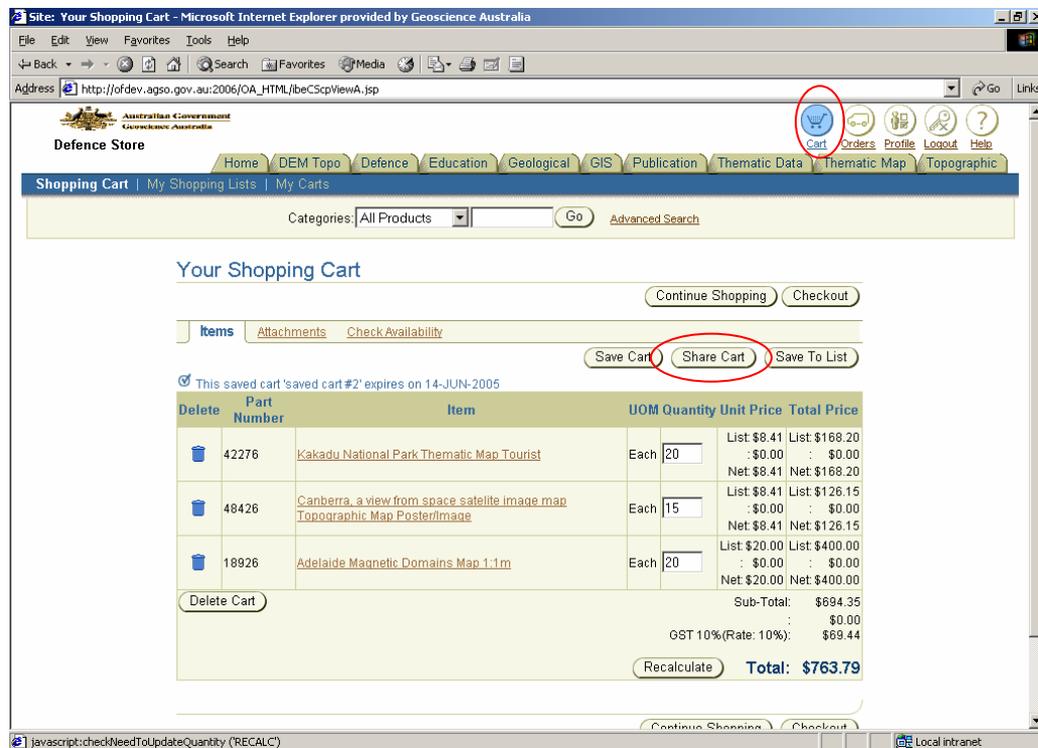


## Share a Cart (Defence Approval)

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.

### Share Saved Cart: saved cart #2

**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				

**Cart Information**

Part Number	Item	UOM	Quantity	Unit Price	Total Price
42276	Kakadu National Park Thematic Map Tourist	Each	20	List: \$8.41 : \$0.00 Net: \$8.41	List: \$168.20 : \$0.00 Net: \$168.20
48426	Canberra, a view from space satellite image map Topographic Map Poster/Image	Each	15	List: \$8.41 : \$0.00 Net: \$8.41	List: \$126.15 : \$0.00 Net: \$126.15

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

## Search and Select: Members

Cancel

### Search

Search Name:

**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:

### Results

Select	Name	Email
<input type="checkbox"/>	Alex Citizen	alex@amapcompany.com.au
<input type="checkbox"/>	Charlie Citizen	charlie@anothermapcompany.com.au
<input checked="" type="checkbox"/>	Chns Citizen	chris@aussiemaps.com.au
<input type="checkbox"/>	Kerry Citizen	kerry@aussiemaps.com.au
<input type="checkbox"/>	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	<input checked="" type="checkbox"/>	
Chns Citizen	chris@aussiemaps.com.au	Viewer	<input type="checkbox"/>	

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-riden 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.

**Confirmation**  
 Your cart has been shared. Members will be instructed by email how to access the cart. The cart will appear under 'Shared Carts' in the My Carts page.

**Shared Cart Details: saved cart #2** Continue Shopping

**Members**

Name	Email	Role	Notify
Kerry Citizen	kerry@aussiemaps.com.au	Administrator	✓
Chris Citizen	chris@aussiemaps.com.au	Viewer	

**Comments**  
optional comments

**Cart Information**

Part Number	Item	UOM	Quantity	Unit Price	Total Price
42276	<a href="#">Kakadu National Park Thematic Map Tourist</a>	Each	20	List \$8.41 : \$0.00 Net \$8.41	List \$168.20 : \$0.00 Net \$168.20

To view the shared cart [click](#) on the 'Carts' icon, and [click](#) on the 'My Carts' heading.

**My Carts**

Indicates your current cart

**Saved Carts**  
Click on a cart name to view the details.

Cart Name	Created Date	Expiration Date
<a href="#">saved cart #1</a>	10-MAR-2005	13-JUN-2005

**Shared Carts**  
Click on a cart name to view the details.

**Carts Shared With You**

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

**Carts Shared By You**

Cart Name	Created Date	Expiration Date
<a href="#">saved cart #2</a>	15-MAR-2005	14-JUN-2005

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).