

Managing Carts Quick Reference Guide

OVERVIEW

Shopping Carts represent items selected for purchase from shoppers. They contain line items that represent goods or services being requested through UShop.

TYPES OF CARTS

In UShop, there are two different types of carts:

- The **Active cart** is the cart currently being worked on by the shopper. The total dollar amount of the active cart displays in the upper right corner of the page.  434.40 USD
- Draft carts** represent items that have been selected, but not submitted for purchase.

CREATING A NEW CART

You can have as many carts as you want in UShop. If you order items for different people or different departments, then you can have a separate cart for each. To create a new cart:

1. Hover over the  icon in the left navigation bar, then hover over [My Carts and Orders](#)
2. Then select [View Draft Shopping Carts](#)
3. Select [Create Cart](#)
4. The new cart is created, and you will see a screen similar to the one below.



NAMING CARTS

All carts in UShop have a name created automatically by the system. The format for the default cart is today's date, followed by your user name, and an incremental number. For example, a default cart name could be 2015-05-12 randy_requisitioner 01.

You can rename the cart to something more meaningful. For example, you can change the cart name to include the project name or the items being ordered. Renaming the cart will make it easier to locate this cart in the future should you ever have to search for it.

To change the cart name:

1. Locate the [Name this cart:](#) field, located in the upper left portion of the cart as shown below.
2. Update the cart name to something more meaningful. Some examples might include *IT Order* or *New Employee Standard Computer*.
3. Click the [Update](#) button after making all changes.

ADD COMMENTS TO A CART

There may be times that you need to add comments to a cart and notify others users of the comment made. For example, you may need to describe the special need for an item so approvers can make an informed decision.

1. Enter search criteria and search for the previously submitted cart.
2. Click on the **requisition number** to open the requisition.
3. From the [Available Actions:](#) drop-down menu, select  then select .
4. A window will open allowing:
 - e-mail notifications to be made to other users
 - 1000 characters of text
 - Attachment of a URL or file

DELETING A CART

1. Hover over the  icon in the left navigation bar, then hover over [My Carts and Orders](#), and then select [View Draft Shopping Carts](#).
2. Click the [Delete](#) button next to the cart to delete.

 **Important:** After selecting [Delete](#), the system deletes the cart immediately! Once a cart is deleted, it is permanently removed and cannot be restored.