

# Employee Online Quick Reference Guide: How to Save Employee Online (EOL) to Android mobile or tablet device



## Employee Online on Mobile and Tablet Devices

- Employee Online has been optimised for use on a mobile or tablet device
- Navigation to EOL is simplified by saving the EOL link to the home screen of your device
- The process to save EOL to your homescreen is outlined below for **Android** devices



## How to Save EOL to Your Homescreen (Android users)

1. Open the **Chrome internet browser** on your mobile or tablet device
2. Type your **LHD specific EOL Mobile link** into the address bar

*The EOL Mobile login screen appears.*

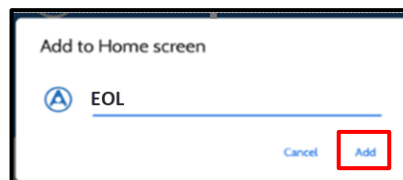
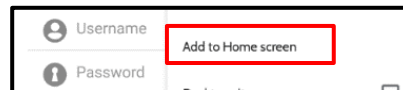
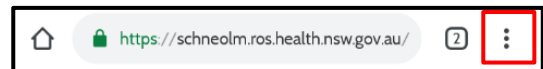
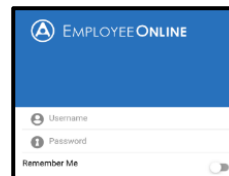
3. At the top of the screen select the **3 dots** (ellipsis)

*A drop down menu appears.*

4. Select **Add to Home screen** from the menu

*The EOL Icon appears.*

5. Edit **shortcut name** if required
6. Select **Add**



*The Employee Online (EOL) icon will now display on your home screen.*

**Note:** You may need to scroll or search to locate the new icon as it may have saved on a secondary page



## How to Access EOL on Your Device (Android users)

1. Select the **EOL icon** 
2. Enter your **StaffLink Number** and **Password**

**Note:** Tap the '**remember me**' button to allow quicker login in future.

