Assigned carts

Use this search to determine what carts you have assigned to someone else or what carts have been assigned to you.

1. Hover over the '**Shop'** icon.

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| |
| rse: Suppliers Categories Contracts Chen |
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2. Click the Admin and select Manage Assigned Carts

| Â | Home | 👰 SPARTANMART | | All 👻 | Search (Alt+Q) |
|-----|-----------|---------------------------------------|---|-------|----------------|
| | | Shop NW Carte and Orders Niew Carte D |)raft Carte | | |
| 7 | Shop | Shop (Alt+P) | P) Consolidate Orders View Draft Carts from Other Users Manage Assigned Carts | | |
| | | Shopping | View Draft Carts from Other Us | ers | |
| Í (| Orders | My Carts and Orders | Manage Assigned Carts | | |
| | | | Manage Groups for Shared Car | ts | |
| | Contracts | Admin 🔸 | | | |
| | Accounts | Shopping Settings | | | |

3. Select either Assignee (person who the cart has been assigned to) or Submitter (person who assigned the cart) and click **Search**.

| | Home | 🧎 SPARTA | NMART | All 🔻 | ٤ |
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| | | Shop 🕨 Admin 🕨 Manaq | ge Assigned Carts | | |
| 7 | Shop | Assigned Carts \$ | Search | 🗎 ? | |
| | | Search By | Assignee O Submitter | | |
| Ō | Orders | First Name | | | |
| - | | Last Name | | | |
| | Contracts | User Name | | | |
| | | Email | | | |
| ⋒ | Accounts | Cart Name | | | |
| _ | Payable | Cart Number | | | |
| fet | Cuppliere | Department | | ~ | |
| 28 | Suppliers | | Search | | |

You have two options:

- Reassign Selected Carts to another person (See Carts/Assigning Carts) or
- Unassign or Reassign (See Assigning Carts) the Selected Carts.
 - Select the cart you want to unassign/reassign by clicking the **Select** box next to the cart.
 - Select Unassign Selected Carts from the dropdown and click Go.

| 🧎 SPAF | RTANMART | | | All 🔻 | Search (Alt+Q) | ۹ | 0.00 USD | E | ♡ | 1 09 |
|------------------|-----------------------|----------------|--------------------------|-----------------|----------------|-----------|--------------------------------|-------------------|---------------------------------|--------------------------|
| Shop 🕨 Admin 🕨 🕅 | Manage Assigned Carts | | | | | | | | | - D Logout |
| Assigned Ca | rts Search | | | 2 | | | | | | |
| Results Per Page | 20 🗸 | | Total No | Of Assigne | d Carts: 55 | | | Reassi Unass | gn Selected C ign Selected C | arts ✔ Go Carts ✔ 🗎 ? |
| Assignee Name | Submitter A | Cart Number | Shopping Cart Name | Date Created | | Cart Desc | ription | | То | tal 🗌 |
| Alex Hauer | Zachary Young | 176628618 | 2023-09-08 ZCYOUNG 01 | 9/8/2023 | 3 | [| Select the ca to unassign h | art you v nere | 29.8 want | 84 USD |

4. Click **OK** to unassign the selected cart and send it back to the submitter.

| Shop ► Admin ► M | Manage Assigned | d Carts | | | | | | | | -10 L | ogout |
|------------------|-------------------|---------|----------------|--------------------------|-----------------|-----------|------------------|-----------------------|---------------|---------------|-------|
| + Assigned Ca | rts Search | | | | 2 | | | | | | |
| | | | | | | | | | Unassign Sel | ected Carts 🗸 | Go |
| Results Per Page | 20 🗸 | | | Total No (| Of Assigne | d Carts: | 55 | | 💽 Page | 1 🗸 of 3 🕨 | 2? |
| Assignee Name | Submitter Name | ~ | Cart Number | Shopping Cart Name | Date Created | ~ | Ca | rt Description | | Total | |
| Alex Hauer | Zachary You | una | 176628618 | 2023-09-08 | 9/8/2023 | 3 | | | | 29.84 USD | |
| Amy Moore | Kevin V | Un | assign | Cart | | | × | | | 15.24 USD | |
| Amy Moore | Kevin V | Do you | want to una | ssign the selected carts | and send th | em back t | o the submitter? | or for sculpture: com | ing out of my | 8.46 USD | |
| Andi Smith | Richard (| | | | | | | | | 1,749.12 USD | |
| Andrew Currin | Kevin S | | | | | | Close | | | 40.44 USD | |

• The cart is again listed in the draft carts.

| , Assigned Carts St | arcn | | 7 | | | | |
|---------------------|--|--------------|----------------------------|--------------|------------------|---------------|----|
| | | | | | Reassign Sele | cted Carts 💌 | Go |
| esults per page 20 | • | Tot | al No Of Assigned Carts: 1 | | I F | Page 1 of 1 📐 | ? |
| | 20112-0-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1- | C. A. M. Law | Champing Cast Name | Data Created | Cost Description | Tetal | - |
| Assignee Name 🔺 | Submitter Name 4 | Cart Number | Shopping Cart Name | Date Created | Cart Description | Iotai | 1 |