

Normal Cart Guide

The Normal Cart makes it easy for customers to select and modify individual carts and adjust the quantity and distribution of specific titles before purchasing.

Cart Selection

Pick the cart that you want to order from:



View Cart

Show cart:

Cart name:

Purchase order:

Order number: 31862474

Account:

Comments:

Show Cart: Toggles between carts. Once you select a cart from the dropdown, you are automatically switched to the selected cart.

Cart Name: Changes the name of the current cart. To save your new cart name, you must click .

Account: Specifies the account you wish to order your cart under.

Comments: Denotes instructions for an entire order.



Tip: Midwest Tape will see these comments but the notes will not appear on your invoice.

Order Modification

Use the following functions to adjust titles all at once or individually:

Stock #	Title	Media	Qty	Price	Est. Process	Total	Vendor MARC
Fast Order (optional - click yellow arrow to get started)							
BAU44184029A	ELIXIR (Unabridged) DAVIS BUNN	Audiobook CD (6)	1	\$25.00	\$0.00	\$25.00	
BSA44173946A	ENCHANTMENT (Unabridged) ORSON SCOTT CARD	Audiobook CD (14)	1	\$117.00	\$0.00	\$117.00	
BAU44184031A	FREEDOM'S CHALLENGE (Unabridged) ANNE MCCAFFREY	Audiobook CD (8)	1	\$25.00	\$0.00	\$25.00	
BAU44184033A	FREEDOM'S CHOICE (Unabridged) ANNE MCCAFFREY	Audiobook CD (9)	1	\$25.00	\$0.00	\$25.00	
BAU44184035A	FREEDOM'S LANDING (Unabridged) ANNE MCCAFFREY	Audiobook CD (9)	1	\$25.00	\$0.00	\$25.00	
BAU44184037A	FREEDOM'S RANSOM (Unabridged) ANNE MCCAFFREY	Audiobook CD (8)	1	\$25.00	\$0.00	\$25.00	
MMX42720961A	HEART OF THE MATTER (Unabridged) EMILY GIFFIN	Audiobook CD (8)	1	\$25.00	\$0.00	\$25.00	
BAU44181219A	HONOR'S SPLENDOUR (Unabridged) JULIE GARWOOD	Audiobook CD (12)	1	\$25.00	\$0.00	\$25.00	
TTM40011567A	KIM (SIMON VANCE) (Unabridged) RUDYARD KIPLING	Audiobook CD (9)	1	\$32.00	\$0.00	\$32.00	
BSA44173588A	LION IN THE VALLEY (Unabridged) ELIZABETH PETERS	Audiobook CD (10)	1	\$19.00	\$0.00	\$19.00	
BAU44184492A	ON MYSTIC LAKE (Unabridged) KRISTIN HANNAH	Audiobook CD (9)	1	\$25.00	\$0.00	\$25.00	
BAU44181320A	WITHOUT MERCY (Unabridged) LISA JACKSON	Audiobook CD (13)	1	\$26.00	\$0.00	\$26.00	
			subtotal:	12	\$457.00	\$0.00	\$457.00
			shipping:		\$0.00	\$0.00	\$0.00
			TOTAL:			\$457.00	

Double Yellow Triangle ▶▶ Stock # : Opens and closes the extended information for all items in your cart.

Fast Order ▶ Fast Order : Displays a text box for quick orders when you know a product's ISBN, UPC, or stock number.

Fast Order (optional - click yellow arrow to get started)
 Enter a product # (ISBN, UPC, Stock Number) and quantity pairs directly.
 Separate Each with a space.
 (Example: "PAR90699D 2", "9780783293189 2", "678149069921 2" will all add two copies of 'Shrek' to your cart.) Click Update Cart when done.

Single Yellow Triangle ▶ BSA44173946A : Opens and closes the extended information for a single product.

BSA44173946A ENCHANTMENT (Unabridged)
 ORSON SCOTT CARD
 oclc: 610594275 isbn: 9781441739469 upc: 9781441739469 publisher number: Z4877 street date: 5/1/10

fund:

line item:

spine label: Enter spine label here.

call number:

classification:

processing notes:

internal notes:

test:

move to cart:

copy to cart:

Here you can edit funds and branch distributions; enter line items, spine labels, call numbers, processing notes, and internal notes; and redistribute titles from cart to cart.

 **Tip:** Call numbers as well as processing and internal notes will print on your invoice. However, Midwest Tape will only follow processing notes, not internal notes.

 **Tip:** Any item that has branch quantities cannot have the quantity changed from the total quantity box; all changes must be done to the branch quantities.

Vendor MARC: Requests vendor records for selected titles. Checking the first box will select all boxes. You must click after checking these boxes.

Quantity Box : Changes the current quantity for an item. To change quantities, simply type the desired number and click . To remove an item from the cart completely, you must delete the quantity before clicking .

 **Tip:** At the end of the title listing is a subtotal of all items, shipping charges, and the grand total. If you are implementing branch distributions, there will also be a breakdown of branch quantities.

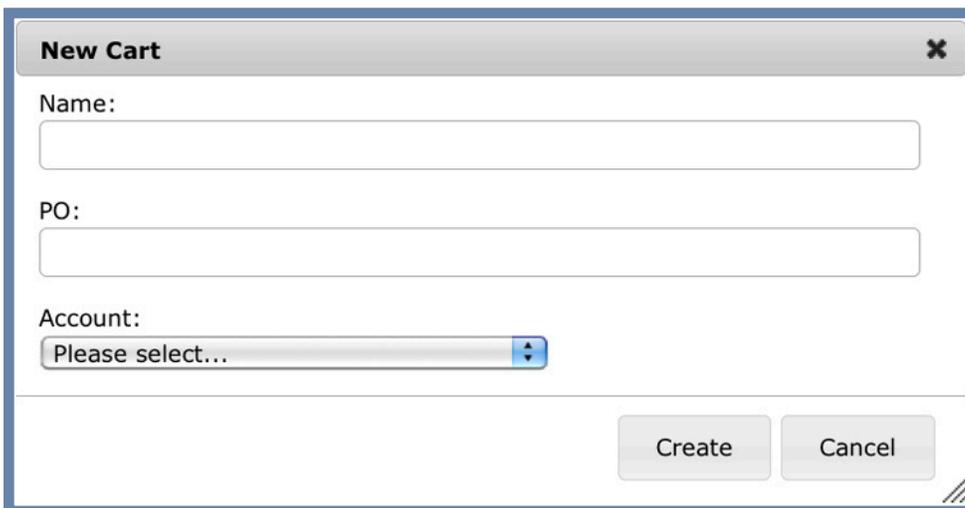
Cart Modification

Edit your cart by clicking these buttons below the product listings:



: Creates a new cart.

 **Tip:** The name of your new cart must be unique from all other created carts. Once created, the new cart becomes the active cart.

A screenshot of a dialog box titled "New Cart" with a close button (X) in the top right corner. It contains three input fields: "Name:" with an empty text box, "PO:" with an empty text box, and "Account:" with a dropdown menu showing "Please select...". At the bottom right, there are two buttons: "Create" and "Cancel".

: Saves any changes made to a cart, including name and quantity.

: Creates a duplicate cart. Both carts can be found in the *Show Cart* dropdown.

: Removes the current cart and its contents from the list of available carts.



Tip: To remove only a product from this cart, check the box in the Trash column in the product's row, and click . If you need to recall a deleted cart, please call 800-875-2785.

: Sends the current cart to another user. A dialog box will appear where you can specify the cart recipient, rename the cart, and add additional comments.

 **Send Cart**

Send this cart to:

You can rename the cart at this time if you wish:
 (40 characters maximum)

Additional comments for the recipient:



Tip: To prevent a loss of information, users not assigned to a branch cannot send carts to those who are.

: Takes you to the final ordering screen. Here you can assign a Purchase Order and select which account to place the order in.

 **Check Out**

Purchase order: (if applicable)

Account:

That's it!

Click the Submit button to submit your order, or click the Cancel button to return to the cart without checking out.

: Combines the current cart with another cart. To merge carts, first select the carts you want merged. Then choose which cart you want to be the final cart.



Tip: The final cart will be the cart that the others are merged into.

Merge Carts

final cart	cart(s) to merge	cart name
<input type="radio"/>	<input type="checkbox"/>	Cart #31862474
<input type="radio"/>	<input type="checkbox"/>	Cart #31897570

Download Vendor (Brief) MARCs... : Downloads Vendor MARC records as a MARC (.mrc) file.

Download OCLC MARCs... : Downloads full OCLC MARC records directly from the Midwest Tape website.



Tip: If a full record is not available for a product, a vendor MARC record will be provided and a full OCLC MARC record will be delivered once available.

Download CSV... : Saves order list as a comma-separated value (.csv) file.

Sharing... : Shares your carts with multiple shoppers. Administrators can place restrictions on what contributing shoppers add to the shared cart.

Remove Unavailable : Removes all unavailable products from the current cart. To remove a single title from the cart, check the box in the Trash column in the product's row and click **Update Cart** .



Tip: An order cannot be placed if there is unavailable product in the cart.

Set Fund... : Specifies funds for each product in your cart.

Set Branch Distribution... : Specifies branch distributions for each product in your cart.



More Tips

To view a list of symbol explanations, click  [symbol legend](#) in the upper left hand of the screen, or [click here](#).

To switch your cart to a more advanced version of the Normal Cart, click  [SmartCart](#) in the upper left hand of the screen. To learn more about SmartCart, an order management tool that allows you to change, update, view, and sort items from one neatly organized screen, click [here](#).