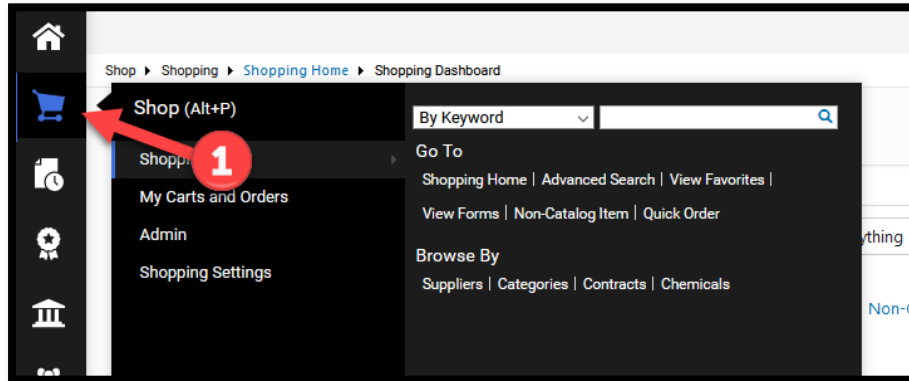


# iShopUTRGV Quick Reference Guide

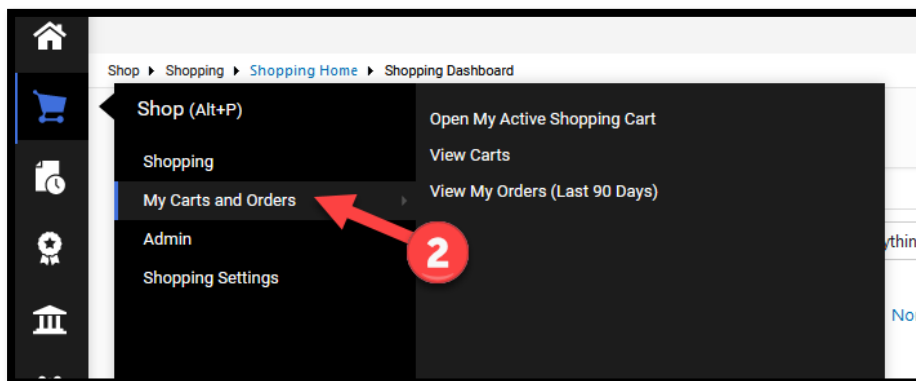
## How to - Differentiate Types of Carts

iShopUTRGV allows users to store multiple carts at a time. Types of carts vary based on how it was processed. \*Questions can be emailed to: [ishop@utrgv.edu](mailto:ishop@utrgv.edu)

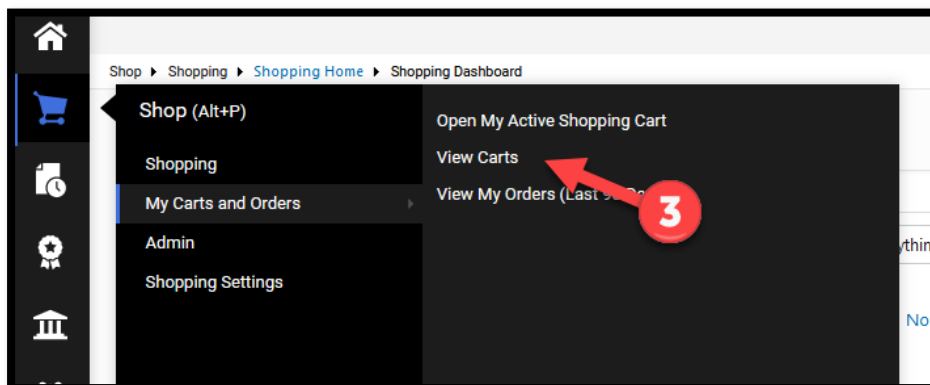
1. Place mouse over shopping cart icon (left hand side)



2. Select "My Carts and Orders"



3. Click "View Carts"

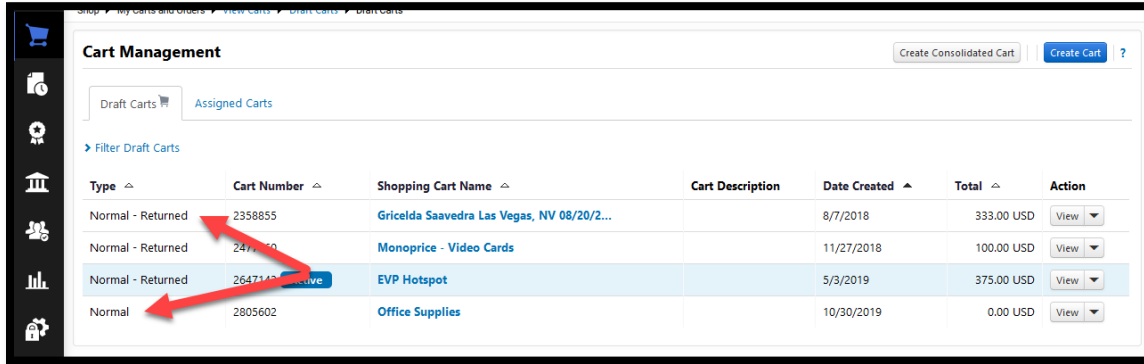


- Screen will refresh and display carts. You will see “Draft Carts” and “Assigned Carts”



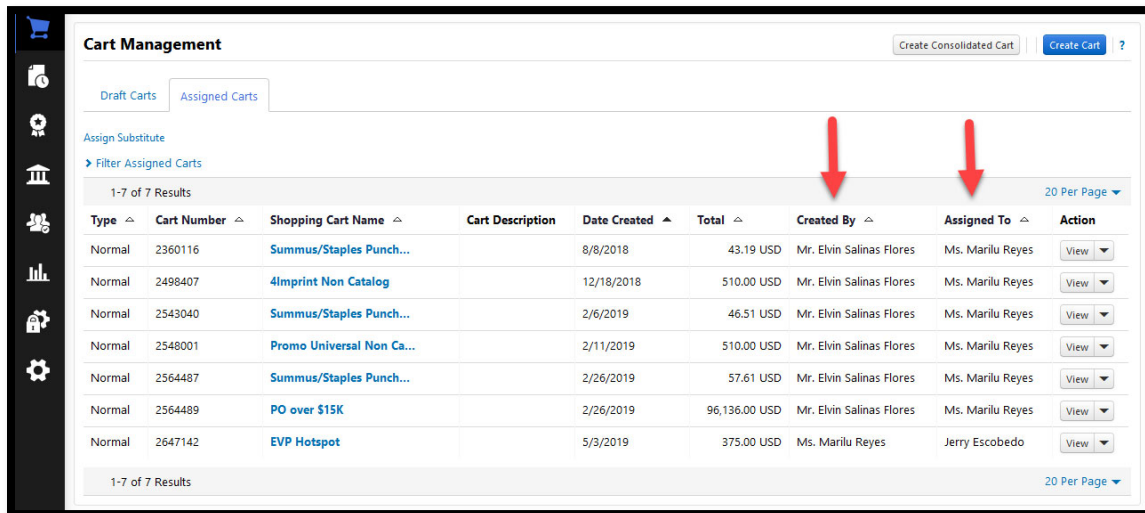
**Draft Carts** are carts that have been created by you.  
**Assigned Carts** are carts that require action by the Departmental Buyer.

- Click on “Draft Carts” tab. Screen will refresh and draft carts will display.



The “Type” will indicate the current status.  
 “Normal” if the cart has been created but not submitted  
 “Normal – Returned” if the cart was created and submitted, but returned by the system

- Click on “Assigned Carts” tab. Screen will refresh and assigned carts will display.



**Assigned Carts** are carts that require action by the Departmental Buyer. These carts will indicate who they were “Created By” and who it is currently “Assigned To.” If the individual the carts are “Assigned to” is a Departmental Buyer, they will need to submit the cart. If the individual the carts are “Assigned to” is not a Departmental Buyer, the cart must be assigned to a Departmental Buyer so that they can submit the cart.