Assigning Substitute Requesters

When a cart is assigned to a Requester, the cart must be submitted to begin processing. If a Requester is going on vacation or on leave, he or she can assign a substitute Requester to process new cart assignments. Existing assigned carts must be processed by the original Requester or be reassigned for processing before adding a substitute. Only new assigned carts will be automatically forwarded to the substitute, not existing carts. The substitute Requester will receive all new carts and be able to review and process the carts.

Procedure

1. Access your listing of carts by selecting the shopping carts icon from the navigation bar on the left side of the screen within BUY-U.
2. Click on the Assign Substitute link.
3. In the resulting User Search pop-up window, enter the criteria to find the user that you would like to assign as the substitute Requester. Once the user criteria are entered, click the Search button.
4. Select the desired user by clicking the [select] link in the right-hand column.

5. The substitute Requester you selected is now displayed in the Current Substitute field.

You have successfully assigned a substitute requester.

Later, when you want to remove the substitution setting, click End Substitution on the draft carts page (indicated in the screen example shown above).