Virtual Catalog Quick Reference Guides for Team Georgia Marketplace

Virtual Catalog		
Title	Description	Document
Searching Tips, Creating a Cart, and Submitting a Cart	Guide providing search tips for the virtual catalog, how to create and submit a cart	Current Document
Copy a Previous Cart/Order	How to copy a previous cart or order	Current Document
Administrator Security Guide	Guide on how to set up new users, assign roles, and set up assigned cart approvers in the virtual catalog	Current Document
Cart Approver	How to review and approve a cart and assign it to an Assignee	Current Document
Exporting Users	How to export a list of users per BU and the assignees	Current Document
Assign Substitute Approver	How to assign a substitute approver	Current Document
Resubmit a lost cart	How the requestor can resubmit a cart that was pulled into PeopleSoft but did not save	Current Document