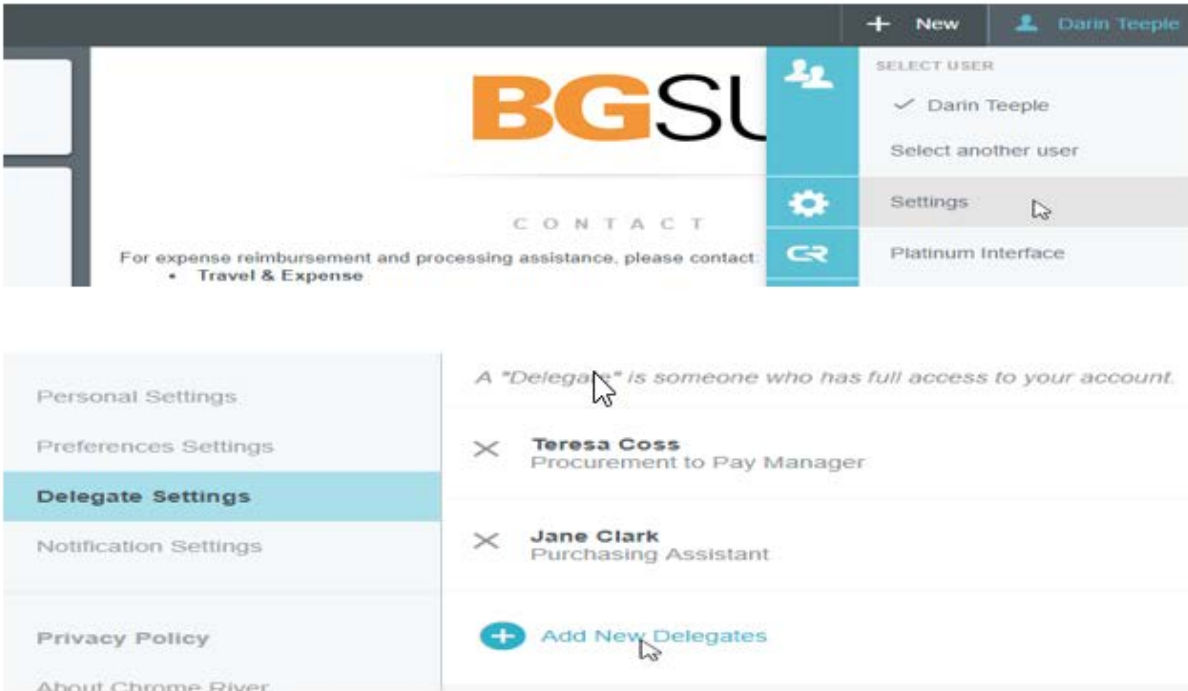


Delegating Your Dashboard in Chrome River

Click on Profile Menu-Settings-Delegate Settings

Then Add New Delegates



The screenshot shows the top navigation bar of the Chrome River dashboard. On the right, the user profile 'Darin Teeple' is visible. A dropdown menu is open, showing options: 'SELECT USER' (with a checkmark next to 'Darin Teeple'), 'Select another user', 'Settings', and 'Platinum Interface'. The 'Settings' option is highlighted by the mouse cursor.

Below the navigation bar, the 'CONTACT' section is visible, with the text: 'For expense reimbursement and processing assistance, please contact: • Travel & Expense'.

The main content area shows the 'Delegate Settings' page. On the left, a sidebar menu includes: 'Personal Settings', 'Preferences Settings', 'Delegate Settings' (highlighted), 'Notification Settings', 'Privacy Policy', and 'About Chrome River'. The main content area contains the following text and list:

- A *"Delegate"* is someone who has full access to your account.
- ✕ **Teresa Coss**
Procurement to Pay Manager
- ✕ **Jane Clark**
Purchasing Assistant
- + Add New Delegates

Switching to Another Dashboard

Click on Profile Menu and Select the User



The screenshot shows the top navigation bar of the Chrome River dashboard. On the right, the user profile 'Teresa Coss' is visible. A dropdown menu is open, showing options: 'SELECT USER' (with a checkmark next to 'Teresa Coss'), 'Darin Teeple', 'Select another user', 'Settings', and 'Help'. The 'Darin Teeple' option is highlighted by the mouse cursor.

Below the navigation bar, the 'CONTACT' section is visible, with the text: 'id processing assistance, please contact: x7709 veronis@basu.edu'.