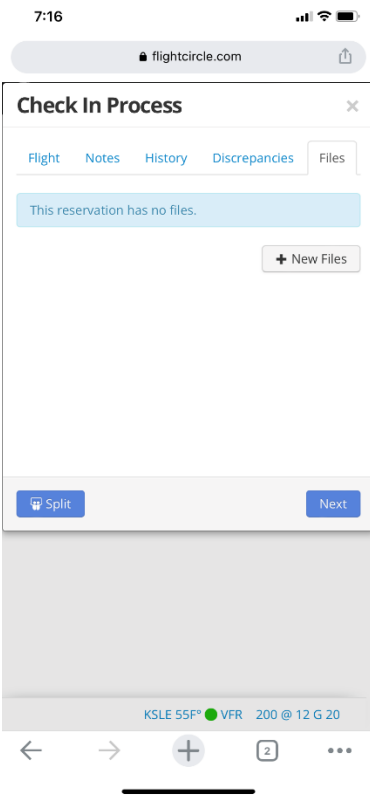


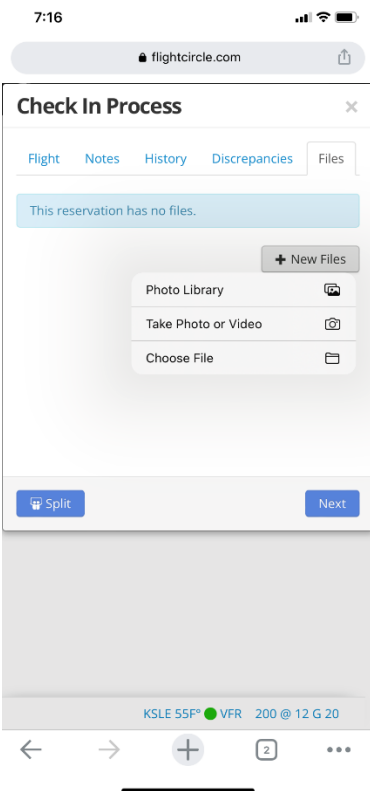
Note: the instructions assume you're using Flight Circle on a phone or tablet with a built-in camera



Step 1.

When you check in the aircraft, you'll see a screen with five tabs on it: *Flight*, *Notes*, *History*, *Discrepancies* and *Files*.

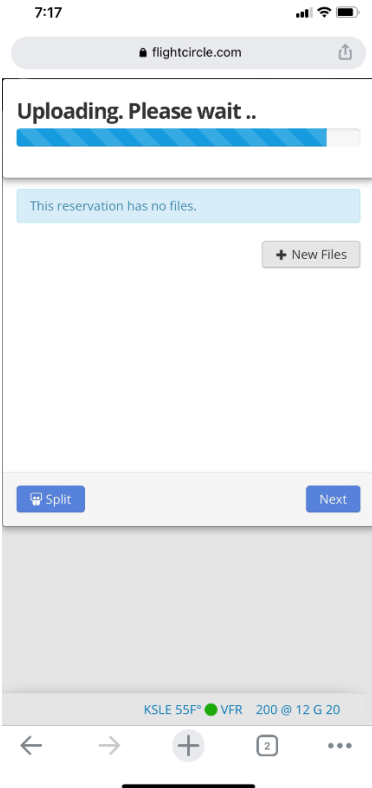
Tap on *Files*.



Step 2.

Tap on the *New Files* button. You'll see three options appear below the button: *Photo Library*, *Take Photo or Video*, and *Choose File*.

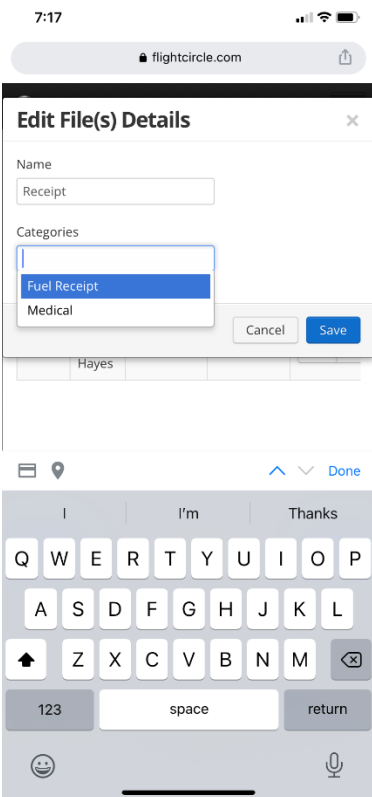
Tap on *Take Photo or Video*.



Step 3.

Take a picture of the fuel receipt.

Different phones have different camera options, so it isn't possible to show you here what that looks like. However, after taking the picture and confirming that you want to use it, you will see a bar at the top of the screen that says "Uploading. Please wait..."



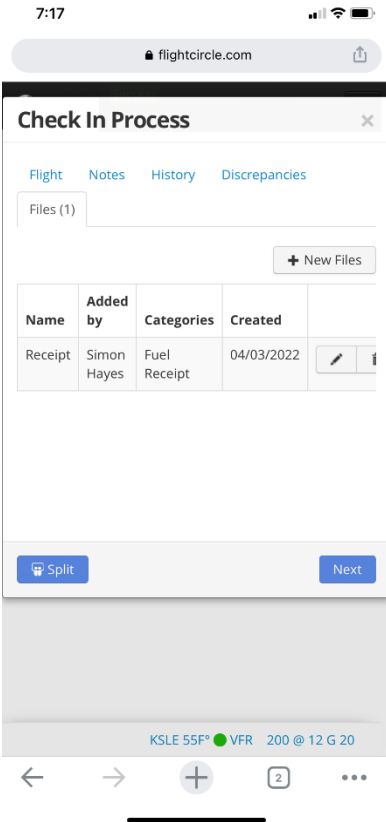
Step 4.

After the photo is uploaded, you enter a name for it, and select a category.

The name doesn't matter, and you can enter anything you like. In the example here, it's simply called "Receipt".

When you tap on the *Categories* box, you will see two options: *Fuel Receipt*, and *Medical*.

Tap on *Fuel Receipt* to select it.



Step 5.

You'll see the details of the photo you just uploaded. If anything isn't correct you can edit the details by tapping on the 'pencil' icon.