Mobile App – Activation
Jaggaer Mobile App

The Jaggaer Mobile app allows users to perform various UD Exchange tasks via a iOS and Android mobile devices:

• Shop from *hosted* catalogs or from your saved favorites.
• Manage documents assigned to you for approval.
• Access your action items and notifications.
From the UD Exchange Home Page:
- Click on the User icon
- Select View My Profile.
Under User Profile and Preferences, select App Activation Codes.
Click the Add Device menu and select Mobile Device.
In the Create App Password window, create and confirm a mobile app password. Unlike the desktop application of UD Exchange, you will need to use the password you create instead of your UD single sign on credentials.

Click Create Password.
In the Add Device window, give a nickname to your mobile device and select the Yes radio button next to Email Activation Code to User.

Click Add Device.
The Add Device window will display an authentication code that you can use within the next 72 hours to authenticate your device when adding the app. You will also receive an email containing the authentication code.
UD Exchange is powered by Jaggaer.

- On your mobile device, search your app store for **Jaggaer**.
- Select **Jaggaer**, not Jaggaer Advantage.
Download and install the mobile app on your device.
Open the app.
Click the Let’s Begin! Button.

- 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
Enter your Activation Code and Password.

Click Register Device.
You will see the UD Exchange mobile menu.
Once you have installed the app on your mobile device, return to your desktop screen and click **Close**.
You will see your device displayed.

- You can add additional devices by clicking **Add Device** and following the same steps.
- You can delete devices by clicking the **Delete** button.
Questions:
• procurement@udel.edu

Resources:
• Procurement Services Website
• UDX Mobile App - Navigation