

Setting Cart Assignees



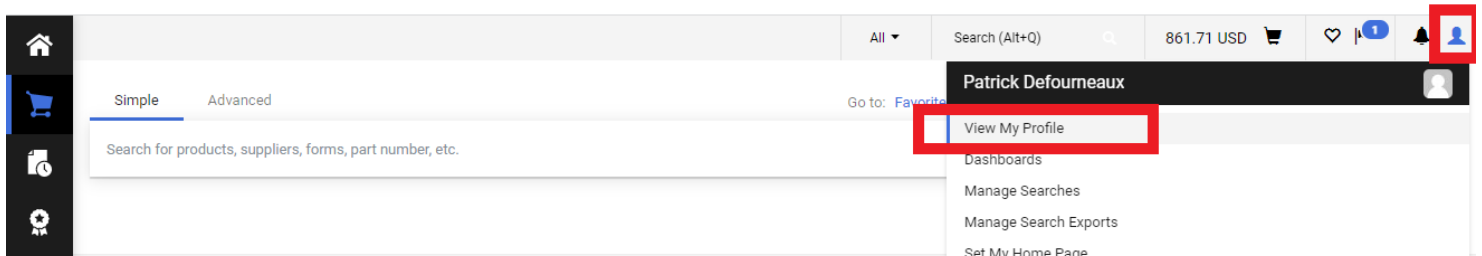
In this Guide

- ✓ Adding a cart assignee to your profile
- ✓ Setting a Preferred Assignee

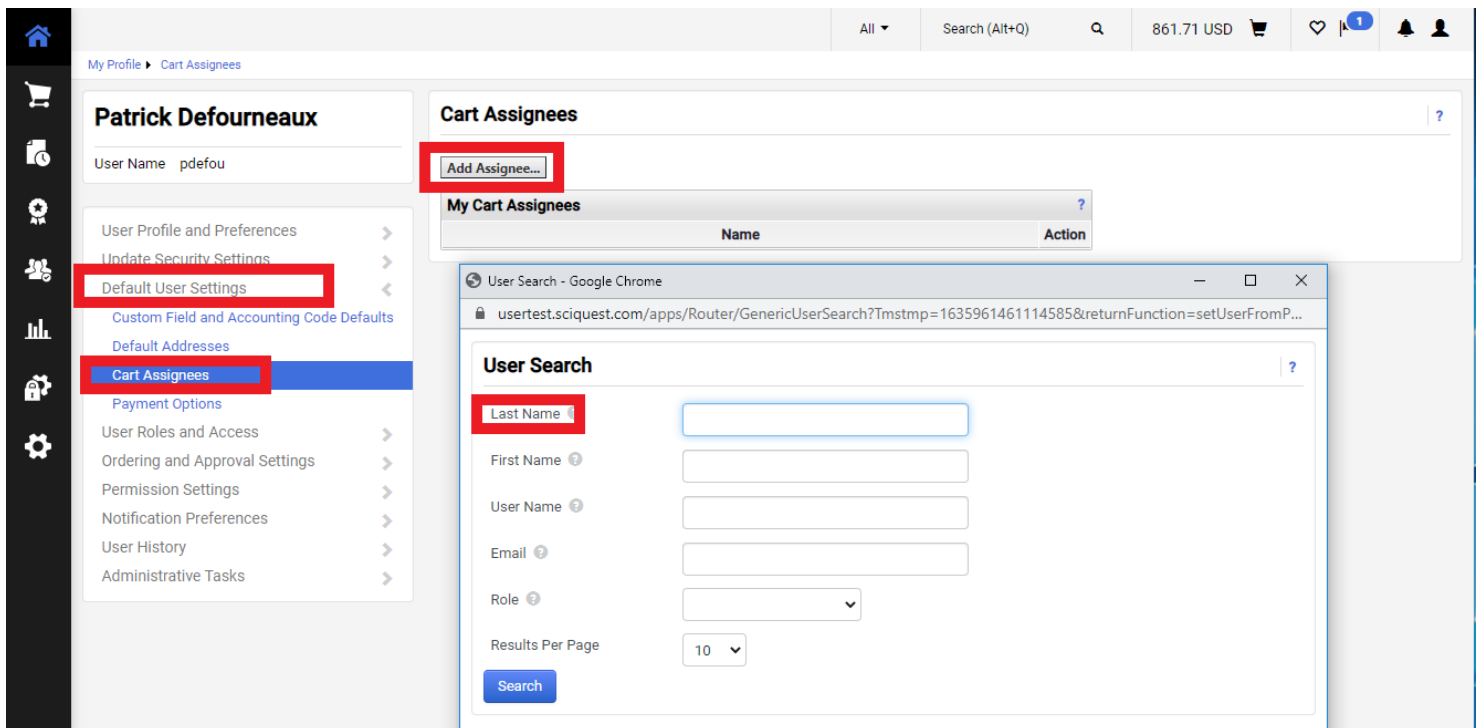
This guide demonstrates how to add a preferred Cart Assignee to your profile. A Cart Assignee is a Requester who can submit carts. When you select a Requester and specify him/her as your preferred Cart Assignee, the cart for all of your subsequent orders will automatically be assigned to that Requester. When submitting the cart, you can reassign any of these carts to a different Requester, if needed.

Procedure

1. Access your **profile** by clicking the icon in the top right and selecting the **View My Profile** link.



2. Click on **Default User Settings** → **Cart Assignees**. Click the **Add Assignee...** button.
3. In the resulting pop-up window, enter the search criteria and press the **Search** button.



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5. In the resulting window, click the **[select]** link next to the desired Requester.

[New Search](#)

Name ▲	User Name ▲	Email ▲	Phone	Action
Walker, Kyle	kwalk6	kwalk6@lsuhsc.edu	+1 504-568-5610	[select]

6. To designate this person as your preferred Requester, click the **Set as Preferred** button next to their name.

Cart Assignees

[Add Assignee...](#)

My Cart Assignees ?

Name	Action
Kyle Walker	Set as Preferred Remove

You have now added a Requester and set them as your preferred Cart Assignee.