What is a Substitute Requestor?
A substitute requestor allows a user to substitute another individual to take action on their behalf for any carts that get assigned to them. Please note the user selected must also have the requestor role to be assigned as a substitute.

Setting up a Substitute Requestor

1. From the BennyBuy home page, click on Shop located along the menu on the left side panel. Navigate to My Carts and Orders and select View Carts.

2. In the Assigned Carts tab, select the Assign Substitute link.

3. In the User Search window, type in the name of the user you wish to assign in the text box, and click Search.
4. Under the Action column, click **Select** for the user you would like to assign as your substitute.

5. After you click **Select**, you will return back to the cart management screen where you will see the name of the substitute. To end a substitution, click on the link **End Substitution**.