The SmartCart allows customers to change, update, view, and sort items from one neatly organized screen before purchasing.

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**SmartCart Access and Cart Selection**

To access your current cart, select *View Cart* from the toolbar on the CVS Midwest Tape website.

If you are redirected to the Normal Cart, click ![SmartCart](image) in the upper right hand corner of the screen to access SmartCart. Normal Cart simply line lists titles from your cart. With SmartCart, you can easily view detailed information about the titles in your cart and make adjustments.

Once in SmartCart, if you would like to see a different cart, select *Open Another Cart* from the *Cart* dropdown menu.

Here you will be able to choose from a complete list of your available carts.
Cart Customization

SmartCart’s ability to add and remove data columns allows you to see only the information pertinent to your shopping needs:

1. Click

2. Select/deselect the columns you desire.
Once you have selected your desired columns, you can arrange the order in which they appear according to your preferences:

1. Click and hold on the column heading you would like to move.

2. While holding down the mouse button, drag the column heading to the desired position.

3. Click the column headings to sort product information in either ascending or descending order.

**Cart Modification**

From the Cart dropdown menu, you can access the following functions:

- New Cart
- Edit Cart Info
- Open Another Cart
- Delete Cart
- Merge Carts
- Send Cart
- Copy Cart
- Share Cart
- Branch and Fund Summary
- Print Cart

**New Cart**: Create a new cart. Here you can enter a name and purchase order number and select an account for your new cart.
**New Cart**

Name:

PO:

Account:

[Please select...]

[Create] [Cancel]

**Edit Cart Info** : Here you can enter a name and purchase order number and select an account for your new cart.

**Edit Cart Info**

Cart ID: 42068464

Cart name: test page

Owner: Lisa Eggert (eggert)

Shared: No

Library: MWT

Account: [Audio Books Testing - 43528A]

Purchase order:

Comments:

[Save] [Close]

**Delete Cart** : Remove the current cart and its contents from the list of available carts.

**Delete Cart**

⚠️ Are you sure you want to delete this cart?

[Delete] [Cancel]

**Merge Carts** : Combine the current cart with another cart.

**Tip:** To merge carts, first select the carts you want merged, then choose which cart you want to be the final cart.
Send Cart: Send 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:** Adkins, Amanda - (Buyer)
  - **You can rename the cart at this time if you wish:**
    - test page
  - **Additional comments for the recipient:**
**Copy Cart**: Create a duplicate cart.

**Tip**: The copied cart can be sent to other account users.

**Share Cart**: Share your carts with multiple account users. You can also share your cart by clicking located in the first row of the SmartCart commands.
Tip: Administrators can place restrictions on what account users can add to the shared cart.

Branch and Fund Summary: Display your Order Summary, Branch Summary, and Branch Fund Summary.

Tip: This page is printable.

Print Cart: Print an order for your records.

Printable Order
Please choose the amount of detail to include in the printable order:

- **All Branches**
  Include information for all of the branches that are part of this order.

- **Your Branches**
  Include only information for the branches that you are assigned to you.

- **No Branches**
  Display order line quantities without individual branch quantities.

Order Modification

The following functions from the *Products* dropdown menu will allow you to adjust titles in your order all at once or individually.
Copy products from one cart to another. You can also copy products by clicking located in the second row of the SmartCart commands.

**Tip:** These products will stay in the original cart as well as the newly selected cart.

**Tip:** To select multiple products, check the boxes to the left.
Move Products: Remove products from one cart and place them in an existing or new cart. Products can also be moved by clicking located in the second row of the SmartCart commands.

Delete Products: Remove products from your cart. Products can also be deleted by clicking located in the second row of the SmartCart commands.

Tip: You can also copy, move, and delete titles from the tab.
Set Branch Distributions: Specify branch distributions for products in your cart.

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

Mass Edit Instructions: Adjust product instructions for a large quantity of titles.

Tip: Call numbers as well as processing and internal notes will print on your invoice. However, CVS Midwest Tape will only follow processing notes, not internal notes.
Tip: This will overwrite existing instructions on products in your cart.

Tip: Use the Instructions tab to add line items, spine labels, call numbers, processing notes, and internal notes to individual titles.
Remove ALL Unavailable Products: Remove all unavailable products from the current cart.

Tip: Unavailable products must be removed before Check-Out. Unavailable products will appear in your cart as shown below:

Use the Detail tab to view complete information about the selected product.

Obtaining Records

SmartCart makes retrieving records easy. Additional functions in the Product dropdown menu allow you to:

- Set OCLC MARC Checkboxes: Select titles to receive Full records directly from the CVS Midwest Tape website.
- Set Vendor MARC Checkboxes: Select titles to receive Vendor records.
Product and ordering information can be downloaded from the Download dropdown menu. Here you will be able to select what type of file you want to download:

- **Vendor (Brief) MARC Records**: Download Vendor records as a MARC (.mrc) file.
- **MARC on the Spot**: Download Full records directly from the CVS Midwest Tape website.

**Tip**: If a Full record is not available for a product, CVS Midwest Tape will provide a Vendor record at the point of order. We will deliver a Full record once it’s available.

- **Excel or CSV File**: Save your order list as a comma-separated value (.csv) file.

**More Tips**

Additional information about SmartCart is available in the *Help* dropdown menu.

To switch your cart to our original Normal Cart, click [Normal Cart](#). Find out more information about the Normal Cart [here](#).