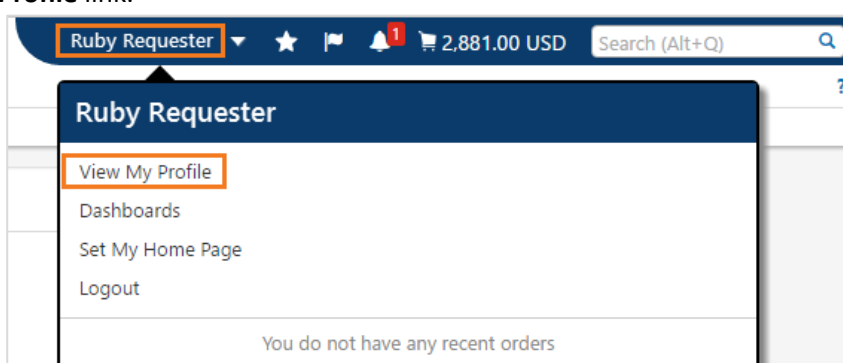# eSHOP Managing Assignees

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Overview

A Cart Assignee is a Requester who is authorized to submit carts into UT Share PeopleSoft. When you select a Requester and specify him/her as your preferred Cart Assignee, the cart for all of your subsequent orders will automatically be assigned to that Requester. When submitting the cart, you can reassign any of these carts to a different Requester, if needed.
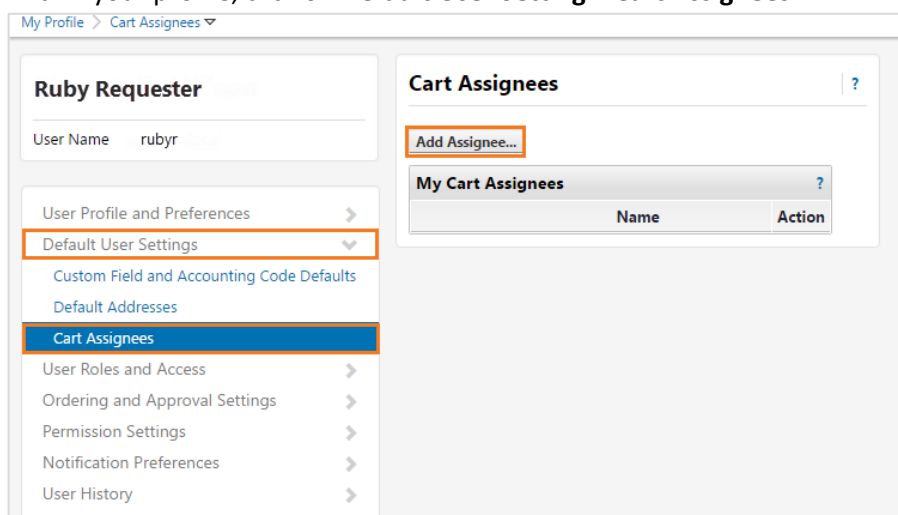
As an assignee, you can reassign carts that have been assigned to you or allocate a substitute assignee for any purpose.

Add Assignee to Profile

1. From the eSHOP homepage, access your profile by clicking your name and selecting the **View My Profile** link.

2. Within your profile, click on **Default User Setting** > **Cart Assignees**.

3. Click the **Add Assignee** button.

4. In the resulting pop-up window, enter the search criteria and press the **Search** button.

User Search   ?

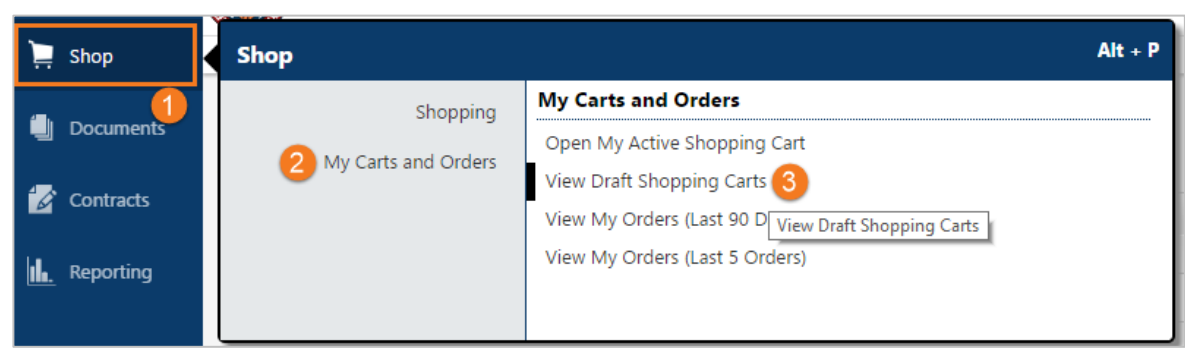|	
Last Name	requester
First Name		
User Name	
Email	
Business Unit	UT System Administration (utsystem.edu)
Results Per Page	10 ▼

Search

5. In the resulting window, click the [select] link next to the desired Requester.

New Search

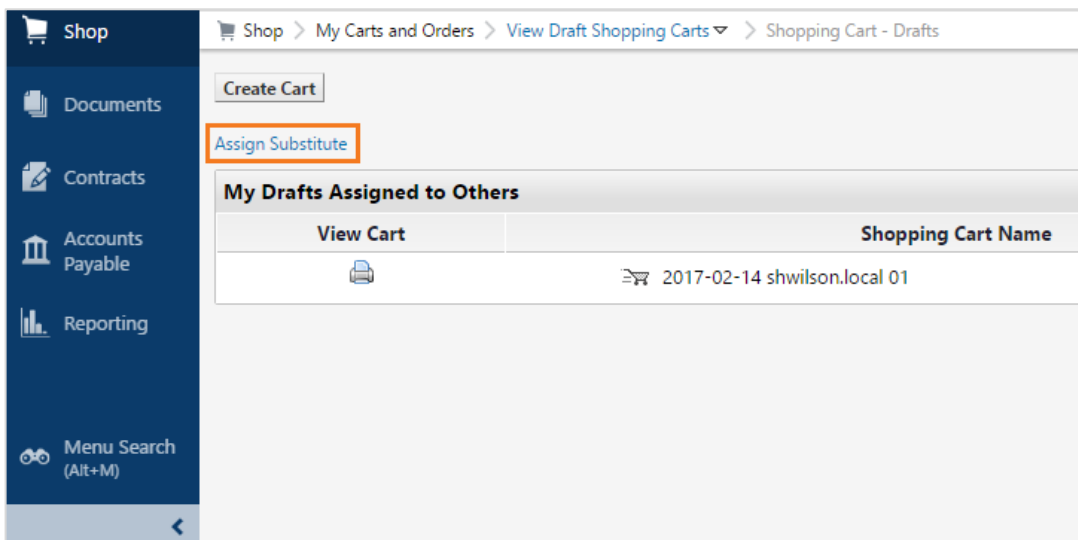| Name ▲	User Name △	Email △	Phone	Action
Requester, Ruby	rubyr	rubyr@utsystem.edu		[select]
Requester, Rob	robrequester	robreq@utsystem.edu	+469 (284) 7386	[select]

Assigning a Substitute

Users can set up a substitute assignee in any event they cannot process any carts. Cart submitter will receive an email notification informing that the cart has been delegated to your substitute. Users can also remove the substitute as necessary.

1. Login to eSHOP
2. Navigate to Draft Shopping Carts
   a. *Side Navigation Shop > My Carts and Orders > View Draft Shopping Carts*

	Shop		Alt + P
🛒 Shop ①			
📄 Documents	Shopping	**My Carts and Orders**	
✏️ Contracts	② My Carts and Orders	Open My Active Shopping Cart	
		View Draft Shopping Carts ③	
		View My Orders (Last 90 D[View Draft Shopping Carts]	
📊 Reporting		View My Orders (Last 5 Orders)	

3. Click the **Assign Substitute** – Located between **Create Cart** button and **My Drafts** lists.

4. A Search pop up will display. Enter the appropriate search criteria to find your Substitute Assignee.
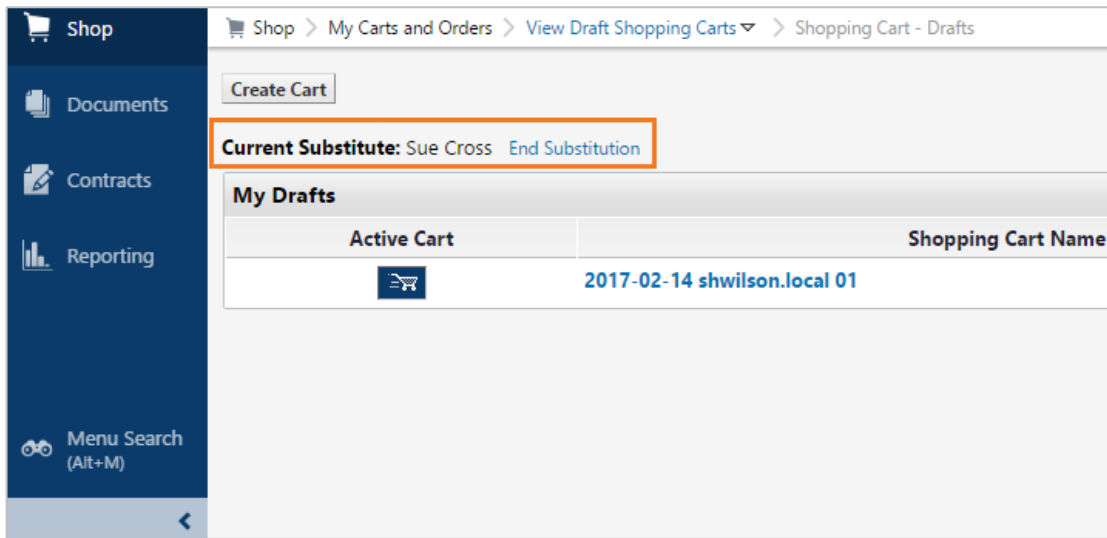

5. Click **Search.**
6. Search Results will display, choose the correct substitute by clicking the **Select** action link.

7. Notice your current substitute will show

8. Click the **End Substitution** Link to cancel the substitution and return yourself as the assignee.