Assigning a Cart to Another User
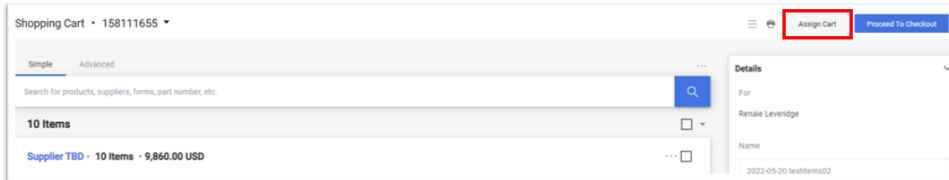
Problem

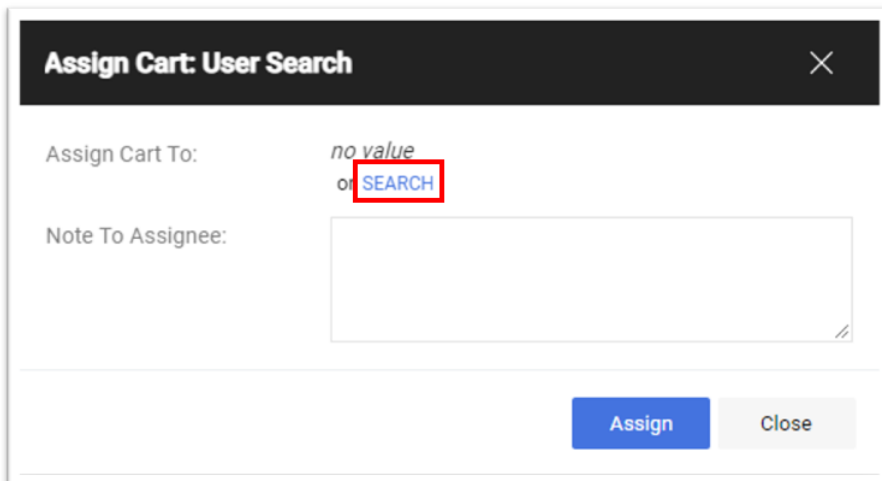I want to assign a cart I've created to another user.

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.
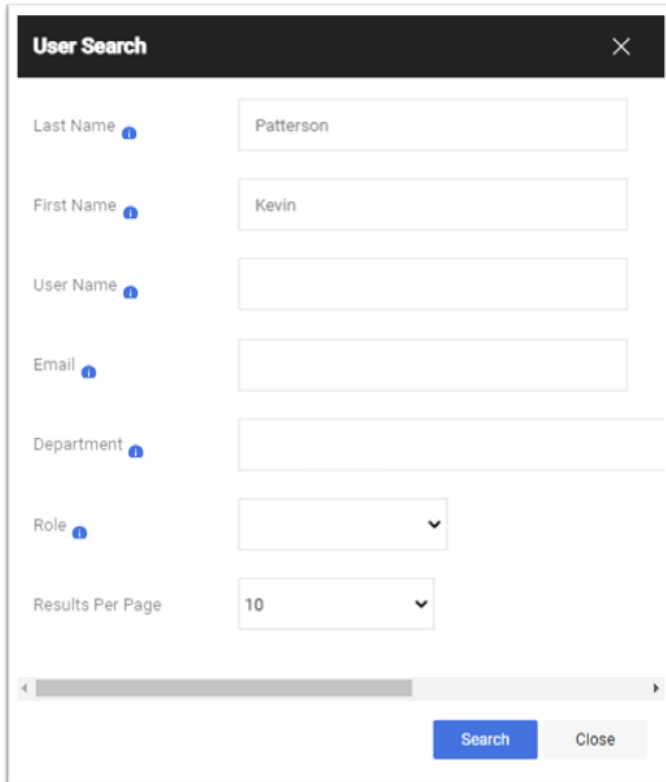

2. The Assign Cart: User Search window opens. Click **Search.**
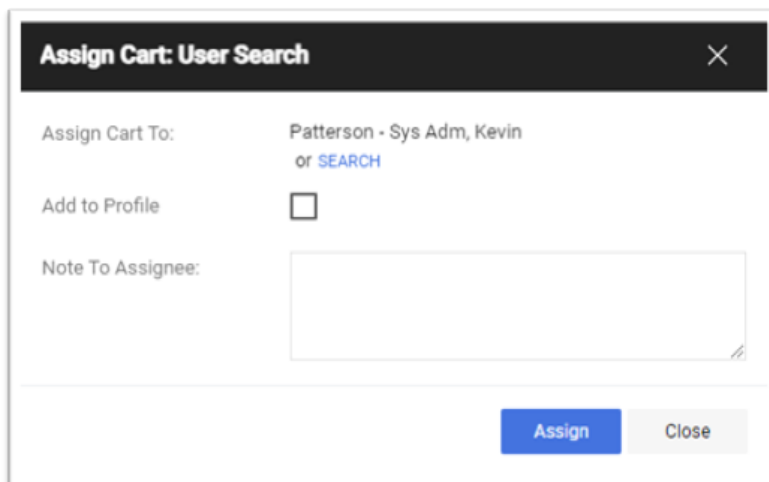
3. Enter the Last Name and First Name of the user you're assigning the cart to and click **Search**.

User Search   ✕

Last Name ⓘ   Patterson

First Name ⓘ   Kevin

User Name ⓘ

Email ⓘ

Department ⓘ

Role ⓘ   ⌄

Results Per Page   10   ⌄

◄   ►

Search   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**.

Assign Cart: User Search   ✕

Assign Cart To: Patterson - Sys Adm, Kevin
                   or SEARCH

Add to Profile   ☐

Note To Assignee:

Assign   Close

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