Electronic Timesheet Submission - 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@ravenmedical.co.uk
10. Receive a confirmation email stating 'Your timesheet is being processed'
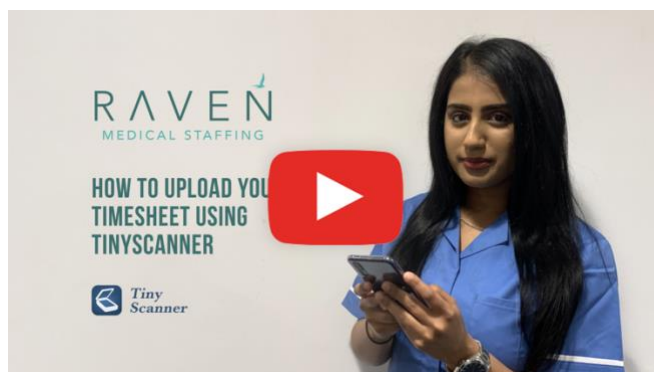
App Download Links:

TinyScanner iPhone App   **Cam Scanner iPhone App**

TinyScanner Android App   **Cam Scanner Android App**

How to Video:

https://youtu.be/8_J1k3E8Ogw