

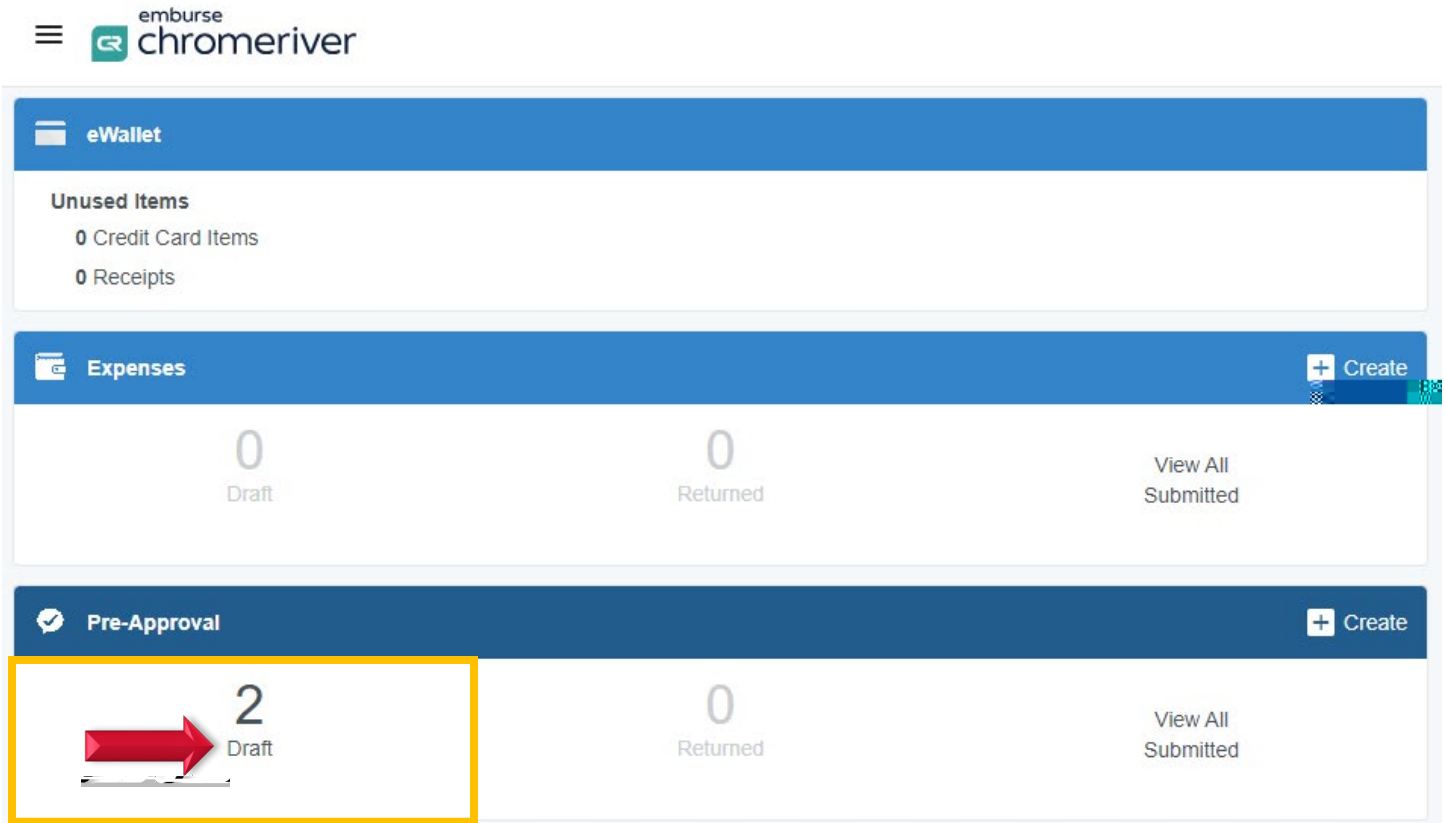


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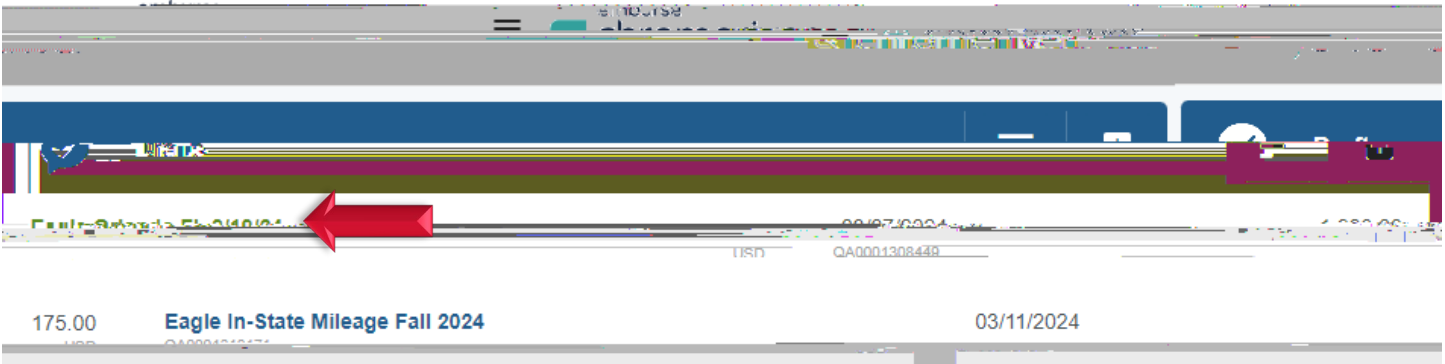
Editing a Pre-Approval

Step 1: Select the Pre-Approval

In the Pre-Approval ribbon, on the Home Screen, click **Draft**.



Select the Pre-Approval that needs editing.





Step 2:



Add a Pre-Approval Type

On the left-hand side of the Pre-Approval Report, click on the white circle with a white plus sign inside it (inside the dark-blue ribbon).

There are six Pre-Approval types. To add a Pre-Approval type, click a tile and enter the white



Delete/Add Fund Orgs

To delete or add a Fund Org, click the **Edit** button in the upper right-hand corner of the Pre-Approval Report. Then, **scroll down** to the **Allocations** section.

To delete a Fund Org, click the “**x**” next to the Fund Org.

To add a Fund Org, click **Add Allocation**.

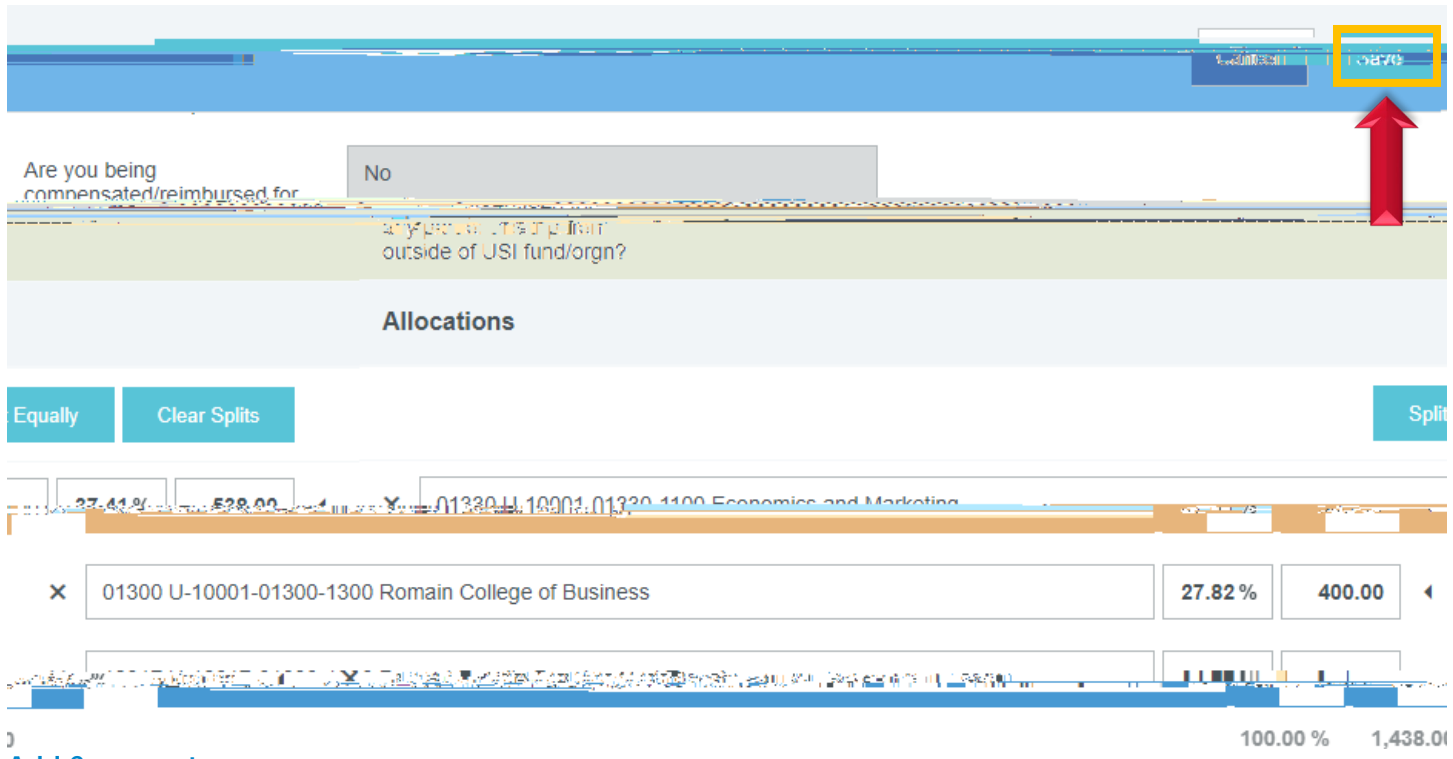
Continue deleting or adding Fund Organizations as needed. Then, adjust the dollar amounts (last column) from the first listed Fund Organization to the last (top-down).

- Example: If receiving \$538 from Dept (1), \$400 from College (2), and \$



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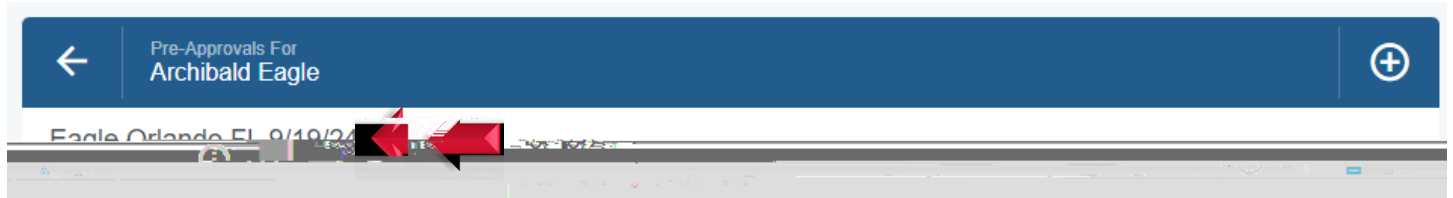
After the necessary edits have been made, click **Save**.



Add Comments

To add Comments, scroll down inside the Pre-Approval Report (right-hand side) until the **Comments** section is in view.

- If the Pre-Approval Report is not visible, then click the **Report Description** on the left.



Comments

Use this area to:

- Enter web link for conference/event information, if applicable.
- Provide other travelers' names or number of travelers, especially if traveling with students.
- Communicate information to supervisor, chair, dean, etc.
- Provide other information that may be helpful.

Important:

- Comments are visible to **ALL** who can access the Pre-Approval report and will appear on the approval email notifications. They are also permanent and once posted, they cannot be deleted.



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An opportunity will be given to perform a final review of all the Pre-Approval trip information.