

Getting Started

A practical guide for Travellers

JULY 2019

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APP SET-UP

2.01 App Installation

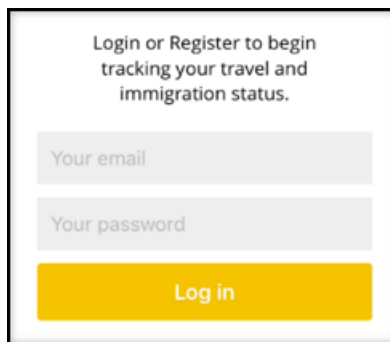
Once registered to the portal, you can access the app via your phone. The app is compatible with any Android or Apple device and can be downloaded from the Google Play Store or Apple App Store.

This guide uses imagery of Apple IOS. If there is a significant difference in screen layout, both IOS and Android, images will be shown. Android users will see a slight difference in the use of icons to represent settings and alert buttons.

Go to the applicable app store for your phone and enter the name of the app (as confirmed by your HR team), in the search box. Tap on the icon and select Install. The app will begin downloading and install automatically. Once the download is complete, the application will be accessible from your phone via the app tile.

2.02 App Registration

Once you have downloaded the app onto your phone, enter your user name and password



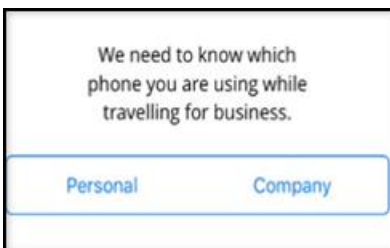
Login or Register to begin tracking your travel and immigration status.

Your email

Your password

Log in

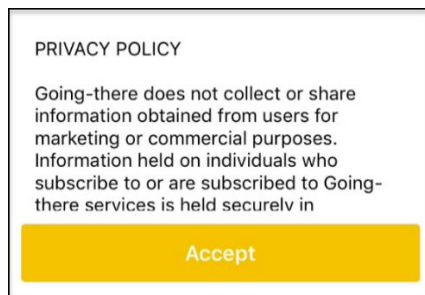
Confirm if the phone is a company or personal device.



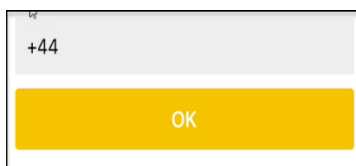
We need to know which phone you are using while travelling for business.

Personal Company

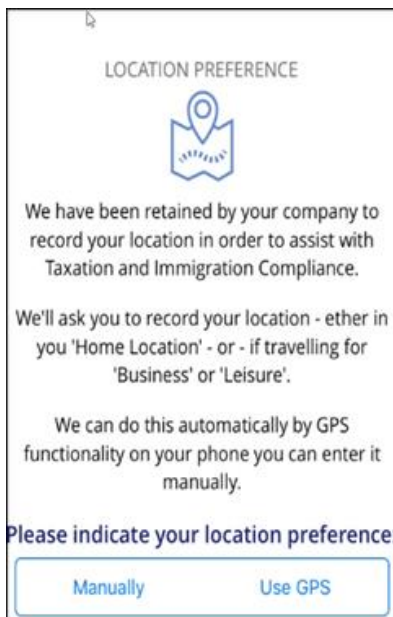
Accept the Privacy Policy.



Enter your phone number using the full international format including country and area code. For example, a telephone registered in San Antonio Texas will begin +1 210. Select OK.

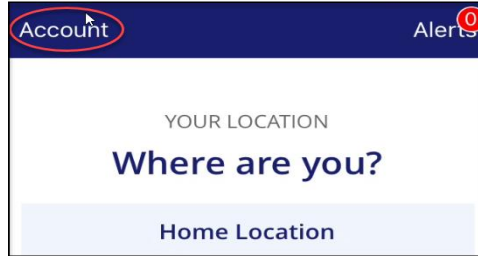


Confirm if you will use the GPS tracking functionality or will enter trip data manually. Note during standard use, full GPS data is not shared with other users or HR teams.

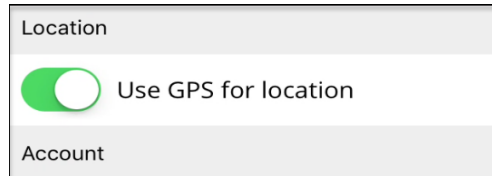


You can change your GPS setting at any time.

Select Account, top left of the app home screen.



Confirm if you would like to use GPS for location tracking.

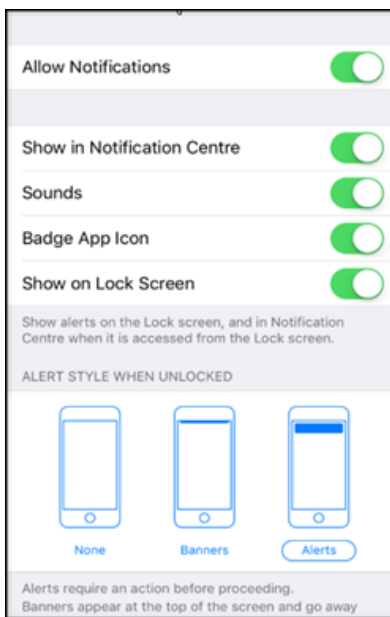


2.03 Phone Settings

To ensure that app works correctly on your phone, set the settings as follows.

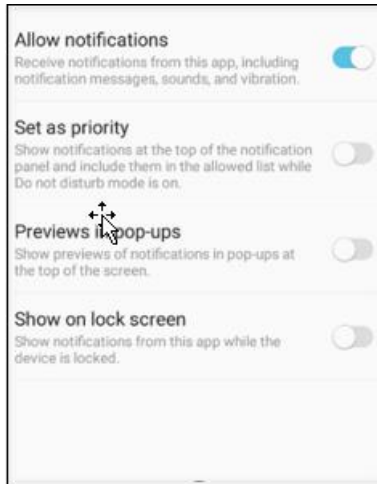
IOS Users

Settings > Notifications > name of app as confirmed by your HR team



Android Users

Settings > Applications > name of app as confirmed by your HR team > Notifications

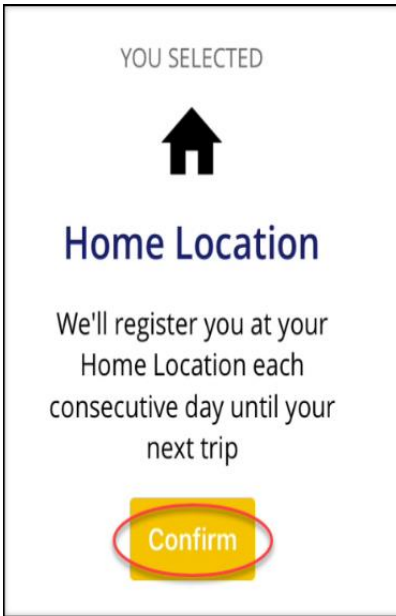


2.04 Location Confirmation

- To start using the app, answer the question ‘Where are you?’ If you are not traveling, select Home Location.



- Confirm the location selected.



Note, you do NOT need to register your home location each day. The system will count each day in that location, until you commence a business trip.