I. Assigning an Active Cart While Shopping
1. Once all items are in your cart, select the cart icon from the top right corner of the page.
2. From My Cart, select the View My Cart button.
3. From your Shopping Cart, click Assign Cart.
   a. If you need to edit the cart before assigning it, select View Cart Details.
   b. Once you’ve edited your cart, select Assign from the view my cart page.
4. From the pop-up window, if you do not have any saved Cart Assignees, select Search for an assignee.
   a. If you have saved Cart Assignees, use the Select from profile values drop-down menu and move to step 8.
5. Select Search for an assignee.
6. From the pop-up window, type in the First/Last name of the Cart Authorizer, select Search.
7. From the search results, select the Cart Authorizer you wish to assign this cart to.
8. Enter a note to assignee, and then click Assign.

II. Access Cart Management Pages
1. Select Shop icon
2. Hover over or select My Carts and Orders
3. Select View Carts

III. Create New Cart
Users can create multiple draft carts, but can only have 1 cart active at a time. To create a new cart, follow steps listed in section II and then:
1. Within the Cart Management pages, navigate to and select the Create Cart button.

BearBuy will automatically redirect you to the newly created empty cart.
IV. Viewing Personal Active and Draft Carts

A. Draft Carts: Contains unassigned Active and draft shopping carts

B. Filter Draft Carts: Shoppers can filter their draft carts by cart name, cart number, date created, cart type and cart status.
   - **Cart Name**: Cart names default to “date cart created + EID + # sequence”. It is recommended shoppers rename cart so it’s easily distinguishable.
   - **Cart Number**: Cart numbers are automatically generated when a new cart is created.
   - **Date Created**
   - **Cart Types**: N/A. All carts in BearBuy are “Normal”
   - **Cart Status**:
     - Not returned — cart is unassigned and has not been submitted.
     - Approver Returned — cart submitted but returned
     - Assignee Returned — cart assigned but returned (has not been submitted).

C. **ACTIVE** sticker: Your active cart will be identified by an **ACTIVE** icon. Shoppers can only have 1 active cart at a time.

D. Returned Carts: Returned carts are identified by a green arrow icon (▲). Hovering over the icon will also display “Returned Cart” text.

E. Action: Available actions include, View, Activate and Delete

V. Assigned Carts (Carts Assigned to Me & My Carts Assigned To Others)

A. Assigned Carts: Contains carts assigned to you by other shoppers and carts you’ve assigned to others

B. Filter Assigned Carts: Shoppers can filter their draft carts by cart name, cart number, date created, prepared for user and assigned to user
   - **Prepared for User** – Individual who created cart
   - **Assigned to User** – Individual currently assigned to cart (also known as Cart Authorizer)

C. Assigned To: Individual currently assigned to cart (also known as Cart Authorizer)

D. Created By: Individual who created cart

E. Action: Available actions include, View, Unassign (for carts assigned to others), Activate, Return (for carts assigned to me) and Delete

VI. Make Draft Cart Active Cart

There are two ways to make a cart your active cart. You can:

1. **Select the name of the shopping cart** you wish to make active. As soon as you select the cart name, BearBuy will automatically open the cart.
2. Navigate to the **Action** column and:
   a. **Expand the drop down** next to the cart in question,
   b. **Select Activate**. Your browser will then refresh and the previous draft cart will now be marked as active.

### VII. Delete a Cart
1. Navigate to **Shop>My Carts and Orders>View Carts**.
2. Locate the cart you wish to delete. **Expand the Action drop down and select Delete**.

### VIII. Unassign a Cart
You can only **unassign** carts that have not been ‘touched’ by the Cart Assignee.
1. Navigate to **Shop>My Carts and Orders>View Carts**.
2. Select the **Assigned Carts** tab.
3. Locate the cart you wish to unassign. **Expand the Action drop down and select Unassign**.

### IX. Return a Cart
If you have been assigned a cart, you can return it to Assignee.
1. Navigate to **Shop>My Carts and Orders>View Carts**.
2. Select the **Assigned Carts** tab.
3. Locate the cart you wish to return. **Expand the Action drop down and select return**.

### X. View Carts You Previously Submitted
1. Navigate to **Shop>My Carts and Orders>View My Orders (Last 90 Days)**. By default, your ‘outbox’ defaults to last 90 days but you can change the Date Range field.

**Questions?**
If you have an issue or problem, contact the BearBuy Help Desk, bearbuyhelp@berkeley.edu.