Approve Travel Document Via CR Dashboard

From Chrome Rivers Dashboard:

If you are part of the approval process and have an item(s) awaiting your approval, you will see an amber notification bar at the top of the Dashboard.

You may also access your approvals by tapping the MENU button in the upper left corner. The yellow circle shows the number of approvals waiting for you.
The Approval Needed list displays all the documents awaiting your approval.

- Use the SORT button in the upper right-hand corner to sort the list by Date, Last Name, Pay Me Amount or Validated status.
  - Validated allows you to group all the expenses that have warnings.
The preview allows you to immediately approve or return an entire report. Tap once on an expense report in the list to bring up a preview. If necessary, you can drag the slider (scroll bar) on the right to scroll up or down.
RETURN FROM PREVIEW

Tapping **RETURN** immediately rejects all line items on the report. Once the approver has entered the required note and tapped **RETURN**, the entire report will be sent back to the expense owner.
APPROVE FROM PREVIEW

Tapping APPROVE immediately approves all line items on the report. Once the approver has confirmed the approval and tapped the second APPROVE button, the entire report will move to the next step in the approval process.
I hereby approve this report.

**Expenses on 01/21/2013 10:13 AM**

- **Report Owner**: Ryan VolkerS
- **Submit Date**: 01/21/2013
- **Expense Report ID**: 010003068104

**OTHER PREVIEW ACTIONS**

Tap the ellipsis (three dots) icon to access other features from the preview screen.
- **Open:** Open the report to approve or return individual line items
- **Tracking:** See the report's complete path through the approval routing process
- **PDF:** Click to view various format options of the report's PDF report:
  - Cover page only
  - Full report
  - Full report with notes and receipts
  - Full report with just receipts
  - View just receipts
Opening a report will allow you to approve or return line items individually rather than responding to the entire report at once. Double tap on a report in the Approvals Needed list to open it, or tap OPEN under the three dots menu item in the upper left-hand corner of the preview.
Unless they have compliance warnings, line items are marked as approved (green check mark) by default. You may tap on individual line items to mark them as adjusted or returned, but **none of your actions will take effect** until you have tapped the **RETURN** or **SUBMIT** button at the bottom of the line item list.

If the approver returns a single line to be corrected, the traveler can only correct that line. They will be unable to make any other changes or corrections.