



Toolbox: Naming a Cart Quick Guide



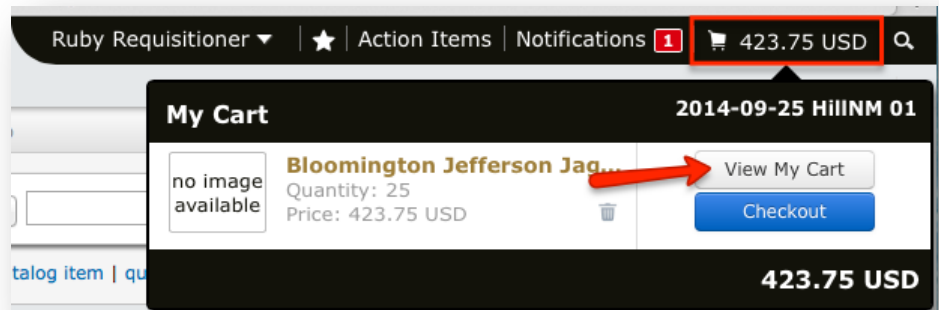
By default, the name of a cart consists of:

- Cart creation date
- User login name
- Sequence number of the cart for the day

Renaming the cart to something more meaningful offers the following benefits:

- Enables easier tracking once assigned or submitted.
- Shoppers can provide information about cart contents to Requisitioners/Approvers for more efficient review/order placement/approval.
- Aids search process when searching for a cart to repeat an order.

Click the active cart link on the home screen, then click 'View My Cart'.



When the Shopping Cart displays, highlight the text in the cart name field to select it and then simply type over the selected text with the new name. Once the cart has been appropriately named, click the "Save" button.

