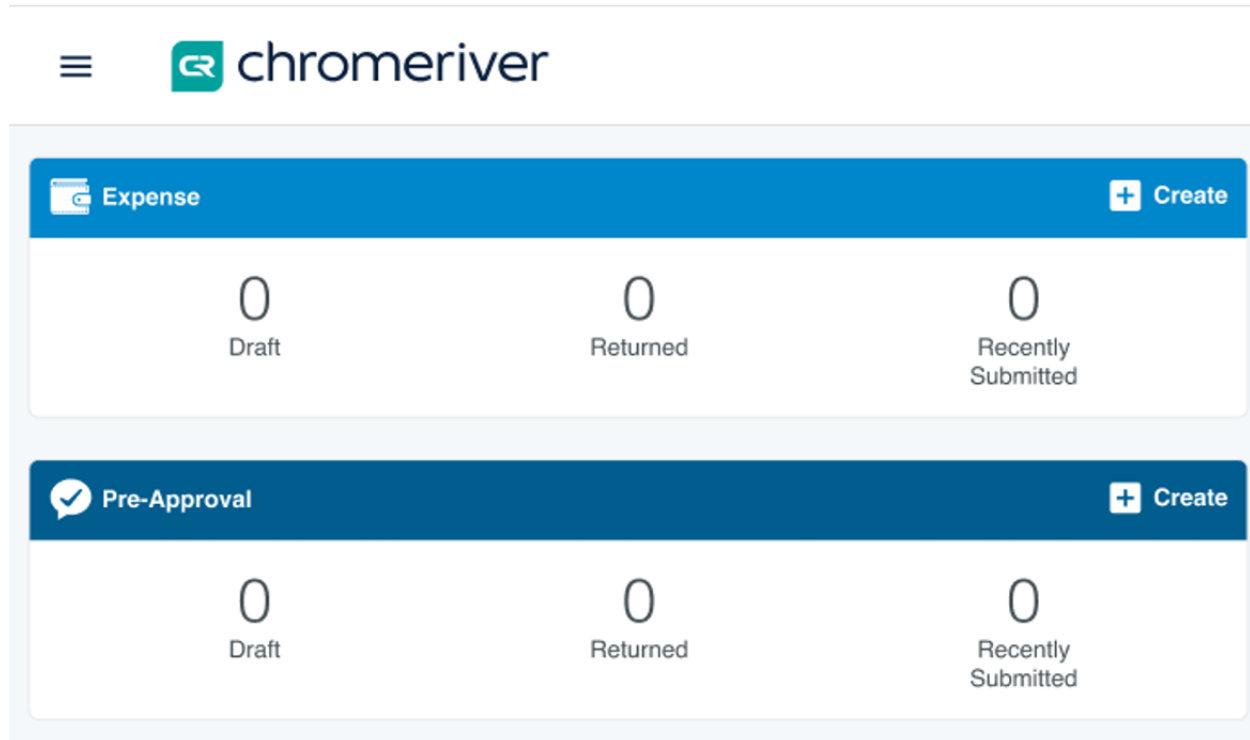


New Top Navigation Bar

As of November 3, 2021 Chrome River will introduce an all-new top navigation bar that prioritizes key information and streamlines the user interface.

The + CREATE buttons used to create new expenses will be relocated to the EXPENSE and PRE-APPROVAL ribbons.



They have also added PLUS buttons to the Draft, Returned and Submitted lists, giving users another easy option for starting new reports.

Draft Expense Reports			
Trip to Dallas STAG33307390	06/01/2021	0.00	✓

If users have no draft items, they will see a large plus button in the center of the Draft pane that allows them to quickly create a new one.

☰ chromeriver Robert Warren
H&R Block

Draft Expense Report

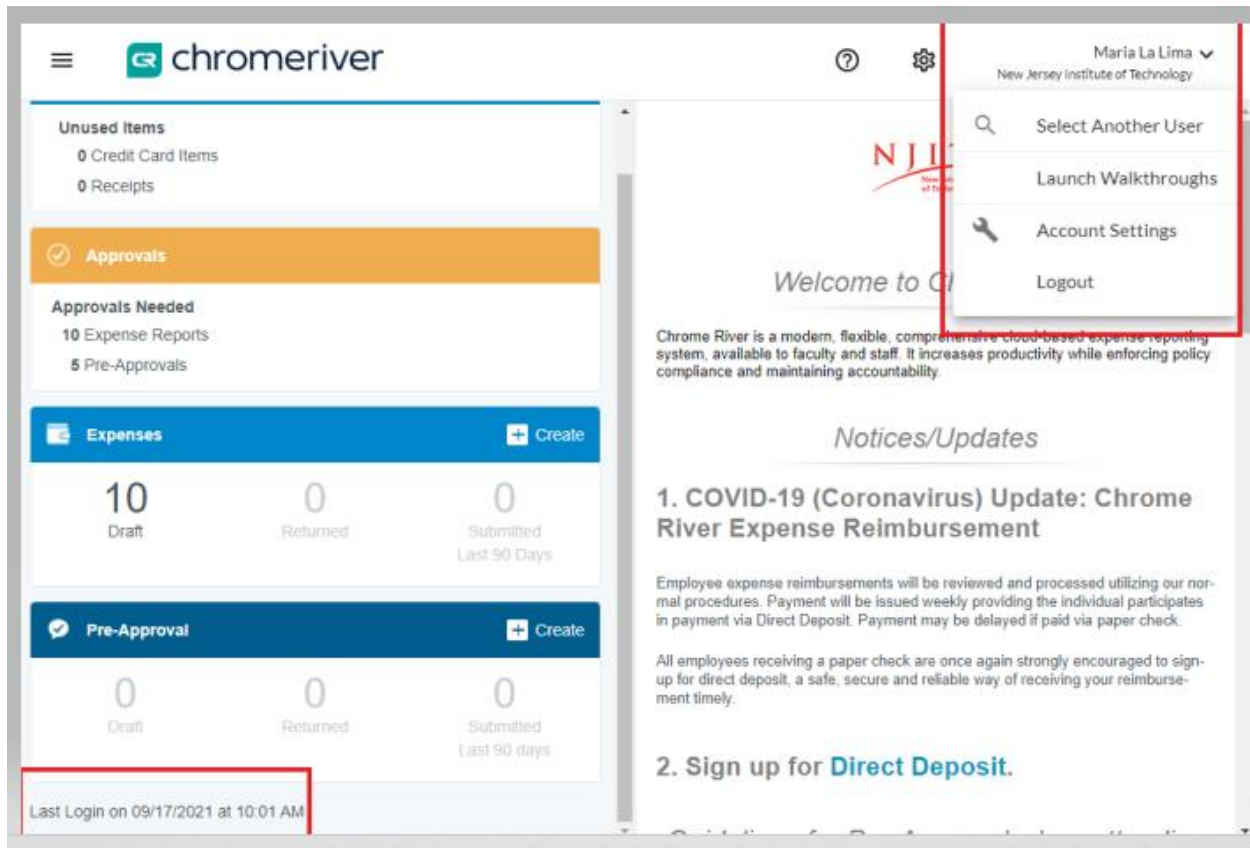
You currently have no drafts.

[+ Create New Expense Report](#)

Additionally, they have enhanced the top navigation bar with new dedicated buttons for quick access to the Chrome River Help Center and the Admin Settings menu.

The screenshot displays the Chrome River user interface. At the top left, there is a hamburger menu icon and the 'chromeriver' logo. On the top right, the user's name 'Maria La Lima' and affiliation 'New Jersey Institute of Technology' are shown. A black box highlights two new icons in the top navigation bar: a question mark (Help Center) and a gear (Admin Settings). The left sidebar contains several sections: 'eWallet' with 'Unused Items' (0 Credit Card Items, 0 Receipts), 'Approvals' with 'Approvals Needed' (10 Expense Reports, 5 Pre-Approvals), 'Expenses' with a 'Create' button and counts for Draft (10), Returned (0), and Submitted (0, Last 90 Days), and 'Pre-Approval' with a 'Create' button and counts for Draft (0), Returned (0), and Submitted (0, Last 90 days). The main content area features the NJIT logo, a 'Welcome to Chrome River' message, a brief description of the system, and a 'Notices/Updates' section. The first notice is titled '1. COVID-19 (Coronavirus) Update: Chrome River Expense Reimbursement' and discusses review procedures and payment methods. The second notice is '2. Sign up for Direct Deposit.'

The User menu has been streamlined, but all functionality remains except the Last Login information, which now appears in the lower left of the app.



For more information, review Chrome River's [Quick-Start video](#) found on your front page of Chrome River.

Quick Start Videos/Guides

Below are tutorials to assist you in the navigation and utilization of Chrome River:

- **Quick-Start Video** (Video - 4:33 | Guide) – Get up and running with Chrome River; learn how to navigate, create a new report, and where to find your expenses, receipts and transactions.
- **Create New Report** (Video - 14:50 | Guide) – Learn how to create New Report, Add Expenses, Add Location, Check Boxes, Preview Expenses, Comments, Attach Images, Close or Submit
- **Approval** – Learn how to approve an Expense Report
 - [Via Chrome River application](#) (Video - 3:43 | Guide)
 - [Via approval email](#)

Additional tutorials can be found by clicking your name in the top right corner of this application and selecting Help.

FAQs