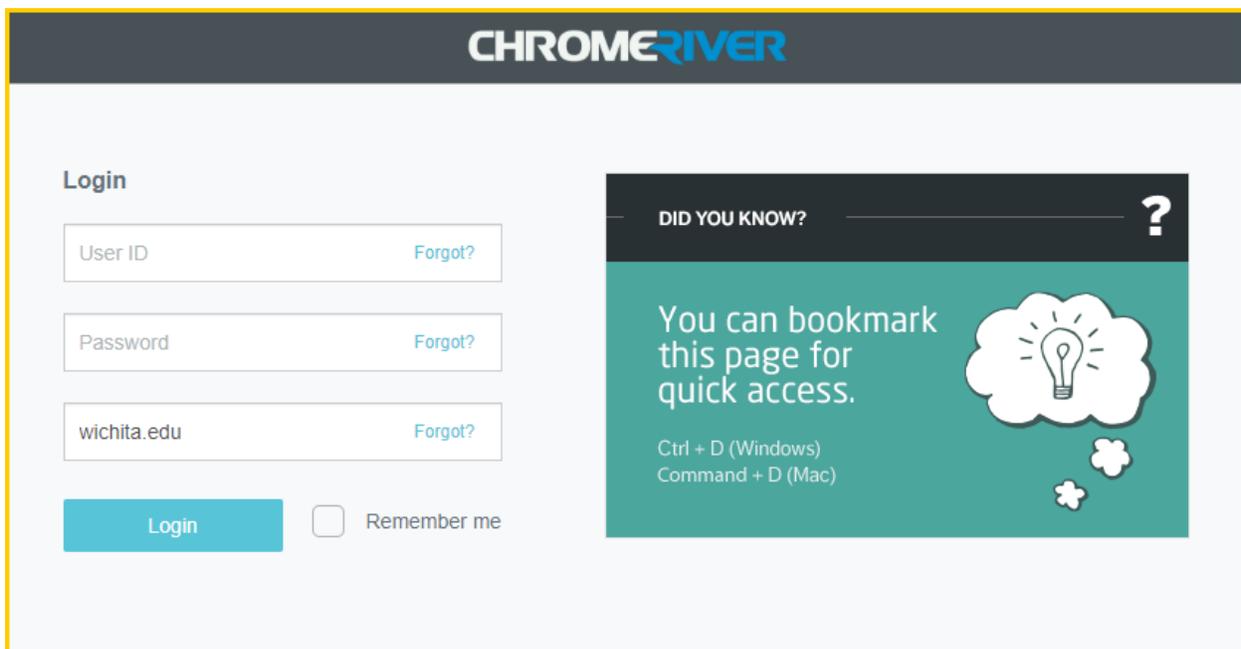




Chrome River User Manual

INTRODUCTION TO CHROME RIVER

Chrome River is WSU's new Travel and Expense software. You will access Chrome River by using this URL <https://app.ca1.chromeriver.com/login/sso/saml?CompanyID=wichita.edu> . This application is available to WSU Faculty and Staff with a myWSU ID and password. The ID and password you use for myWSU, will be the same to access Chrome River (Single Sign On – SSO). The company id for this software is wichita.edu.



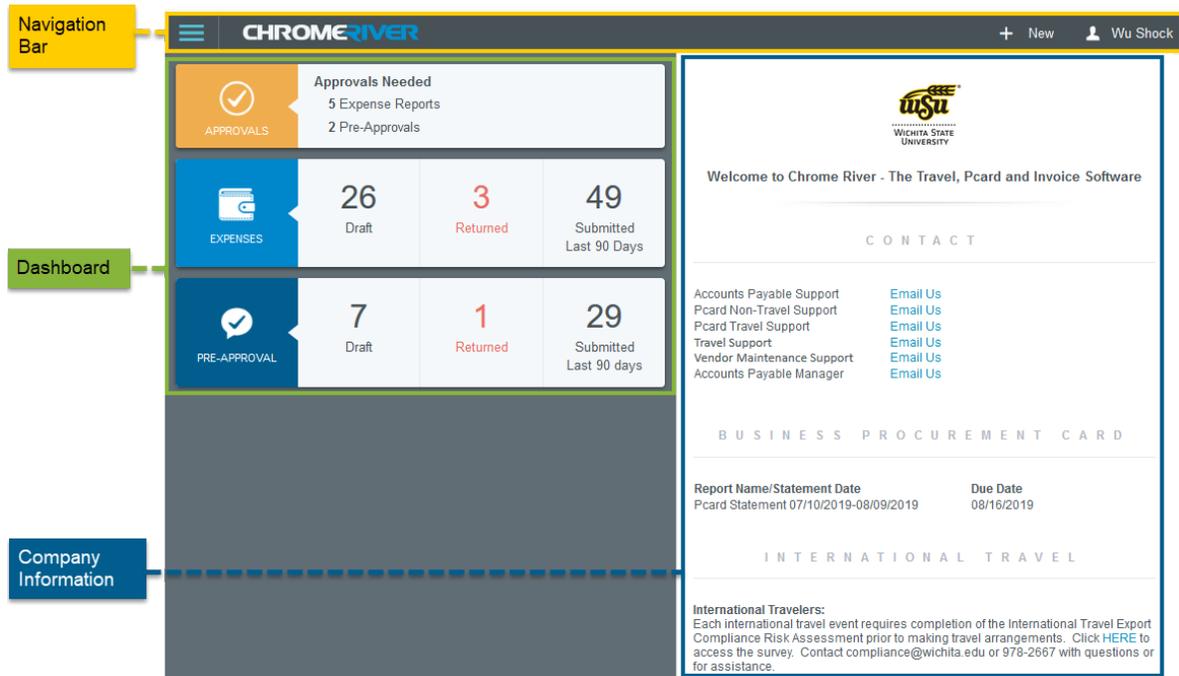
The application is accessible on most browsers and operating systems. Please refer to the **CR0001 System Requirements** document for a full list of standard recommendations. You will also be able to use mobile devices, making it easier to submit and approve transactions. Below you will see an example of how the application screens will adjust to fit the size of your screen. Please keep in mind, when using a mobile device, you may need to scroll left/right/up/down, use arrows or click on tabs, to see all fields illustrated throughout the Help Documents.



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Chrome River Landing Page

Once you have logged into the Chrome River application, you will be presented with the Chrome River Landing Page. You will find the **Navigation Bar** at the top of the screen, the **Dashboard** to the left and **Company Information** to the right.



Navigation Bar

The **Navigation Bar** remains at the top of your screen no matter where you are in the application and provides access to many helpful functions.





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Menu Button: – Tapping the Menu button provides access to functions such as viewing expense reports, receipts, inquiries and if applicable approvals.

Chrome River Logo: - Tapping the Chrome River Logo will return you to the landing page, regardless of where you are in the application.

+ NEW Button: - Tapping the +New button provides access to create new documents within the Chrome River system. The options displayed are based on user security and may include:

- New Pre-Approval Report
- New Expense Report
- New Invoice

User Icon: - Tapping the User Icon will provide access to functions such as delegation, settings and logging out of the application.

Mobile Display: - When accessing the application from a mobile device, the above Navigation Bar options may display icons instead of full text, depending on the size of the screen.

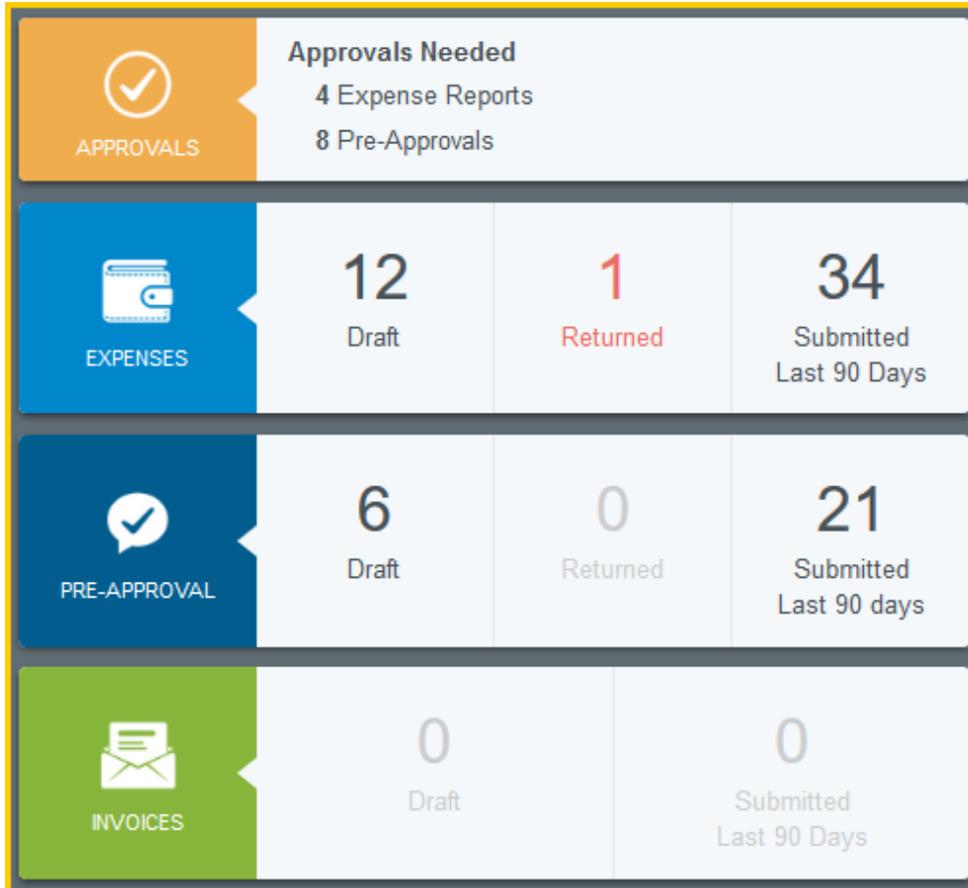


Dashboard

The **Dashboard** on the left side of the Landing Page provides quick access to the users' Chrome River documents. The specific items displayed are based upon the users' security.



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Approvals: – This section appears when the user has items that require the users’ approval. This section will disappear when the user has approved all documents in their approval queue.

Expenses: – This section provides access to all in-process or draft expense reports, returned expense reports, and all expense reports submitted within the last 90 days. Older submitted documents can be accessed through the inquiry screens.

Pre-Approval: – This section provides access to all in-process or draft pre-approval reports, returned pre-approval reports and all pre-approval reports submitted within the last 90 days. Older submitted documents can be accessed through the inquiry screens.

Invoice: – This section provides access to all in-process or draft invoices, as well as, all invoices submitted within the last 90 days. Older submitted documents can be accessed through the inquiry screens.



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Company Information

The **Company Information** on the right side of the Landing Page includes contacts for assistance, expense policies, P-Card deadlines and access to the help and training documents.



WELCOME TO CHROME RIVER - THE TRAVEL, PCARD AND INVOICE SOFTWARE

C O N T A C T

Accounts Payable Support	Email Us
Pcard Non-Travel Support	Email Us
Pcard Travel Support	Email Us
Travel Support	Email Us
Vendor Maintenance Support	Email Us
Accounts Payable Manager	Email Us

B U S I N E S S P R O C U R E M E N T C A R D

Report Name/Statement Date	Due Date
Pcard Statement 07/10/2019-08/09/2019	08/16/2019

I N T E R N A T I O N A L T R A V E L

International Travelers:
Each international travel event requires completion of the International Travel Export Compliance Risk Assessment prior to making travel arrangements. Click [HERE](#) to access the survey. Contact compliance@wichita.edu or 978-2667 with questions or for assistance.

N O T I C E S

Emailing receipts to your account:
Use the "Snap and Send" feature to quickly load receipt images to your account. Simply take a photo of one or more receipts and email them to receipt@ca1.chromeriver.com. The receipt(s) will then be available within your Receipt Gallery. Be sure to send the email from an email account that is registered with Chrome River. Your company email address is already registered and you can easily add other addresses via the Preferences menu.

Chrome River's free SNAP app enables EXPENSE users to quickly and easily capture and upload receipt images right when the expense occurs. Users simply snap a photo of the receipt using the app and it will be uploaded directly to their Receipt Gallery and the Offline tab of the eWallet for use the next time they access Chrome River. Download the app in your phone's app store.

Mobile device access
Chrome River is a web application which means there is no need to download an app from the app store to your smart phone or tablet. Simply use your mobile browser to log into app.ca1.chromeriver.com as you do on your desktop. Use the "Add to Home Screen" option to add the Chrome River icon to your mobile device for easy access.

R E S O U R C E S

Visit the Accounts Payable [Chrome River](#) page to access training resources and FAQ's.



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Mobile Display: - When accessing the application from a mobile device, the above Dashboard and Company Information pages may be presented as two options at the top of your screen, depending on the size of the screen.

