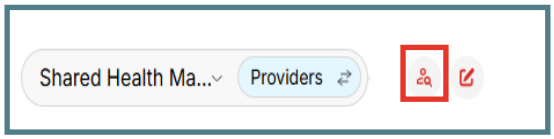
Shared health Soins communs Manitoba

TigerConnect
Sending and Printing Documents

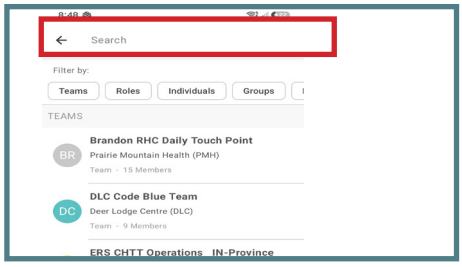
Service Desk 204-940-8500
or toll-free 1-866-999-9698

Sending Documents

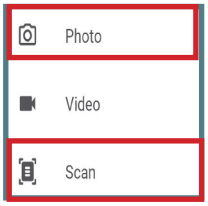
1. Click **Directory Search.**



2. In the Search field, enter the full name of the individual or group. Once the name appears in the results, select it to open a chat.

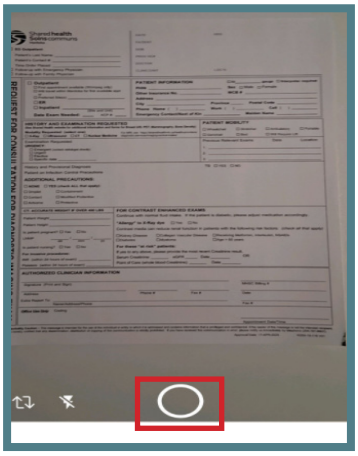


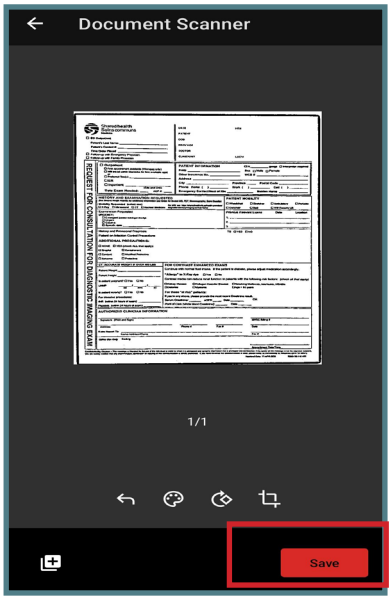
3. In the open chat window, click the camera icon. When sharing documents, select **Scan**; when sharing pictures, select **Photo**.



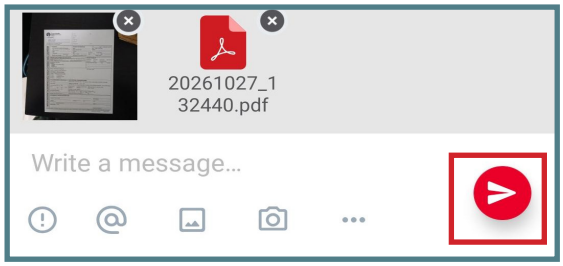
When completing documents that will be scanned, use clear, legible printed text to ensure information is accurately captured.

4. Make sure you have the whole document in the frame and then click on the circle button at bottom of screen. If you selected scan you will need to click save to attach it.



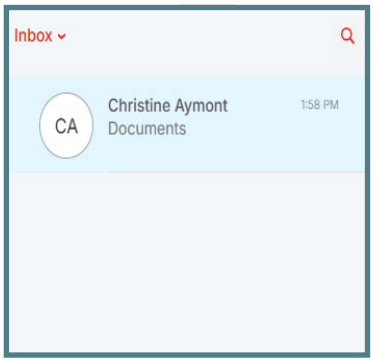


5. Once item is attached you can write a message and then click send.

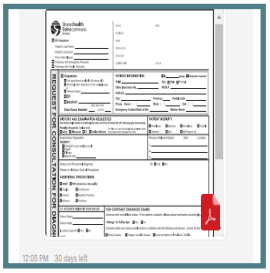


Printing Documents

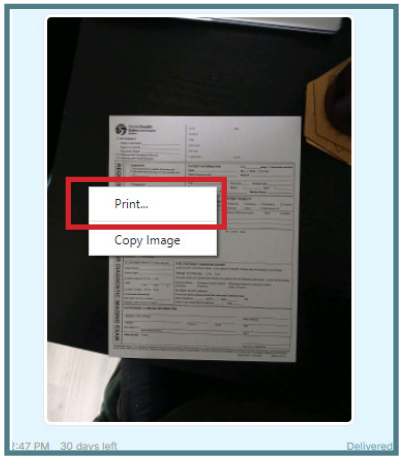
1. In your Inbox click on the the name of the chat you want to open



2. If a document has been sent as a scanned file, a preview will appear in the chat. Select the preview to open the document. Once open, click the Print button located in the top-right corner, then select Print in the print dialog box.



3. If the document was sent as an image, right click on the image preview in the chat and select print. Click print in the print screen pop up.



Important Note:
Print PDFs: Available in the TigerConnect desktop and web applications.
Print Photos: Available only in the TigerConnect web application.
In-App Camera: Available only in the TigerConnect mobile app on a mobile device.