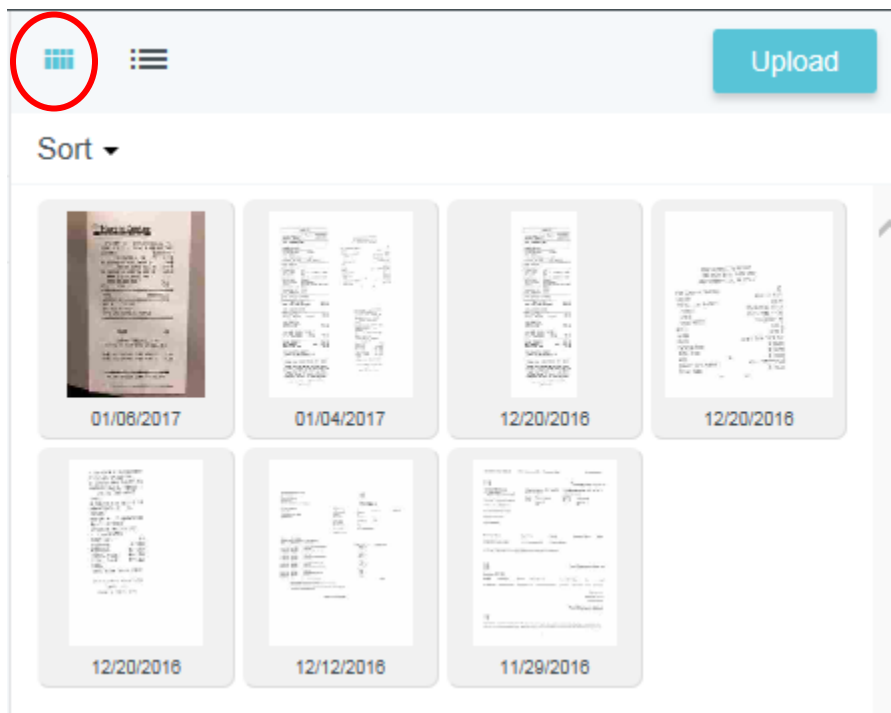


Views

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

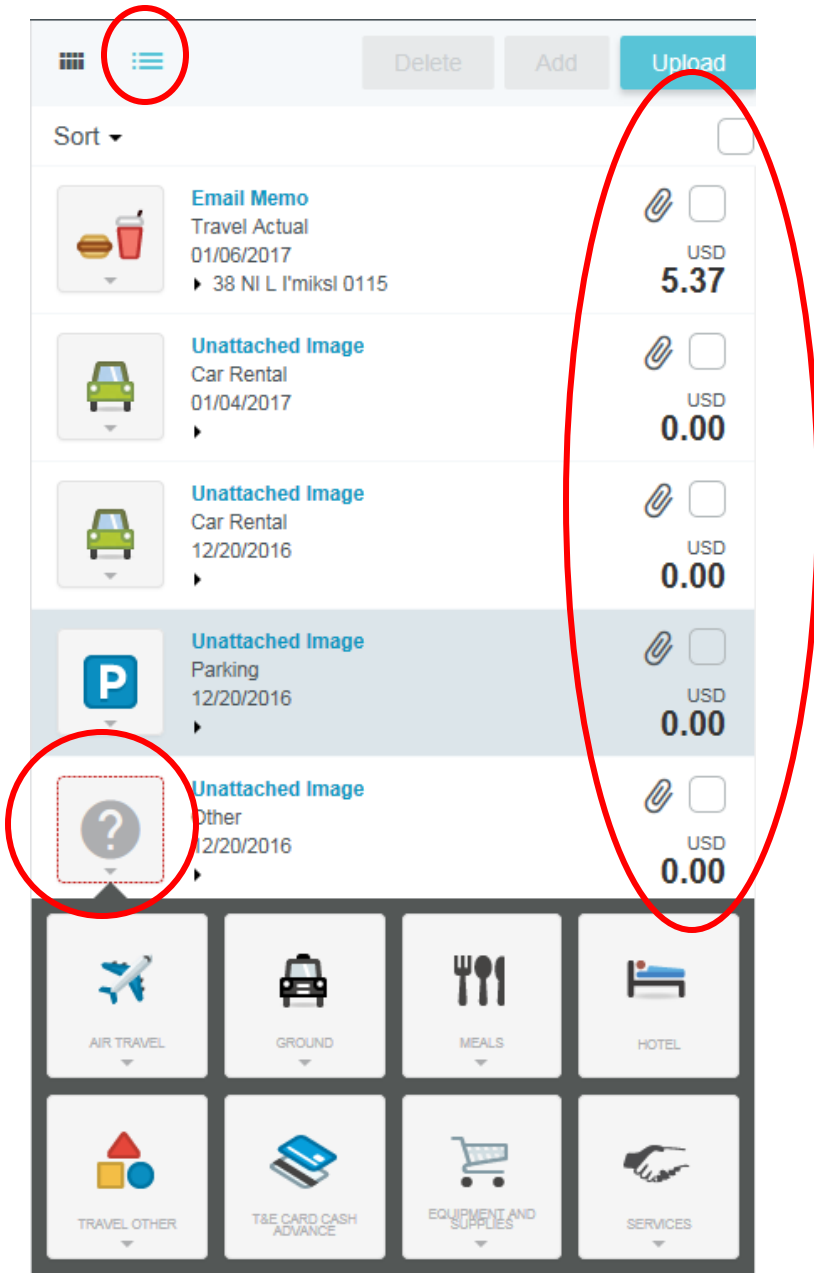
Image View

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.

- **Email Memo:** 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.