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](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 [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.

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**

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

**Edit Cart Info**

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

**Delete Cart**

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

**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.

<table>
<thead>
<tr>
<th>final cart</th>
<th>carts to merge</th>
<th>cart name</th>
<th>created</th>
<th>owner</th>
<th>products</th>
<th>total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Cart #31862474</td>
<td>Mar 11, 2009</td>
<td>leggett</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cart #31897570</td>
<td>Mar 12, 2009</td>
<td>leggett</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cart #31997381</td>
<td>Mar 16, 2009</td>
<td>leggett</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cart #32013461</td>
<td>Mar 16, 2009</td>
<td>leggett</td>
<td>0</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Send Cart dialog:

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.

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 the branch distribution to

- [ ] Demo
- [ ] just the selected items
- [x] all items in the cart

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

Set the fund for

- [ ] just the selected items
- [x] all items in the cart
- to [the default for its category and media type]

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.
**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.

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

**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.

**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](#).