

Via Draft or Recently Submitted List

You can attach images to a Draft expense report or a Recently Submitted expense report without even opening the report. Simply find the report in the list and select it. When the preview appears on the right, scroll to the bottom and tap **BROWSE FILE TO ATTACH** to add an image to the header of the report.

The screenshot displays the CHROME RIVER mobile application interface. On the left, a list of 'Draft Expense Reports' is shown with columns for report title, date, amount, and status. The selected report is 'Training Seminar - Chicago - December...' with an amount of 500.00 USD and a green checkmark. The right panel shows a detailed view of this report, including an 'Account Summary' table and an 'Attachments (4)' section. The 'Attachments (4)' section contains a 'Browse File to Attach' button, which is highlighted with a red circle. Below this button are four thumbnail images of document attachments.

Draft Expense Reports		Amount	Status
Flight to Orlando - Sep., 2016	09/15/2016	450.00 USD	✓
New York Trip	10/27/2016	693.50 USD	▲
Compliance Conference - Nov, 2016	11/18/2016	1,349.59 USD	✓
Training Seminar - Chicago - December...	12/13/2016	500.00 USD	✓
Training Conference - December, 2016	12/29/2016	0.00	✓
Training Conference - January 2017	01/04/2017	0.00 USD	▲
Expenses on 01/10/2017 01:54 PM	01/10/2017	0.00	✓

Account Summary		Amount (USD)	Approved (USD)
101472-101	SG00025 MB-Procurement Services- Task 1	250.00	0.00
101472-101	20140 FM-Financial Operations	250.00	0.00
Totals		500.00	0.00