

JOB AID Draft Carts & Assigned Carts

Access SpearMart by navigating to <u>https://my.fsu.edu/</u> 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.

^	Home	SPEAR MART	
	Shop	Shop (Alt+P)	Open My Active Shopping Cart
4	<u>.</u>	Chopping	View Carts
0	Orders	My Carts and Orders	View My Orders (Last 90 Days)
	Contracts	Admin	
		Shopping Settings	
-18	Suppliers		
3 9	Sourcing		
հղ	Reporting		
.	Administer		
4	Setup		

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.

🏠 Home		Orders > View Carts > Draft Carts			All ▼ Search (Alt+Q)	Q 369.62 USD 📜	♡ ²⁹ ↓ ⁴³⁶]
Shop			May 25, 2018. By closing this banner, you acknowle	edge that when you use our Solution, we p	rocess your personal information as d	escribed in our Service Privacy	Policy.
C Orders	Cart Manag	ement				Create Consolidated Ca	art Create Cart
👷 Contracts	Draft Carts 📜	Assigned Carts					
🤽 Suppliers	 Filter Draft Carts 	5					
Sourcing	Туре 🗠	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 💌
Reporting	Normal	169512090	2023-03-16 gamiller_lu 01		3/16/2023	0.00 USD	View 💌
👬 Administer	Normal	169251195	2023-03-10 gamiller_lu 01		3/10/2023	10.00 USD	View 💌
🔁 Setup	Normal	168318489	2023-02-16 gamiller_lu 01		2/16/2023	60.00 USD	View 💌



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	Shop	i JAGGAER rev	/ised its <u>Service Privacy Poli</u> d	cy effective May 25, 2018. By closing this	banner, you acknowledge th	at when you use our Solution, v	ve process your p	ersonal information as de	scribed in our Service Privacy P	olicy. 🗙
í	Orders	Cart Mana	igement						Create Consolidated Cart	Create Cart ?
Q	Contracts	Draft Carts	Assigned Carts]						
48	Suppliers	Assign Substitut	d Oarta	J						
39	Sourcing	> Filter Assigne Type △	Cart Number 🛆	Shopping Cart Name	Cart Description	Date Created	Total 🗠	Created By 🗠	Assigned To 🗠	Action
հե	Reporting	Normal	164529688	2022-11-02 ELK03 01		11/2/2022	66.06 USD		Geneva (Adm) Miller	View 💌
a t	Administer	Normal	166104789	2022-12-14 gamiller 01		12/14/2022	10.00 USD	Geneva A. Miller	Geneva (Adm) Miller	View
4	Setup									

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.

My Carts and Orders > View Carts > Draft Carts SGAER revised its Service Privacy Policy effective t Management aft Carts Assigned Carts er Draft Carts	e May 25, 2018 Sy closing this banner, yor acknowled	dge that when you use our Solution, we p	rocess your personal information a	s described in our Service Privacy Create Consolidated Ce	
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nal 169251195	2023-03-10 gamiller_lu 01		3/10/2023	10.00 USD	View -
nal 168318489	2023-02-16 gamiller_lu 01		2/16/2023	60.00 USD	View 💌
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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:

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Shop		rders	re May 25, 2018. By closing this banner, you acknowled	dge that when you use our Solution, we p	process your personal information as	s described in our Service Priv	racy Policy.
Orders	Cart Manage	ment				Create Consolida	ted Cart Create Cart
👷 Contracts	Draft Carts 🐂	Assigned Carts					
Suppliers	 Filter Draft Carts 						
Sourcing	Туре 🗠	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	JSD View 💌
Reporting	Normal	169512090	2023-03-16 gamiller_lu 01		3/16/2023	0.00	JSD View 🔻
Administer	Normal	169251195	2023-03-10 gamiller_lu 01		3/10/2023	View	
Setup	Normal	168318489	2023-02-16 gamiller_lu 01		2/16/2023	Activate	



The following filter options appear for cart searching:

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Action
USD View 💌
USD View 💌
USD View 💌
USD View -
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If you need to create a new order, you can also click "Create Cart" and begin a new order!