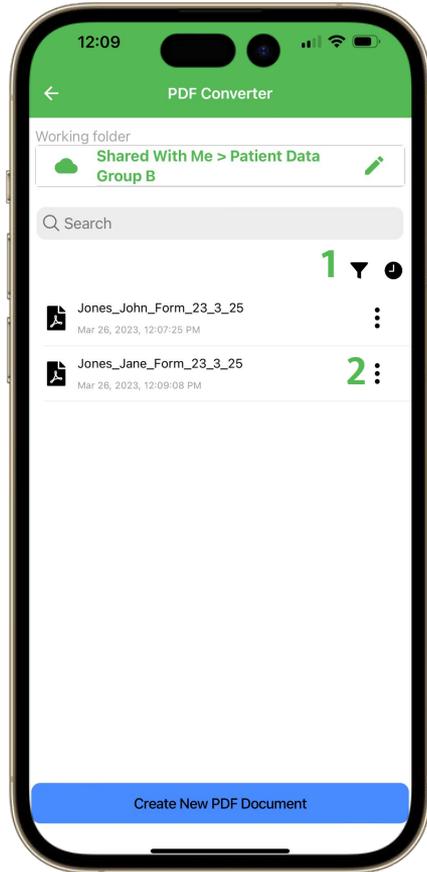5. **Done:** finish the editing process
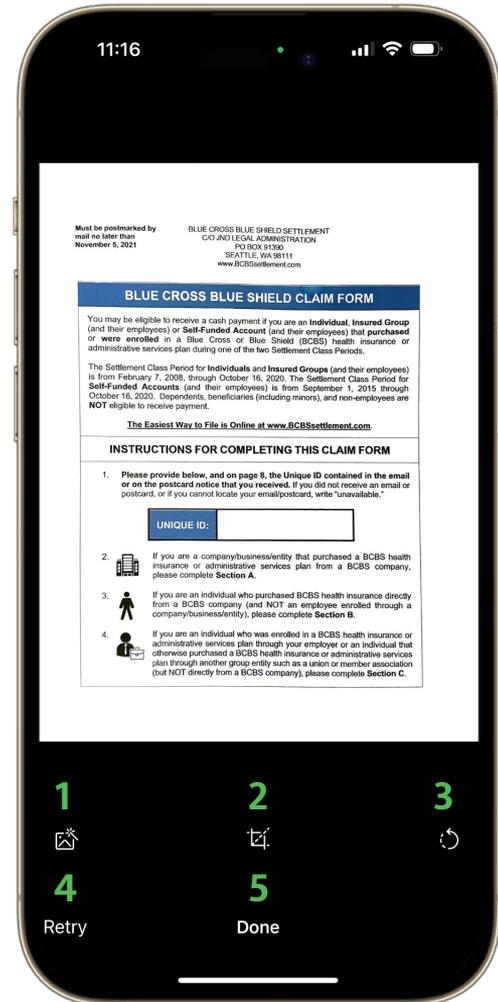
PDF Scanner: finalize the document

1. Reorder icon: press and drag to reorder that page

2. Scan icon: process & edit the page (this happens when you select multiple pages from photo album)

3. Delete icon: click to select page(s) to remove

4. Build icon: give the file a name and create the PDF
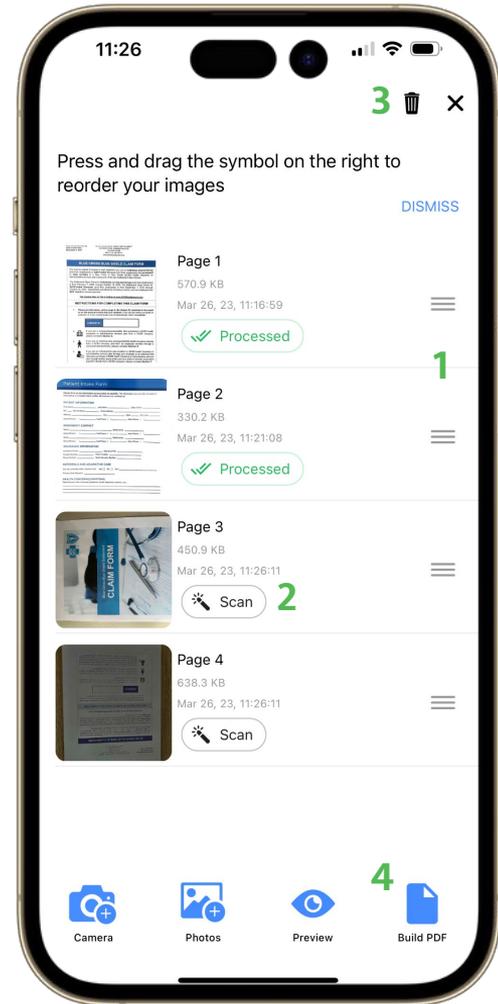
PDF Scanner: build PDF options
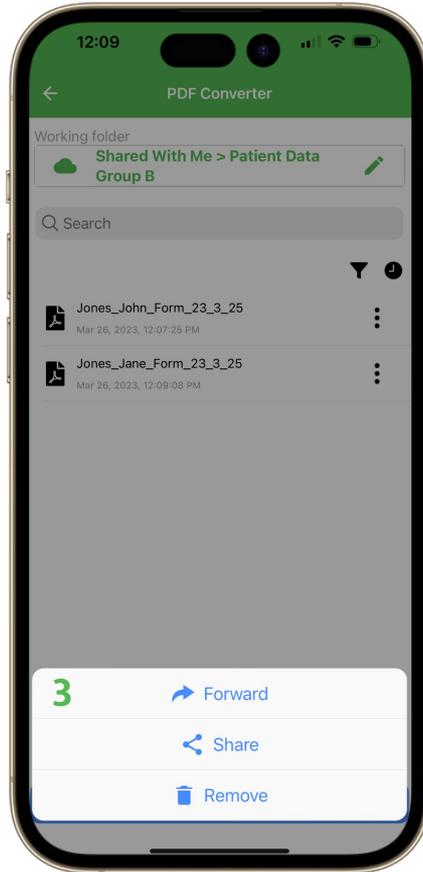
1. Filter buttons: you can sort by name or by date created

2. More options: click to **3.** forward, share, or remove the PDF

Cloud Files: view PDFs

If you saved scanned PDF files in a Cloud Files folder, you may view the PDF files any time in Cloud Files as well. If this folder is shared with your colleagues, your colleagues may also access the files you scanned.

1. On the web app, go to "Cloud Files" and **2.** double click on a folder to view files

3. Right click on a file to see more options