

## HOW TO RESIZE DOCUMENTS WHEN ATTACHING TO EXPENSE CLAIM

When you take photographs of your receipts with your mobile phone, the size of the image can be very large and there is a current limit of 2mb on any one receipt.

We recommend that you reduce the size of any photograph before you try to upload into the Agresso system.

To do this you can open the saved photograph on your pc and then resize the photograph to "Small" or "Medium".

Click on the three dots (or similar) \_ select resize image\_ and then select your new image size.

When saving your images/files please give the images a naming criteria that will help you match the claim lines to the saved images.

