



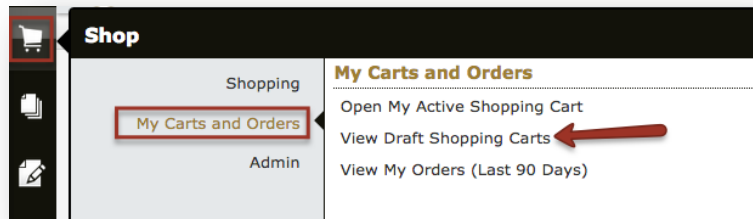
## Toolbox: Un-assigning or Deleting a Cart Quick Guide



Users have the ability to un-assign a cart after it has been assigned.

To un-assign a cart:

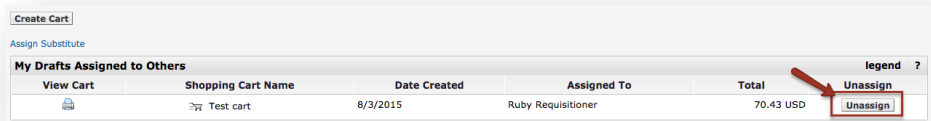
Click on the Shop menu item on the left side (shopping cart icon). When the fly-out menu displays, select the My Carts and Orders sub-menu and click the View Draft Shopping Carts link.



Carts that have been assigned display in the “My Drafts Assigned to Others” folder.

To un-assign a cart, simply click ‘Unassign’ to the right of the cart name.

Note: If the user then re-assigns the cart, a comment will appear in the Comments section that it was un- assigned and then re-assigned.



NOTE: Once the assignee submits the cart, it is removed from the User’s “Draft Carts Assigned to Others” folder.

To delete a cart that is no longer needed:

Click on the View Draft Shopping Carts link as above.

In the “My Drafts” section, simply click the “delete” button to the right of the cart description.

