What’s different in UD Exchange?

App for Approvals

In Webforms, a user had to log into webforms in a computer browser to review and approve requisitions.

In UD Exchange, which runs on the JAGGAER platform, there is an app for iOS and Android allowing the user to review all aspects of the requisition on a mobile device.
Jaggaer Mobile App

The Jaggaer Mobile app allows users to perform various UD Exchange tasks via a mobile device:

- 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:
1. Click on the User icon
2. 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.

1. You can add additional devices by clicking Add Device and following the previous steps.
2. You can delete devices by clicking the Delete button.
Resources

Procurement Services
procurement@udel.edu

See also, “UDX Mobile App - Navigation”