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| The status of each Shopping Cart can be found in the Dashboard (aka POWL). Remember to click Refresh for the latest information. Status options can include Awaiting Approval, Saved, Approved, Rejected, In Purchaser’s Worklist, etc.  |
|  **Role:** Staff | **Frequency:** As Needed |

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| **View Shopping Cart Status** |
| 1. Click **Refresh** button for latest information.*Status column shows status of Shopping Carts.* |  |