## **Creating Assignees**

If you don't have maintenance access to funds, you can create assignees and assign your cart to someone with access to the funds. That person can then place the order for you.

1. Click the profile Icon and select View My Profile.

<b>NRT</b>	All 👻	Search (Alt+Q)	۹	0.00 USD	E	♡ 🔎	<b>P</b> 1
hopping Dashboard		Allysa Robinson					User
Contract Management Dashboard	Contract Requestor Dashboard	View My Profile					
		Dashboards					
		Manage Searches					
		Manage Search Expo	orts				

## 2. Click 'Default User Settings' then click 'Cart Assignees'

	Last Name	Robinson
User Profile and Preferences	Phone Number *	1 226 224 5007
User's Name, Phone Number, Email, etc.		+1 330-334-3997
Language, Time Zone and Display Settings		International priorie numbers mu
App Activation Codes	Mobile Phone Number	
Early Access Participation		International phone numbers mu
Update Security Settings	E-mail Address *	awbirche@uncg.edu
Default User Settings Custom Field and Accounting Code Defaults	Department *	Procurement Services (Purc
Default Addresses	Position	~
Cart Assignees		

3. Click the Add Assignees button.

Add Assignee				
My Cart Assignees		13		
Name	Action			
Shannon Clegg	Set as Preferred	Remove		
Ricky Requestor	Set as Preferred	Remove		
Sandy Rogerson (Preferred Assignee)		Remove		

4. You are presented with a **User Search**. Enter the last name of the person you want to designate as an Assignee in the **Last Name** text box and click **Search**.

Last Name	Lillis Enter Last Name here
First Name	
Jser Name	
Email	
Department	
Results per page	10

5. Click 'Select' located under the Action column in line with the user you want to designate as an Assignee. Then click Choose Selected User.

sults per pa	ge 10		Users me	eeting the search	criteria: 1	1	Page 1 of 1 🛃 📍
Name		User Name	~	Email	4	Phone	Action
illis, Judy	jo	lillis	iclilli	s@uncg.edu	+1 (33	36) 334-4463	[select]

## 6. The user has been added to the list of My Cart Assignees.

Spartie Requestor	Cart Assignees Add Assignee				
GENTRN1					
	My Cart Assignees				
	Name	Action			
DEFAULT USER SETTINGS	Judy Lillis	Set as Preferred Remove			
Custom Field and Accounting Code Defaults	Ricky Requestor	Set as Preferred Remove			
Default Addresses	Sandy Rogerson (Preferred Assignee)	Remove			
Cart Assignees					
Payment Options					

7. Continue to Add Assignees as needed.