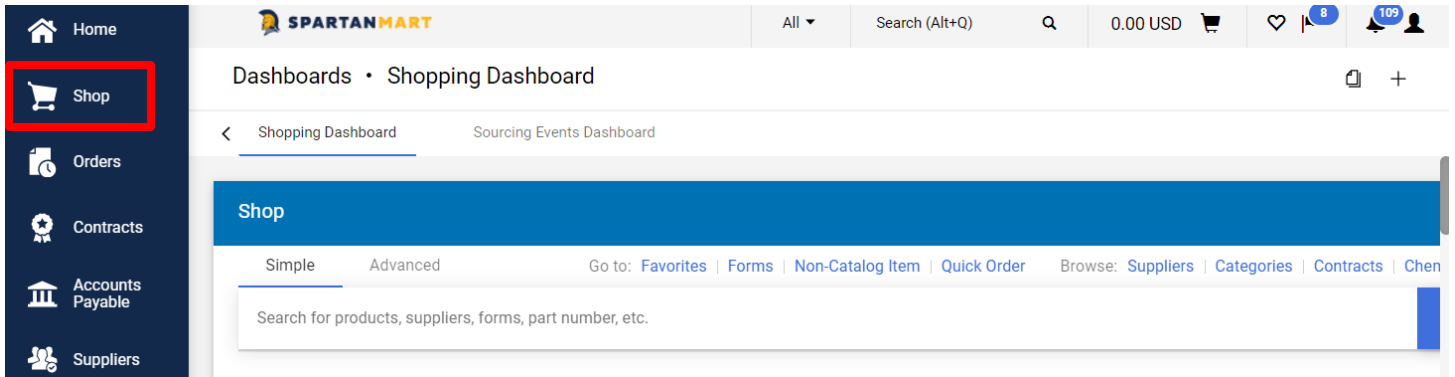


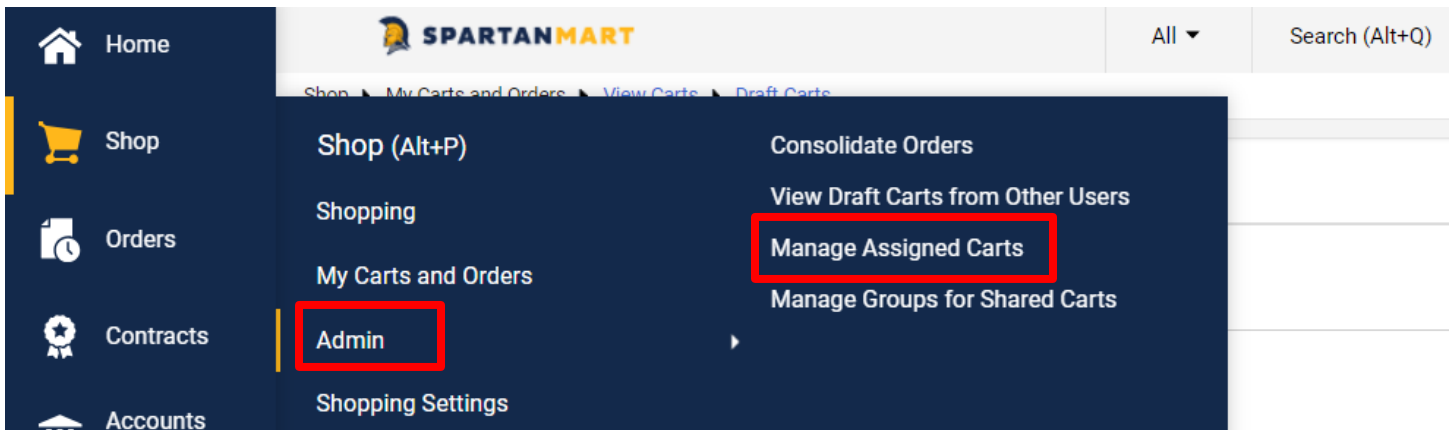
Assigned carts

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

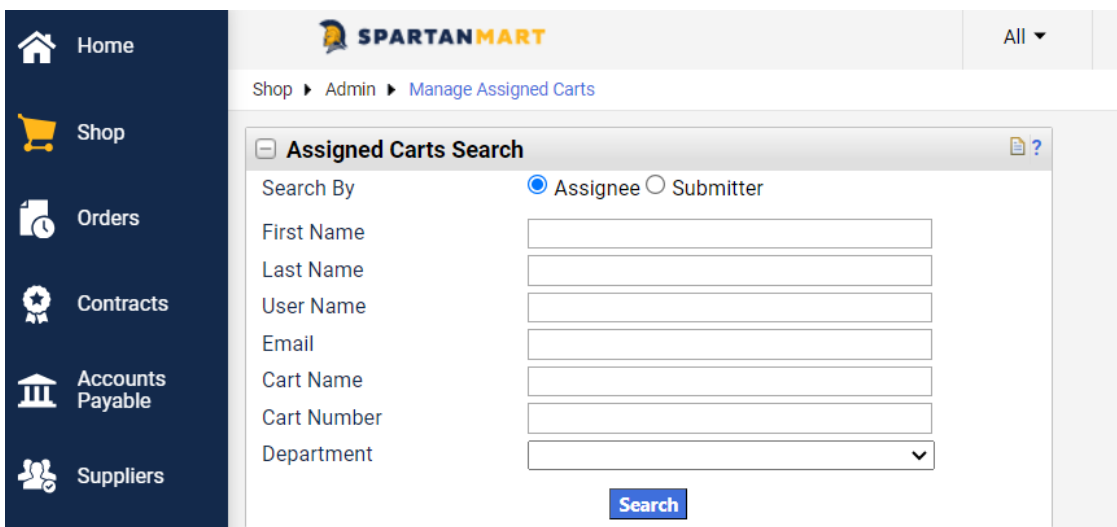
1. Hover over the 'Shop' icon.



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**.

Shop ▸ Admin ▸ Manage Assigned Carts

Assigned Carts Search

Results Per Page 20 Total No Of Assigned Carts: 55

Assignee Name	Submitter Name	Cart Number	Shopping Cart Name	Date Created	Cart Description	Total	
Alex Hauer	Zachary Young	176628618	2023-09-08 ZCYOUNG 01	9/8/2023		29.84 USD	<input type="checkbox"/>

Select the cart you want to unassign here

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

Shop ▸ Admin ▸ Manage Assigned Carts

Assigned Carts Search

Results Per Page 20 Total No Of Assigned Carts: 55 Page 1 of 3

Assignee Name	Submitter Name	Cart Number	Shopping Cart Name	Date Created	Cart Description	Total	
Alex Hauer	Zachary Young	176628618	2023-09-08	9/8/2023		29.84 USD	<input checked="" type="checkbox"/>
Amy Moore	Kevin V					15.24 USD	<input type="checkbox"/>
Amy Moore	Kevin V				for sculpture: coming out of my	8.46 USD	<input type="checkbox"/>
Andi Smith	Richard C					1,749.12 USD	<input type="checkbox"/>
Andrew Currin	Kevin S					40.44 USD	<input type="checkbox"/>

Unassign Cart

Do you want to unassign the selected carts and send them back to the submitter?

Ok Close

- The cart is again listed in the draft carts.

The selected carts are successfully assigned back to their original submitters

Assigned Carts Search

Results per page 20 Total No Of Assigned Carts: 1 Page 1 of 1

Assignee Name	Submitter Name	Cart Number	Shopping Cart Name	Date Created	Cart Description	Total	
Ricky Requestor	Jeff Farrier	468552	2010-11-05_sq_jfarrier 01	11/5/2010		60.00 USD	<input type="checkbox"/>