

## 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.

The screenshot shows the Chrome River home dashboard with several sections and numbered callouts:

- 1**: Hamburger menu icon in the top left.
- 2**: "emburse chromeriver" logo in the top left.
- 3**: "Create" button next to the "Pre-Approval" section.
- 4**: "Create" button next to the "Expenses" section.
- 5**: "0 Draft" and "0 Returned" counts for the "Expenses" section.
- 6**: "0 Draft" and "0 Returned" counts for the "Pre-Approval" section.
- 7**: "ASU Angelo State University" logo in the top right.
- 8**: User name "Monica Garcia" and "Angelo State University" in the top right.

**Legend:**

- 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

**Dashboard Content:**

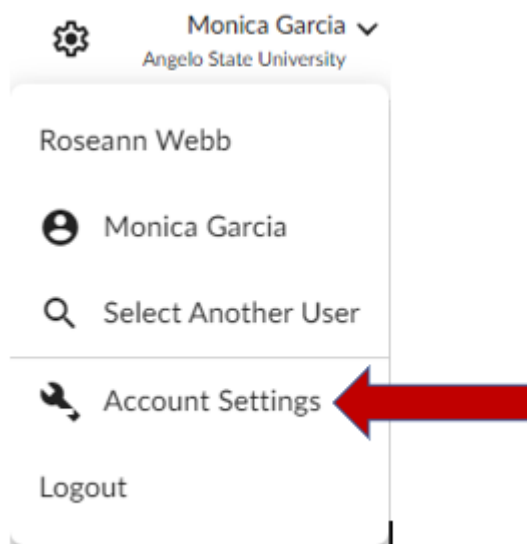
- eWallet**: Unused Items (Credit Card Items, Receipts)
- Expenses**: 0 Draft, 0 Returned, View All Submitted, Create
- Pre-Approval**: 0 Draft, 0 Returned, View All Submitted, Create
- CONTACT**: For expense reimbursement and processing assistance, please contact:
  - Travel Office: 325-942-2725, Email Us
  - Hardeman 213
- NOTICES**: FEATURE HIGHLIGHT: CR SNAP App: Use the CR SNAP App to take pictures of your receipts as you travel and upload them directly into your receipt gallery! Available for Apple and Android. Must use [first.last@angelo.edu](mailto:first.last@angelo.edu) to log in.
- HELP**: Reimbursement Rates: GSA Rates - Meal and Lodging, International GSA Rates, Rental Car Rates. Effective January 1 - December 31, 2024: Mileage rate - \$0.67.

## Delegates

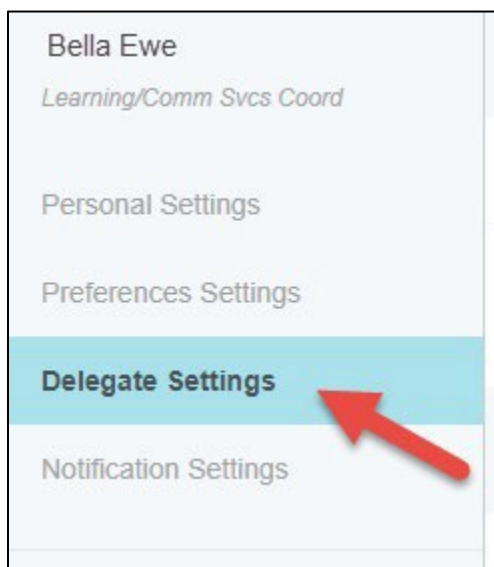
Chrome River offers two types of delegation to allow users to create and approve expense reports for each other at ASU.

- **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.

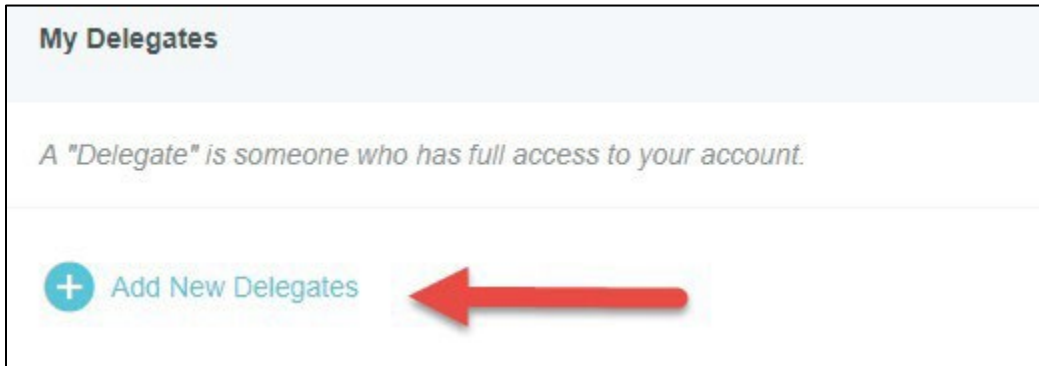
Click your name and select "Account Settings"



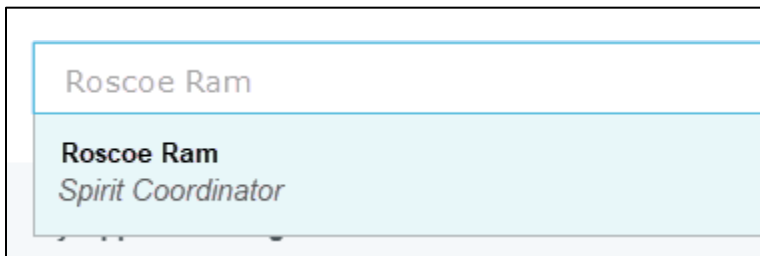
Click "Delegate Settings"



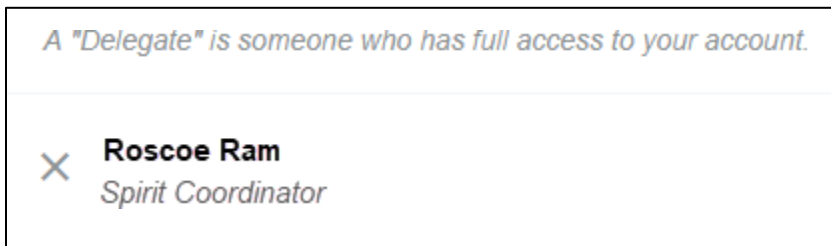
Click the appropriate “+ Add New Delegates” depending on the type of Delegate you wish to assign.



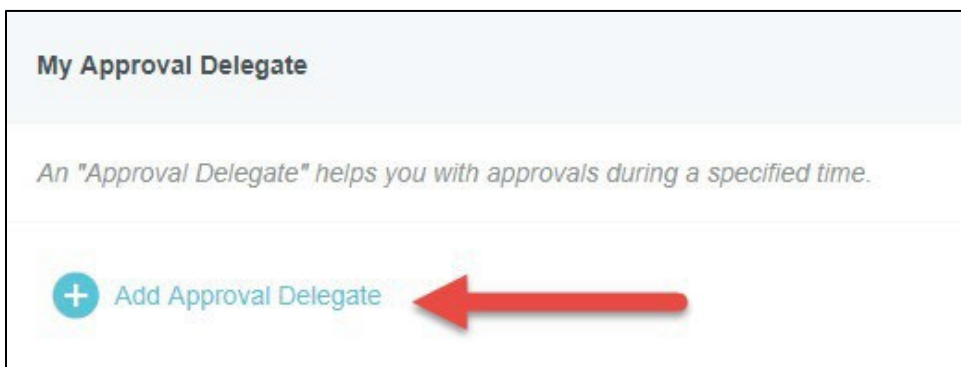
Type in the name of the person to find them in the drop-down and select.



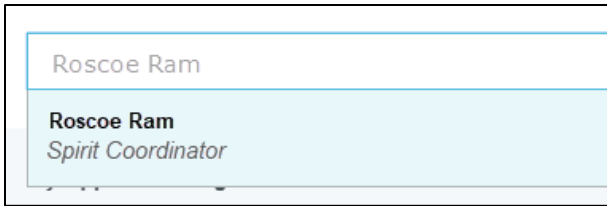
The delegate's name will appear in the list.



To add an Approval Delegate, click “+ Add Approval Delegate”

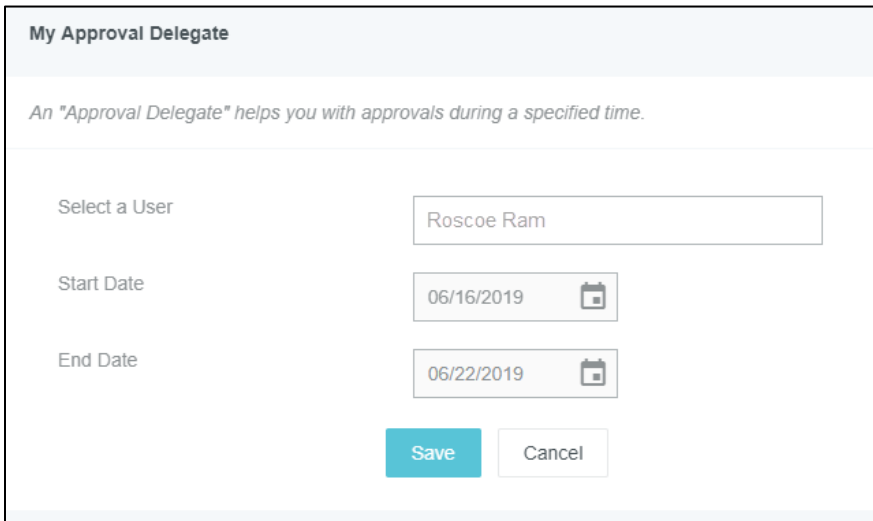


Type in the name of the person to select them from the drop-down list.



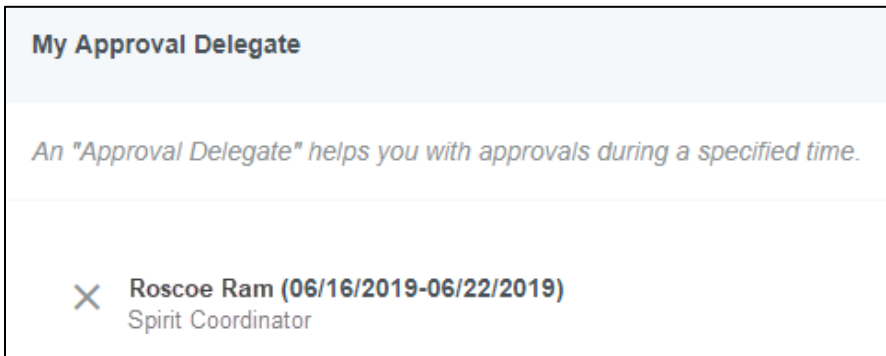
A screenshot of a user selection dropdown menu. The search bar contains the text "Roscoe Ram". Below the search bar, a list of results is shown, with the first result "Roscoe Ram" selected and highlighted in light blue. Underneath the name, the role "Spirit Coordinator" is listed.

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



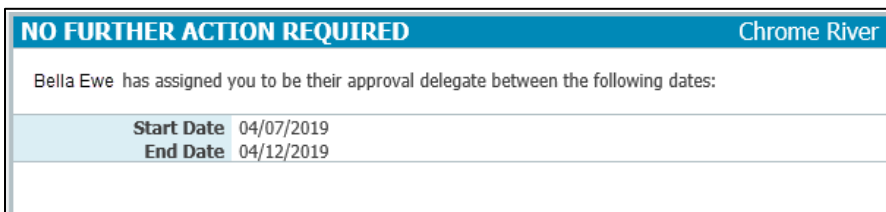
A screenshot of the "My Approval Delegate" form. The title is "My Approval Delegate" and the subtitle is "An 'Approval Delegate' helps you with approvals during a specified time." The form contains three input fields: "Select a User" with a dropdown menu showing "Roscoe Ram", "Start Date" with a date picker set to "06/16/2019", and "End Date" with a date picker set to "06/22/2019". At the bottom, there are two buttons: "Save" (in blue) and "Cancel".

The approval delegate will appear in the list.



A screenshot of the "My Approval Delegate" list. The title is "My Approval Delegate" and the subtitle is "An 'Approval Delegate' helps you with approvals during a specified time." Below the subtitle, there is a list of delegates. The first delegate is "Roscoe Ram (06/16/2019-06/22/2019)" with the role "Spirit Coordinator" listed below the name. There is a small 'X' icon to the left of the name.

The delegate will receive the following email:



A screenshot of an email notification. The header is "NO FURTHER ACTION REQUIRED" in white text on a blue background, with "Chrome River" in the top right corner. The main body of the email says "Bella Ewe has assigned you to be their approval delegate between the following dates:". Below this, there is a table with two rows: "Start Date" with the value "04/07/2019" and "End Date" with the value "04/12/2019".