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

![New Search]

<table>
<thead>
<tr>
<th>Name</th>
<th>User Name</th>
<th>Email</th>
<th>Phone</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walker, Kyle</td>
<td>kwalk6</td>
<td><a href="mailto:kwalk6@lsuhsc.edu">kwalk6@lsuhsc.edu</a></td>
<td>+1 504-568-5610</td>
<td>[select]</td>
</tr>
</tbody>
</table>

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

![Cart Assignees]

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