



Exploration Archives 4.4

Using the Cart

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1.0 Using the Cart

The **Cart** is a temporary working space for you to collect items to add to a data request.

You can add seismic, files or media to the **Cart** from a search window or from the **Seismic**, **File** or **Media** modules.

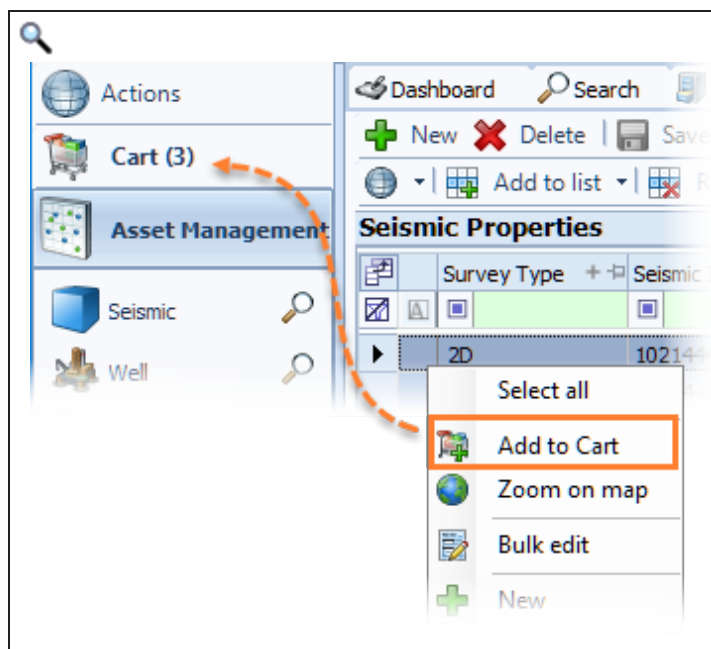
After adding items to your **Cart**, you can add them to an existing data request or use the collection to start a new data request.

The **Cart** appears at the top of the navigation panel and remains accessible while you navigate to different areas of the software.

 **Note:** If you add items from the **Related Records** of a module, the parent items of the selected record will add to the cart as well. However, when adding items from the main grid of a module, only the selected items from the main grid add to the cart.

To add items to the **Cart**:

1. Click to select items from a grid in the **Seismic**, **File** or **Media** module, or from a search results grid.
2. Right-click to open the context menu and select **Add to Cart**.



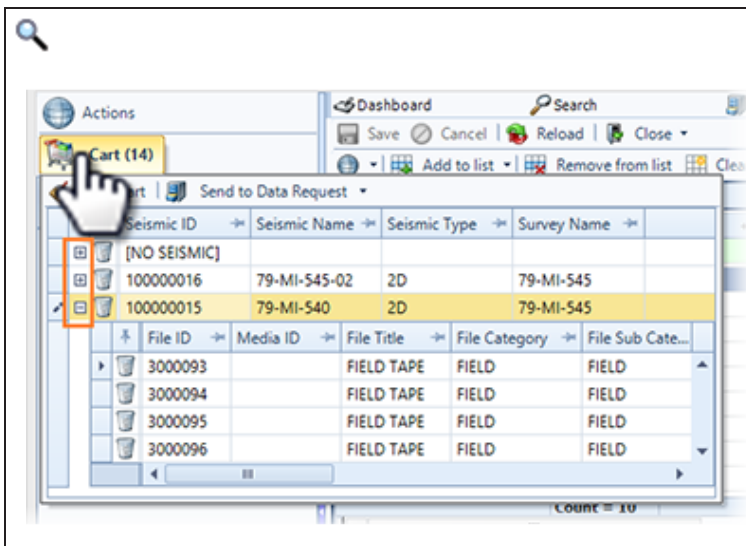
The items that are products will add to your cart.

 **Note:** The **Cart** doesn't appear until you add at least one item.

1.1 Reviewing items in the Cart

The **Cart** is a working space for you to collect items to add to a **Data Request**.

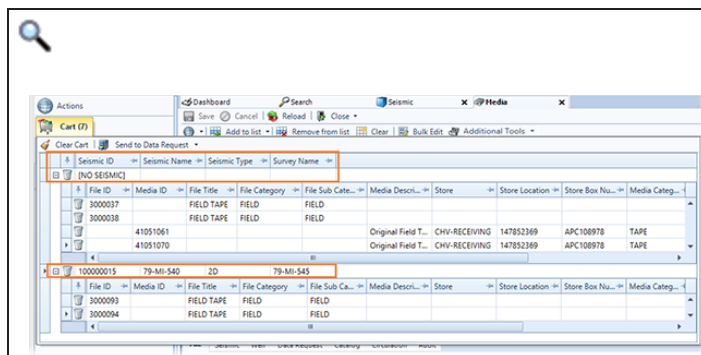
To review the items in your cart, click **Cart** at the top of the navigation panel.



The **Cart** window displays items in a grid that has expanding rows.

The initial view displays the seismic detail in the rows. If your **Cart** has files and media that is not linked to seismic, the initial row displays [NO SEISMIC].

- » Click the expand button to display the file and media information for you to review.
- » To remove individual items from your **Cart**, click trash in the row.
- » To remove all items from your **Cart**, click **Clear Cart**

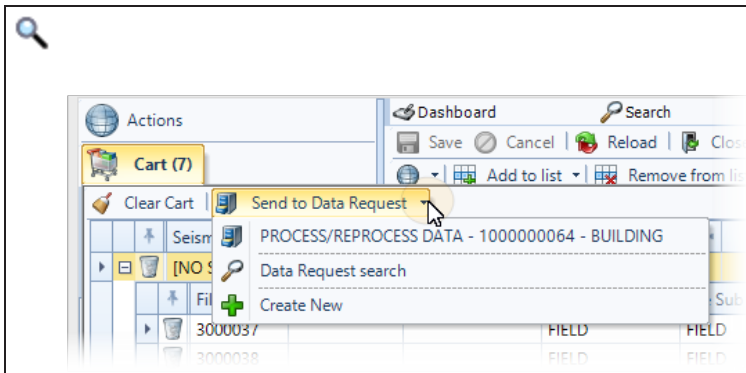


1.2 Transferring Cart items

The items in the Cart are available for adding to a data request.

To send, or transfer items to a data request, click the down arrow on the **Send to Data Request** button.

The items appearing in the menu include:



- » Data requests that are currently open display as a list at the top of the menu.
Click on an Open Data Request to send items to a request that is currently open in the workspace.
- » Click **Data Request search** to open a search to locate a data request and send the items to a specified request.
- » Click **Create New** to create a new data request with the items in your **Cart**. Selecting **Create New** opens a new data request in the *Building* status.

After clicking to select the destination for your cart items, the items automatically transfer to the grid in the **Products** tab of the data request.