

Allocate e-Expenses – Attachments Guide

In order to upload an attachment to your expense claim it must be in one of the following formats .PNG
.GIF .TIFF .JPEG

Scanning your document to Trust scanner/printer instructions:


- ➔ Activate the copier and choose Scan to Me
- ➔ Select 'Job Details' on bottom left of the screen
- ➔ Select 'Next' on bottom right of the screen
- ➔ Choose 'JPEGS' then Next
- ➔ Select scan on bottom right of the screen
- ➔ Select Scan

The scanner will send you the image to your SASH email account.

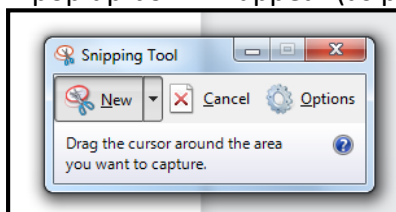
Taking a screenshot from your computer to upload to EOL, instructions:

Open the item you need to take a screenshot of on your computer

- You will need this document fully visible on the screen before opening the snipping tool
- ➔ Open the snipping tool on your computer

- Windows Icon -> All Programs -> Accessories ->  Snipping Tool

- ➔ A pop up box will appear (as per below) and your cursor will change to a cross



- ➔ Click and drag a box over the area you wish to screenshot and release your mouse button
 - The picture you have taken on the screen will appear in a new box.
- ➔ Go to File -> Save As and save to your computer.
 - This will automatically choose the file type of jpeg, you will just need to name the file you are saving.
- ➔ You can now upload the attachment to EOL

If you take a photo with your smart phone this will automatically be an image file. This can be uploaded to EOL without any adjustments.

(This may not be the preferred way to get the attachment as it's not always clear)

PDF files cannot be uploaded.