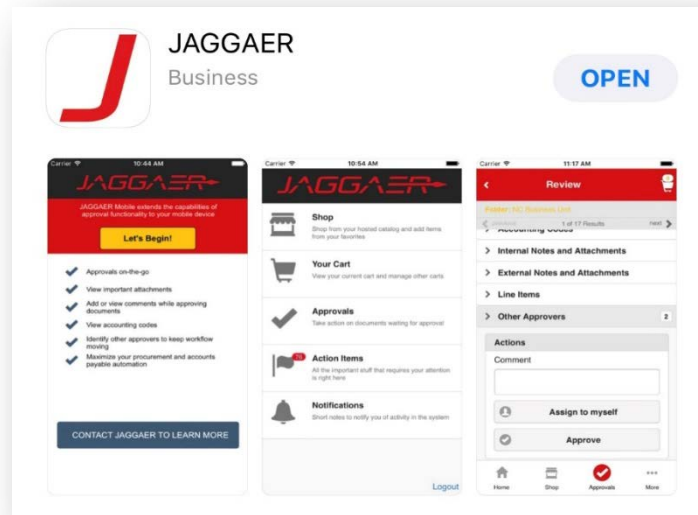


# Quick Reference Guide JAGGAER (Bobcat Buy) How to Set Up Mobile App



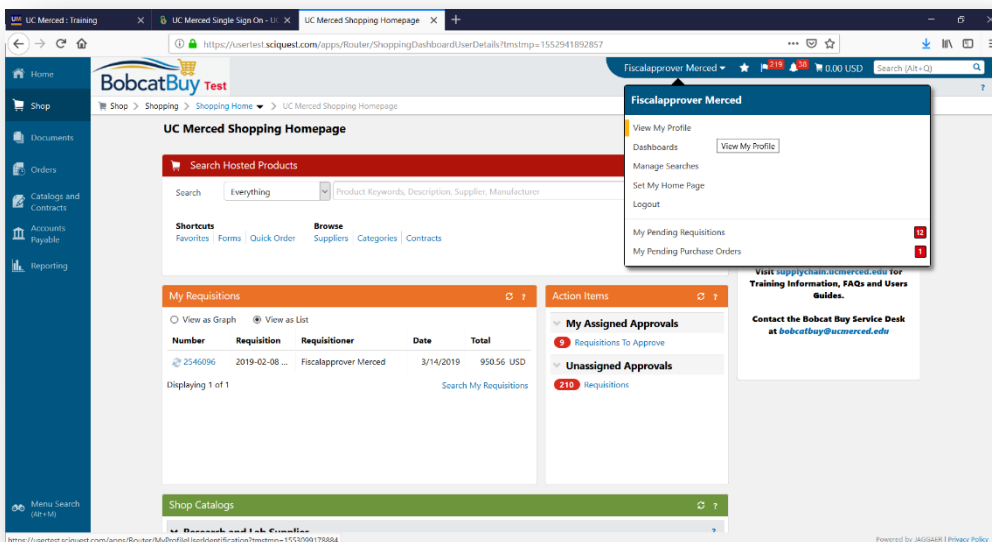
1. **Start by downloading the App**, select “Jaggaer Business” and install. Note: The JAGGAER mobile app is available for iOS devices (9.0 and higher) and Android devices. The app is available from the Apple Store and from Google Play Store.

*Although the app will function on the Apple iPad, it is scaled for the smaller iPhone screen. The display on the iPad may be more difficult to read. For devices that are not IOS or Android, a mobile "Web View" is available. The app can be downloaded onto these devices, however, the user will be re-routed to the correct web view URL when attempting to register the app on the device.*



2. **Once you have downloaded the App...Sign in to Bobcat Buy on your computer**

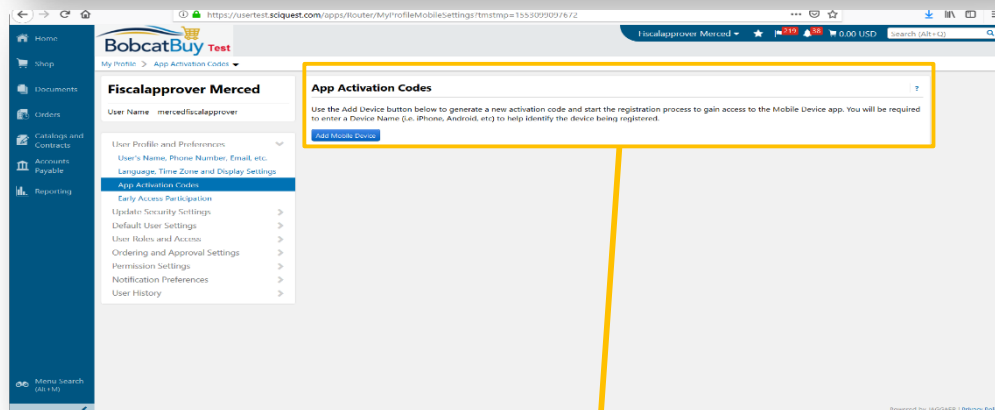
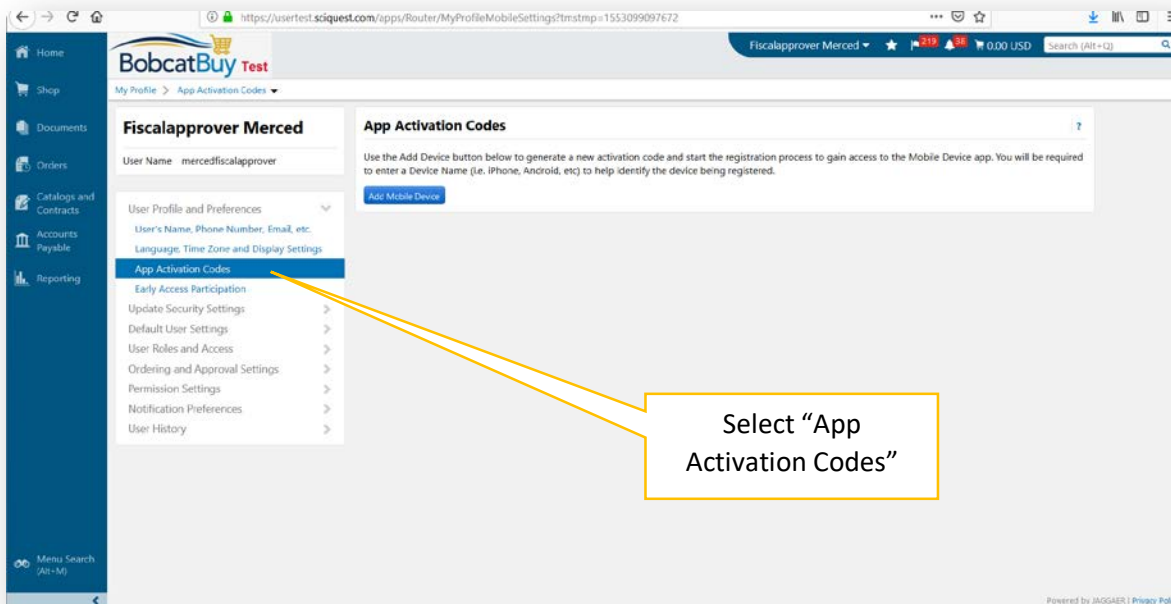
- a. Start on Bobcat Buy Homepage.
- b. Click on the first drop down selection View My Profile.
- c. Select User Profile and Preferences



# Quick Reference Guide JAGGAER (Bobcat Buy) How to Set Up Mobile App



### 3. Select “App Activation Codes”.



#### 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

Select “Add Mobile Device”

# Quick Reference Guide

## JAGGAER (Bobcat Buy)

### How to Set Up Mobile App



5. Create a password that will only be used to log into the Mobile Device.

**Create App Password**

Please create a password that will only be used to log into the Mobile Device app.

**Note:** Passwords are case sensitive. The minimum password length is 6 alphanumeric characters.

App Password \*

App Password Confirm \*

\* Required

6. Nickname the device and select "Add 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

Enter a name for the device

Select "Add Device"

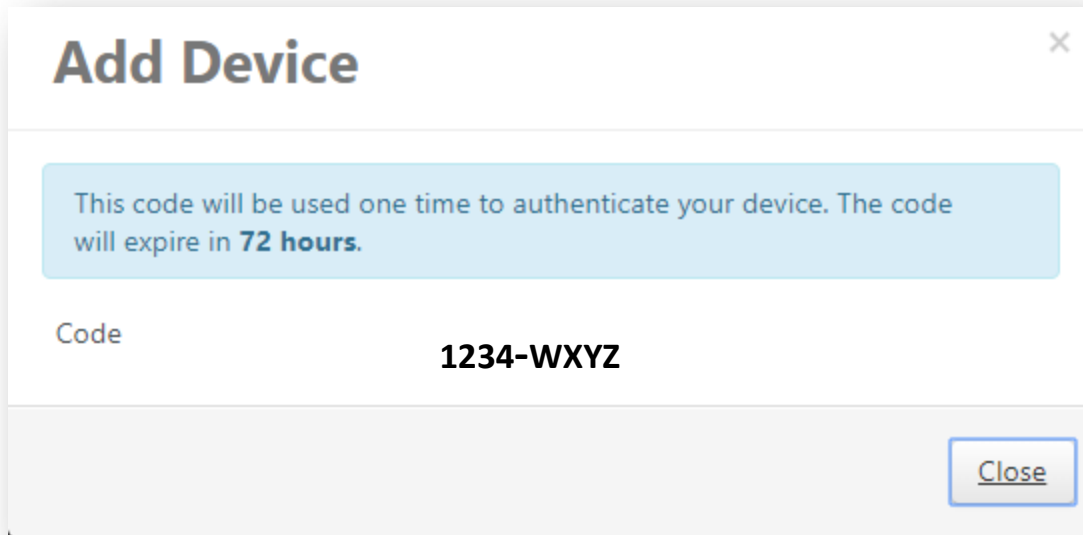
# Quick Reference Guide

## JAGGAER (Bobcat Buy)

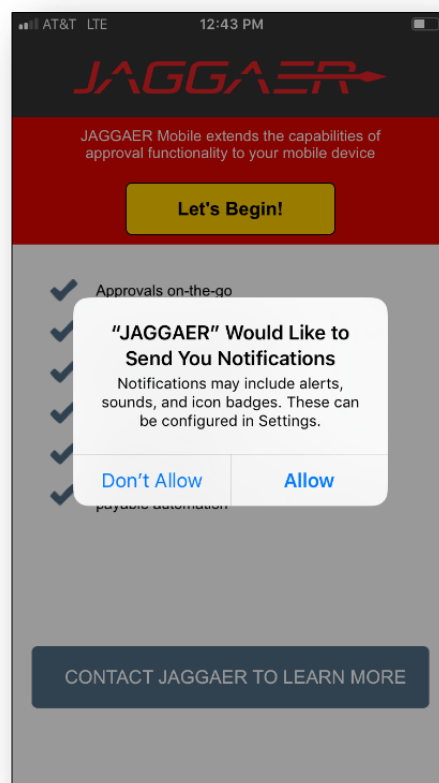
### How to Set Up Mobile App



- 7. An activation code will be provided that will expire in 72 hours.**



- 8. To activate your mobile App, open the app on your mobile device.**
- 9. To receive notifications when you have documents pending approval...select "allow"**



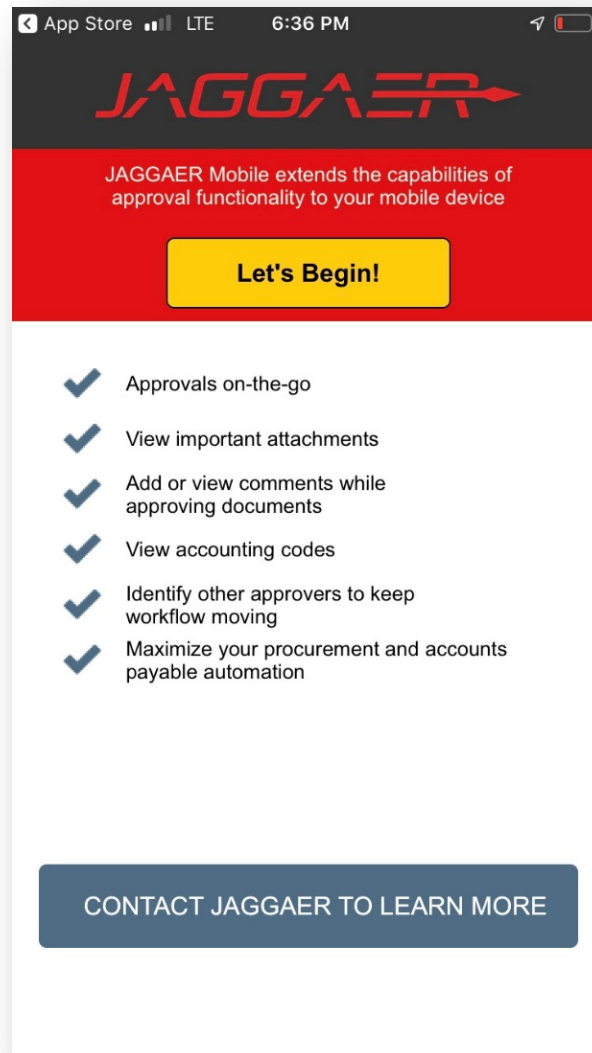
# Quick Reference Guide

## JAGGAER (Bobcat Buy)

### How to Set Up Mobile App



#### 10. Select "Let's Begin"



# Quick Reference Guide

## JAGGAER (Bobcat Buy)

### How to Set Up Mobile App



11. Enter your "Activation Code" obtained earlier and the "Password" that you just created to login.

**Note:** You can update your mobile device settings on your mobile device to use touch or face ID to login in the future or use the password you just created.

A screenshot of a mobile application interface. At the top, the status bar shows "AT&T LTE" and "12:44 PM". Below the status bar is a black header with the "JAGGAER" logo in red. The main content area is white and contains the following elements: the text "Activation Code" above a white input field; the text "Password" above another white input field; a dark blue button with the text "Register Device"; and a line of text "Need help? Please contact your system administrator." followed by a blue link "Tell me about JAGGAER".