



Editing a Returned Pre-Approval



Step 2: Edit the Returned Pre-Approval

The Pre-Approval Header will appear to the right. Click **Open**.

The Pre-Approval Report screen appears.



CHROME RIVER USER GUIDE

Add Attachments

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

CTJhr001 (vn)l the Pre-Approval (R) (S) 10 20 90 (e) 3 i-3. (9) Tj0.001 1.0.001 Tw 0.22 0 Td(is)Tjviewc5C /Bw i0 wrig x IO thewn ur



CHROME RIVER USER GUIDE

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

After the final review, click **Submit**.