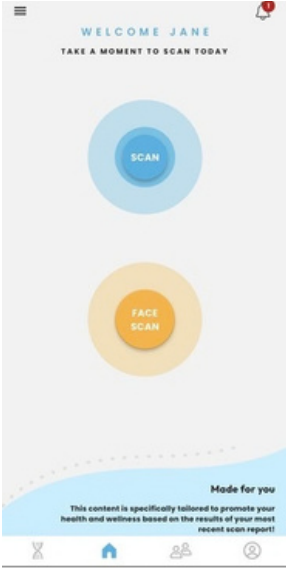


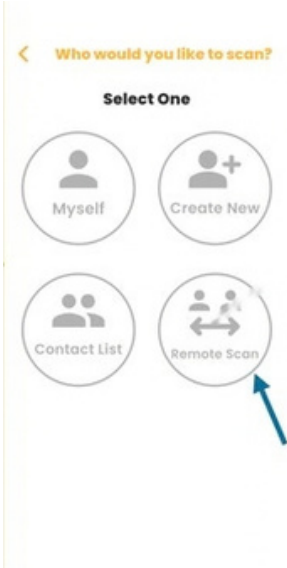
Creating a Remote Link

Remote Scan is a feature of your iTOVi Face Scan. Your clients can scan themselves on their own phone or tablet, from anywhere.

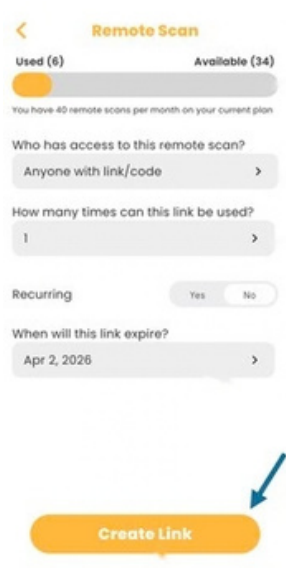
1 Tap the Face Scan button



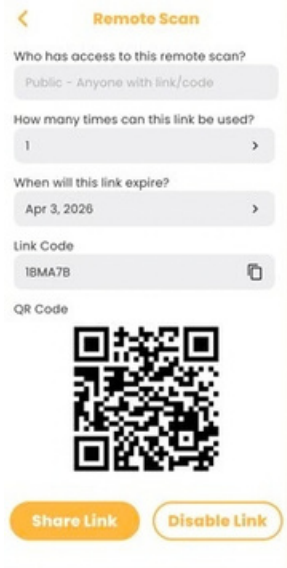
2 Tap Remote Scan



3 Create the scan link



4 Share the link



On your home screen.

On the “Who would you like to scan?” screen.

Choose your settings (see page 2), then tap Create Link.

Use any of the ways below.

WAYS TO SHARE A LINK

Link code

Copy the code and send it to your client, or add it to a presentation or flyer.

Share Link

Tap Share Link to open your device’s share menu and send it through any app on your device.

QR code

Show or share the QR code so your client can scan it with their phone or in their iTOVi app.

Email

For a client-specific link, an email goes to that client automatically when you tap Create Link.

Choosing Your Link Settings

Remote Scan

Used (6) Available (34)
You have 40 remote scans per month on your current plan

Who has access to this remote scan?
Anyone with link/code >

How many times can this link be used?
1 >

Recurring Yes No

When will this link expire?
Apr 2, 2026 >

Create Link

The Remote Scan screen (step 3)

Used & available scans

The bar at the top shows how many scans your clients have used this month and how many are still available. It resets at the start of each month, and your subscription plan sets how many you get.

How many times it can be used

This is how many scans the person can do this month. Creating a link doesn't use up any scans. Only scans that are actually done count as used.

Recurring or expiring

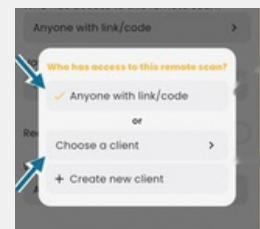
Choose Yes under Recurring and the link refreshes at the start of each month with the same settings. Otherwise it expires one month after you create it, unless you change the date.



When you're ready, tap Create Link. You'll see "Link Created!"

WHO HAS ACCESS

Choose an existing client, create a new client, or make a link that anyone can use.



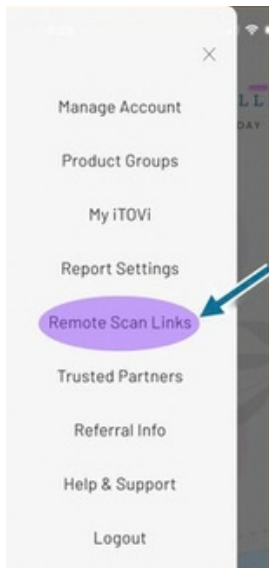
Public link ("Anyone with link/code")

Great for events, online gatherings, or meeting new people when there's no time to collect names and emails. Anyone with the link or code can scan quickly.

Client-specific link

Pick an existing client or create a new one. To include their family, give them more scans for the month. A household of three can get 3 scans for the month, make a profile for each person, and see every scan on one device.

Managing Your Links



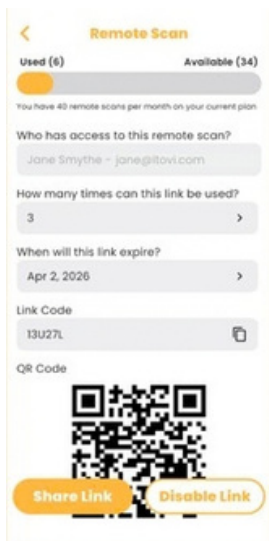
1 View your links

From the home screen, tap the menu (three lines, top left), then tap Remote Scan Links.



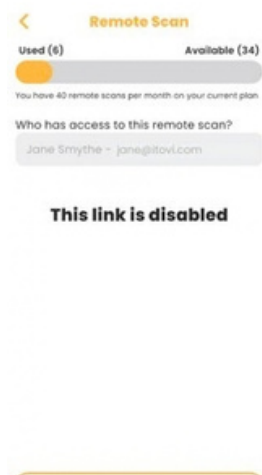
2 Manage your links

The bar at the top shows used and available scans. Below is every link you've issued. Tap a link to edit it, share it, or turn it off, or tap Create Link to make a new one.



3 Edit a link

You can change every setting except who the link is for and whether it's recurring. To change those, create a new link instead.



4 Disable or re-enable

Tap Disable Link to stop a link from being used. To bring it back, open the link and tap Enable Link.

READING YOUR LINK LIST

Assigned to

The client's name, or Public for public links.

Usage

Scans used out of the total, like 0/3 used.

Expires or renews

The expiration date, or how often the link renews.

Redeeming a Scan Link

THREE WAYS TO OPEN YOUR LINK

In the app

Enter the 6-digit code or scan the QR code in the iTOVi app.

From a text

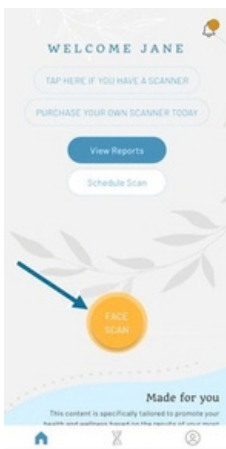
Tap the iTOVi Scan link in your message.

From an email

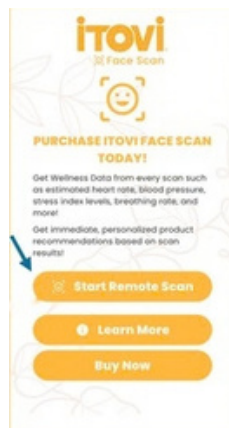
Tap the iTOVi Scan link in your email.

The link opens the iTOVi app, or asks you to download it. Log in or create an account. If the link was sent to your email, use that same email.

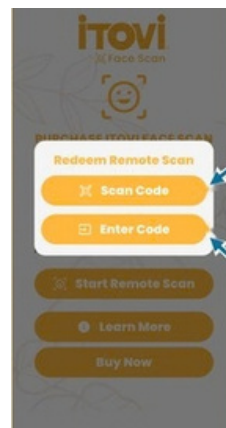
1 Log in and tap Face Scan



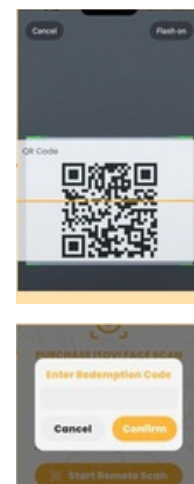
2 Tap Start Remote Scan



3 Tap Scan Code or Enter Code

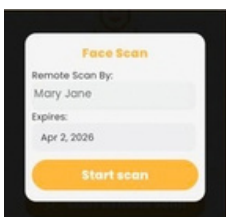


4 Scan the QR code or type the code

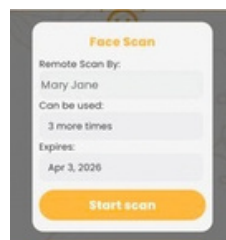


YOU'RE ALL SET

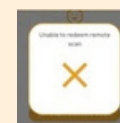
A message shows that the scan link was added to your account.



A public link with 1 scan



A client link with 3 scans



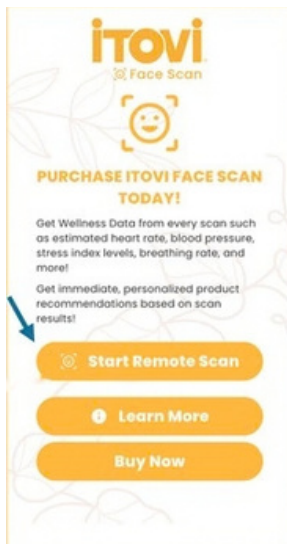
If it doesn't work

Check that the code is right and hasn't expired. Still stuck? Contact the person who sent it.

Running a Remote Scan

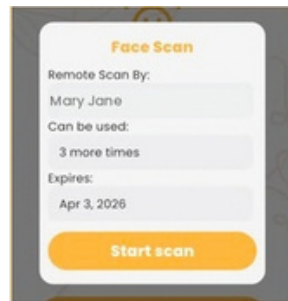
Once your link is added, you're ready to scan yourself or someone in your family.

1 Tap Start Remote Scan



On the Face Scan screen in your iTOVi app.

2 Tap Start Scan



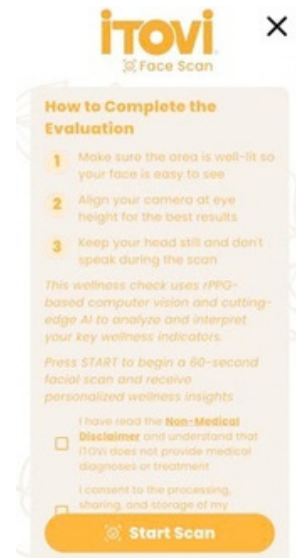
It shows who sent the scan, how many times you can use it, and when it expires.

3 Choose who to scan



Myself, Create New, or someone from your Contact List.

4 Follow the prompts on screen



Use good light, hold your phone at eye height, and keep still and quiet during the scan.

SCANNING YOUR FAMILY?

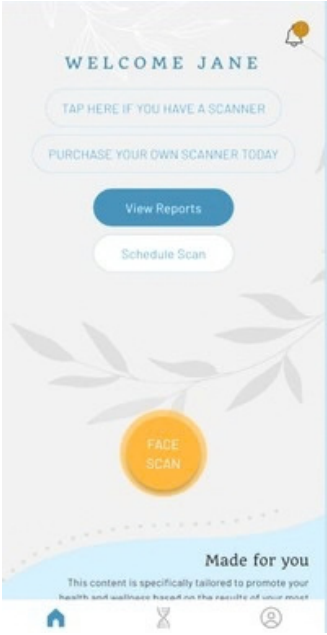
Create a profile for each family member. They can use their own email and phone number, or the account owner's if they don't have their own.

Profiles made with the account owner's email can only see their reports in the account where they were created. Profiles with their own email can see their reports there or in their own iTOVi app.

Viewing a Past Scan

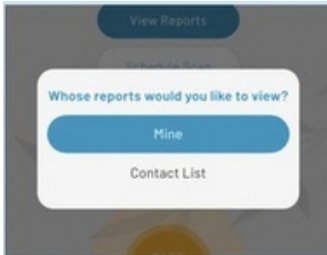
Look back at your Face Scan results, or a family member's, any time.

1 Tap View Reports



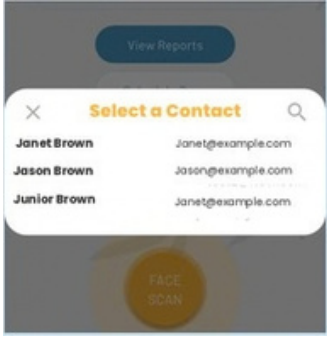
On the main page.

2 Choose whose reports



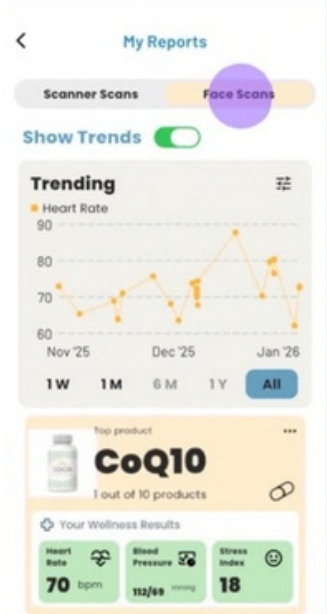
Tap Mine, or Contact List for someone else.

3 Pick the person



Select the person you want to view.

4 Open the Face Scans tab



See the list of Face Scans. Turn on Show Trends to see changes over time.

NEED HELP?

Questions about your scan link? Contact the person who sent it to you. For help with the iTOVi app, email support@itovi.com.