

SmartCart Guide

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

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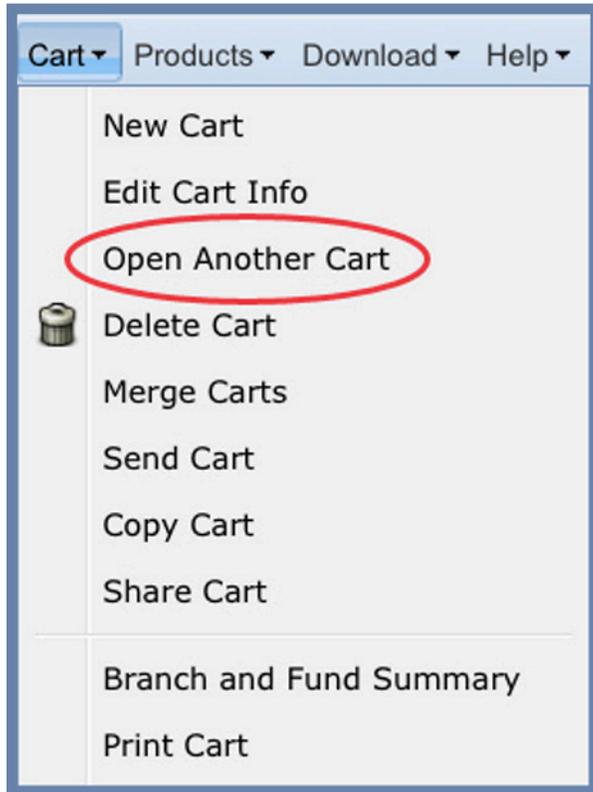
SmartCart Access and Cart Selection

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

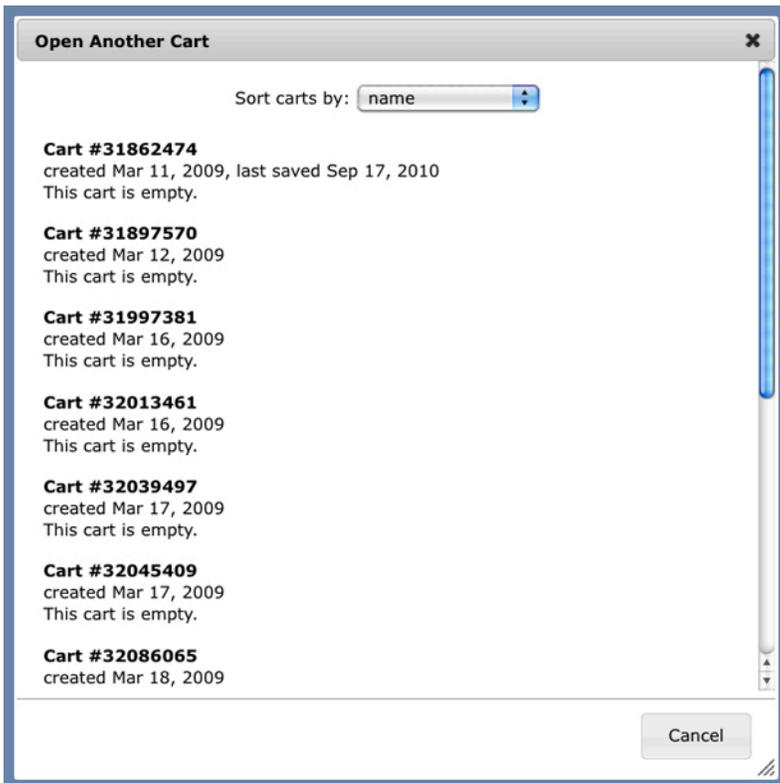


If you are redirected to the Normal Cart, click  **SmartCart** in the upper right hand corner of the screen to access SmartCart. Normal Cart simply line lists titles from your cart. With SmartCart, you can easily view detailed information about the titles in your cart and make adjustments.

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



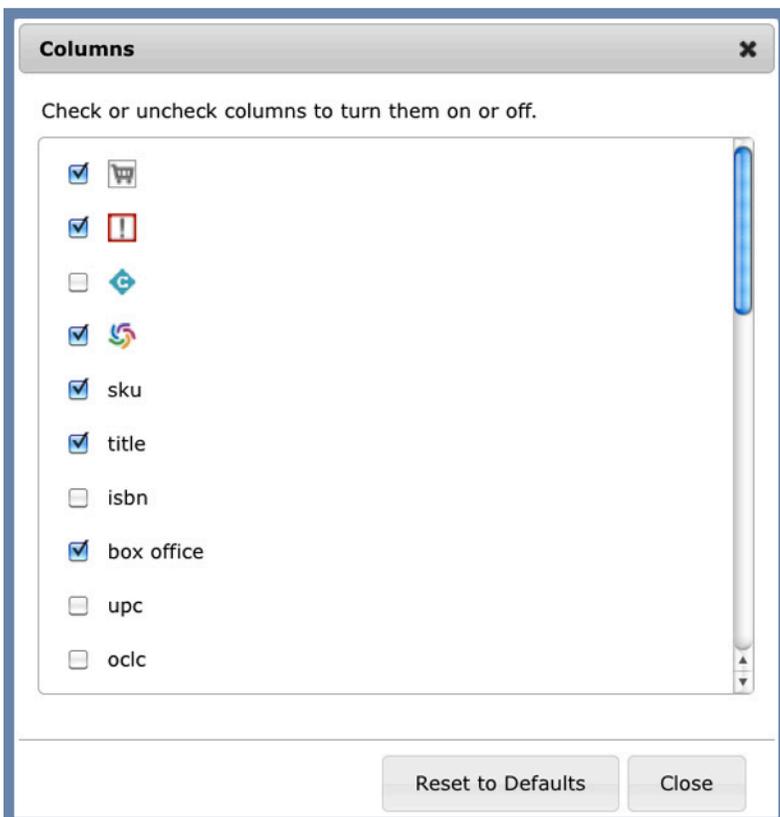
Here you will be able to choose from a complete list of your available carts.



Cart Customization

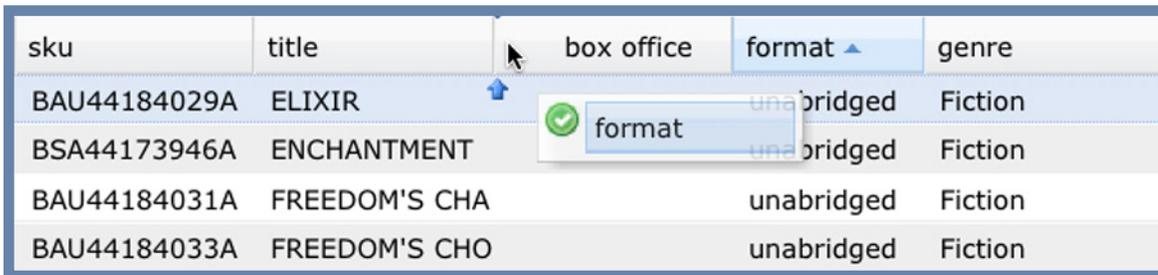
SmartCart's ability to add and remove data columns allows you to see only the information pertinent to your shopping needs:

1. Click  Columns
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.

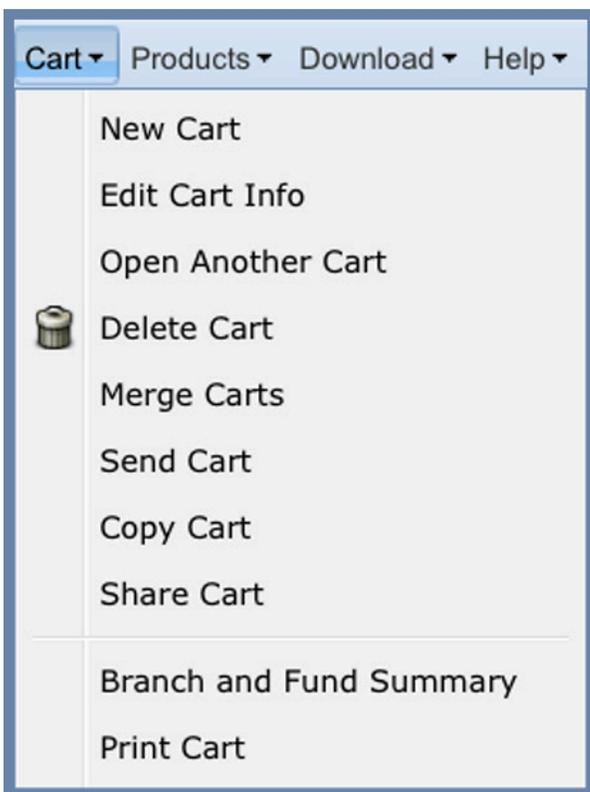


sku	title	box office	format ▲	genre
BAU44184029A	ELIXIR		unabridged	Fiction
BSA44173946A	ENCHANTMENT		unabridged	Fiction
BAU44184031A	FREEDOM'S CHA		unabridged	Fiction
BAU44184033A	FREEDOM'S CHO		unabridged	Fiction

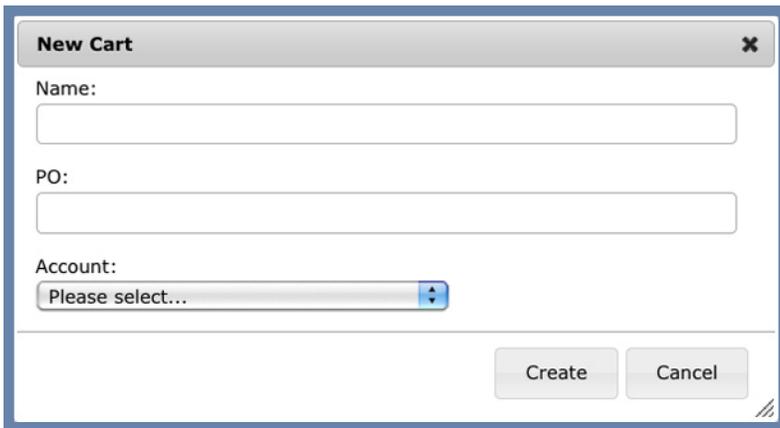
3. Click the column headings to sort product information in either ascending or descending order.

Cart Modification

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



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



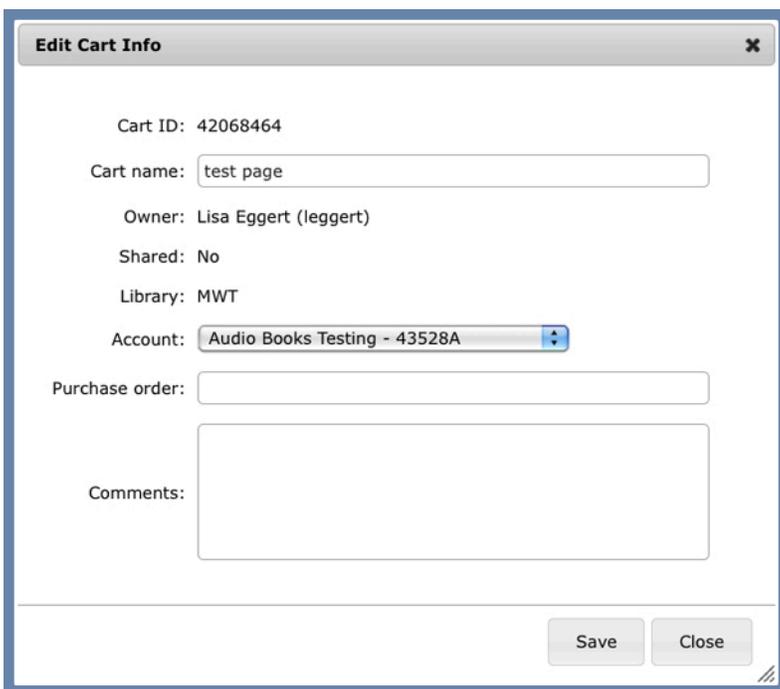
New Cart [X]

Name:

PO:

Account:

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



Edit Cart Info [X]

Cart ID: 42068464

Cart name:

Owner: Lisa Eggert (leggert)

Shared: No

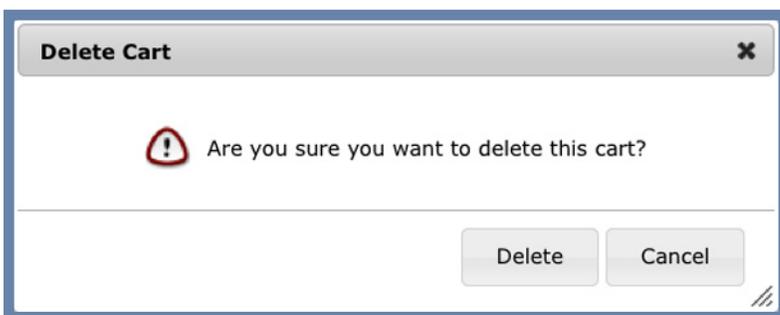
Library: MWT

Account:

Purchase order:

Comments:

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



Delete Cart [X]

 Are you sure you want to delete this cart?

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.

final cart	carts to merge	cart name	created	owner	products	total
<input type="radio"/>	<input type="checkbox"/>	Cart #31862474	Mar 11, 2009	leggert	0	\$0.00
<input type="radio"/>	<input type="checkbox"/>	Cart #31897570	Mar 12, 2009	leggert	0	\$0.00
<input type="radio"/>	<input type="checkbox"/>	Cart #31997381	Mar 16, 2009	leggert	0	\$0.00
<input type="radio"/>	<input type="checkbox"/>	Cart #32013461	Mar 16, 2009	leggert	0	\$0.00

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 ✕

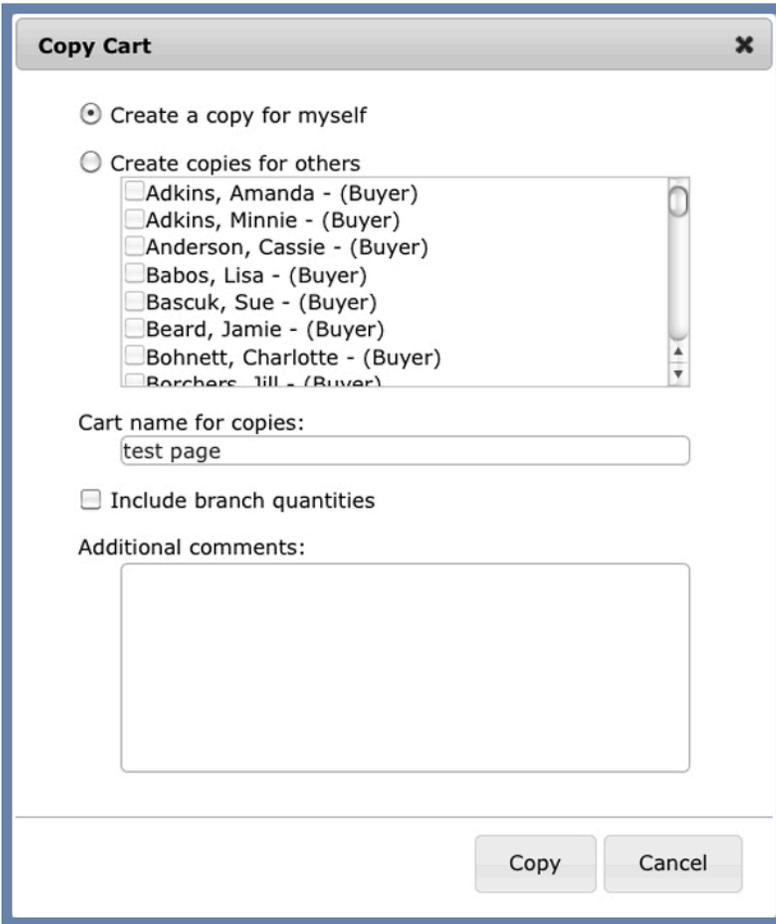
Send this cart to:

You can rename the cart at this time if you wish:

Additional comments for the recipient:

Copy Cart : Create a duplicate cart.

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



Copy Cart

Create a copy for myself

Create copies for others

- Adkins, Amanda - (Buyer)
- Adkins, Minnie - (Buyer)
- Anderson, Cassie - (Buyer)
- Babos, Lisa - (Buyer)
- Bascuk, Sue - (Buyer)
- Beard, Jamie - (Buyer)
- Bohnett, Charlotte - (Buyer)
- Berchers, Jill - (Buyer)

Cart name for copies:
test page

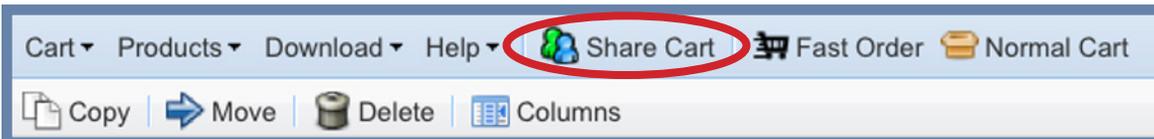
Include branch quantities

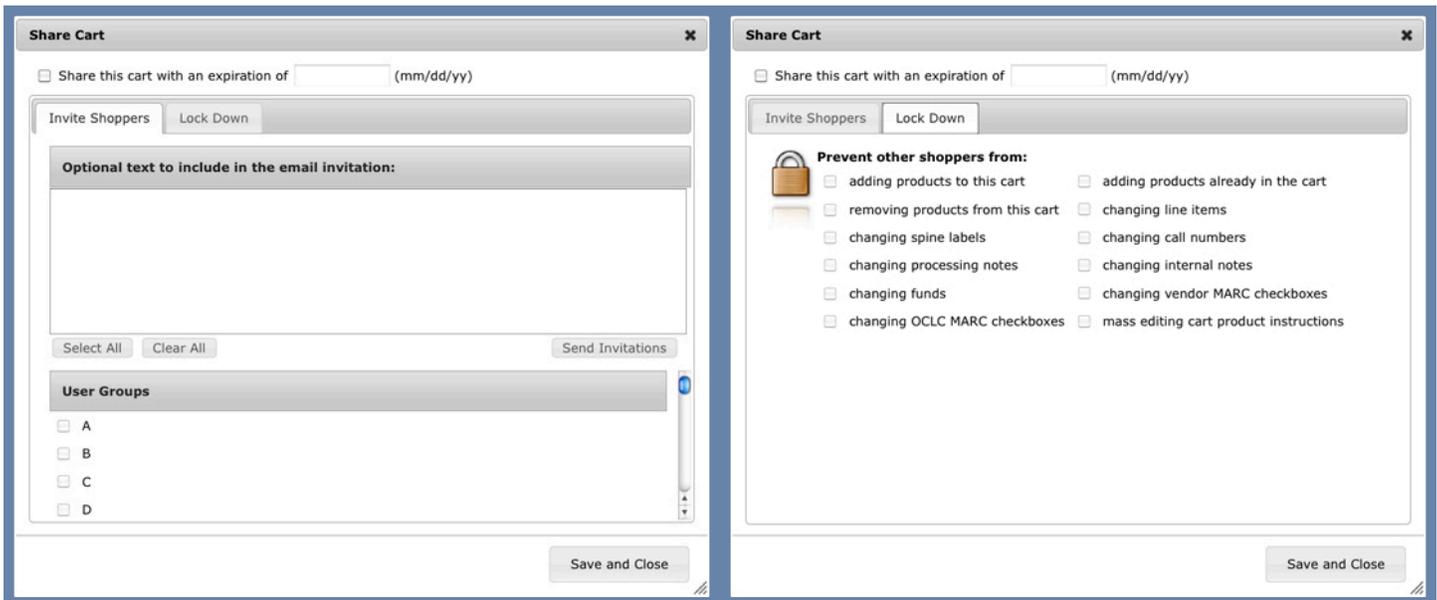
Additional comments:

Copy Cancel

Share Cart : Share your carts with multiple account users. You can also share your cart by clicking

 **Share Cart** 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.



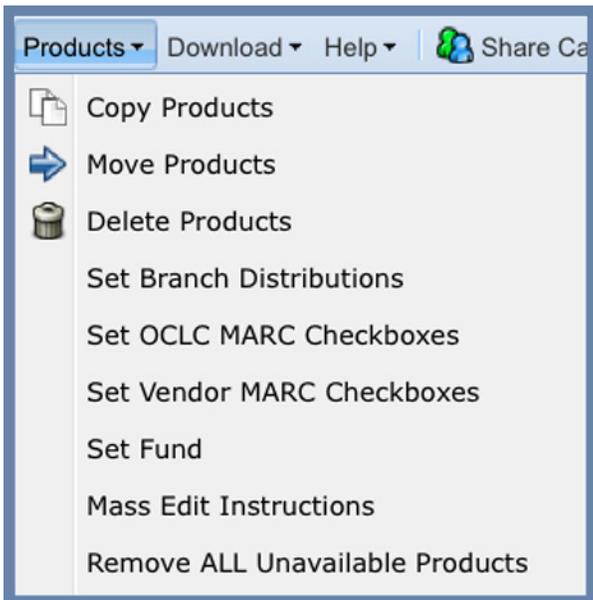
Printable Order

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

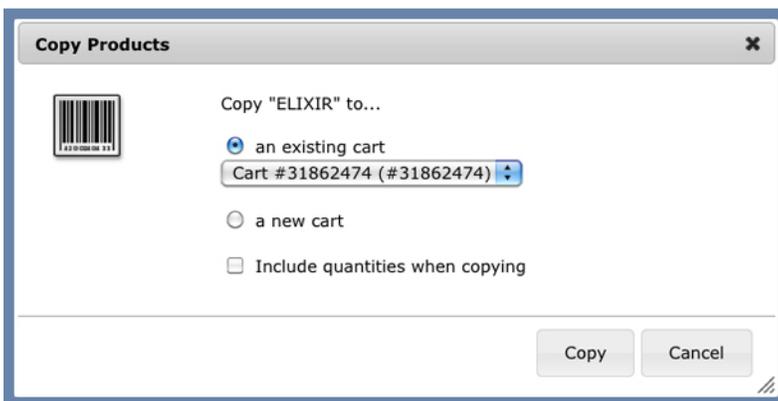
The following functions from the *Products* dropdown menu will allow you to adjust titles in your order all at once or individually.



 Copy Products : Copy products from one cart to another. You can also copy products by clicking  Copy located in the second row of the SmartCart commands.



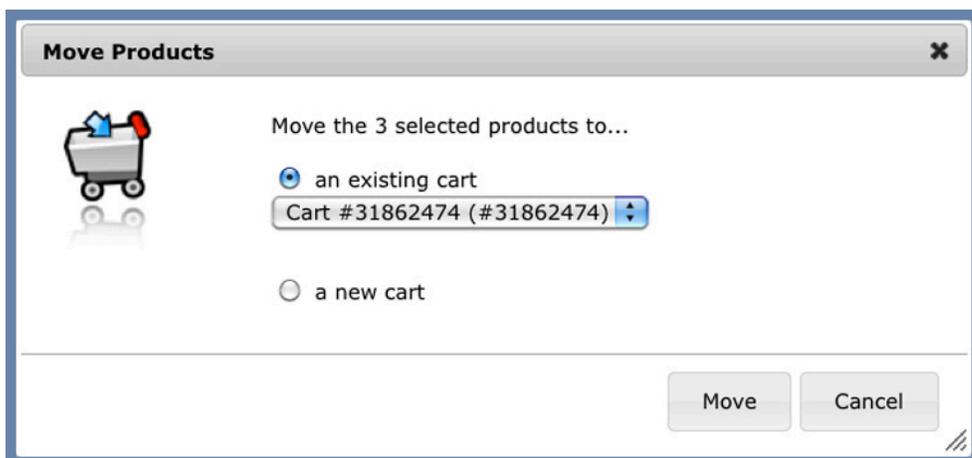
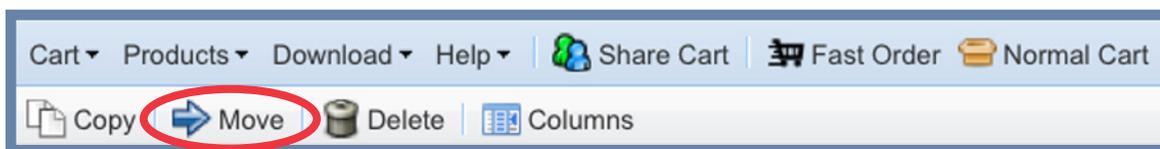
 **Tip:** These products will stay in the original cart as well as the newly selected cart.



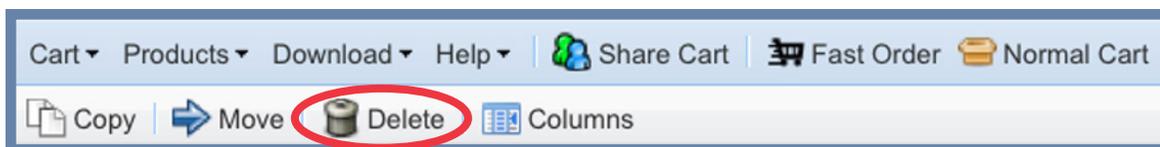
 **Tip:** To select multiple products, check the boxes to the left.

<input checked="" type="checkbox"/>			BAU44184029A	ELIXIR
<input checked="" type="checkbox"/>			BSA44173946A	ENCHANTMENT
<input checked="" type="checkbox"/>			BAU44184031A	FREEDOM'S CHA
<input type="checkbox"/>			BAU44184033A	FREEDOM'S CHO

 **Move Products** : Remove products from one cart and place them in an existing or new cart. Products can also be moved by clicking  **Move** located in the second row of the SmartCart commands.



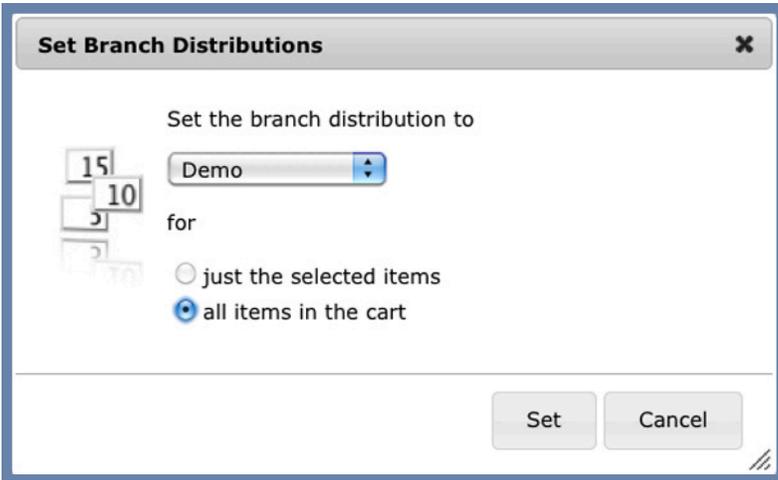
 **Delete Products** : Remove products from your cart. Products can also be deleted by clicking  **Delete** located in the second row of the SmartCart commands.



 **Tip:** You can also copy, move, and delete titles from the **Quantity** tab.

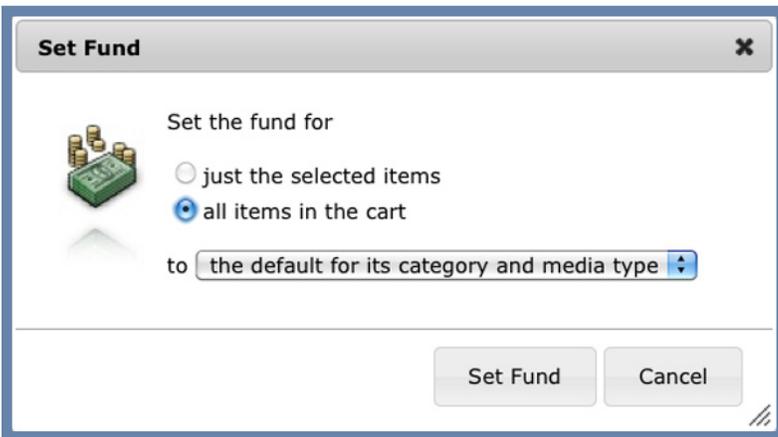


Set Branch Distributions : Specify branch distributions for products in your cart.



The 'Set Branch Distributions' dialog box features a title bar with the text 'Set Branch Distributions' and a close button (X). The main content area includes the instruction 'Set the branch distribution to' followed by a dropdown menu currently set to 'Demo'. Below this is the word 'for' and two radio button options: 'just the selected items' and 'all items in the cart', with the latter being selected. To the left of the text is an icon of several overlapping cards with numbers like 15, 10, 5, and 20. At the bottom right, there are two buttons: 'Set' and 'Cancel'.

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



The 'Set Fund' dialog box has a title bar with 'Set Fund' and a close button (X). It contains the instruction 'Set the fund for' and two radio button options: 'just the selected items' and 'all items in the cart', with the latter selected. Below the options is a dropdown menu set to 'the default for its category and media type'. To the left is an icon of a stack of coins and a green bill. At the bottom right, there are two buttons: 'Set Fund' and 'Cancel'.

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, Midwest Tape will only follow processing notes, not internal notes.

Mass Edit Instructions
✕

Check the fields you wish to mass edit. Then fill in the instruction for each checked field and press "Update" when finished. Checked fields that are left blank will update the instructions to be empty.

NOTE: This will overwrite existing instructions on products in your cart.

Mass edit instructions for:

just the selected items
 all items in the cart

Line Item:

Spine Label:

Call Number:

Processing Notes:

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.

Quantity
Instructions
Detail

WITHOUT MERCY (Unabridged)

Line Item:

Spine Label:

Call Number:

Processing Notes:

Internal Notes:

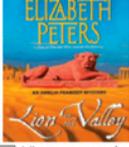
Remove ALL Unavailable Products : Remove all unavailable products from the current cart.

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

<input type="checkbox"/>		BAU42338374A FANTASY IN DEATH	abridged	ROBB, J. D.	Feb 23, 2010	Fiction	Audiobook-CD
<input type="checkbox"/>		MMX42726953/ THINK TWICE	abridged	SCOTTOLINE, LISA	Mar 16, 2010	Fiction	Audiobook-CD

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

Quantity Instructions **Detail**



LION IN THE VALLEY (Unabridged)  

Elizabeth Peters
Part of the Amelia Peabody Mysteries series. In the fourth installment of Elizabeth Peters' Amelia Peabody series, the Emerson family returns to Egypt to partake in what happens to be Amelia's first pyramid dig. However, the Master Criminal lurks nearby, waiting to swindle the Emersons' site.

Retail Price: **Your price:**

Stock Number	Media	ISBN	OCLC	Street Date
BSA44173588A 	 Audiobook CD (10 discs)	9781441735881 	610592500	May 1, 2010

 View scanned images
 View repackaged cover art
 See a mistake?

Publisher: Blackstone Audio, Inc. (their stock number is ZE2869)
Length: 660
Author: Elizabeth Peters
Readers: Susan O'malley
Original language: ENGLISH
Country: United States
Genre: Fiction
Categories: Audiobook Fiction::Mystery



Use  **Fast Order** to quickly order titles if you know a product's ISBN, UPC, or stock number.

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 Midwest Tape website.

Set Vendor MARC Checkboxes : Select titles to receive Vendor records.

Set Vendor MARC Checkboxes 

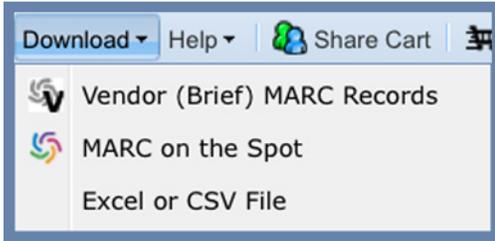
Set the vendor MARC checkboxes to

 checked
 unchecked

for

just the selected products
 all products in the cart

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.

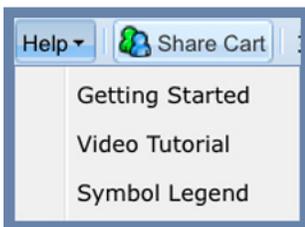
 MARC on the Spot : Download Full records directly from the Midwest Tape website.

 **Tip:** If a Full record is not available for a product, 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](#).