

# Caltech

**JAGGAER**

**MOBILE APP**



# What does the mobile app allow you to do?

- Approve, return, forward, or reject Requisitions
- Receive push notifications when Requisitions require your approval, require changes, or have been approved
- View Requisition details and attachments
- Add comments

# How to Get Started

Before you download the app, you will first need to get an activation code.

From your TechMart profile:

1. Select **App Activation Codes** under User Profile and Preferences
2. Click **Add Mobile Device**
3. Name your Device
4. Click **Add Device**

The screenshot displays the user profile settings for Rachel Fisher. The left sidebar shows the navigation menu with 'App Activation Codes' selected. The main content area shows the 'App Activation Codes' section with an 'Add Mobile Device' button. A modal window titled 'Add Device' is open, showing a form to create a device nickname and choose whether to email the activation code. The activation code '42D4-82A9-D6FL' is displayed in a separate modal window.

**Rachel Fisher**  
User Name rfisher

User Profile and Preferences  
User's Name, Phone Number, Email, etc.  
Language, Time Zone and Display Settings  
**App Activation Codes**  
Default User Settings  
User Roles and Access  
Ordering and Approval Settings  
Permission Settings  
Notification Preferences  
User History

**App Activation Codes**  
Use the Add Device button below to generate a new activation code and start the registration process to gain access to the Mobile Device app. You will be required to enter a Device Name (i.e. iPhone, Android, etc) to help identify the device being registered.

**Add Mobile Device**

**Add Device**  
Please create a nickname for this device and choose whether you want to email the user the code. You will be presented with the code on the next screen as well.

Device Name \*  
Email Activation Code to User?  Yes  No

\* Required

**Add Device** Close

**Add Device**  
This code will be used one time to authenticate your device. The code will expire in 72 hours.

Code **42D4-82A9-D6FL** Close

# How to Locate your Activation Code

1. If you opt “Yes”, you will receive an email from SciQuest Support with your activation code  
**OR**
2. You can locate your pending activation code in your TechMart profile under App Activation Codes

The screenshot displays the TechMart user interface. On the left, the 'Add Device' dialog is open, showing a form with a 'Device Name' field and 'Email Activation Code to User?' radio buttons (Yes/No). A red arrow labeled '1.' points to the 'Yes' radio button. In the center, the user profile for 'Rachel Fisher' is shown with a sidebar menu where 'App Activation Codes' is highlighted with a red arrow labeled '2.'. On the right, the 'App Activation Codes' section contains a table with one entry. The 'Code' column of this entry is circled in red.

**Add Device**

Please create a nickname for this device and choose whether you want to email the user the code. You will be presented with the code on the next screen as well.

Device Name \*

Email Activation Code to User?  Yes  No

\* Required

**Add Device** **Close**

**Rachel Fisher**

User Name rfisher

User Profile and Preferences

- User's Name, Phone Number, Email, etc.
- Language, Time Zone and Display Settings
- App Activation Codes**
- Default User Settings
- User Roles and Access
- Ordering and Approval Settings
- Permission Settings
- Notification Preferences
- User History

**App Activation Codes**

Use the Add Device button below to generate a new activation code and start the registration process to gain access to the Mobile Device app. You will be required to enter a Device Name (i.e. iPhone, Android, etc) to help identify the device being registered.

**Add Mobile Device**

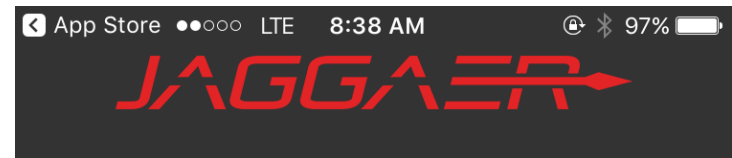
**Pending Codes**

Code	App Type	Device Name	Date Issued	Expiration Date	
3FFC-7A29-FX8L	Mobile Device	iPhone	1/30/2017 5:35:02 PM	2/2/2017 5:35:02 PM	Delete

***This activation code is only valid for 72 hours***

# How to Download the App

1. Search “Jaggaer” in your app store
2. Open the **JAGGAER** app
3. Enter activation code
4. Enter password  
*This is your access.caltech password*
5. Register Device



Activation Code

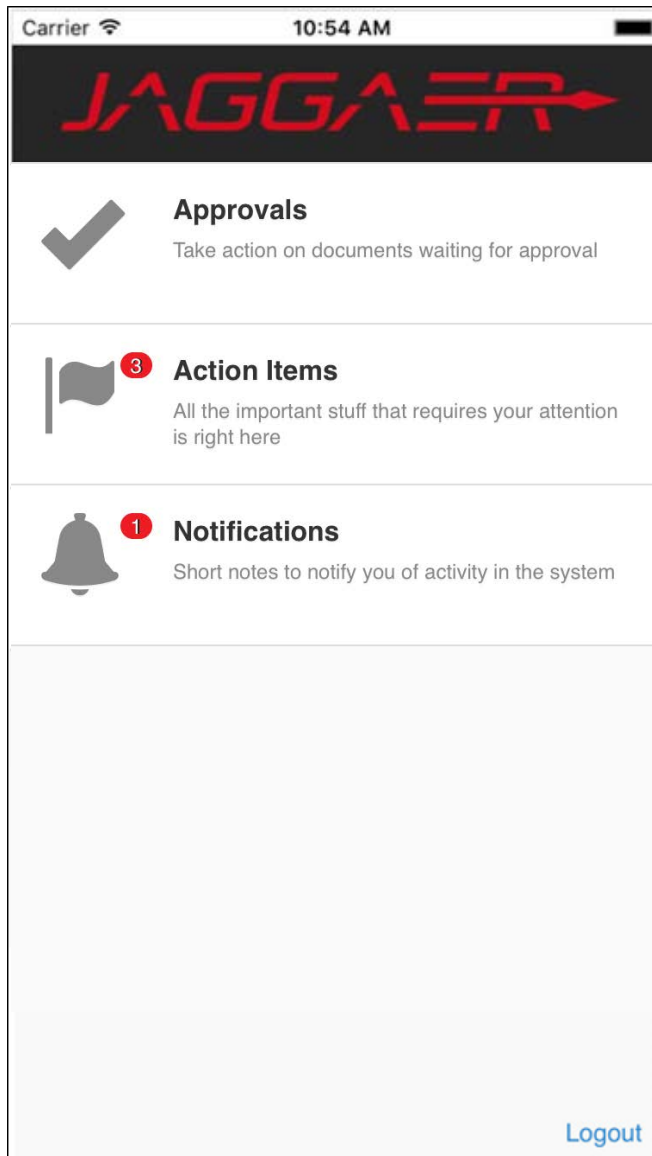
Password

Register Device

Need help? Please contact your system administrator:

[Tell me about JAGGAER](#)

# Jaggaer Homepage

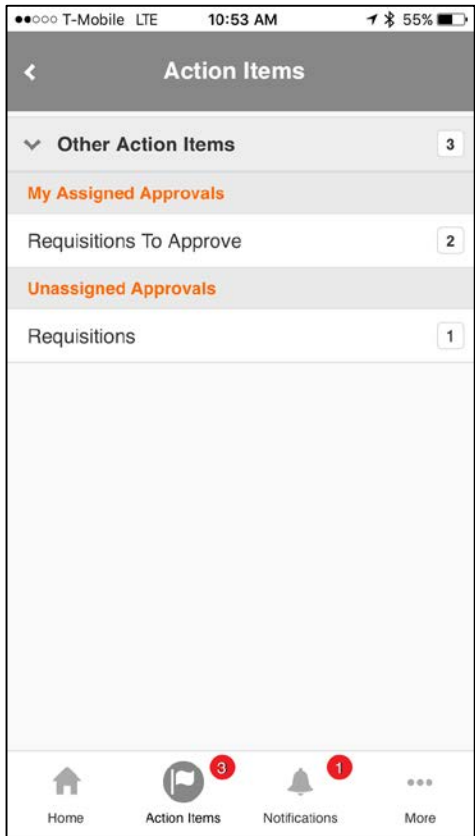


On the homepage, you will see folders for:

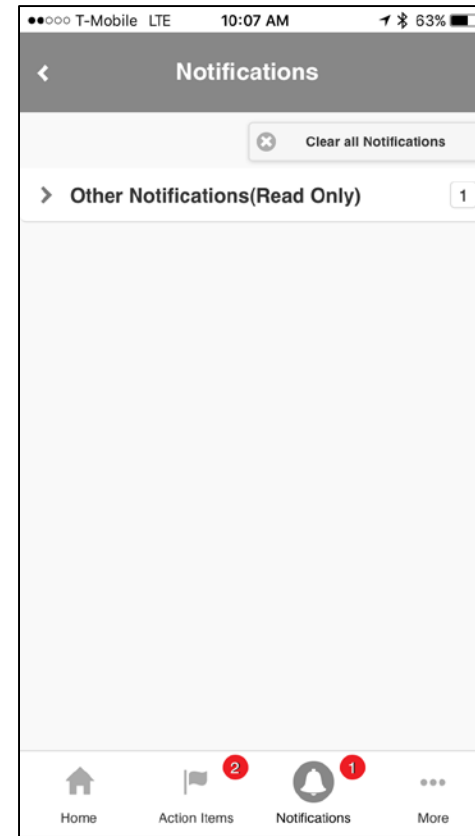
- Approvals
- Action Items
- Notifications

# Navigate the App: Action Items & Notifications

Select **Action Items** to view any open requisitions that require your approval.



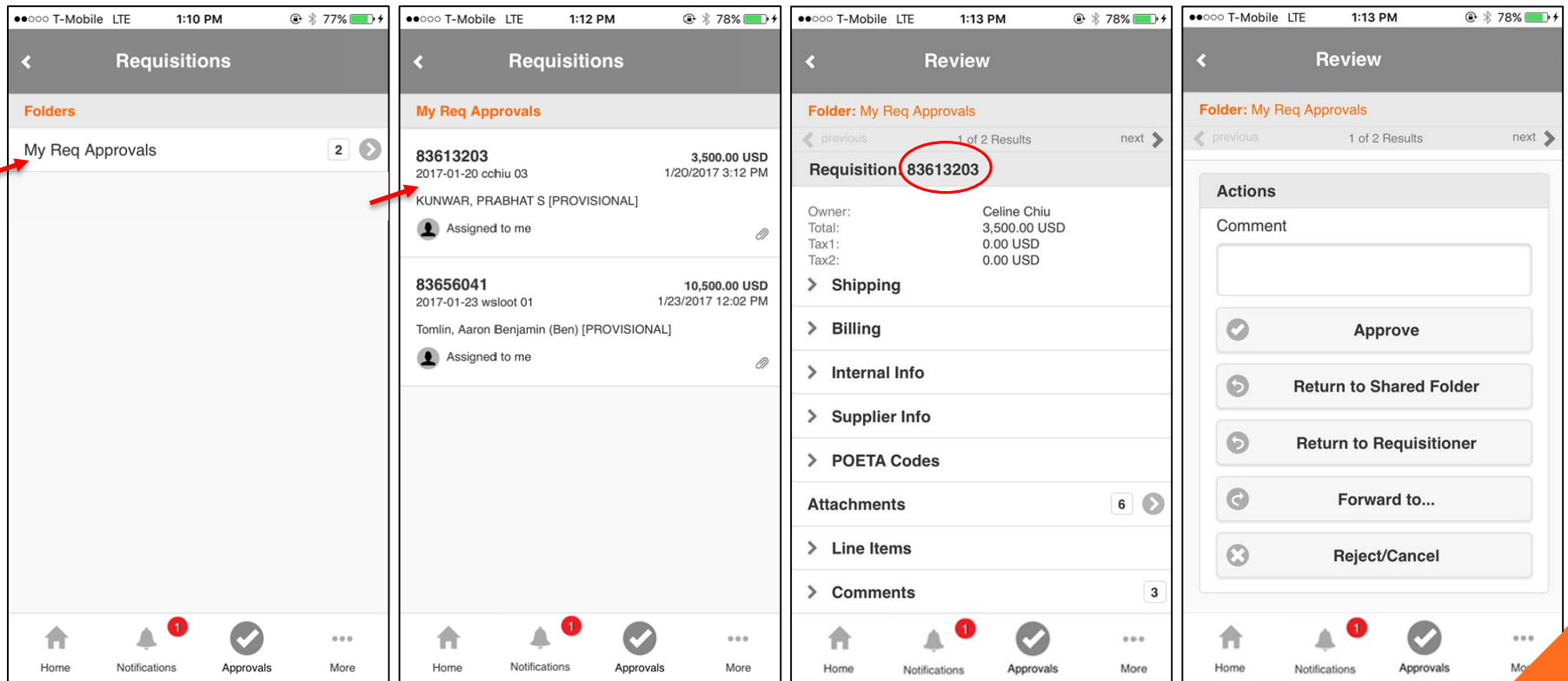
**Notifications** will appear based on your Notification Preferences in TechMart.





# Navigate the App: Approvals

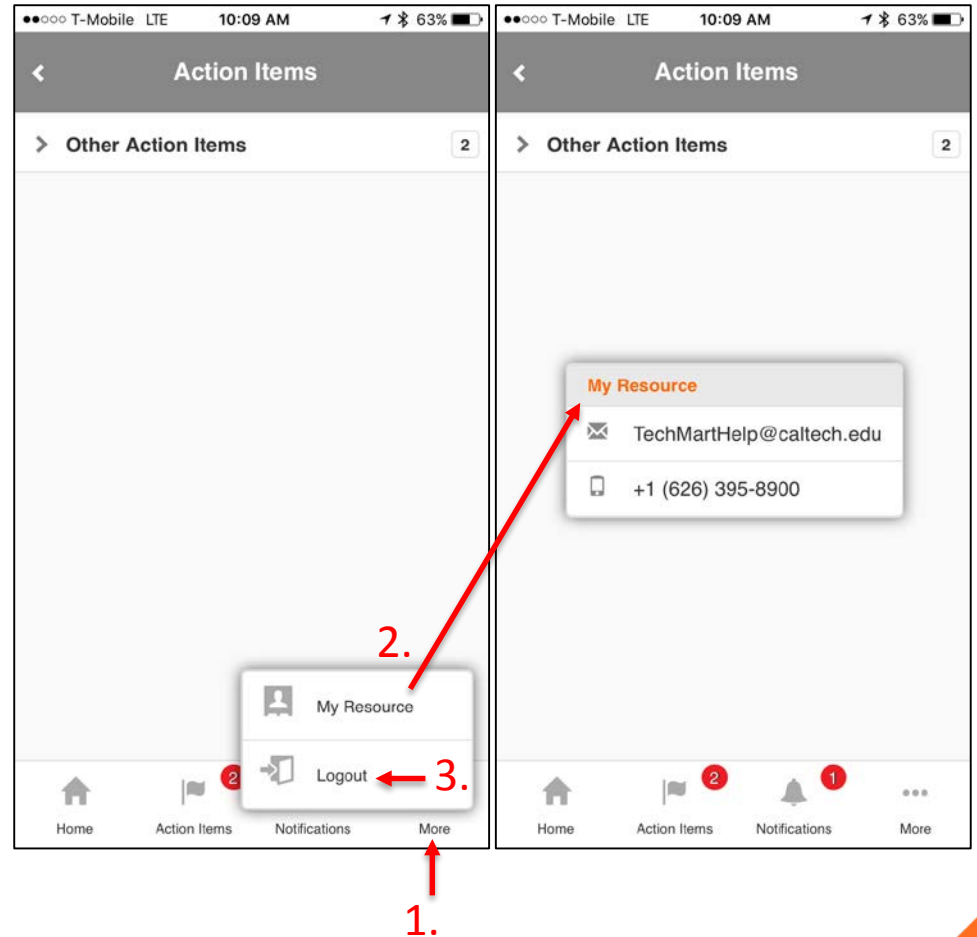
To view your pending approvals, select **Approvals** from the homepage. Clicking on **Requisitions** will allow you to review the requisition summary and/or add comments, but not edit the requisition. Within the app, you can **Approve, Return, Forward** or **Reject** the requisition.



# Resources

From the toolbar:

1. Select **More**
2. Select **My Resource** to find contact information should you have any questions
3. Select **Logout** if you wish to leave the app



# Questions?

*If you have any questions on how to activate the **JAGGAER** mobile app, please contact one of the individuals below:*

Genelle Vinci, [genelle.vinci@caltech.edu](mailto:genelle.vinci@caltech.edu)

Briana Nakawatase, [briana.nakawatase@caltech.edu](mailto:briana.nakawatase@caltech.edu)

Rachel Fisher, [rachel.fisher@caltech.edu](mailto:rachel.fisher@caltech.edu)

[caltech.edu](https://caltech.edu)