

# 7. Edit carts, track carts, and reorder

## Overview


- The **Held Cart** tile shows external shopping carts that have not been picked up by the STC or UniServices Purchasing.
- The **My Requests** tile shows shopping carts that have been picked up by the STC or UniServices Purchasing, and submitted Stockroom carts.

1. Use **Held Cart** to edit or review carts
2. Unload held carts
3. Review Shopping Cart Submitted Reports
4. Use **My Requests** to track orders and reorder your own carts
5. Use **Request Item Search** to track and reorder other users' carts

## Steps

### 1. Use Held Cart to edit or review carts

Held carts can only be edited **before** STC/UniServices purchasing pick up the cart. If you need to make changes after the cart has been picked up, you will need to use My Requests to reorder the items in a new cart (see Step 4).

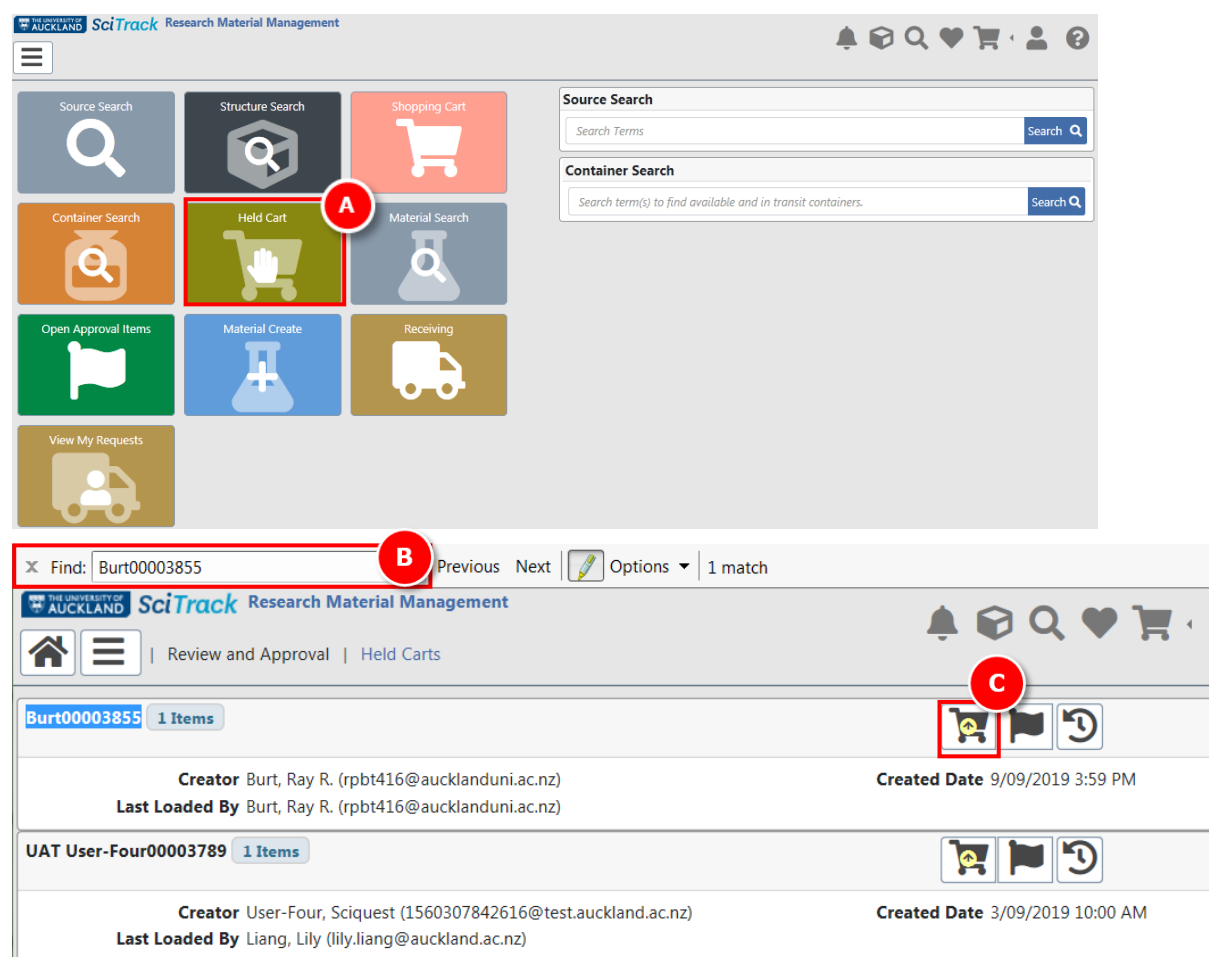
- A. Click **Held Cart**.
- B. Search for cart by holding **CTRL-F** and then typing the cart name or creator name.
- C. Click  to load the cart.

### **Important:**

- Once you load a cart it is very important to proceed to checkout and submit the cart.

If you accidentally close the **Held Cart** window before submitting the cart, you will need to unload it (see **step 2** below).

## Screenshots



The screenshot shows the SciTrack Research Material Management interface. The top navigation bar includes the University of Auckland logo, the SciTrack logo, and the text 'Research Material Management'. There are several utility icons on the right: a bell, a cube, a magnifying glass, a heart, a shopping cart, and a user profile icon. Below the navigation bar is a grid of tiles for various functions: Source Search, Structure Search, Shopping Cart, Container Search, Held Cart (highlighted with a red circle and labeled 'A'), Material Search, Open Approval Items, Material Create, Receiving, and View My Requests. Below the grid is a search bar with the text 'Find: Burt00003855' and a red circle labeled 'B' around it. To the right of the search bar are 'Previous', 'Next', and 'Options' buttons, and a '1 match' indicator. Below the search bar is a table of search results. The first row shows a cart for 'Burt00003855' with '1 Items'. It includes a 'Shopping Cart' icon (highlighted with a red circle and labeled 'C'), a 'Flag' icon, and a 'Refresh' icon. The 'Creator' is 'Burt, Ray R. (rpbt416@aucklanduni.ac.nz)' and the 'Created Date' is '9/09/2019 3:59 PM'. The 'Last Loaded By' is 'Burt, Ray R. (rpbt416@aucklanduni.ac.nz)'. The second row shows a cart for 'UAT User-Four00003789' with '1 Items'. It includes a 'Shopping Cart' icon, a 'Flag' icon, and a 'Refresh' icon. The 'Creator' is 'User-Four, Sciquest (1560307842616@test.auckland.ac.nz)' and the 'Created Date' is '3/09/2019 10:00 AM'. The 'Last Loaded By' is 'Liang, Lily (lily.liang@auckland.ac.nz)'.

- D. Make any required changes and click **Proceed to Checkout**.
- E. Make any required changes and click **Submit**.

**Note:**

- If you have the Researcher (default) role, you can view all Held Carts for which you are the Creator or Recipient. DLPs can see all carts in their sector.
- Any changes that you make to a cart are automatically saved as you go, and you cannot revert back to the original cart.

UNIVERSITY OF AUCKLAND SciTrack Research Material Management

Search and Request | Shopping Cart

Add Type In Item **Proceed To Checkout** D

Cart Name User-Seven0003748  
Cart Creator Sciqwest UAT User-Seven (1560307846818@test.auckland.ac.nz)

**Hosted Catalogs**

Invitrolon PVDF/Filter Paper Sandwich, 0.45 um pore size, 8.3 cm x 7.3 cm (for mini gels)

Class	Supplier	Catalog #	Order Qty	Price	Total
Other non-hazardous	Life Technologies New Zealand	LC2005	2	200.00 NZD	400.00 NZD


Searching and Shopping | Shopping Cart | Checkout



**Submit** E

Cart Name \* Burt00003855  
Cart Creator Ray Burt (rpbt416@aucklanduni.ac.nz)

## 2. Unload held carts

**Note:**

- Before you start shopping it is important to make sure you don't have another cart loaded. You can see this on the homepage where the shopping cart quick icon shows  how many items are in your cart. You should unload the existing cart first as follows:


- A. Click **Held Cart** tile.
- B. Any carts you have loaded will appear at the top of the page with **Loaded by me**  icon.
- C. Click  to unload the cart

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Review and Approval | Held Carts

**Held Cart** A

Burt00003855 1 Items C


Creator Burt, Ray R. (rpbt416@aucklanduni.ac.nz)  
Last Loaded By User-Five, Sciqwest (1560307843976@test.auckland.ac.nz)  
Created Date 9/09/2019 2:55 PM  
**Loaded by me**  B

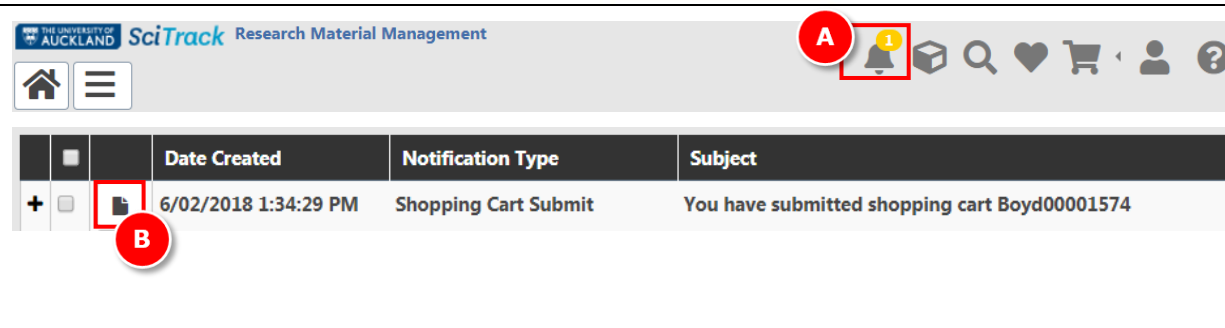
UAT User-Four00003789 1 Items

Creator User-Four, Sciqwest (1560307842616@test.auckland.ac.nz)  
Last Loaded By Liang, Lily (lily.liang@auckland.ac.nz)  
Created Date 3/09/2019 10:00 AM

Chua00003807 3 Items


### 3. Review Shopping Cart Submitted Reports

- A. After submitting a cart, a report is generated. To find this, click the notification bell.
- B. Open the report by clicking 



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Home Menu

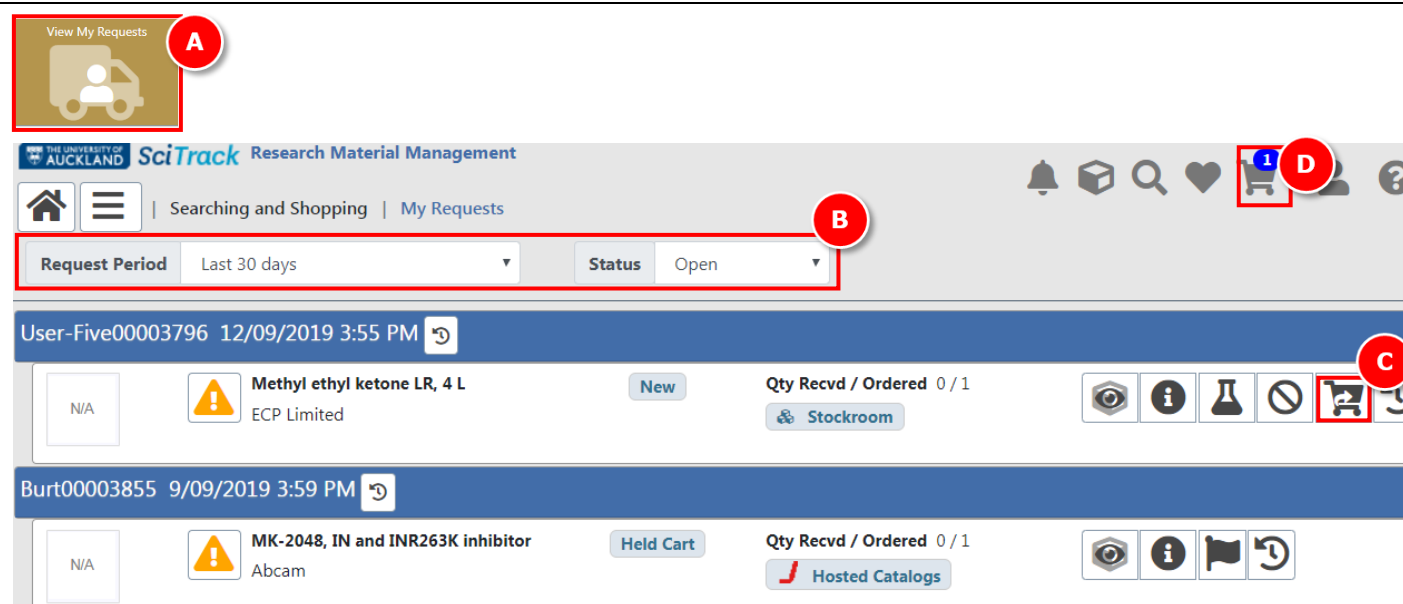
	Date Created	Notification Type	Subject
	6/02/2018 1:34:29 PM	Shopping Cart Submit	You have submitted shopping cart Boyd00001574


### 4. Use My Requests to track orders and reorder

- A. Click **My Requests**.
- B. Change the **Request Period** or **Status** to see more items.

➤ See the order status descriptions in the appendix

- C. Click  to add items to a new cart.
- D. Complete the cart (refer to SciTrack Quick Guides "3. Hosted Catalogue Purchasing" or "4. Type In Purchases").














View My Requests 

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Home Menu | Searching and Shopping | My Requests

Request Period: Last 30 days | Status: Open

User-Five00003796 12/09/2019 3:55 PM

N/A	 Methyl ethyl ketone LR, 4 L ECP Limited	New	Qty Recvd / Ordered 0 / 1	    
N/A	 MK-2048, IN and INR263K inhibitor Abcam	Held Cart	Qty Recvd / Ordered 0 / 1	   

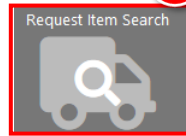
#### Notes:

- Reordered items will be added to your shopping cart with a quantity of 1, regardless of original quantity
- Reordering items does not replicate the recipient or account information from the original cart. The cart will also have a new name.
- Note that items in held carts cannot be reordered in **My Requests** until the cart has been picked up by purchasing staff.
- Click the  icon to see whether it the item has been DLP approved yet.

## 5. Use Request Item Search to track and reorder other users' carts

A. Click Request Item Search

If you don't see this tile on your homepage, add it by following instructions in quick guide "2. Configure preferences"



B. Search by cart name or PO number

OR

C. Do an advanced search

- The **User** field includes the creator or recipient of a cart. Type **either** a first or last name and select the user from the list that appears.
- **Cost center** must be exact or use wildcards \*. Accepted formats are (e.g) 4080-UOA-09123 or 9145-RO-3234567
- Multiple **cart statuses or types** may be selected. Click on one from the drop-down list, and repeat to add more.



D. Click to find details of the order, including whether it has been DLP approved

E. Options are available to sort or export the results

F. Click to add items to a new cart.

G. Complete the cart (refer to SciTrack Quick Guides "3. Hosted Catalogue Purchasing" or "4. Type In Purchases").

and Shopping | Request Item Search

**C** Advanced Search **B** Lookup **C**

Search

Reset Criteria

User Sciqwest User-Eleven ()

Deliver To Location

Date Submitted **From** **To**

Product Name Contains

Supplier / Brand Contains

Catalog # / Mfr Part #

Structure Identifier

Cost Center *Wildcard \* is supported*

Status(es) **Received Partial, Received Full**

Type(s) **Type In, Hosted Catalogs**

**Add +** **(A.I.MPI\_Restricted = true)**

*Only three flex fields are allowed in search ...*

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Searching and Shopping | Request Item Search

Advanced Search **Q (5)** Lookup

Action <b>D</b>	Request Date	Shopping Cart	Request #	PO #	Status	Creator	Request Type	Su
	1/05/2018	Oruganti00002685	1705		Received Partial	Oruganti, Raghav	Hosted Catalogs	Me
	30/01/2018	User-Five00001445	1215	EX0000026505	Received Full	User-Five, Sciqwest U.	Hosted Catalogs	Life
	14/02/2017	TAN00000446	727		Received Full	Tan, Justin	Type In	Abt

**E**

### Notes:

- Reordered items will be added to your shopping cart with a quantity of 1, regardless of original quantity
- Reordering items does not replicate the recipient or account information from the original cart.

## Appendix

<b>My Requests Item status</b>	<b>Description</b>	<b>Can item be re-ordered?</b>
<b>New</b>	Stockroom cart that has not been fulfilled yet	No
<b>Held Cart</b>	Cart has not been picked up by the STC or UniServices purchasing. Note that you need to raise a request for this to happen.	No- may be edited by going to Held Cart
<b>Sent to Purchasing</b>	Has been picked up by the STC or UniServices purchasing. Once a purchase order is successfully raised, it becomes Ordered	Yes
<b>Ordered</b>	A purchase order has been successfully raised.	Yes
<b>Received Full/ Partial</b>	The item has been receipted (or fulfilled by the Stockroom if it is a stockroom order)	Yes