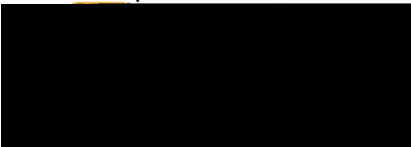# Chrome River User Manual

You will see a list of inquiry reports, grouped by application (**Expense**, **Invoice**

Drag a column header and drop it here to group by that column				
Report ID	Line Number	Report Name	Trans Date	
19239652	2.0	Pcard Statement 5/10/2019-6/11/2019	06/04/2019	0100
19219164	1.0	Spirit Conference 6/5/19-6/7/19	06/05/2019	0100
19219164	3.0	Spirit Conference 6/5/19-6/7/19	06/05/2019	0100
Total Count:5				T

To remove a filter, tap the funnel icon again and select **Clear**.

Tap any column header to sort results in ascending or descending order. An arrow will indicate the order.
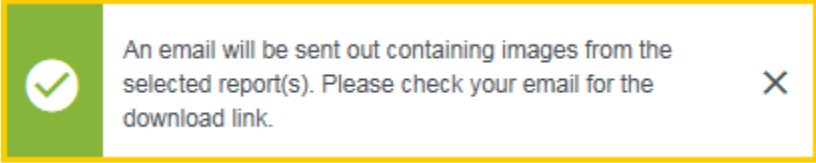

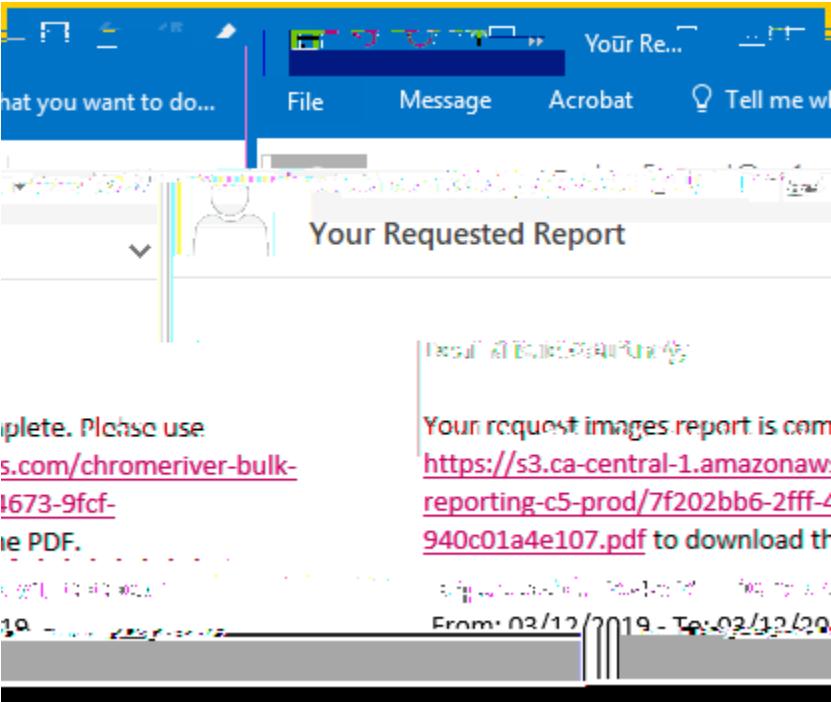You may group results by any column that has the three-dot icon to the left of its header name.

An email will be sent out containing images from the selected report(s). Please check your email for the download link. ✕

You will receive an email from Chrome River with a link to download the PDF images.

plete. Please use
s.com/chromeriver-bulk-
4673-9fcf-
1e PDF.

Your request images report is com
https://s3.ca-central-1.amazonaw:
reporting-c5-prod/7f202bb6-2fff-4
940c01a4e107.pdf to download th

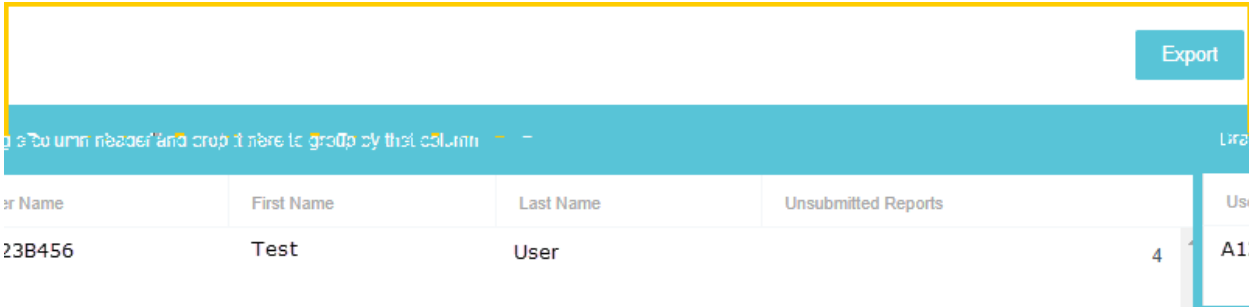From: 03/12/2019 - To: 03/12/20

Example of PDF receipt.
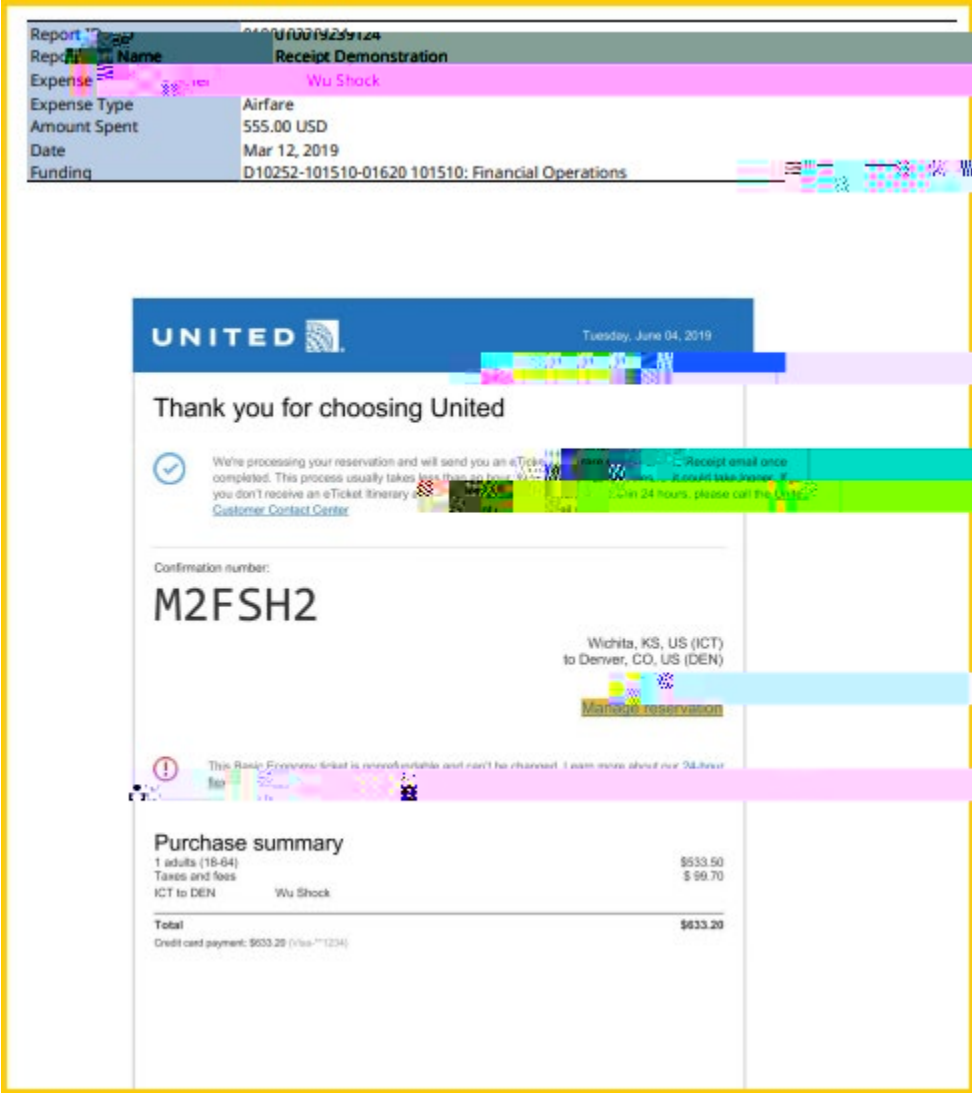
You will receive the message below if the line items are more than 50. You can adjust the number of lines by changing the **Transaction Date** to fewer days. The **Total Count** is shown at the bottom of the report.
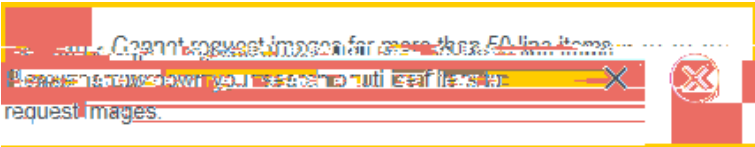
My Delegates

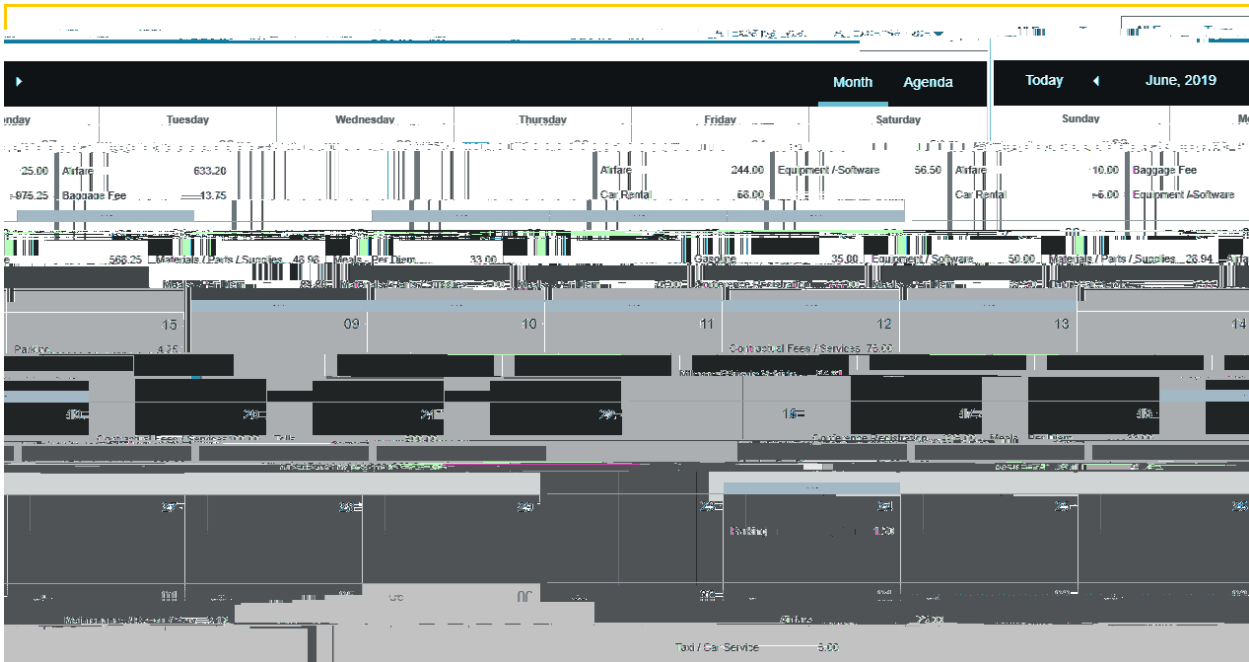List of people you have entered unsubmitted expenses for.

My Expense Calendar

Your expenses can be reviewed in the form of a calendar. You can view the calendar by month with the option to view all or specific expense types. By clicking onto an expense within the calendar, you can view the details of a specific expense.
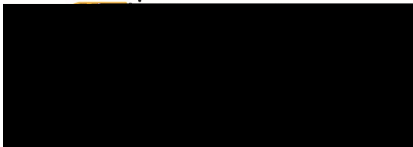
A second option to view expenses in the form of a list per week is also available. Click, **Agenda** to change the format. Again, w 1.0226RvETE1i fon

Chrome River User Manual

My Pre-Approval Approvals

Lists all pre-approvals assigned to an approver in every stage of the approval process: approved, returned and awaiting approval.

My Expense Pre-Approvals

Lists all the pre-approvals created by the logged-in user.