

quick reference guide

1B1: Appointing a Substitute Assignee / Requisition Preparer



Goal:

Learn how to appoint a substitute Assignee/Requisition Preparer to process carts that have been assigned to you by others. This can be done for as short a time period as a few hours, or as long as a few weeks or more.

Why? If you do not assign a substitute during your absence, carts will not be submitted until your return, causing delays in processing orders.

Steps:

1

Log in to U Market.

Select [Shop > My Carts and Orders > View Draft Shopping Carts](#).

The [Shopping Cart – Drafts](#) page will display.

Click the [Assign Substitute](#) link located above the [My Drafts](#) section of the screen.

The screenshot shows the 'My Drafts' section of the U Market interface. At the top, there is a 'Create Cart' button and a circled 'Assign Substitute' link. Below this is a table with the following data:

Active Cart	Shopping Cart Name	Date Created	Cart Description	Total	Delete
	2013-07-09 mclem 01	7/9/2013		0.00 USD	
	2014-03-26 mclem 01	3/26/2014		168.64 USD	

2

A search box will appear. Enter your search criteria and a list will display.

Choose the appropriate user by clicking the [Select](#) link to the right of that user's name

All new carts will now be sent to that person.

The screenshot shows the 'New Search' results page. It displays a table of users meeting search criteria. The 'select' link for Mollie Dunlap is circled in red.

Name	User Name	Email	Phone	Action
Dunlap, Alexandrine	dunla058	dunla058@umn.edu		[select]
Dunlap, Mollie	MSDUNLAP	msdunlap@umn.edu		[select]
Dunlap, Rachel	rdunlap	rdunlap@umn.edu	+1 (612) 626-4545	[select]
Dunlap-Lehtila, Aimee	DUNL0063	dunl0063@umn.edu		[select]

4 | Click the **End Substitution** button on the draft carts to remove the substitution setting

Active Cart	Shopping Cart Name	Date Created	Cart Description	Total	Delete
<input type="checkbox"/>	2013-07-09 mclcm 01	7/9/2013		0.00 USD	<input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	2014-03-26 mclcm 01	3/26/2014		168.64 USD	<input type="button" value="Delete"/>

Further training:

| Watch the full OHR training video here: [Assigning Substitute Roles](#). |