Copy an Existing Shopping Cart

(Two Options)

Exercise 4
Exercise 4: Copy a Shopping Cart - Option 1

Copy a Shopping Cart, Option 1.

1. From “HOME,” click the “Employee Self-Services” folder.

2. “Employee Self-Services” folder is located at the top of the screen with all folders.

3. At the “Employee Self Services” screen, click “Advanced Search” to the right of “Shop.”
4. From the Advanced Search screen, use the dropdown to search for a Shopping Cart. Enter the shopping cart number in the “Number” field and search or choose any of the other criteria on the page.

*In this example use the “Time Frame” and choose today. Click SEARCH.

5. Click on a Shopping Cart number you created today under search results.
6. Click the “Copy” button.

7. Click the “Close” button in “Display Shopping Cart”. Screen defaults back to “Advanced Search”, click the “close” button here also. The system then defaults back to the “Shop” screen.

8. Click “Shop.”
9. In the “Shop in Three Steps: Step 1” screen, click located near the top of the screen.

10. This brings you to Step 2 of the Shopping Cart. Click PASTE.

11. The Shopping Cart you copied is now pasted into a new Shopping Cart and defaults all the information that was in the original Shopping Cart. Examine the different tabs and details to view the information copied from the original Shopping Cart.
12. Verify all information and click the Check button. If the Shopping Cart shows no errors, click the Next button located at the top of the screen.

13. Name the Shopping Cart and click the Order button located at the top of the screen.
14. The new Shopping Cart has been created. Note the Shopping Cart number.

You have successfully copied a Shopping Cart! Note the Shopping Cart Number at top of screen.

Enter Shopping Cart Number: ____________________________________________
Exercise 4: Copy a Shopping Cart - Option 2

1. Select “Employee Self Services,” then SHOP.

2. From the “Shop in 3 Steps: Step 1,” select Old Shopping Carts and Templates.
3. Use the name of the last Shopping Cart you created and search by “Name of Shopping Cart.”

Note there are various ways to search.

4. Highlight the line of the Shopping Cart chosen and click “OK” at the bottom of the screen.
5. Verify all information has been copied (each tab).

6. Once you have verified the information, click the “Check” button. If the Shopping Cart shows no errors, click the “Next” button located at the top of the screen.
7. Name the Shopping Cart and click the ORDER button located at the top of the screen.

You have successfully copied a Shopping Cart! The Shopping Cart Number is located at top of the screen.

Enter Shopping Cart Number: __________________________________________