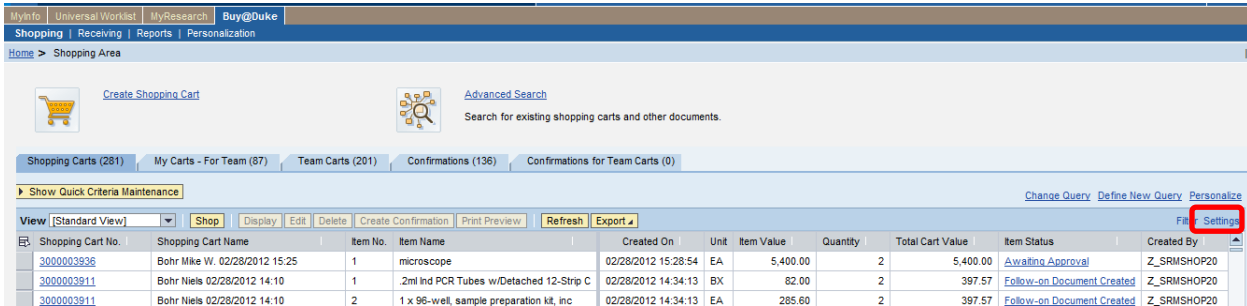# Changing Shopping Cart View

The Buy@Duke initial shopping cart view can be customized and changed to meet the needs of the user. This document details the process of establishing a hierarchy (a series of groupings) in the initial shopping cart view. A custom hierarchy can be set on any screen with the *Setting* link.
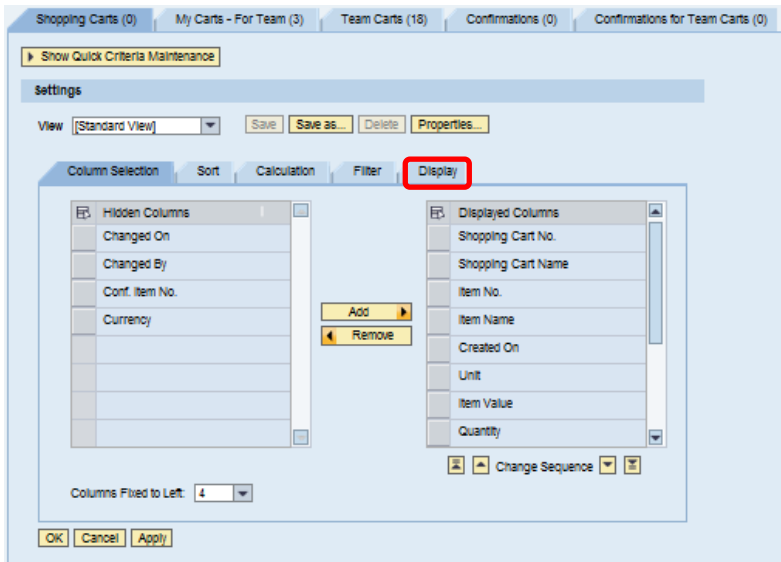
1. Select *Setting* on the far right of the screen.

2. The screen below appears. Select the *Display* tab

3. Check the *Hierarchy* box and click the *Define* button

The screen below appears.

4. Move rows from the *Selection of Hierarchy Columns* on the left to the *Hierarchy Columns* on the right to build a hierarchy to display cart information to meet your needs and click *OK*. The order of the items listed on the right will determine the order of the data items in the hierarchy.

5. To save your hierarchy settings, select *Save As*.

6. Enter a name for the customized view in the *Description* field and click *OK*.

7. If you would like to have this customized view as the first view you seen when you log into Buy@Duke, check the *Initial View* Box and click *OK.*

8. Click *Apply* to display the changes.

9. Multiple custom views can be saved by using the *Save As* function and creating a unique name for the view.

10. After creation of more than one custom view, you can easily change the view by clicking on the drop down box next to *View*.

11. Select the view you would like to see and the system will automatically refresh to display the view chosen.

Examples:

Example 1 - Shopping cart view with a hierarchy set by cart approval status

This view is helpful to monitor cart status on a daily basis to ensure carts created are approved timely. Expanding the *Follow-on Documents Created* section provides a view of the carts with POs created. The section *In Purchaser's Worklist* indicates the cart is in Procurement.

Hierarchy settings:

Initial display

First level of the hierarchy expanded displays the names of carts awaiting approval.

Second level of the hierarchy expanded displays the items ordered and has a link to the shopping cart to view the details.

View Cart Status ▼	Shop	Display	Edit	Delete	Create Confirmation	Print Preview	Refresh	Export ◢						Filter Settings
Item Status/Shopping Cart Name/Item Name				Shopping Cart No.	Item No.	Created By	▲	Created On	Unit	Item Value		Quantity		Total Cart Value
▼ Awaiting Approval														
▼ Approval Test 10 11/14/2011 13:43														
• microscope				3000002702	1	Z_SRMSHOP20		11/14/2011 13:46:05	EA	6,800.00		2		6,800.00
▶ Approval Test 3 11/14/2011 13:33														
▶ Biochem Training 2 01/31/2012 12:15														
▶ Biochem Training 3 01/31/2012 13:49														
▶ Bohr 01/31/2012 15:41														
▶ BOHR 12/14/2011 10:49														
▶ BOHR BROCK 12/08/2011 08:46														
▶ Bohr KCB 02/08/2012 12:48														

Example 2 - Shopping cart view with a hierarchy set by cart creator

This view is helpful to monitor the carts created by person.

Hierarchy settings:

Initial Display

First level of the hierarchy expanded displays the cart creator and the Buy@Duke user that changed the cart.

Second level of the hierarchy expanded displays the status of the cart.

Third and fourth level of the hierarchy expanded displays the cart name and item details with a link to the shopping cart.

Example 3 – Shopping cart view with hierarchy set by cart

This view is helpful to see cart level information with the item detail available.

Hierarchy settings:

Initial display

First level of the hierarchy expanded displays item details with link to shopping cart.

Shopping Cart Name/Item Name	Shopping Cart No.	Item No.	Created By	Item Status	Created On	Unit	Item Value	Quantity	Total Cart Value
▼ Approval Test 10 11/14/2011 13:43									
▪ microscope	3000002702	1	Z_SRMSHOP20	Awaiting Approval	11/14/2011 13:46:05	EA	6,800.00	2	6,800.00
▼ Approval Test 3 11/14/2011 13:33									
▪ microscope	3000002700	1	Z_SRMSHOP20	Awaiting Approval	11/14/2011 13:33:54	EA	6,800.00	2	6,800.00
▼ Biochem Training 01/31/2012 12:06									
▪ Bradford Reagent, 1 Liter	3000003393	1	Z_SRMSHOP20	Follow-on Document Created	01/31/2012 12:08:38	EA	178.22	2	228.17
▪ Tube, Microcentrifuge; Fisherbrand; Snap	3000003393	2			01/31/2012 12:08:40	PK	49.95	5	228.17
▼ Biochem Training 2 01/31/2012 12:15									
▪ microscope	3000003394	1	Z_SRMSHOP20	Awaiting Approval	01/31/2012 12:16:33	EA	5,200.00	2	5,200.00
▶ Biochem Training 3 01/31/2012 13:49									

View: Cart View ▼ | Shop | Display | Edit | Delete | Create Confirmation | Print Preview | Refresh | Export ▲ | Filter Settings