

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:

Status	EXPENSES	PRE-APPROVAL
Draft	1	0
Returned	0	0
Submitted Last 90 Days	0	1

On the right side of the dashboard, there is a section for the University of Idaho with contact information 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. FWS COOP Unit also add Emily Marszalek**. 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 menu. On the left, there is a sidebar with the following options: **Joe Vandal** (Training), **Personal Settings**, **Preferences Settings**, **Delegate Settings** (highlighted with a red arrow), **Notification Settings**, **Privacy Policy**, and **About Chrome River**. On the right, the **My Delegates** section is visible, containing the text: "A 'Delegate' is someone who has full access to your account." Below this, there is a button labeled **+ Add New Delegates**. Further down, the **My Approval Delegate** section is visible, containing the text: "An 'Approval Delegate' helps you with approvals during a specified time." Below this, there is a button labeled **+ Add Approval Delegate**.