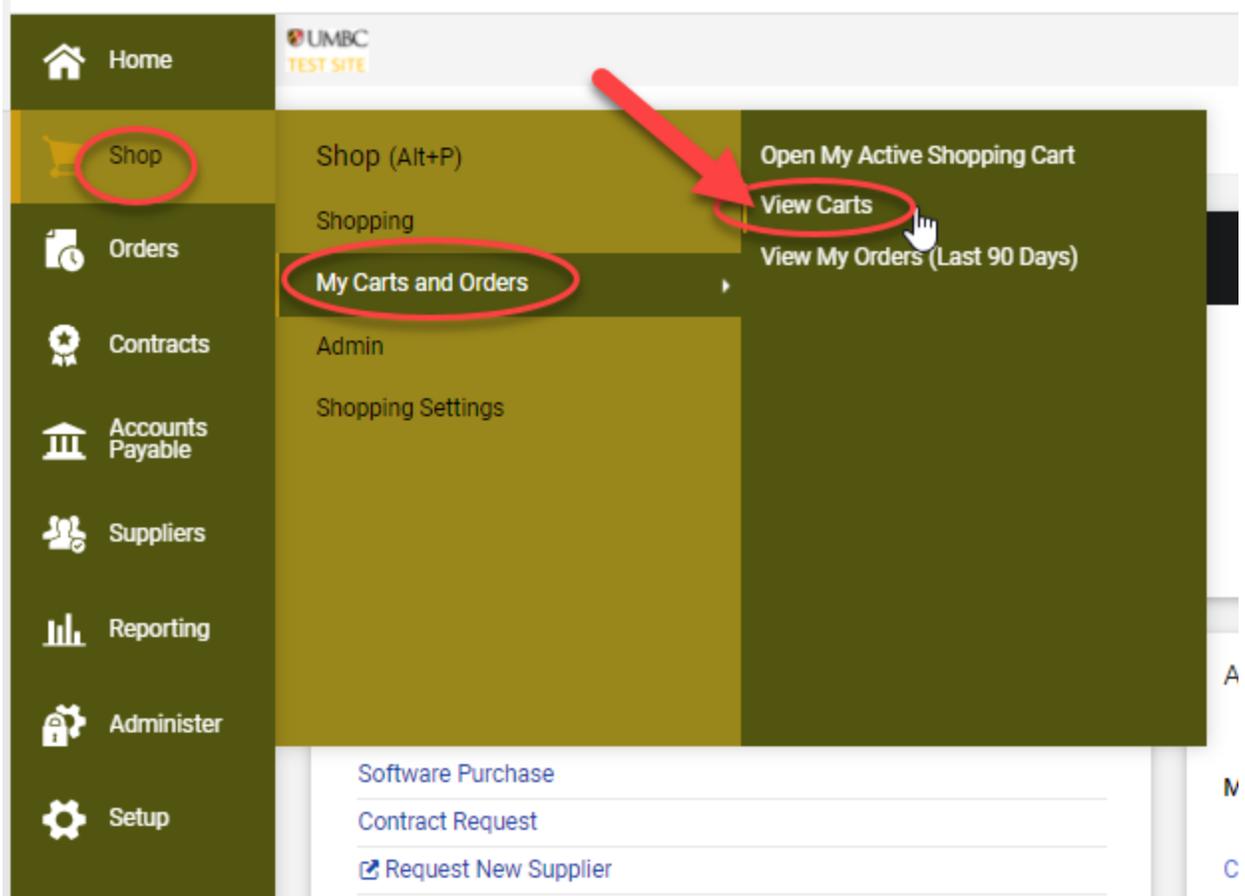
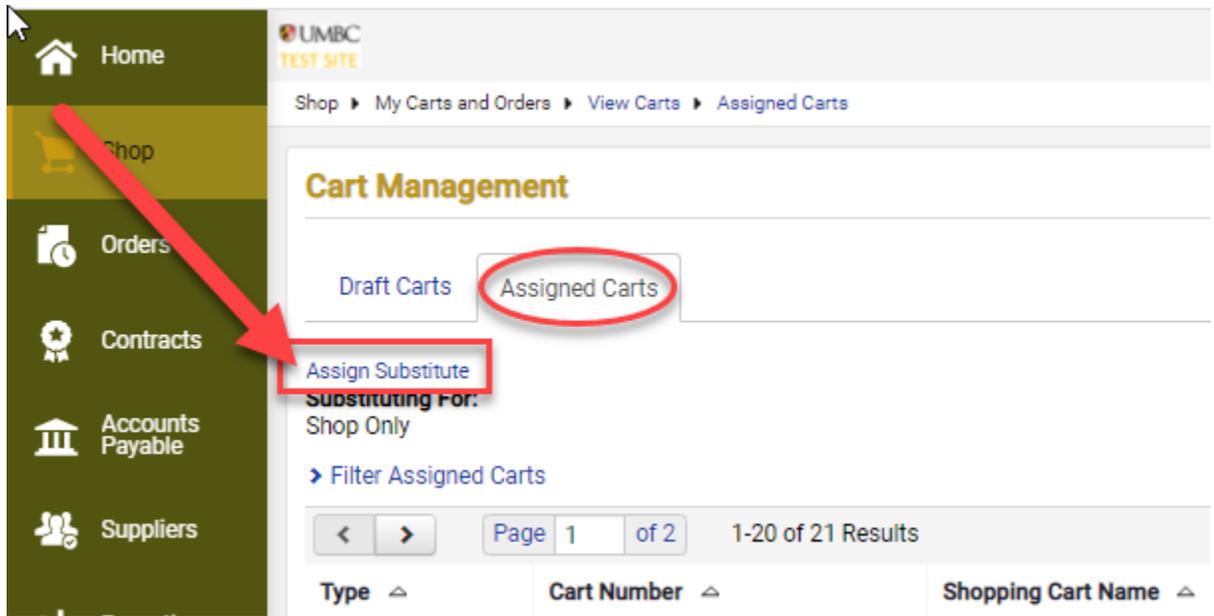


Assigning Substitute Requestors

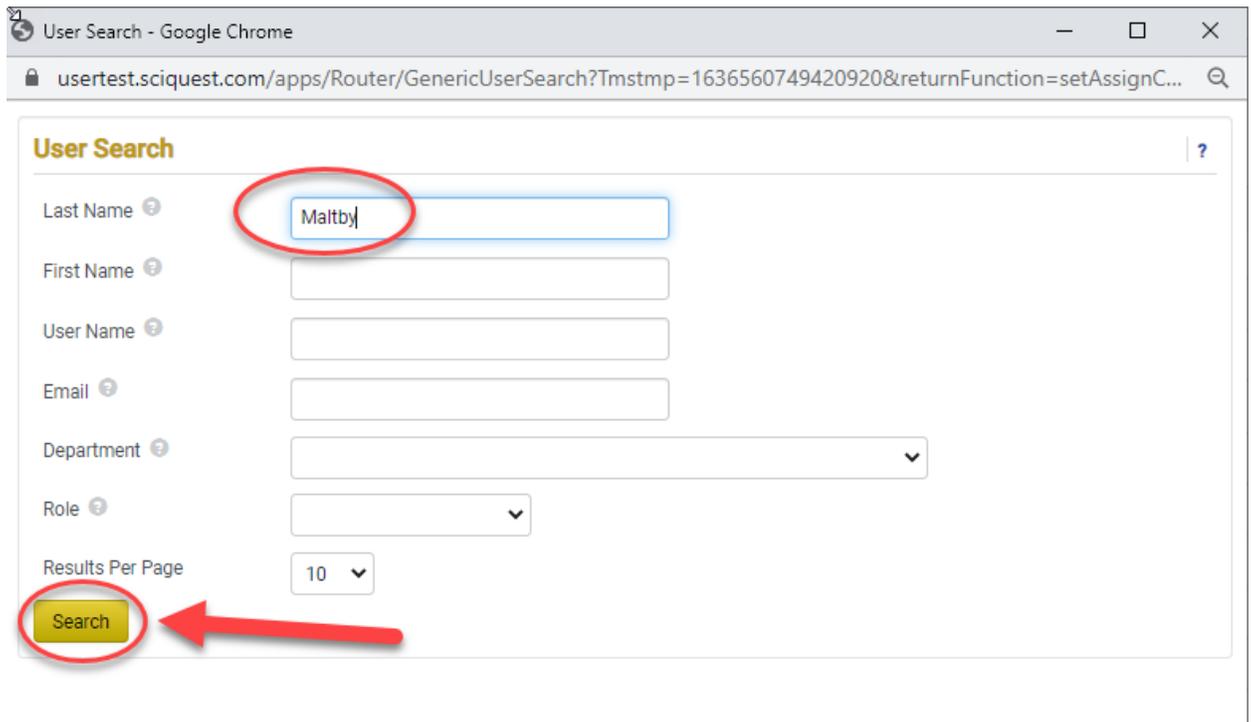
1. Using your side navigation bar, go to **Shop -> My Carts and Orders -> View Carts**.



2. Select the **Assigned Carts** tab and click **Assign Substitute**.



3. From the User Search popup, enter criteria to find the Requestor that you would like to assign as your substitute Requestor. Click **Search**.



4. Select the appropriate Requestor by clicking on the Requestor's name.

User Search - Google Chrome

usertest.sciquest.com/apps/Router/GenericUserSearch?returnFunction=setAssignCartSubstituteFromPopupSearch...

New Search

| Name ▲ | User Name ▲ | Email ▲ | Phone | Action |
|-------------|-------------|------------------|---------------------------|----------|
| Maltby, Sue | PQ54332 | smaltby@umbc.edu | +1 410-455-2274 ext. 5227 | [select] |

5. The substitute selected now displays in the **Current Substitute** field.



6. To end Requestor substitution, click the **End Substitution** link next to the **Current Substitute's** name at the top of the page.

