

How do I add/delete items to the cart?

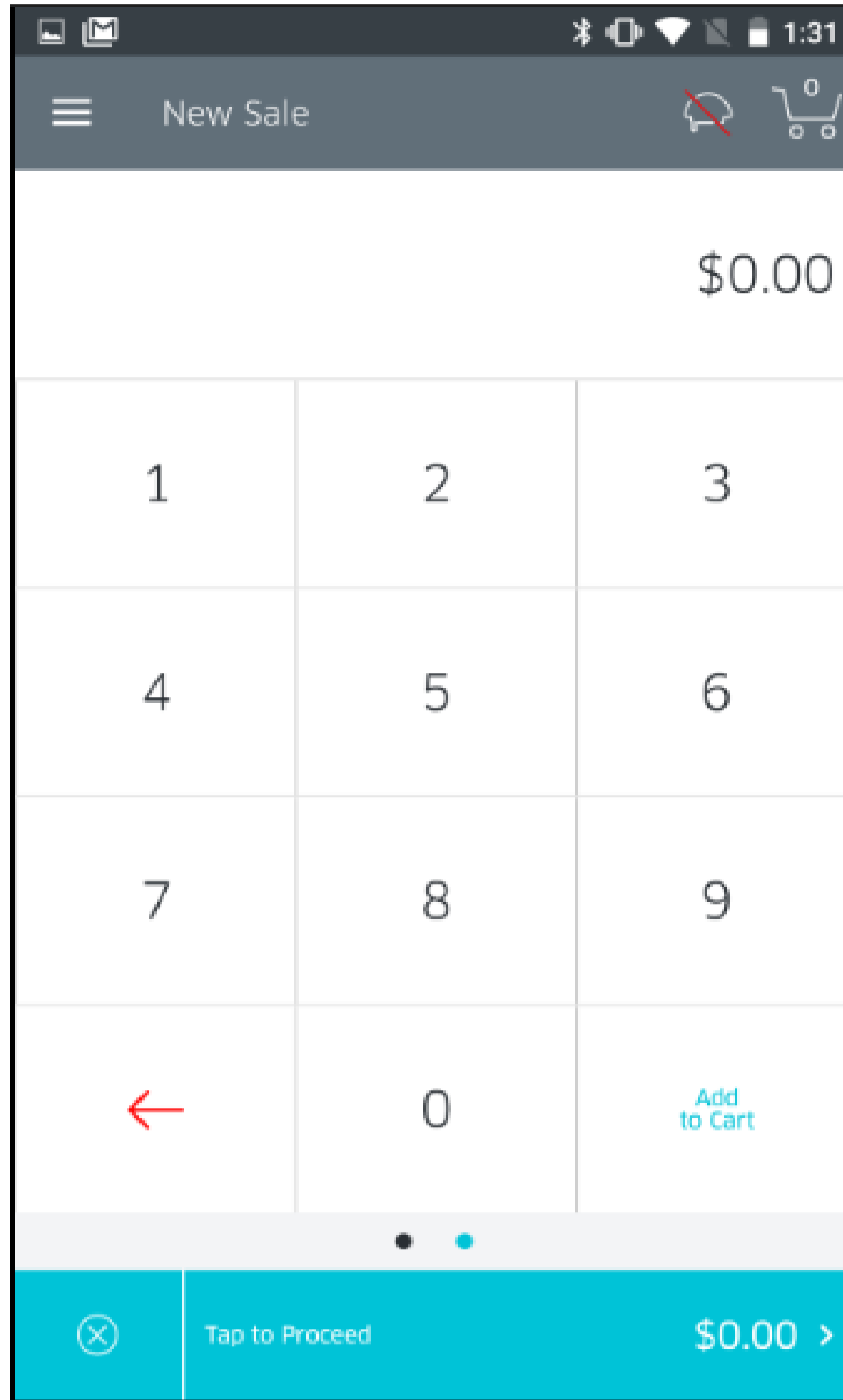
Posted: Oct 20, 2016

There are two ways to add items to the cart:

- Manually enter items
- Add items from inventory

Manually enter items:

1. Go to the Cart screen.



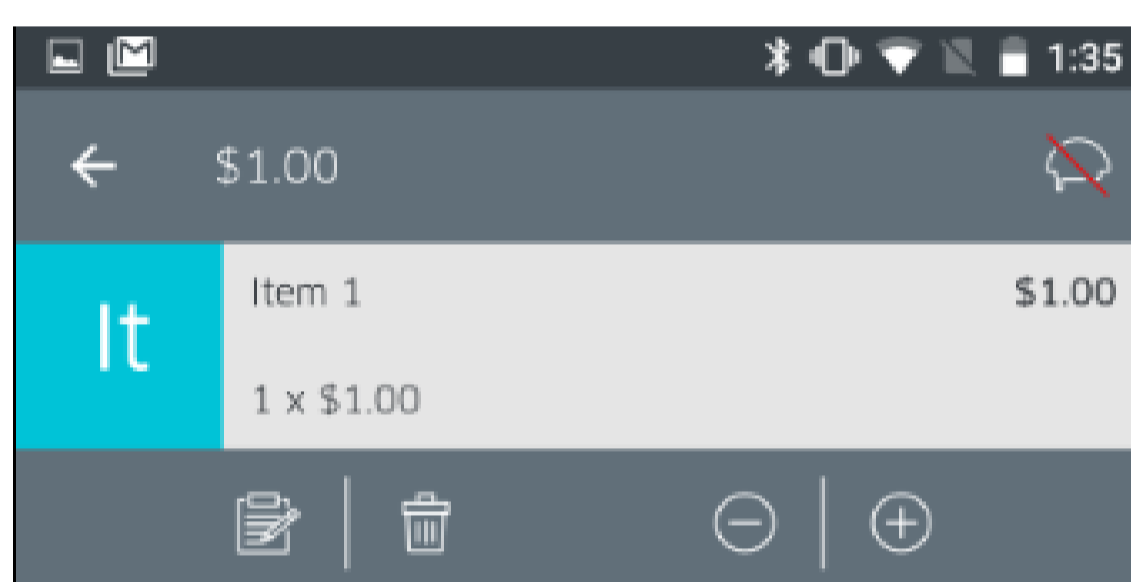
2. Using the keypad, key in the item's amount, followed by the **Add to Cart** button to add it to your cart.

3. The item will now be added to your cart, and will show up as **Item #**, listed chronologically.

- You can view the cart by tapping the **Cart** icon in the upper right-hand corner, shown below:



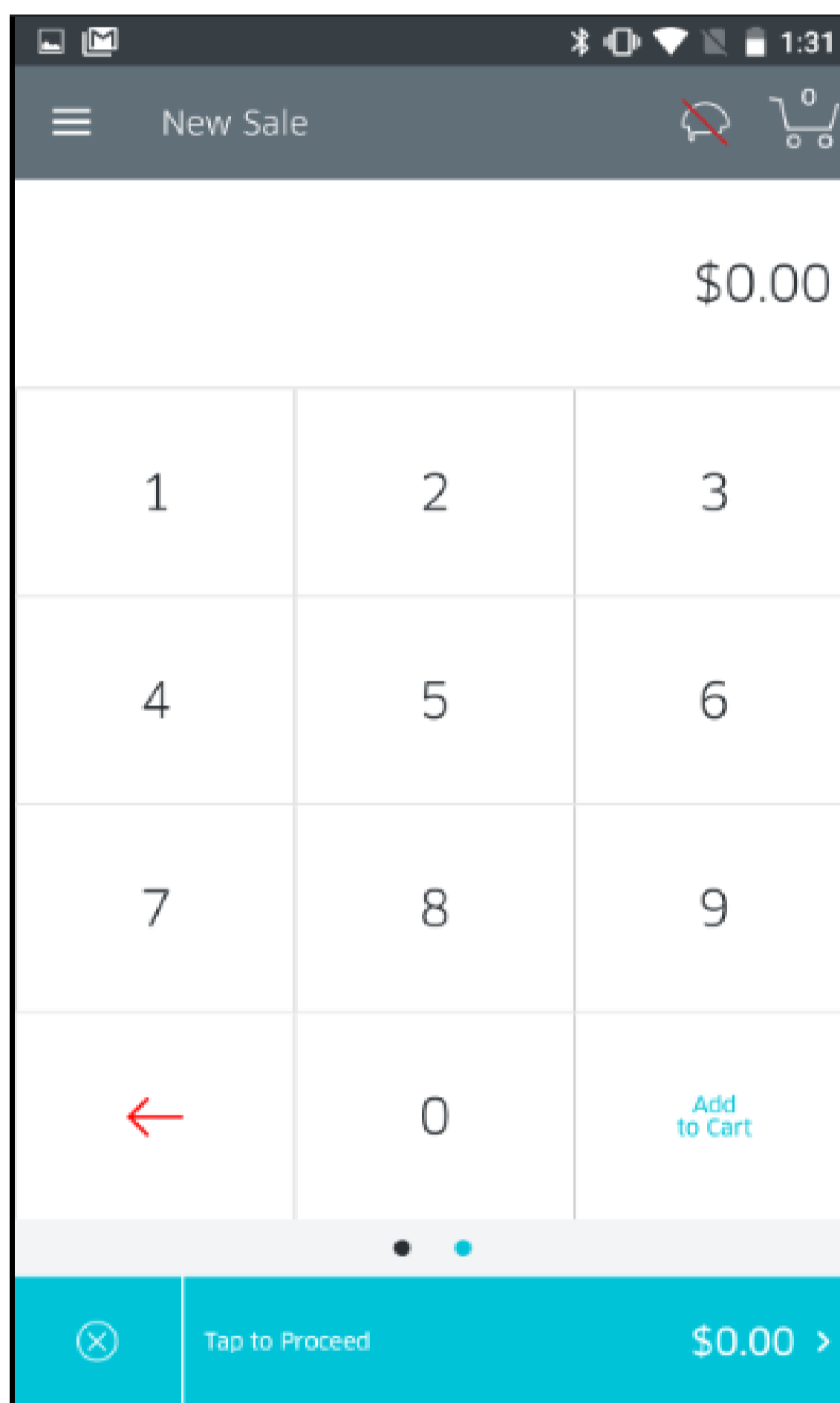
To edit the item in your cart, simply tap anywhere on its row. This will show available options.



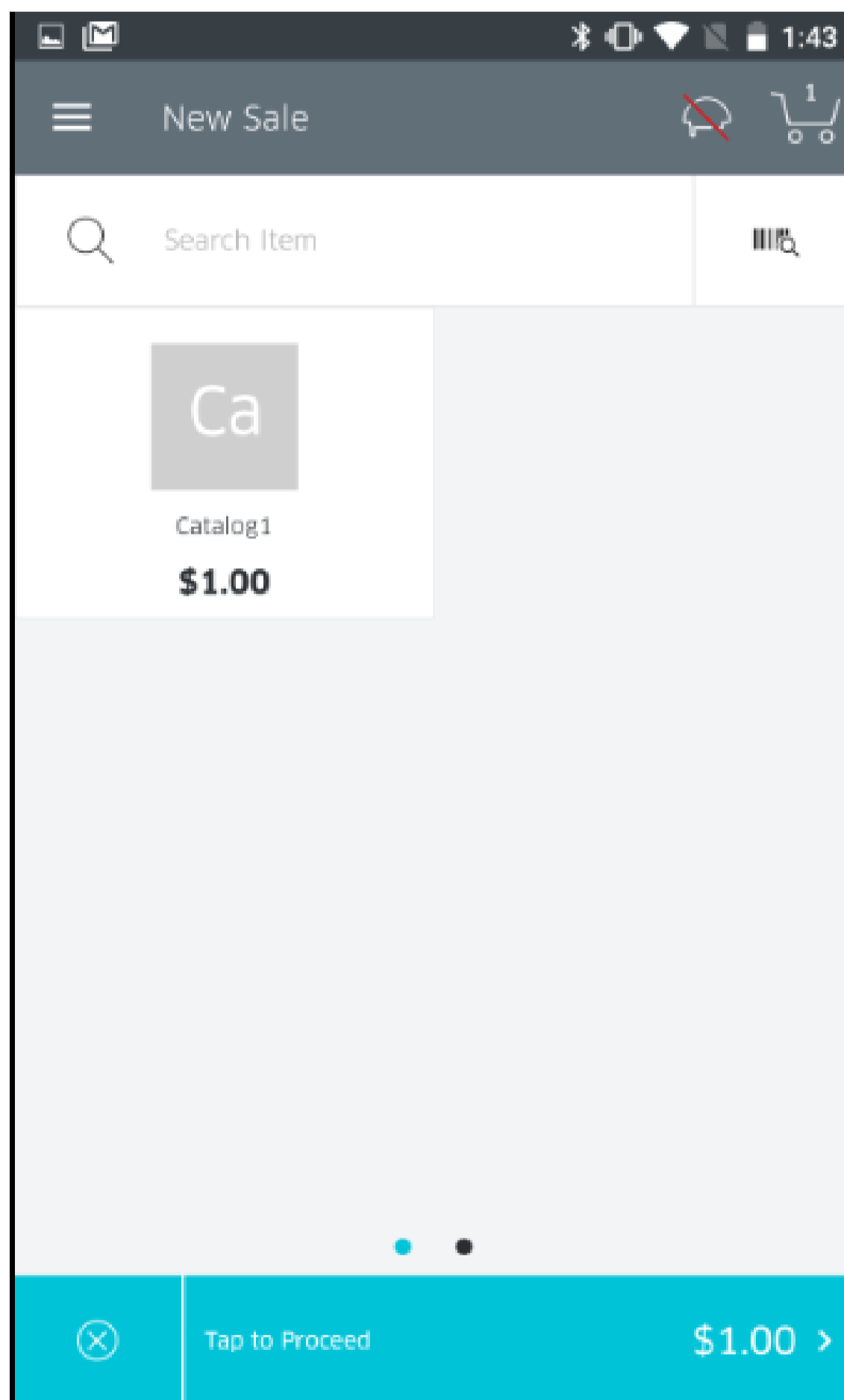
- **Clipboard** - Edit the details of the item
- **Trash Can** - Delete the item
- **+/-** - Change the quantity of the item

Adding items from the Catalog:

1. Go to the Cart screen.
2. Swipe from left to right to see the items from your inventory.



3. Tapping an item will add it to your cart.



Note:

1. The number of times you tap the item corresponds with how many will be added to the cart. There will be a colored denotation of quantity in the right hand corner of your item.
2. Search for a catalog item using its SKU: If you have items with SKU numbers in your inventory, you can search for them in your catalog by simply scanning the barcodes on the physical items using the app's built in barcode scanner.

- Tap the **barcode icon** seen in the Search bar
- Use the viewfinder to focus on the barcode to be scanned.
- After the barcode is successfully scanned:
 1. **On Android:**
 1. The screen will go blank or blink for two seconds to indicate a successful scan, and return to the barcode scanner so that you can scan more barcodes.
 2. Tap on your phone's back button to return to the cart, where you will see the scanned items found in your inventory.
 2. **On iOS:**
 1. You will return to the inventory, where you will see the scanned item in your inventory.
 2. Clear the search bar, and continue adding items to the cart.
- Repeat 1 to 5 to add more items.