

# The Ledger

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## Chrome River System Changes

Chrome River is updating the presentation and navigation of the system on September 22, 2021.

The noticeable changes are:

1. White background instead of gray.
2. Updated Chrome River logo.
3. The + New button used to create Pre-Approval and Expense reports (previously in the upper right-hand corner) has been removed. This has been replaced with the + Create button found on the Pre-Approval (travel) and Expenses (travel and P-Card) ribbons.
4. For users who have delegate lists, the lists will appear when you click on your name in the right-hand corner.

Updates for the presentation and navigation changes are currently being completed on the training videos and documents located on the Chrome River website.

If you should have any questions, please contact the travel team at [travel@vt.edu](mailto:travel@vt.edu).

The screenshot displays the Chrome River dashboard interface. At the top left, there is a hamburger menu icon and the 'chromeriver' logo. The dashboard is divided into four main sections, each with a colored header bar and a 'Create' button in the top right corner:

- eWallet (Blue header):** Shows 'Unused Items' with '38 Credit Card Items' and '21 Receipts'. A link 'VIEW ALL 70 UNUSED ITEMS' is present.
- Approvals (Orange header):** Shows 'Approvals Needed' with '34 Expense Reports' and '4 Pre-Approvals'.
- Expenses (Blue header):** Displays three metrics: '72 Draft', '1 Returned', and '5 Submitted Last 90 Days'.
- Pre-Approval (Dark Blue header):** Displays three metrics: '22 Draft', '2 Returned', and '10 Submitted Last 90 days'.