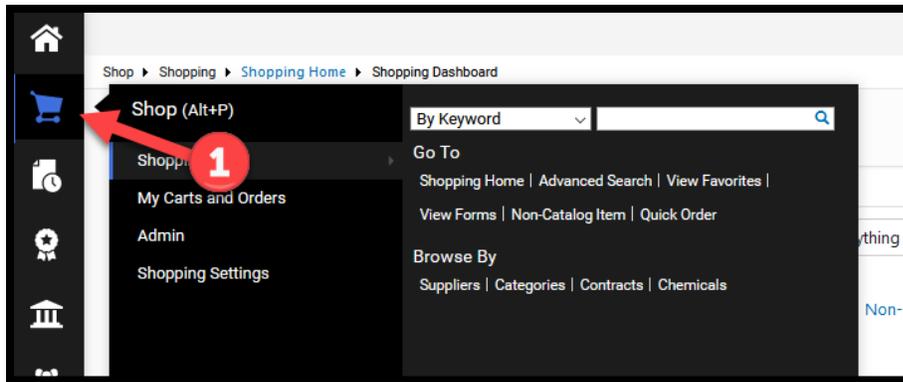


# iShopUTRGV Quick Reference Guide

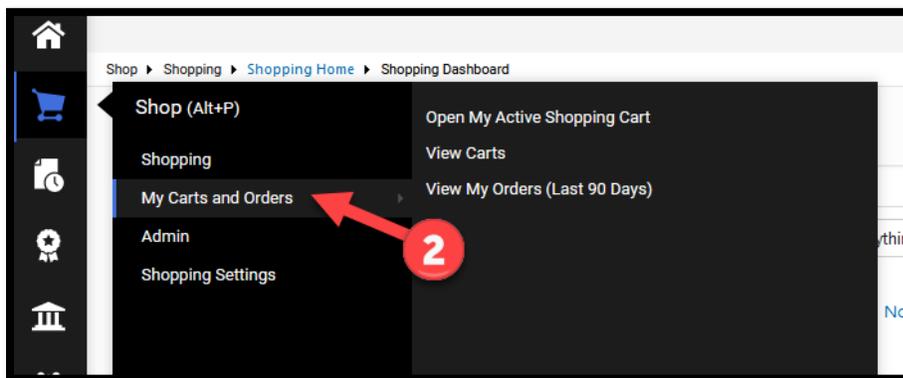
## How to - Create a New Cart

iShopUTRGV allows users to create multiple carts to separate orders. \*Questions can be emailed to: [ishop@utrgv.edu](mailto:ishop@utrgv.edu)

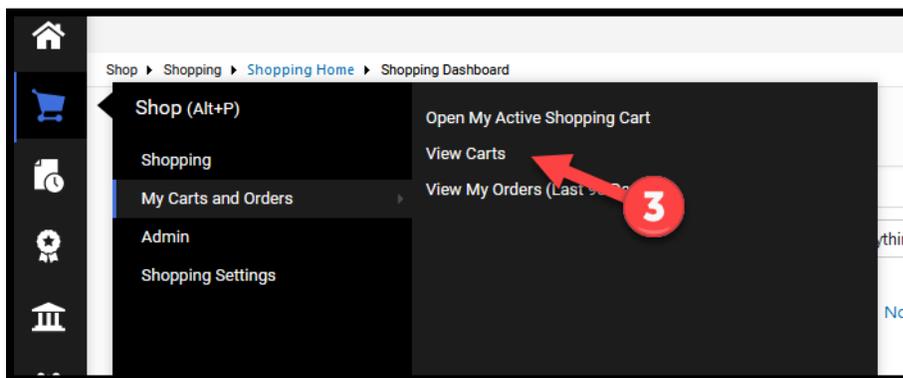
1. Place mouse over shopping cart icon (left hand side)



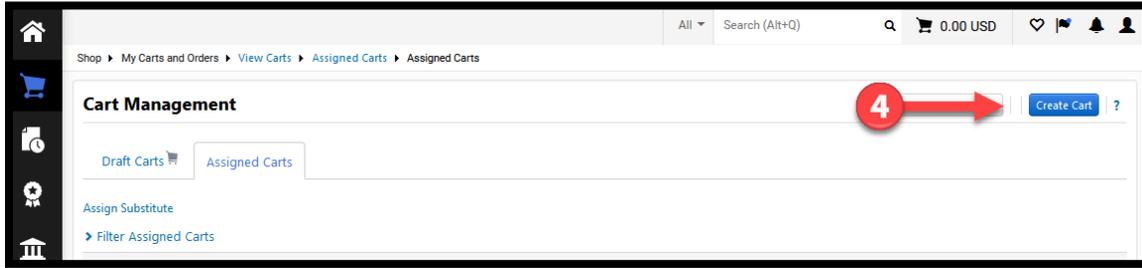
2. Select "My Carts and Orders"



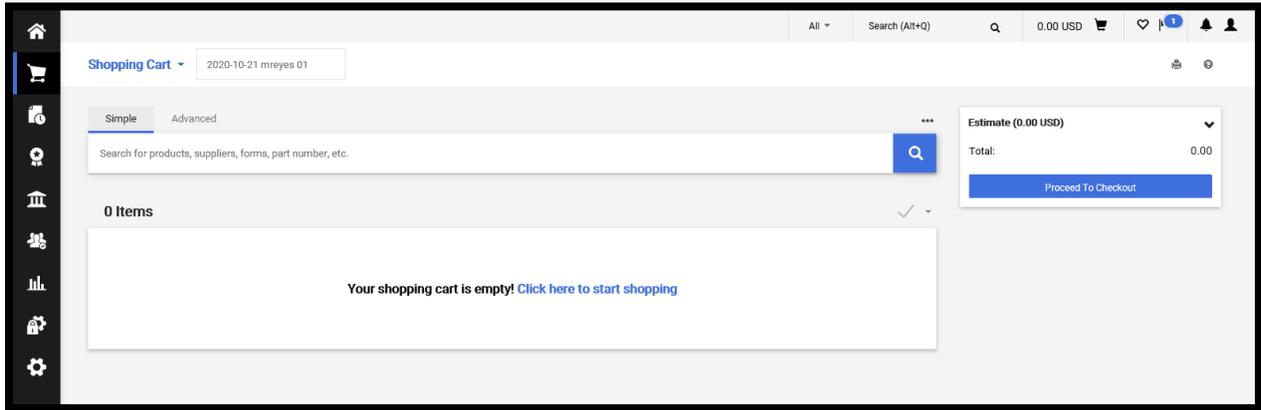
3. Click "View Carts"



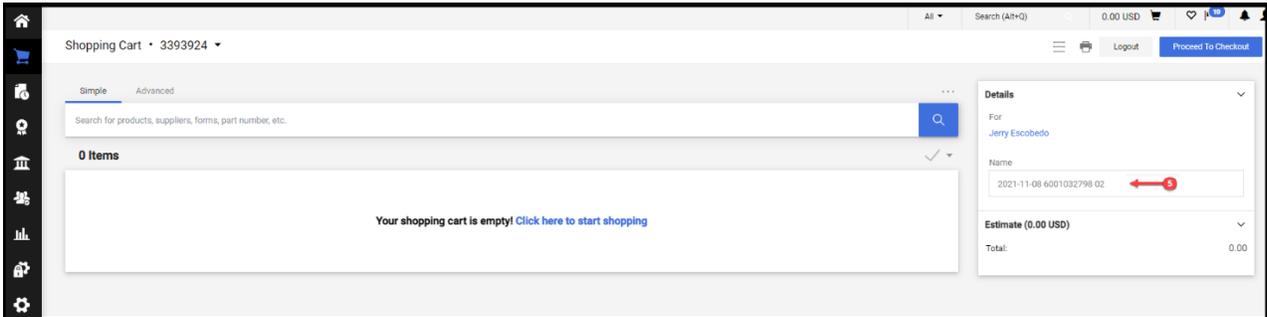
4. Page will refresh, click "Create Cart"



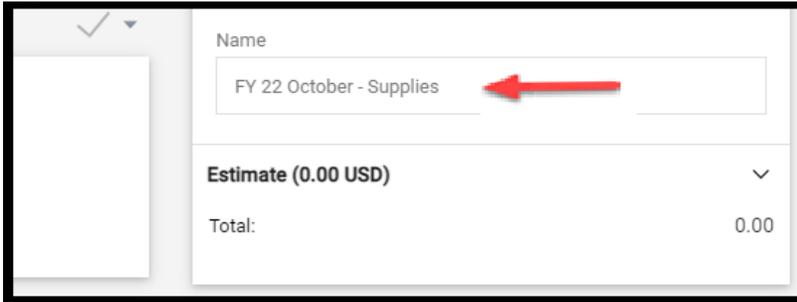
5. Page will refresh, new blank cart will display.



6. Cart Name will default to current date and Employee ID. This field can be updated to differentiate between orders.



7. Type new cart name and click outside the box.



8. You will see a notification that all changes have been saved.

