Quick Start Guide

Setting Up a Default Cart Assignee

Set up a default cart assignee so that you do not have to perform a university-wide employee search each time you need to assign your shopping cart to another employee.


2. In the upper right corner panel of Mountaineer Marketplace, click the dropdown arrow by your name.

3. Choose View My Profile.
   
   THEN
   
   • Default User Settings
   
   THEN
   
   • Cart Assignees

4. To set up an assignee, click Add Assignee.

5. Enter text in any field and then click Search.

6. After locating an assignee, click select.
7. The employee is set up as a designee. You can set up additional assignees, and select one to be the preferred designee.