EQUALLEVEL SHOPPING GUIDE

ADD ITEMS TO CART

1. Log In through ClassLink

   - Chromebook, Laptop or Desktop – Go to https://launchpad.classlink.com/pasadenaisd
   - Sign-in with your email (email@pasadenaisd.org) and password. This will take you to Launchpad and all the applications you can access.
   - Click on the EqualLevel tile

2. Perform a search to find the item you would like to add to your cart.

   - Type the name of the item you would like to search for in the red search box at the top of the screen or click the magnifying glass for a particular vendor. This will ONLY search vendors that have a magnifying glass next to their icon. These are items they have loaded into the EqualLevel Marketplace.

   Vendors with just a Globe are not searched with this search method.
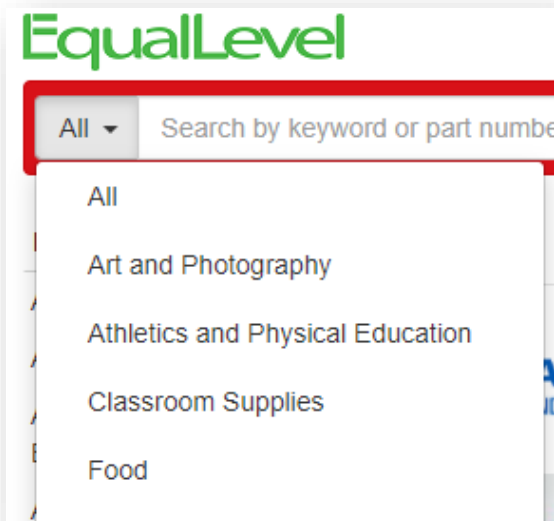
You can limit your search to a certain category by changing All Categories to the category you are searching within.

3. After you have located the item you would like to purchase, enter the quantity you want in the **Qty** field to the right of the item information. Then click the **Add to Cart** button.
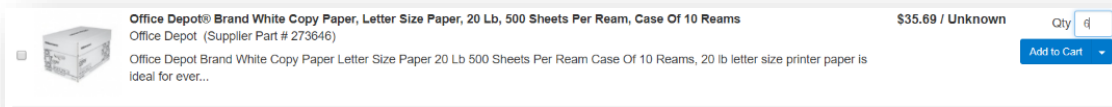
4. If you would like to add multiple items from the search results, select the checkbox on the left of each item. You may select up to 8 items at a time. You can also use the Compare Items feature the same way.

5. As you select the check boxes, the image for each item should appear above the search results.


6. To remove an item, uncheck the box next to the item or click the red circle next to the item image. To remove all items, click the **Clear All** button below the item images.

7. Once you have selected the items you want to add to your cart, click the '**Add to Cart**' Button.

8. You can always return to home page by clicking the green EqualLevel in the top left corner.

1. Choose the supplier and click the globe
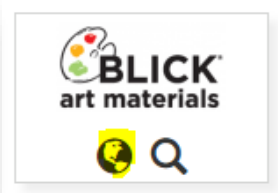
Click globe and navigate to vendor's punchout site.

You can always return to EqualLevel Market Place by clicking the yellow bar in the upper left corner.

2. Search for items you would like to add to the cart.

3. Enter the quantity you would like in the **Qty** field.
4. Click the **Add to Cart** button.

SUCCESSFULLY ADDING TO CART:

1. Once you have added the items to your cart, you will see a pop-out indicating the item that was added to your cart.

2. Click on the **View Cart** button to view your cart.
3. Click **Checkout** to take you back to the PISD Market Place

EDIT CART

1. While reviewing your cart, you can update quantities, delete any unwanted items or save items to a list:
   - To update quantities, enter the new quantity and click the **Update Quantities** button.
   - To remove an item, click the checkbox next to the item(s) and click the **Remove Selected** Button.

1. To get to the Shopping Cart from a different page, click the **Shopping Cart** icon located at the top right of your screen, to the right of the Help tab.

2. After creating and editing your Shopping Cart, you will be ready to Checkout.

1. Once you have completed your cart, you will have the option to Transfer Cart.

2. Choose items in cart that you would like to transfer and click **Transfer Cart** or you can simply transfer entire cart

Shopping Cart

Displaying 1 - 2 of 2 results

Email Items | Export PDF | Export CSV

	Item	Price	Quantity	Item Total
☐	**Sharpie(R) Permanent Fine-Point Markers, Black, Pack Of 36** Office Depot (Supplier Part # 1390240)	$16.49 PH	1	$16.49
☑	**Crayola Broad Line Markers - Assorted Colors, Set of 256** Blick Art Materials LLC (Supplier Part # 21218-1109)	$83.99 EA	1	$83.99

Copy Selected ▲ | Remove Selected

Total: $100.48

Transfer Cart

3. The system will automatically look for lower prices within the PISD Market Place (Cart Optimization). You have the option to replace your item with a lower cost item. If you don't choose the lower cost item, you will need to select a justification from the drop-down menu. Click **Continue**

Cart Optimization

Alternatives were found for 2 items in your cart. 1 replacement is suggested.

Current Item		Suggested Item	
Sharpie(R) Permanent Fine-Point Markers, Black, Pack Of 36 Office Depot (1390240) ☐ Add Comment	$16.49 / PH Quantity: 1	✔ Suggested item is in your cart 2 alternatives found Compare (2)	Savings: 33-37%
Crayola Broad Line Markers - Assorted Colors, Set of 256 Blick Art Materials LLC (21218-1109) (Select a justification for not purchasing the suggested item ▾)	$83.99 / EA Quantity: 1	**Crayola® Broad Line Marker Classpack®** Office Depot (527664) Replace	Compare (3)	$48.32 / BX 256 per Box Save 42%

Current Total: $100.48

Continue

Return to Cart

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4. Enter **Cart Name,** the cart will default to sequential number if you do not change name.
5. Click **Browse Users and** Type the name of your secretary you would like to transfer the cart to

Transfer Cart

Name your shopping cart and then browse and select another user who will place the order. Your cart will be transferred to their account.

Cart Name*

Cart #5726

User*

⊖ Derek Gillard

Browse Users

Comment

Transfer Cart   Cancel

6. Click **Transfer Cart –** Submits order to Secretary.
7. Enter any additional comments you would like to convey to Secretary.