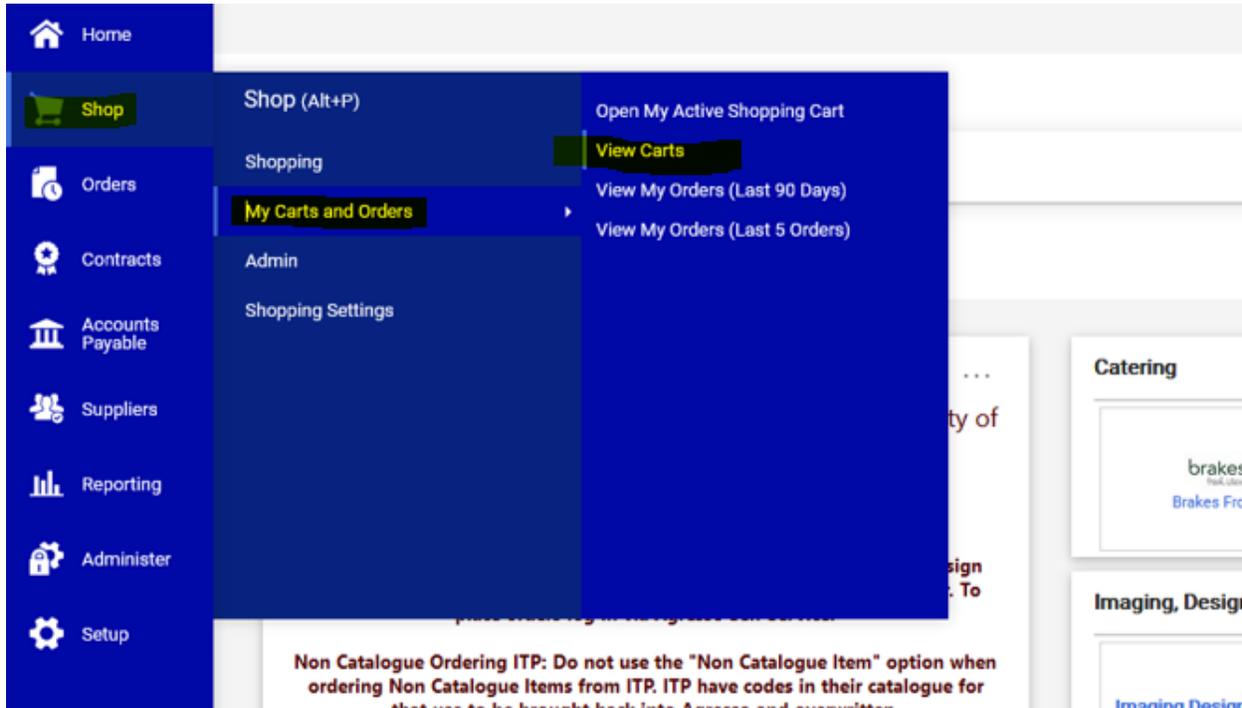


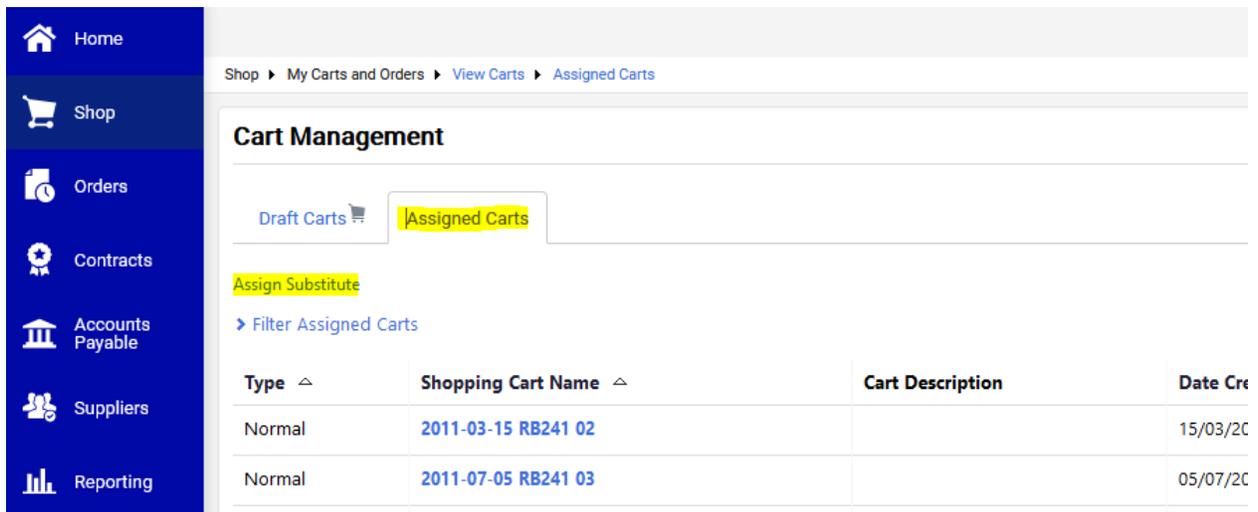
Assigning a Marketplace Cart Substitute

This is a guide on how to set up a substitute which will automatically divert a shopping cart that is assigned to you being redirected to a designated requisitioner.

In the left Menu Go to Shop>My Carts and orders>view carts;



Click on **Assigned Carts**



There is a link **Assign Substitute**. Click on that.

Enter a name to search for your user who will act as your substitute.

User Search – Mozilla Firefox

https://usertest.sciquest.com/apps/Router/GenericUserSearch?Tmstmp=1619704038076334

User Search

Last Name

First Name

User Name

Email

Role

Results Per Page

Click on **select** on the user record on the person

User Search – Mozilla Firefox

https://usertest.sciquest.com/apps/Router/GenericUserSearch?returnFunction=setAssignCart'

Name	User Name	Email	Phone	Action
		adshccj@bath.ac.uk	+44 1225 384...	<input type="button" value="select"/>

Ending the Substitution

Go back to Shop>My Carts and orders>view carts>Assigned carts.

Click on the link next to the substitutes name **End Substitution**.

Cart Management

Current Substitute: Howard

[Filter Assigned Carts](#)

Type	Shopping Cart Name	Cart Descriptio
Normal	2011-03-15 RB241 02	