



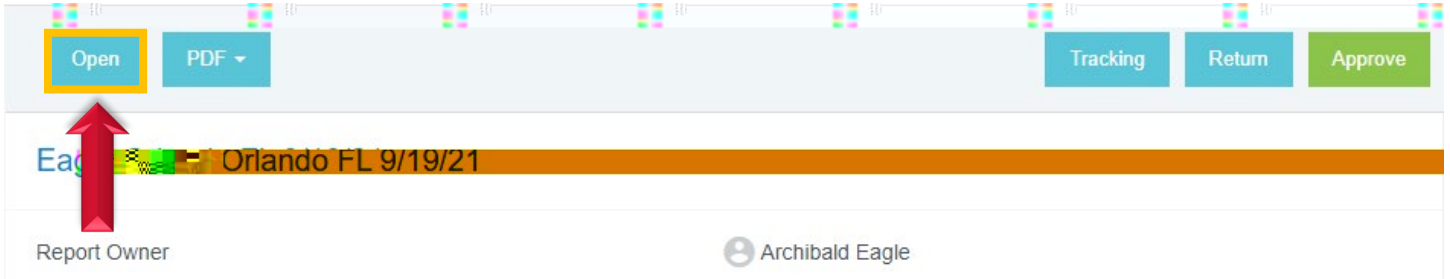
CHROME RIVER USER GUIDE



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The Pre-Approval Header opens at the right for review. Scroll down to assess the Pre-Approval's Trip Information, Comments and Attachments

- x Note: Click **Open** to open the Pre-Approval in the Pre-Approval Report view, which will provide additional details for each expense estimate.



Comments

You, the approver, may also add notes to the Comments section. To include your remarks in the text box provided and click **Past**

- x Note: Notes are visible to ALL accessing the report. Once a note is posted, it cannot be deleted.
- x Note: If you add a note to the Comments section, the traveler is **notified**.

Attachments

- x Additional documentation may be added (PDF, PNG, and JPEG formats only)
- x Documents may be dragged to the elected area or added via the Upload Attachment button.
- x When an attachment is added, the image will appear under Attachments.
 - o Note: Attachments are visible to ALL accessing the report. Once an attachment is uploaded, it cannot be deleted unless the Pre-Approval is returned to the user.

Approve a Pre-Approval

When a review of the Pre-Approval is completed:

- x Click **Approve** if no changes/adjustments are needed. The Pre-Approval will proceed to the next approval queue.

