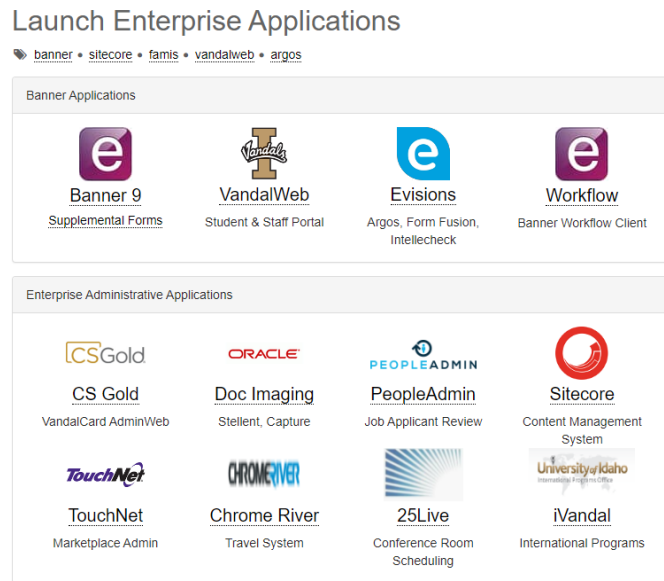


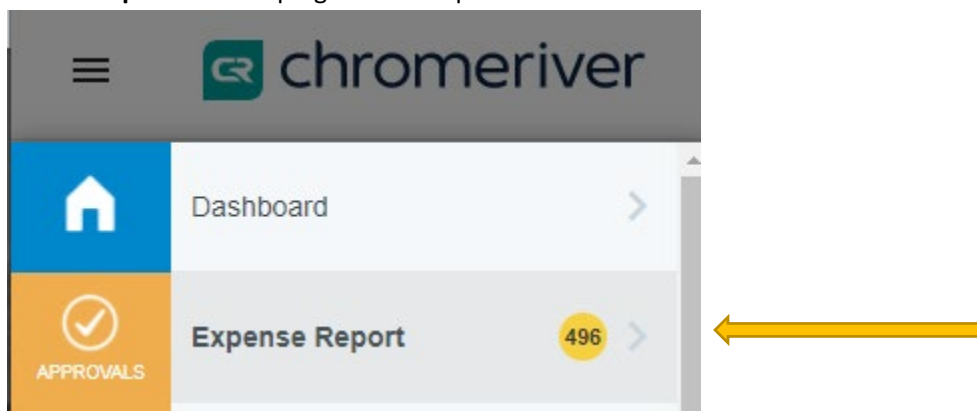
## Reassign Reports

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

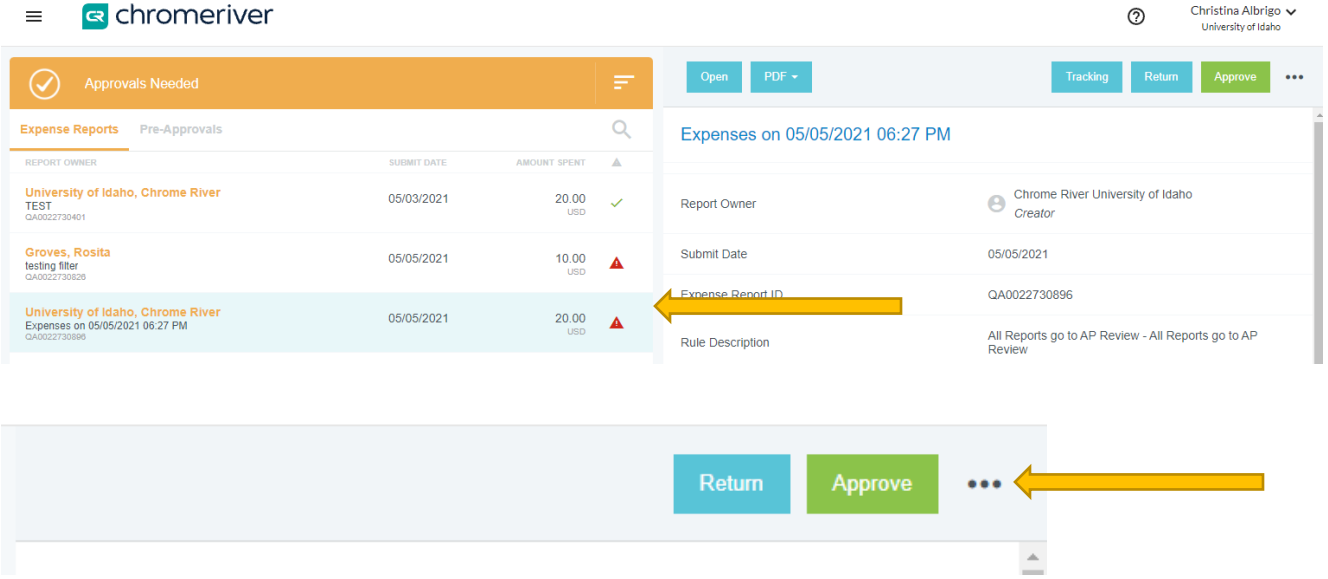
1. Log into Chrome River using the icon on the Launch Enterprise Applications webpage:  
<https://support.uidaho.edu/TDClient/40/Portal/Requests/ServiceDet?ID=707>



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.

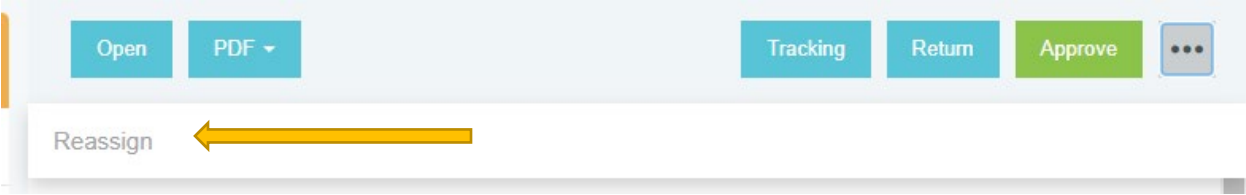


# CHROME RIVER USER GUIDE



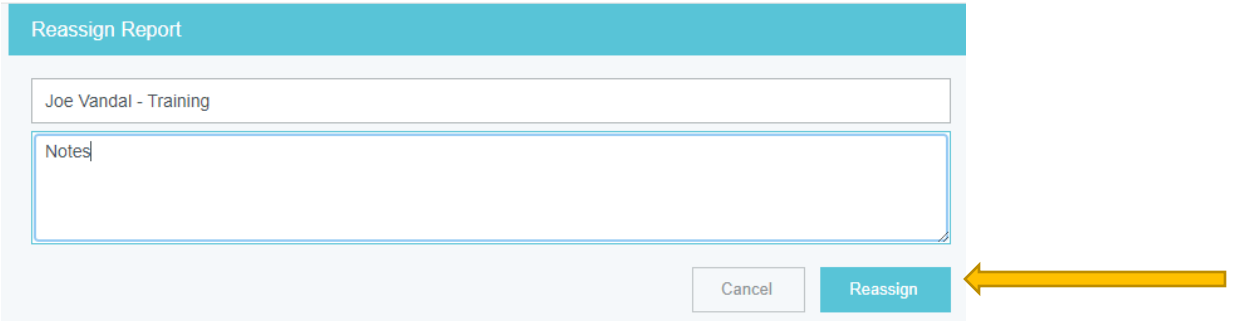
The screenshot shows the Chrome River interface. On the left, there is a table of expense reports under the heading 'Approvals Needed'. The table has columns for 'REPORT OWNER', 'SUBMIT DATE', and 'AMOUNT SPENT'. One report is highlighted in light blue. On the right, a detailed view of an expense report is shown for 'Expenses on 05/05/2021 06:27 PM'. A yellow arrow points to the 'Expense Report ID' field in this view.

**Select Reassign**



This screenshot shows a close-up of the action buttons for an expense report: 'Open', 'PDF', 'Tracking', 'Return', 'Approve', and a three-dot menu icon. A dropdown menu is open, and the 'Reassign' option is highlighted with a yellow arrow.

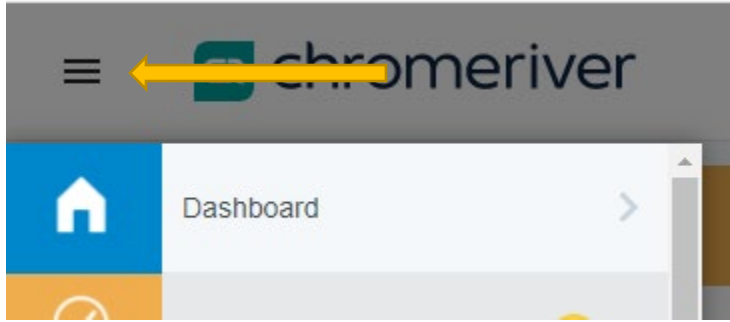
Type the name of the individual to whom you would like to move the report. Select **Reassign** icon.



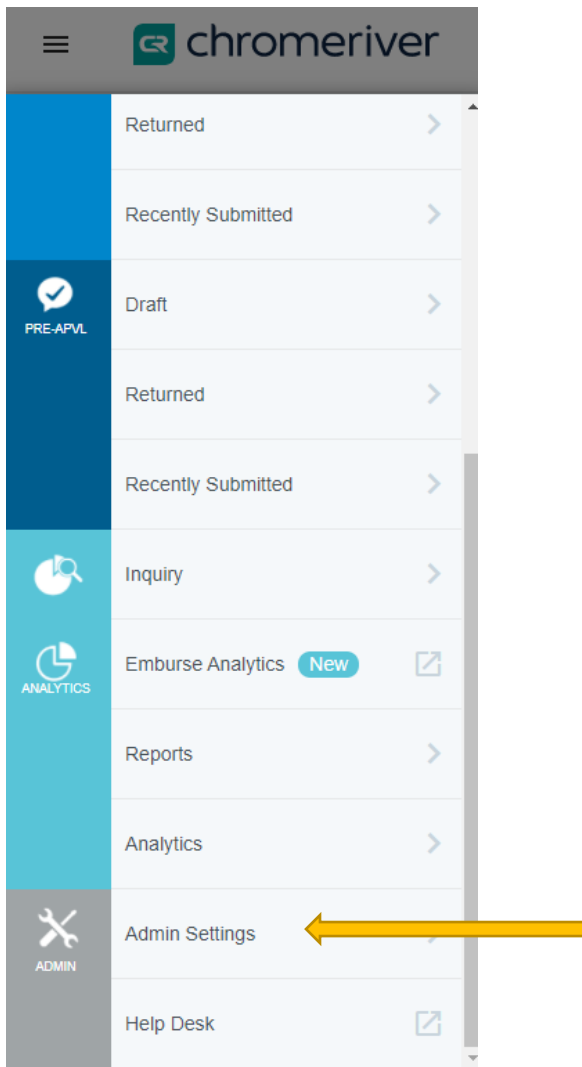
The 'Reassign Report' dialog box is shown. It has a title bar 'Reassign Report', a text input field containing 'Joe Vandal - Training', and a larger text area labeled 'Notes'. At the bottom right, there are 'Cancel' and 'Reassign' buttons. A yellow arrow points to the 'Reassign' button.

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

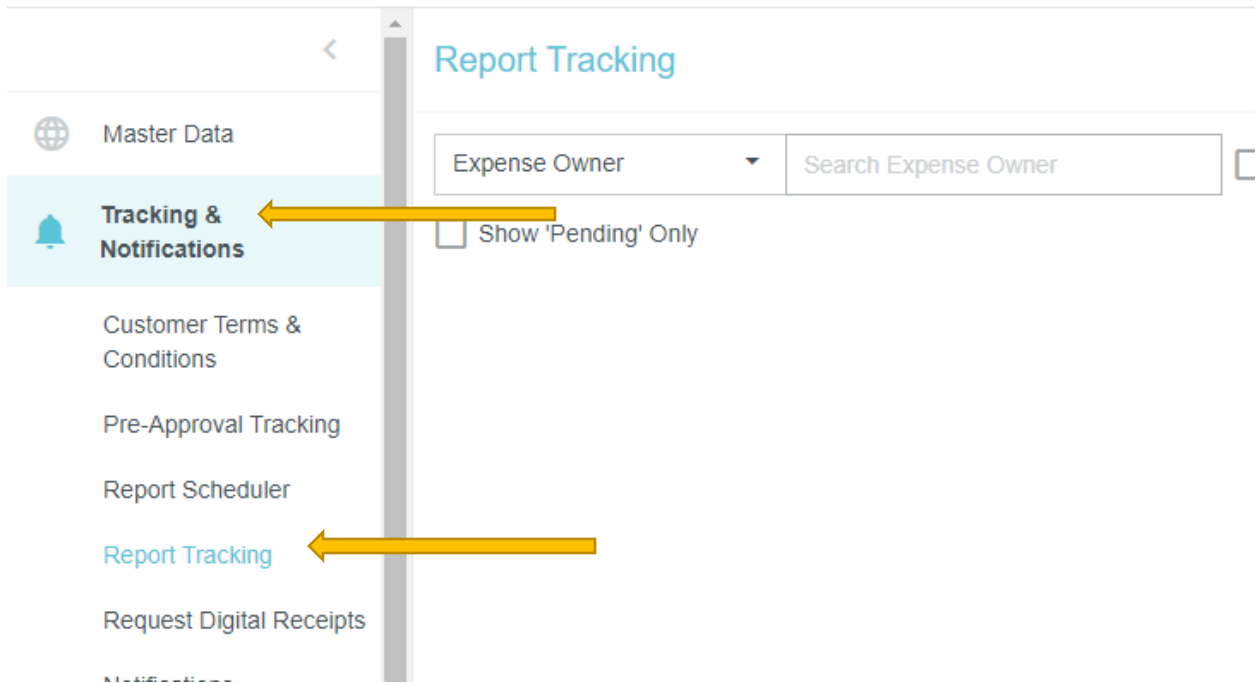
From the Dashboard, in the upper left corner, click the **hamburger** navigation icon.



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



## Select Tracking and Notifications - Report Tracking

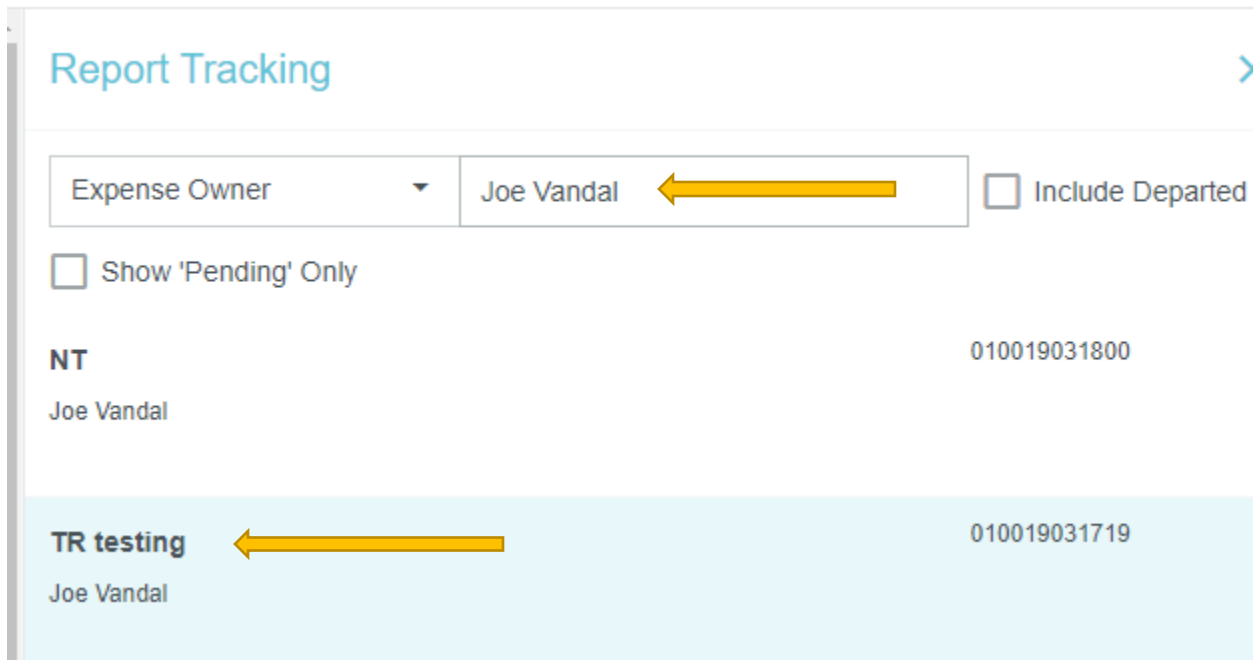


Report Tracking

Expense Owner

Show 'Pending' Only

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



Report Tracking

Expense Owner

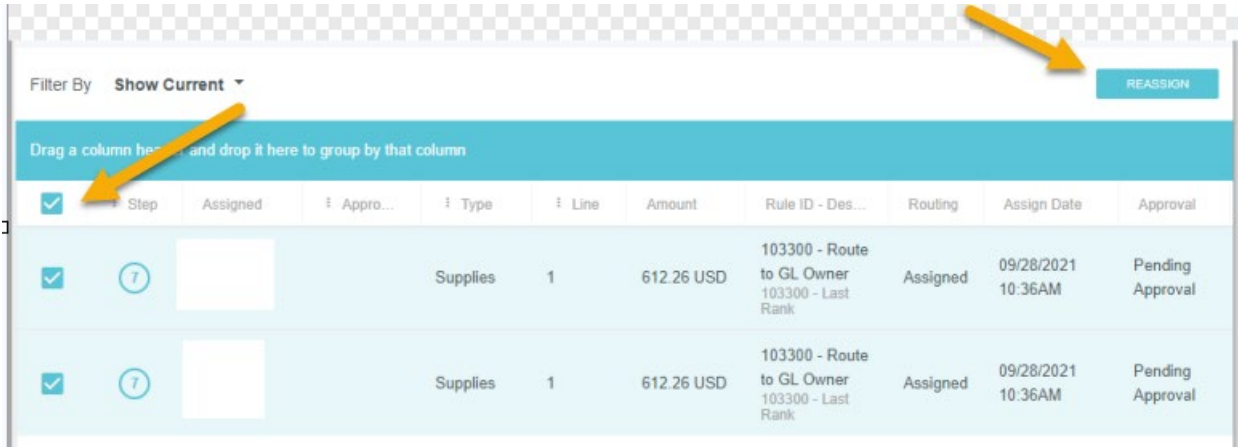
Include Departed

Show 'Pending' Only

<b>NT</b> Joe Vandal	010019031800
<b>TR testing</b> Joe Vandal	010019031719

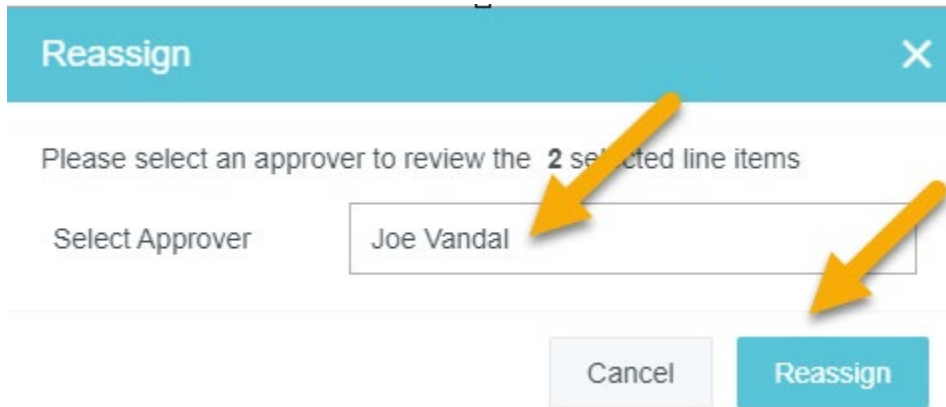
# CHROME RIVER USER GUIDE

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



<input checked="" type="checkbox"/>	Step	Assigned	Appro...	Type	Line	Amount	Rule ID - Des...	Routing	Assign Date	Approval
<input checked="" type="checkbox"/>	7			Supplies	1	612.26 USD	103300 - Route to GL Owner 103300 - Last Rank	Assigned	09/28/2021 10:36AM	Pending Approval
<input checked="" type="checkbox"/>	7			Supplies	1	612.26 USD	103300 - Route to GL Owner 103300 - Last Rank	Assigned	09/28/2021 10:36AM	Pending Approval

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



**Reassign** ✕

Please select an approver to review the **2** selected line items

Select Approver