

## Assigning a Cart to a Requester



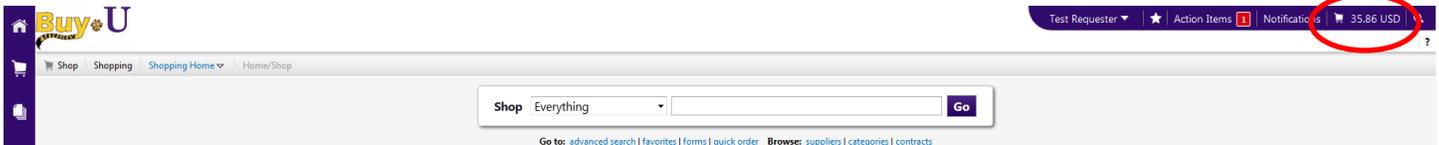
### In this Guide

- ✓ Assigning carts to a requester
- ✓ Entering comments for the requester

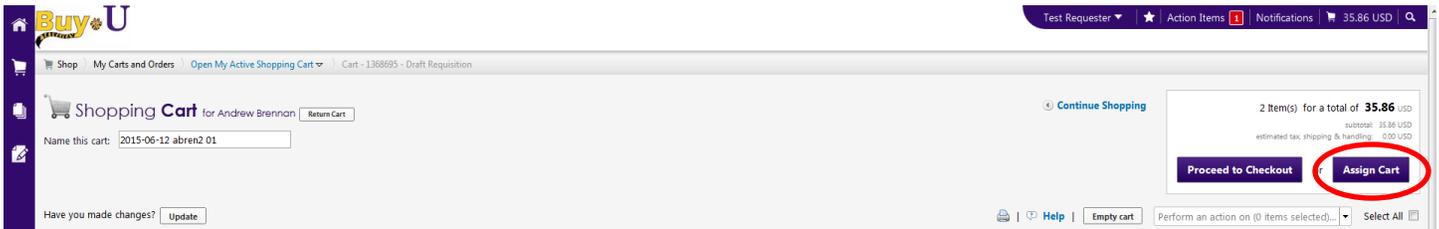
This guide demonstrates a shopper submitting a cart to a requester for review, and submission to workflow. (NOTE: A requester can reassign a cart assigned to them.)

### Procedure

1. Access your active cart by clicking the **cart** icon in the upper right corner of the page and select the **View My Cart** button. If you do not need to make any changes to the items in your cart; you are ready to assign your cart to a requester.

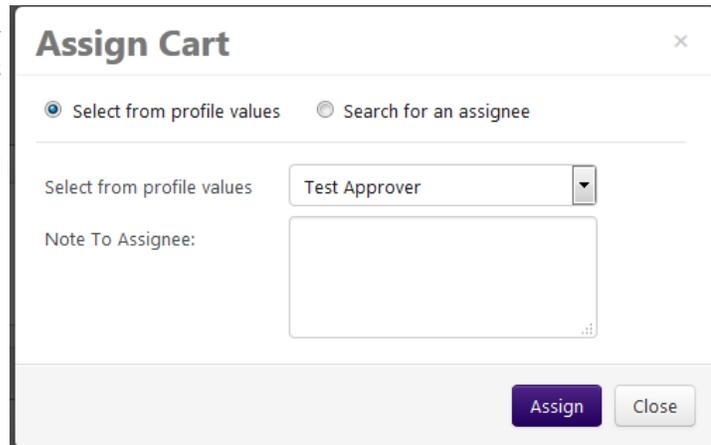


2. Click the **Assign Cart** button.



3. There are two options for designating an assignee (requester). The **Assign Cart** window may display all or a variation of the following options depending on your configuration.

- **Select from profile values** button: If you have previously identified assignee(s) in your profile, you can select this radio button to select from your list.
- **Search for an assignee** button: If you have not identified any assignees in your profile, or if you want to assign a cart to someone not in your profile list, you can select this radio button to search from the University-wide list of users.



## Assigning a Cart to a Requester



- If you have opted to select the **Search for an assignee** button, enter the appropriate **User Search** criteria to search for the desired assignee. You can enter all or part of the Name, User Name, or Email.

The 'User Search' dialog box contains the following fields and controls:

- Last Name:
- First Name:
- User Name:
- Email:
- Results per page: 10 (dropdown menu)
- Search:
- Close:
- Help icon: ?

- From the search results, select the requester to whom you want to assign the cart by clicking the **[select]** link next to their name.

The search results table shows the following data:

Name	User Name	Email	Phone	Action
Parker, Nicquollette	nsand1	nsand1@lsuhsc.edu	+1 (504) 568-3235	<a href="#">[select]</a>
Parker, Robert	rspark	RSPark@lsuhsc.edu	+1 (504) 568-4814	<a href="#">[select]</a>
Parker, Susan	spark2	SPark2@lsuhsc.edu	+1 (504) 941-8382	<a href="#">[select]</a>

Additional UI elements: 'New Search' button, 'Close' button, 'Results Per Page' dropdown (10), 'Users meeting the search criteria: 3', 'Page 1 of 1', and a help icon (?) are also visible.

- Back on the **Assign Cart** window, you can check the **Add to Profile** checkbox if you plan to use this assignee in the future.
- If desired, enter comments to your requester regarding this cart in the **Note To Assignee** box.
- Click the **Assign** button.

The 'Assign Cart' dialog box shows the following configuration:

- Search for an assignee (selected)
- Selected Assignee: Robert Parker
- Assign Cart To: [Search for an assignee](#)
- Add to Profile
- Note To Assignee:
- Assign:
- Close:

A completion message will appear, along with a summary of your requisition.

**BUY-U** will send an email notification of the assigned cart to your requester.

**BUY-U** will also send you an email notification when the requester submits your requisition for approval, returns or deletes your cart.

The 'Shopping Cart Information' message displays the following content:

**Shopping Cart Information**

✔ Congratulations! Your cart was successfully assigned for further review.

At this point, you can view the cart in your draft carts list and can unassign it, if needed, until submitted by the assignee. After a cart is submitted by the assignee, you can view it via requisition history search.

Here is a brief summary of the requisition you have assigned:

Requisition number	1368695
Cart name	2015-06-12 abren2 01
Requisition total	35.86 USD
Number of line items	2

What would you like to do next? Here are links to some common actions:

- Search for another item
- Check the status of an order
- Return to your home page
- Create new draft cart