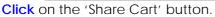|	Geoscience Australia Online Store: User Guide OM08
Australian Government Geoscience Australia	Share a Cart (Defence Approval)

These notes provide instructions on the permissions required for customers to complete a shopping cart and an order using 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.

Not all users for a customer have the permissions to submit an order. (ie. When the checkout process is completed the 'Place Order' button is not visible.) Users who only have the permission (role) to create or set up a shopping cart, need to 'share' their shopping cart with a user who has the permission to submit it as an order. (This feature can also be used for job sharing.)

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 Product'*.

Click on the 'Share Cart' button.

To add a person(s) to the list, **click** on 'Add Member'.

Search and Select: Members

Cancel

Search

Search Name: %Mart%   Go

Enter a contact name, **or** part contact name, **or** enter a percent sign (%) to show all the contact names for the customer. Oracle wild cards (ie. '%' and '_') can be used. **Click** the 'Go' button.

Search and Select: Members

Cancel   Select

Search

Search Name: %   Go

Results

Select	Name	Email
☐	Alex Citizen	alex@amapcompany.com.au
☐	Charlie Citizen	charlie@anothermapcompany.com.au
☑	Chris Citizen	chris@aussiemaps.com.au
☐	Kerry Citizen	kerry@aussiemaps.com.au
☐	Mel Citizen	mel@agovtagency.gov.au

Cancel   Select

Click the checkbox next to the required name or names, and **click** 'Select'.

Share Saved Cart: saved cart #2

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
Kerry Citizen	kerry@aussiemaps.com.au	Administrator ▼	☑	🗑
Chris Citizen	chris@aussiemaps.com.au	Viewer ▼	☐	🗑

Comments:

optional comments

Cart Information

Select a 'Role' from the dropdown list. The options are:
- Administrator – The user is allowed to change the shopping cart and submit an order. ✳ This authority is over-ridden by the roles assigned to this user. So for example if the user doesn't have the 'role' that allows them to submit the order, they will not be able to do so, even though you have given them the authority to do so.
- Viewer – The user is allowed to view the shopping cart only. They cannot make changes to the cart, nor can they submit an order.
- Participant – The user is allowed to view the shopping cart and make changes to the cart, but cannot submit it as an order.

Click on the 'Notify' checkbox to send an email message to the user notifying them of the created purchase order request. Emails are also sent to these people when the shopping cart or pending order is changed.
Click 'Apply'.
To remove a user from the list of members **click** on the 'trashcan' icon under the 'Remove' heading.

To view the shared cart **click** on the 'Carts' icon, and **click** on the 'My Carts' heading.

The shared cart will appear under the 'Carts Shared by You' heading.
If a cart has been shared with you by someone else, the cart will appear under the 'Carts Shared With You' heading.

As an approver, **click** on the 'Carts' icon, and **click** on the 'My Carts' heading.

Click on the cart name that is 'Shared With You'. Review the shopping cart, or pending order. To place it as an order, **click** on the 'Place Order' button. An order confirmation message is displayed and the cart name will be removed from the shared members list of carts (including the user who created the cart).