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JAGGAER

MOBILE APP



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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 dialog box 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 and circled in red. The 'Add Device' button at the bottom of the dialog is also circled in red.

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 'Add Device' dialog on the left and the user profile settings on the right. In the 'Add Device' dialog, a red arrow labeled '1.' points to the 'Email Activation Code to User?' radio button, which is set to 'Yes'. In the user profile settings, a red arrow labeled '2.' points to the 'App Activation Codes' menu item. Below this, a table titled 'Pending Codes' shows a single entry with the code '3FFC-7A29-FX8L' circled in red.

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

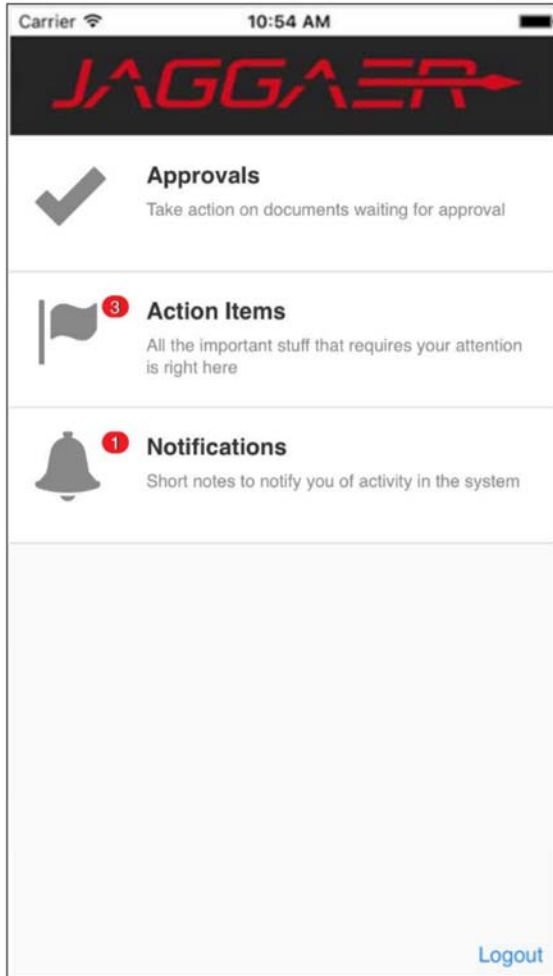
Password

Register Device

Need help? Please contact your system administrator.

[Tell me about JAGGAER](#)

Jaggaer Homepage

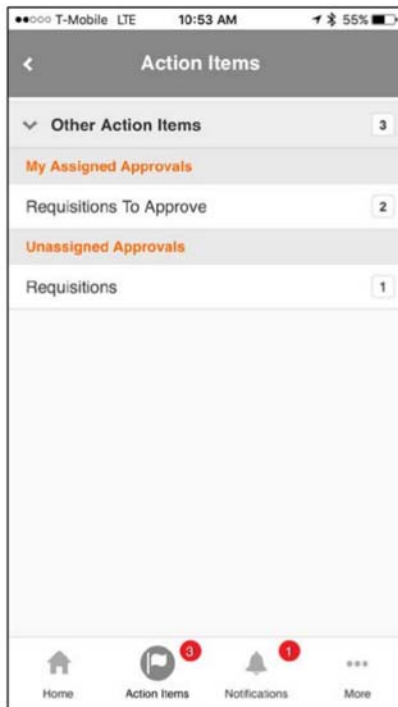


On the homepage, you will see folders for:

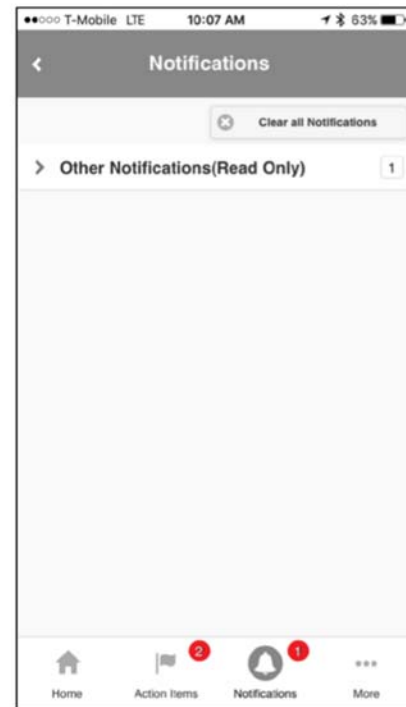
- Approvals
- Action Items
- Notifications

Navigate the App: Action Items & Notifications

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

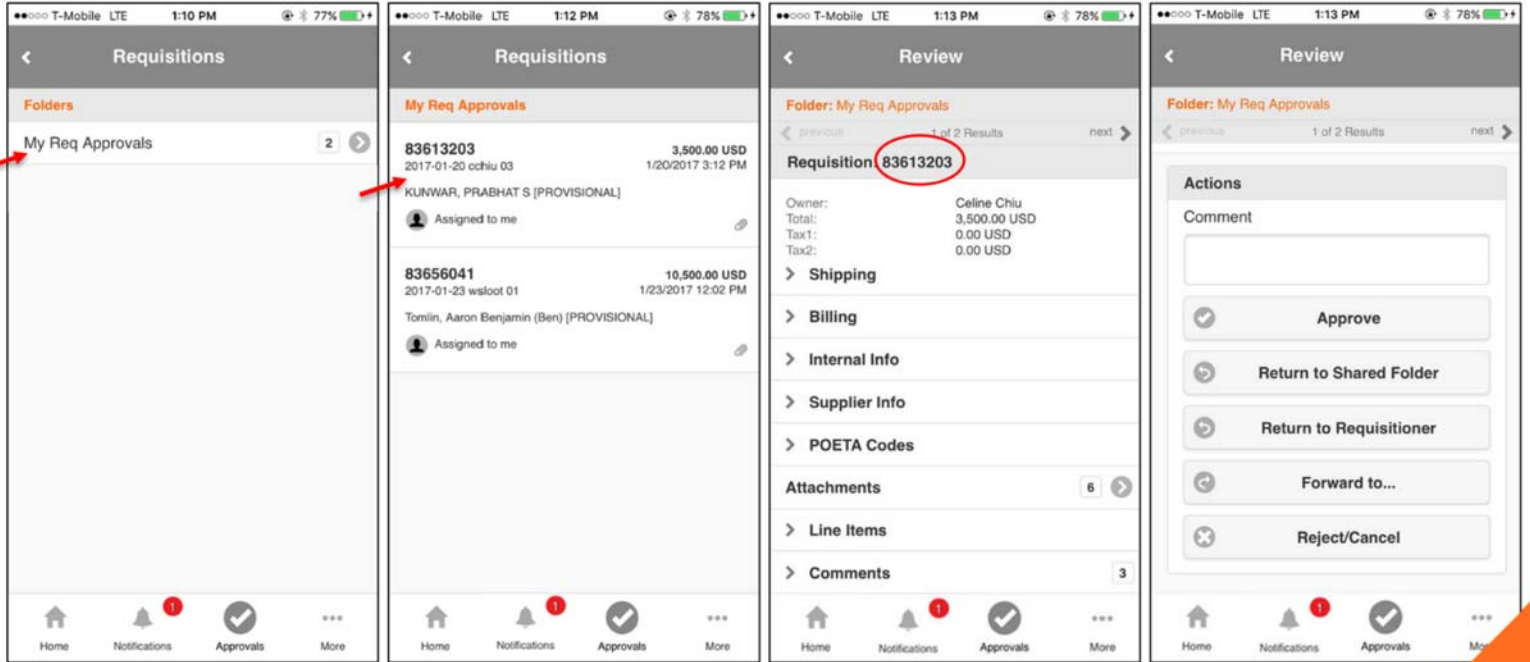


Notifications will appear based on your Notification Preferences in TechMart.



Navigate the App: Approvals

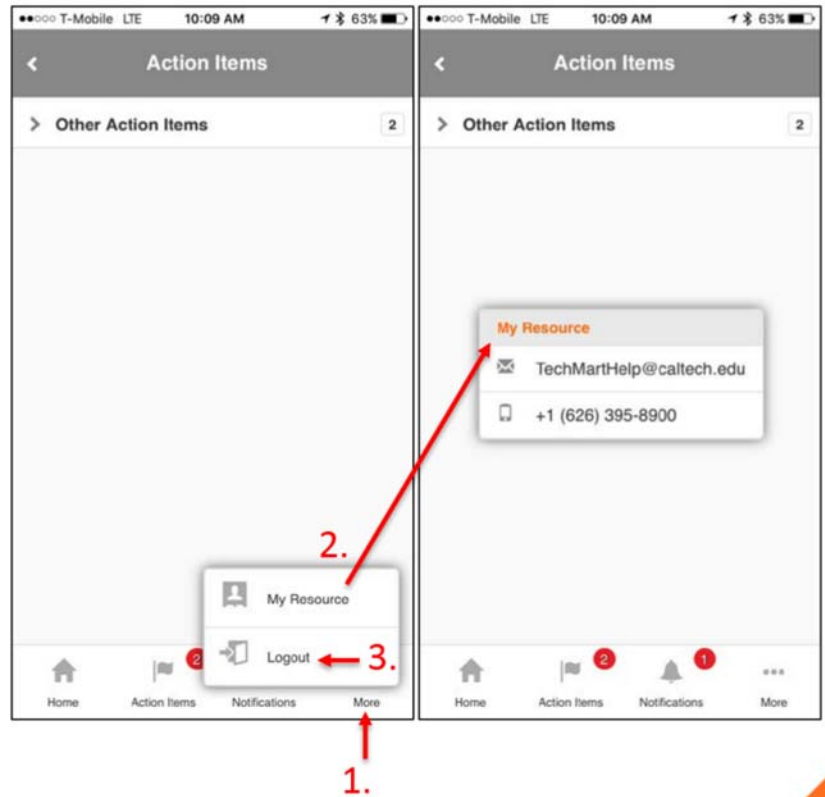
To view your pending approvals, select **Approvals** from the homepage. Clicking on **Requisitions** will allow you to review the requisition summary and/or add comments, but not edit the requisition. Within the app, you can **Approve, Return, Forward** or **Reject** the requisition.



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:*

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