

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 contact list 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, Jacob Brewer, and Branden DeVault**. **FWS COOP Unit delegates are the same**. 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 Chrome River settings page for Joe Vandal (Training). The left sidebar contains the following menu items: Personal Settings, Preferences Settings, Delegate Settings (highlighted in blue), Notification Settings, Privacy Policy, and About Chrome River. A red arrow points from Preferences Settings to Delegate Settings. The main content area is titled "My Delegates" and includes the following text: "A 'Delegate' is someone who has full access to your account." Below this is a blue button with a plus sign and the text "Add New Delegates". Further down, there is a section titled "My Approval Delegate" with the text: "An 'Approval Delegate' helps you with approvals during a specified time." Below this is another blue button with a plus sign and the text "Add Approval Delegate".