



DATASHEET · CAPTURE · MOBILE APP

The receipt is here, the scanner at the office?

Your phone scans straight into the Workspace.

The Mobile App puts the scanner, documents, chat and tasks on your smartphone. You pair the device with your account by QR code and work in the same Workspaces as on the desktop. Built for everyone who handles receipts, contracts and approvals on the go.

AT A GLANCE

Pairing by QR code from the **Security Center**, a scanner with edge detection and batch mode, an offline queue, chat with voice input and tasks to approve, all in one app on your home screen.

01 · WHAT IT IS ABOUT

The paper is on the road. The scanner is in your pocket.

The fuel receipt in the car, the delivery note on the job site, the contract at the client's office. Until now the paper waits until the next day at the office. With the Mobile App you photograph it right away, choose the Workspace and send it, even offline.

PAIRING

A QR code from the
Security Center
, scanned with the phone's camera app

CAPTURE

Camera scanner with edge detection, photos from the gallery, files as PDF or image

AREAS

Home, Chat, Inbox with tasks, Documents and Add

INSTALLATION

A web app for smartphone and tablet, placed on the home screen

**Scanner with edge detection**

The camera finds the page, corrects the perspective and enhances the image. With **Adjust corners** you set the corners by hand when needed.

Many pages in one go

In **Batch** mode you scan page after page. Each page can be reviewed, retaken or discarded before you send it.

Offline queue

Without a network, the app keeps the scan on the device and uploads it automatically as soon as the connection is back.

Documents on the go

Open Workspaces, filter by document type, read properties, download documents and start AI-DMS for a document.

Chat and tasks

Ask the agent by text or voice, including about a single document. Tasks wait in the **Inbox** for you to approve or complete.

Biometrics and push

The app can be unlocked with Face ID or a fingerprint. A push notification announces new workflow tasks right on the device.

02 · HOW IT WORKS

Pair once. Then capture on the go.

You start pairing on the computer. After that, the smartphone works with your account until you remove the device or the chosen validity ends.

1

Create the QR code

On the computer, open the **Security Center**, click **Add mobile device** and choose the **Connection Validity**, for example permanent for your own devices.

2

Pair the smartphone

Scan the QR code with the phone's camera app, then allow push notifications.

3

Scan and send

Via **Add**, choose camera, photos or files, tap **Send**, pick the Workspace, tap **Upload**.

4

Keep working in the Workspace

The scan is processed in the Workspace like any upload. For a targeted upload on the desktop, use the **Mobile devices** tab in the upload dialog.

TECHNICAL DATA

FEATURE	DETAILS
Platform	Progressive web app for smartphone and tablet, installable on the home screen
Pairing	QR code; valid for 1 day, 7, 30 or 90 days, 1 year or permanently
Capture	Camera with Auto, Batch and Manual modes; photos; files as PDF or image
Offline	Local queue, automatic upload as soon as the device is back online
Sign-in	Device pairing, optional Face ID or fingerprint at app start
Notifications	Push for the paired device, for example for new workflow tasks
Device management	Name, edit and remove devices in the Security Center

03 · IN PRACTICE

Three moments on the go. How teams use the app.

Receipts from the field

Field staff photograph fuel and meal receipts right after the appointment. The receipts go into the Travel Expenses Workspace, where AI-DMS reads them.

Approvals between meetings

An invoice waits as a task in the Inbox. The team lead opens it on the smartphone, checks the document and approves the task.

Signatures on site

At the client's office, a staff member opens the document in the app, has it signed on the display and places the signature in the document.

FREQUENTLY ASKED QUESTIONS

How does the app get onto the smartphone?

As a web app: after pairing by QR code, you place it on the home screen and open it like any other app, with no app store involved.

What if a smartphone is lost?

Remove the device from the account in the **Security Center**. Its session becomes invalid at once, and the device has to be paired again.

What happens to scans without a network?

They wait in the queue on the device. As soon as a connection is back, the app uploads them automatically.

Does the app see the same documents as the desktop?

Yes. The app works with the paired account and its Workspaces. Where your user group has no delete right, deleting stays locked in the app as well.

GET STARTED

Pair your first smartphone today

Create an account at app.paperoffice.ai, click **Add mobile device** in the **Security Center** and scan the QR code with your phone.

paperoffice.ai/en/ai-mobile-app-pwa-scanner-signature-ai-agent



MORE ABOUT THE MODULE

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