

Step-by-Step Guide

Unassigning Shopping Carts



In This Guide

- ✓ Selecting an assigned shopping cart
- ✓ Unassigning a shopping cart

This guide demonstrates how to un-assign a shopping cart that has previously been assigned to a requester for review.

Why un-assign a shopping cart?

- If you need to make a change to the shopping cart
 - If the requester is unavailable or if a different requester is identified
- ▲ Requesters will not receive an email notification that the shopping cart has been un-assigned. Shoppers should communicate the recall to the requester via other means.

Procedure

1. To access your assigned shopping carts, click **carts** ⇒ **draft carts** on the navigation bar, then go to the **My Drafts Assigned to Others** section.

After locating the shopping cart, you are ready to un-assign the shopping cart.

View Cart	Shopping Cart Name	Date Created	Assigned To	Total	Unassign
	2011-11-18 sally_shopper 01	11/18/2011	Roger Requestor	16.28 USD	Unassign

2. Click the **Unassign** button.
 - The original shopping cart will display.
 - Edit the shopping cart if needed (don't forget to click the **Update** button.)
 - When the shopping cart is complete, assign to a requester.

You have successfully un-assigned a shopping cart.