

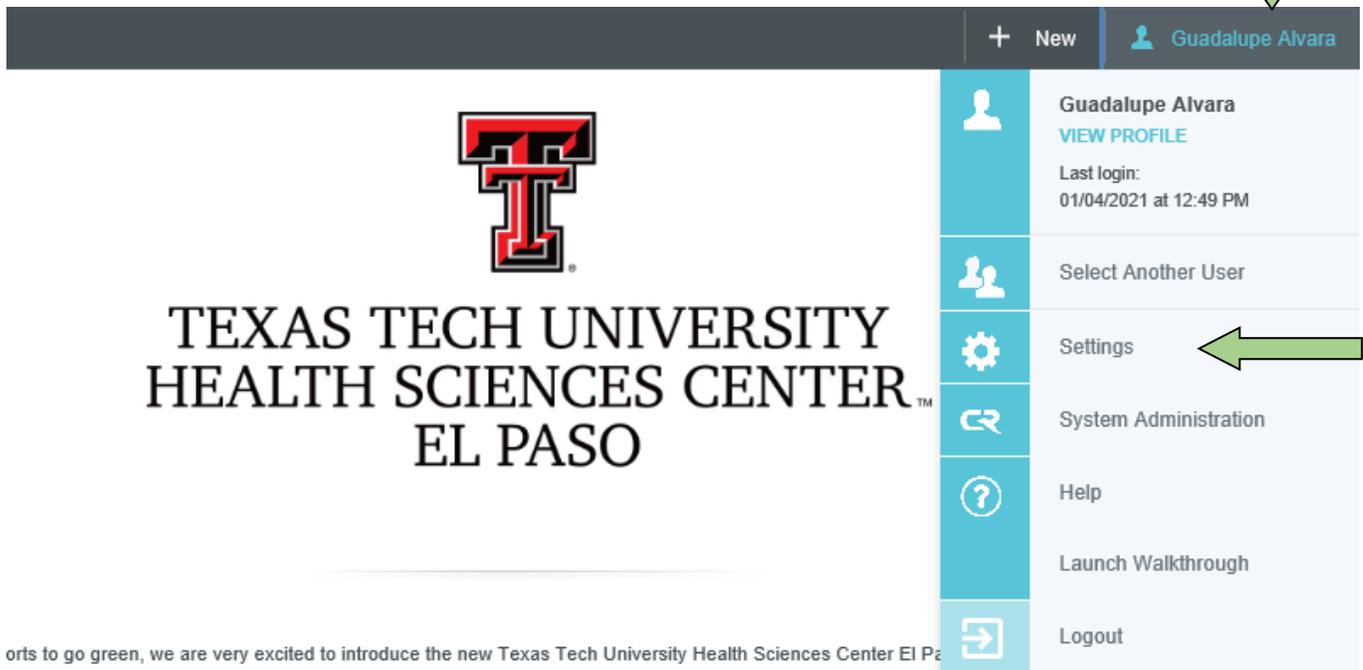
How to Add a Delegate in Chrome River

Delegate Types:

- **Delegate:** Create expense reports for another user and access their Settings menu, Home Screen and Inquiry Reports. Delegates will receive copies of email notifications regarding approvals, returned reports or adjustment of reports created for another user. Will not be able to approve expense reports on behalf of the expense owner.
- **Approval Delegate:** Temporarily approve expenses for another user for a selected period of time. For example, when the card owner is on vacation, an Approval Delegate would be selected for that timeframe. Approval Delegates will not be able to access the user's Approval screen.

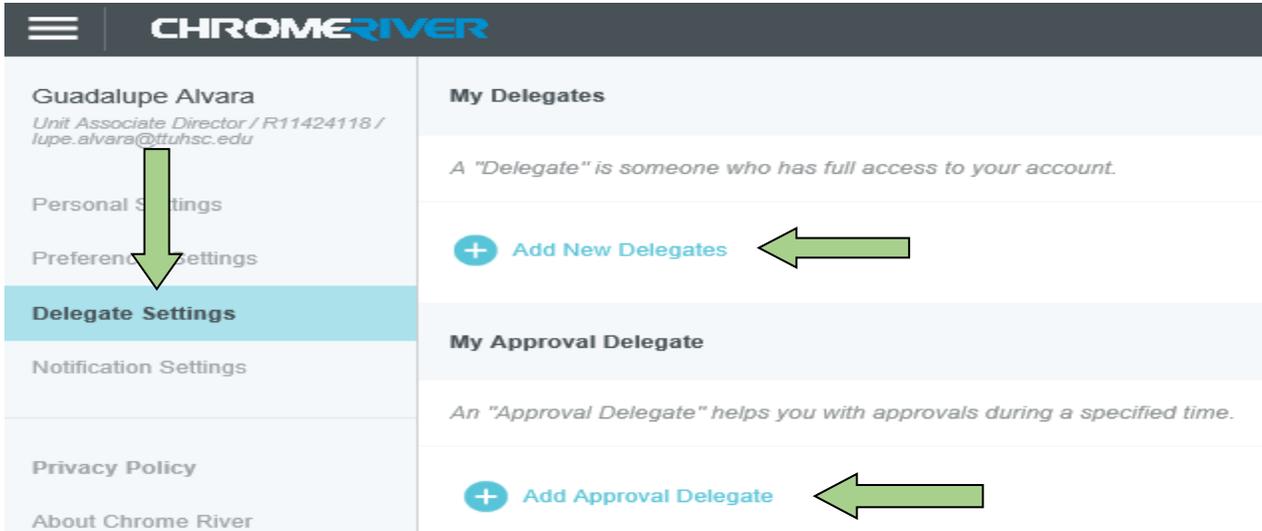
Adding a Delegate:

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



The screenshot shows the user interface of the Chrome River system. At the top right, there is a dark navigation bar with a '+ New' button and a user profile icon labeled 'Guadalupe Alvara'. A green arrow points down to this profile icon. Below the navigation bar, the main content area displays the Texas Tech University Health Sciences Center El Paso logo and name. On the right side, a vertical menu is open, listing various options: 'VIEW PROFILE', 'Last login: 01/04/2021 at 12:49 PM', 'Select Another User', 'Settings', 'System Administration', 'Help', 'Launch Walkthrough', and 'Logout'. A green arrow points left to the 'Settings' option in this menu.

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



CHROME RIVER

Guadalupe Alvara
Unit Associate Director / R11424118 / lupe.alvara@ttuhsc.edu

Personal Settings
Preference Settings
Delegate Settings
Notification Settings
Privacy Policy
About Chrome River

My Delegates

A "Delegate" is someone who has full access to your account.

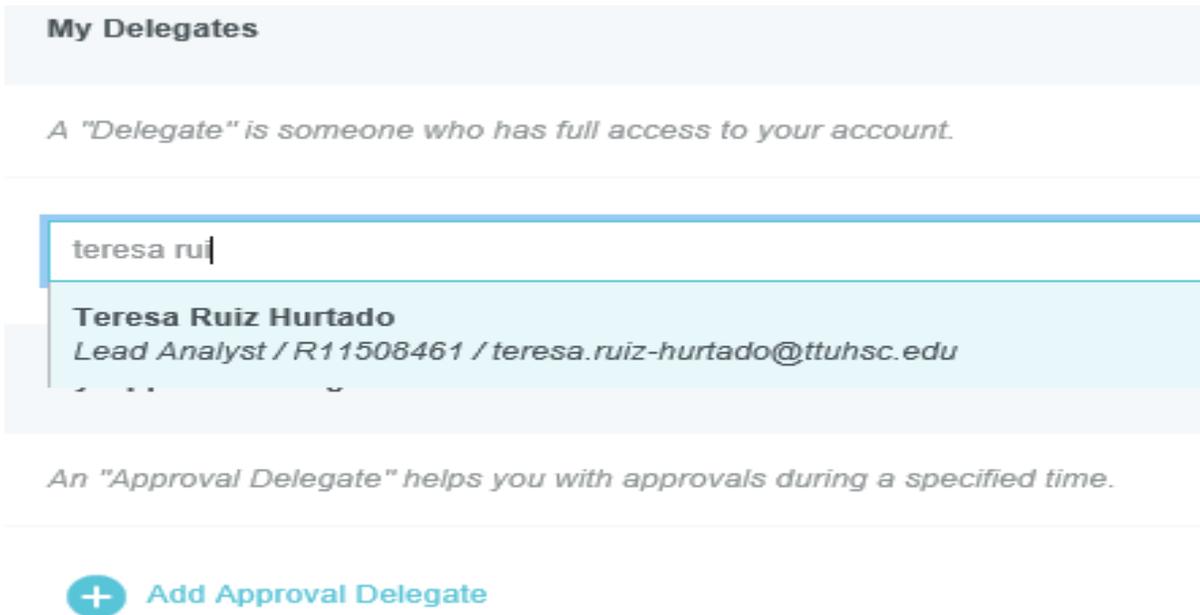
+ Add New Delegates

My Approval Delegate

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

+ Add Approval Delegate

Begin entering the user's name, R number or email address of the person you wish to add as your Delegate. As you type, the search results will narrow. Once the appropriate Delegate is selected, they will be able to create expenses on your behalf.



My Delegates

A "Delegate" is someone who has full access to your account.

teresa ruiz

Teresa Ruiz Hurtado
Lead Analyst / R11508461 / teresa.ruiz-hurtado@ttuhsc.edu

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

+ Add Approval Delegate



Adding an Approval Delegate:

To add an Approval Delegate, click on "Add Approval Delegate". Select your **Delegate** and enter a **Start** and **End Date**. Click on **Save**.

My Approval Delegate

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

Select a User

Teresa Ruiz Hurtado

Start Date

01/01/2021



End Date

01/15/2021



Save

Cancel

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**.

<p>Guadalupe Alvara <i>Unit Associate Director / R11424118 / lupe.alvara@ttuhsc.edu</i></p>	<p>My Delegates</p>
<p>Personal Settings</p>	<p>A "Delegate" is someone who has full access to your account.</p>
<p>Preferences Settings</p>	<p>✕ Adriana Vasquez Chief Analyst / R11432057 / adriana.vasquez@ttuhsc.edu</p>
<p>Delegate Settings</p>	<p>✕ Teresa Ruiz Hurtado Lead Analyst / R11508461 / teresa.ruiz-hurtado@ttuhsc.edu</p>
<p>Notification Settings</p>	

For questions, contact PCard at PcardELP@ttuhsc.edu.