BuysU	Quick Reference	
Assigning a Substitute Requester	Guide	
In This Guide ✓ 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.

â			All 👻	Search (Alt+Q)	Q. 0.00 L	JSD 🗮		1
1	Shop (Alt+P)	Open My Active Shopping Cart	Go to: Favorites	Forms Quick Order	r Browse: Sup	pliers Categ	jories Contracts	
1	Shopping	View Carts					Q	
	My Carts and Orders	View My Orders (Last 90 Days)						
e	Admin							
101	Shopping Settings							
- 6		plies					~~ ~	
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2. Click on the Assign Substitute link.

1					All	 Search 	(Alt+Q) Q	0.00 USD 崔	♡ 🔎 🔺 👤
	Shop 🕨 My Car	rts and Orders 🕨 View Car	ts 🕨 Assigned Carts						
	Cart Mar	agement							Create Cart ?
ío	Draft Car	ts Assigned Carts							
Q	Assign Substitute								
-12	Filter Assi	gned Carts							
	Туре 🗠	Cart Number 🗠	Shopping Cart Name	Cart Description	Date Created	Total 🗠	Created By 🗠	Assigned To	Action
հր	Normal	3337744	2021-09-13 kwalk6 06		9/13/2021	861.71 USD	Kyle Walker	Patrick Defournea	ux View 💌
87	Normal	3337767	2021-09-13 pdefou 06		9/13/2021	325.40 USD	Patrick Defourneaux	Kyle Walker	View 💌

3. Search for desired user.

Ster Search - Google Chrome	S User Search - Google Chrome						
usertest.sciquest.com/apps	s/Router/GenericUserSearch?Tmstmp=16365699315321						
User Search							
Last Name 🕢	walker						
First Name 🚱							
User Name 💿							
Email 💿							
Role 😧	~						
Results Per Page	10 🗸						
Search							

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.

â					All	 Search 	(Alt+Q) Q	0.00 USD 📜	♡ 📭 🔺 🗜
	Shop 🕨 My Ca	rts and Orders 🕨 View Ca	arts Assigned Carts						
	Create Cart Management ?								
Ĩo	Draft Car	ts Assigned Carts							
0		Assigned Carts	,						
414	Current Substitute: Kyle Walker End Substitution								
-15%	Pilter Assigned Carts								
	Туре 🗠	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 Defourned	aux View 💌
ă,	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.

