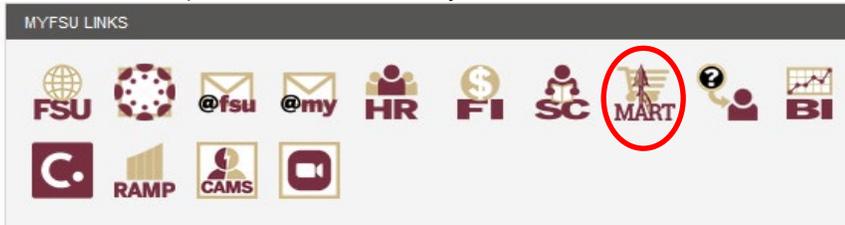
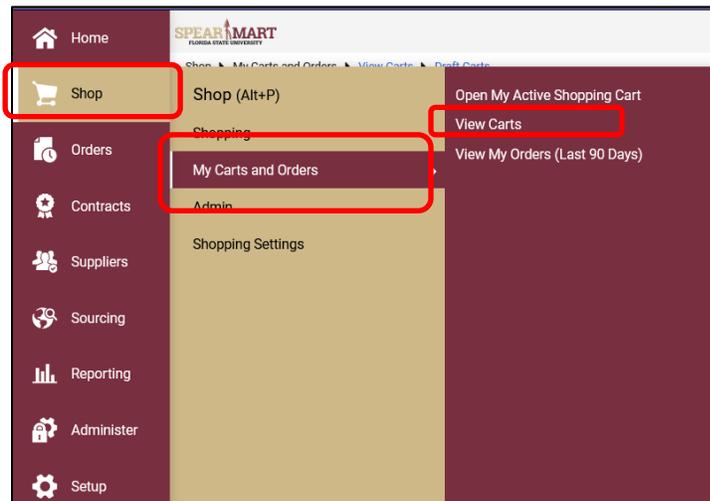


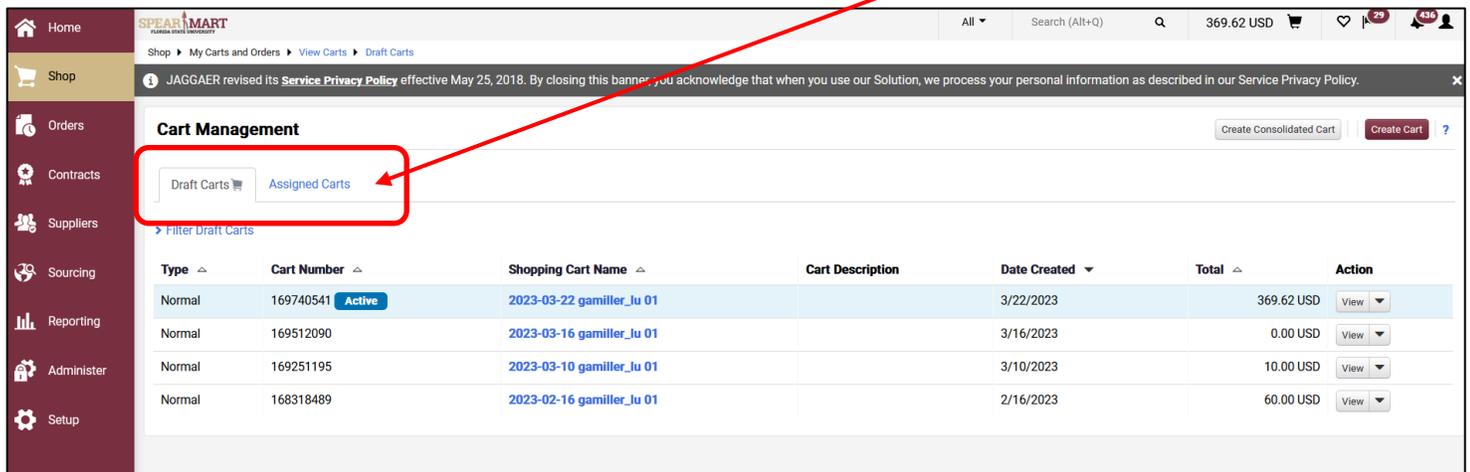
Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



To view all draft and assigned carts, click on the shopping cart, then “My carts and Orders” then view carts.



From there, you will see your carts separated into your draft carts and your assigned carts. The tab will default to the draft carts, so to view any assigned carts, click the blue link to bring that tab to the front.



The screenshot shows the 'Cart Management' section with the 'Assigned Carts' tab highlighted by a red box. The table below lists assigned carts:

Type	Cart Number	Shopping Cart Name	Cart Description	Date Created	Total	Created By	Assigned To	Action
Normal	164529688	2022-11-02 ELK03 01		11/2/2022	66.06 USD	Emily Kennelly	Geneva (Adm) Miller	View
Normal	166104789	2022-12-14 gamiller 01		12/14/2022	10.00 USD	Geneva A. Miller	Geneva (Adm) Miller	View

All carts can be sorted by Type, Cart Number, Shopping Cart Name, Date Created, & Total. You can click the triangle above each heading to sort.

This screenshot shows the 'Draft Carts' tab. Red arrows point to the sorting triangles (up and down arrows) above the following headers: Type, Cart Number, Shopping Cart Name, Date Created, and Total.

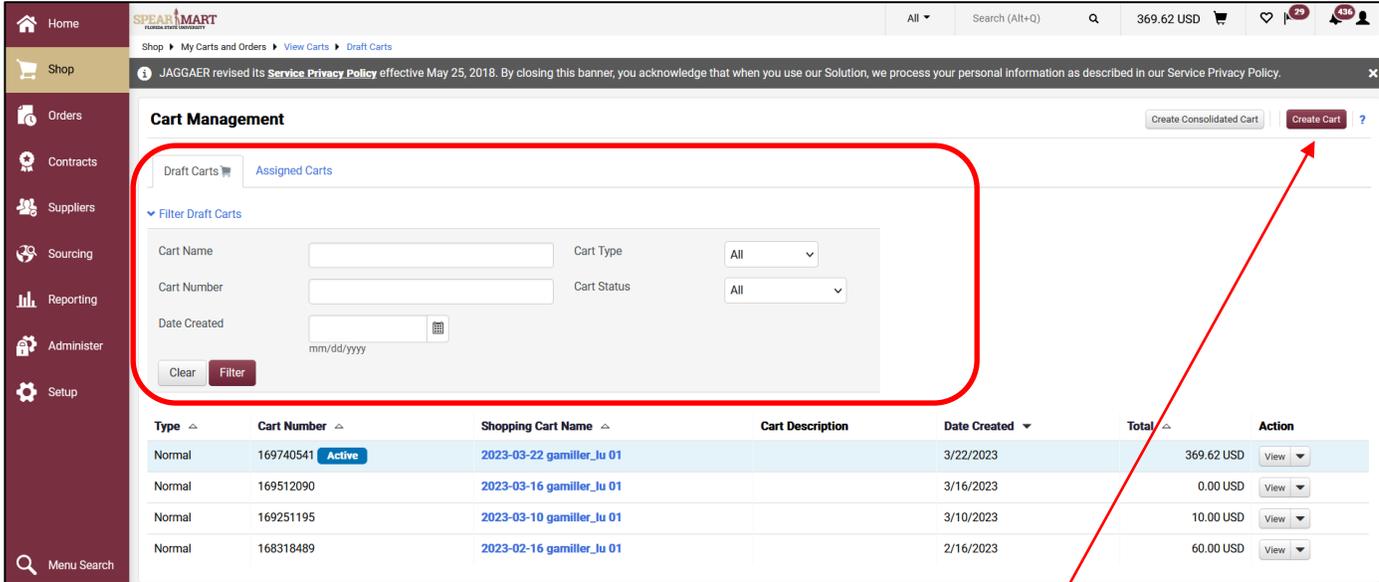
Type	Cart Number	Shopping Cart Name	Cart Description	Date Created	Total	Action
Normal	169740541 Active	2023-03-22 gamiller_lu 01		3/22/2023	369.62 USD	View
Normal	169512090	2023-03-16 gamiller_lu 01		3/16/2023	0.00 USD	View
Normal	169251195	2023-03-10 gamiller_lu 01		3/10/2023	10.00 USD	View
Normal	168318489	2023-02-16 gamiller_lu 01		2/16/2023	60.00 USD	View

You can also click "View" on any cart to show a drop-down menu for actions. The "activate" option will allow that cart to become your active cart for shopping. You can also click "Filter Draft Carts" to search further:

This screenshot shows the 'View' dropdown menu for the cart with a total of 0.00 USD. The menu options are View, Activate, and Delete. A red arrow points to the 'Filter Draft Carts' link above the table.

Type	Cart Number	Shopping Cart Name	Cart Description	Date Created	Total	Action
Normal	169740541 Active	2023-03-22 gamiller_lu 01		3/22/2023	369.62 USD	View
Normal	169512090	2023-03-16 gamiller_lu 01		3/16/2023	0.00 USD	View
Normal	169251195	2023-03-10 gamiller_lu 01		3/10/2023	10.00 USD	View
Normal	168318489	2023-02-16 gamiller_lu 01		2/16/2023	60.00 USD	View

The following filter options appear for cart searching:



The screenshot shows the 'Cart Management' section of the Spear Mart application. A red box highlights the 'Filter Draft Carts' section, which includes the following fields:

- Cart Name:
- Cart Type:
- Cart Number:
- Cart Status:
- Date Created:

Buttons for 'Clear' and 'Filter' are located below the filter fields. A red arrow points from the 'Create Cart' button in the top right corner of the interface to the explanatory text below.

Type	Cart Number	Shopping Cart Name	Cart Description	Date Created	Total	Action
Normal	169740541 Active	2023-03-22 gamiller_ju 01		3/22/2023	369.62 USD	View
Normal	169512090	2023-03-16 gamiller_ju 01		3/16/2023	0.00 USD	View
Normal	169251195	2023-03-10 gamiller_ju 01		3/10/2023	10.00 USD	View
Normal	168318489	2023-02-16 gamiller_ju 01		2/16/2023	60.00 USD	View

If you need to create a new order, you can also click “Create Cart” and begin a new order!