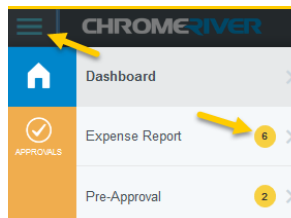


## Reassign Report from within the Chrome River application

A yellow notification bar at the top of the Dashboard will indicate that you have reports that are awaiting your approval. Click the link to see the Approval List.



You may also access your approvals by clicking the **3-bar menu** button and selecting Approvals/Pre-Approval. The yellow circle shows the number of approvals waiting for you.

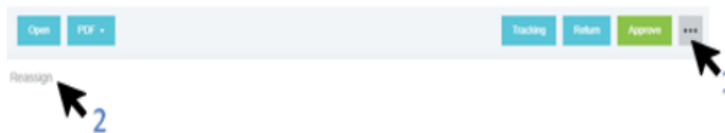


Once in the Approval List, you will be presented with a list of reports awaiting your approval.

Approvals Needed			
Expense Reports			
Rich, Alan Trip to Spain 010014875078	11/04/2016	188.00 USD	⚠
Rich, Alan Travel to France 010014874865	11/04/2016	75.00 USD	⚠
Rich, Alan Travel to France 010014874465	11/04/2016	75.00 USD	⚠
Le Masurier, Ian Trip to London 010000197965	04/27/2015	40.00 GBP	⚠
Rich, Alan Demo for FishNet Security 01000098432	11/21/2014	114.75 USD	⚠
Terry, Dave Travel to Mountains 010003850281	07/01/2013	2,093.59 USD	⚠

**Click once on the report you wish to reassign.** A preview of the report will appear on the right side of the screen. From preview you can reassign.

- 1) Click the 3-dot menu
- 2) Click Reassign



- 3) Type Name in Search
- 4) Click Reassign

