

# Chrome River: Assign Delegates

1. In Vandal Web, click on the Chrome River travel link [.https://www.uidaho.edu/finance/controller/accounts-payable/travel-services/chrome-river](https://www.uidaho.edu/finance/controller/accounts-payable/travel-services/chrome-river)
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 has a blue header with a wallet icon and shows 1 Draft, 0 Returned, and 0 Submitted (Last 90 Days). The 'PRE-APPROVAL' section has a blue header with a checkmark icon and shows 0 Draft, 0 Returned, and 1 Submitted (Last 90 days). On the right, there is a yellow 'I' logo for the University of Idaho and a 'CONTACT' section with a list of support contacts: Accounts Payable Support (213-222-xxxx), Credit Card Support (213-222-xxxx), and 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 individual who can *enter* travel on your behalf.
  - b. It will automatically save the delegate.

The screenshot shows the Chrome River settings page for Joe Vandal. The left sidebar contains a list of settings: Personal Settings, Preferences Settings, Delegate Settings (highlighted in light 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 a description: 'A "Delegate" is someone who has full access to your account.' Below this is a button with a plus sign and the text 'Add New Delegates'. Further down, there is a section titled 'My Approval Delegate' with a description: 'An "Approval Delegate" helps you with approvals during a specified time.' Below this is another button with a plus sign and the text 'Add Approval Delegate'.

