Assign a cart to a Requester for the first time
Introduction

Context
To shop in iBuyNU, you assign carts to your Requester. If this is your first time assigning a cart, or if you have a new Requester, you do the following:

• Perform a one-time search for the Requester.
• Then, you add the Requester to your profile.
• From this point forward, you will be able to assign carts by selecting your Requester from a drop-down menu.
Introduction

Objectives
To assign a cart the first time, you should be able to:
  • Search for an assignee
  • Add to profile

To assign a cart the second time, you should be able to:
  • Select an assignee
Tutorial
Search for an assignee (Requester)
Assign cart for the first time

When you are ready to assign your cart, click **Assign Cart**. (A pop-up will appear.)
If this is your first time assigning a cart to a Requester, click **Search for an assignee.**
User Search appears

You can search for your Requester using their name or email address.
Search for Requester by name

1. Type the **Last Name** and **First Name** of your Requester.
2. Click **Search**.
Select Requester from search results

Locate your Requester from the search results and click [select].
Add to Profile appears

The name of the Requester you selected appears.

Click Add to Profile. This lets you add the Requester to your profile.
Assign the cart

Add to Profile is checked.
• The next time you assign a cart, you can select the Requester without searching.

Note to Assignee: lets you add a note to your Requester. The note is sent to the Requester by email after you assign the cart.

Click Assign.
A congratulations message appears

You have successfully assigned the cart using **Search for an assignee**.
- You added the Requester to your profile by checking **Add Profile**.
- The next time you assign a cart, you can select your Requester from a menu.

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Congratulations! Your cart was successfully assigned for further review.

You will be able to search for this cart in history only after the new owner submits it.

Here is a brief summary of the requisition you have assigned:

<table>
<thead>
<tr>
<th>Cart number</th>
<th>Cart name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1038513</td>
<td>dpaddy lab supplies 09/27/2013</td>
</tr>
</tbody>
</table>
Tutorial
Select an assignee (Requester)
Assign a cart, after searching for and adding Requester

When you are ready to assign your cart, click **Assign Cart**. (A pop-up will appear.)
Select an assignee

Because you already searched for and added the Requester to your profile, now you can Select an assignee.

Assign Cart

Assign Cart To: Select an assignee
Search for an assignee

Note To Assignee:

Note: After a cart is submitted, it can be viewed via History. Prior to being submitted, the cart can be viewed in Draft Carts and can be unassigned (withdrawn) if needed.

Assign | Cancel
A menu appears

A menu of profile values appears. Click the drop-down arrow.
Select the Requester from the menu

Select the Requester name from the list of profile values.
Assign the cart

The name of the Requester you selected appears.

Click Assign.
A congratulations message appears

Congratulations! Your cart was successfully assigned for further review.

You will be able to search for this cart in history only after the new owner submits it.

Here is a brief summary of the requisition you have assigned:

- Cart number: 1038542
- Cart name: 2013-09-27 dpaddy 01
- Cart total: 45.00 USD
You learned to assign a cart to a Requester. Searching for and adding a Requester to your profile is useful when:

- You are new to iBuyNU, and you need to assign a cart for the very first time.
- Your department hires a new Requester.

Recap
To first assign a cart to a Requester:

- Search for an assignee
- Add to profile

After that you can:

- Select an assignee
You’ve completed this learning experience!
To continue learning, visit the Project Café website.

To exit, click the “X” icon in the top right corner of the window