



USING TINY SCANNER

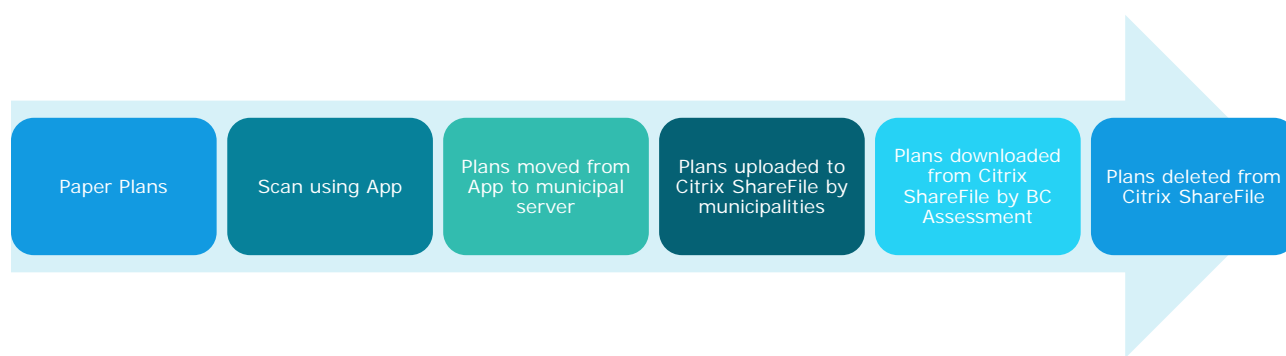
Purpose

The following provides direction on how to use the Tiny Scanner application to convert paper documents, i.e. building plans, into a digital format to enable transfer to BCA using Citrix ShareFile.

Target Audience

Taxing authorities that do not have electronic copies of certain documents, including building plans.

Overview of the Complete Process



What is Tiny Scanner?

Tiny Scanner is scanning application BCA has used extensively to create electronic copies of paper documents, including building plans. The application is easy-to-use, accurate, and generates clear images (electronic documents) when used with a good phone camera. The application works best with an Android smart phone, as image retrieval is quicker and easier.

Using Tiny Scanner

A useful tutorial for using Tiny Scanner can be found on YouTube at:

<https://www.youtube.com/watch?v=JUXWkF5feYw>

1. Open the application



2. Click on the camera icon & take first photo, click the “check mark”
3. Adjust brightness & edit image if needed, click the “check mark”
4. Name the PDF using address of the property, click the “check mark”



5. To add additional photos to the PDF, click the camera icon & take photo, click the “check mark”
6. Once done taking all the required photos to create the PDF file, click on the following image at the bottom of the application



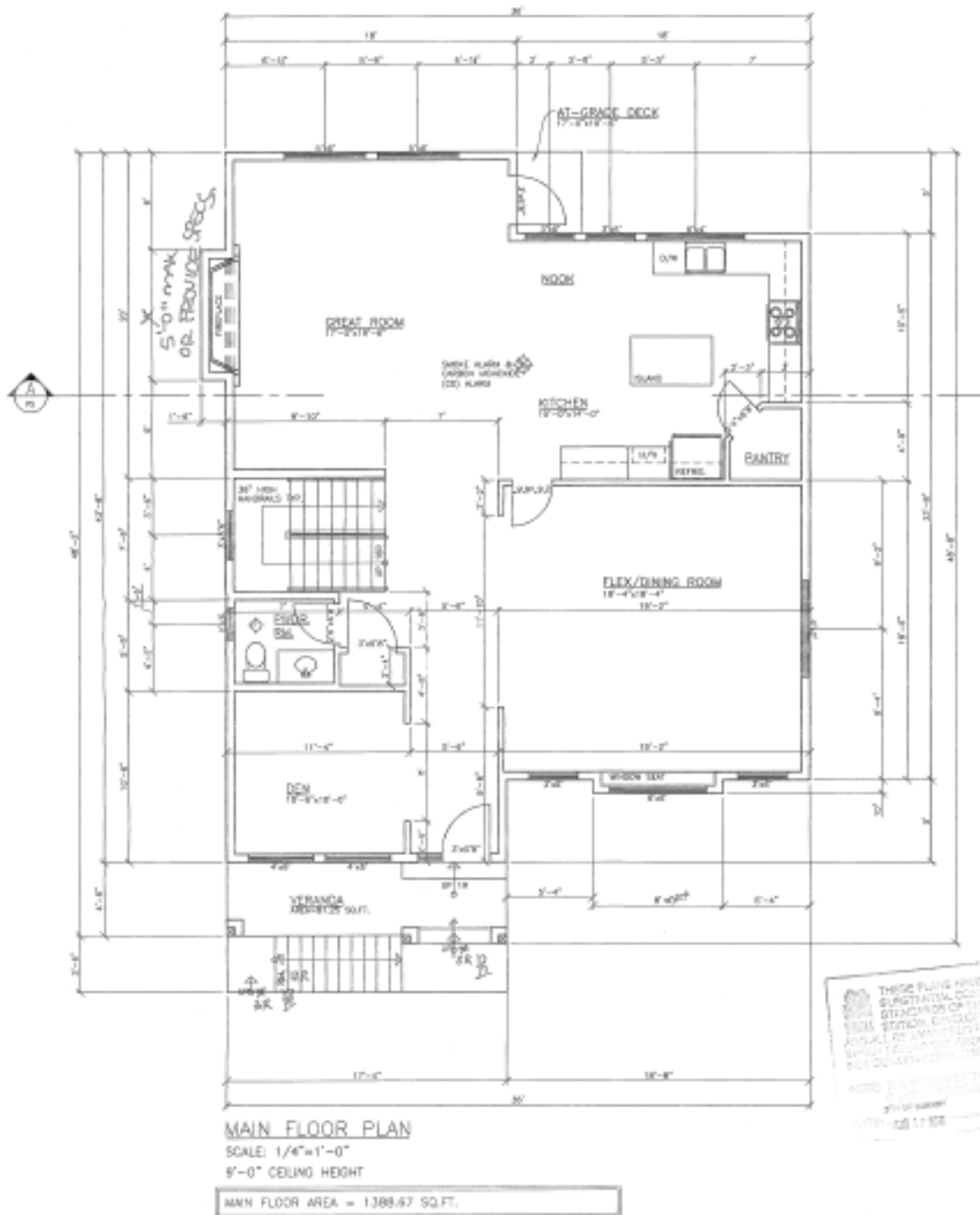
7. Export as “PDF”
8. Select “Open in”
9. Select “Drive PDF Viewer”
10. Repeat, as required, for list of plans/documents you wish to scan
11. See “Step 2 - Downloading Electronic Documents Using Android Phones” for how to move electronic (PDF) documents plans to your server.

Important points to remember with scanning:

- Layout documents as flat as possible on a flat surface.
 - Hold the camera steady, or the image will be blurred/unclear.
 - Hold the camera as close to the document as possible, confirming the area to be scanned are fully within the viewing screen.
 - Focus on key parts of the document, i.e. building areas for each floor plan.
 - Adjust the shape & size of the image using the guidelines.
 - Scan building plans in a specific & standard order as follows:
1. Permit or information page, AKA Permit Summary Data
 - Here, you will be prompted to name the file per the following naming convention (All Caps):
 - Unit number (if available)
 - Street Number
 - Street Name
 - Street Type
 - Example: 12 3456 EASY ST
 2. Site Plan
 3. Foundation Plan
 4. Main or first floor
 5. Second floor (if drawn), etc.
 6. Make sure you have scanned all floor areas.
 7. Section (usually just Section AA)
 8. Elevations
 - See the YouTube tutorial above for instructions in changing the order of the scans.
 - Save file and repeat



Example of building plan photo:



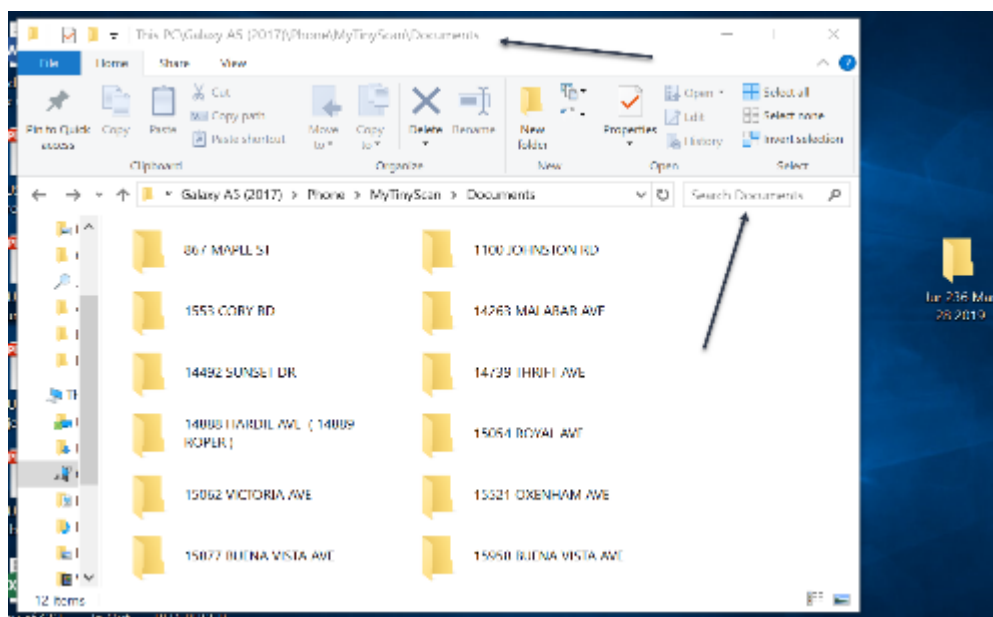


Downloading the Documents Using Android Phones

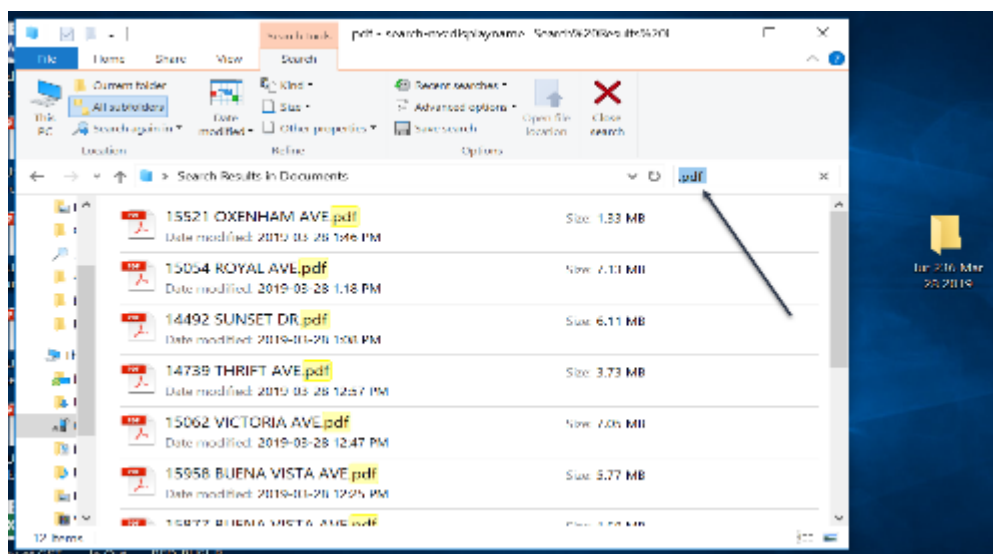
Downloading documents is available for Android phones. BCA has been challenged using iOS, and thus, we do not recommend its use.

The steps for downloading documents, including in bulk to your desktop, using an Android phone are as follows:

1. Plug your phone to the computer
2. Open My PC > (Phone name and type) > Phone > MyTinyScan > Documents

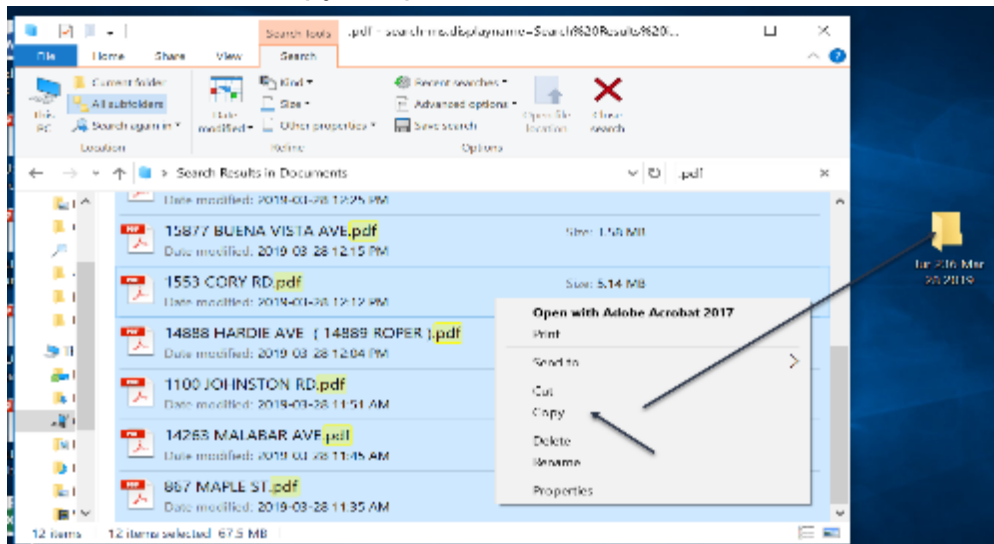


3. Search Documents for “pdf” to find all the PDF files





4. Select all PDF files. Copy and paste them into a selected folder



5. Open folder to confirm the copying over is complete.
6. Upload all PDF documents (i.e. building plans) to Citrix ShareFile in the appropriate folder.