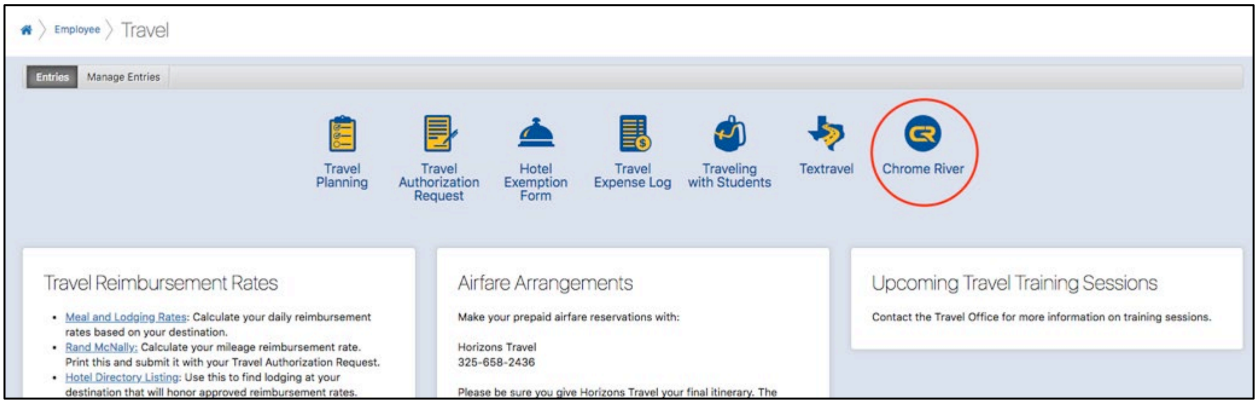
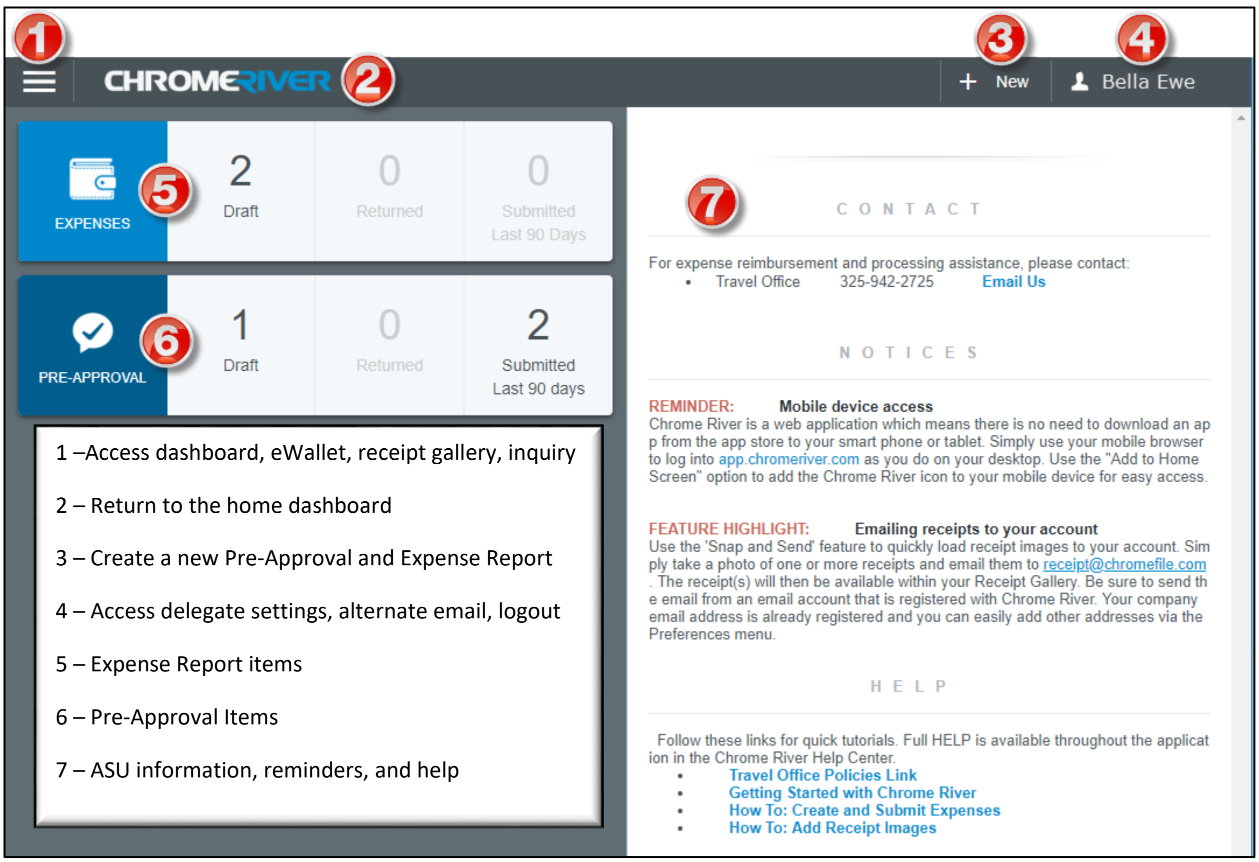
Login page and Dashboard

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.

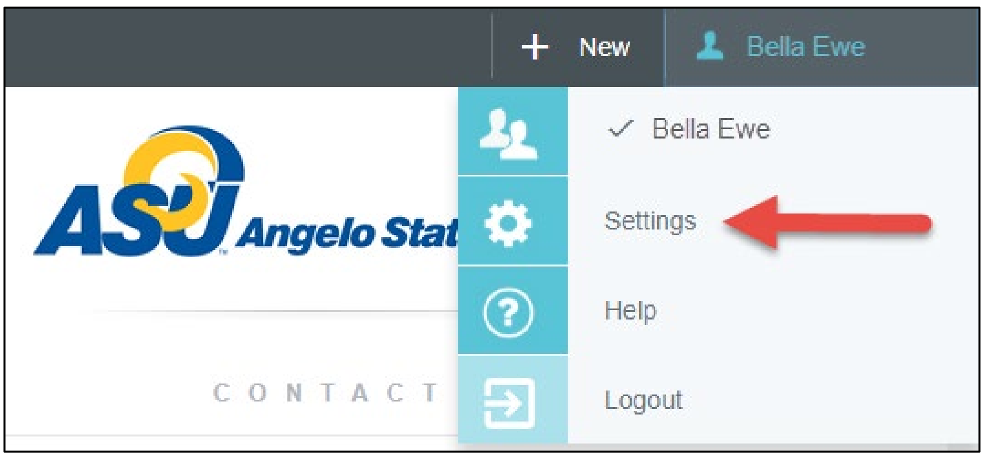


Delegates

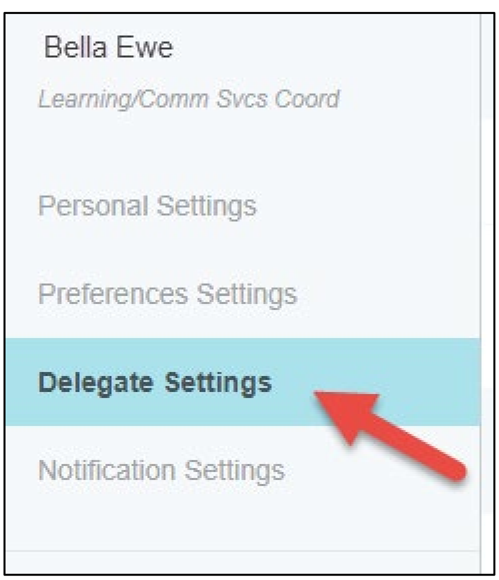
Chrome River offers two types of delegation to allow users to create and approve expense reports for each other at ASU.

- **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 19 Succession Plan" to look up who can be an approval delegate.

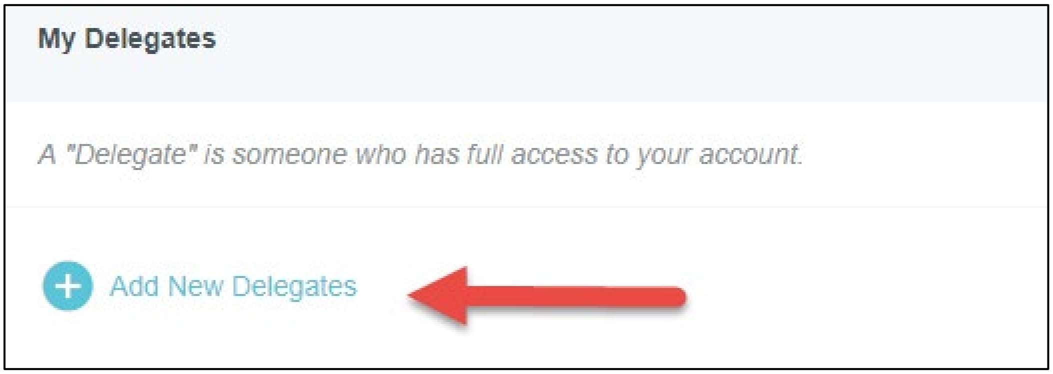
Click your name and select "Settings"



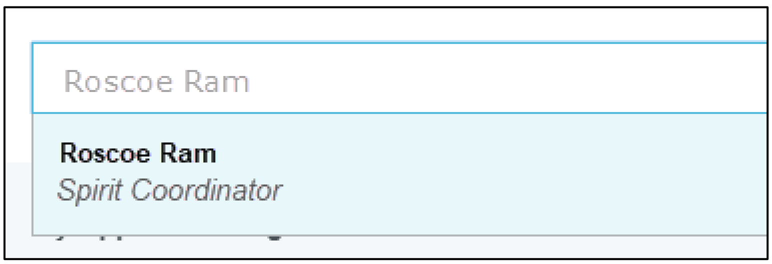
Click "Delegate Settings"



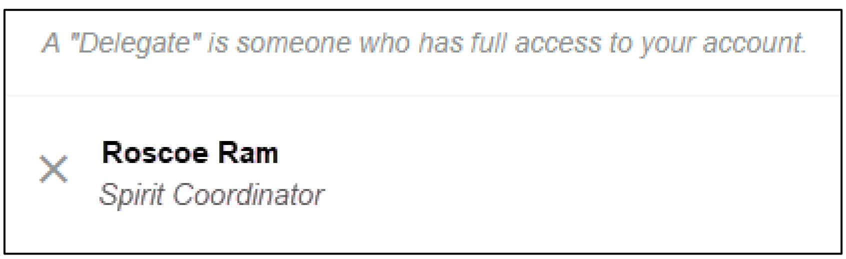
Click the appropriate “+ Add New Delegates” depending on the type of Delegate you wish to assign.



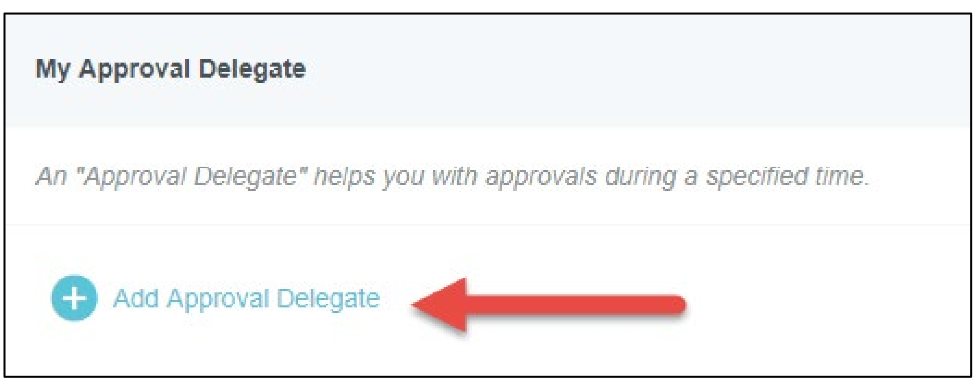
Type in the name of the person to find them in the drop-down and select.



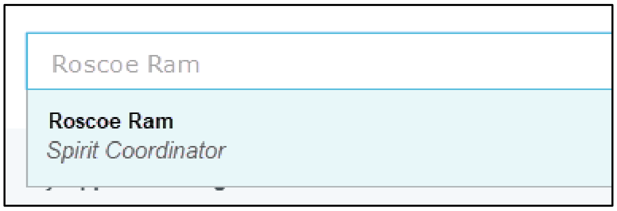
The delegate’s name will appear in the list.



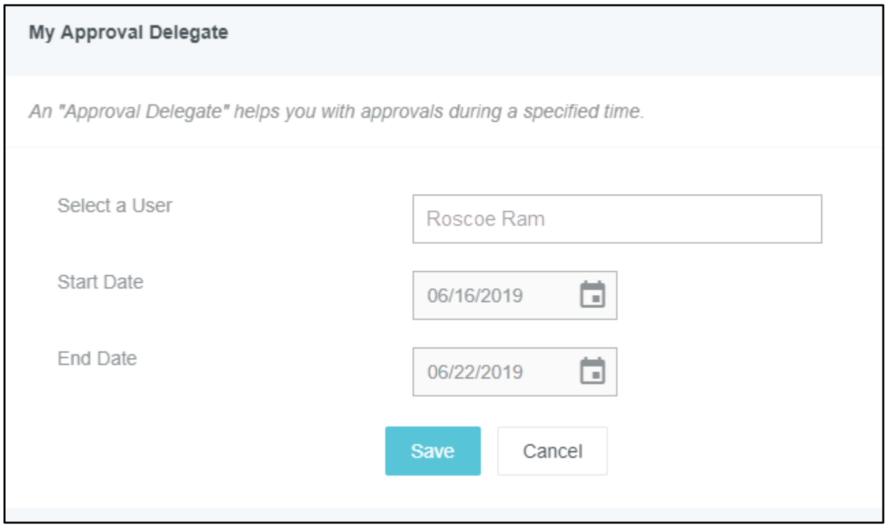
To add an Approval Delegate, click “+ Add Approval Delegate”



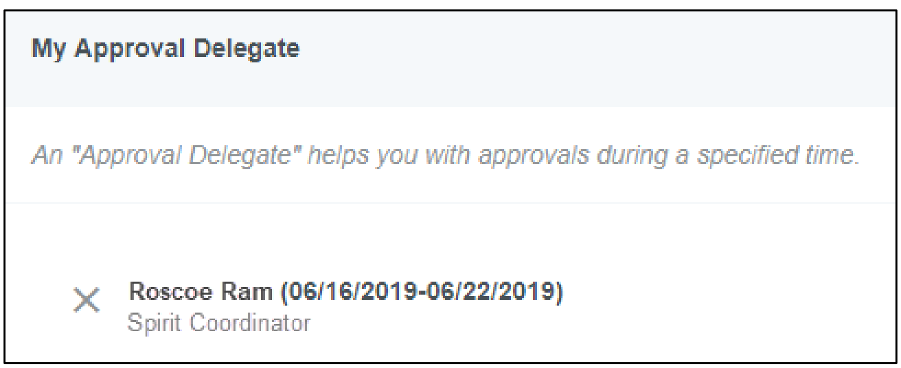
Type in the name of the person to select them from the drop-down list.



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



The approval delegate will appear in the list.



The delegate will receive the following email: