|	Geoscience Australia Online Store: User Guide OM07
	Create a Shopping List

These notes provide instructions on how to create a shopping list for future use in creating shopping carts in the GA Online Store application. It is intended for the use of Geoscience Australia's wholesale and retail distribution network. This includes the Defence Imagery and Geospatial Organisation.

Shopping Lists can be created to provide a list of products a customer usually orders. It removes the need to recreate a shopping cart for the same products each time an shopping cart is requested. When used as a basis for a shopping cart, items can be added and/or deleted to complete the current order.

Begin by searching and adding items to a new shopping cart. For details on creating a shopping cart see *'Online Store User Guide OM03 – Purchase a Product'*.
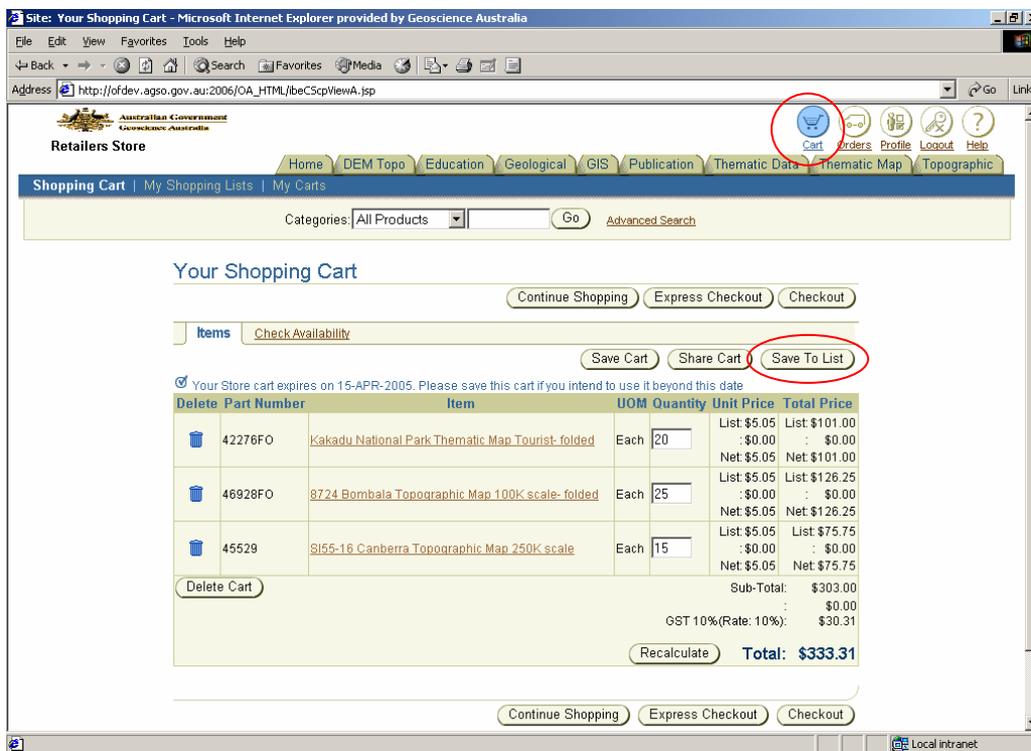
Click on 'Save to List'.

For a New List, **enter** a unique name for 'List Name'. Optionally **enter** any comments about this shopping list.
Click on 'Apply'. To cancel saving a shopping list, **click** 'Cancel'.
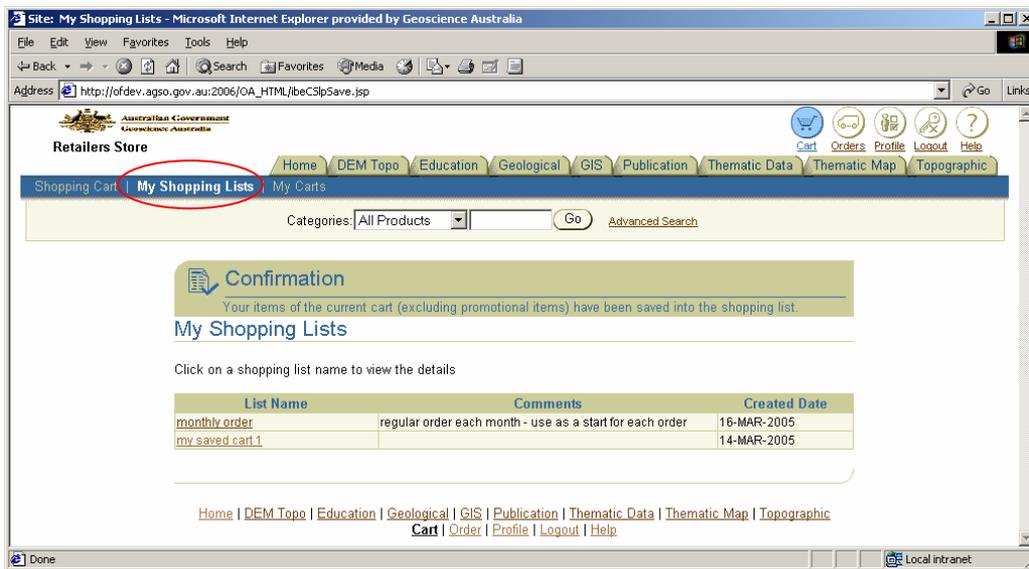
The shopping list now shows under the 'My Shopping Lists' heading.

To replace all the items in an existing list, search and adding items to a new shopping cart as described previously. **Click** on 'Save to List'.

Click on the radio button next to 'Replace an Existing List'. **Select** the list name from the dropdown box. **Click** on 'Apply'.

To add items to an existing list, search and adding items to a new shopping cart as described previously. **Click** on 'Save to List'.

Click on the radio button next to 'Add to an Existing List'. **Select** the list name from the dropdown box. **Click** on 'Apply'.

To use a shopping list for a shopping list, **click** on the 'Cart' icon and **click** on 'My Shopping Lists'. **Click** on the required shopping list.

Click on 'Select All' link, or individually **click** on the check boxes next to the required items in the list. **Click** on 'Add to Cart'.
Continue processing the shopping cart as normal.

To add the items to an existing saved shopping list, select the shopping list as described previously. (ie. **Click** on the 'Cart' icon and **click** on 'My Shopping Lists'. **Click** on the required shopping list.)

Click on the checkbox next to the required items and **select** a shopping list from the '<Add to List>' dropdown box. **Click** on 'Go'. The items will be added to the saved cart.

To delete a Shopping List, select the shopping list as described previously. (ie. **Click** on the 'Cart' icon and **click** on 'My Shopping Lists'. **Click** on the required shopping list.

To delete the list from the available shopping lists, **click** on 'Delete List'.

To update an existing Shopping List, select the shopping list as described previously. (ie.
Click on the 'Cart' icon and **click** on 'My Shopping Lists'. **Click** on the required shopping list.

Shopping List Details: monthly order

	Delete List	Update Quantity

Select Item(s) and...		Delete	Add to Cart	<Add to List> ▼	Go

Select All | Select None

Select	Part Number	Item	UOM	Quantity
☑	42276FO	Kakadu National Park Thematic Map Tourist- folded	Each	20
☐	46928FO	8724 Bombala Topographic Map 100K scale- folded	Each	25
☐	45529	SI55-16 Canberra Topographic Map 250K scale	Each	15

To delete an item the list, **click** on the checkbox next to the required items and **click**
'Delete'.

Shopping List Details: monthly order

	Delete List	Update Quantity

Select Item(s) and...		Delete	Add to Cart	<Add to List> ▼	Go

Select All | Select None

Select	Part Number	Item	UOM	Quantity
☐	42276FO	Kakadu National Park Thematic Map Tourist- folded	Each	20
☐	46928FO	8724 Bombala Topographic Map 100K scale- folded	Each	250
☐	45529	SI55-16 Canberra Topographic Map 250K scale	Each	15

To change the default quantity for the item, **enter** a new quantity, and **click** 'Update
Quantity'.