

---

# GYPSUM EXPRESS MOBILE APPLICATION DOCUMENT CAPTURE TIPS

---

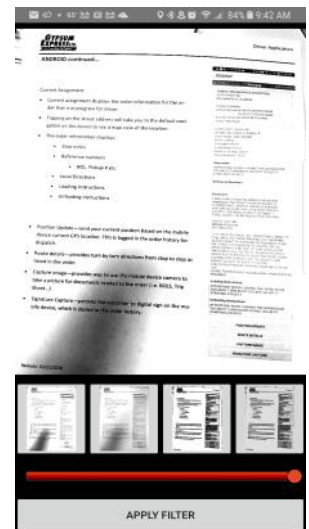
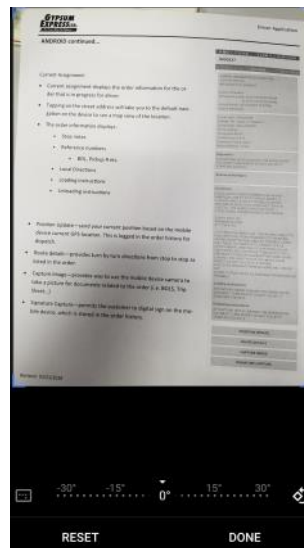
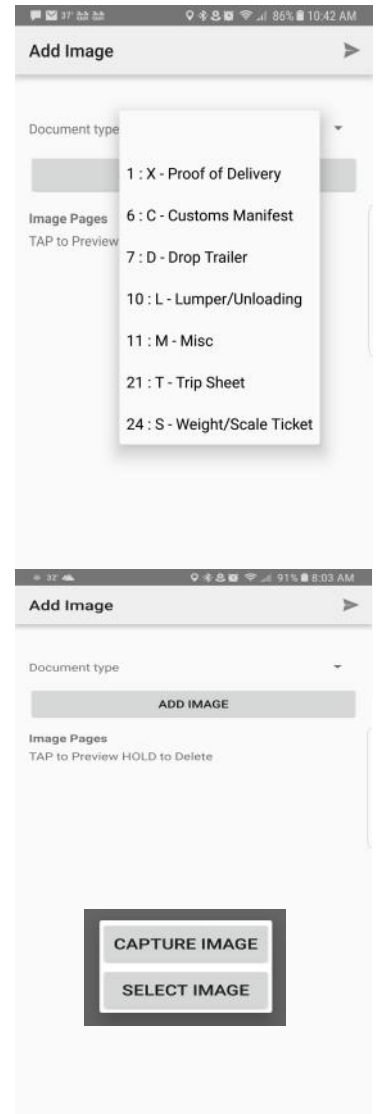
## Quick Tips for optimal images: Focus, Lighting, Angle

- Place document on a flat, dark or contrasting non-glare surface
- Take picture in a bright, well lit environment
- Using flash, in conjunction with good surrounding light is preferred. If the document is on glossy paper, it may be better to turn flash off.
- In dim environment, tap the auto flash button on the camera screen
- Bright light and flash are required for poor quality documents, multi-part forms, carbon copies or documents on colored paper.
- Take a photo of an original document, not a copy.
- Take a picture of the whole document with some background still visible for edge detection
- To make barcodes more readable, the camera needs to be at about 14 inches away from the document.
- Keep your hands steady and remain stable when taking the picture.
- Wait for the blue auto-focus square to appear, then take the picture. You can also tap the screen to trigger the auto focus, then take the picture.

**Note:** Drivers are responsible for making sure images are usable quality. Numbers, barcodes, and signatures must be clear and legible. Review image quality before sending.

**ANDROID**

- **Note—Drivers will continue to follow current procedures of the consignee signing POD/BOL and turn-in a copy for pay**
- **Note—Drivers are responsible for making sure images are usable quality. Numbers, barcodes and signatures must be clear and legible.**
- Select the document type from the drop down that corresponds to the document being captured. (i.e. trip sheet).
- Tap add image button.
- Tap Capture Image or Select Image on the pop-up.
  - The camera application on the mobile device will open because of the multiple types of devices available your camera's flash, focus and zoom may differ.
  - Center the document ensuring all trace numbers, signatures and entire document are displayed in the viewer
  - Prevent any background noise or obstructions i.e. fingers, clipboard, soda cans in the picture.
  - Utilizing your cameras zoom/focus may be required to achieve optimal sizing.
  - Take a picture and Tap ok or Retry as needed.
  - Adjust corners to ensure document fills the whole window. Tap done
  - Select the most legible document . Then Tap apply filter.
  - Tap on the Right arrow in the top right hand corner to send the document.



**IPHONE**

- **Note—Drivers will continue to follow current procedures of the consignee signing POD/BOL and turn-in a copy for pay**
- **Note—Drivers are responsible for making sure images are usable quality. Numbers, barcodes and signatures must be clear and legible.**
- Select the document type from the drop down that corresponds to the document being captured. (i.e. trip sheet).
- Tap + symbol and Take Photo to open camera app on device.
  - The camera application on the mobile device will open because of the multiple types of devices available your camera's flash, focus and zoom may differ.
  - Center the document ensuring all trace numbers, signatures and entire document are displayed in the viewer
  - Prevent any background noise or obstructions i.e. fingers, clipboard, soda cans in the picture.
  - Utilizing your cameras zoom/focus may be required to achieve optimal sizing.
  - Take a picture and Tap ok or Retry as needed.
  - Select the most legible document . Then Tap apply.
  - Tap on the Save in the top right hand corner to send the document.

