How to Accept a Scan Session Email Invite as an IDMS Admin

ID Card Scanner · https://www.id123.io/knowledgebase/how-to-accept-a-scan-session-email-invite-as-an-idms-admin/

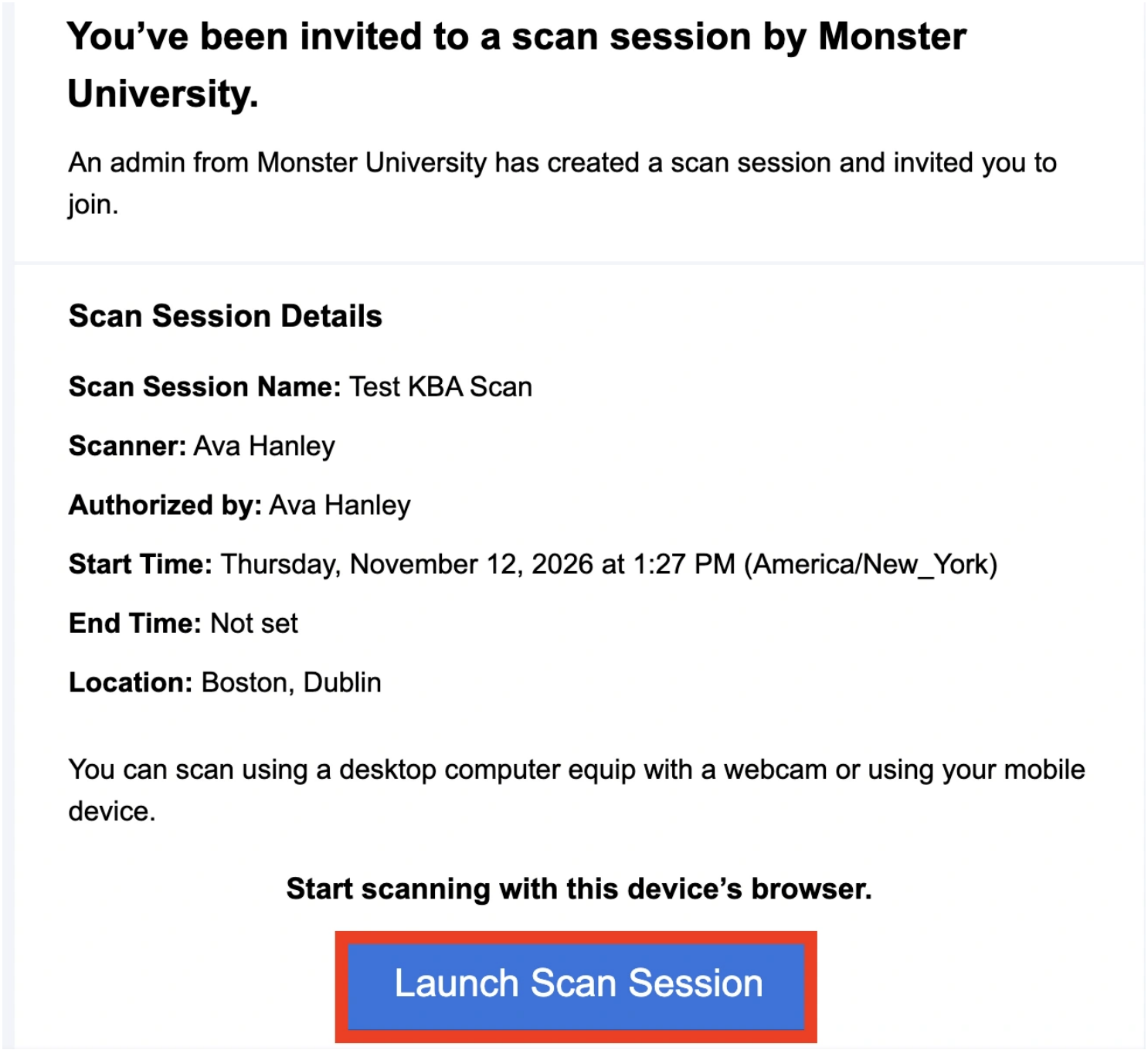
When another administrator in your organization invites you to scan ID cards as an IDMS admin, you will receive a scan session email invitation. Unlike guest scanners, IDMS admins do not need to verify their details. Your scan session is tied to your existing ID123 ID Management System (IDMS) admin login. You do not need any additional software or hardware to start scanning; just a desktop computer with a webcam or a mobile device with a camera. This article walks you through how to accept a scan session email invitation as an IDMS admin so you can start scanning ID cards. If you were invited as a guest scanner, see How to Accept a Scan Session Email Invite as a Guest Scanner instead.

Step 1: Open Your Scan Session Invitation

- Open the scan session invitation email from your inbox. It is sent from "ID123 Digital ID App" (app@id123.io) with the subject "Scan Invitation from [your organization] for [scan session name]".
- Review the 'Scan Session Details' in the email: the scan session name, scanner, who authorized it, the start and end time, and the location.
- To scan on the device you opened the email on, click the 'Launch Scan Session' button to open the session in your web browser.
- To scan on a different mobile device, scan the QR code in the email with that device's camera to launch the session in its browser.

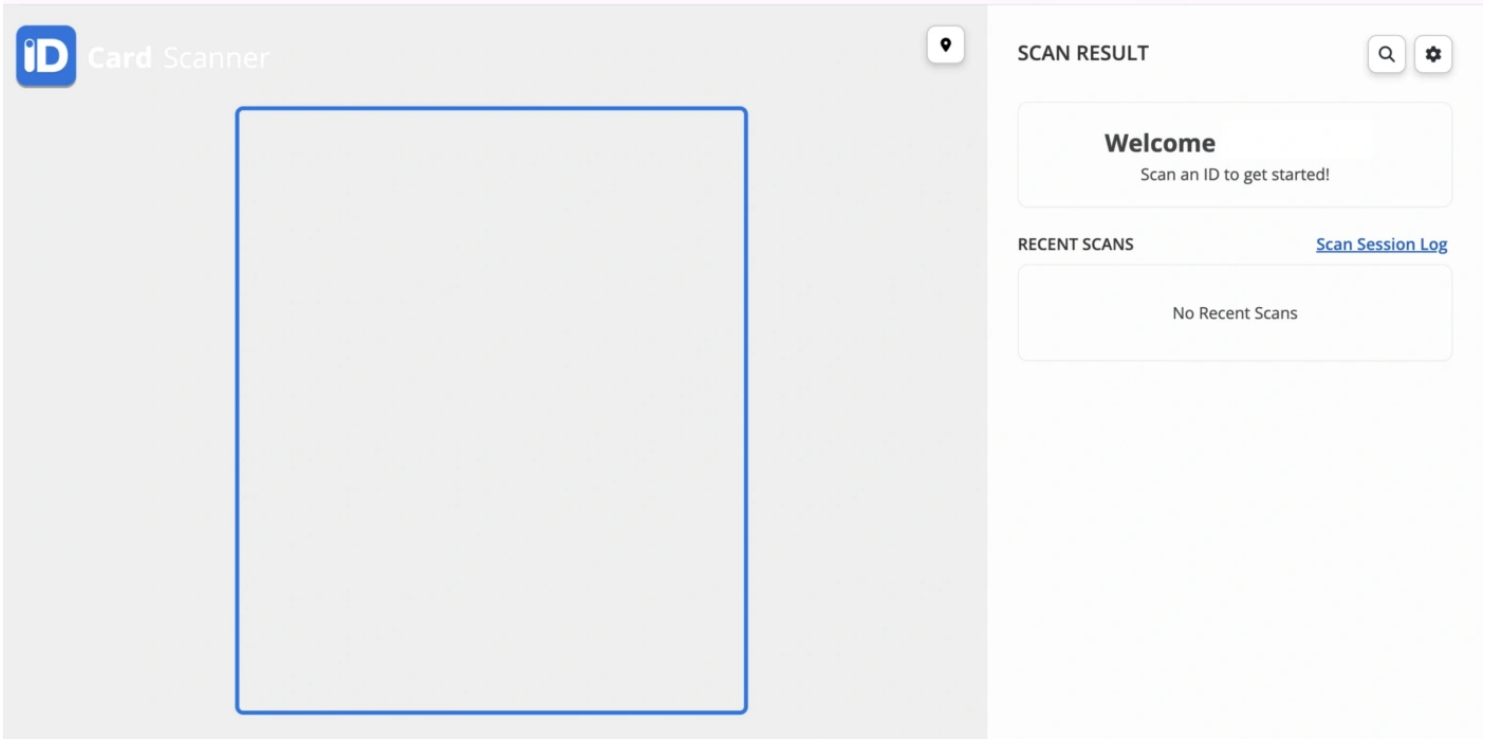
Note:

Can’t find the email? Check your spam or junk folder. If it is not there, ask the administrator who invited you to resend the invitation.



Step 2: Start Scanning in the Card Scanner

- The scan session opens in the Card Scanner in your web browser. As an IDMS admin, you do not need to enter your email address or name. If you are prompted to sign in, use your IDMS admin login.
- Allow use of your device's camera if your browser asks.
- You will see a welcome message with your name in the 'Scan Result' panel. Hold an ID card inside the scanning frame to begin scanning.



Things to Know

- **Session start time:** If the session is scheduled to start in the future, you cannot begin scanning until the start date and time
- **Session end and timeouts:** You cannot scan after the session ends. You may also be signed out after a period of inactivity, and an administrator can deactivate or terminate the session or your access at any time
- **Multiple devices:** Depending on the session's settings, you may only be able to use the session on one device at a time
- **Your scans are logged:** Every card you scan is recorded in the organization's Scan Log along with your name and location

You are ready to start scanning! If you have any questions or trouble accepting your invitation, contact the administrator who invited you, or feel free to contact our support team.