

Adding Items to a Cart

1. Perform a search for items, as described in the following pages:
 - If you are a guest user, you can search for data elements or forms, as described in [Searching for Data Elements](#) or [Searching for Forms](#).
 - If you are logged in, you can also search for modules, as described in [Searching for Administered Items](#).
2. In the list of results, select the rows you want to add to a cart.
3. If you are a guest user:
 - a. Click **Data Element Command > Add to Guest User Cart**.
 - b. In the **Your Name** field, type a name for your cart. Keep in mind:
 - You will need this name to view the contents of your cart or to add more items to the same cart.
 - The system deletes all guest user cart items on a rolling seven-day basis.
 - c. Click **Add to Guest User Cart**.
4. If you are logged in, from the **Command** menu, select **Add to Cart**.

A message appears at the top of the page, confirming your change.

Also refer to [Viewing Contents of a Cart](#).