Uploading Receipts in Chrome River in a SNAP

This job aid explains how to set up and use the Chrome River SNAP app on your smartphone. Use the app to snap an image of your receipt and it will upload into your Receipt Gallery. Note: This is the ONLY app from Chrome River that is operational. Other Chrome River apps will NOT work with University of Minnesota single sign on.

DOWNLOAD SNAP FOR ANDROID OR IPHONE

Follow the directions for setting up the app for use on a smartphone. The app is designed for narrow screen mobile devices.

SNAP for Android	SNAP for iPhone
1. On Android, navigate to the Google Play Store.	1. On iPhone, navigate to the App Store.
2. Search for "chrome river snap".	2. Search for "chrome river snap".
3. Tap on Chrome River SNAP.	3. Tap on Chrome River SNAP.
4. Tap <Install>. Confirm the installation.	4. Tap <GET>. Confirm the installation.
5. Once the app has downloaded, tap <Open>.	5. Once the app has downloaded, tap <Open>.
6. Enter the email address with the @umn.edu extension ONLY. The app will NOT work if using alternate email extensions.* ✅ **Correct Example:** psambarg@umn.edu ❌ **Do Not Use:** @d.umn.edu, @r.umn.edu, @crk.umn.edu, @morris.umn.edu	6. Enter the email address with the @umn.edu extension ONLY. The app will NOT work if using alternate email extensions.* ✅ **Correct Example:** psambarg@umn.edu ❌ **Do Not Use:** @d.umn.edu, @r.umn.edu, @crk.umn.edu, @morris.umn.edu
7. Tap <Next>.	7. Tap <Next>.
8. A verification code will be sent to the email address. Enter the code on the Verify screen.	8. A verification code will be sent to the email address. Enter the code on the Verify screen.
9. Tap <Verify>.	9. Tap <Verify>.
10. On the confirmation screen, tap <Let's Begin>.	10. On the confirmation screen, tap <Let's Begin>.

*System campuses: Using the SNAP app is the only Chrome River task that requires the use of an email with the @umn.edu extension.

USE SNAP

1. Launch CR SNAP.

2. Hold the smartphone over the receipt and tap the gray circle at the bottom of the screen.

    a. If the image isn't clear, tap <Retake>.

    b. Retake the image by adjusting the flash and/or tap the frame to make the image clearer.

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8/10/20

Uploading Receipts in Chrome River in a SNAP (cont.)

3. Tap <Add more information> (optional) to enter additional information.

   a. Enter total amount of the expense.

   b. Enter description of the expense.

4. If the image is good, tap <Upload>.

5. Tap the receipt icon on the lower right-hand side of the screen to upload the image. The image will appear until it has been uploaded to Chrome River.

   Note: If the app settings indicate "Upload Only on Wi-Fi," the receipt will remain in the app until the phone connects to Wi-Fi. If connectivity issues cause the upload to fail, tap the image thumbnail or <Retry> to re-send the receipt image.

6. If a receipt photo was taken using the smartphone native camera or another app, find the image in Photos gallery and tap the <Share> icon.

   a. Tap the <Chrome River SNAP> icon.

   b. Tap <Upload> and it will be sent to Chrome River.

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