

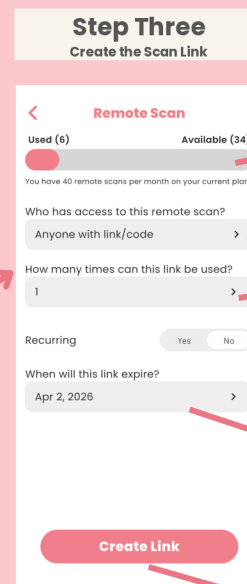
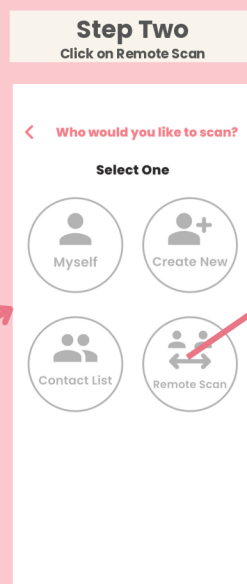
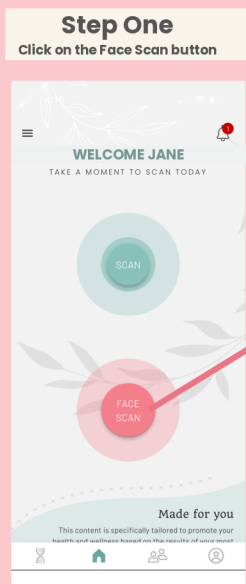


How to Use iTOVi Face Scan- Remote Scan

For Subscribers

Remote Scan is an exciting new feature for your iTOVi Face Scan. Now your clients can scan themselves from their own phone or tablet from anywhere!

Creating a Remote Link

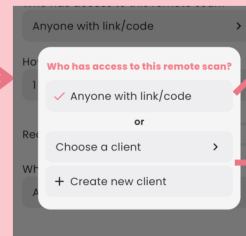


Used & Available Scans
You can see how many scans you have available to allocate to your clients in the bar graph at the top. Used shows how many scans your clients have used so far this month, while Available shows how many scans remain for the current month. These totals reset at the beginning of each month, and the number of scans available depends on your subscription plan.

Who has Access
You can choose who has access to the remote scan. Select an existing client, create a new client, or generate a scan link that anyone can use. Public links are especially useful for events or when meeting new people.

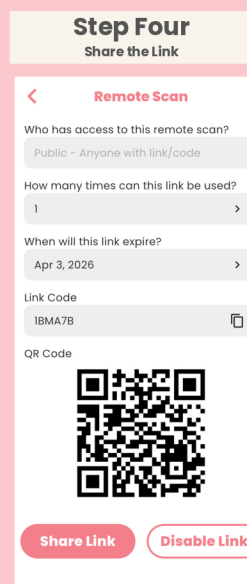
Public Links
The "Allow anyone with the link or code" option is ideal for gatherings, online events, or situations where you're out in public and may not have time to collect names, emails, or other details but still want people to experience the scan. This setting lets anyone with the link or code access the scan quickly and easily.

How Many Times a Link can be Used
You may select how many times they can use this link for a scan. This equates to the number of scans they can use for the current month. Creating a link does not reduce your available scans. Only scans that are actually used will count toward your total used scans.



Client Specific Links
Select an existing client or create a new client. These links also allow your clients to scan their family members if you assign them multiple links. If your client would like to scan their family members and there are three people in their household, you can assign them three scans. This allows them to complete up to three scans during that month. They can also create profiles for each family member on their device and view all of the scans from one device.

Recurring or Expiring Links
If you would like the link to refresh automatically each month, select Yes under Recurring. Links with recurring enabled will automatically refresh at the beginning of the next month using the same settings. Links with expiration dates default to one month from the date they are created, but you can change the expiration date if needed.



Sharing a Link
There are multiple options to share a link.
Link Code
You may copy the link code and send it to a client or add the code to a presentation or flyer.
QR Code
You may display or share the QR code for your client to scan from their phone or in their iTOVi app.
Share Code
You can click Share Link to open your device's sharing menu, allowing you to send the link through any platform available on your device.
Email Link
If it is a client specific link when you clicked on Create Link it will also automatically send an email to that client.

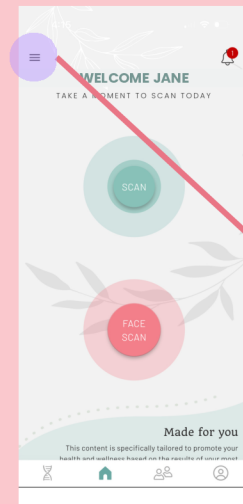




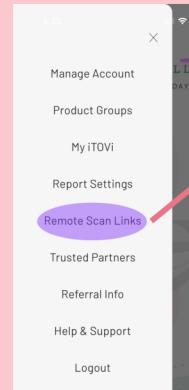
How to Use iTOVi Face Scan- Remote Scan

For Subscribers

Managing Links



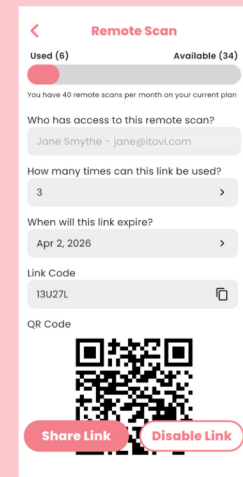
View Links
On the main page you can view and manage links you assign by clicking on the Hamburger menu in the top left corner. Select Remote Scan Links.



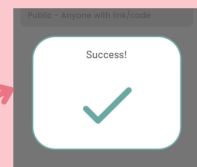
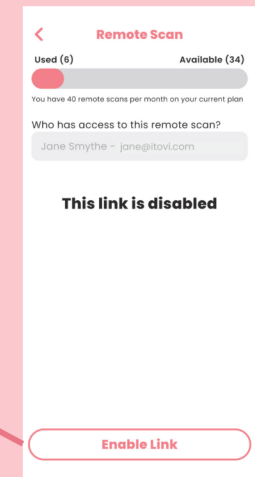
Manage Links
Your available and used scans are displayed in the bar graph at the top. Below, you'll see a list of issued links, including who they were issued to, their current status, and either their expiration date or whether they renew monthly. Clicking on a link will show all the details for that link and give you options to edit it, share the link, or disable/enable a link.

Link Assigned to Info
Listed by the name of the client or Public for public links
Usage per Link
Displayed as used/total (0/3 used)
Expiration Date or Recurring
Displays the Expiration Date or Renewal cycle
Link Status
Tan links still have available scans, Pink links are used or Disabled.

Create a Link
You may also create a new link from this page



Editing a Link
You may edit all settings except for:
• who it is shared with
• whether it is recurring or not
You will have to create a new link instead in these cases.
Disabling a Link
You may disable a link to remove it from possible use.
Re-enabling a Link
You may re-enable a link that has been previously disabled.





How to Redeem a Remote iTOVi Face Scan

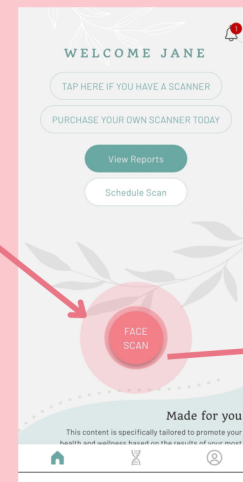
For Clients

Redeeming a Scan Link

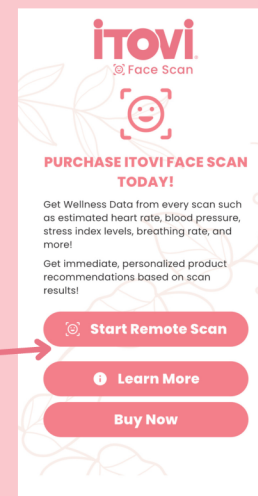
Open your Link
There are multiple options to open a link.
Open in app
Use a 6 digit code or Scan a QR code right from the iTOVi App
Or
Open from a message
Click on the iTOVi scan link in your message.
Open from email
Click on the iTOVi scan link in your email

These links will open the iTOVi app or prompt you to download it if you don't already have it installed. Log in or create an iTOVi account to continue. If someone sent you a link using your email address, be sure to use that same email when creating your account.

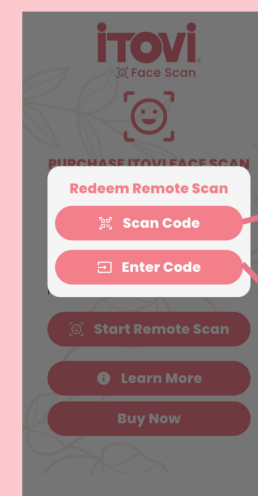
Click on your Link or Open App



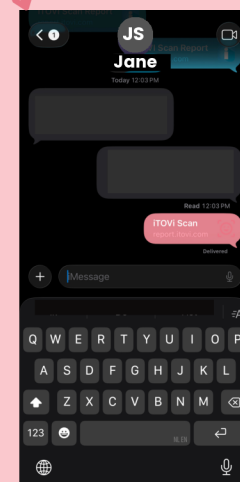
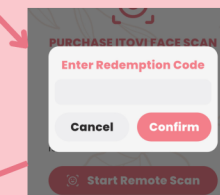
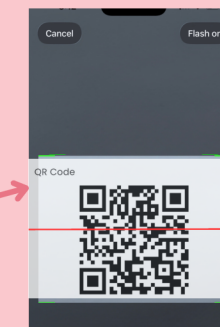
Login to the iTOVi App and Click on the Face Scan button



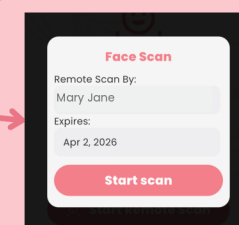
Select Start Remote Scan



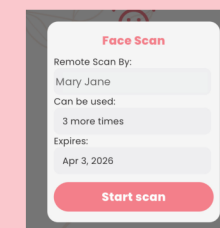
Scan a QR code or Enter a 6 digit code



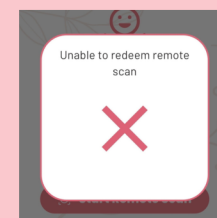
A message will load showing a link has been applied to your account



A Public Link with one scan available



A Client Link with 3 scans available



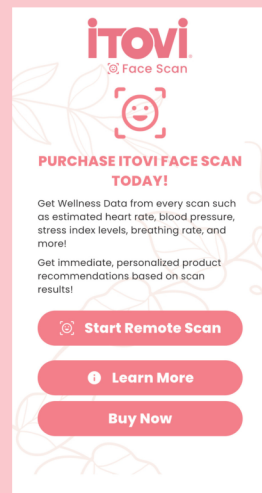
If it fails, check that the code is correct and that it has not expired. If the issue continues, contact the person who sent you the code.



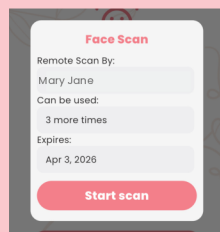
How to Run a Remote iTOVi Face Scan

For Clients

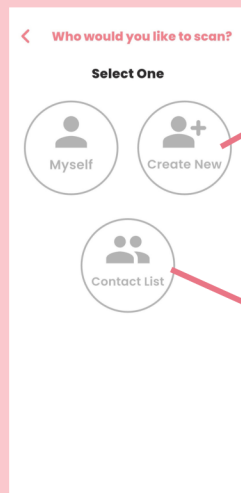
Running a Remote Scan



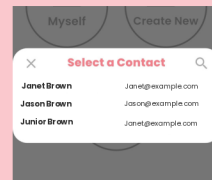
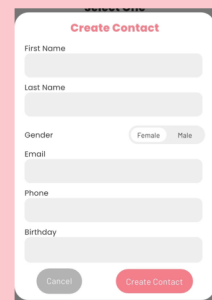
Click on Start Remote Scan



Click on Start Scan

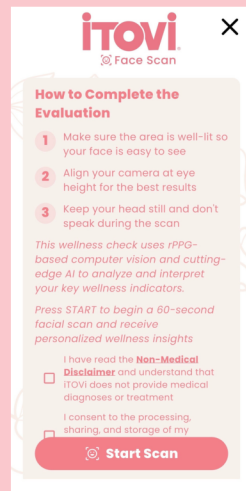


Select who you would like to scan



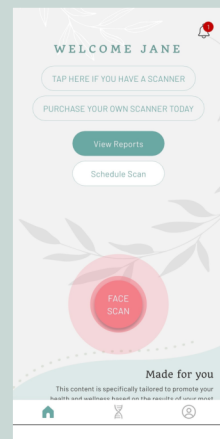
You can create profiles for family members using their own email addresses and phone numbers, or you may use the account owner's email and phone number if they do not have their own.

Profiles created with the same email as the account owner can only view their reports from the account where they were created. Profiles with unique email addresses will be able to view their reports from that account or from their own iTOVi apps.

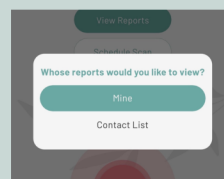


Start a scan by following the on screen prompts

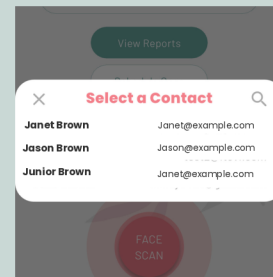
Viewing a Past Scan



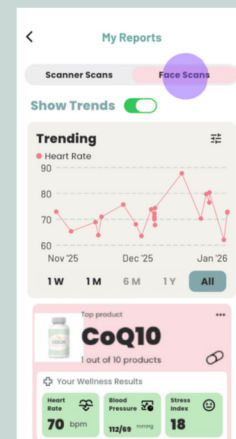
From the Main Page Click on View Reports



Select yourself or from the contact list



Select the person you want to view



Click on the Face Scan Tab to see the list of Face Scans