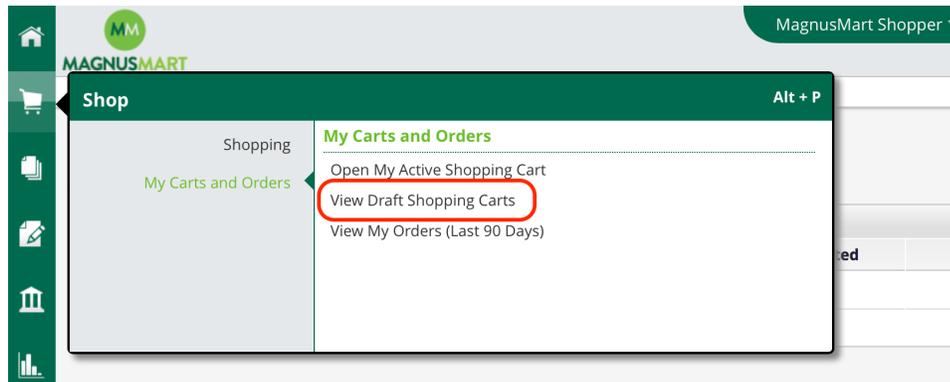**Subject: Managing Multiple Draft Carts**

If you have experienced problems managing items across multiple carts, here are some simple pointers to relieve that difficulty.

1. <u>Determine the Default Cart</u>: If you are working with more than one active cart, determine which cart is the "default". When catalog and non-catalog items are added, they will be assigned to the default shopping cart.
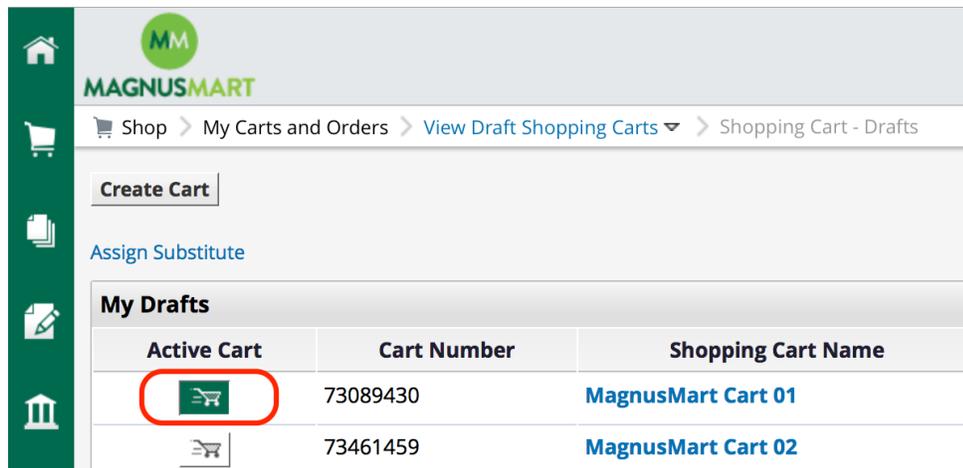
    Reference the following steps to view your draft shopping carts.

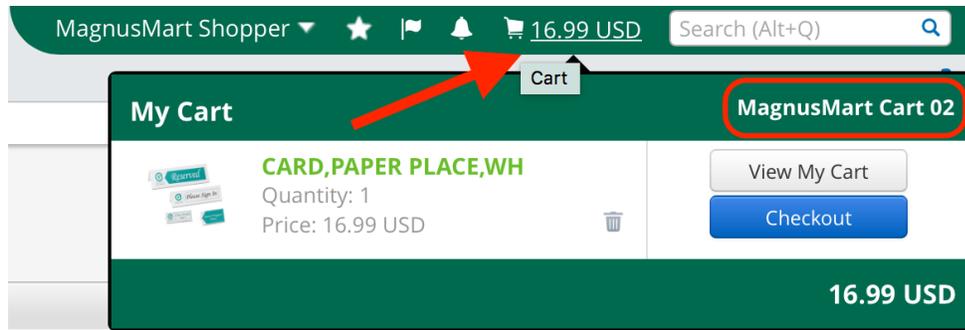   a. Shop → My Carts and Orders → View Draft Shopping Carts

    b. The "View Draft Shopping Carts" window will appear with a list of your draft carts. The default cart will be highlighted in green. From this page page you can click "Create Cart" to add a new cart.

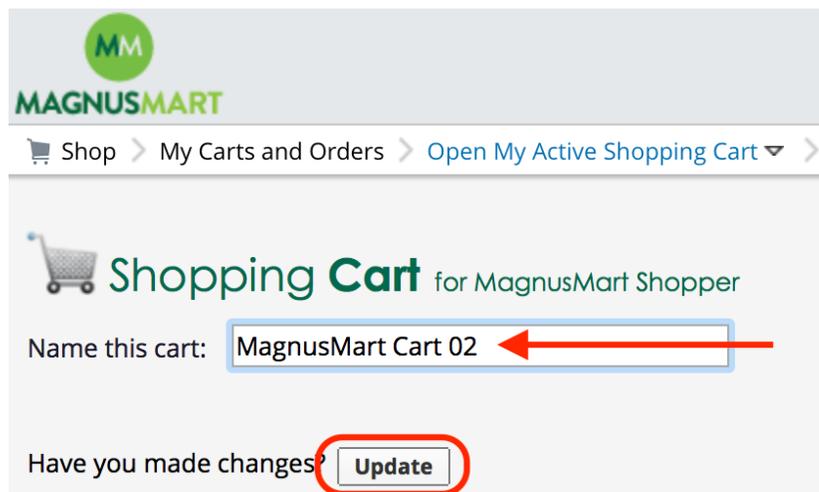   To make another cart the default shopping cart, click on the cart [icon] icon.

c. You can also determine which is your active or default cart by clicking on the Cart or Amount hyperlink in the upper right hand corner.

2. <u>Rename the Cart</u>: The cart name is defaulted by the system and is a combination of the (1) *current date*, (2) *user name* and (3) *sequence number*. This convention may become confusing if working with several carts at the same time. It is recommended that you rename the cart to something more meaningful so you can correctly manage and assign items to the appropriate cart. Example: *"April Office Supplies"* or *"May Lab Equipment"*.

To change the cart name, open the desired cart you wish to rename. Type in the new name and then click the "Update" button.

3. <u>Updates to a cart will change the default status</u>: Any time you select a cart or make updates to it (i.e. change cart name, add items or update quantities), that cart will become the new default shopping cart.