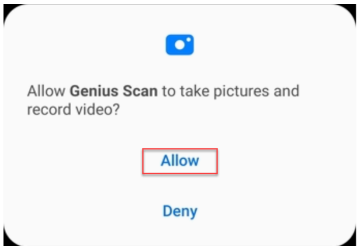
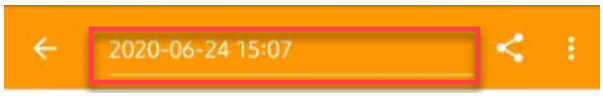
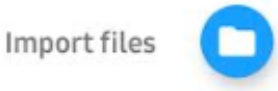
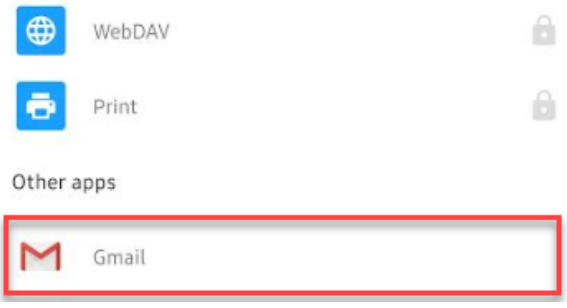
Using Genius Scan on Android to submit documents to Instructors, NMC Business Office or Human Resources.

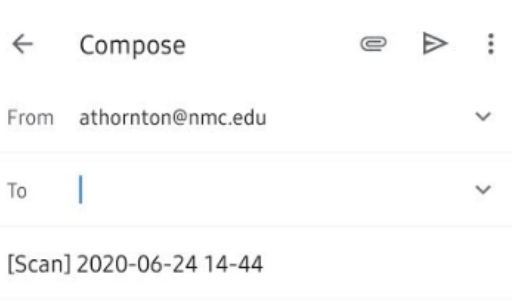
Walk through these step by step directions to install Genius Scan so that you can take pictures of documents, create a PDF, and share via the appropriate email to Instructors, the Business Office or Human Resources, and your supervisor, if approval is required.

A couple of notes about using Genius Scan to submit documents:

➜A document cannot contain Credit Card Numbers or Social Security Numbers, please remove them or submit documents using normal processes.
➜There is no fee for Genius App if you only export to Gmail.
➜To use Genius Scan on your phone, you will need to have your NMC Gmail Account set-up on your phone. Contact the NMC Technology Help Desk at 995-3020 if you have any questions about Gmail on your phone.

Find **Genius Scan** in your Google Play Store and install it on your Android Device.	
Go to the **Genius Scan icon** on your device.	
When you go to take your first scan, you will have to give Genius Scan the rights to take pictures. So click **Allow**.	
To start a scan of documents, click on the **blue camera icon**.	
Hold the device over the document so that it is centered on the camera screen, and click the **orange button** at the bottom of the screen to take the picture.	

Once the picture has been taken, it will show in the bottom left corner.	
To create a PDF of multiple pages, just keep taking pictures of the documents. Once you are done with taking pictures of all documents, click the **checkmark** in the bottom right corner. This will show you what documents have been added.	
Be sure to **name the file** at the top of this screen, as the default will be the date.	
If you need to add another document, click the **plus button** in the lower right hand corner and then click the plus for scan to scan again.	
You will notice when you click the plus to scan again, that there is also an option to **Import Files**. If you have files to add to the PDF, just click import files, find the file location, and upload the file.	
To Export your PDF File, click the **share/export icon** at the top of the page which will bring you to the Export Document page.	
Move down the page to the next screen, to the option for **Gmail**. Select **Gmail.**	

Your PDF will be attached, choose your Gmail address and send it to the appropriate Business Office or Human Resources Email Address (listed below), and your supervisor, if approval is needed.	

For Business Office:
Purchasing Card Receipts or Purchase Order Items - dloeffler@nmc.edu
Requests for Pay - accountspayable@nmc.edu
Other Business Office Forms - businessoffice@nmc.edu
For Human Resources:
Please send the document to the appropriate HR staff, and if you are unsure use hr@nmc.edu.