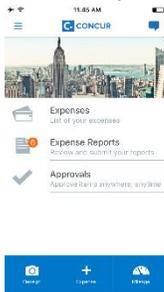


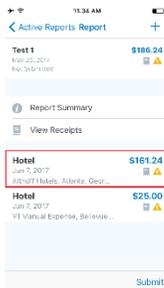
1. Go to “Expense Reports”:



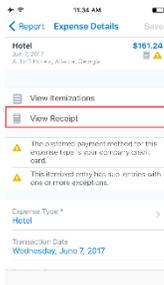
2. Select a report from your active reports:



3. Select the “Expense Line item” which contains the e-receipt.



4. Select “View Receipt”



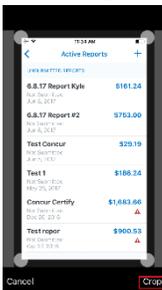
5. Select “Replace”



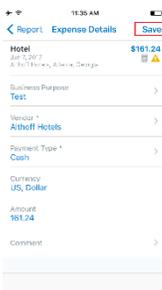
6. Select "Source" -> Select image (In my case I attached from my Photo Album)



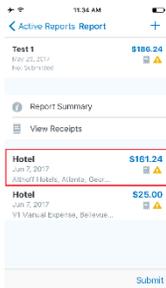
7. Use the guide to "Crop the image" -> Select crop. Click done button when complete



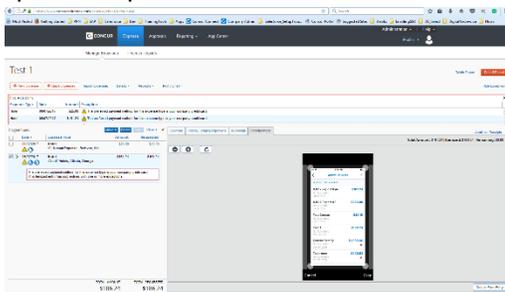
8. Click the "Save" button



9. To see the appended images, click "View Receipts" below (above the item highlighted in red)

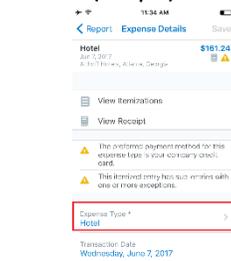


10. The appended images will be visible on the Web App on the “Receipt Image” tab for each specific expense item:



To change the expense type:

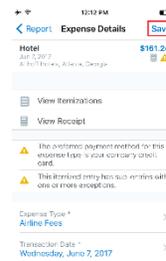
Follow steps 1-3 from above, on step 4 select instead of “View receipts” **follow the steps below:** “Expense type” (Step1). Select the expense type from the “Expense types” view (Step2) .Click “Save” (Step3).



Step1



Step2



Step3