<table>
<thead>
<tr>
<th>Page</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Introduction</td>
</tr>
<tr>
<td>3</td>
<td>1.0 The Default Cart</td>
</tr>
<tr>
<td>5</td>
<td>2.0 Create a Cart</td>
</tr>
<tr>
<td>6</td>
<td>3.0 Delete a Cart</td>
</tr>
<tr>
<td>7</td>
<td>4.0 Adding Products to a Cart</td>
</tr>
<tr>
<td>9</td>
<td>5.0 Deleting Products from a Cart</td>
</tr>
<tr>
<td>10</td>
<td>6.0 Exporting Products to Excel</td>
</tr>
<tr>
<td></td>
<td>7.0 Moving Items to Another Cart or Wishlist</td>
</tr>
<tr>
<td>11</td>
<td>8.0 Cart Icons Explained</td>
</tr>
<tr>
<td></td>
<td>9.0 Cart Checkout</td>
</tr>
<tr>
<td>14</td>
<td>10.0 Sharing or Sending a Cart</td>
</tr>
<tr>
<td></td>
<td>10.1 Sharing a Cart</td>
</tr>
<tr>
<td>15</td>
<td>10.2 Sending a Cart</td>
</tr>
<tr>
<td></td>
<td>10.3 Sending a Cart for Approval</td>
</tr>
<tr>
<td>16</td>
<td>10.4 Approving or Rejecting a Cart</td>
</tr>
<tr>
<td>17</td>
<td>11.0 Duplicating a Cart</td>
</tr>
<tr>
<td></td>
<td>12.0 Adding a Cart Note</td>
</tr>
</tbody>
</table>
Introduction

Recorded Books is a leading publisher of spoken-word content. It is the largest independent publisher of audiobooks and provider of digital media to consumer, retail, professional, school, library and infotainment markets.

Shopping carts facilitate the purchase of products on the Recorded Books website. Customers are able to maintain multiple carts, duplicate carts, share carts, and send carts to other users. In the following pages, customers find a wealth of information on using shopping carts to satisfy all their Recorded Books needs.
1.0 The Default Cart

To work with a cart, you must be logged in to your Recorded Books account and have library administrator, buyer, or selector privileges.

When you log in, you are directed to your account’s Dashboard. You can also access this page from anywhere else on the site by selecting My Account from the top navigation bar.

Your new account will contain at least one cart. When you first log in, the primary cart is called the “Default Cart.” As additional carts are created, they will be displayed under the Carts tab on the Dashboard navigation bar. Click Default Cart to open the cart.
You can rename this cart by clicking `Edit cart info`. `Updated Cart Information` will appear in the upper right once the changes are saved. The newly named cart and description will be shown.

To return to the Dashboard and view all your existing carts, click `My Account` on the top navigation bar. Your new cart with its new description will be shown.

Your active cart name will always be visible at the top right of the screen. At any time, you can click on the drop-down menu next to your active cart name and click `View all carts`. 
2.0 Create a Cart

You can create a new cart directly from your account’s Dashboard. Create a new cart by clicking Create New Cart.

The Create New Cart pop-up screen appears. You can name the cart and add a description. If you want this to be your current cart, check the blue box and then click Create.

The Dashboard will refresh and show the newly added cart.

If you checked the box to make this your current cart, the cart will also be shown on the top right corner of the screen. You can now begin adding products to your new cart.
3.0 Delete a Cart

Go to your account’s Dashboard. If the Dashboard does not display the cart you would like to delete, click View all carts or the Carts tab on the Dashboard navigation bar.

Select the cart to delete by checking the blue box next to the cart name (a new series of commands will appear at the top of the cart list). Next, click Delete and a pop-up box will appear.
Confirm the deletion by clicking **Delete Cart**.

[Deleted cart] will appear in the top right of the screen. The cart will be gone when the Dashboard refreshes.

### 4.0 Adding Products to a Cart

On your account’s Dashboard, review the summary of carts and ensure that the current cart at the top of the screen is the cart that you want to use. To add items to this cart, search for a product and select the desired product by placing a check in the blue box next to it.
Click the quantity box \( 2 \) if more than one item is needed. You may also change quantities once products are loaded into the cart.

Click the shopping-cart icon \( \) next to the quantity to place the product into the cart.

You may also select numerous products at a time by checking the boxes next to those products and using the \( \text{Add Selected to Cart} \) feature at the top of the listing.

\( \text{Item added} \) will appear in the upper-right-hand corner and the cart name will show the number of items in the cart: \( \text{Animals (2)} \).

Click \( \text{View} \) to see the contents of the cart.

The plus and minus signs in the quantity box \( \) allow you to change the amount of items to be purchased.

The amount can also be changed by highlighting the number, entering a new value, and clicking enter.

The screen will refresh with a new subtotal.
5.0 Deleting Products from a Cart

With the cart open, select a product to delete by placing a check in the blue box □ to the left of the product. □ Delete Selected □ will appear above the products.

Click this button and a pop-up box will appear asking, “Are you sure you wish to delete 1 item?”

Click □ Delete Item □ to confirm or □ to cancel.

If all products are to be deleted, click □ Select all □ and all the products in the cart will be selected.

Click □ Delete selected □ to delete all the products.

When the confirmation screen appears, click □ Delete Item □ to confirm deletion or click □ to cancel this action. □ Deleted Item □ will display in the upper right corner.
6.0 Exporting Products to Excel

To export a cart to Excel, open the cart. Select the individual products or click ☑ Select All and then click ✂ Export to display the Export Cart pop-up window.

Individually select the fields to include in your exported file or click ☑ Select all. Click ✉ Export Cart to create the file. ✅ Export successful will appear at the upper-right-hand corner of the screen.

The file “Cart Export.csv” will appear in the Downloads folder on your hard drive. When you open the Excel spreadsheet, you may save, sort, or edit the worksheet any way you wish.

7.0 Moving Items to Another Cart or Wishlist

The Move option is available on the cart detail page. Select individual products or click ☑ Select All. When the command bar opens, click ▾ Move to display the Move Items — All pop-up screen.

Select a cart to move the items to or move them to the wishlist. The items will be moved from the active cart to the selected cart or wishlist.

Once this is done, ✅ Moved items successful will appear in the upper-right-hand corner of the screen.
8.0 Cart Icons Explained

The following icons are used in the cart to identify important features of the products. When you hover your cursor over an icon, a pop-up explanation will appear.

The pen-and-paper icon  permits notes to be placed on a specific product. Click on this icon and a Notes pop-up screen will appear. Enter any note for this product.

The grid icon  allows users to export MARC records. This is explained in a more detailed tutorial in the MARC Management section of recordedbooks.com/Help.

The star icon  provides another way to add a product to the wishlist. Once it’s been added, the icon changes to solid .

The clock icon  shows the estimated release date for products.

The shopping-cart icon  indicates whether products are in another cart.

The pie-chart icon  shows whether the item is in stock.

The checkmark icon  indicates the number of copies of the product your library already owns.

9.0 Cart Checkout

If you have selector privileges, you will see . Instructions for this procedure can be found in section 10.3.

You must have library administrator, buyer, or approver privileges to process a cart for checkout. The cart you are checking out should be your current cart. After you have reviewed the contents of the cart and decided that it is ready for processing, click  to proceed.
The checkout screen will appear with the following tabs: Billing Info, Shipping Info, Payment and Confirmation.

1. Under the Billing Info tab, you should review name and email information, then confirm the billing address for both digital and physical products.

Click when you are ready to proceed.

2. The Shipping Info tab will open. Confirm the shipping address for any physical products.
Also confirm the URL for any digital products.

Enter the information for the purchase order number, if there is one.

You can also enter additional comments, if needed for the order.

Confirm that the tax-exemption status is correct.

When all the information has been reviewed, click Continue with your purchase.

3. The Payment tab will open. Select the payment method and enter the necessary information.
   Click Continue with your purchase.

4. The Confirmation tab will open. Before placing your order, review your cart and make any necessary changes in the Billing Info, Shipping Info, or Payment tabs.

To review the cart, click Cart Detail in the lower-left-hand corner. A pop-up window will appear listing the products and prices in the cart.
For additional help, please email customerservice@recordedbooks.com.

The following page confirms the order was placed and is ready for processing.

A confirmation email will be sent to you with the details of your order.

10.0 Sharing or Sending a Cart

The Share & Send option is not intended for cart approval. The approval process is covered in section 10.3. Sharing a cart allows others to make edits to the cart without changing the owner of the cart. Sending a cart, however, transfers ownership to the recipient.

10.1 Sharing a Cart

To share a cart with others in your library, open a cart and click Share & Send from the top navigation bar. Click on the Share tab at the top of the window. Choose a user, or multiple users, from the drop-down menu and click Share Cart. Each person you select will be able to make changes to the cart.

The upper-right-hand corner of the screen displays the confirmation message.

The screen will refresh with the shared icon next to the name of the cart on the cart list on your account’s Dashboard.

Note that the people the cart is shared with will see a padlock icon indicating that the shared cart cannot be deleted. Only the cart owner can delete the cart.

Both the sender and the recipient will receive a notification on the Dashboard that a cart has been shared.
### 10.2 Sending a Cart

Sending a cart removes the cart from your account and sends it to another person in your library. To send a cart, click **Carts** to view all existing carts. After selecting a checkbox next to a cart, the option will appear.

Click **Share & Send** and a pop-up window will appear. Click on the Send tab at the top of the box.

Select a person from the drop-down menu and click **Send Cart**.

![Send Cart Pop-up](image1)

**Sent Cart** will display in the upper-right-hand corner of the screen. Both the sender and the recipient will receive a notification on the Dashboard that the cart has been sent.

### 10.3 Sending a Cart for Approval

As a selector, you will need to send your cart to a library administrator for approval and checkout.
Once you’ve created the cart, click **Send for Approval**. A pop-up box will appear asking that you select a user from the drop-down menu. Once you’ve made your selection, click **Send Cart**.

The cart will be removed from your cart listing. You will receive a notification confirming the cart was sent for approval.

**10.4 Approving or Rejecting a Cart**

As an administrator, you will receive notification that a cart has been sent to you for approval.

Click **Carts** to open the cart.

Review your order. The cart can now be sent for further approval or be approved/rejected.

To Send for Approval, select a user from the drop-down menu, then confirm by clicking **Send Cart**.

To approve a cart, click **Approve/Reject Cart**, **Approve**, then confirm by clicking **Approve Cart & Check Out**.*

To reject a cart, click **Approve/Reject Cart**, add comments, if needed, click **Reject**, and then confirm with **Reject Cart**.

* Once a cart has been approved, the only action to be taken is to check out. An approved cart cannot be deleted by an administrator.
11.0 Duplicating a Cart

To duplicate a cart, click Carts on your account’s Dashboard to view all existing carts. Select a checkbox next to a cart and the additional options will appear.

Click Duplicate to make a duplicate of this cart.

Change the name for the new cart and add a description. This cart can also be made the current cart so that any products found while searching the site will be added directly to this cart.

Once this is done, click Duplicate Cart. The screen will refresh with a new current cart displayed.

12.0 Adding a Cart Note

To add a note to a cart, open the cart. Click Cart Notes on the top navigation bar. The Cart Notes option is especially useful if the cart is to be shared with others within the library. These notes are seen by everyone who has permission to view or change the cart. Click Cart Notes and a pop-up window will appear with a text box for entering your note. When finished, click Save & Close.

Once the notes are updated, an Updated cart notes notification will appear in the upper-right-hand corner.

Recorded Books has video tutorials for these procedures in the Help section of our website (recordedbooks.com/Help), where you can also find other documents and videos for various features of the site. If you have any questions or concerns, please email customerservice@recordedbooks.com or call 877-732-2898.