



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:

Mobile Device	BlackBerry	Android	iPhone/iPad/iPod
Supported Operating Systems	4.5	1.X	iOS 4
Supported Browser	BlackBerry	Android-embedded browser	Safari – embedded browser

*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:

<p>Summary:</p> <p>If you have not setup an approval code in your profile, this notice will not be displayed.</p>	<p style="background-color: #003366; color: white; padding: 2px;">Approval request for Purchase Requisition (PR) # 605465</p> <p>Dear Jane Doe,</p> <p>The requisition listed below has been submitted for your approval.</p> <p>NOTICE: To approve requisitions via email (outside of the AGGIE-MART application), an approval code is required.</p> <p style="background-color: #4F81BD; color: white; padding: 2px;">Summary</p> <table border="0"> <tr> <td>Folder:</td> <td>Jane Doe</td> </tr> <tr> <td>Prepared by:</td> <td>Nikki User</td> </tr> <tr> <td>Cart name:</td> <td>Scientific Supplies</td> </tr> <tr> <td>Requisition No.:</td> <td>605465</td> </tr> <tr> <td>No. of line items:</td> <td>3</td> </tr> <tr> <td>TOTAL:</td> <td>1,998.00 USD</td> </tr> </table>	Folder:	Jane Doe	Prepared by:	Nikki User	Cart name:	Scientific Supplies	Requisition No.:	605465	No. of line items:	3	TOTAL:	1,998.00 USD														
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<p>Details:</p> <p>Contains the specific line item details for all goods/services ordered.</p> <p>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.</p>	<p style="background-color: #4F81BD; color: white; padding: 2px;">Details</p> <p>FISHER SCIENTIFIC COMPANY LLC</p> <table border="0"> <tr> <td>Item 1</td> <td>Standard , Powdered Latex Gloves</td> </tr> <tr> <td>Catalog No.</td> <td>19-020-557B</td> </tr> <tr> <td>Quantity:</td> <td>100</td> </tr> <tr> <td>Unit Price:</td> <td>9.99 USD</td> </tr> <tr> <td>Ext. Price:</td> <td>999.00 USD</td> </tr> <tr> <td>Size/Packaging:</td> <td>6 medium PK</td> </tr> <tr> <td>Item 2</td> <td>Tube, Microcentrifuge, Fisherbrand, Polypropylene, w/attachment</td> </tr> <tr> <td>Catalog No.:</td> <td>02681300</td> </tr> <tr> <td>Quantity:</td> <td>100</td> </tr> <tr> <td>Unit Price:</td> <td>9.99 USD</td> </tr> <tr> <td>Ext. Price:</td> <td>999.00 USD</td> </tr> <tr> <td>Size Packaging:</td> <td>0.6mL PK</td> </tr> <tr> <td>TOTAL:</td> <td>1,998.00 USD</td> </tr> </table>	Item 1	Standard , Powdered Latex Gloves	Catalog No.	19-020-557B	Quantity:	100	Unit Price:	9.99 USD	Ext. Price:	999.00 USD	Size/Packaging:	6 medium PK	Item 2	Tube, Microcentrifuge, Fisherbrand, Polypropylene, w/attachment	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
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Email Notification Example Continued:

Email Action Steps:

<p>Within the email, click the Take Action box</p>	<p>Ready to approve, reject or return this requisition? Take Action</p>								
<p>Your internet browser will open and this box will be displayed on a web page:</p> <ol style="list-style-type: none"> 1. Select your action 2. Add comment if desired 3. Enter your approval code 4. Click Submit 	<div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #4f81bd; color: white; padding: 2px;">AGGIE-MART</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Requisition</td> <td style="padding: 2px;">605465</td> </tr> <tr> <td style="padding: 2px;">Status:</td> <td style="padding: 2px;">Pending</td> </tr> <tr> <td style="padding: 2px;">Prepared by:</td> <td style="padding: 2px;">Nikki User</td> </tr> <tr> <td style="padding: 2px;">Approver:</td> <td style="padding: 2px;">Jane Doe</td> </tr> </table> <p style="margin-top: 10px;">Select an action</p> <ul style="list-style-type: none"> <input type="radio"/> Approve <input type="radio"/> Reject All <input type="radio"/> Return to Requisitioner <p style="margin-top: 10px;">Comment (Optional):</p> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div> <p style="margin-top: 10px;">Enter your approval code to submit:</p> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> <input style="width: 100px; height: 20px; border: 1px solid black;" type="text"/> <input style="background-color: #ffcc00; border: 1px solid black; padding: 2px 10px; font-weight: bold; font-size: 0.9em;" type="button" value="Submit"/> </div> </div>	Requisition	605465	Status:	Pending	Prepared by:	Nikki User	Approver:	Jane Doe
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<p>Confirmation of action</p>	<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>Approve successful</p> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="padding: 2px;">Requisition:</td> <td style="padding: 2px;">605465</td> </tr> <tr> <td style="padding: 2px;">Prepared by:</td> <td style="padding: 2px;">Nikki User</td> </tr> <tr> <td style="padding: 2px;">Approver:</td> <td style="padding: 2px;">Jane Doe</td> </tr> </table> </div>	Requisition:	605465	Prepared by:	Nikki User	Approver:	Jane Doe		
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