



# ACTIV8 MOBILE APP

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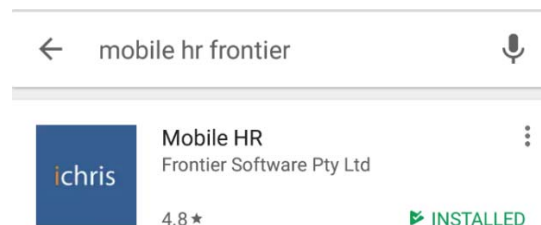
User Guide

# INSTALL



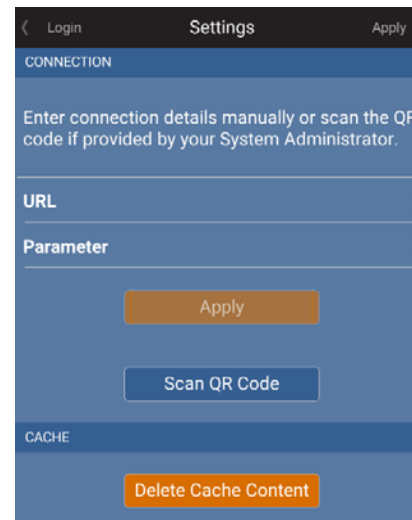
1

Go to APP Store or Play Store and search “Mobile hr Frontier” and install



2

Select “ Scan QR Code”



3

Scan this bar code



# LOGIN



1

Login using your Activ8 details

A screenshot of a mobile app login screen. The background is blue. At the top, there's a status bar with icons for LTE, signal strength, 75% battery, and 3:51 pm. Below the status bar is a gear icon. The word 'ichris' is displayed in white, with the 'i' in orange. There are two input fields: 'Username' and 'Password'. The 'Password' field has an eye icon to its right. Below the fields is a brown 'LOG IN' button. At the bottom, there is a link that says 'Forgot password?'.

2

Forgot your Password?

A screenshot of a mobile app 'Reset Password' screen. The background is blue. At the top, there's a status bar with icons for LTE, signal strength, 58% battery, and 6:50 pm. Below the status bar is a dark blue header with a back arrow and the text 'Reset Password'. There is a white input field labeled 'Username'. Below the field is a brown 'RESET' button.

3

Forgot your Username?

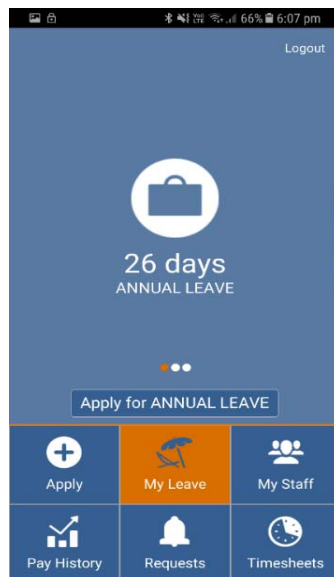
1. Check your emails for previous notifications from [Activ8@sanfl.com.au](mailto:Activ8@sanfl.com.au)
2. If you cannot find your username then send an email To: [Activ8@sanfl.com.au](mailto:Activ8@sanfl.com.au)

# APPLY FOR LEAVE



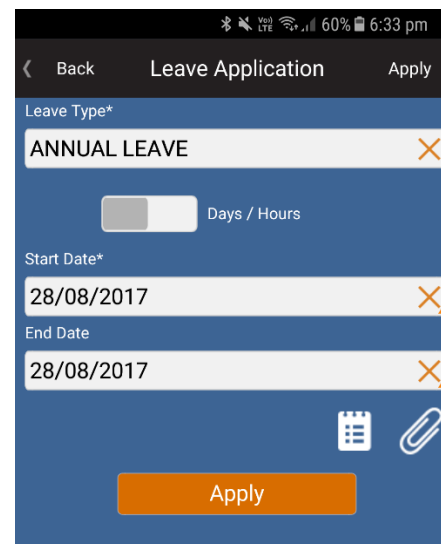
1

Leave balance is displayed.  
Swipe screen to see balance  
of Long Service and TOIL



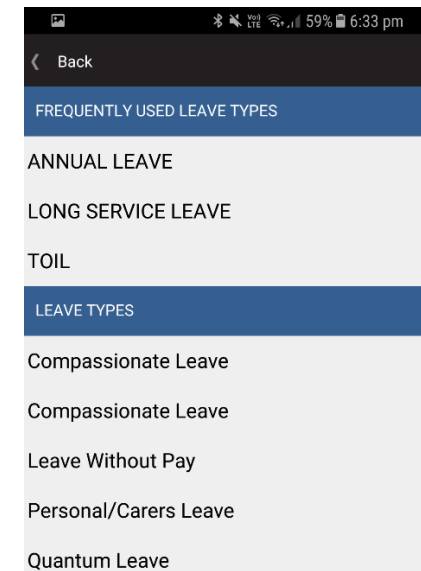
2

Select Leave type and enter dates  
Use paperclip to attach medical  
certificate when required.



3

Leave Types

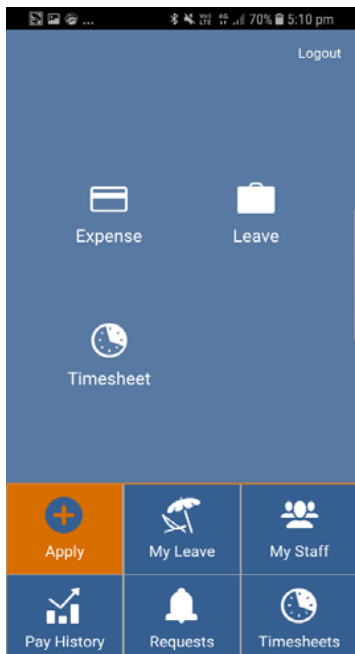


# APPLY : Expense (mobile) & Timesheets



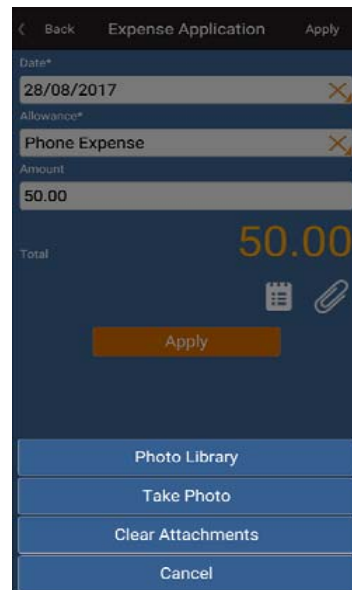
1

Select Expense or Timesheet



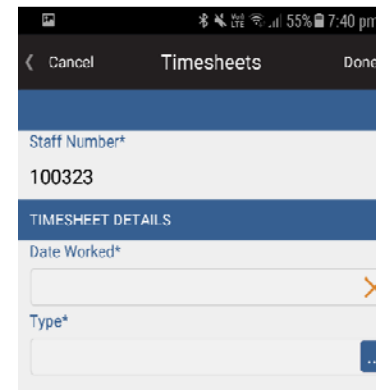
2

Expense  
You can take a photo of  
your bill to attach.



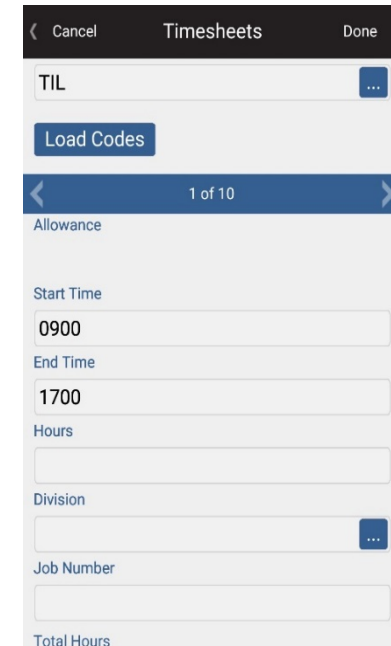
3

Timesheet (Casual & TOIL)



Type  
STD = Casual  
TIL = TOIL

Use 24hr clock for time  
entry



# PAY HISTORY



1

## Pay History - Summary

PAY HISTORY	
320	23/08/2017
316	09/08/2017
313	26/07/2017
309	12/07/2017
305	28/06/2017
302	14/06/2017

2

## Payslip

3

## Payment Summary

Available through the Activ8 desktop version

<https://kiosk.sanfl.com.au/ichris/PROD/Home/Index#/home>

[View Last Payslip](#)

[Payment Summary](#)

[Leave Application](#)

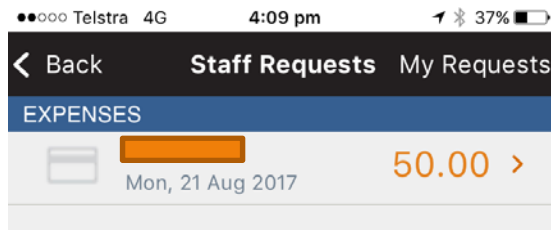
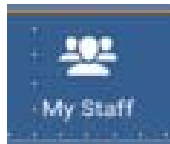
[Performance & Development Plan](#)

# Managers: Approving Requests



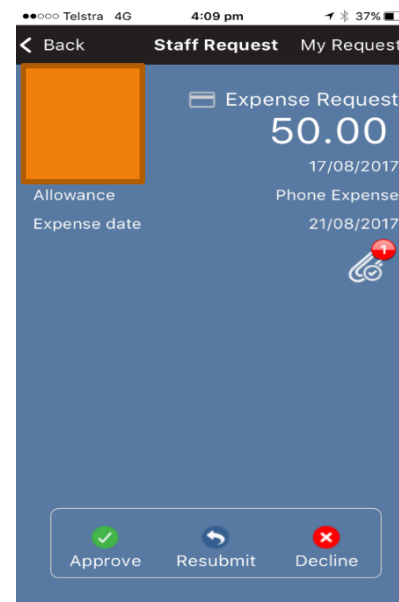
1

Select My Staff on the homepage then the relevant request



2

Approve, Resubmit, Decline  
Paperclip to view attachment



3

Confirm Approval

