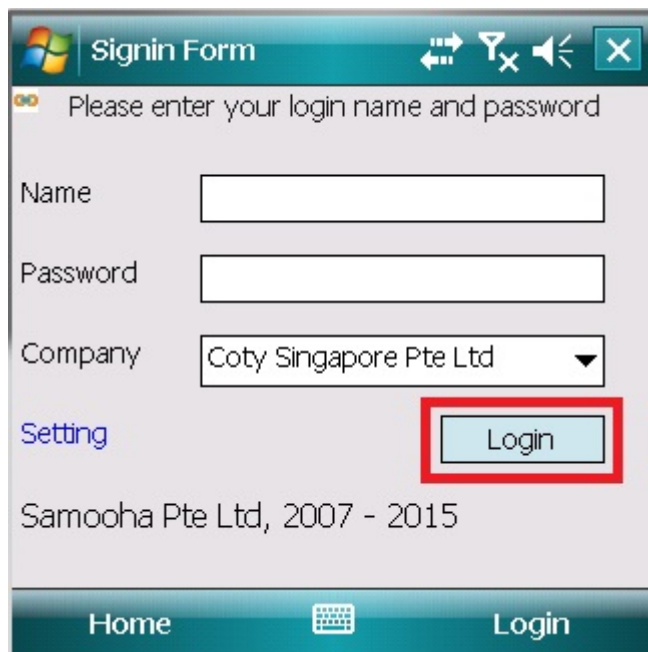


Login

Login to Samootha Scanner Application

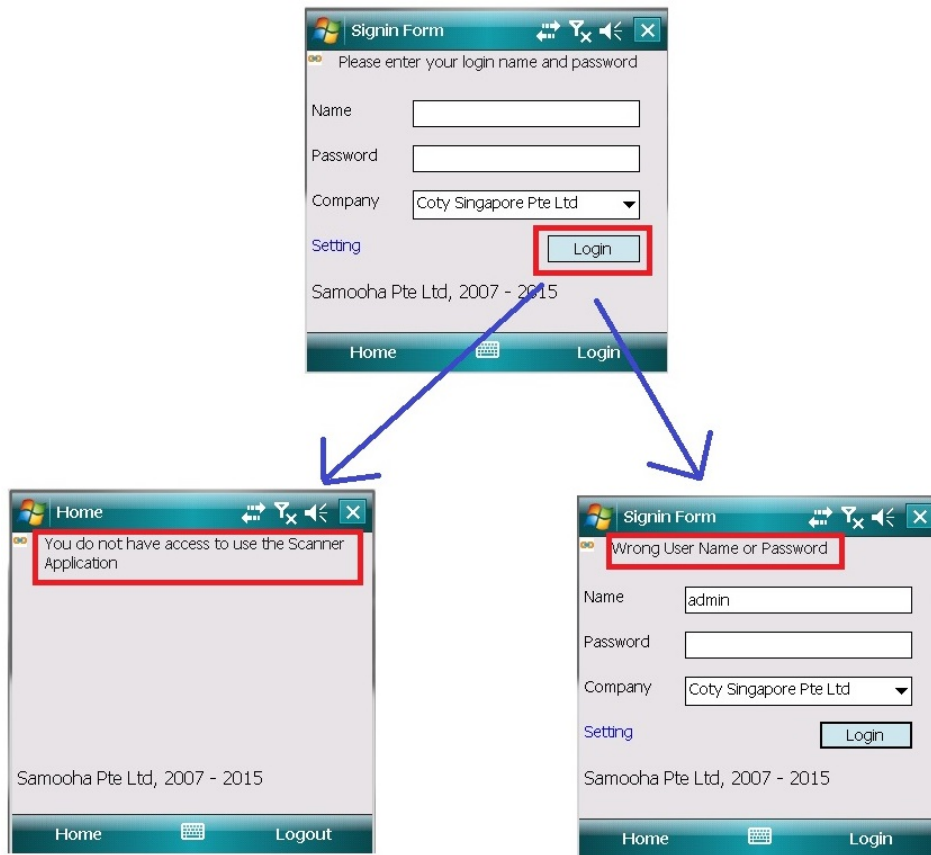
1. Open the scanner integration, go to “File Explorer” > Program Files > Samootha (folder), then click “SamoothaScanner” application file. This will launch the Scanner Application
2. Key in the Username and password and click **“Login”**



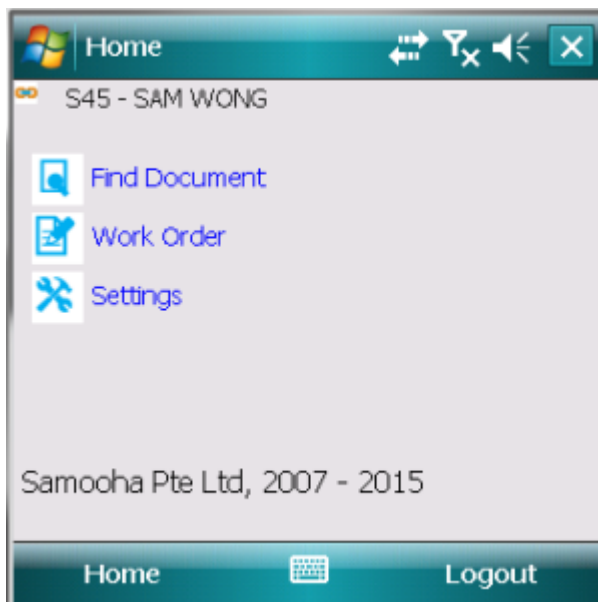
The image shows a Windows-style window titled "Signin Form". Inside the window, there is a message "Please enter your login name and password". Below this, there are three input fields: "Name" (a text box), "Password" (a text box), and "Company" (a dropdown menu currently showing "Coty Singapore Pte Ltd"). To the left of the "Company" dropdown is a blue link labeled "Setting". Below the input fields is a blue button labeled "Login", which is highlighted with a red rectangular border. At the bottom of the window, there is a footer area with the text "Samootha Pte Ltd, 2007 - 2015" and a navigation bar with "Home" and "Login" links, separated by a keyboard icon.

3. There are two reasons user is not able to login the application:

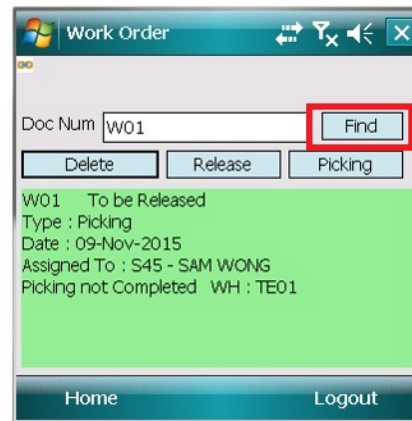
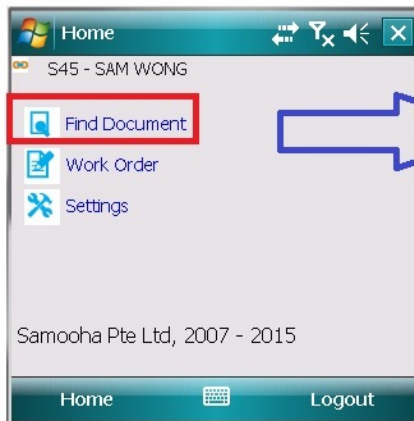
- User do not have the access OR
- User key in wrong username or password.



4. After user successfully login into the application, user will see the scanner's home screen.



5. User is able to search for document by clicking the **"Find Document"** option in the home screen. Enter the document number and click **"Find"**.



6. The ***“Work Order”*** option allows user to view work orders assigned to the them. If no work order was assigned to them, user will get ***“Work order’s not assigned to you”*** message

