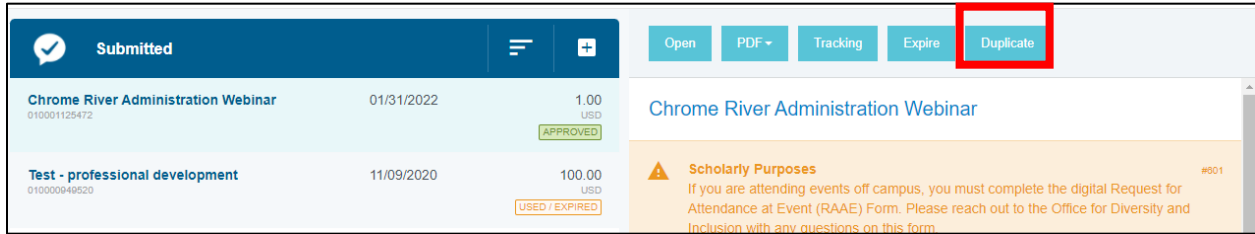# How to Duplicate an Existing Pre-Approval Report

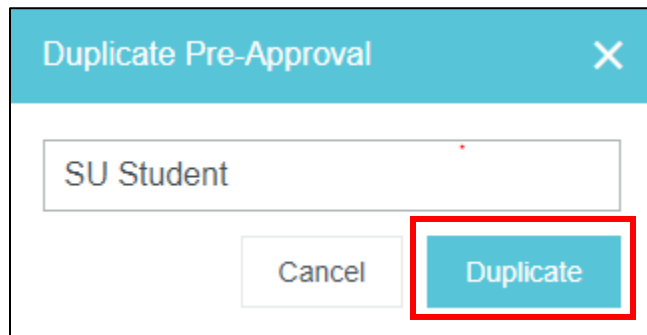*Only submitted reports can be duplicated; returned reports and drafts cannot be duplicated.*

1. Login to Chrome River and select the report in your **Submitted Pre-Approvals** list or that of someone for whom you are working as a delegate.

2. Click Duplicate.

3. Select yourself or the user for whom you are duplicating the pre-approval.
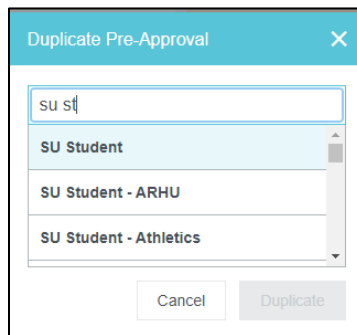
4. Click Duplicate.

5. The copy will appear in the **Draft Pre-Approvals** list of the selected user. Make any edits as needed and attach the appropriate backup documentation before submitting.