

## Virtual Catalog Quick Reference Guides for Team Georgia Marketplace



<b>Virtual Catalog</b>		
<b>Title</b>	<b>Description</b>	<b>Document</b>
Searching Tips for Virtual Catalog	Guide providing search tips for the virtual catalog	<a href="#">Current Document</a>
Copy a Previous Cart/Order	How to copy a previous cart or order	<a href="#">Current Document</a>
Staples Punch-Out Security for IE	How to answer Staples punch-out security questions for Internet Explorer	<a href="#">Current Document</a>
Administrator Security Guide	Guide on how to set up new users, assign roles, and set up assigned cart approvers in the virtual catalog	<a href="#">Current Document</a>
Cart Approver	How to review and approve a cart and assign it to an Assignee	<a href="#">Current Document</a>
Contract CSV Import/Export Guide	How Contract Administrators can import/export contracts and updates	<a href="#">Current Document</a>
Exporting Users	How to export a list of users per BU and the assignees	<a href="#">Current Document</a>
Assign Substitute Approver	How to assign a substitute approver	<a href="#">Current Document</a>
Create a Cart	How to create a cart in the Virtual Catalog	<a href="#">Current Document</a>
Resubmit a lost cart	How the requestor can resubmit a cart that was pulled into PeopleSoft but did not save	<a href="#">Current Document</a>
How to Submit a Cart	How the requestor submits a cart to a requisition in PeopleSoft	<a href="#">Current Document</a>