

Shopping Carts

Quick Reference Guide

11/20/2019



This is the **Shop** icon which is located on the left side of the AggieMart home page.

Access the Cart Management screen

- 1) From AggieMart home → Click the **Shop** icon → Click **My Carts and Orders** → Click **View Carts** to open the Cart Management window.


Create a New Cart

- 1) Access the Cart Management screen → Click the **Create Cart** button → Enter a meaningful name for the cart.
- 2) To start shopping → Click the link that says '**Click here to start shopping**'.


Access an Existing Cart

- 1) Access the Cart Management screen → Click on the name of a Shopping Cart. *Note:* your current cart is designated by the **Active**  icon next to it.



Activate a Cart

- 1) Access the Cart Management screen → Determine which cart to activate → Click the **Action** drop-down menu  on the far-right of the row → Click **Activate**.

Delete a Cart

- 1) Access the Cart Management screen → Determine which cart to delete → Click the **Action** drop-down menu  on the far-right of the row → Click **Delete**.

Assign a Cart

- 1) Access the Cart Management screen → Click on the Cart to assign → Click the **Assign Cart** link on the right side of the screen. The **Assign Cart window** will pop up.
- 2) If you have assignees stored in your profile → Click the **Select** link → Click on the assignee's name → Click the **Assign** button.
- 3) To search for a person → Click the **Search** link → Enter their name, or partial name, in the **Quick search** box.
- 4) Click the **Search**  icon.
- 5) Locate the person in the search results → Click the **Select**  icon → Click the **Assign** button.

Unassign a Cart

- 1) Access the Cart Management screen → Click the **Assigned Carts** tab → Click the **Action** drop-down menu  on the far-right of the cart → Click **Unassign**.

Transfer Items to Another Cart / Remove Items from a Cart

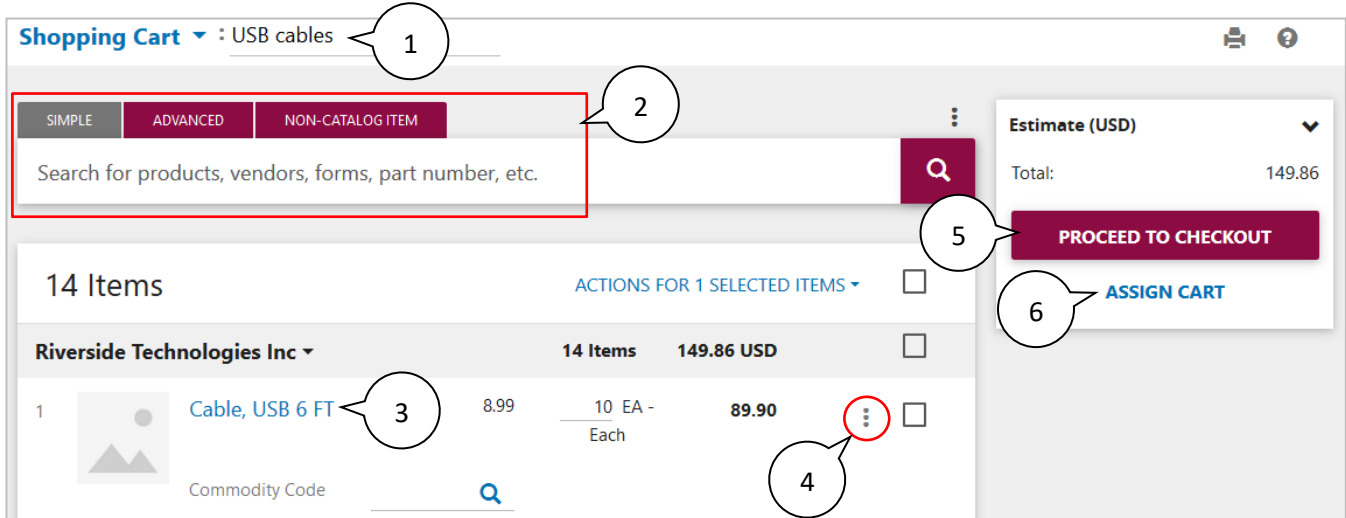
- 1) View the Cart that you want to transfer or remove items from.



- 2) Click the **checkbox** to the right of the item(s).
- 3) Click on the **ACTIONS FOR SELECTED ITEMS** drop-down menu → Select one of the following:
 - a. **Move to Another Cart** → then select either a new cart or an existing Draft Cart.
 - b. **Remove Selected Items**. *Note: this cannot be undone.*

Shopping Cart View

Changes and other tasks can be done within a cart.



- 1) The Cart Name. You can change the name if needed.
- 2) You can add additional items using one of these methods. Alternatively, you can return to the AggieMart home page to continue shopping.

Note: not all Catalog vendors allow editing from within your AggieMart Cart. You may need to go back to the AggieMart home page and click the Catalog Vendor's tile to add more items.

- 3) Click on the item name to edit **Quantity** and **Price** (if applicable).
- 4) Perform actions on a line item by clicking the **ellipses** icon.
- 5) **Proceed to Checkout** button.
- 6) Assign your cart to another person by clicking **Assign Cart**.