## 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

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



2. Select "My Carts and Orders"

â	Shop > Shopping > Shopping Home > Shop	opino Dashboard	
1	Shop (Alt+P)	Open My Active Shopping Cart	
4	Shopping	View Carts	
Ō	My Carts and Orders	View My Orders (Last 90 Days)	
<u>0</u>	Admin	2	/thing
	Shopping Settings		
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3. Click "View Carts"



4. Page will refresh, click "Create Cart"



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

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í.	Simple Advanced			*			
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血	0 Items	~ -		Proceed To Check	out		
-125							
հե	Your shopping cart is empty! Click here to start shopping						
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\$							

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

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ul.	Your shopping cart is empty! Click here to start shopping		Estimate (0.	00 USD)			~
- a7			Total:				0.00
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7. Type new cart name and click outside the box.

Type new curri				-					
~ *	Name								
	FY 22 October - Supplies	-							
	Estimate (0.00 USD)		~						
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You will see a n	otification that all chan	ges have been saved.		•					
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Shopping Cart • 33939	All changes saved						🗏 🖶 Logo	It Proceed To Cher	koul

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