Assigning A Cart

If your order workflow requires your cart to be assigned to another user for approval. When you have finished adding items to your cart you can assign your cart to a user.

1. **Click** on the cart total in the top navigation bar next **CLICK > the Assign Cart button.**

The **Assign Cart: User Search** window appears. If you have already set up a Default Cart Assignee in your User Profile, it will automatically default to that user. If you have more than one cart assignee in your profile, click **Select** to change the assignee, or click **Search** to search for all users in MacBuy. You also have the option to include an internal note. To finish, click the **Assign** button.
The user will receive a notification that a cart has been assigned to them.

**Unassigning a Cart**

If you need to withdraw a cart, you can unassign it:

1. Go to **Shopping > My Carts and Orders > View Carts**.

2. On the **Cart Management > Assigned Carts** page, click on the **View** button, then select **Unassign**.

3. It now becomes your active cart, and can be deleted, or edited and resubmitted.