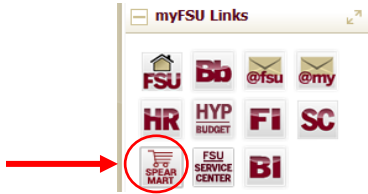


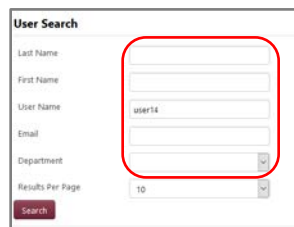
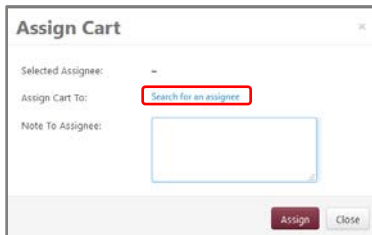
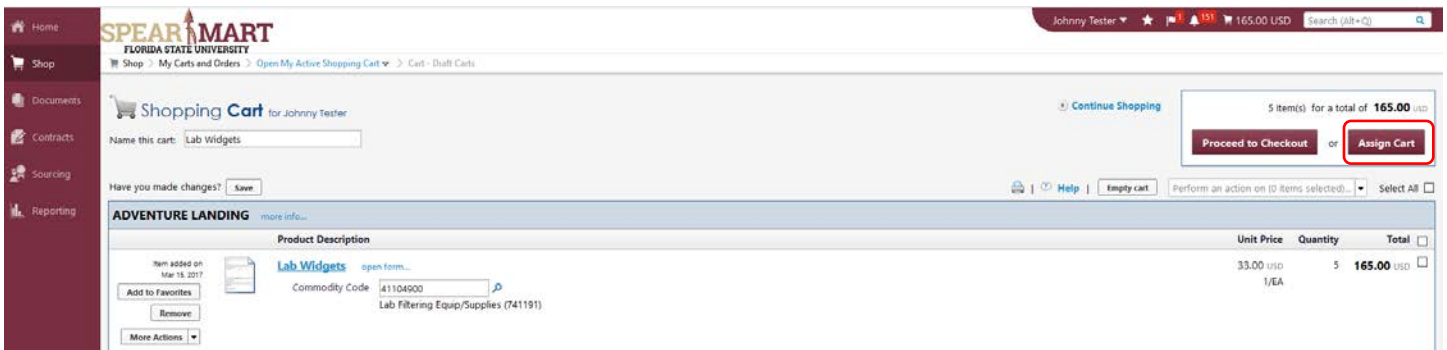
**Overview**

This Job Aid will discuss how you can assign a shopping cart to another user.

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:

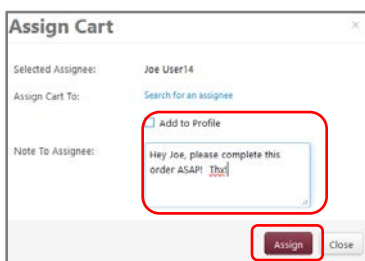


Once you have added what you intend to purchase to your shopping cart. Click on the **Assign Cart** button in the upper right of your screen.



- Enter your search criteria (last name, first name etc.). In our example, we are looking for User Name user14
- Click the **Search Button**

Name ▲	User Name ▲	Email ▲	Phone	Action
User14, Joe	user14	JoeUser14@fsu.edu	+1 (850) 999-9999	<b>select</b>



- Enter a note to the person you are assigning the cart to
- Click the **Add to Profile** box if you frequently assign carts to this person so you will not have to search for them on future orders.
- Click the **Assign** button.

The screenshot shows the Spear Mart web application interface. At the top, there is a navigation bar with the user name 'Johnny Tester', a search bar, and a currency indicator '0.00 USD'. Below the navigation bar, a breadcrumb trail reads: 'Shop > My Carts and Orders > Open My Active Shopping Cart > Assigned - Draft Carts'. The main content area features a green banner with a checkmark icon and the heading 'Cart Assigned'. Underneath, a 'Next Steps' section provides instructions: 'You can view the cart in your draft carts list and can unassign it, if needed, until submitted by the assignee. After a cart is submitted by the assignee, you can view it via the Document Search page'. This section includes three links: 'Search for another item', 'Check the status of an order', and 'Return to your home page'. Below the 'Next Steps' is a 'Requisition Summary' table with the following data:

Requisition Summary	
Requisition number	1796096
Cart name	Lab Widgets
Cart total	165.00 USD
Number of line items	1

Congratulations! You have successfully assigned your shopping cart.