

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. At the top, there is a navigation bar with the Chrome River logo. Below this, there are two main sections: 'EXPENSES' and 'PRE-APPROVAL'. Each section has a grid of counts for Draft, Returned, and Submitted (Last 90 Days) items. To the right, there is a section for the University of Idaho with 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, Arwen Bloomsburg, Cassandra Waisanen, Patricia Maxey, and Morgan Feeny 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 'My Delegates' section with a definition: 'A "Delegate" is someone who has full access to your account.' Below this is a button to '+ Add New Delegates'. The 'My Approval Delegate' section follows, with a definition: 'An "Approval Delegate" helps you with approvals during a specified time' and a button to '+ Add Approval Delegate'.