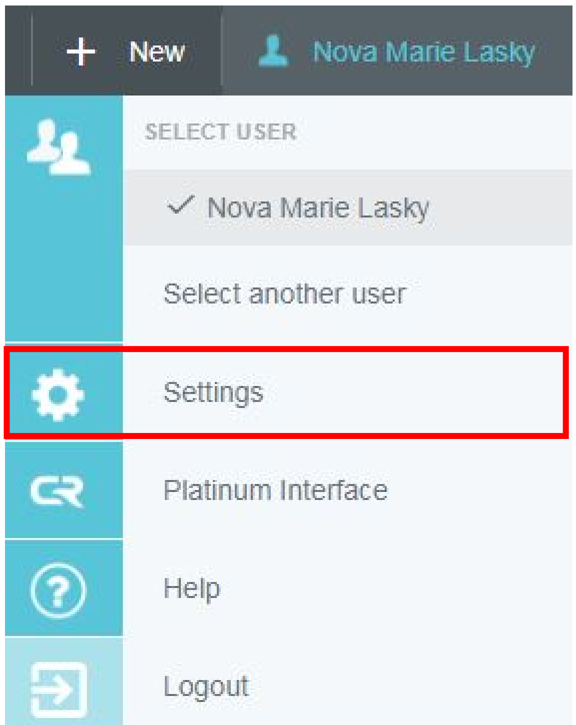
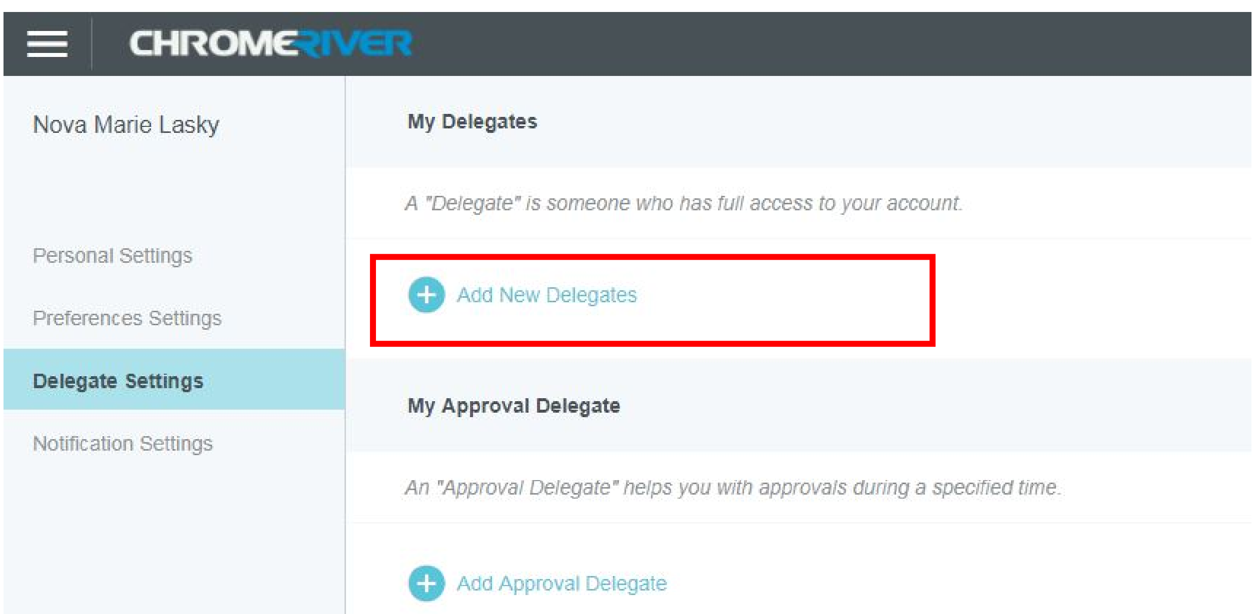
How to assign a delegate in Chrome River

A **delegate** can create expense reports for another user and access his or her Settings menu, Home screen, and Inquiry Reports. The delegate will receive copies of any email notifications regarding rejection or adjustment of reports created for the user. However, the delegate will not be able to approve expenses that are routed to the user.

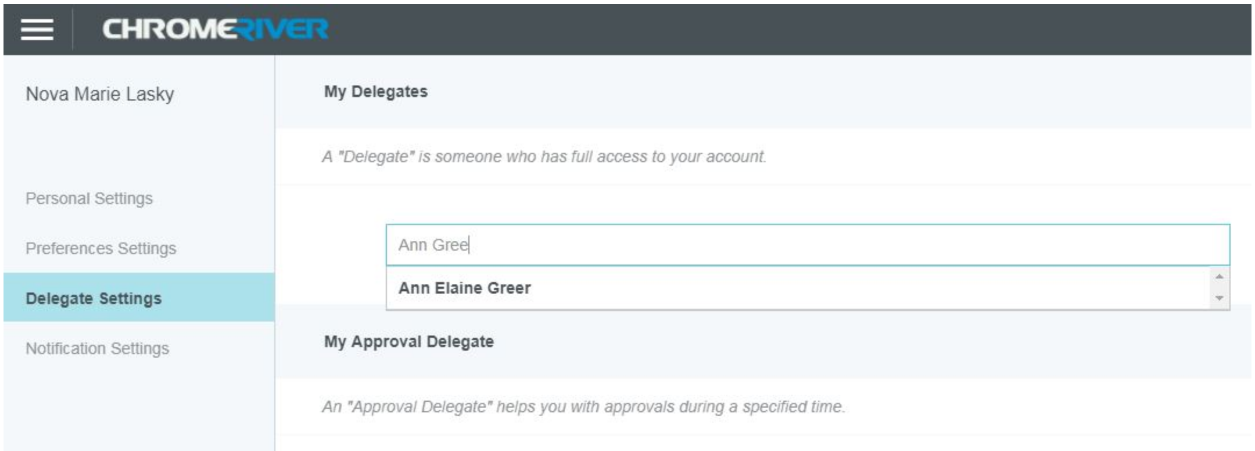
To authorize another user to work as your delegate, tap your name in the upper right corner, then tap **Settings**.



Tap **Delegate Settings**, than tap **Add New Delegates.**



Start entering the user's name, then select the correct name from the drop down list of potential delegates.



This user will now be able to select you from his or her own delegation list and create expenses on your behalf.