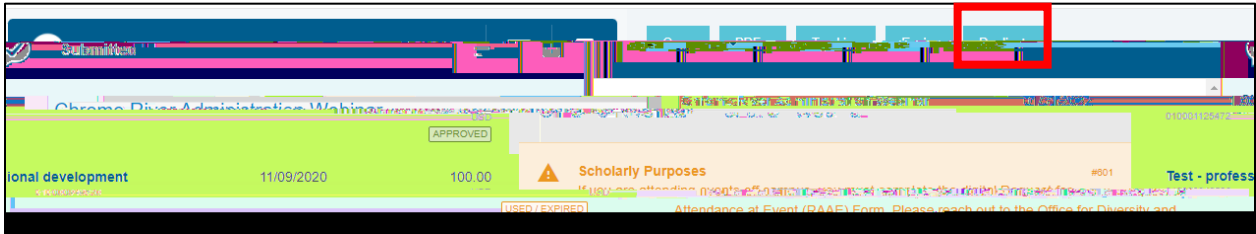## How to Duplicate an Existing Pre-Approval Report

Only submitted reports can be duplicated; returned reports and drafts cannot be duplicated.
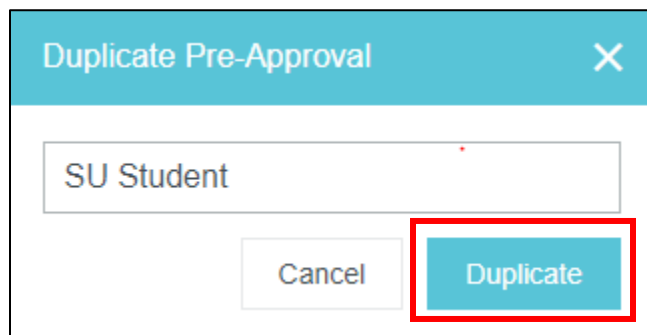
1. Login to Chrome River and select the report in your Submitted Pre-Approvals list or that of someone for whom you are working as a delegate.

2. Click Duplicate.

3. Select yourself or the user for whom you are duplicating the 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.