

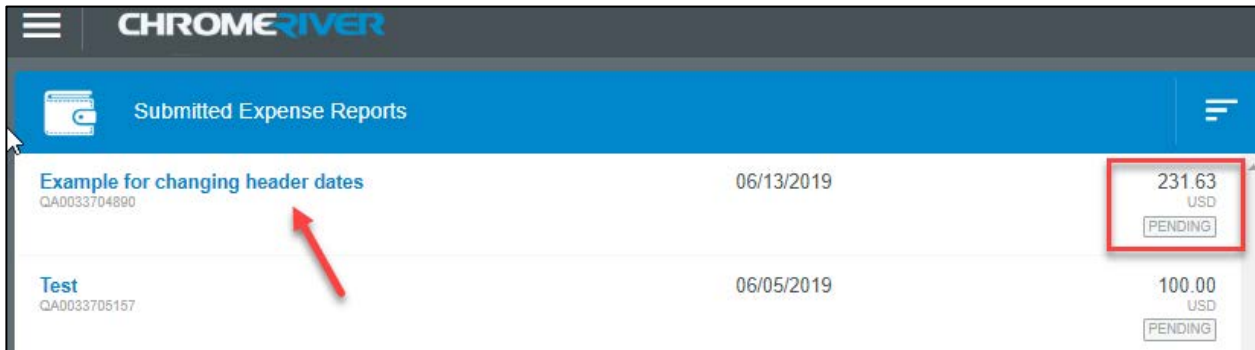
How to Recall a Submitted Document

In order to make changes on a Submitted document, you can recall it as long as it has not been approved.

1. Go to your Submitted list on the landing page of Chrome River and click 'Submitted Last 90 Days'.



2. This will open your reports. Select the one that you want to recall.

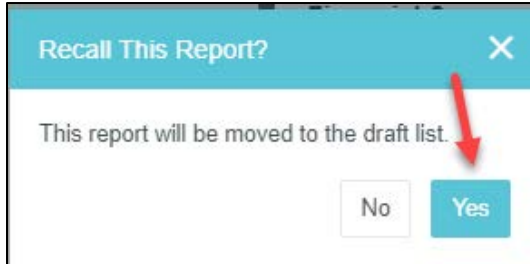


3. On the right side, you will see the report detail and the 'Recall' button. Click 'Recall'.





- This will open a dialog box asking if you want to move the report to the draft list. Select 'Yes'.



- Click the CHROME RIVER icon and it will take you back to your list of reports. The report will now be in your Draft reports



- Open your Drafts.





7. Select the report.

The screenshot shows a table titled "Submitted Expense Reports" with the following data:

Report Name	Date	Amount	Status
Example for changing header dates QA0033704890	06/13/2019	231.63 USD	PENDING
Test QA0033705157	06/05/2019	100.00 USD	PENDING

A red arrow points to the "Example for changing header dates" report, and a red box highlights the amount and status for that report.

8. 'Open' the document.

The screenshot shows the document view for the selected report. At the top, there are buttons for "Open", "Delete", and "PDF". A mouse cursor is hovering over the "Open" button. Below the buttons, the report title "Example for changing header dates" is displayed. The main content area shows the following details:

Report Owner	Donna Burkhardt
Expense Report ID	QA0033704890

9. Click 'Edit' to make your changes.

The screenshot shows the document view for the selected report. At the top, there are buttons for "PDF", "Images", "Delete", and "Edit". A red arrow points to the "Edit" button. Below the buttons, the report title "Expenses For Donna Burkhardt" is displayed. The main content area shows the following details:

Report Name	Example for changing header dates
Pay Me In	USD - US Dollars



10. Make the desired changes and then click 'Save'.

PDF Images Cancel Save

Expenses For Donna Burkhardt

Report Name

Pay Me In

Report Name should include traveler name, destination and Trip dates

Report Type

Travel Type

Trip Start Date

Trip End Date

Business Purpose

Enter trip destination

City / State / Zip

Does trip include personal time?

Comments (0)

Attachments (1)

Drag image here to upload

11. You can now submit the document from your draft list.