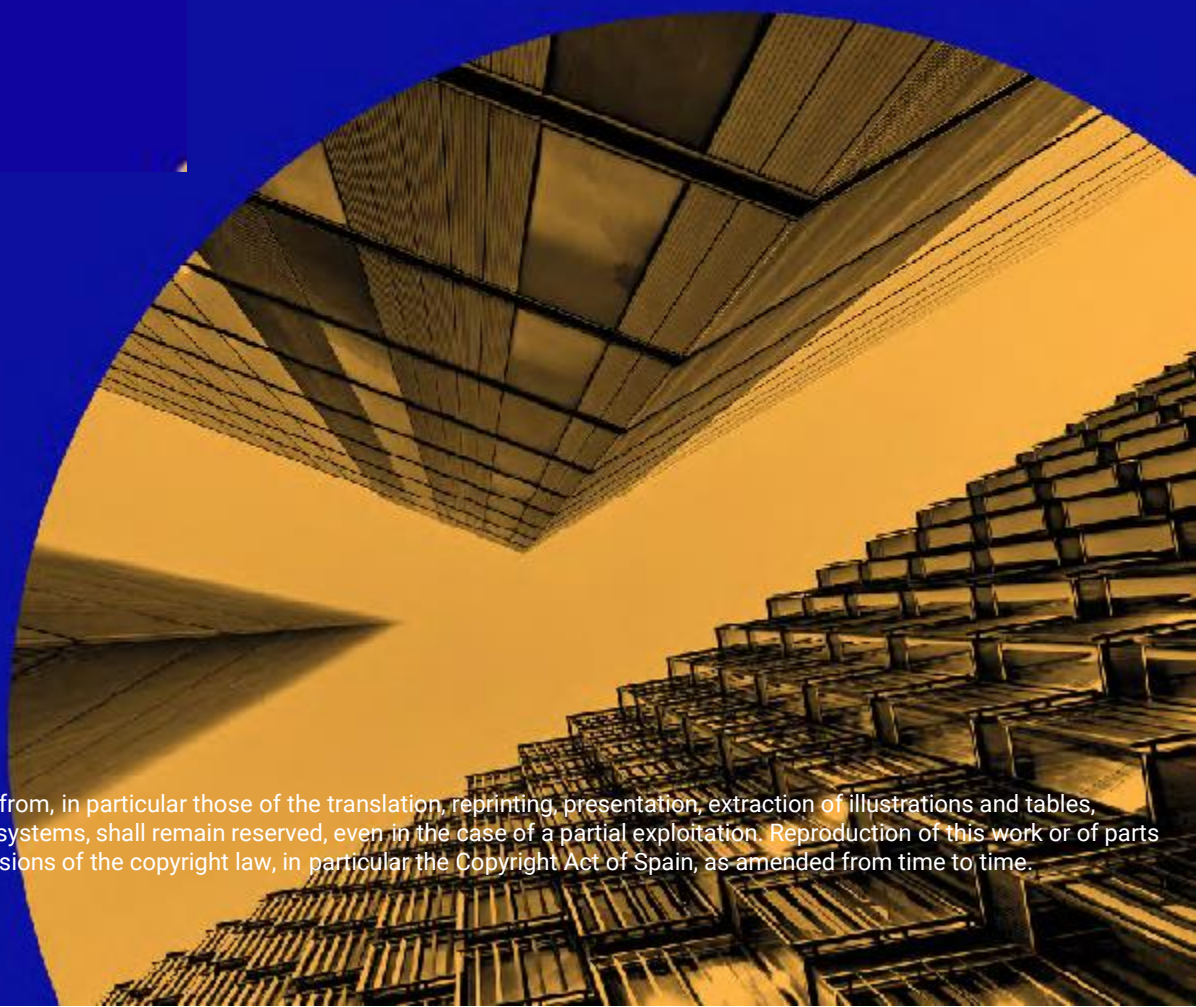




QUICK CARD



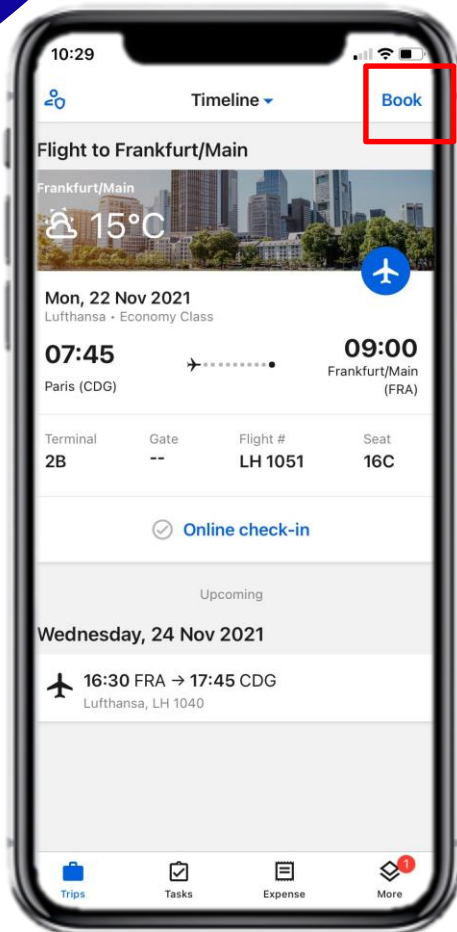
HOW TO USE CYTRIC MOBILE APP



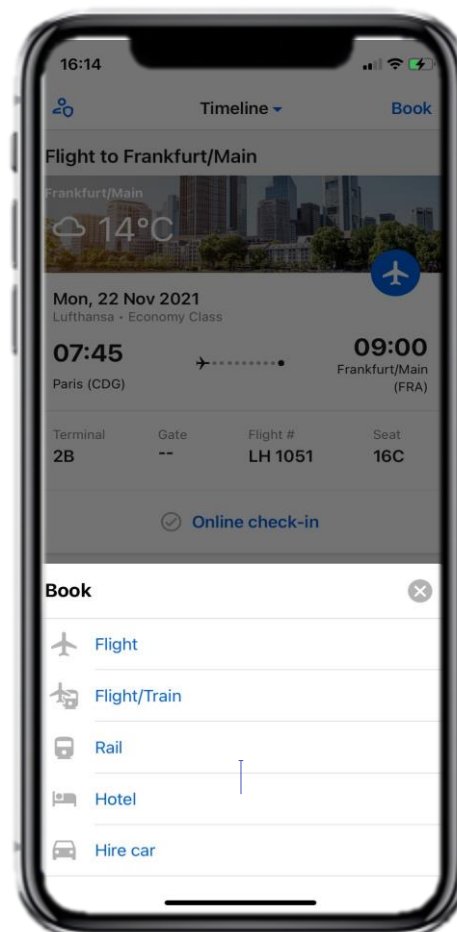
**HOW TO
USE CYTRIC
MOBILE
APP**

The Cytric mobile app's interface consists in:

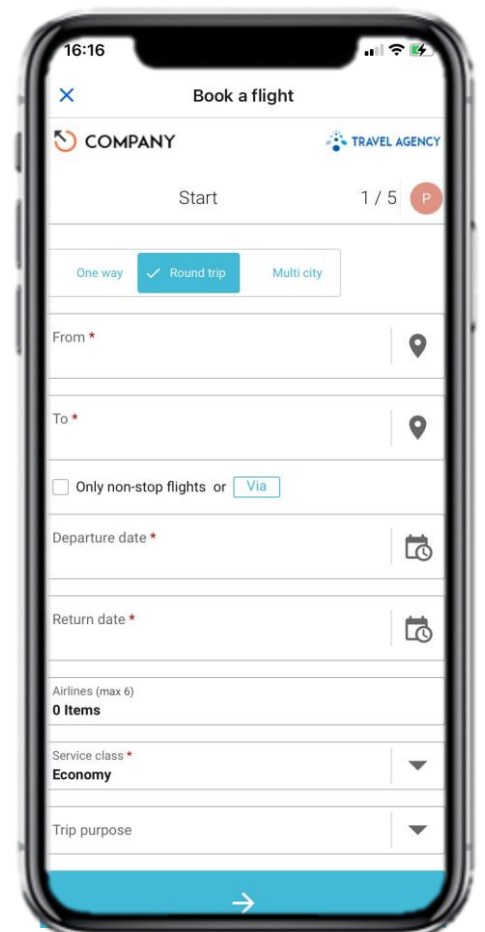
1. THE TRIPS MENU



Display your current itinerary and perform trip-related actions.

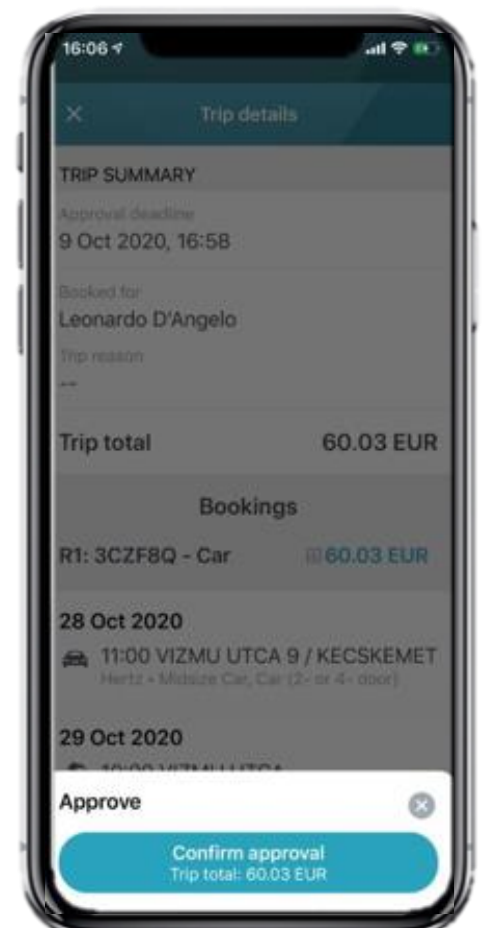
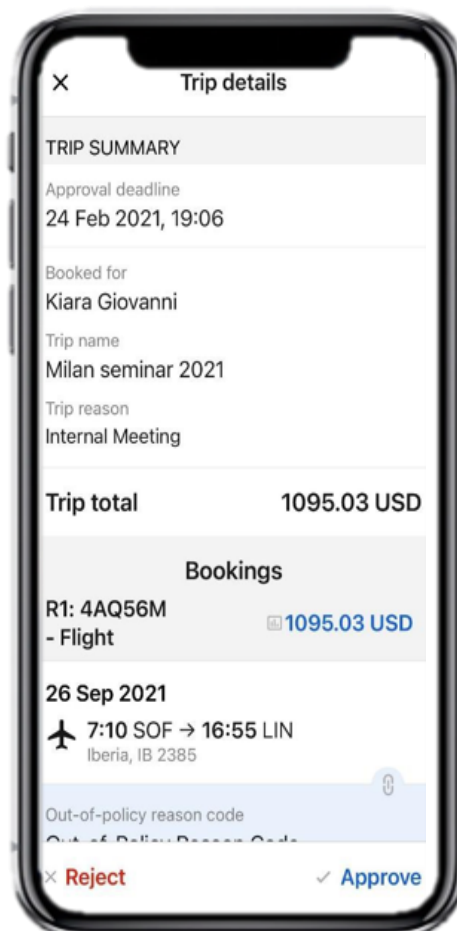


Select the one you want to book and tap **Book** (Top Left) to start booking in Cytric.



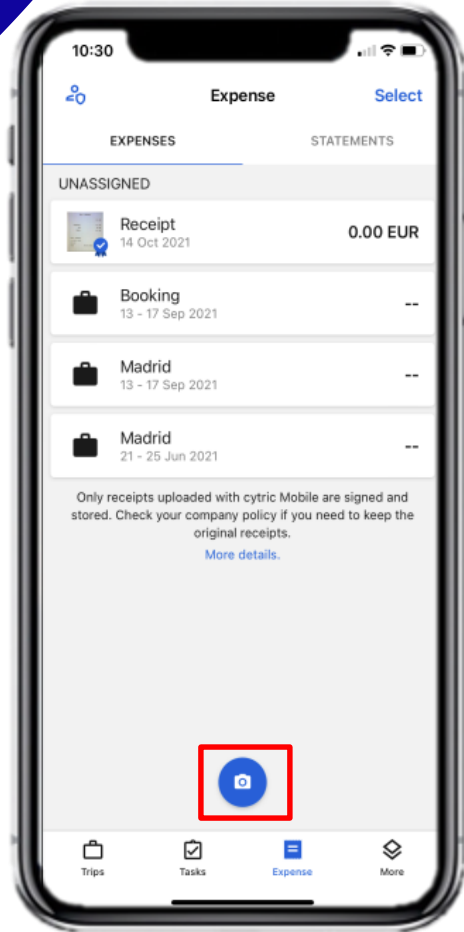
2. THE TASKS MENU


This menu allows Approvers to approve or reject trips and expense statements directly from the Cytric Mobile App:



3. THE EXPENSE MENU

Scan receipts that you can include in your expense statements:



1. Tap  to add receipt

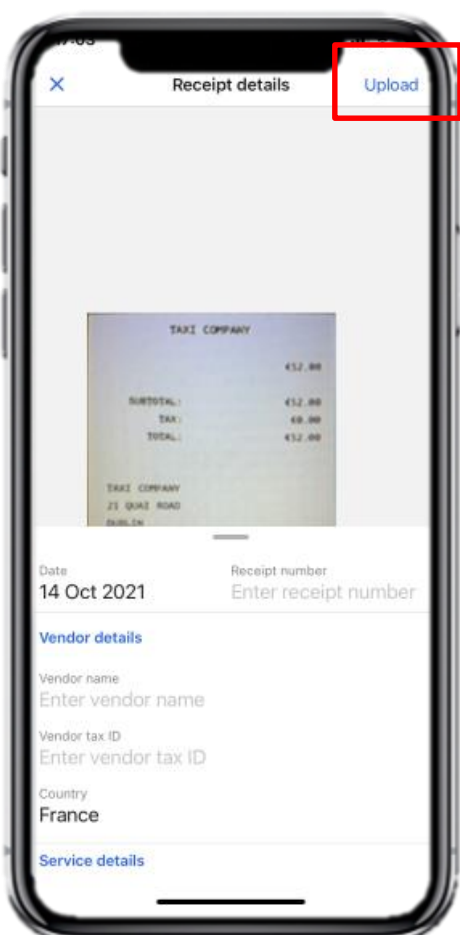


2. Take a clear photo of your receipt

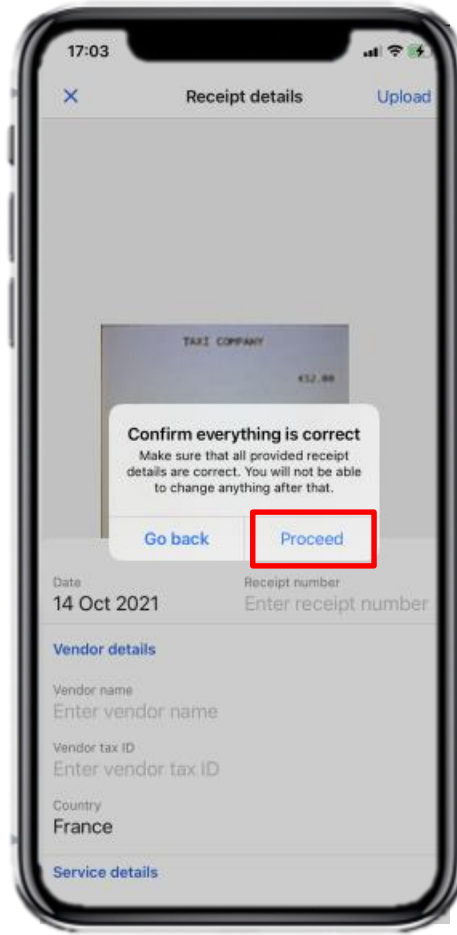


3. Tap ✓ in the lower right-hand side of the screen

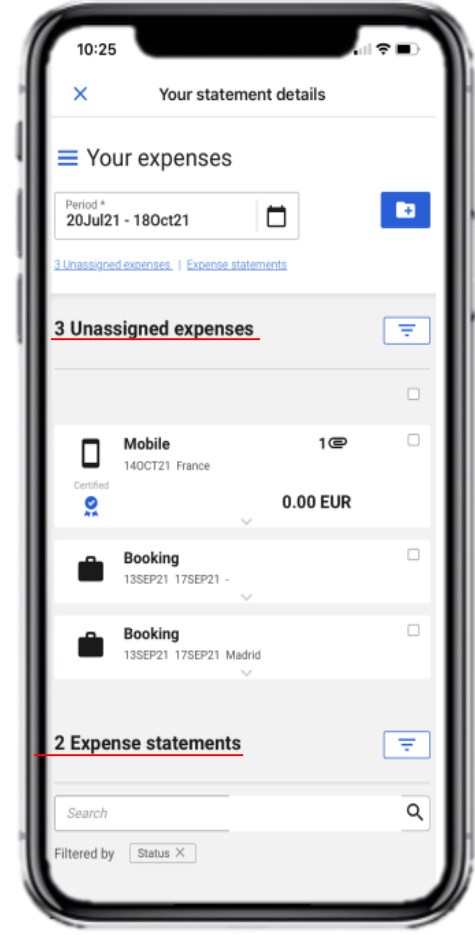
Note: The mobile app uses the OCR technology for character and is set up for certified digitalization



4. Fill in any missing information and then tap **Upload**.



5. Certify everything is correct and wait for digital signing to complete.

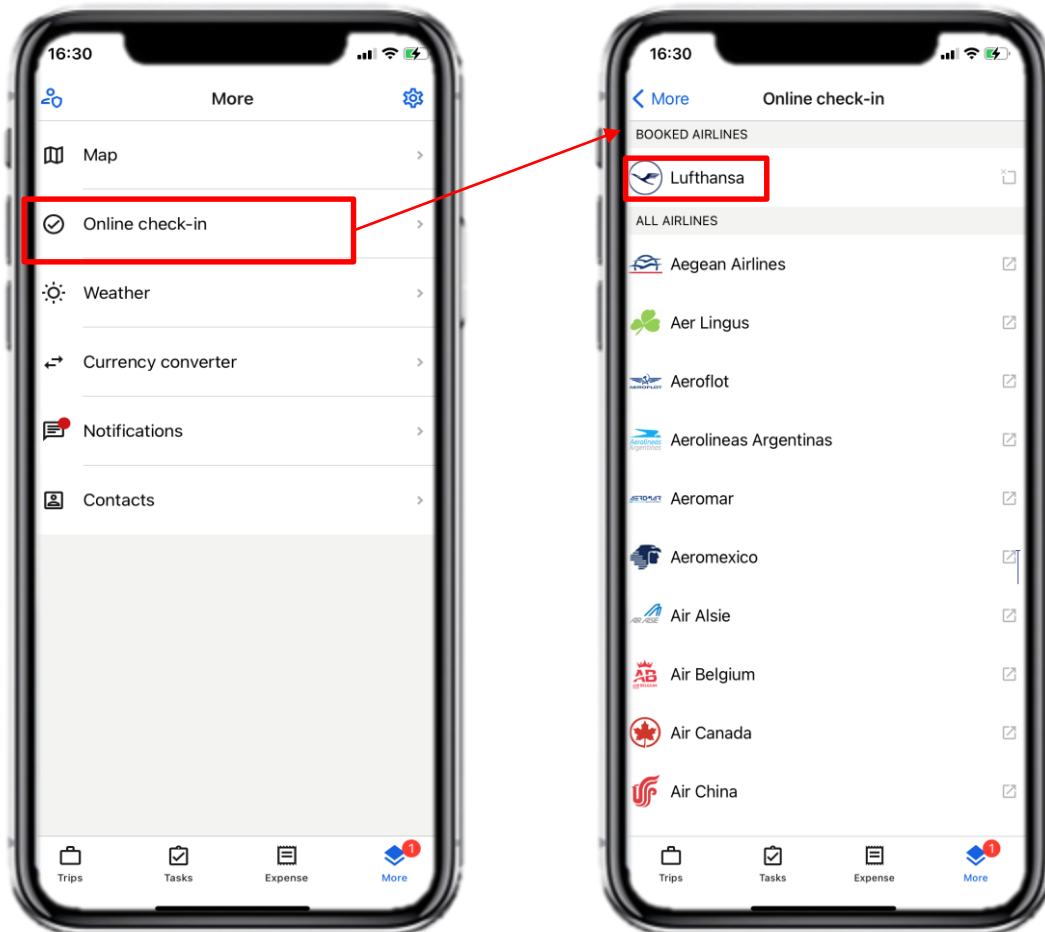


6. Go to **Your statements**. Your new receipt will appear under **Unassigned expenses**. Once submitted, you can see it in **Expense statements** when you scroll down the menu.

4. THE MORE MENU

This menu lets you access online services such as maps, online check-in, weather forecasts or the currency converter.

Booked airlines are grouped separately for quick access:



Notifications regarding booked, canceled or modified trips and expense approvals are available in the **Notifications** submenu:

