## 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

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



2. Select "My Carts and Orders"

â s	shop ► Shopping ► Shopping Home ► Shop	ping Dashboard	
	Shop (Alt+P)	Open My Active Shopping Cart	
4	Shopping	View Carts	
-0	My Carts and Orders	View My Orders (Last 90 Days) 	_
Q	Admin		rthing
71	Shopping Settings		
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3. Click "View Carts"



4. Screen will refresh and display carts. You will see "Draft Carts" and "Assigned Carts"

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	Shop + My Carts and View Carts + Draft Carts + Draft Carts						
<b>_</b> .	Cart Management			Crea	ate Consolidated Cart	Create Ca	rt ?
Ĩo	Draft Carts Assigned Carts						
0				_			

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

5. Click on "Draft Carts" tab. Screen will refresh and draft carts will display.

0 0 1	Cart Management Draft Carts Assig Filter Draft Carts	ned Carts			Create Co	nsolidated Cart	Create Cart ?
血	Туре 🗠	Cart Number 🗠	Shopping Cart Name	Cart Description	Date Created 🔺	Total 🗠	Action
101	Normal - Returned	2358855	Gricelda Saavedra Las Vegas, NV 08/20/2		8/7/2018	333.00 USD	View 💌
28	Normal - Returned	241, 50	Monoprice - Video Cards		11/27/2018	100.00 USD	View 💌
հե	Normal - Returned	2647142	EVP Hotspot		5/3/2019	375.00 USD	View 💌
ă۶	Normal	2805602	Office Supplies		10/30/2019	0.00 USD	View 💌

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

6. Click on "Assigned Carts" tab. Screen will refresh and assigned carts will display.

Draft Ca	rts Assigned Carts							
Assign Subst	itute							
> Filter Assi	igned Carts					1	1	
1-7 of	7 Results					•	•	20 Per l
Туре 🗠	Cart Number 🗠	Shopping Cart Name	Cart Description	Date Created A	Total 🗠	Created By 🗠	Assigned To	Actio
Normal	2360116	Summus/Staples Punch		8/8/2018	43.19 USD	Mr. Elvin Salinas Flores	Ms. Marilu Reyes	View
Normal	2498407	4Imprint Non Catalog		12/18/2018	510.00 USD	Mr. Elvin Salinas Flores	Ms. Marilu Reyes	Vier
Normal	2543040	Summus/Staples Punch		2/6/2019	46.51 USD	Mr. Elvin Salinas Flores	Ms. Marilu Reyes	View
Normal	2548001	Promo Universal Non Ca		2/11/2019	510.00 USD	Mr. Elvin Salinas Flores	Ms. Marilu Reyes	View
Normal	2564487	Summus/Staples Punch		2/26/2019	57.61 USD	Mr. Elvin Salinas Flores	Ms. Marilu Reyes	Vier
Normal	2564489	PO over \$15K		2/26/2019	96,136.00 USD	Mr. Elvin Salinas Flores	Ms. Marilu Reyes	Vie
Normal	2647142	EVP Hotspot		5/3/2019	375.00 USD	Ms. Marilu Reyes	Jerry Escobedo	Vie

**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 <u>not</u> a Departmental Buyer, the cart must be assigned to a Departmental Buyer so that they can submit the cart.