

Chrome River: Assign Delegates

1. 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.
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'. The 'EXPENSES' section shows 1 Draft, 0 Returned, and 0 Submitted (Last 90 Days). The 'PRE-APPROVAL' section shows 0 Draft, 0 Returned, and 1 Submitted (Last 90 days). On the right, there is a 'CONTACT' section with the University of Idaho logo and contact information for expense reimbursement and processing assistance.

Category	Draft	Returned	Submitted (Last 90 Days)
EXPENSES	1	0	0
PRE-APPROVAL	0	0	1

CONTACT

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 (aka Kal) Johnson, Gail Pollard, and Eric Everett for Co-Op. 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, there is a sidebar with navigation options: 'Personal Settings', 'Preferences Settings', 'Delegate Settings' (highlighted), 'Notification Settings', 'Privacy Policy', and 'About Chrome River'. A red arrow points from 'Personal Settings' to 'Delegate Settings'. The main content area shows the title 'My Delegates', a definition of a delegate, and a button to 'Add New Delegates'. Below this, there is a section for 'My Approval Delegate' with a definition and a button to 'Add Approval Delegate'.

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Personal Settings →

Preferences Settings

Delegate Settings

Notification Settings

Privacy Policy

About Chrome River

My Delegates

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