Using Fast Tracks

Using the Fast Tracks functionality, items that are ordered on a regular basis can be stored for easy access.

- Personal Fast Track Items
  - No personal folder available...

- Cornell Fast Tracks
  - Fast Track Computers
  - Fast Track Office Supplies
  - Lab Supplies
  - Toners
    - HP-C Series
    - HP-CC Series
    - HP-CE Series
    - HP-Q Series
    - Xerox

Both My Fast Tracks and Cornell’s Fast Tracks options are available to users.

Some users may also have the ability to add items to shared folders, for example, for “Lab Group Fast Tracks” e added from the product search results, from the cart, and when working in forms and the non-catalog item entry screen.

“Starting points” may be different, but the way in which Fast Tracks are added is always the same.
Creating the order

To create a fast tracked order merely click the category of items that you wish to buy from. In the example below clicking “Toners” opens folders which contain Cornell’s most commonly purchased cartridges.

Example: Clicking the “CE” series reveals a list of the 5 most commonly bought items in that category.

To add an item, enter a quantity (if more than 1) and click Add to Cart. You may then view the cart and checkout or continue to shop.
Personal Fast Tracks

If you decide the are items that you buy frequently and you wish to create your own person list, separate from Cornell’s larger lists there are multiple ways in which to add items to your own Fast Tracks. In the previous example the an item was added from the Cornell Toners section.

If you will be buying this same item again you can save it in your Personal area.

In the resulting e-SHOP cart you will see a check box and a drop down menu with “Add to Favorites” in the window.

To save this item check the box, select Add to Favorites, and click Go

Supplier / Line Item Details

The Computing Center  more info...

You cannot access this item(s)on the supplier’s punch-out site because it did not originate from a punch-out session. What does this mean?

Line(s): 1

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Catalog No</th>
<th>Size / Packaging</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>HP 05A - CE505A - toner cartridge - CE505A</td>
<td>EA</td>
<td>$8.00</td>
<td>1 EA</td>
<td>$8.00 USD</td>
<td></td>
</tr>
</tbody>
</table>
Next select the destination folder.
If you wish to create a new folder click New.

Step 2: Select Destination Folder

Highlight either Top Level or Sub Folder

Name it...

...Save it.
...and Submit

and the next time you click on Fast Tracks you will see your personal folder above Cornell’s more general fast tracks.