How to Assign a Cart Substitute

Assigning a cart substitute will allow you to have any cart that is assigned to you route to someone else while the substitution is in place. Reasons to use this function are for vacation purposes, travel, or extended leave.

• On the home page of Smart Source, select the shopping cart icon on the left hand side

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	Shop		Alt + P		D Logout		
	Shopping My Carts and Orders Admin	My Carts and Orders Open My Active Shopping Cart View Draft Shopping Carts		Continue Shopping	0 Item(s) for a total of 0.00 USD Proceed to Checkout		
▲ 11		view (viy Orders (Last 90 Days)	- 10 - -	y cart Perform an action on (C	items selected) 👻 Select All 📄		

- Select in the Shop Menu:
 - My Carts and Orders then select View Draft Shopping Carts
- Then select Assign Substitute

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i	Create Cart Assign Substitute						
1	My Drafts						legend ?
	Active Cart	Cart Number	Shopping Cart Name	Date Created	Cart Description	Total	Delete
血	' ⊒ 77	65457718	2015-08-21 ma484 01	8/21/2015		20,000.00 USD	Delete
0	िष्य	65512299	2015-08-24 ma484 01	8/24/2015		0.00 USD	Delete
1 ,							

• A User Search box will appear where you can query for the Smart Source user you would like your carts to be sent to. Enter their name and hit search

User Search	
Last Name	
First Name	
User Name	
Email	
Results Per Page	10 🔻
	Search

• Click on Select to choose the person

New Search						Close
Results Per Page 10	•	Users	mee	ting the search criteria: 1	🔳 Page 1	1 of 1 📐 🤰
Name		User Name		Email	Phone	Action
Maertzig, Kathleen		kam39		kam39@drexel.edu	+1 (215) 895-5847	[select]

• The substitute will now be listed on your Draft Shopping Carts page

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📜 Shop 👌 My Carts	and Orders View Draft Sho	opping Carts 🗢 💧 Shopping Cart - Drafts				🕲 Logou
Create Cart	e: Kathleen Maertzig End	Substitution				
My Drafts						legend
My Drafts	Cart Number	Shonning Cart Name	Date Created	Cart Description	Total	legend ?
My Drafts Active Cart	Cart Number 65457718	Shopping Cart Name 2015-08-21 ma484 01	Date Created 8/21/2015	Cart Description	Total 20,000.00 USD	legend ? Delete Delete

• Select End Substitution to revert back to receiving your assigned carts