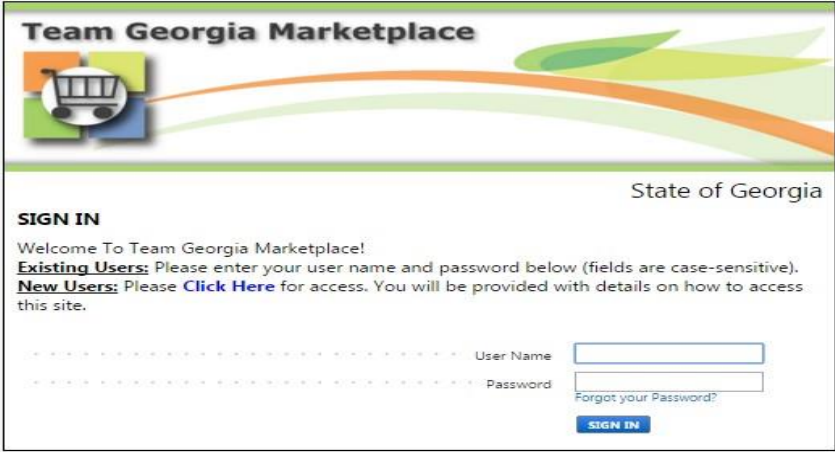
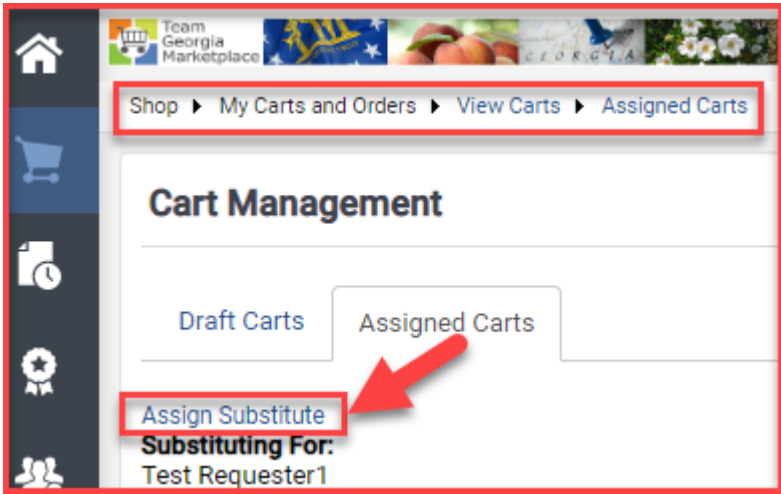
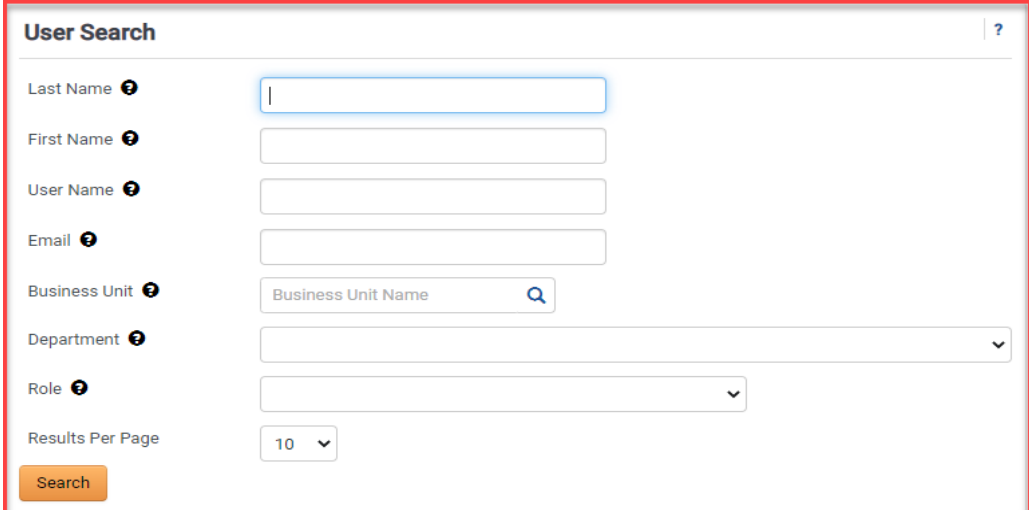
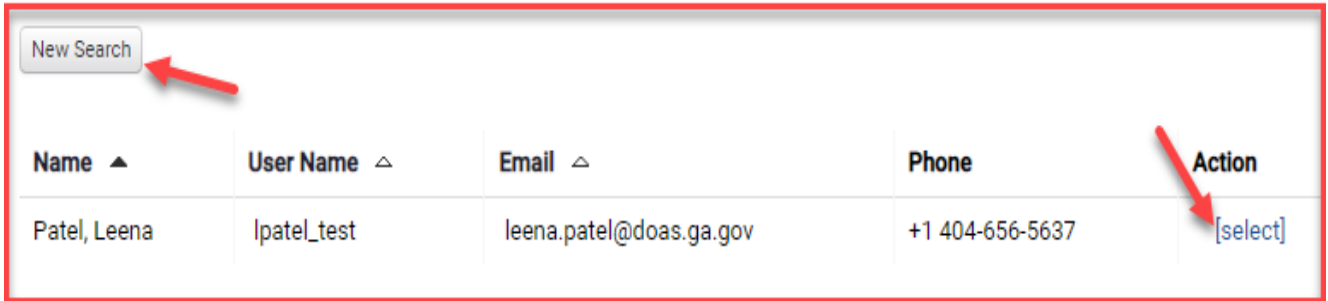


## Assign a substitute approver

Step #	Action
<b>1</b>	<p>Sign into Team Georgia Marketplace.</p> 
<b>2</b>	<p>Go to Shop &gt; My Carts and Orders &gt; View Carts Assigned Carts. Click on Assign Substitute link.</p> 
<b>3</b>	<p>Enter user details to search the user you would like add as the Substitution by name, email, user id etc.</p> 

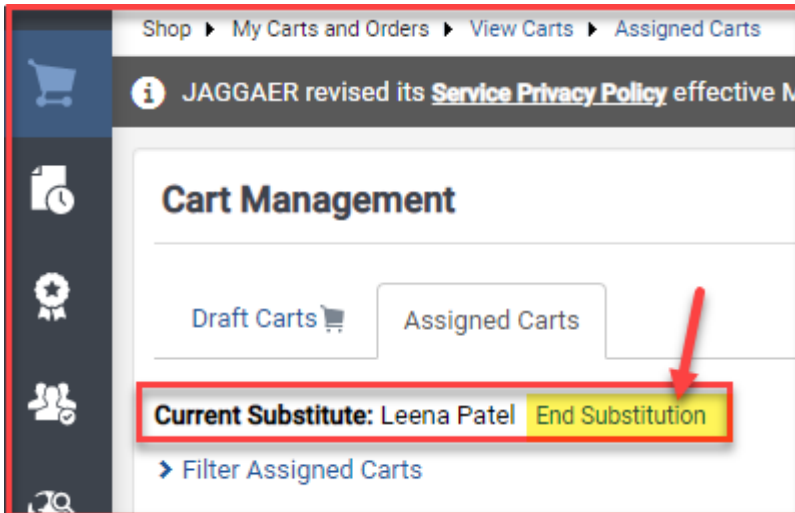
4 Select user or search for new user.



The screenshot shows a user search interface. At the top left, there is a button labeled "New Search" with a red arrow pointing to it. Below this is a table with the following columns: Name, User Name, Email, Phone, and Action. The first row of data shows: Name: Patel, Leena; User Name: lpatel\_test; Email: leena.patel@doas.ga.gov; Phone: +1 404-656-5637; Action: [select]. A red arrow points to the [select] link in the Action column.

Name ▲	User Name ▲	Email ▲	Phone	Action
Patel, Leena	lpatel_test	leena.patel@doas.ga.gov	+1 404-656-5637	[select]

5 To end the substitution, go to Shop > My Carts and Orders > View Carts > Assigned Carts. Click on End Substitution link.



The screenshot shows the "Cart Management" interface. The breadcrumb trail is: Shop > My Carts and Orders > View Carts > Assigned Carts. There is a notification banner at the top: "JAGGAER revised its Service Privacy Policy effective M...". Below the notification, the "Cart Management" section has two tabs: "Draft Carts" and "Assigned Carts". The "Assigned Carts" tab is active. Below the tabs, there is a section for "Current Substitute: Leena Patel" with a yellow button labeled "End Substitution" and a red arrow pointing to it. Below this is a link: "> Filter Assigned Carts".

End process.