

- 1. To view your carts click on:
  - Shop
  - My Carts and Orders
  - View Carts

A Home					
	Dashboards 🔹 Shooning v1				
🛬 Shop	Shop (Alt+P)	Open My Active Shopping Cart			
	Shopping	View Carts			
Crders		View My Orders (Last 90 Days)			
	My Carts and Orders				

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.

gement					Create Ca
Assigned Carts					
Cart Number 🗠	Cart Name	Cart Description	Date Created A	Total 🗠	Action
116216215	HH Split CF at line for Bottled Water		3/28/2019	3,660.00 USD	View 💌
119345308	Example For Monica		6/12/2019	32,928.04 USD	View 💌
135481131 Active	2020-09-02 u0109782 01		9/2/2020	7,500.00 USD	View 💌
	Assigned Carts Assigned Carts Cart Number  116216215 119345308 135481131 Active	Assigned Carts Assigned Carts Cart Number A Cart Name A 116216215 HH Split CF at line for Bottled Water 119345308 Example For Monica 135481131 Active 2020-09-02 u0109782 01	Assigned Carts Assigned Carts Cart Number A Cart Name A Cart Description 116216215 HH Split CF at line for Bottled Water 119345308 Example For Monica 135481131 Active 2020-09-02 u0109782 01	Assigned Carts arts Cart Number A Cart Name A Cart Description Date Created A 116216215 HH Split CF at line for Bottled Water 3/28/2019 119345308 Example For Monica 6/12/2019 135481131 Active 2020-09-02 u0109782 01 9/2/2020	Assigned Carts arts Cart Number A Cart Name A Cart Name Cart Description Date Created A Total A 116216215 HH Split CF at line for Bottled Water 3/28/2019 3,660.00 USD 119345308 Example For Monica 6/12/2019 32,928.01 USD 135481131 Active 2020-09-02 u0109782 01 9/2/2020 7,500.00 USD

- 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