

Assigning a Substitute Requisitioner (for Assign Cart)

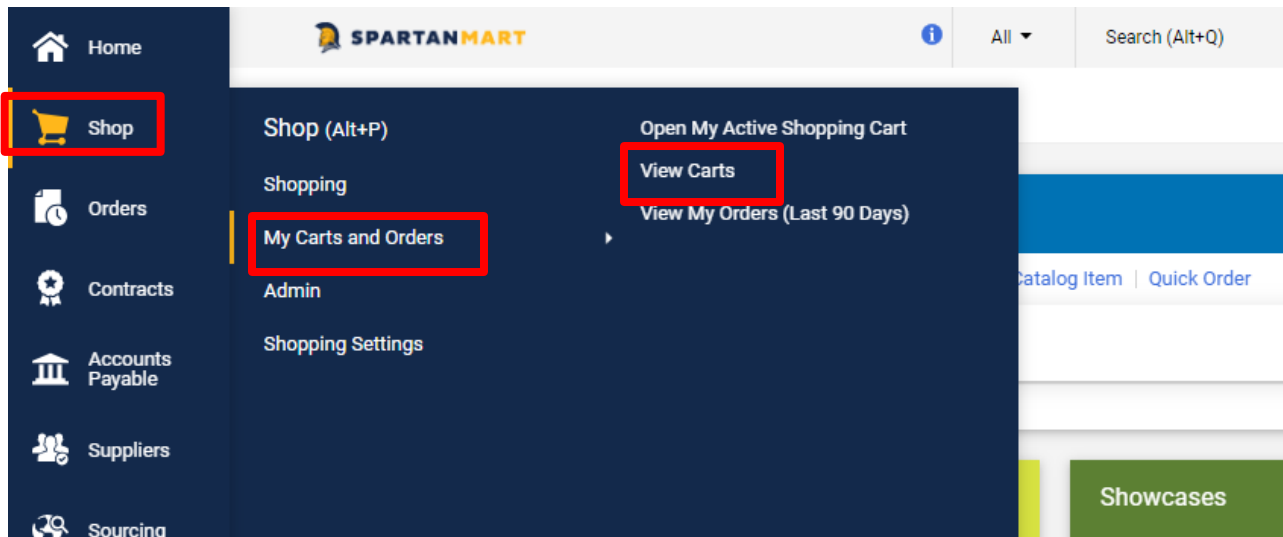
When a cart is assigned to an assignee, or requester, the cart must be submitted in order for processing to begin. If a requester is on vacation or leave, he/she can assign a substitute requisitioner to assist with the cart submission. The substitute can review the cart assigned to the original assignee.

When a cart is reassigned to a substitute requester, the original shopper will be notified via email.

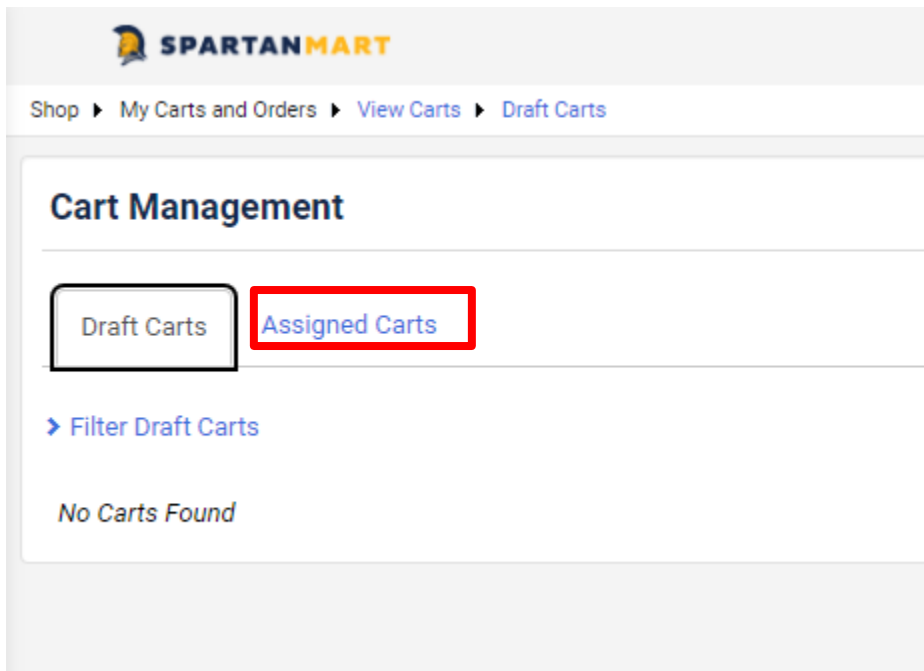
Step-by-Step

The goal of the task is to assign a substitute assignee for processing assigned carts. This can be set up for a short period (a few hours) or a lengthy period (for example, extended leave).

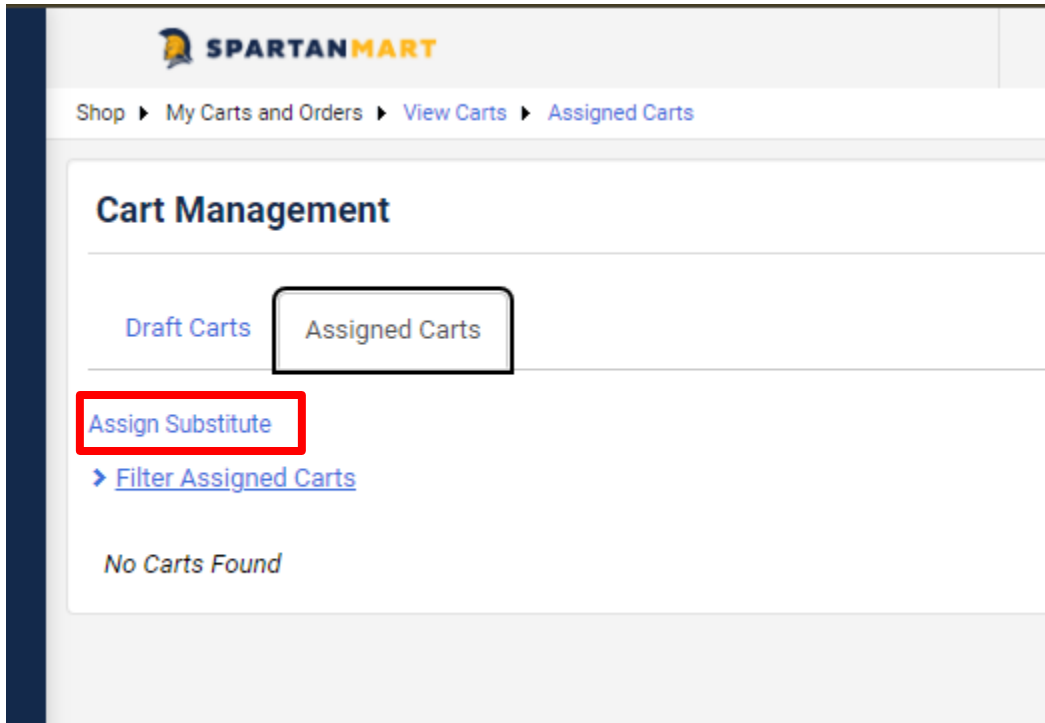
1. Go to Shop > My Carts and Orders > View Carts.



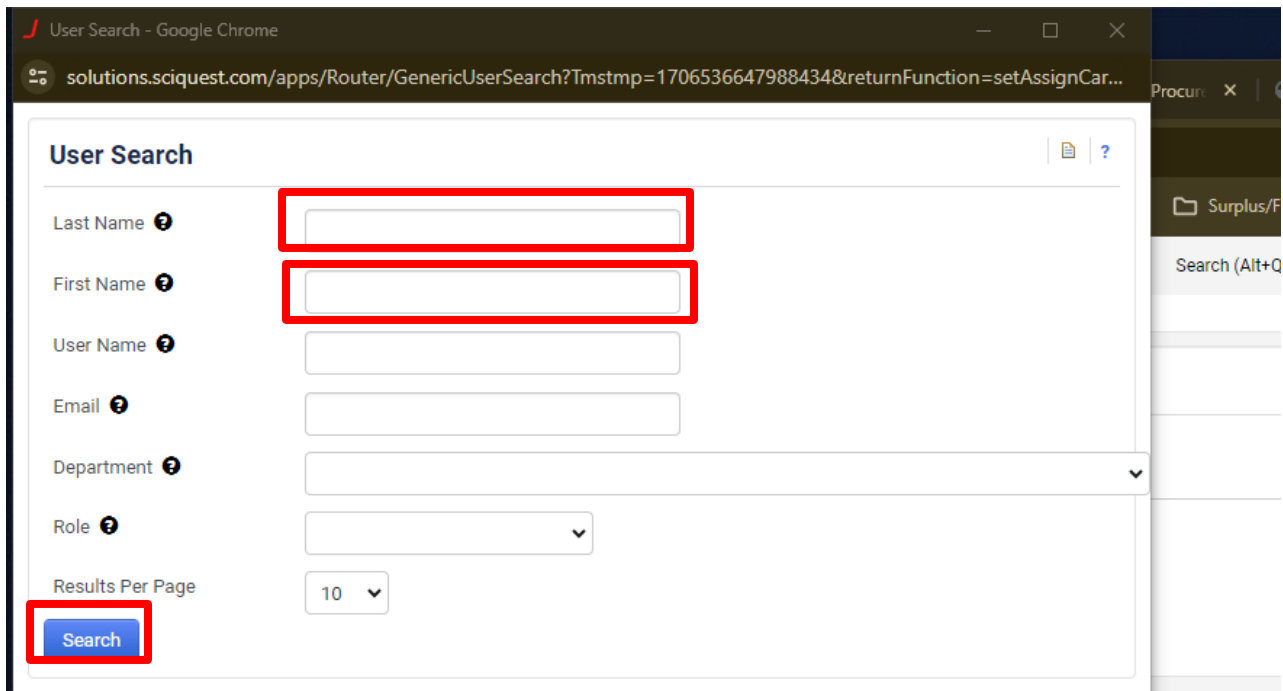
2. Click on the Assigned Carts tab.



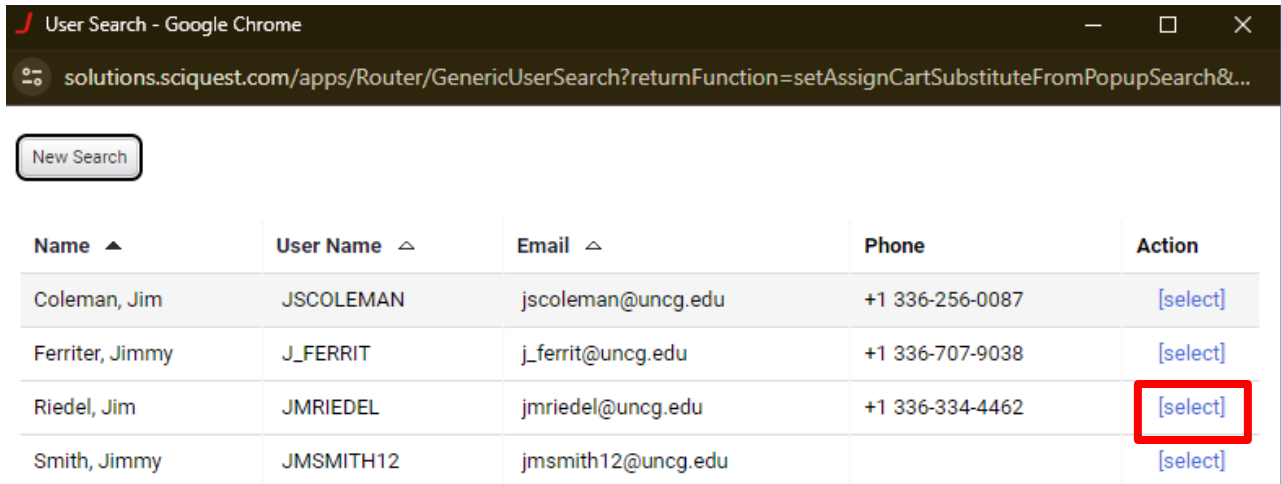
3. Click the Assign Substitute link.



4. From the User Search window, enter the criteria to find the user that you would like to assign as the substitute requester. Once the user criteria are entered, click the Search button.

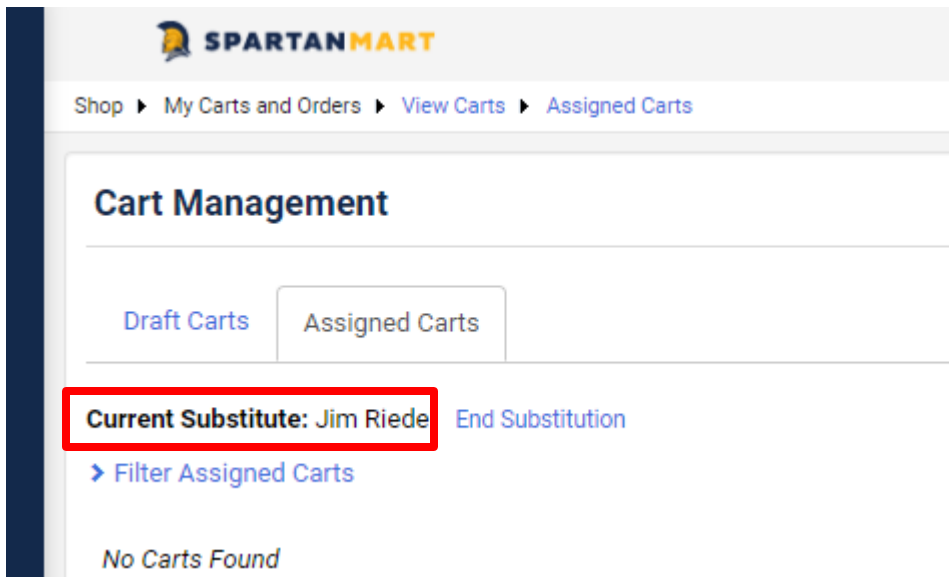


5. Select the appropriate user using the Select link to the right of the user's name.



Name ▲	User Name ▲	Email ▲	Phone	Action
Coleman, Jim	JSCOLEMAN	jscoleman@uncg.edu	+1 336-256-0087	[select]
Ferriter, Jimmy	J_FERRIT	j_ferrit@uncg.edu	+1 336-707-9038	[select]
Riedel, Jim	JMRIEDEL	jmriedel@uncg.edu	+1 336-334-4462	[select]
Smith, Jimmy	JMSMITH12	jmsmith12@uncg.edu		[select]

Now you can see that your carts will be sent to Jim Riedel in your absent.



SPARTANMART

Shop ▶ My Carts and Orders ▶ View Carts ▶ Assigned Carts

Cart Management

[Draft Carts](#) [Assigned Carts](#)

Current Substitute: Jim Riede [End Substitution](#)

[▶ Filter Assigned Carts](#)

No Carts Found

6. Click End Substitution button on the draft carts to remove the substitution setting.



SPARTANMART

Shop ▶ My Carts and Orders ▶ View Carts ▶ Assigned Carts

Cart Management

[Draft Carts](#) [Assigned Carts](#)

Current Substitute: Jim Riedel [End Substitution](#)

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7. You will see the setting removed as soon as you click it.

Shop ▶ My Carts and Orders ▶ [View Carts](#) ▶ [Assigned Carts](#)

Cart Management

[Draft Carts](#) Assigned Carts

[Assign Substitute](#)

▶ [Filter Assigned Carts](#)

No Carts Found