

Cart Routing

Hello, in this session you will be introduced to the Route cart item feature in Rialto.

When entering purchase information about items in your cart, there is a section called “Route cart item to category”. This selection is based on your institution’s policies and helps direct where to send items to be approved. For example, if your institution’s selectors don’t know the precise fund that an item should be assigned to they can route the items to the appropriate approvers based on the predetermined categories. The route categories are fully customizable.

The approver for that area can then use that selection as a facet; and filter the list of items needing to be approved to solely those in their category and easily assign the appropriate fund information.

Please reach out to ProQuest to help configure this feature.