

Attaching a Receipt

(proof of purchase/payment or other documentation)

Using a Computer:

1. Begin with either scanning or photographing the document
 - a. When scanning a receipt or document, scan it and save it on your computer. Make note of where you save the file.
 - b. If using a photographed document - take photo with a phone or tablet and then email the document to yourself using your device. You can also take a photo using a standard camera and then upload the pic from the camera to the computer. Again, make note of where you upload the photo file to or where you save the photo when you download the document from your email.
2. Start a maintenance (grooming or non-grooming) entry in the SNARS Program.
3. At the step labeled "Receipt/invoice/cancelled check", select the "choose file" button. This will open a file browser window which will allow you to locate the file on your computer (look where you saved it as you took note of earlier).
4. Only one attached document is allowed per "choose file" button. If you have additional documents you can either combine the documents on your computer if you have the necessary software and ability or you can use the other 2 "choose file" buttons. There are 3 buttons available per entry which allows you to add up to 3 attachments per entry.

Using a Phone or Tablet:

1. Begin by taking a picture of the document/receipt with your mobile device camera.
2. Start a non-grooming maintenance entry in the SNARS Program mobile application.
3. At the step labeled "Receipt/invoice/cancelled check", select the "choose file" button. This will open a window that will allow you to either take a new photo/video or access your photo library. Choose the photo from your library of the file you are attaching.
4. Only one attached document is allowed per "choose file" button. If you have additional documents you can use the other 2 "choose file" buttons. There are 3 buttons available per entry which allows you to add up to 3 attachments per entry