Islanderbuy Mobile App Quick Reference Guide

Begin by searching for and downloading the Jaggaer mobile app in your App store.
Islanderbuy Mobile App Quick Reference Guide

Then, open the App and click on “Let’s Begin

JAGGAER Mobile extends the capabilities of approval functionality to your mobile device

- Approvals on-the-go
- View important attachments
- Add or view comments while approving documents
- View accounting codes
- Identify other approvers to keep workflow moving
- Maximize your procurement and accounts payable automation
- Shortcut to JAGGAER added on Home screen.
Islanderbuy Mobile App Quick Reference Guide

Then, log into Islanderbuy and click on your name then “View My Profile” at the top of the page
Islanderbuy Mobile App Quick Reference Guide

And then on “App Activation Codes” under “User Profile and Preferences”
Then click the “Add Mobile Device” button
Islanderbuy Mobile App Quick Reference Guide

You will then be prompted to create a password

**Note: If you are not prompted to create a new password, please call the Access & Security group at (979) 458-5555.

After creating your password, create a Nickname for your device and then select “Yes” to receive an Activation Code via email
Islanderbuy Mobile App Quick Reference Guide

Your activation code will then be displayed

You will also receive an email containing your activation code

Dear Ruben Gonzalez,

Congratulations! You’re one step closer to activating the JAGGAER mobile app on your device. If you haven’t done so already, please download the JAGGAER app using one of the app store links below and return to this Email once the app is installed. If you are not using an Android or Apple device, please proceed to the Register Device button to complete activation.

Android and Apple users:
Once you have installed the JAGGAER mobile app, please select Register Device.
Enter the Activation Code you received and the password you created, then click “Register Device”
Islanderbuy Mobile App Quick Reference Guide

You will then be logged in to the Jaggaer mobile App where you can shop, view your cart, approve documents or check your notifications and action items

<table>
<thead>
<tr>
<th>Icon</th>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Shop icon]</td>
<td>Shop</td>
<td>Shop from your hosted catalog and add items from your favorites</td>
</tr>
<tr>
<td>![Your Cart icon]</td>
<td>Your Cart</td>
<td>View your current cart and manage other carts</td>
</tr>
<tr>
<td>![Approvals icon]</td>
<td>Approvals</td>
<td>Take action on documents waiting for approval</td>
</tr>
<tr>
<td>![Action Items icon]</td>
<td>Action Items</td>
<td>All the important stuff that requires your attention is right here</td>
</tr>
<tr>
<td>![Notifications icon]</td>
<td>Notifications</td>
<td>Short notes to notify you of activity in the system</td>
</tr>
</tbody>
</table>

Logout