

## My Shopping History

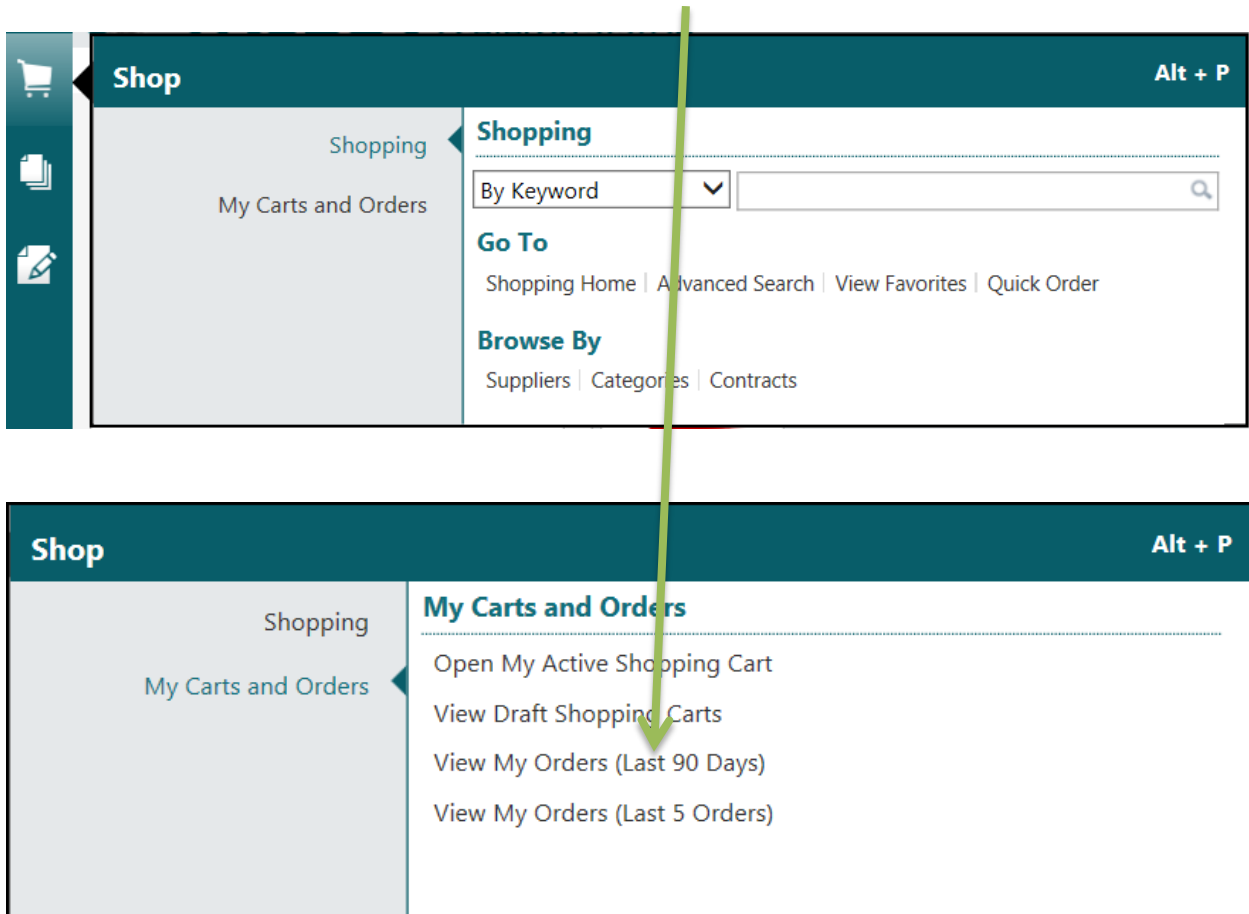
The My Shopping History information box contains links to carts and orders from the last 90 days.

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### Reviewing Previous Carts and Orders

Users may review and copy items from previous shopping carts and orders found at the links available in the “My Shopping History” box on the main Home/Shop page.

1. From the shopping cart go to “My Carts and Orders.” You will be able to view previous carts by selecting “View My Orders (Last 90 Days)”.



2. Results can be further narrowed or expanded using the filter options at the left. Click the requisition number (bolded) to view the detail.

Requisition No.	Suppliers	Requisition Name	Requisitioner	Requisition Date/Time	Requisition Total
<b>1077952</b>	Office Max	2014-01-10 Billy 3 02	Billy 3cy	1/10/2014 12:28 PM	12.44 USD
<b>1077949</b>	Office Max	2014-01-10 Billy 3 01	Billy 3cy	1/10/2014 12:18 PM	177.32 USD
<b>1075823</b>	Office Max Office Supplies Vendor 1	Stapler	Billy 3cy	1/10/2014 12:13 PM	50.09 USD
<b>1074969</b>	APG Office Furnishings R11 Biosciences GovConnection	2014-01-02 Billy 3 01	Billy 3cy	1/8/2014 8:51 PM	931.75 USD
<b>1075804</b>	Office Max	TomCeliaSnippetBasicShopping	Billy 3cy	1/6/2014 4:00 PM	54.53 USD
<b>1075731</b>	Dell Office Max	2014-01-06 Billy 3 02	Billy 3cy	1/6/2014 3:30 PM	2,473.40 USD
<b>1075730</b>	Office Max	2014-01-06 Billy 3 01	Billy 3cy	1/6/2014 12:21 PM	16.52 USD
<b>1073862</b>	Granger Graybar Electric Company Office Max more...	2013-12-26 Billy 3 02	Billy 3cy	1/2/2014 10:44 AM	1,771.82 USD
<b>1073880</b>	Dell	2013-12-26 Billy 3 01	Billy 3cy	12/26/2013 8:48 AM	2,292.85 USD
<b>1068005</b>	Office Max	2013-12-09 Billy 3 01	Billy 3cy	12/9/2013 9:37 AM	12.96 USD

### Understanding Carts versus Orders

Though the cart and order look quite similar, there is actually a difference. A cart is what the purchaser sees at the “Proceed to Checkout” and “Checkout” stage in WISBuy.

Once the last “Next” button is clicked, the cart is routed to a pending status and at this point, it becomes a “Recently Checked-Out Cart.” NOTE: Still a cart.

**Order Review**

Looks good!  
You can review your order details below and, when you are ready, use the Assign Cart or Place Order button to complete your purchase.

**Order Summary**

Subtotal: 39.45 USD

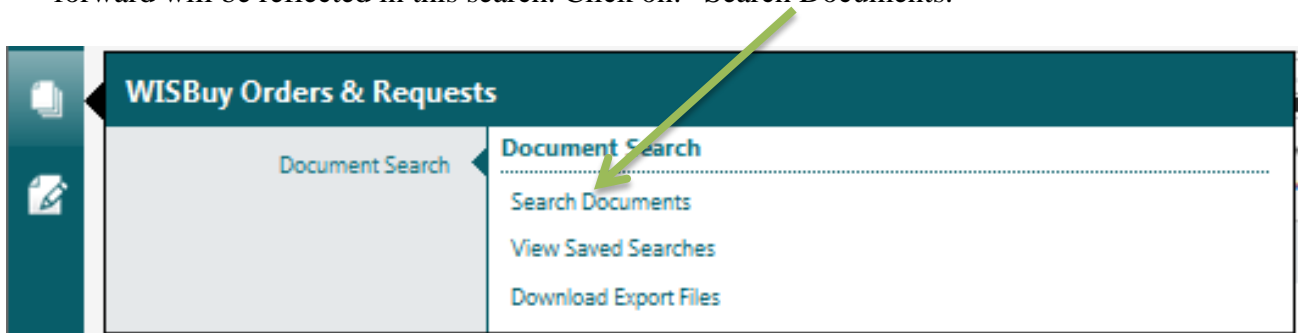
Assign Cart | **Place Order**

The “Order Review” shopping cart turns into an order once the “Place Order” button has been clicked.

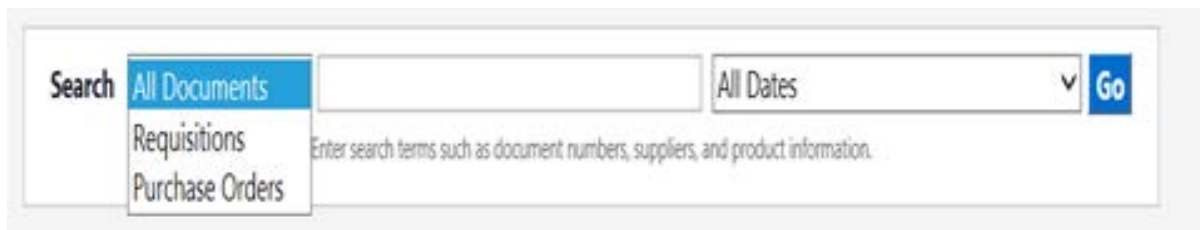
Orders are given a unique number containing the Shopping cart name, order date, order total, and number of lines. The purchaser will notice that items from multiple vendors are added to a cart but then the items for each vendor are turned into a unique order. For example, if items from both IBM and HP are in the cart, this cart becomes two separate orders, each with its own WISBuy Order Number when purchased. Once the “Send Order” button is clicked, the cart becomes a completed order and it will appear in the “View My Orders (Last 90 Days) section of My Carts and Orders.

### Searching for Old Carts and Orders

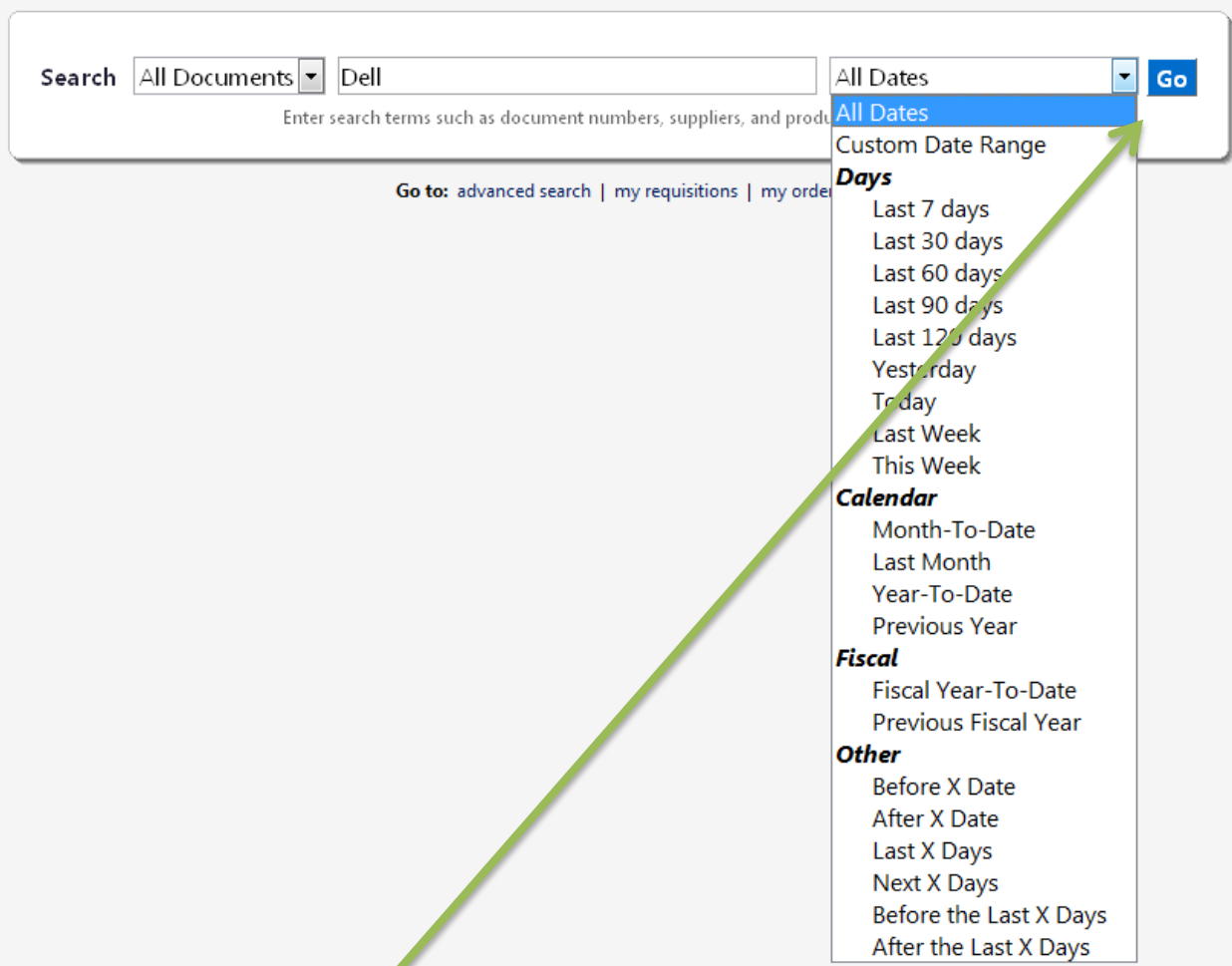
1. Click on the WISBuy Orders & Requests tab in the left-hand side toolbar to search for your carts and orders. Note that only orders and carts from the launch of WISBuy going forward will be reflected in this search. Click on: “Search Documents.”



2. The search allows the user to search for All Documents, which includes both carts and orders, or to specify one or the other using the drop down box. First, enter a search term. Note that the search does not take wildcards.



3. Use the date range dropdown to specify the desired time period for the report. The search defaults to “All Dates”.



The screenshot shows the search interface with a search bar containing "All Documents" and "Dell". Below the search bar is a date range dropdown menu currently set to "All Dates". A green arrow points from the "Go" button to the date range dropdown menu. The dropdown menu is open, showing the following options:

- All Dates
- Custom Date Range
- Days**
  - Last 7 days
  - Last 30 days
  - Last 60 days
  - Last 90 days
  - Last 120 days
  - Yesterday
  - Today
  - Last Week
  - This Week
- Calendar**
  - Month-To-Date
  - Last Month
  - Year-To-Date
  - Previous Year
- Fiscal**
  - Fiscal Year-To-Date
  - Previous Fiscal Year
- Other**
  - Before X Date
  - After X Date
  - Last X Days
  - Next X Days
  - Before the Last X Days
  - After the Last X Days

4. When finished, click Go.

## Refining the Search

1. Order and cart history searches can be refined using the “Refine Search Results” panel. This provides another option to select a date range or to specify a supplier, etc.

The screenshot shows the WISBUY search results interface. On the left, there is a 'Refine Search Results' panel with filters for Type, Date Range, Supplier, Business Unit, Department, and Owner. The main area displays a table of search results with columns for Document Number, Document Type, Document Owner, Document Date/Time, Supplier, and Document Total.

Document Number	Document Type	Document Owner	Document Date/Time	Supplier	Document Total
W00051	WISBuy Order	Billy Boy	1/6/2014 3:30 PM	Del	2,373.84 USD
1075731	Requisition	Billy Boy	1/6/2014 3:30 PM	Del Office Max	2,423.40 USD
W00045	WISBuy Order	Billy Boy	12/26/2013 8:48 AM	Del	2,232.85 USD
1073880	Requisition	Billy Boy	12/26/2013 8:48 AM	Del	2,232.85 USD

2. The “Results per page” dropdown option can be used to increase the number of items viewable on each screen.

The screenshot shows a dropdown menu for 'Results per page' with options: 10, 20, 30, 40, 50, 100, 150, 200, and 500. The '20' option is currently selected.

3. Other options are available in the “Sort By” dropdown.

The screenshot shows a dropdown menu for 'Sort by' with options: Best match, Date newest first, Date oldest first, Total high to low, and Total low to high. The 'Best match' option is currently selected.

This concludes the lesson on My Shopping History in WISBuy. For further assistance, please contact [doawispro@wisconsin.gov](mailto:doawispro@wisconsin.gov) or visit the website.