

1. To view your carts click on:

- Shop
- My Carts and Orders
- View Carts



2. To view your carts click on Draft Carts. To view Carts you have assigned to others OR have been assigned to you click on Assigned Carts.

Cart Management Create Cart

[Draft Carts](#) [Assigned Carts](#)

> Filter Draft Carts

Type	Cart Number	Cart Name	Cart Description	Date Created	Total	Action
Normal	116216215	HH Split CF at line for Bottled Water		3/28/2019	3,660.00 USD	View
Normal	119345308	Example For Monica		6/12/2019	32,928.04 USD	View
Normal	135481131 Active	2020-09-02 u0109782 01		9/2/2020	7,500.00 USD	View

3. To Click on View to select an action

- Click the action which you would like to take on the electronic cart. For example:
 - o Delete
 - o Withdraw
 - o Unassign