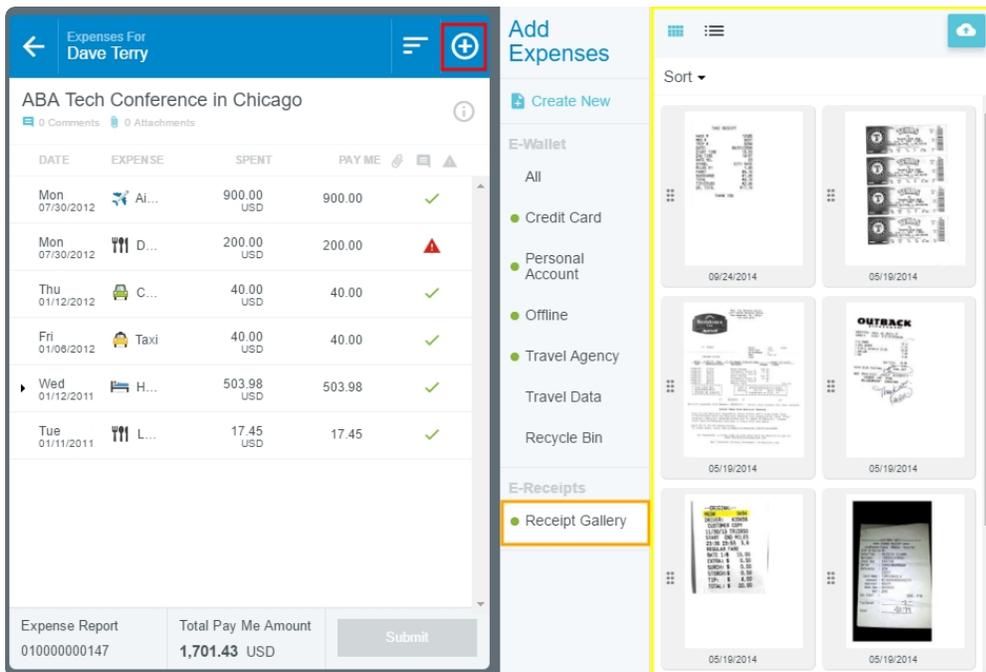


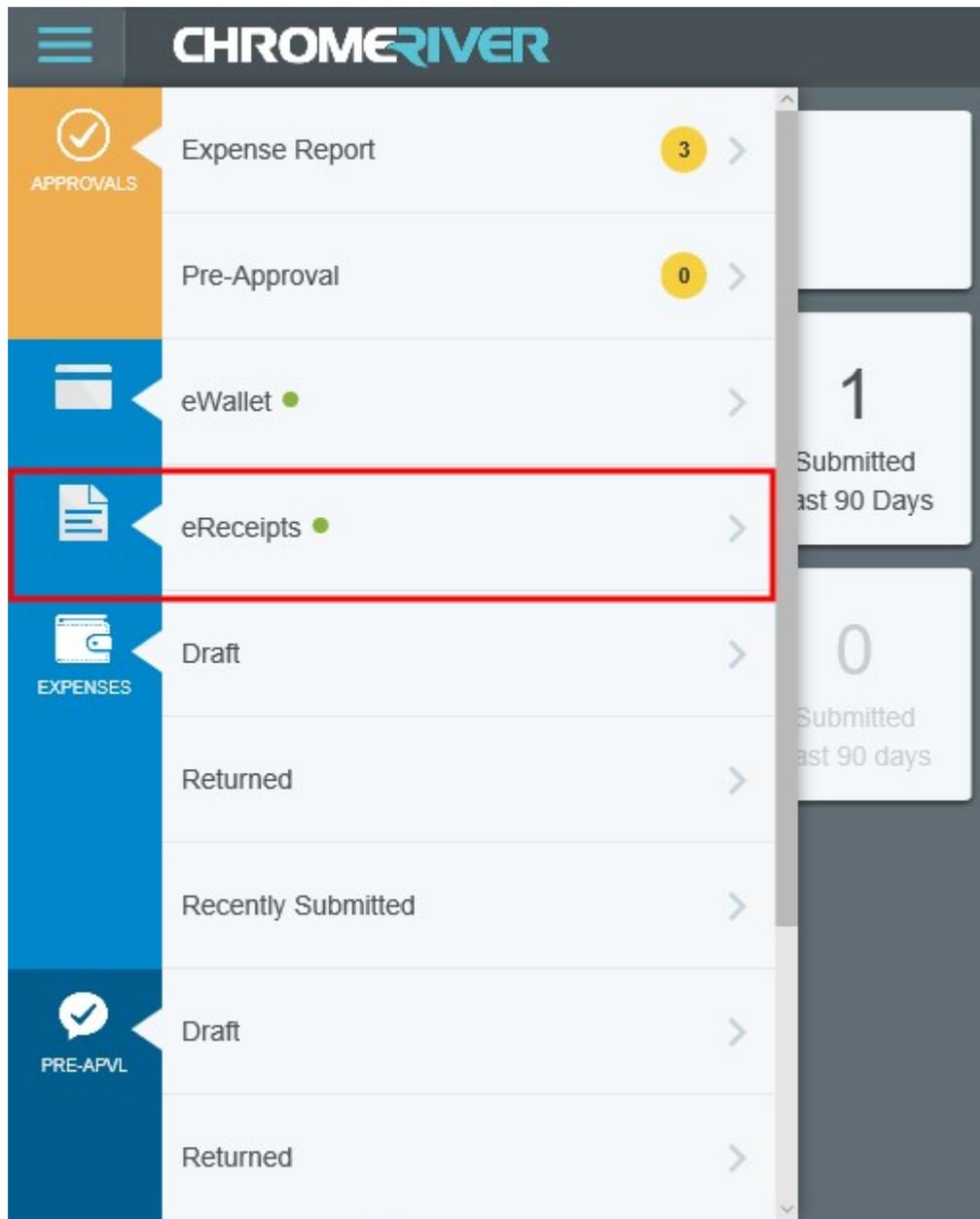
Receipt Gallery

The Receipt Gallery is accessible from the main menu (via the **eReceipts** button) and the **Add Expenses** panel and contains all the emailed receipt images sent to receipt@chromefile.com, as well as any images uploaded directly to the gallery. The maximum file size for individual images is 5MB, and JPG, PDF, PNG, and TIFF files are accepted.

To Access the Receipt Gallery, tap the **+ BUTTON** from inside any expense report, then tap **RECEIPT GALLERY** at the bottom of the list.



You may access the Receipt Gallery from anywhere else in the app by tapping the **Menu** button and selecting **eRECEIPTS** from the drop-down menu.



A green dot next to the Receipt Gallery indicates that there are unused receipts available.

Upload Image

To add an image to the Receipt Gallery from within the app, tap the **UPLOAD** button found in the upper right-hand corner of the Receipt Gallery.



Again, the maximum file size for individual images is 5MB, and JPG, PDF, PNG, and TIFF files are accepted.

It is also possible to add images to the receipt gallery by [Receipt Transactions](#).

Views

Use the icons in the upper left of the gallery to choose one of two views. By default, you will be shown Image View.

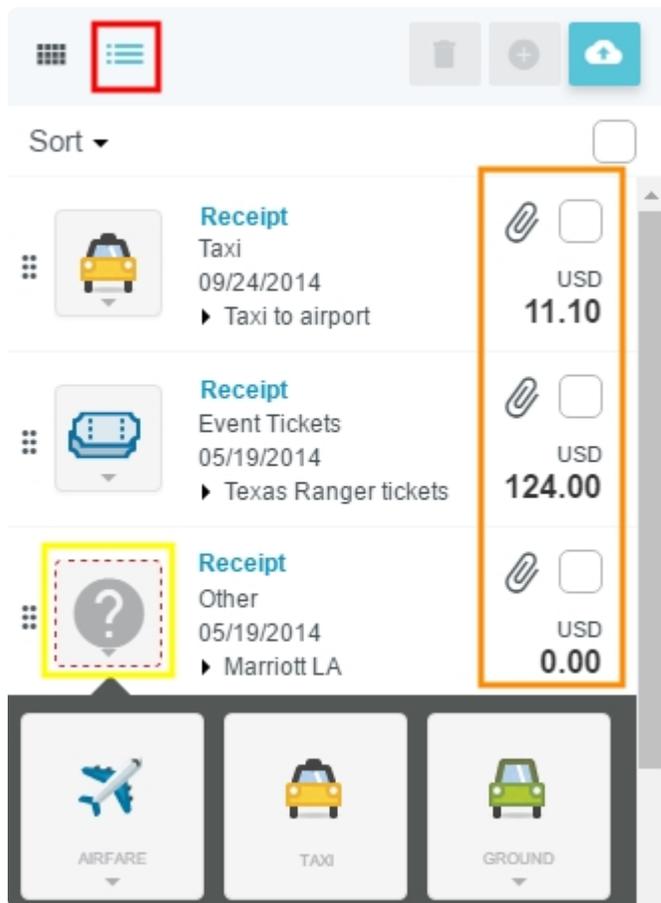
IMAGE VIEW

Shows thumbnail images of each receipt.



LIST VIEW

Shows all images in a list. The check boxes on the right allow you to add multiple receipts to an expense report simultaneously or delete multiple images simultaneously. You may also select the expense type associated with an image by tapping on its icon.

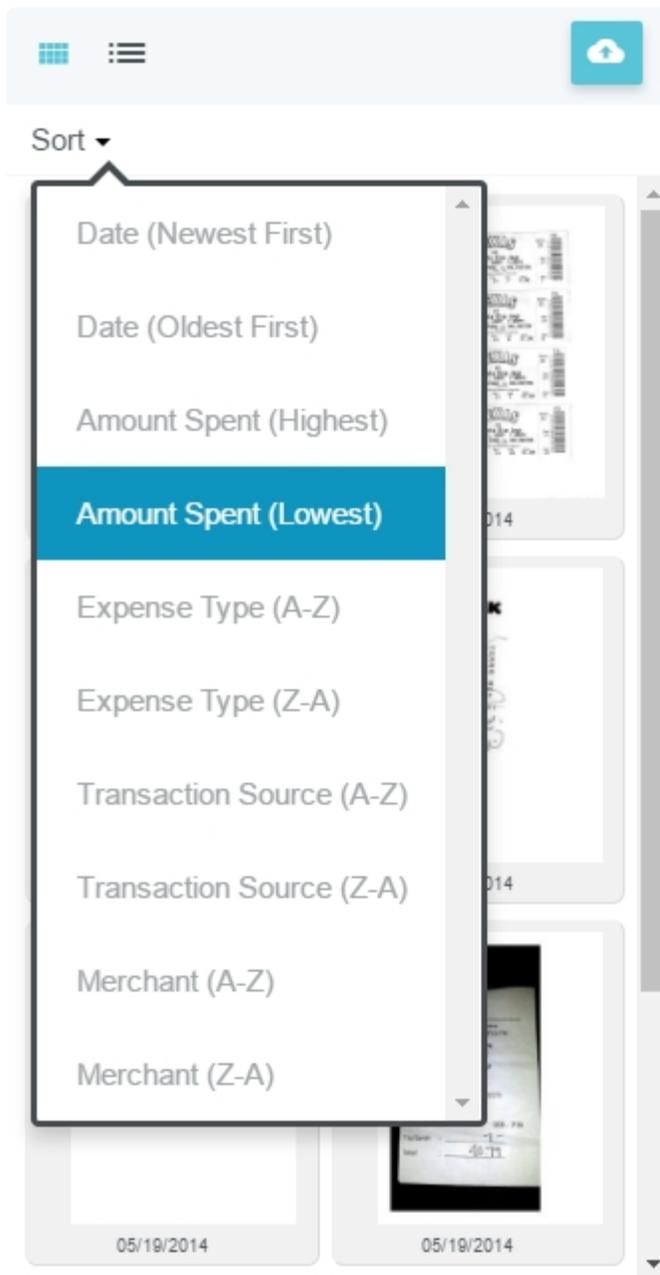


A blue label shows the source of the image.

- **Receipt:** Receipt image submitted via email.
- **Unattached Image:** These are images that were
 - directly uploaded to the Receipt Gallery,
 - attached via scanning or faxing a cover page that was subsequently detached from that report,
 - or uploaded to a line item or header from somewhere other than the Receipt Gallery—like a phone’s camera roll—and subsequently detached from the line item or header.

Sort

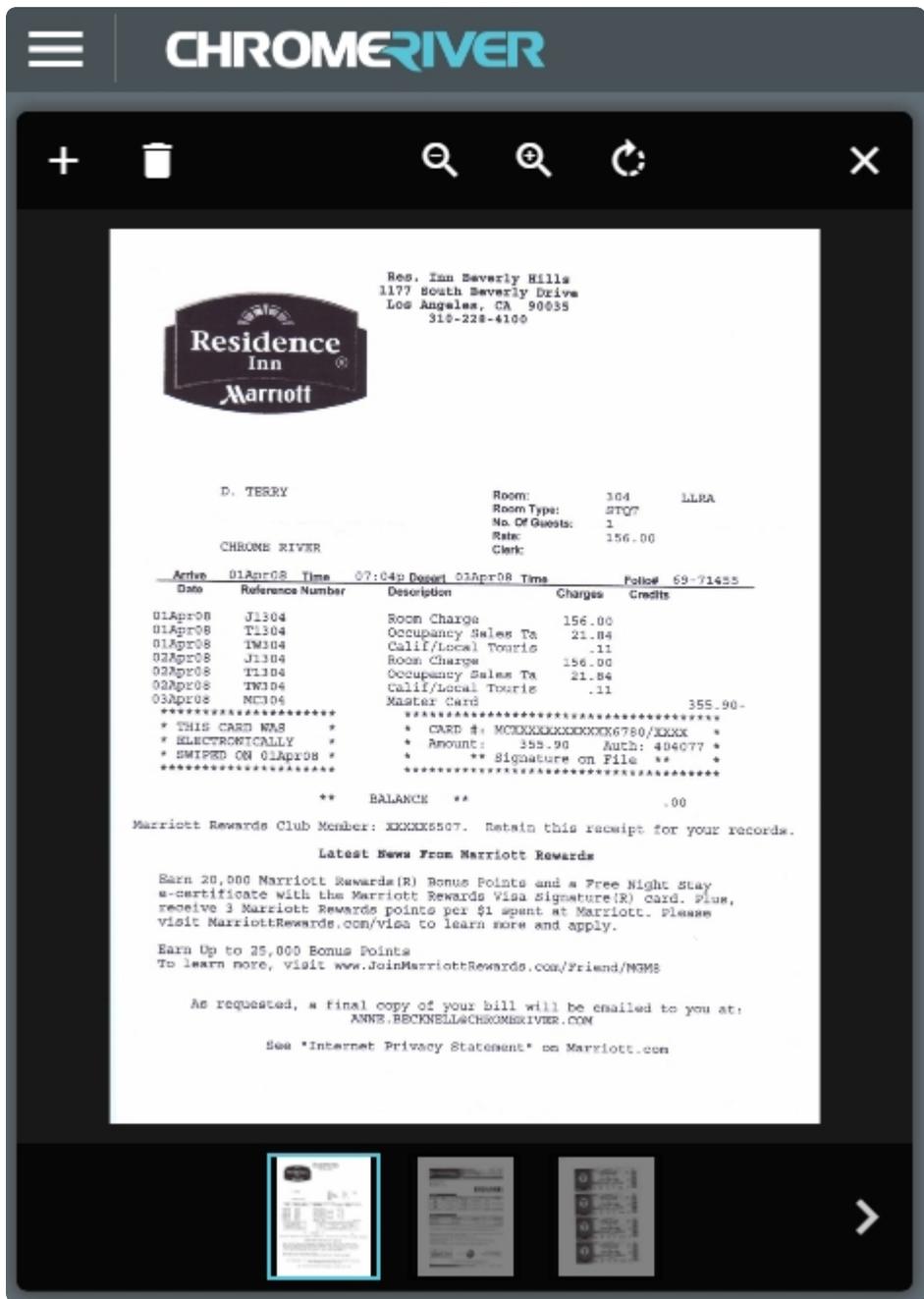
Both views allow you to sort images by Date, Amount Spent, Expense Type, Transaction Source and Merchant.



Preview

Tapping on an image in the gallery brings up a preview.

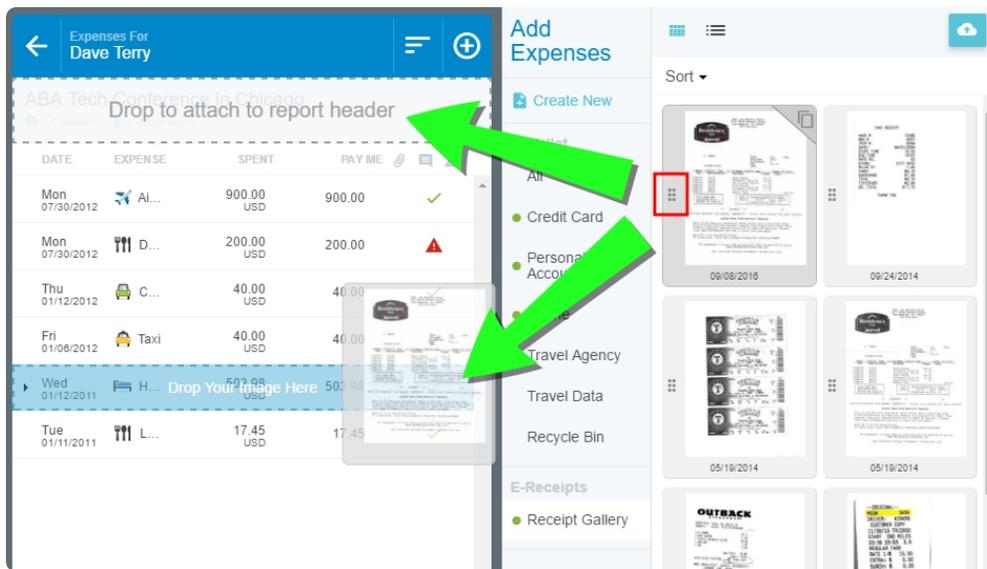
- Tap the **+** button to create a line item from the image. See [Create Expense from Image](#), below.
- Tap the **trash can** icon to delete the receipt
- Use the **magnifying glass** icons to zoom in and out on the receipt.
- You can also **rotate** the image.
- Tap the **X** to close the viewer and return to the Receipt Gallery.
- Use the icons at the bottom of the preview pane to page through receipts with multiple pages.



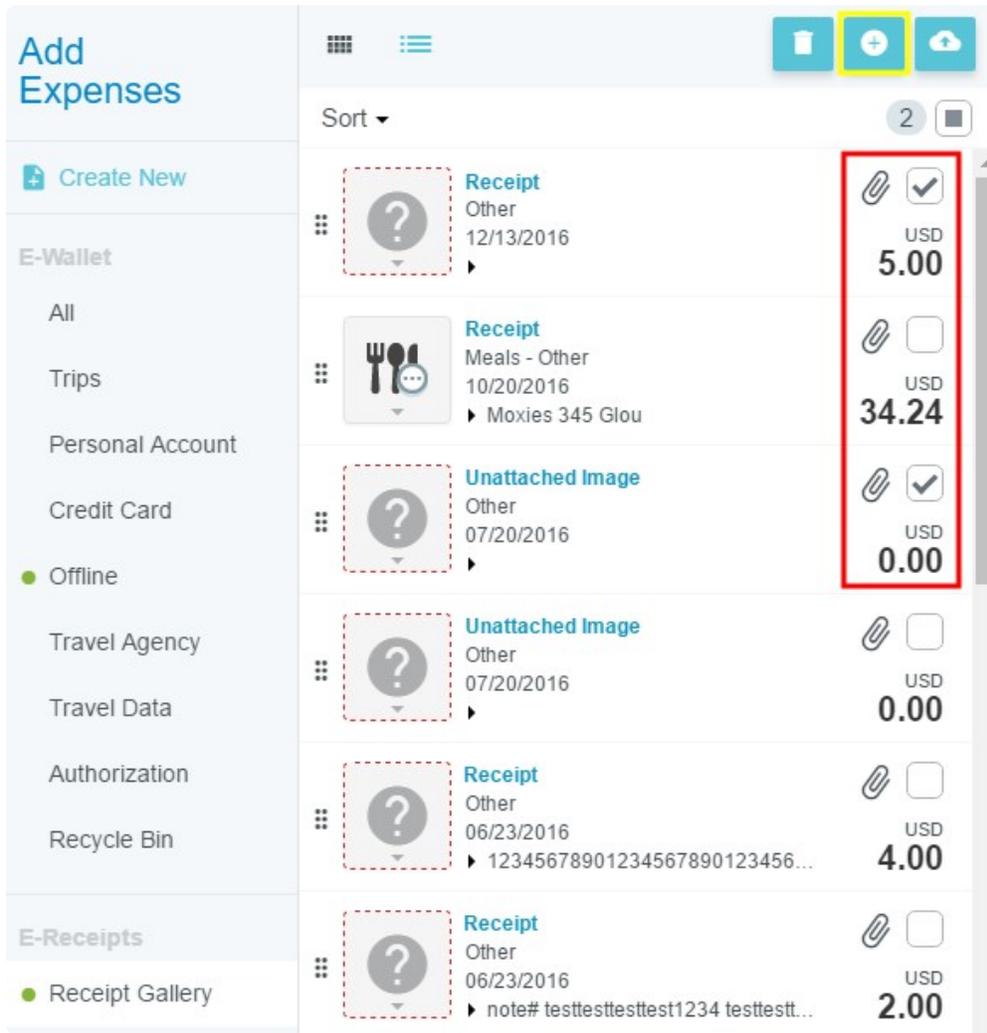
Add Image to Report

You can attach an image from the Receipt Gallery directly to the report header or to one of the existing line items.

In **Gallery View** or **List View**, grab the receipt by the small squares icon and drag it to the header or to one of the line items. The Line Item Entry screen will appear.



To attach multiple receipts to an expense report simultaneously, tap the check box next to each, then tap the + button at the top of the Receipt Gallery. The Line Item Entry screen will appear for each item in the order that it was selected. If you cancel out of entering a line item, the entry screen for the next selected item will appear.



If you later decide to delete a receipt from the report, it will return to the Receipt Gallery.

Create Expense from Image

The + button in the Preview pane allows you to create an expense item using the image.



When you tap it, you will be asked to select an expense type. The **DOWNLOADED DETAILS** section provides more information about the transaction to help you choose.

Images

Cancel

Save

Select Valid Expense Type

 AIRFARE	 TAXI	 GROUND	 MEALS	 TELECOM
 HOTEL	 PROF DEV	 ENTERTAIN	 COURT	 OTHER
 TIME				

There's a missing piece to the puzzle. Please select an Expense Type.

Downloaded Details

Email Memo	
Date	05/19/2014
Amount Spent	59.37 USD
Amount Original	59.37 USD
Transaction Name	Dinner with C McCoy
Details	Dinner with C McCoy

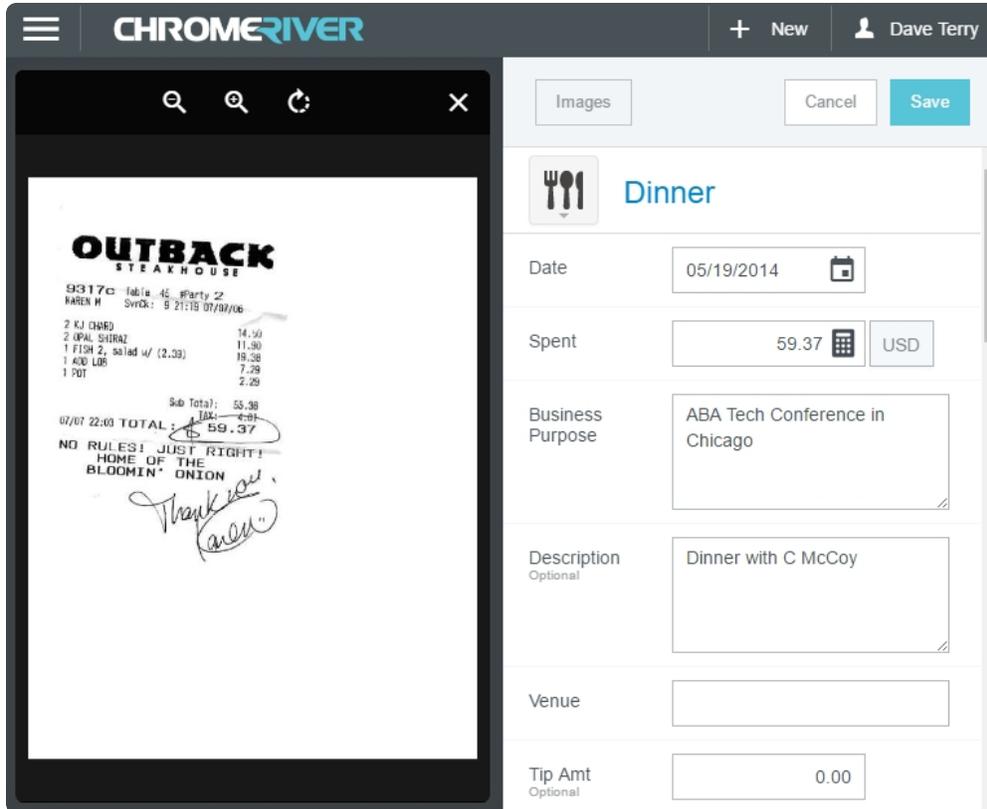
Attachments (1)

Browse File to Attach

OUTBACK

Next, an Expense Entry pane will appear to allow you to enter all the details of the expense. If your screen is wide enough, you will be able to view the image preview and Expense Entry pane side by side for ease of data entry.

The system will use Optical Character Recognition (OCR) to pre-populate data from the receipt into as many of the fields as possible.



When you have entered all the details, tap **SAVE**.