

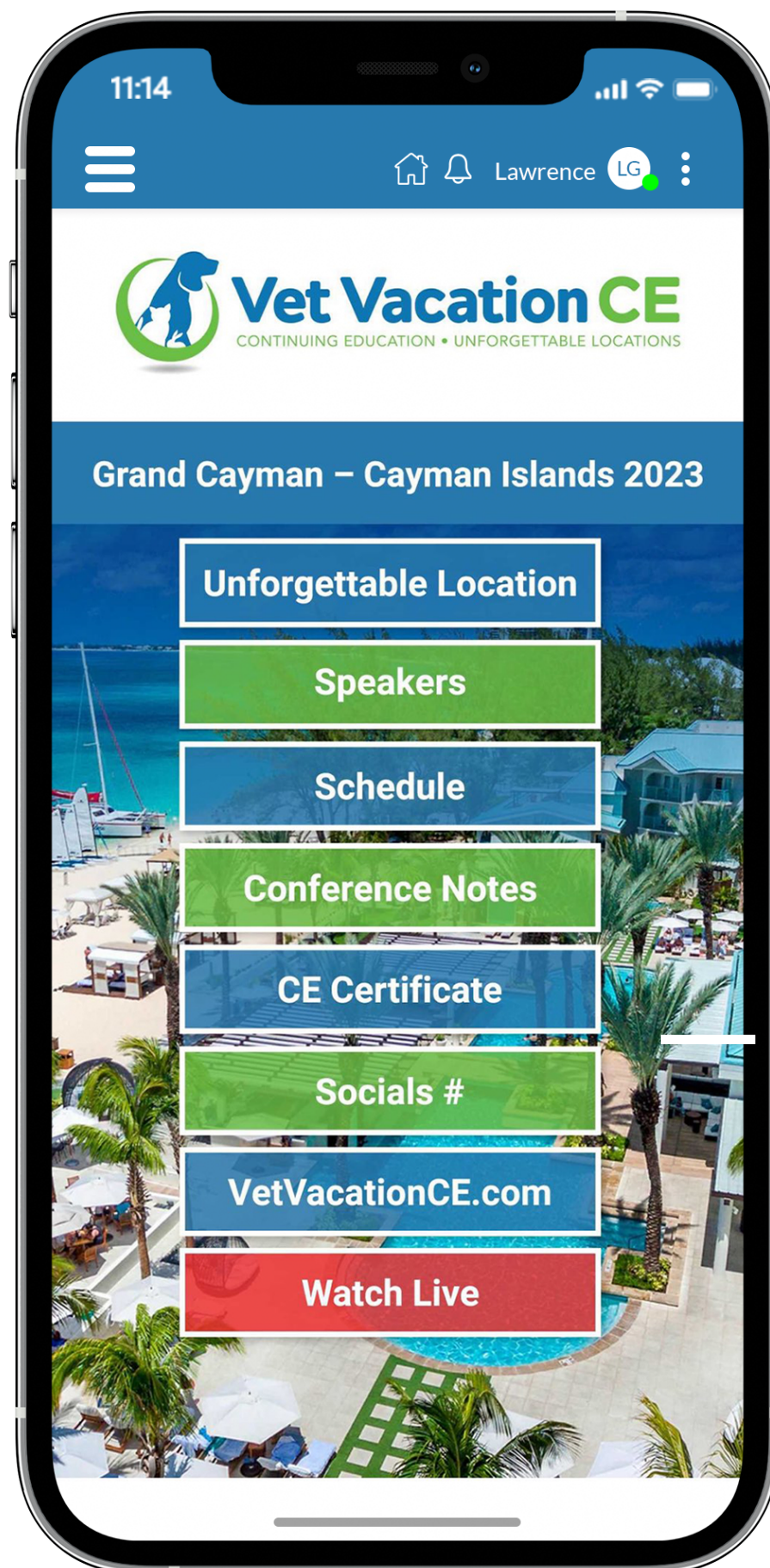


App How-To Guide

Powered by **aitl**

www.allintheLOOP.com

Guide Contents

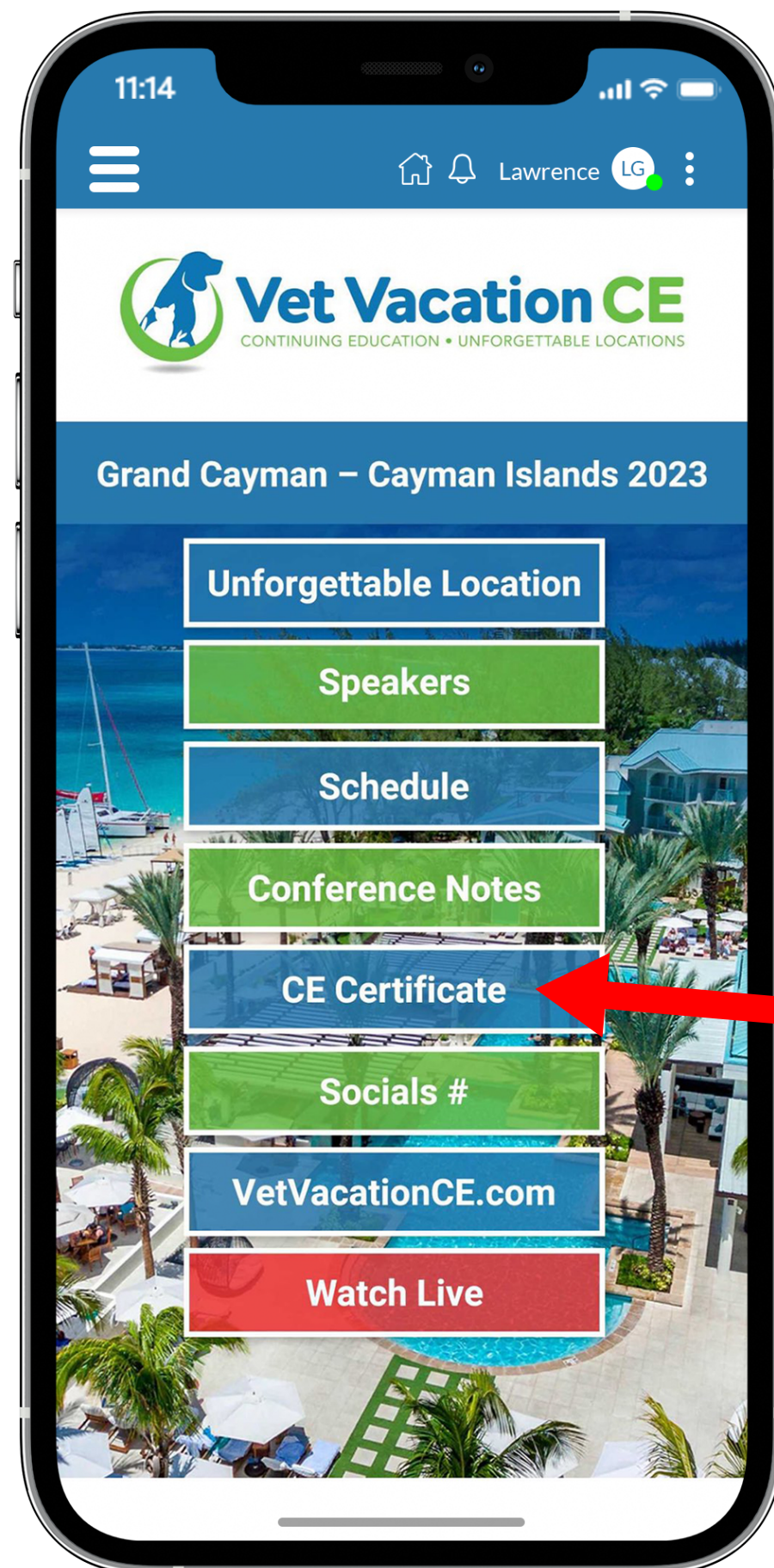


How to scan QR codes
to earn CE Hours

How to download your
CE Certificates

Find your CE Certificates
on your device

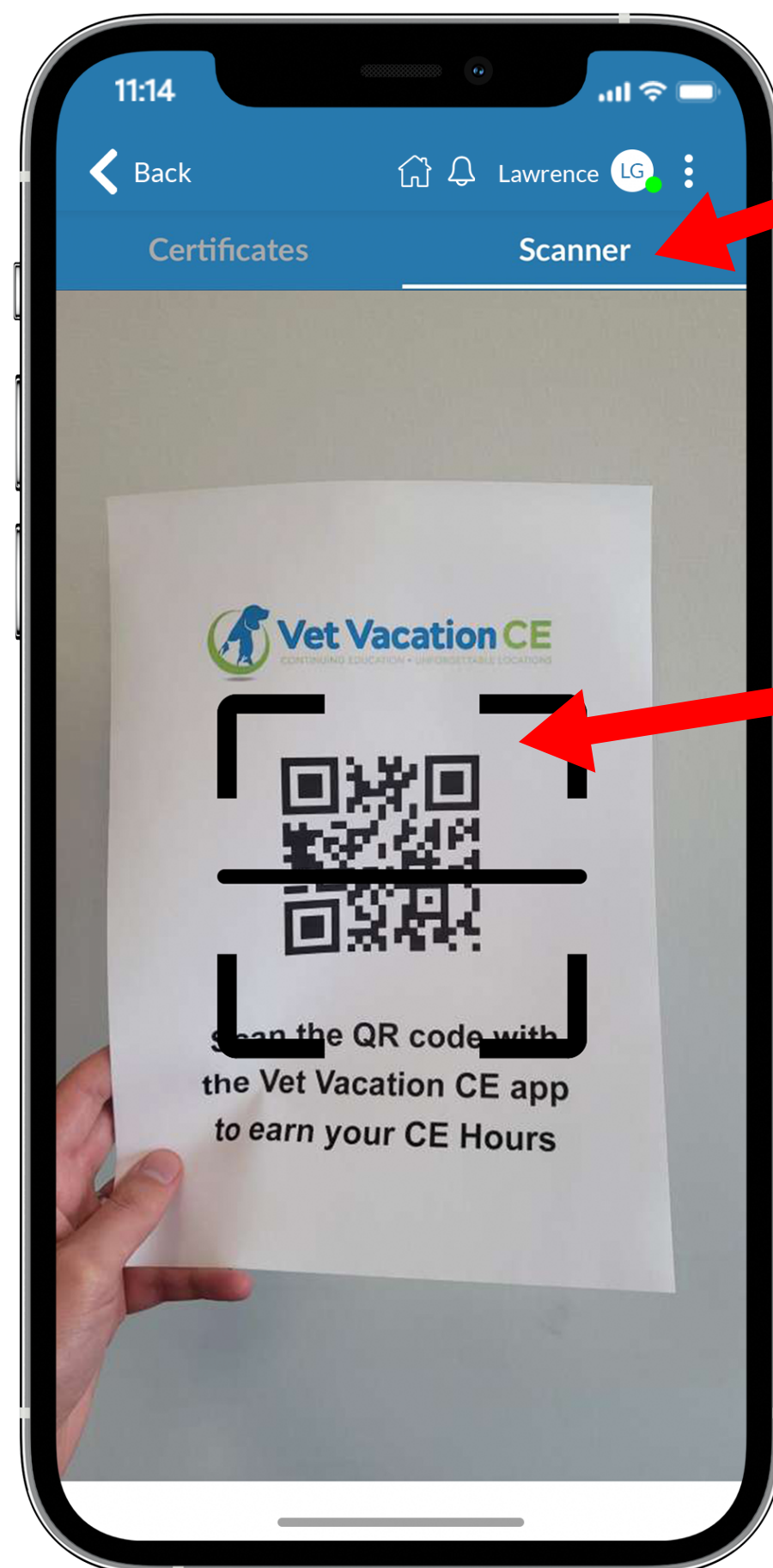
How to scan QR Codes to earn CE Hours



Open the app and login to your **Location** with your email

From the app homepage, tap the **CE Certificate** button

How to scan QR Codes to earn CE Hours

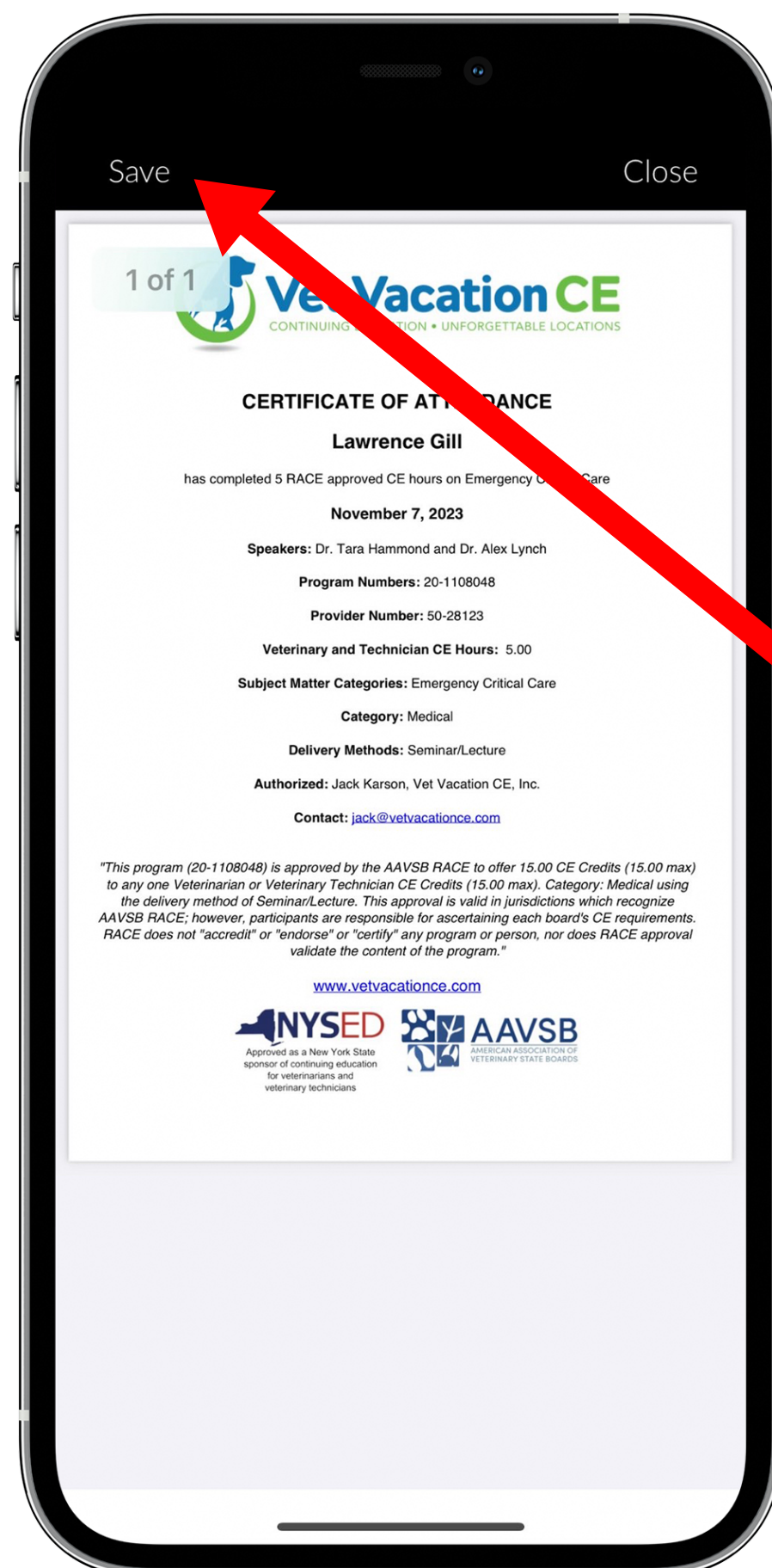


Use the Scanner tab to scan QR Codes

If you are attending in-person, scan the QR code at the back of the room at the end of Day 3

If you are attending virtually, scan the QR code on your screen at the end of each day

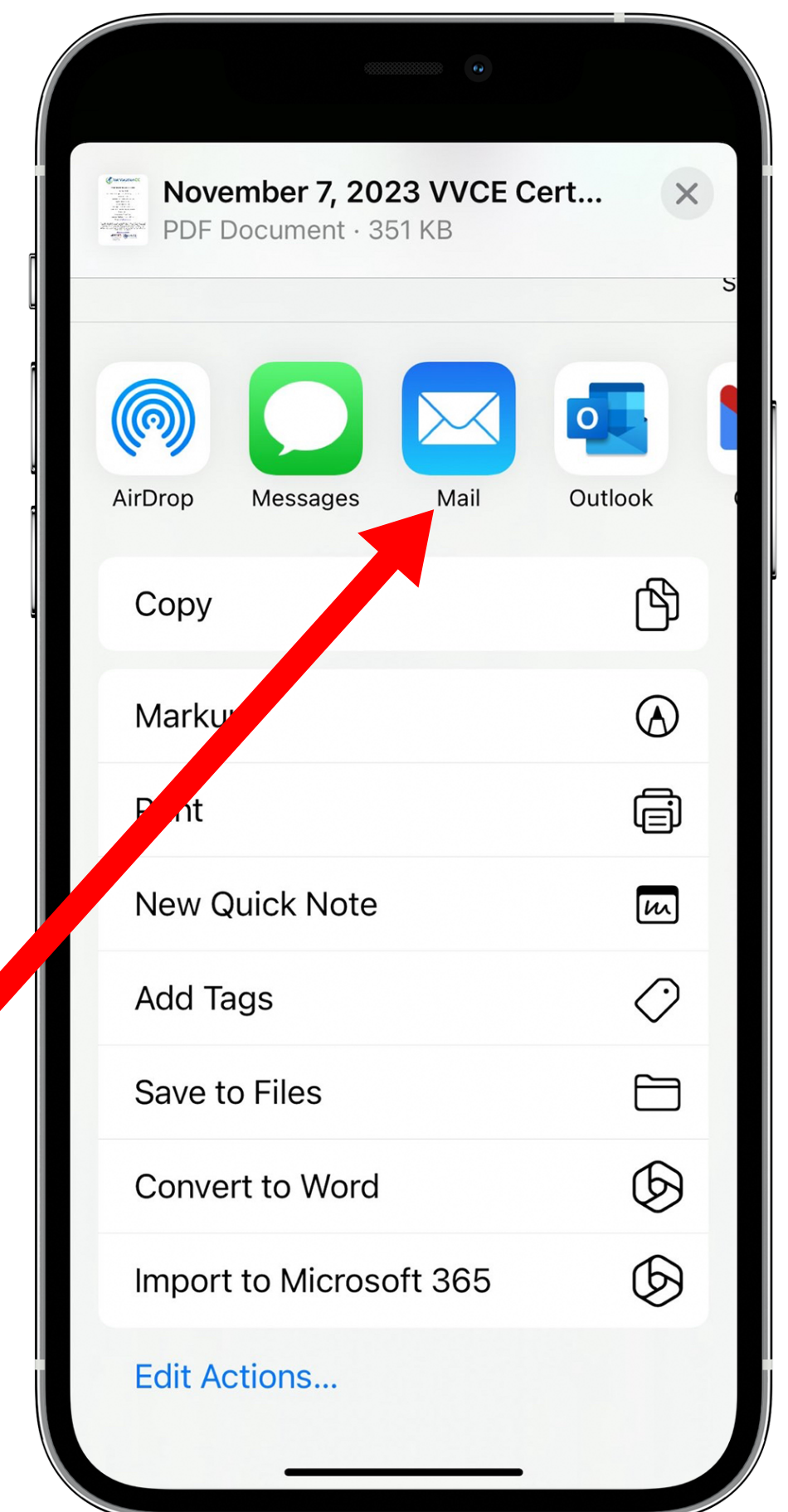
Save your Certificate



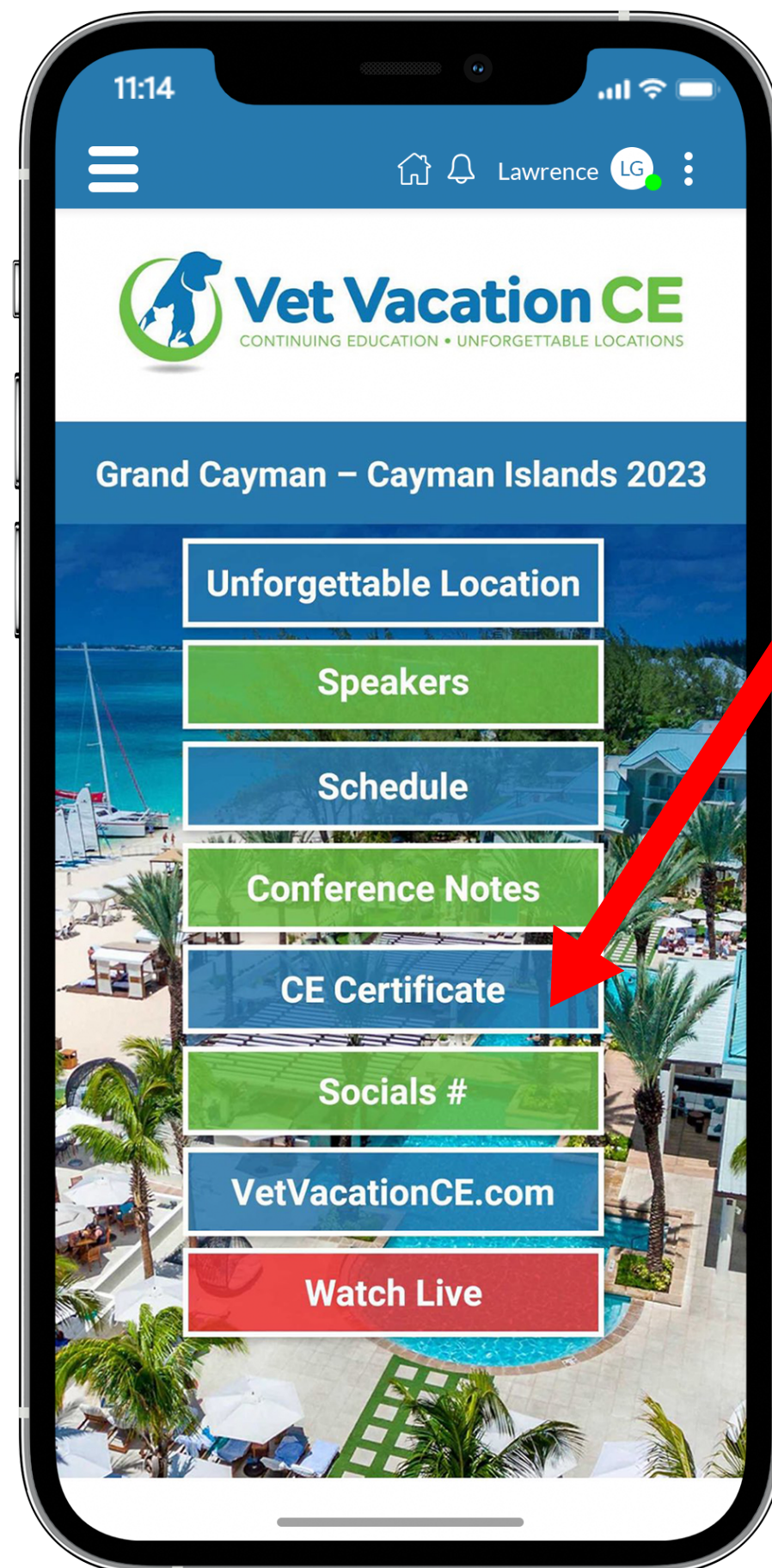
Scanning the QR Code will
award you with CE Hours and
open your Certificate

Press the **Save** button to
save the Certificate

Select how you would like
to save the Certificate



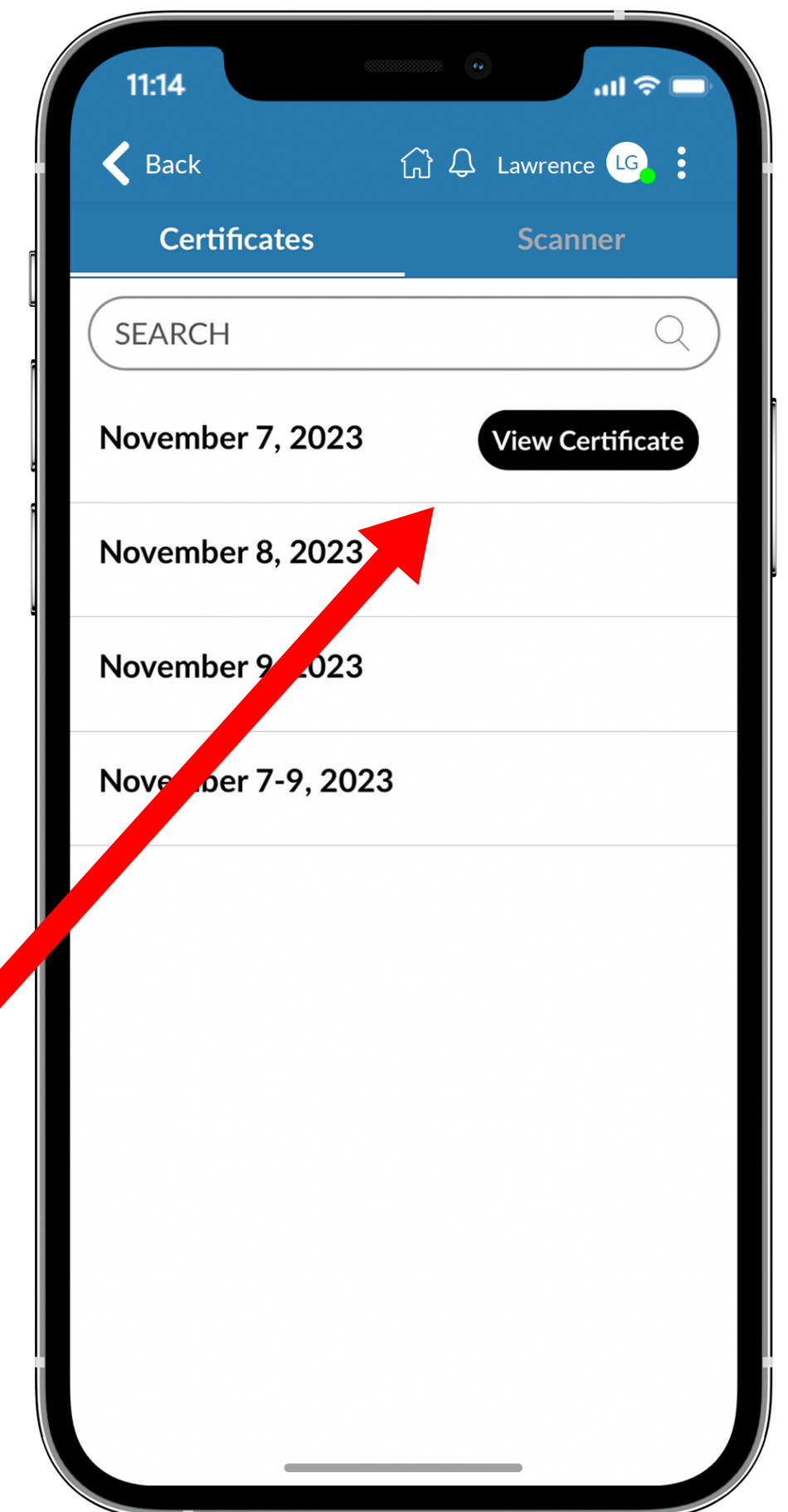
Download your CE Certificates from the App



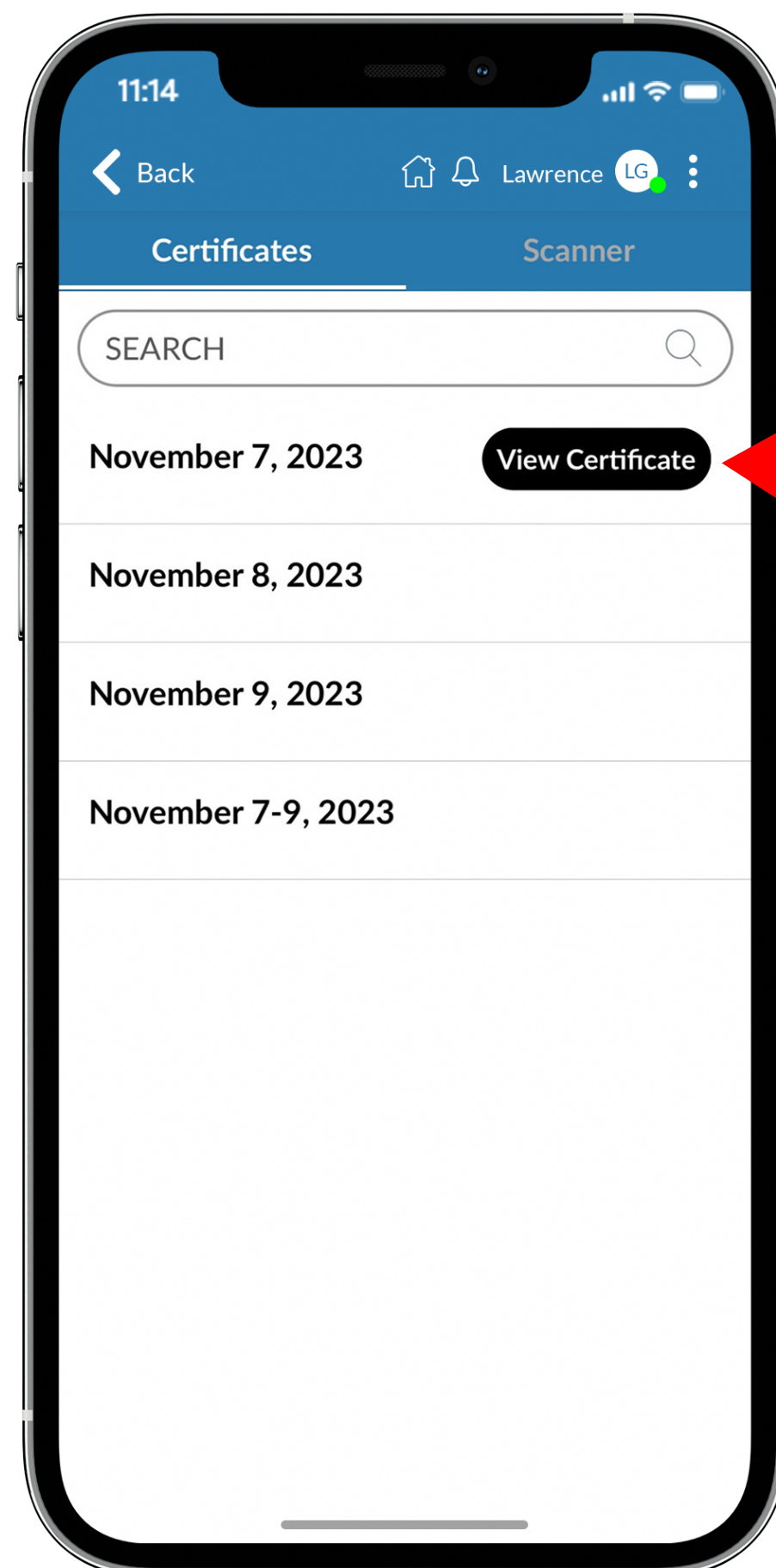
From the app homepage,
tap the **CE Certificate** button

You will see a list of the
available certificates

The QR code(s) that you have
scanned are indicated with a
View Certificate button

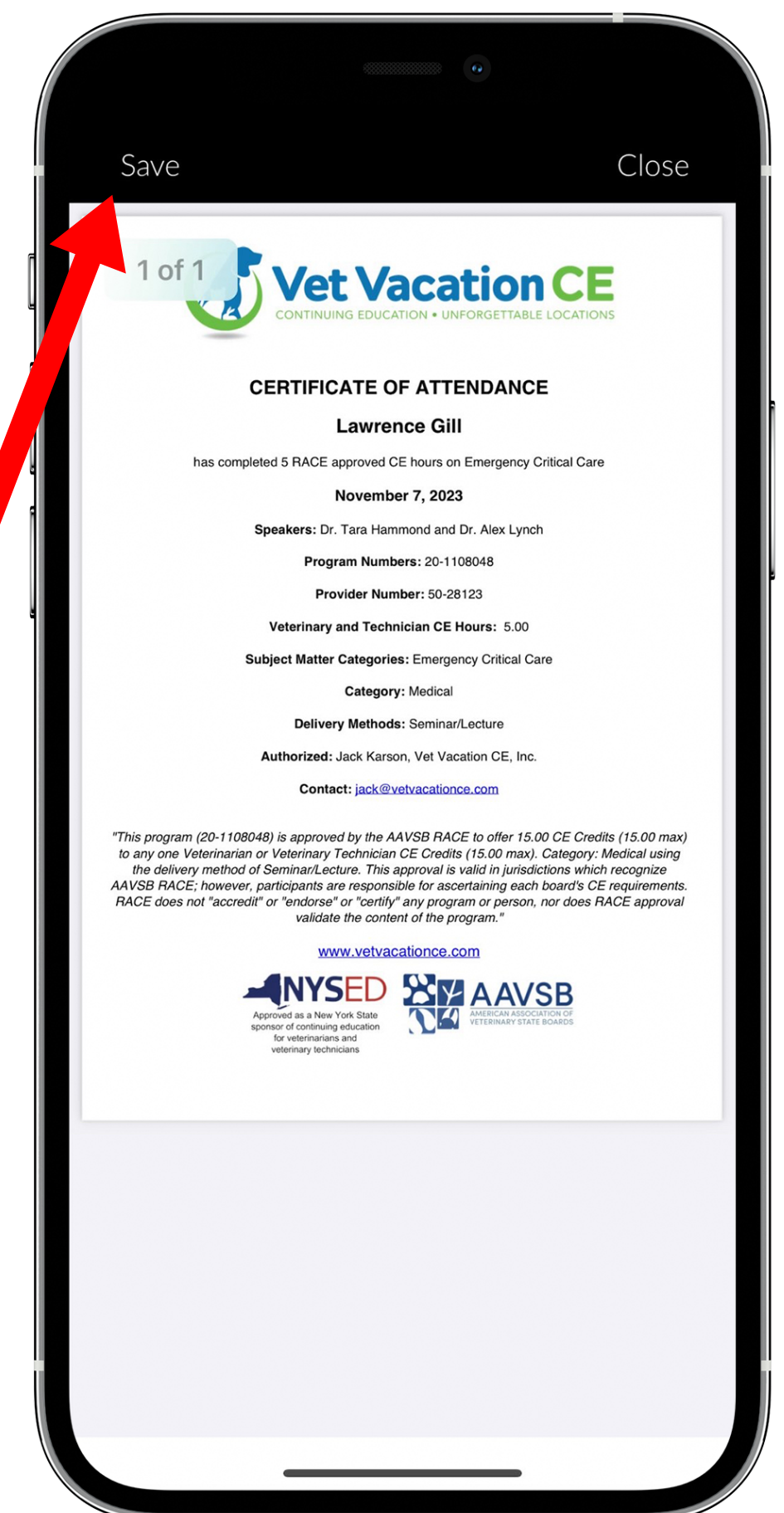


Download your CE Certificates from the App

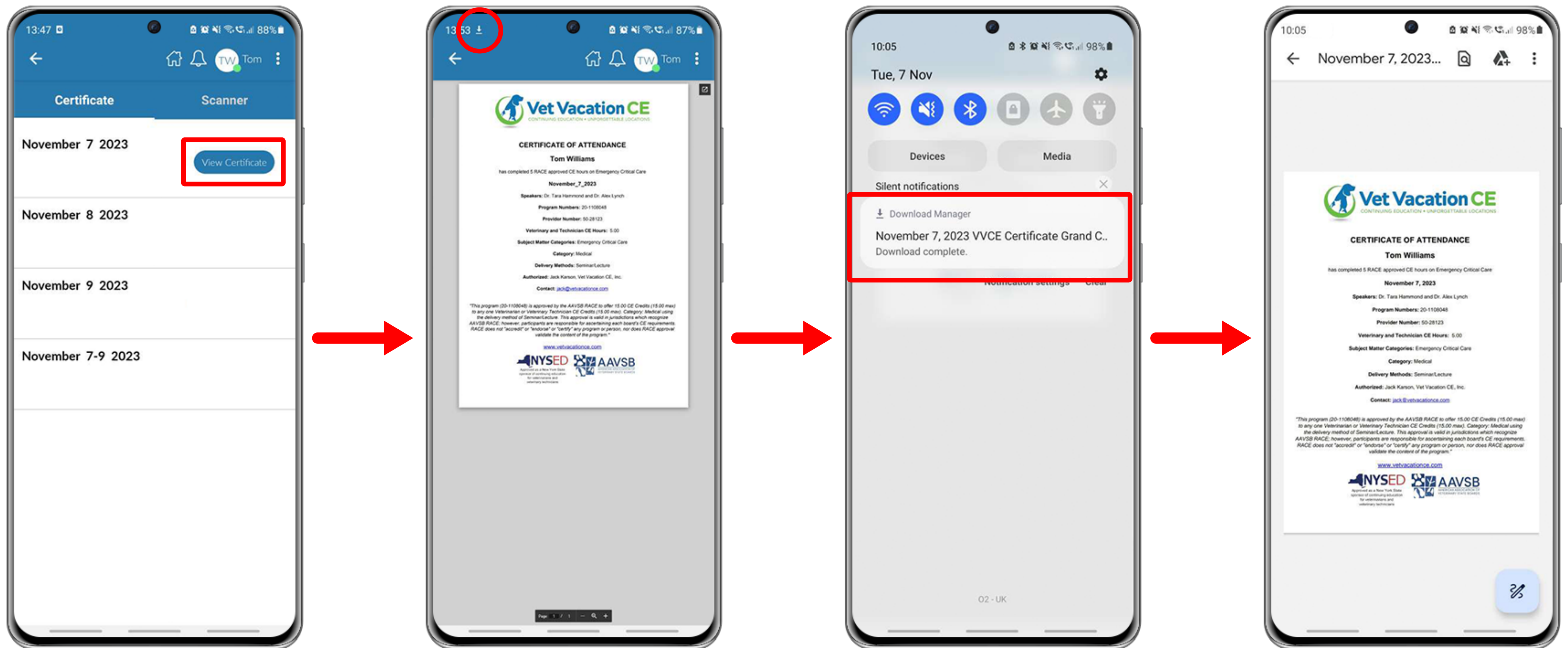


Tap the **View Certificate** button to reopen your certificate on your device

When your certificate has been generated, you can **Save** the Certificate



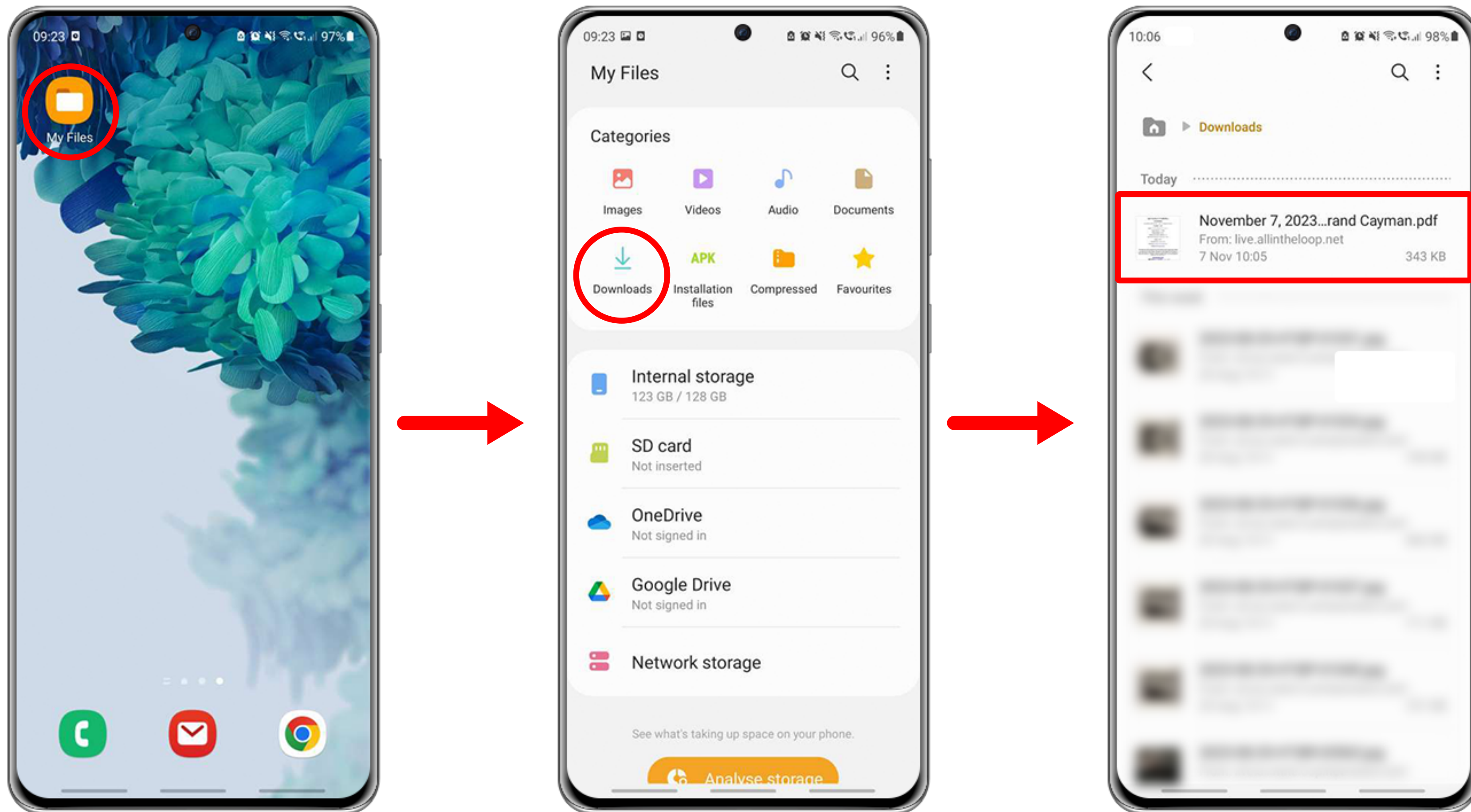
Find your Certificates on an Android



Your downloaded Certificate is available in the Notification bar

Swipe down and tap on your name to view your Certificate

Find your Certificates on an Android



Navigate to the **My Files** app
on your device

Select the **Downloads** button
and find the PDF in the list