CAPTURING DOCUMENTS IN PDF FORM USING FORCURA
(Scanning with the Forcura App on the Android Tablet)

- ☐ Open the application and log in
- ☐ Gather all documents that need to be scanned
- ☐ Find a flat contrasting surface and place the documents in one stack per upload
- ☐ Position yourself with the tablet so it is directly above the document and approximately 12 to 18 inches away
- ☐ Tap the plus sign
- ☐ Line the document up so the document is highlighted by the blue green square
- ☐ Allow the app to auto-capture each page, continuing until the entire document has been captured
  - a. In the event that the auto-capture feature does not work, you will need to manually capture the document, see the steps below to edit the document if necessary
- ☐ To manually capture the document, press the circle in the bottom of the screen
  - a. If you manually capture the document, you must edit it
  - b. From the main documents screen tap the image that needs to be edited
  - c. Crop the document by dragging the edges of the outline – the document may convert automatically to PDF once cropped
  - d. If the document does not automatically convert to PDF tap the filter icon (eye dropper)
    - i. Tap black and white
- ☐ Once the document has been captured in full, tap the checkmark at the bottom right of the screen to complete the document
- ☐ A window will appear, requiring a name for the document. Enter the document name Patient Last Name, Patient First Name, Doc Type (NOE, MOLST)
- ☐ Tap Save
- ☐ In the top right corner of the document, there is a circle, tap the circle to select the document. (Indicated by a check mark)
- ☐ Tap Upload
- ☐ Scroll through the Folders to find the appropriate folder
- ☐ Tap Upload
- ☐ The document will disappear from the document main screen once uploaded