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**
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

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
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.

![Action Items Screen](image1)

![Notifications Screen](image2)
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
Briana Nakawatase, briana.nakawatase@caltech.edu
Rachel Fisher, rachel.fisher@caltech.edu
caltech.edu