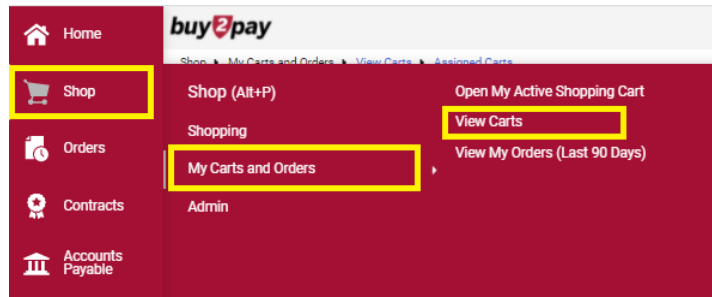
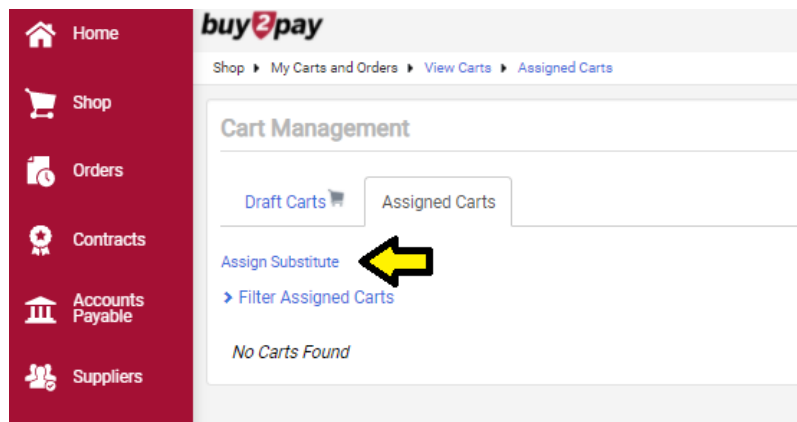


How to Assign a Substitute Requestor

Left navigation selection “**Shop**” > “**My Carts and Orders**” > “**View Carts**”



Click “**Assign Substitute**”



A new window pops up which will allow you to search for your Substitute:

A screenshot of the 'User Search' form. The form has a white background and a blue border. It contains several input fields: 'Last Name', 'First Name', 'User Name', 'Email', 'Business Unit', 'Role', and 'Results Per Page'. The 'Business Unit' field has a search icon and the text 'Business Unit Name'. The 'Role' field is a dropdown menu. The 'Results Per Page' field is a dropdown menu with '10' selected. There is a blue 'Search' button at the bottom.

Click [**select**] under Action when the correct person populates.

That person is now set as your Current Substitute.

To end: Click “**End Substitution**” next to their name