

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 counts for 'Draft', 'Returned', and 'Submitted Last 90 Days'. The 'EXPENSES' section shows 1 Draft, 0 Returned, and 0 Submitted. The 'PRE-APPROVAL' section shows 0 Draft, 0 Returned, and 1 Submitted. On the right, there is a header for 'University of Idaho' and a 'CONTACT' section with a list of support contacts 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 Johnson, Arwen Bloomsburg, Andrea Jenkins, Tricia Maxey, and Branden DeVault**. **FWS COOP Unit delegates are the same**. 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 navigation menu with options: 'Joe Vandal Training', 'Personal Settings', 'Preferences Settings', 'Delegate Settings' (highlighted in 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 contains a description: 'A "Delegate" is someone who has full access to your account.' Below this is a blue 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 blue button with a plus sign and the text 'Add Approval Delegate'.