

Assigning a Cart to Another User

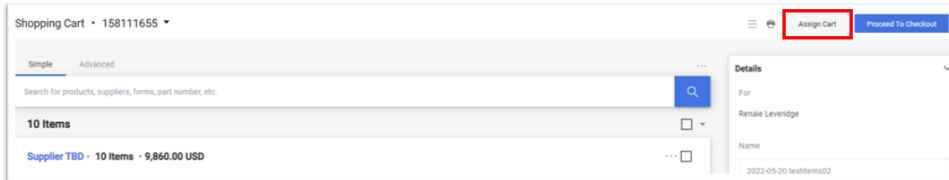
Problem

I want to assign a cart I've created to another user.

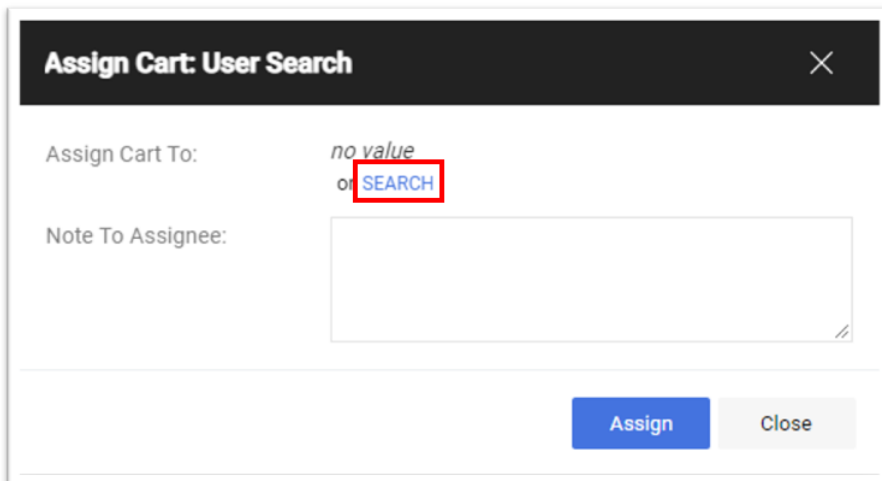
Solution

Once you've added all items to your cart

1. Click the **Assign Cart** button in the cart. It is located next to the Proceed to Checkout button.

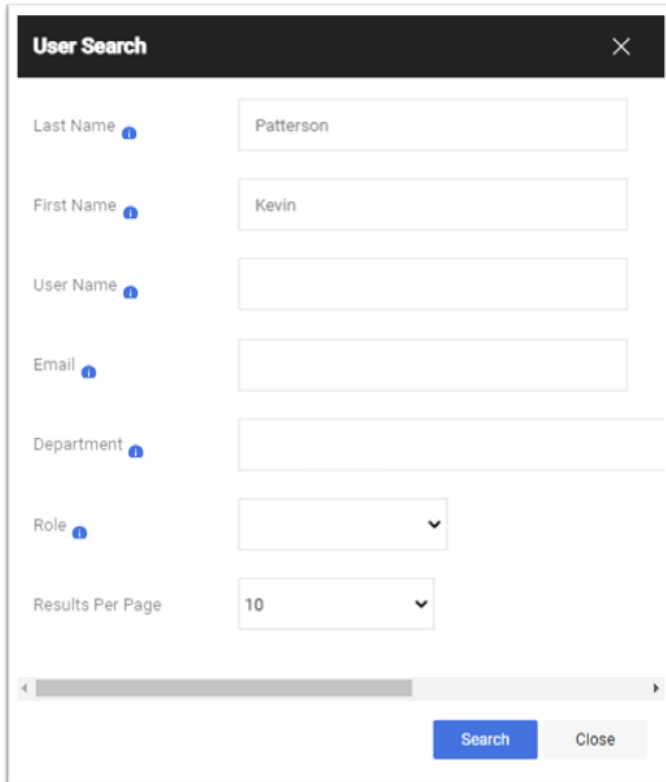


2. The Assign Cart: User Search window opens. Click **Search**.

A screenshot of the 'Assign Cart: User Search' window. The window has a dark header with the title 'Assign Cart: User Search' and a close button. The main content area contains the following elements:

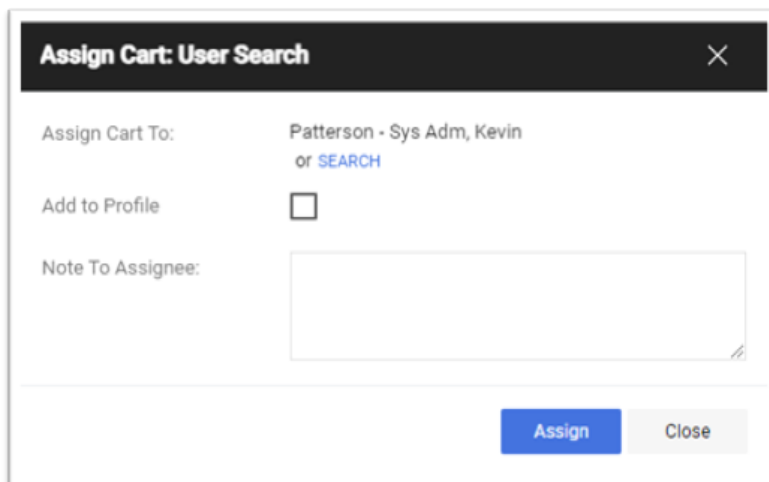
- 'Assign Cart To:' followed by the text 'no value'.
- 'or' followed by a red-bordered button labeled 'SEARCH'.
- 'Note To Assignee:' followed by a large text input area.
- At the bottom, there are two buttons: 'Assign' (blue) and 'Close' (grey).

3. Enter the Last Name and First Name of the user you're assigning the cart to and click **Search**.



The 'User Search' dialog box features a dark header with the title 'User Search' and a close button. Below the header, there are seven input fields: 'Last Name' (containing 'Patterson'), 'First Name' (containing 'Kevin'), 'User Name', 'Email', 'Department', 'Role' (a dropdown menu), and 'Results Per Page' (a dropdown menu set to '10'). Each field has a small blue information icon to its left. At the bottom of the dialog, there are two buttons: 'Search' and 'Close'.

4. Select the assignee from the list of users. (Select the "+" in the action column)
5. If needed. Enter a note to the assignee and click **Assign**.



The 'Assign Cart: User Search' dialog box has a dark header with the title 'Assign Cart: User Search' and a close button. The main content area includes the text 'Assign Cart To:' followed by 'Patterson - Sys Adm, Kevin' and a link 'or SEARCH'. Below this is a checkbox labeled 'Add to Profile'. Further down is a text area labeled 'Note To Assignee:'. At the bottom, there are two buttons: 'Assign' and 'Close'.

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