



## **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**

# Chrome River User Manual

## 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.





# Chrome River User Manual

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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





# Chrome River User Manual

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## Company Information

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The **Company Information** on the right side of the Landing Page includes contacts for assistance, expense policies, P-



# Chrome River User Manual

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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.

