

Assigning a Substitute Requester



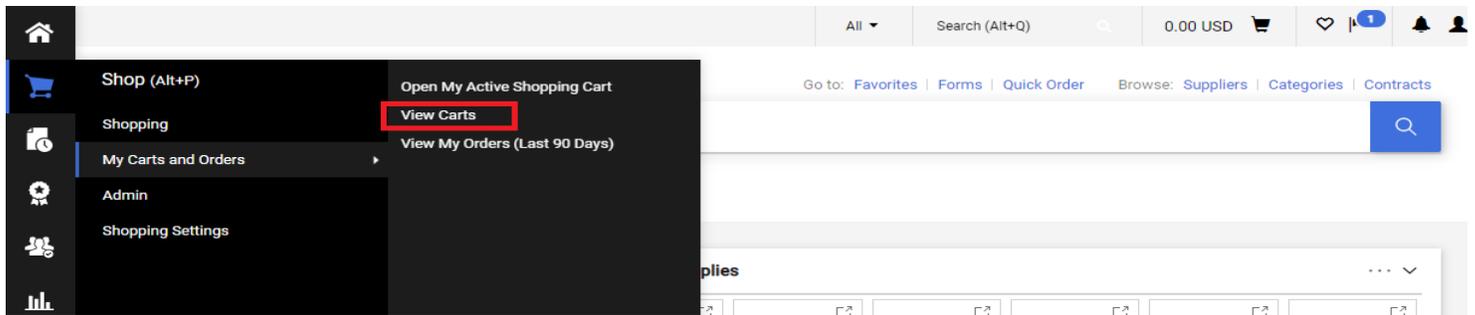
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- ✓ Assigning substitute requesters
- ✓ Ending substitute requesters

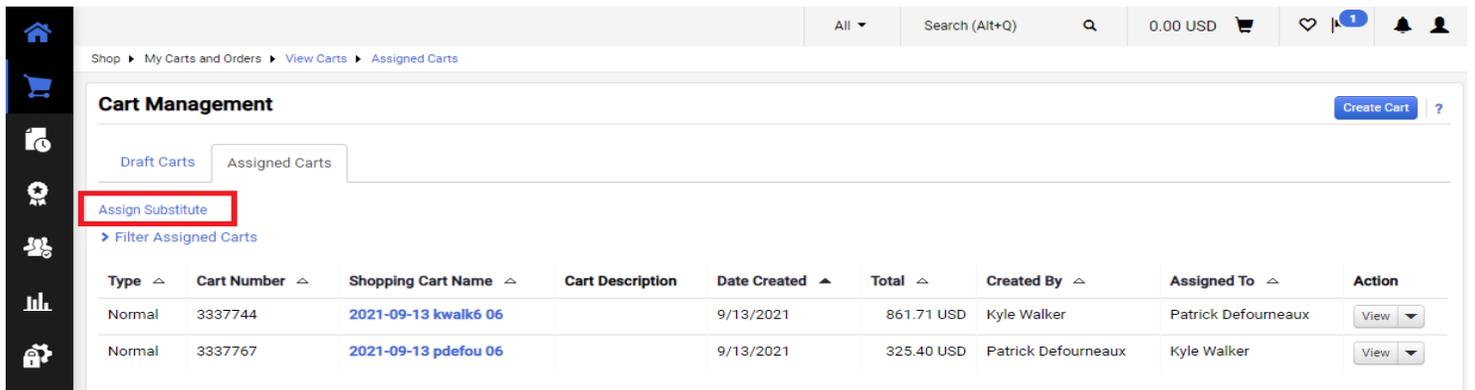
If a Requester is going on vacation or on leave, he or she can assign a substitute Requester to process new cart assignments. Only new assigned carts will be automatically forwarded to the substitute, not existing carts. The substitute Requester will receive all new carts and be able to review and process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

Procedure

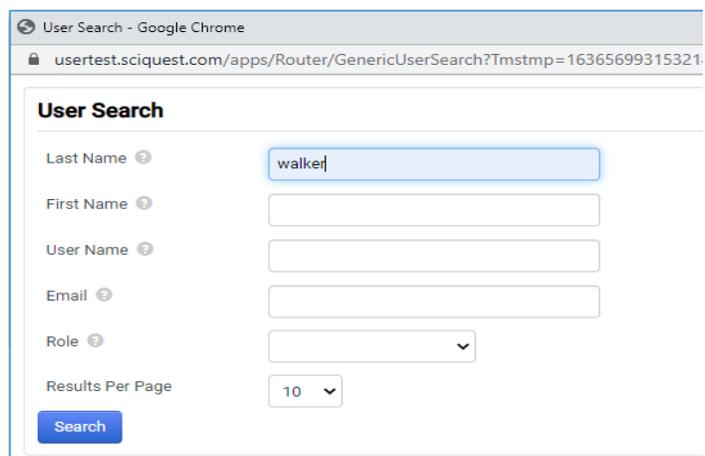
1. Hover over the **Shopping Cart** icon on the left, then hover over **My Carts and Orders**, then click **View Carts**.



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



3. Search for desired user.



Assigning a Substitute Requester



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

[New Search](#)

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

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

Shop > My Carts and Orders > View Carts > Assigned Carts

Cart Management

[Draft Carts](#) [Assigned Carts](#) [Create Cart](#) ?

Current Substitute: Kyle Walker [End Substitution](#)

[Filter Assigned Carts](#)

Type ▲	Cart Number ▲	Shopping Cart Name ▲	Cart Description	Date Created ▲	Total ▲	Created By ▲	Assigned To ▲	Action
Normal	3337744	2021-09-13 kwalk6 06		9/13/2021	861.71 USD	Kyle Walker	Patrick Defourneaux	View
Normal	3337767	2021-09-13 pdefou 06		9/13/2021	325.40 USD	Patrick Defourneaux	Kyle Walker	View

You have successfully assigned a substitute requester.