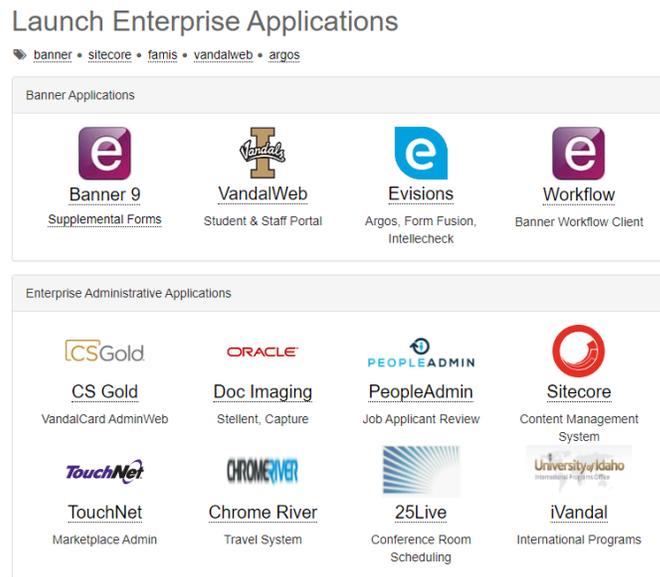


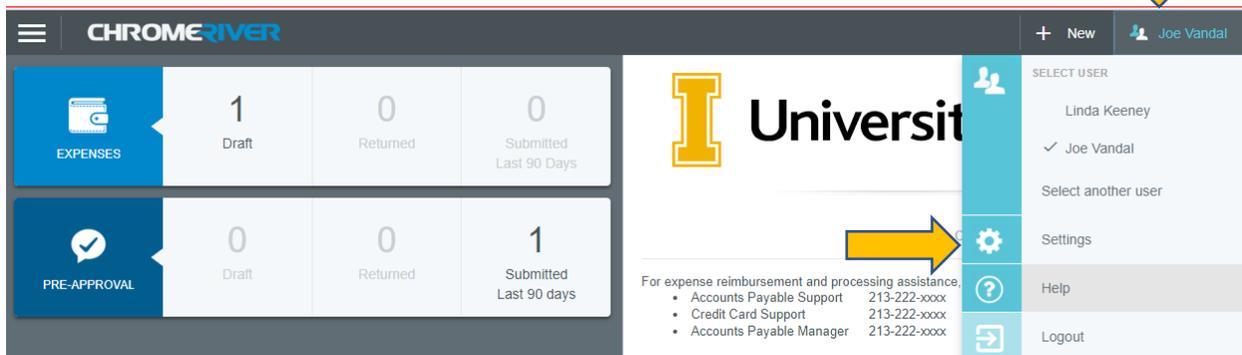
Assign Delegates

If you would like to provide another user access to your account so they can create reports on your behalf, you will need to add them as a delegate. Giving another user delegate access will allow them to access your Home Screen, Settings, and Inquiry reports.

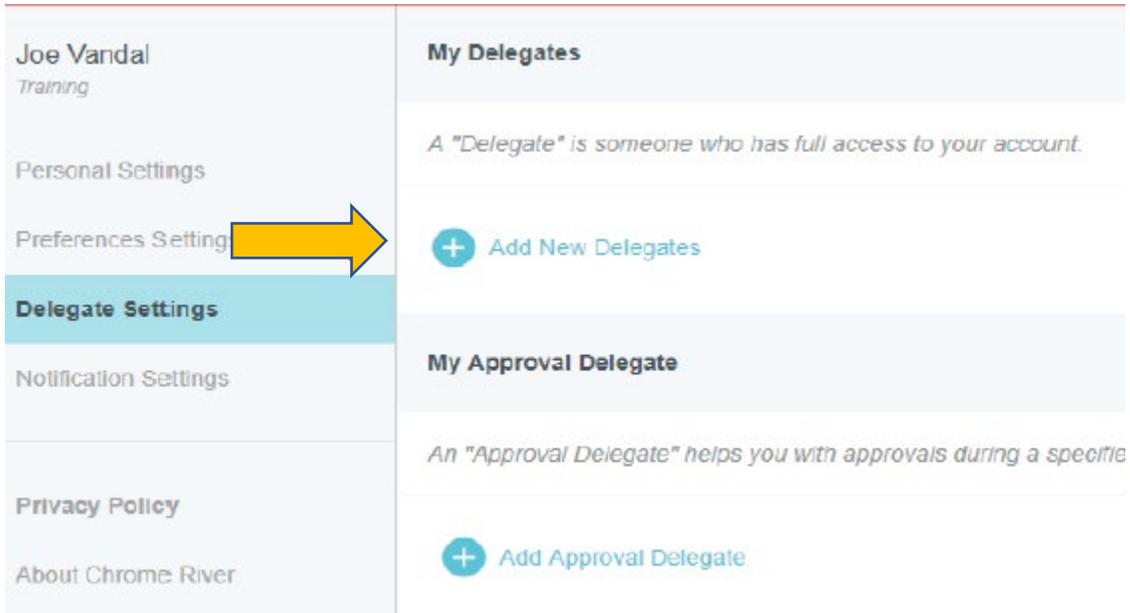
1. Log into Chrome River using the icon on the Launch Enterprise Applications webpage:
<https://support.uidaho.edu/TDClient/40/Portal/Requests/ServiceDet?ID=707>



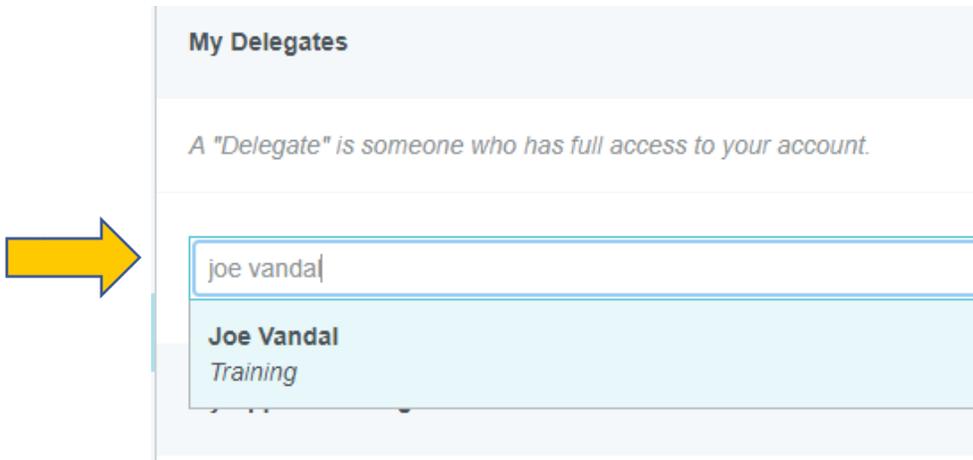
2. Click on the **User Icon** with your name on the right side of the Navigation Bar and click **Settings**.



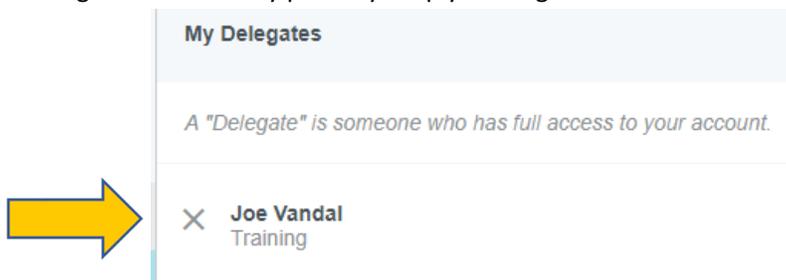
- Under **Delegate Settings**, click **+ Add New Delegates**.



- Begin typing the user's name and it will appear in the dropdown menu. Click on his or her name to add as a delegate.



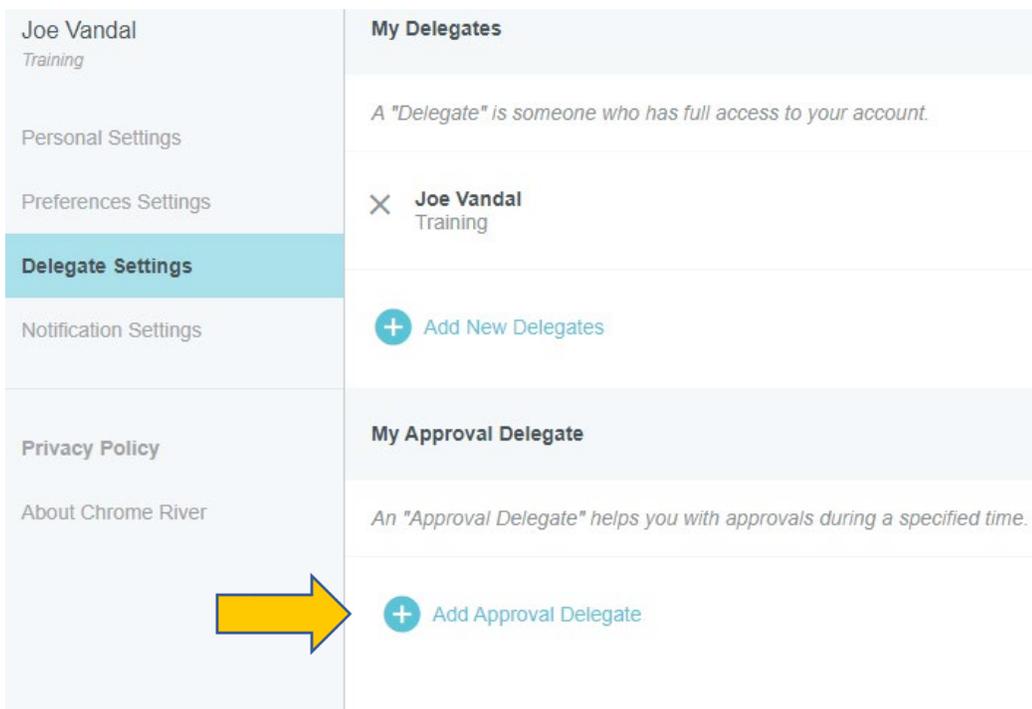
- You may remove delegate access at any point by simply clicking the **X** next to the delegate's name.



Assign an Approval Delegate

Approvers can also assign another user as an approval delegate to temporarily approve expenses on their behalf. Please keep in mind that delegation may only occur on a temporary basis (e.g., while an approver is on vacation). Any long-term delegation of approval responsibilities must be discussed with and approved by the University Controller.

1. To add an approval delegate, click on your name in the upper right corner and click **Settings**. Under **Delegate Settings**, click **+ Add Approval Delegate**.



2. Begin typing the employee's name and it will appear in the dropdown menu. Enter a **Start Date** and **End Date** for approval delegation access and click **Save**. The system will send an email to the approval delegate letting them know of the approval delegation assignment and the applicable dates. You may only have one approval delegate assigned at a time.

My Approval Delegate

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

Select a User

Joe Vandal

Start Date

08/04/2021



End Date

08/11/2021



Save

Cancel

- During the time period when an approval delegate has been assigned, all reports needing approval will route to the delegate and not to the original approver. At the end of the period specified, Chrome River will automatically remove the approval delegate and return to the default approval routing. However, all reports that were routed and approved during that period will remain in the approval delegate's queue. You may remove approval delegate access at any point by simply clicking the **X** next to the delegate's name.

My Approval Delegate

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



Joe Vandal(08/04/2021-09/04/2021)
Training