

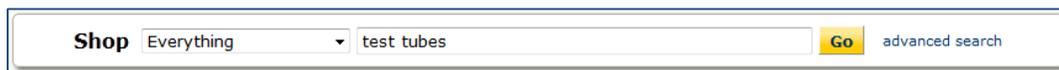
# QG - Hosted Catalogs

## HokieMart Will Deliver OR User Will Deliver

Hosted Catalogs allow users to search for a particular item. By using the simple Search feature, type the description of the item you wish to purchase. An Advanced Search is also available.

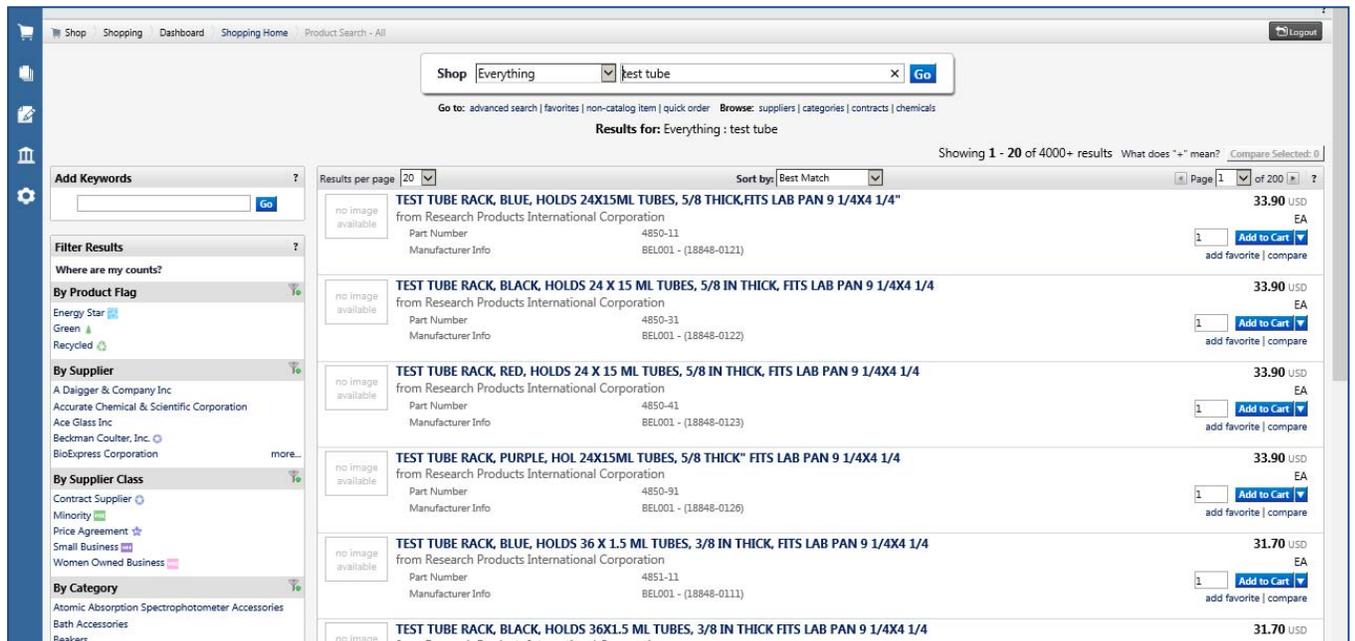
To use the simple search feature from Main Screen of HokieMart:

- Place the cursor in the “Shop Everything” field located in the upper 1/3 of the screen.
- Enter an item description (for example “test tube”):



- Click “Go.”

The requested search information will be displayed.

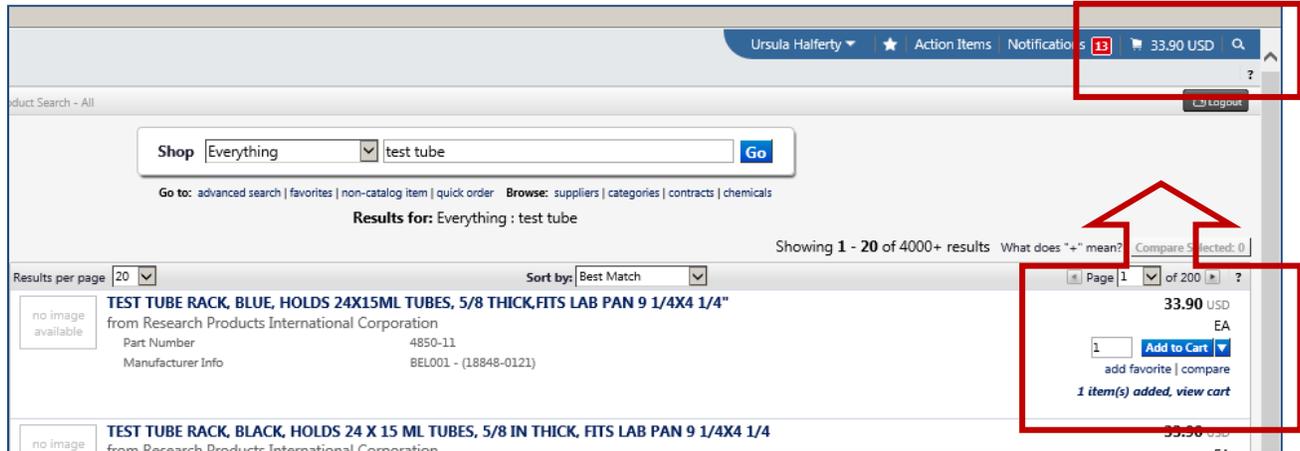


- Scroll down to view all item options. Select item and enter quantity.

To place item(s) in the cart:

- Verify quantity
- Select option: “Add to Cart”

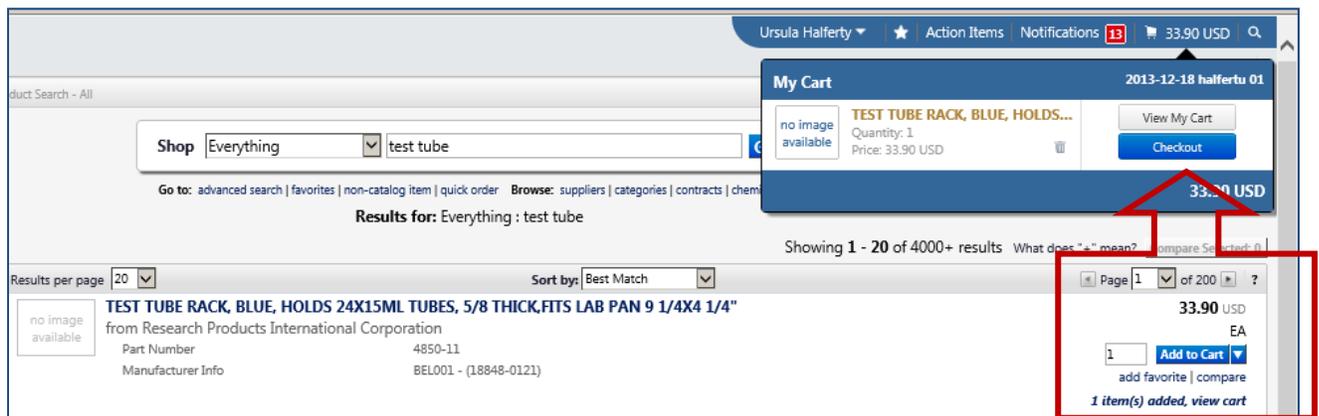
**1 item(s) added, view cart**



User also has the capability to add item to favorites by clicking “add favorites” at this point.

User has now created a “Cart – Draft Requisition.”

- View My Cart allows the user to view the cart and continue shopping.
- Checkout will take the user directly to Purchase Requisition summary screen, where the fund information can be entered to complete the PR.



- When ready complete the PR.