YOUR CART (43 ITEMS)

Email Cart for Approval

SAVE CART | View Saved Carts

PRINT QUOTE

OVERALL NOTES OF THE SAVE CART FEATURE

- From a technical perspective using the SAVE CART features are creating a snapshot of the current cart. This includes its items and their quantities.
- If any quantity or items change, this requires a new SAVED CART. The Saved Cart will not update with changes.
- When you load a saved cart, the site will delete any items currently in your cart, and load
 the saved cart. Please make sure you do not have items in your cart you need, when
 you load a saved cart.
- Loading a saved cart will load only available items. If a cart was saved with 50 items, and 5 of them are no longer available - the cart will load with the 45 available items. If the previous link is used again, and the items are available, all 50 will load.

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Email Cart For Approval

Clicking the "Email Cart For Approval" button will attempt to initiate an email with your computer's default email client. It creates a simple pre-composed email which includes a url to your exact cart at the time you clicked the button.

Envision Xpress Order Approval	
To	Cc Bcc
Envision Xpress Order Approval	
Someone in your organization has created a cart at Envision Xpress that needs your approval, or your card to purchase.	
https://www.envisionxpressbeta.com? cart=MTM3ODM6MTM3NDI6MTAsNDA5MjQ6NDA4ODM6Myw0MDM4NTo0MDM0NDoyLDM0OTI3OjM0ODg2OjIsMTMyNDg6MTMyMDc6MiwyOTIxNjoyOTE3NToyLDQwMjYyOjQwMjIxOjEst MjQ1MDE6MjE=	⁄/jQ1NDl6
Notes:	
* You must have an Envision Xpress account to purchase this order. * Envision Xpress provides this option as a service to our customers. Any internal required approvals should be handled by the purchasing organization.	

You can add recipients to the email, as well as edit the email as you wish before sending.

Note:

- You may also choose not to send the email and just copy the URL, which when put in the browser's URL bar will open the cart. You can send this to an intended recipient in another email client or any other way you'd share information including a chat or messaging program (Like Teams).
- Depending on your specific network situation or computer configuration it is possible this
 method will not work. For instance, some government facilities or IT rules may prevent
 an auto-compose email from working. In this case, consider using the "SAVE CART"
 button and feature to get a URL to share.

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SAVE CART

The "SAVE CART" button allows you to save your current cart. This includes the items in your cart as well as their quantities.

The way the feature works technically is by creating a unique link which when loaded in your browser or shared empties any existing cart (if it exists) and loads the shared cart in its exact state, minus any items that may no longer be available for purpose.

Note:

- If a cart has 50 items, but 4 of them are no longer available when the URL is loaded, the cart will clear, and 46 available items will be in the cart.
- If the items become available again, the original link will still work and include those 4 items

Saving A Cart



- 1) Enter a name for your cart. It is best to use a name you'll be able to easily identify and recall. The date you saved the cart will be automatically appended to the name you give the cart.
- 2) The URL can be copied from this module and shared, much like the Email Cart feature. You can either use your mouse to select the whole URL, or use the copy button to copy the URL to your clipboard. That URL can be pasted and shared how you would like including email, internal messaging, or saved for later use, outside of the website.
- Clicking the SAVE CART button, will Save the current cart and add it to your list of saved carts.

Note:

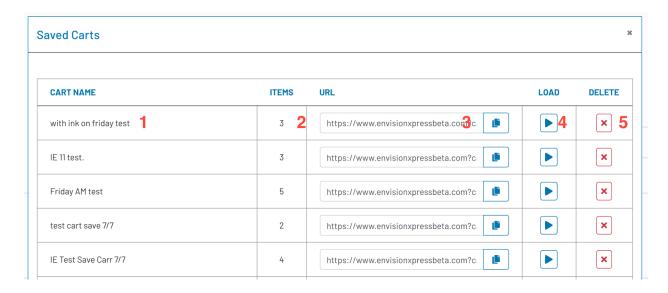
 The Save Cart feature saves the cart and the items' quantities in your cart's current state. You are not technically swapping carts, or building on to carts. EACH TIME YOU CHANGE A CART'S ITEMS, YOU MUST RESAVE THE CART, AND RENAME IT. You can delete the old cart, if you no longer need it.

YOUR CART (43 ITEMS)



VIEW SAVED CARTS

Clicking "View Saved Carts" will give you a list of all of the carts you've previously saved with the ability to reload them, or copy their URL.



- 1) Cart Name is what you named the cart. These are not editable, so when saving a cart, consider adding a date, or a clear description of the cart you've created.
- 2) Items shows how many items were saved in the cart.
- 3) The URL and/or copy button can be used to share. The URL when pasted in a browser will load the cart and its available items.
- 4) The Load icon will load the specific cart selected.
 - a) NOTE- it will also clear any existing items in the cart at the time of hitting Load. If you have items in the cart and load a Saved Cart, your current cart will be lost.
- 5) Deleting a cart removes it from the Saved Carts list.
 - NOTE- There is no storage or recovery of these carts. Once you delete a cart, it is gone.

Clear Entire Cart

The Envision Xpress cart also has a feature which allows a user to clear their entire cart at once.

When used, this will clear the entire contents of the cart, which cannot be reversed.

NOTE:

- 1) If the cart was Saved, it can still be reloaded with a link, or from Saved Carts
- 2) Carts with many items may take longer to clear. Please give the feature time to empty the cart as it can take up to 15 seconds.

