This tutorial will review how to reorder previously ordered items by using carts and orders found in the user’s shopping history to copy items to another active or pending cart within Shop@UW.

To begin, review the list of carts or orders from the last 90 days for the MD account number used at login to find the desired items to reorder.

- To access recently ordered items:
  - Click on the Profile Dropdown Menu section on the Top Information Bar
  - The shopper can use either link:
    - My Recently Completed Carts
    - My Recently Checked Out Carts

_Please note:_ only items ordered from a hosted catalog can be reordered from the user’s shopping history.

If the link for “My Recently Checked Out Carts” was used, click on a Cart No. to open the cart line item details.
Reordering Previously Ordered Items

My Recently Completed Carts

Use the Order No. link to open the cart line item detail information.

If the “My Recently Completed Carts” link was used, find the desired Cart Number in the list and click on it.

Copy Items From Previous Cart

Details for items in the cart are displayed in a Summary window.

- Shoppers may place a check next to items that can be copied into an active or pending cart.

Adding Copied Items To A Cart

Locate the “Actions for selected line items” field and select an option from the dropdown menu:

- Add to Favorites
- Add to Active Cart
- Add to Pending Cart

For this example, choose “Add to Active Cart” and then "View my cart".

The selected items are added to the active cart and are available to order.

At this point, the shopper may choose to continue shopping and add additional items to the cart or begin to checkout.
This concludes the tutorial on Reordering Previously Ordered Items.

A number of other tutorials for important Shop@UW functions are available to review on the training resources page found at [http://shopuw.wisc.edu/training/](http://shopuw.wisc.edu/training/).

Questions about Shop@UW can be forwarded to customer service at shopuw@bussvc.wisc.edu.