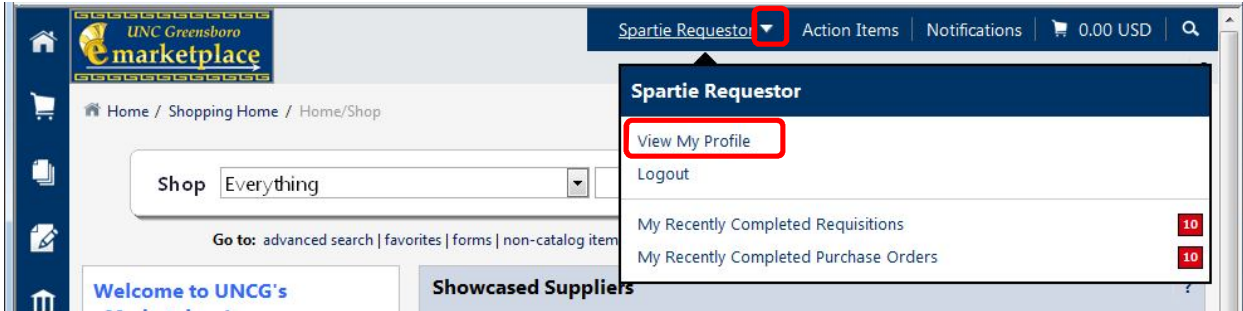


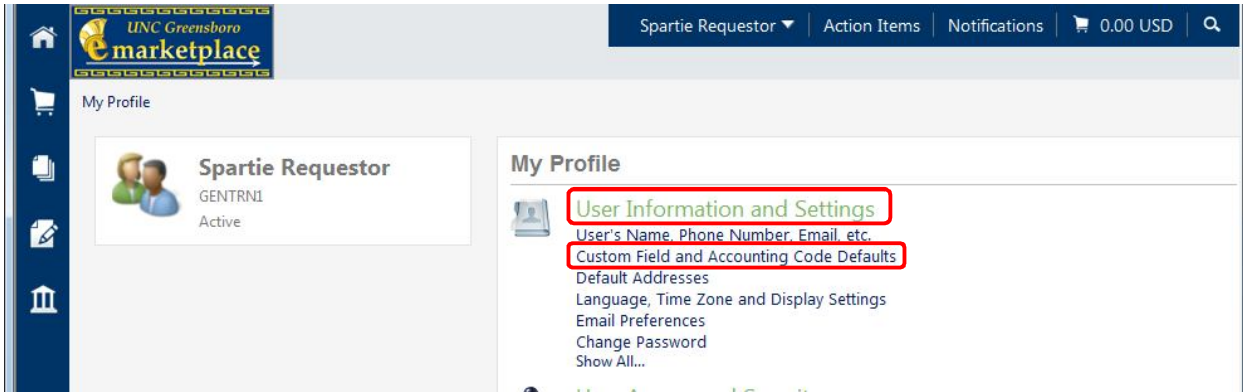
Creating Assignees

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.

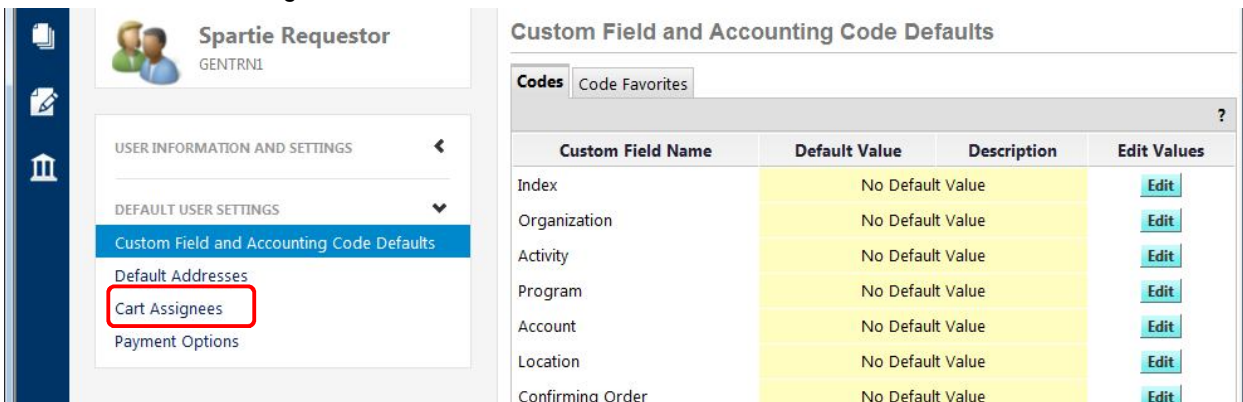
1. Click the dropdown next to your name and select **View My Profile**.



2. Click '**Custom Field and Accounting Code Defaults**' listed under '**User Information and Settings**'.



3. Select **Cart Assignees** from the menu on the left.



4. Click the **Add Assignees** button.

The screenshot shows the Spartie Requestor interface. On the left is a navigation menu with options like 'USER INFORMATION AND SETTINGS', 'DEFAULT USER SETTINGS', 'Custom Field and Accounting Code Defaults', 'Default Addresses', 'Cart Assignees', and 'Payment Options'. The main area is titled 'Cart Assignees' and contains an 'Add Assignee...' button (highlighted with a red box) and a table of 'My Cart Assignees'.

Name	Action
Shannon Clegg	Set as Preferred Remove
Ricky Requestor	Set as Preferred Remove
Sandy Rogerson (Preferred Assignee)	Remove

5. 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 screenshot shows the 'User Search' form. The 'Last Name' field contains 'Lillis' (highlighted with a red box and a callout 'Enter Last Name here'). Other fields include 'First Name', 'User Name', 'Email', 'Department', and 'Results per page' (set to 10). A 'Search' button is highlighted with a red box and a callout 'Click Search'.

6. 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 screenshot shows the search results table. The table has columns for 'Name', 'User Name', 'Email', 'Phone', and 'Action'. The first row is 'Lillis, Judy' with 'jclillis' as the user name, 'jclillis@uncg.edu' as the email, and '+1 (336) 334-4463' as the phone number. The 'Action' column for this row contains a '[select]' button (highlighted with a red box and a callout 'Select user').

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

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

The screenshot shows the Spartie Requestor interface. The 'Add Assignee...' button is highlighted with a red box. The 'My Cart Assignees' table now includes 'Judy Lillis' (highlighted with a red box) along with 'Ricky Requestor' and 'Sandy Rogerson (Preferred Assignee)'.

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

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