

# Employee Online Quick Reference Guide: How to Save Employee Online (EOL) to Apple iOS 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 **Apple iOS** devices



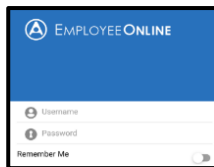
## How to Save EOL to Your Homescreen (Apple iOS users)

1. Open the **Safari internet browser** on your mobile or tablet device. 

**Note:** If using Chrome on an Apple iOS device the EOL link cannot be added to the home screen (bookmarked only).

2. Type in your **LHD specific EOL Mobile link** into the address bar

The EOL Mobile login screen appears.



3. If a pop-up appears asking you to **Increase Database Size**, click **Increase**

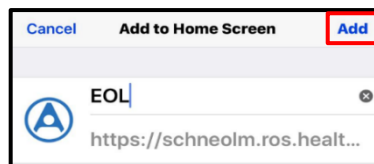


4. At the bottom of the screen click the **More Actions icon** 

5. Select **Add to Home Screen**



The Add to Home Screen displays.



6. Edit **shortcut name** if required

7. 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 (Apple iOS 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.

