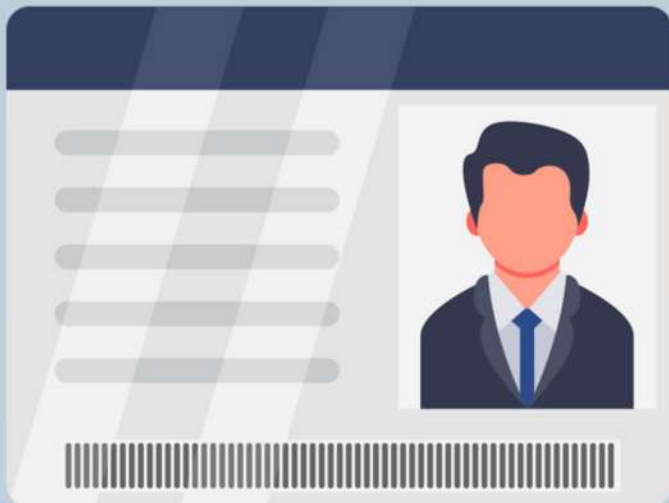


# Guide To Using the EasyBadge App



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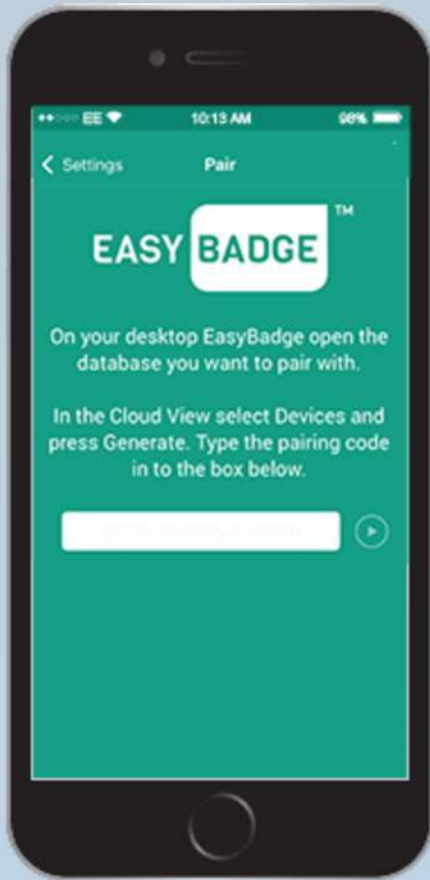


EASY **BADGE**™



# Getting Started With The App

*You only need to use the EasyBadge app if you do not already have staff photos, or if you need to take photos of new team members.*



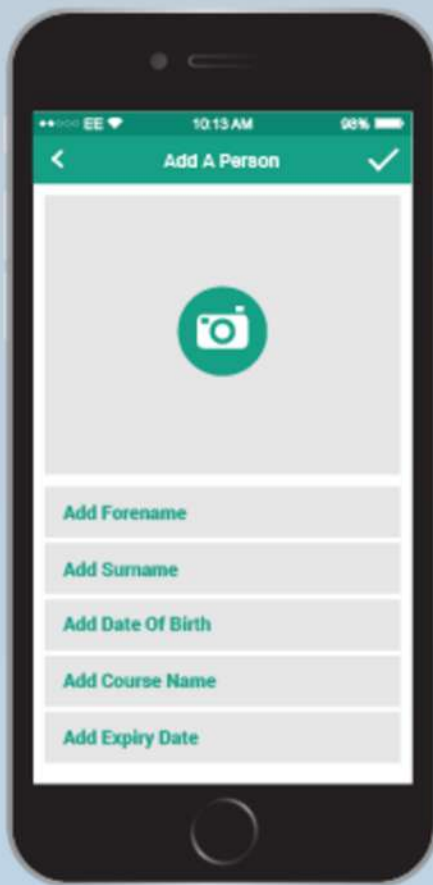
*Once you have downloaded the app to your device we will provide you with a code to connect your device to your account on our systems.*

*Our team are happy to walk you through this step over the phone if required.*



# Create A New Record

*To add a new record simply tap the plus [+] button and fill in the data for that team member: first name, last name, job title etc.*



*You can complete as many fields as you like at this stage. If you are not sure about a detail, it can be added later.*

*For bulk teams, it is often quickest to complete the key fields and add optional fields as you go.*



# Add An Image

*Add an image to the record by tapping the photo icon and taking a picture with your phone or tablet camera.*



*The app allows you to retake the photo if needed.*

*If you are capturing photos in a busy environment, consider using a consistent spot and height for the camera to keep results uniform across your team.*



# Tips For Capturing Photos

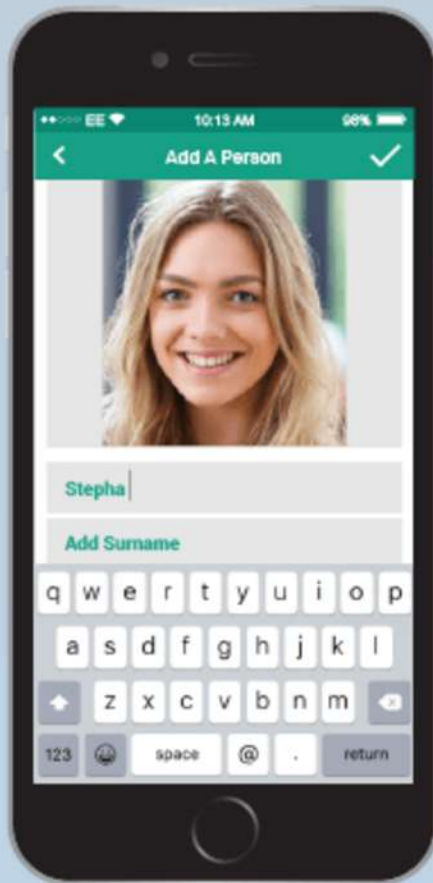
## For Best Results

- *Stand the subject against a plain, light coloured background*
- *Use good lighting: natural light works well!*
- *Hold the device at eye level*
- *Frame the head and shoulders.*
- *Ask the subject to remove hats or large headwear unless required for religious or medical reasons.*
- *Glasses are fine as long as the eyes are clearly visible and there is no heavy reflection.*



# Complete The Record

*After taking a photo, complete any missing data fields: the record for that member of staff is complete and will sync with our systems.*



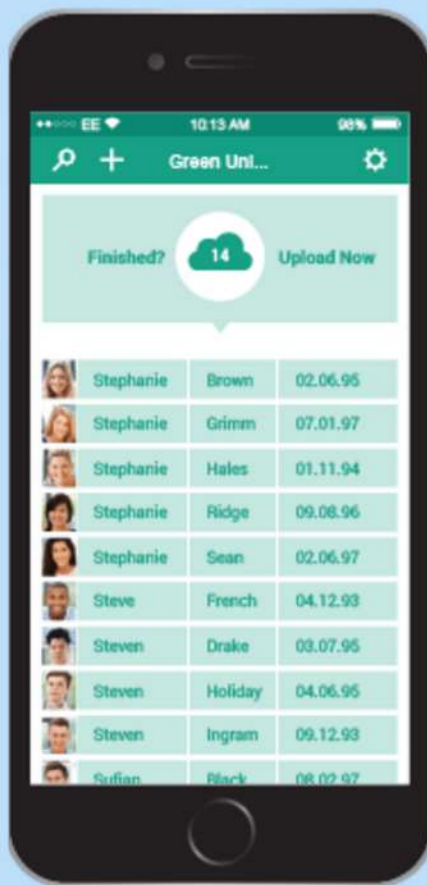
*Sync happens when your device has an internet connection. If you are offline, the app will queue the upload.*

*You can safely continue capturing additional records while previous photos upload in the background.*



# Completed Staff List

*Continue using the app until all data and images are added. Let us know you are done and we will import the new records.*



*Once imported, our team prepares a design proof so you can confirm layout, names, and photos before printing.*

*If any corrections are required, just reply to the proof email and we will update the records.*



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