



## Tablet tips

When you access the App you will see your Pay-related Actions, To-Do List and Inbox. To access other tasks click When populating some fields (eg: Cost Centre) you may need to select "Done" to complete the search.



## More Info...



### Training and Support

Quick Reference Cards and videos:

<https://sites.google.com/a/woolworths.com.au/hcmhelp>



### Frequently Asked Qns

Ctrl + F to search by keyword to find an answer to your question:

<https://sites.google.com/a/woolworths.com.au/hcmhelp/faqs>



### Get Help

If a colleague or your manager can't help you, check out our System Support page:

<https://sites.google.com/a/woolworths.com.au/hcmhelp/gethelp>

This version published 18 May 2015



## The Leave App

### What is it?

The Leave App (WOW SF Mobile) for Woolworths has been designed to give easy access to view leave balances and manage absences. Having it installed on an iPad/Android tablet also enables managers to manage Pay-related Actions in the To-Do List.

### What you can do...


Tasks	iPhone/Android	iPad/Android
View leave balance	Yes	Yes
Request leave	Yes	Yes
View / Cancel leave requests	Yes	Yes
Create / Approve / Reject "Pay-related Actions"	Leave only	Yes
View notifications for "Pay-related Actions"	Leave only	Yes
Link to Standard App	Yes	No

### Which device is it for?

The Leave App is available for iPhone, iPad (iOS), Android phone and Android tablet (OS V4.4.2+).

### Where can you get it?

You can download the WOW SF Mobile app from within SuccessFactors.

1. Use your device to log in to SuccessFactors through the browser (Safari or Chrome).
2. On your Home screen, look for a tile called "WOW SF Mobile".
3. Zoom in and click on the link for your device and install the app.
4. Once installed, the App should look like this... 

### How to activate it...

The first time you use the WOW SF Mobile App on your device you will be asked to enter your normal SuccessFactors User ID and password. Once entered, the app on your device will be synchronised with your main account.

### Re-install Updates

Keep an eye out for updates – when we update any of the apps, you will need to re-install them to take advantage of any new features.



your guide to...

# Getting Mobile



For employees on SuccessFactors

WOOLWORTHS LIMITED



## Why Go Mobile?

### Flexible access

If you don't have ready access to a desktop computer, but you do have a tablet, iPad or smart phone, you can get access to your SuccessFactors info and a selection of tasks via an app.

### What is an "app"?

An app is a piece of software that you can download to your mobile device allowing you to perform certain tasks.

### What can you do with an "app"?

There are two apps for SuccessFactors – one that is linked to leave and Pay-related Actions (see "The Leave App"), and one that is linked to a range of other functions (see "The Standard App").

### What can you not do?

It's difficult to type a lot of information via a smart phone, so you'll find that the apps won't allow you to manage things like expense claims, super contributions, performance reviews or talent searches. You can still get to these via any PC connected to the internet, or via some tablets that permit Flash (ie: not iPad) (See "Make it a Favourite").



## The "Standard" App

### What is it?

The "Standard" app gives access to key features through a mobile device. This app is owned by SuccessFactors and is updated regularly so you may need to update it on your device occasionally as new features are made available.

### Where can you get it?

Search for and download the SuccessFactors Mobile app from the App Store, Play Store or Blackberry World for your device, or look for the Standard App links on the SuccessFactors login page

### What you can do...

The features of the Standard App vary depending on your device, but include:

- View and update your own profile.
- Search for people and navigate through the Organisational Chart to view contact details.
- View your Objectives and update the status and deliverables.
- View your Learning Plan and complete some learning content.

On the iPad, managers can also:



- View/action items in the "To Do" list.
- View details of direct reports.

### How to activate it...


The first time you use the Standard App on your device you will be given an activation code. This code is used to set up a secure link between your device and your SuccessFactors account. To activate your app:

1. After you've downloaded the App on your device, you will be asked "Have you received an Activation email?" Choose "**No**" and then click "Next". You will then be given an activation code which you will need to copy or write down for the next steps.

2. Log in to your SuccessFactors account through a normal browser session on your device or PC.

3. From the arrow next to your name,  choose 

4. Choose  on the left menu

5. Enter the activation code you were given in the app, and click 

6. Now go back to the App on your device and choose "Next" and then "Enter". You should now be able to access your account through the app on your device



## Make it a Favourite


### Bookmark the SF login page


For some tasks you may want to access the system via your internet browser, but it's a pain if you can't remember the link. You can access SuccessFactors from any internet connection with this link:

<http://www.woolworthslimited.com.au/successfactors>



### Bookmark In Google Chrome:


Once you're on the login screen, click the  bookmark icon in the address bar.

You can then find your new bookmark via the Chrome menu.  Turn on the "Bookmarks Bar" to see it at the top of your browser window.



### Bookmark in Safari:

Once you're on the login screen, click the

 "Add Bookmark" icon in the address bar. You can define the name for this bookmark and add it to folders if you want. You can then find or edit the bookmark at any time by clicking on the bookmarks icon on the address bar, and choosing the item you've just created. 