

Accessing the Mobile Application

The Mobile Application allows users to access the application with a mobile device such as a mobile phone or tablet. This job aid shows how access and log into the mobile application.

Accessing the Mobile App

To access the mobile application, obtain the URL from your company administrator. Enter the URL in the browser address bar.



Logging into the Mobile App

After you enter the URL, the TotalHRWorks screen will be displayed.

A screenshot of the TotalHRWorks mobile application login screen. At the top, there is a logo consisting of a stylized red and blue figure next to the text "TotalHRWorks". Below the logo, the word "Login" is displayed in a light gray header. The main content area contains five input fields and two buttons, each with a letter label (A through E) and a red line pointing to it. Field A is labeled "Company", field B is "Username", field C is "Password", field D is a "Login" button, and field E is a "Back" button.

Label	Field/Action
A	Company
B	Username
C	Password
D	Login
E	Back

A Company: Enter your Company Short Name in this field

NOTE: Please see your company administrator for your company short name.

B Username: Enter your system Username.

C Password: Enter your system password.

D Login: Click Login.

E Back: A screen that explains more about the mobile app's functionality.