


# Adding an Image to a Transaction

Want to keep a close eye on your transactions? Use the image feature to keep a visual record of receipts and other information.

1. Open the menu, tap **Accounts**, and then tap **Transactions**.
2. Tap a transaction, and then tap **No Images** if Android or **Attach Image** if iOS.
3. Choose the appropriate device and follow the corresponding steps.

Situation	Steps
Take a photo	<ol style="list-style-type: none"><li>1. Tap <b>Take a Photo</b>.</li><li>2. Aim your device's camera at the area you want to photograph.</li><li>3. Tap <b>Capture</b>.</li></ol> <p> If you are not satisfied with the image, you can tap <b>Retake</b>.</p> <ol style="list-style-type: none"><li>4. Tap <b>Continue</b>.</li></ol>
Choose from gallery	<ol style="list-style-type: none"><li>1. Tap <b>Choose from Gallery</b>.</li><li>2. Tap the image you want to add.</li></ol>

# Adding a Transaction Note

1. Open the menu, tap **Accounts**, and then tap an account.
2. Tap **Transactions**, and then tap an individual transaction.
3. If Android™, tap **No Notes**. If iOS, tap **Add Notes**.



4. Enter a note.

# Tagging A Transaction

Use transaction tags to assign categories and locate your transactions quickly.

1. Open the menu, tap **Accounts**, and tap an account.
2. Tap **Transactions**, and then tap a transaction. The **Details** screen appears.
3. If Android tap **No Tags**. If iOS, tap **Add Tags**.