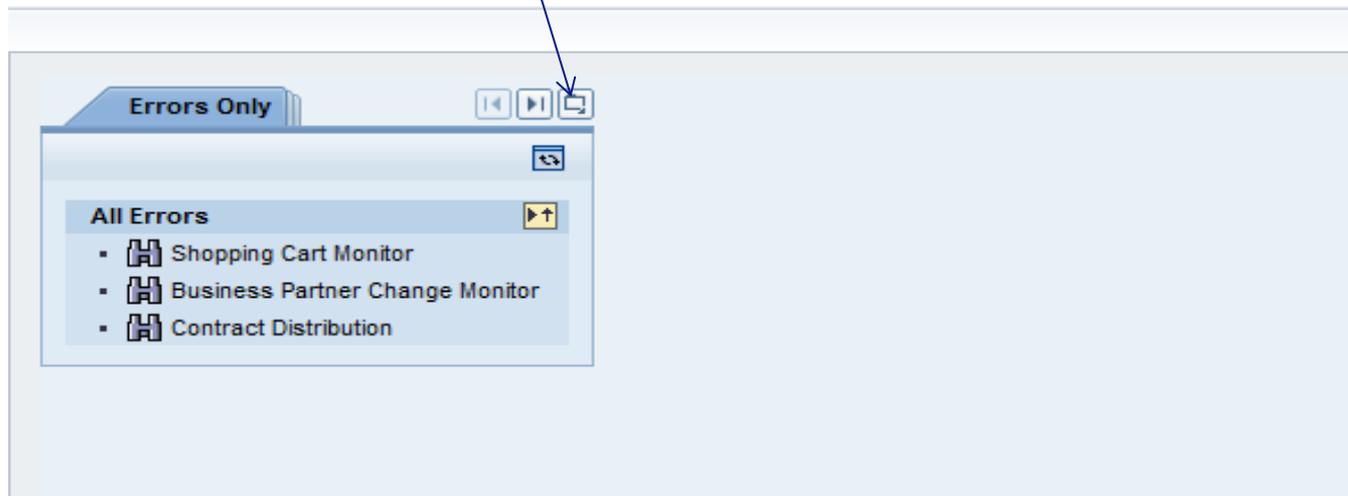# SRM 7.2 – Monitor Shopping Cart
# Wanda Dixon, SCEIS MM Team Lead

Monitor Shopping Cart

- Standard functionality to view all carts
- Can search only for agency p-group
- Log in Screen will show "Errors Only" tab with blank space
- Click on Tree Tab

Shopping Cart Monitor

- "All Messages" tab Screenshot (Note: Green and Red Squares do not indicate error messages that need to be fixed by the agency. This is for SCEIS Use Only.)
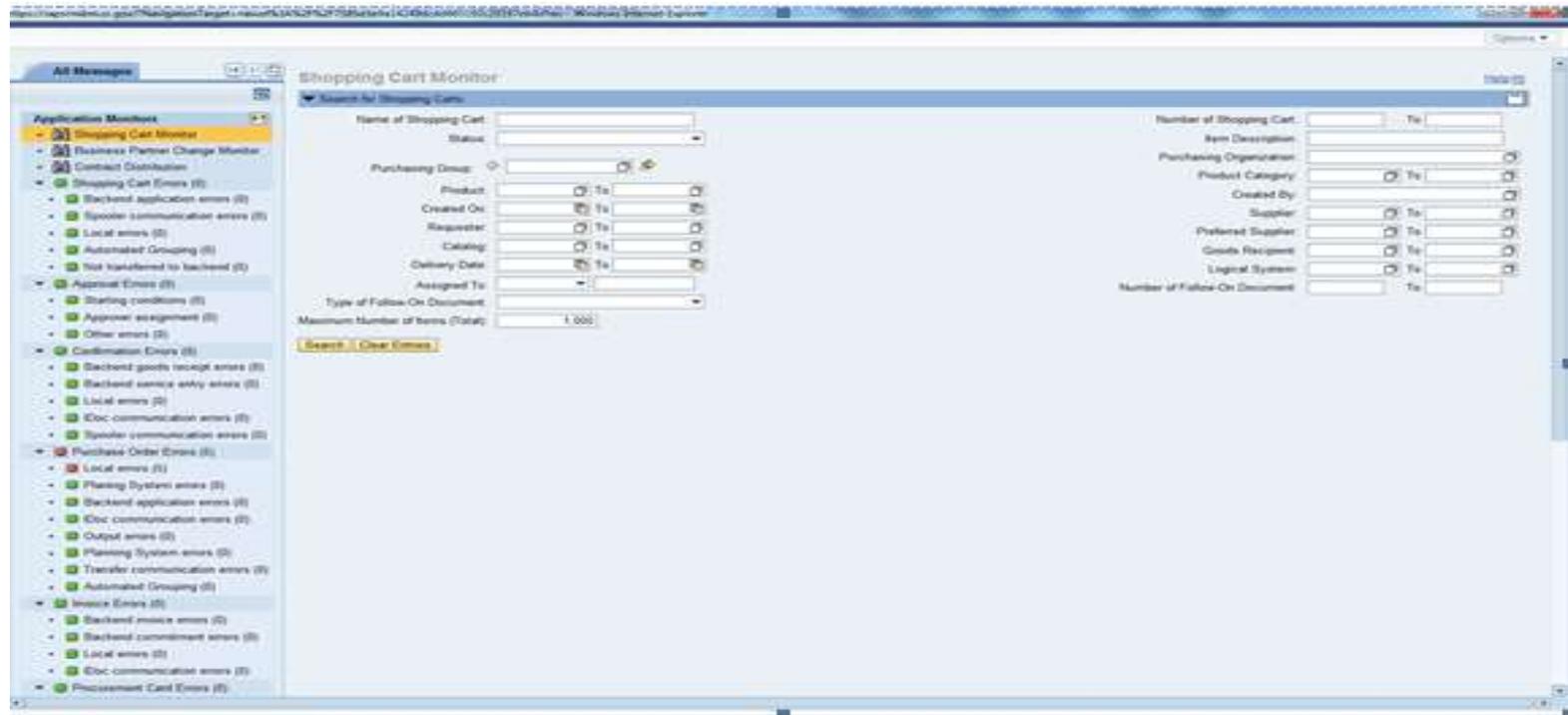
Shopping Cart Monitor

- Search by Purchasing Group:
- Locate the Agency's Purchasing Group by using the Search Criteria box in the Purchasing Group field.

Shopping Cart Monitor

⊙ Select the Agency's Purchasing Group for the Purchasing List by selecting the "Show Search Criteria link

Shopping Cart Monitor

Enter the Object Name (ex. DOC*)and then click the Start Search button.

- All Purchasing Groups for the specific Agency (ex. DOC) are listed in the Results List below.
- Click on the specific Purchasing Group/Object Name (ex. 50031476)/ DOC-Stephen Hill

Shopping Cart Monitor

- The selected Purchasing Group/Object Name will be generated.
- You can narrow your search by *first* selecting the Purchasing Group/Object Name and then secondly by selecting the following Search Criteria: *Status and Created On date.*

Shopping Cart Monitor

- If known, you can further narrow your search by selecting the Number of Shopping Cart or by selecting the following Search Criteria: Created By and Created On date.

- Then Click Search

Shopping Cart Monitor

◉ Results List for Search Criteria: Purchasing Group/Object Name, Status and Created On date:

◉ (Ex.050031175, Approved and 08/01/2013 To 11/25/2013)

Shopping Cart Monitor

Results List for Search Criteria: Number of Shopping Cart: (Ex. 2000595087)

Shopping Cart Monitor

 Results List for Search Criteria, Created On date, and Created by:
(Ex. 08/01/2013 To 11/25/2013 and AMY40055)

Shopping Cart Monitor

@ Use of any one of the following Search Criteria: Created On date, Status, Product, Catalog, or Delivery Date, will generate "All" Shopping Carts including those Statewide