

## 7. Edit carts, track carts, and reorder

### Overview

- The **Held Carts** 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 Carts 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 Carts 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).

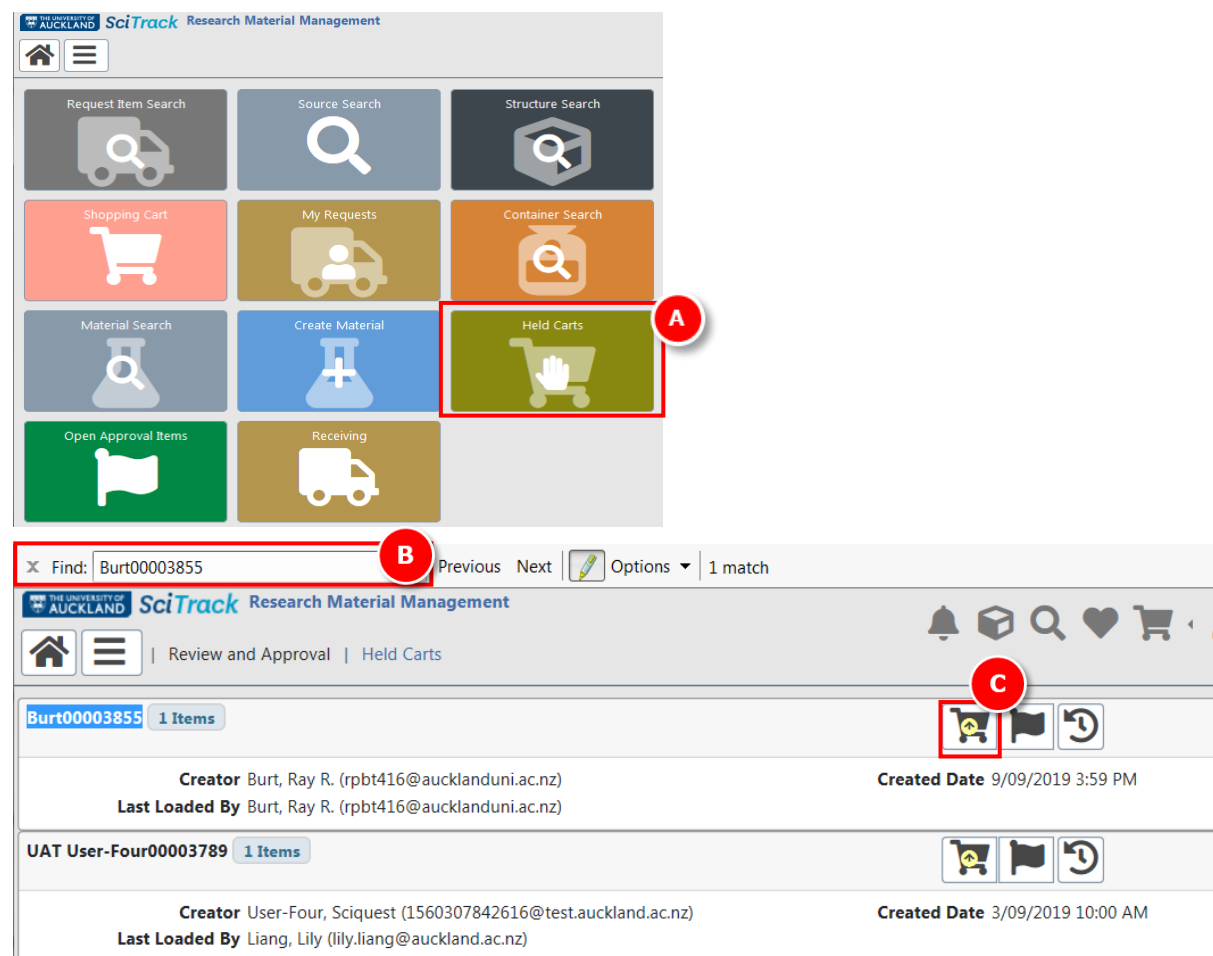
- Click **Held Carts**.
- Search for cart by holding **CTRL-F** and then typing the cart name or creator name.
- Click  to load the cart.

#### 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 displays the SciTrack Research Material Management interface. The top navigation bar includes the University of Auckland logo and the SciTrack title. The main dashboard features a grid of tiles for various functions: Request Item Search, Source Search, Structure Search, Shopping Cart, My Requests, Container Search, Material Search, Create Material, Held Carts, Open Approval Items, and Receiving. The 'Held Carts' tile is highlighted with a red box and a red circle 'A'. Below the dashboard, a search bar is visible with the text 'Find: Burt00003855' and a red circle 'B' next to it. The search results show two carts: 'Burt00003855' and 'UAT User-Four00003789'. Each cart entry includes a '1 Items' button and a shopping cart icon, which is highlighted with a red box and a red circle 'C'.

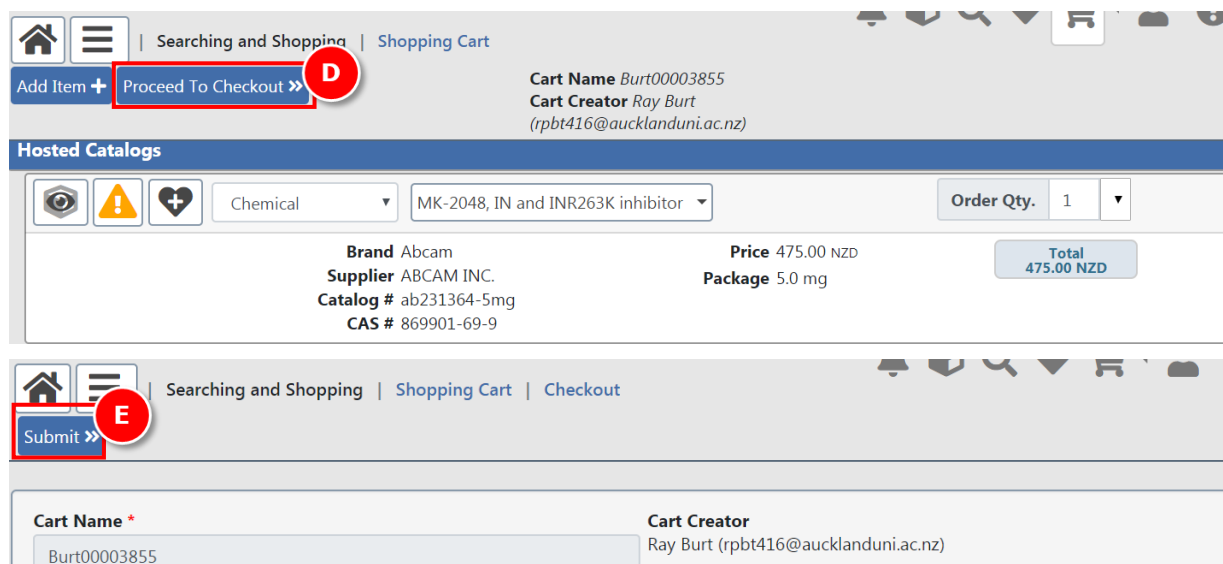
Cart ID	Items	Creator	Last Loaded By	Created Date
Burt00003855	1 Items	Burt, Ray R. (rpbt416@aucklanduni.ac.nz)	Burt, Ray R. (rpbt416@aucklanduni.ac.nz)	9/09/2019 3:59 PM
UAT User-Four00003789	1 Items	User-Four, Sciquest (1560307842616@test.auckland.ac.nz)	Liang, Lily (lily.liang@auckland.ac.nz)	3/09/2019 10:00 AM

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.

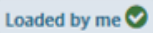



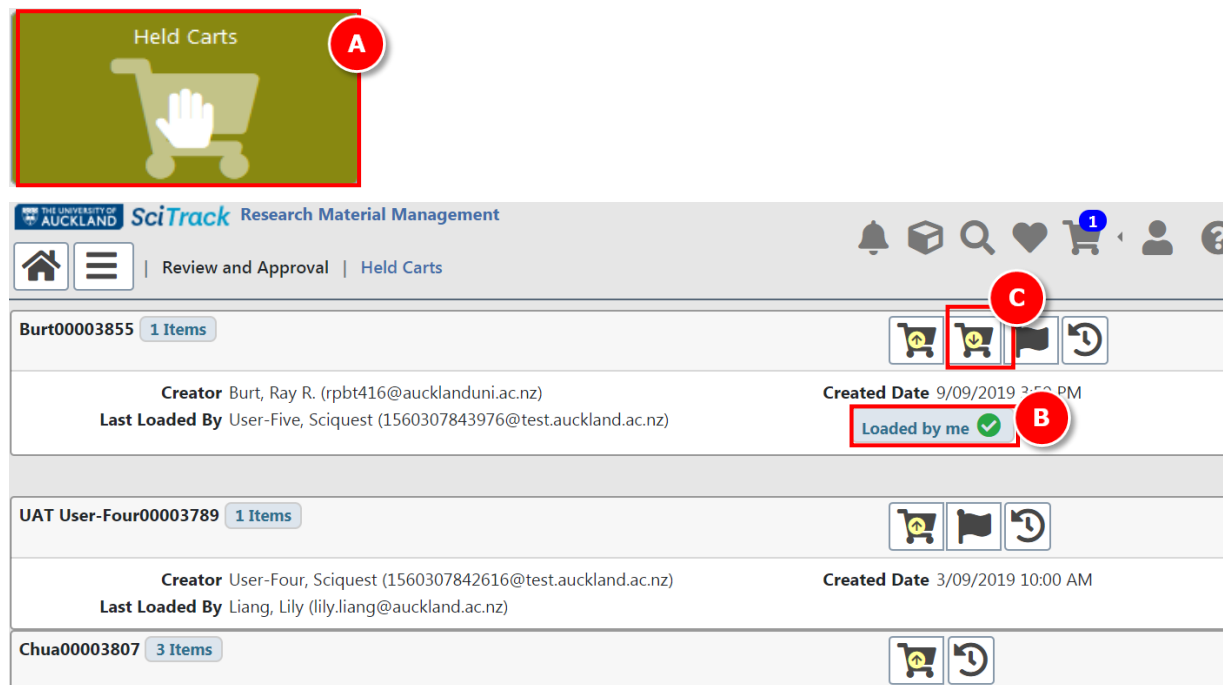
## 2. Unload held carts

### 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

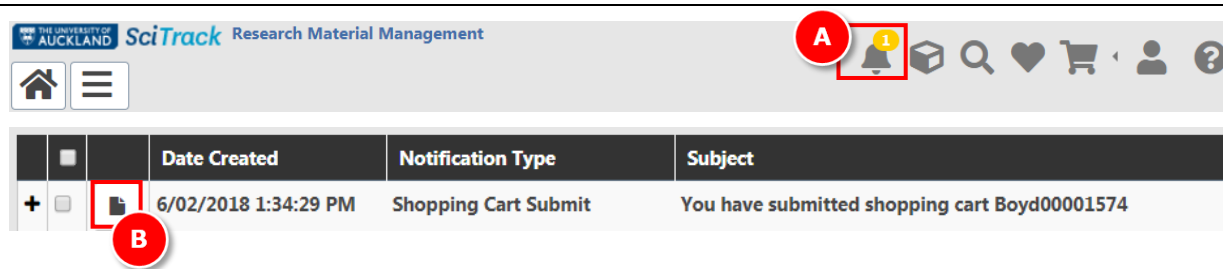
how many items are in your cart . You should unload the existing cart first as follows:

- Click **Held Carts** tile.
- Any carts you have loaded will appear at the top of the page with  icon.
- Click  to unload the cart




### 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 




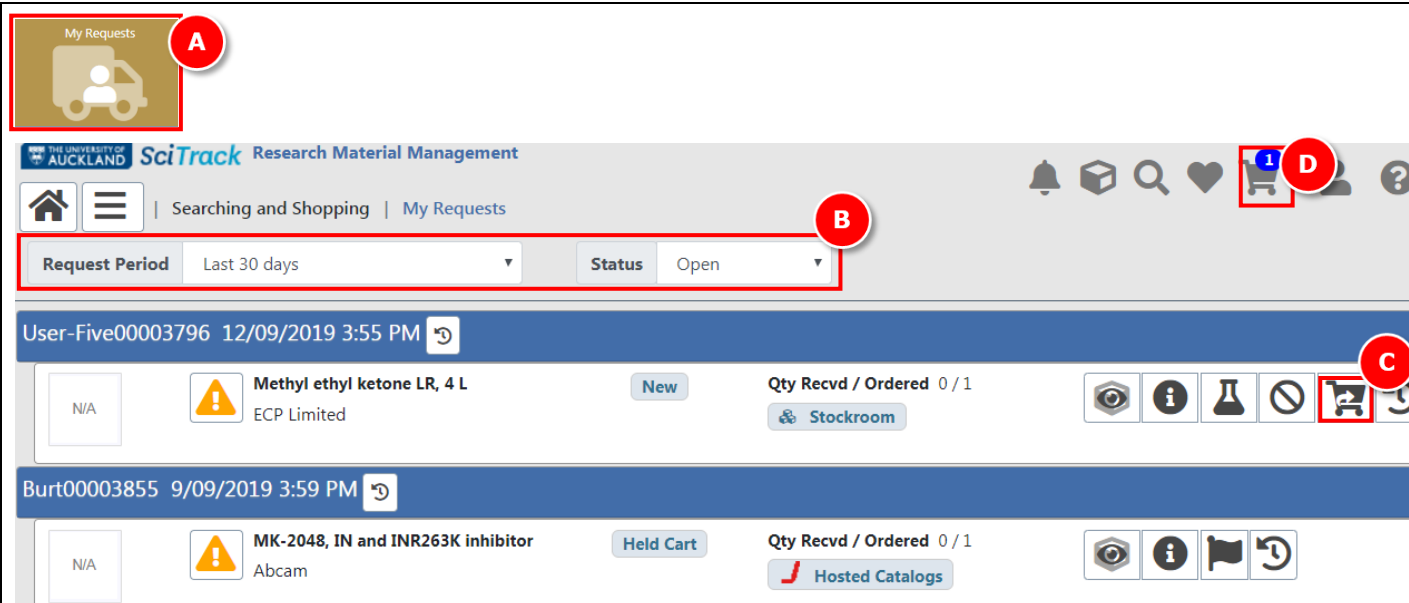
THE UNIVERSITY OF AUCKLAND SciTrack Research Material Management

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").









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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	 
Burt00003855 9/09/2019 3:59 PM				
N/A	 MK-2048, IN and INR263K inhibitor Abcam	Held Cart	Qty Recvd / Ordered 0 / 1	 

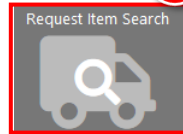
### Notes:

- 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  

From  To 

Date Submitted 


Product Name Contains


Supplier / Brand Contains



Catalog # / Mfr Part #

Structure Identifier

Cost Center *Wildcard \* is supported*

Status(es) 

Type(s) 


Only three flex fields are allowed in search ...













Received Partial, Received Full





Type In, Hosted Catalogs

(A.I.MPI\_Restricted = true)

Searching and Shopping | Request Item Search

Advanced Search  (5) Lookup

Action	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

**D** **F** **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 Carts
<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