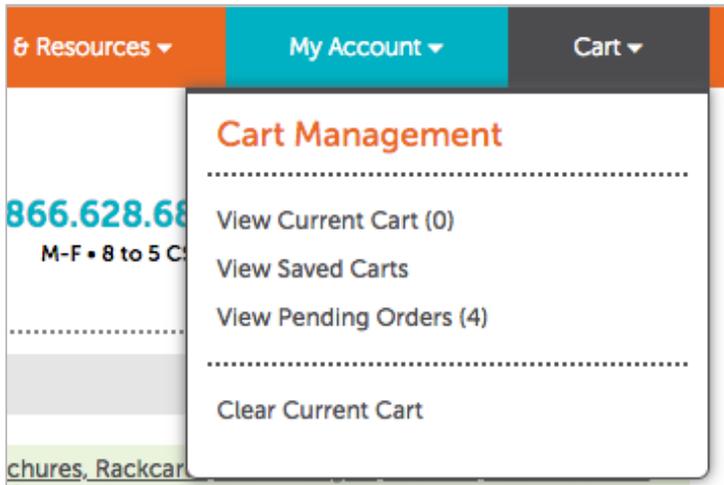


QUICK GUIDE • SAVED CARTS

Navitor.com has the ability to save multiple carts. This gives you the options to use carts as an ordering tool or a quoting tool. If you have a customer that needs a price on multiple items you simply add them to the cart (with or without artwork) and get the total of all of those products. When your customer is ready to go ahead with the order, you can go back and upload artwork.

Let's get started! Hover your mouse over the word "Cart" on the top toolbar to view your cart management options:

1. **View Current Cart**
2. **View Saved Carts**
3. **View Pending Orders**
4. **Clear Current Cart**



VIEW CURRENT CART

When clicking view current cart this will bring you to the cart that is currently active. When in the cart there are 3 options available.

1. **Back**

This will take you to the page you were on immediately before going to the cart

2. **Save Cart**

Clicking this will save the cart in the saved carts page so that you can return to this cart when you are ready

3. **Submit Order**

This submits the order to production (unless your account is set up for required approval, in which case additional approvals are needed)

Order Sub-Total	\$0.00
Shipping	\$
*Grand Total	\$0.00

<- Back
Save Cart
Submit Order ->

VIEW SAVED CARTS

All saved carts are located in the “View Saved Carts” page. On this page you can:

1. View/Edit

This will open the cart and let you delete items, add additional items, edit artwork or upload artwork, add customer information, drop ship information, select shipping and place the order, clicking on “view” will make this cart the active cart. You are only able to have one active cart at a time. To move to a new cart click save cart, then navigate to the Saved Carts page and either click “Create New Cart” or select an existing cart.

2. Duplicate

This allows you to duplicate the current cart and everything in it

3. Delete

This will delete the cart

4. Export Cart

This allows you to export the cart to a CSV format

Amount:	Actions: ?
\$	View/Edit Duplicate Delete Export Cart
\$	View/Edit Duplicate Delete Export Cart
\$	View/Edit Duplicate Delete Export Cart
\$	View/Edit Duplicate Delete Export Cart

VIEW SAVED CARTS - CONTINUED

You can filter your saved carts by the following:

1. Date Last Updated

2. Cart Number

3. Date Placed

4. P.O. #/Project Name

Enter in the information you want to search for and click the “Filter” button to show your results.

Saved Carts [Create A New Cart](#)

Go to: [Order History](#) to browse your order history and get order tracking information on orders you have submitted.
Go to: [Pending Orders](#) to browse/edit your orders that are pending release into production.

Filter Results

Date Last Updated: Cart #: Created By:

Date Placed: P.O. # / Project Name:

-- Bulk Actions --

<input type="checkbox"/>	Last Saved:	Creation Date:	Cart #:	P.O. # / Project Name:	Created By:	Amount:	Actions:
<input type="checkbox"/>	03/30/2018	03/30/2018	20180330-01		comfd@navitor.com	\$	View/Edit Duplicate Delete Export Cart
<input type="checkbox"/>	03/23/2018	03/23/2018	20180323-02		comfd@navitor.com	\$	View/Edit Duplicate Delete Export Cart
<input type="checkbox"/>	03/23/2018	03/23/2018	20180323-01		comfd@navitor.com	\$	View/Edit Duplicate Delete Export Cart

CLEAR CURRENT CART

While in an active cart there is an option to “Clear Current Cart. When you click on the “Clear Current Cart” all items that are in your active cart will be removed. You will be prompted with a message to make sure you want to clear your current cart.

Free G
20% off
SALE: 25

or Hange
olor Stan

! **Are you sure?**

You're current cart will be clear permanently!

ject Date