

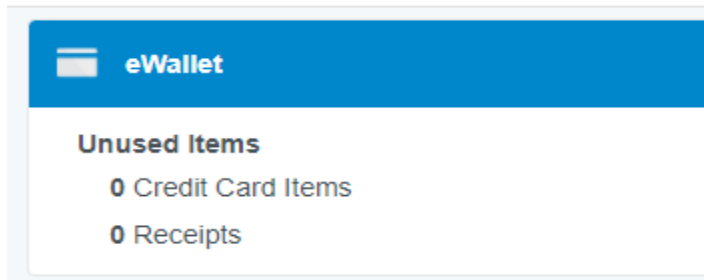
Viewing the Receipt Gallery

There are two ways to view the Receipt Gallery:

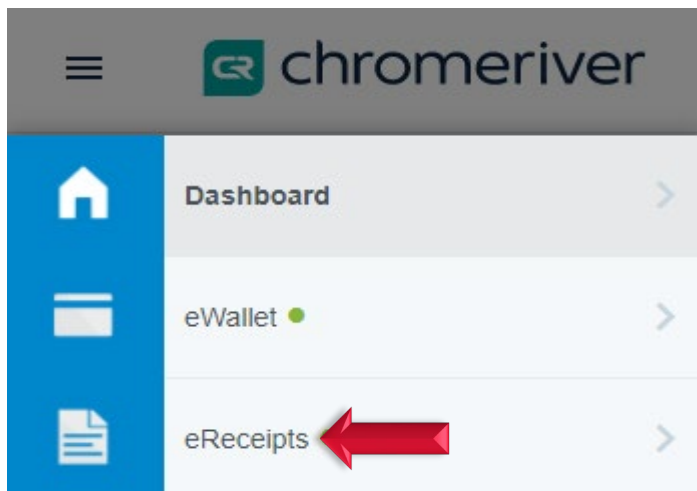
- Click the **Main Menu** (≡) button from the Chrome River homepage
- Click the **Add Expense** menu while inside an Expense Report

Main Menu

To view the **Receipt Gallery** from the Chrome River homepage, click the **Menu** (≡) button in the upper-left hand corner, next to the Chrome River logo.

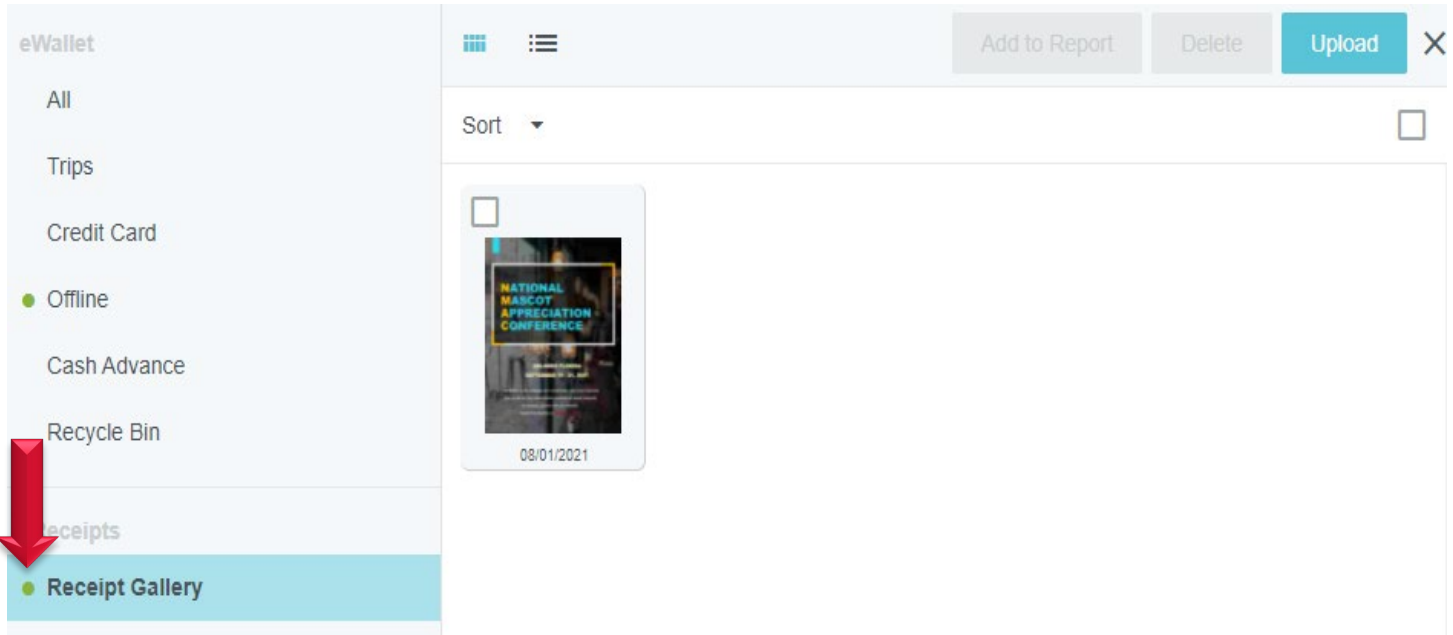


In the side menu that opens on the left, find and click **eReceipts**.



This will take open the **Receipt Gallery**, which will show what receipts have been sent or uploaded.

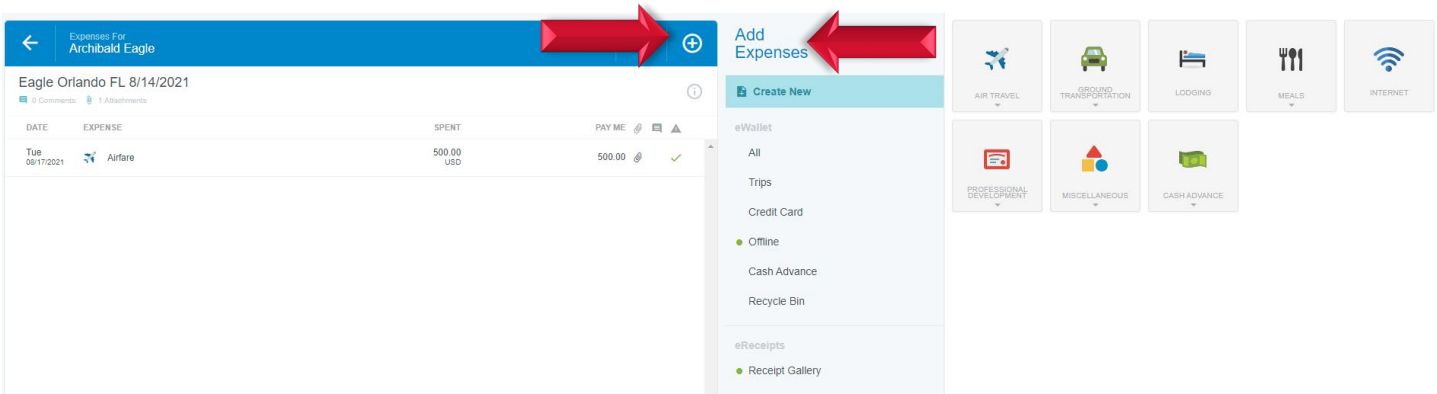
- *Tip:* A green dot will be to the left of **Receipt Gallery** if any receipts are available.



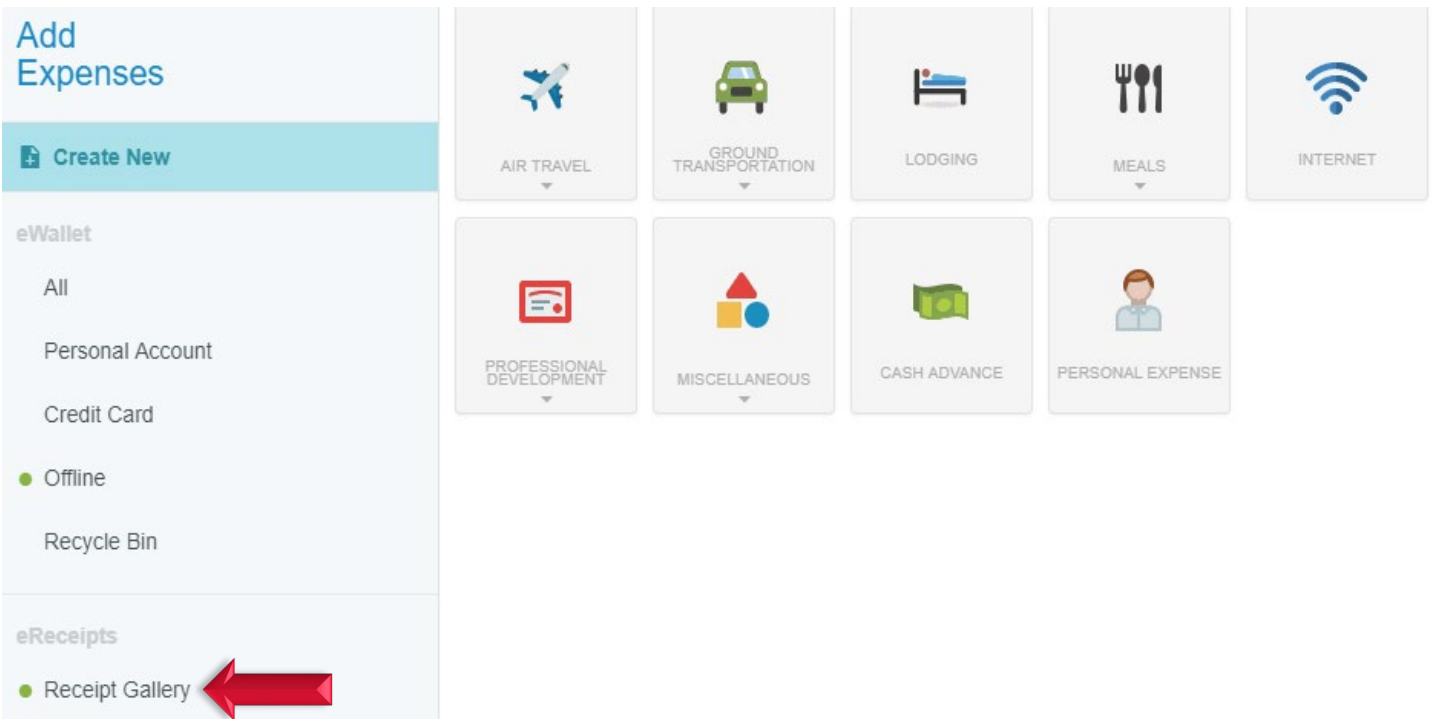
Add Expenses Menu

To view the Receipt Gallery while in an Expense Report, select and open the **Add Expenses** menu.

- *Tip:* If the **Add Expenses** menu is not viewable, then click the circle with the plus sign, and it will open to the right.



Find and click **Receipt Gallery**.



This will open the **Receipt Gallery**, which will show what receipts have been sent or uploaded.

- *Tip:* A green dot will be to the left of **Receipt Gallery** if any receipts are available.

