

OnTimeParts.com Tutorial: Saving, Updating and Sharing a Cart


Intelligrated allows the user to save multiple carts on OnTimeParts.com. This allows the user to assemble orders and save them until you are ready to purchase, which can be very convenient if you are gathering information for a project. You can create and save as many carts as you like, but there is a 30-day expiration date. If you would like your parts to be saved for longer than 30 days, we recommend you use the “Saved List” function.


The Save Cart feature is only available from within an active Shopping Cart.





To save a Cart:

- After you’ve added all the parts to your cart that you’re interested in saving to a Cart, make sure the “Actions” field says “Save Cart” and click on the “Go” button.

Shopping Cart

Continue Shopping **Actions** Save Cart  **Go** Checkout

 Your Store cart expires on 19-DEC-2014. Please save this cart if you intend to use it beyond this date

	Part Description	Unit Price / UOM	Quantity	Price	Remove
	Part #: 23099000 SS 30MM 2POS MAINTAIN Cross Reference Number(s): 7064606, 1703410, 7074933, 7177615, EL27010016 <input type="text" value="Please enter your part reference info here..."/>	\$52.81 / Each	<input type="text" value="1"/>	\$52.81	
	Part #: 23256400 SS 22.5mm BLACK 3-POS SELECTOR SWITCH MAINTAINED STANDARD KNOB 2 N.O. 2 N.C. <input type="text" value="Please enter your part reference info here..."/>	\$55.26 / Each	<input type="text" value="1"/>	\$55.26	

Recalculate **Sub-Total: \$108.07**
Shipping and Handling: \$--
Tax: **\$9.73**
Total: \$117.80

- After clicking on the “Go” button, you will be taken to a page where you will be asked to name your cart and then save it by clicking the “Apply” button. If you click on the “Cancel” button, you will be redirected back to your active Shopping Cart.

Save Cart

* Indicates required field Cancel Apply

You can save items to buy later. Please enter cart name and click 'Apply'.

* Cart Name: ←

↓

Cancel Apply

- After entering a cart name and saving, you will be redirected to a Saved Cart Detail page.

Save Cart

* Indicates required field Cancel Apply

You can save items to buy later. Please enter cart name and click 'Apply'.

* Cart Name: × ←

↓



Cancel Apply



Your current cart has been saved and you can access it under 'Carts'. A new cart has been created for you.

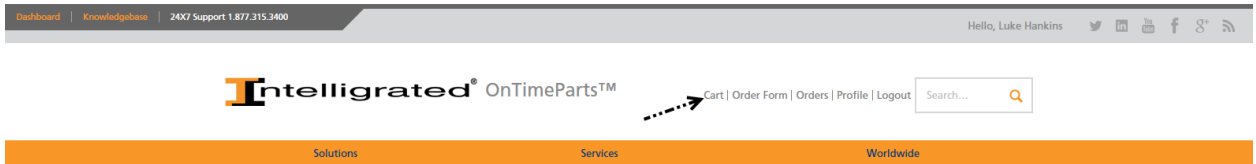
Saved Cart Details: Electronics

[Continue Shopping](#)

Customer Information				
Customer: Strategic Distribution Inc-Sdi				
Luke Hankins				
lhankins@intelligrated.com				
Shipping Information			Billing and Payment Information	
Ship To: Luke Hankins			Bill To: Luke Hankins	
XYZ Packaging&Distribution			XYZ Packaging&Distribution	
321 S. Front Ave			804 Park Drive	
Memphis, TN			Miami Beach, FL	
37501			33140	
UNITED STATES			UNITED STATES	
Shipping Method: Factory Choice			Payment Type:	
Shipping Instructions:			Purchase Order No:	
Packing Instructions:				
Shipment Priority:				
	Part Description	Unit Price / UOM	Quantity	Price
	Part #: 23099000 SS 30MM 2POS MAINTAIN Cross Reference Number(s): 7064606, 1703410, 7074933, 7177615, EL27010016	\$52.81 / Each	1	\$52.81
	Part #: 23256400 SS 22.5mm BLACK 3-POS SELECTOR SWITCH MAINTAINED STANDARD KNOB 2 N.O. 2 N.C.	\$55.26 / Each	1	\$55.26
Sub-Total:				\$108.07
Shipping and Handling:				\$--
Tax:				\$9.73
Total:				\$117.80

To access your saved cart in the future:

- Click on the “Cart” link located in the header.



- Once you click on the “Cart” link, you will be taken to your active Shopping Cart. From here you will click on the “Saved Carts” link located in the orange ribbon on the left hand side of the page. After clicking on the link, you will have access to view all the carts that you’ve saved, shared and carts that have been shared with you.

Carts

Saved Carts

Click on a cart name to view the details.

Indicates your current cart

Select a cart and...		Checkout	Actions: Update Cart	Go
Select	Cart Name	Created Date	Expiration Date	
<input type="radio"/>	Electronics	19-NOV-2014	20-NOV-2014	

Shared Carts

Click on a cart name to view the details.

Carts Shared With You

Select	Cart Name	Created Date	Expiration Date	Shared By	Role
You do not have carts shared with you.					

Carts Shared By You

Select	Cart Name	Created Date	Expiration Date
You do not have carts shared by you.			

- Functions you can perform while on this page will revolve around the “Checkout” button and the “Actions” dropdown.

Carts

Saved Carts

Click on a cart name to view the details. ⚙ Indicates your current cart

Select a cart and... **Checkout** Actions: Update Cart Share Cart Duplicate Cart Delete Cart **Go**

Select	Cart Name	Created Date	Expiration Date
<input type="radio"/>	Electronics	19-NOV-2014	20-NOV-2014

Shared Carts

Click on a cart name to view the details.

Carts Shared With You

Select	Cart Name	Created Date	Expiration Date	Shared By	Role
You do not have carts shared with you.					

Carts Shared By You

Select	Cart Name	Created Date	Expiration Date
You do not have carts shared by you.			

- In order to perform any of these functions, you must first select the cart and then the function you would like to perform.

To checkout a saved cart:

Carts

Saved Carts

Click on a cart name to view the details. ⚙ Indicates your current cart

Select a cart and... **Checkout** Actions: Update Cart **Go**

Select	Cart Name	Created Date	Expiration Date
<input checked="" type="radio"/>	Electronics	19-NOV-2014	20-NOV-2014

- Select a saved cart and click on the “Checkout” button. After clicking on “Checkout”, you will be taken directly to the first page of the checkout process.

Shipping Information

Billing and Payment Information

Review and Place Order

Checkout: Shipping Information

* Indicates required field

Cancel

Actions

Save Cart



Go

Next

Ship To

* Ship to Customer: Strategic Distribution Inc-Sdl

* Ship to Contact: Luke Hankins

Phone

lhankins@intelligrated.cc

* Ship To Address:

Change Address

XYZ Packaging & Distribution

804 Park Drive

Miami Beach, FL

45044

United States

Shipping Details

* Shipping Method:

UPS GRD



Shipping Instructions:

Packing Instructions:

Cancel

Actions

Save Cart



Go

Next


To update a saved cart:


- To update a cart, choose “Update Cart” in the dropdown menu of the “Actions” dropdown. Then click the “Go” button. You will be taken to the Cart page where you can make changes to the quantity of parts in this saved cart or remove parts from the cart.

Carts


Saved Carts


Click on a cart name to view the details.





 Indicates your current cart

Select a cart and...		Checkout	Actions: Update Cart 	Go
Select	Cart Name	Created Date	Expiration Date	
<input checked="" type="radio"/>	Electronics	19-NOV-2014	20-NOV-2014	

Shopping Cart

Continue Shopping Actions Save Cart  Go Checkout

 This saved cart "Electronics" expires on 20-NOV-2014

Part Description	Unit Price / UOM	Quantity	Price	Remove
 Part #: 23099000 SS 30MM 2POS MAINTAIN Cross Reference Number(s): 7064606, 1703410, 7074933, 7177615, EL27010016 <input type="text" value="Please enter your part reference info here..."/>	\$52.81 / Each	<input type="text" value="1"/>	\$52.81	
 Part #: 23256400 SS 22.5mm BLACK 3-POS SELECTOR SWITCH MAINTAINED STANDARD KNOB 2 N.O. 2 N.C. <input type="text" value="Please enter your part reference info here..."/>	\$55.26 / Each	<input type="text" value="1"/>	\$55.26	

Recalculate Sub-Total: \$108.07
Shipping and Handling: \$--
Tax: \$9.73
Total: \$117.80

- After updating your cart, click on the “Recalculate” button to update your Cart. Then choose to either “Continue Shopping”, “Save Cart” or “Checkout”.

To share a saved cart:

Carts

Saved Carts

Click on a cart name to view the details.

Actions:

- Update Cart
- Share Cart
- Duplicate Cart
- Delete Cart

Select	Cart Name	Created Date	Expiration Date
<input type="radio"/>	Electronics	19-NOV-2014	20-NOV-2014

Shared Carts

Click on a cart name to view the details.

Carts Shared With You

Select	Cart Name	Created Date	Expiration Date	Shared By	Role
You do not have carts shared with you.					

Carts Shared By You

Select	Cart Name	Created Date	Expiration Date
You do not have carts shared by you.			

- After selecting the appropriate saved cart, then choose “Share Cart” from the “Actions” dropdown field. Click the “Go” button. You will be taken to a page where you can select who the cart will be shared with at your account. Carts can only be shared with other OnTimeParts users associated with your account.

Share Saved Cart: Electronics

Members

List of members for the cart. You can add/modify/remove members at any time.

Name	Email	Role	Notify	Remove
No members have been added				

Different roles that can be assigned:

Administrator	Participant	Viewer
<ul style="list-style-type: none"> • Place order with the cart • Remove/modify existing members • Change roles of members • Add new members to the cart • Stop sharing carts • Re-share cart • Delete carts • Track order placed with cart • Add comments/notify members • Duplicate carts 	<ul style="list-style-type: none"> • Update carts • Add comments/notify members • Duplicate carts 	<ul style="list-style-type: none"> • View carts • Add comments/notify members • Duplicate carts

- By clicking on the “Add Members” button you will be taken to a search page.

Search and Select: Members

_____ Cancel

Search

Search Name: Go

Results

Select	Name	Email
	No search performed	

Cancel

- From here you can search for co-workers who have an OnTimeparts.com account by name or by using a percent sign (%) as a wildcard which gives all results.
- Once you have found the person you wish to share the cart with, check the box next to their name and then press the “Select” button.

Search and Select: Members

_____ Cancel Select

Search

Search Name: Go

Results

Select	Name	Email
<input type="checkbox"/>	Intelligrated Inc	donotreply@intelligrated.com

Cancel Select

- After clicking the “Select” button, you will have the opportunity to choose which role you want that person to play in your cart and add any notes regarding the cart to that person. Choose the appropriate role based off of the functions listed for each role. The Notify checkbox, if checked, will send that user and email letting them know you’ve shared a cart with them.

Share Saved Cart: Electronics

Cancel Apply

Members

List of members for the cart. You can add/modify/remove members at any time. Add Member

Name	Email	Role	Notify	Remove
Intelligrated Inc	donotreply@intelligrated.com	<div style="border: 1px solid black; padding: 2px;"> Administrator Viewer Participant </div>	<input checked="" type="checkbox"/>	

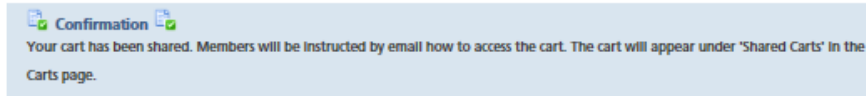
Different roles that can be assigned:

Administrator	Participant	Viewer
<ul style="list-style-type: none"> • Place order with the cart • Remove/modify existing members • Change roles of members • Add new members to the cart • Stop sharing carts • Re-share cart • Delete carts • Track order placed with cart • Add comments/notify members • Duplicate carts 	<ul style="list-style-type: none"> • Update carts • Add comments/notify members • Duplicate carts 	<ul style="list-style-type: none"> • View carts • Add comments/notify members • Duplicate carts

Comments:

- You may add additional co-workers to share the cart with by following the same steps after clicking on the “Add Member” button.
- If you’ve added a co-worker in error, simply click on the trashcan icon to remove them.
- Once you are satisfied with your comments, the co-worker(s) this cart is being shared with and their role, click on the “Apply” button.

- After clicking on 'Apply,' you will be notified that the cart information has been emailed.



Shared Cart Details: Electronics

Continue Shopping

Members

Name	Email	Role	Notify
Intelligrated Inc	donotreply@intelligrated.com	Administrator	✓


- From this page, click in the "Continue Shopping" button to be taken back to the homepage.

To duplicate a saved cart:

Carts

Saved Carts

Click on a cart name to view the details.

 Indicates your current cart

Select	Cart Name	Created Date	Actions
<input checked="" type="radio"/>	Electronics	19-NOV-2014	Update Cart Share Cart Duplicate Cart Delete Cart

- Select the cart you wish to duplicate and select "Duplicate Cart" in the "Action" dropdown menu. Click on the "Go" button. You will be asked name your new cart.

Duplicate Cart

* Indicates required field

Cancel Apply

* Cart Name: ←.....

Cancel Apply

- After naming your cart, click on the "Apply" button, you will be redirected back to the Saved Cart page.

Duplicate Cart

* Indicates required field

Cancel Apply

* Cart Name:

Cancel Apply

- If you were to click the “Cancel” button, you will be redirected back to the Saved Cart page.

To delete a saved cart:

- Select the cart you wish to delete, choose “Delete Cart” from the “Actions” dropdown and click the “Go” button.

Carts

Saved Carts

Click on a cart name to view the details.

Select	Cart Name	Created Date	Expiration Date
<input checked="" type="radio"/>	Electronics 2	19-NOV-2014	20-NOV-2014
<input type="radio"/>	Electronics	19-NOV-2014	20-NOV-2014

Actions: Update Cart, Share Cart, Duplicate Cart, Delete Cart

- You will be asked to confirm whether or not you want to permanently delete the selected cart.

Warning

Do you want to delete your saved cart? If you click 'Yes', it will permanently delete the saved cart from your saved cart list. Otherwise, click 'No' to cancel and go back.

No Yes