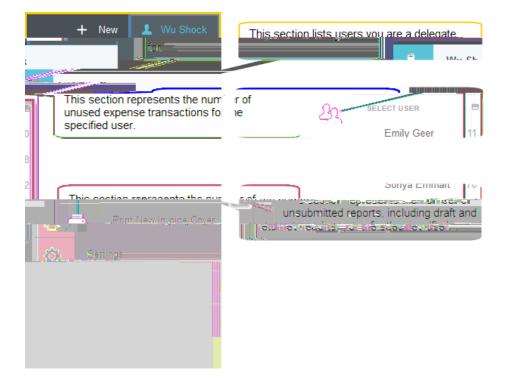


DELEGATE INFORMATION

Delegates can create expense reports for another user and access his or her Settings menu, Home screen, and Inquiry Reports. As a delegate, you will receive copies of any e-mail notifications regarding rejection or adjustment of reports created for the user. However, you will not be able to approve expenses that are routed to the user.

When other users have authorized you to work as their delegate, you will see their names under your name when you tap it in the upper right hand corner. To the right of each user's name you will see the total number of their unused expense transactions and the total number of their unsubmitted reports. You will not see these totals next to your own user name.





Add a Delegate

To add a user who is allowed to work as your delegate, tap your name in the upper right corner, then tap SETTINGS.

+ י	New	1	Wu	Shock		
Last login: 07/04/2019 at 12:22 PM						
SELECT USER		-		0.		
SELECTUSER			н	22		
Emily Gee	r	11	10			
Kristie Cou	ırtney	39	38			
man_ ~ 7		10_	1	eeri <u>sto in</u>		
ice Cover			Prin	t New Invo		
	60	5	Sett	inas 🤇		





Remove a Delegate

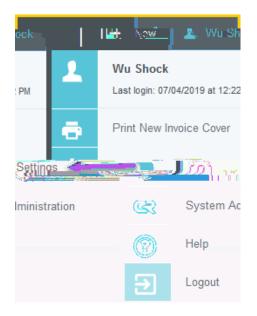
To revoke a user's ability to act as your delegate, tap the X next to his or her name in the **My Delegates** list.

Wu Shock	My Delegates			
Personal Settings	A "Delegate" is someone who has full access to your account.			
enda Coldiron 44F538		Delegate Settings	× Brink	
dd New Delegates		Notification Settings	e A	
proval Delegate		Privacy Policy	Му Арг	
proval Delegate" helps you with approvals during a specified time.		About Chrome River	An "Apj	
Add Approval Delegate	9			



Approval Delegation

If you need to have another user temporarily approve expenses on your behalf, such while you are on vacation, tap your name in the upper right corner, then tap **Settings**.



In Delegate Settings, under My Approval Delegate, tap +Add Approval Delegate.

Wu Shock	My Delegates				
Personal Settings	A "Delegate" is someone who has full access to your account.				
Preferences Settings	Add New Delegates				
Delegate Settings					
Notification Settings	My Approval Delegate				
	Privacy Policy				

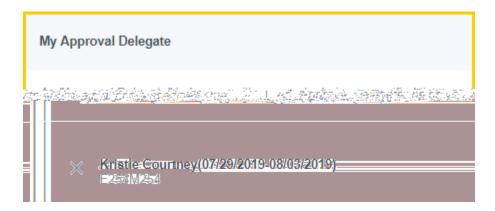


Chrome River User Manual

You will be able to choose the approval delegate from a searchable list and set the Start and End dates for the authorization to approve expenses on your behalf.

My Approval Delegate	
An "Approval Delegate" helps you with approvals during a	specified time.
Select a User	
	Start Date
	End Date

The delegate's name will appear with the range of dates during which he or she may approve expenses on your behalf.





Chrome River will send an email to the approval delegate describing the routing changes that will occur during this period. All expenses, pre-approvals and/or invoices assigned to you will automatically queue up for the delegate to approve. Regular approval emails will also be sent to the delegate.

<u> </u>		<u></u>	<u> </u>
Q Tell me what you want to do	File	Message	Acrobat
prod@ca1.chromerive 88 2 - egglesses Anneger Polesesse	11:27		noreply-c5-
I REQUIRED Chrome		D FURTHE	
Start Date			nigen di neugto d Doctori Tengi i s