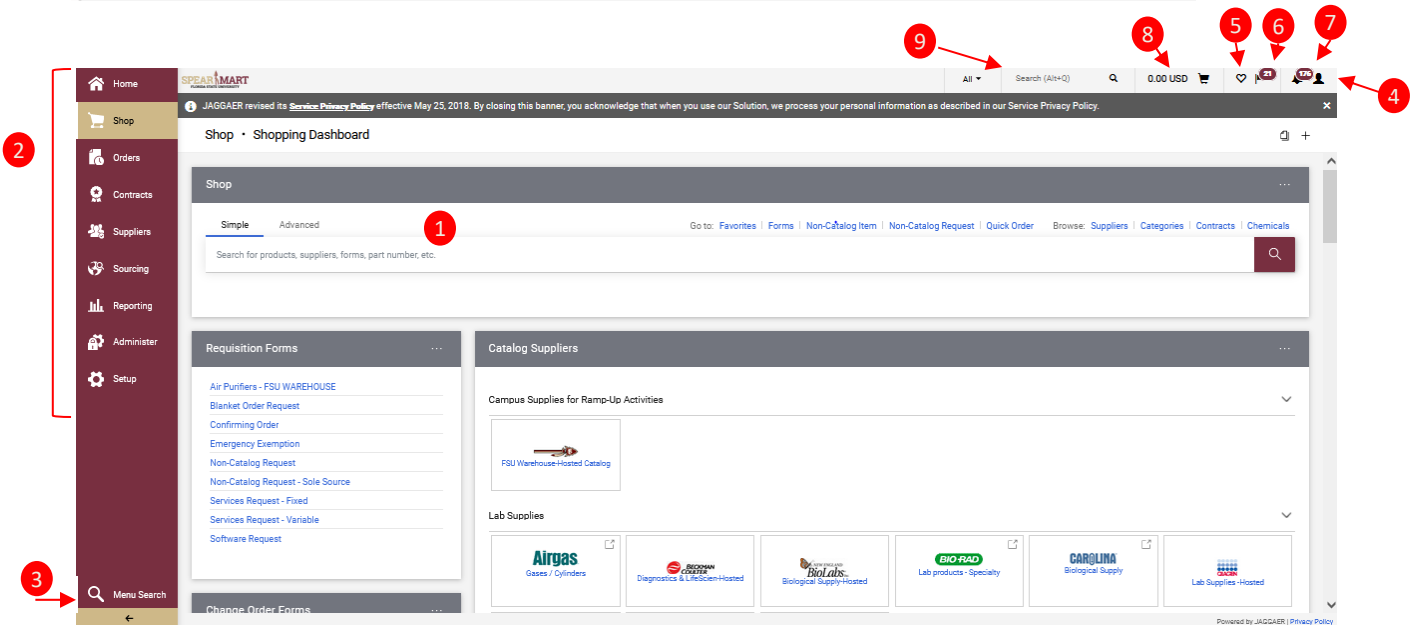
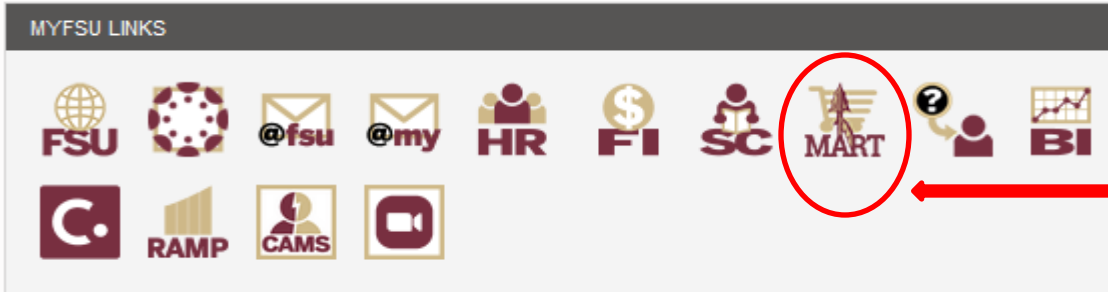


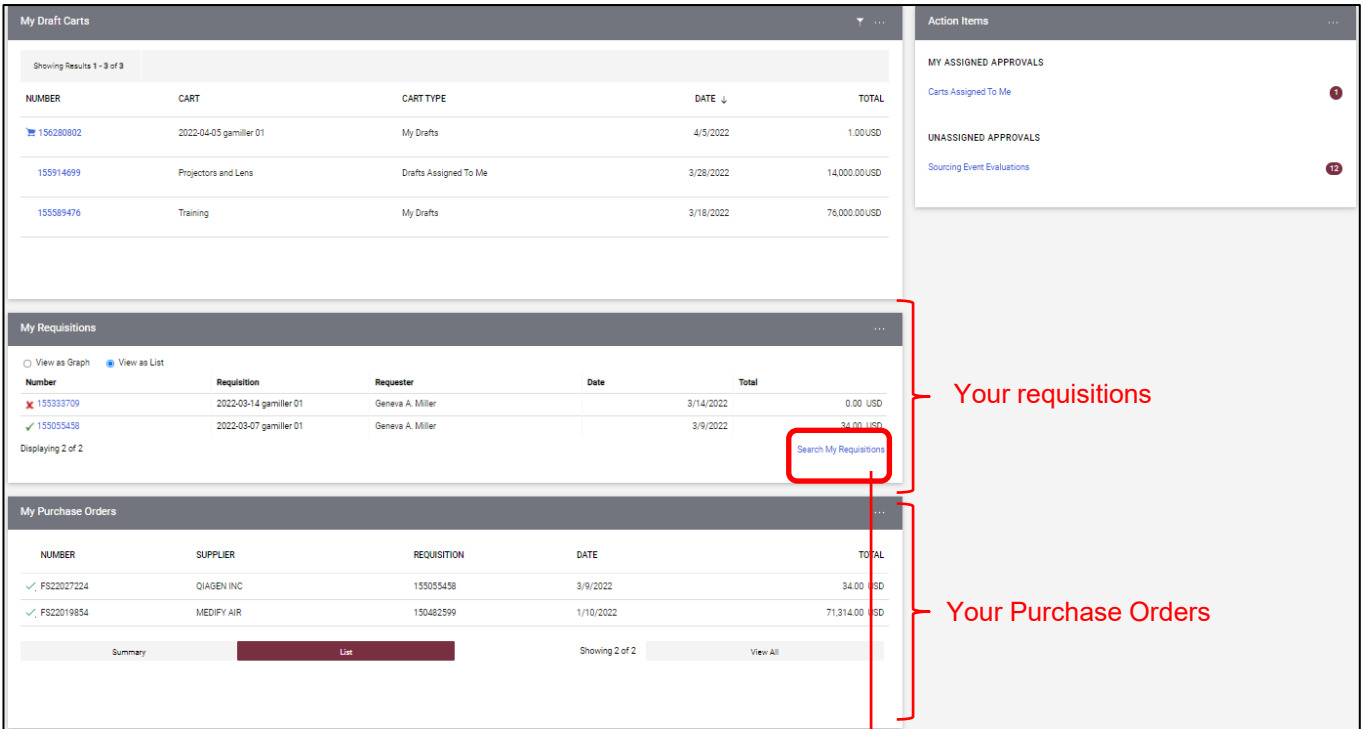
Access SpearMart by navigating to <https://my.fsu.edu/> and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



1. **Shopping Dashboard** (Default Homepage).
2. **Main Menu Options.** Each main menu option contains sub-menu options.
3. **Menu Search.** Very powerful search which allows you to search for specific screens and functions without the need for remembering the menu and sub-menu options.
4. **User Menu Access.** Access to User profile, pending and recently completed requisitions/purchase orders.
5. **Bookmarks.** Allows you to save commonly used pages for quick access. You create and access bookmarks from this menu.
6. **Actions Items.** Tasks that require some action on your part. (i.e. approve requisition, assigned cart, returned cart, etc.)
7. **Notifications.** These are designed to alert you when activity has taken place or something requires your attention. (i.e. Your Requisition Has Been Submitted for Approval. Your Requisition Has Completed Workflow, etc.)
8. **Cart Preview.** Allows you to get a quick view of your active shopping cart. Clicking on the shopping cart icon will display the item list with basic information such as item image, name, quantity and price. From the cart preview you can remove items, access the active cart and/or proceed to checkout.
9. **Quick Search.** Allows a variety of searches, such as Requisition, Purchase Order, Sourcing Event etc. The available searches depend upon your User Role permissions.

Scroll to the bottom of the Shopping Dashboard and you will see several helpful **Widgets** as shown below.

Your draft shopping carts.



The screenshot displays three main sections: 'My Draft Carts', 'My Requisitions', and 'My Purchase Orders'. A right-hand sidebar contains 'Action Items' with counts for 'MY ASSIGNED APPROVALS' (1) and 'UNASSIGNED APPROVALS' (12). A red box highlights the 'Search My Requisitions' button in the requisitions section, with an arrow pointing to the text 'Search your requisitions' below.

NUMBER	CART	CART TYPE	DATE	TOTAL
156288802	2022-04-05 gamiller 01	My Drafts	4/5/2022	1.00USD
155914699	Projectors and Lens	Drafts Assigned To Me	3/28/2022	14,000.00USD
155589476	Training	My Drafts	3/18/2022	76,000.00USD

Number	Requisition	Requester	Date	Total
155333709	2022-03-14 gamiller 01	Geneva A. Miller	3/14/2022	0.00 USD
155055438	2022-03-07 gamiller 01	Geneva A. Miller	3/9/2022	34.00 USD

NUMBER	SUPPLIER	REQUISITION	DATE	TOTAL
FS22027224	QIAGEN INC	155055438	3/9/2022	34.00 USD
FS22019854	MEDIFY AIR	150482599	1/10/2022	71,314.00 USD

Action items. Requesters and Shoppers will see any returned carts here. Approvers will see any pending approvals here.

Your requisitions

Your Purchase Orders

Search your requisitions