Frequently Asked Questions Continued…

What is the Best Way to Use the Shopping Carts All Inclusive Tab?

The Shopping Cart All Inclusive tab is the best way to search for cart activity.

1. On the Shopping page, highlight the **Shopping Carts All Inclusive** tab.

2. To search, select **Show Quick Criteria Maintenance**.
Frequently Asked Questions Continued…

3. Notice the variety of criteria that can be used to search for a cart. When each search criteria is used, select **Apply** to pull back information based on your search criteria. Some of the most helpful searches include:

   a. Search by a timeframe. Notice the dropdown menu allows you to narrow or broaden the timeframe. The default displays carts for the past 30 days.

   ![Carts dropdown menu](image)

   b. Create a custom date range by entering in a range for **Creation Date**.

   ![Custom date range](image)

   c. This display includes carts created by all team members. To search for carts created by specific team members, enter the Net ID in **Created by** or search on name.

   ![Search criteria](image)
Frequently Asked Questions Continued…

d. Search based upon a particular status – for example approved carts or saved carts – using the **Status** dropdown.