Quick Guide to Setting up the Mobile App

Marketplace Central (SciQuest) Mobile Overview

The Mobile App for IOS and Android

The Marketplace Central (SciQuest) mobile app is available for IOS (Apple product) and Android devices. The app is available from the **Apple Store** and from **Google Play Store**. The app is downloaded to the device. **Note**: 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.

Web View for other Devices

For devices that are not IOS or Android, a mobile "Web View" is available. The app can be downloaded on to these devices, however, the user will be re-routed to the correct web view URL when attempting to register the app on the device.

Device Activation and Registration

Prior to using the mobile app or mobile web view on a device, the device must be added and an activation code generated in the user's Marketplace Central (SciQuest) profile.

Important Information about Mobile Passwords

When you first open the app on a device, you are required to enter an activation code and password in order to register the device. After initially registering the device, you will be prompted to enter a password in order to log in to the app. In most cases, users are required to create a separate password for accessing Marketplace Central (SciQuest) mobile. Although you can create a password that is the same as your current password for accessing Marketplace Central (SciQuest), it's important to note that it is a separate entity. Changing your mobile password will not automatically change your Marketplace Central (SciQuest) password and vice versa. When a device is added for a user, the system will prompt you to create a mobile password.

Add the Device and Generate an Activation Code in the User Profile

To activate a mobile device, the device must be registered and an activation code generated. This is done through the user profile. Follow the steps below to perform this task.

1. Access the user profile and go to **User Profile and Preferences** > **App Activation Codes**.

2. Click the **Add Device** button.

3. The **Create App Password** window displays. Configure the password you will use to log in to the app on your device. Enter a password in the **App Password** field and re-enter it in the **App Password Confirm** field. **Important Note**: Depending on your organization's set up, you may not be prompted to create a password. In this case, you can use your Marketplace Central (SciQuest) password to log in to the app.

4. In the **Device Name** field enter a name for the device that you're adding, **My iPhone**, for example.

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5.   In the **Email Activate Code to User?** field, click **Yes** to receive an email of the activation code. **Note**: The code will display on the next screen even if you choose to have it emailed.

6.   Click **Add Device**.

7.   The **Add Device** pop-up window will display the activation code. Note the code and click the **Close** button to close the window. The user has 72 hours to register the device with this code before it expires.

8.   The newly added device will display on the **App Activation Codes** screen under the **Pending Codes** heading.

Activate the Mobile Device

To activate your mobile device, use one of the following steps:

- If the code was emailed to you, you can activate it directly from the email, provided you can open the email on the device. To perform this task:

1.   Open the email on the device and click on the **Register Device** button in the email body.

2.   The **Register Device** screen will open with the registration code automatically input. In the **Password** field, enter the password created when the device was added to the user profile. **Note**: If you were not prompted to enter a password when adding the device, you should enter the password you normally use to log in to SelectSite.

3.   Click **Register Device**. The device will have access to the mobile app.

- If you do not have an email with the code you will need to enter it manually in the app on the device. Follow the steps below.

1.   Open the app on the device. Be sure to have the code on-hand.

2.   The **Register Device** screen will open. Enter the code in the **Typeable Token** field.

3.   In the **Password** field, enter the password created when the device was added to the user profile. **Note**: If you were not prompted to enter a password when adding the device, you should enter the password you normally use to log in to SelectSite.

4.   Click **Register Device**. The device will have access to the mobile app.