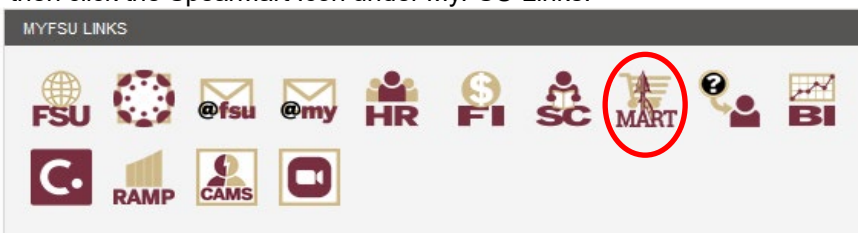
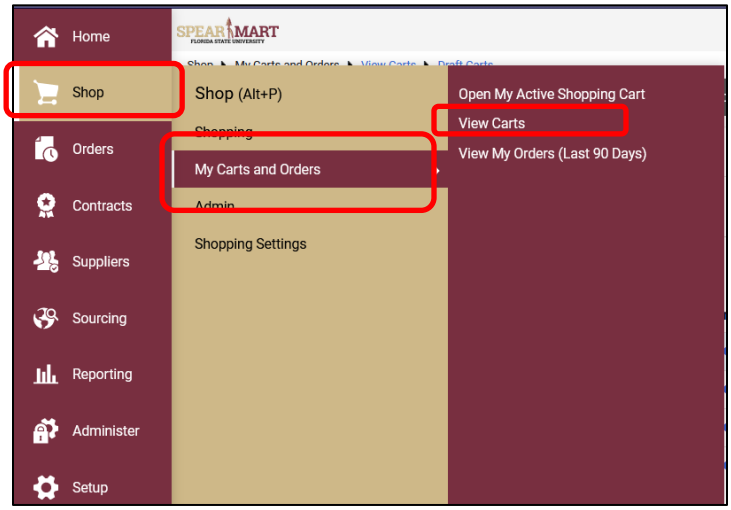
SPEARMART
FLORIDA STATE UNIVERSITY

JOB AID
Draft Carts & Assigned Carts

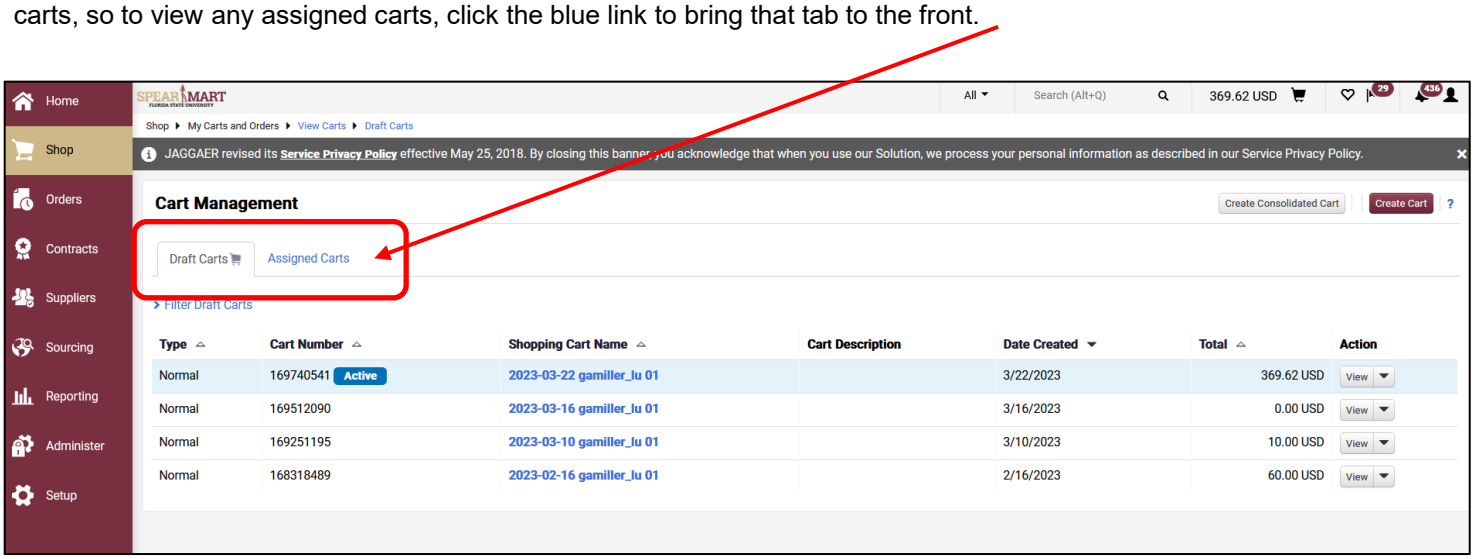
Access SpearMart by navigating to https://my.fsu.edu/ and logging in with your MyFSU username and password, and then click the SpearMart Icon under MyFSU Links:



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.



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SPEAR MART
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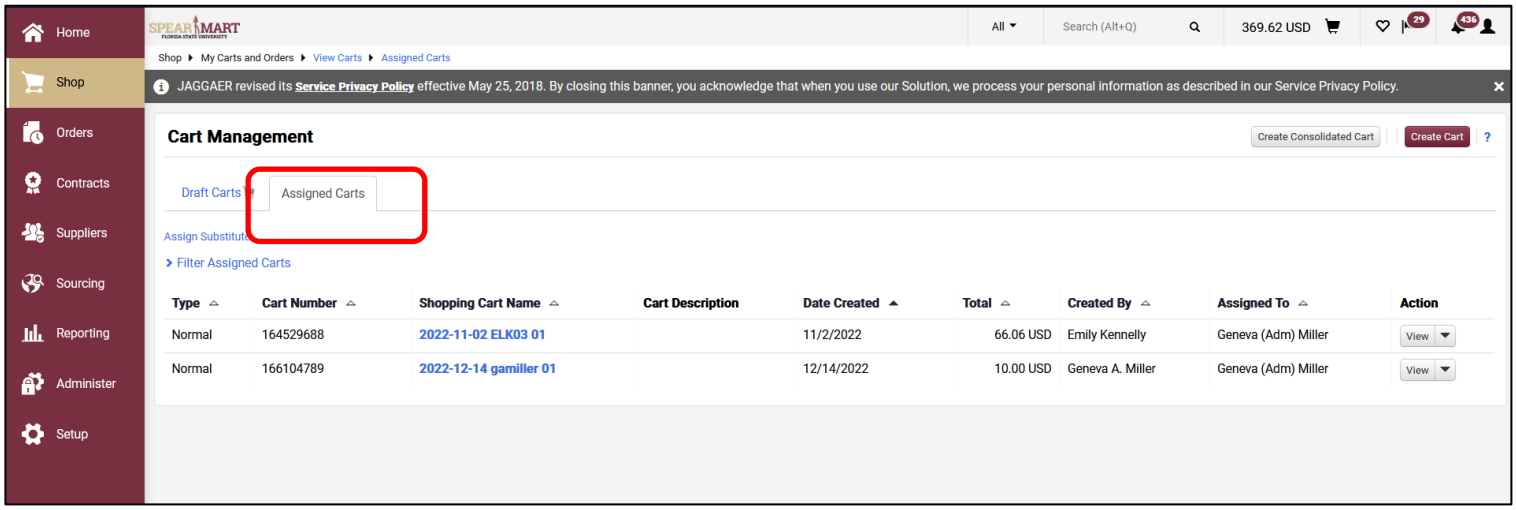
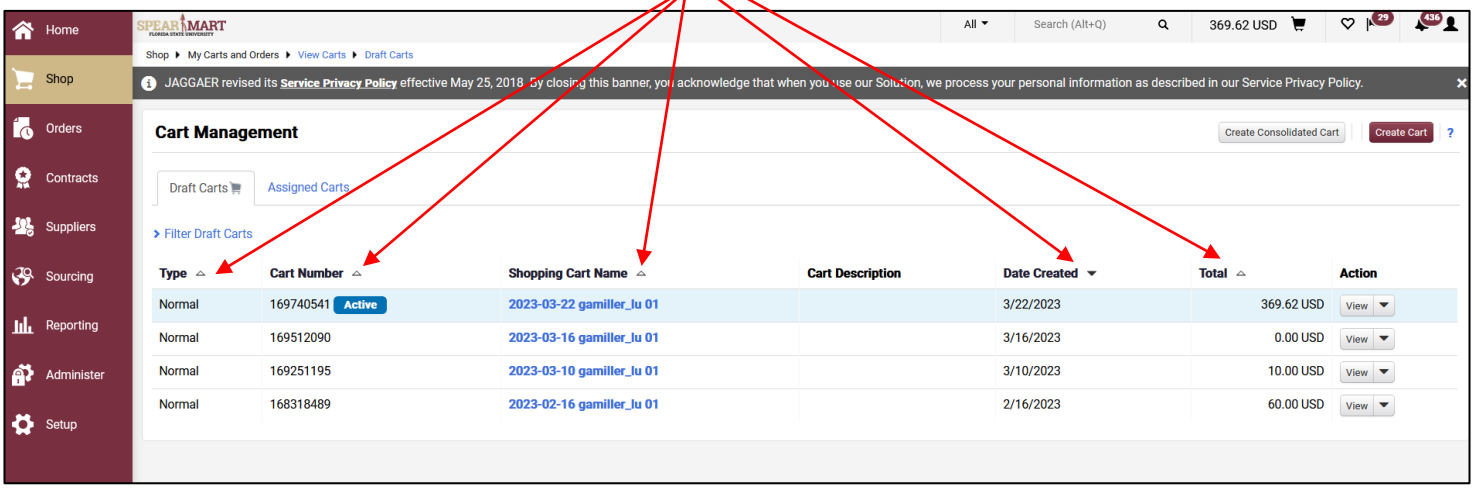
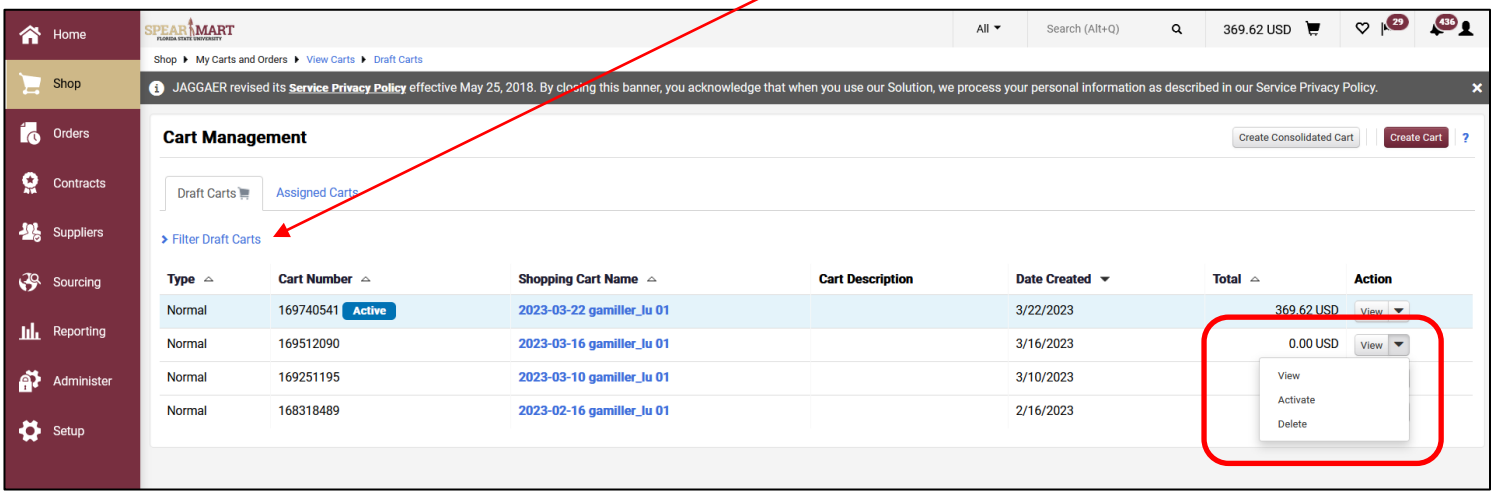


All carts can be sorted by Type, Cart Number, Shopping Cart Name, Date Created, & Total. You can click the triangle above each heading to sort.



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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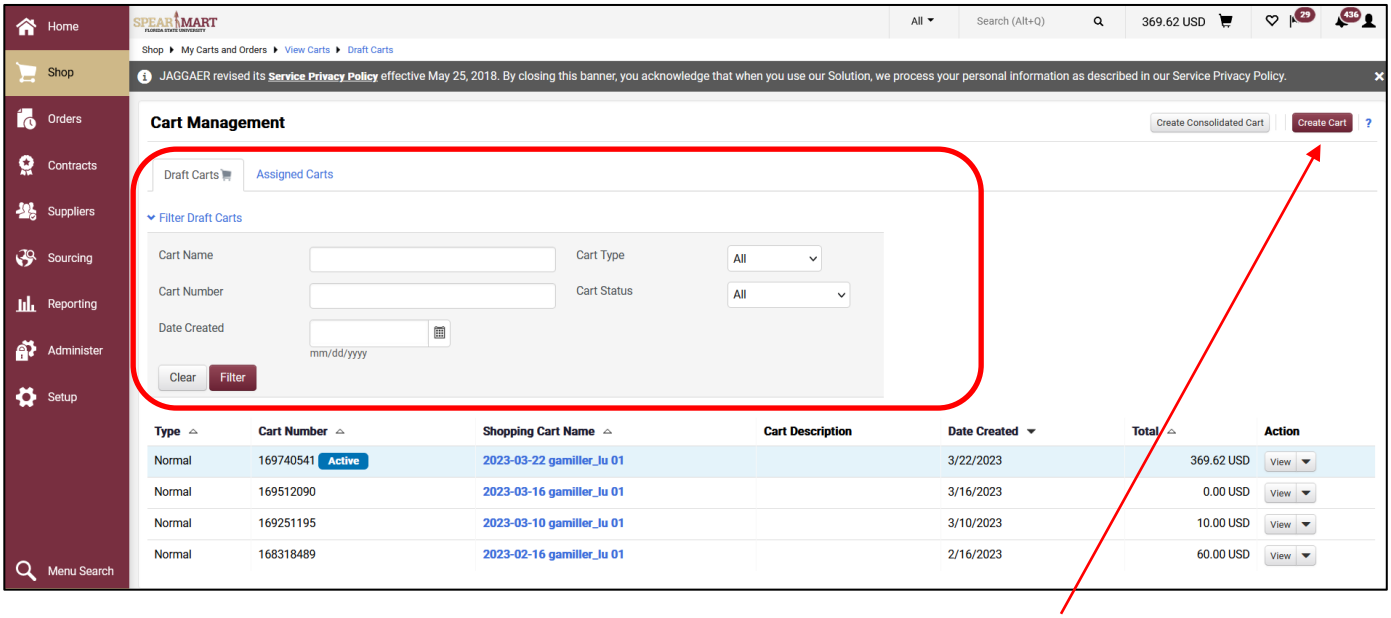
The following filter options appear for cart searching:



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

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