

## Via Email Memo

Users have the option to snap a photo of receipts with a mobile device and send it directly to Chrome River via Email Memo. Note that Multi-Image Cropping is not available with email memo. Here are a few guidelines to ensure that your image can be read by the system:

- Place receipt(s) on a white background. Colors and black may lead to poor results.
- Hold the device steady when taking the photo.
- Make sure no other objects are visible in the photo.
- Do not use flash. Be sure there is no glare on the receipt that obscures the data.
- During the image-attachment process, select the size (Small, Medium, Large, Actual Size) that's closest to 500 KB.

Complete information on uploading images via a mobile device can be found in the Email Memo section of this training.