Quick Reference Guide

Assigning a Substitute Requester

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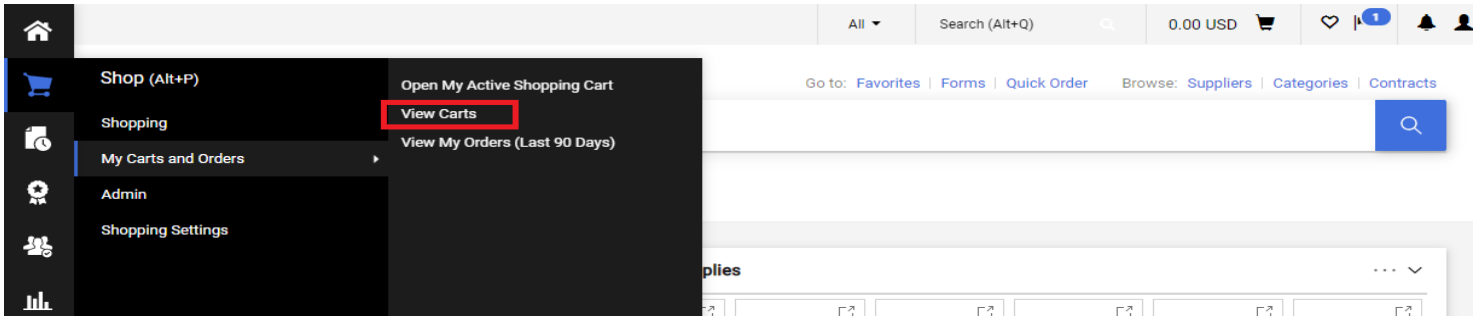
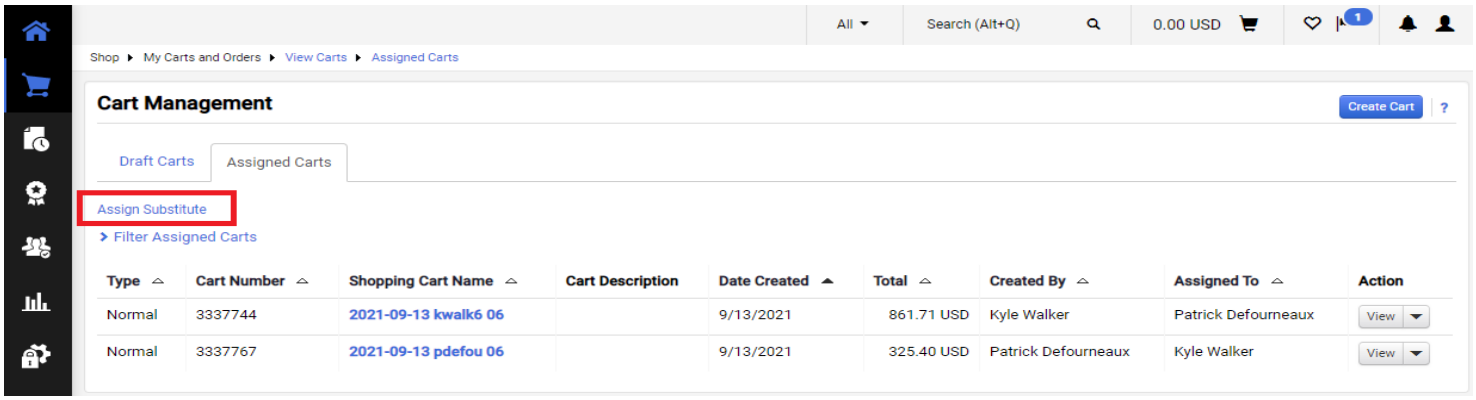
If a Requester is going on vacation or on leave, he or she can assign a substitute Requester to process new cart assignments. Only new assigned carts will be automatically forwarded to the substitute, not existing carts. The substitute Requester will receive all new carts and be able to review and process the carts.

Procedure

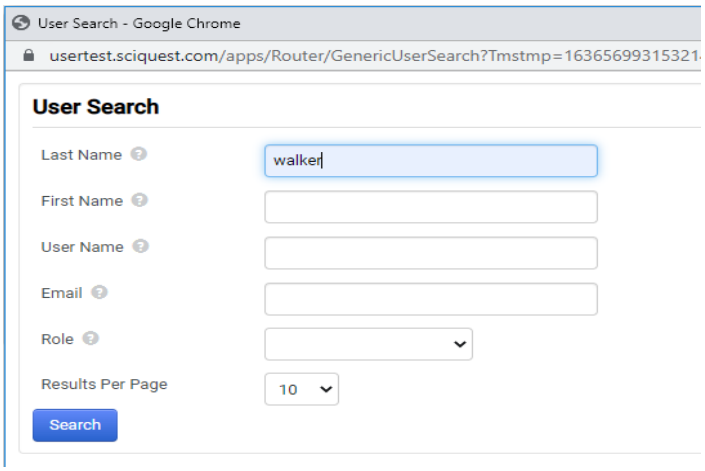
1. Hover over the **Shopping Cart** icon on the left, then hover over **My Carts and Orders**, then click **View Carts.**



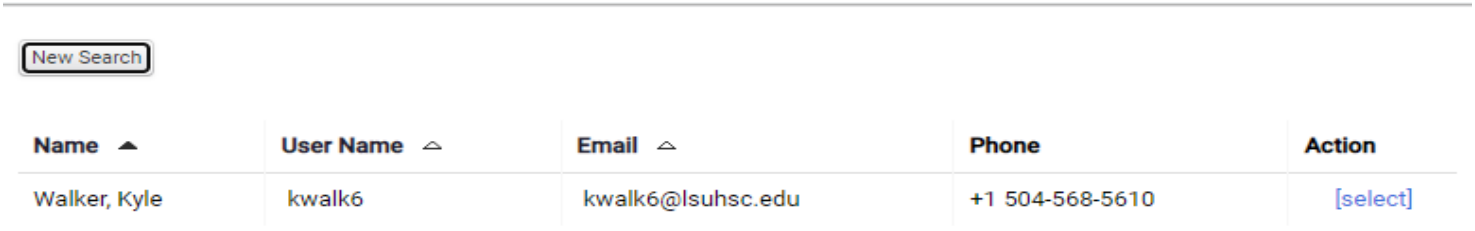
2. Click on the **Assign Substitute** link.



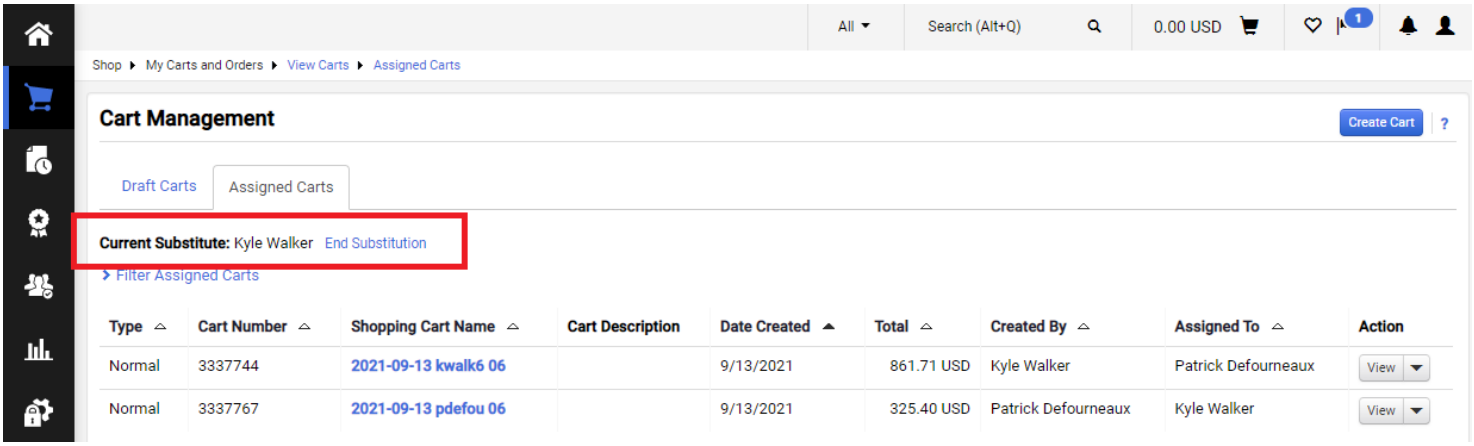
3. Search for desired user.



4. Click the **[select]** link in the right-hand column.



5. The substitute **Requester** you selected is now displayed in the **Current Substitute** field.
Click **End Substitution** to end the substitution.



You have successfully assigned a substitute requester.