Assigned carts
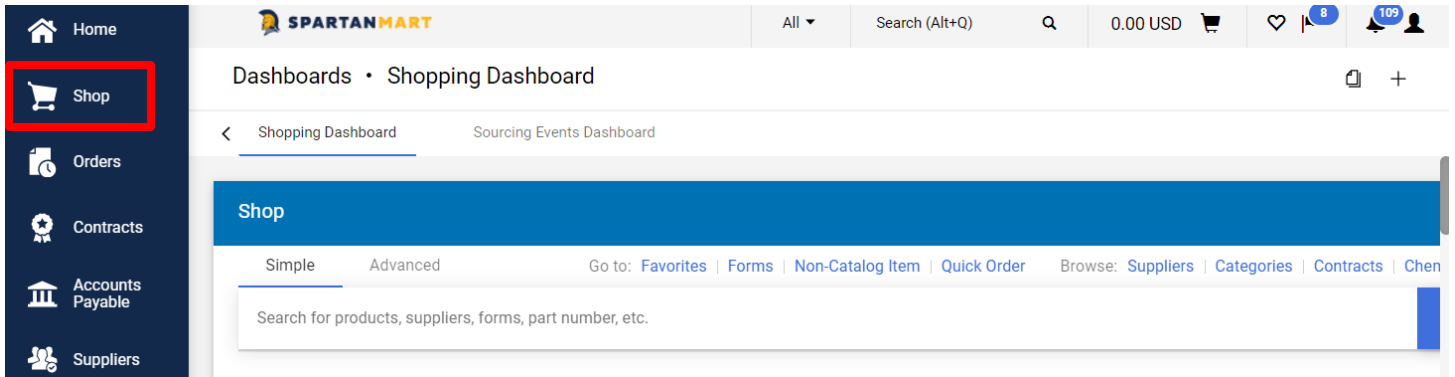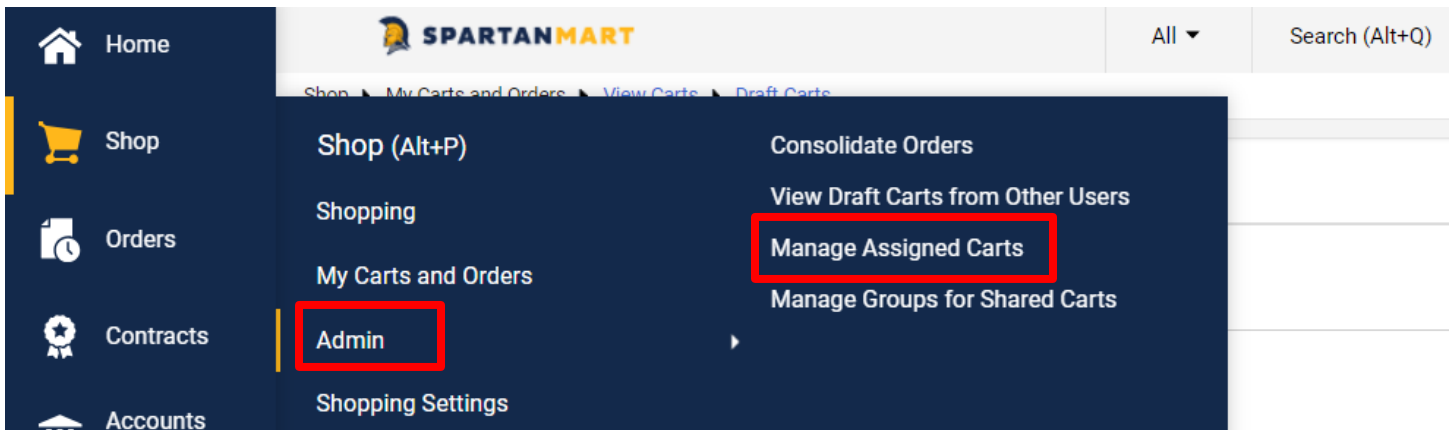
Use this search to determine what carts you have assigned to someone else or what carts have been assigned to you.
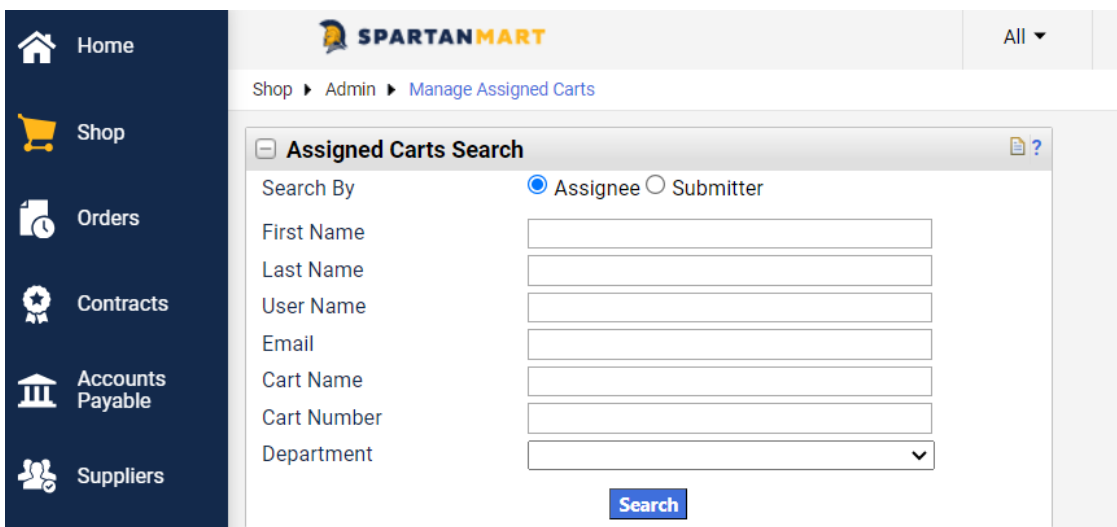
1. Hover over the '**Shop'** icon.

2. Click the **Admin** and select **Manage Assigned Carts**

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

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

- The cart is again listed in the draft carts.