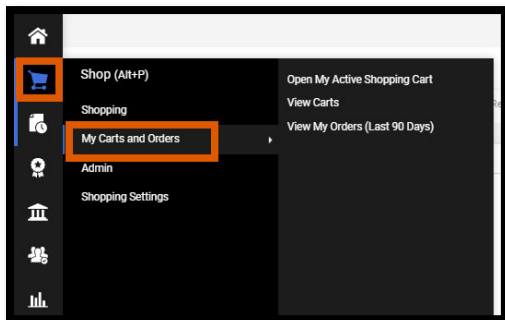


iShopUTRGV Quick Reference Guide

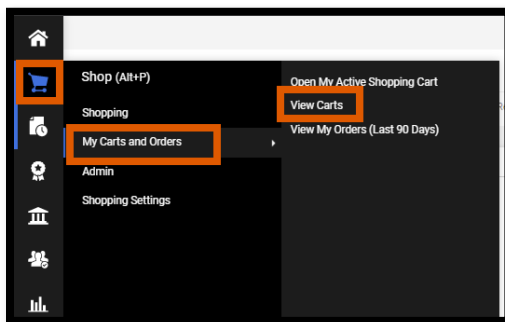
How to - Unassign a Cart

Shoppers do not have the ability to submit carts for approval, so carts must be assigned to the Departmental Buyer (Requestor). If a shopper needs to update a cart before the Departmental Buyer (Requestor) has submitted it to the workflow, the shopper can unassign the cart and make modifications as needed. *Questions can be emailed to: ishop@utrgv.edu

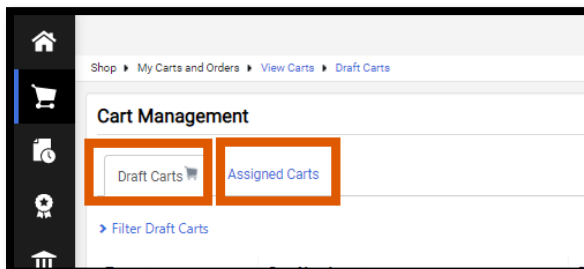
1. Place mouse over shopping cart icon (left hand side)
2. Select "My Carts and Orders"



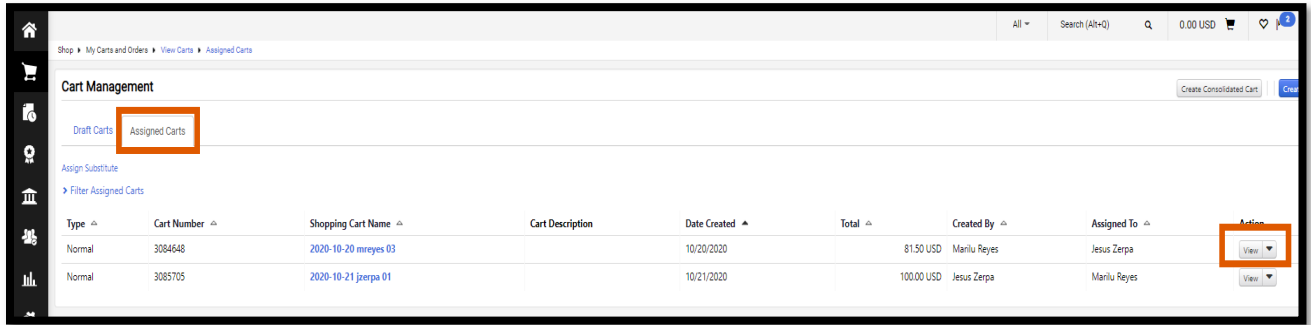
3. Click "View Carts"



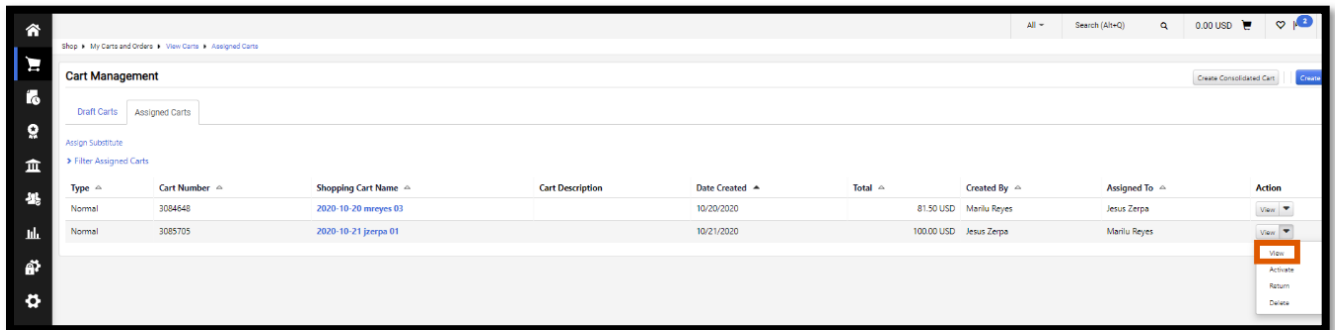
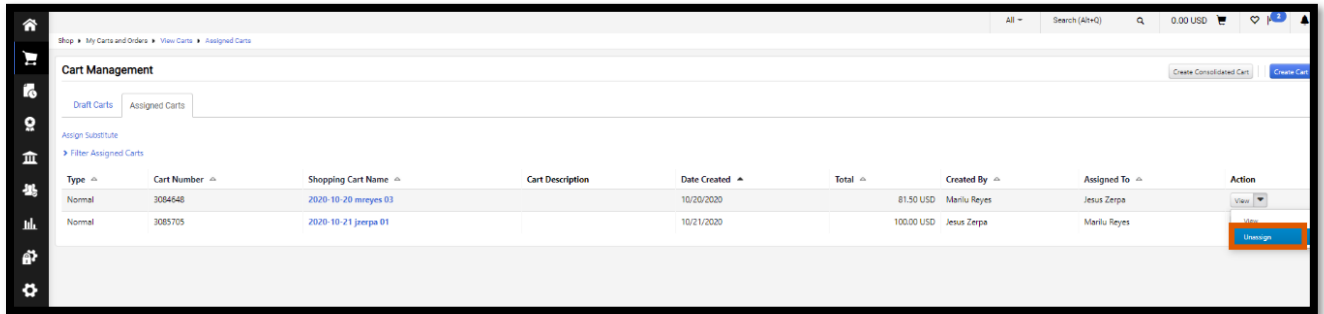
4. Screen will refresh and display carts. You will see "Draft Carts" and "Assigned Carts." Click on "Assigned Carts"



- Once the “Assigned Carts” tab loads, the system will show the assigned carts. Click on “view” to see available actions.



- Click on “Unassign” to retrieve the cart. Note that you can only unassign a cart where you are listed as the “Created By”. If the cart was not created by you, the individual who created the cart will need to unassign.



- Once carts is unassigned, page will reload and will display the cart. Make modifications as needed and then “Assign cart” to departmental buyer (Requestor) for completion.

