# Cart Clean Up

It is important to always start with a fresh, new cart.  Deleting and reusing previous carts can carry over residual information and settings.

Periodically you should complete the following maintenance steps.

Under Shop - My Carts and Order -View Carts



Cart Management will appear – showing what Draft Carts you have already created



Expand the dropdown option for ACTION

Select DELETE for carts without monetary amounts listed

Carts with dollars amounts associated should be VIEWED prior to be deleted

> These carts may have been created to be submitted on a future date.  Refer to Creating Multiple Draft Carts if that is the case.
>
> Or
>
> May have been returned due to ERP Validation errors.  Please check the HISTORY tab for
>
> greater detail.  Email ePro@coastal.edu for assistance