



University of Connecticut Health Center HuskyBuy Training Manual

PROCEDURE NUMBER: 2010-P2

HOW TO MANAGE SHOPPING CARTS

OVERVIEW:

Shopping carts contain line items selected to purchase through HuskyBuy. View audio visual *Lesson #6 Shopping Cart Functionality* for additional information.

PROCEDURE:

STEP 1: CREATING A SHOPPING CART

It is best practice to create a separate shopping cart for each Supplier you are ordering from. For example, if you have submitted a shopping cart which included chemicals from Supplier ABC and gloves from Supplier 123, your entire shopping cart will be on hold as it awaits additional approval for the chemical order.

- Select the **carts** navigation tab.
- Select the **draft carts** sub-tab.
- Click on **Create Cart**.

NOTE: If this is your first time creating a cart you will receive the following message: "You do not have an active cart selected. Please create a new cart".

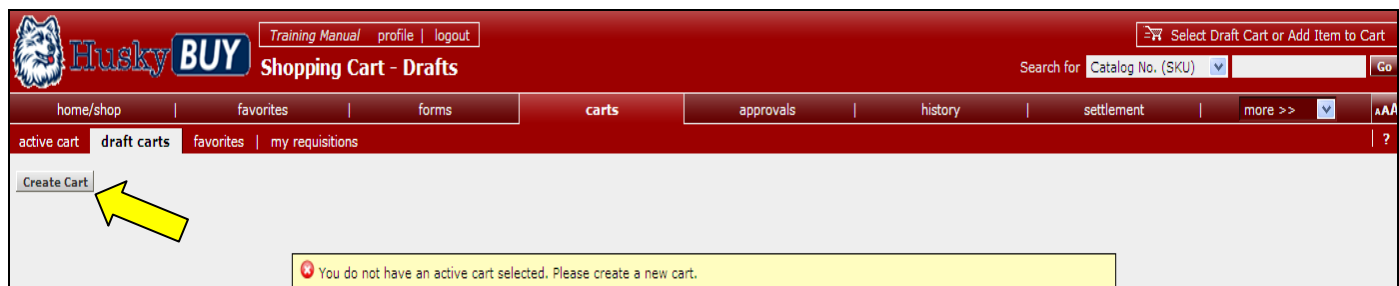


Figure 1

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- You will automatically be redirected to the **carts** navigation tab and **active cart** sub-tab.
- The system will create a shopping cart name located in the **Name this cart** field. The name contains the current date, username, and cart #. You have the option of renaming your cart.
- If you renamed your cart be sure to click on **Update** to save your changes.

NOTE: If you would like to proceed to shop, click on [click here to start shopping](#).

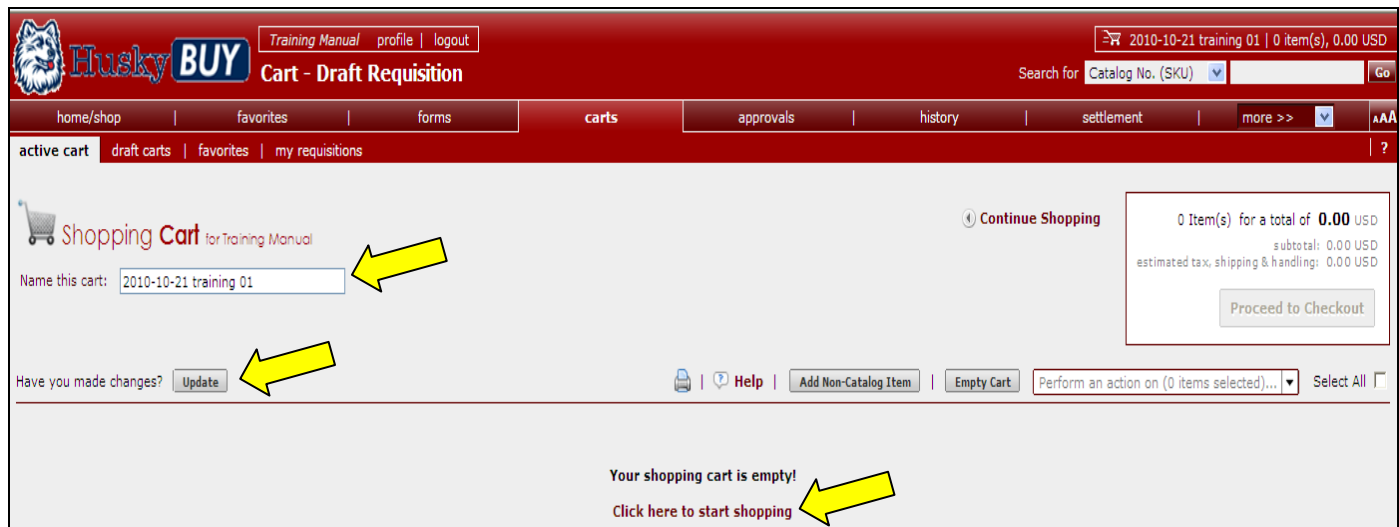



Figure 2

STEP 2: VIEWING A LIST OF SHOPPING CARTS

Draft carts can be created for future use. Creating draft carts may be useful for setting up orders that are similar or that might be used later. There are no restrictions on the number of draft shopping carts that can be created. An active cart is a shopping cart currently in use. Shopping carts can be assigned to an Assignee. An Assignee represents a Requisitioner or Approver who can place the order.

- Select the **carts** navigation tab.
- Select the **draft carts** sub-tab.
- If a draft cart was assigned to you, a list of shopping carts will appear under **Drafts Assigned To Me**.
- If you have assigned a draft cart, a list of shopping carts will appear under **My Drafts Assigned To Others**.

NOTE: The red cart icon  is the active cart. To change your active cart you must click on the shopping cart picture next to the shopping cart you want to make active and the icon will turn from white to red.

Training Manual | profile | logout

2010-10-21 training 01 | 1 item(s), 9.99 USD

Search for Catalog Keyword [] Go

home/shop | favorites | forms | **carts** | approvals | history | settlement | contracts | profile | sales orders | user mgt. | more >> | AAA

active cart | **draft carts** | favorites | my requisitions

Create Cart

Assign Substitute

My Drafts						legend ?
Active Cart	Shopping Cart Name	Date Created	Cart Description	Total		Delete
	2010-10-21 training 01			9.99 USD		Delete
	Lab #2 Shopping Cart			0.00 USD		Delete

Drafts Assigned To Me						legend ?
Active Cart	Shopping Cart Name	Date Created	Cart Description	Total		Delete
	Lab #1 Shopping Cart			9.99 USD		Delete

My Drafts Assigned to Others						legend ?
View Cart	Shopping Cart Name	Date Created	Assigned To	Total		Unassign
	Office #4 Shopping Cart		Training Manual	49.99 USD		Unassign

Figure 3

STEP 3: SEARCHING FOR AN ASSIGNED SHOPPING CART

You can perform an assigned carts search to view a list of assigned carts. To assign a shopping cart view *Procedure #2010-P3 How To Assign An Active Shopping Cart* for further instructions.

- Select the **carts** navigation tab
- Select the **assigned carts** sub-tab.
- Type what it is you are searching for in any of the following search option windows: **First Name, Last Name, User Name, Email and Department.**
- Click on **Search**.

Training Manual | profile | logout

2010-10-21 training 01 | 1 item(s), 9.99 USD

Search for Catalog No. (SKU) [] Go

home/shop | favorites | forms | **carts** | approvals | history | settlement | more >> | AAA

active cart | **assigned carts** | favorites | my requisitions

- Assigned Carts Search ?

Search By: Assignee Submitter

First Name: []

Last Name: []

User Name: []

Email: []

Department: []

Search

Figure 4

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- A list of assigned carts will appear.

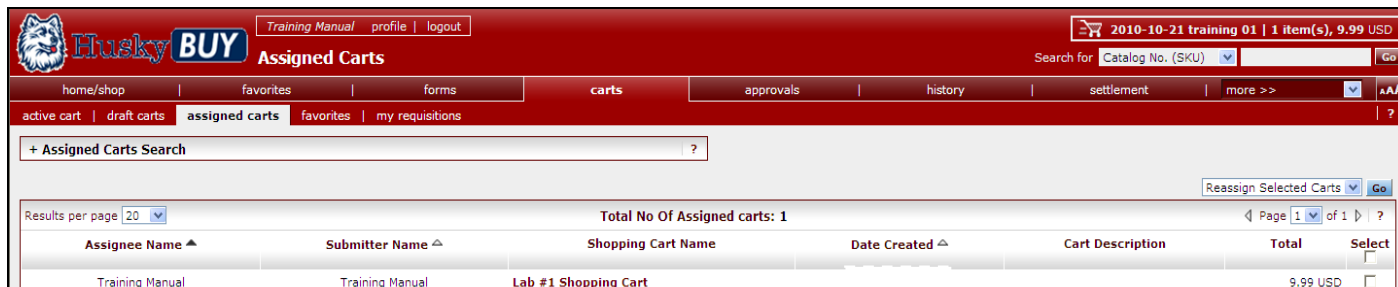


Figure 5

STEP 4: DELETING A SHOPPING CART

- Select the **carts** navigation tab.
- Select the **draft carts** sub-tab.
- Click on **Delete** next to the shopping cart you want to delete.

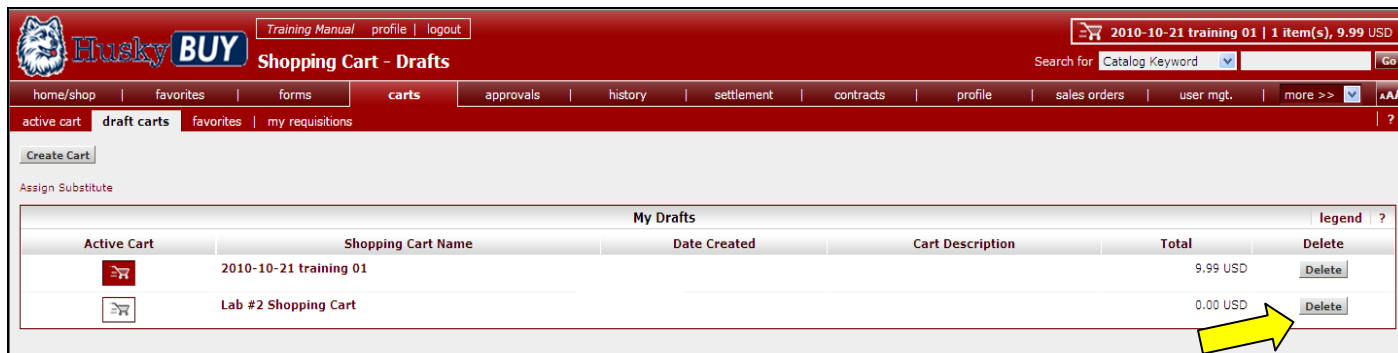


Figure 6

- The shopping cart that you deleted will be removed from your list of shopping carts.

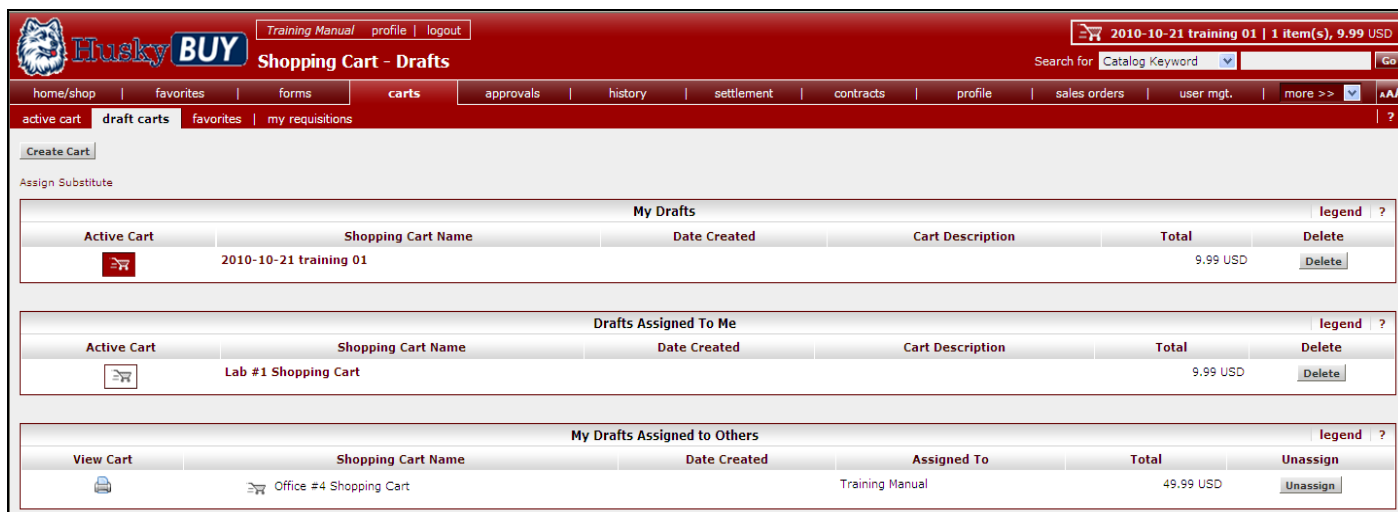


Figure 7

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STEP 5: UNASSIGNING A SHOPPING CART

- Select the **carts** navigation tab.
- Select the **draft carts** sub-tab.
- Click on **Unassign** next to the shopping cart you want to delete.

The screenshot shows the 'Shopping Cart - Drafts' page on the Husky BUY website. The page has a red header with the Husky BUY logo and navigation links. The main content area is divided into three sections:

- My Drafts:** A table with columns: Active Cart, Shopping Cart Name, Date Created, Cart Description, Total, and Delete. It contains one entry: '2010-10-21 training 01' with a total of 9.99 USD.
- Drafts Assigned To Me:** A table with columns: Active Cart, Shopping Cart Name, Date Created, Cart Description, Total, and Delete. It contains one entry: 'Lab #1 Shopping Cart' with a total of 9.99 USD.
- My Drafts Assigned to Others:** A table with columns: View Cart, Shopping Cart Name, Date Created, Assigned To, Total, and Unassign. It contains one entry: 'Office #4 Shopping Cart' assigned to 'Training Manual' with a total of 49.99 USD. A yellow arrow points to the 'Unassign' button for this entry.

Figure 8

- You will be redirected to the **carts** navigation tab and **active carts** sub-tab.

NOTE: Whenever you assign a draft cart in which you assigned to another user, the cart will automatically become your active cart.

The screenshot shows the 'Cart - Draft Requisition' page on the Husky BUY website. The page has a red header with the Husky BUY logo and navigation links. The main content area is divided into two sections:

- Shopping Cart:** A section with a shopping cart icon and the text 'Shopping Cart for Training Manual'. Below it is a text input field with the value 'Office #4 Shopping Cart'.
- Cart Summary:** A section with a 'Continue Shopping' link and a summary of the cart: '1 Item(s) for a total of 49.99 USD', 'subtotal: 49.99 USD', and 'estimated tax, shipping & handling: 0.00 USD'. Below the summary are two buttons: 'Proceed to Checkout' and 'Assign Cart'.

Figure 9

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