1. Log into Chrome River through Launch Enterprise Applications webpage: https://support.uidaho.edu/TDClient/40/Portal/Requests/ServiceDet?ID=707

2. From the Dashboard, in the upper left corner, click the "hamburger" navigation icon.

3. Select Admin Settings from the drop down list.
4. Select Tracking and Notifications - Report Tracking

5. Type the name of the expense owner in the text field.

6. Select the report that requires reassigning.
7. Click the check box to select each item in the report and click the Reassign button.

8. Type the name of the faculty/staff member to whom you would like to move the report in the Select Approver field.

9. Click Reassign button to confirm.