

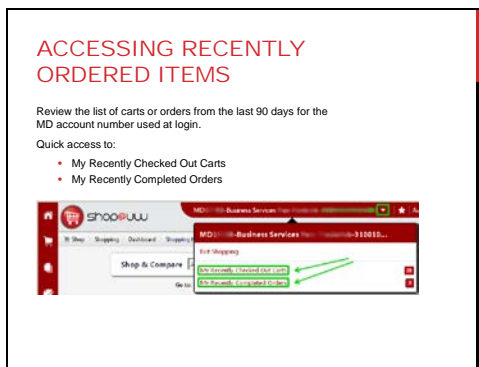
Reordering Previously Ordered Items

Slide 1



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.

Slide 2

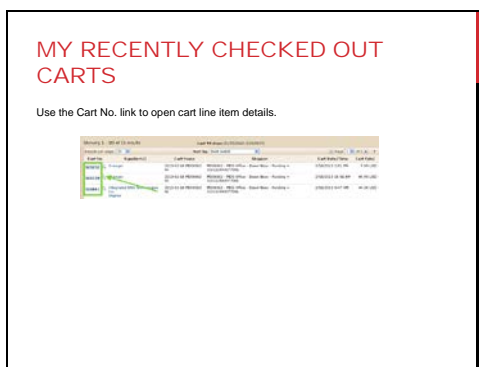


To begin, review the list of carts or orders from the last 90 days for the MD account number used at login to find the desired items to reorder.

- 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 Checked Out Carts or
 - My Recently Completed Orders

Please note: only items ordered from a hosted catalog can be reordered from the user's shopping history.

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If the link for "My Recently Checked Out Carts" was used, click on a Cart No. to open the cart line item details.

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MY RECENTLY COMPLETED ORDERS

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



Click on "view" link next to the cart number.



If the "My Recently Completed Orders" link was used, find the desired Order No. in the list and click on it.


From the Status tab in the General Information window of the order:

- Find the Cart Number.
- Click "view" to open the cart line item detail information.

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COPY ITEMS FROM PREVIOUS CART

Review previously ordered items in a Summary window.



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

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

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ADDING COPIED ITEMS TO A CART

Locate the "For selected line items" dropdown menu.



Review the verification window and click the "Close" button.



Locate the "For selected line items" field and select an option from the dropdown menu:

- Add to Favorites,
- Add to Active Cart, or
- Add to Pending Cart.

For this example, choose "Add to Active Cart" and click on Go. When the shopper elects to "Add to Active Cart", review the verification window that pops up and click on the "Close" button.

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.

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NEXT STEPS

Review tutorials for important Shop@UW functions on the tutorial index web page found at <http://www.bussvc.wisc.edu/shopuw/tutorials.html>.



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

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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 tutorial index web page found at <http://www.bussvc.wisc.edu/shopuw/tutorials.html> .

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