

Cart Assignees are users to whom you may assign a cart. You may choose one person as a default assignee, or create a list of potential assignees from which to select.

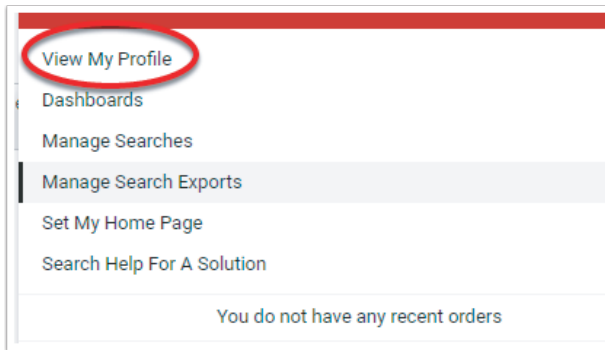
NOTE: Cart assignees must have an active Shopper or Requisitioner role in UShop. A cart may not be assigned to a person who is an Approver only.

I.

1. From the Shopping Dashboard, click on the profile icon.



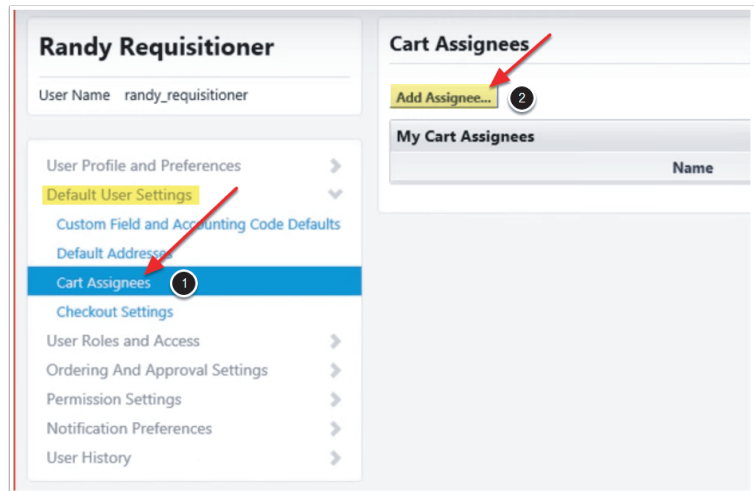
2. Select *View My Profile*.



II.

1. Under *Default User Settings*, click *Cart Assignees*

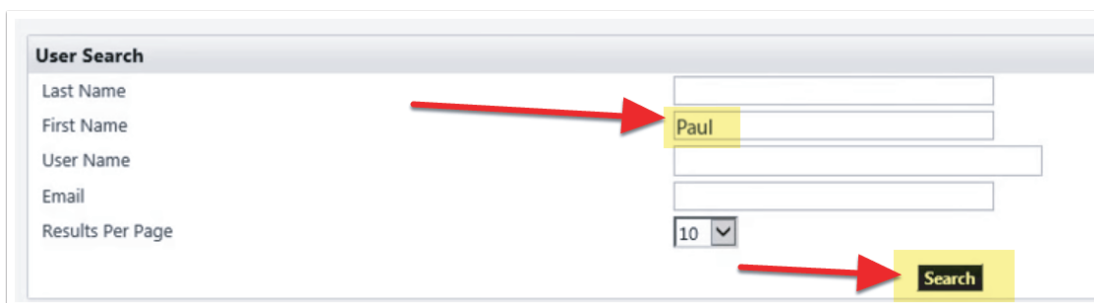
2. Click *Add Assignee*



III.

Type the name of the person you want to select as your assignee and click *Search*.

For a list of all users, just click *Search*.



IV.

When you see the person you want to add, click on their name or on the *select* button

MONETTE, FREDERICK	u0917215	fred@rso.utah.edu	+1 (801) 581-6141	[select]
MONTOYA, LIMHER	U0992876	lmontoya@purchasing.utah.edu		[select]
NIELSEN, MARIA	u0533329	Maria.Nielsen@admin.utah.edu	+801 (581) 4994	[select]
NIEMAN, PAUL	U0655625	nieman22@gmail.com		[select]
Norris, Eric	nperic	enorris@nprodigy.com		[select]
O'Connor, Jake	u0459686	noreply@utah.edu		[select]
Olds, Val	u0787395	val.olds@utah.edu	+1 (801) 585-7147	[select]
OLSON, SHEILA	u0102245	noreply@utah.edu		[select]
PANOS, PETER	u0002843	noreply@utah.edu		[select]
PaperPusher, Peter	ppaper	mmarotta@sciqwest.com		[select]

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V.

You may choose to make a person the first in a list of possible assignees by clicking *Set as Preferred*.

Cart Assignees

[Add Assignee...](#)

My Cart Assignees ?

Name	Action
Peter PaperPusher	Set as Preferred Remove

VI.

Continue to add as additional assignees as needed. As each person is selected, his or her name is automatically saved and will appear in your list.

Cart Assignees

[Add Assignee...](#)

My Cart Assignees ?

Name	Action
Peter PaperPusher (Preferred Assignee)	Remove Preferred Remove