Un-assigning Carts

In this Guide

✓ Un-assigning carts from a requester

This guide demonstrates how a shopper can un-assign a cart AFTER it has been assigned to the requester.

Procedure

1. Access your listing of carts by selecting the shopping carts icon from the navigation bar on the left side of the screen within LSU GeauxShop.

2. Select the My Carts and Orders link → View My Draft Carts

3. Locate the cart you want to un-assign from the My Drafts Assigned to Others section.

4. Click the Unassign button corresponding to the cart you want to un-assign.

5. LSU GeauxShop will now display the un-assigned cart as your active cart.

Requesters will not receive a notification that the assigned cart has been un-assigned.

Please be sure that you notify the Requesters via email or phone that the cart has been un-assigned.

You have now successfully un-assigned a cart from a requester.