

iShopUTRGV Quick Reference Guide

How to - Assign a Cart

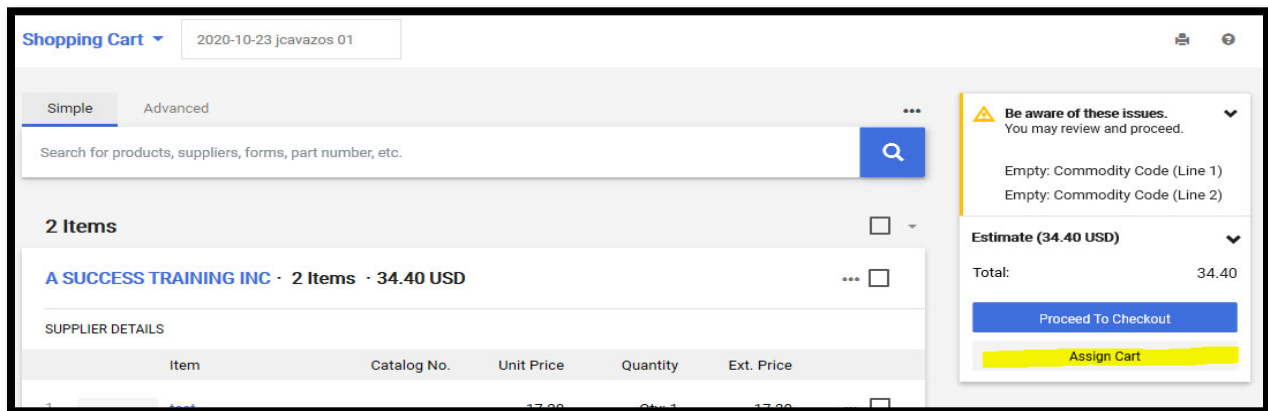
iShopUTRGV allows all users to assign carts to their Departmental Buyer for completion.

*Questions can be emailed to: ishop@utrgv.edu

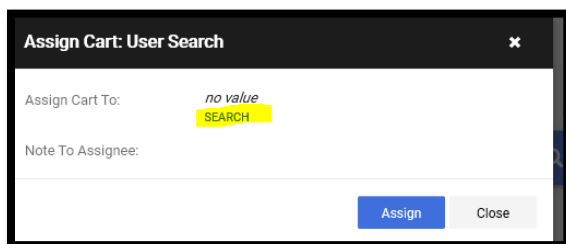
1. Once items have been added to your cart, users have the Option to “Proceed to Checkout” or “Assign Cart”.

If you would like to add funding source, comments, attachments, etc, click “Proceed to Checkout” and reference the **“How to – Add Comments and Attachments”** guide.

2. Click the “Assign Cart” button located on the top middle-hand corner of the screen.



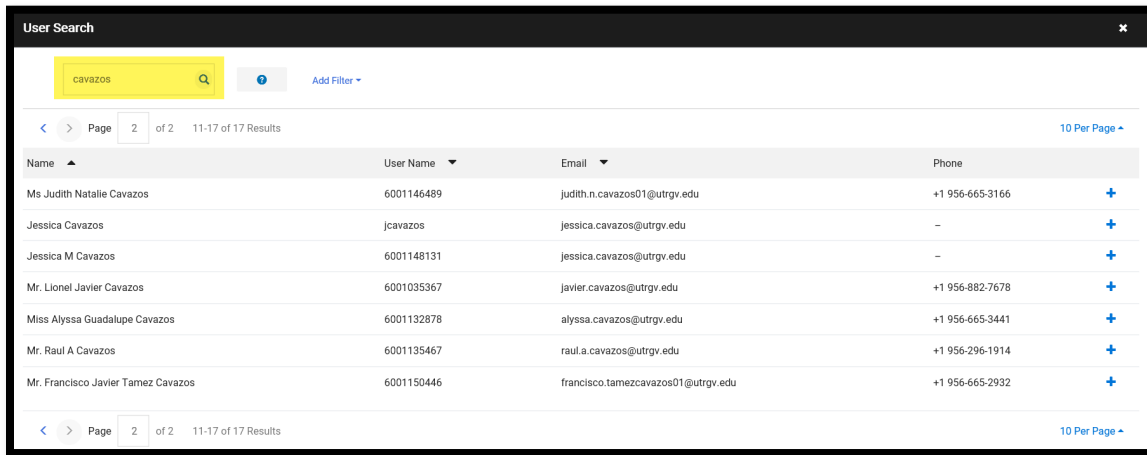
3. Window will display. Click on **Search**.



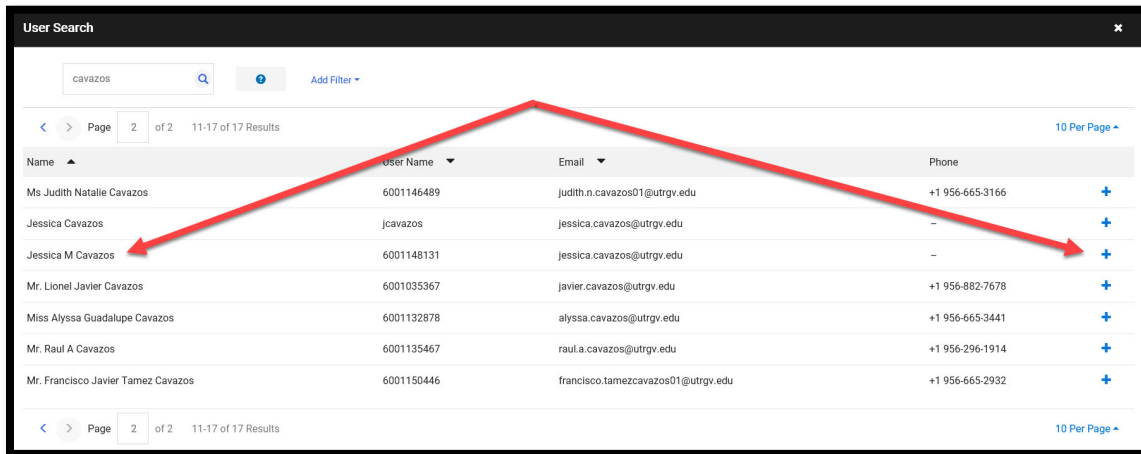
4. Search by user **Last Name** and click on **enter** on keyboard.



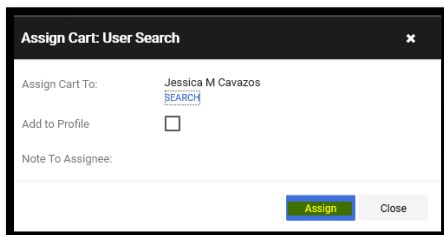
5. Search results will display.



6. Verify Selected User is correct. Include any notes if needed and then click **“+” Sign**.



7. Verify Selected User is correct and click **Assign**.



8. Confirmation page will display. Note that cart has been assigned and is pending with Requestor. Requestor will need to review and Submit to Workflow to being the approval process.

