Assigning a Cart to a Requester

In this Guide
- Assigning carts to a requester
- Entering comments for the requester

This guide demonstrates a shopper submitting a cart to a requester for review, and submission to workflow. (NOTE: A requester can reassign a cart assigned to them.)

Procedure
1. Access your active cart by clicking the cart icon in the upper right corner of the page and select the View My Cart button. If you do not need to make any changes to the items in your cart; you are ready to assign your cart to a requester.

2. Click the Assign Cart button.

3. There are three options for designating an assignee (requester). The Assign Cart window may display all or a variation of the following options depending on your configuration.

   - Default assignee: If you have previously identified a preferred assignee in your profile, that person’s name will automatically appear here.
   - Select from profile values link: If you have previously identified assignee(s) in your profile, you can click this link to select from your list.
   - Search for an assignee link: If you have not identified any assignees in your profile, or if you want to assign a cart to someone not in your profile list, you can click this link to search from the University-wide list of users.
Assigning a Cart to a Requester

4. If you have opted to click the Search for an assignee link, enter the appropriate User Search criteria to search for the desired assignee. You can enter all or part of the Name, User Name, or Email.

5. From the search results, select the requester to whom you want to assign the cart by clicking the [select] link next to their name.

6. Back on the Assign Cart window, you can check the Add to Profile checkbox if you plan to use this assignee in the future.
7. If desired, enter comments to your requester regarding this cart in the Note To Assignee box.
8. Click the Assign button.

A completion message will appear, along with a summary of your requisition.

LSU GeauxShop will send an email notification of the assigned cart to your requester.

LSU GeauxShop will also send you an email notification when the requester submits your requisition for approval, returns or deletes your cart.

You have successfully assigned a cart to your requester.