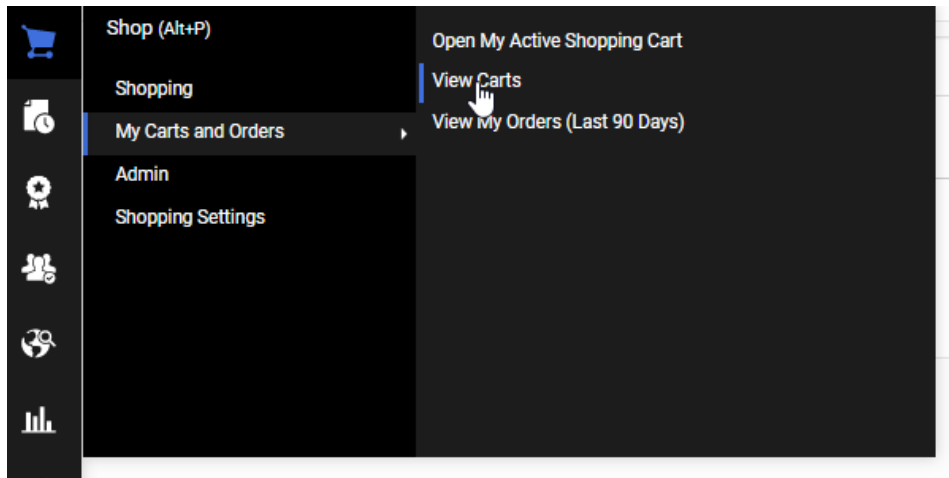


Assign Substitute Requester:

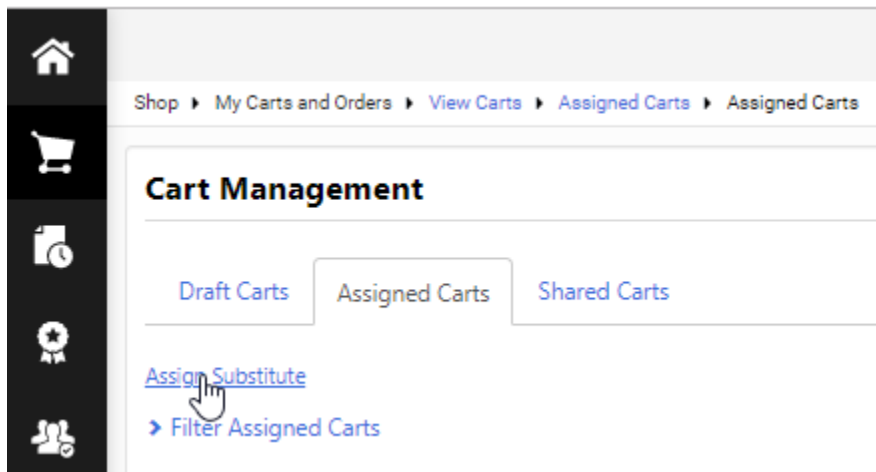
Carts will only be redirected once the setting is activated and will continue to do so until the setting is deactivated.

Steps to Activate:

Shop – My Carts and Orders – View Carts



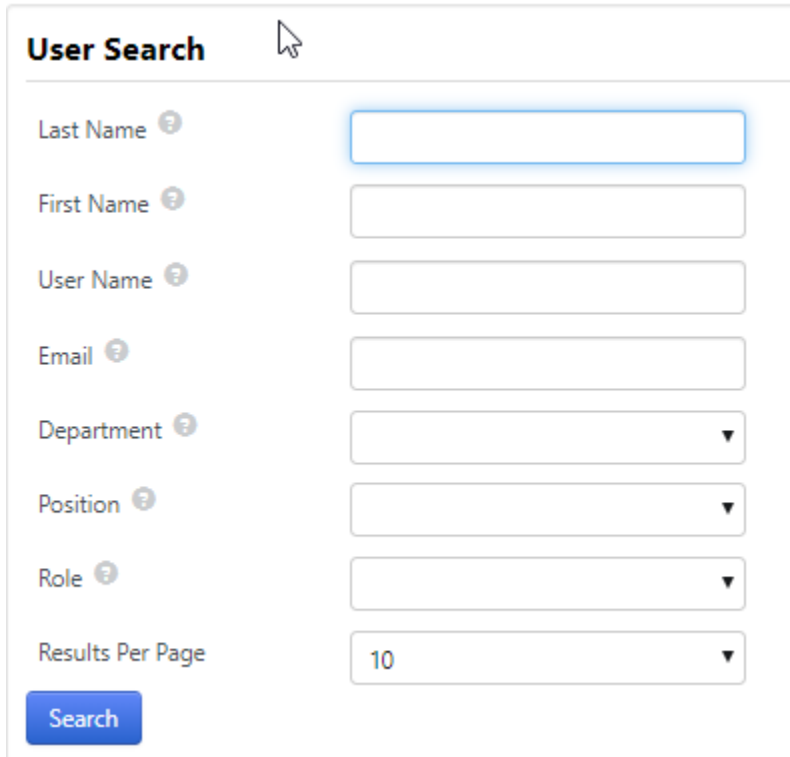
Under the Assigned Carts tab – click on the link “Assign Substitute”



The following screen appears

Search for the substitute user you wish to redirect your carts to

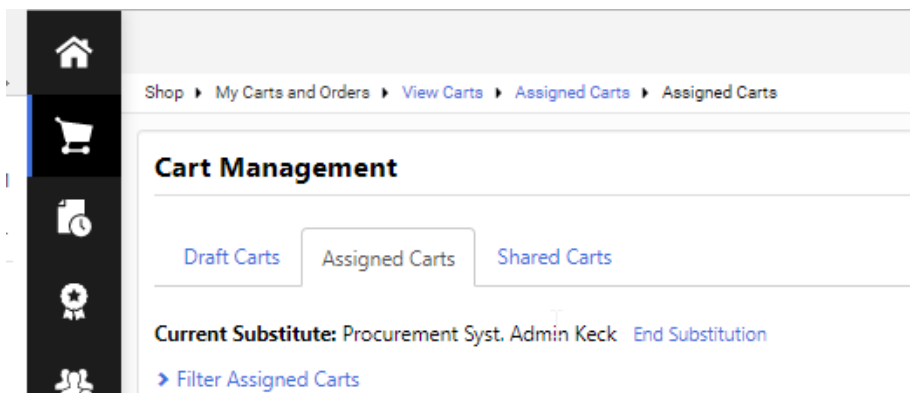
Once located – select user



The image shows a 'User Search' form with the following fields and controls:

- Last Name**: Text input field (highlighted with a blue border)
- First Name**: Text input field
- User Name**: Text input field
- Email**: Text input field
- Department**: Dropdown menu
- Position**: Dropdown menu
- Role**: Dropdown menu
- Results Per Page**: Dropdown menu with '10' selected
- Search**: Blue button

Substitute user will now appear (see below)



The image shows a 'Cart Management' interface with the following elements:

- Navigation Bar**: Shop > My Carts and Orders > View Carts > Assigned Carts > Assigned Carts
- Section Header**: **Cart Management**
- Filters**: Draft Carts, Assigned Carts (selected), Shared Carts
- Current Substitute**: Procurement Syst. Admin Keck [End Substitution](#)
- Action**: [> Filter Assigned Carts](#)

Steps to Deactivate:

Click on link next to substitute user – “End Substitution”

New carts will now be directed back to the original end user.