

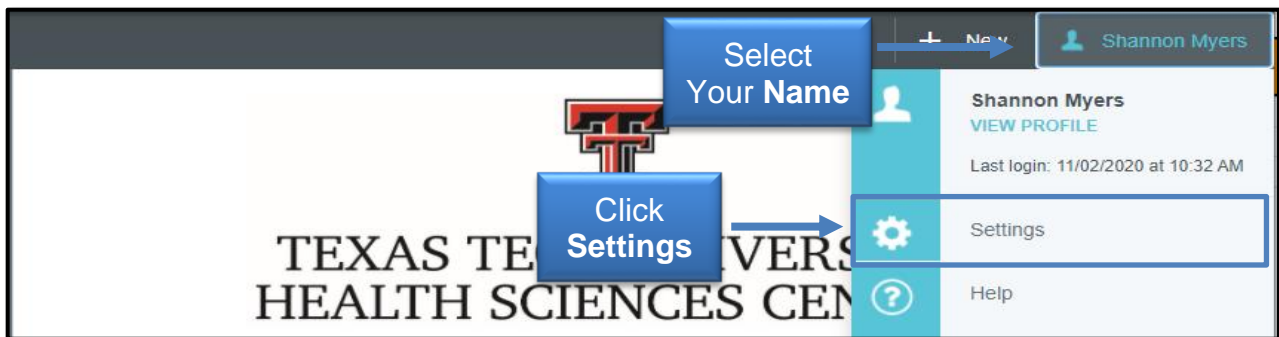


How to Add a Delegate in Chrome River

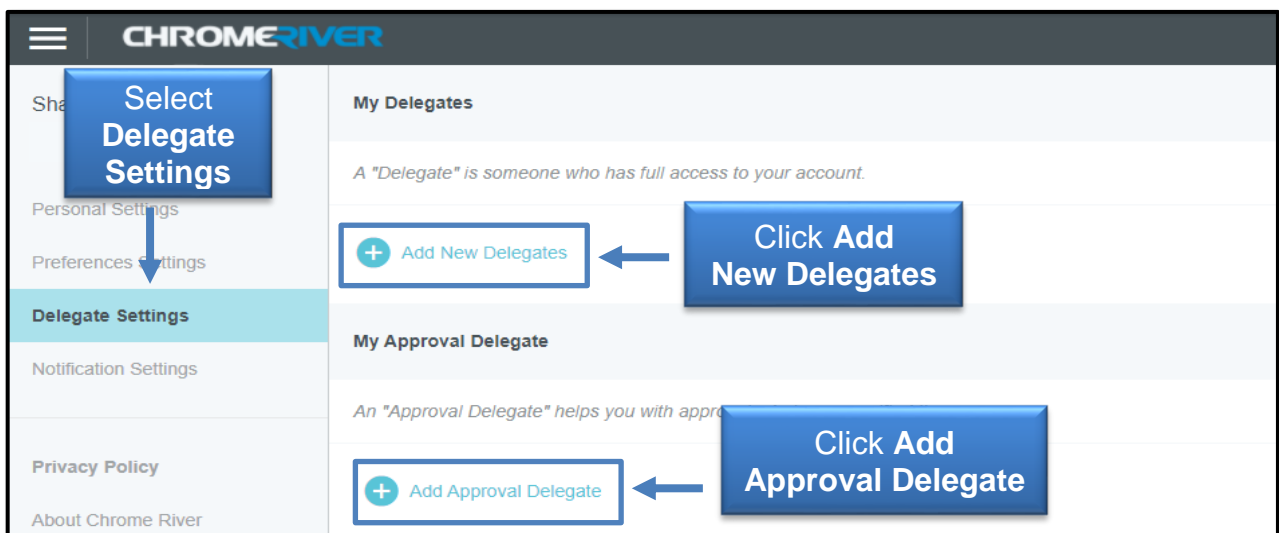
- **Delegate:** Create expense reports and pre-approvals for another user and access their Settings menu, Home Screen and Inquiry Reports. You will receive copies of any email notifications regarding rejection or adjustment of reports created for the user. However, delegates will not be able to approve expenses, pre-approvals or invoices that are routed to the user.
- **Approval Delegate:** Temporarily approve expenses, pre-approvals and/or invoices for another user through email, for example, when they are on vacation. Approval Delegates will not be able to access the user's Approval screen.

Adding a Delegate

To add a user who is allowed to work as your delegate, select your **Name** in the upper right corner, then click **Settings**.



Select **Delegate Settings** and then click either **Add New Delegates** or **Add Approval Delegate**.

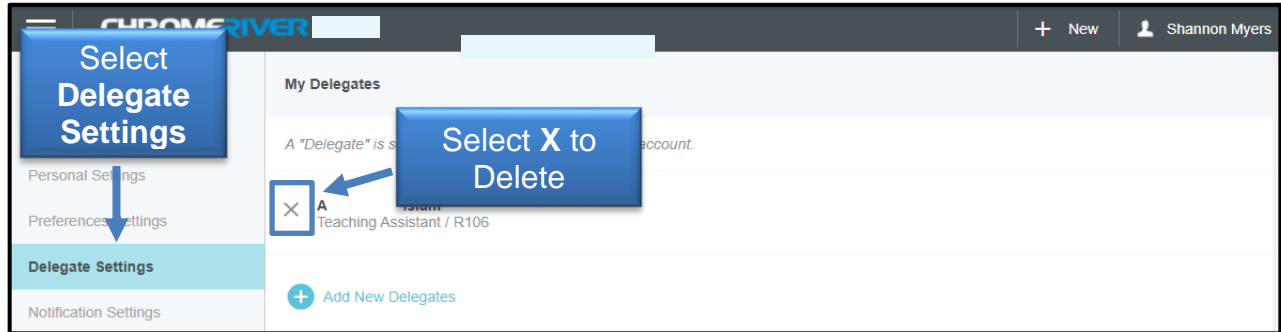


How to Add a Delegate in Chrome River

Begin entering the user's name, R number or email address. As you type, the search results will narrow. Once the appropriate Delegate is selected, they will be able to choose the user from their own delegation list and create expenses on the user's behalf.

Deleting a Delegate

To remove a delegate, return to **Settings, Delegate Settings** and select the **X** next to the person's name under **My Delegates**.



If you have policy questions, contact PCard at pcard@ttuhsc.edu.
If you have system questions, email ChromeRiverHSC@ttuhsc.edu.