

**POCKET SCANNER**  
**USER DOCUMENTATION**

In the collections industry, efficient document management is a requirement. Document storage optimizes workflows and makes sure up to date and accurate information is always available. Introducing the RMEx Pocket Scanner, a mobile app designed make physical document integration with RMEx easier. With the RMEx pocket Scanner, your smartphone becomes a tool for scanning, sharing, and integrating documents seamlessly into RMEx Scandocs. The app utilizes your phone's camera to capture high-quality scans of documents, from debtor agreements and payment records to legal notices and correspondence. No more searching for a traditional scanner or waiting until you're back at the office.

## INTEGRATION

Please contact Quantrax to get the Pocket Scanner set up for your agents.

### Requirements:

- **Scandocs:** Scandocs is where the documents can be viewed on an account. This is where the documents are integrated to.
- **Document server:** This is set up at the installation of scandocs. The document server is used to store the documents.
- **iOS device:** The app currently only supports iOS. Supports both iPhones and iPads.
- **RMEx user account:** The RMEx AS400 login credentials are used to log in to the app.

Download the mobile app and iOS devices using the following link.

[CLICK HERE](#)

The app is available to download through the app store. It is delisted since the userbase it is intended for is only for RMEx users. Therefore, it is not available for the public through the search function and the link is required.

Follow the instructions on the next page to get started on scanning and integrating documents through the app.

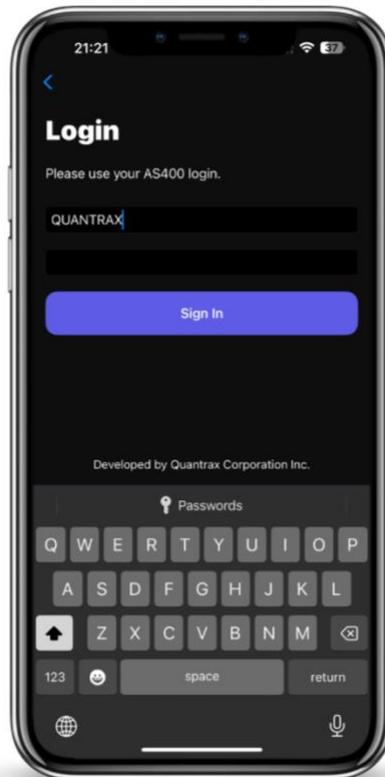


## GETTING STARTED

Opening the app will show the startup page. Tap on the continue button to advance to the next screen.

The next screen is the log in screen. Enter the AS400 login credentials you use to log in to RMEEx in this screen. You will not have to remember any additional passwords.

*Note: The AS400 user ID must first be cleared to use the app. Contact Quantrax to get the accounts set up to use the Pocket Scanner app.*



Tap on 'Sign in' to enter the app.

Tap on the button in the next screen to start scanning

*Note: The phone will allow for access to the camera through a popup. Please allow camera access to use the app. Camera access is required.*

*You can also change permissions for the app's camera access from the phone settings. Settings > RMEExDocuScanner > Change camera permissions to ON.*

The next screen will open the camera. Point the camera to the document you want to capture. If a document is identified in the view, the app will automatically capture the document. Or you can click the shutter button to capture the document

Manual shutter will also show you the bounds of the document, allowing you to capture only what is required.



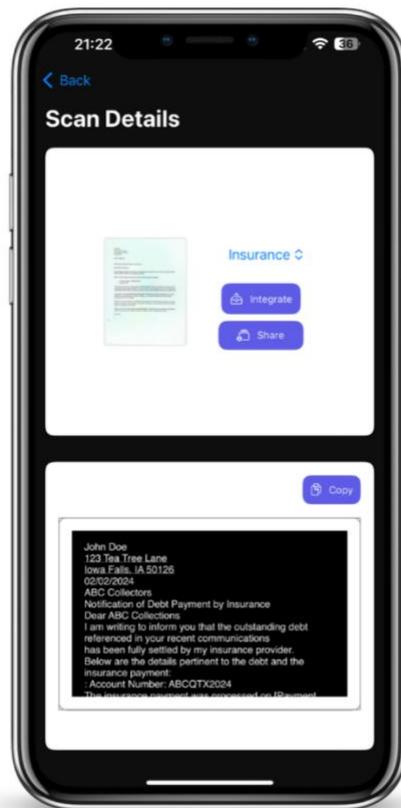
1. Flash and Filter buttons
2. Auto Shutter button – Tap here to turn auto capturing of detected documents on or off.
3. Capture area – The highlighted area will be captured
4. Save button
5. Shows the images captures so far. Tap on it to view all the captured images in this session. You can also edit the images, crop them as necessary from here.

Once you have taken all the documents you need and edited them as required. Tap on the ‘Save’ button to advance to the next screen.

Here you will be given the options to Integrate the documents to an account and share the document.

The app will also intelligently identify special characteristics of the document if there are any on the document. You can also change or select the document type manually from the drop-down menu by tapping on it.

These 'Document Types' are used to set up actions that can be triggered on the account through smartcodes. If a document of a specific type is integrated to an account, smart codes can be set up to be applied on the accounts with user determined actions.



The smartcodes for integrated documents can be set up in RMEEx. Take options,

1. System control menu > 11. Letter codes > F7 to the 'Smart Codes for uploaded documents'

The lower half of the text that was identified from the document using OCR technology. This can be copied as text.

The Share button on the screen can be use to share the document. The app supports sharing through emailing, uploads, message platforms and many more.

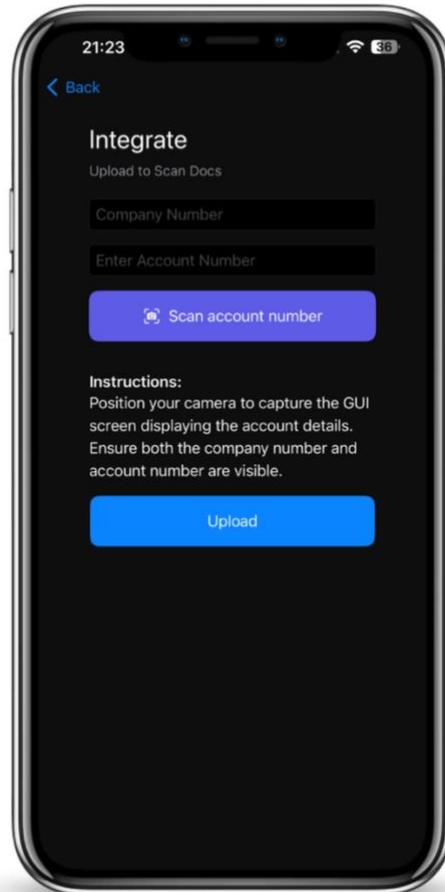
To Integrate the document to an account. Tap. on the Integrate button.

The app supports multiple ways to integrate the document to an account.

The first option is automatic integration. If you have an account open in the GUI from the same user ID that you use to log in to the Pocket Scanner app, the app will automatically populate the account number, allowing for easy integration.

You can also manually enter the Company and the account number of the account in the given fields.

If there is an account number on the document, you can use the 'Scan account number' option to open the camera and scan the account number.



With that, tap on the 'Upload' button to add the document(s) to the account. Which can then be viewed through 'Scandocs'.