



Viewing the Receipt Gallery

There are two ways to view the Receipt Gallery:

- x Click the Main Menu (**A**) button from the Chrome River homepage
- x Click the Add Expenses 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 **Receipts**

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

Add Expenses 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.