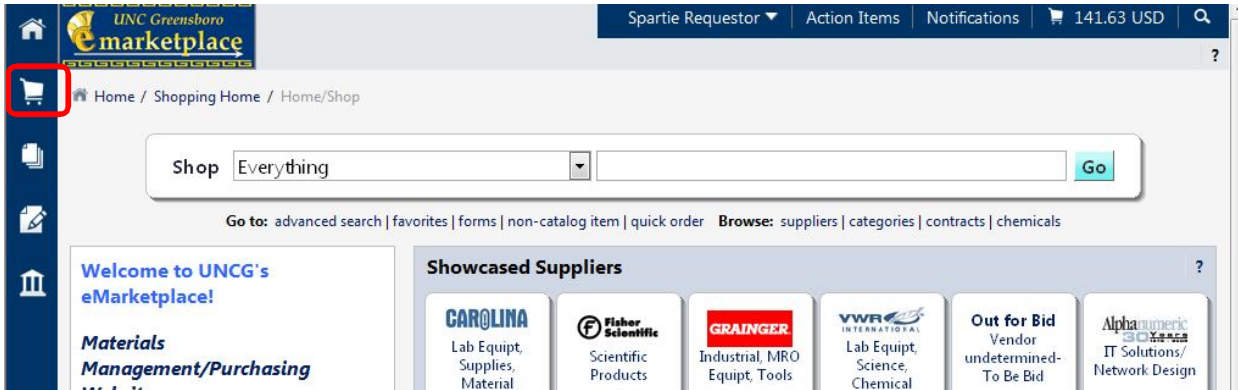


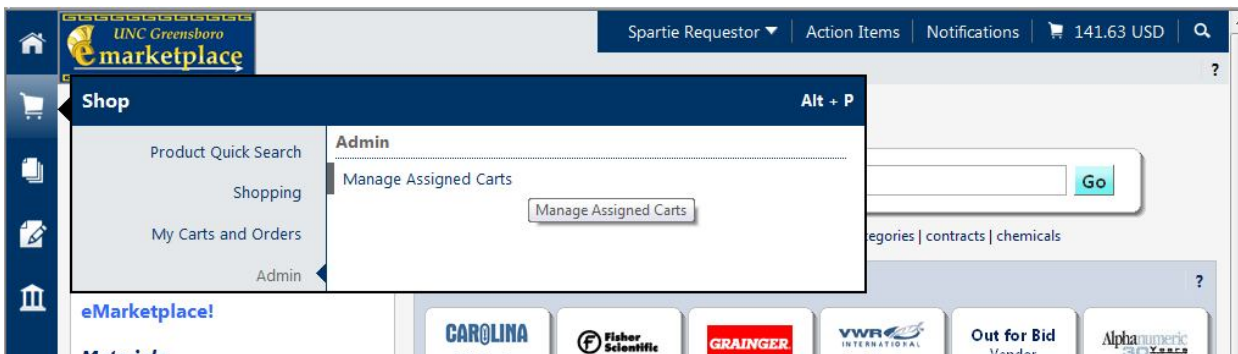
## Assigned carts

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

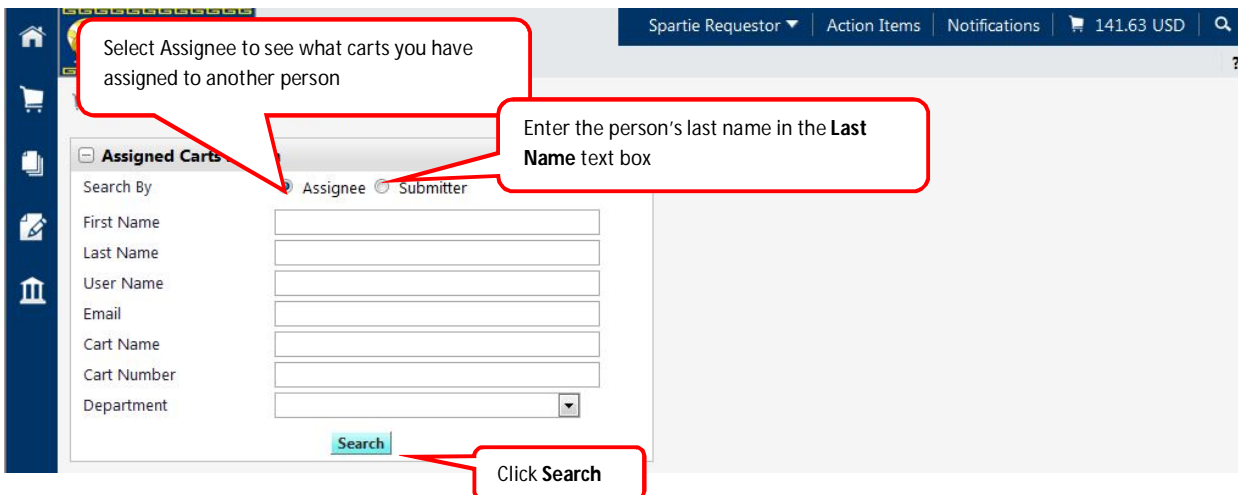
1. Hover over the 'Shop' icon.



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



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

UNC Greensboro marketplace

Spartie Requestor | Action Items 1 | Notifications | 141.63 USD

Shop / Admin / Manage Assigned Carts / Assigned Carts

Assigned Carts Search

Results per page 20 | Total No Of Assigned Carts: 2

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			60.00 USD	<input type="checkbox"/>
Spartie Requestor	Kimberly Augsburger	463093	2010-10-27_kaugsbu 01			1,238.40 USD	<input type="checkbox"/>

Unassign Selected Carts | Reassign Selected Carts | Reassign Selected Carts | Go

Click Go

Select Unassign Selected Carts from the dropdown

Select the cart you want to unassign here

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

Assigned Carts Search

Results per page 20

Unassign Selected Carts | Go

Page 1 of 1

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

Click OK

Ok Cancel

- The cart is again listed in the draft carts.

Shop / Admin / Manage Assigned Carts / Assigned 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"/>

Reassign Selected Carts | Go