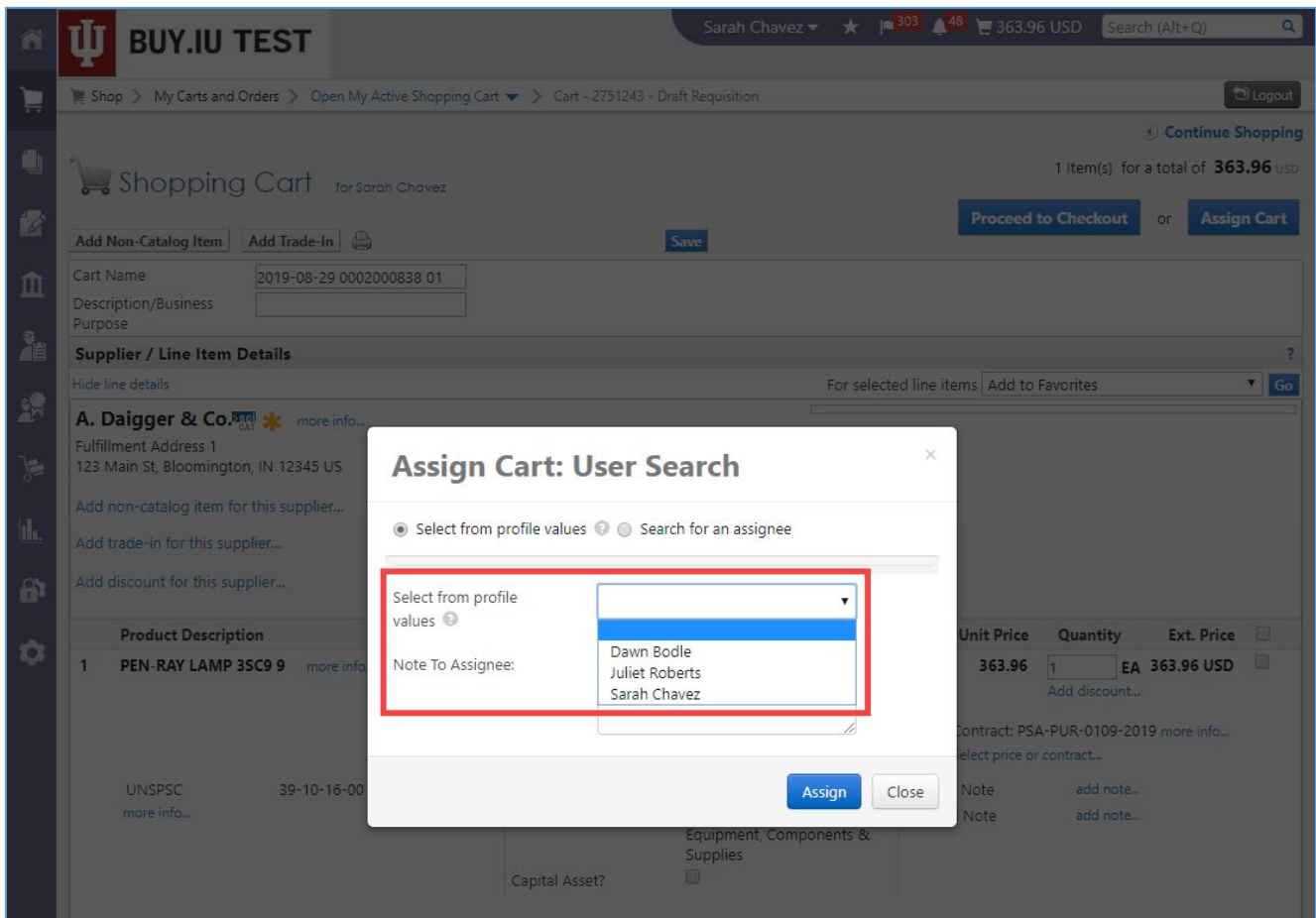


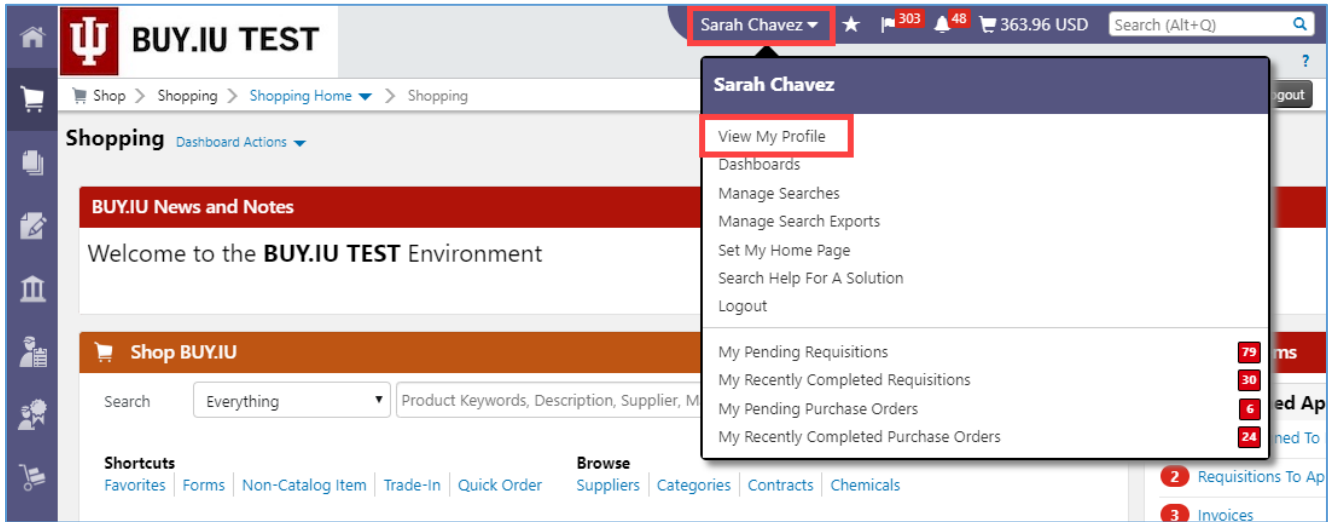
The User Profile: Cart Assignees

All IU faculty and staff are able to build and submit carts in BUY.IU. However, your department may prefer you assign a cart to a central office staff member for review prior to its submission into workflow. Saving these reviewers, or cart assignees, to your profile, creates a drop down menu which is available in the Shopping Cart and Requisition after clicking **Assign Cart**.

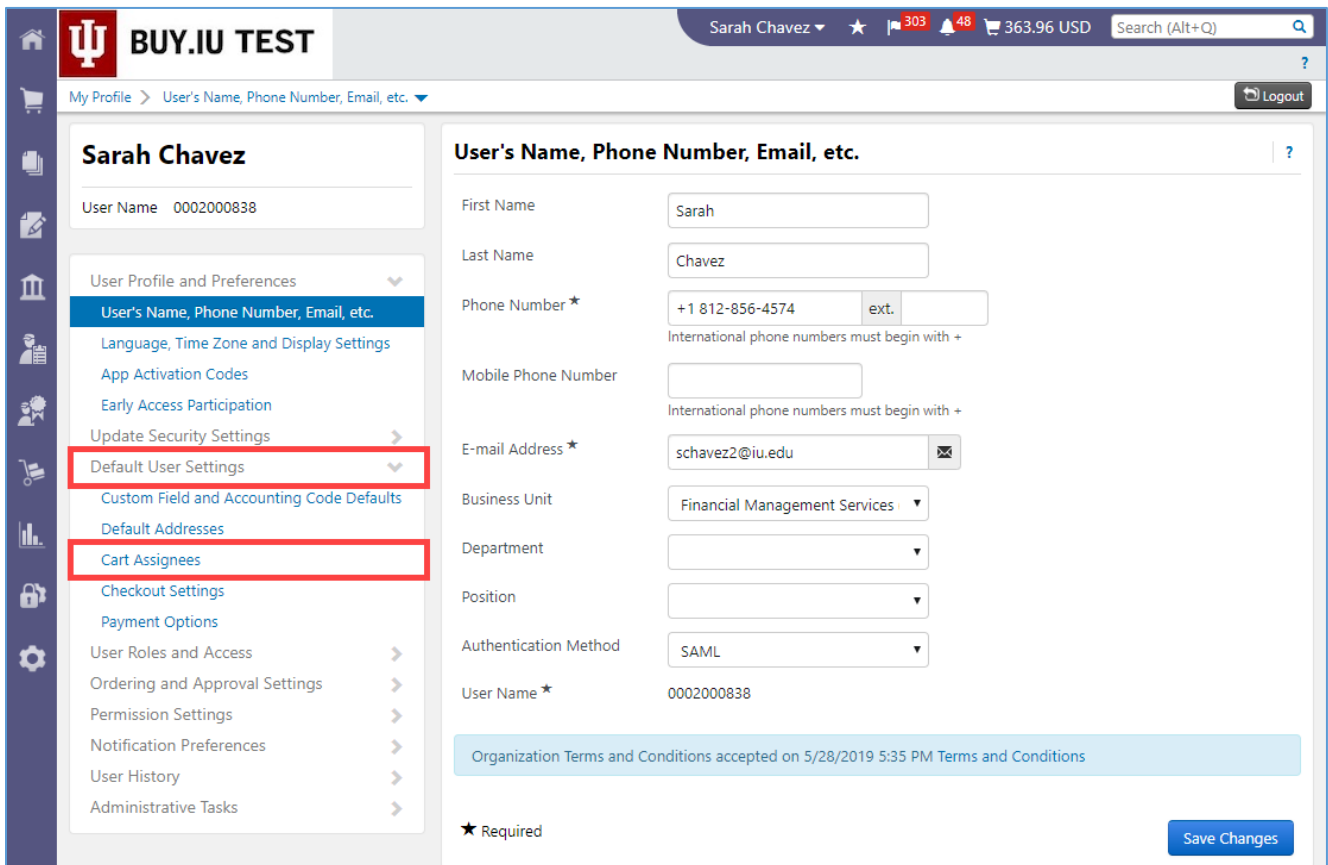


Affiliates or students who are not employed by IU who have access to BUY.IU are not able to submit orders. These individuals must assign orders to an IU faculty or staff member for review and submission.

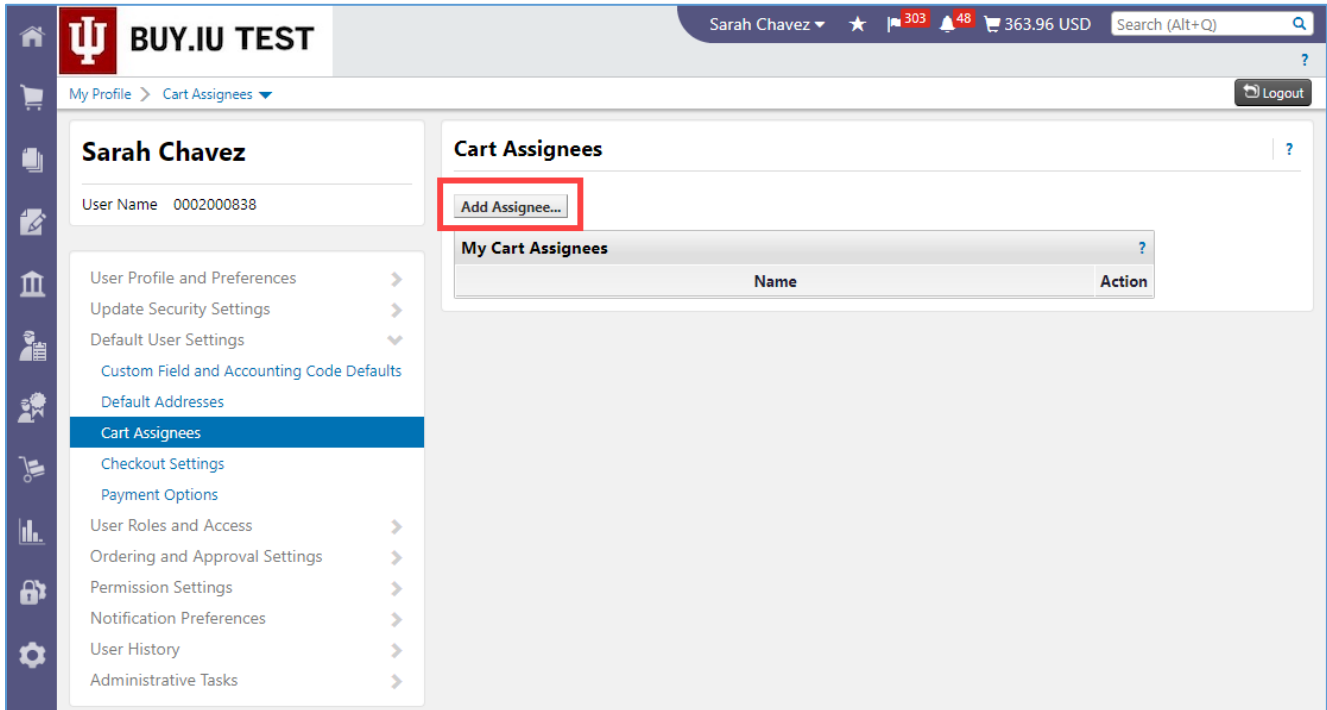
Get started by accessing your user profile. Click your name in the upper right hand corner then select **View My Profile**.



Select **Cart Assignees** from the **Default User Settings** section of the left hand menu.

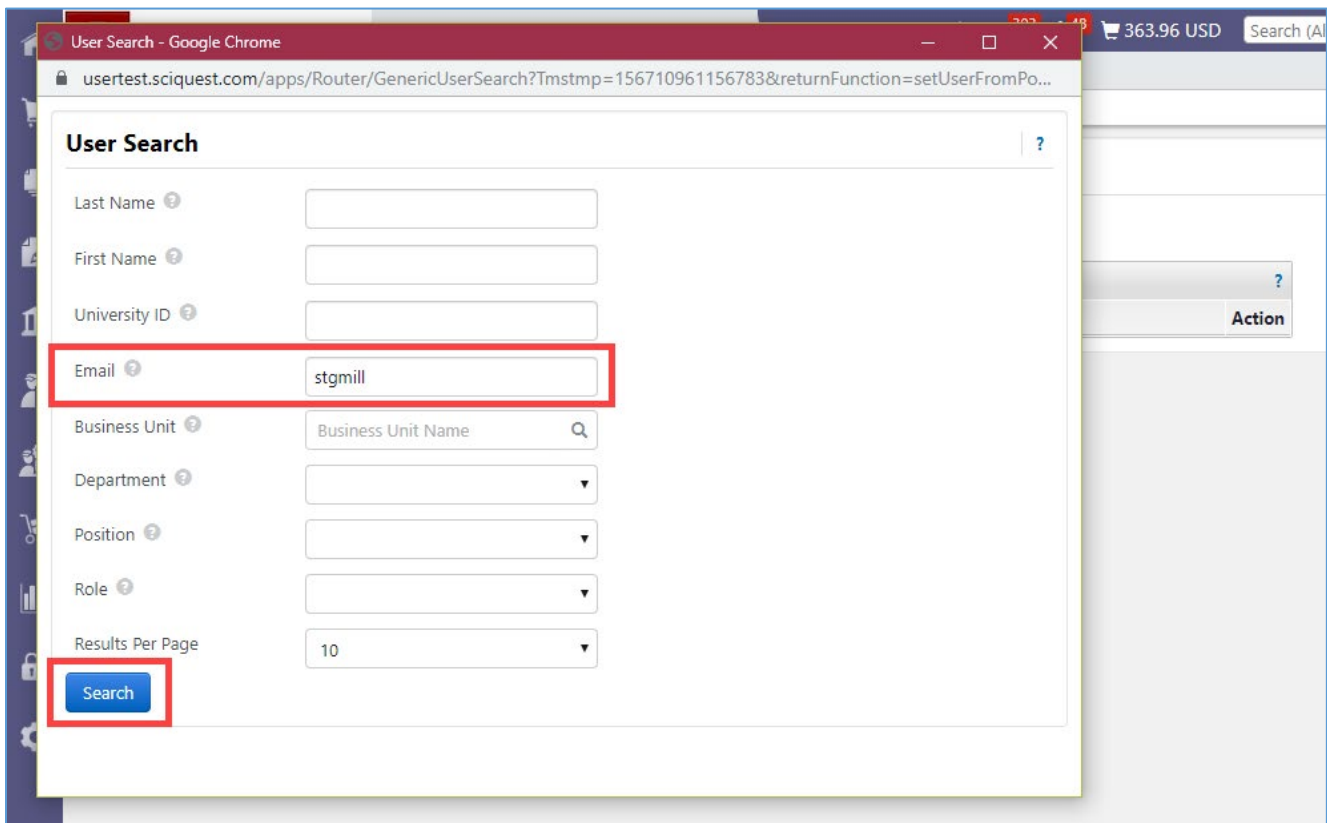


Search for an assignee by clicking the **Add Assignee...** button.



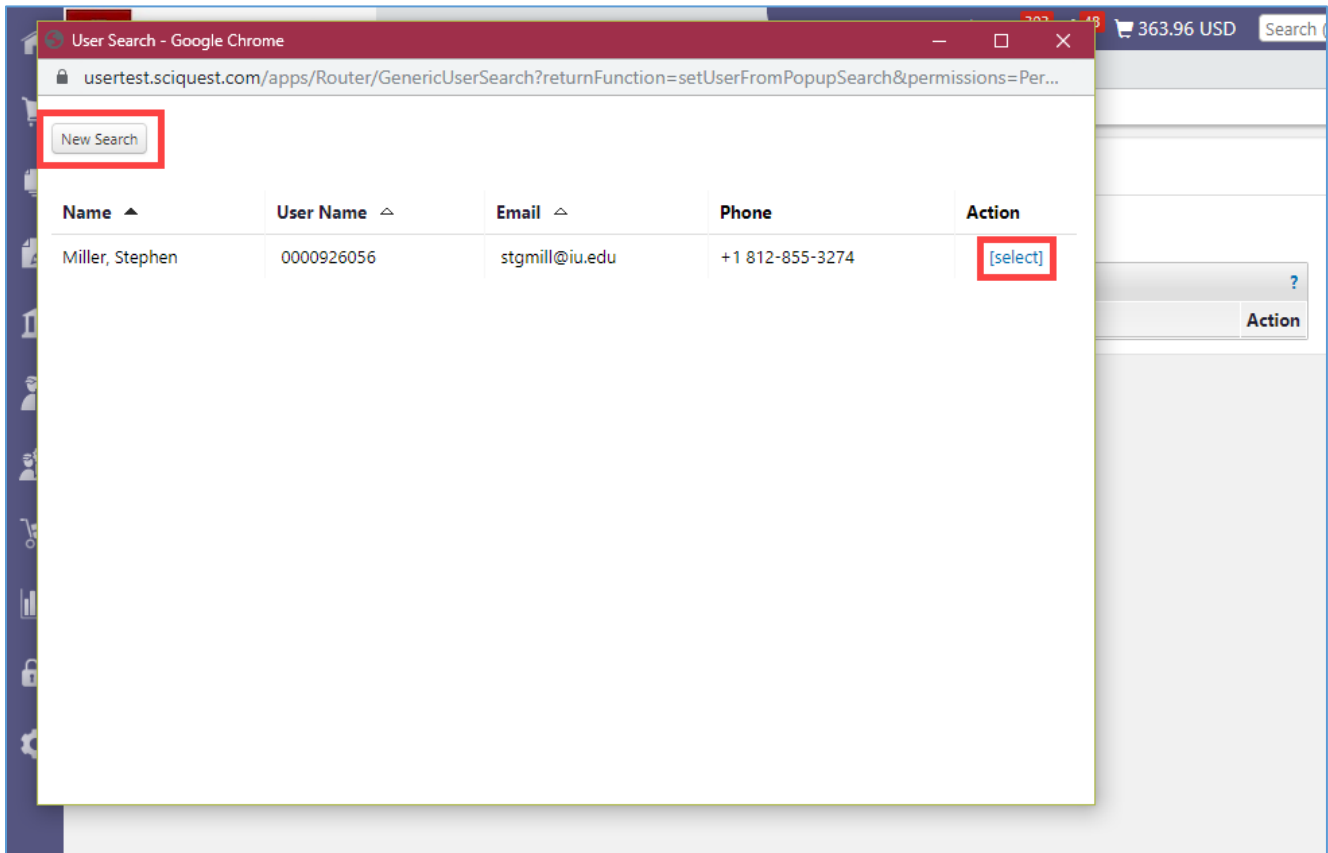
The screenshot shows the 'BUY.IU TEST' user interface. The user is Sarah Chavez, with a username of 0002000838. The 'Cart Assignees' section is active, and the 'Add Assignee...' button is highlighted with a red box. The left sidebar contains various user settings, with 'Cart Assignees' selected. The main content area shows a table for 'My Cart Assignees' with columns for 'Name' and 'Action'.

A search window opens. Enter the cart assignee's information and click **Search**. Entering the individual's username in the **Email** field returns the most accurate results.



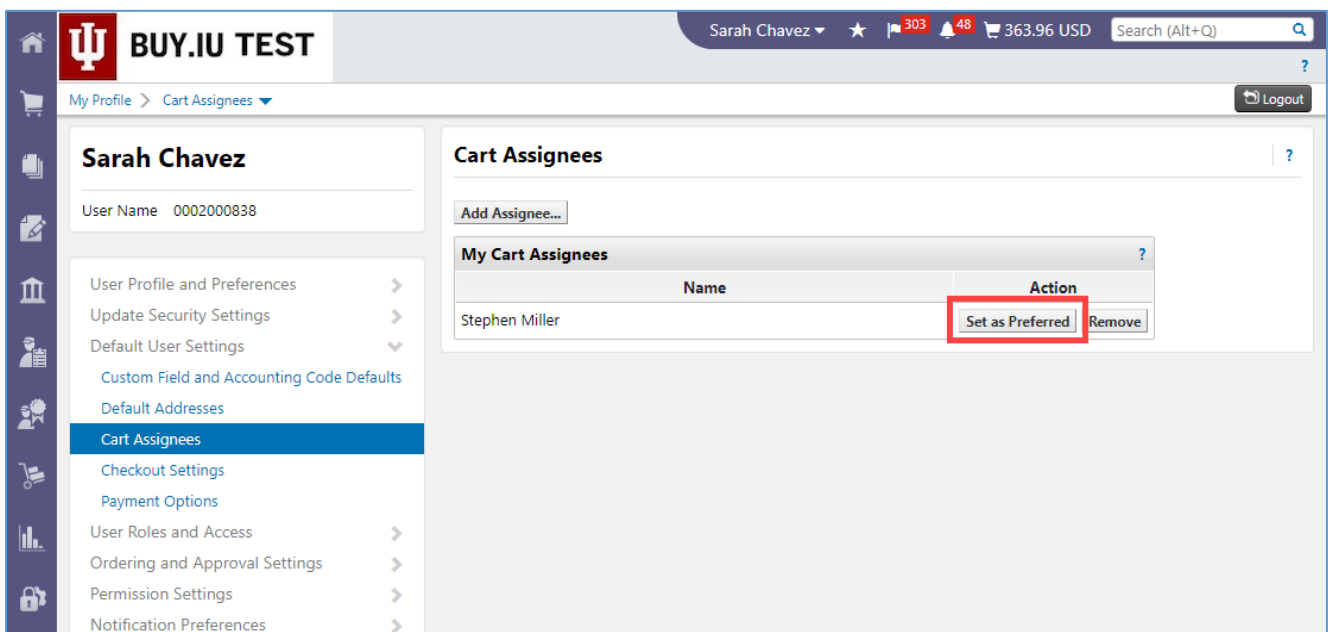
The screenshot shows a 'User Search' dialog box overlaid on the main application. The dialog has several input fields: 'Last Name', 'First Name', 'University ID', 'Email', 'Business Unit', 'Department', 'Position', 'Role', and 'Results Per Page'. The 'Email' field is highlighted with a red box and contains the text 'stgmill'. The 'Search' button at the bottom left is also highlighted with a red box. The background shows the 'User Search' page with a table and an 'Action' button.

Once you have located the user, click **select** next to their entry. You can start a new search by clicking the **New Search** button.

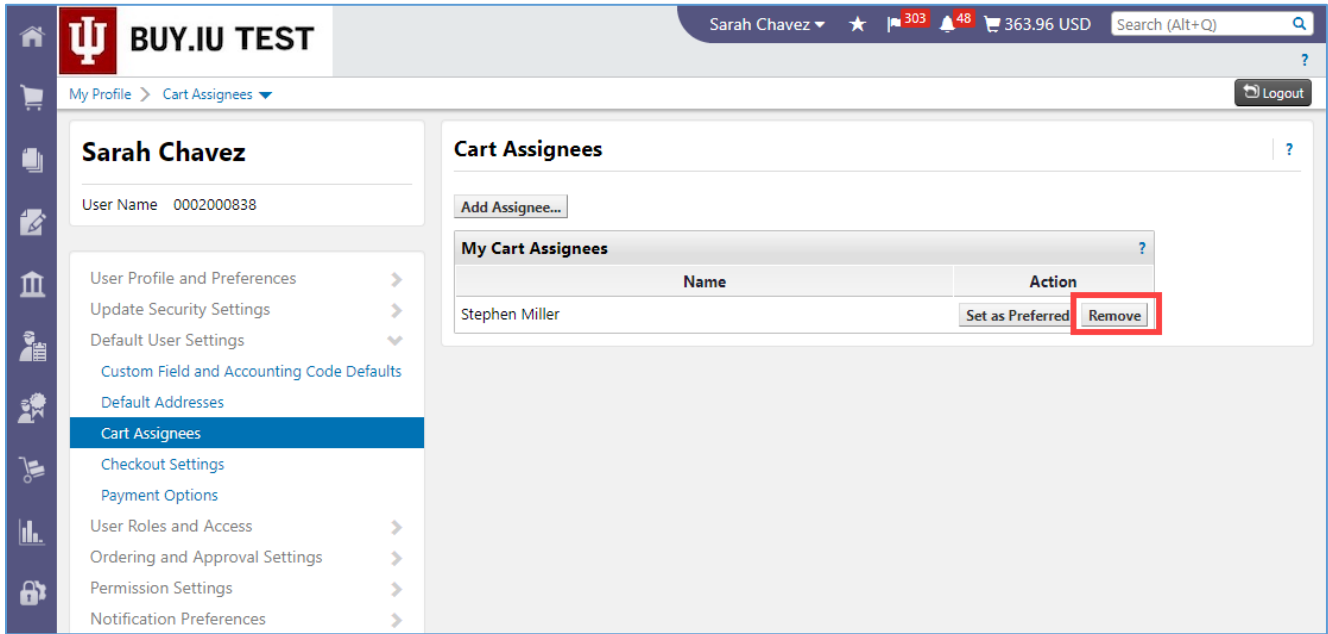


You can also mark a cart assignee as preferred. Setting a cart assignee as preferred is similar to establishing a default assignee. BUY.IU populates the preferred assignee when you assign a cart. You can always pick a different user from the list you've built, or search for a new user, when you're assigning.

Click **Set as Preferred** to establish a default assignee.



Remove a cart assignee at any time by clicking the **Remove** button next to their entry.



BUY.IU TEST Sarah Chavez 303 48 363.96 USD Search (Alt+Q) Logout

My Profile > Cart Assignees

Sarah Chavez
User Name 0002000838

User Profile and Preferences >
Update Security Settings >
Default User Settings >
Custom Field and Accounting Code Defaults
Default Addresses
Cart Assignees
Checkout Settings
Payment Options
User Roles and Access >
Ordering and Approval Settings >
Permission Settings >
Notification Preferences >

Cart Assignees ?

Add Assignee...

My Cart Assignees ?

Name	Action
Stephen Miller	Set as Preferred Remove