



CHROMERIVER EXPENSE

Delegate Account Access

Delegate Account Access

A Delegate is someone who has full access to your account and may assist with preparing reports.

Expense Owners must assign their own Delegates.

Steps to assign a Delegate:

1. Click on the drop-down arrow to right of the Expense Owner's name
2. Click on Account Settings
3. Click on Delegate Settings
4. Click on Add New Delegates
5. Type the name of the person to select and assign as a Delegate

Delegate Account Access

The screenshot displays the user interface for the emburse chromeriver system. On the left, there is a navigation menu with a hamburger icon and the emburse chromeriver logo. Below the logo, an orange bar highlights the 'Approvals' section, which includes a checkmark icon. Underneath, the text 'Approvals Needed' is followed by '2 Expense Reports' and '0 Pre-Approvals'. On the right side of the interface, the user's profile is shown as 'MELISSA SNOWDEN' from 'Old Dominion University'. A dropdown menu is open, showing options: 'Select Another User', 'Account Settings' (highlighted in yellow), and 'Logout'. The Old Dominion University logo is also visible in the center-right area. Red boxes with numbers '1' and '2' are placed over the user profile and the 'Account Settings' option, respectively.

Delegate Account Access



MELISSA SNOWDEN

AP TRAVEL PROCESSING SUPV

Personal Settings

Preferences Settings

Delegate Settings 3

My Delegates

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

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Add New Delegates

Delegate Account Access



MELISSA SNOWDEN

AP TRAVEL PROCESSING SUPV

Personal Settings

Preferences Settings

Delegate Settings

My Delegates

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

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johnson-dowe

MONIQUE JOHNSON-DOWE

ACCOUNTS PAYABLE MANAGER

Accessing an Account as a Delegate

An assigned Delegate can access another user's account to input pre-approval requests and expense reports.

Steps for an assigned Delegate to access another user's account:

1. Click on the drop-down arrow to right of the Expense Owner's name
2. Click on Select Another User
3. Type in the name of the person to select the user's account
4. The Expense Owner's name will be displayed in the upper right once the account is accessed

Accessing an Account as a Delegate

The screenshot displays the user interface for the emburse chromeriver system. On the left, there is a navigation menu with 'Approvals' (highlighted in orange) and 'Expenses' (highlighted in blue). The 'Approvals' section shows 'Approvals Needed' with '1 Expense Reports' and '0 Pre-Approvals'. A 'Create' button is visible in the 'Expenses' section. On the right, the user profile for 'MELISSA SNOWDEN' from 'Old Dominion University' is shown. A dropdown menu is open, with 'Select Another User' highlighted in yellow. A red box labeled '1' is around the user name, and another red box labeled '2' is around the 'Select Another User' option. The Old Dominion University logo is also present. At the bottom, there is a help link: 'Do you need help with finding your department's team? If so, please use our [Travel Processing Team](#) guide'.

Accessing an Account as a Delegate

The screenshot shows a web interface for Old Dominion University. In the top right corner, the user is identified as MELISSA SNOWDEN, Old Dominion University. The main content area features the university's logo and a search bar. A modal dialog box titled "Select Another User" is open, with a red box around the number "3" in its top-left corner. The search input field contains the text "monique johnson". Below the input field, a search result is displayed: **MONIQUE JOHNSON-DOWE** and *ACCOUNTS PAYABLE MANAGER*. At the bottom of the dialog, there is a checkbox labeled "Include Deceased in search". In the background, several user cards are visible, each with an envelope icon and contact information: Sharon Kelly, Lion Team - Erica Paredes, Monarch Team - Shantel Simmons, and Travel Supervisor - Melissa.

Accessing an Account as a Delegate

The screenshot shows the top-left portion of the emburse chromeriver interface. At the top left, there is a hamburger menu icon followed by the emburse chromeriver logo. Below this, there are two main sections: 'Expenses' and 'Pre-Approval'. The 'Expenses' section has a blue header bar with a 'Create' button on the right. Below the header, there are two large '0' indicators, one for 'Cost' and one for 'Approved'. To the right of these indicators is a 'View All Submitted' link. The 'Pre-Approval' section also has a blue header bar with a 'Create' button on the right.

The screenshot shows the top-right portion of the Old Dominion University interface. At the top right, there are icons for help (a question mark), settings (a gear), and a user profile. The user profile is labeled 'MONIQUE JOHNSON-DOWE' with a red box containing the number '4' next to it, and 'Old Dominion University' below it. Below the user profile is the Old Dominion University logo, which consists of a crown icon above the text 'OLD DOMINION UNIVERSITY'. Below the logo is a help message: 'Do you need help with finding your department's team? If so, please use our [Travel Processing Team](#) guide.' Below the message are three blue icons: a person, a document, and an envelope.