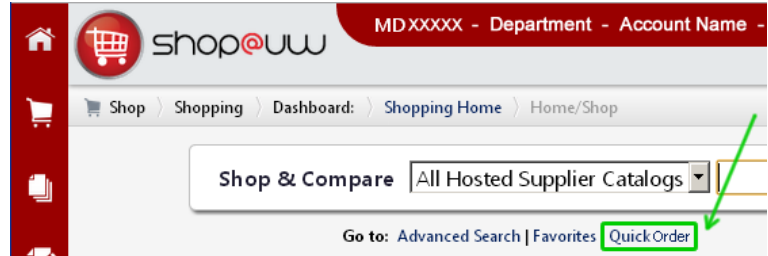


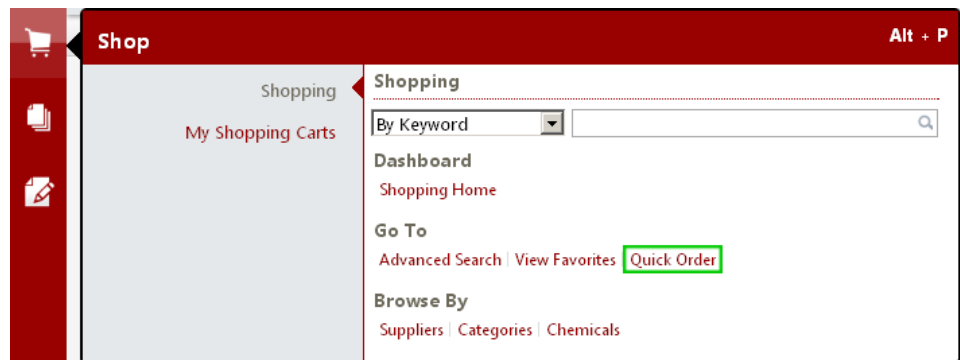
Using Quick Order

The Quick Order feature within Shop@UW is used when an item number is already known and users would like to quickly place an order using that number.

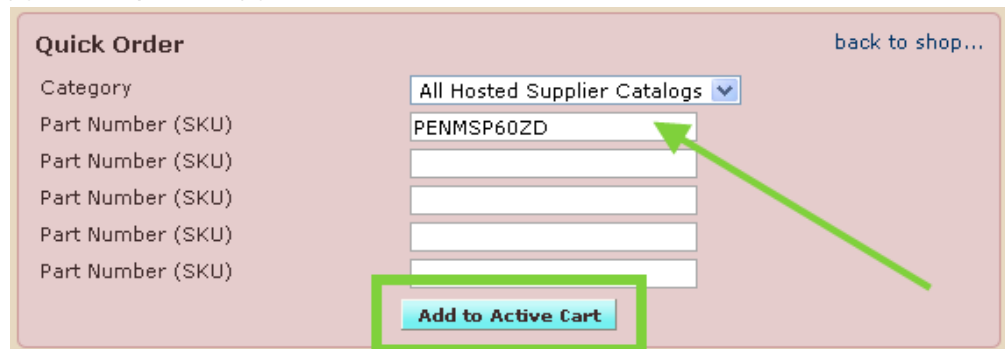
1. Under the Shop & Compare search box, select the Quick Order link.



2. The Quick Order link is also accessed from the Shop icon on the Left Navigation Bar. Click on the Shopping option and find "Quick Order" under the "Go To" section.



3. Up to five products can be added to the cart at one time using the Quick Order feature. Enter the item number(s) for the product(s) to be ordered and select "Add to Active Cart".



4. Once the item or items have been added, an "Add to Cart Confirmation" message should appear.



5. Also, the active cart box in the top right corner will update to reflect the new addition.

