

## Chrome River: Assign Delegates

1. You must be logged into vandal web first! Then you can Access Chrome River by going to <https://support.uidaho.edu/TDClient/Requests/ServiceDet?ID=707> and select Chrome River under Enterprise Administrative Applications.
2. Log into Chrome River. (That is select that Icon-you will not need to login per se.)
3. Click on your name in the upper right corner.
4. From the drop down menu, click **Settings**.

The screenshot shows the Chrome River dashboard. On the left, there are two main sections: 'EXPENSES' and 'PRE-APPROVAL'. Each section has a grid of status counts:

Section	Draft	Returned	Submitted Last 90 Days
EXPENSES	1	0	0
PRE-APPROVAL	0	0	1

On the right side, there is a logo for 'University of Idaho' and a 'CONTACT' section with the following information:

For expense reimbursement and processing assistance:

- Accounts Payable Support 213-222-xxxx
- Credit Card Support 213-222-xxxx
- Accounts Payable Manager 213-222-xxxx

5. Under **Delegate Settings**, you can **Add New Delegate**.
  - a. As you type, a list will prefill. Use the mouse to scroll down and left click to select the individuals **Karen Johnson, Arwen Bloomsburg, Andrea Jenkins, Tricia Maxey, & for Coop Unit, Sami Gupta**. This will allow anyone in CNR Fiscal to enter a reimbursement claim on your behalf.
  - b. It will automatically save the delegate.

The screenshot shows the 'My Delegates' settings page. On the left is a navigation menu with the following items: 'Joe Vandal Training', 'Personal Settings', 'Preferences Settings', 'Delegate Settings' (highlighted in blue), 'Notification Settings', 'Privacy Policy', and 'About Chrome River'. A red arrow points from 'Personal Settings' to the right. The main content area is titled 'My Delegates' and contains the following text:

*A "Delegate" is someone who has full access to your account.*

**+ Add New Delegates**

**My Approval Delegate**

*An "Approval Delegate" helps you with approvals during a specified time*

**+ Add Approval Delegate**