AGGIE-MART Mobile Approval

Approvers now have the ability of taking action on requisitions quickly whether they are in the office or on the go! With mobile approvals, Approvers will receive an enhanced approval email containing pertinent order information and a quick action webpage link where action may be taken. The email contains order information to allow the approver to make a decision on what action to take on the entire document. The approver will be able to perform the following actions on a requisition via mobile approvals:

- Approve the entire requisition
- Reject the entire requisition
- Return to Requisitioner
- Assign the entire requisition to his/her self

The following is a list of support mobile devices for mobile approvals:

<table>
<thead>
<tr>
<th>Mobile Device</th>
<th>BlackBerry</th>
<th>Android</th>
<th>iPhone/iPad/iPod</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supported Operating Systems</td>
<td>4.5</td>
<td>1.X</td>
<td>iOS 4</td>
</tr>
<tr>
<td>Supported Browser</td>
<td>BlackBerry</td>
<td>Android-embedded browser</td>
<td>Safari – embedded browser</td>
</tr>
</tbody>
</table>

*Readability of email client varies based on client and formatting selected.

If you choose to take advantage of using Aggie-Mart Mobile Approval, you will need to complete one additional step. An approval code is necessary and you can store and manage your personal approval code in your AGGIE-MART profile:

**How To set-up the Personal Approval Code:**

1. Log into AGGIE-MART
2. At the top of the page, *Click* on the word Profile (beside your name)
3. *Click* on the User Settings tab
4. *Click* on the sub-tab User Identification
5. *Scroll* down the page to Email Approval Code
6. *Type* in a code that **only** you will know or remember
7. *Click* Save.

You can remove this approval code at any time.
AGGIE-MART
Mobile Approval
Email Notification Example:

Summary:
If you have not setup an approval code in your profile, this notice will not be displayed.

Approval request for Purchase Requisition (PR) # 605465

Dear Jane Doe,

The requisition listed below has been submitted for your approval.

NOTICE: To approve requisitions via email (outside of the AGGIE-MART application), an approval code is required.

Summary

Folder: Jane Doe
Prepared by: Nikki User
Cart name: Scientific Supplies
Requisition No.: 605465
No. of line items: 3

TOTAL: 1,998.00 USD

Details:
Contains the specific line item details for all goods/services ordered.

Note: Details for requisitions with 10 or more items will not be displaced. You will need to log into AGGIE-MART to view the details.

Details

FISHER SCIENTIFIC COMPANY LLC

Item 1
Catalog No.: 19-020-557B
Quantity: 100
Unit Price: 9.99 USD
Ext. Price: 999.00 USD
Size/Packaging: 6 medium PK

Item 2
Catalog No.: 02681300
Quantity: 100
Unit Price: 9.99 USD
Ext. Price: 999.00 USD
Size Packaging: 0.6mL PK

TOTAL: 1,998.00 USD
### Email Notification Example Continued:

**Email Action Steps:**

<table>
<thead>
<tr>
<th>Within the email, click the Take Action box</th>
<th>Ready to approve, reject or return this requisition? Take Action</th>
</tr>
</thead>
</table>

Your internet browser will open and this box will be displayed on a web page:

1. Select your action
2. Add comment if desired
3. Enter your approval code
4. Click Submit

<table>
<thead>
<tr>
<th>AGGIE-MART</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition: 605465</td>
</tr>
<tr>
<td>Status: Pending</td>
</tr>
<tr>
<td>Prepared by: Nikki User</td>
</tr>
<tr>
<td>Approver: Jane Doe</td>
</tr>
</tbody>
</table>

Select an action
- Approve
- Reject All
- Return to Requisitioner

Comment (Optional):

Enter your approval code to submit:

```
[ ] Submit
```

**Confirmation of action**

Approve successful

| Requisition: 605465 |
| Prepared by: Nikki User |
| Approver: Jane Doe |