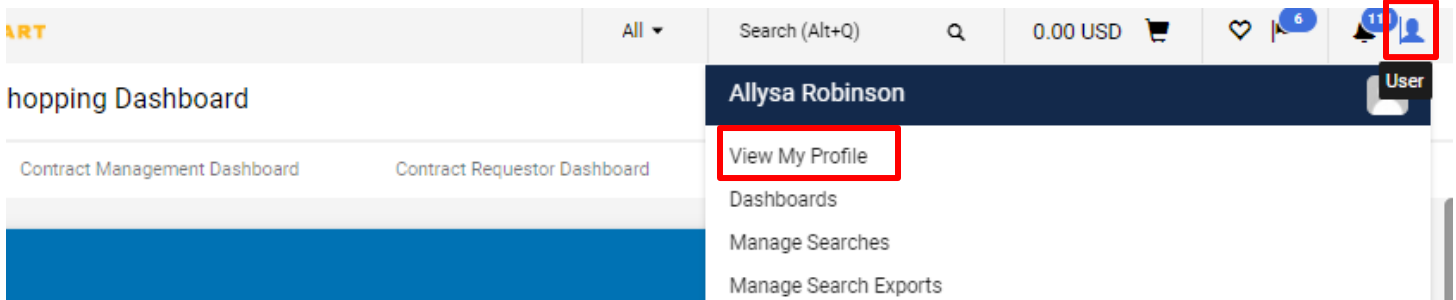


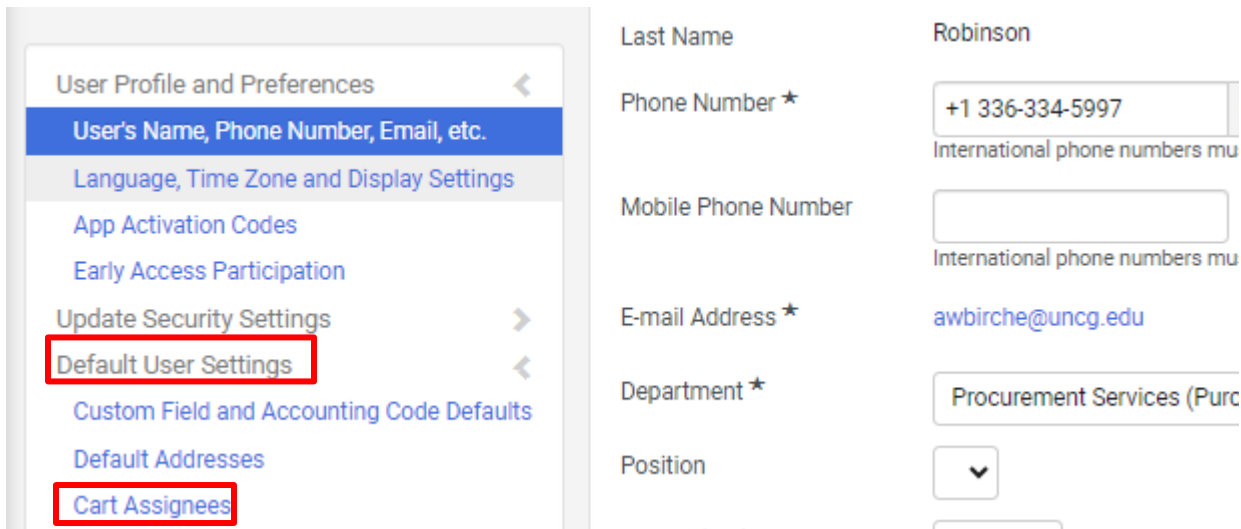
Creating Assignees

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.

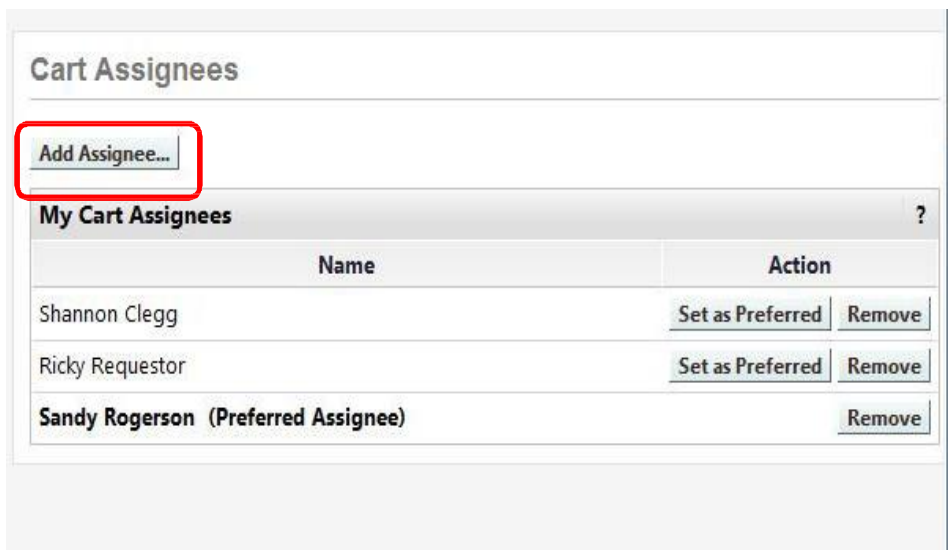
1. Click the profile icon and select **View My Profile**.



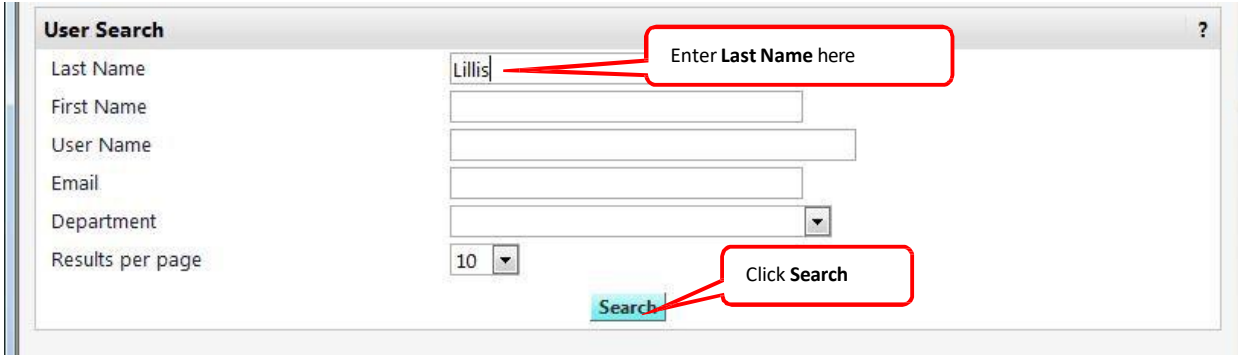
2. Click 'Default User Settings' then click 'Cart Assignees'



3. Click the **Add Assignees** button.



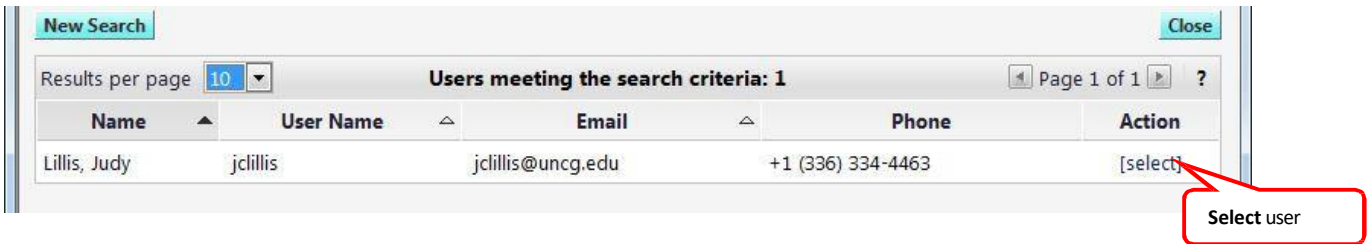
4. You are presented with a **User Search**. Enter the last name of the person you want to designate as an Assignee in the **Last Name** text box and click **Search**.



The 'User Search' form contains the following fields and controls:

- Last Name: Text box containing 'Lillis' with a callout 'Enter Last Name here' pointing to it.
- First Name: Empty text box.
- User Name: Empty text box.
- Email: Empty text box.
- Department: Dropdown menu.
- Results per page: Dropdown menu set to '10'.
- Search: A blue button with a callout 'Click Search' pointing to it.

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**.

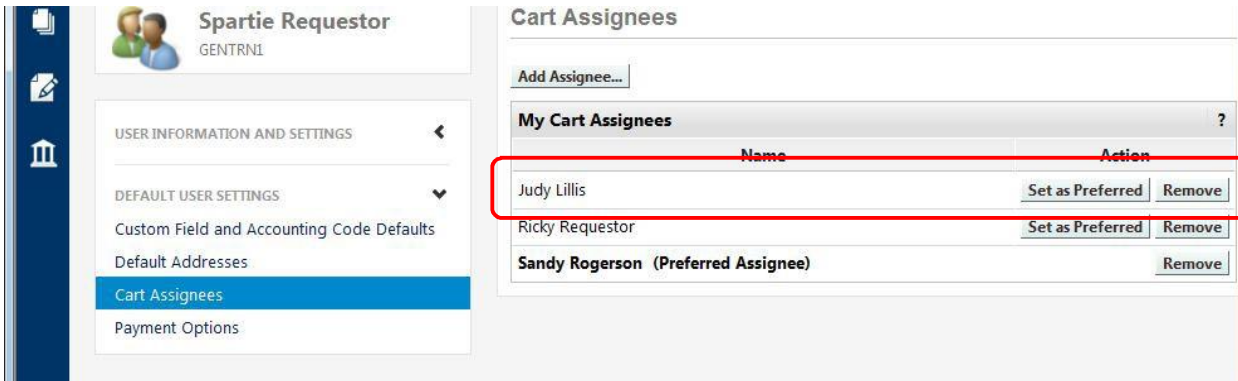


The search results table shows one user meeting the criteria:

Name	User Name	Email	Phone	Action
Lillis, Judy	jclillis	jclillis@uncg.edu	+1 (336) 334-4463	[select]

A callout 'Select user' points to the '[select]' button in the Action column.

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



The 'My Cart Assignees' interface shows a list of assigned users:

Name	Action
Judy Lillis	Set as Preferred Remove
Ricky Requestor	Set as Preferred Remove
Sandy Rogerson (Preferred Assignee)	Remove

A red box highlights the 'Judy Lillis' row and its associated 'Set as Preferred' and 'Remove' buttons.

7. Continue to **Add Assignees** as needed.