Login page and Dashboard

In order to access Chrome River, go to **RamPort → Employee → Travel → Chrome River**

Once logged in, you will be presented with the Chrome River home dashboard.

1 – Access dashboard, eWallet, receipt gallery, Inquiry

2 – Return to the home dashboard

3 – Create a new Pre-Approval

4 – Create a new Expense Report

5 – Expense Report items

6 – Pre-Approval items

7 – ASU information, reminders, and help

8 – Access delegate settings, alternate email, logout

Delegates

Chrome River offers two types of delegation to allow users to create and approve expense reports for each other at ASU.

- **Delegate:**
  - Create pre-approval and expense reports for another user and access his or her Settings menu, Home screen, and Inquiry reports. You will receive any e-mail notifications regarding rejection or adjustment of reports created for the user.
  - You will not be able to approve expenses that are routed to the user.
- **Approval Delegate:**
  - Temporarily approve expenses and pre-approvals for another user, via e-mail. You will not be able to access the user's Approval scr. Not everyone will qualify to be an approval delegate.
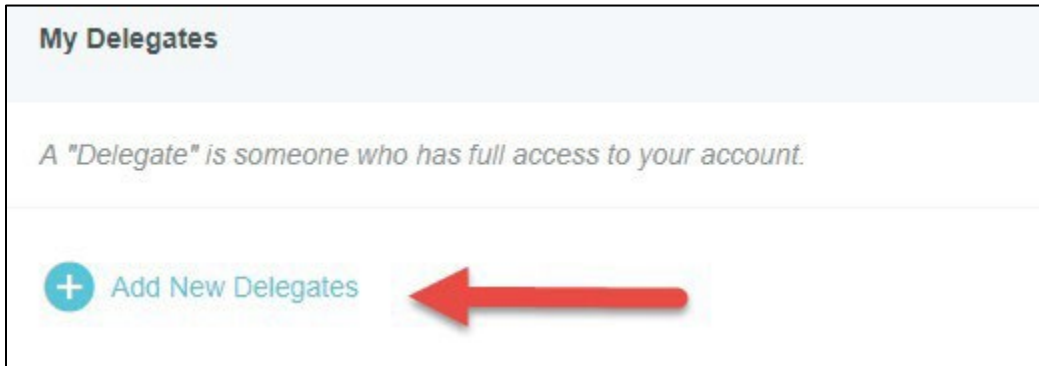 - Refer to the "FY 24 Succession Plan" to look up who can be an approval delegate.
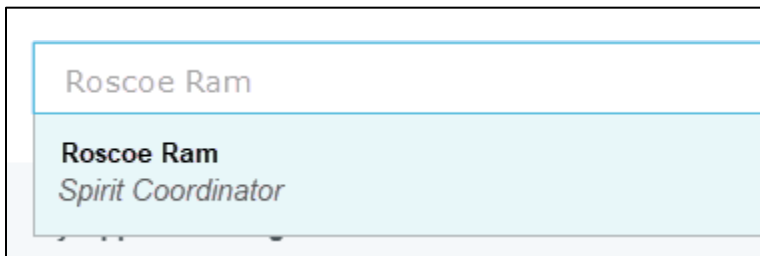
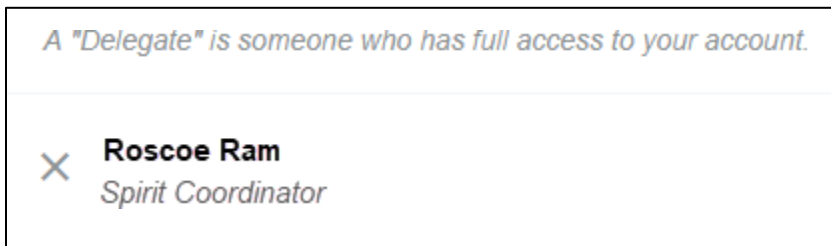Click your name and select "Account Settings"
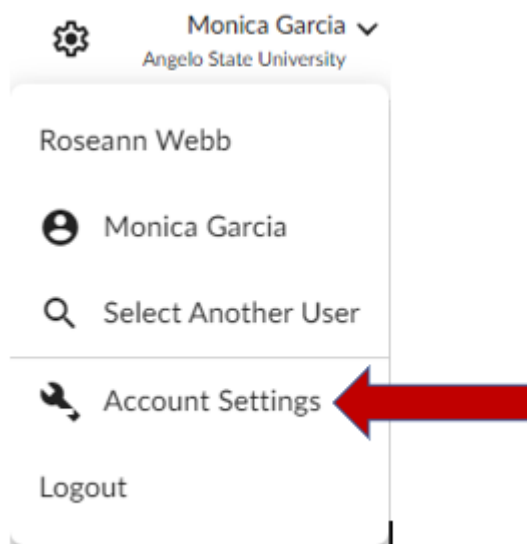
Click "Delegate Settings"

2   -
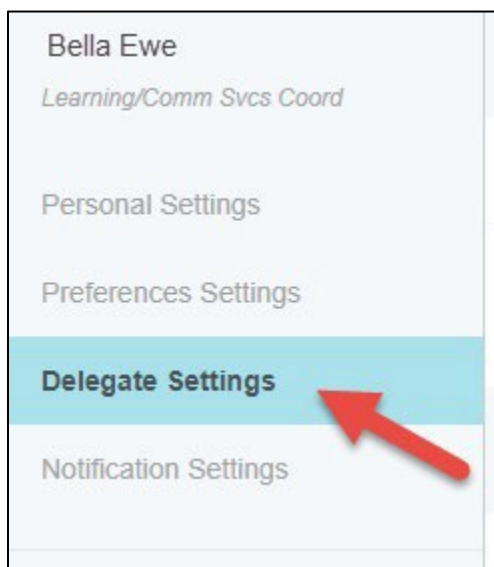
Click the appropriate "+ Add New Delegates" depending on the type of Delegate you wish to assign.
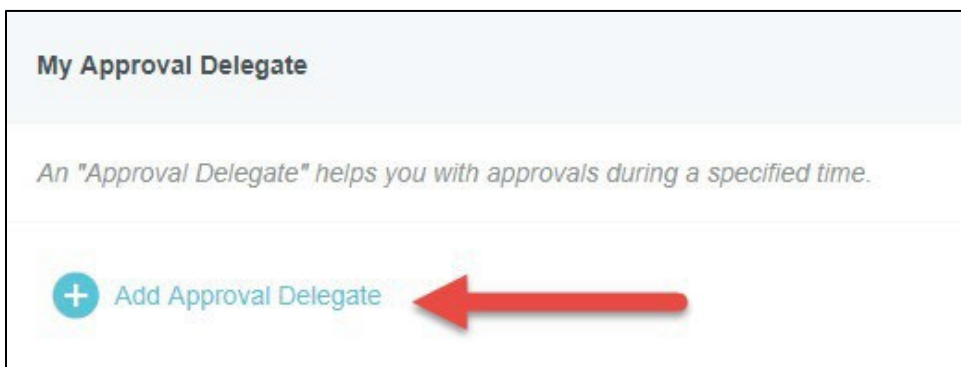
My Delegates

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

➕ Add New Delegates

Type in the name of the person to find them in the drop-down and select.

Roscoe Ram

Roscoe Ram
Spirit Coordinator
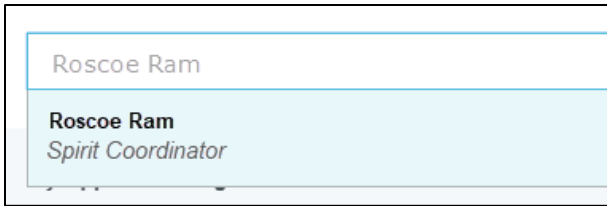
The delegate's name will appear in the list.

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

✕ **Roscoe Ram**
Spirit Coordinator

To add an Approval Delegate, click "+ Add Approval Delegate"

My Approval Delegate

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

➕ Add Approval Delegate
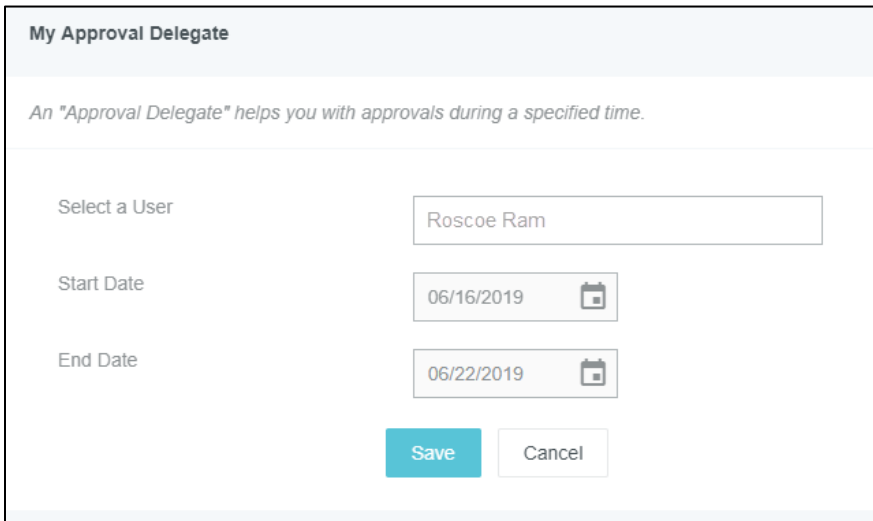
Type in the name of the person to select them from the drop-down list.
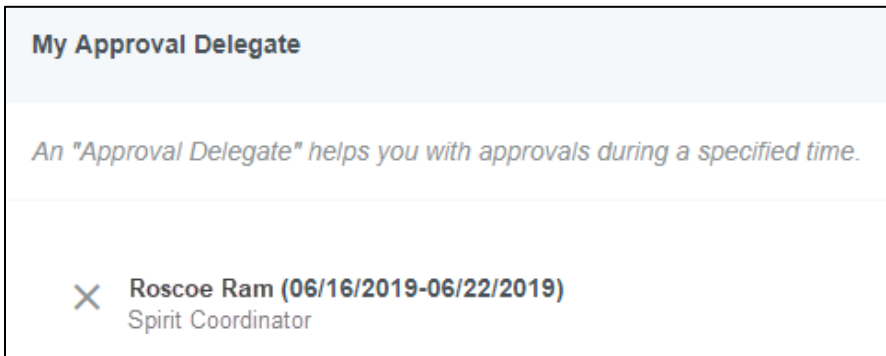
Roscoe Ram

Roscoe Ram
Spirit Coordinator

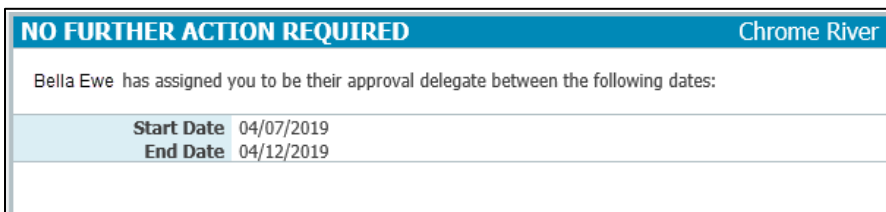Enter the start and end date for the approver. You can only have one approval delegate for a designated time period.

My Approval Delegate

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

Select a User	Roscoe Ram
Start Date	06/16/2019
End Date	06/22/2019

Save   Cancel

The approval delegate will appear in the list.

My Approval Delegate

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

✕ **Roscoe Ram (06/16/2019-06/22/2019)**
    Spirit Coordinator

The delegate will receive the following email:

NO FURTHER ACTION REQUIRED   Chrome River

Bella Ewe has assigned you to be their approval delegate between the following dates:

Start Date	04/07/2019
End Date	04/12/2019