Quick Reference Guide

Modifying an Existing Cart

In this Guide

- Modifying the quantity of an item in a cart
- Deleting items from a cart

This guide demonstrates how to modify the quantity of items in an existing cart and how to delete items from a cart. These changes are permissible even after a cart has been assigned to a requester. The shopper will need to un-assign the cart, make the desired changes, and then re-assign the cart.

Procedure

1. Access your active cart by clicking the cart icon in the upper right corner of the page and select the View My Cart button.

2. To modify an item quantity, change the number listed in the Quantity field and then click the Update button.

3. There are two ways in which you can remove an item from the cart:
   - Click the Remove button on the left-hand side of the listing for that item
   - Click the checkbox located on the right-hand side of the listing for each item you intend to remove, and then proceed to the next step (below).

4. If you clicked the checkbox of an item that you want to remove, then from the Perform an action on drop-down menu, select the Remove Selected Items link.

You have successfully updated an item quantity and removed an item from a cart.

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