Sharing a Cart

1. A useful function of ShopBlue is the ability to share a cart with an individual or group of your choosing. The first step to sharing a cart is creating a group to share your cart with. To begin, hover over the Shop tab on the left prompting the shop menu to pop out, next hover over “Admin” and click “Manage Groups and Shared Carts” (Figure 1).

![Figure 1](image1)

2. From this menu you will be able to create new groups and edit groups that you have created. You are also able to view groups that you are a member of; however they cannot be edited unless you are the owner. To create a new group click the button in the corner that says “Create New Group” (Figure 2).

![Figure 2](image2)

Hint: Clicking on the drop down box to the left allows you toggle between “My Groups”, “Groups I am a Member of” and “All Groups.” Clicking on the drop down box to the right allows you to toggle between “All”, “Active” and “Inactive” Groups.
3. Add a name and brief description of what the group will be for (Figure 3).

![Figure 3](image1.png)

4. You can choose to add users individually to your group or you have the option to add a whole department at one time. When you are finished creating your group, click “update” (Figure 4).

![Figure 4](image2.png)
5. After clicking update your new group should now show up under my groups (Figure 5).

![Figure 5]

6. Return to the shopping home page and select View Carts, under the quick links tab (Figure 6).

![Figure 6]
7. From here you can select the cart that you would like to share with the group you created. By selecting the Shopping Cart Name, it will open the cart to view what is in that specific cart (Figure 7).

![Figure 7]

8. When you have selected the cart you would like to share, click the box next to “Share my cart with others,” next click the drop down box and select your desired group. To share your cart with your group, click “Update and Unlock” (Figure 8). This will allow others in your group to see the cart and make changes.

![Figure 8]
9. If you would like to make a change to your cart, you must first click “Lock to Edit Cart” (Figure 9). This stops anyone in your group from working on it while you make changes; so make sure to click “Update and unlock” when you are done.

![Figure 9](image1)

10. Only the owner of the group can place the order. When your group has decided that the cart is ready to submit, send a message (Step 8) to the group owner letting them know that the cart is ready to submit. Select Update and Unlock in order for the owner to place the order. The owner must lock the cart before they will be able to proceed to check out and place the order (Figure 10).

![Figure 10](image2)
11. When each section of the Requisition has been completed and marked with a green check, click “Place Order” in the top right corner. Congratulations, you have successfully completed your order! (Figure 11).

![Figure 11](image-url)