Saved Baskets

These enable you to create a saved shopping basket of items that you can add to your current shopping basket the next time you require them. Within this function you can set up permissions to allow colleagues access to use your saved basket.

Once your saved basket has been created, you can view it from the University of Cambridge marketplace screen under the My Account menu or by clicking on the Saved Basket tab on the marketplace home page.

TIP … It is worth remembering that you may miss out on better deals on the same or similar goods from other suppliers if you solely purchase items you have placed in a saved basket. Remember to check the alternate options before committing.

Setting up and Adding to a Saved Basket

1. First add the items that you wish to include in a saved basket (i.e. something you order on a regular basis) into the shopping basket.

2. Click on view basket. Prior to checking out click on Add this basket to a saved basket. The contents of the shopping basket can then either be added to an existing saved basket or a new saved basket created.

3. Create a name for the saved basket and click on Create New Saved Basket. The screen below will display with the items that you have added to that basket.
4. In addition you can also search for individual items and add those to a saved basket.

Sharing your saved basket
Saved baskets can be shared with other users so they can used for raising requisitions.

1. Click on the saved basket name, you can access your saved baskets either from the home page or the My Account menu. Click on the button **Share saved basket**.

2. Click on **Add new user**.

3. Enter the surname name of the user.

4. Tick the User may change basket content check box to allow the user to edit the basket so they can order the quantity they require as per screen below and add items to it. CARE! Edit allowed also enables an individual to delete the basket even if they did not create it.

5. Click the **Add permission** button.
Favourites

Like saved baskets, favourites allow you to create lists of items you may wish to order on a regular basis. However favourites are personal lists and cannot be shared with other users. These can be accessed from the Marketplace home page, under My Account, Favourite Products.

To add an item to your favourites you must:

1. **Search** for the product.
2. Once found click on the **product description**.
3. Product information will display and under Product options click on **Add to favourite products**.
To remove an item from favourites click on the **favourite products link** in the Market Place screen, click on the **product name** and there will be an option to **Remove from favourite products**.