



eShop How-To Sheets

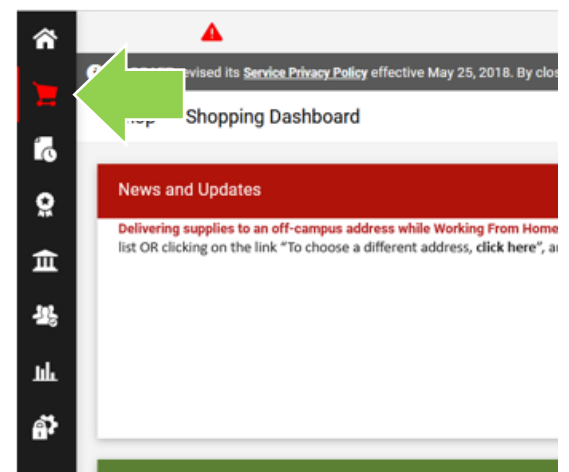
Assigning a Substitute to Receive Your Assigned Carts

The purpose of this how-to sheet:

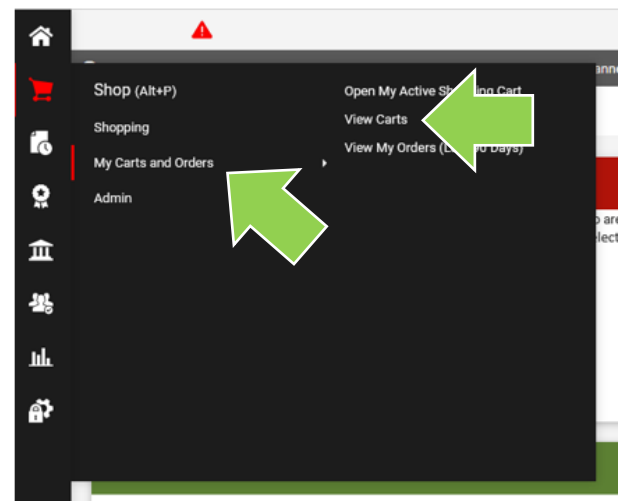
- You are someone who receives assigned carts.
- If you will be away for an extended period, assign a substitute to receive your assigned carts while you are away.

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

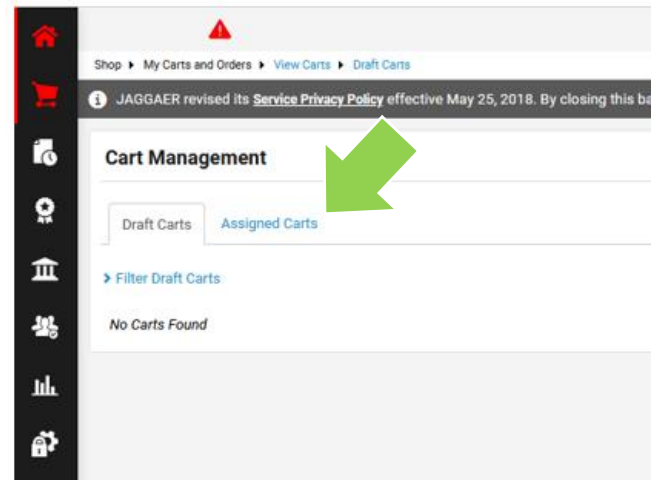
1. Click on the **'shopping cart'** icon on the left-hand side of your screen.



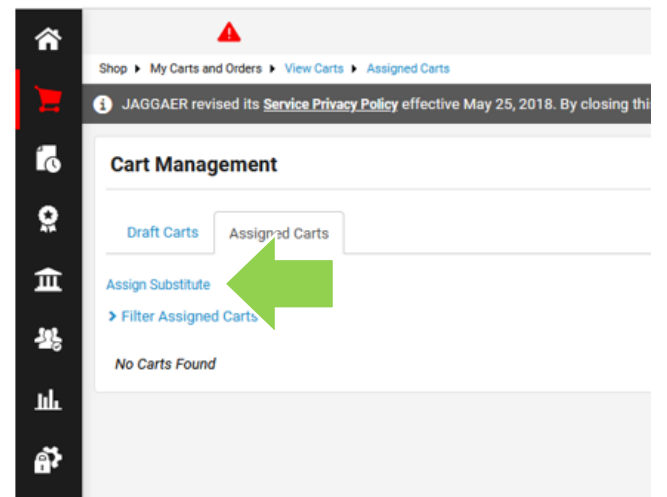
2. Click on **'My Carts and Orders'** and then **'View Carts'**.



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3. Click on the blue **'Assigned Carts'** text.



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4. Click on the blue **'Assign Substitute'** text.



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5. In the 'User Search' box, enter the substitute's last name in the 'Last Name' field.

Click the red 'Search' button.

The screenshot shows a web browser window titled "User Search — Mozilla Firefox". The address bar displays the URL: <https://usertest.sciquest.com/apps/Router/GenericUserSearch?tmst=16833519763&return>. The form is titled "User Search" and includes the following fields: Last Name (with a green arrow pointing to it), First Name, User Name, Email, Department, Position (a dropdown menu), Role (a dropdown menu), and Results Per Page (a dropdown menu). A red "Search" button is located at the bottom left of the form, with a green arrow pointing to it.

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6. If this is the right person, click on the blue '[select]' text on the right-hand side of your screen.

The screenshot shows the search results page in the same browser window. The address bar now shows: <https://usertest.sciquest.com/apps/Router/GenericUserSearch?returnFunction=setAssignCartSubstitu>. A "New Search" button is at the top left. Below it is a table with the following data:

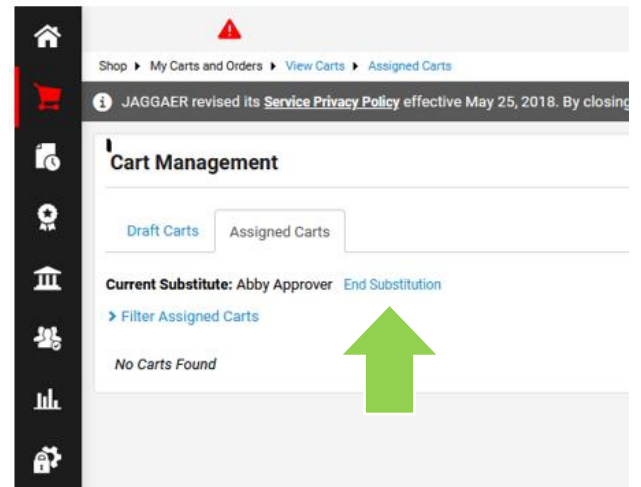
Name	User Name	Email	Phone	Action
Approver, Abby	carletonapprover1	eshop@carleton.ca	+1 888-555-5555	[select]

A green box highlights the first row of the table, and a green arrow points to the "[select]" link in the Action column.

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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.
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