Assigning Carts

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

1. Click the cart to be assigned.

2. Click Assign Cart.

3. You have three options:
   - Click Assign to assign the cart to the defaulted preferred assignee (See Profile/Creating Assignees)
- Click **Select from profile values** and select another assignee that has already been created (**Profile/Creating Assignees**) from the dropdown.

- Click **Search for an assignee**.
  - A User Search box is displayed. Click in the **Last Name** text box and enter the user’s last name then click **Search**.

- Since Sandy is the preferred assignee, her name will be the default.

- Click **Assign** and the cart will be assigned to the default.

- Click **Assign** and the cart will be assigned to the selected assignee.

- Add any notes that you want to be sent to the Assignee here.
Select the name of the person you want to assign the cart to by clicking **Select** under the **Action** column.

Click the **Assign** button and the cart will be assigned to the selected user.

The cart has now been assigned to the selected user with your notes....
...and listed in draft carts as an **Assigned Cart**.

<table>
<thead>
<tr>
<th>View Cart</th>
<th>Cart Number</th>
<th>Shopping Cart Name</th>
<th>Date Created</th>
<th>Assigned To</th>
<th>Total</th>
<th>Unassign</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>937750</td>
<td>2013-03-12 GENTRL1 02</td>
<td>3/12/2013</td>
<td>Judy Lillis</td>
<td>482.82 USD</td>
<td>Unassign</td>
</tr>
</tbody>
</table>

**NOTE:** Once you assign the cart to someone else, you no longer have the ability to edit the cart.

You can Unassign the cart by clicking the **Unassign** button, and the cart will be put back in your **My Drafts** carts where you will have the ability to edit.