This tutorial describes the different types of carts used in Shop@UW and the available actions for each.

Find the shopping cart icon in the left navigation bar and hover over it to expose the flyout menu. Hover over the My Shopping Carts link.

There are three links to follow under the My Shopping Carts section:

- The “Open My Active Shopping Cart” link is the cart that the shopper is currently working on. If there is an item in the active shopping cart, clicking this link will display summary information.

- The “View Carts” link shows the shopper’s “draft” carts or carts that are started, but not yet completed.
  - A shopper may have as many Draft Carts as needed.
  - Use Draft Carts as an easy way to split up multiple orders for multiple people at once or for preparing an order ahead of time that the shopper is waiting to finalize.

- The “View My Recently Checked Out Carts (Last 90 Days)” links to a list of the last 90 days of carts that have been sent to the Final Cart Review. More information on this area can be found in the History tutorial.

Click on the first option, “Open My Active Shopping Cart” to manage draft carts in Cart Management.
Working with Shopping Carts

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Cart Management

In the example shown below, there are no active carts available:

On this screen, the user may:
1. Create a cart
2. Take action on a cart
   a. View
   b. Activate
   c. Delete

The list of carts contained in the Cart Management web page contains both active and pending carts. When there are no Active Carts, the Cart Management screen opens by default when the “Open My Active Shopping Cart” option is selected.

From the Cart Management web page, the user may choose to:

- Create a cart.
  - This function opens the Shopping Cart web page.
- Take action on a draft cart.
  - View
  - Activate
  - Delete

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CART MANAGEMENT WITH AN ACTIVE CART

This screenshot shows an example of an Active Cart in the Cart Management screen. An active cart icon is highlighted in red.

At the right, is an example of the cart icon in the top information bar that reflects the total dollar amount of the active cart:

The shopper’s active cart is the cart that the shopper is currently working on:

- The icon for the Active Cart icon is highlighted in blue on the Cart Management screen.
- Another easy way to view the active cart from any part of Shop@UW is the Cart icon in the upper-right corner of the top information bar.
  - If there are items already in the shopper’s active cart, the total price will be displayed next to the cart icon.
  - Clicking on the icon will display a short summary of items in the cart.
  - From the summary, the shopper can delete items, view their cart, or begin the checkout process.

The rest of this tutorial explains a number of common actions available within the active cart.

Click the Create Cart icon in the upper right corner of the screen.
NAMING AN ACTIVE SHOPPING CART

The "Create Cart" button was clicked in the "Cart Management" screen to open an empty, new active cart.

Notice the editable Shopping Cart name field.
- Enter something more meaningful.
- Changes will automatically save.

It is always a good idea to update the name of the active shopping cart to something more meaningful.

- Find the editable Shopping Cart name field.
- Highlight the default name in the field and type something more helpful. The default name will be today’s date and the MD number of the user logged into Shop@UW.
- Changes to the cart name are automatically saved.

REMOVE ITEMS FROM ACTIVE SHOPPING CART

Two ways to delete an item from a shopping cart:

1. Click the Line Item Actions button and select remove.
2. Select the item by clicking the check box located at the right hand side of the screen.
   - Click on the Actions for selected items drop-down.
   - Select “Remove Selected Items”.

An item can be deleted from the shopper's active cart in two ways:

1. Click the Line Item Actions button and select remove.
2. Select the item by clicking the check box located at the right hand side of the screen.
   - Click on the Actions for selected items drop-down.
   - Select “Remove Selected Items”.

OPTION 1 FOR MOVING ITEMS BETWEEN CARTS

The first way to move an item between carts is to select an option from the "Line Item Actions" drop-down.

Items can be moved from one shopping cart to another cart in two ways. Please note that this option is only available for items added to the cart from a hosted catalog.

The first way to move an item between carts:

- Click the Line Item Actions button and hover over "Move to a new cart".
- A list will appear that offers the option to either:
  o Move to New Cart
  o Select a Pending Cart to move the item to
- Changes will save automatically.
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OPTION 2 FOR MOVING ITEMS BETWEEN CARTS

Use the “Perform an action on ([item(s)] selected)” dropdown:

Follow the same procedure as Option 1 when the popup window appears.

The second way to move items between carts:

Select the item by clicking the check box located at the right hand side of the screen.

- Click on the Actions for selected items drop-down.
- Select “Move to Another Cart” from the drop down box.
- A list will appear that offers the option to either:
  - Move to New Cart
  - Select a Pending Cart to move the item to
- Changes will save automatically.

Copying items to a new cart to reorder is also a common task covered in the “Reordering Previously Ordered Items” tutorial.

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EMPTY SHOPPING CART

Click on the “Empty Cart” button to empty the shopping cart.

To empty a shopping cart:

- Select the desired cart.
- Expand the drop-down menu located next to the Shopping Cart Name.
- Click “Empty Cart”
- Click “OK” to confirm the action to empty the contents of the cart.
This concludes the Working with Shopping Carts tutorial.

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/.

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