Assigning a Cart to another Employee

1. When you have finished adding items to your shopping cart, click the Assign Cart button.

2. The Assign Cart box will appear. Click the link Search for an assignee.

3. In the User Search window that appears, you can use any criteria shown below to locate the assignee. After entering search criteria, click the Search button.
4. A list of employees who meet the search criteria will be displayed. Click the **select** link for the employee to whom you wish to assign your cart.

![Select Employee](image1.png)

5. The employee’s name will then be displayed in the Assign Cart box. Click the **Assign** button.

![Assign Cart](image2.png)

6. You will receive a message verifying that the cart was successfully assigned.

![Assign Confirmation](image3.png)