

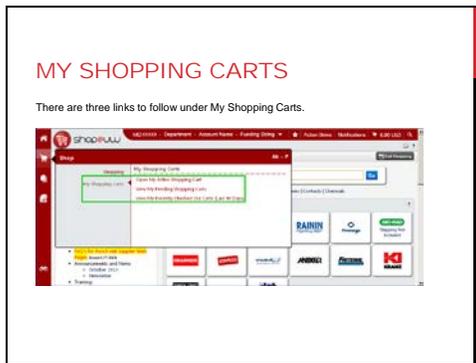
## Working with Shopping Carts

Slide 1



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

Slide 2



Find the shopping cart icon in the left navigation bar and click on it to expose the flyout menu. Click on 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 My Pending Shopping Carts” link shows the shopper’s “in-progress” carts or carts that are started, but not yet completed.
  - A shopper may have as many Pending Carts as needed.
  - Use Pending 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.”

# Working with Shopping Carts

## Slide 3

**MY PENDING SHOPPING CARTS**

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



Active Cart	Shopping Cart Name	Date Created	Cart Description	Total	Remove
	SHOP 00-25 MOUNTAIN RG	08/25/2013		0.00 USD	Delete
	SHOP 00-04 MOUNTAIN RG	02/12/2013		0.00 USD	Delete
	SHOP 00-07 MOUNTAIN RG	02/12/2013		0.00 USD	Delete

On this screen, the user may:

1. Create a cart
2. Make a pending cart active
3. Delete a cart

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

From the “My Pending Shopping Carts” web page, the user may choose to:

- Create a cart.
  - This function opens the “Cart – Cart Order” web page.
- Make a pending cart active.
  - The “Active Cart” icon changes to a red color when a pending cart is converted to the active cart.
- Delete a cart.

## Slide 4

**MY PENDING CARTS WITH AN ACTIVE CART**

This screen shot shows an example of an Active Cart in the “My Pending Carts” screen. An active cart icon is highlighted in red.



Active Cart	Shopping Cart Name	Date Created	Cart Description	Total	Remove
	SHOP 00-07 MOUNTAIN RG	02/12/2013		0.00 USD	Delete
	SHOP 00-04 MOUNTAIN RG	02/12/2013		0.00 USD	Delete
	SHOP 00-07 MOUNTAIN RG	02/12/2013		0.00 USD	Delete

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 red on the Pending Carts 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 the tutorial explains a number of common actions available within the active cart.

Click on the red active cart icon or in the upper right corner of the screen to view the active cart.

# Working with Shopping Carts

Slide 5

### NAMING AN ACTIVE SHOPPING CART

The "Create Cart" button was clicked in the "My Pending Carts" screen to open an empty, new active cart in a new screen.



Notice the "Name this cart" field.

- Enter something more meaningful.
- Click the "Update" button to save the changes to the cart name.

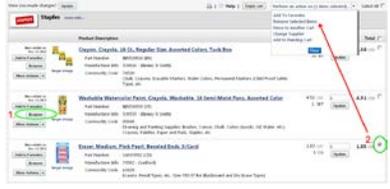
It is always a good idea to update the name of the active shopping cart to something more meaningful.

- Find the "Name this cart" 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..
- Click on the "Update" button below the "Name this cart" field to change the name.

Slide 6

### REMOVE ITEMS FROM ACTIVE SHOPPING CART

Two ways to delete an item from a shopping cart:



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

- Once an item has been added to the cart, click the "Remove" button located on the left hand side of the screen, within the item row.
- Select the item by clicking the check box located at the right hand side of the screen.
  - Click on the "Perform an action on the (1 items selected)"
  - Select "Remove Selected Items" from the drop down box

Slide 7

### OPTION 1 FOR MOVING ITEMS BETWEEN CARTS

The first way to move an item between carts is to select an option from the "More Actions" dropdown.



Choose a cart from the popup window:



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 drop down box next to "More Actions" located on the left hand side of the screen within the line item in the cart.
- A popup window will appear that offers the option to either:
  - Select the "Shopping Cart Name" in the section for "Pending Cart" or,
  - Select "Move to New Cart."
- Click on the "Move" button.
- Click "Close" to dismiss the window.

## Working with Shopping Carts

### Slide 8

**OPTION 2 FOR MOVING ITEMS BETWEEN CARTS**

Use the "Perform an action on (1 item 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 "Perform an action on the (1 items selected)" option.
- Select "Move to Another Cart" from the drop down box.
- A popup window will appear that offers the option to either:
  - Select the "Shopping Cart Name" in the section for "Pending Cart" or,
  - Select "Move to New Cart"
- Click on the "Move" button.
- Click "Close" to dismiss the window.

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

### Slide 9

**EMPTY SHOPPING CART**

Click on the "Empty Cart" button to empty the shopping cart.



To empty a shopping cart:

- Select the desired cart.
- Click the "Empty Cart" button located below and to the left of the "Begin Checkout Process" button.
- Click "OK" to confirm the action to empty the contents of the cart.

# Working with Shopping Carts

Slide 10

**NEXT STEPS**

Review additional tutorials about “Checkout and Completing and Order.” The “Checkout and Completing and Order” tutorial reviews the cart checkout process and completing the order in the Final Cart Review and Shipping Information screens in Shop@UW.

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](mailto:shopuw@bussvc.wisc.edu).

© 2013 University of Wisconsin-Madison  
Division of Business Services, Purchasing Services

This concludes the Working with Shopping Carts tutorial.

Review additional tutorials about “Checkout and Completing and Order.” The “Checkout and Completing and Order” tutorial reviews the cart checkout process and completing the order in the Final Cart Review and Shipping Information screens in Shop@UW.