The purpose of this how-to sheet:
- You are someone who receives assigned carts.
- If you will be away for an extended period, assign a substitute to receive your assigned carts while you are away.

**THESE INSTRUCTIONS ASSUME YOU ARE WORKING FROM A DESKTOP COMPUTER/ LAPTOP**

1. Click on the ‘shopping cart’ icon on the left-hand side of your screen.

2. Click on ‘My Carts and Orders’ and then ‘View Carts’.
3. Click on the blue ‘Assigned Carts’ text.

4. Click on the blue ‘Assign Substitute’ text.
5. In the ‘User Search’ box, enter the substitute’s last name in the ‘Last Name’ field.
   
   Click the red ‘Search’ button.

6. If this is the right person, click on the blue ‘[select]’ text on the right-hand side of your screen.
7. A substitute has been set. This substitute will receive any carts assigned to you or returned to you.

Don't forget! When you return, remember to return to this page and click on the blue ‘End Substitution’ text.

What next?
- Visit carleton.ca/facts/eShop to find more videos or how-to sheets.
- Questions about the system? Email eshop@carleton.ca.