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| Substitute Shoppers are persons allowed to set-up, view, and respond on behalf of another Shopper. |
|  **Role:** Staff | **Frequency:** As Needed |

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| **Designate Substitute Shoppers** |
| 1.From the dashboard click **Settings.** |  |
| 2. Select the **User Account** tab.3. Click the Possible Entries icon to locate and add a Substitute Shopper. |  |
| 4. To conduct a search, enter last and first name of Substitute Shopper5. Click **Search** |  |
| 6. Highlight correct selection from search results. |  |
| *Designating your Substitute Shoppers within Personal Settings sets permissions for you to participate in “Team Shopping”.**With Team Shopping, two or more shoppers can have access to each other’s carts. A Substitute Shopper can view, edit, or delete a Shopping Cart created by a team member.*For more information a Quick Reference Card entitled “Substitute Shoppers and Manage Team Carts” is available from the Purchasing SRM website at: <http://www.uky.edu/Purchasing/>.  |  |