Cart Assignees are used to identify users that you can assign carts to. This feature allows you choose a person to assign all carts to by default, or allows you to select a person from a list.

1. From your Profile. Click on your name in the upper banner area of the home shopping Dashboard and select My Recently Completed Requisitions from the dropdown menu.

![Image](image1.png)

2. To make a selection, click Cart Assignees, and then click the Add Assignee button.

![Image](image2.png)

3. Enter the search criteria for the person you want to be able to assign carts to and click Search. For a list of all users, just click Search.

**NOTE:** Cart assignees must must have an active Shopper or Requisitioner role in UShop. A cart may not be assigned to a person who is an Approver only.
4. When you see the person you want to add, click on their name or on the Select button.

5. You can also choose to make a person the first in a list of possible assignees you can choose from with the Set as Preferred Button.

6. Continue to add people you want to have available to assign a cart to. As each person is selected, he or she is automatically saved and will appear in your list.