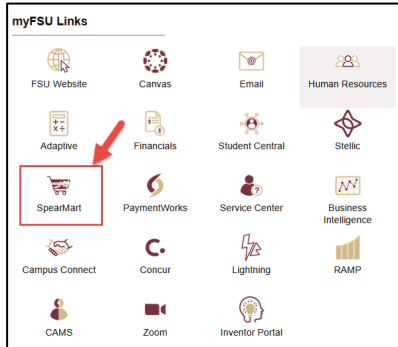
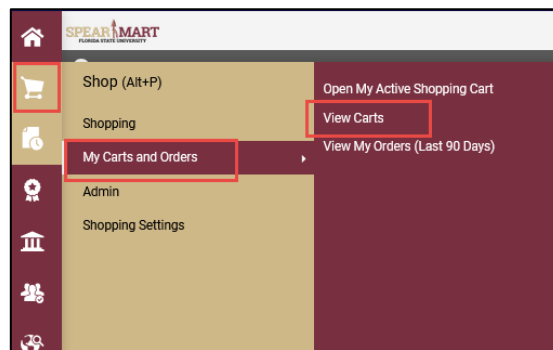


Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



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.

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

Home Shop Orders Contracts Suppliers Sourcing Reporting Administer Setup

Shop > My Carts and Orders > View Carts > Assigned Carts

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Cart Management Create Consolidated Cart Create Cart ?

Draft Carts Assigned Carts

Assign Substitution Filter 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.

Home Shop Orders Contracts Suppliers Sourcing Reporting Administer Setup

Shop > My Carts and Orders > View Carts > Draft Carts

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Cart Management Create Consolidated Cart Create Cart ?

Draft Carts Assigned Carts

Filter Draft Carts

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:

Home Shop Orders Contracts Suppliers Sourcing Reporting Administer Setup

Shop > My Carts and Orders > View Carts > Draft Carts

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Cart Management Create Consolidated Cart Create Cart ?

Draft Carts Assigned Carts

Filter Draft Carts

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

View
Activate
Delete

The following filter options appear for cart searching:

The screenshot shows the 'Cart Management' page in the SpearMart system. The left sidebar contains navigation links: Home, Shop, Orders, Contracts, Suppliers, Sourcing, Reporting, Administrator, and Setup. The top header shows the user's current balance of 369.62 USD and notification icons. A banner at the top states: 'JAGGAER revised its Service Privacy Policy effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our Service Privacy Policy.'

The 'Cart Management' section has two tabs: 'Draft Carts' (selected) and 'Assigned Carts'. Below the 'Draft Carts' tab is a 'Filter Draft Carts' section with 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 box highlights this entire filter section. To the right of the filter section, there are buttons for 'Create Consolidated Cart' and 'Create Cart' (with a help icon). A red arrow points to the 'Create Cart' button.

Below the filter section is a table of draft carts:

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!