



**PROCUREMENT AND
BUSINESS SERVICES**

buyWays

Jaggaer (buyWays) Mobile App

2020



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The Jaggaer Mobile app allows users to perform various CU buyWays tasks via a mobile device.

- Manage documents assigned to you for approval
- Access your action items and notifications

Supported Devices

The Jaggaer mobile app is currently available for both iOS (version 9.0 and higher) and the Android (version 4.0.0 and higher) devices in their respective app stores. The app will function on an Apple iPad and is scaled for the smaller iPhone screen.



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Approval Tasks

- Depending on an individual user's roles and permissions, users can manage pending requisition, purchase orders and invoice approvals. In addition, users can view/add comments, download attachments and view the accounting information.

Action Items and Notifications

- Mobile users can access their notifications and action items within the app. These are the same notifications and action items that displays on the desktop application.

Accessing the Jaggaer Mobile App

Part 1

- Log into Clemson buyWays
- Click on your name in the top right
- Click View My Profile
- Click on User Profile and Preferences
- Click on App Activation Codes
- Click Add Mobile Device
- Enter a name for your mobile device
- Click Add Device

Continue to part 2

The image displays three screenshots from the Clemson buyWays mobile app activation process. The top screenshot shows the user's profile page with the 'Clemson Approver' header and a sidebar menu. The middle screenshot shows the 'App Activation Codes' section with an 'Add Mobile Device' button. The bottom screenshot shows the 'Add Device' modal form where a device name 'My iPhone' is entered and the 'Email Activation Code to User?' option is selected. The bottom screenshot also includes a table of pending codes.

Code	App Type	Device Name	Date Issued	Expiration Date	
5115-7814	Mobile Device	My iPhone	3/12/2020 10:17:39 AM	3/15/2020 10:17:39 AM	Delete

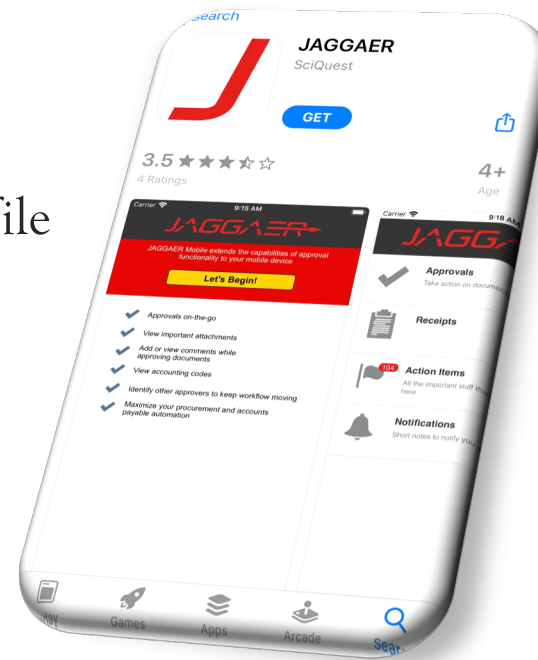
Accessing the Jaggaer Mobile App

Part 2

Download and install the mobile app on your device. Search for Jaggaer. The correct app is named Jagger, not Jaggaer Advantage. The logo will be a single red letter **J**.



- Open the app
- Enter your activation code from your profile
- Enter your Clemson password
- Click register device



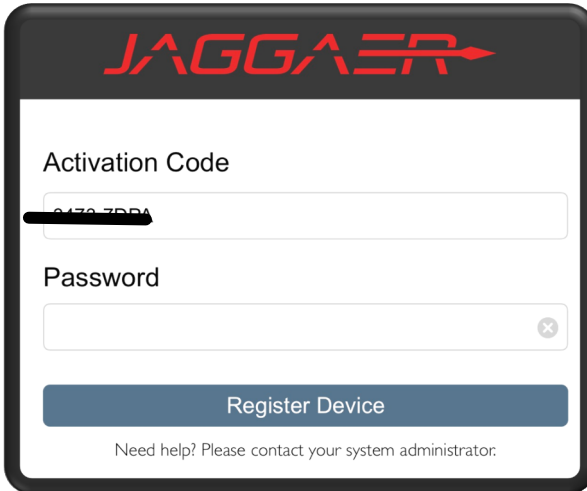
Accessing the Jaggaer Mobile App

Part 2 (cont'd)

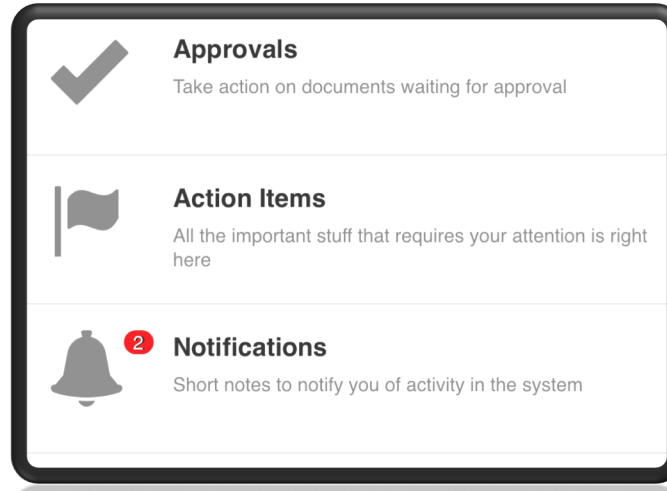
On the homepage of the App you will find:

- Approvals
- Action Items
- Notifications

*Screens may vary based on your user roles and permissions

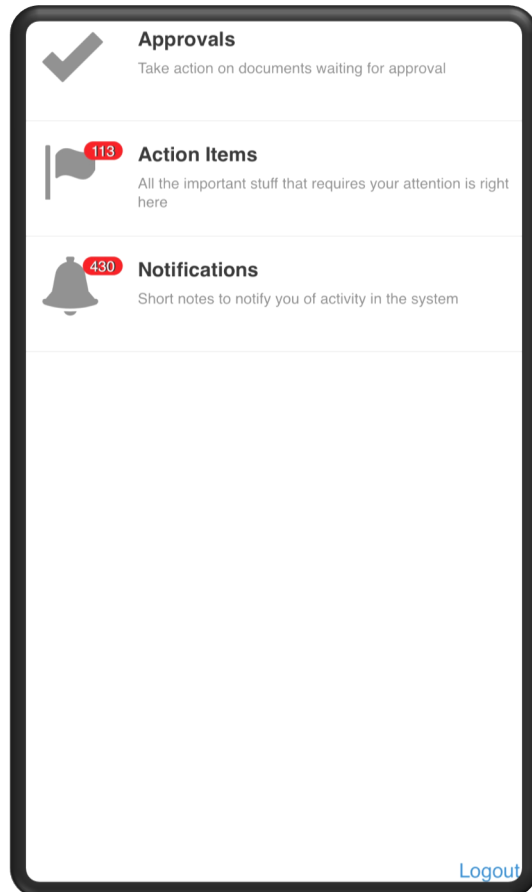


The image shows a mobile app registration screen. At the top is the 'JAGGAER' logo in red. Below it, there is a section for 'Activation Code' with a text input field containing '6170-3884'. Underneath is a 'Password' section with a text input field and a small 'x' icon to clear the password. A blue button labeled 'Register Device' is at the bottom. Below the button, it says 'Need help? Please contact your system administrator.'



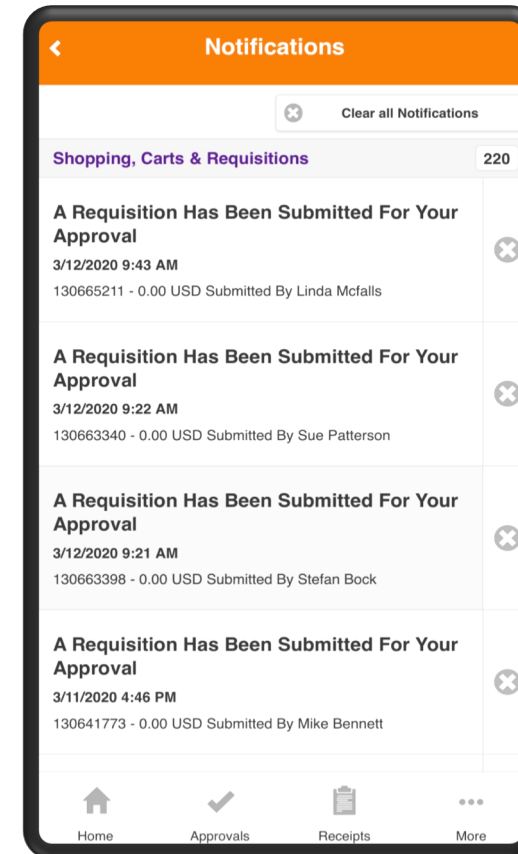
The image shows a mobile app dashboard. It has three main sections: 'Approvals' with a checkmark icon and the text 'Take action on documents waiting for approval'; 'Action Items' with a flag icon and the text 'All the important stuff that requires your attention is right here'; and 'Notifications' with a bell icon, a red circle with the number '2', and the text 'Short notes to notify you of activity in the system'.

Approvals and Notifications



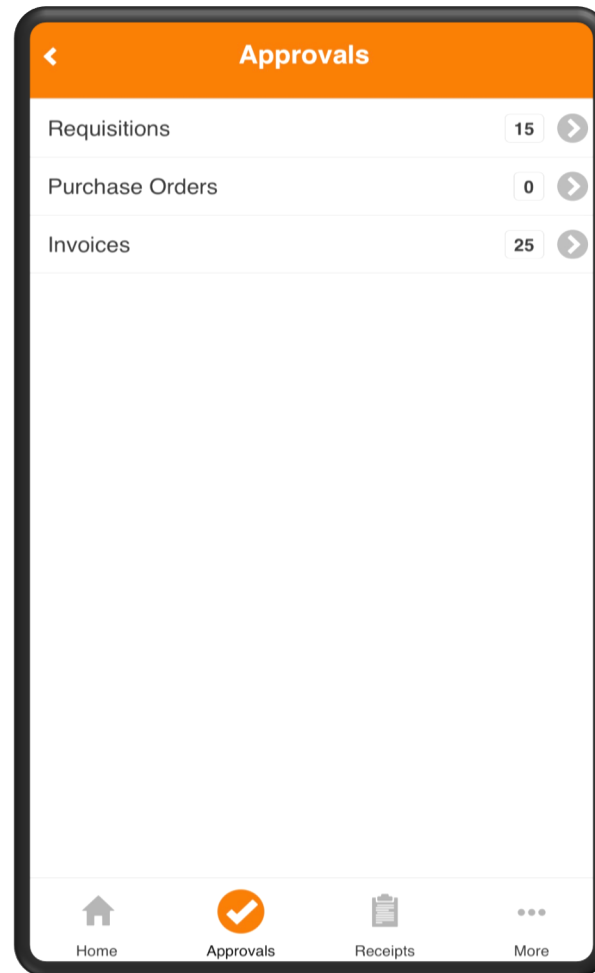
- Approvals will show pending documents that require approval

- Notifications will display based on your notification preferences in your profile in buyWays

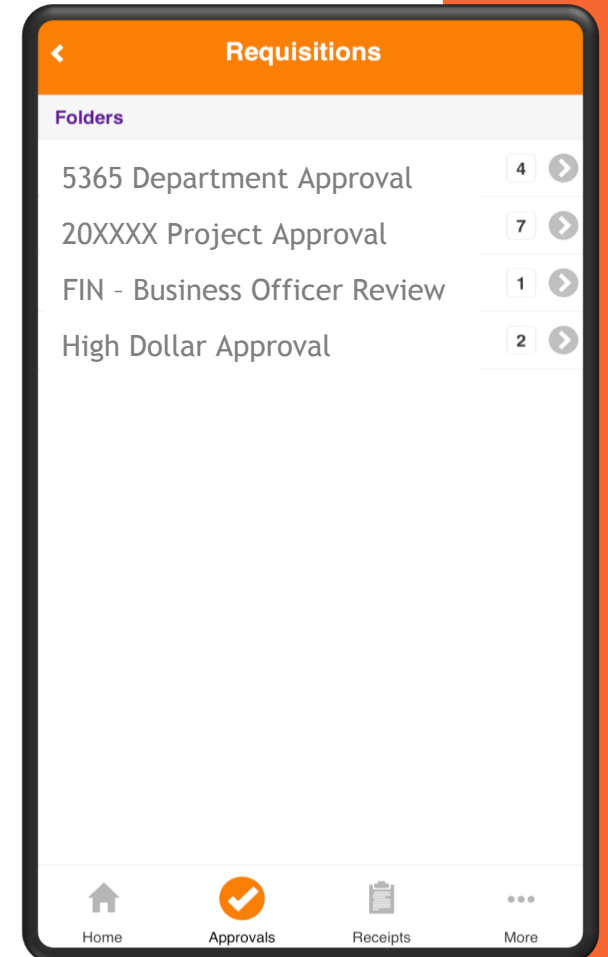


Review and Approve

- Click Approvals from the Homepage
- Click on the type of document you want to approve. Depending on your approval assignments, this folder list can vary.

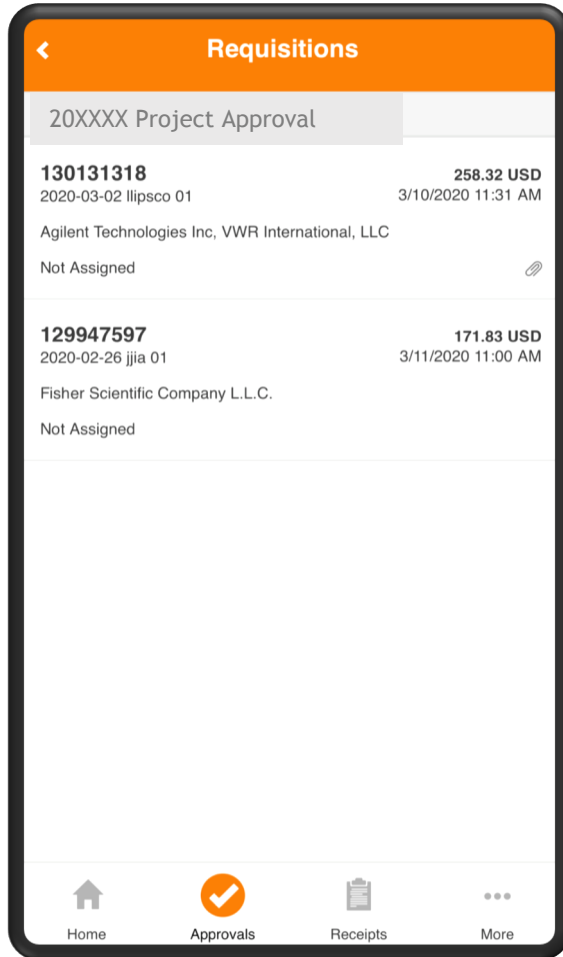


- Click on the folder to take action on the pending items that are listed.

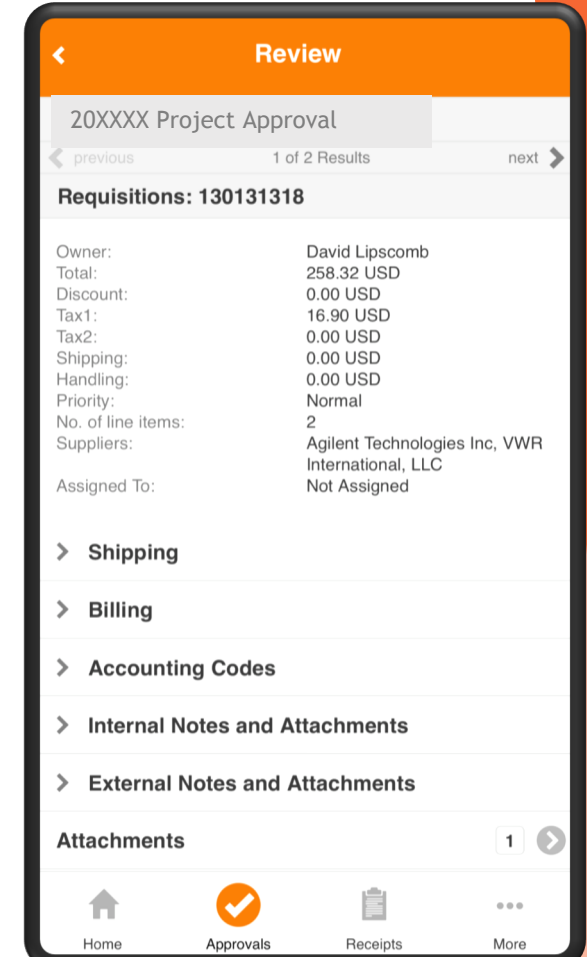


Review and Approve

- Click on the requisition number to view the details



- Once the requisition is open, you can review the details of what is being purchased. Review each section for accuracy. Attachments can also be viewed within the app.

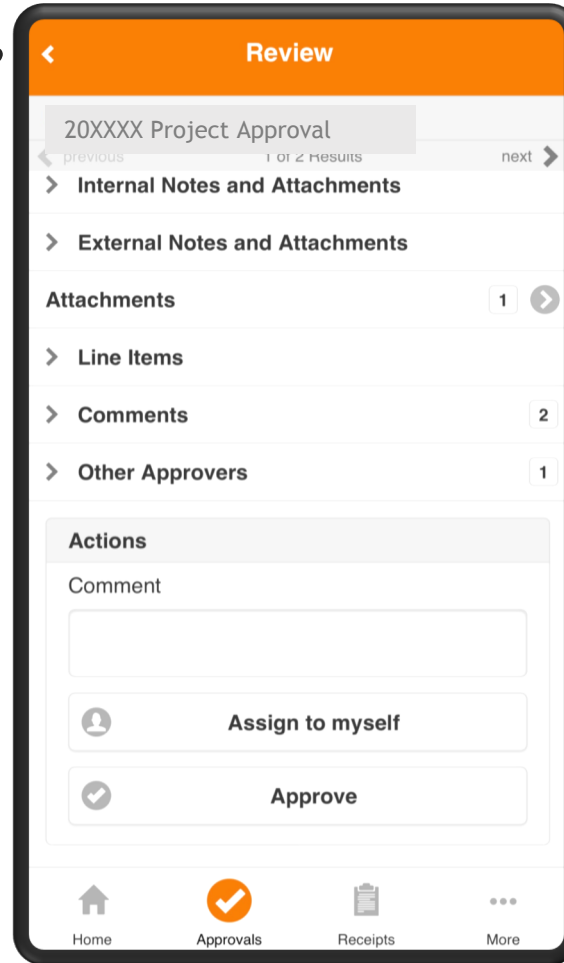


Review and Approve

- Review the details, scroll/slide to see additional information
- Click Approve to approve the document

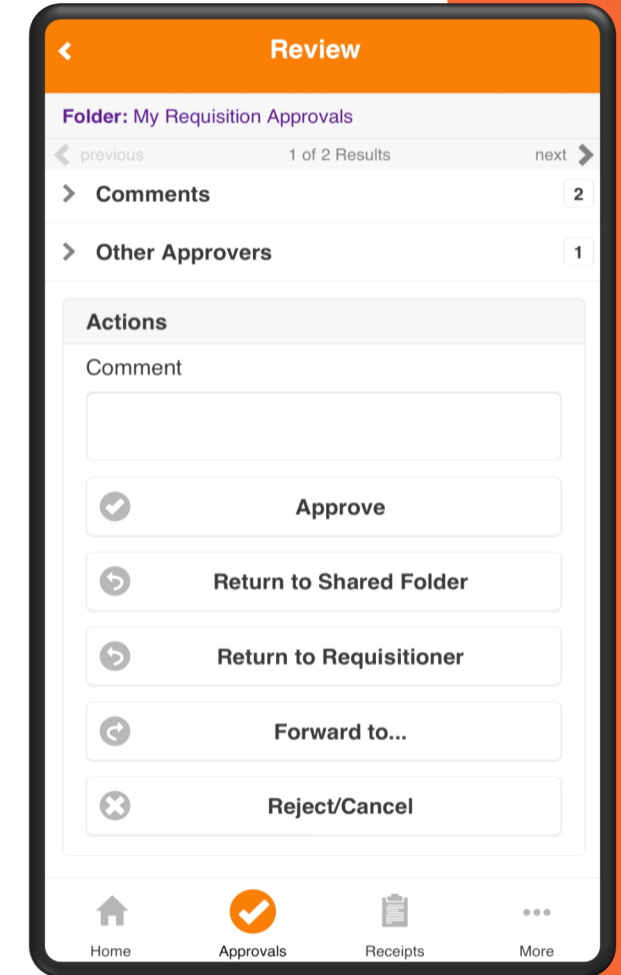
OR

- Click Assign to myself to take additional actions



- Once the document is assigned, you can choose one of the following actions:

- Approve
- Return to Shared Folder
- Return to Requisitioner
- Forward to (another approver)
- Reject/Cancel





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Using the mobile app is not required, but an additional option for remote approvers.

In system approvals and email approvals remain the same.

Please contact us if you need assistance.

Contact Us: 864-656-2390

- Option 3 – General buyWays (workflow, how-to)
- cubuyWays@clemson.edu
- [buyWays FAQs](#)