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

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

- Then select Assign Substitute

- 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
• Click on Select to choose the person

![Image of search results](image1.png)

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

![Image of draft carts](image2.png)

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