

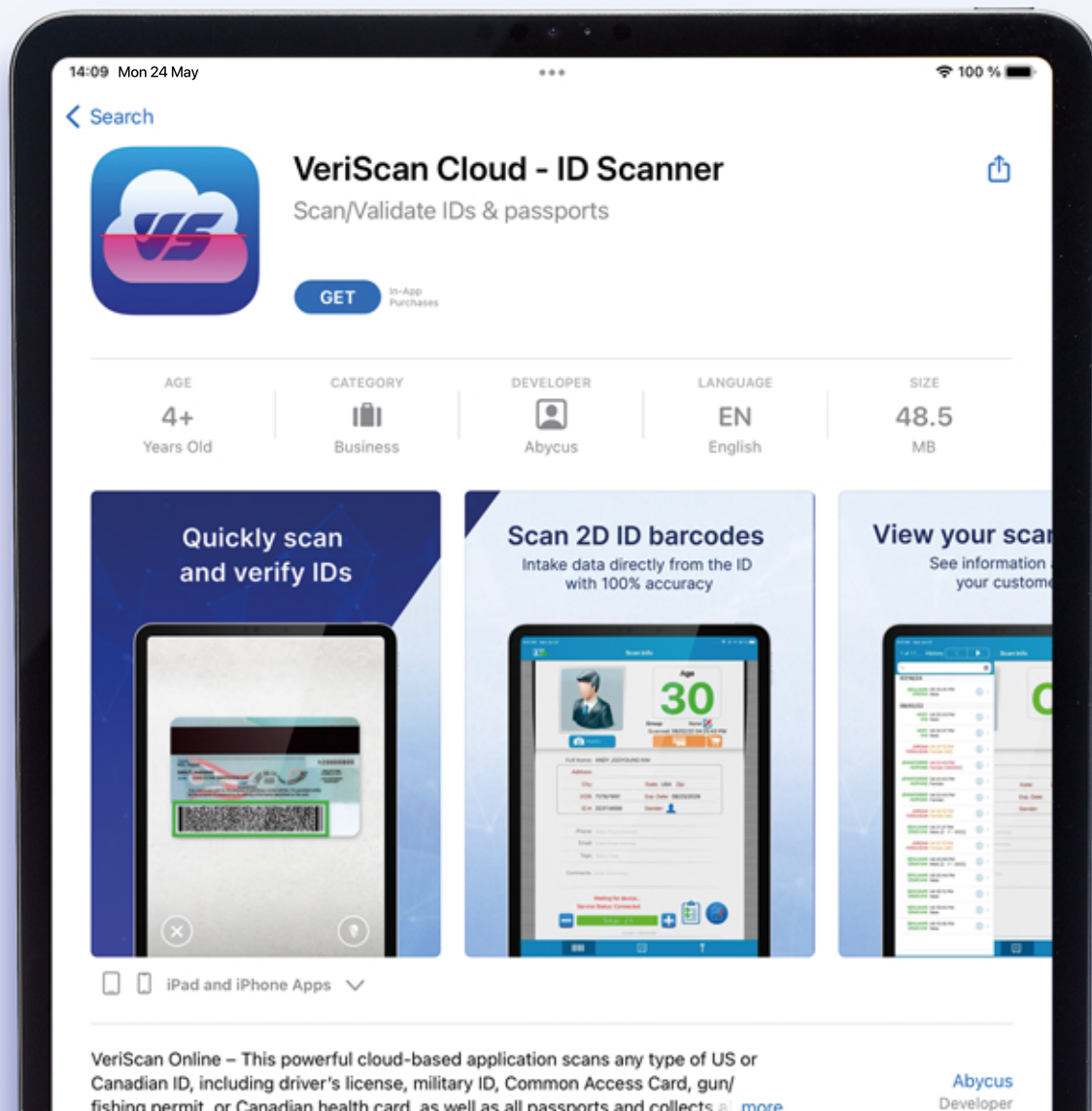
# VeriScan Online for iPad

## Quick Start Guide

IDScan.net

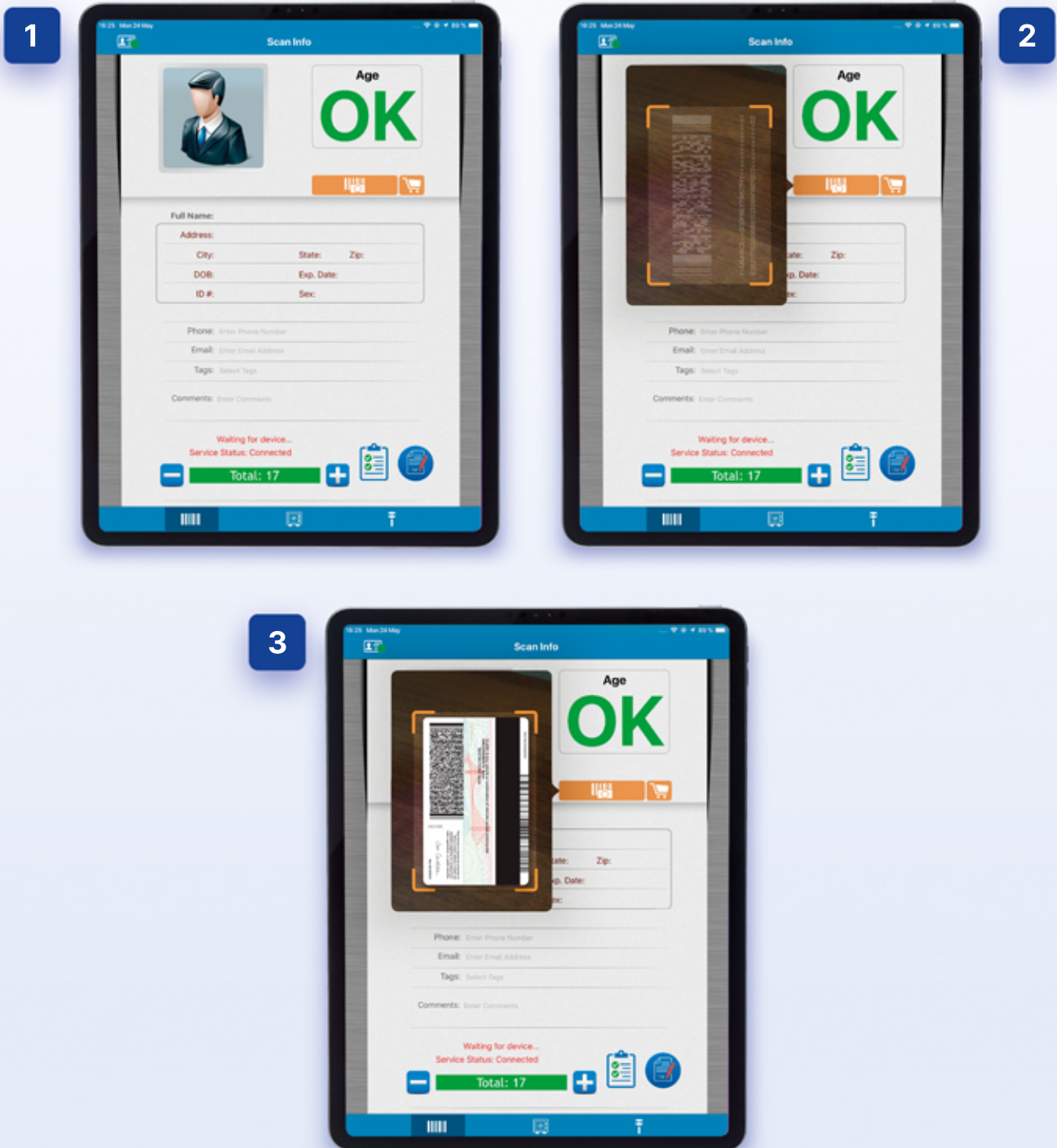
### Setup:

1. Login to the App store on the device using an Apple ID.
2. Download the “VeriScan Online” app. The icon will be a VS within a cloud.
3. Launch the app.
4. Navigate to **Settings**, click **Login/Sync**, and then enter the device login and password created through [veriscanonline.com](http://veriscanonline.com).  
(On the portal, navigate to **Settings > Devices** to create this login information).



## Standard Workflow:

1. Navigate to the Scan page by clicking the first icon on the bottom of the app.
2. Click the camera scan button to access the camera.
3. Place the barcode of the ID being scanned into the camera frame.
4. The data will be populated into LeafLogix.
5. Any optional comments, groups, or tags can be added to the profile.



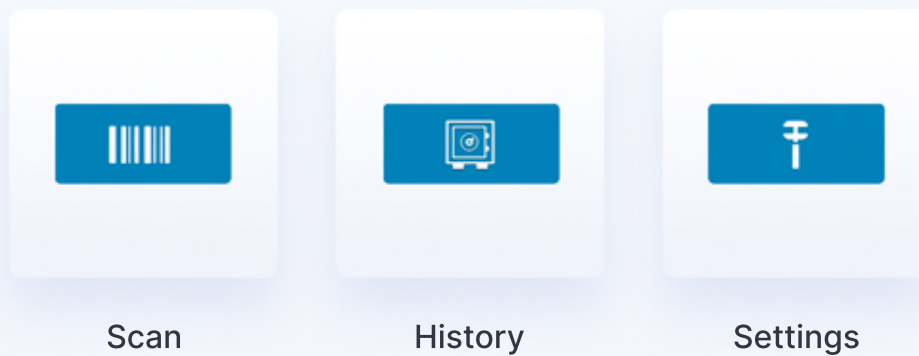
## User Interface Overview:

At the bottom of the app, there are 3 symbols: Scan, History, and Settings.

**Scan:** This button will bring you to the main page which allows you to scan an ID.

**History:** This button will bring you to the history of scans on this device. History across devices can be viewed if configured properly on the [veriscanonline.com](https://veriscanonline.com) portal.

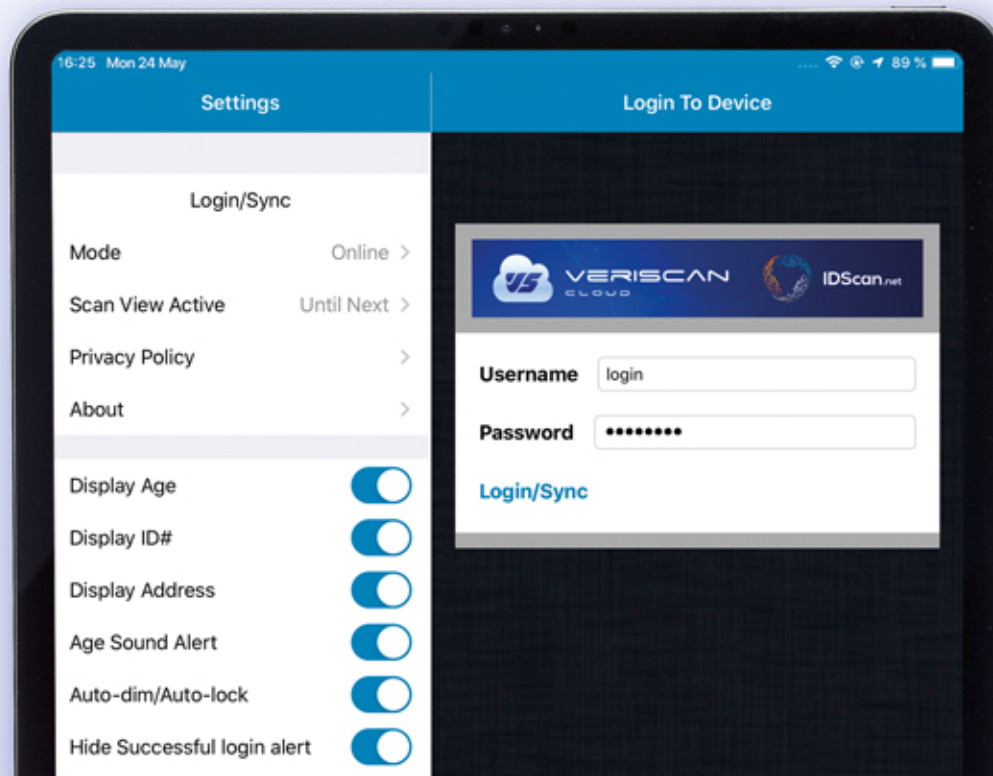
**Settings:** The button will access the settings menu.



## Settings

This page allows access to all the settings.

“Login/Sync” allows the user to enter the device login and password to connect the device to VS Online.







# History

This page will look the same as the above page. Here you can access the history of previous scans.

Click History at the top left to access the history. Select a profile, and that profile will appear with all the information from the scan. The agreements/surveys and badge printing options can be accessed here as well.

