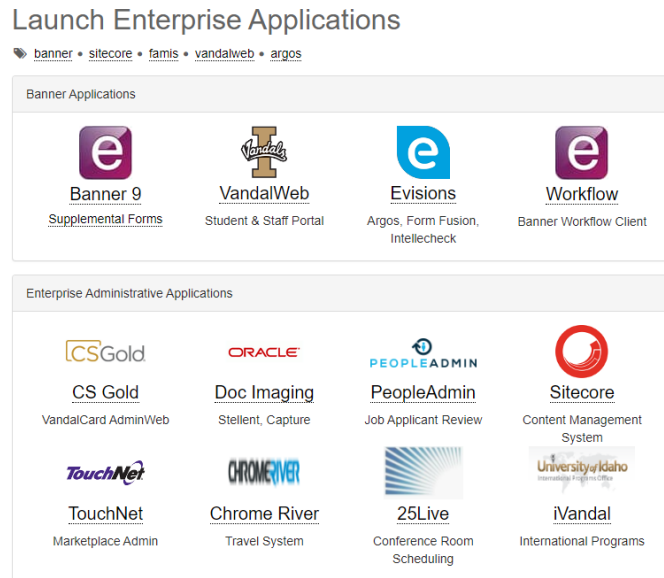


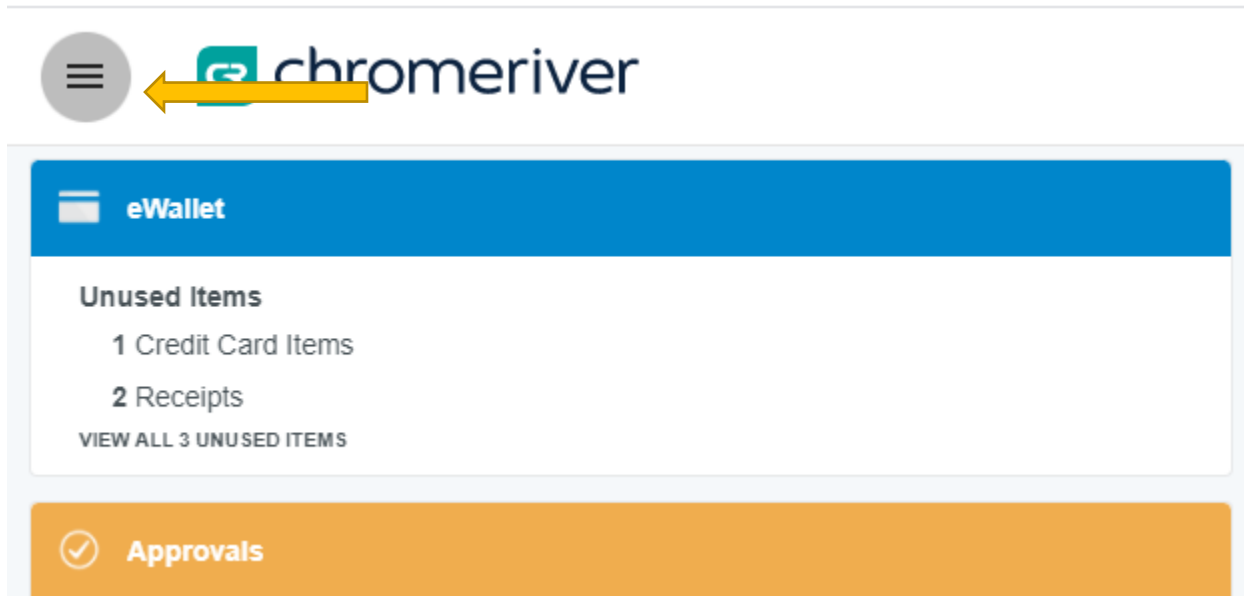
## Keyboard Navigation

Users may navigate among the user-interface elements inside Chrome River by using the Tab key.

- Log into Chrome River using the icon on the Launch Enterprise Applications webpage:  
<https://support.uidaho.edu/TDClient/40/Portal/Requests/ServiceDet?ID=707>

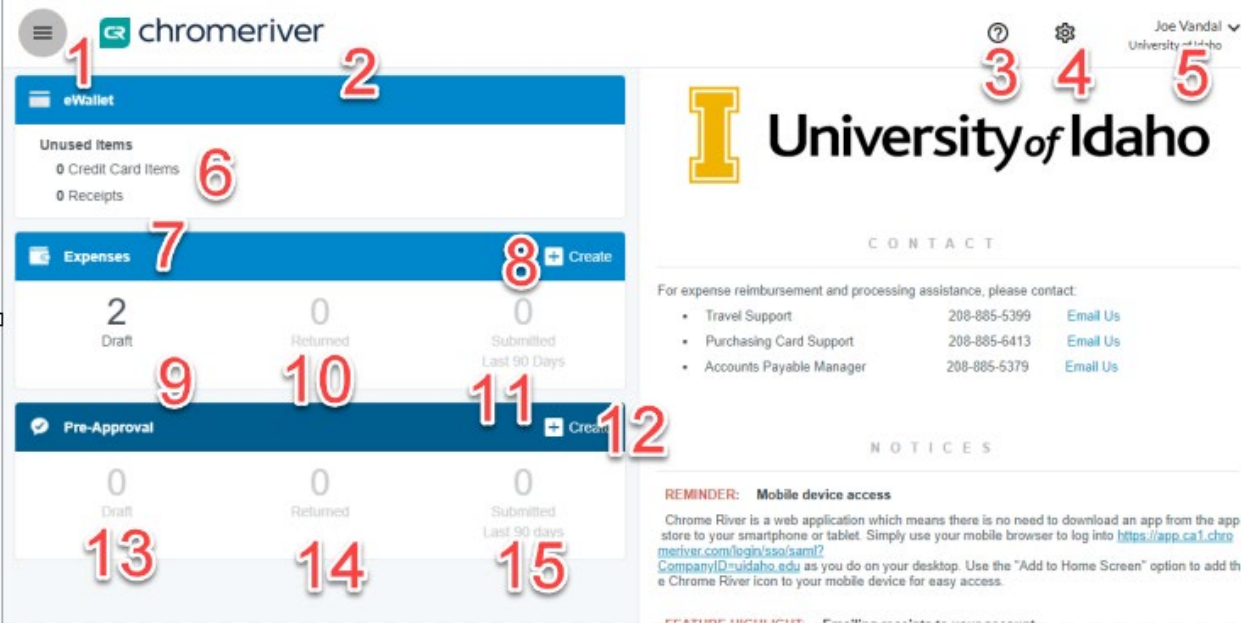


- The first Tab keystroke will highlight the upper left navigation menu.



# CHROME RIVER USER GUIDE

- The next Tab keystroke will highlight the Chrome River logo that functions as a “Home” button, and subsequent Tabs will highlight other options on the Dashboard in clockwise order around the interface.
- TAB: Move forward
- SHIFT then TAB: Move backward
- ENTER: Select a button or menu item
- ESC: Close an open menu or pop-up window



The screenshot shows the Chrome River dashboard interface with 15 numbered callouts:

- 1: Hamburger menu icon
- 2: Chrome River logo
- 3: Help icon
- 4: Settings icon
- 5: User profile (Joe Vandal)
- 6: Credit Card Items
- 7: Expenses header
- 8: Create button
- 9: Draft count (2)
- 10: Returned count (0)
- 11: Submitted count (0)
- 12: Pre-Approval header
- 13: Draft count (0)
- 14: Returned count (0)
- 15: Submitted count (0)

The dashboard content includes:

- eWallet** section: Unused Items (0 Credit Card Items, 0 Receipts).
- Expenses** section: 2 Draft, 0 Returned, 0 Submitted (Last 90 Days). Includes a 'Create' button.
- Pre-Approval** section: 0 Draft, 0 Returned, 0 Submitted (Last 90 days). Includes a 'Create' button.
- CONTACT** section: For expense reimbursement and processing assistance, please contact:
  - Travel Support: 208-885-5399 [Email Us](#)
  - Purchasing Card Support: 208-885-6413 [Email Us](#)
  - Accounts Payable Manager: 208-885-5379 [Email Us](#)
- NOTICES** section: **REMINDER: Mobile device access**. Chrome River is a web application which means there is no need to download an app from the app store to your smartphone or tablet. Simply use your mobile browser to log into <https://app.ca1.chromeriver.com/login/sso/saml?CompanyID=uidaho.edu> as you do on your desktop. Use the "Add to Home Screen" option to add the Chrome River icon to your mobile device for easy access.