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.

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

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.