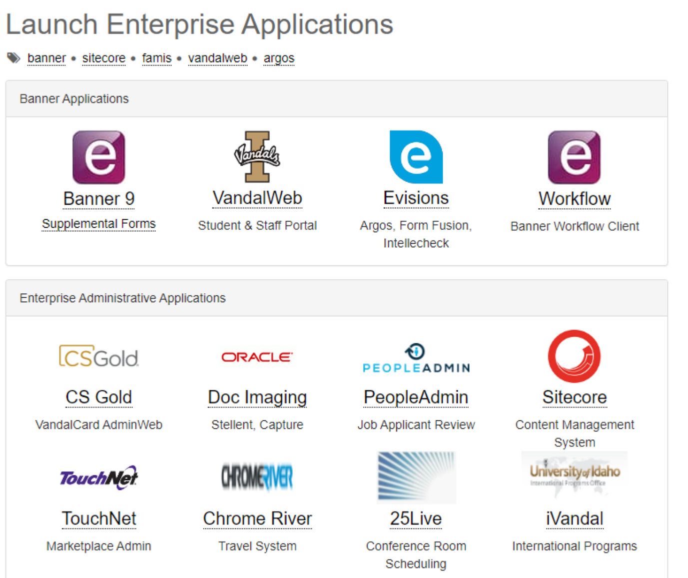
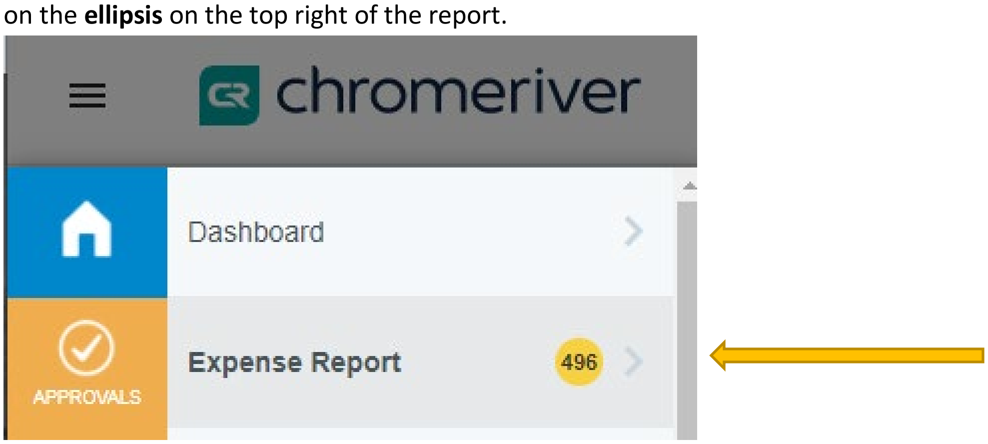
Reassign Reports

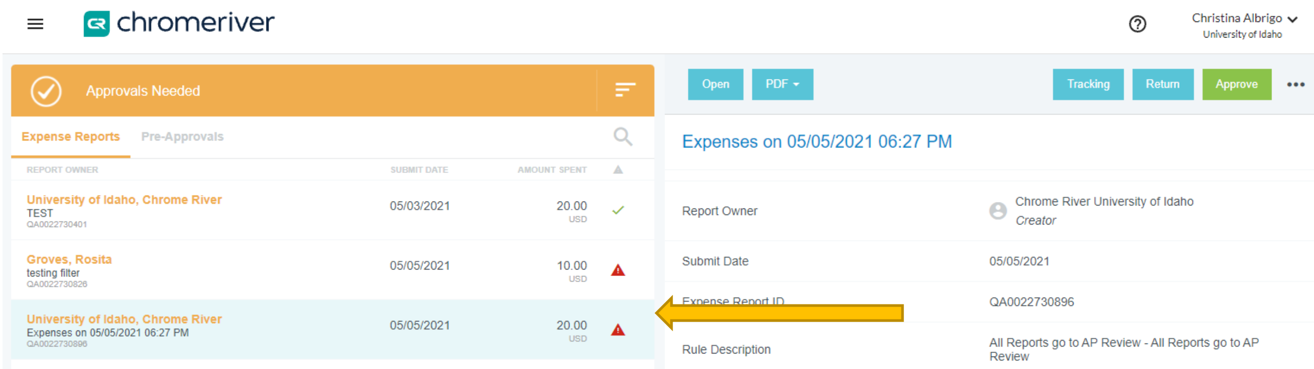
Occasionally, it is necessary to reassign reports to another employee for approval purposes. There are two methods.

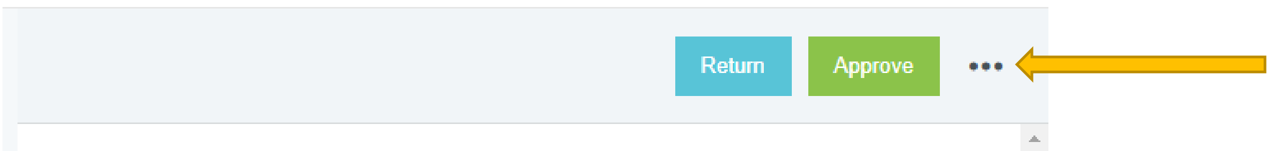
1. Log into Chrome River using the icon on the Launch Enterprise Applications webpage: https://support.uidaho.edu/TDClient/40/Portal/Requests/ServiceDet?ID=707



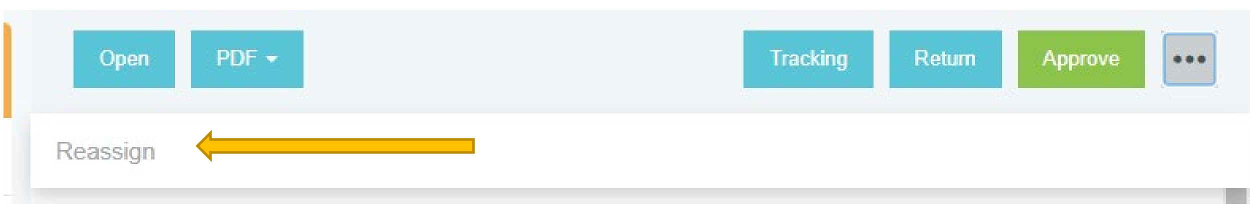
2. If the report is currently your approval queue, navigate to the approval queue and **select the report** and click on the **ellipsis** on the top right of the report.



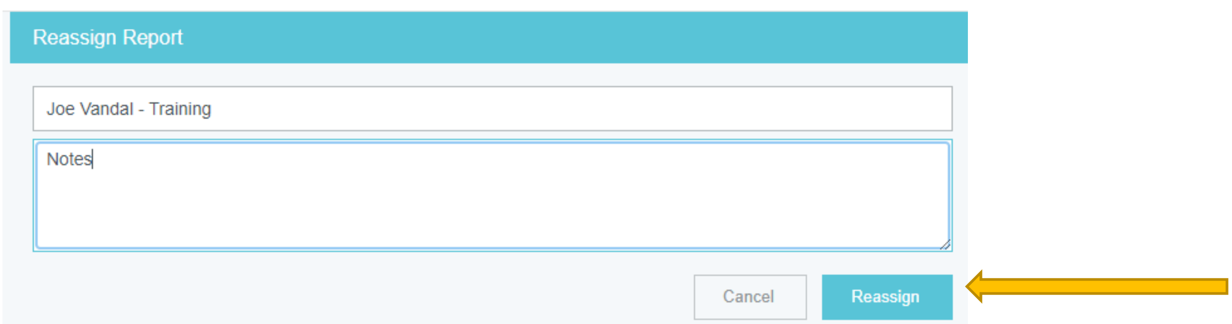




Select **Reassign**

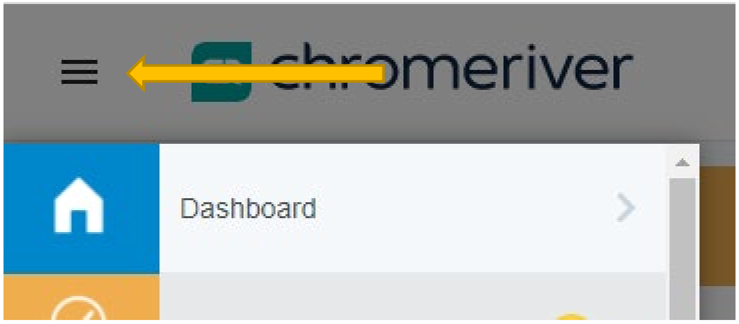


Type the name of the individual to whom you would like to move the report. Select **Reassign** icon.

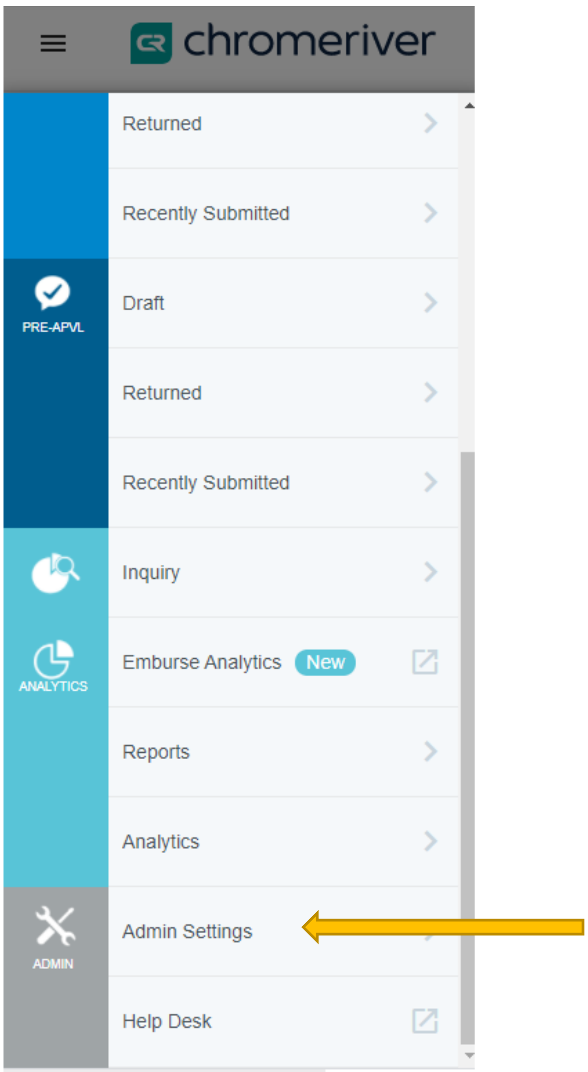


3. If the report is not in your approval queue and you have administrator access, complete the following steps:

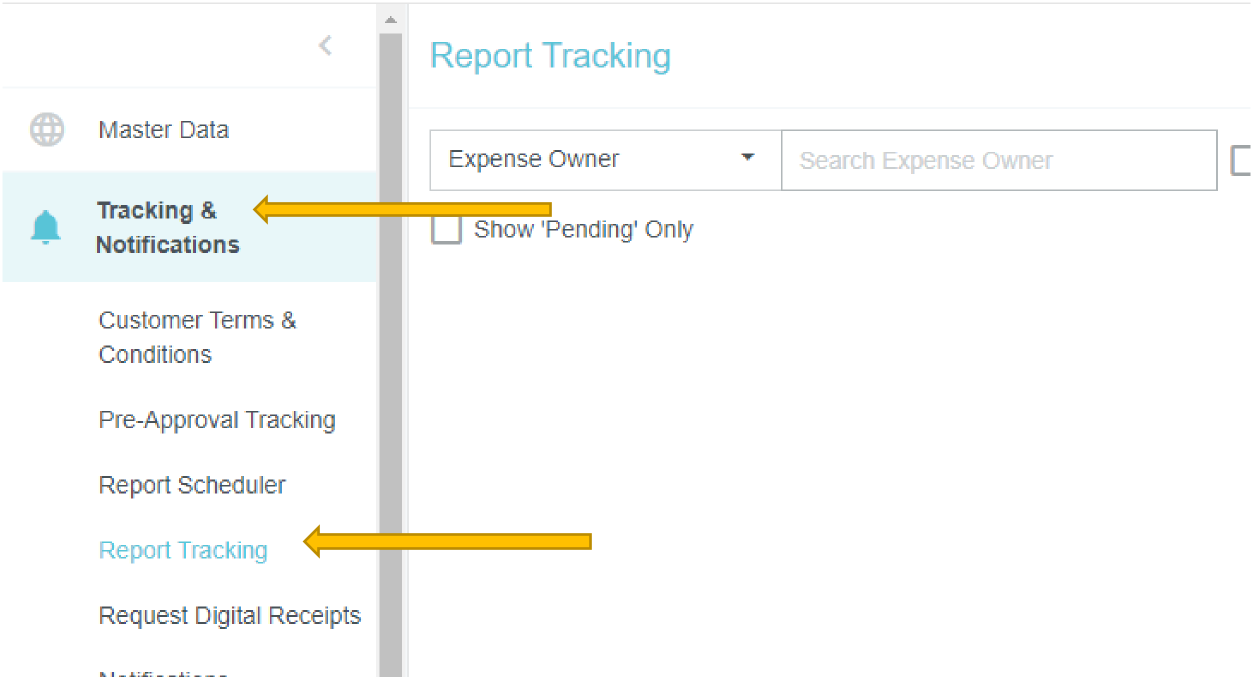
From the Dashboard, in the upper left corner, click the **hamburger** navigation icon.



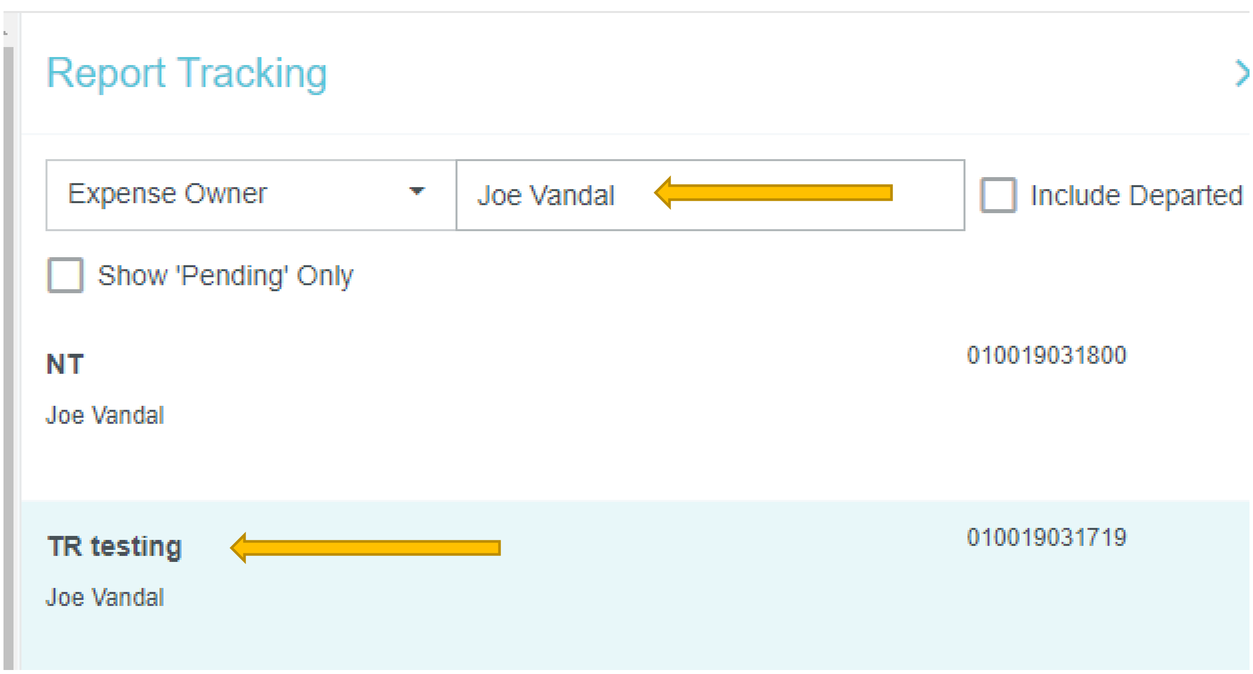
Select **Admin Settings** from the drop down list.



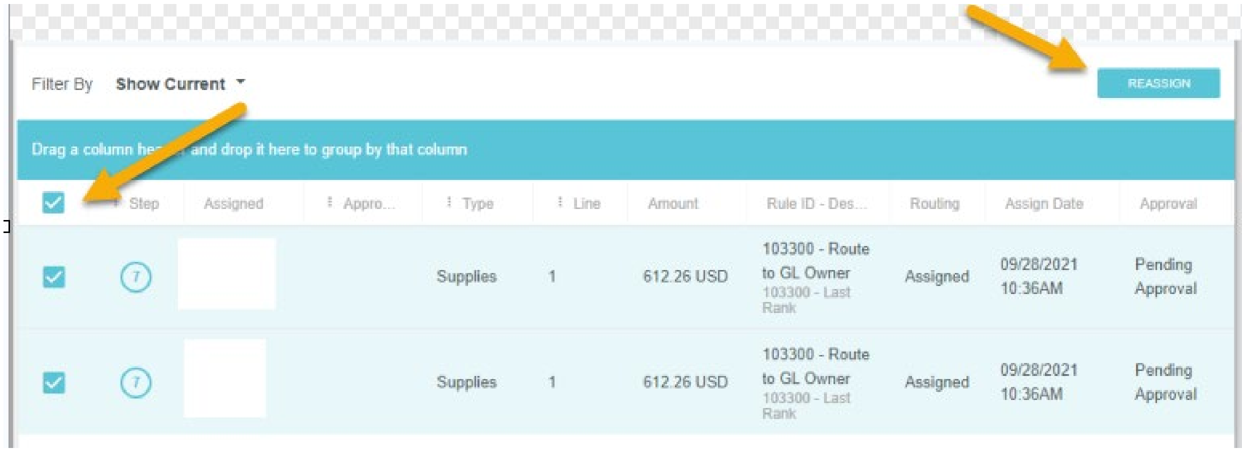
Select **Tracking and Notifications - Report Tracking**



Type the name of the expense owner in the text field and select the report.



Click the **check box** to select each item in the report and click the **Reassign** icon.



Type the name of the faculty/staff member to whom you would like to move the report in the Select Approver field and select **Reassign** icon