VCU Procurement Services

Adding & Removing Delegates in Chrome River
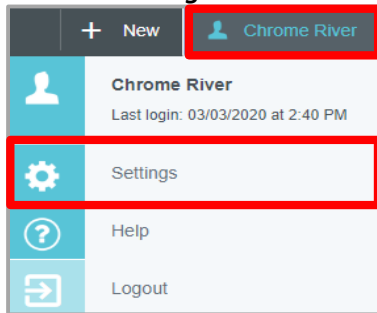
Delegates are users in Chrome River who has full access to your account.
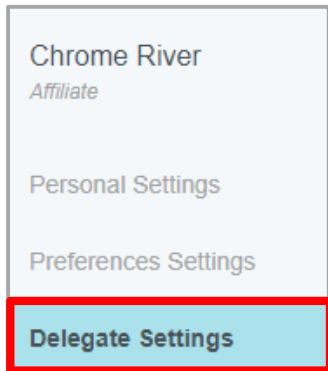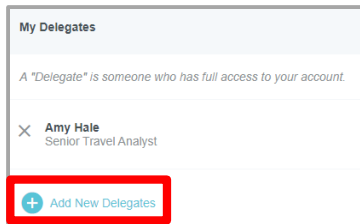
Step-by-Step

1 Add New Delegates

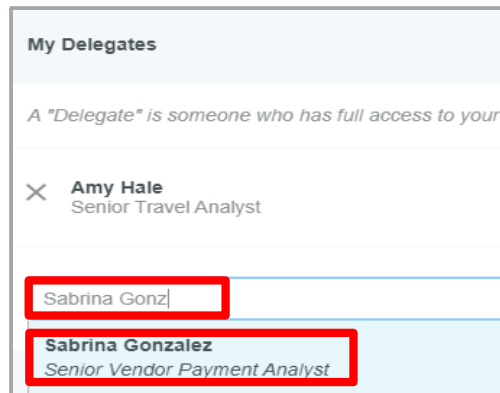- In Chrome River, click on your name in the top right corner
- Click on *Settings*

- Select *Delegate Settings*

- Click on *Add New Delegates* under the **My Delegates** heading

- In the free flow name field, type the name of the user you wish to assign as a delegate
- Click on the correct employee to select

2 Removing Existing Delegates

- Navigate to *Delegate Settings* as demonstrated in the Add
- Click on the **X** to the left of the delegate being removed